




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 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 EHC **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.
- (5) **Enrolment as an exchange student** will be done online via anne.katrin.gueldenpfennig@ovgu.de.
Enrolment as fulltime student online via my.ovgu.ovgu.de (link in enrolment mail), send the signed application for enrolment by 31 March 2024 to enrolment@ovgu.de.
Checklist: Signed application form, picture of passport, if applicable proof of health insurance, proof of correspondence, proof of payment of the semester fee.
- (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. Güldenpfennig, all others: Mrs. Böhning.

The 9 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 2 – 3 pm
Thu 5 – 6 pm

E-Mail: ikus@ovgu.de

Website: www.ikus.ovgu.de

App: "Welcome to OVGU"

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:

Neustädter Höfe
Lübecker Str. 53-63,
Haus 1, 39124 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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