

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)

› "confirmed by"- signature from examination office – Application for De-Registration (only FMB, FVST, FEIT, FNW, FHW)

› Submission of the final thesis

To book an appointment, visit › 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.