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) Citizenship Office (Bürgerbüro): You will get the certificate of registration - "Meldebescheinigung".

Checklist:
- ID/passport, tenancy agreement, biometric photo for EU citizens.
- Note: April 2nd, 3rd (9:12 am)
- April 8th, 10th (9:12 am & 1:30 pm) the Citizenship 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).

Checklist:
- Opening hours: Mo/Tue/Wed/Thu 10:11:30am & 1:2pm, Fri 9:00am - 11:30am.

(6) Enrolment as an exchange student at Mrs. Behnert (Building 18, Room 149).

Checklist:
- Opening hours: Mo-Thur 10:12am & 1:3pm
- Enrolment as full-time 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. 650€/month), "Meldebescheinigung", tenancy agreement, fee: 11€ 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.

Checklist:
- Questions/Problems: ERASMUS students go to Mrs. Behnert, all others to Mrs. Böhnig.

(9) De-registration from university ("Ermatikulation") and from the resident offices. If you have your room for too long time, make sure to cancel it 2-3 in advance, depending on the renter.

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
- Wed: 09:00 - 12:00
- 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: ikus@ovgu.de
Website: www.ikus.ovgu.de
Facebook group: "IKUS Magdeburg"

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

The Steps

1. Accommodation
2. Resident Registration Office
3. Finances
4. Health Insurance
5. Tuition Fee
6. Enrolment
7. Foreigner Registration Office
8. Studies/Exams
9. Questions/Problems
10. Termination of Studies

IKUS Contact
Office Hours: to be announced

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