

End of Stay

→ End of Stay – not to forget



1. DOCUMENTS TO SIGN (Undergraduate and Master students):

- Please ask your home coordinator if you need signed documents (e.g. learning agreement, confirmation, donation etc.) before you come into the IWW-Office! Most universities have got their own forms - please bring these forms together with your course module list!
- In case you need a course description (syllabus), please find it by clicking on the link below - choose the semester in the drop-down menu and fill in the course module number in the "search" field: http://orawww.uibk.ac.at/public_prod/owa/lfuonline_lv.home

2. BANK ACCOUNT:

- If you opened a bank account here this must be closed. Otherwise, the bank will charge you a fee!

3. STUDENT HALL OF RESIDENCE:

- If you live in a student hall, please give notice of your departure (please let the management know about your departure in due time), give back the key and pay any open bills (telephone etc.).

4. CITY REGISTRATION – NOTICE OF DEPARTURE:

- Please give notice of your departure at the Residents Registration Office at the ‚Rathaus‘ (Mon-Thu 8:00-17:30 and Fri 8:00-12:00) 3 days before you leave Innsbruck. This procedure only takes 5 minutes and is compulsory!
- You can also write them an e-mail → post.meldewesen@innsbruck.gv.at
The e-mail must include:
 - the information that you would like to unregister as a resident in Innsbruck
 - your full name
 - your date of birth
 - your address in Innsbruck
 - attached a copy of your “Meldebestätigung”
 - attached a copy of your ID