

Instructions for Enrolment for Programme Students

For the enrolment of foreign scholarship students, the following documents are required:

(Before arrival in Magdeburg, if possible)

1. Application for Admission to the University.
2. Letter of confirmation from the sponsoring university stating that the area of study complies with their interests and will be carried out with their permission.

(Upon arrival in Magdeburg)

3. Proof of Health Insurance.
4. Receipt for payment of the semester fees.
5. Passport

Instructions regarding Health Insurance:

Students from EU- or EWR- countries, as well as those from countries which have a corresponding Social Security Agreement with Germany, must bring the “European Health Insurance Card (EHIC)” that they received from their home country .

Students from other countries must apply for health insurance for the duration of their stay at AOK or another health insurance company (TK or Barmer). This will cost about 57 €per month.

Instructions regarding Social Fees/ Semester Ticket:

Before enrolling (before the start of the semester), all students are required to pay their semester fees in the amount of 54,50 Euros.

The 54,50 Euros can be transferred from your account to:

Otto-von-Guericke-Universität Magdeburg

Account number: 38004632

Bank routing number: 81053272

Crediting Bank: Stadtparkasse Magdeburg

With stated purpose: Semester fees for (i.e. WS 2008/09)

and Name of the enrolling Student.

A receipt of money transfer is necessary for enrolment.

The enrolment is possible in the Department Secretary of Student Services, Ms Lapp, building 6, room 8.

Office Hours: Monday and Friday : 10 a.m. - noon

Tuesday and Thursday: 10 a.m. – noon and 1 p.m. – 4 p.m.

Instructions regarding Housing:

Scholarship students can be assigned to a room in Student Housing as long as the application for Student Housing is sent **in time**. All business regarding housing is to be directed to the Housing Office.

(Studentenwerk Magdeburg: wohnen@Studentenwerk-Magdeburg.de)

Foreigner Rights and Regulations:

1. Registration Office

Foreign students are required to register their address at the Resident Registration Office (Bürgerbüro) in Magdeburg.

2. Foreign Affairs Office

Citizens of EC countries don't need a visa, but they must apply for a "Freedom of Movement Certificate" (Freizügigkeitsbescheinigung) **after entering** the Federal Republic of Germany (if they will be staying for longer than 3 months). In addition the students of new EU countries need a proof that they have enough money to cover the living costs (645 €/per month). This can be a letter of parents or a scholarship certificate.

Citizens of countries other than Australia, the Dominican Republic, Honduras, Iceland, Israel, Japan, Canada, Liechtenstein, Monaco, New Zealand, Switzerland and the USA must apply for a Student visa **before entering** the Federal Republic of Germany.

Those students who will be staying in Magdeburg for longer than 3 months will also need to apply for a stay permission at the Foreign Affairs Office, which is housed in the same building as the Resident Registration Office.

Among other documents, it is essential that you have documents to prove how you will be financing your stay in Magdeburg. This would include Scholarship certificates, original Bank statements, or a notarized officially translated statement from, for example your parents, stating that they are liable for your financial support while you are in Germany. You must be able to **prove** a ready source of **at least 645 €/per month.**

June 2008