



# The Last Steps in Germany...

Leaving the Otto-von-Guericke-University!

## This is what you have to do...

- ◆ **Accommodation**  
The cancellation period is given in the rental contract.
- ◆ **Cancelling Contracts**  
You might need to cancel further contracts that you have made while staying in Germany, e.g. Electricity Supplier, Telephone, Mobile, Internet, Bahncard, Gym, Broadcast fee: [https://www.rundfunkbeitrag.de/buergerinnen\\_und\\_buerger/formulare/abmelden/index\\_ger.html](https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html)
- ◆ **Pension- and Social Insurance**  
If you had a job in Germany and you had to pay for pension and social insurance, your contributions can get refunded — in case there is no social security agreement between Germany and your home country. For more information go to: [www.deutsche-rentenversicherung.de/](http://www.deutsche-rentenversicherung.de/)
- ◆ **Bank account** Close your bank account and leave bank details of another bank account, so open transfers can be forwarded.
- ◆ **Certificates and Transcripts** Ask your examination office for your Certificates and Transcripts of Record. *If you're leaving before you have gotten these: leave a stamped envelope or a power of attorney.*
- ◆ **University-Library** Return all loaned items and close your account at the help desk of the library.
- ◆ **De-registration from University** "Exmatrikulation": Fill out the deregistration form and get it signed by the respective offices.
- ◆ **Citizens' Office (Bürgerbüro)** Deregister at the Citizens' Office ca. one week before leaving Germany. *You need to show your Passport/ID and your apartment donor certificate "Wohnungsgeberbescheinigung". If you are unable to get an appointment please send the necessary form & a copy of your passport to: [auskunft@ewo.magdeburg.de](mailto:auskunft@ewo.magdeburg.de)*
- ◆ **Health Insurance** Before leaving Germany, cancel your insurance contract in time, be aware that there might be cancellation periods. *Beware: You need to show your "Exmatrikulation"- letter, your Deregistration (from the Citizens' Office) and your flight ticket.*
- ◆ **Handing over the keys of your accommodation** Contact your landlord to arrange a date for handing over the flat/room and the keys and make sure you get your deposit back.

*Beware: Your visa expires with your de-registration. Make sure your deregistration date is the same date as your departure from Germany.*

## Your Checklist

- Accommodation
- Cancelling Contracts
- Pension and Social Insurance
- Bank account
- Certificates and Transcripts
- University-Library
- De-registration from University
- Citizens' Office (Bürgerbüro)
- Health Insurance
- Handing over the keys of your accommodation

## Important Office Hours:

### Citizens Office/Bürgerbüro Mitte:

Mon, Wed 8 am – 1 pm\*  
Tue, Thu 8 am – 1 pm  
2 pm – 5:30 pm  
Fri 8 am – 12 pm

\*closed every third Wednesday of the month

### Leiterstraße 2a

You can go to any Citizens Office in Magdeburg. Please make an appointment online: <https://www.magdeburg.de/Start/BCrgerService/Verwaltung-Service/B%3%BCrger-Stadt/Verwaltung-Service/B%3%BCrgerService/index.php?NavID=37.199&object=tx137.39060.1&La=1&>

### International Office (AAA):

Please book an appointment online. <https://termine.ovgu.de/>  
Mon 10 am – 12 pm  
Tue, Thu 10 am – 12 pm  
1 pm – 3 pm

### Building 18, Room 149/150

E-Mail: [hiwiakaa.incoming@ovgu.de](mailto:hiwiakaa.incoming@ovgu.de)  
[eva.boehning@ovgu.de](mailto:eva.boehning@ovgu.de)  
[anne-katrin.gueldenpfennig@ovgu.de](mailto:anne-katrin.gueldenpfennig@ovgu.de)

### Campus Service Center (CSC):

Mo-Do 10 am – 12 pm  
1 pm – 3 pm  
Fr\* 10 am – 12 pm

\*also before public holidays

### Building 18, Room 153

Telephone: +49 391 67-50000  
E-Mail: [servicecenter@ovgu.de](mailto:servicecenter@ovgu.de)