

## Checklist for guest scholars: To be done before departure ✓

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### At TH Köln

- Inform your faculty hosts and International Scholar Services of your planned departure date
- Return all borrowed media to the library
- If applicable, spend the remaining balance on your MultiCa, alternatively have the money paid out via the KSTW cafeteria
- Hand in your keys or transponders at your institute or to the responsible janitor
- Return your MultiCa to the International Scholar Services

### At your place of residence

- Cancel your apartment, health insurance, mobile phone contracts, gym memberships, ticket for public transport, etc. in good time (notice periods can be up to three months).
- Arrange an appointment to hand over the apartment and keys to your landlord and clarify the refund of the deposit
- Deregister your residence with the city
- Deregister from the broadcasting fee (only with deregistration certificate from the city)
- Clarify the closure of your bank account

We thank you for your stay at TH Köln and wish you all the best for your journey home or onward. We hope to stay in touch and look forward to seeing you again in Cologne.

Your International Scholar Services