



Universität  
Münster

# Section: Offboarding

Handbook for International Researchers

Dept. for Researchers & Staff (International Office)

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# Offboarding

## Termination of the rental contract

If you move away from Münster again, you have to terminate your tenancy early. Please submit the notice according to the deadline agreed in the contract. The notice has to be submitted in written form.

You must make an appointment with your landlord in order to hand over the flat when you move out, where the keys will be handed over and the flat will be inspected for defects. As a rule, you can give notice up to the third working day of a month, otherwise the moving out date will be extended by another month.

In many cases, the basic cleaning of the flat and minor cosmetic repairs (e.g. Painting the walls) have to be done by yourself.

It is important that you receive a landlord's certificate confirming that you have moved out. You will need this form to deregister from the Citizen Registration Office. The landlord must return your deposit within 6 months.

## Cancellation of a bank account

You can cancel a current bank account at any time without having to observe a specific period of notice. The letter of resignation must be in writing.

## Cancellation of a health insurance

As soon as you move away from Germany, you are not obliged to be health insured again. You can therefore terminate your statutory or private health insurance, which you usually should do lasts three months before your departure.

## Cancellation mobile phone and internet contracts

German mobile phone and internet contracts usually have a term of 24 months and can only be terminated prematurely under special conditions. Moving away from Germany counts as such. You must submit an informal, written notice of termination to your provider and declare that you are moving out of Germany. You should enclose a copy of the confirmation of departure from the Citizen's Registration Office (Bürgeramt) with your notice of termination.



**LEGALLY BINDING LETTER  
OF TERMINATION (GER)**



**SAMPLE LANDLORD'S  
CERTIFICATE (GER)**



**SAMPLE INFORMAL  
LETTER OF RESIGNATION  
(GER)**



# Retirement Benefits

If you haven't paid into the German statutory pension insurance for at least 60 months, you can request a direct refund of the contributions once your employment in Germany is at least 24 months in the past. In this case, only half of the contributions will be refunded, as you don't have a claim to the portion paid by your employer. To request a refund, you'll need to submit an application to the German Pension Insurance.

- Application for residents in Germany (Vo910): Explanation for Application for Contribution Refund in Germany
- Application for residents abroad (Vo901): Explanation for Application for Contribution Refund Abroad



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## Payment Contributions

1. If your home country is part of the EU, the European Economic Area (EEA), or Switzerland, and you have paid into the German statutory pension insurance for 60 months, you can claim your pension payments once you reach the retirement age. The same applies to third countries that have a social security agreement with Germany. You can find an overview of these countries and their respective regulations under the provided link.

2. If your country does not have a social security agreement with Germany, you can still claim your pension benefits once you meet certain qualifications and waiting periods. To apply, contact the German embassy in your home country. Please note that the German retirement age rules will apply in this case.



**OVERVIEW SOCIAL SECURITY AGREEMENTS (GER)**



## Deregistration at the Bürgeramt

As soon as you leave Germany again or move within Germany, you have to deregister at the Bürgerbüro and/or register your new place of residence. You can deregister earliest one week before and at the latest two weeks after your official move-out. You can either bring the certificate of deregistration in person or send it by post (Stadt Münster, Amt für Bürger- und Ratsservice, 48127 Münster).

## Forwarding of Mail

Often, letters and parcels are still sent to the old address after your departure. In such cases, Deutsche Post offers a redirection service for private customers. Depending on your contract, the mail you receive over the next 12 months will be forwarded abroad. However, higher fees will be charged for this service.



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**DEREGISTRATION CITY OF MÜNSTER**



**SAMPLE ABMELDEBESCHEINIGUNG (GER)**



**STORAGE SERVICE (GER)**



**MAIL FORWARDING (GER)**

You also have the option of using a Deutsche Post warehouse service. Here, your mail will be stored for up to 3 months, until you can pick it up during another stay in Germany. It is important that you indicate the branch where you would like to pick up your mail. You must be able to identify yourself on site. The charges for the storage service are considerably lower than for the forwarding service.



## Stay Connected – Join the Research Alumni Network

Once your research stay at the University of Münster ends, your journey with us doesn't have to. Through the Research Alumni Strategy (RE.AL), we support long-term, sustainable research cooperation and maintain connections with international scholars around the world.



### RESEARCH ALUMNI STRATEGY

By registering for the Research Alumni Network, you will receive our newsletter with information on fellowships, current programmes, and insights from fellow research alumni. If you return for another research stay and have a host at our university, we support you with administrative matters and offer funding opportunities for stays up to three months.



### REGISTRATION TO THE NEWSLETTER



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To keep your University ...@uni-muenster.de E-Mail address and stay informed about alumni events, you can also register for free with the University of Münster Alumni Club. When registering, select your status as “visiting researcher from abroad.”



### REGISTRATION





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