

## CSC CAMPUS SERVICE CENTER

### submission of study documents and final dissertations

Dear Students,

You can also submit your study documents and final paper/thesis/ dissertations (e.g. after close of business or on Sundays and public holidays) to the information and security service of Otto von Guericke University Magdeburg at the main entrance (in building 09).

Your submission is then noted on a confirmation of receipt.

Please tell the employees there the relevant Department (faculty, department, etc.) to which the documents are to be sent and the name of the relevant case worker.

In this case, please make sure that the employees issue the receipt stamp (date and time) on your envelope and keep a copy of the confirmation of receipt.

The information and security service will send the envelope to the relevant department by internal post.

Please inform your responsible examination office via E-Mail.

Your Campus Service Center team

