

Checklist for Departure

- **Cancel your registration** at the municipal office of your district – currently also possible via email. (Contacts 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. 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) SS 2023**” in BOKUlearn (<https://learn.boku.ac.at>)
- **Changes to Learning Agreement:** If you have changed your courses recently and need your learning agreement to be updated and approved please reach out to your exchange coordinator at BOKU.
- **If you need a letter of confirmation** or if you have any further questions please contact us via Email jointstudy@boku.ac.at or, if you are a Ceepus student: ceepus@boku.ac.at
- **Missing examinations?** In case you need to re-do an exam after you left BOKU, please note that these can be arranged in accordance with your BOKU exchange coordinator and course instructor. Be aware that the examination needs to be concluded latest 31st of October 2023.
- **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 31st of October 2023:

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. 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.

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

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