The First Steps in Magdeburg

Welcome to the Otto von Guericke University!

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


   **Note:** The Mobile Citizens Office (Bürgerbüro) will be on Campus from 2 to 12 April 2024. Book an appointment online.

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. 125€/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.

   **Enrolment as an exchange student** will be done online via anne.katrin.gueldenpfennig@ovgu.de.

5. **Enrolment as fulltime student** online via my.ovgu.ovgu.de, (link in enrolment mail), send the signed application form for enrolment by 31 March 2024 to enrolment@ovgu.de.

6. **The Semester fee** is to be paid online on 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: Application form, copy of passport, biometric photo, health insurance certificate, enrolment certificate, BAföG certificate, proof of sufficient financial support (min. 934€/month), rental agreement. Fee: 113€ to be paid later.

   **Note:** New option of document pick up station, please sign the German form of the declaration of data protection.

8. **Registration for your exams** from 15 May until 31 May 2024. Seminars or projects according to chair guidelines.

9. **Questions or Problems:** Exchange students: Mrs. Gündenpfennig, all others: Mrs. Böhning.

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**Important Office Hours:**

<table>
<thead>
<tr>
<th>Citizens Office/Bürgerbüro Mitte</th>
<th>Foreigners’ Office</th>
<th>International Office</th>
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<tbody>
<tr>
<td><strong>Citizens Office/Bürgerbüro Mitte:</strong></td>
<td><strong>Neustädter Höfe</strong></td>
<td>Please book an appointment online.</td>
</tr>
<tr>
<td>Mon, Wed</td>
<td>Lübecker Str. 53-63,</td>
<td><a href="https://termine.ovgu.de/">https://termine.ovgu.de/</a></td>
</tr>
<tr>
<td>Tue, Thu</td>
<td>Haus 1, 39124 Magdeburg</td>
<td>Mon</td>
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<td>Wed</td>
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<td>Fri</td>
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<tr>
<td>*closed every third Wednesday of the month</td>
<td></td>
<td><strong>Building 18, Room 149/150</strong></td>
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<tr>
<td><strong>Leiterstraße ZA</strong></td>
<td></td>
<td><strong>E-Mail:</strong></td>
</tr>
<tr>
<td>You can go to any Citizens Office in Magdeburg. Please book an appointment online.</td>
<td></td>
<td><a href="mailto:hiwiakaa.incoming@ovgu.de">hiwiakaa.incoming@ovgu.de</a></td>
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<td><a href="mailto:eva.boehning@ovgu.de">eva.boehning@ovgu.de</a></td>
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<td></td>
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<td><a href="mailto:anne-katrin.gueldenpfennig@ovgu.de">anne-katrin.gueldenpfennig@ovgu.de</a></td>
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**Contact IKUS**

Office Hours:

- Mon 2 – 3 pm
- Thu 5 – 6 pm

E-Mail: ikus@ovgu.de
Website: www.ikus.ovgu.de
App: “Welcome to OVGU”

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**T he 9 Steps Your Checklist**

1. Accommodation
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