

Checklist for Departure

- **Cancel your registration** at the municipal office of your district – contacts and opening hours: <http://www.wien.gv.at/mba/mba.html>
- **Housing:** Please check with your **dormitory/landlord** how to return your room/apartment and how to receive your deposit. **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](#)".
- **Close your Austrian bank account (if applicable):** 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 books** to the library.
- **Evaluation Form:** We need your feedback to be able to improve our service for future incoming students. Please fill in our evaluation form in the course "**Evaluation for Exchange Students (Incomings) WS 2024/25**" in BOKUlearn (<https://learn.boku.ac.at>) - **BEFORE** you ask for the signature on your Erasmus - confirmation of stay.
- **Changes to Learning Agreement:** If you have changed your courses recently, please make sure that it has been signed by your home university and upload the document in Mobility-Online. If changes are still open – that means if the document with all signatures is not uploaded yet – **you cannot download the confirmation of stay.**
- **ERASMUS Confirmation of Stay (Learning Agreement AFTER the Mobility):**
Classes end at the end of January. However, the official end of the semester is February 28. Exams can take place during February as well.
Please correct your departure date in Mobility-Online:
 - Your last day of stay at BOKU is your date of departure from Vienna.
 - Your last day of study activity is the date of your last exam or any other verifiable study task (e. g. submission date of a report). This can also take place online.Request approval of your confirmation of stay in Mobility Online. If your home university requires a different form, please send that additionally via email to erasmustoboku@boku.ac.at to get the signature and stamp (**no earlier than 7 days prior to your departure**).
To finalize your Erasmus stay, you **do NOT need to come to BOKU-IR's office**. If you have questions, you are very welcome to join our online consulting hours. Please check dates at: <https://short.boku.ac.at/piringerulrike> <https://short.boku.ac.at/hasenhuendlkatrin>
- **Download your transcript of records in BOKUonline (legally valid with electronic signature)**
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 March 31, 2025:

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. With the electronic signature it is a legally valid document.