

Re-registration

Re-registration by direct debit

At the end of every semester you have to re-register as a student in order to be able to continue your studies in the following semester. The period for re-registering for the summer semester is between the beginning of January and the beginning of February, whilst re-registration for the winter semester can only be undertaken between June and July. Exact dates can be found on the "OvGU Website".



Click on **My Studies** under **Student Service**.

Student Service

Student status | Pictures | Contact data | Bills and payments | Bank account and mandate | Reports

Mr. Otto von Guericke | Matriculation No. 2095 | full time student | re-registration for winter term 2019

Information ⓘ

Personal Data ⓘ

Actions

→ Reregister start ←

Course of studies ⓘ Help

Bachelor Wirtschaftsingenieur Maschinenbau: Produktionstechnik - Erststudium

Wirtschaftsingenieur studyssemester: 9.0
Maschinenbau

You will find your personal details under Student Services. You can re-register under Actions on the right-hand side, by clicking on **Reregister start**.

Issuing a single payment instruction

To allow the university to collect your semester fee, you must issue a single payment instruction. You have to issue this **every** semester.

Student Service

Information for online reregistration

★ For further information visit the [Homepage of OvGU](#).

Current reregistration period for

Period Term year

! You are for Wintersemester 2019/20 reregistred.

Sales invoices - Sommersemester 2020

Sales invoice number	Due date	Debit	Credit	Debit order	Invoice lines
stu_53805160	02/04/2020	128.50 €	0.00 €	—	
stu_54177903	02/05/2020	10.30 €	0.00 €	—	

Amount

Debit amount Credit amount

! Note

Please generate debit order first, than you can reregister fort he next semester.



→ Do debit order

To pay your semester fee by direct debit, click on **“Do debit order”** on the bottom right-hand side.

Student Service

Debit order with SEPA mandate

i Direct Debit Mandate authorization

With the introduction of the single european payment area (SEPA) some changes to the direct debit work flow come to live. The introduction of the Single Euro Payments area (SEPA) leads to some changes to the direct debit workflow. So it is now necessary to give your higher education institute the permission to debit your bank account. This is called a mandate. You have to be the owner of the bank account. 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. When using a German bank account the remaining values will be filled automatically. Subsequently click the button "create mandate"

2.

* IBAN **1, Enter the IBAN**

Enter the IBAN for your account in the field and click on **“Create single mandate”**.

Student Service

Download and print mandate

i Information

Please note: you are not re-registered yet. Please click "Back" to create a debit and to re-register for the next semester.

 [Download single mandate](#)

You can now download the confirmation of the single payment instruction. It is only available in german. The confirmation is for your records. You do not need to submit this letter.

If you click on **“back”**, you will be redirected to Student Services and will need to click again on **“Do debit order”**. You will see the amount to be paid under Debit. To execute the direct debit instruction, click on **“Do debit order”**).

Student Service

Information for online reregistration

★ For further information visit the [Homepage of OVGU](#).

Current reregistration period for

Period Term year

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i Note

Please generate debit order first, than you can reregister fort he next semester.

 [Do debit order](#)

Click on **Accept** and settle the selected invoice by direct debit using the bank details indicated.

Student Service

Sales Invoices

Sales invoice number	Period	Due date	Debit	Credit	Debit order	Debit order exported	IBAN	Swift code	Bank name	Invoice lines	Actions
stu_50887943	20182-SZ	11/21/2018	116.00 €	116.00 €							
stu_53314369	20191-SZ	11/05/2019	105.70 €	105.70 €			DE08810532721	NOLADE21MDG	Stadtparkasse Magdeburg		
stu_53314497	20192-SZ	11/05/2019	113.50 €	113.50 €			DE08810532721	NOLADE21MDG	Stadtparkasse Magdeburg		
stu_53805160	20201-SZ	02/04/2020	128.50 €	0.00 €							

debit order bankaccount for the selected invoice

* IBAN

The preadvice will show when the sum will be debited from your account. Confirm that you have read the preadvice by **entering a cross** and clicking **Confirm**.

Student Service

Announcement

The SEPA direct debit for mandate: STUX0310000020950020021900 with our creditor reference: DE9002300000541452 will be done at 25.02.2020 using the following bank account

* IBAN

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

1.

2.

When everything has been confirmed, you will be asked if you wish to re-register **directly**. You should answer this question with **“yes”**.

Do reregistration now?

Do you want to re-register directly?

If you click “no” in answer to this question, the payment will still be collected by direct debit. The student will, however, not be re-registered, which means that their profile will still show the previous semester. The student must re-register during the re-registration period; if they do not do so, they will not be enrolled for the next semester despite having paid.

Important! If the student clicks “no”, they must **“Re-register”** again within the re-registration period (access via **My Degree | Student Services**).

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 enrollment number without spaces (example: 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**.

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 enrollment 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).