



**UNIVERSITÄT
HEIDELBERG**
ZUKUNFT
SEIT 1386

INFORMATION FOR YOUR **STUDIES IN HEIDELBERG**



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Information for international
Interested in study

INFORMATION FOR YOUR STUDIES IN HEIDELBERG

Dear applicant,

You have successfully applied for a study place at Heidelberg University. Congratulations on your admission!

We at the International Relations Office are looking forward to welcoming you soon in Heidelberg. Our Division is responsible for all aspects of international relations at Heidelberg University, which includes taking care of the university's international students, and we will do our best to answer all your questions on studying and living in Heidelberg.

This brochure contains the answers to most of the questions you may have after you have received your admission.

You will learn what you can, and sometimes must, do before you travel to Germany. We also explain which formalities you have to fulfil and how to find your way at the university and in the city. Last but not least, we present the different services for (international) students at Heidelberg University and provide contact information of other institutions you may want to contact.

Please do not hesitate to make use of our services! We are happy to help you.

Have a great start of term!

Best regards, Your International Relations Office

ADMISSION AND ENROLMENT AT THE UNIVERSITY

Admission / Letter of admission

If your application for admission in the online application portal heiCO was successful, you will receive an official letter of admission. On this notice, you will find information on which program and which semester you have been admitted to. You will need the letter of admission for your enrolment at the university and, if applicable, for your application for an entry visa for Germany at the German consulate in your country of residence. The notice will also contain internet links with important information on the enrolment process and other aspects of student life. Please read both the letter and the information online carefully.

Enrolment

After you have received your admissions letter, you must formally accept the offer in the online portal heiCO in order to start the enrolment process. You cannot enrol in study programs you have not applied for (and been admitted to). To complete the enrolment process, you must provide the required data in heiCO and upload the required documents. You must also send all uploaded documents in due time by post to the university. Please refer to the instructions in your heiCO account for this. Only when all your data has been processed and the documents have reached the university, and only when all fees have been paid, will your enrolment be complete and will you get student status at Heidelberg University. Then you can access all services and receive your student ID card and UniID, which will grant you access to the online services of Heidelberg University.

Further information on the enrolment process is also available at
■ www.uni-heidelberg.de/en/study/application-enrolment/enrolment

If you have questions regarding your enrolment, please contact the student administration, which can be reached at the email address provided in your admissions letter. You can also come in person to ask your questions. For this, please go to the university's

Serviceportal
Seminarstraße 2, room 35
Opening hours:
Monday–Thursday 10 am–4 pm
Friday 10 am–2 pm

Since the enrolment is done online and by post, you can enrol while you are still in your home country, or if you have not yet found a permanent place to stay in Heidelberg. Please be aware that you must adhere to the enrolment deadline; otherwise your admission becomes void. Please make sure that you can be reached (especially at the email address you provided) in case of questions raised during the enrolment process.

Health insurance

In Germany, you will find private health insurance companies and public/statutory health insurance companies. On principle, students in Germany must have coverage of a German statutory health insurance (for students) until they reach the age of 30. In most cases, health insurance coverage from outside Germany cannot be accepted for enrolment. The monthly rate of student health insurance in Germany is approximately 128 EURO per month (last update: winter semester 2023/24).

For enrolment, the electronic transmission of your insurance status by a German statutory health insurance provider is mandatory. Newly admitted students must therefore contact a German statutory health insurance company before enrolment and apply for electronic transmission. This can also be done in advance via email from your home country.

Detailed information on health insurance coverage for students, including special cases, as well as contact details of statutory health insurance companies can be found at

■ <https://backend.uni-heidelberg.de/en/documents/checkliste-krankenversicherungen/download>

German language test – Deutsche Sprachprüfung für den Hochschulzugang (DSH)

If you have been admitted to a study course that is taught in German and if you did not upload a corresponding German-language certificate with your application, you must pass the test “Deutsche Sprachprüfung für den Hochschulzugang” (DSH) at Heidelberg University. This test takes place on site at the end of September/beginning of October for the winter semester, respectively at the end of March / beginning of April for the summer semester. The fee for the test is 100 Euro, to be paid cash on site (last update: May 2024).

To register for the DSH, please write an email to the following address, including your admissions letter:

dsh@isz.uni-heidelberg.de

Further information on the DSH as well as sample questions can be found at

■ www.isz.uni-heidelberg.de/en/dsh

Since sufficient German-language knowledge is mandatory for enrolment in German-taught study courses, you must pass the test on the required level. Otherwise, you cannot enrol.

Information on the language level required for individual study courses can be found at

■ www.uni-heidelberg.de/en/study/international-studies/language-requirements-for-international-students

Entrance examination at Studienkolleg

If you have received an invitation to the entrance examination at Studienkolleg, you must take part in the exam in all cases. Exemptions from the test will not be granted. The time and place of the exam are stated in your invitation letter. All participants will be ranked according to the result of their exam, and the limited number of places will be given to the best candidates.

Semester and tuition fees

All students at Heidelberg University must pay certain fees. These are due for the first time upon enrolment, and then every semester.

The semester fee of currently 151.05 Euro (last update: winter semester 2024/25) must be paid by all students. It consists of the following individual fees:

- Administration fee (70.00 Euro)
- Social fee of the Studierendenwerk (66.00 Euro)
- Contribution for the Verfasste Studierendenschaft (10.00 Euro)
- Fee for nextbike (2.55 Euro)
- Fee for theatre flatrate (2.50 Euro)

International students in undergraduate study courses as well as international students in consecutive master's programmes are additionally subject to tuition fees of currently 1,500 Euro per semester. EU/EEA nationals as well as international students holding a German Abitur are exempt from paying the tuition fees.

Students of all nationalities, who have already completed a study course in Germany and who wish to start another study course of the same level (e.g. a second bachelor's programme), are subject to Zweitstudiengebühren (fees for a second degree) of currently 650 Euro per semester.

Further information on the different fees is available at

- www.uni-heidelberg.de/en/study/management-of-studies/semester-fees

Further-education master's programmes are subject to special tuition fees. Information is available directly at the respective faculties. The corresponding fee statutes can be found at

- www.uni-heidelberg.de/en/fee-statuts

All fees must be paid by individual bank transfer. The university does not accept credit cards or cash. We recommend strongly you open a German bank account since money transfer from abroad usually takes a long time, and you may miss your payment deadline.

Information on how to open a bank account in Germany is available at

- <https://backend.uni-heidelberg.de/en/documents/bank-account/download>

**Information for international
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Admission and Enrolment

Arrival and arrival

Important information about your stay in Heidelberg

Semester periods / Lecture periods

The academic year at Heidelberg University is divided into two semesters:

The summer semester runs from April 1st to September 30th of a given year.

The winter semester runs from October 1st to March 31st of the following year.

Lecture period usually starts mid-April in the summer semester, and mid-October in the winter semester. All dates and deadlines are listed at

■ www.uni-heidelberg.de/en/study/management-of-studies/key-dates-deadlines

ARRIVAL AND FIRST STEPS

IMPORTANT INFORMATION ON YOUR STAY IN HEIDELBERG

Entry visa / residence permit

The university does not check your legal status in Germany. You can enrol without showing your residence permit.

There are, however, laws pertaining to your entry and your stay in Germany. The following information is for your convenience. If you have any questions or are unclear about some aspect, please contact the German consulate/embassy in your country of residence or the local “Ausländerbehörde” (Foreigners Registration Office) in Germany.

If you are a citizen of the European Union (EU) or the European Economic Area (EEA – Iceland, Liechtenstein, Norway), you do not need an entry visa for Germany, nor a residence permit for your stay. A valid passport or identity card will suffice.

If you are a citizen of Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, the Republic of Korea, Monaco, New Zealand, San Marino, Switzerland, the USA or the United Kingdom, you can enter Germany without applying for an entry visa at the German embassy / consulate beforehand. You will receive your entry visa, which is usually valid for 90 days, directly at the border (in most cases, at the airport). You must then apply for a study permit (“Aufenthaltstitel zu Studienzwecken”) within those 90 days that your entry visa is valid. The application must be made at the local “Ausländerbehörde” (Foreigners Registration Office) in Germany.

Nationals of all other countries must apply for an entry visa at the German consulate/embassy before entering Germany and must have a valid residence permit (usually for study purposes: "Aufenthaltstitel zu Studienzwecken") during their stay in Germany. To apply for an entry visa, you must present your letter of admission or a confirmation of application at the Germany consulate. Please note that the visa process will take several weeks, so make sure you plan and apply well in advance to meet any deadlines (such as enrolment deadline and the start of lectures).

Further information on entry visa / residence permits is available at

■ www.uni-heidelberg.de/en/study/application-enrolment/requirements-for-enrolment/visa-regulations-for-international-students

Coming to Heidelberg

Heidelberg can be reached easily by public transportation. There are a number of bus and train lines from other cities and from airports in the surrounding area. The closest airport is Frankfurt International in Frankfurt am Main (ca. 83 km away) and Stuttgart Airport (ca. 125 km away). Further information on the bus/train connections is available on the airports' websites, on the Deutsche Bahn website, and on the websites of the individual bus operator, as well as at

■ www.uni-heidelberg.de/de/universitaet/anreise-und-wegbeschreibung

Finding accommodation

Your study place at Heidelberg University does not include a room in a dormitory. You must arrange accommodation separately. Please note that the housing situation in Heidelberg is difficult and that less than 14% of all students can live in student dorms. It is therefore important to look for accommodation as early as possible. Even if you prefer living in a student dorm, you should look at the private housing market to have an alternative since there is no guaranty that you will get a place in one of the student dorms.

The dorms in Heidelberg and surrounds are managed either by the Studierendenwerk or another organization (e.g. churches). Information on finding accommodation as well as contact details of the student dorms can be found at

■ <https://backend.uni-heidelberg.de/en/documents/checklist-accomodation/download>

Please note that, in Germany, everybody is obliged to register their residence (so-called "Meldepflicht"). Further information can be found at <https://backend.uni-heidelberg.de/en/documents/o-tage-residence-regisration/download>

**Information for international
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Arrival and arrival

Important information about your stay in Heidelberg

Financing your studies

If you wish to take up your studies at Heidelberg University, you must make sure that you have sufficient funds for the whole of your stay in Heidelberg before entering Germany. Living expenses (not including tuition fees for international students) amount to at least 990 Euro (Last update: winter semester 2024/25) per month. The costs for a six-semester bachelor's programme are therefore at least 35,640 Euro; for a four-semester master's programme at least 23,760 Euro. Additionally, every student must pay a semester fee of currently 151.05 Euro every semester. Non-EU students are additionally subject to paying tuition fees of 1,500 Euro every semester.

Please note as well that, at the beginning of your studies, you will most likely have to pay for many things at once. Before you can move into your room or apartment, you will have to pay a deposit (usually three months' rent). You will also have to pay the semester fees and, if applicable, the tuition fees in advance before every semester.

It is important to have a secure financing plan before starting your studies. Saved-up money, a scholarship or a third party who finances your studies are the usual options. Please note as well that it will not be possible for you to finance your stay solely by working next to your studies. There are certain rules both of the university as well as of the foreigners' registration office, which regulate how much you can work in your free time. If you do intend to look for a student job, very good German knowledge is, in the most cases, indispensable.

Heidelberg University does not grant scholarships that cover all living expenses. There is a limited number of scholarships for highly-qualified candidates available through the German Academic Exchange Service ("Deutscher Akademischer Austauschdienst" – DAAD) and other institutions. Information can be obtained through the German embassies / consulates, the Goethe-Institutes and the DAAD offices in your home country. As there is only a limited number of scholarships and since the application deadlines are usually well before those of the universities, please make sure to look for scholarship options well in advance. You should also consider financial support / scholarship opportunities from institutions in your home country and/or your government.

Further information is available at

■ <https://backend.uni-heidelberg.de/en/documents/scholarship-information/download>

ORIENTATION AT THE UNIVERSITY AND IN THE CITY

Orientation at the university

Heidelberg University offers a number of orientation and information events for new students. Next to events for all students, there are freshers' days of the individual subjects as well as information sessions of central institutions such as the university library or the university computer centre. At the beginning of every winter semester, all events take place, including the university's official Welcome Day. At the beginning of the summer semester, many – but not all – events take place. You will find an overview for the upcoming semester at

■ www.uni-heidelberg.de/en/study/advisory-services/services-available-at-the-start-of-your-degree-course

An introduction week especially designed for new international students takes place in the week before lectures start: the Orientation Days of the International Office. During this event, we introduce the university and the city of Heidelberg, and you can meet your fellow students. Information can be found at

■ www.uni-heidelberg.de/orientationdaysinternational

Buddy Programme

All international students are welcome to join the university's "Buddy programme," in which students in higher semesters help freshmen navigate during their first semester. We do everything to match students of the same study programme, but even if we cannot do that – students of other study programmes can help you navigate your first weeks in Heidelberg. If you register early, your buddy may even be of assistance before you come to Germany. There is also a number of events during the semester directed at all participants of the buddy programme, e.g. hikes, game nights, movie nights, where you can meet other students. More information as well as the registration form can be found at

■ www.uni-heidelberg.de/en/study/advisory-services/buddy-programme-for-international-students

**Information for international
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Orientation at the university and in the City

Semester programme

Next to your regular lectures and seminars, there is a number of other events at the university every semester. There is also a variety of service institutions open to all students, and some of them are especially designed to help and support international students. On the following websites, you will find information on the nature of the events / services as well as on the registration process. Do not hesitate to make use of them!

Excursions programme for international students

- www.uni-heidelberg.de/en/study/advisory-services/service-and-events-of-the-international-relations-office/excursions

Workshops and tutorials for international students

- www.uni-heidelberg.de/en/study/advisory-services/service-and-events-of-the-international-relations-office/workshops-and-tutorials

HD Concert

- www.uni-heidelberg.de/en/study/advisory-services/service-and-events-of-the-international-relations-office/hd-concert

Homestay programme for international students

- www.uni-heidelberg.de/en/study/advisory-services/service-and-events-of-the-international-relations-office/homestay-programme

Workshops “Stark im Studium” (only in German)

- www.uni-heidelberg.de/de/studium/service-beratung/workshops-stark-im-studium

Language Centre

- www.heiskills.uni-heidelberg.de/en/about-us/language-centre

CONTACT PERSONS

The first address for all questions concerning your stay in Heidelberg are the university's Serviceportal as well as the Studierendenwerk. If you are not sure whom to contact with your particular question, you can start there. The staff will be happy to answer your questions or deger you to the service institution that can help.

Serviceportal for international students (2 Seminarstraße, room 33)
Monday through Thursday 10 am–4 pm
Friday 10 am–2 pm
Phone: +49 (0) 6221 545454
E-Mail: studium@uni-heidelberg.de

ServiceCenter of the Studierendenwerk (Universitätsplatz, Old Town)
Monday through Thursday 9 am–5 pm
Friday 9 am–3 pm
Phone: +49 (0) 6221 545400
E-Mail: info@stw.uni-heidelberg.de

InfoCafé International (Zentralmensa, Im Neuenheimer Feld 304)
Monday through Thursday 10 am–5 pm
Friday 10 am–3 pm
Phone: +49 (0) 6221 545400
E-Mail: info@stw.uni-heidelberg.de

If you have questions concerning the student administration (enrolment, re-registration, leave of absence, change of study course, exmatriculation, fees etc.), please contact the student administration. You can reach them via email, phone or in person:

Serviceportal for students (2 Seminarstraße, room 35)
Monday through Thursday 10 am–4 pm
Friday 10 am–2 pm

**Information for international
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Contact persons in case of questions and challenges

If you do not speak German, an English-speaking service is offered during these time slots:

Monday through Friday 10 am–12 pm

Tuesdays and Thursdays 2–4 pm

Phone: +49 (0) 6221 545454

E-Mail: studierendenadministration@uni-heidelberg.de

The International Office is a service institution especially for international students, both at the beginning of their studies and during the course of their stay. We are happy to answer your questions via email, phone or in person (online or on site). You will find us in the central administration building (“Carolinum”) in the Old Town (2 Seminarstrasse). During our consultation hours, you are welcome to drop in without making an appointment:

Serviceportal for international students (room 33)

Monday through Thursday 10 am–4 pm

Friday 10 am–2 pm

Phone: +49 (0) 6221 545454

E-Mail: studium@uni-heidelberg.de

General Advisory Service for internationals (room 32)

Ina Buchholz

Tuesday 10 am–12 pm (on site)

Friday 10 am–12 pm (online*)

Phone: +49 (0) 6221 5412722

E-Mail: ina.buchholz@zuv.uni-heidelberg.de

General Advisory Service for internationals (room 30)

Anna Kloppenburg

Tuesday 10 am–12 pm (on site)

Friday 10 am–12 pm (online*)

Phone: +49 (0) 6221 5412723

E-Mail: kloppenburg@zuv.uni-heidelberg.de

General Advisory Service for internationals (room 30)

Ulrike Riedling

Wednesday 1.30–3.30 pm (online*)

Phone: +49 (0) 6221 5412720

E-Mail: riedling@zuv.uni-heidelberg.de

Advisory Service on German-language knowledge/courses, Studienkolleg,
visa/residence permit and on health insurance questions (room 29)

Andrea Kumler

Tuesday 10 am–12 pm (on site)

Wednesday 1.30–3.30 pm (online*)

Thursday 1.30–3.30 pm (on site)

Phone: +49 (0) 6221 5412703

E-Mail: kumler@zuv.uni-heidelberg.de

*Please find an overview of the online consultation rooms and the access codes at

■ www.uni-heidelberg.de/en/study/advisory-services/advisory-service-for-current-and-prospective-international-students

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Universität Heidelberg
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