

Check-Out from the Student Dormitory – University of Liechtenstein

Important Information Regarding Your Dormitory Check-Out

Forms

Please print the De-registration Form (“Entlastungsformular”). There are three different versions available, depending on your status:

- Exchange students
- Students leaving the dormitory but continuing their studies at the University
- Students who have completed their studies

All forms are available at myuni.li/regulations.

De-registration Process

You must visit the relevant departments to obtain all required signatures and approvals. Depending on the form you need, please allow sufficient time to complete this process. The entire de-registration process must be completed before checking out of your room and the dormitory. At the end of your stay, please leave the completed form with the Accommodation Team. The Accommodation Team will provide the final approval. As Head of Accommodation, I will forward a copy or the original form (depending on your status) to the relevant departments, such as the International Office, Bookkeeping, and the Visa/Permit Office.

Please note that all outstanding debts and fees must be settled before check-out. Otherwise, additional administrative charges may apply.

Check-Out Appointment

The Accommodation Team is not available 24/7, therefore we kindly ask you to schedule your check-out appointment in advance.

Regular check-outs are conducted from Monday to Thursday between 08:00 and 16:30. Weekend check-outs require prior approval from the Head of Accommodation and are subject to an additional service fee of CHF 150.-.

If you have an early flight or train connection, we strongly recommend checking out one day earlier.

Please be aware that our team is unable to provide repeated or additional check-out visits due to insufficient preparation. If a team member has to return because the room or shared areas are not ready, additional charges may apply. Depending on the situation, these fees may range from CHF 50.- to CHF 200.- or more. To avoid unnecessary costs, please ensure that everything is fully prepared before the appointment.

Cleaning Requirements

Please allow enough time for a thorough cleaning of all areas, including:

- Kitchen (inside cabinets, refrigerator, microwave, oven, stovetop, and sink)
- Bathroom (all surfaces must be cleaned, descaled, and free of personal belongings)
- Living room, laundry room, and all shared/common areas
- Your room, including furniture (inside and outside), doors, walls, windows, and floors
- Your mailbox (please remove all remaining letters and clean the inside)
- Bicycle storage areas (do not forget to take your bike)

Please also:

- Wash and remove your bed sheets
- Ensure that the mattress is clean and free of stains
- Remove all posters, decorations, tape, and adhesive materials from the walls
- Take all personal belongings with you, including architecture models and storage items
- Coordinate with other residents to remove any belongings from terraces, hallways, kitchens, refrigerators, and storage spaces
- Dispose of all garbage properly before check-out

Rooms and shared areas must be left in a clean and move-in-ready condition.

Furniture, Personal Belongings, and Keys

According to your accommodation contract, you must leave the dormitory completely empty and remove all personal belongings before departure.

If you have additional furniture or large items, please organize their disposal or removal in advance. The University cannot store or dispose of personal belongings on behalf of students.

Any items left behind will be removed by Facility Management or an external company. The related costs will be deducted from your deposit.

All keys must be returned during check-out. Missing keys will also be charged and deducted from your deposit. The replacement fee is CHF 50.- per missing key.

Return of the Deposit

After your check-out, please hand in your completed de-registration form to the Accommodation Team. We will take care of the remaining internal formalities.

Bookkeeping and Study Administration will receive a copy of the approved form. For exchange students, the original form will be forwarded to the International Office.

Depending on the processing schedule of the University Bookkeeping Department, the deposit will usually be refunded within three to four weeks after your official check-out. Please note that any outstanding charges, damages, missing items, cleaning costs, or administrative fees may be deducted from the deposit before reimbursement.

Final Information

If you have any questions or require further clarification, please do not hesitate to schedule an appointment with me. You can find me on the second floor of the Ebaholz building (Room 215).

We hope you had a wonderful time studying and living in Liechtenstein. Please stay in touch — we would be very happy to hear from you again in the future.

Best regards,

Your Accommodation Team

Lic. cc Gabriela Cortés

Head Accommodation