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This brochure is not exhaustive. 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.

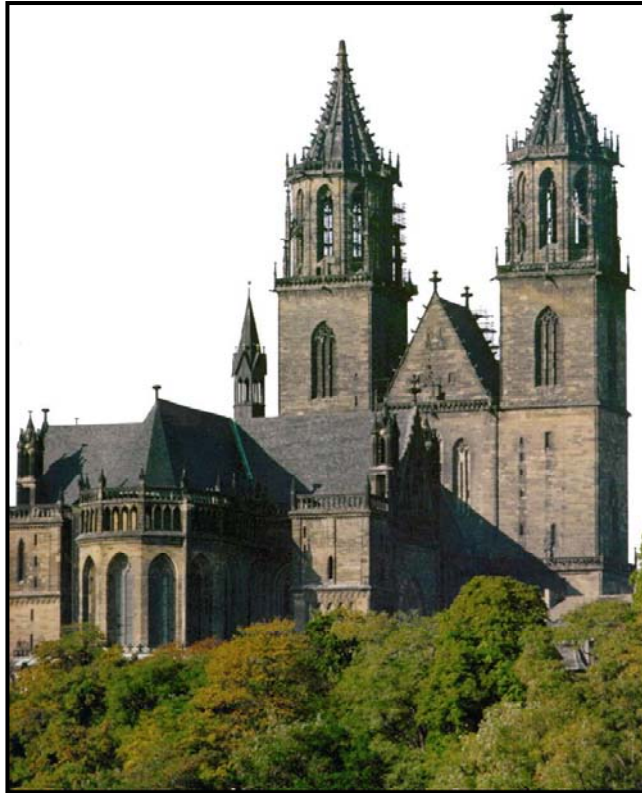
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I. Magdeburg – the State Capital of Saxony-Anhalt

Magdeburg, the capital of the state of Saxony-Anhalt, is almost 1,200 years old. In 805, Emperor Otto the First commissioned the imperial palace. In 968, the city became the seat of the archbishop. The famous Magdeburg town privilege, which spread into Middle and Eastern Europe, originated in the Middle Ages. At the time of



the Lutheran Reformation, Magdeburg was a centre of the Protestant movement. The city was almost completely destroyed during the Thirty Years' War on May 10, 1631. 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. Magdeburg was restored under the supervision of Otto von Guericke, being one of the city's mayors at that time.

At the end of the 17th century, the city was affiliated to Brandenburg-Prussia and converted into the Prussian strongest fortress. 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, at the time of the industrialization in Germany, Magdeburg developed into an important industrial city.

The historical city centre was destroyed during World War II on 16 January, 1945 by Anglo- American bombing raids. Despite the repeated destruction of the city, one can still find splendid architectural works here.

As of 1952 Magdeburg was the capital of the district Magdeburg. In the GDR it became a centre of Mechanical Engineering.

Since 1990 Magdeburg is the capital of the newly-formed state Saxony-Anhalt. 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 as regards transport facilities like the connection to the railway system of the "Deutsche Bahn" and to the motorway A2. Berlin, Hannover and Leipzig with their international airports can be reached within a short time.

Magdeburg is a medium-sized city and has about 230,000 inhabitants. The city 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. After the German reunification, many new buildings have emerged in Magdeburg. The restoration of historical buildings has given the city a new character. The city has changed rapidly. Moreover, Magdeburg is proud to be a green town. Throughout the city, you can find large, open parks, such as Rotehorn Park on an island in the middle of the river Elbe, and Herrenkrug Park with its horse racing track and golf course.

As the capital of Saxony-Anhalt, Magdeburg is the site of the state parliament and administration. With Otto von Guericke University (founded in 1993), the University of Applied Sciences Magdeburg-Stendal as well as the Max Planck and Fraunhofer research institutes, Magdeburg offers excellent possibilities for research and innovation.

II. Studying at Otto-von-Guericke University Magdeburg

1. About the University

Welcome to the Otto-von-Guericke-Universität Magdeburg! This brochure will help you to make it easier for you to find your way in Magdeburg and become a student of the university. We are pleased that you are studying at Magdeburg University and we hope that you will enjoy the time of studying.

Moreover, you will get a lot of practical tips and we hope that they will make your life in Magdeburg easier.



The University is named after Otto von Guericke (1602-1686), the renowned son of Magdeburg, who became a world figure 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 12,000 students - among them around 1,300 international students - the university is gaining in importance as a centre of teaching and research.

With 66 courses of study, Magdeburg University offers optional education in different subjects and fields of specialisation. Correspondingly, there is a great variety of possible combinations among the faculties' range of offerings. The favourable study facilities include modern laboratories and clinics 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, musical and opera projects organised by the Institute of Music, student cabaret, exhibitions on and around the campus, inaugural lectures and the "Otto von Guericke Lectures".

Last but not least, the provision of single bedrooms in campus residence halls, and the availability of private apartments, are certainly other reasons for prospective students to turn their attention to Otto-von-Guericke University Magdeburg.

Fees

Currently, studies at Magdeburg University are free of charge. Only students who exceed the standard period of study more than 4 semesters will have to pay € 500 per semester.

Since summer semester 2008, fees for a second degree have been claimed also from international students, who:

- want to start their postgraduate studies and already have a degree Diplom, Magister, Master or Staatsexamen
- want to start a second or further basic study and have already finished a basic study. The obtaining of a Master degree does not count as a second degree.

There is to pay a semester fee of € 54.50 per semester, though. The semester fee covers services offered by the Studentenwerk and the student representatives, as well as the Semester Ticket for public transportation.

Extra fees must be paid for language courses (www.ovgu.de/sprz/index.php?page=home/tariff) and special sport activities (www.spoz.ovgu.de).

Grants

The German Academic Exchange Service (DAAD) awards scholarships to younger university graduates one can apply for. General information regarding sources of financial support, application documents, eligibility criteria etc. can be found under www.daad.de.

Furthermore, the Otto-von-Guericke-University Magdeburg awards two scholarships annually to especially qualified international students. You can apply for these scholarships at the International Office. General information regarding application documents etc can be obtained at www.ovgu.de/verwaltung/rundschreiben/b/8/804/80401.htm

Since 2003 the city Magdeburg and the Otto-von-Guericke-University award the Otto-von-Guericke-scholarship annually. You will find further information in summer semester under www.magdeburg.de/index.phtml?sNavID=698.16&mNavID=37.123&La=1.

UnivIS

UnivIS is the abbreviation for **u**niversity's **i**nformation **s**ystem at Otto-von-Guericke-University Magdeburg. It is a service and information system for students, lecturers and prospective students. UnivIS provides information about lectures, persons and facilities, telephone numbers and e-mail-addresses as well as rooms. More detailed information about room furnishing and occupancy will be displayed.

Students can arrange their complete and individual timetable for any subject with UnivIS: <http://univis.uni-magdeburg.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. On the basis of state-approved guidelines governing testing and curricula programmes, 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.

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, exercises and seminars 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.

The registration for examinations must be carried out in a defined period. Thereby, terms have to be kept. We recommend to read the conditions of study and examination regulations carefully that are handed in by the examination office and to visit the first semester events.

3. Academic Calendar

	Winter Semester	Summer Semester
Length	October 1 st – March 31 st (incl. exams and break)	April 1 st – September 30 th (incl. exams and break)
Classes Start:	Early October	Early April
Classes Conclude:	Early February	Mid-July
Exams:	February	July
Semester Break:	March	August - September

4. Faculties

Otto-von-Guericke University has 9 faculties:

Faculty of Humanities, Social Sciences and Education (FGSE)

www.fgse.ovgu.de

Faculty of Economics and Management (FWW)

www.ww.uni-magdeburg.de

Faculty of Mathematics (FMA)

www.math.uni-magdeburg.de

Faculty of Natural Science (FNW)

www.fnw.ovgu.de

Faculty of Computer Science (FIN)

www.cs.uni-magdeburg.de

Faculty of Mechanical Engineering (FMB)

www.ovgu.de/fmb

Faculty of Electrical Engineering and Information Technology (FEIT)

www.feit.ovgu.de

Faculty of Process and Systems Engineering (FVST)

www.fvst.ovgu.de

Faculty of Medicine (FME)

www.med.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.

III. Getting Started

1. Visas

Visa for Study Purposes

In most cases, the only way to gain entrance to Germany to study, is to get a student visa. If you enter Germany with a normal tourist visa, or without a visa at all, the immigration services will not issue you a residence permit.

Exemptions:

Citizens of the EU member states, and of the EEA member states (Norway, Liechtenstein, Iceland) can enter Germany without a visa. After entry a certification which states free movement of persons (“Freizügigkeitsbescheinigung”) must be requested in the foreigner office.

Citizens of the states Australia, Canada, Israel, Japan, Republic Korea, New Zealand, and the USA, can enter Germany without a visa, too. Along with this certification a residence permit for the purpose of study must be requested directly to the immigration services in Germany.

You must apply for a student visa to the German Embassy in your home country. The letter of admission from Magdeburg University and proof of sufficient funds for financing at least one year of study in Germany (€ 585 per month, € 7020 per year), must be submitted with the visa application. The application process may take 3 - 12 weeks, so we recommend that you submit your application to the German Embassy in your country as early as possible.

The visa you get from the German Embassy is only valid for a limited period of time (normally for three months), and must therefore be extended to the full time period of studies after you have come to Magdeburg (see point III./8. Foreigner Office).

Student Applicant Visa

If you had not been in contact with a German university from your country, the student applicant visa grants you the opportunity to enter Germany without having formally applied or having been admitted to an institution of higher learning. The stay as applicant is limited to a maximum of 9 months. In the German Embassy you will get a visa for 3 months. In Germany, this visa can be changed into a residence permit for application at the foreigner registration office for further 6 months. During this time you can collect the information needed about studying in Germany and see that you meet the requirements for getting admitted to the course of studies or to the doctoral program. If you meet all requirements you will get a residence permit for the purpose of studies.

The previous final degrees must be submitted to the German Embassy of your home country and funds of 643 € per month sufficient for one year must be proven if you are applying for this visa.

2. Arrival in Magdeburg

Arrival by plane

The nearest international airports are in Leipzig, Berlin and Hanover. From there but also from all other German airports, you can reach Magdeburg conveniently by train.

www.math.uni-magdeburg.de/Allgemeines/en/flug_en.html



Arrival by train

With the train service of Deutsche Bahn you can get to Magdeburg central station (Hauptbahnhof) by Intercity (express train) or Regionalbahn (non-express train). Further information regarding timetables and fares can be found at: www.bahn.de.

Arrival by bus

If using the bus to Magdeburg you will arrive in at the Central bus station (Zentraler Omnibusbahnhof (ZOB) which is located next to the main train station. Information concerning timetable can be found in the internet at "Abfahrten im nationalen und internationalen Reiseverkehr": www.zob-md.de

From the Central Train and Bus Station to the University

After arriving in Magdeburg by train, you have to go by tram to the university. Straight in front of the main train station is the tram stop "Hauptbahnhof". From there, you can reach the stop "Universität" by tram line 8 (direction Neustädter See). If you arrive at central bus station (ZOB), it is only a short walk to the stop "Damaschkeplatz". There, you get onto tram line 1 (direction Lerchenwuhne).

On this webpage you also can find a description of how you can get to the university. http://www.ovgu.de/guests/local/hbf_de.shtml

3. Permanent Residence

In order to receive a residence permit for the purpose of studies, it is indispensable to have a permanent residence. There different possibilities to find a permanent address: accommodation at a dormitory, leasing an apartment of a housing company or private landlord, by yourself or in a commune. Advice concerning housing in Magdeburg can be found at VI.1 (Housing).

4. Obligation to register at the Resident Registration Office

Foreign students whose residence in Magdeburg lasts more than two months, must register their abode to the Resident Registration Office. For the registration you will need passport and tenancy contract/ lease.

The registration can be carried out either personally at the resident registration office (Bürgerbüro) or at Ms Böhning at the International Office (see point VII./1.). The registration should be done within the first week after your arrival in Magdeburg.

If you move within Germany (even within the dormitory), you must inform the resident registration office about your new address. If moving within Germany, the official notification at the old place of residence is not necessary.



Bürgerbüro Mitte on Breiter Weg

There are several resident registration offices in Magdeburg. The closest to the university is Bürgerbüro Mitte. Further information and addresses at: www.magdeburg.de

Visitors' Address: Bürgerbüro Mitte / Civil Department City Centre
Breiter Weg 222
39104 Magdeburg

Office hours:

Monday:	8.00 a.m. – 3.00 p.m.
Tuesday:	9.00 a.m. – 7.00 p.m.
Wednesday:	noon – 3.00 p.m.
Thursday:	9.00 a.m. – 19.00 p.m.
Friday:	8.00 a.m. – noon
Saturday:	8.00 a.m. – noon

Become a Magdeburg resident - "Cash for stay and study"

The capital city Magdeburg is pleased to inform you that students can receive a special 70.00 Euro grant which is immediately awarded in connection with the registration of a main place of residence in Magdeburg. As a student and Magdeburg resident, you may receive up to 160.00 Euro.

The provision of a special grant that will be awarded in three stages – the first amount of 70.00 Euro being paid to you immediately upon registration - is part of an action programme by which the capital city Magdeburg welcomes all students who register their main place of residence in Magdeburg.

The second and third payments of 50.00 Euro and 40.00 Euro will be paid in yearly installments. As a student enrolled at the Otto von Guericke University or University of Applied Sciences Magdeburg/Stendal, you can receive a total amount of 160.00 Euro from the capital city Magdeburg.

4. Opening a Current Account

In order to make bank transfers (rent, semester fees, health insurance) and to receive grants or money transferred from abroad, you need to open a current account at a bank. For this, you need the letter of admission from the university, the receipt from the resident registration office as well as your passport. The different banks offer various services at various prices, some offering free accounts for students. Therefore, it is a good idea to talk to experienced students or make a comparison of prices yourself before you choose your bank.

Here are the addresses of some of the main banks in Magdeburg:

Cash-Box Junge Humanisten Magdeburg Goldschmiedebrücke 11	Postbank Breiter Weg 203-206
Dresdner Bank Otto-von-Guericke-Str. 87	Citibank Privatkunden AG Breiter Weg 229
Stadtsparkasse Magdeburg Alter Markt	Deutsche Bank Otto-von-Guericke-Str. 12

Many banks open an account only if you stay longer than 6 months in Germany.

5. Health Insurance

As a student in Germany, you need to have a health insurance. All foreign students must become members of a compulsory health insurance fund, either the Techniker Krankenkasse (TK), the AOK (Allgemeine Ortskrankenkasse) or an alternative health insurance fund = Ersatzkasse or you can insure privately. The choice – if compulsory health insurance or private health insurance – is legally binding until the of 30 or until the 14th semester of studies. If you decide to insure privately you have to apply

for being exempted from compulsory insurance at a compulsory health insurance company.

The contribution to the compulsory health insurance at this time amounts to about € 59 per month. This pretty low rate is available for students under 30 years of age or those who have not yet reached their 14th semester of studies. After this time, you must continue your health insurance privately.

Citizens of the EU member states, and of other countries with corresponding agreements with Germany, do not need to get additional health insurance in Germany. Provided that you have the European Health Insurance Card (EHIC) you can go straight to the doctor. However, the EHIC only covers emergencies. Preventive medical checkups are not covered by this card.

<p>Techniker Krankenkasse (TK)</p> <p>Olvenstedter Str. 66</p> <p>Ms Böttner: Tel.: (0391) 7394270</p>	<p>Allgemeine Ortskrankenkasse (AOK)</p> <p>Studentenservice Lüneburger Str. 4</p> <p>Ms Lorenz/Mr Krohn: Tel.: (0391) 5805020</p>
<p>Kaufmännische Krankenkasse (KKH)</p> <p>Ulrichshaus 1-2</p> <p>Tel: (0391) 5410449</p>	<p>Barmer Ersatzkasse</p> <p>Bremer Str. 10</p> <p>Tel: (0391) 6235-0</p>

Foreign students older than 30 years of age or who have studied more than 14 semesters, doctoral students, German course attendants and students, who only stay in Germany for a short period of time, can get private health insurance. Please note that private health insurances provide all services of basic medical care of which a member of a compulsory health insurance is allowed to take advantage according to para. 11 sec. 1–3 of the Code of Social Law V (Sozialgesetzbuch/SGB). This fact has to be explicitly confirmed by the private health insurances. Otherwise there can be problems with the foreigners' office.

<p>Mawista student Martens & Prahls Versicherungs- kontor GmbH</p> <p>Waldstr. 52 - 54 04105 Leipzig</p> <p>Tel.: (0341) 14 07-66 Fax: (0341) 14 07-677</p> <p>e-mail: info@martens-prahl-leipzig.de</p>	<p>Junghanns Versicherungsmakler (Hanse- Mercur-Versicherung)</p> <p>Kometenweg 69 39118 Magdeburg</p> <p>Tel: (0391) 620 1181 Fax: (0391) 811 8234</p> <p>e-mail: Ulf.Junghanns@t-online.de</p>
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**UNION Versicherungsdienst
GmbH (i.A. Victoria- KV AG)**

Klingenbergstr. 4
32754 Detmold

Tel: (05231) 5231 603-0
Fax: (05231) 603-372

Care Concept

Versicherungsmakler AG

Postfach 33 01 51
53203 Bonn

Tel.: 0800- 977 3500
Fax: 0800- 977 3535

6. Enrolment

Enrolment of students

The enrolment should be done in the Department of Academic Affairs, students' office, building 06, side entrance, room 08, at Ms Lapp's office.



Building 06 on Magdeburg University campus

Office hours:

Monday, Tuesday,
Thursday, Friday:
10 am to 12 pm

Tuesday, Thursday:
1 pm to 4 pm

Tel: (0391) 67 12282

Fax: (0391) 67 11227

E-mail: Wenke.Lapp@ovgu.de

Enrolment for the winter semester begins on September 15th, and for the summer semester on March 15th.

You must bring the following documents:

- Letter of admission from the university
- Passport and visa
- Certificates (original documents)
- If you have previously studied at another German university: A statement of the removal from the register of students
- statement that no examination was not finally passed (only for applicants who have already studied at another German university)
- Health insurance documents
- Receipt of the payment of the semester fee*
- Passport photo
- If needed: Certificates from the determination test, DSH, TOEFL, etc.

* Explanation regarding semester fee:

There has to be paid a semester fee of 54.50 Euros before enrolment. The fee includes a certain amount for the semester ticket. The semester ticket is marked on the student card and enables the use of trams and busses of the Magdeburger Verkehrsbetriebe (MVB) for six months without additional costs. Besides, the semester fee contains an amount for the student council and a social amount for the Studentenwerk.

The semester fee can be paid cash into the below-mentioned account of the University of Magdeburg or it can be transferred from the own account to the account of the university.

payee:	Otto-von-Guericke-Universität Magdeburg
account number:	38004632
bank code:	810 532 72
credit institution:	Stadtsparkasse Magdeburg
reason for payment:	Name, first name; semester (e. g. WS 08/09 or SS 09) BEW**...

** BEW = applicants' number

Exception:

The enrolment for the study course Human Medicine is done in the Student Deanery of the Faculty of Medicine. You must come personally to the enrolment, having with you a valid passport.

Further informations you will find at: www.ovgu.de/AKAA_FME.html

The enrolment is done at the beginning of your studies in Magdeburg. Within the enrolment students get their student card. The student card is available as a paper card (for part-time students and participants in German courses) and as a plastic card – the UniCard. Further information regarding the UniCard you will find on https://hisqis.uni-magdeburg.de/QisHilfe/hilfe_de.html#Unicard

In the following semesters, you must confirm to the Student Office that you are still a student at the Otto-von-Guericke University by paying the semester fee within a specific time limit stated on the enrolment documents.

Participants of German courses and part-time students also just have to pay the semester fee within a specific time limit stated on the enrolment documents.

Ph. D. students can re-register independently with the UniCard at the terminal. If you fail to do this within the stated time limit, you have to pay a fine of € 10 in addition to the regular fee.

Enrolment of Ph. D. students

The enrolment should be done in the Department of Academic Affairs, office graduating promotion, building 06, side entrance, room 108, at Ms Wölke's office.

Office hours:	Monday, Tuesday, Thursday, Friday: 10 am to 12 pm Tuesday, Thursday: 1 pm to 4 pm
Tel.:	(0391) 67 12284
Fax:	(0391) 67 11227
E-Mail:	heidrun.woelke@ovgu.de

You must bring the following documents:

- Letter of admission from the university
- Passport and visa
- Certificates (original documents and official translation)
- Health insurance documents
- Receipt of the payment of the semester fee
- Passport photo

The enrolment is done at the beginning of your studies in Magdeburg. Within the enrolment Ph. D. students get their student card: the UniCard. Further information regarding the UniCard you will find at https://hisqis.uni-magdeburg.de/QisHilfe/hilfe_de.html#Unicard

In the following semesters, you must confirm to the Office Graduating Promotion, building 06, room 108, that you are still a doctoral candidate at the Otto-von-Guericke University by submitting the form "Bestätigung für die Rückmeldung als Doktorand/in" together with the acknowledgement of the paid semester fee within a specific time limit stated on the enrolment documents. The form is available at www.ovgu.de/en/education/content/doctoral_candidates.html

After submitting the form, Ph. D. students have to re-register independently with the UniCard at the terminal. If you fail to do this within the stated time limit, you have to pay a fine of € 10 in addition to the regular fee.

7. Right of Residence/Foreigner Registration Office

Proof of funds

In order to get a visa and a residence permit in Germany, you must document that you have sufficient funds to finance your living here. At this time, the minimum sum amounts to **€643** per month or **€7716** per year.

With your application for a student visa for entering Germany, you must document sufficient funds for living in Germany for one year (a safety minimum of € 7716). After you have arrived in Germany, your residence permit will only be issued for the time for which you can document sufficient funds, and for a maximum period of two years. After two years, you must apply for the residence permit again.

The following documents count as proof of sufficient funds:

- A savings account with a lock flag
or
- A formal obligation with verification of credit-worthiness according to the Alien Law §§ 82-84, for the whole study period, which is released by a third person before an Aliens Department or an Aliens Agency
or
- Proof of a scholarship from an acknowledged organisation
or
- A bank guarantee
or
- Proof of income and assets of the parents (legally certified)

If you want to prove your funds by income and assets of your parents please make sure that the details can be verified in Germany. Contradictory statements will be overruled. The foreigner registration office is not obliged to detect facts which are abroad and concern the private circumstances of the student.

All documents must be translated into German. (§ 82 Abs. 1 AufenthG)

As a student you will need a sum of approximately € 650 per month. It is based on the following expenses:

Dormitories:.....	€ 170.00 – 240.00
Private lodging:.....	€ 200.00 – 300.00
Health insurance:.....	€ 59.00
Semester fee (once per semester):	€ 54.50

Additional expenses for food, books, travel expenses and clothing.

Residence Permit for Study Purposes

Your student visa or student applicant visa, with which you have entered Germany, has only a limited validity, and must be extended to *a resident permit for study purposes* after you have arrived in Germany. It is important that you go to the Foreigner Registration Office to extend your visa well **before** it expires. If you fail to do this, you may have to go back to your home country and apply for a visa anew.

A residence permit for students is only valid for studies, and does not give you permission to work in Germany. However, foreign students have the right to take up work for a maximum of 90 days or 180 half days per year without applying for an additional work permit and the student has the right to work as a student in part-time work. German language course attendants are only allowed to work the stated number of days during the semester breaks. A work period of up to 4 hours counts as one half day.

The residence permit is given only for a specific purpose (studies, language course, etc.), and is limited to the time period of the studies. If you have the sufficient funds, the residence permit will be issued for two years, and can then be extended to a total maximum of ten years, if doing Ph. D. studies to a total maximum of fifteen years.

Within the first three months of study, and in some cases even later, it is possible to change the course of studies. If you do that, or if you move to another university, make sure to get it registered with the Foreigner Registration Office in time (before you change) and in your residence permit, or your residence permit will become invalid. An alteration of the residence permit is also required if you move to another university, to another city, or if you are furloughed (make sure that the residence permit is altered before you move or before you are furloughed).

The extension of the student visa to a residence permit must be done at the aliens department. After you have gone through all steps as described earlier in this chapter (visa, accommodation, registration, bank account, health insurance, enrolment), it is time to go to the foreigner registration department.

You must bring the following documents with you (original and copy):

- Passport
- Passport photo with biometric criteria*
- Certificate of enrolment
- Certificate of health insurance
- Proof of funds to finance your living**
- Receipt of registration from the Residence Registration Office
- Tenancy agreement
- Application for the granting of a residence permit

* Photographs with biometric criteria can be obtained for instance at the photo shop „Mega-Foto“, Ulrichplatz 7 (tram stop Alter Markt) or at studio Schröder, Am Krökentor 9 (tram stop Theater).

** In order to get a residence permit in Germany, you must document that you have sufficient funds to finance your living here. At this time, the minimum sum amounts to € 585 per month or € 7020 per year.

All documents that are not in German (except passport) have to be submitted in original and translation. Documents like birth certificate, marriage certificate etc. have to be translated by a sworn translator. It is sufficient for other documents (also the formal obligation with verification of credit-worthiness) if the documents are translated and the trueness of the translation is confirmed by Otto-von-Guericke- University Magdeburg.

You will also have to pay a fee of € 60 for the issuing of the residence permit. Exchange programme students and scholarship holders that are supported by a German university or science organisation (e. g. DAAD) are exempt from this fee.

The Foreigner Registration Office in Magdeburg is located between Hasselbachplatz and Domplatz.

Address: Civil Service, Foreigner Registration Office
Breiter Weg 222
39104 Magdeburg

Office hours: Monday, Friday: 8.00 am – noon
Tuesday: 9.00 am – noon, 2 pm – 5.30 pm
Thursday: 9.00 am – noon

*Certification that states free movement of persons
("Freizügigkeitsbescheinigung")*

Citizens of the EU member states and citizens of the EEA member states (Norway, Liechtenstein, Iceland) can enter Germany without a visa. After entry a certification which states free movement of persons ("Freizügigkeitsbescheinigung") must be requested to the immigration services in Germany (photograph is required). For this procedure the students must register personally at the Civil Department. There you will get a declaration for EU citizens, which must be completed. A copy of the passport and a photograph with biometric criteria has to be brought along.

- Students from the EU member states Belgium, Denmark, Finland, France, Greece, Great Britain, Ireland, Italy, Luxembourg, Netherlands, Austria, Portugal, Spain, Sweden, Malta, Cyprus get their Freizügigkeitsbescheinigung as letter by mail. The Freizügigkeitsbescheinigung is limited to 5 years (or to the time period of the course of studies).
- Students from the EU member states Bulgaria, Estonia, Latvia, Lithuania, Poland, Romania, Slovakia, Slovenia, Czech Republic and Hungary have to submit their certificate of enrollment. In addition, students from these states have to prove funding to support their living. Proof of funds can be:
 1. Letter of acceptance for scholarship
 2. Contract of employment as research assistant at the university or at a research facility
 3. A written statement by the student her/himself or her/his parents, in which it is assured that sufficient funding is available for the pursuit of a degree

If the proof of funding is not submitted, the Freizügigkeitsbescheinigung will solely be issued for the current semester. On presentation of further enrollment certificates, the Freizügigkeitsbescheinigung will be extended for another semester. The Freizügigkeitsbescheinigung will be sent as letter by mail.

It is not necessary for EU citizens to register in the Foreigner Registration Office. All documents can be submitted by mail.

The address and office hours of the Civil Department can be found under III./4.

IV. Practical Guide

1. Accommodation

Youth Hostel

If you have not been successful in finding a place to stay before your arrival in Magdeburg, it is possible to spend a night or two at a fair price in the youth hostel. You will find it about a five minute walking distance from the Central Station. Lodging in a shared room costs €19 per night, including breakfast. In addition, you have to be member of the Youth Hostels, which costs €12 per year. If you display your letter of admission from Otto-von-Guericke University Magdeburg, this annual fee will not be charged. Check-in is from 3.00 p.m. to 10.00 p.m. If you arrive later than that, it is possible to arrange for check-in until midnight.

[\(http://web01.jugendherberge.de/jugendherbergen/magdeburg/\)](http://web01.jugendherberge.de/jugendherbergen/magdeburg/)

Address: Jugendherberge Magdeburg/Youth hostel
Magdeburg
Leiterstraße 10
39104 Magdeburg

Tel: (0391) 5321010

Fax: (0391) 5321020

Student Dormitories

Studentenwerk Magdeburg

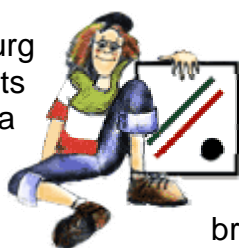


Dormitory 11, Walther-Rathenau-Straße 19

Prospective students who wish to get a room in the university student dormitories, should apply to the Association for Student Affairs (**Studentenwerk**) as early as possible. You will receive the application form for on-campus residence together with the application form for admission, or you can download it from the University homepages at www.studentenwerk-magdeburg.de. The application can be submitted to the Studentenwerk as soon as the application for admission to a course of study at Magdeburg University has been sent. Admission to the university is a prerequisite for signing a lease.

The number of rooms on campus is limited. As a consequence, to submit an application for a room does not guarantee that you will actually get one. The first applicants have the greatest chances of getting lodging, so you should submit the application as early as possible. Likewise, if possible, you should try to arrive in Magdeburg some days before the semester starts.

The Studentenwerk Magdeburg in one- to four-room apartments furnished rooms have only a covers can be rented from the other necessary equipment, curtains etc., the student must offer a limited range of dishes,



offers mostly non-furnished rooms in the dormitories. The partly minimum of furniture. Pillows and Studentenwerk on request. All such as dishes, bed linens, bring herself. The IKUS (see V./2.) furniture for foreign students.

Most units are located in close proximity to the university campus. The room size varies between 12 and 38 m². Depending on the room sizes and standards, the rent varies between € 200 and € 250 per month. You also have to pay a deposit of € 153 when you sign the lease.

- Address for mail:** Studentenwerk Magdeburg
Postfach 4053
39015 Magdeburg
Germany
- Visitors' address:** Dormitory 7, rooms 343 and 345
J.-G.-Nathusius-Ring 5
39106 Magdeburg
- Contact persons:** Mr Bock, Tel.: (0391) 67 11550
Ms Koitsch, Tel.: (0391) 67 11549
- Fax:** (0391) 67 11570/11566
- E-mail:** wohnen@studentenwerk-magdeburg.de
- Internet:** www.studentenwerk-magdeburg.de
- Office hours:** Monday, Tuesday, Thursday, Friday:
10.00 a.m. – noon
Tuesday: 1.00 p.m. – 6.00 p.m.
Wednesday: closed

Arrival

We recommend for new students to arrive in Magdeburg within the above office hours or the caretaker's office hours.

The caretaker's office hours:

Monday, Thursday: 1.00 p.m. – 2.00 p.m.
Tuesday: 4.00 p.m. – 6.00 p.m.

Address:

Dormitory 7, Room 51-53
J.-G.-Nathusius-Ring 5
39106 Magdeburg

Attention Exchange programme students!

Provided that the date of arrival is known the keys for Exchange programme students who are accommodated in a dormitory are bailed at the porter in building 09, Infopoint (glass building).

Lodging on Campus KG (Grundtec)

Apart from the Student Union, the company Grundtec Bauregie GmbH mainly rents fully and partially furnished apartments directly on campus (dormitory 9). Precondition for renting a room is a valid record of study that is submitted at the time of the contract of renting, for instance:

- student card
- enrolment documents
- invitation by an institute (or similar)

Furthermore, a valid identity card or passport must be submitted.

The dormitory is newly reconstructed and the rooms are equipped with bathroom, kitchenette (incl. electric hob, refridgerator, sink and wall cabinet), furniture, telephone and internet connection, lift.

The students have to take care of all other necessary equipment, such as dishes, bed linen, curtains, etc. IKUS (see V./2.) offers a limited range of dishes and furniture to foreign students.

The room or flat size ranges from 16 to 41 m². Depending on size and fittings, the rent varies between € 210 and € 250 per month. You also have to pay a deposit of a monthly rent when you sign the lease/tenancy contract.

Adress: GRUNDTEC Bauregie GmbH
Olvenstedter Str. 33
39108 Magddeborg

Contact: Dirk Fischbeck

Telephone: (0391) 7 21 41 02 or (0160) 1 50 29 13

E-mail: dfischbeck@studenten-wohnen.net

Contact: Teodora Hofmann
E-mail: thofmann@studenten-wohnen.net
Fax: (0391) 7 21 41 04
Home page: www.studenten-wohnen.net

Further Lodging

The Association for Student Affairs (Studentenwerk) in Magdeburg is working together with other companies, which let rooms.

<p><i>Wohnungsbaugesellschaft Magdeburg mbH</i> Ulrichplatz 6</p> <p>Contact: Ms Conrad E-Mail: karin.conrad@wobau-magdeburg.de Telephone: (0391) 61 04 200 www.wobau-magdeburg.de</p>	<p><i>Magdeburger Verwertungs- und Verwaltungs- GmbH</i> Otto-von-Guericke-Str. 56</p> <p>E-mail: info@mvdrei.de Telephone: (0391) 73 54 26 Fax: (0391) 73 54 24 www.mvdrei.de</p>
<p><i>Haus- und Grundstücksverwaltung Wagener</i> Am Wolfswerder 1</p> <p>E-mail: info@HGV-Wagener.de Telephone: (0391) 7 44 70 45 oder (0171) 3 62 59 59 Fax: (0391) 7 44 70 46 www.hgv-wagener.de/index.php</p>	

The Association for Student Affairs (Studentenwerk) and the above mentioned companies together offer appointments at the beginning of the winter semester that help to find accommodation. You will find further information at www.studentenwerk-magdeburg.de.

You can also certainly look at the private market in your search for housing. The local newspaper "Magdeburger Volksstimme" is a good forum for private housing. (www.volksstimme.de) In addition, you can search other accommodation markets on the internet: www.immobilienscout.de

Another possibility to find lodging is posting an ad yourself, either in the newspaper or at one of the infoboards on campus. It is also possible to get together with other students and share an apartment in one of Magdeburgs popular quarters. Due to leaving room mates, students who share an apartment are constantly looking for new

room mates. You can find further information and make contact at the following web pages:

The noticeboard of the university on the internet: www.mein-uniboard.de/uni-magdeburg

The local student community UniHelp.de: magdeburg.unihelp.de/forum/nr/9/page/1

The student community webuni.de: <http://magdeburg.webuni.de/?mod=bulletin2>

IKUS (see V.2.) will help you to find accommodation. Please contact IKUS a month before your arrival: www.ovgu.de/ikus

Rent contract/Lease

When an apartment is rented a “Mietvertrag” (rent contract) is signed. This contract contains the particular details of the apartment (the cost of the rent, the size of the apartment, the number of rooms, etc). The rent contract also contains the rights and obligations of the tenant and landlord (period of notice, house pets, etc). Once the contract is signed both parties accept the contract and are legally bound to the contract. But there are also certain legal rules, which limit the validity of certain clauses within rent contracts. Most landlords insist that tenants have a valid bank account.

Rent

Rent, or “Miete” in German, is the amount paid to the landlord every month. This is the “Kaltmiete” (cold rent) plus the extra costs such as garbage disposal, street and house cleaning costs, heating and water costs. All of these costs together are the “Warmmiete” (warm rent). Some of the additional costs are dependent on personal usage such as heating and water costs. The others depend on the size of the apartment. Electricity and telephone costs are normally paid directly by the tenant themselves. Contracts are signed directly with the individual company.

The costs of the extra costs such as gas or electricity are paid monthly at a predetermined fixed rate. Once a year the meters are read and the difference is either refunded by, or the extra costs must then be paid to, the company. Normally, these costs are not settled for the current year but for the previous (example: In October 2008 you get the bill of the extra costs for the year 2007). Hence, it is important to leave your new address for the landlord if you move out.

Usually, the rent in the dormitory is Warmmiete. All extra costs are already included.

Deposit

A “Kaution” (deposit) normally has to be paid by a tenant as a financial guarantee in case of damage to the apartment. The deposit is normally 1 or 2 months cold rent and is not permitted to be more than 3 times the net cold rent. The deposit has to be placed in a bank account with interest. The tenant receives the deposit plus interest after moving out of the apartment as long as this occurs according to the terms of the rent contract. The landlord is allowed to deduct money from the deposit to pay for any repairs to the apartment.

House Caretaker, House Management

In houses with a number of tenants, there is often a “Hausmeister” (house caretaker) and a “Hausverwaltung” (house management). The house caretaker and house management are responsible for organisational measures and repairs within the house and the apartments.

Rent Contract Notice and Protection

There are certain periods of notice valid for tenants. These are defined in the rent contract or in the rent laws. Open-ended rent contracts usually have a period of notice of three months. The landlord cannot cancel the rent contract without a reason. If a conflict arises with your landlord, contact a lawyer or a tenant protection association.

Furniture

Second-hand furniture can be purchased at the following shops at very reasonable prices:

<p><i>Caritas-Möbellager</i></p> <p>Am Charlottentor 31 Tel.: 0391/8185839</p> <p>Business hours: Mon, Wed, Thu 8:00-15:00 Tue 8:00-17:30 Fri 8:00-11:00</p>	<p><i>An- und Verkauf Aus Zweiter Hand</i></p> <p><i>Möbel – Technik – Haushalt</i> Große Diesdorfer Straße 64 Tel.: 0391/7314331</p> <p>Business hours: Mon-Fri 10:00 - 18:00 Sat 10:00 - 13:00</p>
<p><i>AQB-Wertstoffhof</i></p> <p>Mittagsstraße 1a Tel.: 0391/25 84 47 5</p> <p>Business hours: Monday - Thursday 8:00-12:00 and 13:00-15:00 Friday 8:00-12:00 and 13:00-14:30</p>	<p><i>An- & Verkauf Tip-Top Möbel</i> Lübecker Straße 87 Tel.: 0391/5619276</p> <p>Business hours: Mon-Fri 10:00-18:00 Sat 9:00-13:00</p> <p>Olvenstedter Straße 62 Tel.: 0391/7347852</p> <p>Business hours: Mon-Fri 10:00-18:00 Sat 9:00-13:00</p> <p>e-mail: tip-topMoebel@t-online.de</p>

Furthermore, furniture can be bought at big furniture stores:

<p>Höffner Am Pfahlberg 8</p> <p>Business hours: Monday – Saturday: 10.00 – 20.00</p> <p>www.hoeffner.de</p>	<p>Porta Salbker Straße 65</p> <p>Business hours: Monday – Friday: 10.00 – 19.00 Saturday: 10.00 – 18.00</p> <p>www.porta.de</p>
<p>Möbel-Boss Saalestraße</p> <p>Business hours: Monday – Friday: 9.00 – 20.00 Saturday: 9.00 – 18.00</p> <p>www.moebel-boss.de</p>	<p>Roller Olvenstedter Graseweg 37 (im Florapark)</p> <p>Business hours: Monday – Friday: 10.00 – 20.00 Saturday: 9.00 – 20.00</p> <p>www.roller.de</p>

Laundry, Washing machines, Launderettes

In each dormitory on the campus there are washing machines in the basement. For only 2 Euros you can run a washing programme. You can pay by UniCard and you have to bring the necessary washing powder with you.

If you have no washing machine you can go to a launderette (Waschsalon). These launderettes also provide washing powder to wash your clothes. The prices for washing your clothes vary. Moreover, there are cleaners' (Textilreinigungen) which either wash or dry-clean your clothes.

<p>Annes Waschparadies SB-Waschsalon am Uniplatz Walther-Rathenau-Str. 60</p> <p>Tel: (03 91) 5 41 25 93 www.anneswaschparadies.de</p>	<p>Karutz Textilreinigung Breiter Weg 11 a</p> <p>Tel: (03 91) 543 09 06 www.karutz-md.de</p>
<p>Waschsalon Petra Lemsdorfer Weg 12</p> <p>Tel: (0391) 6 22 13 29</p>	<p>Kleenotheek Textilreinigung Lübecker Straße 13</p> <p>Tel: (03 91) 2536067</p>

2. Private Liability Insurance

Foreign students are advised to take out third party insurance. Everywhere you go you run the risk of damaging something or injuring someone. Traffic accidents or small accidents happen faster than you think. When you have bad luck it can sometimes get very expensive, as you are liable for the damages. In such cases you are happy when you have a private liability insurance which covers the resulting costs. The insurance is not particularly expensive and is available from regular insurance companies. It costs 5 to 10 Euro per month on average.

<p>Huk 24</p> <p>Online Insurance</p> <p>www.huk24.de</p> <p>4,00 bis 5,30 Euro/month</p>	<p>Debeka</p> <p>Domplatz 10 - 11 39104 Magdeburg Tel.: (0391) 5 69 00 e-mail: debeka.magdeburg@debeka.de</p> <p>www.debeka.de</p> <p>3,20 – 9,00 Euro/month</p>
<p>Allianz Bezirksdirektion Ebendorfer Str. 3</p> <p>Tel.: (0391) 7 39 79-0 Fax: (0391) 7 39 79-15</p> <p>www.allianz.de</p> <p>4,00 bis 5,20 Euro/month</p>	<p>ÖSA Versicherungen Bezirksdirektion Magdeburg Am Alten Theater 7</p> <p>Tel.: (0391) 73 67-0 Fax: (0391) 73 67-490</p> <p>www.oesa.de</p> <p>5,00 bis 7,00 Euro/month</p>
<p>R + V Versicherungen Generalagenturen Freiherr-vom-Stein-Str. 13</p> <p>Kühn & Ramdohr GbR Tel.: +49 391 7 31 92 55 Fax: +49 391 7 31 92 57 Frank Winter Tel.: +49 391 6 22 02 09 Fax: +49 391 6 23 97 92</p> <p>http://www.ruv.de/</p>	<p>DBV-Winterthur Versicherungen Julius-Bremer Str. 8</p> <p>Tel.: (0391) 5 41 56 07</p> <p>e-mail: bernhard.kelch@dbv-winterthur.de</p> <p>www.dbv-winterthur.de</p>

3. Shopping Facilities



The Allee-Center at Ernst-Reuter-Allee

City-Carré and Allee-Center are two huge shopping centers where you can discover numerous shops.

The City Carré is situated at Kantstraße 5 opposite the central station. Here you can find clothes shops, a book shop, a perfumery, a toy shop, a chemist etc and a huge supermarket etc. City Carré can be reached by the tram lines no. 1, 3, 4, 6 and 8.

The Allee-Center is situated at the corner of Ernst-Reuter-Allee and Breiter Weg. There are a store for electronic supplies, a big pharmacy, a book shop, shoe shops, innumerable clothes shops, chemists and many more. Trams lines 1, 2, 4, 5, 6, 8, 9 und 10 go to the Allee Center.

At Breiter Weg, there is also a big department store (Karstadt) where you can get clothes, watches and jewellery, kitchenware, household and electronic appliances, music and multimedia, books and games as well as sports equipment. You can reach Karstadt by tram lines 1, 2, 4, 5, 6, 8, 9 and 10.

Furthermore, there are many different shops at Breiter Weg (from the theatre to Hasselbachplatz).

Grocery Stores near the University

<p>NP Rogätzer Straße 5 a</p> <p>Business hours: Monday - Friday: 7.00 - 21.00 Saturday: 7.00 - 20.00</p> <p>This market is near the dormitories on the campus.</p>	<p>NP Jakobstraße 13</p> <p>Business hours: Monday – Saturday: 7.00 - 20.00</p> <p>This market is near the dormitories on the campus.</p>
<p>Netto Ernst-Reuter-Allee 11</p> <p>Business hours: Monday – Saturday 8.00 – 20.00</p> <p>Netto is in the Allee-Center and quite cheap.</p>	<p>Rewe Ernst-Reuter-Allee 11</p> <p>Business hours: Monday – Saturday 7.00 – 20.00</p> <p>Rewe is also in the Allee-Center.</p>
<p>Kaufland Lübecker Straße 122</p> <p>Business hours: Monday–Friday 7.00 – 22.00 Saturday 7.00 - 20.00</p> <p>Kaufland is a big supermarket with a varied range. The grocery store is close to the university and can be easily reached by tram.</p>	<p>Kaufland Kantstr. 5 A, City Carré</p> <p>Business hours: Monday – Friday 7.00 – 22.00 Saturday 7.00 – 20.00</p> <p>This Kaufland is located in the City Carré beside the central station.</p>
<p>ALDI Rogätzer Str. 27</p> <p>Business hours: Monday – Friday 8.00 – 20.00 Saturday 8.00 – 16.00</p> <p>In the ALDI Market cheap and top quality products are offered.</p>	<p>Perfetto Breiter Weg 128</p> <p>Business hours: Monday – Saturday: 9.30 - 20.00</p> <p>Perfetto is the grocery department of Karstadt and offers various international and exquisite specialties.</p>

4. Post Offices and Telecommunications

Letter, Parcels and Postage

The price for sending letters and parcels depends on size and weight. Stamps are available at all post offices, at vending machines outside post offices and in some newsagents or tobacco stores.

Almost all items sent by post, from postcards to parcels have to be stamped. If the words "Porto zahlt Empfänger" are written on the envelope then no stamp is needed as the recipient agrees to pay for the postage. A list of postage costs is available at all post offices.



The closest post office to the university is situated at Universitätsplatz 11.

Telephone calls



There are two ways to make phone calls in Germany: By using a landline or by using a mobile or cell phone. The landline is the phone line within the home, which can be used to make phone calls, send or receive faxes or to go on the internet.

Most homes already have a phone line installed. To use the phone line, it is necessary to register with the phone company. Phone companies are for instance Telekom or MDCC.

Telekom
www.telekom.de
www.t-com.de

**MDCC - Magdeburg-City-Com
 GmbH**
www.mdcc.de

„Call-by-Call“

The call-by-call system can be cheaper than regular telephone calls. To use the call-by-call system a special dialling code is needed. The charges for the phone call are then paid to that specific telephone company. The cost of the call depends on the rates charged by that phone company. Costs of each individual company are listed on the internet: www.teltarif.de or www.billiger-telefonieren.de

Telephone Calls Abroad

Most telephone calls abroad can be made from your own telephone. First the digits 00 must be dialled, then the country code, the local dialling code (without the initial 0) and then the number itself. The country code is available at directory enquiries. Call-by-call rates abroad can be found at www.telefontarifrechner.de

There are numerous telephone shops in Germany that also offer you the possibility of making world-wide phone calls at reasonable rates.

<p>Internet-Telecafé Kodat</p> <p>Owner: Nail Kodat Breiter Weg 39</p>	<p>City Center Magdeburg Preiswerte Telefongespräche rund um die Welt Ernst-Reuter-Allee 30</p> <p>Business hours: Monday – Friday 10.00 – 20.00 Saturday/Sunday 11.00 – 20.00</p>
<p>Internetcafé zone! Der Medientreff Gareisstraße 15</p> <p>Business hours: Tuesday - Friday: 15.00 - 22.00 Saturday 14.00 - 22.00 Sunday 14.00 - 20.00</p> <p>www.medientreff-zone.de</p>	<p>Internetcafé Matrix Nicolaistraße 5</p> <p>Business hours: Monday – Friday: 12.00 - 1.00 Saturday/Sunday: 15.00 - 1.00</p> <p>www.internet-cafe-matrix.de</p>
<p>Tele- und Internetcafé Ulubay Ernst-Reuter-Allee 28</p> <p>Business hours: Monday – Saturday 10.00 – 23.00 Sunday 11.00 – 22.00</p>	

Mobil or Cell Phones

Mobile phones in Germany are usually referred to as “Handys”. There are a number of companies that have different prices, phones and conditions. Unlike most landline operators, contracts with mobile phone providers cannot be terminated at short notice. Contracts normally run for 12 or 24 months. Attention! A contract has to be cancelled three months before the contract ends. If the contract is not cancelled it will be prolonged again by 6 or 12 months depending on network and provider. Often the extension offers of the providers are more expensive than a new contract.

Consumers also have the possibility of buying prepaid telephone cards. These cards can then be used to make phone calls as long as there is credit on the card or until more money has been put on the card. No basic fee is paid using this system but call costs are higher. In the meantime, prepaid telephone cards can be purchased at reasonable prices in supermarkets. The prepaid card is placed in the mobile telephone.

5. Public Transport

If you are not using car or bicycle in Magdeburg the best is to go by tram and bus. Magdeburg has a very good, fully developed public transport system. Each place of the city can be reached by tram or bus of the company “Magdeburger Verkehrsbetriebe (MVB)”.



Students can use their student ID for bus and tram because it is also the semester ticket. Further information regarding route network and timetable you will find on the internet at the MVB: www.mvbnet.de

6. Garbage

Due to environmental reasons, it is common in Germany to separate garbage into different groups and not throw it all in the same bin. Usually, there are different bins in each apartment block and on campus. Paper, glass and packaging are often collected separately. Packaging often has what is called the “Green Dot” = “Grüner Punkt”, a symbol to distinguish that it can be recycled. The same applies for food waste which can be turned into compost. Finally, there is “Restmüll” (all other types of rubbish) that do not fall into the other categories.

This other rubbish, the “Restmüll”, is regularly collected, as is the packing placed in the yellow container, paper, cardboard and glass. However, there are exceptions; certain types of rubbish must be handed in to special depots. All types of rubbish that contain poisons or chemicals such as fridges and paints have to be taken to special depots and cannot be put in the regular rubbish bins. These special depots are run by the local garbage disposal companies. Batteries also fall into this category. They can often be disposed of in supermarkets or specialised electrical goods stores.



There are certain rules:

All packagings with this green dot have to be thrown into the yellow container.

This belongs to the yellow container:

- Cans
- Plastic packaging for cold cuts and cheese
- Plastic containers for yoghurt, margarine, curd etc.
- Plastic film and bags
- Packages for pralines or cookies
- Plastic bottles for detergents and cosmetics
- Cartons for milk and juice
- Foam for fruit and vegetable packaging
- Vacuum packaging
- Styrofoam packaging



WATCH OUT! A lot of supermarkets and shops take a deposit for plastic bottles!
Watch out when you do your shopping!
This is the sign for bottles with refundable deposit.

This belongs to the blue container:

- Paper and cardboard (e.g. newspapers, cardboard boxes, etc.)

This belongs to the brown container:

- Food waste
- kitchen waste („Biomüll“)

This belongs to the black container:

- Non-recyclable trash (Restmüll), everything which does not belong to the other containers.

Glass container:

- Glass and bottles are brought to large containers. They have to be separated by color (white, green, brown) when thrown into the containers

Bulky Waste

Each household of Magdeburg can register twice a year for the pickup of bulky waste without additional charges. It is permitted to register and provide bulky waste of 2 m³ (including electrical appliance and scrap) for each pickup. All parts that are supposed to be collected should be itemized when registering.

The registration can be done by the following:

- By postcard: back cover page of the waste calendar
- By telephone: (0391) 540471 9
- By fax: (0391) 540473 2
- By internet: <https://ssl-id1.de/abfallwirtschaft-md.de/app/sperrmuell/sperrmuell.php>

The waste management company (Abfallwirtschaftsbetrieb) will inform you about the pickup day by postcard. This will be scheduled 2 to 4 weeks after registration.

The registered bulky waste must be parked at the edge of the pavement by 7.15 a.m., however, at the earliest on the evening before. Please make sure that no one will be impeded or bothered, the road will be clean and a quick pickup will be possible. Only registered waste will be collected. Illegal disposal of waste by other households is prohibited and will be legally pursued.

Address: Städtischer Abfallwirtschaftsbetrieb
Abfallberatung (Advisory Service)
Rötgerstraße 8

Contact: Ms Bessert, Mr Ihme, Mr Schwarzberg

Tel.: (0391) 5 40 45 11

Fax: (0391) 5 40 45 16

E-mail: abfallberatung@sab.magdeburg.de

Home page: www.magdeburg.de

Office hours: Monday, Wednesday, Thursday:
7.30 am – 4.00 pm
Tuesday: 7.30 am – 5.30 pm
Friday: 7.30 am – noon

What Does Bulky Waste Include?

Bulky waste includes that kind of waste which does not fit in a 60 liters-bin due to size or weight such as small pieces of furniture, carpets, floor coverings, lamps, mattresses, baby carriages, tricycles, etc.

Scrap metal (e.g. bicycles, slatted frames, scrap like big pots and cookers) and household appliances, for instance washing machines, spin dryers, refrigerators, TV sets and electronic scrap like radios, computers, coffee makers, hair-dryers and other small electronic equipment will be collected as well.

Bulky waste does NOT include motorbikes, parts of motor vehicles, car tires, car batteries, heating systems, pipes, iron girders, windows, doors, garden rubbish, packagings, household waste or textiles packed in sacks, building rubble and objects that are bigger than 2.20 m x 1.50 m x 0.75 m or heavier than 75 kg. Containers with DANGEROUS content do not belong to bulky waste!

Further information can be obtained from the advisory service of the city's waste management company.

7. Catering

On campus, there are several facilities for students to get a meal or to have a snack:



Main Cafeteria (Mensa) on campus (building 27)

- The main cafeteria (Mensa) on campus, building 27
- Cafeterias, building 16 and building 18
- Cafeteria, building 40, Zschokkestr. 32 (Faculty of Humanities, Social Sciences and Education)
- Café inside the University Library, building 30
- Cafeteria on the medical campus, building 41

Around noon, the main cafeteria and the one on the medical campus serve a selection of warm meals. In the cafeteria in building 40, warm meals are served during the time of classes. The remaining cafeterias complete the offers of the main cafeterias by a wide range of snacks, sandwiches, coffee, cake, dairy products and many more. In order to pay for the food, you need the UniCard (see III.7.) or cash.

8. Leisure and Sports



The big band as well as the cabaret "Prolästerrat für Studienungelegenheiten" give students and doctoral students the opportunity to be creative together with like-minded people.

The university's sports center is open to all students. There are more than 60 different courses including fitness training, ball games, dance courses, health and rehabilitation sports, water sports,

martial arts and individual sports. For some courses you have to pay.

The registration for each course is possible only via internet. In order to sign up for the preferred course, you have to get registered by using LogIn at the following address (registration should be done before the semester starts): www.spoz.ovgu.de

The University Sports Club (USC) is represented in the first regional league by volleyball and basketball teams and in the second national league by chess players.

Contact:

<p>Sportzentrum Building 27, side entrance, room 207</p> <p>Dr. Mario Damerow</p> <p>E-Mail: mario.damerow@ovgu.de Tel.: (0391) 67 18852</p> <p>www.spoz.ovgu.de</p>	<p>Kabarett „Prolästerrat“</p> <p>Marko Pohlodek E-mail: m.pohlodek@mdcc-fun.de</p> <p>Thomas Duckstein E-mail: thomas.duckstein@ovgu.de Tel.: (0391) 67 16080</p> <p>www.ovgu.de/prolaesterrat</p>
<p>Big Band Kaiser-Otto-Ring 6</p> <p>Dr. Carla Ullrich</p> <p>E-mail: carla.ullrich@gmx.de Tel.: (0391) 67 14884</p> <p>www.bigband.de.md</p>	

Furthermore, the city of Magdeburg offers a wide range of cultural diversity including theaters, cabarets, cinemas, museums as well as galleries.

The Magdeburg museums exhibit a rich variety of subject areas:

- The historico-cultural museum focuses especially on the history of the city and its region
- The museum of natural history mainly displays the contemporary state of Saxony-Anhalt
- The art museum "Kloster Unser Lieben Frauen" exhibits particularly sculpture of the 20th century
- The "Otto von Guericke Museum" at Lukasklause presents life and work of the renowned mayor of Magdeburg

All museums are opened Tuesdays to Sundays from 10 a.m. to 5 p.m. and are free of charge (special exhibitions are excluded).

Theatre

The Theatre of the City of Magdeburg

The theatre is centrally located and easily accessible at Universitätsplatz. It offers a wide range of operas, operettas, dramas, ballets, philharmonic concerts and contemporary stage performances. There are also numerous small events and open air performances during the summer.



The Theatre of Magdeburg (Universitätsplatz)

Tickets can be booked online: www.theater-magdeburg.de

Students can purchase the last minute ticket. 10 minutes before the performance starts, you can get the ticket for only 5 €. This applies to operas, operettas, musicals and ballet (premières, guest performances and special events are excluded), if the performance is not sold out.

Additional Theatres

<p>Schauspiel Magdeburg Theatre Otto-von-Guericke-Str. 64</p> <p>Tel. (0391) 540 64 44 or (0391) 540 6363</p> <p>www.theater-magdeburg.de</p>	<p>Opera Philharmonics Ballett Magdeburg (see above) Opera house Universitätsplatz 9</p> <p>Tel. (0391) 540 65 55</p> <p>www.theater-magdeburg.de</p>
<p>Puppentheater Magdeburg Puppet theatre Magdeburg Warschauer Straße 25</p> <p>Tel: (0391) 540 33 10</p> <p>www.puppentheater-magdeburg.de</p>	<p>Theater an der Angel Zollstraße 19</p> <p>Tel.: (0391) 555 6 555</p> <p>www.theater-an-der-angel.de</p>

Political Cabarets

<p>Kugelblitze Spielstätte der Kugelblitze: Zum Waschfass Am Krökentor 9</p> <p>Tel. (0391) 5639731</p> <p>www.kugelblitze.de</p>	<p>Magdeburger Zwickmühle Leiterstraße 2 a</p> <p>Tel.: (0391) 5414426</p> <p>www.magdeburger-zwickmuehle.de</p>
<p>Denkzettel in the Green citadel of Magdeburg (House of Hundertwasser) Breiter Weg 9</p> <p>Tel.: 0391/400 27 57</p> <p>www.kabarett-denkzettel.de</p>	

Cinemas

<p>Cinemaxx Magdeburg Kantstraße 6</p> <p>booking: 01805 - CI NE MA XX bzw. 01805 - 24 63 62 99</p> <p>www.cinemaxx.de</p>	<p>Magdeburg Village Cinemas Am Pfahlberg 5</p> <p>Tel. (0391) 2552522</p> <p>www.cinestar.de</p>
<p>Studiokino Magdeburg Moritzplatz 1</p> <p>Tel. (0391) 25 649 25</p> <p>www.studiokino.com</p>	<p>Oli Lichtspiele Olvenstedter Str. 25</p> <p>Tel.: (0171) 3175484</p> <p>www.oli-kino.de</p>

Museums

<p>Kulturhistorisches Museum Historical-cultural museum Otto-von-Guericke-Straße 68-73</p> <p>Tel.: 0391/540 35 01</p> <p>www.magdeburg.de/kultur/museen.html</p>	<p>Kunstmuseum Kloster unser Lieben Frauen Art museum Regierungsstraße 4 – 6</p> <p>Tel. 0391/56 50 20</p> <p>www.kunstmuseum-magdeburg.de</p>
<p>Museum für Naturkunde Museum for natural history Otto-von-Guericke-Str. 68 – 73</p> <p>Tel. 0391/540 35 01</p> <p>www.magdeburg.de/kultur/museen.html</p>	<p>Technikmuseum Magdeburg Museum for Engineering Dodendorfer Straße 65</p> <p>Tel: 0391 / 622 39 06</p> <p>www.technikmuseum-magdeburg.de</p>
<p>Otto-von-Guericke-Museum at Lukasklause Schleiufer 1</p> <p>Tel. 0391/671 69 87</p> <p>www.uni-magdeburg.de/org/ovgg</p>	<p>Memorial Moritzplatz Magdeburg for the victims of political tyranny 1945-1989 Umfassungsstraße 76</p> <p>Tel. 0391/244 55 90</p>

9. Health

Emergency service



If you are in urgent need of immediate medical attention during the night or at the weekend, then the emergency room of a hospital (Notaufnahme) can be visited or an emergency doctor or an ambulance can be called. General emergency phone numbers in Germany are **110 (police)** or **112 (fire rescue/emergency medical service)**.

<p>General medical emergency service:</p> <p>Tel.: 0391/ 6 27 96 00</p>	<p>Paediatrician emergency service:</p> <p>Tel.: 0391/ 6 27 96 00</p>
<p>Eye specialist emergency service</p> <p>Tel.: 0391/ 6 27 96 00</p>	<p>Ear nose throat specialist emergency service</p> <p>Tel.: 0391/ 6 27 96 00</p>
<p>Dentist emergency service:</p> <p>Tel.: 0391/ 56 56 56</p>	
<p>Emergency surgery Leipziger Straße 16/17 (also paediatrician emergency service)</p> <p>Monday, Tuesday, Thursday: 6 p.m. – midnight</p> <p>Wednesday, Friday: 2 p.m. – midnight</p> <p>Saturday, Sunday, Holidays: 7.00 a.m. – midnight</p>	<p>General practitioners who come for a home visit in case of emergency</p> <p>Tel: (0391) 6 27 96 65</p> <p>Monday, Tuesday, Thursday: 6 p.m. – 7.00 a.m.</p> <p>Wednesday, Friday, Saturday, Sunday: 14.00 – 7.00 Uhr</p>

Hospitals

All hospitals, with the exception of some private clinics, are open to all insured patients. Normally doctors transfer patients to a hospital. The health insurer covers the costs of hospital stays. Patients do, however, pay a certain amount of the hospital bills.

If there's an emergency you can go straight to the emergency room of a hospital.

<p>Clinic St.Marienstift Magdeburg Harsdorfer Straße 10</p> <p>Tel.:(03 91) 72 62-7 E-mail: kd-mst@t-online.de</p> <p>www.st-marienstift.de</p>	<p>Krankenhaus Olvenstedt Hospital Olvenstedt Birkenallee 34</p> <p>Tel.: (0391) 7 91-0 Fax: (0391) 7 91-21 65</p> <p>www.klinikum-magdeburg.de</p>
<p>Universitätsklinikum der Otto- von-Guericke-Universität Magdeburg (University hospital) Central Office Leipziger Straße 44</p> <p>Tel.: (0391) 67-01 Fax: (0391) 67-1 34 40</p> <p>www.med.uni-magdeburg.de</p>	<p>Pfeiffersche Stiftungen Pfeiffer's Hospital Pfeifferstraße 10</p> <p>Tel.: (03 91) 85 05-0 Fax: (03 91) 85 78 14</p> <p>http://www.pfeiffersche-stiftungen.de</p>

Doctors

In Germany there are numerous types of doctors, from GP's to specialists such as eye specialists, dermatologists, etc. Most people have a GP as their family doctor. This doctor can transfer people to specialists if necessary. In certain cases you can visit a specialist without consulting your family doctor first. Doctors have specific visiting hours when patients can seek their advice. It is always recommendable to make an appointment as waiting times can be long. If a doctor is needed urgently, it is not necessary to make an appointment.

Names and addresses of the physicians are listed in the Yellow Pages according to their special field. When visiting a doctor, people with a compulsory health insurance have to pay a practice fee (Praxisgebühr) of € 10 per quarter (1st quarter = January to March, 2nd quarter = April to June, 3rd quarter = July to September, 4th quarter = October to December).

Furthermore, it is a good idea to get preventive medical checkups at regular intervals. This applies to regular medical examinations for infants, to dental care and to preventive medical checkups of men and women from the age of 35 upwards. Doctors, health insurance companies and the public health department will inform you about the details.

Co-payment and financing regulations for compulsorily insured persons

Simplified co-payment regulations

A co-payment of 10 per cent will be charged for all health services. However, this fee will not exceed €10. The minimum fee will be €5, but if the cost is under €5, the patient will pay the actual cost.

Payment ceilings

All co-payments made are taken into consideration with regard to the payment ceilings, thus it is important to save all co-payment receipts. The annual amount of co-payments made by each member shall not exceed 2 per cent of his or her gross income. Severely chronically ill patients will have a payment ceiling of 1 per cent of their gross income. Families will see their payment ceiling lowered as a result of exemptions for children (€3,648 each) and, if applicable, the special exemption for spouses (€4,347).

The payment ceiling for social assistance recipients will be calculated according to the standard rate received by the head of the household; therefore exemptions cannot be estimated.

Exemption for children and young people

Children and adolescents up to the completion of their 18th year are generally exempt from co-payments.

Bonus schemes

Patients who actively look after their health and take part in quality-assured prevention programmes are eligible for a financial bonus from their health insurance fund. This could be an exemption from co-payments or a reduction in member contributions, and it also applies to members who take part in the family doctor system, a programme for chronically ill patients, or integrated care.

Exemptions from co-payment

Members who have reached their payment ceiling can, on application, have their health insurance fund issue an exemption for the current calendar year.

Co-payments

Doctor's visits

Practice fee of €10 per quarter for visits to the doctor. A separate practice fee must be paid to dentists. Doctor's services also include writing prescriptions, drawing blood, emergency care, information over the telephone.

Exceptions

Referrals: Patients who are referred by one doctor to another pay no practice fees for that visit if the referral falls within the same quarter. Preventive measures: Check-ups

at the dentist twice a year, prevention and early detection appointments, vaccinations and prenatal care are exempt from the practice fee.

Comments

€10 per quarter means that any person who first consult their family doctor and receive a referral has to pay the €10 practice fee only once per quarter even if several doctor's visits are necessary.

Prescription drugs and wound dressings

Co-payment of 10 per cent of the price, but no less than €5 and no more than €10 per medication. The co-payment is at any rate limited to the real cost of the medicine in question.

Examples:

A medication costs €10. The co-payment is the 5€ minimum. A medication costs €75. The co-payment amounts to 10 per cent of the price, or €7.50. A medication costs €120. The co-payment is limited to a maximum of €10.

Hospital stays

Patients pay a co-payment of €10 per day, limited to a maximum of 28 days a calendar year.

The average hospital stay is 9 days.

Benefits and services not provided by statutory health insurance funds

OTC-drugs

The statutory health insurance fund does not reimburse patients for non-prescription medications.

Exceptions

The treatment of serious illnesses when such medications are commonly used in therapy. These medications are subject to a co-payment of 10 per cent of the price, but not less than €5 and not more than €10. At any rate, co-payment will not exceed the actual cost of the medicine.

Further exceptions:

Prescriptions for children up to the age of 12, adolescents with developmental disorders.

Eyeglasses and contact lenses

Health insurance funds will not subsidise the costs of eyeglasses/ lenses.

Exceptions

Children and adolescents up to age 18, as well as severely visually impaired individuals continue to be eligible to subsidies.

Pharmacies and Medicines

Medicines can only be bought in Germany at "Apotheken" (pharmacies). Most medicines require a prescription from a doctor. The prescription drugs needed are written down on a "Rezept" (prescription) by the doctor and taken to the pharmacy. The prescription is taken to the pharmacy by the patient and the pharmacist issues the medicines.

Some medicines, such as headache tablets, are available at pharmacies without a prescription. Private patients must pay the full price of the medicines and then claim this money back from their insurer.

There is always at least one pharmacy open in every area day and night. This is called the "Notdienst". The addresses of the pharmacies that are open on specific days are listed in the local newspaper "Volksstimme" under "Apotheken-Notdienst". All pharmacies always have a sign to tell customers which pharmacy is open on which day.

10. BEWARE! Subscriptions

Act with caution if anybody wants to offer or sell something on the street, on campus (in front of the library) or there is a door-to-door salesman on your doorstep. Often, these people get in the door by pretending that they make a scientific survey or work for a social organization. You are asked to sign a sheet of paper. Please, **DO NOT** sign anything on the street or at the door. Mostly, you make a newspaper subscription or a deal with a telephone company (possibly without your knowledge) for which you have to pay. Even do not sign if you feel pestered and you want to get rid of the person at all costs. Be careful, too, if anyone wants to sell you something on the telephone. Hang up immediately.

V. Contact and Service

1. International Office

The International Office is the first and most important place of contact for foreign students coming to Magdeburg. The staff is happy to provide information and answer questions concerning study programmes, application deadlines, admission aptitude and other questions about the application process and about becoming a student in Germany.

In addition, the International Office offers many services for students after their arrival in Magdeburg and during their studies here. In co-operation with the student group IKUS, they arrange for support and care for the newly arrived students. They assist foreign students in their contact with the public authorities, and are always ready to help if a problem should occur.



Die Mitarbeiter des Akademischen Auslandsamtes

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

Mail Address: 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, foreigner rights or social questions, please contact Ms **Eva Böhning**, room 150.

Tel: (0391) 67 18429
E-mail: eva.boehning@ovgu.de

If you are an Erasmus student, please contact Ms **Heidrun Willms**, room 146.

Tel.: (0391) 67 18779
E-mail: heidrun.willms@ovgu.de

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

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

Tel: +49 391 67 15143

Fax: +49 391 67 290 620

E-mail: AAA@med.ovgu.de

Internet: www.med.uni-magdeburg.de/fme/aaa

2. Support Service

IKUS (Intercultural Students)

IKUS is a student group who sees it as its task to help international students and guests new to Otto-von-Guericke University Magdeburg, and to make 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.



The student group "IKUS"

In dormitory 11, Walther Rathenau Str. 19, side entrance the IKUS run the IKT ("Inter Kultureller Treff"). Most IKUS gatherings (night-café, collective cooking, games, etc.) are held in IKT.

In 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. The latest office hours you will find on the internet and on notices. During the office hours, you can also reach the IKUS per telephone under (0391) 67 11575. In the semester break you can arrange office hours via e-mail.

You can learn more about the IKUS from their homepages at www.ovgu.de/ikus/,

or you can contact them per e-mail: ikus@uni-magdeburg.de

Mentoring programmes

Faculty of Computer Science

The Faculty of Computer Science offers the mentoring programme „unimmentor e. V.“ to first-year students. The programme aims at a successful beginning of studies for freshmen. Students of the basic study period are supported by senior students, lecturers and professors. Further information you will find on the internet www.unimmentor.de. You can register for the programme on the internet.

Faculty of Humanities, Social Sciences and Education

The Faculty of Humanities, Social Sciences and Education also offers the mentoring programme „unimmentor e. V.“. First-year students will be supported by senior students. Questions and problems are discussed in small groups. Furthermore, the programme is a wonderful opportunity to meet nice people. Unimmentor e. V. is an initiative of students for students and aims to facilitate a successful and easy beginning. Further information about the programme and the registration can be found at <http://wase.urz.uni-magdeburg.de/fachfgse/Fasra/Mentorenprogramm> or www.unimmentor.de/

3. Student Advisory Service

To answer questions about specific courses of study, for example about curriculum, exams, admission to higher years of studies, careers, etc., experienced university professors are at your disposal. Each course of study has its own consultant. The consultants are listed on the university homepage at www.ovgu.de/k3/studienberatung.shtml .

4. Social Consultation

The social consultant, Ms Montoya Martinez, can give you information and guidance concerning public social law. She will help you to solve problems with public authorities, financial problems, or insurance issues. She will also inform students with special needs, such as pregnant, disabled, or ill students about the assistance offered at the university. If needed, she will make appointments for you with other consultants and services, and even accompany you there.

Mail address:	Studentenwerk Magdeburg Sozial- und Beratungsdienst Postfach 4053 39015 Magdeburg
Visitors' address:	J.-G.-Nathusius-Ring 5 Dormitory 7, room 346
Tel:	(0391) 67 11562
E-mail:	Sozialer.Beratungsdienst@studentenwerk- magdeburg.de
Home page:	www.studentenwerk-magdeburg.de

5. Student Council/Student Representatives

The Student Council 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.

In the Student Council, there is the department for International Affairs which - in addition to IKUS - is dedicated to the professional support of international students.



Contact: info@stura-md-international.de or Internationales-Referat@web.de

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 organising parties and other activities for students. They also have members in other university boards (e. g. senate).

Mail address: Otto-von-Guericke University Magdeburg
Student Council / Studentenrat
Postfach 41 20
39016 Magdeburg

Visitors' address: Building 26

Tel: (0391) 67 18971

Fax: (0391) 67 11421

Home page: www.studentenrat.org

Student Representatives / Fachschaftsräte:

<p>Electrical Engineering and Information Technology Building 05, room 10</p> <p>Tel: (0391) 67 12206 www.farafeit.de</p>	<p>Humanities, Social Sciences and Education Building 40, Zschokkestr. 32, room185</p> <p>Tel: (0391) 67 16431 http://wase.urz.uni-magdeburg.de/fachfgse/Fasra/For-fmc</p>
<p>Computer Science Building 29, room 103</p> <p>Tel: (0391) 67 11377 www.farafin.de/index.php</p>	<p>Natural Science Building 20, room 404</p> <p>Tel: (0391) 67 11466 www.farafnw.ovgu.de</p>
<p>Economics and Management Building 22, room C-013</p> <p>Tel: (0391) 67 12013 www.farawiwi.de</p>	<p>Mathematics Building 18, room 153</p> <p>Tel: (0391) 67 12386 www.ovgu.de/fachmat2/</p>
<p>Medicine H32, Leipziger Str. 44</p> <p>www.fara-med.de</p>	<p>Process and Systems Engineering</p> <p>www.farafvst.ovgu.de/aktuell.html</p>
<p>Mechanical Engineering</p> <p>http://141.44.152.180/~farafmb/index.php?article_id=1</p>	

6. The University Language Centre

I. German as a Foreign Language

A) Intensive German courses

The intensive German courses of the Language Centre are made up of the following levels:

Courses / Levels	Prerequisite	Number of Lessons	Total costs
Basic Level II (Grundstufe I)	A minimum of 200 lessons of German	22 lessons per week	€256,-
Secondary Level I (Mittelstufe I)	A minimum of 400 lessons of German	20 lessons per week	€266,-
Secondary Level II (Mittelstufe II)	A minimum of 600 lessons of German	20 lessons per week	€266,-
DSH-Course	A minimum of 800 lessons of German	3 weeks including exams	€65,-

The whole course, beginning with basic level II and concluding with the DSH test, covers 675 hours of lecture held over a period of 12 months. The courses begin in October and April each year, parallel to the semester start.

The DSH-test is held in March and September. Failed DSH-tests may be repeated once.

B) Collateral Language Courses

In addition to the intensive German courses to prepare the students for their special studies, the Language Centre offers 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 basic levels I and II, secondary levels I and II, and advanced level, conversation and reading courses, grammar courses and courses for scientific writing, giving 4 - 6 lessons per week. At the beginning of each semester, you can sign up for the courses with the instructor in charge. The course fee varies between 55 Euros and 85 Euros, depending on the number of lessons given.

Address: Sprachenzentrum/Language Centre
Zschokkestr. 32, Building 40 A, 3rd floor
39104 Magdeburg

Field of instruction: German as a foreign language:
Rooms 301, 302, 304

Office hours: Thursday 1.00 p.m. – 3.00 p.m.

Tel: (0391) 67 16516
(0391) 67 16518
(0391) 67 16519

II. Other Language Courses

Furthermore, the Language Centre also offers additional courses in many other languages than German, such as Chinese, Japanese, French, Spanish, English, Italian, Russian, and Latin.

The course fee varies between € 55 and € 85, depending on the number of lessons given. You can learn more about the Language Centre from its homepage: www.ovgu.de/sprz/index.php?page=home/sprkurse.

Rhetoric/Speech Training

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

Mediothek (Media Library)

In the Mediothek students have the possibility to improve their language skills on their own. They can decide what and how much they want to learn. When required teachers offer an individual advisory service.

Detailed information and office hours you can find at: <http://www.uni-magdeburg.de/sprz/index.php?page=home/medio> (or: www.uni-magdeburg.de/sprz → Mediothek)

7. The University Computer Centre

Through enrolment, all students receive a computer account with an e-mail address. You can sign up for the use of the account at the service office of the University

Computer Centre, with Ms Ley, building 26.1, room 003. To document that you are a student of Magdeburg University, you must bring your student identity card.

Office hours:

Monday - Friday:
9.00 a.m. – 11.15 a.m.
Monday - Thursday:
1.00 p.m. – 3.00 p.m.

Tel: (0391) 67 20142



The University Computer Centre, building 26

8. Libraries

University Library

The University Library is located on campus in building 30 close to the main cafeteria. As a modern and comfortable facility, the library provides extensive services to students and scientists.

The main medical library is situated on the medical campus at Leipziger Str. 44.

If you want to become a user of the University Library, you have to bring your passport, your certificate of enrollment and your tenancy agreement for registration.



Front view of the University Library (Building 30)

You can find more information about the University Library and an overview of other libraries in Magdeburg on the internet: www.ovgu.de/ub/ub.html

City Library



The Central Library Breiter Weg

The City Library (Stadtbibliothek) is a public facility of the city of Magdeburg with a diverse offer.

At the main library as well as the three district libraries, there are about 400,000 books, newspapers, magazines, CDs, videos, audio books, cassettes, CD-ROMs, DVDs, records, scores and maps concerning information, education, entertainment and recreation available.

Moreover, the city library contains an international library. There is a wide range of media for learning foreign languages. Besides, it is an important contact point for foreign guests who want to read literature in their native language.

Further information can be obtained online: www.magdeburg.de/index.phtml?sNavID=115.37&La=1

<p>Central Library (with international library) Breiter Weg 109</p> <p>Tel. 0391/540 48 80 E-mail: stadtbibliothek@magdeburg.de Opening hours: Monday - Friday 10.00 – 19.00 Saturday 10.00 – 13.00</p>	<p>Flora-Park Olvenstedter Graseweg 37</p> <p>Tel. 0391/721 95 50</p> <p>E-mail: florabibo@web.de</p> <p>Opening hours: Monday- Friday 10.00 -18.00 Saturday 10.00 – 16.00</p>
<p>Reform Otto-Baer-Straße 6</p> <p>Tel. 0391/61 31 51 E-mail: bibliothek.reform@web.de</p> <p>Opening hours: Monday 13.00 – 17.00 Tuesday 13.00 – 18.00 Thursday 10.00 – 12.00 and 13.00 – 18.00 Friday 13.00 – 17.00</p>	<p>Sudenburg Halberstädter Straße 55</p> <p>Tel. 0391/61 50 84 E-Mail: bibliothek.sudenburg@web.de</p> <p>Opening hours: Monday 13.00 – 17.00 Tuesday 13.00 – 18.00 Thursday 10.00 – 12.00 and 13.00 – 18.00 Friday 13.00 – 17.00 Uhr</p>

9. Tandem

An excellent possibility to learn a language is tandem learning. A language tandem is when two native speakers of different languages come together in order to teach their native language to each other. You can not only learn the language from each other, but also a lot of culture and home country of the other person. When you both meet, time will be shared equally so that both parties benefit from each other. Both partners learn from the native language of the other one, inform each other about contemporary issues and correct their mistakes mutually.



Now then, how do you get speaking the language

a language partner you want to learn?

The University Language

Center offers the arranging

of language partners: In the Media Center (building 18, room 101), there is a kind of database in a folder where you can search for an adequate language partner. You can fill in a form and submit it to the supervisor of the Media Center. Moreover, you can register on the internet, and the Language Center will find an adequate study partner for you: www.ovgu.de/sprz/index.php?page=home/tandem

Please use the advisory service for Tandem, if you have found a language partner. The Language Center offers introductory classes at the beginning of each semester. There you will get tips for a well-working language tandem, materials and assistance will be introduced and you can test the method straight away. Maybe you will find a tandem partner during this class.

Furthermore, the Language Center provides assistance with etandem. But it is also possible to register independently at the International Tandem Network of Bochum University:

www.slf.ruhr-uni-bochum.de/etandem/etindex-de.html

On the internet, you will also find tandem partners, pen pals and native speakers who want to improve their German:

www.deutsch-als-fremdsprache.de/austausch/forum/list.php?5

VI. Completion of Studies

Congratulation to the successful completion of your studies and doctoral studies respectively! However, for the last time you have to overcome official and formal obstacles before leaving the university.

1. Removal from the Register of Students (Exmatrikulation)

If you have successfully completed your studies/doctoral degree or if you want to drop out of studies/doctoral program, you have to withdraw from the university's register (Exmatrikulation). For this, you will get the form "Antrag auf Exmatrikulation" in the Students' Office (building 6, room 8) or in the International Office (building 18, room 150). You can also download the form from the internet: www.ovgu.de/k3/exantrag_auslStudenten.pdf

All authorities and institutions mentioned on the form have to sign the form. With the day of Exmatrikulation, the residence permit expires automatically.

In case of a dropout, the department Studienangelegenheiten informs the Foreigners' Registration Office after the Exmatrikulation took place. On account of this, the Foreigners' Registration Office has to be informed about the student's future plans in Germany **before** Exmatrikulation.

After successful completion of studies the removal from the register of students has to be carried out within four weeks. This time limit starts on the day on which you are informed by the Examination Office that your documents are ready for collection. For Ph. D. students the time limit of four weeks starts on the day on which your doctoral degree will be handed out to you (after handing in your depositary copies).

2. Cancellation at Residents' and Foreigners' Registration Office

Please note that the residence permit for studies or doctoral studies expires automatically on the day of Exmatrikulation. Therefore, we recommend visiting the International Office at an early stage (**before** the end of studies) in order to learn about the legal consequences for foreigners. Since April 1, 2006 the Otto-von-Guericke-University Magdeburg is bound to inform the Foreigner Registration Office about each removal from the register of students.

Provided that you have completed your stay in Germany and you intend to return to your home country you have to inform the Civil Department (Bürgerbüro) about it by using the form „Abmeldung bei der Meldebehörde“. You can either obtain the form from the Civil Department or on the internet: www.magdeburg.de/media/custom/37_1914_1.PDF

The completed form can be sent by mail or handed in personally. You will find the address and office hours of the Civil Department under III./4.

An extra cancellation in the Foreigner Registration Office is not necessary. The Civil Department will inform the Foreigner Registration Office ex officio.

If you intend to stay in Germany, however, it is necessary to announce the alteration in time. In this case you have to go to that Foreigner Registration Office where you have your permanent residence. Reasons to stay in Germany can be:

- continuing with postgraduate studies (Master, Ph. D.)
- use of the year for job hunting
- preparation of the departure (maximum of 2 months)

3. Cancellation of Tenancy Agreement/Lease

In case you intend to leave Magdeburg, please keep the cancellation of your tenancy agreement in mind. The period of notice for a room in the dormitories is 2 months, the period of notice for a flat on the private residential market is three months in most instances. The cancellation has to be made in written form, e.g. If you want to cancel your flat until 30 September the notice of cancellation must be submitted to the landlord until 30 June at the latest.

4. Cancellation of Mobile Phone Contract

Similarly, keep in mind to cancel your mobile phone contract in time. The contract must be cancelled in written form 3 months before ending. If you do not cancel the contract, it will be prolonged about 6 or 12 months depending on provider and network.

5. Cancellation at Health Insurance

By withdrawing from the university's register, the University of Magdeburg is bound to inform the compulsory health insurance fund that you have finished your studies. In order to get no trouble with the health insurance company (supplementary claims of health fund contributions), we recommend that you inform the health insurance company yourself. For this purpose, you will need the certificate that you have been removed from the register of students. Nevertheless, you have to pay the fee for the insurance until the end of the semester.

6. Alumni

We hope that your stay at our university has left you with lasting impressions and that you were able to gain important experience.

We do care that memories of your time at the Otto-von-Guericke University remain vivid and alive.

Your experience while staying at our university is very important for us. Therefore, we would be pleased to hear from you soon.



The Alumni portal of Magdeburg University offers the possibility to former and present members of the university to contact each other. Hence, the Alumni of the university have the chance to keep in touch with their university. You will find further information about the Alumni Portal and how to register on the internet at: <http://alumni.uni-magdeburg.de/alumni/teamworks.dll>

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