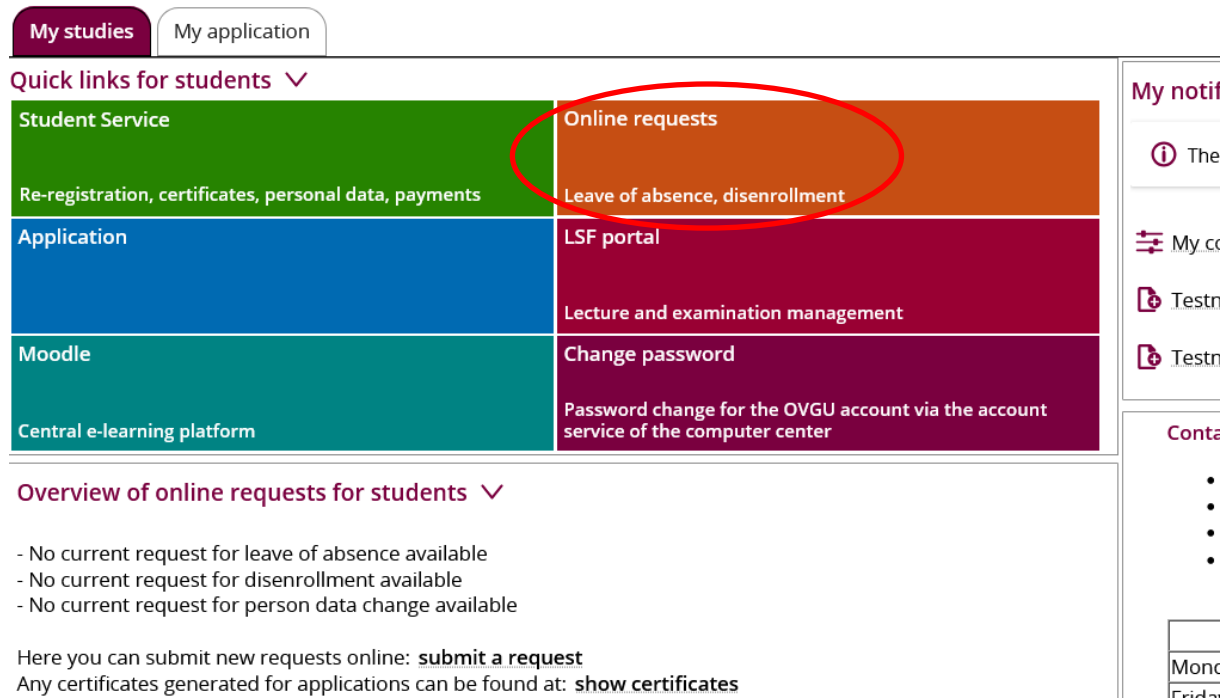


## Instructions – Disenrollment

If you have to cancel your enrollment at OVGU due to a specific reason, you can apply for disenrollment via your [myOVGU portal](#).

1. **Log in** with your username and password.
2. Click on the quick link „**Online requests**“.

### myOVGU - The study portal of Otto von Guericke University Magdeburg



The screenshot shows the myOVGU portal interface. At the top, there are two tabs: "My studies" (selected) and "My application". Below the tabs is a "Quick links for students" section with a dropdown arrow. This section contains a grid of links:

<b>Student Service</b> Re-registration, certificates, personal data, payments	<b>Online requests</b> Leave of absence, disenrollment
<b>Application</b>	<b>LSF portal</b> Lecture and examination management
<b>Moodle</b> Central e-learning platform	<b>Change password</b> Password change for the OVGU account via the account service of the computer center

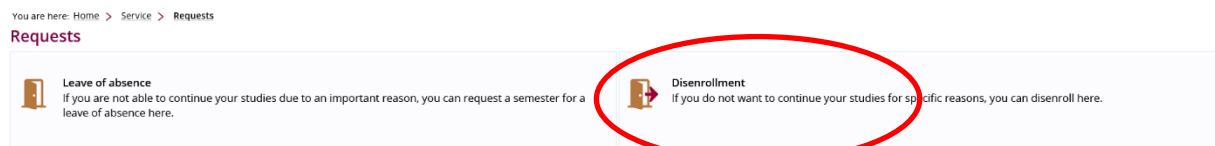
Below the grid is an "Overview of online requests for students" section with a dropdown arrow. It lists:

- No current request for leave of absence available
- No current request for disenrollment available
- No current request for person data change available

Below this, it says: "Here you can submit new requests online: [submit a request](#)  
Any certificates generated for applications can be found at: [show certificates](#)"

On the right side, there is a "My notifications" section with a dropdown arrow and a "Contact" section with a dropdown arrow.

3. Click on „**Disenrollment**“.



The screenshot shows the "Requests" page in the myOVGU portal. At the top, it says "You are here: Home > Service > Requests". Below this is the "Requests" section with a dropdown arrow. It contains two links:

- Leave of absence**  
If you are not able to continue your studies due to an important reason, you can request a semester for a leave of absence here.
- Disenrollment**  
If you do not want to continue your studies for specific reasons, you can disenroll here.

The "Disenrollment" link is circled in red.

#### 4. Read the information regarding disenrollment carefully. Then click on „Create new request“.

**Information**

Please be aware that your disenrollment will end your enrollment as a student at Otto von Guericke University Magdeburg (OVGU).

As a general rule, it is not necessary to apply for disenrollment in the following cases:

- Changing programs within OVGU
- Transitioning from a Bachelor's program to a Master's program at OVGU
- Ending a course of studies within a parallel program at OVGU

For disenrollment, please create a new application for disenrollment below. Before doing so, please ensure that you have provided your **current postal address** in Student Services in your myOVGU account and if necessary, amend it.

You can apply for disenrollment as of today's date or until the end of the current semester. It is only possible to apply for retrospective disenrollment if you have passed a final examination.

Please see the Enrollment Regulations of OVGU for more information.

Once your application has been processed, you will be disenrolled with effect from the date applied for. Subsequently, you will immediately be able to download your **certificate of disenrollment incl. certificate for German Federal Pension Insurance (Deutsche Rentenversicherung)** in your myOVGU portal in Student Service under Requested Reports/Reports, however only for a **maximum of 6 months** after the date of disenrollment. These documents are valid without a signature or stamp. The confirmation of disenrollment provides proof of the time you have spent studying and can be submitted by you to the authorities/universities/administrative offices/health insurance providers if needed. As a rule, the certificate for the purposes of statutory pension insurance needs only to be submitted to the pension scheme in Germany if you receive a written request. **Please keep both documents in a safe place.**

**Final survey**

Please provide brief, anonymous feedback on your course of studies. Only in this way can we continue to improve the quality of our programs. The survey will take approx. 5 minutes to complete. It can be accessed on the following link: <https://evaluation.ovgu.de/evsys/online.php?p=final>. Many thanks for your support.

**Requests**

ⓘ No requests have been created yet.

**+** **Create new request**  
You would like to submit a request and send it.

#### 5. Select a reason for your disenrollment.

**Enter and edit your request** ⓘ Help

ⓘ Hints  
Please select your reason for disenrollment here.

All fields marked with an asterisk (\*) are required. Some input fields provide an info icon to display additional information.

Select reason for request

\* Reason for request

Other reasons  
Voluntary service  
Interruption of studies  
Final termination of studies  
Irrevocably failed an examination  
Change of university  
Final examination passed

Back

The procedure described below shows the example of “disenrollment due to change of university”. If you select a different reason here, the information displayed in the myOVGU portal may differ from these instructions. However, the steps remain the same.

6. **Read the hints** on the reason for disenrollment you chose and the **information regarding your disenrollment**.

Then please indicate **the semester and date** on which the disenrollment should **take effect**. Subsequent changes are not possible. Please note the **special requirements** for submitting the application after **passing a final examination**.

The application can be **saved at any time** and **continued later**. It may be necessary to enter a new date of disenrollment if the temporarily stored date is in the past.

To complete the application, **confirm** that your details are correct and click on **“Submit request”**.

By clicking on **“Submit request”**, your request will be sent directly to the Students' Office of the OVGU/Dean's Office for Academic Affairs of the Faculty of Medicine.

## Enter and edit your request

Help

### Hints

You wish to disenroll since you would like to **change university**.

Should you wish to terminate your **exchange program** (e.g., Erasmus+, temporary research stay), please return to the previous page of the form and change the reason for disenrollment to "Final termination of studies".

### Please note the following information regarding your disenrollment:

- Once your application for disenrollment has been processed, you will immediately be able to download your **certificate of disenrollment** incl. **certificate for German Federal Pension Insurance (Deutsche Rentenversicherung)** in your myOVGU portal, however only for a **maximum of 6 months** after the date of disenrollment. These documents are valid without a signature or stamp. The confirmation of disenrollment provides proof of the time you have spent studying and can be submitted by you to the authorities/universities/administrative offices/health insurance providers if needed. As a rule, the certificate for the purposes of statutory pension insurance needs only to be submitted to the pension scheme in Germany following a written request. **Please keep both documents in a safe place.** Fees may be charged for issuing additional copies. The reason for your disenrollment will not be shown on your certificate of disenrollment.
- Examinations:** An examination procedure that has already been initiated is **not being interrupted** by disenrollment: If you wish to withdraw from an examination procedure for which you have registered or that has been commenced, please inform your responsible **Examination Office** **before submitting your application for disenrollment.**
- If you take advantage of the services provided by the **Studentenwerk (BAföG, accommodation in dormitories)**, you must inform them immediately of your disenrollment. **Credit on the student ID** can be paid out at the Infopoint of the Studentenwerk.
- Information on **reimbursement of the semester fee and any other fees** can be found [here](#).
- Deutschlandsemesterticket:** For activating / reimbursement of the fee for your Deutschlandsemesterticket please see our [FAQ](#).
- Health insurance:** Once you have been disenrolled, the statutory health insurance will be notified electronically of the termination of your student status. If you hold private health insurance, please inform your provider immediately that you have been disenrolled.
- You can request **refund of printing and copying credits** [here](#). An active OVGU account is required to submit a request. The page can only be accessed from the university network. If you are accessing it from outside the network, please use a VPN connection.
- OVGU parking permit:** Should you be in possession of a parking permit for the OVGU campus, please return this immediately following your application for disenrollment to the Information and Security Service (main campus, building 09).
- For international students from non-EU member states:** If you are in possession of a residence permit for the purposes of studying (§ 16b of the Residency Act), you must inform the immigration authorities in your place of residence within 2 weeks of ending your studies/your disenrollment from OVGU. More information is available from the International Office at OVGU ([eva.boehning@ovgu.de](mailto:eva.boehning@ovgu.de)) or the responsible immigration authorities in your place of residence (for Magdeburg: [studium-ausbildung@ewo.magdeburg.de](mailto:studium-ausbildung@ewo.magdeburg.de)).
- For students of the Faculty of Medicine:** If you would like to continue using the services of the **Medical Central Library (MZB)**, please contact them directly.

All fields marked with an asterisk (\*) are required. Some input fields provide an info icon to display additional information.

### Reason

Reason for request: Change of university

### Enter data

#### Please indicate the semester and date on which the disenrollment should take effect. Subsequent changes are not possible.

You will usually be disenrolled at the end of a semester. However, you may select a different date between the date you submit your application and the end of the semester. It is recommended that you select a date that will ensure a seamless transition e.g., into an employment contract or the start of another degree program.

#### Note:

If you wish to disenroll on a past date due to having passed a **final examination**, please select the current date as "disenrollment date" here. Please then enter the date of your last examination and the date from which you wish to be disenrolled in the "Comment for Request" section below.

\* Disenrollment period winter semester 2025/26

\* Disenrollment date 03/31/2026

### Comment for Request

Here you can store information that is important for the request and the university.

Comment

### Important information. Please read carefully and confirm!

I hereby confirm the accuracy and completeness of the statements provided and that I have read the information above and the rules concerning disenrollment in the Enrollment Regulations.

I hereby confirm that the information I provided is correct.

Back

Save request temporarily

Submit request

You can view the **summary of your request** by clicking on **“Request submitted online”**.  
It is no longer possible to edit the request.

**Information**

Please be aware that your disenrollment will end your enrollment as a student at Otto von Guericke University Magdeburg (OVGU).

As a general rule, it is not necessary to apply for disenrollment in the following cases:

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- Transitioning from a Bachelor's program to a Master's program at OVGU
- Ending a course of studies within a parallel program at OVGU

For disenrollment, please create a new application for disenrollment below. Before doing so, please ensure that you have provided your **current postal address** in Student Services in your myOVGU account and if necessary, amend it.

You can apply for disenrollment as of today's date or until the end of the current semester. It is only possible to apply for retrospective disenrollment if you have passed a final examination.

Please see the [Enrollment Regulations of OVGU](#) for more information.

Once your application has been processed, you will be disenrolled with effect from the date applied for. Subsequently, you will immediately be able to download your **certificate of disenrollment incl. certificate for German Federal Pension Insurance (Deutsche Rentenversicherung)** in your myOVGU portal in Student Service under Requested Reports/Reports, however only for a maximum of 6 months after the date of disenrollment. These documents are valid without a signature or stamp. The confirmation of disenrollment provides proof of the time you have spent studying and can be submitted by you to the authorities/universities/administrative offices/health insurance providers if needed. As a rule, the certificate for the purposes of statutory pension insurance needs only to be submitted to the pension scheme in Germany if you receive a written request. **Please keep both documents in a safe place.**

**Final survey**  
Please provide brief, anonymous feedback on your course of studies. Only in this way can we continue to improve the quality of our programs. The survey will take approx. 5 minutes to complete. It can be accessed on the following link: <https://evaluation.ovgu.de/evsys/online.php?pf=final>. Many thanks for your support.

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**Requests**

**Create new request**  
You would like to submit a request and send it.

**My submitted requests**

**Disenrollment due to change of university**

Semester der Exmatrikulation: winter semester 2025/26

Submitted on: 02/20/2026

**Request submitted online**  
Show information

7. As soon as the request has been processed by the Students' Office of the OVGU/Dean's Office for Academic Affairs of the Faculty of Medicine, you will be informed **by email** (if you have activated your email notifications\*) about the status change of your request. Log in again to your myOVGU account to receive further information about your request.

myOVGU - The study portal of Otto von Guericke University Magdeburg

My studies | My application

**Quick links for students**

<b>Student Service</b> Re-registration, certificates, personal data, payments	<b>Online requests</b> Leave of absence, disenrollment
<b>Application</b>	<b>LSF portal</b> Lecture and examination management
<b>Moodle</b> Central e-learning platform	<b>Change password</b> Password change for the OVGU account via the account service of the computer center

**My notifications**

The status of your online request in the university portal has changed.  
2026-02-20 - 11:51

Remove all messages

My communication channels

Testnachricht erzeugen (mit Cache löschen)

Testnachricht erzeugen (ohne Cache löschen)

Contact: Campus Welcome Center

- Phone: +49 (0)391 67-50000
- Fax: +49 (0)391 67-41890
- Email: [servicecenter@ovgu.de](mailto:servicecenter@ovgu.de)
- Web: [www.servicecenter.ovgu.de](http://www.servicecenter.ovgu.de)

**Office hours**

Monday to Thursday:	08:30 am to 05:00 pm
Friday and before holidays:	08:30 am to 01:30 pm

(if necessary, we will forward your emails to the relevant contact person.)

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**Overview of online requests for students**

request / Facts of the case	Semester	Status	Date
Disenrollment due to change of university	wise 2025/26	Approved / Carried out manually	20.02.2026

Comment: Your application for disenrollment has been approved. You no longer have access to your online application. As evidence of your disenrollment, please download your certificate of disenrollment from Student Service - Requested Reports/Reports.

- No current request for leave of absence available  
- No current request for person data change available

Here you can submit new requests online: [submit a request](#)  
Any certificates generated for applications can be found at: [show certificates](#)

\* Email notifications can be activated or deactivated in the myOVGU portal by entering “Manage communication channels” in the “Browse menu” field and adjusting the setting accordingly by checking the box.

Your certificate of disenrollment is now available under „Student Services – Requested Reports/Reports“. Furthermore, the **reason and the date of your disenrollment** will be displayed in the Student Service.

**Student Service**

Disenrolled on 03/31/2026 because of: Change of university

Personal data: [redacted] >

Locking | My courses of study | Pictures | Contact data | Payments | Mandates | Requested Reports / Reports

**Documents**

- Disenrollment (1)  
There are 1 unread reports available for you. >
- Leave of Absence (0)  
You do not have any reports so far. >

**Reports**

Bescheinigungen:

- BAföG Bescheinigung [PDF]
- Bescheinigung der Gebühren [PDF]
- Confirmation of Progress of Studies [PDF]
- Confirmation of Registration [PDF]
- Immatrikulationsbescheinigung [PDF]
- Studienverlaufsbescheinigung [PDF]

The certificate of disenrollment can be downloaded the first time via the printer icon, thereafter via the magnifying glass. Please **download the certificate of disenrollment and put it in a safe place**. You will have **access to it for a maximum of 6 months** after the date of disenrollment.

Reports: Disenrollment

Requesttime	report type	Term	Executiontime	Read	Actions
20.02.2026 11:51:15	Certificate of disenrollment	winter semester 2025/26		⊗	🖨️ 🔍

Search result: 1 record | Row count (Max:300) 10

Close

For further questions please contact the WelcomeDesk at Campus Welcome Center in building 01 (E-Mail: [servicecenter@ovgu.de](mailto:servicecenter@ovgu.de) or Tel.: +49 391 67-50000).