Application/Admission
Bachelor/Master
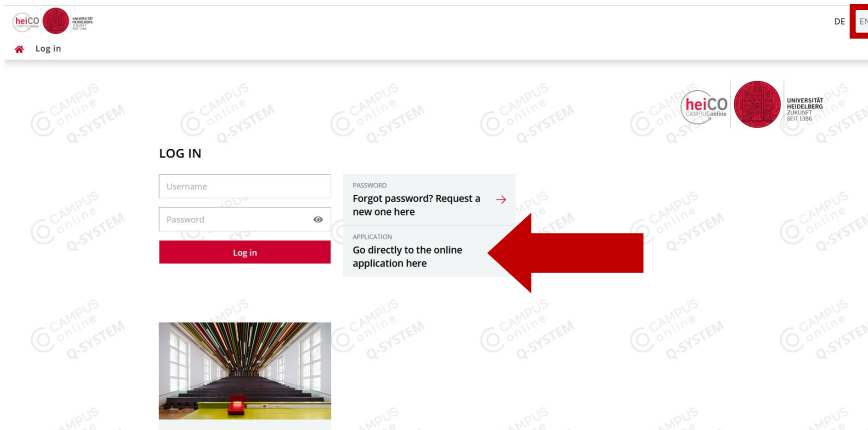
Table of Contents

1. Registration

1. Visit the homepage of the heiCO platform at https://heico.uni-heidelberg.de to apply or enrol at Rup-rechts-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.
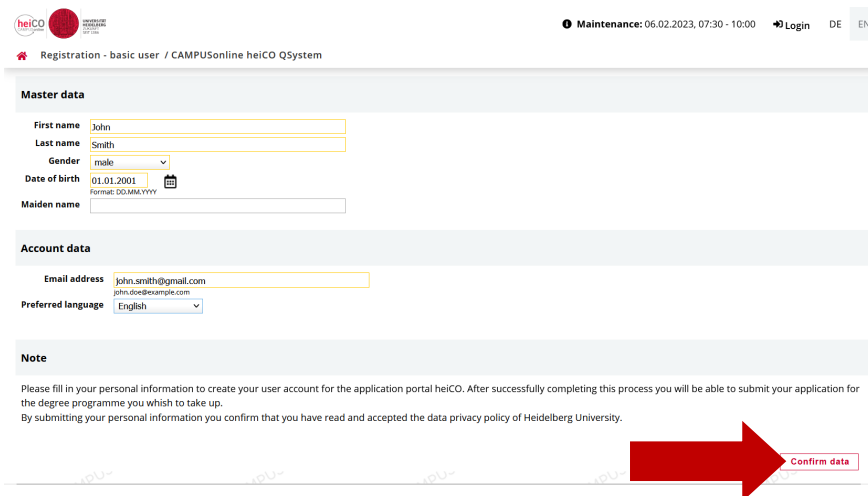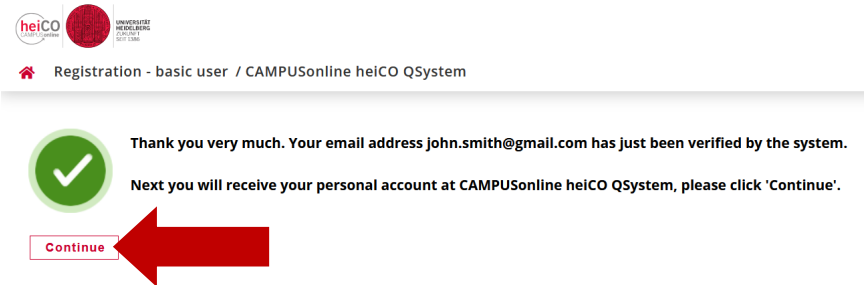

2. Next, enter your master data. **Fields outlined in yellow must be filled in, all others are optional.**
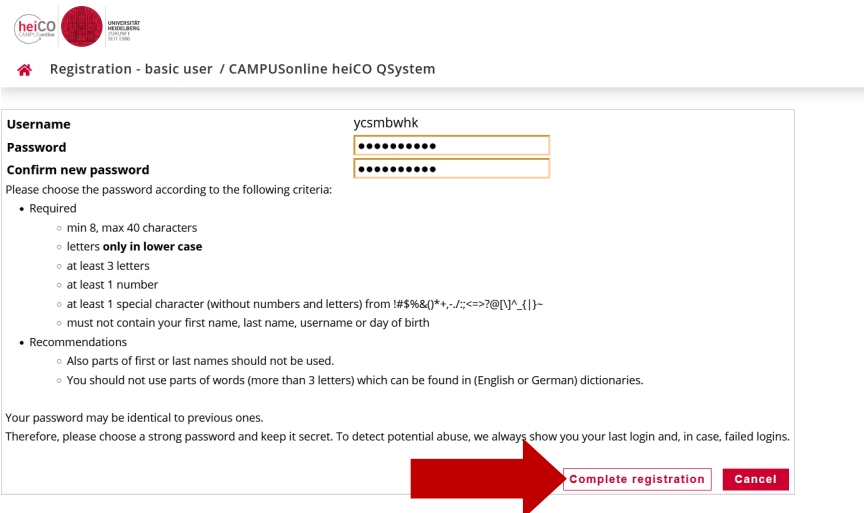
Then click on „Confirm data" and „Submit data" to submit your data.

Within a few minutes a registration link will be sent to the email adress you provided, assigning you login details for heiCO.
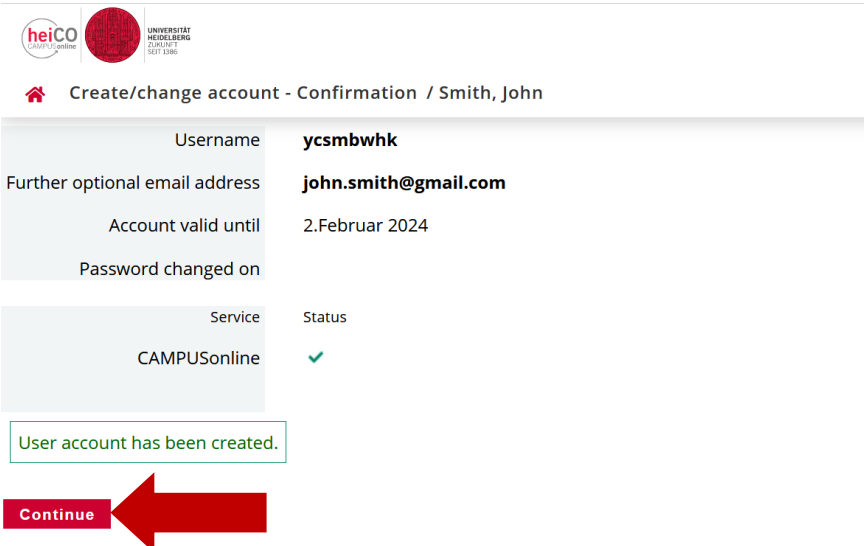
Registration - basic user / CAMPUSonline heiCO QSystem

Thank you very much. Your email address john.smith@gmail.com has just been verified by the system.

Next you will receive your personal account at CAMPUSonline heiCO QSystem, please click 'Continue'.

Continue

3. Click on the registration link in the e-mail sent to you , then click on "Continue".

Registration - basic user / CAMPUSonline heiCO QSystem

Username	ycsmbwhk
Password	••••••••••
Confirm new password	••••••••••

Please choose the password according to the following criteria:
- Required
  - min 8, max 40 characters
  - letters **only in lower case**
  - at least 3 letters
  - at least 1 number
  - at least 1 special character (without numbers and letters) from !#$%&()*+,-./:;<=>?@[\]^_{|}~
  - must not contain your first name, last name, username or day of birth
- Recommendations
  - Also parts of first or last names should not be used.
  - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

Your password may be identical to previous ones.
Therefore, please choose a strong password and keep it secret. To detect potential abuse, we always show you your last login and, in case, failed logins.

Complete registration   Cancel

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

Create/change account - Confirmation / Smith, John

Username	**ycsmbwhk**
Further optional email address	**john.smith@gmail.com**
Account valid until	2.Februar 2024
Password changed on	

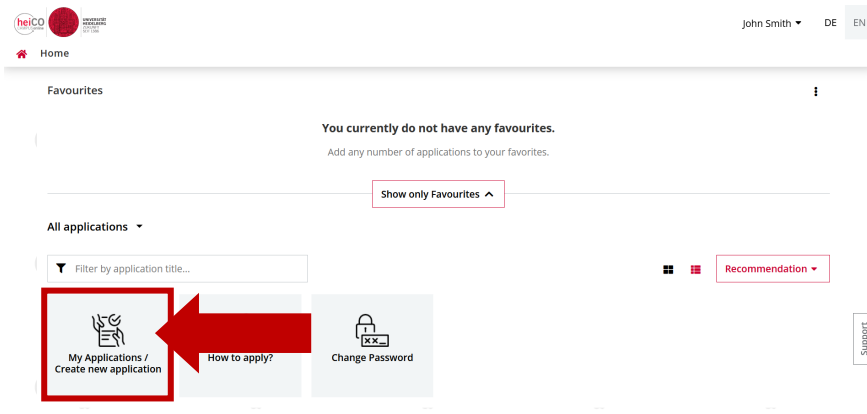| Service | Status |
| CAMPUSonline | ✔ |

User account has been created.

Continue

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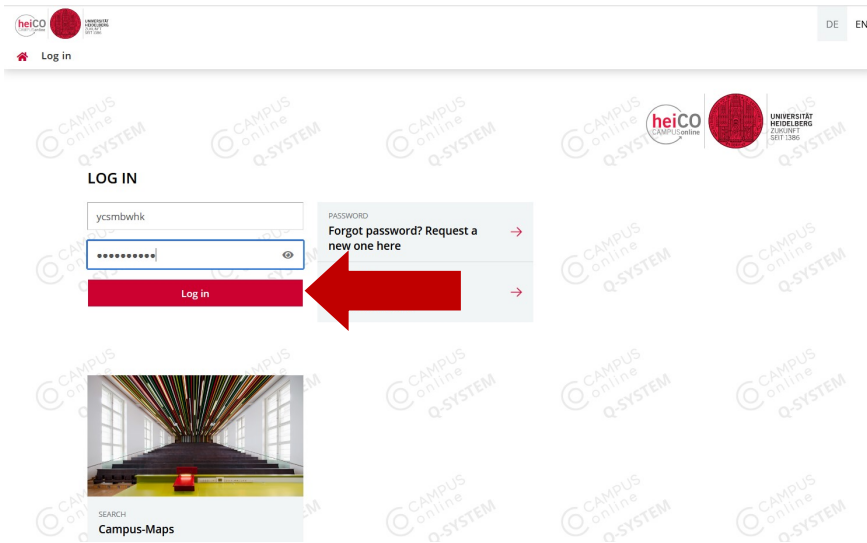
6. Enter your user name or e-mail address and password on the start page and click on "Log in".

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.

Personal data

First name	John
Last name affix	
Surname/family name	Smith
All first names	John
Date of birth	01.01.2001
Gender	male
Place of birth	London
Country of birth	United Kingdom
Maiden name	
1st nationality	United Kingdom
2nd nationality	Please select...

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.

Correspondence address

Correspondence address (semester address)

c/o	
Street and number	Mannheimer Str. 55
Postal Code/City	69117 Heidelberg
Country/State	Germany
Region	Baden-Württemberg
Telephone number	
Email address	john.smith@gmail.com
Confirmed email address	john.smith@gmail.com

☐ My correspondence address (during the semester) is identical with my permanent home addr

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.

Permanent home address

Home address

c/o	
Street and number	
Postal Code/City	
Country/State	United Kingdom
Region	

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.

Higher education entrance qualification

Please provide information on your university entrance qualification ("Hochschulzugangsberechtigung" - "H

○ I have obtained a German Higher Education Entrance Qualification.

● I have obtained a foreign higher education entrance qualification. ⓘ

○ I belong to the group of master craftspersons or qualified professionals. ⓘ

Type	(non-German) General higher-education entrance qualification [∨]
Name of certificate (original name)	Certificate of General Higher Education Entrance Quali
	1 to 100 characters
Date of certificate	05.05.2020 📅
	Format: DD.MM.YYYY
Average grade (gpa)	
Name of school	City of London School
	1 to 100 characters
Location of school	London
	1 to 100 characters
Country of school	United Kingdom ∨
Region	Greater London, England ∨

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.

Higher education entrance qualification

Please provide information on your university entrance qualification ("Hochschulzugangsberechtigung" - "H

○ I have obtained a German Higher Education Entrance Qualification.

● I have obtained a foreign higher education entrance qualification. ⓘ

○ I belong to the group of master craftspersons or qualified professionals. ⓘ

Type	(non-German) General higher-education entrance qualification [∨]

Please select...

Entrance qualification for college of higher education

Preparatory college [FHR]

School abroad [FHR]

General qualification for university entrance

(non-German) General higher-education entrance qualification [aHR]

General non-German higher-education entrance qualification with a German "Feststellungsprüfung (FSTP)" issued by a German "Studienkolleg" [aHR]

Subject-specific qualification for university entrance

(non-German) Subject-restricted higher-education entrance qualification [fgHR]

Subject-restricted non-German higher-education entrance qualification with a German "Feststellungsprüfung (FSTP)" issued by a German "Studienkolleg" [fgHR]

8. In the drop-down menu you can select your higher education entrance qualification.

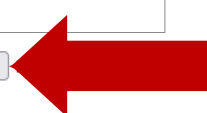**Most current photo (as for ID)**

Updated	Upload	
no photo		Your digital passport photo. The submission of this document is optional. If you cannot submit it right now, there is no further possibility of electronically submitting the document. However, non-submission does not have any legal consequences regarding admission.
Preview		Please respect the following requirements for the upload: Picture size: min. 102x135 File size: max. 10000kB Aspect ratio approx. 3:4
	Browse...	

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.

Identity card or passwort

Please upload a copy of your identity card (front and back) or your passport

Current document

File name	Type	File Size	Date	
No document uploaded				

New document

Please note that you can upload only **one** document. Your document must be submitted in one of the following formats: Portable Document Format (.pdf). The maximum file size is limited to 10 MB.

File Durchsuchen...

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!

Health Insurance details

Proof of health insurance:

◉ I have statutory health insurance in Germany.
Please apply to your health insurance provider for the transmission of the electronic health insurance notification for the University of Heidelberg.
Please note the details Your statutory health insurance company the corresponding classification in e.g. local health insurance fund, substitute health insurance fund, company health insurance fund, etc , KKH, TK

Group

Please select... ▼

Public health insurance provider

Please select... ▼

Insurance number

	⚠

◯ I am not insured, exempt from compulsory insurance or not subject to compulsory insurance (e.g. privately insured).
Please apply to a statutory health insurance company for the transmission of the electronic health insurance notification about the exemption from statutory compulsory insurance for the university Heidelberg. If you were not yet legally insured, you can contact any statutory health insurance company. If you were already legally insured, please contact your previous health insurance company.

◯ I do not know and will submit my information at a later date.
Please note that your enrollment can only be processed after your insurance status has been communicated by a statutory health insurance company.

11. Now enter your health insurance details.

◉ I have statutory health insurance in Germany.
Please apply to your health insurance provider for the transmission of the electronic health insurance notification for the University of Heidelberg.
Please note the details Your statutory health insurance company the corresponding classification in e.g. local health insurance fund, substitute health insurance fund, company health insurance fund, etc , KKH, TK

Group

Please select... ▼
Please select...
AOK - Allgemeine Ortskrankenkasse
BKK - Betriebskrankenkasse
BuKn - Krankenkasse der Bundesknappschaft
EKK - Ersatzkrankenkasse
IKK - Innungskrankenkasse
LKK - Landwirtschaftliche Krankenkasse

◯ I am not insured, exempt from compulsory insurance or not subject to compulsory insurance (e.g. privately insured)

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.

Group

EKK - Ersatzkrankenkasse ▼

Public health insurance provider

HEK Hanseatische Krankenkasse -Hauptverwaltung- ▼

Insurance number

1234567890	⚠

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.

Nachweis über die Teilnahme am Studienorientierungsverfahren

Please upload your certificate of attendance for the study orientation process.

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

Further information is available via the following link:

http://www.was-studiere-ich.de

Current document

File name	Type	File Size	Date
No document uploaded			

New document

Please note that you can upload only **one** document. Your document must be submitted in one of the following formats: Portable Document Format (.pdf). The maximum file size is limited to 10 MB.

File [Durchsuchen...]

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 .

University entrance qualification

The upload of this document is **mandatory**. If you cannot upload it right now, you can still complete the application wizard and save all data entered so far. Submitting your application is only possible after uploading all mandatory documents.

The university entrance qualification is the basic prerequisite for admission to an undergraduate degree programme at a university. Foreign university entrance qualifications of international applicants are being evaluated directly by Heidelberg University as part of the application procedure. When assessing foreign educational certificates, Heidelberg University follows the assessment recommendations of the Central Office for Foreign Education. You must submit your university entrance qualification as a regular (uncertified) copy of the original alongside a translation into German or English issued by a sworn translator. In case of admission, you must submit certified copies of the required certificates and translations by postal service for your enrolment at Heidelberg University.

Further information is available via the following link:

https://anabin.kmk.org/anabin.html

Current document

File name	Type	File Size	Date	
No document uploaded				

New document

Please note that you can upload only **one** document. Your document must be submitted in one of the following formats: Portable Document Format (.pdf). The maximum file size is limited to 10 MB.

File [Durchsuchen...]

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.

OVERVIEW - APPLICATION NUMBER: 1-00003846

PLEASE NOTE

Here, you can check your application. The application has not been sent yet. Please check your details. After marking the approval checkbox (at the bottom of the page) click on the SEND button to submit the application electronically.

Start of course

Summer semester 2023

Select degree programme

Type of studies	Bachelor programme
Intended degree	Bachelor Mehrfach
Combination	Bachelor 75% 25%

	Subject	Entrance semester
Hauptfach 75%	Klassische Archäologie	1
Nebenfach 25%	Ur- und Frühgeschichte	1

Form of studies	First degree

16. In this window you can check your entries once again before you send your application.

Confirmation

Please click **"Back"** in order to revise incorrect details. Check the box and click **"Send"** to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

☑ I hereby declare that the statements contained herein are true and complete, and herewith allow the university Heidelberg to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrolment at university.

☑ I declare not having ultimately failed in an examination required according to the examination regulations and not having lost the entitlement to the examination.

☑ I hereby consent to my personal data being processed within the application and enrolment procedure at Heidelberg University and, further on, should I be awarded a study place, for adminstrative purposes in the course of my studies. I hereby acknowledge that my data will be stored in any case for the duration of a year.

Cancel   Send

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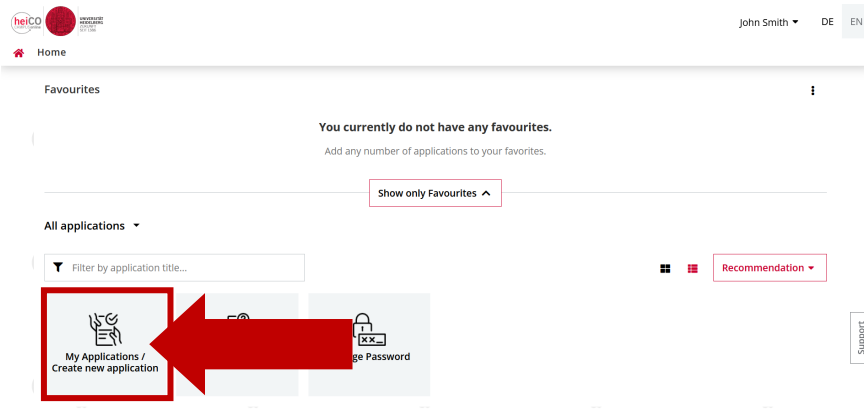
1. You will be informed by e-mail whether your application has been received and your admission approved. You will also receive notification by e-mail if your submitted documents were incomplete or insufficient (e.g. unreadable due to scan quality).

2. You can check your application status at any time by opening the "My Applications" application from your personal homepage.
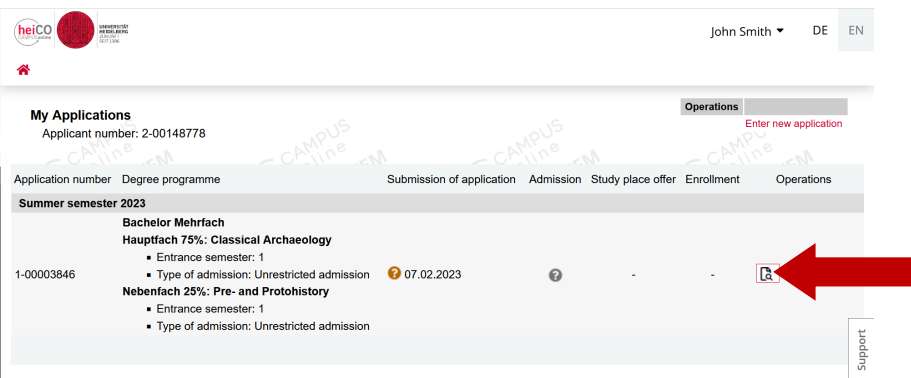
3. Here you can see an overview of the status of your applications. The icons show you the progress of your application. Click on the icon with the magnifying glass and sheet to open the detailed view.
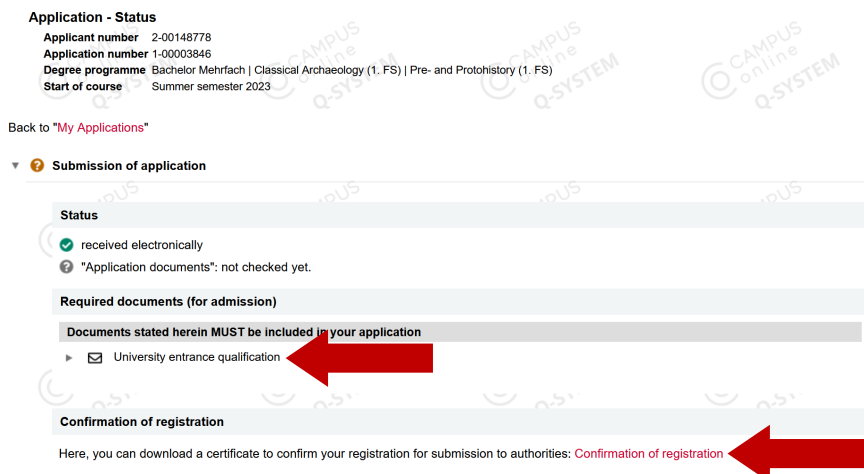
4. You can add your university entrance qualification here and print out a confirmation of registration to submit to the authorities.

Submission of application

Status

✓ received electronically

✓ The application documents have been checked and they are complete.

Required documents (for admission)

Documents stated herein MUST be included in your application

▶ ✓ University entrance qualification ⬅

Confirmation of registration

Here, you can download a certificate to confirm your registration for submission to authorities: Confirmation of registration

5. When your documents are complete and have been checked, your status will change as shown.

Admission

Next steps

You have received partial admissions from various applications which you can combine to create one full admission. To do so click on Combine admitted subjects Combine admitted subjects

Details of the admission procedure

Partial study course **Hauptfach 75%: Classical Archaeology**
- Entrance semester: 1
- Type of admission: Unrestricted admission

Status ✓ Formal entry requirements met
✓ Admission granted

Details _

Partial study course **Nebenfach 25%: Pre- and Protohistory**
- Entrance semester: 1
- Type of admission: Unrestricted admission

Status ✓ Formal entry requirements met
✓ Admission granted

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.

Results of admission procedure

Download your notification here.

⬇ Download notification ⬅

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

---

5. Enrolment

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.

Confirmation

Please click **"Back"** in order to revise incorrect details. Check the box and click **"Send"** to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

☑ I hereby declare that the statements contained herein are true and complete, and herewith allow the university Heidelberg to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrolment at university.

☑ I declare not having ultimately failed in an examination required according to the examination regulations and not having lost the entitlement to the examination.

☑ I hereby consent to my personal data being processed within the application and enrolment procedure at Heidelberg University and, further on, should I be awarded a study place, for adminstrative purposes in the course of my studies. I hereby acknowledge that my data will be stored in any case for the duration of a year.

Cancel · Send

4. Click on the boxes again and then on "Send" to submit your confirmation.

Next steps

Please complete the details relevant for enrolment. Then, you will have access to your Application for enrollment.

✏ Add data

Your personally signed Application for enrollment.

📄 Print Application for enrollment

Please note that you must enrol at Heidelberg University - Germany by **30.04.2023**. If this is not possible for you, please contact the student administration via email studium@uni-heidelberg.de or phone +49 6221 545454.

Please pay the semester fee. Details can be found by following the link: Tuition fee

Please print out your enrolment application, sign it, include all required documents specified below (unless already uploaded) and send it to the adress specified on the application form.

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 "Tuiton fee".

Tuition Fee Status

Account information for: Sommersemester 2023

Invoice	Amount within admission deadline (€)
Student services contribution	66.00
Tuition fees for international students	1,500.00
Administrative fee	70.00
Tuition fees for a second degree	0.00
Gasthörerbeitrag	0.00
Semesterticketsolidaritätsbeitrag und Umlage für nextbike	40.35
Student body fee	10.00
Late fee	0.00
Total	**1,686.35**

Payment deadline	30.04.2023

Payments

Booking date	Type of payment	Amount (€)
outstanding		
		1,686.35

Payment via telebanking

Please transfer the outstanding amount to:

Heidelberg University - Germany

Account number	0004961781
Bank code	60050101
IBAN	DE28600501010004961781
BIC	SOLADEST600
Purpose	4731304, 23S, Smith, John

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.

Required documents (for enrollment)

Documents stated herein MUST be included in your application

▼ ❌ Application for enrollment

Information ℹ️ Your personally signed Application for enrollment.

Document templates ⬇️ not available

Submit electronically ⬆️ Upload document ⟵

You can upload or edit the document until 30.04.2023.

Current document ⬇️ Download document

Status ❌ not provided

▼ ❌ Certified university entrance qualification

Information ℹ️ A university entrance qualification is the basic requirement for enrolment in an academic programme at a university. Recognition of foreign university entrance qualifications takes place during the admission procedure after the university has received your application for a degree programme (prior to expiry of the application deadline and including all required documents). When assessing non-German qualifications, Heidelberg University applies the evaluation framework provided by the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen, ZAB). University entrance qualifications can be submitted as uncertified copies of the original documents, along with the corresponding sworn translation into German or English in the case of foreign higher education and university certificates. In case of admission, applicants must submit officially-certified copies of their certificates and translations at the latest when they enrol at Heidelberg University.

Document templates ⬇️ not available

Submit electronically ⬆️ Upload document

You cannot upload or edit the document. The document has to be submitted as "certified copy".

Status ❌ not provided

If applicable, documents stated herein MUST be included in your application

▶ ❌ Application for enrollment in two degree programs with restricted admission

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 adress 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.

Status

✅ Enrollment requirements fulfilled
✅ Tuition fees paid
✅ enrolled

Required documents (for enrollment)

Documents stated herein MUST be included in your application

▶ ✅ Application for enrollment

▶ ✅ Most current photo (as for ID)

▶ ✅ Identity card or passwort

▶ ✅ Nachweis über die Teilnahme am Studienorientierungsverfahren

▶ ✅ Certified university entrance qualification

If applicable, documents stated herein MUST be included in your application

▶ ✅ Application for enrollment in two degree programs with restricted admission

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