



Welcome!

Bienvenidos!

Benvenuto!

欢迎

Bienvenue! Добро пожаловать!

SEJA BEM-VINDO!



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This brochure makes no claim of being complete. If something is missing from your point of view, please investigate by yourself or inform the International Office. We would be grateful for additions and tips.

www.ovgu.de

INTERNATIONAL OFFICE

Studying at Otto von Guericke University Magdeburg

Practical Guide for International Applicants



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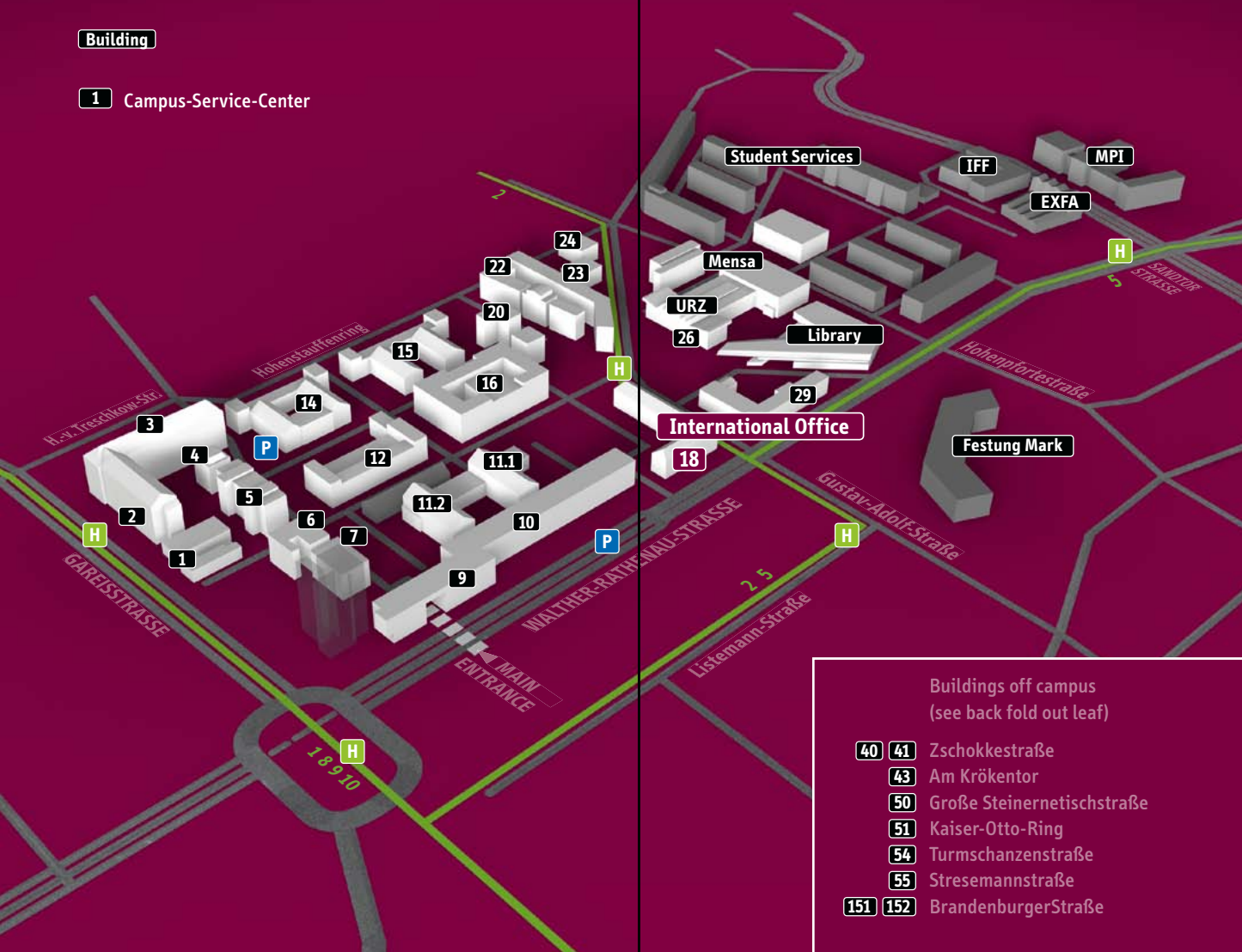
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→ University Campus

Building

- 1 Campus-Service-Center



→ Medical Faculty Campus

Building

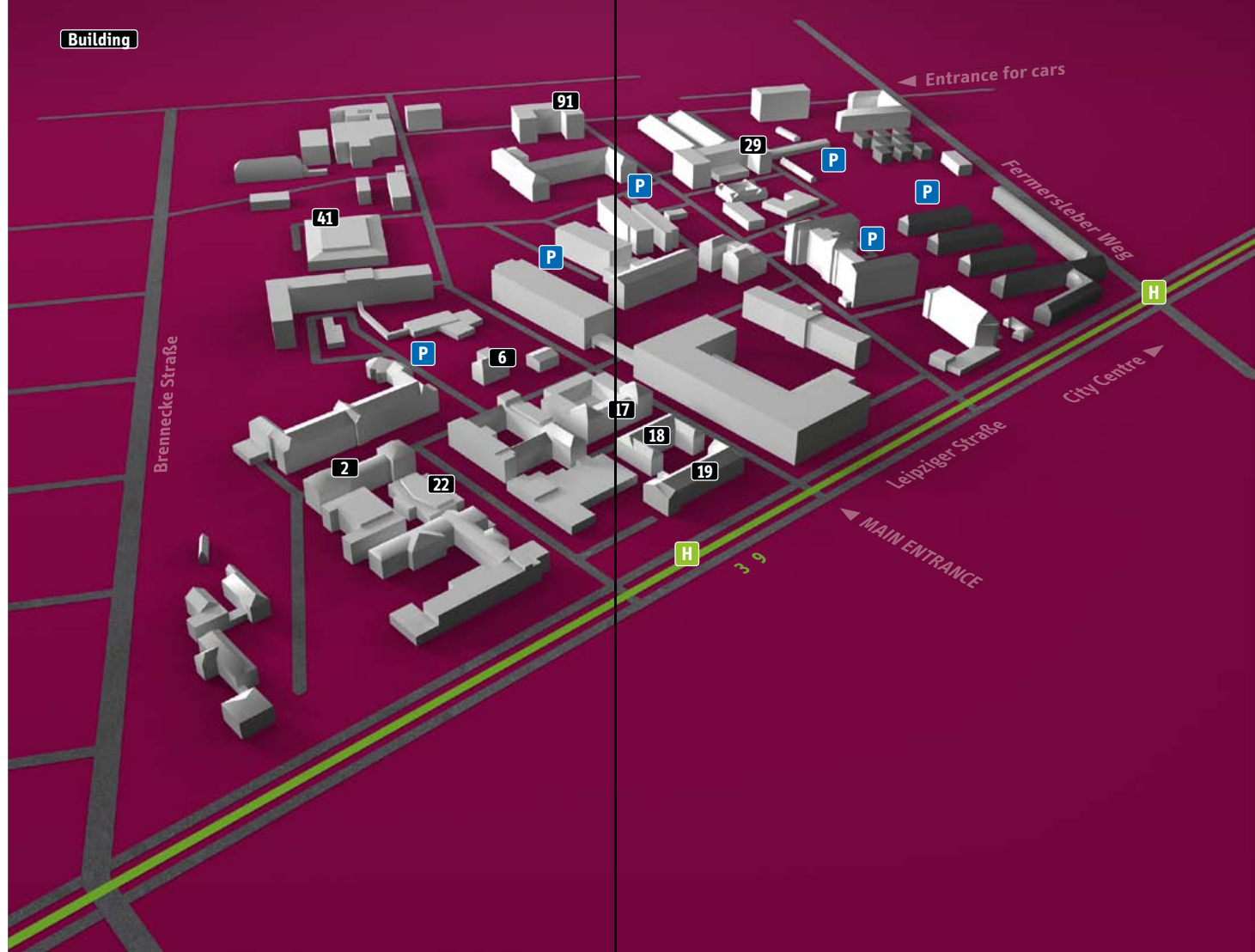


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Magdeburg – The State Capital of Saxony-Anhalt



→ 1. The History of the City of Magdeburg

Magdeburg has a more than 1200-year-old and changeable history. In 805 Magdeburg was mentioned in documents with the name “Magadoburg” for the first time. At that time it was an important military and trading center because it was strategically well situated on the river Elbe. The City’s name is reflected on its crest: a maidservant on a castle.

Under Otto I (912–973) and his wife Editha (910–946) Magdeburg became a flourishing center of Middle and Eastern Europe. Otto gave his wife Magdeburg as morning gift/marriage portion and in 968 he commissioned the imperial palace and archbishopric.

Although Magdeburg never gained the status of an Imperial Free City, it developed over the proceeding centuries for the most part independently from the archbishops. It became a member of the Hanseatic League and had its own and well-known civil dispensation of justice (“Magdeburger Recht”) which was practiced beyond the municipal borders and existed from the Middle Ages to the 16th century.

At the time of the Lutheran Reformation, Magdeburg became especially under the influence of the vicar and reformer Nikolaus von Amsdorf (1483–1565) a center of the Protestant movement. Since the city renounced completely from the archbishop, the outlawry (“Reichsacht”) of Magdeburg by Charles V (1500–1558) finally followed in 1548. In the end, after a futile state of siege, Magdeburg was granted religious freedom.

The differences between city and archbishopric reached their tragic climax in the Thirty Years’ War. On May 10, 1631, Magdeburg was almost completely destroyed by the troops of the Catholic general Tilly (1559–1632). The city was victim to pillaging. Only buildings like the cathedral, the Monastery of Our Lady and a few residential buildings

remained preserved. On this fateful day, 20,000 of about 30,000 inhabitants were killed. This event also achieved notoriety under the term “Magdeburgisieren” (to magdeburgerize).

At the end of the 17th century the city was annexed to Brandenburg-Prussia and was reinforced to the most powerful Prussian fort. Under Emperor Napoleon (1769–1821), Magdeburg belonged to the Kingdom Westphalia for a short time, returned already to Prussia in 1814 and was made capital of the Prussian province Saxony from 1816.

In the second half of the 19th century, during the industrialization, Magdeburg developed into an important industrial and trade city. Due to the strategic location at the river Elbe and its armaments industry, Magdeburg was bombed heavily by the allies. On January 16, 1945, 90 % of the city was completely destroyed, among them 15 churches and many magnificent quarters of the baroque era and of the 19th century.

Around the Hasselbachplatz one can still see the splendid architectural work and receive an impression of the former cityscape. After World War II lots of functional buildings made with precast concrete slabs of Soviet architecture were constructed. They still dominate a large part of the city center.

In the GDR Magdeburg was a center of Mechanical Engineering and became the capital of the district Magdeburg as of 1952.



→ 2. Magdeburg Today

Since 1990 Magdeburg has been the capital of the newly formed state Saxony-Anhalt. Today it has approximately 230,000 inhabitants. The distance to Berlin, Germany's capital, is about 130 km, and the distance to Hanover, capital of Lower Saxony, is about 150 km. Magdeburg is conveniently placed regarding transport facilities like the connection to the railway system of "Deutsche Bahn" and to the motorway A2. Berlin, Hanover and Leipzig with their international airports can be reached within a short time.

Magdeburg has a well-built public tram and bus network which makes it possible to reach all destinations in the city quickly and easily. In addition, Magdeburg provides ideal opportunities for cyclists because almost the whole area of the city can be explored on an extended cycle path.

Magdeburg is a modern city investing in its future. With Otto von Guericke University founded in 1993, the Max Planck and Fraunhofer research institutes, and the University Applied Sciences, the city offers excellent possibilities for research and innovation.

→ 3. Magdeburg – The Green City

Magdeburg is proud to be a green city. Throughout the city you can find plenty of large, open parks and green spaces. The well known and most popular parks are Rotehorn Park on an island in the middle of the river Elbe and Herrenkrug Park. At the beginning of the 19th century Herrenkrug Park was designed by the famous landscape architect Peter Joseph Lenné (1779–1866) who was modelling it on English landscape gardens as a recreation area for the population. In summer there are several open-air-events. Moreover, the park has a horse racing track and a golf course. The nearby river Elbe, cycle paths and trails are ideal possibilities to explore and enjoy the countryside.

Studying at Otto von Guericke University Magdeburg



→ 1. The University

The University is named after Otto von Guericke (1602–1686), the renowned son of Magdeburg, who became known worldwide for his pioneering research on the vacuum. Otto von Guericke University Magdeburg was founded in 1993, and is thus one of the youngest universities in Germany. It has evolved from the former Otto von Guericke University of Technology, the Teachers Training College and the Medical Academy. With nine faculties and almost 14,000 students – among them around 1,400 international students – the university is gaining in importance as a center of teaching and research.

With about 85 courses of study, Magdeburg University offers optional education in different subjects and fields of specialization. Correspondingly, there is a great variety of possible combinations among the faculties' range of offerings. The favorable study facilities include modern laboratories and a hospital with high-end computer technology. Conditions like an optimal ratio between teaching staff and students, a thorough technical education at a high theoretical level, as well as proximity to practice, are advantages which make studying at the Otto von Guericke University Magdeburg a most rewarding experience.

Cultural highlights include performances by the University Choir, student cabaret, exhibitions on and around the campus, guest lectures and “Otto von Guericke Lectures”.

Last but not least, the provision of single bedrooms in campus residence halls, and the availability of private apartments, are further reasons for prospective students to turn their attention to Magdeburg.



Computer Center

Through enrolment, all students receive a computer account with an e-mail address. www.urz.ovgu.de

Libraries

The University Library is situated on the campus. The facilities are friendly and appealing, permitting to offer extended services to students and researchers.

The Central Library for Medicine is located on the Medical campus.

You can find more information about the University Library and an overview of other libraries in Magdeburg at the University Library homepage: www.ub.ovgu.de



→ 2. Academic System

The German academic system is rather liberal, providing students with freedom and flexibility to pursue their own academic interests. At the same time, students are expected to show initiative and to actively participate in the coursework.

At Otto von Guericke University, an academic year is divided into two semesters: winter semester and summer semester. On the basis of state-approved guidelines governing testing and curricula programs, the students themselves are responsible for structuring their course of study – i.e. the number of lectures and seminars they wish to attend and when their exams will be set. Every exam has to be registered at the responsible examination office.

In order to plan their studies optimally, students may take advantage of the student advisory service. This service is available from professors, lecturers or assistants from the departments or institutes, advisers from various exam offices and the International Office of the university.

An academic hour lasts 45 minutes. Usually lectures, seminars, practical courses and tutorials meet once a week and consist of two consecutive academic hours. At the end of each semester, the students are required to take written or oral exams for lecture courses. Specific seminars may not have traditional final examinations.

→ 3. Academic Calendar

Winter Semester

**October 1–March 31
(incl. exams and break)**

Classes Start:

Early October

Classes Conclude:

Early February

Exams:

February

Semester Break:

March

Summer Semester

**April 1–September 30
(incl. exams and break)**

Classes Start:

Early April

Classes Conclude:

Mid–July

Exams:

July

Semester Break:

August–September

Otto von Guericke University has 9 faculties:

GSE FACULTY OF THE HUMANITIES, SOCIAL SCIENCES AND EDUCATION
www.fgse.ovgu.de



MB FACULTY OF MECHANICAL ENGINEERING
www.fmb.ovgu.de



WW FACULTY OF ECONOMICS AND MANAGEMENT
www.fww.ovgu.de



EIT FACULTY OF ELECTRICAL ENGINEERING AND INFORMATION TECHNOLOGY
www.feit.ovgu.de



MATH FACULTY OF MATHEMATICS
www.fma.ovgu.de



VST FACULTY OF PROCESS AND SYSTEMS ENGINEERING
www.fvst.ovgu.de



NAT FACULTY OF NATURAL SCIENCES
www.fnw.ovgu.de



MED FACULTY OF MEDICINE
www.med.uni-magdeburg.de



INF FACULTY OF COMPUTER SCIENCE
www.cs.uni-magdeburg.de



All faculties except the Faculty of Medicine are situated on campus at University Square near the city centre. The Faculty of Medicine is located at Leipziger Straße 44 in southern Magdeburg.



→ 5. Courses of Study

The courses of study offered at Otto von Guericke University can be divided into two categories:

- a) International **Bachelor and Master study courses** (B.A., B.Sc., M.A., M.Ed., M.Sc.) that are offered in English or in German or bilingual in both languages.
The bachelor study courses normally take 6–8 semesters to complete, the master study courses are completed in 2–4 semesters.
- b) The study course Medicine, offered in German and leading to the German degree “**Staatsexamen**”.
The medical degree “Staatsexamen” is completed in 12 semesters and 3 months.

An overview of the complete study programs offered at Otto von Guericke University Magdeburg can be downloaded from the university homepage:

www.uni-magdeburg.de/en/education/content/study_guide.html

Language Courses in the University Language Center

German as a Foreign Language

The Language Center offers the following collateral language courses: The target groups are students attending the English study courses, part-time students, Ph. D. students and others. The courses give them the opportunity to learn German parallel to their regular studies. The courses “German as a Foreign Language” are offered at different levels ranging from A 1 to C 2.

There are also conversation and reading courses, grammar courses and courses for scientific writing.

Other Language Courses

Furthermore, the Language Center offers additional courses in many other languages than German, such as ancient Greek, Arabic, Chinese, English, French, Italian, Japanese, Latin, Russian, Spanish and Swedish.

You can learn more about the Language Center at its homepage: www.sprz.ovgu.de/fremdsprachen

Rhetoric / Speech Training

To enhance communication skills, rhetoric courses can be attended. By learning several speech and presentations techniques the participants will be imparted knowledge to present themselves and their works. These courses are also offered by the Language Center.

The registration for these courses starts at the beginning of the semester online: <http://moodle-n.ovgu.de/sprz>.

You can find more information about the registration process at the homepage of the University Language Center:

www.sprz.ovgu.de/en/einschreibung_enrolment.html

The course fee varies between 20 Euros and 120 Euros, depending on the number of lessons given.

www.sprz.ovgu.de/gebuehren/unterseiten/gebuehren-p-193.html

UnivIS

UnivIS is the “**UniversitätsInformationsSystem**” (university information system) at Otto von Guericke University. It is a service and information system made for students, lecturers and prospective students. Information about certain courses, people, rooms (including detailed information about the equipment and room schedules) and institutes as well as telephone numbers and e-mail addresses can be found at UnivIS. Additionally, students can prepare their personal timetable. Please visit <http://univis.ovgu.de> and www.uni-magdeburg.de/univis/stundenplan.shtml for more information.

Application Process and Admission



→ 1. Prerequisites for Studying in Magdeburg

The most important prerequisite to be admitted as a student at a German university is the “Qualification for Entrance to Higher Education in Germany”, the **Hochschulzugangsberechtigung**. The Hochschulzugangsberechtigung is a certificate documenting the applicant’s previous level of education, qualifying her/him for studying in Germany. As the countries all over the world have very different education systems, the guidelines for the Hochschulzugangsberechtigung depend on the applicant’s country of origin. These guidelines may also vary between the different study courses and subjects.

Assessment Test (Feststellungsprüfung)

Not every secondary school diploma gives its owner the qualification to study in Germany. Applicants from specific countries must have studied for some time at a university in their home country, and others must pass the Assessment Test (Feststellungsprüfung) to get admitted to a university in Germany. This test can either be taken externally, or after visiting the “Studienkolleg” for one year, taking lessons preparing for the test. The state Saxony-Anhalt has a “Studienkolleg” that is run by Martin Luther University Halle-Wittenberg and the University of Applied Sciences “Anhalt” (FH). In general, foreign applicants who want to study at Otto von Guericke University Magdeburg finish the “Studienkolleg” at Martin-Luther-University in Halle (on the Saale).

www.studienkolleg.uni-halle.de

The courses offered at the “Studienkolleg” will prepare you for the course of studies for which you are aiming. Preparatory courses are offered for technical and mathematical courses of studies and natural sciences (T-course), for medicine and biology (M-course), for humanities, languages and arts (G/S-courses), and for economics and management (W-course).

To get admitted to the “Studienkolleg”, you have to pass an entrance test to assure that sure you are able to complete the course successfully. Your knowledge of the German language prior to this examination should correspond to at least 400 lessons of German (B 1) minimum. In addition, admission to T- or W-courses requires a passing of a test of mathematics. The entrance test takes place at the end of August (for the winter semester) and at the end of February (for the summer semester).

Additional Admission Prerequisites

Specific courses of studies may require additional skills such as additional linguistic or professional skills. Others have a regional limit to the amount of students that can be admitted. Such criteria are defined directly by the university. For example, many courses of study include a practical training, which in some cases must be completed prior to the applicant’s admission as a student.

In the Faculty of Humanities, Social Sciences and Education, several Bachelor study courses require the students to pass an aptitude test in sport. The aptitude test takes place in June each year. You must sign up for the test at the homepage of the department for sport until March 31 each year: <http://www.ispw.unimagdeburg.de/studium/unterpunkte/eignungspruefung.html>

Information about requirements with regard to content, time, and place of the aptitude test will be found on the internet.

In addition to the Hochschulzugangsberechtigung, applicants for Master programs must have obtained their first academic degree (usually a Bachelor’s degree, resulting from 4 years of study at an officially accepted university). Specific directions are stated in the study course descriptions. www.uni-magdeburg.de/en/education/content/study_guide.html



→ 1. Prerequisites for Studying in Magdeburg

Whether you are qualified to be admitted to Otto von Guericke University or not, can only be decided after your complete application documents have been reviewed.

Language Requirements

Depending on what course of studies you are applying for, you have to demonstrate that you have the sufficient language knowledge to be admitted. Please inform yourself about the precise language requirements in the study course descriptions.

www.uni-magdeburg.de/en/education/content/study_guide.html

German

Most of the study courses at Otto von Guericke University are held in German. To be admitted to these courses, foreign applicants commonly must have passed an officially accepted language test, or must submit an officially accepted language certificate. The following tests and certificates are recognized:

- “German Language Examination for University Entrance“, abbreviation: DSH-2 (Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber). The courses Medicine and the master’s program Psychology require DSH-3.
- TestDaF (all 4 parts at least at test level 4)
- “The German Language Diploma” (Level II) of the Minister of Education Conference (“Deutsches Sprachdiplom” (Stufe II))
- “The Central Higher Level Test” of the Goethe Institute (“Zentrale Oberstufenprüfung”)

- “The Small German Language Diploma” and “the Big German Language Diploma” of the Goethe Institute (“Kleines deutsches Sprachdiplom” and “Großes deutsches Sprachdiplom”)
- A university degree in German language and literature studies, as a translator, interpreter or teacher of German.

Applicants who have learned German, but who have not had the opportunity to take one of the tests mentioned above, have to document the number of lessons taken, the tests taken and the results of these tests. Based on this information, the applicants will be placed into the appropriate German intensive course level for preparation for the DSH. When they have passed the DSH, they can start their regular course of studies.

The intensive German courses of the Language Center include the following levels:

Courses / Levels	Prerequisite	Number of Lessons	Total Costs
Basic Level II (B 1)	A minimum of 200 lessons of German / A 2	240 hours	340 Euros
Secondary Level I (B 2)	A minimum of 400 lessons of German / B 1	160 hours	266 Euros
Secondary Level II (C 1)	A minimum of 600 lessons of German / B 2	220 hours	320 Euros
DSH-Course + Exam	A minimum of 800 lessons of German	3 weeks including examinations	130 Euros



→ 1. Prerequisites for Studying in Magdeburg

The whole course, beginning with basic level II (B 1) and concluding with the DSH test, covers 620 hours of lecture held over a period of 12 months (including breaks). The courses begin in October and April each year, simultaneously with the semester start.

The DSH-test takes place in March and September. Failed DSH-tests may be repeated once at Otto von Guericke University Magdeburg.

Address: Sprachenzentrum / Language Center
Zschokkestr. 32, Building 40 D, Room 190
39104 Magdeburg
Phone: +49 391 67 16516
Internet: www.sprz.ovgu.de
E-mail: sprachenzentrum@ovgu.de

Department: German as a Foreign Language:
Building 40 D, Room 179:
Phone: +49 391 67 16519
Office Hours: Thursday 1.00 p.m.–3.00 p.m.

English

The international Bachelor and Master courses are most often given in English. To be admitted to these courses, you will also need to document sufficient language skills, as a rule you have to provide TOEFL scores (www.toefl.org). Here is a complete list of the recognized tests and certificates:

- TOEFL (normally at least 80 points internet based/213 points computer based/550 paper based; for the study program Economics and Management at least 88, 230 or 570 points, respectively are required),
- Certificate of Proficiency in English (CPE), minimum score: C,
- Certificate of Advanced English (CAE), minimum score: B,
- International English Language Testing System (IELTS), minimum score: band 6 (for Economics and Management: band 6,5),
- Advance Placement International English Language (APIEL), minimum score: 3 (Economics and Management minimum score: 4),
- Test of English for International Communication (TOEIC) (minimum score 655 points).

Exempt from these requirements are only native speaker applicants from the United Kingdom, Ireland, Australia, New Zealand and the USA. Applicants from other countries must provide TOEFL scores, even though the official language in their country is English.

Antrag auf Zulassung zum Studium für ausländische Studienbewerber/innen
 Antrag auf Zulassung zum Studium zum
 Wintersemester 20 / 20 Sommersemester 20 an der
 (Name der Hochschule)

Aufgaben zum beabsichtigten Studium
 Studiengang 1. Wahl

Fachsemester - Für welches Fachsemester bewerben Sie sich?
 (Nur eintragen, wenn Anrechnungsbescheid vorliegt)

Magister Staatsexamen Promotion Bachelor Master
 Studienabschluss sonstiger Studienabschluss

Wahl
 Ich bewerbe mich, falls Sie im Studiengang 1. Wahl nicht zugelassen werden

Nicht vom Bewerber auszufüllen!

Eingang
 Registrier-Nr.
 Matrikel-Nr.
 Datum der HZB:
 Note:
 Direkte HZB
 DSH erforderlich
 DSH nicht erforderlich
 Feststellungsprüfung



→ 2. Applications for Full-Time Studies

To study full time means to aspire an academic degree (Bachelor, Master, Staatsexamen).

What must my application include?

Complete admission applications for full time studies must include the following documents:

- Completely filled in and duly signed application form for admission to studies for foreign applicants (www.ovgu.de/international)
 Formulare Download für incomings), with your e-mail address,
- Copy of the page of your passport with your name and photograph,
- An official copy of the secondary school diploma, official grade transcripts, official explanations of the grades, and evidence showing the total years of schooling,
- Proof of the entrance examination at your home university if you passed one,
- Official copies of all previous academic degrees or accomplishments earned, together with descriptions of the courses taken and official grade transcripts,
- Documented language proficiency for German or English, depending on the course of studies
 For German: DSH, DSH-2 or TestDaF (all 4 parts at level 4) (www.testDaF.de) results or proof of exact number of German language classes taken and examinations passed,
 For English: Test of English as a Foreign Language (TOEFL) scores (www.toefl.org) (the TOEFL code for Otto von Guericke University is 0183) or equivalent proof of examinations passed,
- Certificate of the Assessment Test (Feststellungsprüfung), if necessary,

- Graduate Record Examination (GRE) (www.gre.org) (the GRE code for Otto von Guericke University is 0637) or GMAT (www.gmat.org) (the GMAT-Code of Otto von Guericke University is 0183), if required,
- Proofs required for the study course you wish to apply for according to the Faculty's specific regulations such as proof of practical experience, letter of motivation, letters of recommendation and certificates from aptitude tests,

All documents listed under c)–i) (also documented language proficiency) must be official copies (i.e. truly verified by the issuing institution, a notary or the German Embassy) and, unless they were issued in German or English, must be accompanied by officially notarized translations.

- Receipt of transfer or deposit on the account of uni-assist e. V. or payment by direct debit from a German bank account (only valid if preliminary examination was made by uni-assist e. V.).

Please note:

Applicants from China must enclose the original certificate as issued by the "Akademische Prüfstelle (APS)" at the German Embassy in Beijing. For further information please visit <https://www.aps.org.cn/web/>

Mail Address: Akademische Prüfstelle des Kulturreferates der Deutschen Botschaft Peking
 Landmark Tower 2, Office 0311
 8 North Dongsanhuan Road, Chaoyang District,
 100004 Beijing
 China

Office Hours: Monday to Friday: 8 a.m.–noon

UNIVERSITY

→ 2. Applications for Full-Time Studies

E-mail: info@aps.org.cn
Phone: Monday to Thursday: 1.30–4.30 p.m.
Consultation: Phone: 0086 10 6590 7138
Fax: 0086 10 6590 7140

Applicants from Mongolia must enclose the original certificate issued by the “Akademische Prüfstelle” (APS) of the German Embassy in Ulan Bator. Find more information at www.ulan-bator.diplo.de/Vertretung/ulanbator/de/10/Akademische_20Pruefstelle/_APS.html

Mail Address: Botschaft der Bundesrepublik Deutschland
United Nations St., PF 708
210613 Ulan Bator
Mongolia

Office Hours: Friday: 9.00–10.30a.m.
Phone: 00976 99225839
Fax: 00976 11 323905
E-mail: aps.ulanbator@gmail.com

Applicants from Vietnam must enclose the original certificate issued by the “Akademische Prüfstelle” (APS) of the German Embassy in Hanoi. Find more information at:
www.hanoi.diplo.de/Vertretung/hanoi/de/06/APS__Hanoi.html.

Mail Address: Deutsche Botschaft in Hanoi, APS
29 Tran Phu, Q. Ba Dinh
Hanoi

Office Hours: Monday and Wednesday: 2–3 p.m.
E-mail: ku-101@hano.auswaertiges-amt.de

When must I send the application?

Please note that between the print of this brochure and your application changes may occur. The due dates for applications are as follows:

Winter Semester:	July 15
Summer Semester:	January 15

Some courses hold special application deadlines:

1) International Study Program in Management and Economics (taught in English)	April 30
2) all master's programs of the Faculty of Economics and Management	April 30
3) European Studies (B.A., M.A.)	May 31
4) Safety and Hazard Defense (B.Sc.)	March 31
5) Safety and Hazard Defense (M.Sc.)	Winter Sem.: July 31 Summer Sem.: January 31
6) Integrative Neuroscience (M.Sc.)	March 15
7) Performance Analysis of Sports (M.Sc.)	May 30

The deadlines are valid for foreign citizens even if you have completed your Bachelor degree in Germany (except foreigners holding a German university entrance qualification and EU/EEA residents). Incomplete applications or applications sent after the deadline will be returned without any further trial.



→ 2. Applications for Full-Time Studies

What does the uni-assist application procedure mean for applicants from abroad?

A preliminary examination of applications of foreign applicants for particular courses of studies of our university is made by uni-assist e.V. (Arbeits- und Servicestelle für Internationale Studienbewerbungen = Working and Service Point for International Applications). In return for a fee, it will be checked if all admission requirements are fulfilled.

This procedure makes it possible to apply for several “uni-assist universities” whereas only one set of official and translated documents has to be handed in. Uni-assist e.V. will inform you contemporarily if your documents are complete and if they comply with the formal prerequisites for the requested course of studies.

1) Which applications will be checked in the uni-assist procedure?

Documents of all applicants who acquire their qualification for admission to higher education (i.e. A-levels, High School Diploma, Baccalaureat, Gaokao etc.) abroad and who apply for one of the courses of studies that are listed on the enclosed sheet of paper will be checked for Otto von Guericke University Magdeburg by uni-assist e.V. These courses include almost all of the Bachelor study courses, the Master study course Electrical Engineering and Information Technology (taught in English) and Medicine.

Attention! Certain applicants are not being checked by uni-assist e.V.:

- Applicants of exemption 1 (cf. p. 30, paragraph on address for application) do not have to undergo the preliminary check by uni-assist e.V.: EU member state citizens, applicants from the EEA states Norway, Iceland, and Liechtenstein, as well as applicants who possess the right to admission to German higher education (Hochschulzugangsberechtigung)

- Applicants who have already graduated from a German university and those who have passed the assessment test (Feststellungsprüfung) do not have to apply to uni-assist e.V. either.

2) Applications at several universities

In case you want to apply to more than one university please check if these universities require the uni-assist procedure as well (at present 128 out of 348 German universities adopt this procedure). The latest list of all “uni-assist universities” is available at www.uni-assist.de/uni-assist-mitglieder.html.

If you want to apply to more than one “uni-assist university” you have to fill in a separate application form for each university (www.uni-assist.de/downloads/antr_auf_zul_stud_eng.pdf). All other application documents need to be submitted only once.

3) Online application

Application online is highly recommended (www.uni-assist.de/application-online.html). Even for the online application the right amount of the fee has to arrive at uni-assist e.V. in due time! For the online application you need an e-mail address to receive your security link and your individual application number.

It is absolutely essential for the final processing of your application to submit all required documents as well as the signed application form/s in hard copy to uni-assist e.V. This has to be done before the expiry of the application deadline.

Please take into account that according to the university or the course of studies different documents might be required and that the application deadlines can differ from university to university.



→ 2. Applications for Full-Time Studies

4) Costs

You have to pay 68 Euros for the preliminary check of the application in the uni-assist procedure. Each additional application at a university presupposing the uni-assist procedure costs 15 Euros.

Applicants from EU countries pay 43 Euros for the first application and 15 Euros for each additional application.

Your application is only checked by uni-assist e. V. after the payment of the fee. For that reason please enclose the receipt to your application. The receipt should state that you have paid into the account of uni-assist e. V. or that you have issued a direct debit authorization for a German account, respectively.

You have 3 choices to pay the charges:

I. Money transfer

Benefician: uni-assist e. V.
Account Number: 523749001
Bank Code: 100 708 48
Bank: Berliner Bank,
Niederlassung der Deutschen Bank
Branch*: Firmenkunden 2
Hardenbergstrasse 32
D-10623 Berlin
IBAN DE10100708480523749001
BIC/SWIFT-Code: DEUTDEDB110

* if required by your bank

Please specify the following information on the receipt:

- Country of origin
- Date of birth (dd.mm.yyyy)
- Surname
- First name
- The semester in which you would like to start studying
- Application number at uni-assist e. V. (if existent)

Example: Mongolia, 12.11.1989, Baatur Iwan, WS 2011.

If you transfer the money from abroad please note that additionally you have to pay the fee of the bank for transferring.

II. Payment by credit card (VISA or Mastercard) or – if you already have an account in Germany – by single direct debit authorization using the form “Payment by Direct Debit Authorization or Credit Card”

In either case use the form “Payment for Direct Debit Authorization or Credit Card” which you have to send along with the other documents – filled in completely and well legibly – to uni-assist e. V.

- The complete form has to be at uni-assist e. V. in its original version (do not scan or fax it).
- The form has always to be filled in by the credit card owner or account owner.

Please note: Credit cards from some countries have recently been excluded from non-personal money transfer by the respective credit card companies because of safety reasons. Please inform yourself: <http://www.uni-assist.de/methods-payment.html>.

You will find the form “Payment by Direct Debit Authorization or Credit Card” at the end of this brochure.



→ 2. Applications for Full-Time Studies

III. Money transfer with Western Union or MoneyGram from abroad.

Please learn about the detailed process at <http://www.uni-assist.de/methods-payment.html>

5) Further procedure

The inspection of your documents by uni-assist e.V. is done before the application procedure of our university. You will be informed after your application documents were checked regarding admission prerequisites and completeness.

- If you meet the general admission requirements Magdeburg University will be informed by uni-assist e.V. Moreover, we will receive your documents from them. But this does not mean that you are admitted. Now we will check your documents in respect of further criteria and decide whether we can offer you a place to study.
- If you do not meet the general admission requirements you will be informed as well. Your documents remain at uni-assist e.V. If you want to study at our university you should apply again for the next semester (if applying for Medicine it is only possible to apply for the following year). It might be necessary to hand in new certificates.

Your personal data will be saved for four years and destroyed afterwards. During this time period only uni-assist e.V. and the universities you applied to are allowed to use the data. As a matter of principle your application documents will not be sent back.

For any questions left concerning the uni-assist application procedure look at www.uni-assist.de. You also have the possibility to contact uni-assist e.V. directly.

Mail Address: uni-assist e.V.
Helmholtzstr. 2-9,
Entrance E, 2nd floor (entrance across the courtyard)
10587 Berlin

E-mail: service@uni-assist.de
Phone: Monday–Friday from 9.00 a.m. to 3.00 p.m.
+49 30 666 44 345
Fax: +49 30 666 44 390

Office hours (no academic counselling, only answering questions that are related to the uni-assist pre-check of your application) take place in the office in Berlin-Charlottenburg from Monday to Friday, 9 a.m. to 3 p.m.

You can also contact our international students' advisors of the university, Ms. Böhning at the International Office or Ms. Nagel at the Department of Academic Affairs as well as Ms. Schliephake at the Faculty of Medicine.



→ 2. Applications for Full-Time Studies

Where must I send my application?

Mail address for courses of study that are checked by uni-assist e. V.:

Otto von Guericke University Magdeburg
c/o uni-assist e. V.
Helmholtzstr. 2-9
10587 Berlin
Germany

Mail address for applications that are **not** checked by uni-assist e. V.:

Please note: Online application at University Magdeburg is not available yet. Please send your entire application documents to:

Mail Address: Otto von Guericke University Magdeburg
Dezernat Studienangelegenheiten
Ms. Nagel
Postfach 4120
39016 Magdeburg
Germany

Exemption 1:

EU member state citizens, applicants from the EEA states Norway, Iceland, and Liechtenstein, as well as applicants who possess the right to admission to German higher education (Hochschulzugangsberechtigung), apply for admission to restricted study courses (Medicine) on equal terms with German applicants. In this case, the application for the first semester must be sent to the "Stiftung für Hochschulzulassung". Information at www.hochschulstart.de.

Mail Address: hochschulstart.de
44128 Dortmund
Germany

Please note the deadlines at hochschulstart.de.

How will I be informed of the status of my application?

Every applicant will receive a confirmation of receipt as well as a letter of admission or a letter of rejection by mail.

Applicants who apply for a course of study that will not be checked by uni-assist e. V. will receive the confirmation of receipt by mail or e-mail as soon as the application has been recorded at the university.

Applicants who apply for a course of study that will be checked by uni-assist e. V. will also get a confirmation of receipt with information whether the charge has arrived or not. Applicants can also check the status of their application online using their account at uni-assist e. V. For further information please visit <http://www.uni-assist.de/status-request.html>

Status requests by phone or e-mail cannot be provided by the Admission Office of Magdeburg University.



→ 3. Applications for Part-Time Studies

Another way to study at Otto von Guericke University Magdeburg is doing a time-limited study over a period of three months to a maximum of one year. You can either do your studies within an exchange program, or you can arrange it on your own as a “free-mover”.

Applications for time-limited studies must be sent to the International Office.

Mail Address: Otto von Guericke University Magdeburg
International Office
Ms. Böhning
Postfach 4120
39016 Magdeburg, Germany

Deadlines for part-time studies' applications are:
for winter semester: July 15 and for summer semester: January 15.

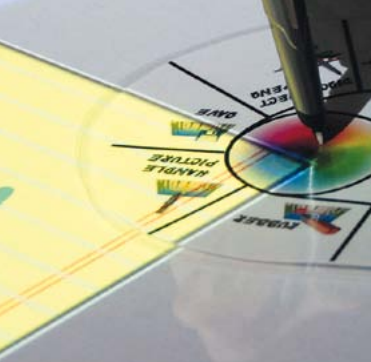
For program students (e.g. ERASMUS, DAAD, Fulbright, Leonardo, partner programs) a simplified application and enrolment procedure is applied. Apart from the application for admission and the program confirmation, which will be reviewed by the International Office, the passport (with visa if necessary), proof of health insurance and the receipt of the semester fee have also to be submitted during the enrolment at the Department of Study Affairs.

The application procedure for “free-movers” is similar to students who intend to pursue full-time studies. For them, however, it is not necessary to submit the DSH certificate or any equivalent proof of language competence before enrolment. Nevertheless, it is recommended that the applicant has a command of the German or English language at intermediate level, ensuring that he will be able to follow the classes effectively.

Application for exchange students from partner universities (except for ERASMUS cooperations)

Applications for part-time studies as an exchange student must include the following documents:

- a) Completely filled in form “Registration form for incoming programme students” along with a letter for acknowledgement of the delegating university (www.ovgu.de/international ✉ For-
mulare ✉ Download für incomings) with your e-mail address,
- b) Copy of the page of your passport with your name and photograph,
- c) Official grade transcripts with descriptions of the courses taken in previously completed academic years,
- d) Documented language proficiency for German or English, depending on the course of studies. Language competence at intermediate level (B 2/C 1) is recommended.
- e) Study plan or Learning Agreement (<http://univis.uni-magdeburg.de>), to ensure that the achievements from Magdeburg will be acknowledged at your university.
- f) Filled in form “Antrag auf Unterbringung im Wohnheim des Studentenwerkes” (Application for a room in a Hall of Residence, see http://www.uni-magdeburg.de/verwaltung/formulare/AKAA/WHPL_e.pdf) or application for a room from Grundtec Bauregie GmbH (<http://studenten-wohnen.net>) (only for students staying a year)



→ 3. Applications for Part-Time Studies

Application for program students (e.g. DAAD, LEONARDO, Fulbright)

Applications for part-time studies as a program student must include the following documents:

- Completely filled in application form for admission to studies for foreign applicants (www.ovgu.de/international ➤ Formulare ➤ Download für incomings) with your e-mail address,
- Copy of the page of your passport with your name and photograph,
- Program affirmation (grant approval letter, invitation letter of a professor),
- Proof of the “Qualification for Entrance to Higher Education in Germany” (Hochschulzugangsberechtigung) (secondary school diploma, official grade transcripts or a copy of a previous academic degree).

Application for “Free-Movers”

Applications for part-time studies as a “free-mover” must include the following documents:

- Completely filled in form and duly signed application form for admission to studies for foreign applicants (www.ovgu.de/international ➤ Formulare ➤ Download für incomings) with your e-mail address,
- Copy of the page of your passport with your name and photograph,

- An official copy of the secondary school diploma (a diploma equivalent to the German “Abitur”), official grade transcripts, official explanations of the grades, and evidence showing the total years of schooling,
- Proof of the entrance examination at your home university if you passed one
- Official copies of all previous academic degrees or accomplishments (subjects and grades) earned at other universities,
- Documented language proficiency for German or English, depending on the course of studies, language competence at intermediate level (B 2/C 1) is recommended,
- Study plan or Learning Agreement (<http://univis.uni-magdeburg.de>), to ensure that the achievements in Magdeburg will be acknowledged at your university.

All documents listed under c)–g) (also documented language proficiency) must be official copies (i.e. truly verified by the issuing institution, a notary or the German Embassy) and, unless they were issued in German or English, must be accompanied by officially notarized translations.

Application for ERASMUS students

For information about the application, please visit www.ovgu.de/international/incoming_sms.



→ 4. Applications for Ph.D. Studies

To be admitted to a doctoral program, it is required to provide evidence of a graduation from a German university or an equivalent education at an acknowledged foreign university. Further requirements can be found in the regulations for doctoral programs of each faculty.

To apply for a doctoral program, the following is usually requested:

1. Applications for general admission as a doctoral student,
2. Application form for admission to studies for foreign applicants, if enrolment is desired,
3. Proof of the successful university graduation in the form of officially certified copies of the grade report and graduation diploma,
4. Curriculum vitae in tabular form,
5. Depiction of previous academic achievements and explanations to the preparatory work for the scientific project,
6. Statement of a professor or lecturer of Otto von Guericke University Magdeburg to supervise the scientific project,
7. In case of applicants from China, Vietnam or Mongolia, an additional check of the certificates of academic achievement needs to be asked for from the Academic Offices (Akademische Prüfstelle/APS) of the German Embassies in Beijing, Hanoi or Ulan Bator. Information can be found on the web pages of the German embassies in Beijing, Hanoi or Ulan Bator.

<https://www.aps.org.cn/web>

www.ulan-bator.diplo.de/Vertretung/ulanbator/de/10/Akademi-sche_20Pruefstelle/___APS.html

www.hanoi.diplo.de/Vertretung/hanoi/de/06/APS___Hanoi.html

The applications for general admission and admission as a doctoral student are available on the internet at the following address:

www.ovgu.de/eng/education/content/doctoral_candidates.html

The candidate should be certain about the field of study in which she/he wants to write her/his dissertation. This will mainly depend on the emphases in her/his preceding studies. After that, she/he should try to contact an academic supervisor who is needed for the dissertation. There are two possibilities for that:

1. The applicant contacts a university lecturer who represents the preferred field of study. The candidate clarifies whether the lecturer is willing to assume the supervision of the dissertation. University lecturers are not obliged to admit an applicant, even if the candidate meets the requirements mentioned.

To contact the relevant lecturer or to answer general questions, the speakers of each faculty's dean will be available.

2. The applicant contacts the International Office. There, the application documents can be submitted with the question whether a supervision is possible. The International Office will then take care of the further process.

After the equivalence of the university graduation is verified by the Department of Academic Affairs (Dezernat Studienangelegenheiten), the council of the relevant faculty decides on the admission of a doctoral student.



→ 4. Applications for Ph.D. Studies

Address for Visitors: Otto von Guericke University Magdeburg
Department of Academic Affairs
Office for Ph.D. Students/Graduate Funding/Fees
Ms. Benziger
Building 06, Room 106
Universitätsplatz 2
39106 Magdeburg

Address for Mail: Otto von Guericke University Magdeburg
Dezernat Studienangelegenheiten/Sachgebiet
Promotion/Graduiertenförderung/Gebühren
Postfach 4120
39016 Magdeburg

Phone: +49 391 67 18839
Fax: +49 391 67 11227
E-mail: sina.benziger@ovgu.de

The time needed for the completion of the doctoral degree ranges – depending on the field of study and topic of the dissertation – from two to six years. The doctoral accomplishments consist of

- the doctoral thesis (dissertation),
- the public defense of the dissertation (disputation),
- the publication of the dissertation.



IV

Study Conditions



→ 1. Finances

At present, for covering the living expenses you need about 670 Euros per month. This amount will also be required by the German missions abroad in case you want to apply for a visa for the purpose of study.

Before entering Germany, the amount has to be proved for the planned period of your stay, but only at the maximum for one year (8,040 Euros per year).

Fees

Currently, studying at Otto von Guericke University Magdeburg is free of tuition fees. Only **long-term students** (students who exceed the standard period of study by more than 4 semesters) will be charged 500 Euros per semester.

Since the 2008 summer semester, **fees for taking a second degree** (500 Euros per semester) will also be charged to foreign students who:

- Want to start a graduate program and already finished a degree in Germany with a “Diplom”, “Magister”, Master or State Examination (“Staatsprüfung”)
- Want to start a second or another undergraduate program and already successfully completed an undergraduate degree in Germany. Attaining a master’s degree is not recognized as a second degree.

Furthermore, the university currently charges a **semester fee** of 66.50 Euros per semester which includes fees for the student body, the student union and the semester ticket.

Additionally, there are fees for language courses (www.sprz.ovgu.de/gebuehren-p-51.html) and for certain courses of the University Sport Center (www.spoz.ovgu.de/en/important_information/content/regulation_of_fees.html).

Scholarships

The German Academic Exchange Service (DAAD) offers scholarships to young graduate students. Information about possible scholarships, required application documents, selection criteria etc. can be found at www.daad.de.

In addition, Otto von Guericke University Magdeburg also awards two scholarships to especially qualified foreign students each year. The application form for those scholarships needs to be handed in at the International Office. For information about the application please visit www.ovgu.de/international/ueberblick/inhalt_boehning/stipendienmoeglichkeiten.html

Since 2003, the city of Magdeburg and Otto von Guericke University Magdeburg award the Otto von Guericke Scholarship each year: www.magdeburg.de/index.phtml?sNavID=698.16&mNavID=37.123&La=1. Further information is available each summer semester on the following homepage: www.ovgu.de/en/international/content/inhalt_boehning/scholarships.html.

The screenshot shows the website for Studentenwerk Magdeburg. At the top, there is a colorful banner with the text 'Studentenwerk magdeburg' and a logo. Below the banner is a navigation menu with links for 'Wohnen', 'Finanzierung', 'Essen & Trinken', 'Soziales & Internationales', and 'Freizeit & Kultur'. The main content area is titled 'Dokumentencenter' and 'Dokumente'. It features a search bar and a table of documents.

Typ	Titel	Dateigröße	Geändert
📄	Allgemeine Mietbedingungen	88 KB	30.05.2011 09:23
📄	Anspruchspartner und -zeiten Wernigerode	21 KB	10.11.2010 14:43
📄	Anspruchspartner und -zeiten Magdeburg	38 KB	21.07.2011 14:51
📄	Wohnheimantrag	1226 KB	22.09.2009 21:14
📄	Wohnheimantrag	42 KB	29.07.2009 05:00
📄	Bankverbindung ändern	1351 KB	11.08.2011 09:46
📄	Bankverbindung ändern	40 KB	11.08.2011 09:47



→ 2. Housing

There are many possibilities to find a residence in Magdeburg:

Studentenwerk Magdeburg (Student Services)

Prospective international students who would like to live in a residence offered by the Studentenwerk have to apply early. The form "Application for a room in a Hall of Residence" will be sent along with the admission documents and can also be downloaded from the website of the Studentenwerk (www.studentenwerk-magdeburg.de). The housing application can be handed in directly after the application for admission to study at Otto von Guericke University has been sent. The prerequisite to close a housing contract is the admission to the university. Spouses who are not studying at the university are not allowed to live in the residences offered by the Studentenwerk.

The number of rooms on campus is limited. Therefore, the application is no guarantee to get a room. The application only puts the applicant on the waiting list. Early applications have the best chances to be accepted. Hence, it is advisable to apply for accommodation as early as possible and if feasible, arrive in Germany before the semester starts.

The interior of the accommodations varies. Generally, the Studentenwerk rents unfurnished rooms to students. The furnished accommodations only offer very few pieces of furniture. Pillows and blankets are available on request. Students have to bring their own dishes, linen and curtains.

Most of the apartments or rooms are situated close to the campus. The rooms range in size from 12 to 38 m². The rent is dependent on furnishings and size, and costs range between 150 Euros and 250 Euros per month. In addition, a deposit of 153 Euros / 155 Euros will be charged when the contract is concluded. Every accommodation of the Studentenwerk includes internet access.

Address: Studentenwerk Magdeburg
for Mail: Postfach 4053
39015 Magdeburg

Address: J.-G.-Nathusius-Ring 5
for Visitors: Rooms 343 and 345
39106 Magdeburg

Contact: Mr. Bock, phone: +49 391 67 11550
Ms. Koitsch, phone: +49 391 67 11549
Fax: +49 391 67 11570/11566
E-mail: wohnen@studentenwerk-magdeburg.de
Internet: www.studentenwerk-magdeburg.de

Office Hours: Monday, Tuesday, Thursday, Friday:
10–12 a.m.
Tuesday: 1–6 p.m.
Wednesday: on request



→ 2. Housing

Campus Wohnen (GRUNDETEC)

The company GRUNDETEC Bauregie GmbH offers on-campus accommodations at the Campus House (Ernst-Lehmann-Str. 2) and at the Campus Tower (Universitätsplatz 1). Prerequisite to close a contract is a record of study (i.e. student ID, confirmation of an internship, invitation letters issued by a certain institute) and an ID.

Both residences have been renovated recently and rooms are equipped with tiled bathrooms, a kitchenette (including a stove, fridge, sink and a cupboard), furniture, TV, internet access and an elevator. However, students have to bring their own dishes and linen.

The rooms at the Campus House range in size from 16 to 20 m². The rent is dependent on size and location, and costs range between 225 Euros and 270 Euros per month. In addition, a deposit of 250 Euros will be charged when the contract is concluded.

The rooms at the Campus Tower range in size from 16 to 31.5 m². The rent is dependent on size and location, and costs range between 249 Euros and 349 Euros per month. In addition, a deposit of 300 Euros to 400 Euros (dependent on the size of the apartment) will be charged when the contract is concluded.

Address: GRUNDETEC Bauregie GmbH
fo Mail: Universitätsplatz 1
39106 Magdeburg
Address: Universitätsplatz 1
for Visitors: Campustower, 1st floor
39106 Magdeburg
Internet: www.studenten-wohnen.net

Contact Campus Tower:

Stefanie Kumpert
Phone: +49 391 5867959
Mobile: +49 170 5804044
E-mail: skumpert@studenten-wohnen.net
Office Hours: Tuesday: 3–6 p.m.

Contact Campus House:

Alena Gerhold
Phone: +49 391 5867960
Mobile: +49 151 11439724
E-mail: agerhold@studenten-wohnen.net
Office Hours: Thursday: 2–5 p.m.

MEIN UNIBOARD
Hier schlägt das Herz deiner Hochschule

Das offizielle Infoboard der
OvG-Universität Magdeburg

LOGIN REGISTRIEREN ANZEIGE AUFGEBEN BENUTZER SUCHEN

Suche nach in **allen Kategorien** nicht eingeloggt

Du bist nicht eingeloggt.
Du bist hier: Startseite > Immobilien & Wohnungen > Meten > Wohnungsgemeinschaft/WG > WG Zimmer frei...

WG Zimmer frei insgesamt 72 mal besucht

Anzeigentext

WG Zimmer frei
Very good location. Ner to university and city center. Two rooms.




→ 2. Housing

Further accommodation options

The Studentenwerk Magdeburg also collaborates with a few other companies that offer apartments and rooms in shared apartments.

Wohnungsbaugesellschaft Magdeburg mbH / Wohnungsbörse

Krügerbrücke 2
Phone: +49 391 61 04 200
Fax: +49 391 61 04 209
Internet: www.wobau.com/studentenwohnungen.asp

Magdeburger Verwertungs- und Verwaltungs-GmbH

Otto-von-Guericke-Str. 56
Sandra Specht
E-mail: sandra.specht@mvdrei.de
Phone: +49 391 73 54 26
Fax: +49 391 73 54 24
Internet: www.mvdrei.de/index.php?article_id=7

MWG Magdeburg

Franziska Tietz
Phone: +49 391 56 98-201
Fax: +49 391 56 98-222

Sandra Maluzi
Phone: +49 391 56 98-200
Fax: +49 391 56 98-222

Internet: www.mwgeg.de/community/studenten-neu.php

It is also possible to look for accommodation among private landlords. The local newspaper “Magdeburger Volksstimme” (www.volksstimme.de) or online accommodation exchange services (www.immobilienscout.de) provide a variety of offers.

Placing an ad in the newspaper or at information boards on campus is another possibility to search for a room.

Furthermore, students and/or Ph.D. students can get together and start a shared apartment on their own in popular districts of Magdeburg. Landlords and housing corporations are always looking for next tenants. Please visit the following websites for further information:

- Online notice board of the university:
www.mein-uniboard.de/uni-magdeburg
- Student network “UniHelp.de”:
<http://magdeburg.unihelp.de/forum/nr/9/page/1>
- Student community “webuni.de”:
<http://magdeburg.webuni.de/?mod=bulletin2>

Each year, before the winter semester starts, the International Office hires two student assistants who will help international students to find accommodation. Their contact information will be available on time at the IKUS homepage (www.ovgu.de/ikus) or via e-mail (eva.boehning@ovgu.de, ikus@ovgu.de).



→ 3. Catering

On campus, there are several catering facilities for students:

- The main cafeteria on campus (Mensa)
- Cafeterias (building 16, building 18, building 40)
- Café in the University Library and in the main cafeteria
- Cafeteria on campus of the Faculty of Medicine

Around noon, the main cafeteria (Mensa) and the one on the medical campus serve a selection of warm meals. The offers of the remaining cafeterias complement the catering of the main cafeterias by a wide range of snacks, sandwiches, coffee, cake, dairy products and many more.

→ 4. Leisure and Sports

There are several possibilities to be culturally active in your leisure time at Otto von Guericke University Magdeburg: the Big Band, the Cabaret "Prolästerrat für Studienungelegenheiten", the University Choir, Campus TV, University Radio as well as the UNI Filmteam Magdeburg:

www.uni-magdeburg.de/bigband

www.prolaesterrat.de

www.campustv.ovgu.de

www.uniradio-magdeburg.de

www.uni-filmteam.de

As a student at Otto von Guericke University, you are also free to join the courses offered by the University Sport Center. They have more than 60 different courses, including fitness training, ball games, different dance courses, health and rehabilitation sports, water sports, martial arts and individual sports. For some courses you have to pay a fee.

www.spoz.ovgu.de

The University Sport Club USC has volleyball and basketball teams in the 1st regional league and chess players in the 2nd national league.

Furthermore, the city of Magdeburg offers a wide range of cultural diversity, including theater, cabarets, cinemas, museums and galleries.

V Contact and Service



→ 1. International Office

For foreign students, the International Office is the first and most important contact point. Here, questions about the students are processed and information is forwarded. Here, you will get advice on requirements and possibilities concerning your studies as well as legal and social issues.

In addition, the International Office also provides assistance to foreign students at the university and supports IKUS (InterKulturelle Studenten) who organize and accomplish an eventful program of activities. They assist foreign students in their contact with public authorities, and are always ready to help if a problem should occur.

Address for Visitors: Otto von Guericke University Magdeburg
International Office
Building 18
Universitätsplatz 2
39106 Magdeburg

Address for Mail: Otto von Guericke University Magdeburg
International Office / Akademisches Auslandsamt
Postfach 4120
39016 Magdeburg
Germany

If you have questions concerning the application process and admission, prerequisites, studies, legal issues regarding foreigners or social questions, please contact **Ms. Eva Böhning**, room 150.

Phone.: +49 391 67 18429
Fax: +49 391 67 11132
E-mail: eva.boehning@ovgu.de
Internet: www.ovgu.de/en/international/content/office/study_in_magdeburg.html

The International Office also has a branch on the campus of the Faculty of Medicine in southern Magdeburg. If you have questions concerning the application process for the studies of Medicine, please contact **Ms. Reena Schliephake**.

Address: Otto von Guericke University Magdeburg
Faculty of Medicine
International Office, Building 2, Room 224
Leipziger Str. 44
39120 Magdeburg

Phone: +49 391 67 15 143
Fax: +49 391 67 290 070
E-mail: reena.schliephake@med.ovgu.de
Internet: www.med.uni-magdeburg.de/fme/aaa



→ 2. Department of Academic Affairs

Another important place of contact for international applicants is the Department of Academic Affairs. **Ms. Silvia Nagel** provides information regarding general prerequisites for studying in Magdeburg, regarding the uni-assist procedure, and answers questions concerning application process, invitation to “Studienkolleg”, admission to German courses, admission to study, enrolment, changing the course of study, re-registration, leave of absence, and removal from the register of students.

Address for Visitors: Otto von Guericke University Magdeburg
Department of Academic Affairs
Universitätsplatz 2
Building 06, Room 09

Phone: +49 391 67 18 747
E-mail: sylvia.nagel@ovgu.de

Address for Mail: Otto von Guericke University Magdeburg
Dezernat Studienangelegenheiten
Postfach 4120
39016 Magdeburg
Germany

→ 3. Student Initiatives / IKUS



IKUS (Intercultural Students) is a student group which sees its task in helping international students and guests new to Otto von Guericke University Magdeburg and making them feel welcome here. Most of the members of IKUS volunteer their time.

The IKUS want to help foreign students get settled in Magdeburg without too much trouble. If you have questions or problems with finding a place to live, with the Foreigner Registration Office, or with the bank, do not hesitate to ask the IKUS!

In addition to the practical assistance of new students, the IKUS also try to facilitate contact between German and foreign students. With this goal, they arrange discos, dinner parties, excursions, and other activities throughout the semester. These arrangements are open to all students. In dormitory Walther-Rathenau-Str. 19, side entrance the IKUS run the IKT (“InterKultiTreff”). Most IKUS gatherings (night-café, collective cooking, games, etc.) are held in IKT. At the IKT there is also the IKUS office.

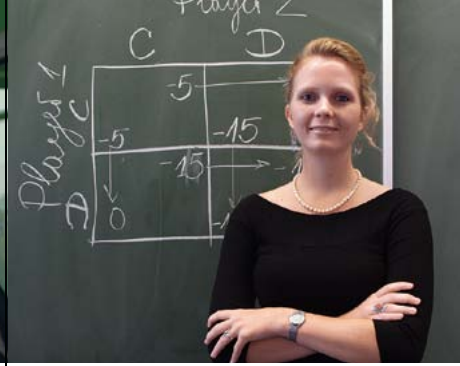
Office hours are held regularly during the semester. Due to the changing timetables of the IKUS members, office hours change every semester. You will find the latest office hours on the internet and on notices. During the office hours, you can also reach the IKUS per telephone under + 49 391 67 51575. In the semester break you can arrange office hours via e-mail.

You can learn more about the IKUS from their homepage under www.ovgu.de/ikus, e-mail: ikus@ovgu.de.

MIPS (Magdeburg International PhD Students)



MIPS is a network for international PhD Students in Magdeburg that aims to support the social and academic integration of young scientists at the university. Please visit www.mips.ovgu.de for further information. E-mail: mips@ovgu.de



→ 4. Student Advisory Service

If you have specific questions about your courses of study concerning curriculum, exams, admission to higher years of studies, fields of study, study and career planning etc., experienced university professors are at your disposal. Each course of study has its own consultant. The consultants are listed at the university homepage: <http://univis.uni-magdeburg.de/form?dsc=go&to=tel&department=050420> or on the web sites of the respective faculty.

→ 5. Other Advisory Services

Student Council/Student Representatives

The Student Council (“StuRa”) is the highest student board at Otto von Guericke University Magdeburg. The members of the council are elected by the students, and represent all students at Magdeburg University.

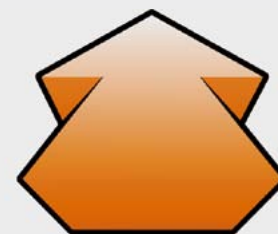
Within the faculties, the Student Representatives speak for the students.

The Student Council (“Studentenrat”) and the Student Representatives (“Fachschaftsräte”) take care of all matters concerning living and studying in Magdeburg, which are important for all students at the university. This includes supporting student initiatives with money or other means, and organizing parties and other activities for students. They also have members in other university board (e.g. Senate).

You can find the Student Council office in building 26, or you can visit their homepage: <http://www.stura-md.de/home.html>.

Mail Address: Otto von Guericke University Magdeburg
Student Council / Studierenderrat
Postfach 4120
39016 Magdeburg

Phone: + 49 391 6718971 (during office hours)
Fax: + 49 391 6711421
E-mail: stura@ovgu.de



uni mentor
your student guide

→ 5. Other Advisory Services

Student Representatives (“Fachschaftsräte”)

<p>Electrical Engineering and Information Technology Building 05, Room 10 Phone: +49 391 67 12206 info@farafeit.de www.farafeit.de</p>	<p>Humanities, Social Sciences and Education Building 40, Zschokkestr. 32, Room 241, Phone: +49 391 67 16431 fasra-fgse@gmx.de www.ovgu.de/fachfasra</p>
<p>Computer Science Building 29, Room 103 Phone: +49 391 67 11377 post@farafin.de www.farafin.de/index.php</p>	<p>Mechanical Engineering Building 12, Room 201 Phone: +49 391 67 20119 fachschaft-maschbau@ovgu.de www.ovgu.de/farafmb</p>
<p>Mathematics Building 18, Room 104b Phone: +49 391 67 12386 www.faramath.de</p>	<p>Medicine Building 2, Leipziger Str. 44 mail@fara-med.de www.fara-med.de</p>
<p>Natural Science Building 20, Room 404 Phone: +49 391 67 11466 info@farafnw.de www.farafnw.de</p>	<p>Process and Systems Engineering Building 18, Room 239 Phone: +49 391 67 11778 Fachschaft@ovgu.de www.farafvst.de</p>
	<p>Economics and Management Building 22, Room C-013 Phone: +49 391 67 12013 mail@farawiwi.de www.farawiwi.de</p>

→ 6. Mentoring Programs

UniMentor e. V.

The faculties of Computer Science, Humanities, Social Sciences and Education, and Mathematics offer the mentoring program “UniMentor e.V.” to first-year students. The program aims at a successful beginning of studies for freshmen. Students of the basic study period are supported by senior students, lecturers and professors. First-year students receive assistance from senior students. Questions and problems are discussed in small groups. Furthermore, the program is a wonderful opportunity to meet people. Further information about the program and the registration you will find at www.unimmentor.de.

UniMentor e.V. is an initiative of students for students and aims to facilitate a successful and easy beginning.

SIMP-SON

Since recently, at the Faculty of Economics and Management there is the student initiative SIMP-SON (Students International Mentoring Program – Social Organizational Network). This initiative has made it its business to assist international first semester students of the Faculty of Economics and Management at the beginning of their studies.

www.manec.ovgu.de/en/simp_son

E-Mail: isp.simpson@yahoo.de



Payment Forms for uni-assist e. V.



→ Payment Forms

If you prefer not to transfer the money to the uni-assist account, you can also give us “direct debit authorization” (we will then retrieve the money from your account in Germany) or you may pay by credit card (VISA or EURO-/MasterCard). To do so, please fill in the following form and ask the holder of the account or of the credit card to sign it.

www.uni-assist.de/downloads/zahlung_eng.pdf

Payment by VISA- or EURO-/Mastercard

- VISA EURO-/MasterCard

Amount in Euro: _____

Card Holder: _____

Card No.: _____

Valid until (month/year): _____

Card Verification Value 2 (CVV2)*: _____

Signature of Credit Card Holder

* Your “Card Verification Value 2 (CVV2)” consists of the last three digits of the number on the back of your credit card near your signature.

Please note: Much to our regret we must inform you that credit cards issued in the following countries have recently been excluded from non-personal money transfer by the respective credit card companies:

Asia:	Eastern Europe:	Western Europe:	Africa:
Indonesia	Romania	Great Britain	Ivory Coast
Philippines	Bulgaria	Netherlands	Ghana
	Lithuania		Nigeria
	Kazakhstan		Egypt
	Ukraine		
	Balkans (former Yugoslavia)		

One-Time Direct Debit Authorization

(only for applicants with a German bank account)

Name of the Bank: _____

Bank Code: _____

Account Number: _____

Account Holder: _____

Amount in Euro: _____

Date: _____

Signature of Account Holder

