Application/Admission
Bachelor/Master

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1. Registration

1. Visit the homepage of the heiCO platform at [https://heico.uni-heidelberg.de](https://heico.uni-heidelberg.de) to apply or enrol at Ruprecht-Karls Universität Heidelberg.

   Click on "EN" in the upper right corner to change the language to English.

   Click on the "Application" button to start the registration process.

2. Next, enter your master data. **Fields outlined in yellow must be filled in, all others are optional.**

   Then click on "Confirm data" and "Submit data" to submit your data.

   Within a few minutes a registration link will be sent to the email adress you provided, assigning you login details for heiCO.
3. Click on the registration link in the e-mail sent to you, then click on “Continue”.

4. Choose a password for your account. Then click on the “Complete registration” button.

5. Click on the "Continue" button after your account has been created.
6. Enter your user name or e-mail address and password on the start page and click on "Log in".

7. On your personal homepage, click on the application "My applications".
2. Application Wizard

1. Your application or enrolment takes place via a so-called "wizard", which requires different information depending on which conditions are relevant for the degree you have chosen. The wizard has a progress bar that shows you which step you are at.

You can navigate using the "Back" and "Continue" buttons, and you can also interrupt the process at any time by clicking "Cancel" or check your previous entries using "Control view".

**Caution**: Your session will be terminated after 30 minutes of inactivity, but all entries made so far will be retained as soon as you click on "Continue".

2. First, select the semester for which you would like to apply/enrol and click on the "Continue" button.

**Please note**: The following pages contain a sample application—i.e. the requirements shown may differ slightly from those you need to fulfil for your individual application. All basic steps are nevertheless taken into account.
3. Application

1. Select the degree programme you wish to apply for from the drop-down menu. For illustration purposes, a Bachelor's degree programme is selected here.

2. If you want to enrol for a Bachelor's degree programme, select whether you want to complete a single or multiple degree programme.

3. Select the combination of subjects and the subjects with the respective entrance semester and form of studies. If applicable, state whether you have already studied at a university/college before or whether you have already applied to Heidelberg University within the last 12 months.
4. Add your personal data in the next window, if desired. If you have two nationalities, the German nationality must always be entered first due to technical reasons.

5. Enter the address where you will be living during the semester. If your home address and correspondence address are the same, you can indicate this.

6. Enter the address where you have lived up to now (e.g. your parents’ house), and only if you have not already entered it above.
7. Select the type of your university entrance qualification and fill in the requested data. If you are applying for a Master's programme, you will also be asked to enter your university degree at this point.

**Please note:** This application is an example of an unrestricted admission subject. If you are applying for a subject with restricted admission, further information (e.g. language certificates) may be required.

8. In the drop-down menu you can select your higher education entrance qualification.
9. In the next step, you can upload a passport photo for your student ID card by clicking on the "Browse" button and selecting a file. If you don't have suitable photo at this point, you can upload it in the enrolment process.

Please note that a file upload is only possible in .tiff, .jpg, or .png format.

Caution: Difficulties may arise if you upload image files from the iPhone 6!

This step 9. as well as 11.-14. only apply to subjects with unrestricted admission at this time. If you are applying for a subject with restricted admission, you will have to provide this information at a later date.

10. Upload a copy of your identity card or passport as a .pdf file here.

Please note that both the front and the back must be included!
11. Now enter your health insurance details.

12. To do this, first select the correct group to which your health insurance belongs in the drop-down menu. If you do not find the group immediately, look through the different groups.

13. Enter your insurance number after you have selected the public health insurance provider. Currently, the system always displays an error message (orange exclamation mark) even if you have entered the correct number. Alternatively, you can indicate whether you are privately insured or submit the information later.
14. Upload your certificate of attendance for the study orientation process.

If you have not yet taken a study orientation test, please do so under https://www.was-studiere-ich.de.

15. Upload your university entrance qualification in .pdf format. Make sure that all pages of the document are present to avoid having to submit them later.
16. In this window you can check your entries once again before you send your application.

17. If your details are complete and correct, you have not yet lost your entitlement to the final examination and you agree to your data being processed for application purposes, tick the three boxes and click on “Send”.
4. Admission

1. You will be informed by e-mail whether your application has been received and your admission approved. You will also receive notification by e-mail if your submitted documents were incomplete or insufficient (e.g. unreadable due to scan quality).

2. You can check your application status at any time by opening the “My Applications” application from your personal homepage.

3. Here you can see an overview of the status of your applications. The icons show you the progress of your application. Click on the icon with the magnifying glass and sheet to open the detailed view.

4. You can add your university entrance qualification here and print out a confirmation of registration to submit to the authorities.
5. When your documents are complete and have been checked, your status will change as shown.

6. You will then receive an email informing you whether your application has fulfilled the formal admission requirements and you are therefore entitled to admission.

7. You can then download your admission letter by clicking on the "Download notification" button.
5. Enrollment

1. If you have been admitted, you will be offered a study place at the university. You have to accept this offer in order to enrol. To do so, click on the button "Accept study place offer".

2. Click on „Add data“ and complete the details relevant to the enrolment in order to be able to print the Application for enrolment form.

3. After you have added and confirmed any missing data (such as health insurance details) on the following pages, you can print your application for enrolment.
4. Click on the boxes again and then on "Send" to submit your confirmation.

5. Under "Next steps" you can now print and sign the application for enrolment to upload it and send it by post to the Student Administration of Heidelberg University. **Please note the enrolment deadlines for your respective degree programme.**

6. Next, you transfer the semester fee. You will find the necessary information under the marked link "Tuition fee".

7. Make sure you enter the correct purpose of payment and the correct IBAN – for this it is advisable to transfer the data directly by copy/paste to avoid typing errors. Also note the payment deadline. If you miss this deadline, you run the risk of not being enrolled.
8. After that, fill in the place and date under "Required documents" and sign the application for enrolment. Then upload it via "Upload document". Send the original by post to the Student Administration of Heidelberg University. You can find the address at the top of the application form on page 1.

9. Also send an officially certified copy of your university entrance qualification via post to the Student Administration of Heidelberg University.

10. If you have fulfilled all requirements, your status should look like in the picture. You are now duly enrolled at Heidelberg University!