



The First Steps in Magdeburg

Welcome to the Otto von Guericke University!

This is what you have to do...



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| <p>(1) Tenancy agreement - proof of a permanent domicile in Magdeburg.</p> <p>(2) Citizens Office (Bürgerbüro): You will get the certificate of registration - „Meldebescheinigung“.
<u>Checklist:</u>
ID/passport, tenancy agreement, <i>biometric</i> photo for EU citizens.
<u>Note:</u>
April 2nd, 3rd (9-12am) April 8th, 10th 9-12am & 1-2.30pm) the Citizens Office will be in the CSC (Campus Service Center—Building 1).</p> <p>(3) Open a bank account
<u>Checklist:</u>
admission letter, „Meldebescheinigung“, passport, bank account information of the University and renter.</p> <p>(4) EU citizens only need their EHIC <u>but</u> also a confirmation by a health insurance that they will be responsible. All other students have to register for a German health insurance.
<u>Checklist:</u></p> | <p>passport, admission letter, bank information. (fee: approx.: 80€/month)</p> <p>(5) Tuition fee can be paid in cash at the “Barkasse” in building 6 room 22 (Mrs. Brandes).
<u>Opening hours:</u>
Mo/Tue/Wed/Thu 10-11.30am & 1-2pm, Fr 9.00am-11.30am.</p> <p>(6) Enrolment as an exchange student at Mrs.Behnert (Building 18,Room 149),
<u>Opening hours:</u>
Mo-Thu 10-12am & 1-3pm
Enrolment as fulltime student at Mrs.Lapp (Building 6, Room 8).
<u>Checklist:</u>
ID/passport, health insurance certificate, receipt of tuition fee, admission letter, photo (see more information).</p> <p>(7) <u>For non-EU-citizens:</u> If you stay longer than 3 months, you have to register at the foreigners’ office
<u>Checklist:</u>
passport, visa, <i>biometric</i></p> | <p>photo, copies of health insurance certificate, enrolment certificate, proof of sufficient financial support (min. 659€/month), „Meldebescheinigung“, tenancy agreement. (all of those in original and copy)
fee: 110€ cash for a stay more than one year, 50€ for a stay less than one year.</p> <p>(8) Registration for your exams in the corresponding examination office. Please make sure that you know and do not forget the specific period for exam registration.</p> <p>(9) Questions/Problems: ERASMUS students go to Mrs. Behnert, all others to Mrs. Böhning.</p> <p>(10) Deregistration from university („Exmatrikulation“) and from the resident of-fices. If you have your room for a too long time, make sure to cancel it 2 –3 in advance, depending on the renter.</p> |
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IKUS Contact

Office Hours:
to be announced

E-Mail: ikus@ovgu.de
Website: www.ikus.ovgu.de
Facebookgroup:
_“IKUS Magdeburg”

Important Office Hours

Citizens Office (Bürgerbüro):

Mon 08:00 – 15:00
Tue 09:00 – 18:00
Wed 12:00 – 15:00
(closed every 1st Wed of the month)
Thu 09:00 – 18:00
Fri 08:00 – 12:00

Foreigners’ Office:

Mon 08:00 – 12:00
Tue 09:00 – 12:00 + 14:00 – 17:30
Wed closed
Thu 09:00 – 12:00
Fri 08:00 – 12:00

International Office (AKAA):

Building 18, Room 149/150
Mon 10:00 – 12:00
Tue, Thu 10:00 – 12:00 + 13:00 – 16:00

E-Mail:
Eva.Boehning@ovgu.de
Anne-katrin.behnert@ovgu.de

Breiter Weg 222, tram stop “Domplatz” (tram 2,5,9,10)

