



FACULTY OF ECONOMICS AND MANAGEMENT  
INTERNATIONAL STUDY PROGRAMS



**SIMP-SON**

STUDENTS INTERNATIONAL MENTORING PROGRAM  
SOCIAL ORGANIZATIONAL NETWORK

## Quick Guide: Enrollment for International Students

**ENROLL ONLINE for WS 2020/21**

The following documents must be presented/ **send to the OVGU via postal service:**

- Letter of admission
- Proof of identification (passport with a valid visa)
- Confirmation of health insurance
- Proof of address (rental contract / registration confirmation) in Magdeburg, Germany
- Proof (receipt) of payment of the semester fee (129,50 €)
- A passport photo
- Certificate of de-registration from previously attended Germany University (if applicable)
- Clearance certificate (a declaration that no examination has been failed within the desired course of studies, only for applicants who have already studied at a German university)

After providing all the required documents you will receive your student ID card, allowing you to:

- Use trams and busses within Magdeburg free of charge
- Library ID
- Payment device (university cafeteria and copying service)
- Discounts at the university and around Magdeburg (canteen, opera, museum, etc.)

**Enrollment period: until 16/10/2020**

Enrollment generally begins at the end of September for the winter semester and at the end of March for the summer semester. You will receive the exact dates and further information regarding registration with your letter of admission. Once you have enrolled, you will officially become a student at Otto von Guericke University. You will then receive your student ID card (UniCard) and important information on your courses.



Further enrollment info: <https://www.ovgu.de/en/Study/Organization+of+the+Stay/Enrolment.html>

If you have any questions, contact the ISP Office: [isp@ovgu.de](mailto:isp@ovgu.de) or SIMP-SON: [simpson.isp@ovgu.de](mailto:simpson.isp@ovgu.de) or Instagram @ispofficeovgu