

## Checklist for Departure:

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- **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:** 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) SoSe 2018“** in BOKUlearn (<https://learn.boku.ac.at>) **BEFORE** you come to ZIB to have the letter of confirmation signed.
- **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 documents with all signatures are not uploaded yet – **you cannot print the letter of confirmation.**
- **ERASMUS Letter of Confirmation (Learning Agreement AFTER the Mobility): at ZIB**  
Please correct your departure date in Mobility-Online. Print the letter of confirmation and come to ZIB to get the signature and stamp (**no earlier than 7 days prior to your departure**). (If your home university requires a different form, we can sign that as well).  
**The end of the semester is on 30th of June.** If you stay longer at BOKU, the official **date of departure** is the date of your last exam or any other verifiable study task (e. g. submission date of report) while you are physically still at BOKU.  
Please always look at <http://www.boku.ac.at/piringerulrike.html> in advance to check whether the consulting hours are cancelled.
- **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 30.11.2018:**

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.