



LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

ZENTRALE UNIVERSITÄTSVERWALTUNG,  
REF. VII.1, LMU GATEWAY –  
FOR NEW INTERNATIONAL ACADEMIC STAFF



## LMU GATEWAY CHECKLIST - LEAVING MUNICH



- Cancel your rental agreement (normally 3 months' notice is required)
- If necessary, arrange repairs in your apartment or house
- Cancel your contracts with utility and telecommunication providers (electricity, gas, garbage, water, GEZ, cable TV/ pay TV, landline and mobile phone lines)
- Cancel newspaper/ magazine subscriptions as well as other memberships
- Cancel insurance policies or inform yourself about their validity while abroad
- Arrange a hand-over of your property (get documentation of the final meter readings)
- Ask your landlord for your deposit
- De-register at the Residence Registration Office, if you are moving to a different country permanently
- Arrange for your mail to be forwarded to your new address
- Gather your (and your family's) medical records before departing
- Get your home country driving licence back and de-register your car, if applicable
- Inform the respective authorities of your departure if you received child benefit, parental allowance or unemployment benefits
- File your tax return, if applicable
- Transfer any pension funds, if necessary
- Join the LMU Gateway Alumni network and stay connected

### **Additional Checklist for families with children:**

- Give school and childcare facilities notice of your child's departure in good time

### **Contact:**

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