

Departure-Checklist for Bachelor and Master Erasmus Mundus Students at BOKU

- Cancel your registration** at the municipality hall of your district – a few days before you departure.
(Locations and opening hours: <http://www.wien.gv.at/mba/mba.html>)
- Housing:** To get back the deposit from OeAD you have to write an email to deposit@oead.at. This email should include your **name**, **bank account** (IBAN, BIC) and the **date of your departure**. Please be aware that if BOKU paid your deposit first and debited it from your scholarship after, your arrival, OeAD will ask you for a confirmation that you paid BOKU back: Please ask me to get this confirmation before writing to OeAD.
If you are looking for people to rent your room/apartment please post information on the room in our facebook group "Accommodation Exchange BOKU".
- Book your flight back home early enough** to get the flight costs reimburse on you Austrian Bank Account before you close it!
- Close your bank account:** in person at your bank
- Return all the 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 is in the course Evaluation for Exchange Students (Incomings) SS 2014 in BOKUlearn (<https://learn.boku.ac.at/?lang=en>), BEFORE you come to ZIB to have the letter of confirmation signed +
 - Final Report
 - Benefit Report
 - Departure notice
 - Questionnaire
- Pick up your **transcript of records** at the Registration Office (Mendelhaus, 2nd floor; Monday to Friday 9.00-12.00, Wednesday 14.00-16.00.)
Unfortunately it takes quite a while until the results are available on BOKUonline – please tell your teachers that you need the certificates urgently! It is possible that on the day of your departure some of your exam data is still being processed. Please do not worry; you can print out your transcript on BOKUonline yourself.
- Check your BOKUonline-Account for missing exam results. If there are still exam results missing after a few weeks please contact the respective teachers. **Once all results show up on BOKUonline, you can print out a valid transcript of records (with electronic signature):**
 1. Login to your BOKUonline account
 2. Click on „Transcripts“
 3. Choose the language (English or German)
 4. Click on “Create valid document” (on the left side; NOT in the right corner)
 5. As soon as the document is ready, you can download and print it by clicking on the “download” button.
- As soon as you are back home, please send me your **boarding pass** first per e-mail and then by post to:

Contact Person: **Katrin Hasenhündl**
International Office (ZIB)
Peter Jordan Straße 82a
1190 WIEN

Tel: (+43-1) 47654-32014
Fax: (+43-1) 47654-32009
erasmus.mundus2@boku.ac.at