

Information about Application Documents at Otto von Guericke University Magdeburg

DOCUMENT

☐ APPLICATION FORM

Courier

The application form can be downloaded [here](#). Please fill out all the important information. Always use a personal e-mail address because the university is sending you important information directly (like admission letters). Also provide valid information about your educational background.

☐ CERTIFICATE (CERTIFIED COPY)

Courier

The certificate has to be a certified copy. Please do not send your original certificate! A certified copy has to be in German or English. It must have original stamps and original signatures on every single page or if stapled a stamp on the stapled part.



More Information can be found here: <https://www.uni-assist.de/en/how-to-apply/assemble-your-documents/certified-copies-and-translations/>

☐ TRANSCRIPT OF RECORDS (CERTIFIED COPY)

Courier

See Part "Certificate"

Authorized by



CEO:

Prof. Dr. Joachim Weimann
Building 22, Room C-210
Tel. 0391-67-58547
Fax. 0391-67-42795
Joachim.Weimann@ovgu.de

Contact:

Christian Stahr
Building 22, Room C-213
Tel. 0391-67-57755
Fax. 0391-67-47757
Christian.Stahr@das-studium.de

Commercial Register:

HRB 113576
Local Court Stendal
Tax Number 102/105/07987

Bank Account:

DKB
IBAN: DE72 1203 0000 0000 7630 03
BIC/Swift: BYLADEM 1001

☐ **LETTER OF MOTIVATION**

Online

The letter of motivation should be consisting of one to maximum two pages. Shortly introduce yourself, your educational and practical background and why do you want to study our program. Furthermore, provide additional information about yourself what is related to your application.

☐ **COPY OF PASSPORT WITH NAME AND PICTURE**

Online

☐ **LANGUAGE CERTIFICATE / PROOF OF INDIVIDUAL INTERVIEW**

Online

If you already hold a language certificate, even if you received it some years ago, please send us a copy. Of course, we will check your language skills during the compulsory interview and provide an updated language proof to the university.

After receiving the admission letter, please make an appointment with the embassy for a visa and travel to Germany. After arriving in Germany, you need to go to the city authorities to get a city registration. You will need this for your enrollment later.

**Otto-von-Guericke Business
School Magdeburg GmbH**
Universitätsplatz 2
39106 Magdeburg
GERMANY

CEO:

Prof. Dr. Joachim Weimann
Building 22, Room C-210
Tel. 0391-67-58547
Fax. 0391-67-42795
Joachim.Weimann@ovgu.de

Contact:

Christian Stahr
Building 22, Room C-213
Tel. 0391-67-57755
Fax. 0391-67-47757
Christian.Stahr@das-studium.de

Commercial Register:

HRB 113576
Local Court Stendal
Tax Number 102/105/07987

Bank Account:

DKB
IBAN: DE72 1203 0000 0000 7630 03
BIC/Swift: BYLADEM 1001

Authorized by



ENROLLMENT DOCUMENTS

☐ APPLICATION FOR ENROLLMENT

Courier
/Online

Please fill out the form you receive together with the admission letter and send it to us (not the university) as we are pre-checking them to fasten the process. If documents are missing, we will contact you.

☐ ADMISSION LETTER

-

Please note, that admission letters are only valid for one term. If you want to join later, please give us your BEW-Number and in most of the cases we can transfer your admission to the current semester.

☐ HEALTH INSURANCE

Online

Every person in Germany must have a Health Insurance. We recommend public health insurances like AOK, Techniker Krankenkasse (TK), Barmer, DAK, etc. Please note, travel insurances are not allowed.

If you stay outside Germany, please provide the "Exception from Health Insurance" form.

☐ PASSPORT COPY (ONCE MORE) AND PASSPORT PHOTO

Online

This picture will be printed on your student ID card. Please use jpg, jpeg, gif, png, pjpeg, x-png, maximum 1 MB.

☐ DE-REGISTRATION CERTIFICATE / UNBEDENKLICHKEITSBESCHEINIGUNG

Online

If you already studied in Germany, you must send us the Certificate of De-registration (Exmatrikulationsbescheinigung) as well as statement that no examination in your previous studies has been irrevocably failed (Unbedenklichkeitsbescheinigung).

☐ VISA

Online

If you already have a visa, please send us a copy of it.

CEO:

Prof. Dr. Joachim Weimann
Building 22, Room C-210
Tel. 0391-67-58547
Fax. 0391-67-42795
Joachim.Weimann@ovgu.de

Contact:

Christian Stahr
Building 22, Room C-213
Tel. 0391-67-57755
Fax. 0391-67-47757
Christian.Stahr@das-studium.de

Commercial Register:

HRB 113576
Local Court Stendal
Tax Number 102/105/07987

Bank Account:

DKB
IBAN: DE72 1203 0000 0000 7630 03
BIC/Swift: BYLADEM 1001

Authorized by

