

Information about Application and Enrollment at Otto von Guericke University Magdeburg

APPLICATION DOCUMENTS

Please send us the following materials via email and ensure that each file is named appropriately. For example, use the format: *Full Name_Application Form* or *Full Name_Transcript of Records*. Please use PDF or compressed JPG.

KEYFACTS

Online

The Keyfacts form can be downloaded [here](#). Please fill out all application information and sign digitally.

APPLICATION FORM

Online

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

LETTER OF MOTIVATION

Online

The letter of motivation should consist of one to maximum of 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. Please note that you are writing to the admissions committee. Kindly ensure that you greet them respectfully and include your full name.

COPY OF PASSPORT WITH NAME AND PICTURE

Online

PHOTO

Online

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

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

CEO:

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V2025

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

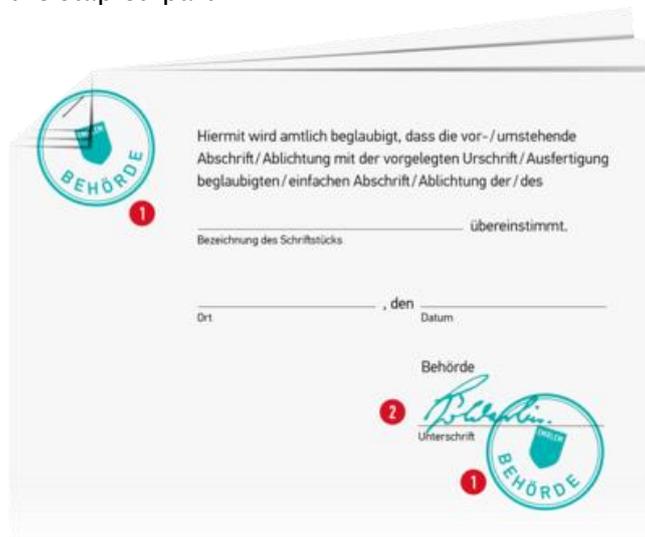


□ **CERTIFICATE & TRANSCRIPT OF RECORDS**

Online

Please provide a high-quality scan of your certificate and transcript of records, ensuring that all subjects and scores are visible. All documents must be written in German or English.

You are only required to provide a certified copy of your documents if explicitly requested by the university. These random checks are carried out to ensure the authenticity of the documents submitted. If you are asked to provide a certified copy, please note the following requirements: The copy must include original stamps and original signatures on every single page, or, if the documents are stapled, a stamp must cover the stapled part.



□ **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 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.

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ENROLLMENT PROCESS

After receiving your application, we will provide you with a personalized cloud space. Once you receive your final admission letter from the university, please upload the required materials to your cloud space for us to pre-check. Ensure that each file is named appropriately. For example, use the format: *Full Name_Health Insurance*

PAYMENT OF SEMESTERFEES

Online

The admission letter will include payment instructions in point 1). Ensure to use the right reason for the transfer. Please provide a screenshot of your payment to the cloud system.

Please note, the semester fees are not included in tuition fees. For tuition fees you will receive a separate invoice from the Business School Magdeburg.

HEALTH INSURANCE

Online

Every person in Germany must have a Health Insurance. See point 3) in your admission letter. We recommend public health insurance like AOK, Techniker Krankenkasse (TK), Barmer, DAK, etc. Please note that travel insurance is not allowed! If you are over 30 years old, please consider private health insurance options such as Dr. Walter Student Provisit Student, Mawista, or other providers. Please note, not all health insurance are recognized by German authorities.

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). See point 5) and 6) [in](#) your admission letter.

VISA

Online

If you already have a visa, please upload it to the cloud system.

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