

First Steps in Magdeburg

Winter Semester 2026/2027


OVGU says
WELCOME!
CAMPUSTOWER


When you move to Germany, there is no getting around visiting administrative offices
CAMPUSTOWER



Here are your First Steps ☺



Presentation Structure

1. **Housing 101**
2. **Registering at the Citizen's Office**
3. **Opening a Bank Account**
4. **Applying for a Residence Permit**



1. Housing 101

Rental Fraud | Rental Agreement | Liability Insurance | Electricity | Internet | Broadcasting License Fee | A Good Tenant

On Rental Fraud

BEWARE OF FRAUDSTERS

Identify The Provider!

Missing Info/ No Contact Person

Foreign IBAN? SUS!

Prices are too low? RUN!

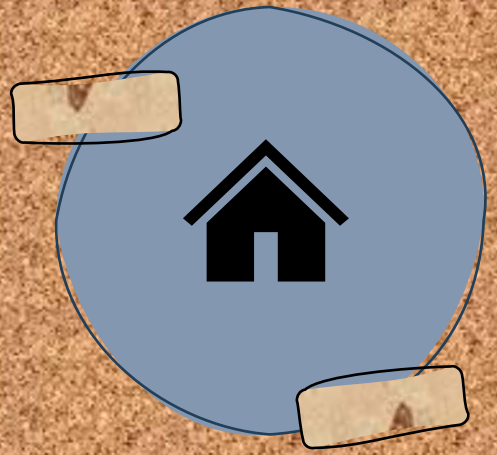
Copy of a passport, draft of rental agreement is suspicious

Conspicuous mail domains, file attachments & links

On Rental Fraud

Attempts to view apartment in person or by video call are rejected

Pressure to sign the contract



Payment (deposit, „reservation fee“) before signing a contract or rental contract without having viewed the appartment?

Did you fall for a scam?

- Contact bank to reverse payment
- Police: File a complaint

Be careful with personal data, passport, ID card!



1. Housing 101

Rental Fraud | Rental Agreement | Liability Insurance | Electricity | Internet | Broadcasting License Fee | A Good Tenant

Your Rental Agreement

...

Counselling for Finding Accommodation

From 1 SEP, 2026
@ IKT (InterKultiTreff)
Walther-Rathenau-Str. 19,
39104 Magdeburg

Written requests
housing@studentenwerk-magdeburg.de
Individual Zoom appointments
via email

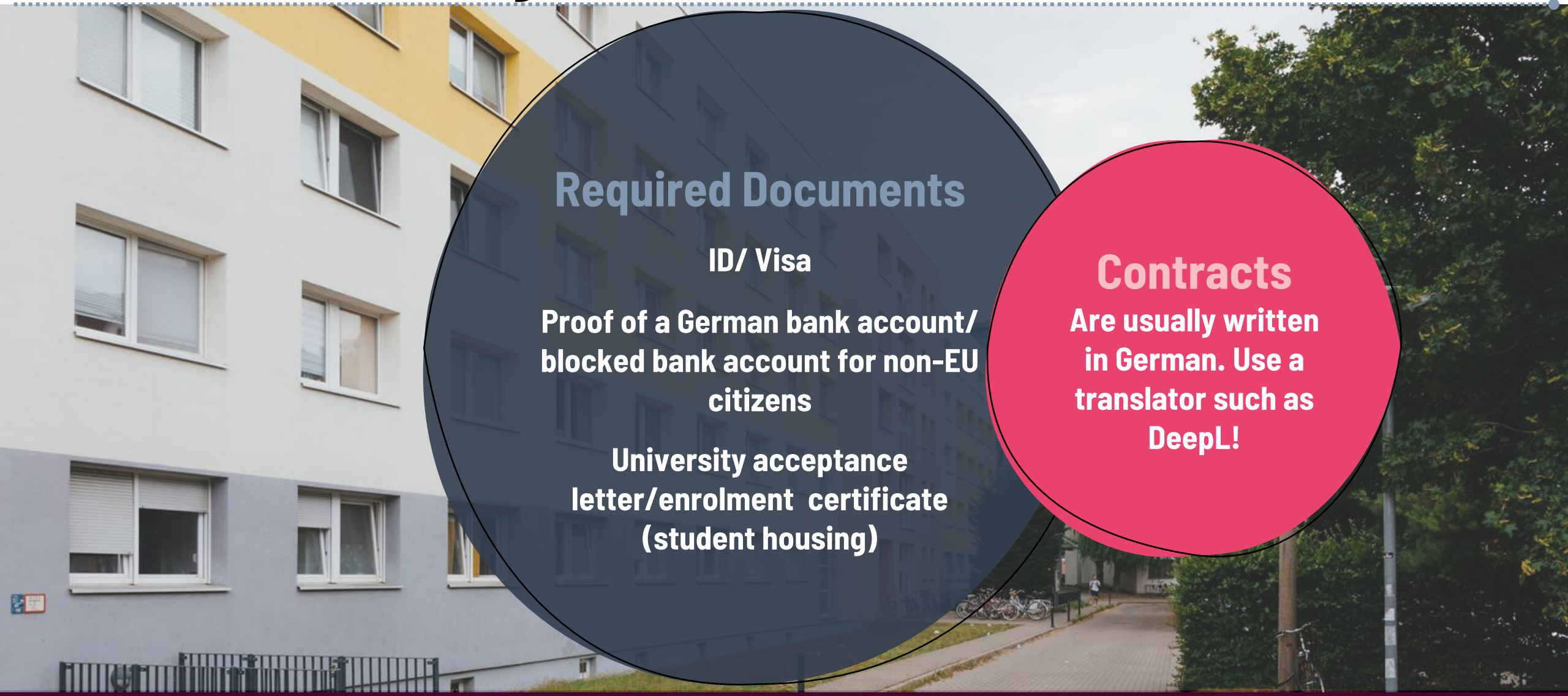
NEW!
Interna-
tional Students

Your Rental Agreement

FOR NEW!
INTERNATIONAL
STUDENTS



Your Rental Agreement



Required Documents

ID/ Visa

Proof of a German bank account/ blocked bank account for non-EU citizens

University acceptance letter/enrolment certificate (student housing)

Contracts

Are usually written in German. Use a translator such as DeepL!

Your Rental Agreement



After Finding

your new home you get to sign your Rental Agreement: the „Mietvertrag“

Your Rental Agreement

Pricing Models



Rental Apts.

usually start at €350 + deposit at min. €250

Rent is fixed

& payed monthly, utilities included

Basic Rent

“Kaltmiete” + utilities = total rent “Warmmiete”

Your Rental Agreement

Example

Basic Rent "Kaltmiete"

Total rent "Warmmiete"

Größe : **26m²**

Gesamtmiete : **430€**

Kosten

Miete:	339€	Kaution:	900€
Nebenkosten: ⓘ	91€	Ablösevereinbarung:	n.a.
Sonstige Kosten:	n.a.	SCHUFA-Auskunft erwünscht:	In 3 Minuten bereit [1]

deposit

utilities

Your Rental Agreement

Good to know

Utilities
are your heating & operating costs

Be Mindful
of showering habits, using heating, etc. to lower „Warmmiete“

Some Rental Agreements
include a fixed electricity provider, e.g. student dorms of Studentenwerk Magdeburg



Your Rental Agreement



Good to know

Serves as

Proof of a permanent residence in Magdeburg

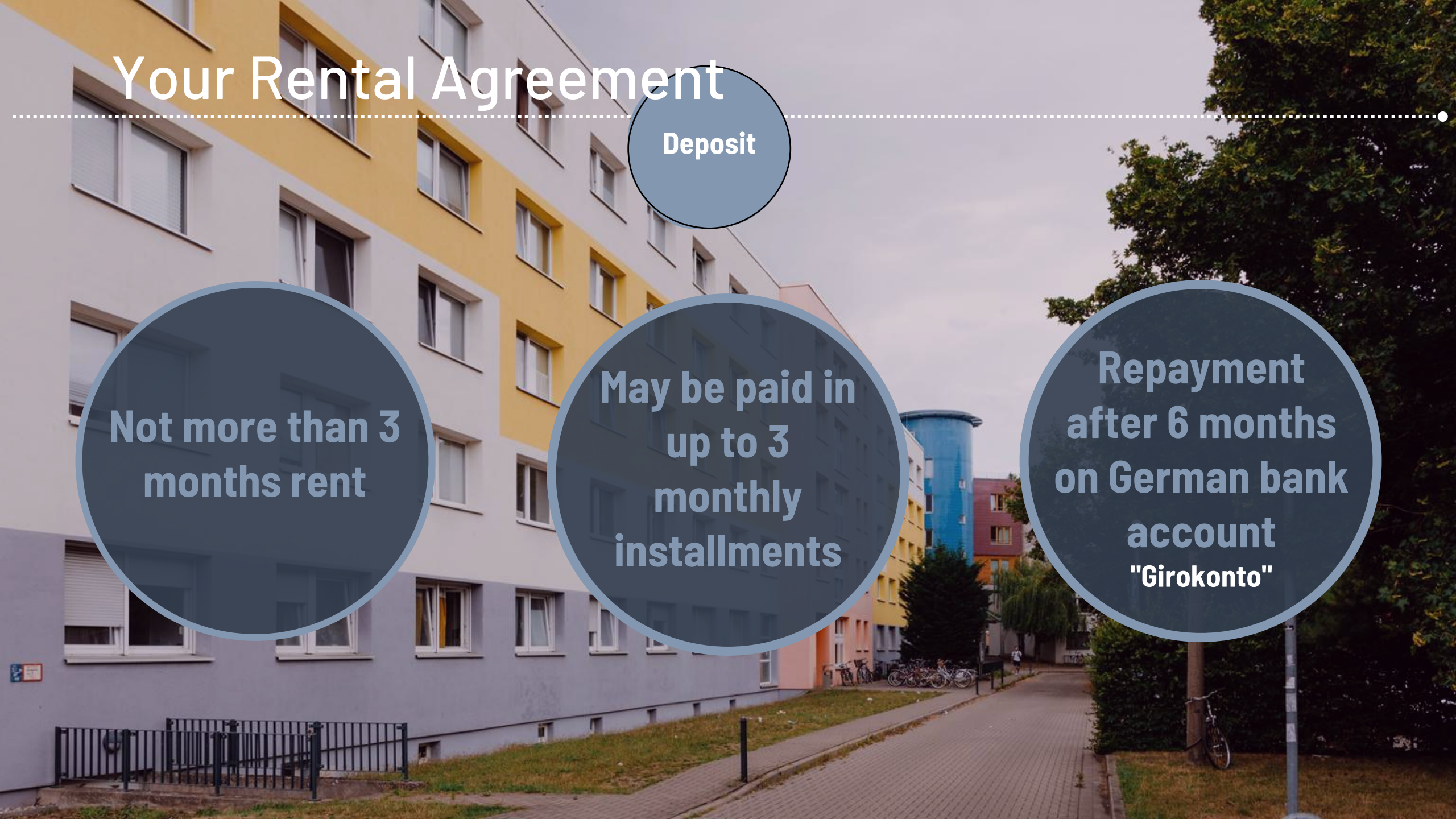
Specifies the

Minimum duration & period of notice before termination (applies to you & landlord)

Payment of deposit

Often before signing.

Your Rental Agreement



Deposit

Not more than 3 months rent

May be paid in up to 3 monthly installments

Repayment after 6 months on German bank account "Girokonto"

Your Rental Agreement



"Wohnungsgeber-bescheinigung"

Accomodation provider certificate

Your landlord should provide you with one on their own accord, if not politely remind them to (it's their obligation)

=> Document is needed for city registration

C/O letters

Are only accepted temporarily for city registration in combination with "Wohnungsgeber-bestätigung" of maint tenant



1. Housing 101

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On Private Liability Insurance



“Private Haftpflichtversicherung”

Next to your health insurance, one of the most important insurances to have in Germany

Some Landlords

Won’t rent out their apartment to anyone without coverage!

On Private Liability Insurance

For Example

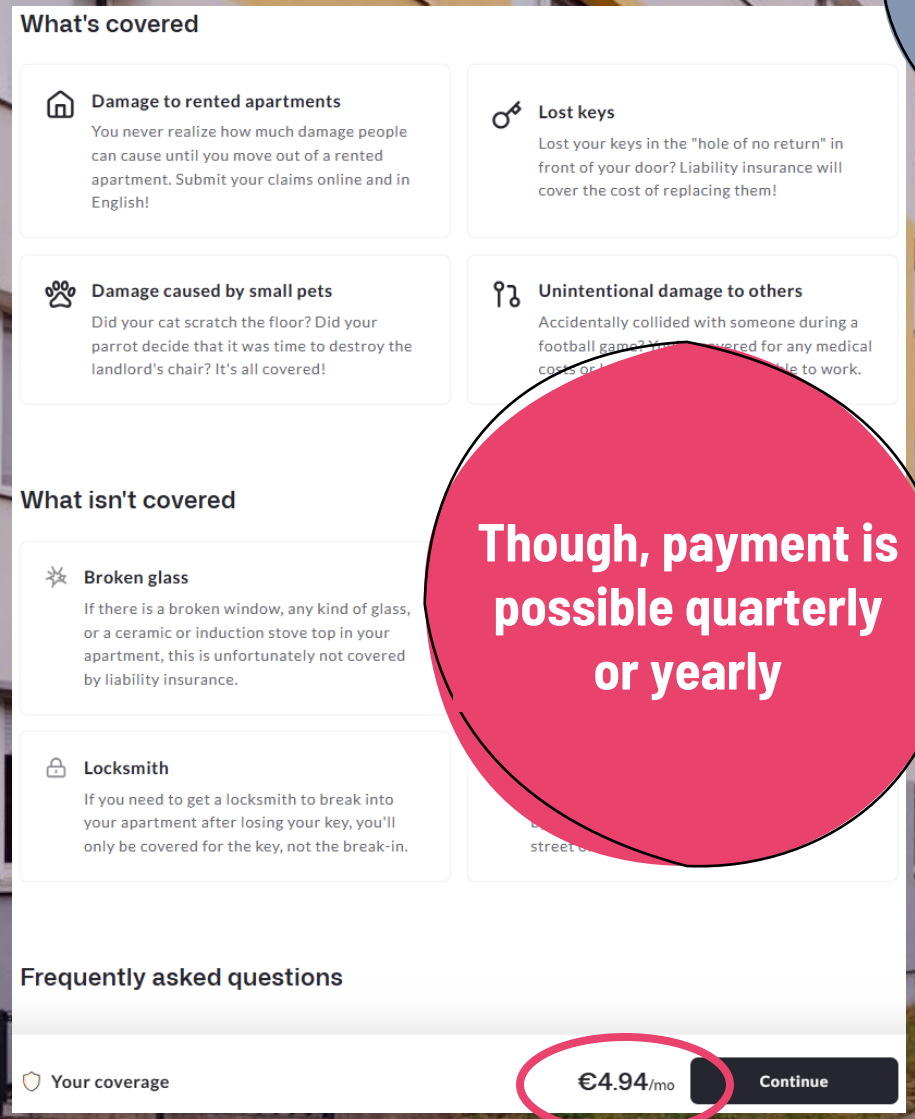
Accidentally pouring a liquid over a friend's laptop **whilst visiting**

Accidentally running somebody over **whilst biking**

The Washing Machine **decides to flood your rental & damage the flooring**

On Private Liability Insurance

For Example



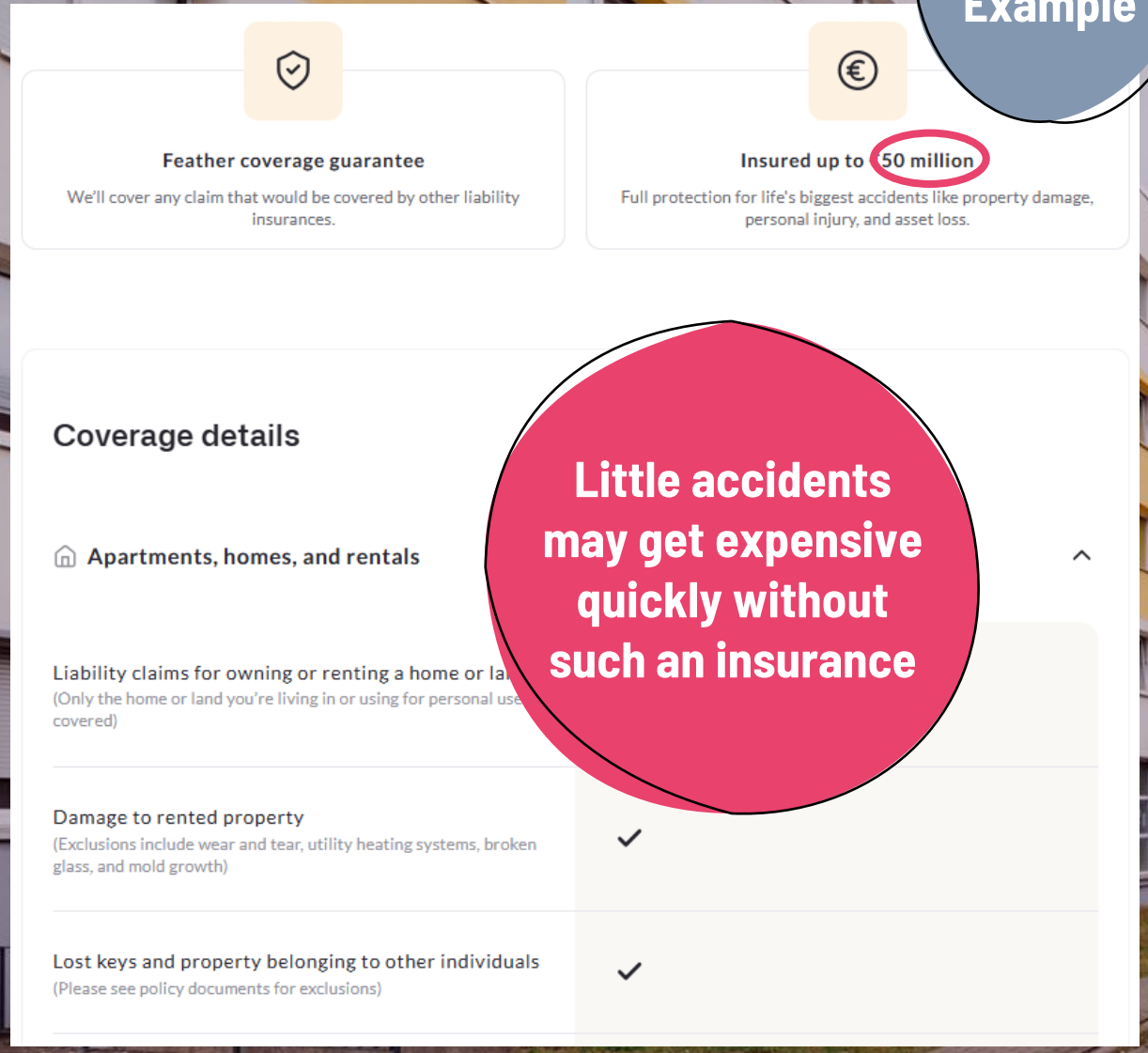
Though, payment is possible quarterly or yearly

They're usually quite affordable,

starting somewhere from a couple of euros per month, e.g. Feather

On Private Liability Insurance

For Example



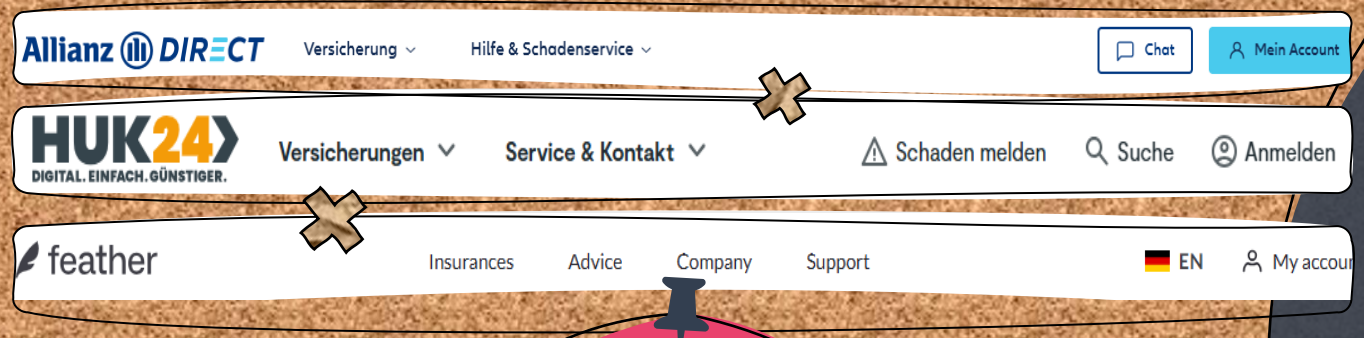
Little accidents may get expensive quickly without such an insurance

Feather

Often times rates can even be much lower, e.g. Allianz Direct (German)

On Private Liability Insurance

For Example



Usually it can all be done online in just a few minutes

You may Look to

providers like Allianz Direct, HUK24 or Feather, but there are many more



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On Getting Electricity



Before Moving

research & compare different suppliers online

e.g. check24.de

Magdeburg's default supplier „Grundversorger" is **SWM = often more expensive than others**

SWM MAGDEBURG

On Getting Electricity

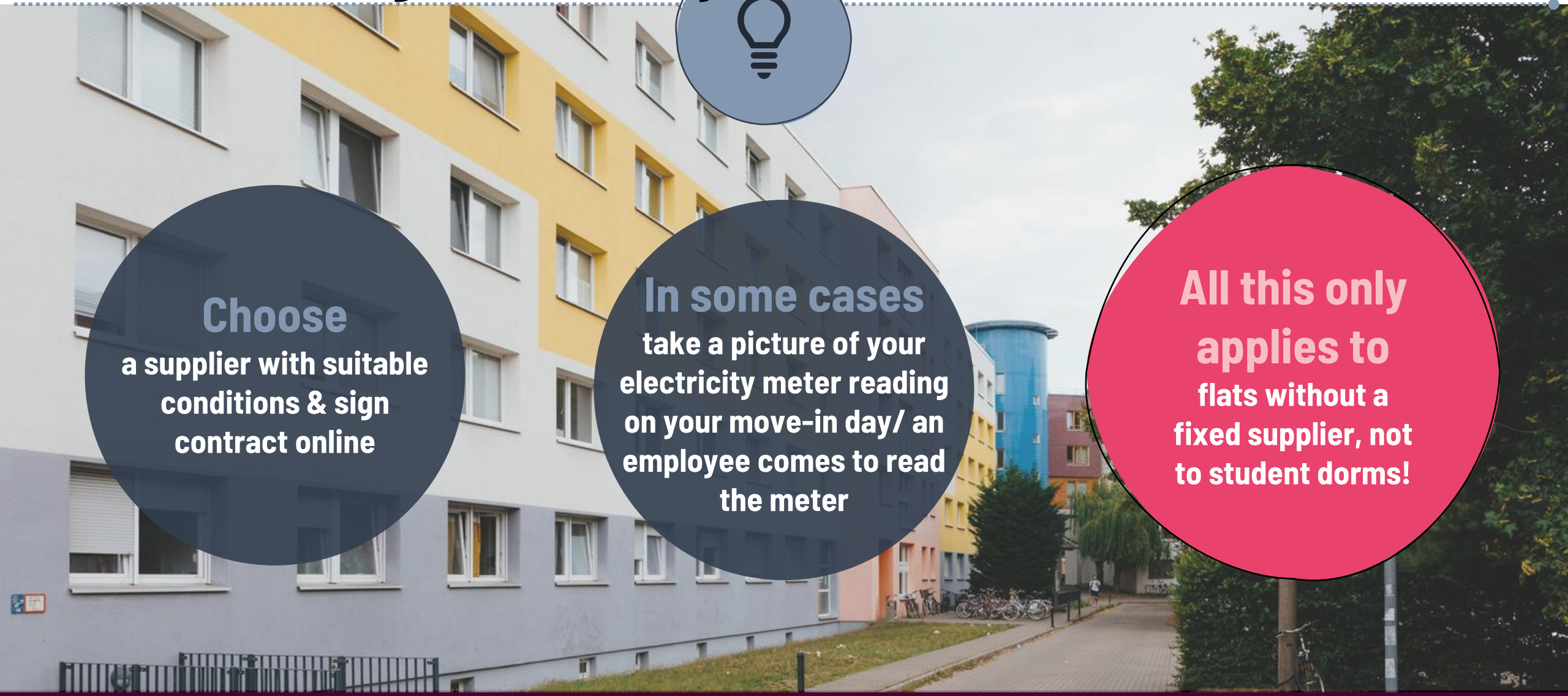


Choose
a supplier with suitable conditions & sign contract online

In some cases
take a picture of your electricity meter reading on your move-in day/ an employee comes to read the meter

„Stromzähler-stand"

On Getting Electricity



Choose
a supplier with suitable conditions & sign contract online

In some cases
take a picture of your electricity meter reading on your move-in day/ an employee comes to read the meter

All this only applies to
flats without a fixed supplier, not to student dorms!



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On Getting Internet



1st Before moving

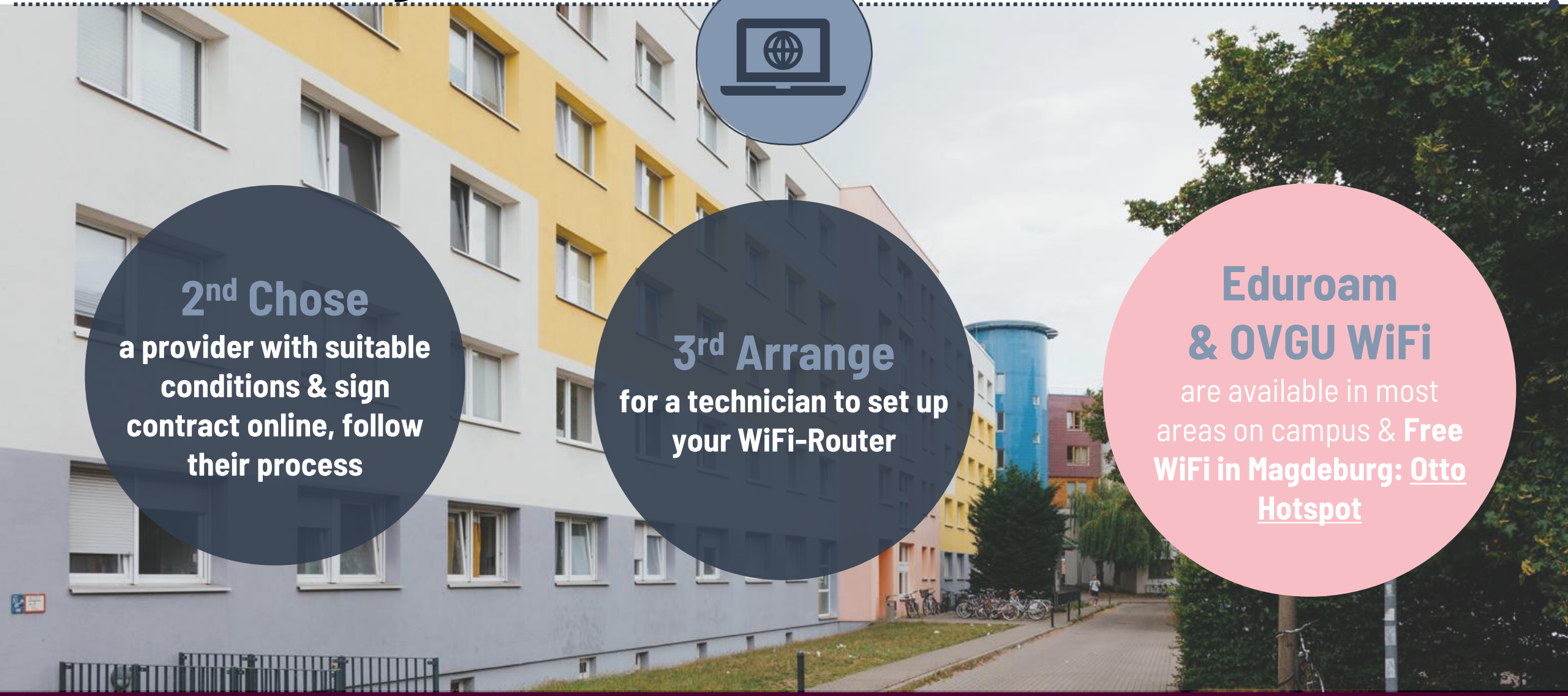
research and compare different suppliers online

e.g. check24.de

Concrete questions?

Contact providers!

On Getting Internet



2nd Chose

a provider with suitable conditions & sign contract online, follow their process

3rd Arrange

for a technician to set up your WiFi-Router

Eduroam & OVGU WiFi

are available in most areas on campus & **Free WiFi in Magdeburg: Otto Hotspot**

On Getting Internet

Where can I purchase a router?

Directly from your provider

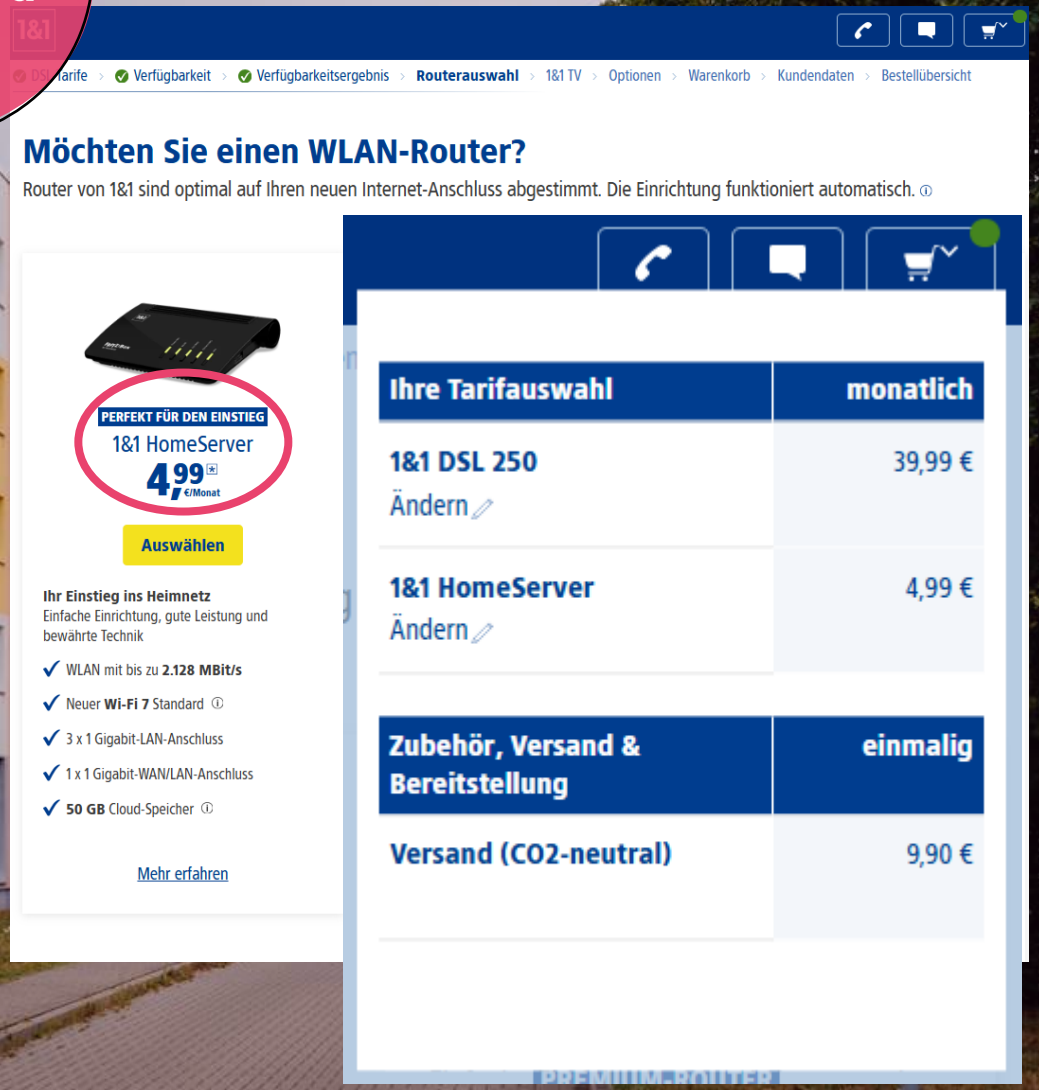
Locally
or online at MediaMarkt, MEDIMAX

Online
via Amazon

On Getting Internet

Where can I purchase a router?

Directly from your provider
e.g. 1&1





1. Housing 101

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On The Broadcasting License Fee



“Rundfunk-beitrag”

Legally prescribed
contribution for citizens, companies, institutions

Finances
the public broadcasting service based on a contributory model

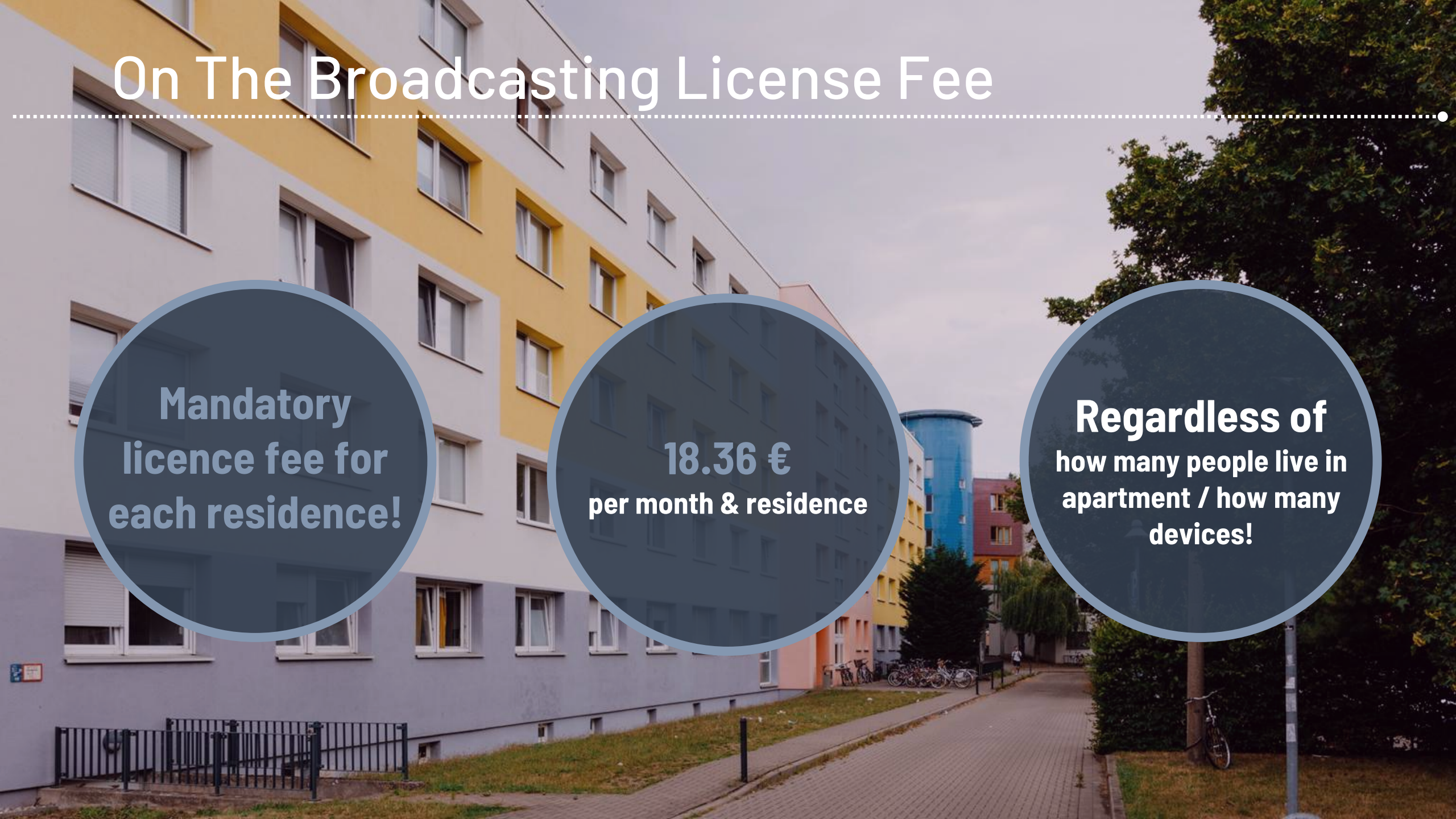
On The Broadcasting License Fee

Fee

is paid directly to the public broadcasting service

English FAQ for students:

On The Broadcasting License Fee



Mandatory licence fee for each residence!

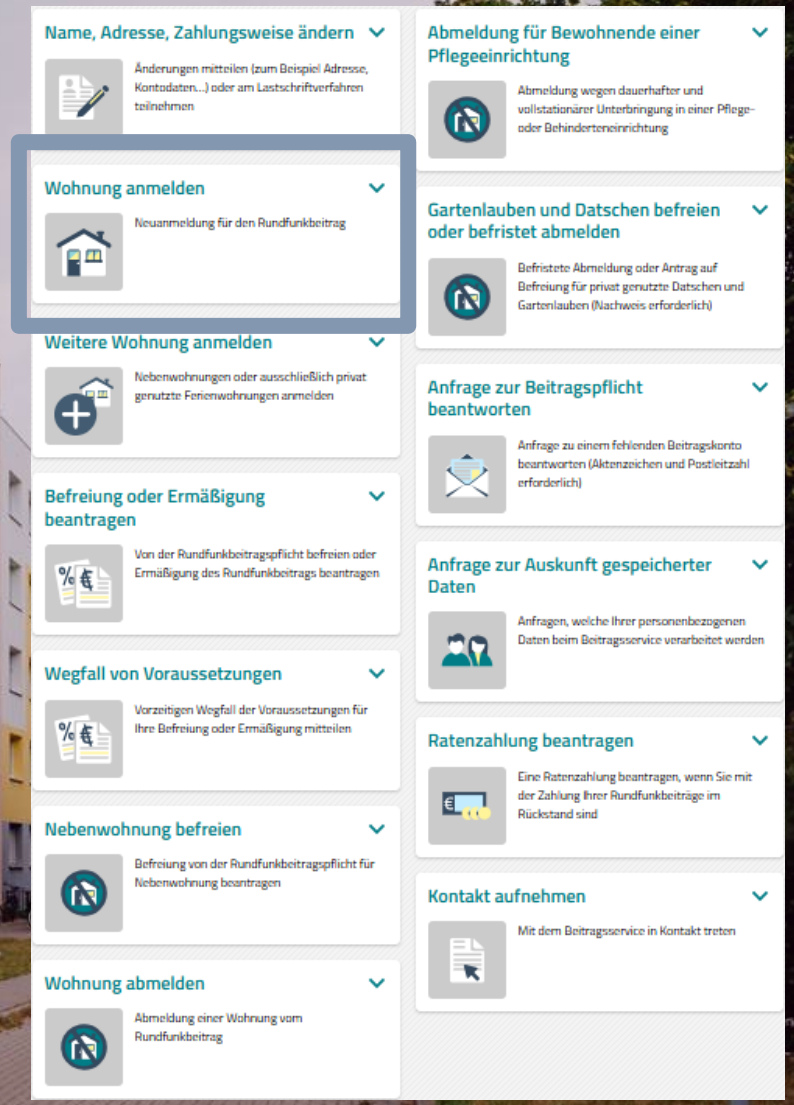
18.36 €
per month & residence

Regardless of
how many people live in apartment / how many devices!

On The Broadcasting License Fee

Register

with your German address to avoid debt

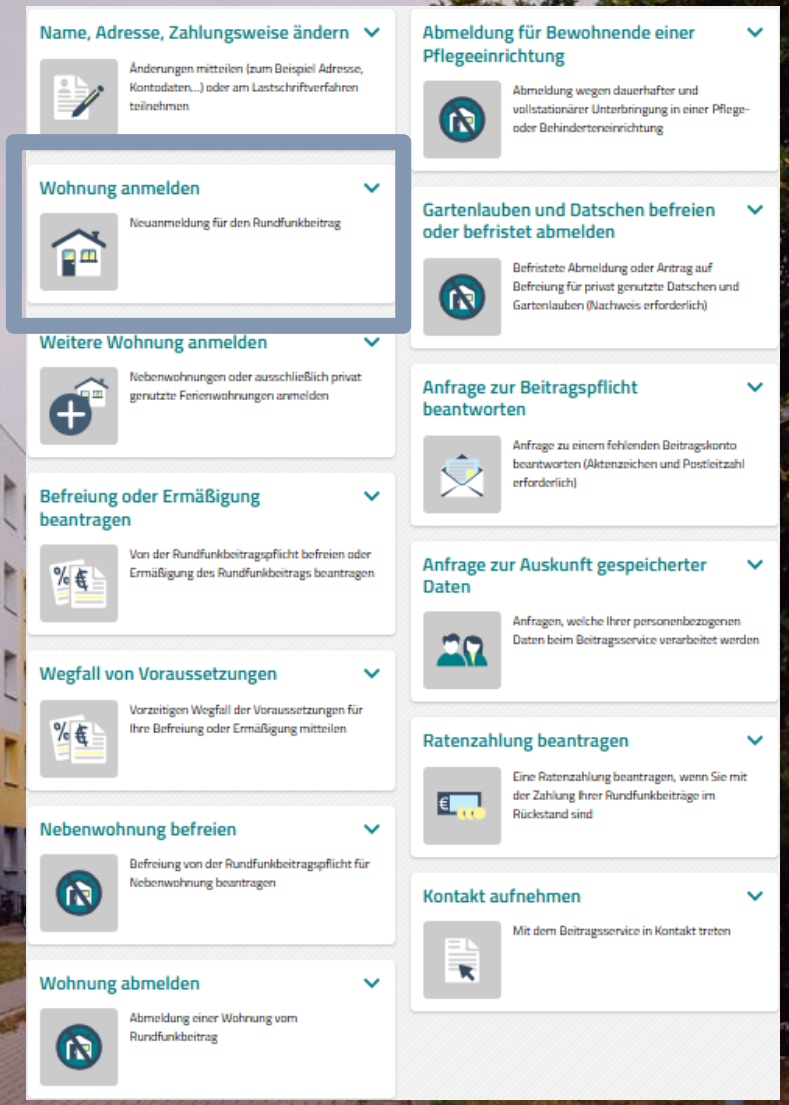


On The Broadcasting License Fee

Individual contribution number

everyone has one, not apartment-related

Click here for Q&A

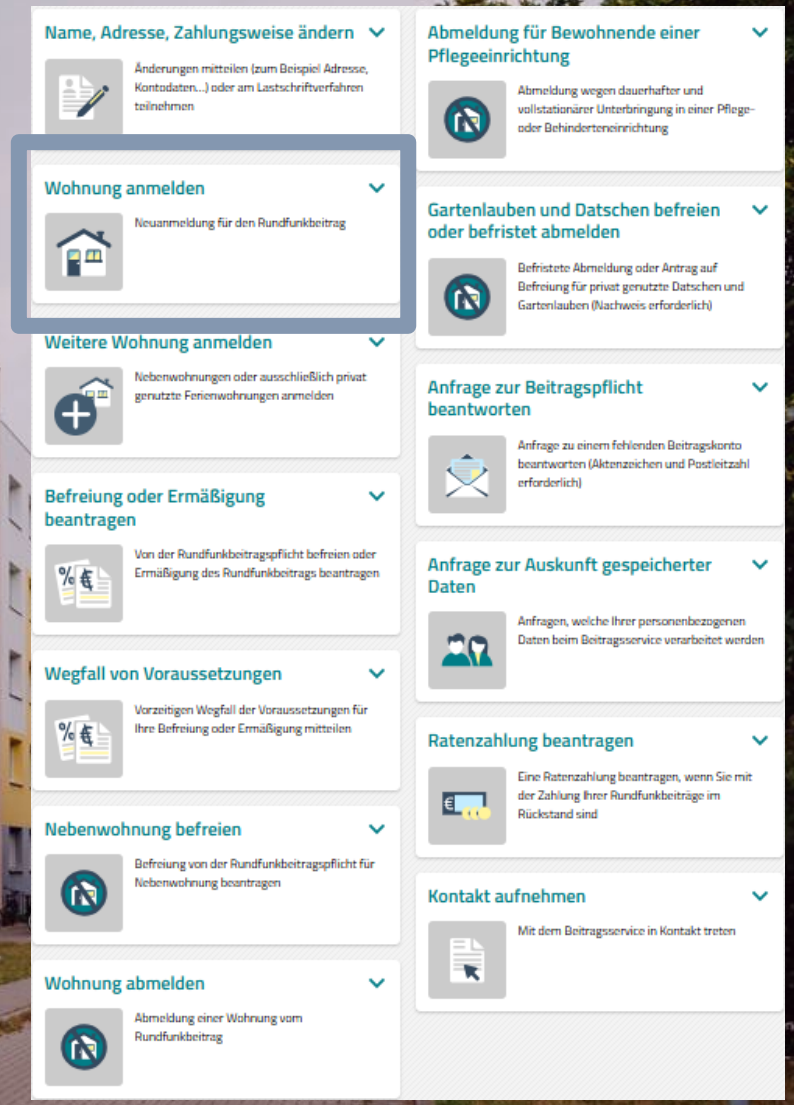


On The Broadcasting License Fee

Shared apartment

1 person pays, share the amount so that everyone contributes –
except BAföG recipients!

Click here for Q&A

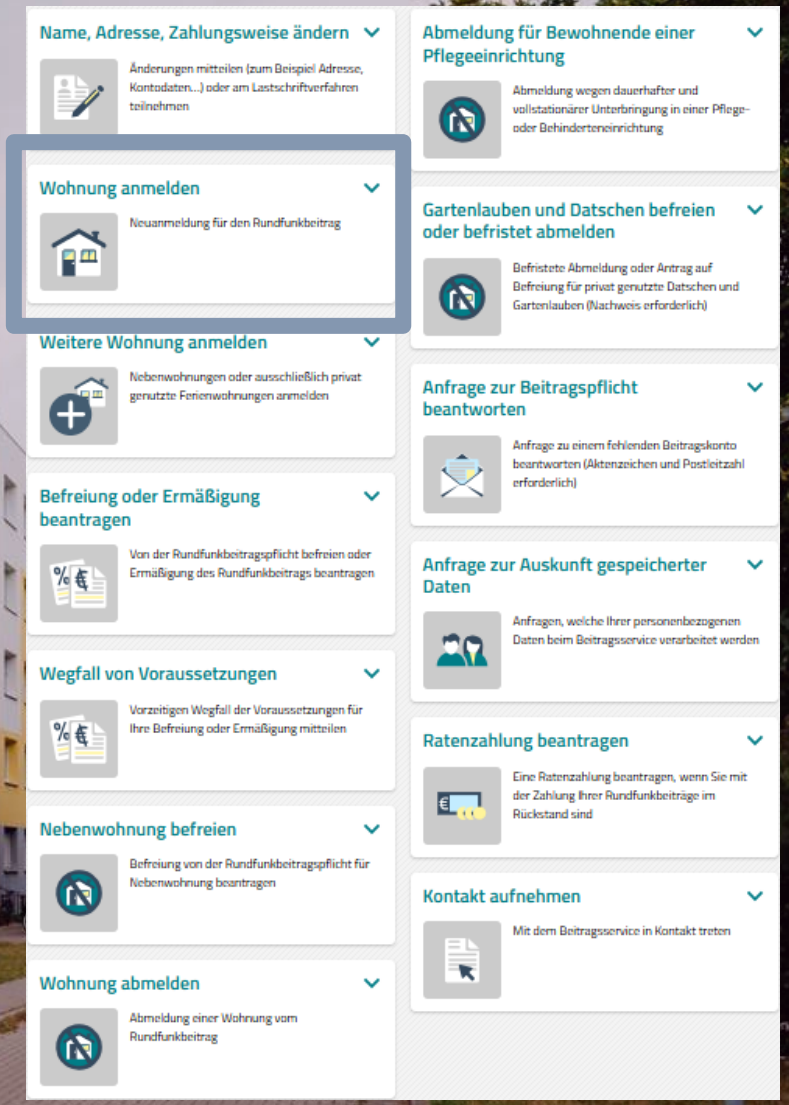


On The Broadcasting License Fee

If roommate is already paying for the apartment

Indicate it on registration form with contribution number of person paying

Click here for Q&A

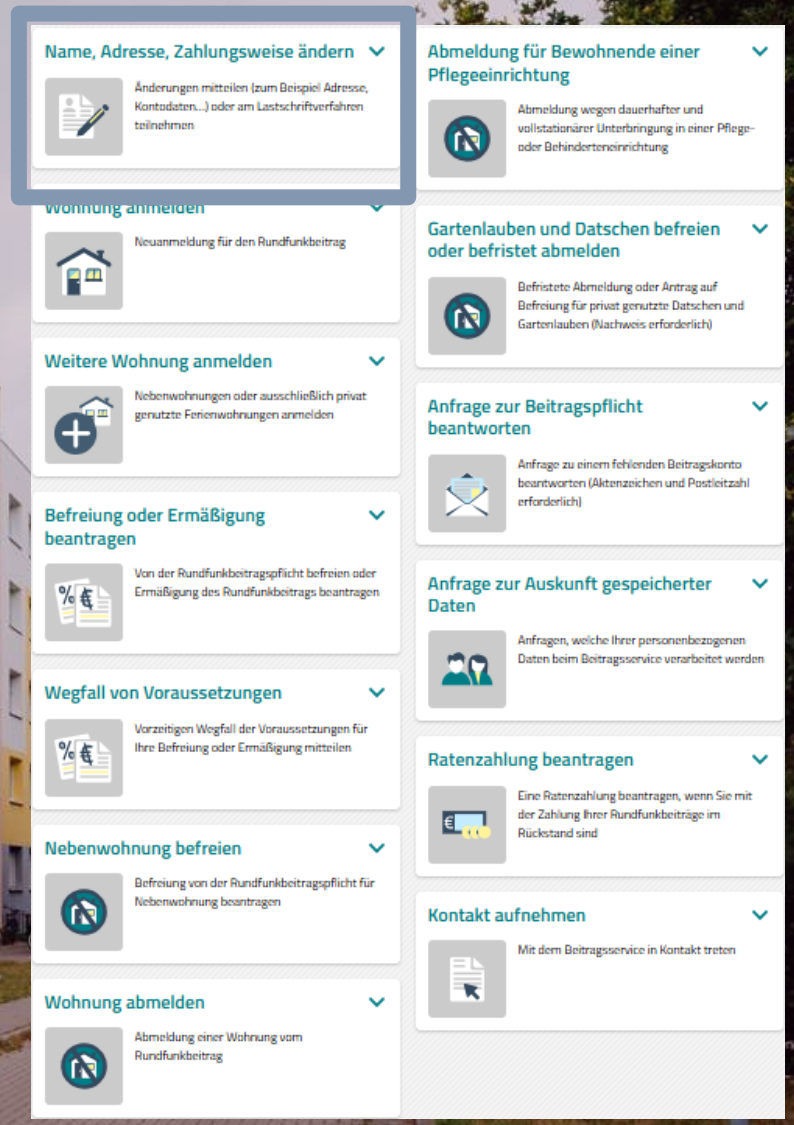


On The Broadcasting License Fee

Report changes

relocation, payment details

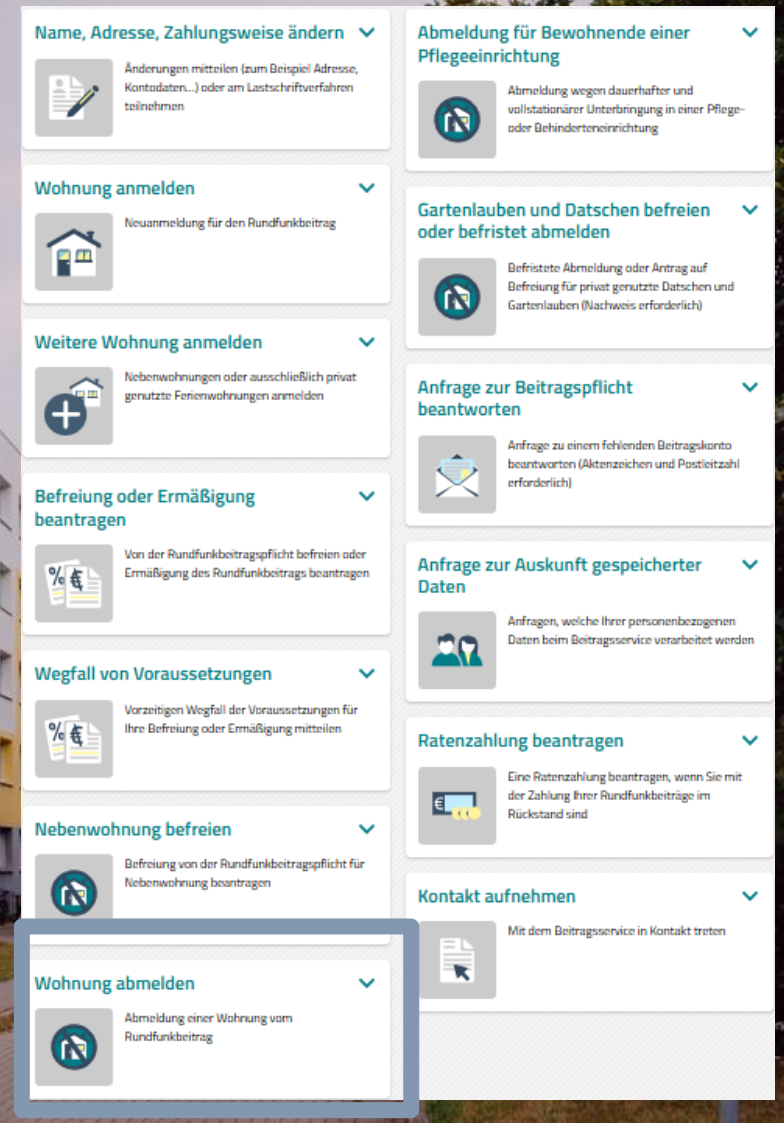
Click here for Q&A



On The Broadcasting License Fee

Deregister your residence when leaving

Click here for Q&A





1. Housing 101

Rental Fraud | Rental Agreements | Liability Insurance | Electricity | Internet | Broadcasting License Fee | A Good Tenant

On Being a Good Tenant



On Being a Good Tenant



Be mindful of your neighbors

& the ways you may potentially disturb them – Mutual respect is key to peaceful living

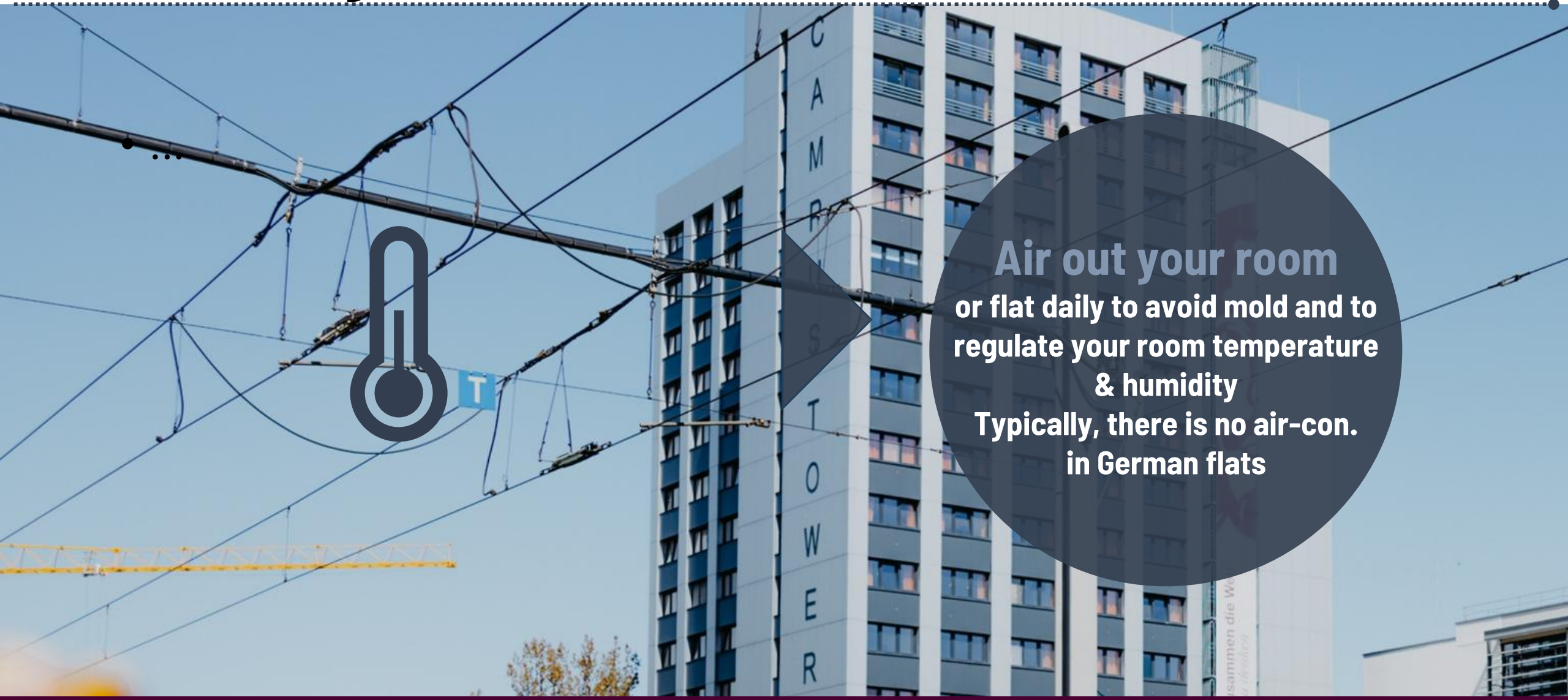
On Being a Good Tenant



Do not litter

common areas such as staircases and hallways

On Being a Good Tenant



Air out your room

or flat daily to avoid mold and to regulate your room temperature & humidity

Typically, there is no air-con. in German flats

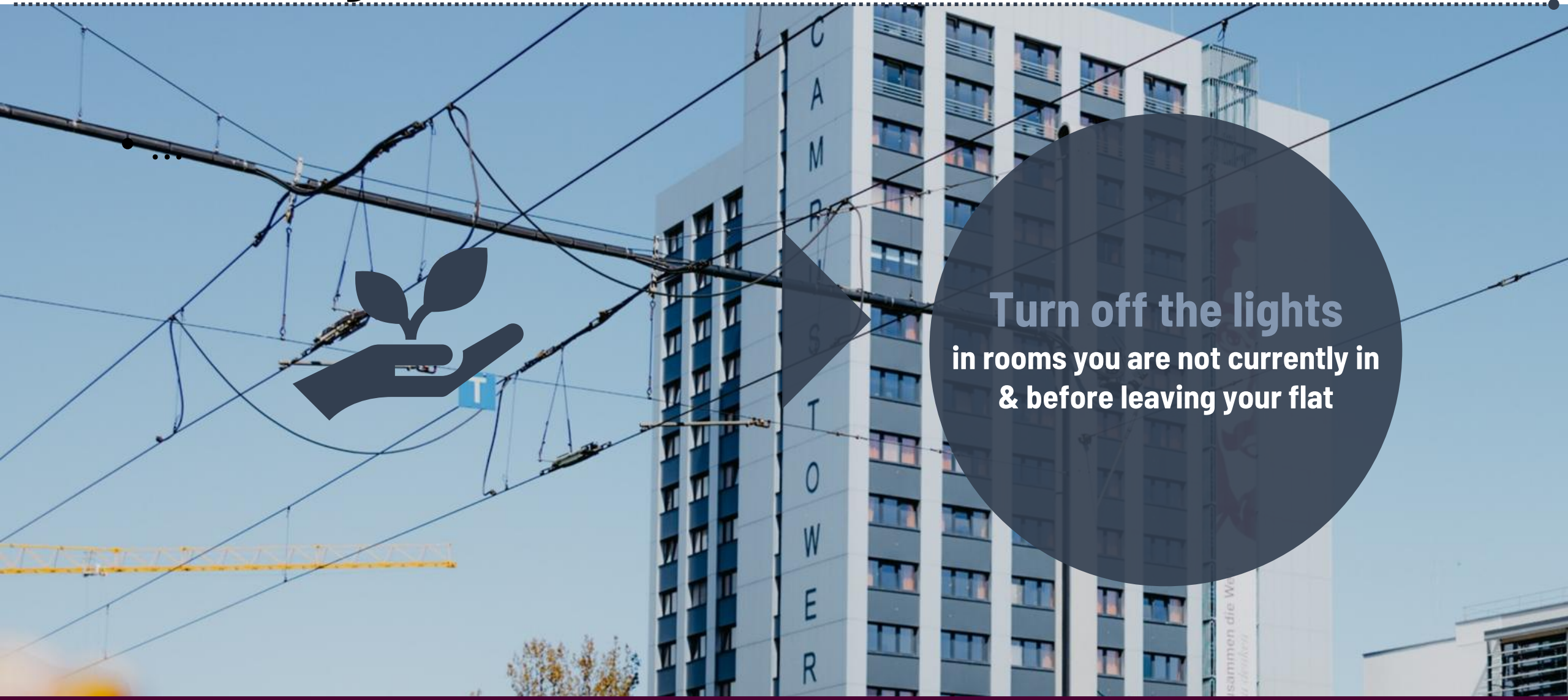
On Being a Good Tenant



Save energy

& turn off the heating while windows are open

On Being a Good Tenant



Turn off the lights

in rooms you are not currently in
& before leaving your flat

On Being a Good Tenant



Living in Student Dorms or Shared "WGs"

On Being a Good Tenant



Specific house rules may apply

e.g. no smoking, adherence to hygenic standards, etc.

On Being a Good Tenant



Rule violations may result in contract termination

On Being a Good Tenant



Community areas are to be cleaned after each use

e.g. kitchen, bathroom, etc.

On Being a Good Tenant



Please respect people's privacy & personal belongings

On Being a Good Tenant



You might want to consider coming up with a cleaning schedule

to keep everyone happy & involved in looking after your flat



2. Registering at the Citizen's Office

EU & Non-EU Citizens | Making an Appointment

EU & Non-EU Citizens



After finding accommodation

Registration at one of the Citizen's Offices in Magdeburg

You'll receive the certificate of registration "Meldebescheinigung"

Later: Tax ID by post

Required documents

"Wohnungsgeber-Bescheinigung" + Passport/ID



2. Registering at the Citizen's Office

EU & Non-EU Citizens | Making an Appointment

How do I Make an Appointment?



How do I Make an Appointment?

Cooperation between Otto von Guericke University (OVGU) and the Citizens' Office of the City of Magdeburg

The Magdeburg City Council Office is offering exclusive appointments at two counters in the Council Office City Mitte for OVGU students at the start of the winter semester 2026/2027. These appointments are available for booking between September 28, 2026, and October 17, 2026.

Overview of services:

- *Registration and re-registration*
- *Issuance of registration certificates*
- *Information on second home tax and student bonuses*

Please note: You need an appointment to visit the Citizens' Office!!! Appointments can only be booked online:

https://termine.ovgu.de/bb

If there are no more appointments available due to high demand, additional appointments can be booked online at other locations of the Magdeburg City Council offices: www.magdeburg.de/buergerservice

After the 17th of October?

How do I Make an Appointment?



After October 17

Citizen's Offices in Magdeburg:
Mitte, Leiterstraße 2a
Nord, Lübecker Straße 32
Süd, Salbker Chausse 67
West, Bruno-Beye-Ring 50

Appointments only 2 weeks in advance

OR

Queue up for open office hours between 8 & 9 am at Bürgerbüro Mitte

Online booking

here



3. Opening a Bank Account

Special OVGU Services & Partners| Other Banking Options

Opening Your Bank Account



German bank account needed

For monthly deduction of rent & health insurance

+

“Girokonto”

=

Current account is most common in Germany

Required documents

"Meldebescheinigung" + Passport/ID + Admission letter + sometimes tax ID

Special OVGU Services & Partners



Special action day – Sparkasse Magdeburg

22 October 2026, 9 am -5 pm

@Campus Welcome Ceter, G01, R021 - directly left in the entrance area

Appointment booking via "Welcome to OVGU" app calender required, tba later in the app

Special OVGU Services & Partners



Open your Deutsche Bank account online (anytime)

Your contact person in Magdeburg:
Jessica Holtz, DB Financial Advisory

Here you can open a bank account:
Deutsche Bank – Young People's Account (digital)

Special OVGU Services & Partners

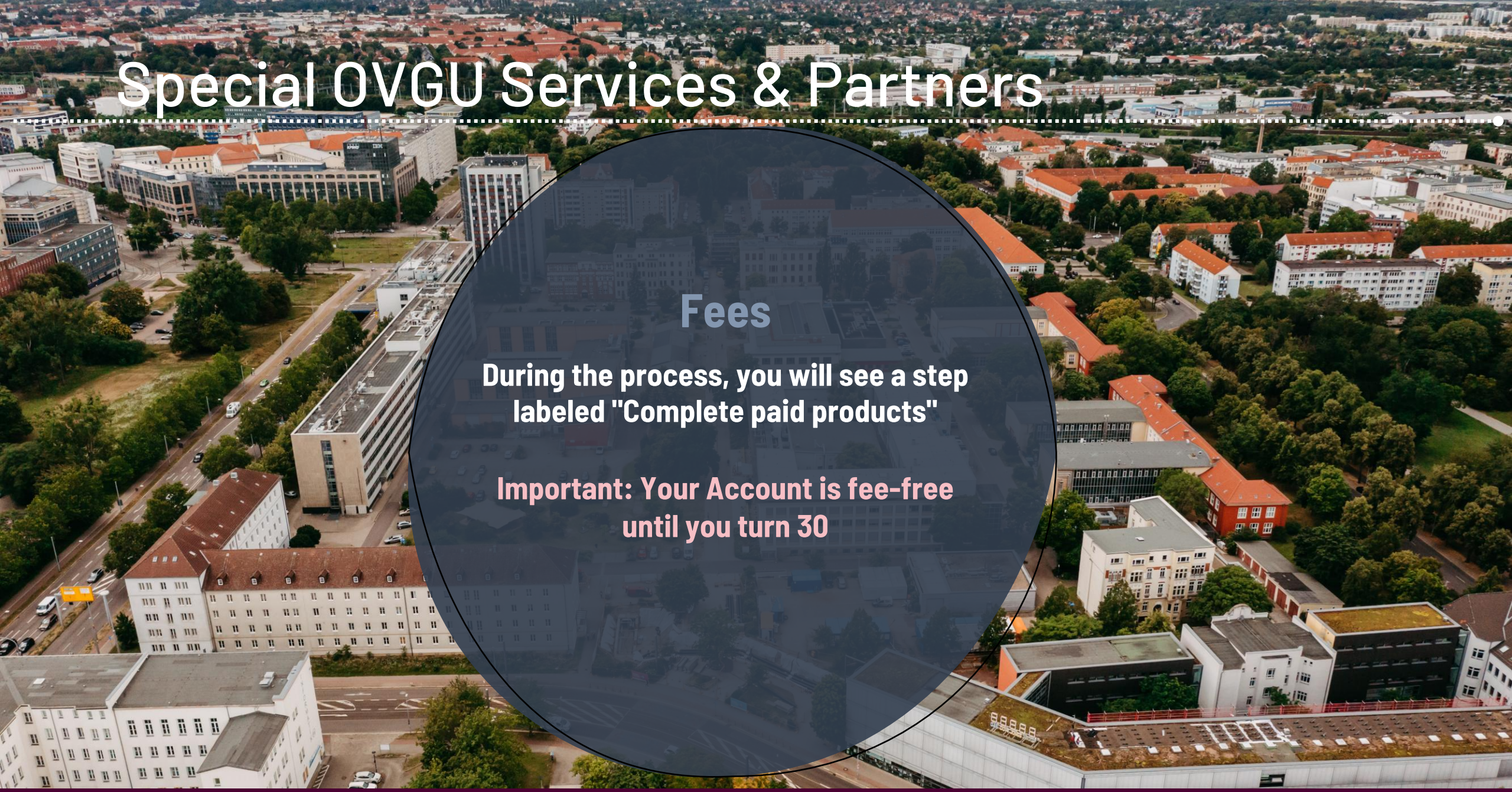


Your registered address must be within the EU

You do not need to upload your registration certificate

Make sure to state that your tax residency is in Germany!

Special OVGU Services & Partners

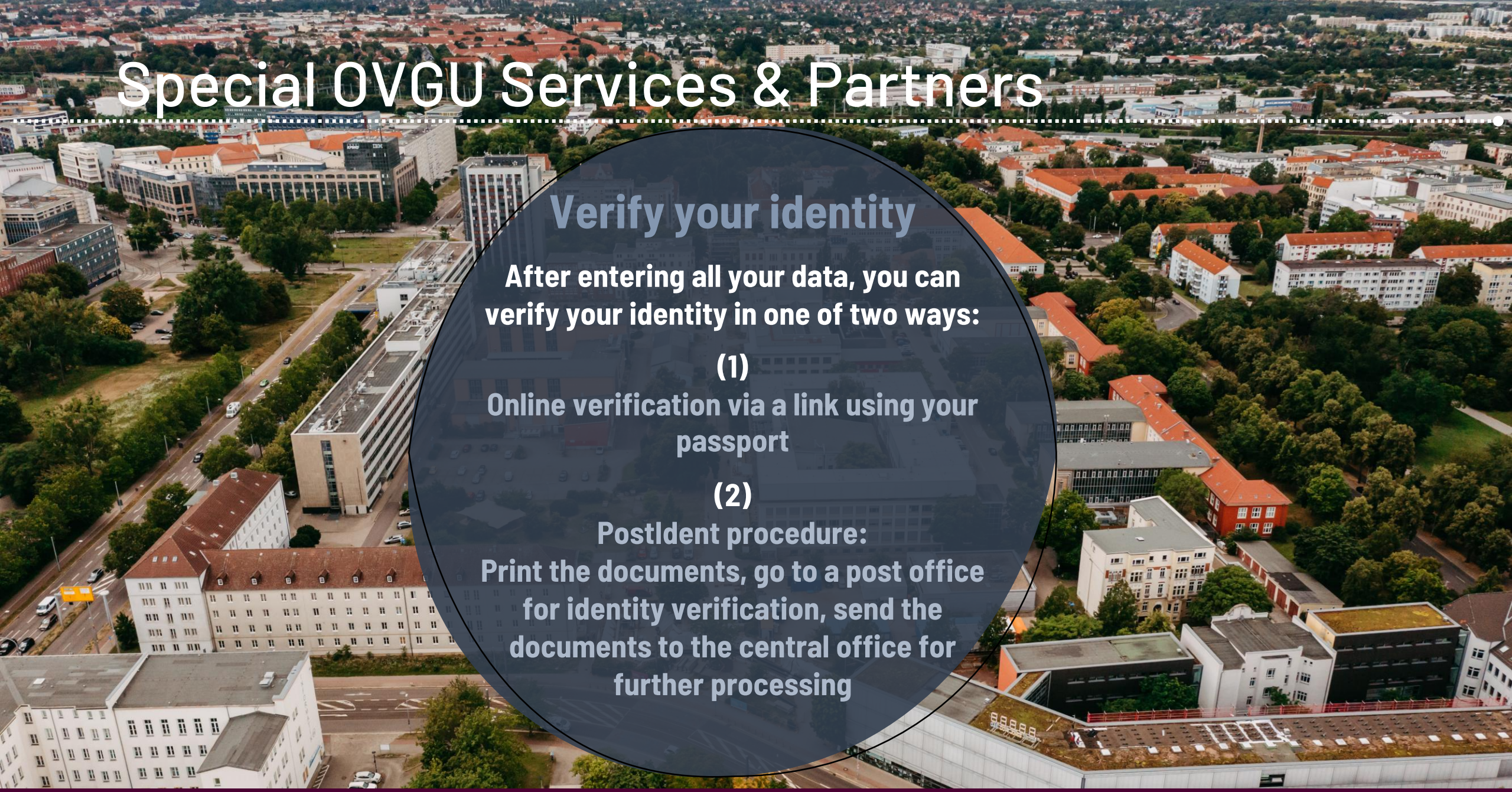


Fees

During the process, you will see a step labeled "Complete paid products"

Important: Your Account is fee-free until you turn 30

Special OVGU Services & Partners



Verify your identity

After entering all your data, you can verify your identity in one of two ways:

(1)

Online verification via a link using your passport

(2)

PostIdent procedure:
Print the documents, go to a post office for identity verification, send the documents to the central office for further processing



3. Opening a Bank Account

Special OVGU Services & Partners | Other Banking Options

Other Banking Options in Magdeburg



You can also open an account directly at these local banks:

e.g.
Commerzbank
+
Deutsche Postbank
+
Targobank
+
Volksbank Magdeburg

Other Banking Options in Magdeburg



Online banks in Germany:

App-based, often popular with students

e.g.

Revolut

+

N26



4. Applying for a Residence Permit

Required Documents | Process After Application | Fictional Certificate | Frequent Mistakes

Applying for a Residence Permit

Application for studies

non-EU students

The Foreigners' Office in the city in which you are registered is responsible

Applying for a Residence Permit



Foreigners' Office Magdeburg

Lübecker Straße 53-63
Neustädter Höfe / House 1
39124 Magdeburg

Tram station:
Bebertaler Straße
Tram line 1 (to Kannenstieg)
Tram line 9 (to Neustädter See)

Applying for a Residence Permit

2 months before the visa / residence permit expires, you need to apply online for a new residence permit for studies

or for an extension of the current residence permit

No paper or duplicate applications!

Applying for a Residence Permit

Appointments

will be provided by the Foreigners' Office via email after the application has been processed

Consultations

are only possible through contact form on their homepage

Online Application portal here



4. Applying for a Residence Permit

Required Documents | Process After Application | Fictional Certificate | Frequent Mistakes

Required Documents

1. **Valid national passport / ID**

2. **Valid visa** for entry for the purpose of study (supplementary sheet, entry stamp) or current residence permit incl. supplementary sheet or fictional certificate

3. **Enrolment certificate**, if applicable: BAföG certificate on base of §9

4. **German health insurance certificate**
   - Statutory health insurance: Membership certificate
   - Private health insurance: Confirmation form provided by Foreigners' Office, filled out by insurance provider

Required Documents

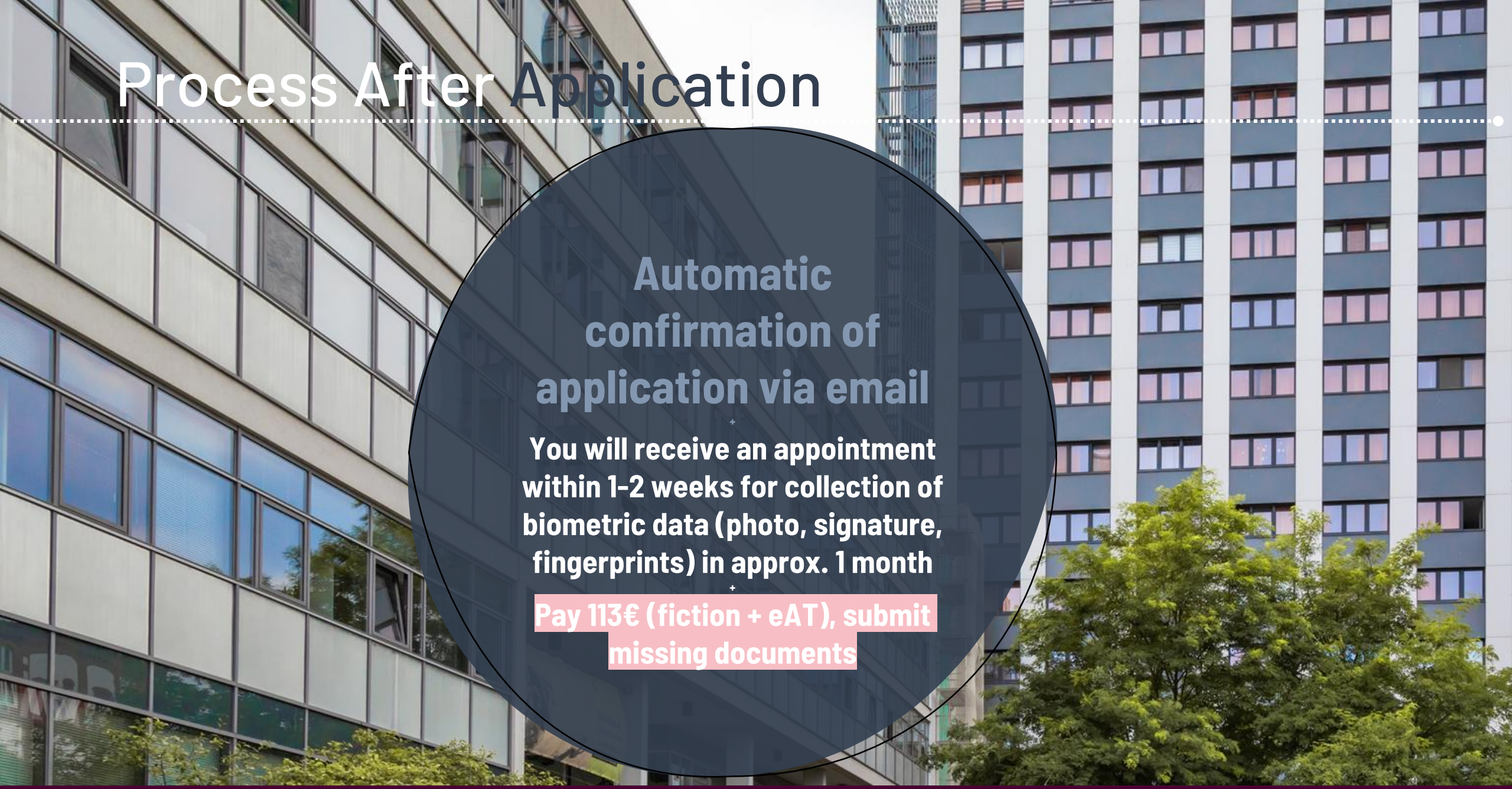
- [ ] 5. **Proof of steady income: 992€/month** (blocked account, if applicable: in combination with work contract, declaration of commitment, proof of scholarship)
- [ ] 6. **Rental certificate** (≠ landlord's certificate) provided by Foreigners' Office, filled out by landlord or rental contract if you live alone
- [ ] 7. If applicable: transcript of records from 3rd semester ↓ up
- [ ] 8. In case of change of purpose / of university: certificate of exmatriculation from old degree program + enrolment certificate of new program



4. Applying for a Residence Permit

Required Documents | Process After Application | Fictional Certificate | Frequent Mistakes

Process After Application

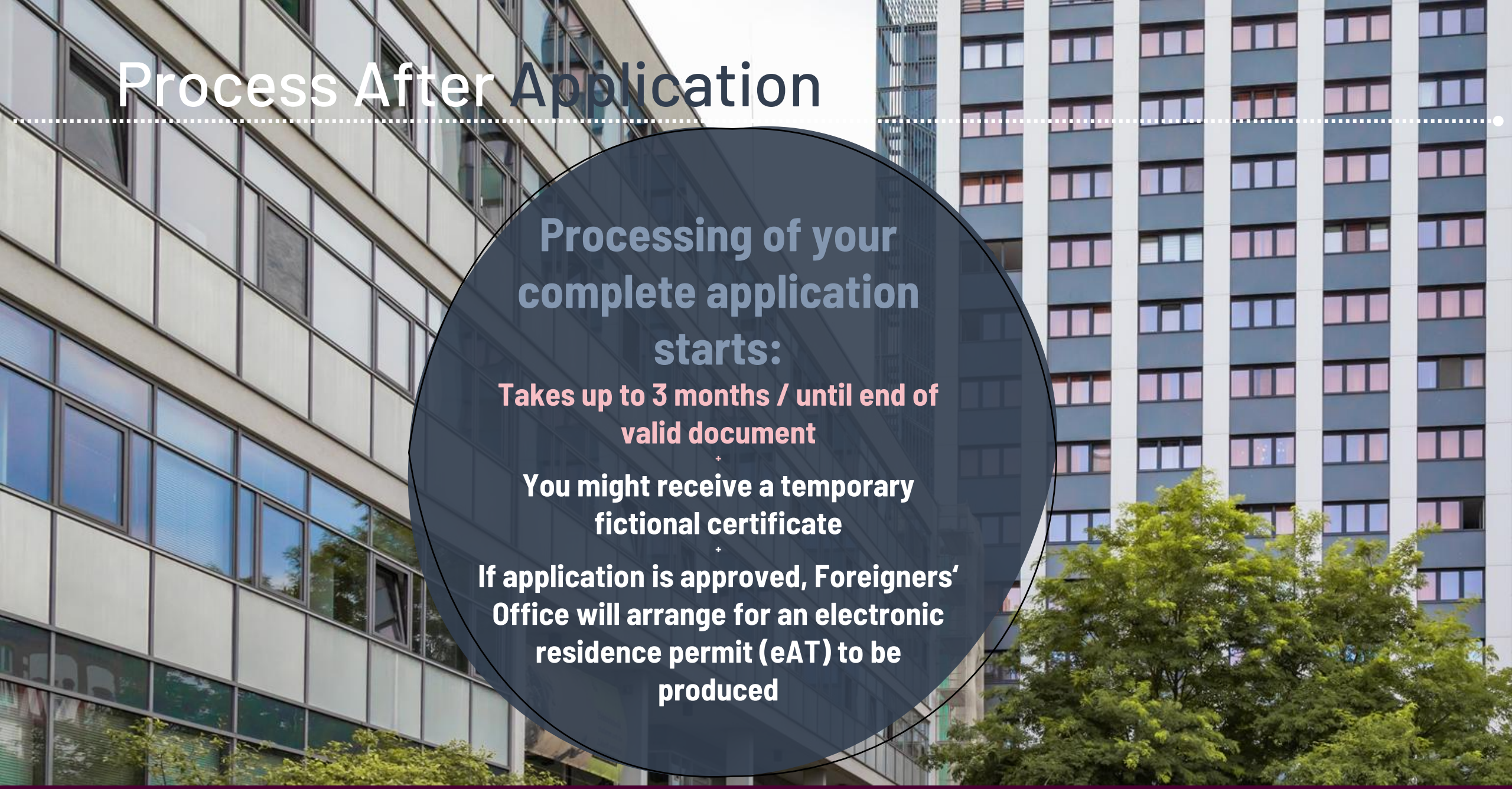


Automatic confirmation of application via email

You will receive an appointment within 1-2 weeks for collection of biometric data (photo, signature, fingerprints) in approx. 1 month

Pay 113€ (fiction + eAT), submit missing documents

Process After Application



Processing of your complete application starts:

Takes up to 3 months / until end of valid document

+

You might receive a temporary fictional certificate

+

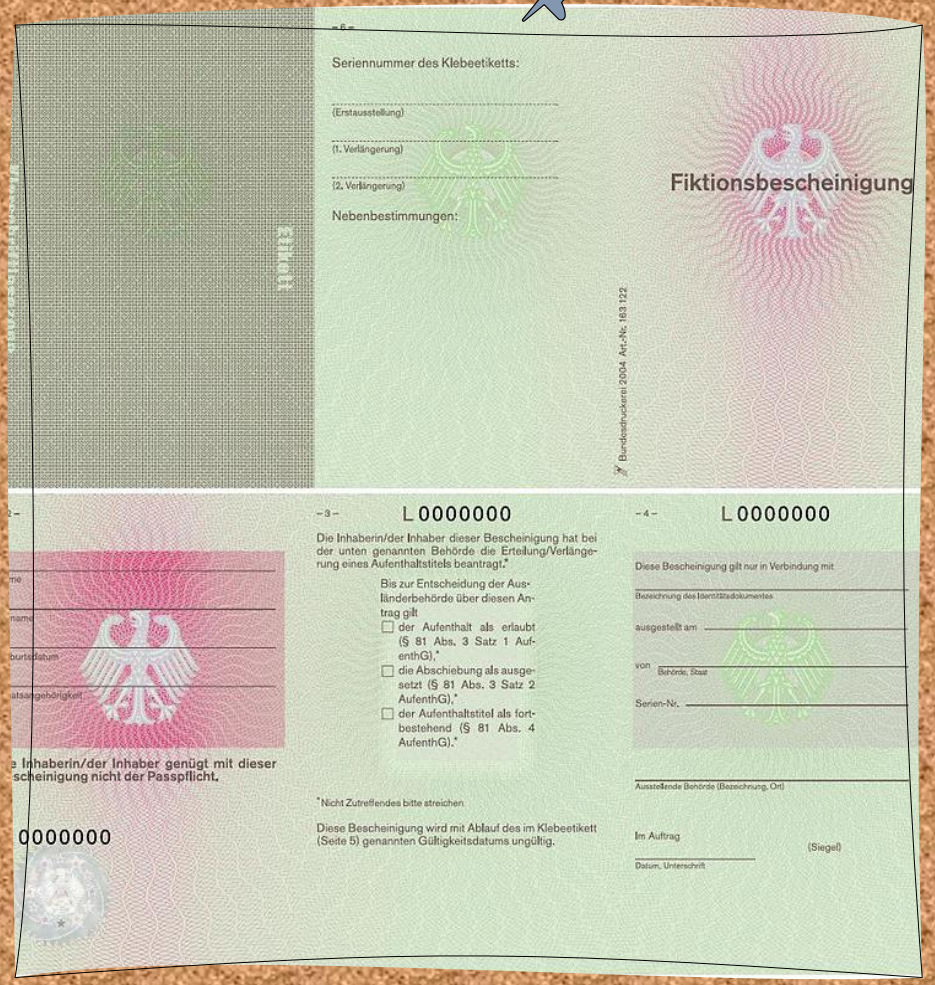
If application is approved, Foreigners' Office will arrange for an electronic residence permit (eAT) to be produced



4. Applying for a Residence Permit

Required Documents | Process After Application | Fictional Certificate | Frequent Mistakes

Process After Application

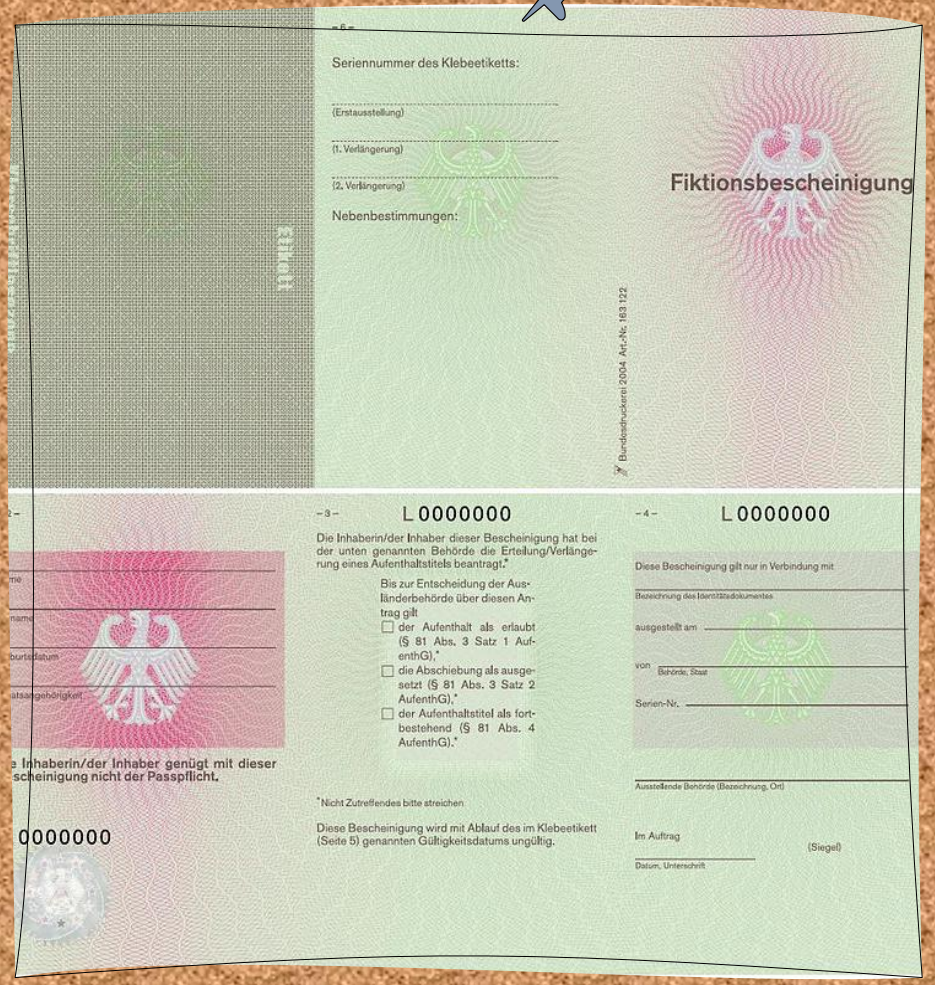


Fictional certificate

Often issued after expiry if a foreigner applied for an extension or for the issuance of another residence permit before the current permit expires

Usually authorizes you to work and travel

Process After Application



Fictional certificate

It is important that it is a genuine fictional certificate (see picture) that allows you to re-enter the country

Fictitious effect does not expire when the certificate expires, but when a decision is made on the residence permit



4. Applying for a Residence Permit

Required Documents | Process After Application | Fictional Certificate | Frequent Mistakes

Frequent Mistakes



Important: Submit complete documents for official appointments

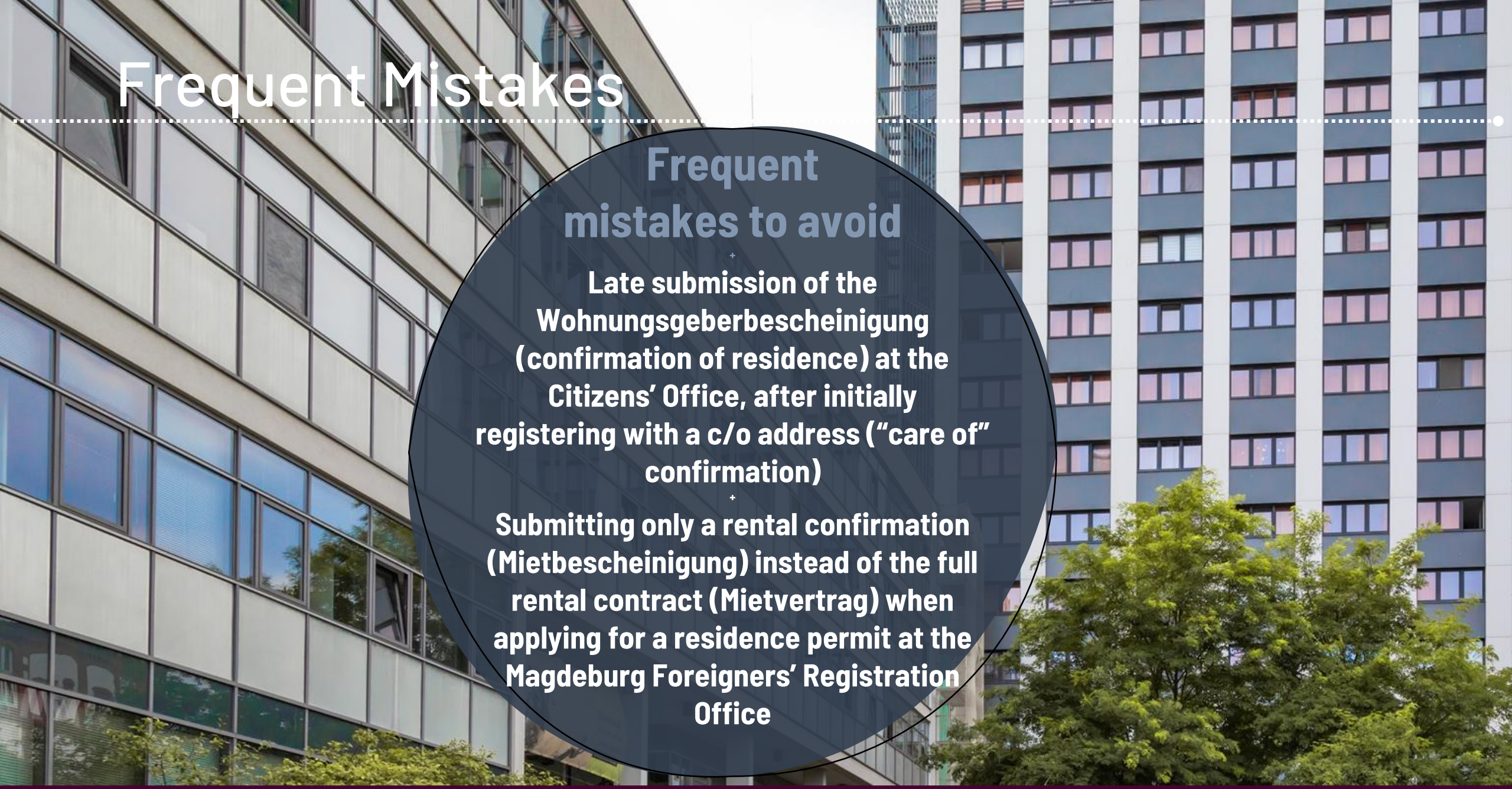
Always submit all required documents for appointments with authorities

e.g. Citizens' Office, Foreigners' Registration Office

+

If deadlines are missed, official requests are ignored, or required proofs are not submitted, you may face fines or other penalties

Frequent Mistakes

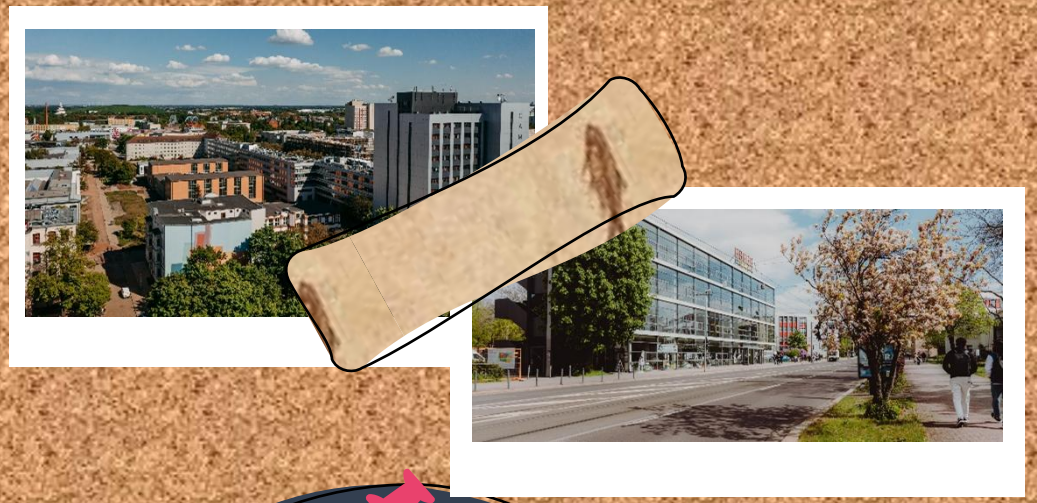


Frequent mistakes to avoid

Late submission of the Wohnungsgeberbescheinigung (confirmation of residence) at the Citizens' Office, after initially registering with a c/o address ("care of" confirmation)

Submitting only a rental confirmation (Mietbescheinigung) instead of the full rental contract (Mietvertrag) when applying for a residence permit at the Magdeburg Foreigners' Registration Office

Thank you for your attention!





Do you have any questions?