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 international coordinator

Please inform the international coordinator of your Faculty by e-mail that you will return to your home country. In case you are interested in following any online courses that might become available, please inform your coordinator by e-mail.

Inform the central International Office

Please inform the central International Office as soon as possible of your departure.
We kindly ask you to send an e-mail to exchangeadmissions@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.
- 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.
- Inform us if you would like to terminate your enrolment permanently or if you might be interested in following any online courses that might be offered by your Faculty.

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

Housing

In case the International Office mediated for your housing, please inform us at exchangeadmissions@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

If you decide not to return to Nijmegen, please send your residence card back to the IND. You can send your card to: IND, Bureau Documenten, PO Box 7025, 8007 HA Zwolle, The Netherlands. Kindly make the document invalid before mailing it. You can do this by making a cut in the document or perforate it. Please do not cut the document in half.

In case you do not know at this moment if you will return to Nijmegen, please take the residence card with you to your home country. In case you will decide not to return, you can then return it to the IND by post. 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 if you do not know yet if you will return.
Things to do before leaving Nijmegen

(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). 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 the insurance company for advice. We advise you not to terminate your travel insurance before you have returned to your home country.

Certificate of attendance, or 'departure form'

Your home university may require that you have an 'Erasmus certificate of attendance' or 'departure form' signed by Radboud University. You can send this form to exchangeadmissions@ru.nl. We will then return the signed form to you by email.

Transcript of grades

In case you already obtained grades and you would like to receive a transcript, contact the international coordinator of your Faculty by e-mail.

Questions?

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