# Leaving Denmark Checklist

**To be terminated**

**Authorities:**
- □ Cpr. no. with the Civil Registration Office
- □ Residence and work permit
- □ Hand in social security card
- □ Bank account
- □ Insurance

**Housing:**
- □ Housing lease contract
- □ Power, water and heating supply contracts
- □ Newspaper
- □ Phone
- □ Media fee
- □ Forward mail to your new address

**Activities**
- □ School
- □ Day care
- □ Club memberships
- □ Association

**To be settled:**
- □ Tax
- □ Pension savings
- □ Holiday pay
- □ Travel costs and other outstanding matters with AU

**To be arranged:**
- □ Shipping of furniture and personal items
- □ Transportation of pets incl. permits
- □ Car de-registration

**To be obtained:**
- □ Unemployment insurance form (EU citizens only)
- □ Doctor records (for all family members)
- □ Dentist records (for all family members)
- □ School reports
- □ Car insurance reports

**To be returned to Aarhus University**
- □ Keys/key cards
- □ PC & Phone
- □ Return books to institute or library
- □ Other items belonging to the university
- □ Leave your address with the HR/personnel administrator/institute secretary