



**The International Office**  
 Contact person: Angelika Meyer  
 Otto von Guericke University Magdeburg  
 Universitätsplatz 2  
 D-39106 Magdeburg  
 Room 138  
 E-mail: [angelika.meyer@ovgu.de](mailto:angelika.meyer@ovgu.de)

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All of the information contained in this brochure has been carefully researched and verified, and every effort has been made to avoid errors. Factual or printing errors may however occur.

Gender explanation  
 The male gender form will be used throughout this brochure in the interest of clarity of readability and not for discriminatory reasons. Naturally this brochure addresses persons of both male and female gender.

[www.ovgu.de](http://www.ovgu.de)

THE INTERNATIONAL OFFICE

## Welcome to Magdeburg

THE INTERNATIONAL OFFICE

## Welcome to Magdeburg



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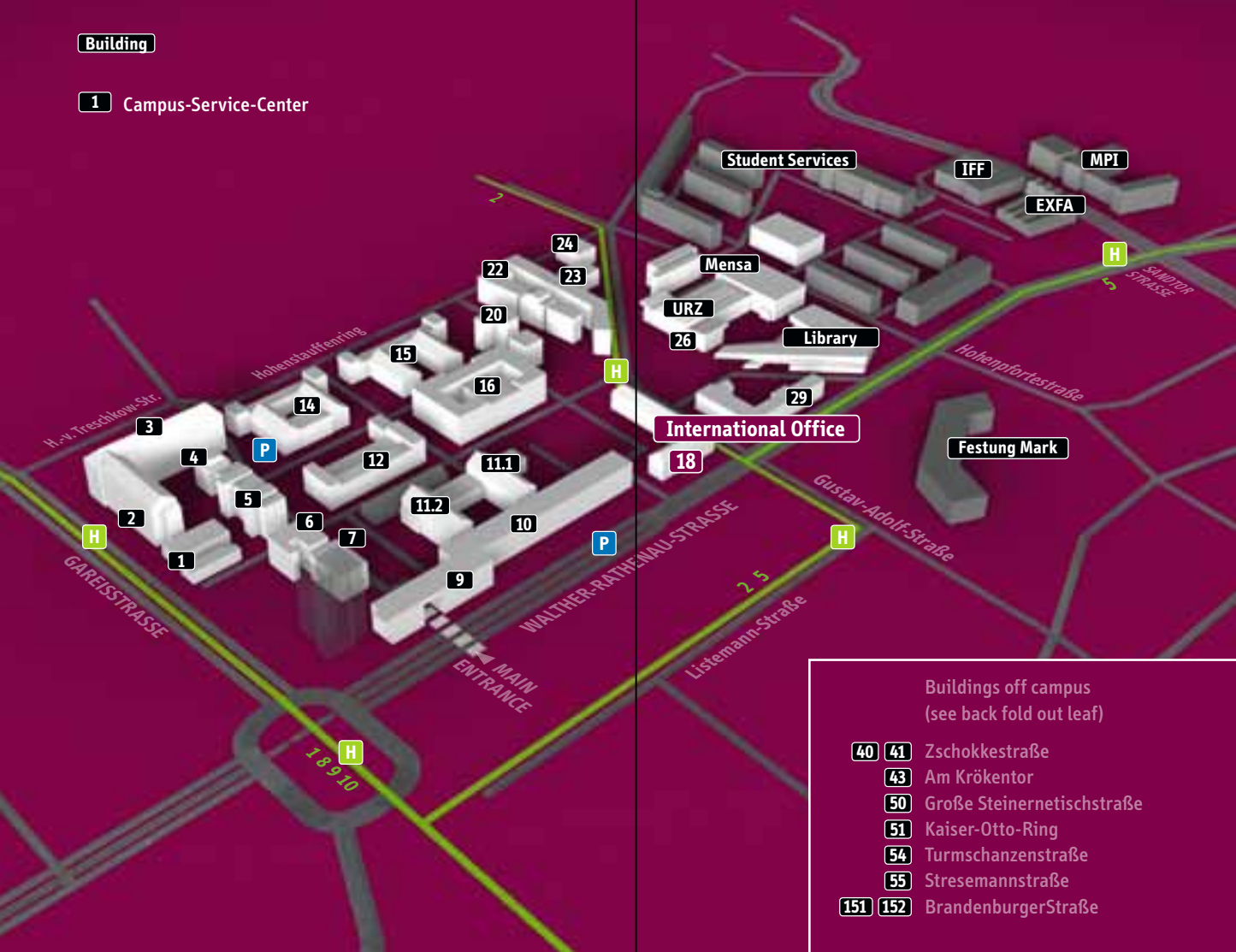
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## → University Campus

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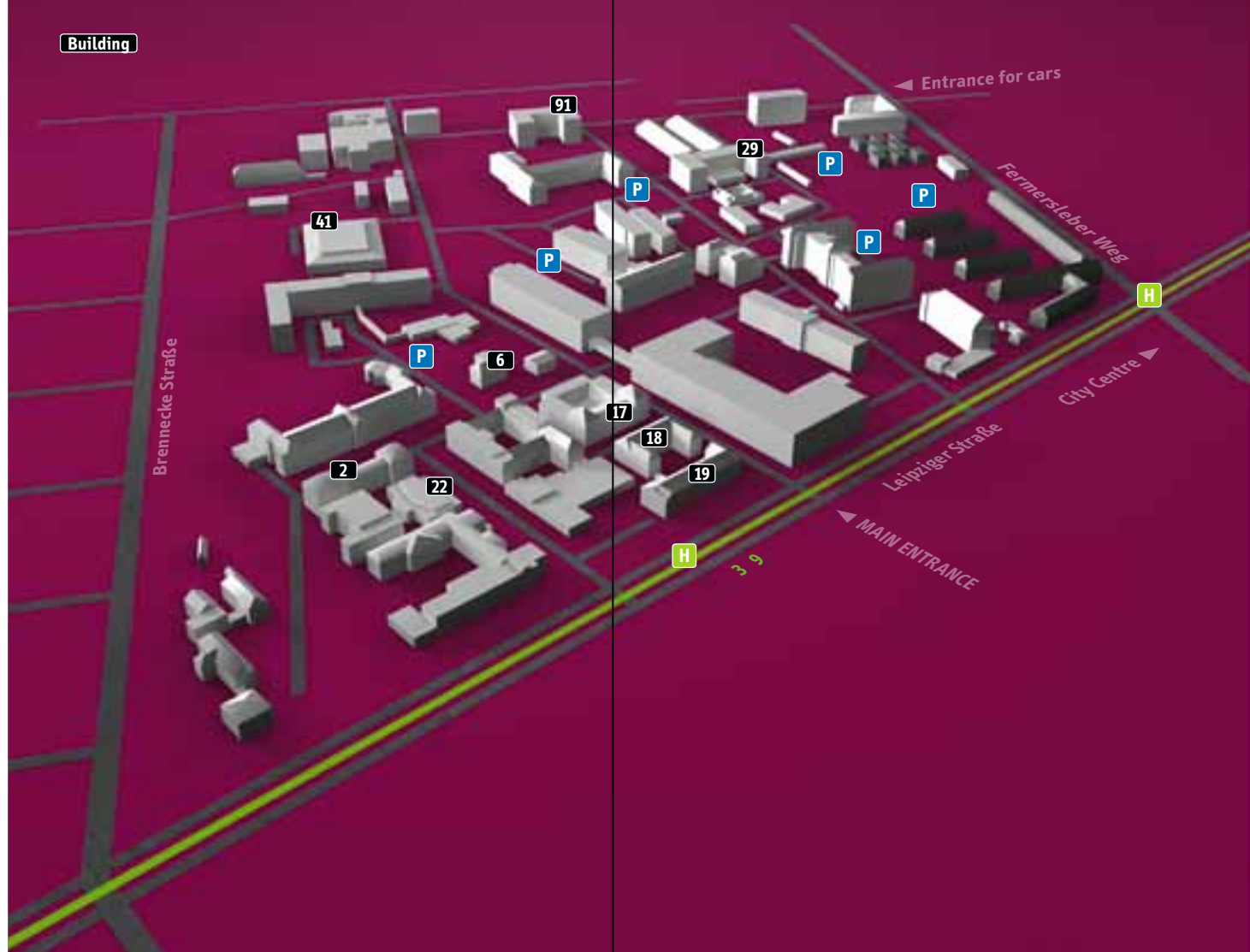
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## → Medical Faculty Campus

### Building





Dear Guest Researchers,

Welcome to the Otto von Guericke University Magdeburg. I am very pleased that you have chosen our university for your teaching and/or research stay. Science and research are reliant on a world-wide network of knowledge and intensive international collaboration as never before. The Otto von Guericke University attracts many international scientists from various regions throughout the world. And this trend is growing. It leaves its mark on research and teaching at our university and provides an open and international atmosphere on our campus.

I am convinced that you will feel at home at our university. I wish you every success during your stay and hope you have a positive experience with the people at our institution and in Magdeburg.

A handwritten signature in black ink, appearing to read 'K. Pollmann', written in a cursive style.

Prof. Klaus Erich Pollmann  
Vice-Chancellor

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Welcome to the Otto von Guericke University Magdeburg. All of the faculty and admin staff, not to mention, the staff at the International Office, are here to make your stay at the university a successful one. As a member of the European mobility network EURAXESS, our university strengthens and continuously develops active international research and teaching contacts. We cordially invite you to become part of this network.

We feel very strongly that, as a guest, you should feel comfortable and welcome here in Magdeburg. There are many things to do when planning your stay and shortly after you arrive here. This brochure provides you with information on every facet of life and will help you become orientated with the University of Magdeburg. You can also refer to our website for foreign guest researchers.

Dr. Uwe Genetzke  
Head of the International Office

The internationalisation of research and teaching is one of the highest priorities at the Otto von Guericke University Magdeburg. Integrated into a worldwide network of international relations and research collaborations, the university has always been a bridge between east and west. These international ties and partnerships make possible and intensify collaboration in the areas of research, teaching and further education.

In addition, student and scientist exchanges foster intercultural skills and promote the countries' technical developments through the transfer of scientific knowledge.

More than 10 % of the student body is made up of international students – the national average. In addition to this, the university welcomes numerous international scientists every year. There are co-operation agreements with around 200 institutions in more than 50 countries.

✉ [www.ovgu.de/en/international\\_agreements](http://www.ovgu.de/en/international_agreements)





## → Services for international guest researchers

- Information provided at:  
[www.ovgu.de/international/wissenschaftler](http://www.ovgu.de/international/wissenschaftler)
- Advice about residency and social service support (financing your stay, visas, registration and health insurance)
- Help finding a place to live and German courses
- Establishing other contacts at the OVGU and with municipal institutions in Magdeburg (Registration Office “Bürgerbüro”, Foreigners’ Office “Ausländerbehörde”, banks, schools, etc.)

Contact us – we are happy to help!

### Director of Support Services for Scientists

Angelika Meyer, Director Service for Scientists, is your personal contact at the International Office.

#### The International office

Angelika Meyer  
Otto von Guericke University Magdeburg  
Universitätsplatz 2, D-39106 Magdeburg  
Room 138



Mailing address:  
Postfach 4120, D-39016 Magdeburg  
Tel.: +49 (0) 391 67-18742  
Fax: +49 (0) 391 67-11132 / 18212  
E-mail: [angelika.meyer@ovgu.de](mailto:angelika.meyer@ovgu.de)

Visit the International Office’s website at:  
[www.ovgu.de/en/office](http://www.ovgu.de/en/office)

Visit the website for guest researchers:  
[www.ovgu.de/en/researchers](http://www.ovgu.de/en/researchers)



### Commissioner for Foreigners at the OVGU

The Otto von Guericke University has appointed a commissioner for foreigners who looks after the interests of its international members and their families.

#### Institute of Ergonomics, Manufacturing Systems and Automation (IAF)

Prof. Dr.-Ing. Barbara Deml  
D-39106 Magdeburg  
Building 10, Universitätsplatz 2

Tel.: +49 (0)391 67-18618  
Fax: +49 (0)391 67-12765  
E-mail: [barbara.deml@ovgu.de](mailto:barbara.deml@ovgu.de)

# River and Greenery – the State Capital of Magdeburg



▲ Domfelsen rock formation and Elbe River

[www.magdeburg-tourist.de](http://www.magdeburg-tourist.de), [www.sachsen-anhalt.de](http://www.sachsen-anhalt.de)

The university and cathedral city of Magdeburg is the state capital of Saxony-Anhalt. It is a modern city with a history dating back 1,200 years. As a residence of Otto the Great, a Hanseatic city and a Prussian fortress, the city along the Elbe River grew in importance within Europe, even though it was repeatedly devastated by war.

One place of interest in the city on the Elbe is the Magdeburg Cathedral, burial place of the first German emperor Otto the Great and the oldest Gothic cathedral in Germany. The city hall, the Romanesque Convent “of Our Lady” now home to an art museum, the “Lukasklause” housing the Otto von Guericke Museum, baroque architecture surrounding Hasselbachplatz Square and the partially restored fortification and city walls are also a testament to the city’s history and are well worth seeing.

Visitors to the city are also excited by buildings from more recent times. The Green Citadel in Magdeburg is one of the last buildings designed by Austrian artist Friedensreich Hundertwasser. Numerous parks and green areas can be found throughout Magdeburg - one of the greenest cities in Germany. Two of the most well-known and favourite parks are the Rotehorn city park on the Elbe island and the

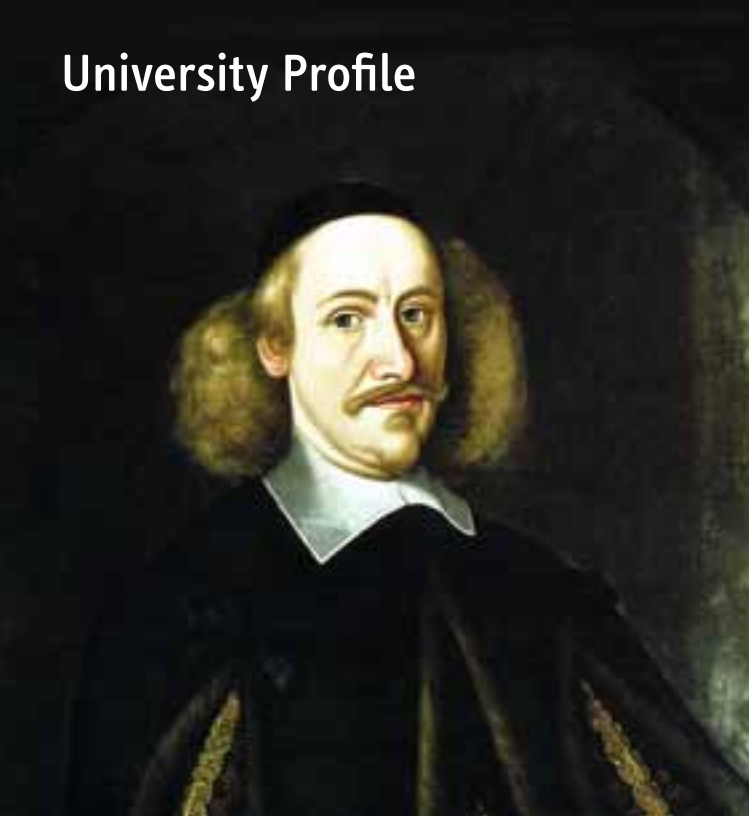


▲ Otto the Great (Magdeburg Equestrian/Cultural Museum),  
Green Citadel, monastery gardens

Herrenkrug Park, designed at the beginning of the 19<sup>th</sup> century by landscape architect Peter Joseph Lenné (1779–1866) and inspired by English landscape gardens.

The Gruson Greenhouses house a botanical collection that dates back to a 19<sup>th</sup> century Magdeburg industrialist. The Magdeburg Zoo is home to more than 600 animals. The Millennium Tower in the Elbauen Park is a reminder of the 1999 National Garden Show. Many open-air events take place here during the summer including the “Ballonglügen” along the banks of the Elbe where glowing hot air balloons take to the air. A horse race track and golf course are adjacent to the park. The Elbe River landscape and cycle paths offer many opportunities to discover and enjoy nature.

Other great destinations are not far from the city, including four UNESCO World Heritage and Natural Heritage sites and the nearby Harz mountains. At the same time, Magdeburg is a lively city with excellent shopping, diverse cultural and sporting activities, and a wide range of restaurants.



▲ Otto von Guericke – mayor and inventor, founder of experimental physics. The university of Magdeburg is named after him.

The university is named after the scientist, politician and engineer Otto von Guericke (1602–1686). Magdeburg's famous son became well-known far beyond the borders of Germany for his pioneering research on vacuum.

The Otto von Guericke University (OVGU) was founded in 1993 and is one of the newest universities in Germany. It was formed by combining the Technical University, the Teacher Training College and the Magdeburg Medical Academy. Its nine faculties offer around 14,000 students more than 70 courses of study.

**MB**

FACULTY OF  
MECHANICAL ENGINEERING

Mechanical engineering is the most traditional and largest specialist disciplines at the university. It offers a wide-range of education and research opportunities including project management, plant and machine design and manufacturing, logistics and material handling engineering, the development, processing and testing of new materials, factory planning and management, and safety and ergonomic aspects.

**Key research areas:**

- Automotive
- Virtual Engineering
- Logistics

[www.fmb.ovgu.de](http://www.fmb.ovgu.de)

**VST**

FACULTY OF PROCESS  
AND SYSTEMS ENGINEERING

Process engineering studies, develops and puts into practice environmentally-friendly material conversion processes that produce valuable products from raw materials with the help of physical, biological or chemical influences. Process engineering is ubiquitous and essential for a prospering society.

**Key research areas:**

- Particle Technology and Particle Systems
- Chemical Product Design and Analytic Product Characterisation
- Innovative Material and Energy Conversion Processes

[www.fvst.ovgu.de](http://www.fvst.ovgu.de)





Today electrical engineers can be found in nearly all industry and service sectors. As a result, we offer a series of modern, interdisciplinary courses of study to meet these diverse educational requirements, often in close cooperation with other university faculties.

**Key research areas:**

- Regenerative Energy
- Medical Technology / Microsystems Technology
- Intelligent Interactive Systems

[www.feit.ovgu.de](http://www.feit.ovgu.de)



The Faculty of Computer Science is the largest computer science faculty in Saxony-Anhalt with nearly 20 professorships. It is committed to being practical, personal and interdisciplinary. Working in teams is promoted and great value is placed on conveying and applying key skills and methods.

**Key research areas:**

- Data and Knowledge Engineering
- Computer Visualistics
- Information Systems in Lifetime Engineering

[www.cs.uni-magdeburg.de](http://www.cs.uni-magdeburg.de)



Today mathematics is essential for nearly all scientific, technological, economic and administrative areas. Educating mathematicians is imperative for a scientific and technologically based society. All courses of study offer a high standard of innovative education that incorporates state-of-the-art computing technology.

**Key research areas:**

- Discrete Methods
- Stochastics
- Analysis and Numerics of Non-linear Partial Differential Equations

[www.math.uni-magdeburg.de](http://www.math.uni-magdeburg.de)



The Faculty of Natural Sciences at the Otto von Guericke University Magdeburg offers interdisciplinary courses with scientific, technical and neuroscientific components. In addition to the interdisciplinary education, many activities have been developed that combine the research of the Faculty of Natural Sciences with computer science, medical and neuroscience research activities of other faculties and institutes.

**Key research areas:**

- Semi-conductor Nano-structures for Micro and Optoelectronics
- Cognitive Neuroscience
- Systemic and Molecular Neurobiology

[www.fnw.ovgu.de](http://www.fnw.ovgu.de)

**MED** FACULTY OF  
MEDICINE

The Faculty of Medicine is characterised by its research activities and academic training of doctors. Patients with severe illnesses are treated at the University Hospital. Currently 21 institutes, 24 clinics and numerous central service facilities make up the Faculty of Medicine and the Magdeburg University Hospital.

Around 185 students are enrolled in the medical programme every year. Numerous scientific symposia, conferences, guest lectures and training events are held every year in which scientists from Germany and abroad take part.

**Key research areas:**

- Neurosciences
- Immunology / Molecular Medicine of the Inflammation

[www.med.uni-magdeburg.de](http://www.med.uni-magdeburg.de)

**GSE** FACULTY OF THE  
HUMANITIES, SOCIAL  
SCIENCES AND EDUCATION

The Faculty for the Humanities, Social Sciences and Education (FGSE) is the largest faculty at the Otto von Guericke University with more than 5,000 students. The faculty offers bachelor's and master's degrees with a focus on either cultural studies, education or social science, as well as a teaching degree for vocational schools.

**Key research areas:**

- Transformation Research
- Vocational and Media Education
- Cultural Studies

[www.fgse.ovgu.de](http://www.fgse.ovgu.de)

**WW** FACULTY OF ECONOMICS  
AND MANAGEMENT

The Faculty of Economics and Management's four guiding principles are: the unity of economics and management, theory-based science, international orientation for research and teaching, and the imminent application of theory-based science.

**Key research areas:**

- Decision design

[www.ww.uni-magdeburg.de](http://www.ww.uni-magdeburg.de)





## → Academic System and Academic Calendar

The basic structures of higher education have been unified on a European level in accordance with the Bologna Agreement. However there are still a few things to be aware of when studying in Germany.

The academic year at the Otto von Guericke University is divided into a summer semester and winter semester. An academic hour lasts 45 minutes. Lectures, seminars, practical courses and tutorials are principally held over two consecutive academic hours.

### Winter Semester

Classes start  
Classes end  
Exam period  
Semester break

### 1 October–31 March

Beginning of October  
Beginning of February  
February  
March

### Summer Semester

Classes start  
Classes end  
Exam period  
Semester break

### 1 April–30 September

Beginning of April  
Middle of July  
July  
August–September

### The following degrees can be acquired:

- ☑ Bachelor of Science
- ☑ Master of Science
- ☑ Bachelor of Arts
- ☑ Master of Arts
- ☑ State Examination

Higher degrees: Doctorate, Post-doctorate

## → Key Research Areas

In the past few years university research has moved away from application research towards innovative basic research. In addition to the university's areas of research excellence, other areas have become more prominent including immunology, non-linear systems, new materials, processes and productions, visualistics, societal transformation, and communication and culture.

An impressive science and research infrastructure has been established that enables close collaboration between theory and practice, as well as research and application.

### Areas of excellence

- Neurosciences  
(Faculty of Medicine, Faculty of Natural Sciences)
- Dynamic Systems  
(Faculty of Mathematics, Faculty of Process and Systems Engineering)
- Automotive  
(Faculty of Mechanical Engineering together with other faculties)

### Research collaboration

The university collaborates with various institutions in a wide range of research capacities. External co-operation exists with affiliated centres and institutes, as well as external research institutions.



### Affiliated centres and institutes:

- **Centre for Neuroscientific Innovation and Technology**  
[www.zenit-magdeburg.de/en](http://www.zenit-magdeburg.de/en)
- **Zentrum für Produkt-, Verfahrens- und Prozessinnovation GmbH**  
[www.exfa.de](http://www.exfa.de)
- **INB Vision Technologies**  
[www.inb-vision.com](http://www.inb-vision.com)
- **Research Institute for Applied Neurosciences**  
[www.fan-neuroscience.com](http://www.fan-neuroscience.com)
- **Institute for Neurological and Neurosurgical Rehabilitation**  
[www.uni-magdeburg.de/innrf](http://www.uni-magdeburg.de/innrf)
- **Institute for Quality Control in Medical Surgery**  
[www.an-institut.de](http://www.an-institut.de)
- **METOP (Mensch-Technik-Organisation-Planung) GmbH**  
[www.metop-md.de](http://www.metop-md.de)
- **Institute for Automation and Communication (IFAK)**  
[www.ifak.eu](http://www.ifak.eu)
- **LUS GmbH Laboratory for Environmental Protection and Chemical Analysis**, [www.lus-magdeburg.de](http://www.lus-magdeburg.de)
- **International Neuroscience Institute - Hannover GmbH (INI)**  
[www.ini-hannover.de](http://www.ini-hannover.de)

### External research institutions:

- **Leibniz Institute for Neurobiology**  
[www.ifn-magdeburg.de](http://www.ifn-magdeburg.de)
- **Fraunhofer Institute for Factory Operation and Automation IFF**  
[www.iff.fraunhofer.de](http://www.iff.fraunhofer.de)
- **Max Planck Institute for Dynamics of Complex Technical Systems**  
[www.mpi-magdeburg.mpg.de](http://www.mpi-magdeburg.mpg.de)



You can find more detailed information on the Federal Office of Migration and Refugees' website:

[www.bamf.de](http://www.bamf.de)

You can find information on the necessary steps at:

[www.ovgu.de/international/wissenschaftler](http://www.ovgu.de/international/wissenschaftler)

- ➔ International Office
- ➔ Academics Incoming
- ➔ Entry and Residence Law

## ➔ Entry and Residency

### Applying for a visa

You usually need a visa to enter Germany and a residency permit for longer stays. Apply for your visa at the German Embassy or a German Consulate in your own country or country of residence at the earliest opportunity as the process can take four to six weeks depending on the embassy.

Your **citizenship** and the **reason for your stay** determine whether you will need a visa and a residency permit to enter Germany.

**As a rule, all foreigners require a visa for a stay of more than three months or stays leading to gainful employment.**

Guest researchers from EU countries as well as from Iceland, Liechtenstein, Norway, Switzerland, the US, Israel, Australia, Canada, South Korea, New Zealand and Japan do not need a visa to enter the country.

Guest researchers from all other nations must apply for an entry visa at a German embassy or consulate in their own country.

### Entering on a research visa

You can also enter Germany on a research visa (Section 20 of the Residency Law). In this case an acceptance agreement between the researcher and the university must be concluded. The research visa has some benefits and is meant to facilitate and accelerate the entry process.

#### Advantages:

Spouses are not required to prove proficient language skills. There is unlimited access to the German job market. The right to mobility applies to researchers who are a resident in another EU country under the new Researcher Directive, in other words, they receive a residency permit or visa to conduct part of their research in Germany.

#### Conditions for concluding an acceptance agreement

The acceptance agreement between the university and the researcher can be concluded if:

- It has been established that the research project is to be carried out
- The researcher is suitable for and capable of carrying out the research and has the necessary higher education qualifications for admission to graduate programmes
- The researcher has sufficient financial resources.

Have an acceptance agreement be sent to you if you are eligible for this process. On presenting this acceptance agreement you will be able to apply for a research visa at the German Embassy or Consulate, or a “research” residency permit at the Foreigners’ Office (“Ausländerbehörde”).

**Address of the Registration Office (“Bürgerbüro”):**

Bürgerbüro Mitte, Breiter Weg 222, Left entrance, 39104 Magdeburg

**Registration Office opening hours:**

Mon. 8 am–3 pm, Tues. and Thurs. 9 am–7 pm, Wed. 12 pm–3 pm,  
Fri. 8 am–12 pm, Sat. 8 am–12 pm

**The addresses of other registration offices can be found at:**

[www.magdeburg.de](http://www.magdeburg.de)

## → Formalities and Registration

### Registering with the City of Magdeburg

If you are staying for more than three months in Magdeburg you will need to register at the Registration Office [“Bürgerbüro”] in Magdeburg. This should be done within a week after arriving. You can obtain the forms you will need directly from the Registration Office, or from the Internet. The registration forms can be found at [www.magdeburg.de](http://www.magdeburg.de). Please bring the following documents with you when registering:

- Valid form of ID or passport
- Rental Agreement
- A current biometric passport photo

### Regulations for guest researchers

#### ➤ Guest researchers from the European Economic Area (EEA)

You can enter the country without a visa. If you intend to stay longer than three months in Magdeburg the following applies to EU citizens and citizens from Iceland, Liechtenstein and Norway: fill out the purpose of stay form and you will be sent confirmation of your right of residence.

#### ➤ Swiss citizens

You will receive a residence permit in the form of an EC residence card.

#### ➤ Citizens of new member states

You can apply for your right of residency and approval to work without a work permit (ArGV §9 No. 8 and 9) at the Registration Office [“Bürgerbüro”]. To date, you have not been granted the right of free pursuit of occupation. (forecasted to change starting in 2011)

#### ➤ Guest researchers from the USA, Israel, Australia, Canada, South Korea, New Zealand and Japan

You do not need a visa to enter the country. If you are planning on staying more than three months in Magdeburg you will need to register at the Registration Office. Once you have done this, you can apply for a residence permit at the Foreigners’ Office [“Ausländerbehörde”]. Please note: if you work more than three months at the OVGU Magdeburg, you should schedule enough time between arriving and starting work at the university. It can take up to two weeks before your application for a residence permit and work permit are processed.

#### ➤ Guest researchers requiring a visa

You will need to apply for a visa before entering the country. If you are planning on staying more than three months in Magdeburg you will need to register at the Registration Office [“Bürgerbüro”]. Once you have done this, you can apply for a residence permit at the Foreigners’ Office [“Ausländerbehörde”].

#### ➤ Guest researchers with an employment contract

You will need an income tax card. You can obtain this from the Registration Office [“Bürgerbüro”]. Your marital status, number of children and the resulting tax code as well as you religion, if applicable, are printed on this tax card. This tax card must be submitted to the Human Resources Department at the university before you start work.

**Address of the Foreigners' Office (Ausländerbehörde):**

Bürger Service, Ausländerbehörde

Breiter Weg 222, right entrance, 39104 Magdeburg

Tel.: +49 (0) 391 540 43 -40/41/42/43, Fax: +49 (0) 391 540 43 50

E-mail: Abh@ewo.magdeburg.de

**Foreigners' Office opening hours:**

Mon. and Fri. 8 am–12 pm, Tues. 9 am–12 pm and 2 pm–5,30 pm,

Thurs. 9 am–12 pm

## → Formalities and Registration

### Extending your visa and applying for a residence permit

#### ☒ **When and why you need to register with the Foreigners' Office in Magdeburg:**

- If your stay at the Otto von Guericke University is longer than three months. The Foreigners' Office ("Ausländerbehörde") will issue a residence permit or a "Freizügigkeitsbescheinigung" freedom of movement certificate for EU citizens.
- If you want to extend your residence permit, you will need to do this before the current one expires.
- If you want to change the purpose of your stay from what the residence permit was originally issued for, you must first apply at the Foreigners' Office to make these changes.

You can obtain the necessary forms directly from the Foreigners' Office or download them from the Internet. You can obtain these forms online at: [www.magdeburg.de](http://www.magdeburg.de)

#### ☒ **Please bring the following documents with you:**

- Valid form of ID or passport
- Proof of sufficient health insurance cover (with confirmation that the insurance covers what is stipulated in Sect. 11 Para.1–3 SGB V).
- Proof of sufficient financial funds e.g. in the form of an employment contract, scholarship approval or proof of financing
- Proof of enrolment, if applicable
- Rental agreement
- Registration document (you will receive this when you register at the Registration Office)
- A biometric passport photo or, for EU citizens, two biometric passport photos

#### ☒ **Fees**

A residence permit costs 60 EUR. EU citizens and scholarship holders of German scholarship programmes do not have to pay this fee!



### Disclaimer

The insurance providers listed here are known by the OVGU and are only a selection. The OVGU assumes no liability for the quality or completeness of this information. It should only serve to provide a general overview. (September 2010)

## → Insurances

### Social insurances

Social insurances include health, pension, accident, long-term care and unemployment insurances. Scholarship holders (not employed) are usually only obliged to pay health insurance. If your stay is based on an employment contract, it is mandatory to contribute to all five social insurances.

➤ [www.sozialgesetzbuch-sgb.de](http://www.sozialgesetzbuch-sgb.de)

➤ [www.deutsche-sozialversicherung.de](http://www.deutsche-sozialversicherung.de)

### Health insurance

Health insurance is compulsory in Germany, in other words, you must have health insurance cover from an insurance provider licensed in Germany. There are two types of health insurances in Germany: state and private.

The contractual terms, monthly contribution fees and health care services are regulated by law in the case of state health insurance. Your contribution is based on a percentage of your income. Currently the rate of contribution is 14.9 %, however this rate may change. Various state insurances charge additional fees "Zusatzbeiträge". Please inquire at the insurance of your choice about this. Terms and conditions vary with private insurance depending on the insurance provider. Sufficient health insurance cover is required for issuance of a residence permit in Germany.

### Sufficient health insurance cover must include the following services:

- Medical and dental treatment
- Medicine, bandaging material, remedies and medical supplies
- Hospital treatment
- Medical care and rehabilitation
- Pregnancy examinations, treatment and delivery

If you have state health insurance you will always have sufficient health insurance cover. Private health insurances must ensure cover in accordance with Section 11 Paragraph 1–3 Social Insurance Code V (abbr.: SGB V). Private insurances must confirm this in writing. For longer stays, i.e. when you take German residency, it is compulsory to have health insurance cover from an insurance provider licensed in Germany.

Make sure you are informed about health insurance as soon as possible so that you are covered in Germany from day one. There is a large selection of insurance companies and it pays to compare their services.

**Information for EU citizens:** [www.euraxess.de](http://www.euraxess.de)





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## → Insurances

### Health Insurance

#### Here on a scholarship

Scholarship holders who are not employed can only be privately insured. Ask your scholarship provider for their recommendation.

#### Here on an employment contract

If your income is high enough, you can choose to be privately insured. Otherwise you must be state insured up to a certain gross annual income. Spouses and children are usually automatically covered, too. This means you will not have to pay anything in addition. Please note that changes to the compulsory insurance income levels are possible after 2010. Check with your insurance provider. If you exceed this income level for three years in a row, you can then choose to be insured by a private or state insurance.

#### State Health Insurances

AOK Sachsen-Anhalt  
Lüneburger Str. 4  
39106 Magdeburg  
Tel.: +49 180 2 26 57 26  
Internet: [www.aok.de/sa](http://www.aok.de/sa)

Techniker Krankenkasse  
Olvenstedter Str. 66  
39108 Magdeburg  
Tel.: +49 3917 39 42 00  
Internet: [www.tk-online.de](http://www.tk-online.de)

#### Private Health Insurances

Care Concept  
Am Herz-Jesu-Kloster 20  
53229 Bonn  
Tel.: +49 228 977 35 0  
Internet: [www.care-concept.de](http://www.care-concept.de)

Hanse Merkur  
Kometenweg 69  
39118 Magdeburg  
Tel.: +49 391 62 01 18 1  
Internet: [www.hansemerkur.de](http://www.hansemerkur.de)

#### Other insurers on the Internet

List of state health insurances:  
[www.gkv-spitzenverband.de/ITSGKrankenkassenListe.gkvnet](http://www.gkv-spitzenverband.de/ITSGKrankenkassenListe.gkvnet)

List of private health insurances:  
[www.pkv.de/verband/mitgliedsunternehmen](http://www.pkv.de/verband/mitgliedsunternehmen)



### Disclaimer

The insurance providers listed here are known by the OVGU and are only a selection. The OVGU assumes no liability for the quality or completeness of this information. It should only serve to provide a general overview. (September 2010)

## → Insurances

### Pension, accident, long-term care and unemployment insurance

This topic is very complex and subject to frequent modifications. For this reason we will refrain here from giving any written information. We would be happy to assist you in finding the right contact person. There may also be bilateral agreements between your country and Germany. You can find an overview at the German Pension Insurance "Deutschen Rentenversicherung". If your stay is based on an employment contract, please contact the Human Resources Department for information.

- [www.euraxess.de/portal/social\\_security\\_in.html](http://www.euraxess.de/portal/social_security_in.html)
- [www.deutsche-rentenversicherung.de](http://www.deutsche-rentenversicherung.de)

### Personal liability insurance

Private personal liability insurance kicks in if you injure someone or damage someone's property inadvertently. In Germany you are liable by law for damage of this kind. Parents are legally liable for their children. It is therefore advisable to get private (family) liability insurance in order to insure yourself against any claims that may arise from damage done inadvertently. If you have personal liability insurance in your own country, you should check if you are covered throughout the duration of your stay in Germany.

### These insurance companies provide personal liability insurance:

#### Allianz

Ebendorfer Str. 3  
39108 Magdeburg  
Tel.: +49 391 73 91 90  
Internet: <https://www.allianz.de>

#### Debeka

Domplatz 10-11  
39104 Magdeburg  
Tel.: +49 391 56 90 0  
Internet: <http://www.debeka.de>



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## → Bank Account and Taxes

### Opening a bank account

You will need a bank account for receiving remuneration or for paying rent. You will need to present the following documents when opening a bank account:

- Valid form of ID or passport
- Proof of registration (“Meldebescheinigung”) from the Registration Office (“Bürgerbüro”)

It makes sense to compare banks as they offer various services at various prices.

#### Here are a few banks in Magdeburg:

Commerzbank AG  
Breiter Weg 200  
39104 Magdeburg  
Tel.: +49 (0)391 592 30  
Fax: +49 (0)391 592 34 55  
Internet: [www.commerzbank.de](http://www.commerzbank.de)

Deutsche Bank AG  
Otto-von-Guericke-Str. 12  
39104 Magdeburg  
Tel.: +49 (0)391 569 90  
Fax: +49 (0)391 569 91 00  
Internet: [www.deutsche-bank.de](http://www.deutsche-bank.de)

Stadtparkasse Magdeburg  
Alter Markt 12  
39104 Magdeburg  
Tel.: +49 (0)391 250 83 00  
Fax: +49 (0)391 250 60  
Internet: [www.sparkasse-magdeburg.de](http://www.sparkasse-magdeburg.de)

### Taxes

We would be happy to get you in touch with competent partners in questions pertaining to:

- Occupational medical examinations
- Income tax card and tax liability
- Tax exemption
- Tax refunds

Scholarship holders are usually exempt from paying tax. It is recommended that you speak directly with your scholarship provider. In Germany some scholarships are exempt from taxation under certain circumstances, for example if the scholarship money comes from a public fund or supports research or scientific or artistic education (in accordance with Section 3 Nr. 44 EstG).

You are recommended to check whether the scholarship you receive in Germany is taxable in your own country.

**You can find more tips and information about tax exemption at:**  
[www.euraxess.de](http://www.euraxess.de)



You can find further information on scholarships and other programmes for financing your stay on the OVGU's website at:

[www.ovgu.de/en/researchers](http://www.ovgu.de/en/researchers)

- ➔ International Office
- ➔ Academics incoming
- ➔ Financing and Taxation

## ➔ Financing Your Stay

### Living costs

The costs for your stay in Germany depend on your individual needs and your personal situation. In Saxony-Anhalt the cost of living is lower than in other federal states. It is necessary to prove that you have sufficient funds to support your stay in order to get a visa or residence permit. Currently this amount is around 670 EUR per month for unmarried scholarship holders.

You can finance your stay through scholarships, project grants, employment or through private funds. On the following pages you will find an overview of various possibilities.

- Scholarship from a German scholarship provider
- Scholarship from a foreign scholarship organisation e.g. government grant
- Short stay based on a partnership agreement or exchange programme, networks, OVGU projects such as ERASMUS Mundus
- Job at the university (employment contract)

### Scholarships and project grants

Here you will find a list of scholarship opportunities. Please have a look online.

#### ☒ Scholarship organisations:

##### **Alexander von Humboldt Foundation**

[www.humboldt-foundation.de](http://www.humboldt-foundation.de)

##### **DAAD Scholarship Database**

[www.daad.de](http://www.daad.de)

##### **Euraxess Funding Database**

[www.euraxess.de](http://www.euraxess.de)

#### ☒ Mobility measures as part of the Seventh Framework Programme for Research:

**Marie Curie** <http://cordis.europa.eu/fp7>

##### **Intra-European Fellowship (IEF)**

[www.humboldt-foundation.de/nks/ief.html](http://www.humboldt-foundation.de/nks/ief.html)

##### **International Incoming Fellowships (IIF)**

[www.humboldt-foundation.de/nks/iif.html](http://www.humboldt-foundation.de/nks/iif.html)

#### ☒ Project grants:

**ERASMUS** [www.ovgu.de/erasmus\\_llp](http://www.ovgu.de/erasmus_llp)

**ERASMUS Mundus (ECW)** [www.erasmusmundusec9.eu](http://www.erasmusmundusec9.eu)

#### ☒ German Academic Exchange Service Programme (DAAD) „Ost-partnerschaften“

#### ☒ University grant Titelgruppe 77 “Maintaining international relations – expense allowance for incoming researchers”

All job openings at the university can be found at:  
[http://www.ovgu.de/stellensuchende\\_an\\_der\\_ovgu](http://www.ovgu.de/stellensuchende_an_der_ovgu)

## → Financing Your Stay

### Employment Contracts

The Human Resources Department (K2) at the Otto von Guericke University Magdeburg is responsible for employment contracts. Guest researchers at the Medical Faculty should contact the faculty's personnel department.

#### Contact person for employees:

Ms Liebherr  
Building 06, Universitätsplatz 2  
D-39106 Magdeburg  
Tel.: +49 (0) 391-67-12388  
Fax: +49 (0) 391-67-18070  
E-mail: [siegrid.liebherr@ovgu.de](mailto:siegrid.liebherr@ovgu.de)

#### Contact person for guest professors / civil servants:

Ms Fuchs  
Building 06, Universitätsplatz 2  
D-39106 Magdeburg  
Tel.: +49 (0) 391-67-12932  
Fax: +49 (0) 391-67-18070  
E-mail: [carola.fuchs@ovgu.de](mailto:carola.fuchs@ovgu.de)

#### Contact person at the Medical Faculty:

Mr Assessor jur. Hauke (law graduate)  
Building 18, Leipziger Strasse 44  
39120 Magdeburg  
Tel.: +49 (0) 391-67-15770  
Fax: +49 (0) 391-67-15187  
E-mail: [g2@med.ovgu.de](mailto:g2@med.ovgu.de)





The websites of the different airports and information on getting from the airports to the train station can be found at:

[www.german-airports.de](http://www.german-airports.de)

For rail connections to Magdeburg and ticket prices go to:

[www.bahn.de](http://www.bahn.de)

Precise arrival and departure times and schedule changes can be found on the website of the Magdeburger Verkehrsbetriebe:

[www.mvbnet.de](http://www.mvbnet.de) oder [www.insa.de](http://www.insa.de)

## → Getting to Magdeburg

### Arriving by plane or train

To reach Magdeburg you can fly into the following airports: the Leipzig/Halle International Airport (approx. 100 km), Berlin (approx. 150 km) and Hanover (approx. 150 km).

### Arriving by car

Magdeburg is fast and easy to reach by car as it is located directly off the A2 motorway (Hanover-Berlin) and the A14 motorway (Magdeburg-Halle/Leipzig-Dresden).

### Getting around Magdeburg

The buses and trams in Magdeburg run on a regular basis (also at night) and are owned by the Magdeburger Verkehrsbetriebe (MVB). When going by bus, you will need to press the red button near the door to signal that you would like to get off at the next stop. You will only need to do this in the trams after 9 pm and on Sundays and holidays. You can buy tickets at the info points (MVB kiosks), ticket machines found at certain stops, and at ticket machines located in the trams. Usually you will have to validate your ticket in a machine on the tram. If you buy the ticket in the tram, you won't need to do this. Prices are posted on the ticket machines or on the MVB's website ([www.mvbnet.de](http://www.mvbnet.de)). You can save money by buying a weekly or monthly ticket. If you have a student ID card you can travel free for the entire semester. Find out more from your faculty or from the enrolment office.

### Getting to the campus

Tram number 8 stops directly in front of the entrance to the train station. Take tram number 8 towards Neustädter See via Hauptbahnhof – City Carré/Hauptbahnhof – Alter Markt – Breiter Weg – Opernhaus – and get off at the “Universität” stop. However tram number 8 only runs on weekdays until around 5 pm. Alternatively you can take tram number 1. Exit the train station through the main entrance and go left about 50 m to the next stop “City Carré/Hauptbahnhof”. From there take tram line 1 towards Lerchenwuhne. Also get off at the “Universität” stop.

### Getting to the Medical Faculty campus

Get on tram line 3 towards Leipziger Chaussee which stops directly in front of the main entrance of the train station. It will take you directly to the “Universitätsklinikum” stop where you then get off.

### Taking a taxi

Directly in front of the main station is a taxi stand. If you would like to go to the main campus, ask the driver to take you to Universitätscampus/Pfälzer Strasse. If you would like to go to the medical faculty ask for Universitätsklinikum. You can find the cream coloured cars with the “taxi” sign on the roof in front of the main station, at the Universitätsplatz, in the city centre, in front of the Allee-Center and at Hasselbachplatz as well as other places throughout the city.

You can also phone for a taxi. Phone numbers can be found in the Gelbe Seiten (yellow pages).

☞ [www.gelbeseiten.de](http://www.gelbeseiten.de)

### **IBZ (International Meeting Centre):**

Ernst-Lehmann-Str. 1, D-39106 Magdeburg

#### **Ms Grit Voigt**

Office hours: Mon. Tues. Thurs. Fri.: 8 am–12 pm; Wed. 11 am–3 pm

Tel.: +49 (0) 391 67 11752, Fax: +49 (0) 391 67 11239

E-mail: [grit.voigt@verwaltung.uni-magdeburg.de](mailto:grit.voigt@verwaltung.uni-magdeburg.de)

[www.uni-magdeburg.de/ibz/](http://www.uni-magdeburg.de/ibz/)

### **Guest Floor**

Otto von Guericke University, Building 18, Room 254

Universitätsplatz 2, D-39106 Magdeburg

#### **Ms Birgit Beck**

Office hours: Mon.–Fri.: 7:30 am –3:30 pm

Tel.: +49 (0) 391 67 11467, Fax: +49 391 67 11238

E-mail : [birgit.beck@ovgu.de](mailto:birgit.beck@ovgu.de)

[www.uni-magdeburg.de/guests/gz/gast.](http://www.uni-magdeburg.de/guests/gz/gast.)

## **→ Living in Magdeburg**

There is a wide range of rooms and flats on offer in Magdeburg. However there is limited furnished accommodation. The rent in Magdeburg is low in relation to other German cities. The OVGU is able to offer international scientists, scholars and guests accommodation in a guest house and a guest floor on campus. Due to limited capacity an early reservation is recommended. Therefore please contact your advisor or the International Office as soon as possible.

### **Short stays**

For stays of up to 24 months, it is possible to rent a room on the guest floor of the Campus Tower ☛ [www.studenten-wohnen.net](http://www.studenten-wohnen.net) or in a flat at the IBZ (International Meeting Centre). The IBZ is a residential complex with 16 fully-furnished, handicapped accessible flats of various sizes which also houses a library and conference room. Flats range in size from studios to three-bedroom flats with a storage space located in the basement. The rent is reasonable and includes water, heating, electricity, Internet and cable TV. A security deposit is due before moving in and a cleaning fee will be charged when you move out.

The guest floors are located in Building 18 on campus. There are 35 single rooms, 12 double rooms and 27 flats. All rooms are equipped with washing facilities. If you arrive after 3:30 p.m., please pick up the keys at the Security Office in Building 9. The daily rental fee ranges from 26.50 EUR to 37.00 EUR. Monthly rent ranges from 230 EUR to 4,00 EUR. The rental lease is limited to three months.





#### Searching for flats on the Internet:

[www.immobilienscout24.de](http://www.immobilienscout24.de)

[www.immonet.de/wohnung-mieten.html](http://www.immonet.de/wohnung-mieten.html)

[www.wohnung-jetzt.de](http://www.wohnung-jetzt.de)

[www.onlinemarkt-magdeburg.de](http://www.onlinemarkt-magdeburg.de)

[www.immobilien.excite.de/mieten/magdeburg](http://www.immobilien.excite.de/mieten/magdeburg)

## → Living in Magdeburg

### Longer stays

If you are staying for a longer period of time, or if you are bringing your family with you, you may want to rent a flat. You can get a general overview of flats on offer in Magdeburg by looking on relevant Internet sites. You can also contact housing companies or real estate agents directly. You can find an overview of companies located in Magdeburg on our website at [www.ovgu.de/wohnungssuche\\_am\\_ort](http://www.ovgu.de/wohnungssuche_am_ort). If you are initially looking for a hotel or inexpensive accommodation in a youth hostel, please contact the International Office. The Otto von Guericke University does have price agreements with some hotels. Mention that you are a guest of the OVGU when booking these hotels.

### ☛ A selection of hotels in Magdeburg:

#### Intercity Hotel Magdeburg

(Price agreement with the OVGU MD)

Bahnhofstraße, D-39104 Magdeburg

Tel.: +49 (0) 391 59 62 00, Fax: +49 (0) 391 59 62 499

E-mail: [magdeburg@intercityhotel.de](mailto:magdeburg@intercityhotel.de)

Internet: [www.intercityhotel.com](http://www.intercityhotel.com)

#### Hotel Sleep & Go Magdeburg

(Price agreement with the OVGU MD)

Rogätzer Str. 5a, D-39106 Magdeburg

Tel.: +49 (0) 391 53 77 91, Fax: +49 (0) 391 53 77 92

E-mail: [info@hotel-sleep-and-go.de](mailto:info@hotel-sleep-and-go.de)

Internet: [www.hotel-sleep-and-go.de](http://www.hotel-sleep-and-go.de)

#### Hotel Ratswaage Magdeburg

(Price agreement with the OVGU MD)

Ratswaageplatz 1-4, D-39104 Magdeburg

Tel.: +49 (0) 391 59 26 197

Fax: +49 (0) 391 56 19 615

E-mail: [reservierung@ratswaage.de](mailto:reservierung@ratswaage.de)

Internet: [www.ratswaage.de](http://www.ratswaage.de)

#### Hotel Stadtfeld

Maxim-Gorki-Str. 31-37, D-39108 Magdeburg

Tel.: +49 (0) 391 50 66 60

Fax: +49 (0) 391 50 666 - 99

E-mail: [hotelstadtfeld@web.de](mailto:hotelstadtfeld@web.de)

Internet: [www.hotelstadtfeld.de](http://www.hotelstadtfeld.de)

#### Youth Hostel

Leiterstr. 10, 39104 Magdeburg

Tel.: +49 (0) 391 53 210 10

Fax: +49 (0) 391 53 210 20

E-mail: [jh-magdeburg@djh-sachsen-anhalt.de](mailto:jh-magdeburg@djh-sachsen-anhalt.de)

Internet: [www.jugendherberge.de/jh/magdeburg](http://www.jugendherberge.de/jh/magdeburg)

You will be charged a membership fee at the youth hostel. However you can use the membership card of the OVGU free of charge. This card, which is valid only for groups, can be obtained from Ms. Knoche at the International Office in Building 18, Room 144.

Tel.: +49 (0) 391 67-18514, -18515

Fax: +49 (0) 391 67-11132, -18212

E-mail: [sonja.knoche@ovgu.de](mailto:sonja.knoche@ovgu.de)





### **KinderZimmer Project:**

University of Magdeburg-Stendal, Dept. Social and Health Services  
Breitscheidstrasse 2, Building 1 Room 0.34  
Projekt.KIZI@sgw.hs-magdeburg.de

### **CampusKinderzimmer:**

J.-G.-Nathusius-Ring 5, Dorm 7 (Ground floor)  
Internet: [www.campuskinderzimmer.de](http://www.campuskinderzimmer.de)  
Tel.: 0391 6718361

[www.ovgundfamilie.ovgu.de](http://www.ovgundfamilie.ovgu.de)

## → Visiting the OVGU with your family

If you are coming to Magdeburg with your family, you may have certain special requirements. The Otto von Guericke University Magdeburg is a certified family-friendly university. We would be happy to answer any questions relating to childcare and school.

### **Childcare**

You can organise day care for your child privately or at a public institution. Under current law, children are entitled to full-time childcare (ten hours per day) starting at age three on up to second grade. Children up to three years of age are only entitled to full-time childcare if both parents are employed or are doing training or education. If this isn't the case they are entitled to part-time childcare of five hours a day. Children up to three are looked after in a nursery ("Kinderkrippe") and children aged three to six are looked after in the kindergarten. Both of these facilities are often combined in a day care centre ("Kindertagesstätte" or KITA).

### **Registering**

You are free to select the day care of your choice, as long as places are available. There are also bilingual day care centres in Magdeburg. Registration takes place directly at the day care centre. Should you face any problems when looking for childcare for your child, the Youth Welfare Office ("Jugendamt") in Magdeburg can help. The search for a childcare place through the Youth Welfare Office can only begin three months before the child starts day care. The Youth Welfare Office requires a certified copy of your child's birth certificate.

### **Costs**

As a parent, you will have to pay a contribution ("Elternbeitrag") for childcare. This monthly fee depends on the duration of childcare and the age of your child. The fee is reduced for the second child and any further children. The fee is between about 25 and 150 EUR. You can find current rates at [www.magdeburg.de](http://www.magdeburg.de)

### **Alternatives**

Your child can also be looked after at the Children's Room ("Kinderzimmer") at the University of Magdeburg once they have reached the age of 3 months. This day care is free for students and employees. There is childcare offered outside of peak times directly on the OVGU campus for children between 8 weeks and 6 years of age. The facility is open weekdays from 4 pm to 9 pm. Children can also be cared for at other times if necessary. A registration form and further information can be found on the website of the Campus Kinderzimmer.

### **Nannies**

One alternative to a day care centre is a nanny who usually looks after the children in her own flat. A nanny can be found through the Youth Welfare Office or hired privately. You can find offers on the Internet or in the yellow pages ("Gelbe Seiten"). Babysitters can be hired on an hourly basis and can be found on the Internet and in want-ads of regional newspapers. If you have any specific questions pertaining to childcare, the Youth Welfare Office in Magdeburg would be happy to advise you.

### Contact person at the Youth Welfare Office (“Jugendamt”)

#### Magdeburg Sozialzentrum I (Nord):

Lübecker Straße 32, D-39124 Magdeburg

**Ms Sonja Aßmann**, Tel.: +49 (0) 391 540 31 75

Sonja.Aszmann@jga.magdeburg.de

**Ms Kathrin Huffschmid**, Tel.: +49 (0) 391 540 31 62

Kathrin.Huffschmid@jga.magdeburg.de

**Placement services: Ms Blaszczyk**, Tel.: +49 (0) 391 540 31 31)

Marion.Blaszczyk@jga.magdeburg.de

### Education Authorities Magdeburg (“Schulamt”):

Fachbereich Schule & Sport

Virchowstraße 4, D-39104 Magdeburg

Tel.: +49 (0) 391 540 30 01, Fax: +49 (0) 391 540 30 43

E-mail: fb.schule-sport@sva.magdeburg.de

**Ms Andre**, Tel.: +49 (0) 391 540 30 14

**Ms Westpfahl**, Tel.: +49 (0) 391 540 30 15

## → Visiting the OVGU with your family

### Schools

Children in Saxony-Anhalt are required to attend school starting at age six. You are free to choose the form of school for your children. This choice should be made together with the authorities, keeping the prior education path in mind. In order to be successfully integrated into the educational system, your child will need to speak German. Contact the education authorities (“Schulamt”) in Magdeburg for advice.

#### Overview of the current school system in Saxony-Anhalt:

Age	Grades	School
5/6 to 10/11	1 to 4	Primary School (“Grundschule”), Special Needs School (“Förderschule”)
10/11 to 15/16	5 to 10	Secondary School (“Sekundarschule”), Comprehensive School (“Gesamtschule”), Grammar School (“Gymnasium”)
16 to 18/19	11 to 12	Comprehensive School (“Gesamtschule”), Grammar School (“Gymnasium”)

#### The following is required when registering your child at school

- Proof of main residence in Magdeburg (“Meldebescheinigung”)
- Residence permit
- Informal written request for schooling

These documents must be handed in to the Education Authorities in Magdeburg. It normally takes two weeks after submitting the documents before you are issued notification.

#### If your child has already attended school abroad

If your child already attended a school abroad, you will need copies of proof of prior education such as school reports or educational path recommendations. These documents should be translated into German or, as the case may be, into English. These copies must be officially certified.

#### Choosing the right school

You can choose between private and public schools. If you select a private school, you must contact the school directly. In the case of public school, you will receive a school allocation notification (“Zuweisungsbescheid”) once all formalities have been completed. If you choose another public school other than what is stated on the allocation notification, you will have to file an application. If your child attends a grammar school, you are free to choose the school. The Education Authorities in Magdeburg would be happy to advise you.

#### Head start and counselling for children with disabilities:

Lumumbastraße 26, D-39126 Magdeburg

Tel.: +49 (0) 391 662 78 00

#### Contact for families in each department of the OVGU:

[www.berufundfamilie.ovgu.de/familienbeauftragte](http://www.berufundfamilie.ovgu.de/familienbeauftragte)

### Other providers:

Go to [www.gelbeseiten.de](http://www.gelbeseiten.de), keyword “Sprachschulen” for various language course providers e.g. [www.magdeburg.de/volkshochschule](http://www.magdeburg.de/volkshochschule)  
**UNIKOM Zentrum für Fremdsprachen und Übersetzung**  
[www.unikom-md.de](http://www.unikom-md.de)

**Berlitz Deutschland GmbH** [www.berlitz.de](http://www.berlitz.de)

**Inlingua** [www.inlingua-deutschland.de](http://www.inlingua-deutschland.de)

**ARA Sprachschule** [www.ara-sprachschule.de](http://www.ara-sprachschule.de)



## → Learning German

### The University Language Centre

The Language Centre offers a variety of language courses and multimedia-based learning. German as a second language (“Deutsch als Fremdsprache”) courses take place weekly during the school term. Register during the first hour directly with the teacher. You will find information and course dates at ➤ [www.sprz.ovgu.de](http://www.sprz.ovgu.de)

### Media Library (“Mediothek”)

The media library is offered by the Language Centre and is free of charge. Here you can learn on your own, at your own pace, using the wide range of language acquisition software, books, magazines, CDs and DVDs available. If required, the teaching staff can also advise you individually.

### Tandem

Through the language centre, you can also find German speaking partners who are interested in learning your native language through conversation. Register for this programme directly at the media library or online.

### Multimedia-based learning

You can find helpful links to correspondence courses and online language courses, self-teaching programmes and learning software at the DAAD website: ➤ [www.daad.de](http://www.daad.de).

## → Campus Life

### Service facilities

#### Mensa and Cafeterias

The Mensa is located on the main campus right next to the library and the computer centre. Here you can choose between various inexpensive meals, including vegetarian meals. You can find the current menu at ➤ [www.studentenwerk-magdeburg.de](http://www.studentenwerk-magdeburg.de)

A bistro is located on the first floor of Building 18 which offers hot meals between 11:30 am and 1:30 pm. You can get snacks and hot meals at the Faculty for the Humanities, Social Sciences and Education in Building 40. The café is open from Monday to Thursday. In addition there are many small cafeterias such as Primo Espresso in Building 22.

#### Mensa opening hours:

Monday to Friday 11:00 am–2:00 pm

Saturday 12:00 pm–1:30 pm

#### Audio-Visual Media Centre (“Audiovisuelles Medienzentrum – AVMZ”)

The AVMZ supports OVGU students and staff in design development, production and application of media in research, teaching, and public relation work. Services range from expert advice for print, video, Internet and multi-media to using and borrowing recording devices and technical equipment. Media courses are also offered. These include photography and film courses.

➤ [www.avmz.ovgu.de](http://www.avmz.ovgu.de)



#### Contact Office at the University Computer Centre (URZ):

**Mr Werner / Mr Trapp**

Building 26.1 Room 003

Tel.: +49 (0) 391 6718888, Fax: +49 (0) 391 6711134

kontaktbuero@urz.uni-magdeburg.de

www.urz.ovgu.de

#### Contact at the Technology Transfer Centre ("Technologie-Transfer-Zentrum – TTZ"): Dr. Springer

Tel.: 49 (0) 391 67 18 838, www.ttz.ovgu.de

## → Campus Life

### The University Library

The University Library was built in 2003 and has around 2,000,000 books and journals. It also has 690 state-of-the-art reading areas all with Internet access and some fitted with computers. It offers excellent conditions for your academic work. If you need a place to work alone, you can use a lockable booth (Carrel). There are also many work group rooms and a media room with multimedia work stations. You can also make photocopies and print and read microfiche and microfilm. Tours of the library or courses about the library are recommended to better get to know the library and what it has to offer. A special feature of the library is the information centre for patents and the DIN standards repository. Inventor and patent consultation and contract research are some of the many services available. Registering ➔ [www.ub.ovgu.de](http://www.ub.ovgu.de), Tel.: +49 (0) 391-67-12925

➔ You will need the following documents to register:  
Registration form, employee ID badge, visitor badge, passport, proof of accommodation

### The University Computer Centre ("Universitätsrechenzentrum – URZ")

The University Computer Centre (URZ) is on the main campus opposite the University Library. It offers four PC labs (RTL1-4) with more than 100 PC workstations. These PC labs are usually open from Monday to Friday from 7:30 am to 9:45 pm and Saturday from 9:00 am to 12:45 pm. Other PC labs are located at the Faculty of Economics and Management in Building 22A and at the Faculty for the Humanities, Social Sciences and Education in Building 40 B Room 226. You can register to receive a user name, e-mail address and Internet access at the URZ.

### Network Access (uni account)

To receive a uni account (user name and password), fill out the registration form and submit it in person or by e-mail to the Contact Office. You must also submit proof that you are a member of the university.

### The Technology Transfer Centre ("Technologie-Transfer-Zentrum – TTZ")

The TTZ is a central communication and service point between the university and industry. It establishes contacts, provides points of contact and markets research findings. The TTZ can support you in presenting your research findings at trade fairs and other events. Here you can also get information about national and international grant programmes and research activities. It can also offer you support in filing applications and managing projects.

**Contact MIPS coordinator: Wiebke Kloss**

International Office

mips@ovgu.de / www.mips.ovgu.de

**Contact: InterKultiTreff für Studenten (IKUS)**

Walther-Rathenau-Straße 19

Large entrance at the front (facing the Uni Library)

lkus@ovgu.de / www.uni-magdeburg.de/ikus

**→ Campus Life****Sports**

Sports play a major role in Magdeburg. The city on the Elbe is not only home to an internationally successful handball team, but also home to the Saxony-Anhalt Olympic base where world-class swimmers and other athletes train. Sports are also a major part of university life. The OVGU's sport centre offers all members of the Otto von Guericke University the chance to join one of the diverse, attractive and usually free sports courses (employees pay 10 EUR per semester). Around 90 sports are on offer – from conditioning to dance, martial arts and trend sports. [www.spoz.ovgu.de](http://www.spoz.ovgu.de).

The USC or University Sports Club Otto von Guericke Magdeburg e. V. invites sports enthusiasts who would also like to take part in professional competitions.

➡ [www.uni-magdeburg.de/uscl](http://www.uni-magdeburg.de/uscl)

**Culture**

If you like singing or want to try out the stage you will find kindred spirits quickly in:

- The university choir ➡ [www.ovgu.de/unichor](http://www.ovgu.de/unichor)
- The OVGU big band ➡ [www.ovgu.de/bigband](http://www.ovgu.de/bigband)
- The cabaret "Prolästerrat für Studienangelegenheiten e. V."  
➡ [www.ovgu.de/prolaesterrat](http://www.ovgu.de/prolaesterrat)
- Various creative circles for ceramics, painting photography and textiles design ➡ [www.studentenwerk-magdeburg.de/Deutsch/Freizeit\\_Kultur/Seiten](http://www.studentenwerk-magdeburg.de/Deutsch/Freizeit_Kultur/Seiten)
- Various music and theatre projects

Regular guest lectures and the Otto von Guericke Lectures attract high-ranking international artists to the city on the Elbe ([www.ovgu.de](http://www.ovgu.de)).

Of course the campus also likes to celebrate. Events like the "Night of Science", "Open Day" and, above all, the "Students Days", where German and international students take their first step on the road to a university career, are just some of the highlights throughout the academic year.

**Student organisations and networks**

There are many student organisations that help foreign students and PhD students integrate into life in Magdeburg. They offer support for problems and promote internationalisation.

**Magdeburg International PhD Students (MIPS)**

MIPS helps establish and improve contact with international PhD students and organises social events to help young scientists integrate.

**IKUS International Students**

The IKUS are students from the Otto von Guericke University Magdeburg that work closely with the International Office. They assist in dealing with administrative matters and with other problems. They organise events and excursions.



→ Campus Life

**Alumni Networks**

There are various alumni networks which maintain contact between former and current students.

➔ For more information go to: [www.alumni.ovgu.de](http://www.alumni.ovgu.de)

**Friends of the Otto von Guericke University Magdeburg**

The task of the Friends of the OVGU (“Gesellschaft der Freunde und Förderer der Otto-von-Guericke-Universität Magdeburg”) is to support the development of the Otto von Guericke University, promote scientific research work at the university and to foster close ties between the inhabitants of the state of Saxony-Anhalt and the university. The society promotes scientific publications, finds scholarships for habilitation candidates, PhD students and undergraduates, and carries out lecture series.

➔ [www.uni-magdeburg.de](http://www.uni-magdeburg.de)

**Service for people with special needs**

**Commissioner for people with disability, particularly in the interest of university employees with disability**

**Siegrid Liebherr**

Building 06, Universitätsplatz 2

D-39106 Magdeburg

Room: G06-307

Tel.: +49 (0)391-67-12388

Fax: +49 (0)391-67-18070

E-mail: [siegrid.liebherr@ovgu.de](mailto:siegrid.liebherr@ovgu.de)

Institution: Human Resources Department (K2)

**Commissioner for people with disability, particularly in the interest of university students with disability**

**Dr. Marion Schulze**

Building 40, Zschokkestr. 32

D-39104 Magdeburg

Room: G40D-190c

Tel.: +49 (0)391-67-16461

Fax: +49 (0)391-67-16800

E-mail: [marion.schulze@ovgu.de](mailto:marion.schulze@ovgu.de)

Institution: Institute of Educational Science

**Commissioner for equal opportunity at the university**

**Dr. Ingrid Adam**

Office for Equal Opportunity

Postfach 4120

D-39016 Magdeburg

Tel.: +49(0)391-67-18945 / +49(0)391-67-24305

E-mail: [ingrid.adam@med.ovgu.de](mailto:ingrid.adam@med.ovgu.de)

Internet: [www.bfg.ovgu.de](http://www.bfg.ovgu.de)

**Commissioner for foreigners at the university**

**Prof. Dr.-Ing. Barbara Deml**

Building 10, Universitätsplatz 2

D-39106 Magdeburg

Room: G10-418

Tel.: +49 (0)391 67-18618

Fax: +49 (0)391 67-12765

E-mail: [barbara.deml@ovgu.de](mailto:barbara.deml@ovgu.de)

Institution: Institute of Ergonomics, Manufacturing Systems and Automation (IAF)



[www.bewegungsmelder.de/md\\_Museen und Ausstellungen](http://www.bewegungsmelder.de/md_Museen_und_Ausstellungen)

**Art Museum at the Convent of our Lady**

[www.kunstmuseum-magdeburg.de](http://www.kunstmuseum-magdeburg.de)

**Museum of Cultural History**

[www.khm-magdeburg.de](http://www.khm-magdeburg.de)

**Museum of Technology**

[www.technikmuseum-magdeburg.de](http://www.technikmuseum-magdeburg.de)

## → Life in Magdeburg

Find out all there is to see and do in and around Magdeburg at the

### **Magdeburg Tourist Information**

Ernst-Reuter-Allee 12

D-39104 Magdeburg

Tel.: +49 (0)391 19433

Internet: [www.magdeburg-tourist.de](http://www.magdeburg-tourist.de)

### **Museums and exhibitions**

Magdeburg's important history is also on display in its museums which are well worth seeing. Be enchanted by the Art Museum in the Convent of Our Lady, a Romanesque building from the Ottonian period. The 60 metre tall Millennium Tower in the Elbauen Park displays research and inventions from the past 6,000 years throughout five exhibition floors. Enjoy famous exhibits at the Museum of Cultural History and see testimonies to historical technology and industry at the Museum of Technology.

### **Theatre and cabaret**

The theatre and concert scene in Magdeburg is multi-faceted. Top-quality opera, theatre and cabaret can be enjoyed. There is a colourful array of cabaret and theatre groups in many places throughout the city and concerts for every type of music. Naturally, there is also an opportunity to shake a leg. Movie-goers have plenty to choose from at multiplex theatres like CinemaxX and Village Cinemas, studio cinemas or outdoors at the summer cinema.

[www.theater-magdeburg.de](http://www.theater-magdeburg.de), [www.puppentheater-magdeburg.de](http://www.puppentheater-magdeburg.de)

[www.theater-an-der-angel.de](http://www.theater-an-der-angel.de), [www.kugelblitze.de](http://www.kugelblitze.de)

[www.einewelthaus-magdeburg.de](http://www.einewelthaus-magdeburg.de), [www.courageimvolksbad.de](http://www.courageimvolksbad.de)

[www.festungmark.de](http://www.festungmark.de)

### **Shopping, relaxation and excursions**

The Allee-Center, Ullrichshaus and City Carré shopping centres, located in the city centre, and small boutiques offer excellent shopping possibilities. For party-goers, Magdeburg has many bars, pubs, clubs and cafés particularly on the Hasselbachplatz Square in the historical city centre. ➡ [www.urbanite.de/magdeburg](http://www.urbanite.de/magdeburg)

You can experience the extensive natural river landscape by bike along the Elbe Cycle Path, or by taking a nice walk or boat ride.

### **Religion**

In Magdeburg you naturally have the possibility of practicing your religion. Here there are congregations and communities of many faiths.

#### **A selection of addresses:**

**Protestant Congregation, Magdeburg Cathedral**

[www.magdeburgerdom.de](http://www.magdeburgerdom.de)

**Dioscese of Magdeburg – Catholic Church in Saxony-Anhalt**

[www.bistum-magdeburg.de/](http://www.bistum-magdeburg.de/)

**Russian Orthodox Church of the Moscow Patriarchate “All Saints”**

Lienhardstraße 6, 39108 Magdeburg, [www.rusokir.de](http://www.rusokir.de)

**Synagogue of Magdeburg**

Gröperstraße 1a, 39106 D-Magdeburg

**Islamische Gemeinde Magdeburg e. V. (Islamic Community)**

Weitlingstraße 1b, 39104 D-Magdeburg, [www.isgema.de](http://www.isgema.de)



#### **Toll-Free Emergency Numbers:**

Police: 110, Fire Brigade: 112 Emergency Medical Services: 112

**Poison Control Hotline:** +49 (0) 361 730 730

**Crisis Hotline:** +49 (0) 800 111 0111 / +49 (0) 800 111 0222

#### **Central Accident and Emergency at the University Hospital**

University Hospital, Building 60a

(Direct access from Leipziger Strasse)

Info-Tel.: +49 (0) 391-67-21202

[www.med.uni-magdeburg.de/Patienten/Notfall.html](http://www.med.uni-magdeburg.de/Patienten/Notfall.html)

## → Practical Tips

### **Emergency pharmacy service**

There is always a pharmacy open both day and night for emergencies. You can find the pharmacy emergency service plan at

➤ [www.notdienst.rats-apotheke-magdeburg.de](http://www.notdienst.rats-apotheke-magdeburg.de).

Obtain information on the landline number +49 (0) 800 00 22 8 33 or call the mobile phone number 22833. Calls from a mobile cost a maximum of 69 cents/min/text.

### **Visiting the doctor**

In Germany you are free to choose which doctor you go to. You can find a doctor's office nearby in the yellow pages ("Gelbe Seiten")

➤ [www.gelbeseiten.de](http://www.gelbeseiten.de). You will also find a listing of doctors on the Otto von Guericke website. Click on ➤ International Office ➤

Academics Incoming ➤ Life in Magdeburg. You should schedule an appointment with the doctor by phone. You will get a same-day appointment in the case of acute illnesses or an accident. Doctors' offices are usually closed on the weekend. At night and at weekends there are emergency medical services.

### **Co-paying when visiting the doctor**

There are two types of health insurance that you can have: state and private. If you are insured by a state insurer you will have to pay 10 euros at your first visit every quarter. All other visits to the doctor during the quarter are free. This includes other doctors as well. Dentists are an exception. You don't need a referral, but must make this co-payment even if you have already paid it at another doctor's office. You usually have to make a co-payment for prescription medicine. There are separate regulations for people who are privately insured. You must first pay your medical bill and are then reimbursed by your health insurance. The reimbursement amount depends on your insurance policy.

➤ [www.krankenkassen.de](http://www.krankenkassen.de)





#### Prices for destinations within Germany

Postcard (standard)	0,45 EUR
Standard letter (up to 20g)	0,55 EUR

#### Prices for destinations outside Germany

Postcard Europe	0,65 EUR
Int. postcard	1,00 EUR
Letter Europe	0,70 EUR
International letter	1,70 EUR

These are standard prices. Prices depend on size and weight.

→ [www.portokalkulator.de](http://www.portokalkulator.de)

## → Practical Tips

### **Sending letters and parcels**

You can send postcards, letters, parcels and packages with the Deutsche Post. The company's logo is yellow with a black post horn and letterboxes and post offices easy to recognise. You will often find post counters in McPaper stores. These are also demarcated with the post logo. You can obtain stamps at stamp machines and send and receive parcels around the clock in so-called Pack Stations and Parcel Boxes ("Packstationen und Paketboxen"). Post offices sell envelopes and parcel packaging, as well as pre-paid phone cards. Many public phones can only be operated with phone cards. Others also take change.

☞ [www.deutschepost.de](http://www.deutschepost.de)

#### **Post offices**

Main Post Office, Breiter Weg 203-206, D-39104 Magdeburg  
Opening times: Mon.–Fri. 9 am–7 pm, Sat. 9 am–12 pm  
Letter boxes, stamp machines and parcel boxes

#### **Deutsche Post**

Universitätsplatz 11, D-39104 Magdeburg  
Opening times: Mon.–Fri. 9 am–12 pm, 2 pm–6 pm  
Sat. 9 am–12 pm  
Letter boxes and stamp machines

The Deutsche Post is not the only postal service in Germany. There are also UPS, LLS, GLS, TNT and DPD. It pays to shop around when sending a parcel.

### **Making a phone call**

There are many phone booths on campus near the library. You can also phone from post offices and tele and internet cafés.

#### ☞ **Telecafés**

##### **Tele City Cafe**

Raiffeisenstr. 30, D-39112 Magdeburg, Tel.: +49 (0) 3 91 6 36 78 66

##### **Internet TeleCafe Saadet Ulubay**

Ernst-Reuter-Allee 28, D-39104 Magdeburg  
Tel.: +49 (0) 391 5353655

##### **Internet-Telecafe Inh. Nail Kodat**

Breiter Weg 39, D-39104 Magdeburg, Tel.: +49 (0) 391 4002769

##### **Feyzullah Isik MEDYA FONSHOP**

Einsteinstr. 10, D-39104 Magdeburg, Tel.: +49 (0) 391 5639181

#### **Landlines and mobiles**

Before getting a landline or deciding on a mobile phone provider it is best to check first at: [www.euraxess.de](http://www.euraxess.de) ☞ Services ☞ Incoming ☞ Other Tips.

#### **Telephone Information Hotline**

To inquire about domestic phone numbers call: 11 8 33  
(in English 11 8 37)

To inquire about foreign numbers call: 11 8 34

Information via the Internet: [www.teleauskunft.de](http://www.teleauskunft.de)



## → Driving Licence

### Driving Licence

A car can only be driven in Germany with a valid licence. You will need to obtain a German licence if you are staying for more than six months. Please note that transferring your licence can take some time and a fee will be charged.

➔ [www.euraxess.de](http://www.euraxess.de).

### Rules of the road

Cars drive on the right in Germany. Speed is often limited by a traffic sign. As a general rule: you may not drive more than 100 km/h on country roads and highways. In towns the speed limit is 50 km/h. There is no speed limit on motorways however 130 km/h is recommended. Low emission zones have been set up in some German cities to reduce pollution and fine particles in the air. If you want to drive in these zones you will need an emission badge on the inside of your windscreen. In-depth information on speeds, traffic regulations, traffic signs and drinking and driving can be found on the website of the Federal Ministry of Transport, Building and Urban Development ➔ [www.bmvbs.de](http://www.bmvbs.de) under "Straßenverkehrsordnung" (road traffic regulations).

### Your own car

For stays longer than one year (this is the period of time needed for your own imported car to receive German registration) or when acquiring a car in Germany, you will need to take out a car insurance policy. This insurance covers damage to other vehicles or injury to others caused by you.

### What to do in the event of an accident

In the event of an accident, even if the other car is only slightly damaged, you must call the police and remain at the location of the accident until the police arrive. Never sign a document assuming responsibility and report the accident to your insurance company immediately.



## → Shopping

There are three large shopping centres in the city centre: “Allee-Center”, “Ulrichshaus” and “City Carré”. The main shopping street in Magdeburg is “Breiter Weg” that stretches from Universitätsplatz to Hasselbachplatz. Shops in the city centre are usually open until 8 pm. In other parts of the city, stores close between 6 pm and 7 pm. If you don’t wish to pay by cash you can also use an EC Card. Stores don’t often take credit cards.

### Supermarkets

Typical supermarket chains are Lidl, Aldi, Penny, NP-Niedrigpreis, Netto, Norma, Kaufland and Edeka. They differ to a certain extent in price and in what they have to offer. There is a store near the main university campus in Jacobstrasse that is open around the clock between Monday 7 am and Saturday 8 pm. They offer sales during night hours.

### Return policy and warranties

Most items – apart from sale items – can be returned with a receipt within a certain period of time if they haven’t been used. Expensive items, such as electrical appliances, can usually be returned after months if they are defect. If you have problems returning an item, you can turn to the Consumer Advice Centre (“Verbraucherzentrale”). These centres provide advice and information dealing with consumer protection and also assist in legal problems. A small fee is charged for the consultation.

➔ [www.vzsa.de](http://www.vzsa.de)

## → Recycling

In Germany a high value is placed on recycling and the rubbish is separated.

### Bottles and cans

Most of the plastic and glass bottles are reused and are labelled “Mehrweg”. You will pay a deposit for these bottles which you will get back once you return the bottles to the store. The bottles cannot be dirty or damaged. There is also a deposit on aluminium cans. Glass bottles without the recycling label are to be put in the containers for glass that are located around the city. Here you can also find recycling bins for paper.

### Rubbish

Rubbish is sorted by recyclable material, organic waste and residual waste. Recyclable material is labelled with the so-called “Grüner Punkt” and are to be placed in the yellow bin or the yellow sack (“Gelber Sack”). Organic waste is compostable material that is collected in a green bin. Non-recyclable and non-organic waste goes in the black bin. Special waste must be disposed of separately. Empty batteries are to be put in containers that can be found in supermarkets or other established locations. Information about this can be obtained from the city of Magdeburg.

➔ [www.magdeburg.de](http://www.magdeburg.de)



#### **Fees:**

Residence permit up to 60 EUR

Scholarship holders of German scholarship organisations do not have to pay this fee!

## → Checklist for Entering and Leaving the Country

There are various regulations that must be heeded depending on the purpose of your stay and your country of origin. The following checklist provides all of the important aspects you must consider. Some things might not pertain to your situation.

### **Step 1: Before you enter the country**

- Check that your passport or ID card is valid and extend it if necessary
- Have certificates and references translated into German or English
- Obtain a vaccination record if necessary
- Have biometric passport photos taken
- Apply for a visa in your home country at a German embassy or consulate general. Citizens of Australia, Israel, Japan, Canada, New Zealand, the Republic of Korea and the United States of America can enter Germany without a visa. A residence permit must be obtained from the Foreigner's Office ("Ausländerbehörde") in Germany if you plan to stay for more than three months.
- Check your health insurance cover (obligation to prove cover as per Section 11 Paragraphs 1–3 of the Social Insurance Code "Sozialversicherungsgesetz")
- Search for accommodation
- Apply for a scholarship

### **If your family is accompanying you to Germany:**

- Have your marriage certificate and the birth certificates of your children translated into German
- Don't forget to bring health insurance, vaccination records, and passport photos for family members
- Citizens from Brazil and El Salvador do not need a visa when entering Germany together. They can apply for family reunification ("Familienzusammenführung") in Germany (in Magdeburg)
- Apply for a place in a day care or school

### **Step 2: After entering Germany/arriving in Magdeburg**

- Register at the International Office
- Obtain health insurance (if this wasn't done before arrival)
- Obtain other insurances such as personal liability insurance
- Apply for an income tax card ("Lohnsteuerkarte")
- Sign the employment contract or pre-contract
- Register at the Registration Office ("Einwohnermeldeamt or Bürgerbüro") in Magdeburg within a week after arrival
- ☑ **Usually you will have to bring the following documents:**
  - Valid passport
  - Valid visa (except for Australia, Israel, Japan, Canada, New Zealand, the Republic of Korea and the USA)
  - Rental contract
  - Proof of German bank account



## → Checklist for Entering and Leaving the Country

**Registering at the Foreigners' Office ("Ausländerbehörde") of the city of Magdeburg if you are employed for more than three months**

**☒ Usually you will have to bring the following documents:**

- Valid passport
- Valid visa (except for Australia, Israel, Japan, Canada, New Zealand, the Republic of Korea and the USA)
- Proof of sufficient health insurance cover
- Employment contract/pre-contract or scholarship acceptance letter
- Rental contract
- Registration document (obtained from the Registration Office ("Bürgerbüro"))
- 1 current biometric passport photo (photo booth at the Registration Office)

### **Step 3: Before leaving Magdeburg**

- Terminate your rental contract
- Close your bank account
- Give notice of departure at the Registration Office ("Bürgerbüro") in Magdeburg

### **Please note when moving within Magdeburg or Germany**

You must inform the Registration Office ("Bürgerbüro") if you change your residence within Magdeburg. If you move to another town in Germany, you must register at the Registration Office in that city or municipality.