

Leaving Denmark Checklist

For stays of more than 3 months

Public Authorities

To be deregistered:

- CPR number with the Civil Registration Office/national register
- Residence and work permit – non EU/EEA citizens only
- Tax with the Danish Tax Agency
- Car de-registration with the Danish Tax Agency

Daily affairs

To be terminated:

- Housing lease contract
- Power, water and heating supply contracts
- Media licence

To be deregistered

- School, nursery and daycare

To be cancelled:

- Newspaper subscriptions
- Phone and internet subscriptions
- Club and association memberships
- NemID

To be notified:

- Bank
- Insurance
- Forward mail to your new address

Records and documentaion

To be obtained:

- Unemployment insurance form (EU citizens only)
- Medical records (for all family members)
- Dentist records (for all family members)
- School reports
- Car insurance reports
- E104

Employment issues

To be settled:

- Taxes
- Pension savings
- Holiday savings

Leaving Aarhus University

To be returned:

- Keys/key cards
- PC & Phone
- Books to institute or library

- AU credit card and insurance card
- Other items belonging to the university

To be settled:

- Settle travel costs and other outstanding matters with AU
- Leave your address with the HR/personnel administrator/institute secretary

Other practical matters

- Shipping of furniture and personal items
- Travelling with pet animals