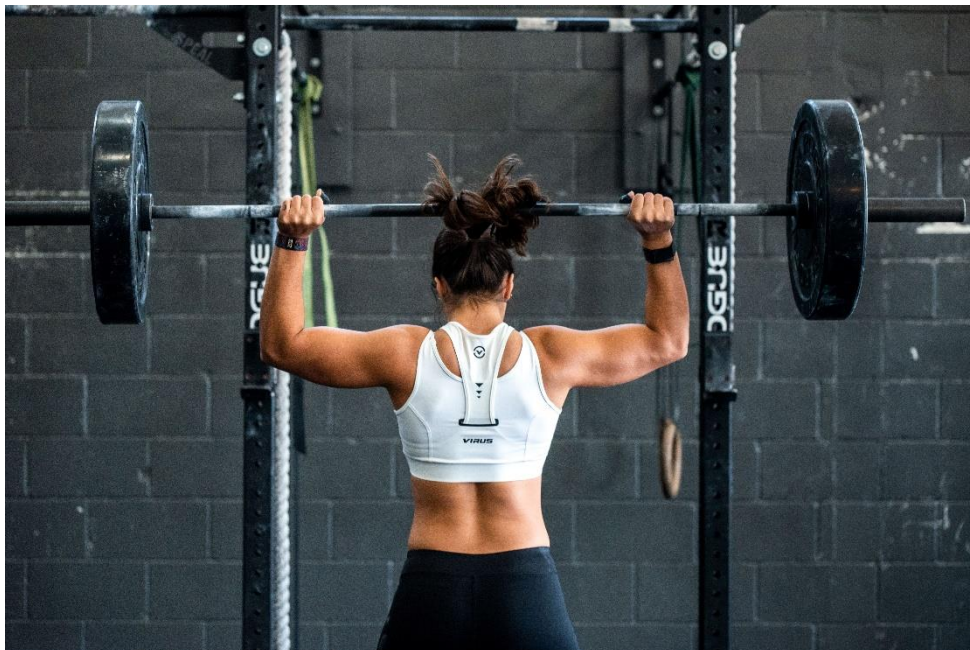


IMPAS

Programme Information



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Important: please distinguish between OVGU students (applied, admitted and enrolled at University Magdeburg) and ERASMUS students (enrolled at UTAD or LSU and here during the first master semester)

1. General Information for OVGU Based Students

Please read the following study information carefully.

We unfortunately cannot send any reminders. It is your own responsibility to be aware of deadlines! Use and check your OVGU student mail address regularly. You will get important information during your studies on this mail address.

On this page, you will find all information about organizing your stay at Otto-von-Guericke University Magdeburg (OVGU): <https://www.ovgu.de/unimagdeburg/en/Orga-p-46768.html>

Please note: for admission and enrolment purposes, the *Studierendensekretariat* is responsible for you. Concerning your stay, questions about the registration at Magdeburg and the Foreigners Office as well as housing and your stay abroad mobilities the International Office of OVGU will help you.

1.1 Student Visa / Residence Permit

Every citizen in general is allowed to enter Germany as a tourist for no longer than 90 days. However, your plan to study in Germany is a different case. It is important to distinguish between EU countries and other countries.

Students from the EU can travel to Germany without a visa.

Students from countries like Australia, Japan, Canada, New Zealand, South Korea, Israel, USA, Andorra, Brazil, El Salvador, Honduras, Monaco or San Marino can get the necessary residence permit after they arrived in Germany. Be aware that you have to apply within the first three months, before the 90 days expire, of your stay.

Every other citizen has to apply for a student visa at the German embassy in his or her home country. As the visa application process may take between three to twelve weeks, we recommend you submit your application as early as possible.

For your stay during your IMPAS studies please make sure that your passport is valid for at least two years starting from now on. This is a prerequisite for receiving a permanent residence permit.

After arriving in Magdeburg and within the first two weeks, every student has to register at a Residents Registration Office / Citizens Office (*Bürgerbüro*). You have to present your passport, rental agreement and *Wohnungsgeberbescheinigung* when registering. If you are planning to stay shorter than 3 months a registration it not necessary (for example if you come back to Magdeburg between your stays in Portugal and Lithuania).

Also for every non-EU student:

For study and research programmes up to two years, you have to apply at the Foreigners Registration Office (*Ausländerbehörde*) of the city of Magdeburg for a study residence permission, covering the entire duration of your stay. After this registration, you will obtain a permanent residence permission. The conversion must be undertaken after you arrive in Germany and before your entry visa expires. Ms. Anne Schulze will provide you with the required study confirmation.

1.2 Enrolment Process at OVGU

With your admission email, after your positive application at OVGU, you will receive your admission letter as a PDF and a PDF with all information about the enrolment process. Please follow the instructions for enrolling at OVGU.

1.3 Health Insurance

You need a German health insurance for the whole duration of your studies (even for the months you are going to be in Portugal and Lithuania).

You can either get a governmental/public insurance (about 110€ per month) or private health insurance according §11 Abs.1-3 SGB V (around 26€-74€ per month).

<https://www.ovgu.de/unimagdeburg/en/International/Incoming+ +Ways+to+the+University/International+Students/Organizing+Your+Stay/Health+Insurance-p-48632.html>

European Citizens will have an EHIC (European Health Insurance Card).

1.4 Maintenance/Costs of Living

To stay in Germany and to apply for visa and residence permission you need to proof that you have an available amount of 861€ per month. This includes money for your apartment, food, your health insurance, etc.

1.5. Living

If you wish to apply for a room in a dorm please do this as soon as possible. Here you find the application form: <https://www.studentenwerk-magdeburg.de/en/accommodation/application-form/>

Other, private accommodation can be found online:

<https://www.ovgu.de/unimagdeburg/en/International/Incoming+ +Ways+to+the+University/International+Students/Organizing+Your+Stay/Finding+Accommodation-p-46814.html>

1.6 Tuition Fee

NONE (for OVGU based IMPAS Students)

1.7 Semester Fee

Per semester, you have to pay a semester fee. This includes a fee for bus and tram transport in Magdeburg, a fee for Student Service (*Studentenwerk*) and a fee for Student Council (*Studierendenrat*).

For winter term 2020/21 the fee is 129.90€.

1.7.1 Re-Registration

To maintain your student status and to make sure that you are not going to be de-registered (*Exmatrikulation*) from your studies, you have to re-register every semester as a student.

The deadlines are in January for spring term and June for winter term. You have to pay the semester fee to re-register. Here you find information on the procedure:

<https://www.ovgu.de/unimagdeburg/en/reregistration-p-43700.html>

1.8 Establishing Your University Account

After enrolment, you can proceed to the University Computer Centre (*URZ*) in Building 26.1, next to the Mensa to configure your Campus Account.

In the lobby, you find two computer units in which you enter your data and create your account.

Your account is important for your schedule, your grades and re-registration (everything is included in myOVGU and LSF).

1.9 Language Classes / Language Centre

Learning some German will make your stay at OVGU and in Germany more valuable even if you study in English.

You are welcome to choose an appropriate language course here:

<http://www.sprz.ovgu.de/Fremdsprachen.html>

Register here: <https://sprachenzentrum.ovgu.de/>

Select one of the German language courses that are offered:

<http://www.sprz.ovgu.de/Fremdsprachen/Deutsch+als+Fremdsprache.html>

The language courses cost between 20€ and 160€ per semester. Through the registering system moodle you will be informed about your fee.

1.10 Sports Courses

The University offers a variety of sport courses. You can find all courses offered for the current semester here:

<http://www.spoz.ovgu.de/spoz/en/home/Welcome+to+University+Sports+Centre+SPOZ.html> (klick on the right sight on Sport Opportunities).

There is a high demand on some courses, so make sure that you register online for the course you'd like to take as soon as possible after registration starts.

1.11 Study Abroad Mobilities

Part of your study programme are two study abroad mobilities. You will have your second semester in Portugal at University of Trás-os-Montes and Alto Douro and your third semester in Lithuania at Lithuanian Sports University.

These mobilities are partially financed through the ERASMUS programme. The grant you will receive varies from both countries. In 2020 students will get for Portugal 390€ per month and for Lithuania 330€ per month.

The International Office will provide you with all necessary documents and information.

Your funds will be transferred to your German bank account.

A holder of a "blocked account" in Germany cannot withdraw more money than agreed in advance, even after your ERASMUS payments have arrived in the account. That why we recommend you to have two bank accounts.

2. General Information for Portugal and Lithuania Based Students

Your home university is responsible for you concerning your overall studies. We at Magdeburg are responsible for your Erasmus stay at OVGU. Please keep this in mind and address the correct person with your questions

Please make sure that you did enrol, all took steps necessary for registering as a student in Portugal or Lithuania before you come to Magdeburg.

2.1 Nomination

You are enrolled at UTAD or LSU, this means your first semester is going to be at OVGU.

Your home university international office has to nominate you as an ERASMUS student to OVGU.

Afterwards you will receive an email with information on how to apply at OVGU.

When you finished this application, you will receive your admissions letter and information on how to enrol as an ERASMUS student at OVGU.

After your nomination and before coming to OVGU you have to make a Learning Agreement, please ask your home university's international office about the steps. Send it via mail to OVGU for the final signature.

Your Grant Agreement is also necessary for your stay abroad, here you agree on your scholarship. Make sure that you have signed this before coming to OVGU.

2.2 Enrolling at OVGU

After you arrived at OVGU, you go to the International Office and enrol as an exchange student.

Please bring the proof of payment of the semester fee, a proof of your health insurance (EU Citizen – EHIC is enough), your passport, a photo and you have to give the address you are living at.

After enrolling you will receive from OVGU international office your Certificate of Attendance, this is necessary for you to receive your ERASMUS funds.

2.3 Residence Permit

Every citizen in general is allowed to enter Germany as a tourist for no longer than 90 days.

However, your plan to study in Germany is a different case. It is important to distinguish between EU countries and other countries.

Students from the EU can travel to Germany without a visa.

Students from countries like Australia, Japan, Canada, New Zealand, South Korea, Israel, USA, Andorra, Brazil, El Salvador, Honduras, Monaco or San Marino can get the necessary residence permit after they arrived in Germany. Be aware that you have to apply within the first three months, before the 90 days expire.

Every other citizen has to apply for a student visa at the German embassy in his or her home country. As the visa application process may take between three to twelve weeks, we recommend you submit your application as early as possible.

For your stay during your IMPAS studies please make sure that your passport is valid for at least two years starting from now on. This is a prerequisite for receiving a permanent residence permit.

After arriving in Magdeburg and within the first two weeks, every student has to register at a Residents Registration Office / Citizens Office (*Bürgerbüro*). You have to present your passport, rental agreement and *Wohnungsgeberbescheinigung* when registering.

Also every non-EU student:

You are entering Germany with your study visa from Portugal or Lithuania. You have to receive a Visa for your semester at OVGU. For this, you have to register at the Foreigners Registration Office (Ausländerbehörde). Ms. Anne Schulze will provide you with the required study confirmation.

2.4 Leaving OVGU and Germany

Before you leave the OVGU, you have to de-register as a student. We will help you with the documents you have to fill out and have to get a signature.

You have to cancel every subscription you have (fitness studios, bank account etc.).

3. Important Documents and Websites

3.1 Wohnungsgeberbescheinigung

https://www.magdeburg.de/PDF/Wohnungsgeberbest%C3%A4tigung.PDF?ObjSvrID=37&ObjID=16634&ObjLa=1&Ext=PDF&WTR=1&_ts=1551433337

3.2 Application for (extension) of a Residence Permit

https://www.magdeburg.de/PDF/Antrag_befristeter_Aufenthaltstitel.PDF?ObjSvrID=37&ObjID=39131&ObjLa=1&Ext=PDF&WTR=1&_ts=1568639665

3.3 De-Registration from the City Magdeburg

https://www.magdeburg.de/PDF/Abmeldung_ins_Ausland.PDF?ObjSvrID=37&ObjID=18033&ObjLa=1&Ext=PDF&WTR=1&_ts=1571898431

4. Contact Information

4.1 General Postal Address

Otto-von-Guericke University Magdeburg
Universitätsplatz 2
39106 Magdeburg

4.2 Programme Coordinator

Dr Kathrin Rehfeld

Faculty of Humanities, Institute of Sport Science
Office: Building 40D, room 075

Telephone: +49 391 67 54706

E-Mail: kathrin.rehfeld@ovgu.de

4.3 Admission/ Enrolment for OVGU Based Students

Students Office (*Studierendensekretariat*)

Building 06

Ulrike Schmidt

Telephone: +49 391 67 57011

E-Mail: ulrike.schmidt@ovgu.de

4.4. Contact International Office

Anne Schulze

International Office

Office: Building 18, room 148

Telephone: +49 391 67 57349

E-Mail: anne.schulze@ovgu.de

5. From Student to Student

5.1 IKUS Intercultural Students

If you need help, if you have a problem, or if you just have a simple question, do not hesitate to visit the IKT place ("InterkultiTreff") and ask the IKUS for help. IKUS is a group of German and international students-volunteers who assist all international students at OVGU. Almost each week of the semester, the IKUS students offer several social and cultural activities for you to get to know the German culture, but also other students and their cultures.

Try the IKUS services: Weekly office hours for counseling, table football nights, movie nights, country evenings, trips, sports tournaments, parties and many more activities in and around Magdeburg.

For more information check <http://www.ikus.ovgu.de/>, Facebook group <https://www.facebook.com/ikusmagdeburg> or send an email to ikus@ovgu.de

IKUS First Steps in Magdeburg: <http://www.ikus.ovgu.de/ikus/en/FirstSteps-p-44.html>

5.2 Buddy Programme

You just arrived to Magdeburg and you need help to find an apartment, open a bank account, register at the Citizens Office or other administrative acts? The Section of International Affairs (RIA) is aware of the difficulties you might face when coming to Germany. Therefore, we offer you to participate in the Buddy Programme and to get help from Magdeburg's students.

For more information check:

<https://www.ovgu.de/Studium/Campus+ +Stadt/Studentische+Initiativen/RIA+ +Referat+f%C3%BCr+ +Internationale+Angelegenheiten-p-76180.html>