

Zusammen die Welt *neu denken.*

www.ovgu.de/zusammendieweltneudenken

ENROLLMENT PROCESS

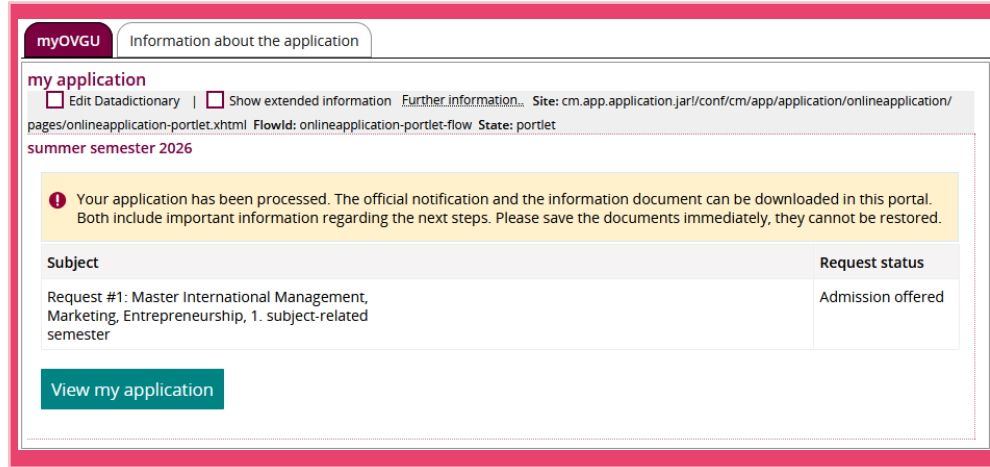
Winter semester 2026/2027

Presentation Structure

1. How to complete the online enrollment
2. Access to myOVGU-Portal
3. Collection of Student ID
4. Deutschlandsemesterticket
5. Frequently Asked Questions
6. Learnings

How to start the online enrollment

- Log in to myOVGU
- View your application



myOVGU Information about the application

my application

☐ Edit Datadictionary | ☐ Show extended information Further information... Site: cm.app.application.jar!/conf/cm/app/application/onlineapplication/pages/onlineapplication-portlet.xhtml FlowId: onlineapplication-portlet-flow State: portlet

summer semester 2026

! Your application has been processed. The official notification and the information document can be downloaded in this portal. Both include important information regarding the next steps. Please save the documents immediately, they cannot be restored.

Subject	Request status
Request #1: Master International Management, Marketing, Entrepreneurship, 1. subject-related semester	Admission offered

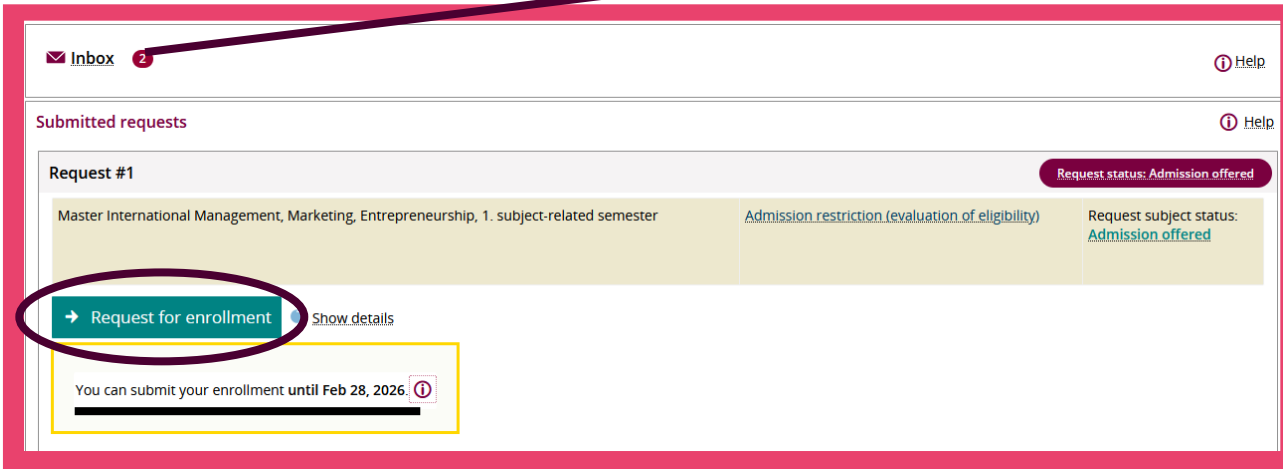
[View my application](#)



Inbox: 2 new message(-s) [Help](#) - X

Status	Provided on	Document	Application term	Document type	Download date	Actions
✉	01/23/2026 08:28:26	Notification of admission for Master International Management, Marketing, Entrepreneurship PO-20242_1_SRS	summer semester 2026	Electronic administrative act	23.01.2026	Download
✉	01/23/2026 08:28:36	Admission information document for Master International Management, Marketing, Entrepreneurship PO-20242_1_SRS	summer semester 2026	Information document	-	Download

[Close](#)



[Inbox](#) 2 [Help](#)

Submitted requests [Help](#)

Request #1 [Request status: Admission offered](#)

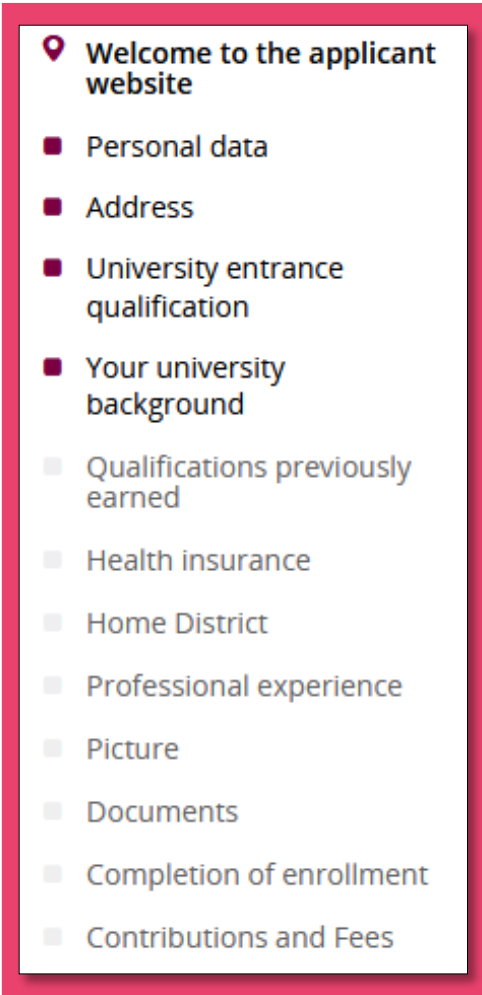
Master International Management, Marketing, Entrepreneurship, 1. subject-related semester	Admission restriction (evaluation of eligibility)	Request subject status: Admission offered
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[Request for enrollment](#) [Show details](#)

You can submit your enrollment until Feb 28, 2026 [Help](#)

- Request the enrollment
- Complete the process until the deadline

Request for enrollment

- 
- A screenshot of a website menu for applicants, enclosed in a red border. The menu is a vertical list of items, each preceded by a small square icon. The first item, 'Welcome to the applicant website', has a location pin icon and is bolded. The next four items ('Personal data', 'Address', 'University entrance qualification', 'Your university background') have dark red square icons. The remaining items ('Qualifications previously earned', 'Health insurance', 'Home District', 'Professional experience', 'Picture', 'Documents', 'Completion of enrollment', 'Contributions and Fees') have light gray square icons.
- 📍 Welcome to the applicant website
 - Personal data
 - Address
 - University entrance qualification
 - Your university background
 - Qualifications previously earned
 - Health insurance
 - Home District
 - Professional experience
 - Picture
 - Documents
 - Completion of enrollment
 - Contributions and Fees

Overview online enrollment

- See your progress in the site menu
- Confirm data that is already filled in (no need for additions in the first 3 sections)
- When status „request for enrollment submitted“, your online enrollment is complete

Request subject status:
[Request for enrollment submitted](#)

- Do not forget to transfer the semester fee and check with your health insurance company

Your university background

enrollment/wizardpages/studyBeforeDataPage.xhtml FlowId: onlineenrollment-flow State: studyBeforeDataPage

You are here: [Home](#)

online enrolment!

Your university background

Have you ever studied at a different university? If so, complete the form otherwise continue.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Data about previous studies

If you already studied before your application, indicate the university of your first studies and its beginning.

* Country

* Term of first registration

* Year of first enrollment

University of first enrollment in Germany, if it is different from this point in time

Please fill out the following details if you've already studied at a German university.

Previous number of terms at a German university

Semester of internship

Semester on leave/leave of absence

Semester at a preparatory college

Semester of interruption

[Clear input fields](#)

- Fill out all fields marked with an asterisk (*)
- If you are unsure, if you should enter anything, leave it blank.
- Some data will be transferred from information you gave during application.
- If unsure about entered data:
We will check with your documents and can correct data, if necessary.

Qualifications previously earned

online enrolment!

Qualifications previously earned

 If you have already studied and achieve a degree/several degrees, you must fill in the following forms otherwise continue. If you provided information about your studies in your previous semester, they appear automatically for an easier registration. However, if you got a degree of another course of study, you must create this degree again.

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Intended final examination.

Information:

The data entered were recorded from the location of the course of study **Master Betriebswirtschaftslehre / Business Economics** you are applying for. If you want to earn the degree, for the course of study you are applying for, at another location, change the entries. The entry of a district is only necessary when you selected **Germany**.

* Country 

* District 

- Do not change the data in this section.

→ You applied at OVGU and you intend to do your final examination here 😊

Health insurance

Health insurance

i You must provide details of your health insurance here in accordance with Social Security Code V §199a Para.2. Enrollment without health insurance is not possible. **You must request proof of insurance from your health insurance company before enrollment. If you are not covered by statutory health insurance, you can request proof of insurance from any german statutory health insurance company.**

- To apply for proof of insurance, please provide our **reference number H0001216** to the health insurance company.
- The proof of insurance is transferred electronically from the health insurance company to the university, usually within five working days.
- The assignment is made through your personal details and, if applicable, your insurance number; missing or deviating data will be adopted. The university accepts your data as it is provided by the insurance company.
- If more than five working days have passed since the application was submitted to the insurance company, but you cannot find your data here, the data could not be assigned. In this case, please check whether you have entered the correct university "Otto-von-Guericke-Universität Magdeburg" with the health insurance company, whether your personal details regarding your name, date of birth and gender match the details given to the health insurance company and, if necessary, whether your insurance number is correct.
- If you do not yet have a health insurance, select the insurance status "liable to health insurance". Then select "No, I do not have an insurance number" and add "application pending" under "Other health insurance ." Then click on "Next" to proceed with enrollment.

Further information about the proof of health insurance can be found here: <https://www.ovgu.de/en/-p-119356.html>

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Details for health insurance

* Status of insurance

☐ liable to health insurance **i**

☐ exempted

Please read this carefully and find the information for your individual situation.



Health Insurance –
Guide

Health insurance

Details for health insurance

* Status of insurance ☒ liable to health insurance ⓘ
☐ exempted

Select „liable to health insurance“ if you are covered by the statutory health insurance for students or if you are covered by your parents health insurance. Select „exempted“ if you are exempt from public insurance, for example because you have private insurance.

* Insurance number available? ☐ Yes, I already have an insurance number
☒ No, I do not have an insurance number

* Health insurance ▼

* Other health insurance ⓘ

If you didn't find your health insurance in the menu option, please enter an almost precise description of your health insurance as well as its location (town).

- If you booked your health insurance with Coracle or Fintiba: You need to contact the insurance company directly (e.g. TK, Barmer) to have the insurance confirmed

✓ Your insurance confirmation is available.

Details for health insurance

* Status of insurance ☐ liable to health insurance ⓘ
☒ exempted

ⓘ Your insurance confirmation is not yet available.

- Choose “exempted” when you have a private insurance such as Mawista or Care Concept
→ Upload in documents section
- If you are under age of 30: You have to contact a public insurance (e.g. TK, Barmer) for electronic exemption confirmation

→ Next

Documents for enrollment

THIS

Documents

Upload documents

❗ No documents to be uploaded are required or could not be found for your degree program or the data you entered.
Click **Next** to complete the entry of your data.

Most applicants who applied through uni-assist do not have to upload anything in this section.

OR THAT

Certificate of de-registration

❗ Please upload certificates of de-registration from all previous German universities at which you were previously enrolled.

Choose file (click here or drop in here, max 10 file or files)

❗ Master's applicants who have been admitted before having finished their Bachelor degree can submit the certificate of de-registration from their current university by the deadline stated in the letter of admission.

[Add comment](#)

Bachelor's degree certificate

❗ Applicants who have applied for a Master's program and have been admitted before having finished the Bachelor degree can upload their certificate here if it is available in the meantime.

Choose file (click here or drop in here, max 10 file or files)

❗ If the Bachelor's certificate is not yet available at the time of enrollment, it can be submitted by the deadline specified in the letter of admission.

[Add comment](#)

What you entered earlier will result in uploads in this section.

If unsure about documents:
We will check your documents and contact you, if necessary.

- Welcome to the applicant website
- Personal data
- Address
- University entrance qualification
- Your university background
- Qualifications previously earned
- Health insurance
- Home District
- Professional experience
- Picture
- Documents
- Completion of enrollment
- Contributions and Fees

✓ **Finish and charge fees**

Contributions and Fees

Contributions and Fees

i Your data has been recorded and an invoice has been created for your semester of enrollment.

With the application for enrollment, **you have to pay the semester fee**, consisting of the student union fee, Deutschlandsemesterticket and student council fee. All other contributions and fees, such as fees for a second-degree, will be checked by us first. If this applies to you, you will receive a separate notification asking you to pay the fees.

Information on paying the semester fee can be found in the document "enrollment information" in your portal inbox.

You have now completed the online enrollment. To go back to the main page of the application portal, click on "to overview".

Sales invoices

Purpose	Period	Due date	Debit
20262MYOVGU	winter semester 2026/27		329.30 €

[To overview](#) [Back](#) [Reset](#)

Request status: Request for enrollment submitted

equired)

Request subject status:
[Request for enrollment submitted](#)

i Your application has been processed. The official notification and the information document can be downloaded in this portal. Both include important information regarding the next steps. Please save the documents immediately, they cannot be restored.

This notification will not change until your application is in process.

Your application to study at Otto-von-Guericke-Universität Magdeburg has been updated.

To view the current status of your application, please log in to the application portal at <https://myovgu.ovgu.de>. There you will find all information on your application status.

Has your status changed to "Enrollment requested"?

Then the following steps are still necessary on your part:

1. upload all necessary documents for enrollment (if this has not yet been done)
2. confirming health insurance (statutory or private insurance)
3. paying semester fee

Details on the individual steps can be found in the document "Information on enrollment", which will be available in your mailbox in the application portal no later than 12 hours after receiving this e-mail.

Once all documents, the semester fee and the electronic health insurance notification have been received in full, your application for enrollment can be processed. If the status changes, you will be informed again by e-mail. In the meantime, please refrain from making further enquiries.

Yours sincerely
Student Secretariat
Otto-von-Guericke-Universität Magdeburg

This e-mail was generated automatically, please do not reply to this e-mail.

Has your status changed to “enrolled”?

Congratulations on becoming a
student of OVGU!

What's next?

- Activation of your student account
 - Collection of student ID
 - Deutschlandsemesterticket

Access to student account



Account activation



Access to student email
(firstname.surname@ovgu.de)



Access to teaching portals
(LSF, Moodle)



Access to WiFi



Account activation

All fields have to be filled in according to the specifications of your student/employee ID card. Last name and first are case-sensitive.

Are you student or employee?

Last name(s) as in student or employee ID card:

First name(s) as in student or employee ID card:

Birthday (dd.mm.yyyy):

Matriculation (Matrikel-Nr.) or employee number:

Create a password:

Here are some general guidelines to create a **secure password**. The password typing is not shown and not printed. Therefore please keep it in mind!

Password:

Repeat password:

Insert private email address (optional)

Your private EMAIL will be used for **password reset** and additionally for delivery of your account data.

Private email address:

I accept the **regulation for users** and **working rules** of University Computing Center and **University Library's terms of use**.

Accept terms of use:



Account Activation –
Start Here

- Update personal data
- Download certificates (e.g. enrollment certificate)
- Re-register for the coming semester
- Submit digital applications

myOVGU - The study portal of Otto von Guericke University Magdeburg

My studies My application

Quick links for students ▾

Student Service Re-registration, certificates, personal data, payments	Online requests Leave of absence, Disenrollment
Application	LSF portal Lecture and examination management
Moodle Central e-learning platform	Change password Password change for the OVGU account via the account service of the computer center

Overview of online requests for students >

My courses of study Pictures Contact data Payments Mandates Requested Reports / Reports

Courses of study

Master - Second/additional degree

Subject	Study semester
Advanced Semiconductor Nanotechnologies	5.0

→ Leave of absence → Disenrollment

Collection of Student ID



Key Facts:

- Library card
- Payment card for the cafeteria (Mensa)
- Cashless payment for printing and copying on campus (previous charging necessary)

Collection (card cannot be sent by post):

- Email notification that your card is ready for collection
- Personal collection only at specified times
- Bring your matriculation number and passport with you to collect your card

Please note that you do not need your ID card to use the Deutschlandsemesterticket!

Several pick-up days will be offered so that you always have the opportunity to pick up your ID card, even if you arrive late.



Student ID Card-
How it Works

Deutschlandsemesterticket



- You have to **activate** your ticket in the **MVB-App** before you can use it.
- The activation is possible from September 25.
- **Before entering** any form of public transport your ticket must be ready on your phone (your student ID card is not sufficient as a proof and also not necessary!).

Access to **public transportation** system in Germany **in every city**.

→ valid from October 1, 2026 – March 31, 2027

→ the only public transport you **cannot** use it for is long-distance trains



How to –
Public Ticket

Frequently Asked Questions

- **1. After I enroll, can I still defer my admission if I can't arrive in the fall semester of 2026?**
 - No! You have the option to submit a **waiver by September 1st**. If you do so, you will be refunded the full semester fee. (ITVET-student can contact the faculty directly to request a refund of tuition fees).
 - As of **October 1, 2026** (the official start of the semester), you can only disenroll if it is possible. You can only disenroll if the full semester fee may be available.
 - If you have not yet enrolled, you do not need to take any action.
- **2. How and when can I re-apply?**
 - Please re-apply by the **next possible start date of your semester**. You need to upload your application letter.
 - Applicants for re-application must participate in the "Entry" & "If timely entry is not possible".
 - Re-application via the myOVGU portal and have to save it.
 - Applicants for re-application must apply via the myOVGU portal, but must participate in the "Entry" & "If timely entry is not possible".
 - Re-application via the myOVGU portal is usually possible from end of May (winter semester) or mid-December (summer semester).

You can find all relevant information about this topic in your information sheet which you already received with your admission letter.

Please take a close attention to this topic "Entry" & "If timely entry is not possible".



How to -
Refund



How to -
Re-apply

Frequently Asked Questions

- 3. I want to stay enrolled but I can't arrive in the winter semester 2026/2027. What should I do?
 - Even if you are currently unable to enter Germany at the start of the semester, you can generally remain enrolled.
 - If you are enrolled in statutory health insurance at the time of your enrollment, you are required to pay the corresponding statutory health insurance contributions even if you remain in your home country.
 - Please note that you are required to pay health insurance contributions when you are enrolled, until you officially disenroll from the university. **It does not matter whether you are in Germany or not!**

Your options:

1. Disenroll as soon as possible so that you no longer have to pay health insurance contributions to German insurance companies.
2. If you still want to stay enrolled at OVGU despite being aware of this and you are not permitted to enter the country until later semesters, please be aware that you will still be responsible for health insurance costs. All other matters require a case-by-case decision by the health insurance provider.



Health Insurance –
Guide

Learnings

- You will find most of the answers to your questions in your information documents for admission and enrollment.
- Read everything carefully – OVGU does not keep important information from you. ;)
- Give the OVGU staff time to process your requests.
- To speed up the processing, please refrain from sending multiple e-mail inquiries.
- Everybody will get an answer in due course – by a status change/notification in myOVGU or in exceptional cases by e-mail.
- We are aware of worldwide visa situations and we know that you all need your enrollment certificate as soon as possible. We work as fast as possible.
- Please direct general visa issues/questions to the [International Office](#).

Do you have more questions?



servicecenter@ovgu.de

Thank you for your
attention!