

Leaving Denmark Checklist

For stays of less than 3 months

To be terminated

Authorities:

- Residence and work permit – non EU/EEA citizens only
- Insurance

Housing:

- Housing lease contract
- Power, water and heating supply contracts
- Newspaper
- Phone
- Forward mail to your new address

Activities

- Club memberships
- Associations

To be settled in relation with employment at AU:

- Tax
- Pension savings
- Holiday pay
- Travel costs and other outstanding matters with AU

To be arranged:

- 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