



The First Steps in Magdeburg

Welcome to the Otto von Guericke University!

Find a more detailed presentation online at: www.ikus.ovgu.de/FirstSteps

This is what you have to do...

(1) **Accommodation:** You need to receive a rental agreement (proof of a permanent domicile in Magdeburg) **and** a "Wohnungsgeberbescheinigung" (landlord certificate) from your landlord. Please register your address for the broadcast fees: https://www.rundfunkbeitrag.de/buergerinnen-und-buerger/formulare/anmelden/index_ger.html

(2) You will get the certificate of **registration** "Meldebescheinigung" at the **Citizens' Office**.
Checklist: ID/passport, "Wohnungsgeberbescheinigung", for EU citizens only: *biometric photo*
Note:
The Mobile Citizens Office (Bürgerbüro) will be on Campus. Check the Campus Service Center Website: <https://www.servicecenter.ovgu.de/News.html>.

(3) Open a **Bank Account**
Checklist: ID/Passport, admission letter, „Meldebescheinigung“

(4) **Health Insurance:** EU

citizens only need their EHIC **and** also a confirmation by a health insurance that they will be responsible. All other students have to register for a German health insurance (fee: approx. 120€/month). Everyone has to provide the health insurance company with our university's reference number: H0001216.
Checklist:
ID/Passport, admission letter, bank information, passport photo

(5) **Enrolment as an exchange student** will be done online via anne.katrin.gueldenpfennig@ovgu.de.
Enrolment as fulltime student will be done online via enrolment@ovgu.de.
Checklist:
passport, proof of health insurance, proof of correspondence, passport-size photo (more information concerning enrolment is provided in your application for enrolment)

(6) The **Semester fee** is to be paid online on [my-ovgu.de](http://my-ovgu.ovgu.de) upon request.

(7) **For non-EU-citizens only:** If you stay longer than 3 months, you have to register at the **foreigners' office via post**.
Checklist: Passport, biometric photo, health insurance certificate, enrolment certificate, proof of sufficient financial support (min. 934€/month), rental agreement, "Meldebescheinigung"
Fee: 100€ to be paid later.

(8) **Registration for your exams** in the corresponding examination office. Please make sure that you know and do not miss the specific period for exam registration (especially for the Faculty of Economics and Management).

(9) **Questions or Problems:**
Exchange students: Mrs. Güldenpfennig, all others: Mrs. Böhning.

The 10 Steps Your Checklist

- 1 Accomodation
- 2 Registration at the Citizens' Office
- 3 Open Bank Account
- 4 Health Insurance
- 5 Enrolment
- 6 Semester fee
- 7 Foreigners' Office *only non-EU-citizens*
- 8 Studying and Exams
- 9 Questions and Problems

Contact IKUS

Office Hours:

Mon 3 – 5 pm

Thu 5 – 7 pm

E-Mail: ikus@ovgu.de

Website: www.ikus.ovgu.de

Facebook-Group: "IKUS Magdeburg"

Important Office Hours:

Citizens Office/Bürgerbüro Mitte:

Mon, Wed 8 am – 1 pm*

Tue, Thu 8 am – 1 pm
2 pm – 5:30 pm

Fri 8 am – 12 pm

*closed every third Wednesday of the month

Leiterstraße 2a

You can go to any Citizens Office in Magdeburg. Please book an appointment online.

Foreigners' Office:

Breiter Weg 222,
39104 Magdeburg

E-Mail:

Studium-ausbildung@ewo.magdeburg.de

International Office:

Please book an appointment online.

<https://termine.ovgu.de/>

Mon 10 am – 12 pm

Tue 10 am – 12 pm, 1 pm - 3 pm

Thu 10 am – 12 pm, 1 pm - 3 pm

Building 18, Room 149/150

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