

# Application/Admission Master



**UNIVERSITÄT  
HEIDELBERG**  
ZUKUNFT  
SEIT 1386

## Table of Contents

1. [Registration](#)
2. [Application Wizard](#)
3. [Application](#)
4. [Admission](#)
5. [Enrolment](#)

# 1. Registration



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386

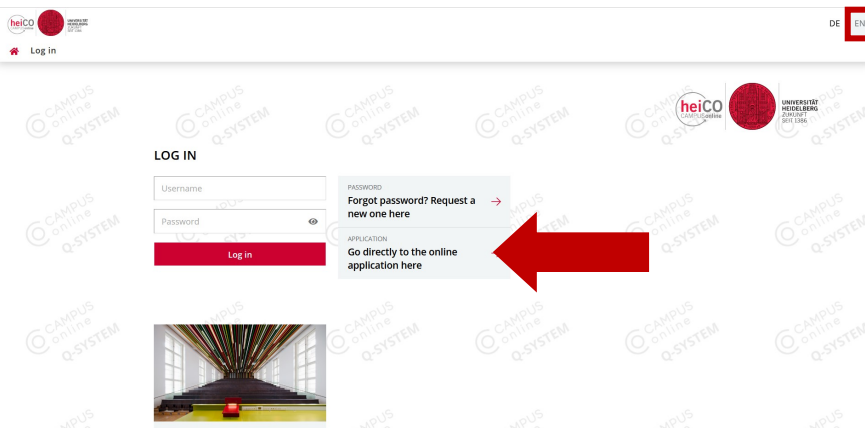


Fig. 1

1. Visit the homepage of the heiCO platform at <https://heico.uni-heidelberg.de> to apply or enrol at Rupprechts-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).

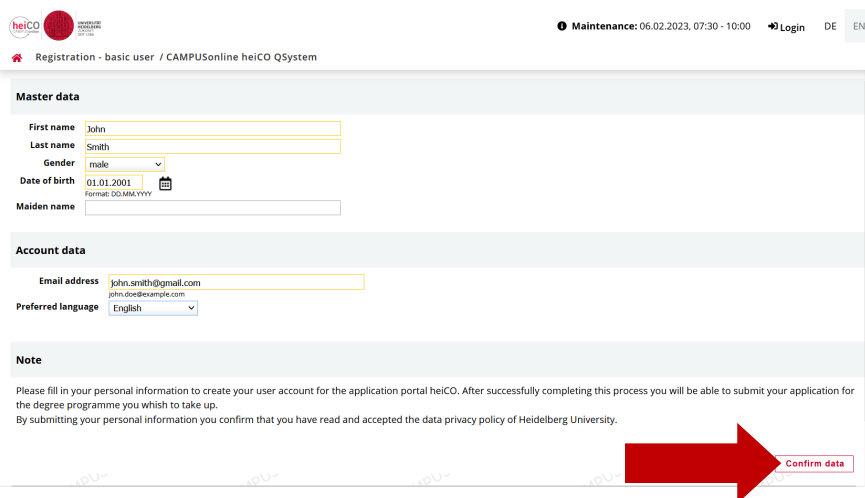


Fig. 2

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 address 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" (see fig.3).



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

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

Username

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

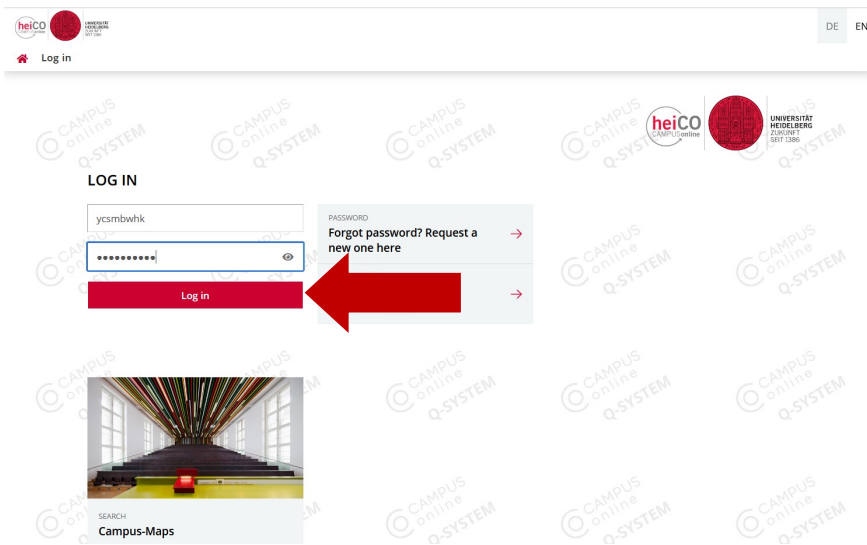
5. Click on the "Continue" button after your account has been created (see fig. 5).

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.

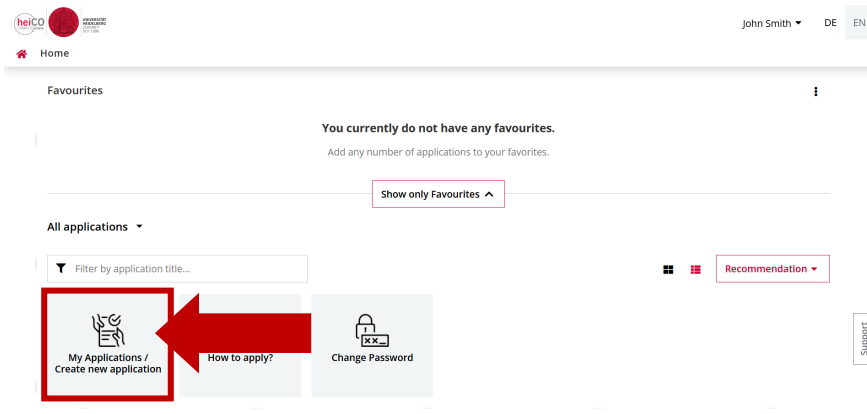
Continue

Fig. 5



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

Fig. 6



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

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".

**Start of course**

Dear prospective student  
Thank you for your interest in studying at Heidelberg University.  
You now have the opportunity to apply for a place in your chosen degree programme. Find out more about the prerequisites for the different degree programmes at <https://www.uni-heidelberg.de/en/study/all-subjects>

Please enter the required data in the following webpages. The buttons "Back" and "Continue" will help you to navigate easily through the site. Input fields outlined in yellow are mandatory. Please upload the required documents in pdf format.

Please be advised that you may submit a maximum of three applications. Applicants for a Second Degree Programme may only submit one application.

start of course

When applying, please consider the upper limit of

- max. 6 undergraduate programmes subject to NC for the first semester
- max. 6 undergraduate programmes for the first semester
- max. 4 applications for Master's programmes for the first semester

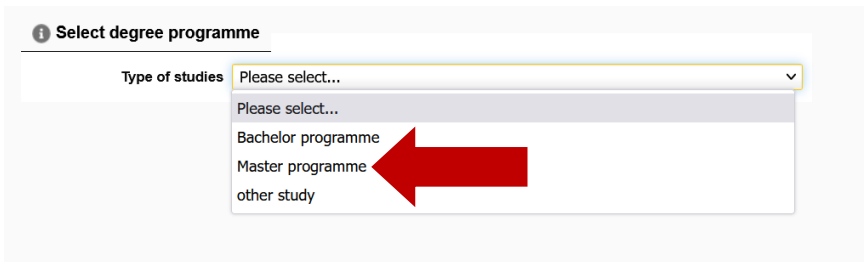
If you exceed the upper limit with this application you may have to withdraw another application before you will be able to continue with this one.

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

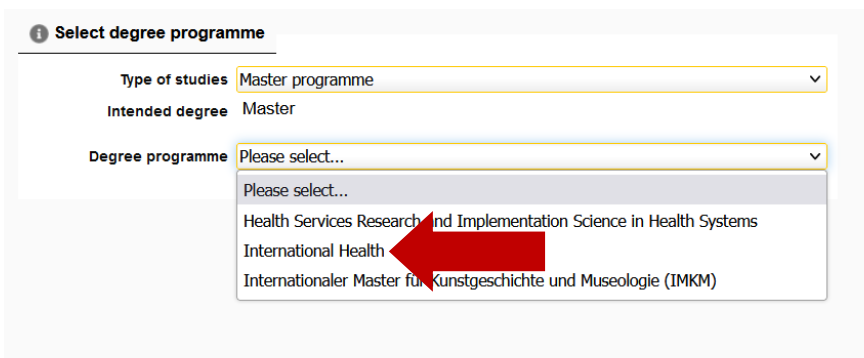


**Select degree programme**

Type of studies: Please select...  
Please select...  
Bachelor programme  
Master programme  
other study

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.



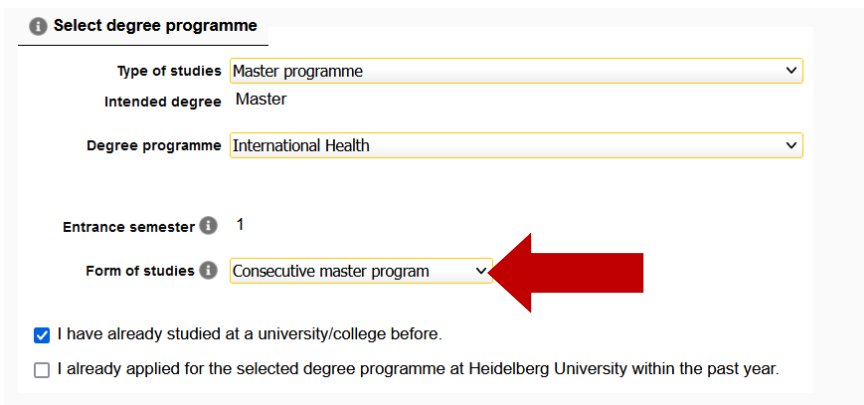
**Select degree programme**

Type of studies: Master programme  
Intended degree: Master  
Degree programme: Please select...  
Please select...  
Health Services Research and Implementation Science in Health Systems  
International Health  
Internationaler Master für Kunstgeschichte und Museologie (IMKM)

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.



**Select degree programme**

Type of studies: Master programme  
Intended degree: Master  
Degree programme: International Health  
Entrance semester: 1  
Form of studies: Consecutive master program  
 I have already studied at a university/college before.  
 I already applied for the selected degree programme at Heidelberg University within the past year.

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.

**Personal data**

First name

Last name affix

Surname/family name

All first names

Date of birth

Gender

Place of birth

Country of birth

Maiden name

1st nationality

2nd nationality

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. 13

**Correspondence address**

Correspondence address (semester address)

c/o

Street and number

Postal Code/City

Country/State

Region

Telephone number

Email address

Confirmed email address

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

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. 14

**Permanent home address**

Home address

c/o

Street and number

Postal Code/City

Country/State

Region

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. 15

**Higher education entrance qualification**

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

I have obtained a German Higher Education Entrance Qualification.  
 I have obtained a foreign higher education entrance qualification. **i**  
 I belong to the group of master craftsmen or qualified professionals. **i**

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

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 [ v ]

Region: Greater London, England [ v ]

Fig. 16

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

**Higher education entrance qualification**

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

I have obtained a German Higher Education Entrance Qualification.  
 I have obtained a foreign higher education entrance qualification. **i**  
 I belong to the group of master craftsmen or qualified professionals. **i**

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

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]

Fig. 17

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



**Academic background**

University	Degree	Degree programmes	from	to

Fig. 18

**University/Subjects**

Country of Educational Institution:

University:  max. 100 characters

URL:

Degree:  max. 100 characters

Form of studies:

1st subject according to statistics:  max. 110 characters

original name of 1st subject of studies:

2nd subject according to statistics:

original name of 2nd subject of studies:

3rd subject according to statistics:

original name of 3rd subject of studies:

Fig. 19

**Semester**

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
<input type="text" value="SS2020"/>	<input type="text" value="SS2023"/>	<input type="text" value="7"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Please select..."/>

Fig. 20

**Status**

Intermediate exam:  Graduation:

Grade:  max. 20 characters

Date:  Format: DD.MM.YYYY

Grade:  max. 20 characters

Date:  Format: DD.MM.YYYY

Fig. 21

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.

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.

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.

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".

**Entrance qualification for Master's programme**

Academic background

Grade

Date

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.

**Further particulars**

I am not applying as part of the DAAD-EPOS program

I am applying for part-time study (not for DAAD-EPOS Applications)

Fig. 23

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

**Higher education certificates**

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.

You can upload your higher education and university certificates as uncertified copies of the original documents. Unless the original document is in German or English, we require a translation by a sworn translator into German or English in addition to the original document.

If you have already earned all credits relevant to the degree program but the Bachelor's degree certificate is not yet available, you must submit written proof from the university that you have successfully completed your studies, including the overall final grade and the statement that the Bachelor's degree certificate is still pending.

If you are being admitted, you must submit certified copies of all required certificates of previous education no later than the time of enrollment at Heidelberg University. Unless the original document is in German or English, you must submit a certified translation into German or English by a sworn translator in addition to the original document.

Further information is available via the following link:  
<https://www.uni-heidelberg.de/en/study/management-of-studies/certification-of-documents>

**Current document**

File name	Type	File Size	Date
<b>No document uploaded</b>			

**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




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.

### Performance overview/Transcript of records

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.

Please upload all academic certificates of achievement acquired to date (e.g. performance overview, transcript of records, etc.).

Unless the original document is in German or English we require a translation by a sworn translator into German or English alongside the original document.

#### Current document

File name	Type	File Size	Date
No document uploaded			

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



Fig. 25

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

### Grading system

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.

Transcripts of records from non-German universities must clearly indicate the grading system employed at that university, as this will be used to determine equivalence with the German grading system. The grading system must indicate both the minimum and maximum grades attainable and must be issued separately if not included in the transcript of records.

#### Current document

File name	Type	File Size	Date
No document uploaded			

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



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).

### 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.

Please upload a certified copy of your university entrance qualification (school leaving certificate).

#### Current document

File name	Type	File Size	Date
No document uploaded			

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



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



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

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



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

Fig. 29

**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
<b>No document uploaded</b>			

**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



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

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
<b>No document uploaded</b>			

**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



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

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			

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



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			

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



Fig. 33

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

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

**Supporting documents**

Please upload any documents that would support your application.

**Current document**

File name	Type	File Size	Date
<b>No document uploaded</b>			

**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




Fig. 34

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

**OVERVIEW - APPLICATION NUMBER: 1-00072117**

**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**

Winter semester 2024/25  
When applying, please consider the upper limit of

- max. 6 undergraduate programmes subject to NC for the first semester
- max. 6 undergraduate programmes for the first semester
- max. 4 applications for Master's programmes for the first semester

If you exceed the upper limit with this application you may have to withdraw another application before you will be able to continue with this one.

**Select degree programme**

Type of studies: Master programme  
Intended degree: Master  
Degree programme: International Health  
Entrance semester: 1  
Form of studies: Consecutive master program

I have already studied at a university/college before.  
 I already applied for the selected degree programme at Heidelberg University within the past year.

Fig. 35

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).

**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 administrative 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.




Fig. 36



## 4. Admission

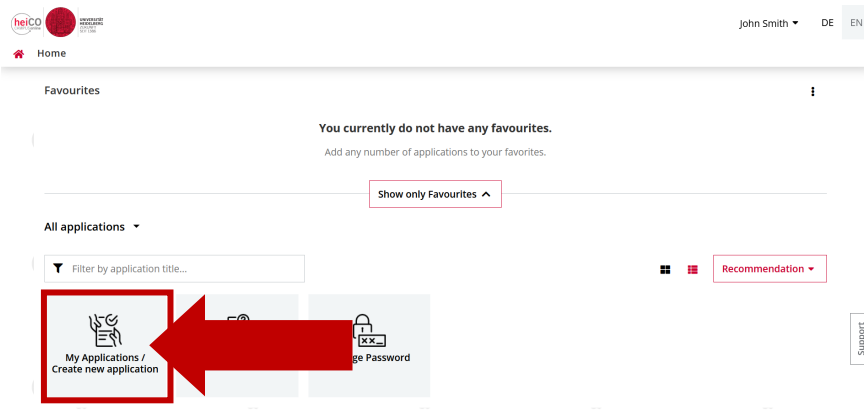


Fig. 37

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).

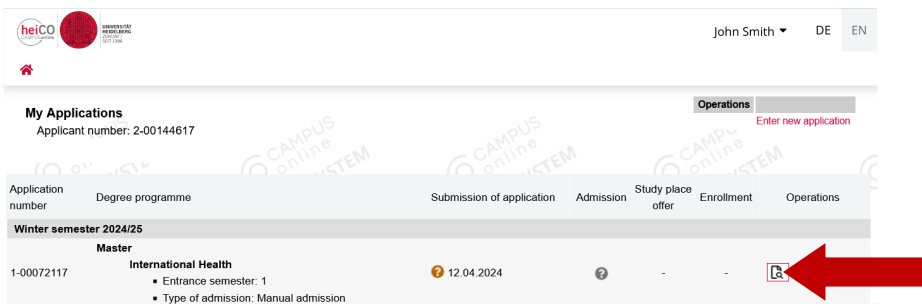


Fig. 38

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](#)

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).

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](#)

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.

Fig. 40

## 5. Enrolment

▼ ⓘ Study place offer

**Next steps**

You have the option to accept the study place you are offered. Please, note the following:

- If you are still waiting for the results of a selection procedure, we recommend you accept this study place. Should you receive a further letter of acceptance, you may, upon simple demand, change your degree program before starting the semester.

Accept study place offer  Decline study place offer

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).

ⓘ ✖ Enrollment

**Next steps**

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

Your personally signed Application for enrolment.

Please note that you must enrol at Heidelberg University - Germany by **25.04.2024**. If this is not possible for you, please contact the student administration via email [studium@uni-heidelberg.de](mailto:studium@uni-heidelberg.de) or phone +49 6221 545454.

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>

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 enrolment form (see fig. 42).

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

**Information**

The following pages will guide you through the online enrolment process.

Please complete your personal information and upload your documents as applicable.

Please note that your entries will be stored immediately. Documents in preparation can be viewed by the admission officer prior to electronic submission of the wizard. In case you are yet unable to submit all required data and documents you can interrupt the wizard at any time - the data you have already entered will be saved.

The enrolment application will be available for download after you have completed this wizard. Please print out this document, and send it, together with all required documents, by post to the student administration office of Heidelberg University, observing the deadline: **Registration deadline**. If you cannot submit all required documents on time, please contact the student administration office by email: [studierendenadministration@uni-heidelberg.de](mailto:studierendenadministration@uni-heidelberg.de) or phone: +49 (0) 6221 – 54 54 54.

Fig. 43

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

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

**Updated**

no photo

**Preview**

**Upload**

**Browse...**

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.

Please respect the following requirements for the upload:  
Picture size: min. 102x135  
File size: max. 10000kB  
Aspect ratio approx. 3:4

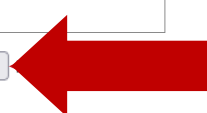


Fig. 44

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!

**Identity card or passport**

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 **Browse...**

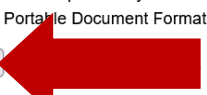


Fig. 45

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!

**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.**

Fig. 46

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).

Fig. 47

**Group**  
EKK - Ersatzkrankenkasse

**Public health insurance provider**  
HEK Hanseatische Krankenkasse -Hauptverwaltung-

**Insurance number**

Fig. 48

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

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.

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.**

**Current document**

File name	Type	File Size	Date
<b>No document uploaded</b>			

**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

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

Fig. 49

**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 administrative 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.

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. 50

**Enrollment**

**Next steps**

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

Your personally signed Application for enrollment.

Please note that you must enrol at Heidelberg University - Germany by **25.04.2024**. If this is not possible for you, please contact the student administration via email [studium@uni-heidelberg.de](mailto:studium@uni-heidelberg.de) or phone +49 6221 545454.

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).

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
<b>Total</b>	<b>1,686.35</b>

Payment via telebanking

Please transfer the outstanding amount to:

Heidelberg University - Germany

Account number 0004961781

Bank code 60050101

**IBAN** DE28600501010004961781

**BIC** SOLAEST600

**Purpose** 4731304, 23S, Smith, John

**Payment deadline** 25.04.2024

Payments

Booking date	Type of payment	Amount (€)
	<b>outstanding</b>	<b>1,686.35</b>

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.

**Required documents (for enrollment)**

**Documents stated herein MUST be included in your application**


- ✖ Application for enrollment
  - Information** ⓘ 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
- ✔ Most current photo (as for ID)
- ✖ Identity card or passport
- ✖ Certified copy of the original University diploma
- ✖ Certified final Transcript of Records
- ✖ Certified university entrance qualification

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.

**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 passport
- ✔ Certified copy of the original University diploma
- ✔ Certified final Transcript of Records
- ✔ Certified university entrance qualification

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!