

Checklist: PhD student at Ghent University

Leaving Ghent

- Contact your landlord to terminate your **housing contract**. If applicable, arrange for your deposit to be refunded. Do this well in advance and check your contract.
- Inform the Student administration of your **address abroad**, in case you did not receive your PhD diploma at your doctoral defense or proclamation. That way your diploma can be sent to the correct home address afterwards.
- Visit your **faculty, promotor or programme coordinator** and make sure that you have fulfilled all the obligations relating to your stay, and that you have received all relevant information and documents.
- Make sure all **library books** are returned.
- Do not forget to close your **bank account**.
- Deregistration process:** go to the city administration to inform that you are leaving and hand in your residence card.
- Inform your **health insurance fund** well in advance that you are leaving the country.
- Make or confirm your **travel plans**. Check regulations on bringing belongings to your home country. You are advised to insure your luggage before your journey and label it clearly. Check your luggage weight against your airline's allowances.
- Inform **other contacts/institutions** that you are leaving (for example: terminate phone/internet connection). Check your contract for the period of notice.
- Register with the university's or faculty's **Alumni Office**.