

Instructions for enrolment for the winter semester 2018/19

Enrolment period: September 24 – October 11, 2018. Classes start on October 08, 2018.

After your arrival in Magdeburg first, please, arrange for the following points to be completed:

- Details of accommodation (Hall of Residence, private flat etc.)
- Health insurance cover
- Payment of administration fees **105,70 €** at our cash desk (Building 6, Room 22).

Attention: Payment only possible by stating your application-number!

Purpose of payment (to be stated on the receipt): WS20182BEWIMM”bewno.”

If you return your study place, according to the general scale of charges of Land Saxony-Anhalt (cost rate nr. 12.1.2. and 13.1.2.), the administration fee will be kept.

Cash desk

Campus, Universitätsplatz 2, Building 6 / Room 22

Office hours: Monday – Friday: 10.00–13.00 p.m.

Should you face problems while arranging these points you may contact the general advisory service:

International Office / Akademisches Auslandsamt

Campus, Universitätsplatz 2, Building 18 / Room 150 / Ms. Böhning, Tel. 0391/67-58429

Office hours: on Mondays: 10.00–12.00 a.m.

on Tuesdays: 10.00–12.00 a.m. and 1.00–4.00 p.m.

on Thursdays: 10.00–12.00 a.m. and 1.00–3.00 p.m.

Having arranged the above mentioned details you may start your enrolment. For that, please, come to the:

Registration office

Campus, Universitätsplatz 2, Building 06/ Room 20 b, Ms. Horn: Tel. 0391/67-57259

Office hours: Monday – Thursday: 10.00–12.00 a.m. and 1.00–2.30 p.m.

In order to get enrolled you have to present the following documents:

- *letter of admission*
- *proof of identity (passport and valid student visa)*
Please note: No enrolment, if your visa ends before the beginning of the semester (01 October)!
- *proof of health insurance (no travel insurance!)*
- *proof of accommodation (contract/city registration paper)*
- *receipt of the payment of semester fees*
- *one passport-size photograph*
- *certificate of being taken off the register of a German higher education institution previously attended*
- *statement that no examination in the desired field of study has been irrevocably failed (“Unbedenklichkeitsbescheinigung”). (Only for applicants who did attend a German higher institution previously before.)*

Please take note of the current announcements!