## 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 documentation
**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
<table>
<thead>
<tr>
<th>To be settled:</th>
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<tbody>
<tr>
<td>Settle travel costs and other</td>
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<tr>
<td>outstanding matters with AU</td>
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<tr>
<td>Leave your address with the</td>
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<tr>
<td>HR/personnel administrator/</td>
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<tr>
<td>institute secretary</td>
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<tr>
<td>Other practical matters</td>
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<td>Shipping of furniture and</td>
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<tr>
<td>personal items</td>
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<tr>
<td>Travelling with pet animals</td>
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