

Re-registration

Content

Re-registration	1
1. Re-registration by direct debit	1
Where can I find the re-registration function in the student portal myovgu?	1
Step 1 of 6: Overview	2
Step 2 of 6: Give a mandate	3
Step 3 of 6: Select invoice	4
Step 4 of 6: Confirm pre-notification	5
Step 5 of 6: Re-Registration	5
Step 6 of 6: Done	5
Additional steps if necessary	6
1. All requirements for the re-registration are fulfilled, but the re-registration was interrupted	6
2. There are still open prerequisites (e.g. re-registration locks)	7
3. Re-registration by bank transfer	8
4. Re-registration by cash payment	9

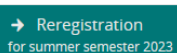
1. Re-registration by direct debit

At the end of each semester, you must re-register as a student in order to continue your studies in the next semester. The period for re-registration for the summer semester is between the beginning of January and the beginning of February, re-registration for the winter semester is between the beginning of June and the beginning of July. The exact periods can be found on the "[OVGU Website](#)".

The following steps show an example of the procedure for re-registration for the summer semester 2023. Designations with direct semester information will differ in the following semesters.

Where can I find the re-registration function in the student portal myovgu?

The quicklinks will take you to the Student Services, where you can start the re-registration by clicking on



Quicklinks ▾

Student Service Re-registration, certificates, personal data, payments	Application Change of study, Master studies
LSF portal Service and information for students	Moodle Central e-learning platform

Student Service

→ Reregistration for summer semester 2023

Reregistered for winter semester

Personal details [REDACTED]

Locking My courses of study Pictures Contact data Bills and payments Mandates Requested Reports / Reports

Step 1 of 6: Overview

In step 1, you will first receive an overview of the degree programmes for which you can re-register and which requirements must be fulfilled for this.

Among other things, you will be shown any re-registration locks (Figure 1) as well as information if re-registration is not possible for individual degree programmes (Figures 2 and 3).

Reregistration

1 Overview Schritt 1 von 6

2 3 4 5 6

Reregistration for summer semester 2023

✓ You can continue studying all courses.

✎ Preconditions

📄 Pay semester fee

🔒 Reregistration lock: fehlerhafte Adresse

▶ Pay semester fee

Figure 1: Example display for re-registration locks

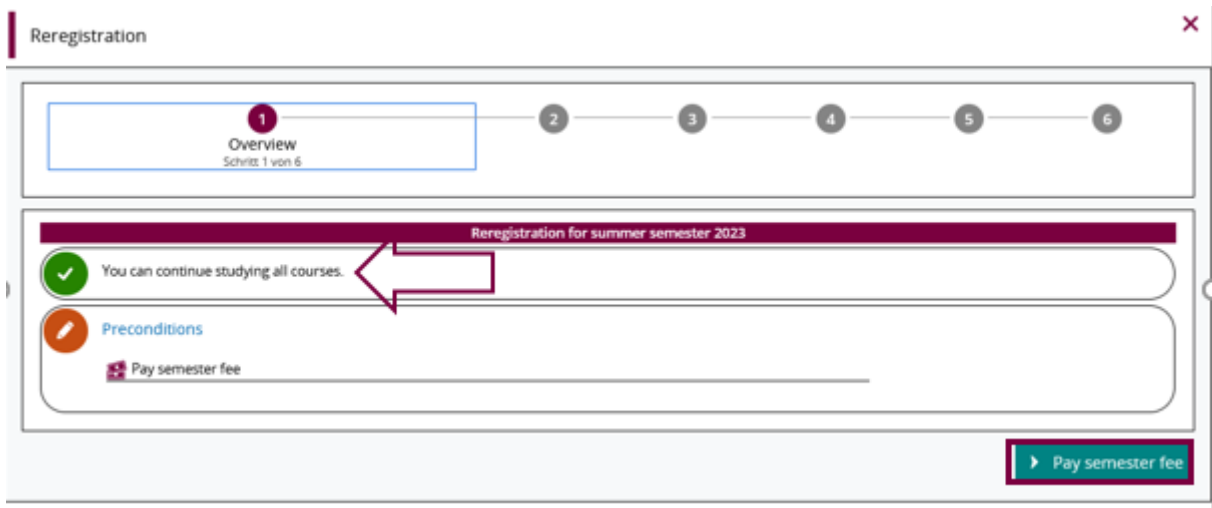


Figure 2: Example without restriction of re-registration for individual degree programmes

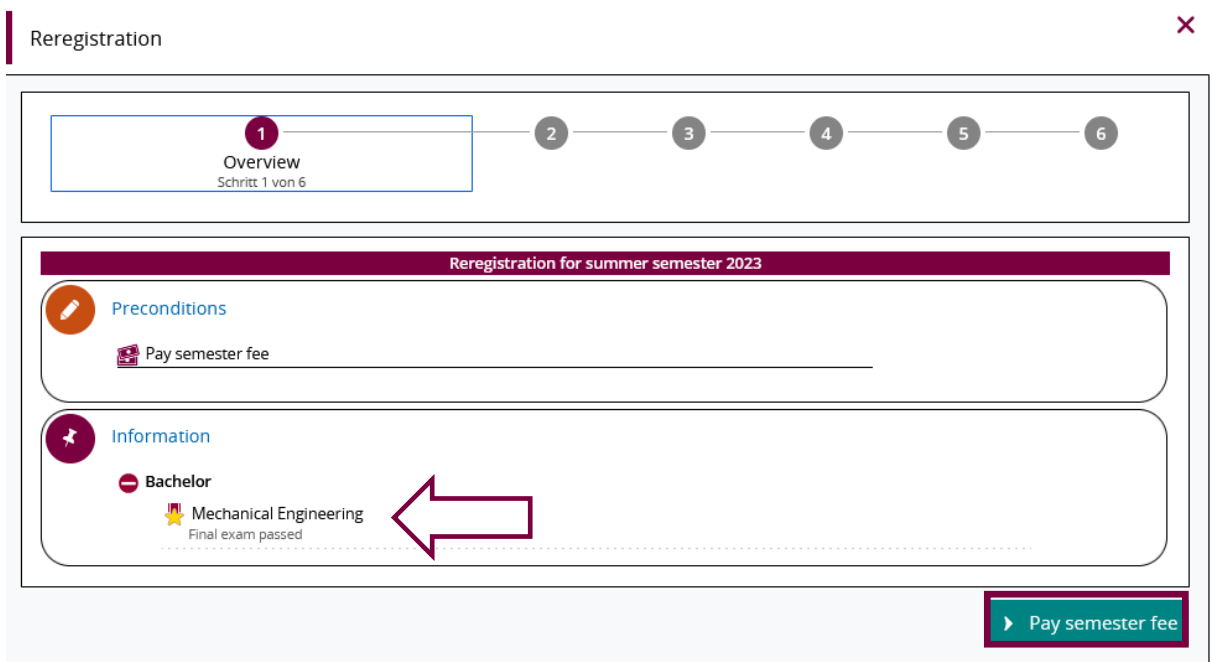


Figure 3: Example with restriction of a study programme for which one cannot re-register

To proceed to the payment of the semester fee, please click on [Pay semester fee](#)

Step 2 of 6: Give a mandate

In order for the university to be allowed to collect your semester fee, you must create an individual direct debit mandate. You must do this again **each semester**.

To do this, please first enter your bank details and the place where you want to sign. This is the place where you are currently located (when the mandate is created). The date is automatically filled in with the current date.

Reregistration

Give a mandate
Schritt 2 von 6

Direct Debit Mandate authorization
So it is now necessary to give your higher education institute the permission to debit your bank account. This is called a mandate. Your higher education institute uses so called one-off-mandates. With this mandate you give the permission exactly for one direct debit order. The mandate invalidates after your direct debit order has been processed. Enter at first your IBAN of your bank account used for this mandate and all future debit orders.

* IBAN DE00 0000 0000 0000 0000

* Place of signature Magdeburg

Date 01/04/2023

Back Create mandate

The bank details will be checked immediately and you will be informed whether they are correct or incorrect or whether the account is outside the SEPA area. If the bank details are incorrect or not valid, please correct the data or enter an account from the SEPA area.

To complete this step, click on [Create mandate](#)

Step 3 of 6: Select invoice

You receive an overview of all currently open invoices, whereby the respective due date and the invoice amount are displayed. As a rule, there is only one open invoice. This is then already automatically selected. If there are several open invoices, you can choose which one is to be paid by direct debit.

You can view the individual invoice items via the magnifying glass

Reregistration

Select invoices
Schritt 3 von 6

Selection	Period	Due date	Unpaid	Actions
<input checked="" type="checkbox"/>	summer 2023	02/06/2023	129.90 €	

Back Next

After selecting the open invoice, click on [▶ Next](#).

Step 4 of 6: Confirm pre-notification

With the pre-notification, you can see when the amount will be debited from your account. Confirm that you have read the pre-notification by ticking the box and clicking on [▶ Next](#)

Reregistration ×

Confirm pre-notification
Schritt 4 von 6

i An amount of 129.9 € will be withdrawn at 01/16/2023 with the SEPA direct debit with mandate reference STUX0310000023 [redacted] the creditor identification number DE9002 [redacted]

Yes, I have read and accepted the pre-notification of a forthcoming debit of my bank account.

[Back](#) [▶ Next](#)

Step 5 of 6: Re-Registration

In this step, you will receive confirmation of the successful payment of the semester fee. If there are no obstacles to re-registration, you can now complete the re-registration by clicking on the button

[▶ Now re-register](#)

Reregistration ×

Reregistration
Schritt 5 von 6

Reregistration for summer semester 2023

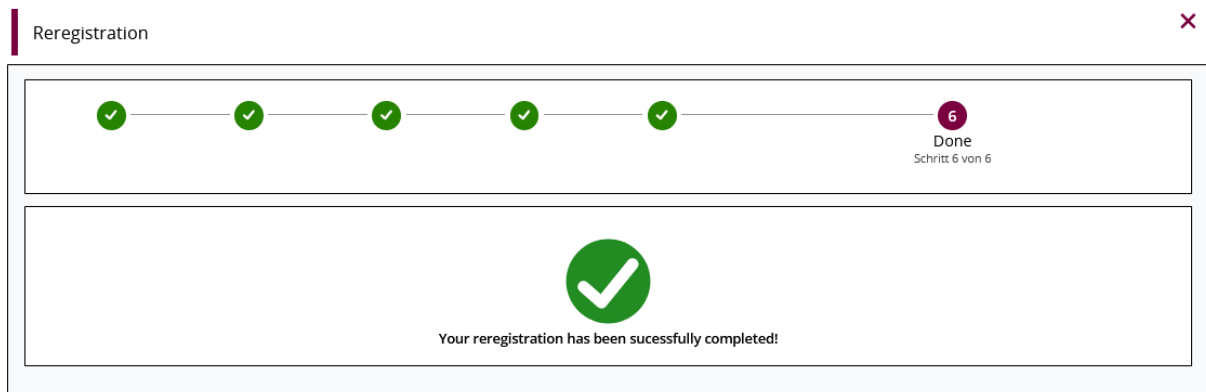
You have successfully paid your semester fee.

[▶ Now re-register](#)

You do not want to re-register now or there are other prerequisites that have not yet been fulfilled (e.g. re-registration locks) and the button [▶ Now re-register](#) is not displayed to you? Please go to the point "additional steps if necessary" (from page 6) to find out how to proceed.

Step 6 of 6: Done

Once the direct debit has been issued and the re-registration has been completed, you will receive confirmation of the successful re-registration.



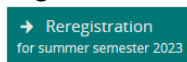
You can now exit the window by clicking on **Close**.

Additional steps if necessary

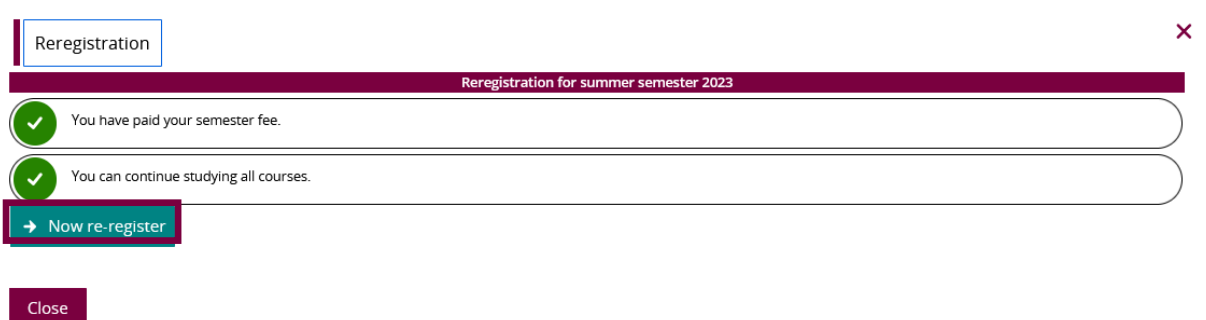
Students who have already paid the semester fee by direct debit but have not yet re-registered because the process has been interrupted or other requirements for re-registration have not yet been met can re-register on their own at a later date but within the re-registration period.

1. All requirements for the re-registration are fulfilled, but the re-registration was interrupted

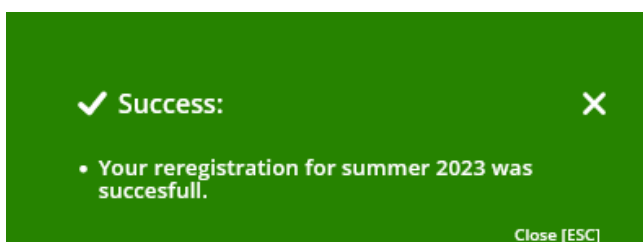
Log in to the Student Services again within the re-registration period and click on the button



By confirming the re-registration with the button **Now re-register**, the re-registration will be carried out immediately.



You will not be redirected to step 6, but will receive the following message directly:



2. There are still open prerequisites (e.g. re-registration locks)

You were shown in steps 1 and 5 that, in addition to the payment of the semester fee, further requirements for re-registration must be fulfilled. If you have completed step 4, the semester fee will be debited from your account as announced and is thus considered to have been received on time. However, you will not be re-registered because you were unable to complete step 5.

In order to re-register, you still have to fulfil the open requirements, which are displayed here in step 5 in short form. This can be, for example, the clarification of the re-registration locks.

Reregistration

Reregistration for summer semester 2023

- ✓ You have paid your semester fee.
- ✓ You can continue studying all courses.
- ✎ Preconditions
 - 🔒 Reregistration lock: temporary health insurance

Close

For the deletion of re-registration locks, please submit the requested documents/data to the Students' Office or another area named in the lock. The lock will then be deleted for the corresponding semester and the requirements are deemed to have been fulfilled.

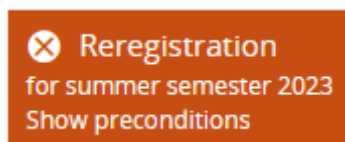
Please note: If the locks have not been processed before the end of the re-registration period despite the submission of documents, the re-registration will be carried out by the administrators.

You don't know what the re-registration lock means? You can find an overview of your re-registration locks with, in some cases, more detailed texts on the content of the lock in the tab "locking" of the Student Service:

Locking

reason	func
Temporary health insurance: Please extend your health insurance at the latest by the time of re-registration for the semester indicated under "Date" and ask your health insurance company to send you the new insurance status electronically.	1. Rück 2. Bei

As long as not all prerequisites for re-registration have been fulfilled, the following button for re-registration will be displayed in the Student Service:



By clicking on this button you will be shown both the requirements that have already been fulfilled and those that are still open.

Once you have fulfilled all the requirements, log in to the student portal again, go back to the Student Service and click on [→ Reregistration for summer semester 2023](#). Now you can re-register by clicking on the button

[▶ Now re-register](#)

Reregistration ✕

Reregistration for summer semester 2023

✓ You have paid your semester fee.

✓ You can continue studying all courses.

[→ Now re-register](#)

Close

You will not be redirected to step 6, but will receive the following message directly:

✓ **Success:** ✕

- Your reregistration for summer 2023 was successful.

Close [ESC]

3. Re-registration by bank transfer

Note: The direct debit process is the preferred payment method, as you will be re-registered directly once the payment has been approved.

If you wish to pay your semester fee by bank transfer, you can find all the information you need on the [“OVGU Website”](#). The recipient, IBAN, BIC, bank name, amount and payment reference are all indicated on the website. You will need this information to make a transfer.

Recipient

Recipient	Universität Magdeburg
IBAN:	DE64 8100 0000 0081 0015 02
BIC:	MARKDEF1810
Bank Name:	Deutsche Bundesbank, Filiale Magdeburg
Amount:	Euro
Reason for Transfer:	

Important information on the payment reference: After the semester (WS or SuSe) comes the year (2020) and a 1 for the summer semester or a 2 for the winter semester, followed by MYOVGU and the enrolment number without spaces (**Example** of re-registration for the **winter semester 2022/23: WS20202MYOVGU1234567**). The payment reference must always be entered without spaces in the transfer form. If you re-register by bank transfer your new student details will **not be available immediately**.

4. Re-registration by cash payment

Note: The direct debit process is the preferred payment method, as you will be re-registered directly once the payment has been approved.

If you wish to pay your semester fee in cash, you can find all the information you need on the "[OVGU Website](#)". The website contains details of the opening times and location of the cash office (in Building 06).

You will need your enrolment number in order to pay the amount owing at the cash office. Your payment will then be processed by the administration. If you have paid the correct amount, you will be re-registered by the system (this may take a few days).