Things to do before leaving Nijmegen

WHEN YOU DECIDE TO RETURN TO YOUR HOME COUNTRY (TEMPORARILY) THERE ARE A FEW PRACTICAL ARRANGEMENTS YOU - AS AN INTERNATIONAL STUDENT - NEED TO TAKE CARE OF.

Inform your study advisor / coordinator

Please inform your study advisor by e-mail that you will return to your home country. In case your return is temporarily, please mention this in your e-mail.

Inform the central International Office / Admission Office

Please inform the central International Office as soon as possible of your departure. We kindly ask you to send an e-mail to admissions@ru.nl with the following information:

- Your name
- Student number
- Date of departure
- In case of housing mediated by the International Office, please inform us if you would like to terminate the housing contract for this moment.
- In case your AON insurance has been arranged by the International Office, please inform us if you would like to terminate it. We will then contact AON.
- If you intend to return to Nijmegen to finish your study programme.

The International Office will do its best to contact you as soon as possible to confirm termination of housing and/or insurance contract.

Housing

In case the International Office mediated for your housing, please inform us at admissions@ru.nl if you would like to terminate your housing contract for this moment (see above). The International Office will then inform the housing agency. Make sure that you hand in your keys to the rental agency (e.g. SSH&, Elroto/Dornick or Guesthouse Nijmegen).

If you are subletting a room from a Dutch student, or renting a room in a private house with a landlord/-lady, you must follow the conditions of termination in the rental contract and/or the agreements made with the owner of the room. So please contact the owner of the room.

Your residence card

We advise you to take your residence card with you to your home country. We closely follow the instructions given and decisions taken by the Immigration and Naturalisation Service (IND) and will inform you in case any action from your side is needed. So please keep your residence card carefully, as you might need to send it back to the IND from your home country or you might return to the Netherlands.

(De)register at local city hall (Stadswinkel)

When you leave Nijmegen and you end your housing contract, you will need to deregister yourself, in writing, at the local city hall (De Stadswinkel, Mariënburg 75, 6511PS, Nijmegen; tel.: 024 329 9595).
**Things to do before leaving Nijmegen**

You have to enclose a copy of your passport or ID, mention your last address in the Netherlands, your permanent address in your home country and the date of departure. Please send an email to antwoordservice.burgerzaken@nijmegen.nl.

If you live outside of the borders of the municipality of Nijmegen you must cancel your registration there.

**Close your bank account**

Either visit your bank in person with a signed letter indicating that you wish to close your bank account or send this to your bank via regular mail. Please note: if your bank balance is negative (meaning you owe the bank money) the account cannot be closed. Or, if there is money remaining in your account, please withdraw this before closing the account. The bank will not transfer money to a foreign account. It is possible, however, to transfer the money to a Dutch account. All such details should be indicated in your letter to the bank.

**CAK letter / insurance check**

Students who have arrived in Nijmegen may have received a letter from CAK (the Dutch Health Care Insurance Board) in Dutch, which states that you are not covered under a Dutch healthcare insurance and you should take out a public health care insurance. Even those students who have a European Health Insurance Card may have received this letter. Even if you are properly insured you must take action because CAK has no other way of checking whether you are already properly insured. **If you don't react to this letter within three months, you risk being fined, and the amounts are high!** If you receive a letter from CAK please take action immediately! For more information please check: [https://www.studyinholland.nl/prepare/insurance/studying-and-health-insurance-in-holland](https://www.studyinholland.nl/prepare/insurance/studying-and-health-insurance-in-holland).

In case you took out insurance yourself at AON or any other insurance company, make sure to contact to the insurance company for advice. We advise you not to terminate your travel insurance before you have returned to your home country.

**Deregister from Studielink**

In case you might decide to terminate your enrolment, please submit a request for termination of your enrolment. This will ensure that the termination of your study programme is registered in Osiris. Furthermore, based on terminating the enrolment through Studielink, the Central Student Administration will check whether you are entitled to a refund of part of your tuition fee. **If you terminate your enrolment, you will not be allowed to follow online lectures from your home country or take exams. At this moment it is not clear which courses can be offered online. But in case some courses will be offered online and you would like to continue following courses from your home country, please inform your study advisor and do not terminate your enrolment.**

**Questions?**

Contact the International Office at any time with related questions:
E-mail: admissions@ru.nl
Tel: 0031 24 3623456