



Universität Jena · Internationales Büro · 07737 Jena

Mareike Rind

Welcome Point
Internationale Gastwissenschaftler/International
visiting scientists and scholars

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Office hours: Tue: 10:00 – 12:00 Uhr

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Jena, 30. März 2020

Checklist – Before you leave again

Dear international visiting scientist and scholar,

We hope you had a pleasant and successful research stay at Jena University. We will happily welcome you again in the future! Before leaving Jena, please make sure to:

- ✓ Have the [University library \(ThulB\)](#) sign the confirmation that you have returned all books you may have borrowed (you received that confirmation sheet with your welcome package).
- ✓ Return your THOSKA and confirmation from the ThULB to the [International Office](#).
- ✓ Terminate any agreements and contracts, e.g.:
 - ✓ Tenancy agreement (keep in mind the notice period and ask for your deposit!)
 - ✓ Cable TV, Internet, gas, water, heating, electricity
 - ✓ Insurances / bank account / mobile phone / daycare and school;
 - ✓ Newspaper / monthly pass for bus and train / standing orders / sport centres
- ✓ Request confirmation that you have terminated your tenancy agreement from your landlord → Give notice of departure to the “[Bürgerservice](#)” (service point for residents).
- ✓ If applicable: Consider setting up a redirection order (“[Nachsendeauftrag](#)”) at your local post office.
- ✓ Organise your return journey.
- ✓ You would like to stay longer? Careers at the [FSU](#) or in [Germany](#)!
- ✓ We would be very happy if you stay in touch with the Friedrich Schiller University Jena → [JenAlumni](#)

Tips: Detailed information can be found under each of the links of the electronic version of this document and on the website of the International Office (https://www.uni-jena.de/en/academic_exchange.html). If you have any question please contact us.