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).

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**News**

**Christmas Break**
The Campus Service Center will be available for visitors only until 19th December 2020, 3 p.m.
From 20th December to 23rd December 2020, 12:00 noon, all office hours will only be carried out digitally and by telephone.
The Campus Service Center will close for Christmas/New Year’s break 2020/2021 on the 23rd December 2020, 12 noon.
The Campus Service Center will be open again on the 04th January 2021.
From 04th January 2021 to 08th January 2021, 12:00 noon, all office hours will only be carried out digitally and by telephone.

During the closing times study documents and final paper/thesis/dissertations can be submitted at the information and security service (http://www.servicecenter.ovgu.de/csc/en/Examinations/Services/Thesis+Submission.html) of Otto-von-Guericke-University Magdeburg at the main entrance (in building 09).
The deadline for withdrawal from the written examinations of the Faculty of Economics and Management is 03rd January 2021 (Exclusion Period).
If online Exam Cancellation is not working, please send an E-Mail to your responsible examination office (http://www.servicecenter.ovgu.de/csc/en/Examinations/Examination+Offices.html).

“We wish all students, employees and their families merry Christmas and a happy new year.”

Your Campus Service Center Team

**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.
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 10th January 2021.

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.
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.
### Welcome Desk

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### Students' Office

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### Examinations

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› [Examination Offices](http://www.servicecenter.ovgu.de/csc/en/examinations/examination+offices.html)

### Contact

**Otto-von-Guericke-Universität**  
Magdeburg  
Universitätsplatz 2  
39106 Magdeburg  
**Campus Service Center**
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
› Sickness - Examination Day