

The First Steps in Magdeburg

Welcome to the Otto von Guericke University!

This is what you have to do...

- (1) Tenancy agreement - proof of a permanent domicile in Magdeburg.
- (2) Citizens Office (Bürgerbüro): You will get the certificate of registration - „Meldebescheinigung“. Checklist: ID/passport, tenancy agreement, *biometric* photo for EU citizens. Note: 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).
- (3) Open a bank account Checklist: admission letter, „Meldebescheinigung“, passport, bank account information of the University and renter.
- (4) EU citizens only need their EHIC but also a confirmation by a health insurance that they will be responsible. All other students have to register for a German health insurance. Checklist: passport, admission letter, bank information. (fee: approx.: 80€/month)
- (5) Tuition fee can be paid in cash at the „Barkasse“ in building 6 room 22 (Mrs. Brandes). Opening hours: Mo/Tue/Wed/Thu 10-11.30am & 1-2pm, Fr 9.00am-11.30am.
- (6) Enrolment as an **exchange student** at Mrs.Behnert (Building 18,Room 149), Opening hours: Mo-Thu 10-12am & 1-3pm Enrolment as **fulltime student** at Mrs.Lapp (Building 6, Room 8). Checklist: ID/passport, health insurance certificate, receipt of tuition fee, admission letter, photo (see more information).
- (7) For non-EU-citizens: If you stay longer than 3 months, you have to register at the foreigners' office Checklist: passport, visa, *biometric* 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.
- (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.
- (9) Questions/Problems: ERASMUS students go to Mrs. Behnert, all others to Mrs. Böhning.
- (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.

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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)

