Re-registration

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1. Re-registration by direct debit
At the end of each semester, you must re-register as a student in order to continue your studies in the next semester. The period for re-registration for the summer semester is between the beginning of January and the beginning of February, re-registration for the winter semester is between the beginning of June and the beginning of July. The exact periods can be found on the "OVGU Website".

The following steps show an example of the procedure for re-registration for the summer semester 2023. Designations with direct semester information will differ in the following semesters.

Where can I find the re-registration function in the student portal myovgu?
The quicklinks will take you to the Student Services, where you can start the re-registration by clicking on

Re-registration for summer semester 2023
Step 1 of 6: Overview

In step 1, you will first receive an overview of the degree programmes for which you can re-register and which requirements must be fulfilled for this.

Among other things, you will be shown any re-registration locks (Figure 1) as well as information if re-registration is not possible for individual degree programmes (Figures 2 and 3).

Figure 1: Example display for re-registration locks
To proceed to the payment of the semester fee, please click on **Pay semester fee**

**Step 2 of 6: Give a mandate**

In order for the university to be allowed to collect your semester fee, you must create an individual direct debit mandate. You must do this again **each semester**.
To do this, please first enter your bank details and the place where you want to sign. This is the place where you are currently located (when the mandate is created). The date is automatically filled in with the current date.

The bank details will be checked immediately and you will be informed whether they are correct or incorrect or whether the account is outside the SEPA area. If the bank details are incorrect or not valid, please correct the data or enter an account from the SEPA area.

To complete this step, click on "Create mandate".

**Step 3 of 6: Select invoice**

You receive an overview of all currently open invoices, whereby the respective due date and the invoice amount are displayed. As a rule, there is only one open invoice. This is then already automatically selected. If there are several open invoices, you can choose which one is to be paid by direct debit.

You can view the individual invoice items via the magnifying glass.
After selecting the open invoice, click on

**Step 4 of 6: Confirm pre-notification**

With the pre-notification, you can see when the amount will be debited from your account. Confirm that you have read the pre-notification by ticking the box and clicking on

**Step 5 of 6: Re-Registration**

In this step, you will receive confirmation of the successful payment of the semester fee. If there are no obstacles to re-registration, you can now complete the re-registration by clicking on the button

You do not want to re-register now or there are other prerequisites that have not yet been fulfilled (e.g. re-registration locks) and the button is not displayed to you? Please go to the point "additional steps if necessary" (from page 6) to find out how to proceed.

**Step 6 of 6: Done**

Once the direct debit has been issued and the re-registration has been completed, you will receive confirmation of the successful re-registration.
You can now exit the window by clicking on Close.

Additional steps if necessary

Students who have already paid the semester fee by direct debit but have not yet re-registered because the process has been interrupted or other requirements for re-registration have not yet been met can re-register on their own at a later date but within the re-registration period.

1. All requirements for the re-registration are fulfilled, but the re-registration was interrupted

Log in to the Student Services again within the re-registration period and click on the button

By confirming the re-registration with the button, the re-registration will be carried out immediately.

You will not be redirected to step 6, but will receive the following message directly:
2. **There are still open prerequisites (e.g. re-registration locks)**

You were shown in steps 1 and 5 that, in addition to the payment of the semester fee, further requirements for re-registration must be fulfilled. If you have completed step 4, the semester fee will be debited from your account as announced and is thus considered to have been received on time. However, you will not be re-registered because you were unable to complete step 5.

In order to re-register, you still have to fulfill the open requirements, which are displayed here in step 5 in short form. This can be, for example, the clarification of the re-registration locks.

![Image of re-registration lock]

For the deletion of re-registration locks, please submit the requested documents/data to the Students’ Office or another area named in the lock. The lock will then be deleted for the corresponding semester and the requirements are deemed to have been fulfilled.

**Please note:** If the locks have not been processed before the end of the re-registration period despite the submission of documents, the re-registration will be carried out by the administrators.

You don’t know what the re-registration lock means? You can find an overview of your re-registration locks with, in some cases, more detailed texts on the content of the lock in the tab “locking” of the Student Service:

![Image of locking page]

As long as not all prerequisites for re-registration have been fulfilled, the following button for re-registration will be displayed in the Student Service:

![Image of re-registration button]

By clicking on this button you will be shown both the requirements that have already been fulfilled and those that are still open.
Once you have fulfilled all the requirements, log in to the student portal again, go back to the Student Service and click on . Now you can re-register by clicking on the button .

You will not be redirected to step 6, but will receive the following message directly:

3. Re-registration by bank transfer

Note: The direct debit process is the preferred payment method, as you will be re-registered directly once the payment has been approved.

If you wish to pay your semester fee by bank transfer, you can find all the information you need on the “OVGU Website”. The recipient, IBAN, BIC, bank name, amount and payment reference are all indicated on the website. You will need this information to make a transfer.

**Important information on the payment reference:** After the semester (WS or SuSe) comes the year (2020) and a 1 for the summer semester or a 2 for the winter semester, followed by MYOVGU and the enrolment number without spaces (Example of re-registration for the winter semester 2022/23: WS20202MYOVGU1234567). The payment reference must always be entered without spaces in the transfer form. If you re-register by bank transfer your new student details will not be available immediately.
4. **Re-registration by cash payment**

Note: The direct debit process is the preferred payment method, as you will be re-registered directly once the payment has been approved.

If you wish to pay your semester fee in cash, you can find all the information you need on the “OVGU Website”. The website contains details of the opening times and location of the cash office (in Building 06).

You will need your enrolment number in order to pay the amount owing at the cash office. Your payment will then be processed by the administration. If you have paid the correct amount, you will be re-registered by the system (this may take a few days).