



Erasmus+

## Departure-Checklist for



### Erasmus+ International Mobility Students at BOKU

- Cancel your registration at the municipal office of your district – currently also possible via email. Contacts and opening hours: <http://www.wien.gv.at/mba/mba.html>
  - **Housing: If you booked your room via OeAD housing:** To get back the deposit from OeAD you have to update your bank details in the online platform (IBAN, BIC) and upload the confirmation of deregistration of the municipal office to the platform (Non EU/EEA citizens additionally have to fill in the “deposit refund form” that they have received by email).  
  
**If you stayed at another dormitory:** Please get directly in touch with administration there in order to get back your room deposit and arrange how to return your keys.  
  
**If you are looking for someone to rent your room/apartment:** please post the information on the wall in our Facebook group “[Accommodation Exchange BOKU](#)”.
  - **Book your flight back home early enough!**
  - **Close your bank account:** in person at your bank. Get in touch with your bank. Often it is also possible to close your bank account via online banking or via phone call.
  - **Return all the books** to the library.
  - Prepare and bring following **Evaluation Forms** to BOKU-International Relations:
    - **Final Report:** about your stay and work done here from your side (max. 1 page, format free)
    - In case of master/PhD thesis supervision: **Supervisor Report** (Official Letter with Institute paper, stamp and signature)
    - If you have attended courses: **Transcript of Records** (print-out from BOKUOnline). Unfortunately, it takes quite a while before the results are available on BOKUOnline – if necessary, please tell your teachers that you need the certificates urgently! It is normal that on the day of your departure some of your exam data is still being processed. Check your BOKUOnline account for missing exam results. If there are still exam results missing after 4 weeks please contact the courses’ teachers.
- Once all the results show up on BOKUOnline, you can download a valid transcript of records (with electronic signature). Your account is valid until 31<sup>st</sup> of October 2023:**
1. Login to your BOKUOnline account
  2. Click on “**Transcripts**“
  3. Choose the language (English or German)
  4. Click on “**Print**” on the right (different layouts available)
  5. The transcript is created in pdf version with an official digital signature on the last page. It does not require further signatures from BOKU side.
  6. Forward the document as pdf to your coordinator. The electronic signature makes it legally valid.
- Please send or bring me the last **feedback letter** (Official Letter with Institute paper, stamp and signature) of your supervisor at BOKU.
  - Please fill in online the **Erasmus+ participant report**. You will receive an email with a link before the end of your stay.
  - As soon as you are back home, please send me your **boarding pass** first per e-mail and then per post to:

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