Application/Admission

Master

![heiCO CAMPUSonline / Universität Heidelberg Zukunft seit 1386 logo]

Table of Contents

1. Registration
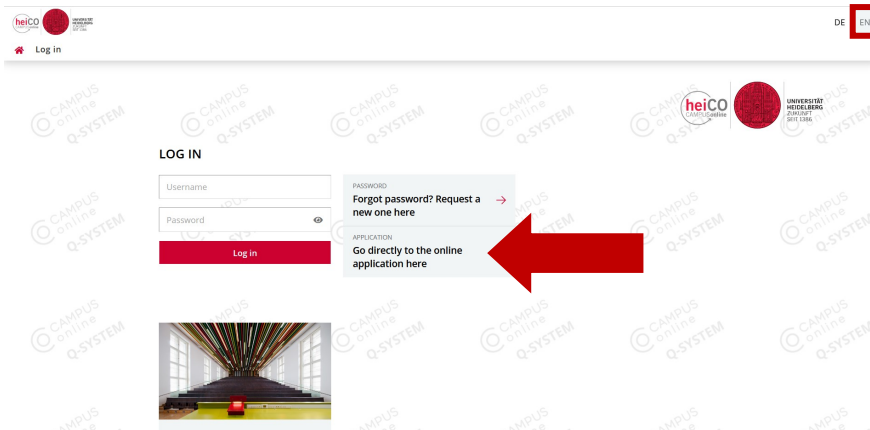
Fig. 1

1. Visit the homepage of the heiCO platform at https://heico.uni-heidelberg.de to apply or enrol at Ruprechts-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 (see fig. 1).
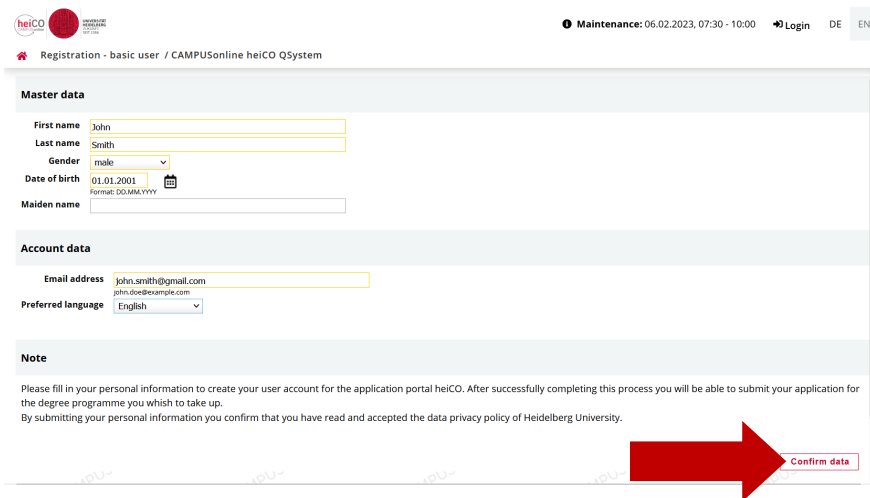

Fig. 2

2. Next, enter your master data (see fig. 2). **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

Fig. 3

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

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

Fig. 4

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

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

Fig. 5

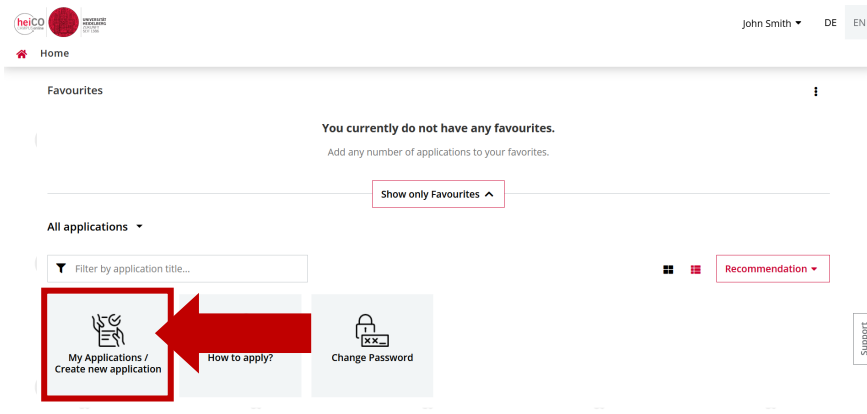5. Click on the "Continue" button after your account has been created (see fig. 5).
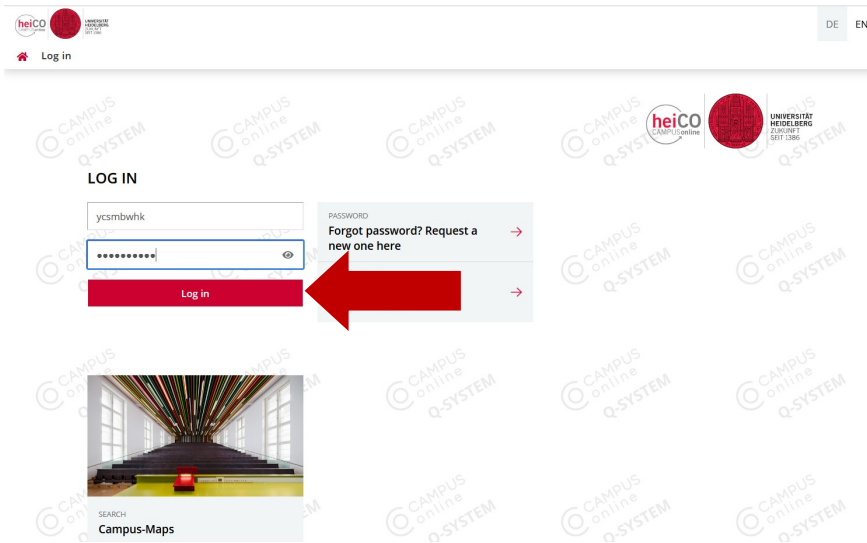
Fig. 6

6. Enter your user name or e-mail address and password on the start page and click on "Log in" (see fig. 6).

Fig. 7

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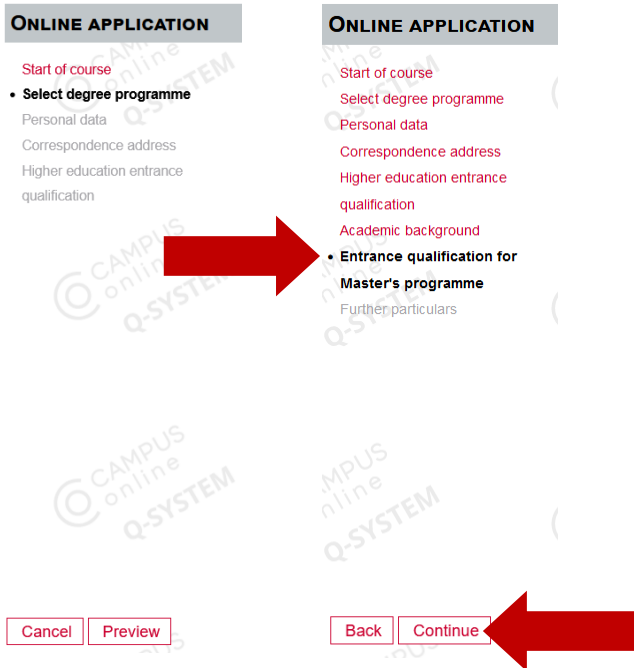
2. Application Wizard

Fig. 8

8. 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 (see fig. 8). 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".

Fig. 9

9. First, select the semester for which you would like to apply/enrol and click on the "Continue" button (see fig. 9).

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.
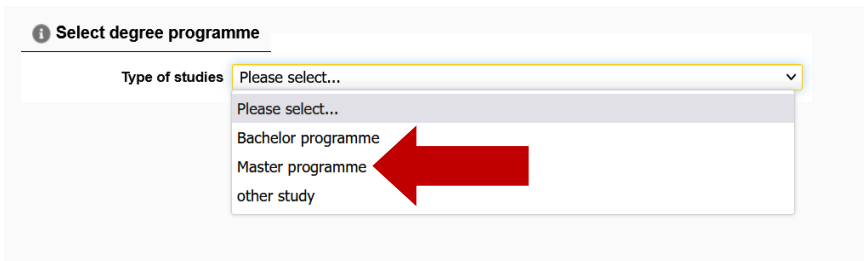
3. Application

Fig. 10

10. Select the degree programme you wish to apply for from the drop-down menu (see fig. 10). For illustration purposes, a Master's degree programme is selected here.
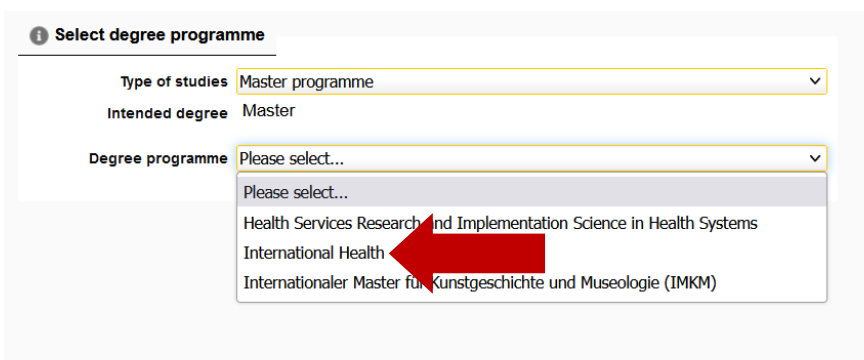

Fig. 11

11. Select the desired degree programme (see fig. 11).

Please note: The documents required for your application vary depending on the degree programme. It is therefore possible that you may be asked to submit fewer, more or different documents than in this sample application.
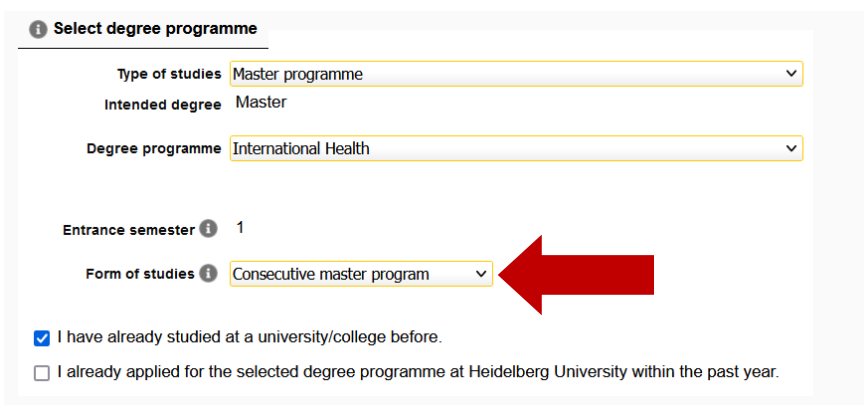

Fig. 12

12. Select the entrance semester and form of studies (see fig. 12). 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.

Fig. 13

13. Add your personal data in the next window, if desired (see fig. 13). If you have two nationalities, the German nationality must always be entered first due to technical reasons.

Fig. 14

14. Enter the address where you will be living during the semester (see fig. 14). If your home address and correspondence address are the same, you can indicate this.

Fig. 15

15. 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 (see fig. 15).

Fig. 16

16. Select the type of your university entrance qualification and fill in the requested data (see fig. 16).

Fig. 17

17. In the drop-down menu you can select your higher education entrance qualification (see fig. 17).

Fig. 18

18. In the next step, add your academic background (see fig. 18).

Note: You can add several degree programmes to your academic background, if applicable.

Fig. 19

19. Select the country of the university, the city, as well as the name of the university, the degree and the form of studies from the drop-down menu (see fig. 19). Also select your 1st degree subject and add your other degree subjects if desired.
Note: If you cannot find your university in the drop-down menu, you can enter its name in the new text field that appears.

Fig. 20

20. Next, select the first and last semester of your Bachelor's degree programme and enter the number of semesters of leave, practical training and clinical semesters (see fig. 20). If applicable, enter the number of interruptions in the fields provided and select the type of interruption.

Fig. 21

21. Select the status of the intermediate exam and enter the grade and date of the intermediate exam (see fig. 21). Also select the status of the graduation and enter the grade and date of the graduation.
Note: If you are still studying for a Bachelor's degree but are aiming to graduate, please select "Not yet completed" for "Final examination".

Fig. 22

22. Your Bachelor's degree is recognised by the system as a Master's entrance qualification (see fig. 22).
If you have several Bachelor's degrees, select the Bachelor's degree from the drop-down menu that you would like to have recognised as a Master's entrance qualification.

Fig. 23

23. If asked, please indicate the applicable particulars (see fig. 23).

Fig. 24

24. Now upload your higher education certificate in pdf format. Please make sure that all pages of the document are present in order to avoid having to submit them later (see fig. 24).
Note: Please ensure that the pdf file does not exceed a size of 10 MB. Compress the pdf file if necessary.

Fig. 25

25. Next, upload your performance overview, e.g. your transcript of records (see fig. 25).

Fig. 26

26. Also upload a document with the grading system used at your former university if it is a non-German university (see fig. 26).

Fig. 27

27. Upload your university entrance qualification (see fig. 27).

Proof of language proficiency in English (Master)

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.

Für den Einstieg in den Postgraduiertenstudiengang „International Health" an der Universität Heidelberg müssen Bewerberinnen und Bewerber über ein Mindestmaß an Englischkenntnissen verfügen. Das Institute of Global Health und der DAAD akzeptieren die aufgeführten englischen Sprachtests hier

Die Anforderungen an die englische Sprache können auch durch den erfolgreichen Abschluss eines Hochschulstudiums (oder eines gleichwertigen Abschlusses) erfüllt werden, wenn die Unterrichts- und Bewertungssprache Englisch war. Bewerber, die zuvor Englisch studiert haben, müssen akademische Zeugnisse und ein offizielles Schreiben der Institution vorlegen, aus dem hervorgeht, dass Englisch die einzige oder wichtigste Unterrichtssprache war.

Further information is available via the following link:
https://www.klinikum.uni-heidelberg.de/heidelberger-institut-fuer-global-health/teaching/teaching-1/master-of-science-in-international-health/how-to-apply

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.
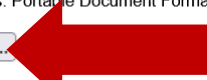
File Browse...

Fig. 28

28. You may be asked for language certificates or other such documents. Please also upload these as a pdf file (see fig. 28).

Curriculum Vitae

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.
• Format: EUROPASS
• Full CV without any unexplained gaps
• In reverse chronological order

Further information is available via the following link:
https://europa.eu/europass/en

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 Browse...

Fig. 29

29. Upload your curriculum vitae. Pay attention to the requirements for the document.

Covering letter (Motivation letter)

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.
• This must include a convincing explanation of your academic, professional and personal reasons for applying to this programme in Germany
• Please describe any professional experience relevant to the MScIH programme

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   Browse...

Fig. 30

30. Upload a letter of motivation if required (see fig. 30).

Letter of Recommendation

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.
From your employer (on headed paper, with a recent date, signature and stamp)

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   Browse...

Fig. 31

31. Upload your letter of recommendation (see fig. 31).

Declaration of Financial Responsibility

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 or enrolment.

Further information is available via the following link:

https://www.klinikum.uni-heidelberg.de/heidelberger-institut-fuer-global-health/teaching/teaching-1/master-of-science-in-international-health/downloads

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.
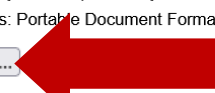
File   Browse...

Fig. 32

32. Upload a declaration of financial responsibility if you want (see fig. 32).

Confirmation of work experience

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.

Work certificate(s) for at least one year (For DAAD-Programme at least two years) of professional experience in public health (health care, disease control, health promotion, health services development etc.) at the time of the application and after completion of your first university degree (Printed on headed paper, signed, dated and stamped)

Further information is available via the following link:

https://www.klinikum.uni-heidelberg.de/heidelberger-institut-fuer-global-health/teaching/teaching-1/master-of-science-in-international-health/faq

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   Browse...

Fig. 33

33. Upload your work certificate (see fig. 33).

Fig. 34

34. Upload a declaration of financial responsibility if you want (see fig. 34).

Fig. 35

35. In this window you can check your entries once again before you send your application (see fig. 35).

Fig. 36

36. 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" (see fig. 36).
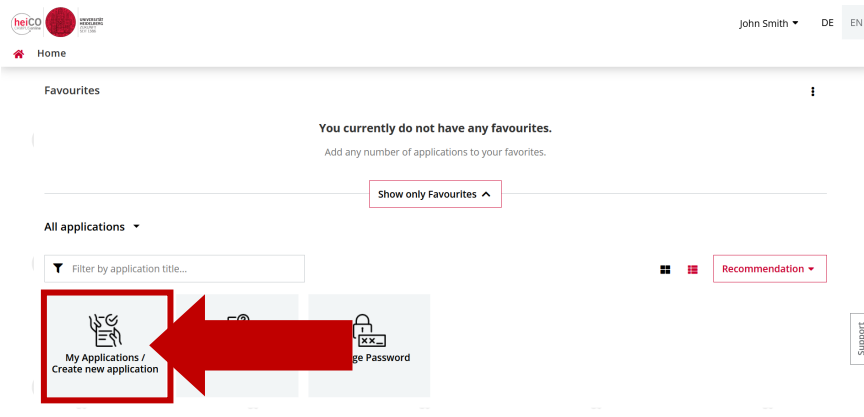
4. Admission

Fig. 37

37. 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).

You can check your application status at any time by opening the "My Applications" application from your personal homepage (see fig. 37).
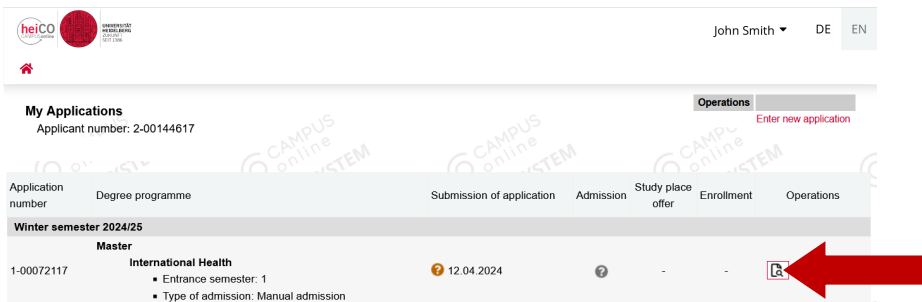

Fig. 38

38. 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 (see fig. 38).

Application - Status

Applicant number	2-00144617
Application number	1-00072117
Degree programme	Master | International Health (1. FS)
Start of course	Winter semester 2024/25

Back to "My Applications"

▼ ❓ Submission of application

Status

✅ received electronically

❓ The application documents have been received but have not yet been fully reviewed.

Required documents (for admission)

Documents stated herein MUST be included in your application

▶ ✉ Higher education certificates

▶ ✉ Performance overview/Transcript of records

▶ ✉ Grading system

▶ ✉ University entrance qualification

▶ ✉ Proof of language proficiency in English (Master)

▶ ✉ Curriculum Vitae

▶ ✉ Covering letter (Motivation letter)

▶ ✉ Letter of Recommendation

▶ ✉ Confirmation of work experience

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

▶ ✉ Declaration of Financial Responsibility

▶ ❌ Supporting documents

Confirmation of registration

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

Fig. 39

39. You can check your uploaded documents by clicking on an arrow icon. Print out a confirmation of registration to submit to the authorities (see fig. 39).

▶ ✅ Submission of application

▼ ✅ Admission

Details of the admission procedure

Degree programme **Master**

International Health
- Entrance semester: 1
- Type of admission: Manual admission

Status ✅ Formal entry requirements met
✅ Academic entry requirements met
✅ Admission granted

Details _

Results of admission procedure

You can find your notification here. Please download it and keep it in a safe place.

⬇ Download notification

Fig. 40

40. When your documents are complete and have been checked, your status will change as shown (see fig. 40).

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

You can download your admission letter by clicking on the "Download notification" button.

5. Enrolment

Fig. 41

41. 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" (see fig. 41).

Fig. 42

42. Click on "Add data" and complete the details relevant to the enrolment in order to be able to print the Application for enrollment form (see fig. 42).

Please note: You can expand the individual sections of your application by clicking on the arrow icons.

Fig. 43

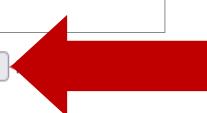43. Read the information on the first page and click on "Continue" (see fig. 43).

Fig. 44

44. Upload a passport photo for your student ID card by clicking on the "Browse" button and selecting a file (see fig. 44).

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!
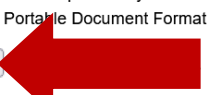

Fig. 45

45. Upload a copy of your identity card or passport as a .pdf file here (see fig. 45).

Please note that both the front and the back must be included!

Fig. 46

46. Now enter your health insurance details (see fig. 46).

Fig. 47

47. To do this, first select the correct group to which your health insurance belongs in the drop-down menu (see fig. 47). If you do not find the group immediately, look through the different groups.

Fig. 48

48. Enter your insurance number after you have selected the public health insurance provider (see fig. 48). 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. **However, your enrollment can only be processed after your insurance status has been communicated by a statutory health insurance company.**

Fig. 49

49. Finally - only if applicable to you - upload your certificate of exmatriculation and then click on "Finish" (see fig. 49).

Fig. 50

50. You can check your application again in the preview. Click on the boxes again and then on "Send" to submit your confirmation (see fig. 50).

Fig. 51

51. Under "Next steps" you can now print and sign the application for enrolment in order to upload it further down the page and send the original by post to the
Heidelberg University Student Administration (see fig. 51).

Please note the enrolment deadlines for your respective degree programme.

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

International students from non-EU (European Union) and non-EEA (European Economic Area - Iceland, Lichtenstein, Norway) countries with a foreign university entrance qualification will be required to pay a tuition fee of EUR 1500 per semester. In a small number of cases, the law on tuition fees for international students provides for certain exceptions. Please find further information as well as the required information/application sheet here: https://www.uni-heidelberg.de/en/study/management-of-studies/semester-fees/tuition-fees-for-international-students

Please print out the application for immatriculation, sign it and add all documents listed below that you have not already uploaded. Then send the signed application for immatriculation together with the requested documents to the address stated in the application form. All newly admitted students are required to contact a German statutory health insurance provider prior to enrolment independent of the type of insurance they currently hold. The statutory health insurance provider will verify that their health insurance coverage complies with German regulations and will arrange for an electronic notification to be sent to Heidelberg University.
The obligation to contact the health insurance provider with regard to enrolment does not apply to doctoral students, students in preparatory courses (German language course and Studienkolleg), and guest auditors.

Please note that, apart from the study places allocated by the Stiftung für Hochschulzulassung, there will be a processing time of 4 weeks after we have received your documents by postal service. We apologise for any inconvenience and kindly ask you to abstain from enquiries.

Fig. 52

52. The next step is to pay the tuition fee. The necessary information can be found under the marked link "Tuition fee" (see fig. 52).

Tuition Fee Status

Account information for: Wintersemester 2024/25

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	25.04.2024

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

Fig. 53

53. 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.

Fig. 54

54. After that, enter the place and date and sign the application for enrolment before uploading it under "Required documents (for enrolment)". By clicking on the small arrow icon, you can expand the sections and upload the required documents via "Upload document" (see fig. 54).
Send the original enrolment application by post to the Heidelberg University Student Administration Office. You will find the address at the top of the application form on page 1.

Please also send the officially certified copies of the other required documents by post to the Student Administration Office. You cannot upload an officially certified copy to heiCO. Please only submit original officially certified copies. If officially certified copies are copied again, the certification becomes invalid and the document in question cannot be accepted.

Fig. 55

55. If you have fulfilled all requirements, your status should look like in the picture (see fig. 55). You are now duly enrolled at Heidelberg University!