

## CSC CAMPUS SERVICE CENTER

### Degree Verification

The department of study affairs is responsible for verifying study durations and degrees. In accordance with the European and German data protection regulations, such inquiries require a (national) legal basis or an explicitly given permission of the affected person.

Did you graduate or study some semesters at the Otto-von-Guericke-University Magdeburg (OvGU)?  
Do you want to verify these data for an employer or recruiting firm?  
Are you a potential employer or an agency that wants to verify an applicant's time spent at our university?

Please follow the process described below:

The form has to be completed and personally signed by the applicable person. Protecting personal data of our students and alumni is a major concern for us, therefore we will not forward any information unless the "Information Authorization" form has been properly filled out.

You can find the respective form ›here.

([http://www.servicecenter.ovgu.de/csc\\_media/files/Dokumente+Pr%C3%BCfungen/Authorization+Form+ENG.pdf](http://www.servicecenter.ovgu.de/csc_media/files/Dokumente+Pr%C3%BCfungen/Authorization+Form+ENG.pdf))

**Otto-von-Guericke-Universität Magdeburg**  
**Campus Service Center**  
**Universitätsplatz 2**  
**39106 Magdeburg**  
**GERMANY**

\* Mandatory Input

|                          |                      |
|--------------------------|----------------------|
| Surname, Name (company)* | <input type="text"/> |
| Address*                 | <input type="text"/> |
| Phone number*            | <input type="text"/> |
| E-Mail*                  | <input type="text"/> |
| Country*                 | <input type="text"/> |
| Remarks                  | <input type="text"/> |

## Document Upload

Form › Information Authorization\*

Choose File

No file selected

Passport Copy\*

Choose File

No file selected

Further Documents

Choose File

No file selected

Submit

The charges for each inquiry depend on the related workload and will either be:

**70,00 Euro** or **85,00 Euro** (considerable expenses apply)

**Only credit card payments** are accepted (VISA or Mastercard).

Please be aware that the processing time depends on several factors (type of degree, time since graduation, etc.) and therefore can take between 10 -15 workdays.

Mr. Gruß for all study programs and degrees (except medicine and state examination)

Ms. Saskia Schulze for all study programs of the Medical Faculty

### Contact

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

Universitätsplatz 2

39106 Magdeburg

Campus Service Center

Building 18 - Room 153

Tel.: +49 (0) 391 67 50 000

Fax: +49 (0) 391 67 41 890

✉ servicecenter@ovgu.de

### FAQ Top5

› **De-Registration**

› **Transcript of Records**

› **Thesis Submission**

› **International student applicants**

