Campus Service Center

The Campus Service Center (CSC) is the central starting point for all study related questions. Since 2010 we offer a wide variety of services to support applicants, students, and alumni before, during, and after their studies. In order to provide the necessary assistance, “Servicepoints” such as Welcome Desk, Students’ Office, Examinations, and Campus and Region have been established. In addition to that, different regional insurances and further university services are present at the CSC to support students every weekday.

Please be aware that each “Servicepoint” may have different office hours (check boxes below).

News

Different Office Hours Campus Service Center
We would like to inform you that the Campus Service Center will be available for service requests until 3pm on the 12th of May (one day before the official holiday “Christi Himmelfahrt” Ascension Day).
On Friday, the 14th of May the Campus Service Center will be closed all-day.
In the following week we will be available for you again during our current service hours.

Closed Campus Service Center Due to the current situation and the Coronavirus disease (COVID-19) outbreak
Dear students, dear prospective students,
Due to the current situation and the Coronavirus disease (COVID-19) outbreak, all office hours will only be carried out digitally and by telephone.
All personal office hours of both the students office and the examination office in the Campus Service Center are cancelled.

The Campus Service Center is closed from 16th December 2020 until further notice.
You can reach us by email at: servicecenter@ovgu.de
We can be reached by phone at the following times:
Monday - Thursday: 10 a.m. to 3 p.m.
Monday – Thursday: 10 a.m. to 3 p.m.
Friday: 10 a.m. to 12 noon
- +49 (0) 391-67-50 000
- +49 (0) 391-67-50 002
- +49 (0) 391-67-50 004 (questions about examinations)

This measure should protect the health of all students as well as staff members and may contribute to slow down the virus spreading.

We apologize for any inconveniences caused.

Your Campus Service Center

Thesis and Document Submission due to the current situation and the Coronavirus disease outbreak (COVID-19)

The thesis submission is currently not available in person at the examination offices, in the Campus Service Center or to the information and security service office of the Otto-von-Guericke-University Magdeburg (in building 09).

We prefer to receive all study documents, thesis and dissertation via post.

Please address it clearly to the responsible department (a.e. examination office in your faculty)

If it is not possible for you to submit your study documents, thesis, and dissertation via post, it will be possible to submit them in the red post box in front of building 09. All documents will be forwarded to the relevant department by internal post.

Due to health prevention please avoid to ask the person inside the information and security service office.

Our current office hours and Click&Collect services

Starting May 17, 2021, the Campus Service Center will expand its service offering to include a variety of
Starting May 17, 2021, the Campus Service Center will expand its service offering to include a variety of Click&Collect services. In compliance with the Containment Ordinance of the State of Saxony-Anhalt as well as the hygiene measures issued by the Federal Ministry of Labour and Social Affairs, however, the on-site service cannot yet be provided in full.

Click&Collect offers of the Campus Service Centers
The Campus Service Center does not currently offer office hours in person. Pick-up offers can only be used by booking an appointment in advance.
To book an appointment, visit www.termine.ovgu.de

In addition to the Click&Collect services at the Campus Service Center, contact persons are, of course, still available by phone and e-mail.

Hygiene requirements
We ask you to observe the following hygiene requirements:

Wearing a medical mouth-nose protection is generally obligatory. In addition, a minimum distance of 1.5 metres must be maintained between persons.

The University of Magdeburg has also established additional hygiene standards in order to reduce the risk of infection as much as possible.

Taking into account the development of the Corona pandemic, we will adapt our on-site service according to the respective valid containment ordinance of the state of Saxony-Anhalt as needed.

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Contact

Otto-von-Guericke-Universität
Magdeburg
Universitätsplatz 2
39106 Magdeburg

Campus Service Center
Tel.: +49 (0) 391 67 50 000
Fax: +49 (0) 391 67 41 890

servicecenter@ovgu.de
Examinations

Wed 10am - 12noon | 1pm - 3pm
| Thu 10am - 12noon | 1pm - 3pm
| Fri 10am - 12noon

Examination Offices
(http://www.servicecenter.ovgu.de/csc/en/Examinations/Examination-Offices.html)

Campus & Region

Office Hours CSC

Monday - Thursday:
10am - 12 noon and 1pm - 3 pm

Fridays and before public holidays:
10am - 12 noon

FAQ Top5

› De-Registration
› Generate new TAN-Lists
› Transcript of Records
› Thesis Submission
› International student applicants