## Leaving Denmark Checklist

### For stays of more than 3 months

**To be terminated**

**Authorities:**

- [ ] CPR no. with the Civil Registration Office
- [ ] Residence and work permit – non EU/EEA citizens only
- [ ] Hand in social security card
- [ ] Bank account
- [ ] Insurance

**Housing:**

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

**Activities**

- [ ] School
- [ ] Day care
- [ ] Club memberships
- [ ] Associations

**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