



## De-Registration

If you want to leave the university (OVGU) you have to properly de-register. Also when you have graduated. The de-registration usually will be realized at the end of the current semester, unless you choose an immediate date of de-registration or unless you will be de-registered ex officio.

Therefore, students have to fill out the form > **“Application for De-Registration”**

([http://www.ovgu.de/Studium/Studiendokumente/Formulare+\\_+Dokumente-p-44308.html#E](http://www.ovgu.de/Studium/Studiendokumente/Formulare+_+Dokumente-p-44308.html#E)) (Exmatrikulationsantrag) and collect the necessary **signatures** from the following institutions:

- ▶ Examination office of your faculty
- ▶ International office Building 18 (only for international students)
- ▶ Security service Building 09 for submission of parking permission (parking card holders only)

**Only complete and signed** forms will be accepted.

Please submit the form to the **Students' Office** during their office hours. The Students' Office completes the de-registration process and issues the official de-registration certificate. This certificate is an important document, please make sure that you keep it in your files.

In case you are not longer living in Magdeburg you can submit the filled-out and signed form via postal service or via e-mail to the Campus Service Center. We will collect the necessary signatures for you and send you the de-registration certificate to the provided address on page 2. However, you should be aware that this process will take up to 30 working days, depending on your country of residence.

Please note that we only accept forms that are submitted with **your signature**.

**Otto-von-Guericke-Universität Magdeburg**  
**Campus Service Center**  
**Postfach 4120**  
**39016 Magdeburg**  
**GERMANY**

If you do not submit the application form, you will not receive the official de-registration certificate. Please find the application form > [here](http://www.ovgu.de/Studium/Studiendokumente/Formulare+_+Dokumente-p-44308.html#E) ([http://www.ovgu.de/Studium/Studiendokumente/Formulare+\\_+Dokumente-p-44308.html#E](http://www.ovgu.de/Studium/Studiendokumente/Formulare+_+Dokumente-p-44308.html#E))

### Contact

**Otto-von-Guericke-Universität**  
**Magdeburg**

Universitätsplatz 2  
39106 Magdeburg

**Campus Service Center**

Building 18 - Room 153

Tel.: [+49 \(0\) 391 67 50 000](tel:+493916750000)

Fax: [+49 \(0\) 391 67 41 890](tel:+493916741890)

✉ [servicecenter@ovgu.de](mailto: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

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