



The Last Steps in Magdeburg...

Leaving the Otto von Guericke-University!

This is what you have to do...

- ◆ **Accommodation**
You have to cancel your accommodation contract when leaving Magdeburg. 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.
- ◆ **Foreigners' Office (Ausländerbehörde)**
If you do not leave the country because you intend to look for a job, have a concrete job offer or you want to continue studying, you need to extend your residence permit. Inform the Foreigners' Office as soon as possible.
- ◆ **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 the account at the help desk.
- ◆ **De-registration from University (Exmatrikulation)**
Fill out the deregistration form and get it signed by the respective offices.
Beware: Your visa expires with your de-registration. Make sure your deregistration date is the same date as your departure from Germany.
- ◆ **Citizens' Office (Bürgerbüro)**
If you move to a new city notify the citizens' office there of your new address, you do **not** need to deregister in Magdeburg.
- ◆ **Health Insurance**
Inform your health insurance about your completion of studies and also about your new addresses, if you have moved.
- ◆ **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.
- ◆ **Broadcast re-register**
Change your address for the broadcast fee here: https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/formulare/abmelden/index_ger.html

Deine Checkliste

- Accommodation
- Foreigners' Office (Ausländerbehörde)
- Certificates and Transcripts
- University-Library
- De-registration from University
- Citizens' Office (Bürgerbüro)
- Health Insurance
- Handing over the keys of your accommodation
- Broadcast re-register

Important Office Hours:

Foreigners' Office (Ausländerbehörde):

Mon	8 am—12 pm
Tue	8 am—12 pm 2 pm—5:30 pm
Thu	8 am—12 pm
Fri	8 am—12 pm

Breiter Weg 222, 39104 Magdeburg

Further information here: <https://www.magdeburg.de/Start/B%C3%BCrger-Stadt/System/Aus%C3%A4nderbeh%C3%B6rde/>

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
eva.boehning@ovgu.de
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