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**

**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 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 July 01, 2021, the Campus Service Center will expand its service offering to include a variety of Click&Meet 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&Meet offers of the Campus Service Centers

The Campus Service Center offer now office hours in person again. Services can only be used by booking an appointment in advance.

To book an appointment, visit: www.termine.ovgu.de

In addition to the Click&Meet 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.

Contact

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### 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