

Advice for Re-registration

1. Re-registration by direct debit

At the end of each semester, you have to 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 2024. Designations with direct semester information will differ in the following semesters.

Where can I find the re-registration function in the students' portal [myOVGU](#)?

The quicklinks will take you to the Student Service, where you can start the re-registration by

→ Reregistration
for summer semester 2024

clicking on

Student Service Re-registration, certificates, personal data, payments	Application Change of study, Master studies
LSF portal Service and information for students	Moodle Central e-learning platform
Passwort ändern Passwortänderung für den OVGU-Account über den Account-Service vom Rechenzentrum	

Student Service

→ Reregistration
for summer semester 2024

Reregistered for winter semester 2023/24

Personal data: [redacted]

Locking | My courses of study | Pictures | Contact data | Bills and payments | Mandates | Requested Reports / Reports

Step 1 from 7: 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 re-registration (Figure 1).

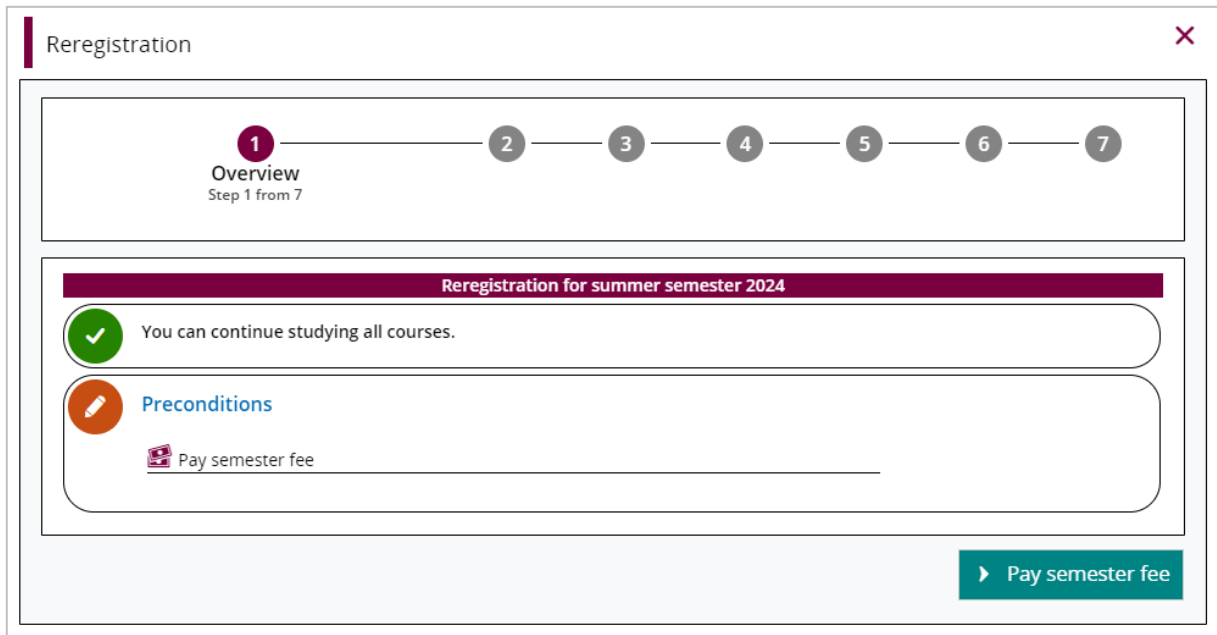


Figure 1: Example without restriction of re-registration

You may also see existing re-registration locks (Figure 2) as well as information if re-registration for individual degree programmes is not possible (Figure 3).

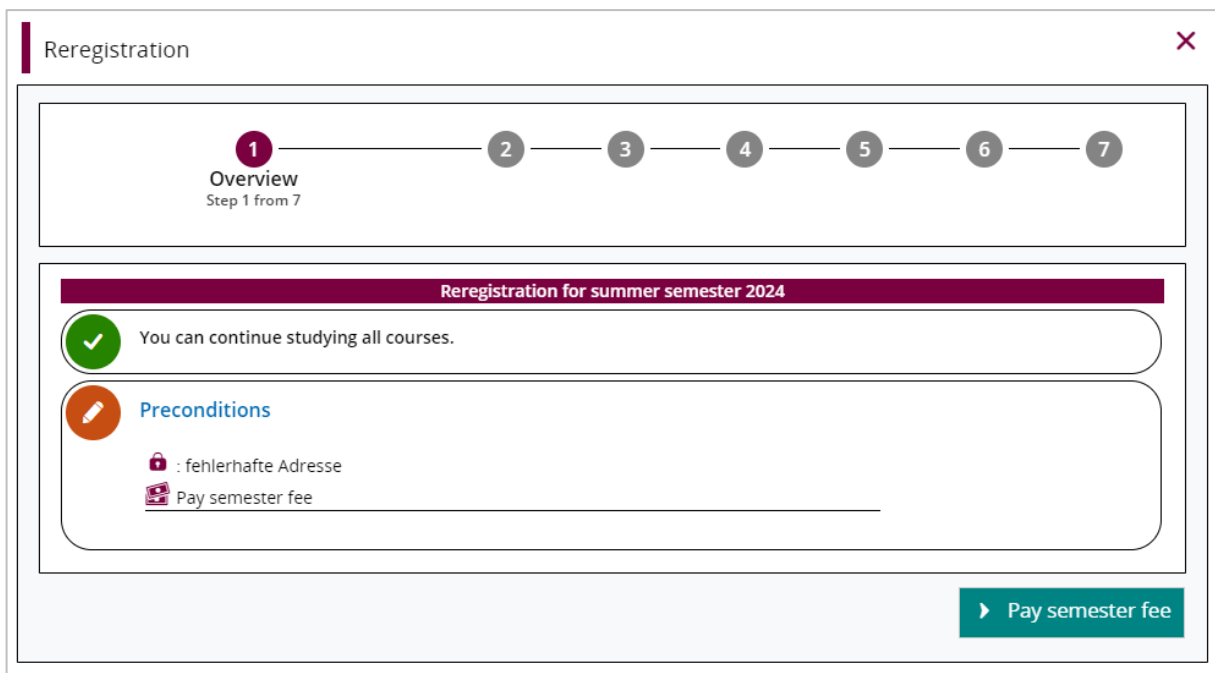


Figure 2: Example for re-registration locks

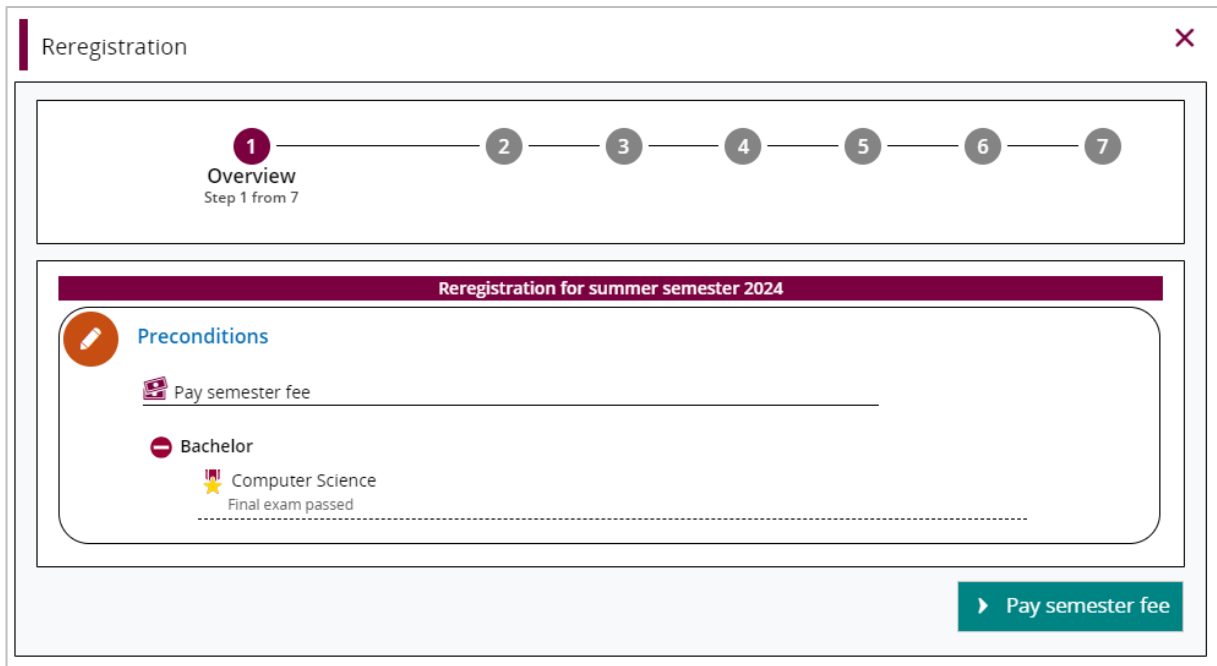



Figure 3: Example with restriction of re-registration for relevant degree programme

In order to proceed with the payment of the semester fee, please proceed with

[▶ Pay semester fee](#)

Step 2 from 7: Select invoices

You receive an overview of any due invoices, their respective due date and the invoice amount. Usually, there is only one due invoice which is automatically selected. If there are several due invoices, you can choose the invoice which you would like to pay via direct debit.

You may view the individual parts of the invoice via the magnifying glass .

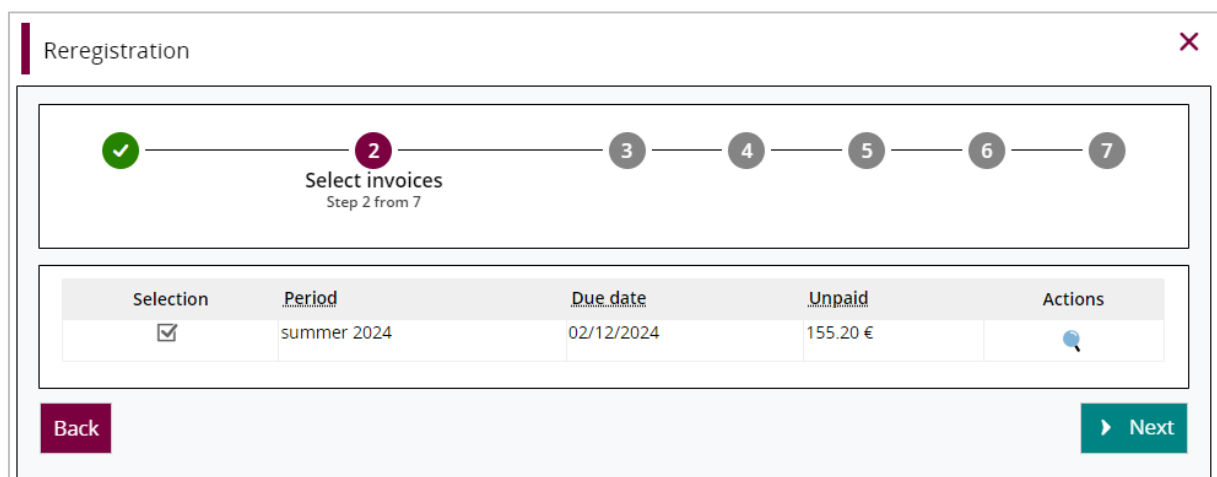


Figure 4: Select invoices

After selecting the relevant due invoice, please proceed with

[▶ Next](#)

Step 3 from 7: Choose payment methods

You will see an overview of the payment methods available. Currently only payment via direct debit can be carried out through [myOVGU](#) which is automatically selected.

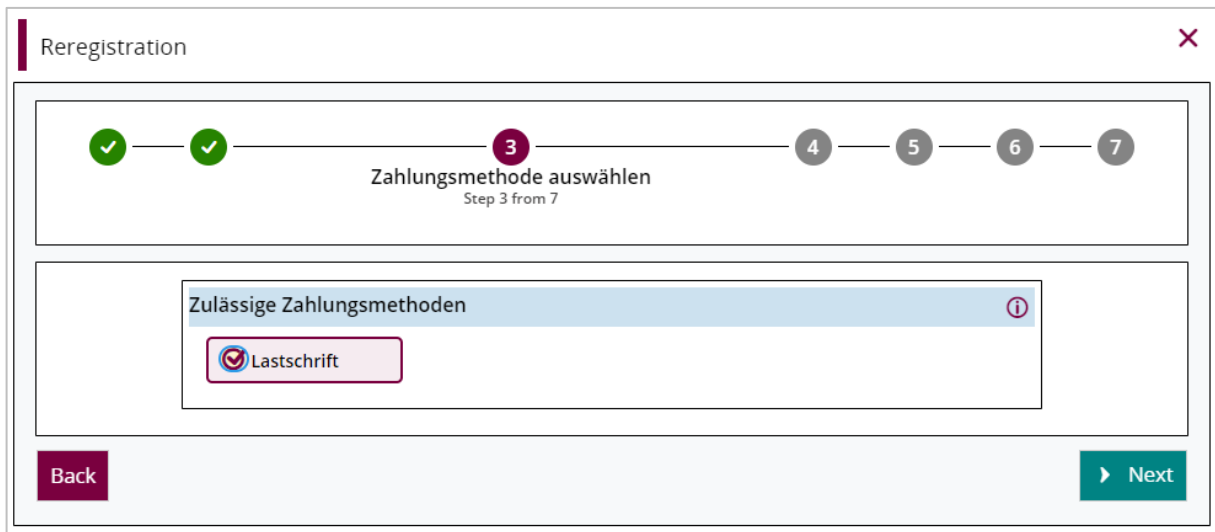



Figure 5: Choose payment methods

After choosing the relevant payment method, please proceed with  .

Step 4 from 7: Give a mandate

In order to allow Otto-von-Guericke-University Magdeburg to withdraw the semester fee from your account, you have to create an individual direct debit mandate which has to be reissued each semester.

For this, please enter your bank details as well as the place of signature (place where you are currently located while creating the mandate). The date does automatically show the current date.

Reregistration ✕

✓
✓
✓
4
5
6
7

Give a mandate
Step 4 from 7

ⓘ Direct Debit Mandate authorization
So it is now necessary to give your higher education institute the permission to debit your bank account. This is called a mandate. Your higher education institute uses so called one-off-mandates. With this mandate you give the permission exactly for one direct debit order. The mandate invalidates after your direct debit order has been processed. Enter at first your IBAN of your bank account used for this mandate and all future debit orders.

* IBAN

* Place of signature ⓘ

Date

Andere Zahlungsmethode auswählen **▶ Create mandate**

Figure 6: Give a mandate

The bank details will be checked immediately and you will be informed whether it is 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, please proceed with **▶ Create mandate**.

Step 5 from 7: Confirm pre-notifications

The pre-notifications display the date the amount will be debited from your account.

Reregistration ✕

✓
✓
✓
✓
5
6
7

Confirm pre-notification
Step 5 from 7

ⓘ An amount of 155.2 € will be withdrawn at 12/25/2023 with the SEPA direct debit with mandate reference [REDACTED] to the creditor identification number [REDACTED]

Yes, I have read and accepted the pre-notification of a forthcoming debit of my bank account.

Back **▶ Next**

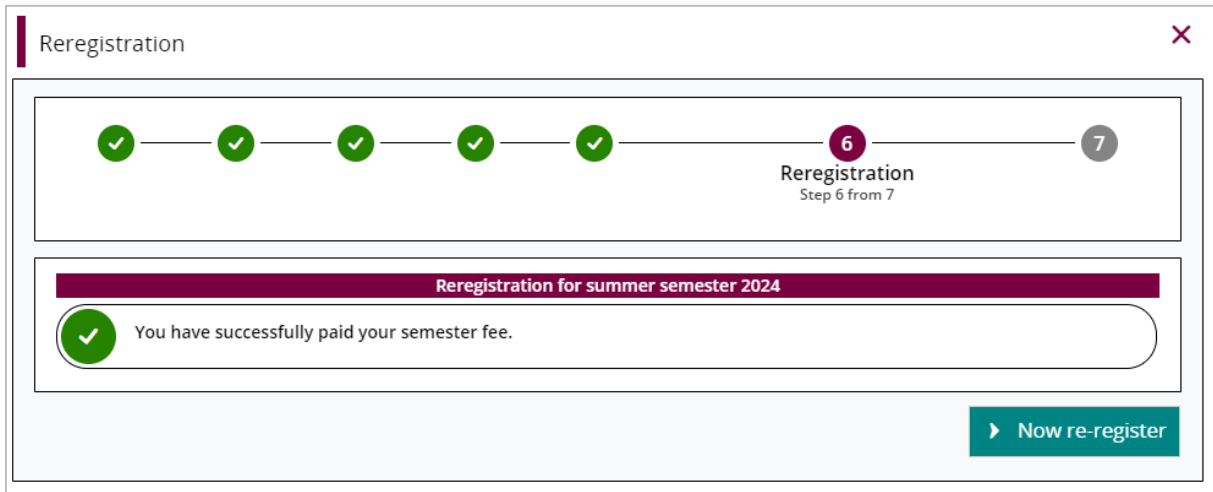
Figure 7: Confirm pre-notifications

Please confirm that you have read the pre-notifications by ticking the box and proceeding with

▶ Next

Step 6 from 7: Re-registration

This step confirms your successful payment of the semester fee.



The screenshot shows a web interface titled "Reregistration" with a close button (X) in the top right corner. A progress bar at the top contains seven steps, with the first five marked with green checkmarks and the sixth and seventh with grey circles. Below the progress bar, the text "Reregistration Step 6 from 7" is displayed. A dark red banner reads "Reregistration for summer semester 2024". Below this, a message box with a green checkmark icon states "You have successfully paid your semester fee." In the bottom right corner, there is a teal button labeled "▶ Now re-register".

Figure 8: Re-registration without re-registration obstacles

If you have met any conditions for re-registration, you may now complete the re-registration

by proceeding with ▶ Now re-register

If you do not wish to re-register at that time or there are several re-registration obstacles (e.g.

locks) and the button ▶ Now re-register is not displayed, please refer to „Additional steps if necessary“) to find out how to proceed.

Step 7 from 7: Done

Once the direct debit has been issued and the re-registration has been completed, you will receive confirmation of the successful re-registration.

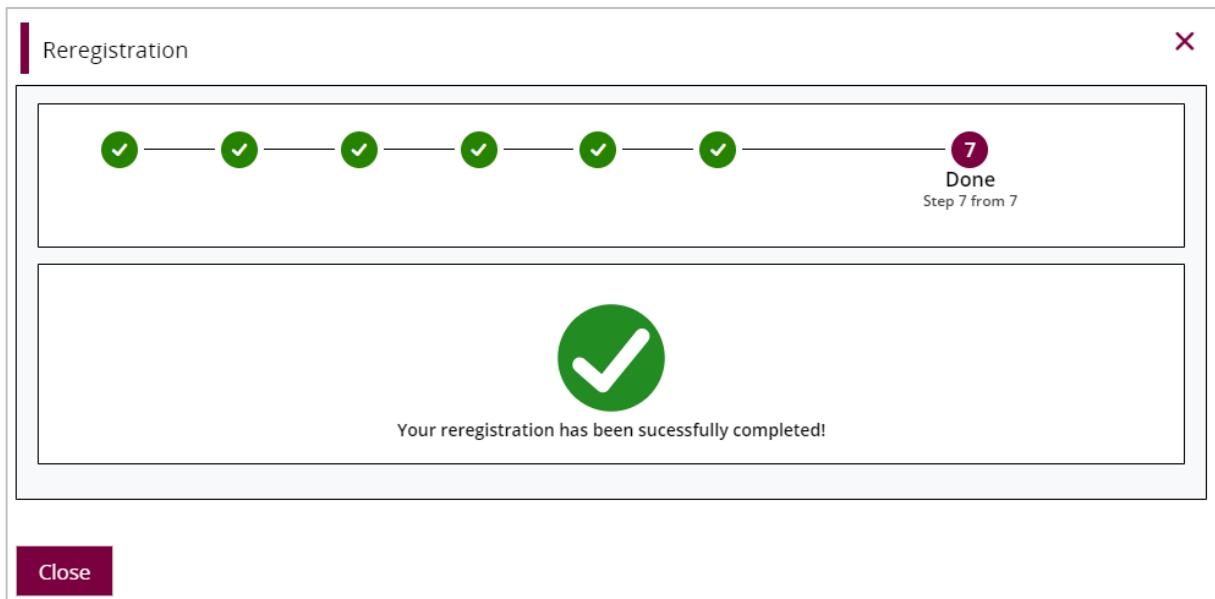


Figure 9: Re-registration successful

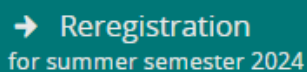
You may now  the window.

Additional steps if necessary

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

a) Any requirements for re-registration are fulfilled but re-registration has been interrupted

Please log in to Student Service again within the re-registration period and proceed with



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

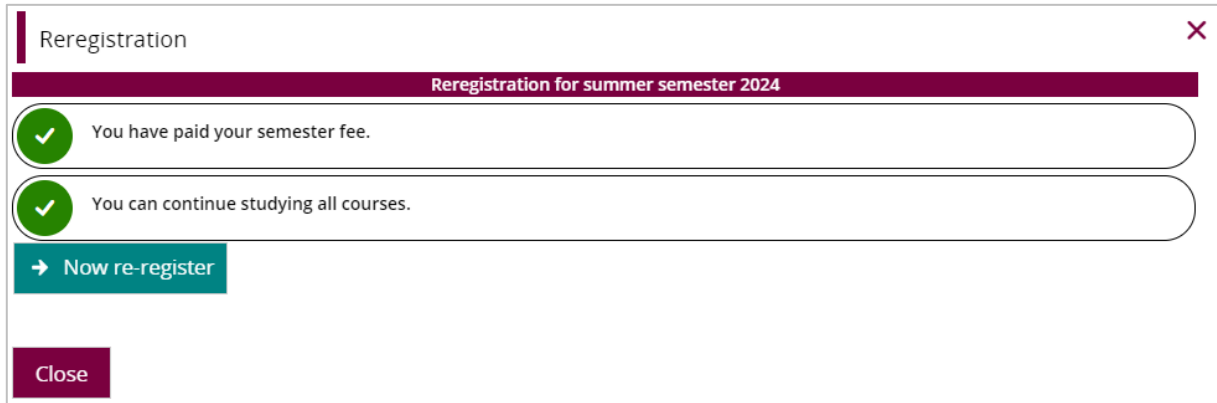
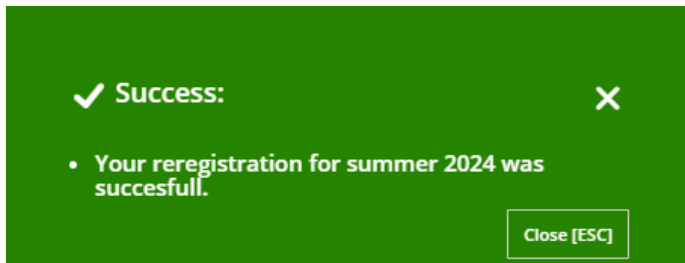


Figure 10: Re-registration after process has been interrupted

After successful re-registration, the following message will be displayed:



b) There are still open re-registration requirements to be met (e.g. re-registration locks)

In step 1, you have possibly been informed that there are further requirements to be met in order to complete your re-registration.

If you have completed step 5, the semester fee will be withdraw from your account as announced. However, re-registration cannot be carried out as you were not able to complete step 6.

For re-registration you have to meet the remaining requirements, which are displayed in step 6. This might be, for example, the clarification of the re-registration locks.

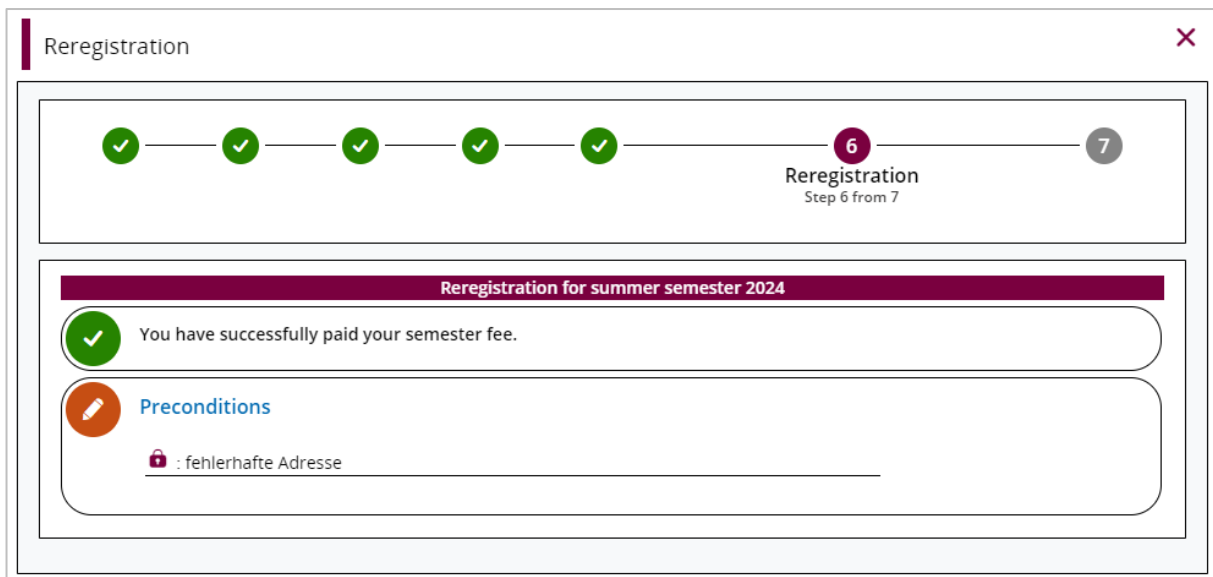


Figure 11: Remaining re-registration requirements

For the deletion of re-registration locks, please submit the requested documents/data to the students' office or any other department named in the lock (Figure 12). After meeting any missing requirements, the locks will be deleted for the relevant semester and the requirements are deemed to have been fulfilled.

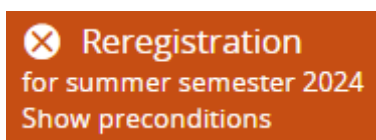
Attention: If the locks have not been processed before the end of the re-registration period despite the submission of documents, re-registration will be carried out by the administrators.

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 in the tab "locking" of your Student Service (Figure 12).

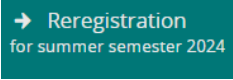

reason	functions	date
Your address is no longer up to date. Please advise the students' office of your current address by email.	1. Rückmeldung 2. Beurlaubung statt Rückmeldung	summer term 2024

Figure 12: Overview re-registration locks

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



By clicking on this button you may see the requirements that have already been fulfilled and those that are still open.

Once you have fulfilled any re-registration requirements, please log in to your students' portal, go back to Student Service and proceed with . You may now re-register by clicking the button .

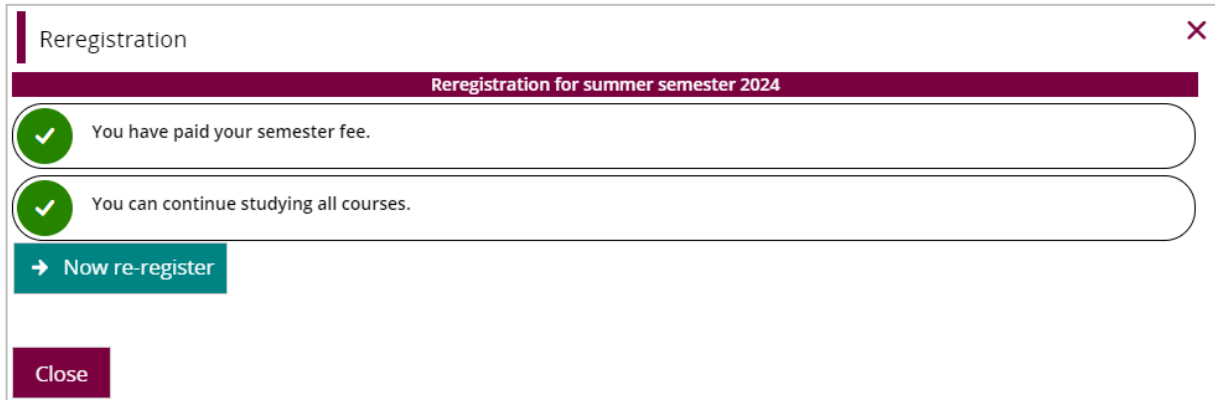
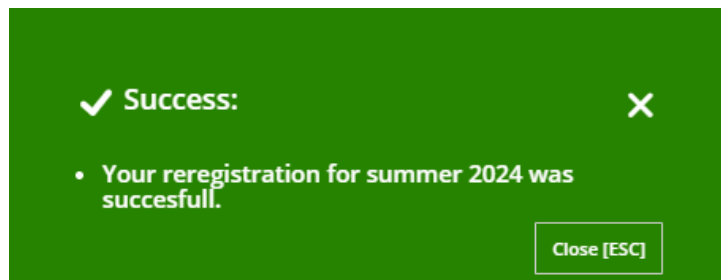


Figure 13: Re-registration requirements fulfilled

After successful re-registration, the following message will be displayed:



2. Re-registration by bank transfer

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 may find any relevant information on the [OVGU Website](#).

Recipient	Universität Magdeburg
IBAN:	DE64 8100 0000 0081 0015 02
BIC:	MARKDEF1810
Bank Name:	Deutsche Bundesbank, Filiale Magdeburg
Amount:	155.20 Euro
Reason for Transfer:	SS20241MYOVGU.....

Figure 14: Bank details OVGU

Important information on the Reason for Transfer: After the Semester (WS or SS), please write the number of the year (i.e. 2024) as well as a 1 for summer semester or a 2 for winter semester, followed by MYOVGU as well as your personal enrolment number without spaces (example of re-registration for the summer semester 2024: SS20241MYOVGU123456). The payment reference must always be entered without spaces. Please mind the individual processing times if you choose payment via bank transfer. Your student details will not be available immediately.

3. Re-registration by cash payment

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 may find any relevant information [here](#).

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 might take a few days).