



Department of International Affairs

Buddy guide for incoming students



Otto-von-Guericke-University Magdeburg

Referat für Internationale Angelegenheiten (RIA)
Department of International Affairs

Office:

Dorm 1, basement, entrance at the ramp
Hohepfortestraße 40
39106 Magdeburg

Email: international@stura-md.de

Web: www.ria.stura-md.de

Facebook: www.facebook.com/RIAOvGU

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Introductory Words

Dear International Students,

A warm welcome to all of you!

We are the Department for International Affairs (RIA – Referat für Internationale Angelegenheiten) at the Otto-von-Guericke-University in Magdeburg and we are here to help you making your stay at our University as easy and comfortable as possible.

This is why we have created this guide for you. The chapters are arranged in the order in which you will probably have to manage different tasks. So all you have to do is follow this guide step by step. You still have questions? Feel free to contact us! We are always glad to hear from you and to help out!

Your very first person to contact however is your buddy. Our buddies are students themselves and are happy to share their experience with you. If you have any questions, or if you are not sure where to go, how to get there, what to bring with you, and what else needs to be done, do not hesitate to ask your buddy.

We hope you will have a great time at our university and in Germany in general. There is a lot for you to experience, many new things to learn and plenty of things to do – so let's get started!

We are looking forward to meeting you,

Your RIA-team and Buddies

Step 1: Accommodation (Wohnung)

The very first thing you need is a permanent residence in Germany. A **tenancy agreement** – the contract you and the landlord sign when you rent a flat or room – is required for your registration. Many students in Germany live in a **WG** (Wohngemeinschaft) which means that they share a flat with other students. Living on your own is more costly. Please note that you have to **terminate your tenancy agreement** some time in advance. This usually takes at least one month and sometimes up to three months. Check your contract carefully before signing it.

The following **websites** are useful to find accommodation:

- **www.studentenwerk-magdeburg.de**
The website is available in German and English. The Studentenwerk offers student housing close to the campus, most rooms are furnished. You can apply online by using the **accommodation form**.
Contacts: Fr. Koitsch und Fr. Osterburg (insist on making an appointment)
Isolde Koitsch: isolde.koitsch@studentenwerk-magdeburg.de
Jenny Osterburg: jenny.osterburg@studentenwerk-magdeburg.de
- **www.studenten-wohnen.net**
The campus house and campus tower are also right at the university campus. You can apply online by using the “Kontaktformular”.
- **www.wobau.com**
- **www.wg-gesucht.de**
- **www.guericke.de**
- **www.wg1893.de**
- **www.immobilienscout24.de**
- **www.lorenzquartier.de**

Step 2: Health Insurance (Krankenversicherung)

Health insurance is mandatory in Germany to enroll in a University. In general, there are two types of insurance: statutory health insurance (gesetzliche Krankenversicherung) and private health insurance (private Krankenversicherung). Basically, you need statutory health insurance until you are 30 years old or until you have finished your 14th semester. Private health insurance is only allowed in exceptional cases. Usually public health insurance is the most affordable version anyways. It costs about 80 EUR per month. The benefits of the various insurance companies are more or less equal. Please note that changing the insurance company during your studies is **not** possible!

Different conditions apply depending on the reason for your visit in Germany, your country of origin and your age.

Students from the EU or countries that have a social insurance agreement with Germany If you already have insurance in your home country, you only need your **European health insurance card (EHIC)** or the **health insurance voucher E 111** or **E 128**. You should apply for these in your home country. With this health insurance voucher please go to a German health insurance company and ask for support service. Then, all invoices will be dealt with by this German company in cooperation with the health insurance company of your home country.

Students from Non-EU countries

You either need statutory or private health insurance in Germany.

Students over the age of 30

If you are age 30 or older or if you have finished your 14th semester you will not receive insurance from a state insurance. You will have to take out private insurance. The same applies for students in language courses in preparation for studies in Germany.

Examples:

AOK

Monthly fee: 68,28 €

- online registration possible
- Over 130.000 participating doctors and dentists
- <https://foreignstudents.aok.de/your-aok-health-insurance/>

Barmer GEK

Monthly fee: 73,47 €

- online registration possible
- 167,000 participating doctors and dentists
- <https://www.barmer.de/en/insurance-premiums/insurance/insurance-for-students>

Techniker Krankenkasse

Monthly fee: 72,17 €

- online registration possible
- Free choice of specified doctors and dentists
- <https://www.tk.de/en/become-a-member-2037070>

Union Versicherungsdienst / HanseMerkur Reiseversicherung AG

Monthly fee: 34,50 € (first year), 60 € (after the first year)

- online registration possible
- initiated by Deutsches Studentenwerk e.V. (= student union)
- **Free choice of doctors and dentists**
- <https://portal.versicherungsdienste.de/dsw-studenten-kv/index.en.html>

Required documents:

- Passport
- Letter of Confirmation from OvGU
- Bank account details (can be handed in later)

For further information you can check the following websites:

- www.internationale-studierende.de/en/on_arrival/health_insurance/
- www.daad.de/deutschland/in-deutschland/regeln/en//8839-organising-health-insurance/
- www.1averbraucherportal.de/versicherung/krankenversicherung/en

Step 3: Citizen Office (Bürgerbüro)

When you arrive in Magdeburg and move into your apartment, room, etc. you should register in Magdeburg. By registering in a citizen office you become a resident of Magdeburg.

There are Citizen offices in several neighborhoods around Magdeburg:

- Bürgerbüro Mitte: Leiterstraße 2a (Non-EU citizens should go to this office)
- Bürgerbüro Nord: Lübecker Straße 32
- Bürgerbüro Ost: Tessenowstraße 15
- Bürgerbüro West: Bruno-Beye-Ring 50
- Bürgerbüro Süd: Salbker Chaussee 67

Opening hours:

Monday: 8 am – 12 pm

Tuesday: 8 am – 5:30 pm

Wednesday: 8 am – 12 pm (Every first Wednesday of the month the citizen offices are closed!)

Thursday: 8 am – 5:30 pm

Friday: 8 am – 12 pm

Saturday: 8 am – 12 pm (only citizen office “Bürgerbüro Mitte”)

Since March 2017 you need an appointment to go to any citizen office. Appointments can be made online: www.magdeburg.de/Start/Bürger-Stadt/Verwaltung-Service/BürgerService/

At the beginning of the semester, the mobile citizen office will be available at the Campus Service Center. More information: www.servicecenter.ovgu.de/

Required documents:

- Tenancy agreement (confirmation from the landlord – Wohnungsgeberbestätigung)
- Passport/ Identity Card
- Biometric passport photo
- Certificate of Enrolment + Student ID (in case you have not been enrolled yet: Letter of Confirmation from OvGU + Proof of health insurance)

“Studieren und kassieren”

If you are planning to live in Magdeburg for at least two years, you can apply for the city’s students’ bonus. The total amount of 160€ is paid in three rates – each needs to be applied for separately. For further information you can check this website: www.magdeburg.de/Start/Bürger-Stadt/Verwaltung-Service/BürgerService/BürgerInfoSystem/Magdeburger-werden-studieren-und-kassieren

Step 4: Bank Account (Konto)

To transfer your rent and to cover other payments and expenses, you need a **German bank account**.

Required documents:

- Passport
- Letter of Confirmation from OVGU
- Registration receipt from Citizen Office

“Deutsche Bank” and “Commerzbank” are for free for students!

Step 5: Enrolment (Immatrikulation)

Long-term students

Those who study for a degree here/ will do their entire studies here: **Mrs. Lapp**, building 6, room 08 (Office hours: Mon, Tue, Thu 10 am – 12 pm), contact: wenke.lapp@ovgu.de

Other international students

Those who won't get a degree at the Otto-von-Guericke-University of Magdeburg (Erasmus, students in programs of partner universities): **Mrs. Behnert**, building 18, room 149, contact: anne-katrin.behnert@ovgu.de

Human medicine students

Study office (Studiendekanat) at the faculty of medicine

Required documents:

- Passport/ Identity Card
- Letter of Confirmation from OVGU
- Proof of health insurance/ copy of EU health insurance card
- Proof of payment of the semester fee
- Passport photo
- Certificates & References (originals, no copies!)
- *If applicable: Confirmation of Exmatriculation from other German University*

Payment of semester fee

Mrs. Brandes, Building 6, room 22

Hours: Mon-Fri 10 am – 1 pm

After your enrolment, you will receive your **student card**.

It is not only your student ID but also a semester ticket, library card and can be used for cashless payment in the cafeteria, at copiers and at the washing machines in the student halls.

The card is valid for one year (the expiration date is indicated on the card) and needs to be validated in the Campus Service Center.

Step 6: Office of Foreign Affairs (Ausländerbehörde)

As your visa only has a limited validity, you have to extend it to a **resident permit for study purposes** at the Foreigner Registration Office **before** your visa expires.

The resident permit is only valid for studies and not for work in Germany. However you can submit a formal request to the Foreigner Registration Office to be allowed to work for a maximum of 90 days or 180 half days (< 4h per day) per year.

The permit is limited to the period of your studies and will be issued for two years if you have sufficient funds. It can be extended to a maximum of ten years.

If you change your course or move to a different university or city you have to inform the Foreigner Registration Office about the changes. Otherwise your resident permit will become invalid.

Be prepared to pay a fee of 40€ for the issuing of the residence permit. Students in exchange programs and EU citizens are exempt from this fee.

Required documents (original and copy):

- Passport with valid visa
- 2 Biometric passport photos
- Application for residence permit
- Certificate of enrolment
- Certificate of health insurance
- Proof of sufficient funds for your living (min 670 €/ month)
- Receipt of registration from Citizens Office
- Tenancy agreement
- *If applicable: Proof that you opened a blocked bank account containing a minimum of 7.908€ (for DAAD scholarship students a proof of the scholarship is sufficient)*
- *Only for doctoral candidates: work contract as a scientific assistant at the university/ a scientific research institute*

Note: All documents (except passport) have to be submitted in original and German translation. Documents like your birth certificate, marriage certificate etc. need to be translated by a sworn translator. For other documents it is sufficient to have the trueness of the translation confirmed by Otto-von-Guericke-University.

Important: Don't forget to make an appointment! This can be done online at www.magdeburg.de/Start/Bürger-Stadt/Verwaltung-Service/BürgerService/.

The **Office of foreign affairs** in Magdeburg is located in Breiter Weg and can be reached via the tram lines 2, 5, 9 and 10. Get off at the "Domplatz" stop.

Address:

Bürgerservice, Ausländerbehörde
Breiter Weg 222
39104 Magdeburg
Phone: +49(391)5404389
Email: Abh@ewo.magdeburg.de

Hours:

Monday: 8 am – 12 pm
Tuesday: 9 am – 12 pm, 2 pm – 5:30 pm
Wednesday: closed
Thursday: 9 am – 12 pm
Friday: 8 am – 12 pm

Step 7: Studies

1. Registration at the examination office (Prüfungsamt)

Students of the FEIT, FVST and FMB need to register at the examination office during the first week of the semester.

2. Registration at the Computer Centre (URZ - Universitätsrechenzentrum)

Every student automatically receives a computer account and an e-mail address with their enrolment. This account has to be activated by entering your password and accepting the terms of use at an IT service terminal at the Computer Centre (building 26). This OvGU account also serves for registration for the **study portal LSF**, for courses in the **language center** (SPRZ – Sprachenzentrum) and **sports center** (SPOZ).

3. LSF (Lehre Studium Forschung – teaching study research)

This university portal provides information about lectures, people, facilities, contact information and rooms.

Also you will find your schedule in LSF (or put it together by yourself) as well as exam registrations. Check your account regularly so you won't miss any registration deadlines.

To put together your schedule click on "Veranstaltungen", then "Studiengangpläne" on the left side. Scroll to your course (listed alphabetically) and pick the semester you are in for an overview of courses and modules as well as information about where these take place, your lecturers, course descriptions or how to enroll.

4. Language courses

The language centre offers German language courses to prepare foreign students for their studies at OvGU as well as courses in a variety of other languages. For participation in those courses you have to register via Moodle. Therefore it is important to register in Moodle too. Be aware that there is a fee for participation in language courses. www.moodle-n.ovgu.de/sprz/

5. Sports courses

The sports centre offers more than 60 different sports courses. You have to register to take part in a course, some courses are free for others a fee is charged. Many courses are full in a very short time but you can still go there and ask if there are free places available as sometimes people do not show up. www.spoz.ovgu.de/spoz/en/

Further useful information

Expenses after your arrival in Germany

Right after your arrival in Germany you will have to make several expenses. You should be prepared to have enough cash until you have opened a German bank account. We therefore put together the most important expenses that will probably come up so you can plan ahead accordingly:

Expenses	Approximate costs
Trip to Magdeburg	about 40-50 Euro (depending on the place of departure)
Hotel/Hostel during the first days	60-100 Euro
Room or flat in Magdeburg	Deposit: about 250 -350 Euro First rent: about 200-300 Euro
Enrolment	about 105,70 Euro
Office for Foreign Affairs	about 40 Euro
Other expenses	Food, clothing, personal things, etc.
	TOTAL: about 1000 Euro

Emergency phone numbers

Police: 110

Fire department: 112

Ambulance service: 112

Finding a doctor

In case you get ill during your stay in Magdeburg the following link might help you to find doctors who speak other languages than German. Click on "Fremdsprache" in order to select another language.