Checklist before departure

Please make sure that you have ticked out all boxes on this list. Otherwise, you will forever be bound to Denmark – and are you really sure that’s what you want?

☐ Hand in key to Anette – you can keep your ID card as a souvenir (it will be deactivated)
☐ Clean your office – like: remove your stuff, don’t scrub the floor
☐ If you change your e-mail address, please notify Anette (studsgaard@nbi.ku.dk)
☐ Return books you may have borrowed at the library
☐ If KU MasterCard: please return this to Nina (bech@nbi.ku.dk)
☐ Deregister your address from the national register*
☐ Get your post forwarded with Post Danmark*
☐ Hand in your yellow national health insurance card at local citizen service centre*
☐ Obtain your medical and dentist records*
☐ Read and report your electricity and heating consumptions*
☐ Notify your bank of your relocation and cancel automatic payments*
☐ Get your pension paid out (if you want)*
☐ Notify SKAT by completing form no. 04.029*
☐ Terminate your lease contract and claim the deposit*
☐ Take your remaining holiday or have it disbursed*
☐ If children: deregister from nursery, kindergarten, and school*
☐ If car: license plates must be handed in and a refund of registration duty can be repaid. Complete form no. 21.044 EN*

*See more: www.lifeindenmark.borger.dk → Leaving Denmark (right bottom side)