

## Departure-Checklist for PhD 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](mailto: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 Forms:**
  - Final Report
  - Benefit Report
  - Departure notice
  - Questionnaire
- Please send or bring me the last **feedback letter** (Official Letter with Institute paper, stamp and signature.) of your supervisor at BOKU.
- If you attended some courses, pick up your **transcript of records** at the Registration Office (Mendelhaus, 2<sup>nd</sup> floor; Monday to Friday 9.00-12.00, Wednesday 14.00-16.00.) Unfortunately it takes quite long until the results are in BOKUonline – please tell you 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; we will send those exam certificates to you. Check your BOKUonline-account for missing exam results. **Once all results show up on BOKUonline, please send an e-mail to [erasmus.mundus2@boku.ac.at](mailto:erasmus.mundus2@boku.ac.at)** including:
  - **Name**
  - **BOKU - Matrikelnummer**
  - **Exact address the documents should be sent to**
  - **Please state if certificates should be in German or in English**If there are still exam results missing after a few weeks please contact the respective teachers.
- 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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