

## CSC CAMPUS SERVICE CENTER

### **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
- › 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](http://www.termine.ovgu.de) (<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.**