

CSC CAMPUS SERVICE CENTER

News

book an appointment online

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

Appointment booking for ServicePoint: Students' Office

- › Submission of application or enrollment materials
- › Application for change of study program
- › Request for leave of absence
- › Application for De-Registration
- › New student ID card (lost or malfunction)
- › Official enrolment certificate
- › Proof of student status
- › Subsequent submission of Bachelor's certificate
- › Advice for first semester students
- › Application for Studies
- › Other applications
- › Submission of other documents

Appointment booking for ServicePoint: International Students' Office - Special topics for international prospective students and students

- › Questions about Application and enrolment
- › Questions about changing degree programmes at OVGU
- › Questions about studying a second degree at the OVGU

Appointment booking for ServicePoint: Examinations

- › Transcript of Records
- › Confirmation of Graduation Letter

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- › Officially certified copies (only OVGU documents)
 - › "confirmed by"- signature from examination office – Application for Granting on Leave (only FEIT, FNW, FHW, FWW)
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- › "confirmed by"- signature from examination office – Application for De-Registration (only FMB, FVST, FEIT, FNW, FHW)
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- › Submission of the final thesis
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To book an appointment, visit › [www.termine.ovgu.de](https://termine.ovgu.de/index.php) (<https://termine.ovgu.de/index.php>)

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

› more ... (<http://www.servicecenter.ovgu.de/csc/en/News/book+an+appointment+online.html>)

Thesis and Document Submission outside the office hours

If the thesis submission is **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.



› more ...

(<http://www.servicecenter.ovgu.de/csc/en/News/Thesis+and+Document+Submission+outside+the+office+hours.html>)

Counselling offered in cooperation with the Magdeburg Chamber of Skilled Crafts - consulting of potential drop-outs

Anyone who is thinking about dropping out of university is by no means in a hopeless situation, but has the best prerequisites for starting vocational training. The Chamber of Skilled Crafts in Magdeburg (Handwerkskammer Magdeburg) advises those who doubt their studies about their career opportunities in the skilled crafts.

Find out more now: › Dropping out of studies - What now? (<https://www.hwk-magdeburg.de/artikel/studienabbruch-was-nun-16,0,5563.html>)

The Chamber of Skilled Crafts Magdeburg offers consultation hours for potential dropouts from 20th January 2022.

The appointments will be held at Otto-von-Guericke-University, Universitätsplatz 2, 39106 Magdeburg in Bld. 18 - Room 511. Please register in advance and for those who do not wish to be advised in person, we will continue to offer the consultation hours in parallel by telephone:

Thursday, 15.02.2024, 10 a.m. to 12 noon
 Thursday, 14.03.2024, 10 a.m. to 12 noon
 Thursday, 11.04.2024, 10 a.m. to 12 noon

Thursday, 30.05.2024, 10 a.m. to 12 noon
Thursday, 20.06.2024, 10 a.m. to 12 noon
Thursday, 18.07.2024, 10 a.m. to 12 noon
Thursday, 08.08.2024, 10 a.m. to 12 noon
Thursday, 12.09.2024, 10 a.m. to 12 noon
Thursday, 24.10.2024, 10 a.m. to 12 noon
Thursday, 14.11.2024, 10 a.m. to 12 noon
Thursday, 05.12.2024, 10 a.m. to 12 noon

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(<https://www.queraufstieg.de/>)

› more ...

(http://www.servicecenter.ovgu.de/csc/en/News/Counselling+offered+in+cooperation+with+the+Magdeburg+Chamber+of+Skilled+Crafts+_+consulting+of+potential+drop_outs-p-1150.html)

Different Office Hours Campus Service Center

We would like to inform you that the Campus Service Center will be closed on the following bridge days in **2024**.

- **10th of May 2024** - Day After Ascension Day
- **01st of November 2024** - Day after "**Reformation Day**" (public holiday in the state of saxony-anhalt).
- Christmas break closure 2024/2025 - **23rd of December 2024 until 01st of January 2025**



We would ask you to take this into your planning. Please also note that no employees will be available during this time and enquiries cannot be processed. Thank you for your understanding.

› more ... (<http://www.servicecenter.ovgu.de/csc/en/News/Different+Office+Hours+Campus+Service+Center.html>)

Contact

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✉ servicecenter@ovgu.de

Office Hours CSC

Monday - Thursday:

10am - 12 noon and 1pm - 3 pm

Fridays and before public holidays:

10am - 12 noon

FAQ Top5

› **De-Registration**

› **Transcript of Records**

› **Thesis Submission**

› **International student applicants**