

Checklist for Departure:

- **Cancel your registration** at the municipal office of your district – a few days before you depart. (Locations 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 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 bank account:** in person at your bank.
- **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 \(Incoming\) SoSe2019](#)” in BOKUlearn (<https://learn.boku.ac.at>)
- If you need a **letter of confirmation** or an updated version of the **learning agreement:** please contact us (jointstudy@boku.ac.at or, if you are an Ceepus student: ceepus@boku.ac.at) and come to our Office to get the signed letter - check on the Website if consulting hours will take place: <http://short.boku.ac.at/lisamariaschmidtberger>
- **Download your transcript of records in BOKUonline**
(or pick it up at the “[Studienservices](#)”/registration office: Mo, Tue, Thu, Fri 9.00-12.00, Wed 14.00-16.00)
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 a few 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 30th of April 2019:

1. Login to your BOKUonline account
2. Click on “Transcripts“
3. Choose the language (English or German)
4. Click on the first “Create valid document” on the right (still in the first section “Transcript of Records“)
5. As soon as the document is ready, you can download it by clicking on the “download” button.
6. Forward the document as pdf to your coordinator. The electronic signature makes it legally valid.

If your university does not accept the valid document with digital signature first check in BOKUonline if all results are already posted and then contact: jointstudy@boku.ac.at or, if you are an Ceepus student, ceepus@boku.ac.at . The transcript with signature and stamp will be send to your home university.

My Checklists for Joint Study students: <http://short.boku.ac.at/int-in-js-en-checklists>

My Checklists for Ceepus students: <http://short.boku.ac.at/int-in-c-en-checklists>