

The First Steps in Magdeburg





Welcome to the Otto von Guericke University!





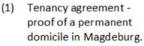


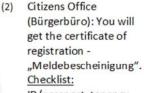








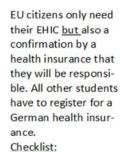




ID/passport, tenancy agreement, biometric photo for EU citizens. Note:

April 2nd, 3rd (9-12am) April 8th, 10th 9-12am & 1-2.30pm) the Citizens Office will be in the CSC (Campus Service Center— Building 1).





Citizens Office (Bürgerbüro):

- 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).

 Opening hours:
 Mo/Tue/Wed/Thu
 10-11.30am & 1-2pm,
 Fr 9.00am-11.30am.
- Enrolment as an exchange student at Mrs.Behnert (Building 18.Room 149). Opening hours: Mo-Thu 10-12am & 1-3pm Enrolment as fulltime 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, biomet-

Foreigners' Office:

- ric 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: ERASMUS students 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 Re- gistration Office	2
Finances	3
Health Insurance	4
Tuition Fee	5
Enrolment	6
Foreigner Registration Office	7
Studies/ Exams	8
Questions/ Problems	9
Termination of	10

IKUS Contact

Office Hours: to be announced

E-Mail: <u>ikus@ovgu.de</u>
Website: <u>www.ikus.ovgu.de</u>
Facebookgroup:
_"IKUS Magdeburg"



Important Office Hours

Mon	08:00 - 15:00	Mon	08:00 - 12:00
Tue	09:00 - 18:00	Tue	09:00 - 12:00 +
Wed	12:00 - 15:00		14:00 - 17:30
(closed every 1st Wed of the month)		Wed	closed
		Thu	09:00 - 12:00
Thu	09:00 - 18:00	Fri	08:00 - 12:00
Fri	08:00 - 12:00		

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

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:

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