

Dear students,

Heidelberg University is introducing a new campus-management system “**heiCO**” – **Heidelberg Campus Online**. This system will ultimately unite all processes of the “student life cycle” in a single web-based system: from application and admission, creating your study schedule, examination administration, to graduation. The current systems (HIS modules, HIS-LSF, Sign-up etc.) will successively be replaced.

The system rollout will take place gradually over the next few months. The first "go-live" for application and admissions management will take place in the first week of December 2022. This means, that from December onwards, almost all application and admission processes will be available in heiCO and applications must be submitted via heiCO.

During the data migration from the previous systems (application database and student database) to heiCO, it is necessary to "freeze" the data, starting November 18th, 2022, 2 p.m. for approximately two weeks.

Therefore, student administration services will be limited between 21.Nov - 02. Dec 2022. During this period, the administration personnel will for example not be able to issue certificates. In urgent cases (e.g. if you need to exmatriculate during this time), please contact the University Serviceportal.

For more **information on the system change and the new heiCO system** please go to <https://www.uni-heidelberg.de/de/studium/studienorganisation/online-service/heico>.

For all questions regarding your studies, you will continue to find support at the

Serviceportal for current and future students

via e-mail at studium@uni-heidelberg.de

via phone Mon – Tue from 9 a.m. to 4 p.m., Fri 9 a.m. to 1 p.m. at +49 6221 54-5454

on-site: Seminarstraße 2, ground floor, Mon – Thur 10 a.m. to 4 p.m. and Fri 10 a.m.- to 2 p.m.

Please note: the opening hours of the **administrative service for international students** are Tue – Thur 10 a.m. to 12 p.m. in rooms 22-26.

We are pleased to introduce our new, modernized campus management system to you. At the same time, we kindly ask for your patience in case the system does not run quite smoothly at the beginning.

Kind regards,
your Division for Student Affairs and Teaching, and Team heiCO