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

Jena, 30. März 2020

Mareike Rind
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Office hours: Tue: 10:00 – 12:00 Uhr
Wed: 12:00 – 14:00 Uhr

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.