**Checklist international staff**

New employee (name):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Target group: employee*

**Termination of employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **What** | **Who** | **Reference** | **Completed** |
| **1** | **Termination of employment**; according to routines at JU | Employee  Manager | [Termination of employment](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/employment/termination-of-employment.html) |  |
| **2** | **Civil de-registration**; notify the Swedish Tax Agency when moving from Sweden | Employee | [Termination of employment](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/employment/termination-of-employment.html) |  |
| **3** | **National Government Employee Pensions Board (SPV)**; ensure that SPV has the correct address when moving from Sweden | Employee | [Termination of employment](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/employment/termination-of-employment.html) |  |
| **4** | **Housing**; terminate   * lease * insurance * subscription | Employee | [Termination of employment](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/employment/termination-of-employment.html) |  |
| **5** | **Bank**; close any bank accounts | Employee | [Termination of employment](https://ju.se/en/about-us/work-at-jonkoping-university/information-to-international-staff/employment/termination-of-employment.html) |  |