

The First Steps in Magdeburg





Welcome to the Otto von Guericke University!





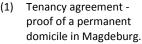






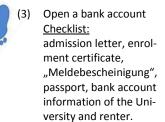








agreement, biometric photo for EU citizens. Note: Citizens Office will be in the Campus Service Center (Building 1) 28.9.-30.10. Mo-Fr 9-12 Uhr & Mo-Thu 13-17 Uhr



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)
- 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

Enrolment as an ex-

- change 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
- you stay longer than 3 months, you have to register at the foreigners' office Checklist: passport, visa, biometric photo, copies of health insurance certifi-

concerning enrolment).

For non-EU-citizens: If

- cate, 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.
- 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.
- 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.

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IKUS Contact

E-Mail: ikus@ovgu.de Facebook Group: "IKUS Magdeburg" Office HOurs and further information at: www.ikus.ovgu.de

Important Office Hours

Foreigners' Office: Citizens Office (Bürgerbüro): 08:00 - 15:00 Mon Mon 08:00 - 12:0009:00 - 18:00 09:00 - 12:00 + Tue Tue Wed 12:00 - 15:0014:00 - 17:30(closed every 1st Wed of the Wed closed month) Thu 09:00 - 12:00Thu 09:00 - 18:0008:00 - 12:00Fri 08:00 - 12:00

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

International Office:

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

E-Mail:

Eva.Boehning@ovgu.de Anne-katrin.behnert@ovgu.de

