



# 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: Citizens Office will be in the Campus Service Center (Building 1) 28.9.-30.10. Mo-Fr 9-12 Uhr & Mo-Thu 13-17 Uhr
- (3) Open a bank account Checklist: admission letter, enrolment certificate, „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 student health insurance. Checklist: passport, admission letter, bank information, photo. (fee: approx.: 80€/ month)
- (5) Tuition fee can be paid in cash at the „Barkasse“ in building 6 room 22 Office Hours: Mo-Fr 10-11.30 am & Mo-Thu 1-2 pm
- (6) Enrolment as an **exchange student** at Mrs. Behnert (Building 18, Room 149) starting 21.9. Office hours: Mo-Thu 10-12am & 1-3pm Enrolment as **fulltime student** at Mrs. Lapp starting 28.9 (Building 6, Room 8). Checklist: ID/passport, health insurance certificate, receipt of tuition fee, admission letter, photo (see more information concerning enrolment).
- (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: Program students and free movers go to Mrs. Behnert, all others to Mrs. Böhning.
- (10) Deregistration from university („Exmatrikulation“) and from the resident offices. If you have your room for a too long time, make sure to cancel it 2 -3 in advance, depending on the renter.

## The Steps

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

## IKUS Contact

E-Mail: [ikus@ovgu.de](mailto:ikus@ovgu.de)  
 Facebook Group: "IKUS Magdeburg"  
 Office HOurs and further information at:  
[www.ikus.ovgu.de](http://www.ikus.ovgu.de)

## 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:

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

E-Mail:  
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Breiter Weg 222, tram stop "Domplatz" (tram 2,5,9,10)

