

Application to a Master's degree programme

Please note: Only use these instructions if you are not yet a registered student at Heidelberg University.

If you are already enrolled in a bachelor's programme at Heidelberg University and would like to apply for a master's programme, you will need to transfer. Instructions for transferring from a bachelor's programme to a master's programme at Heidelberg University will be available here shortly.

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1. Registration



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

The screenshot shows the heiCO login page. At the top right, there are language selection buttons: EN (highlighted with a red box), DE, and EN. Below the buttons is the University of Heidelberg seal. The main content area has a 'LOGIN' section with 'Username' and 'Password' fields, a 'Sign In' button, and links for 'Enroled Students and Employees' and 'Login via Uni-ID'. To the right of the login fields is a 'PASSWORD' section with a 'Forgot password? Request a new one here' link. Further right is an 'INFORMATION ABOUT HEICO' section with a 'FAQS, manuals, video tutorials and other services' link. A large red arrow points from the text 'Click on the "Application/Registration" button to start the registration process (see fig. 1)' to the 'APPLICATION/REGISTRATION' button, which is highlighted with a red box. The 'APPLICATION/REGISTRATION' button text is: 'Here you can register online for a basic/applicant account'.

Fig. 1

The screenshot shows the 'Registration - basic user / heiCO' page. It has three main sections: 'Master data' (First name: John, Last name: Smith, Gender: male, Date of birth: 01.01.2001, Maiden name: [empty], Nationality: United Kingdom), 'Account data' (Email address: john.smith@gmail.com, Preferred language: English), and 'Note' (A note about data privacy and application submission). A large red arrow points from the text 'Then click on "Confirm data" (see fig. 2)' to the 'Confirm data' button, which is highlighted with a red box.

Fig. 2

Note

Please fill in your personal information to create your user account for the application portal heiCO. After successfully completing this process you will be able to submit your application for the degree programme you whish to take up. By submitting your personal information you confirm that you have read and accepted the data privacy policy of Heidelberg University.

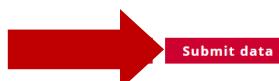


Fig. 3



Registration - basic user / CAMPUSonline heiCO Testumgebung



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 Testumgebung, please click 'Continue'.

Continue



Fig. 4

- Click on the registration link in the e-mail sent to you, then click on "Continue" (see fig. 4).

Please note: If you have already been a student or employee at Heidelberg University, you will not be able to complete the registration process immediately. In this case, you will receive a separate e-mail informing you of the next steps. Please follow the steps described in this separate e-mail carefully and do not forget to add any attachments in your e-mail correspondence.

Registration - basic user / CAMPUSonline heiCO Testumgebung

Username	s22l0y13
Password	██████████
Confirm new password	██████████
Please choose the password according to the following criteria:	
<ul style="list-style-type: none"> Required <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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. 5

- Choose a password for your account. Then click on the "Complete registration" button (see fig. 5).

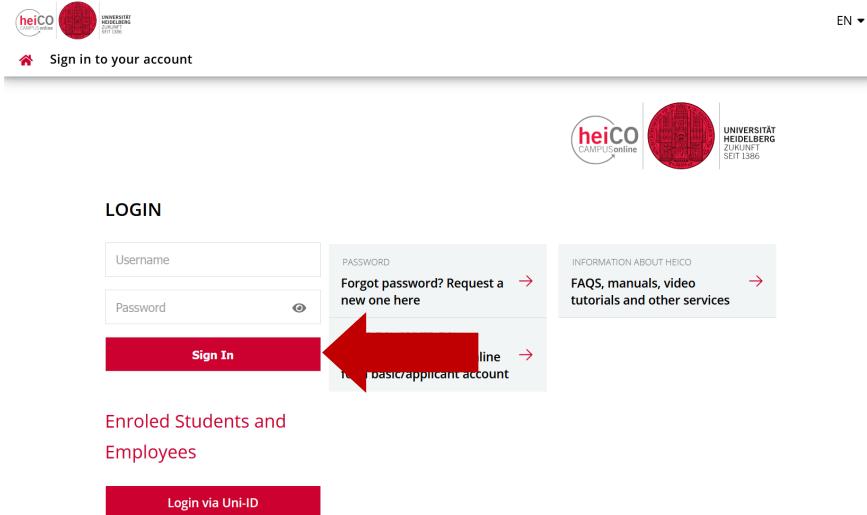
Create/change account - Confirmation / Smith, John

Username	s22l0y13
Further optional email address	john.smith@gmail.com
Account valid until	20.Mai 2026
Password changed on	
Service	Status
CAMPUSonline	✓
User account has been created.	

Fig. 6

- Wait a moment until your user account has been created, then click on "Continue" (see fig. 6).

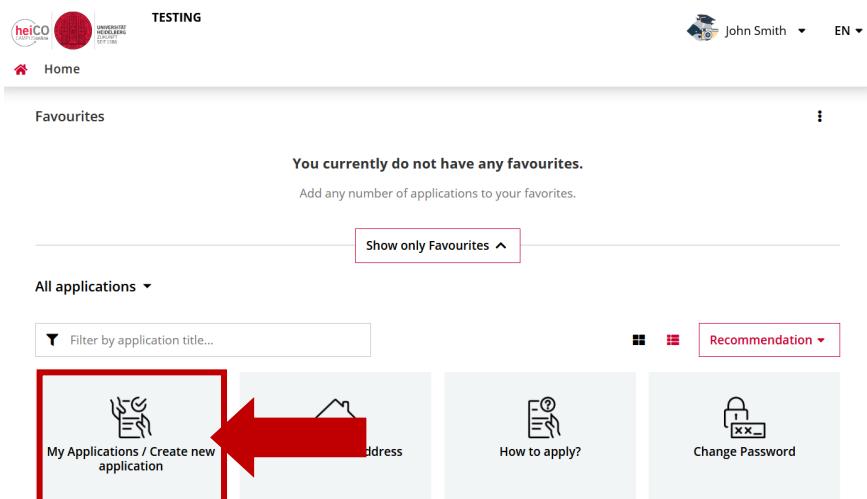
Please note: The account creation process should only take a few seconds.

The screenshot shows the heiCO CAMPUSonline login page. It features a header with the heiCO logo and the University of Heidelberg seal. Below the header, there are fields for 'Username' and 'Password'. To the right of the password field is a link 'Forgot password? Request a new one here'. Further right is a link 'INFORMATION ABOUT HEICO' which includes 'FAQs, manuals, video tutorials and other services'. At the bottom left is a red 'Sign In' button. A red arrow points from the 'Sign In' button to a text box below it that says 'Enroled Students and Employees'. At the bottom right is a red 'Login via Uni-ID' button.

Fig. 7

7. If you are not already logged in, log in on the home page with your user name or email address and your password (see fig. 7). Click on "Sign in".

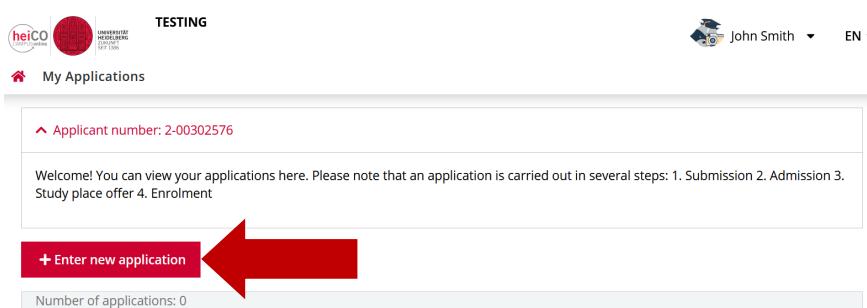


The screenshot shows the heiCO CAMPUSonline testing page. It includes a header with the heiCO logo and the University of Heidelberg seal. The main content area displays a message 'You currently do not have any favourites.' with a sub-instruction 'Add any number of applications to your favorites.' Below this is a 'Show only Favourites' button. Further down are sections for 'All applications' and a 'Filter by application title...' search bar. A red box highlights the 'My Applications / Create new application' tile, which is connected by a red arrow to the 'How to apply?' tile.

Fig. 8

8. You now have a basic/applicant account in heiCO. On your personal homepage, click on the application "My Applications/Create new application" (see fig. 8).

Tip: Click on the tile 'How to apply' to access our overview page with FAQs, instructions and video tutorials on applying to study at Heidelberg University.



The screenshot shows the heiCO CAMPUSonline 'My Applications' page. It features a header with the heiCO logo and the University of Heidelberg seal. The main content area shows a message 'Welcome! You can view your applications here. Please note that an application is carried out in several steps: 1. Submission 2. Admission 3. Study place offer 4. Enrolment'. Below this is a red 'Enter new application' button, which is connected by a red arrow to the 'Number of applications: 0' field.

Fig. 9

9. Now click on "Create application" on the "My applications" page to create a new application (see fig. 9).

2. Application Wizard

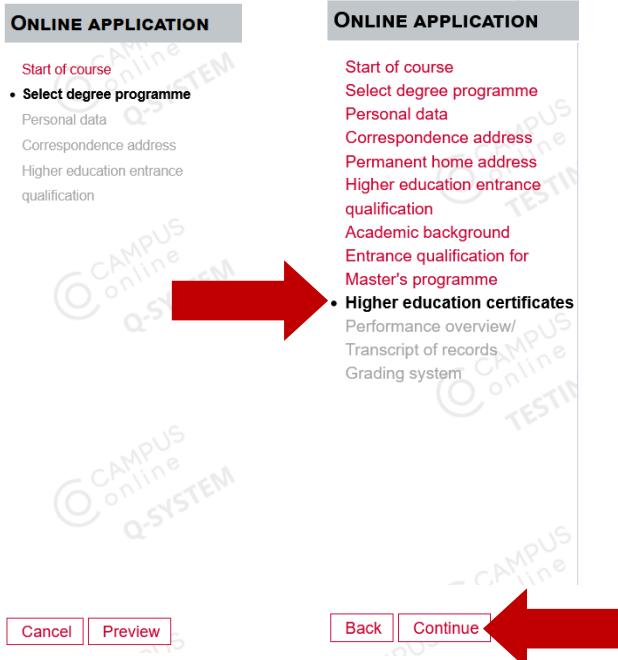


Fig. 10

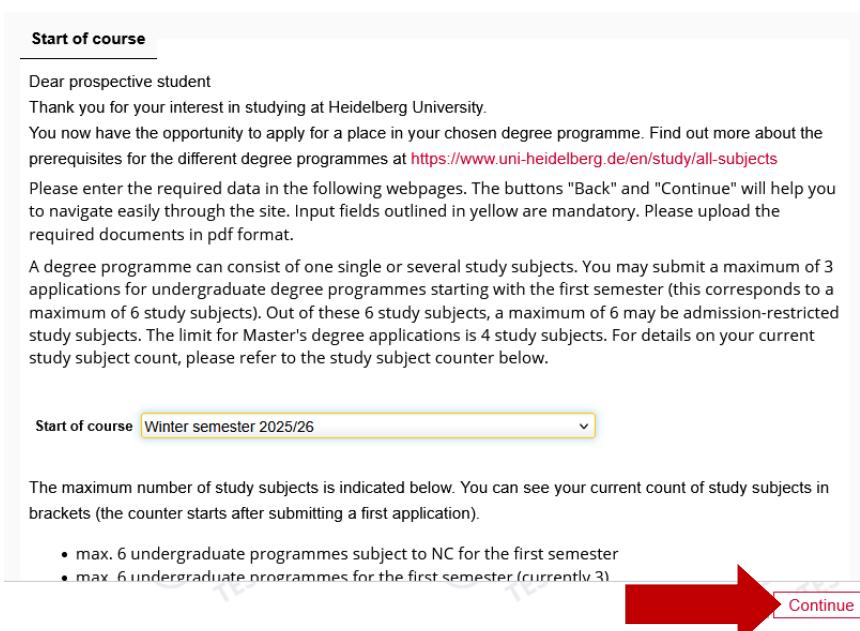
10. Your application or enrolment takes place via a so-called "wizard", which requires different information depending on which conditions are relevant for the degree you have chosen (see fig. 10). The wizard has a progress bar that shows you which step you are at.

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".

11. First, select the semester for which you would like to apply/enrol and click on the "Continue" button (see fig. 11).

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.



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.

A degree programme can consist of one single or several study subjects. You may submit a maximum of 3 applications for undergraduate degree programmes starting with the first semester (this corresponds to a maximum of 6 study subjects). Out of these 6 study subjects, a maximum of 6 may be admission-restricted study subjects. The limit for Master's degree applications is 4 study subjects. For details on your current study subject count, please refer to the study subject counter below.

Start of course Winter semester 2025/26

The maximum number of study subjects is indicated below. You can see your current count of study subjects in brackets (the counter starts after submitting a first application).

- max. 6 undergraduate programmes subject to NC for the first semester
- max. 6 undergraduate programmes for the first semester (currently 3)

Buttons: Continue

Fig. 11

3. Application

Fig. 12

12. Select the degree programme you wish to apply for from the drop-down menu (see fig. 12). For illustration purposes, a Master's degree programme is selected here.

Select degree programme

Type of studies: Please select...

Please select...

Bachelor programme

Master programme

other study

A red arrow points to the "Master programme" option in the dropdown menu.

Fig. 13

13. Select the desired degree programme (see fig. 13).

Select degree programme

Type of studies: Master programme

Intended degree: Master

Degree programme: Please select...

Please select...

Earth Sciences

A red arrow points to the "Earth Sciences" option in the dropdown menu.

Fig. 14

14. Select the entrance semester and form of studies (see fig. 14). If applicable, state whether you have already applied to Heidelberg University within the last 12 months.

Select degree programme

Type of studies: Master programme

Intended degree: Master

Degree programme: Earth Sciences

Further information on the selected degree programme

Entrance semester: 1

Form of studies: Consecutive master program

I have already studied at a university/college before.

I have already applied once within the last year for the chosen degree programme at Heidelberg University and received a letter of admission for the same Master's degree programme from Heidelberg University.

Two red arrows point to the "1" in the "Entrance semester" dropdown and the "Consecutive master program" in the "Form of studies" dropdown.

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	Llanfairpwllgwyngyllgogerychwyrndrobwllllant
Country of birth	United Kingdom
Maiden name	
1st nationality	United Kingdom
2nd nationality	

Fig. 15

15. Add your personal data in the next window (see fig. 15). You can indicate your second nationality here.

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 address

Fig. 16

16. Enter the address where you will be living during the semester (see fig. 16). 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	

Fig. 17

17. 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. 17).

① Higher education entrance qualification

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

- 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 i ▼

Name of certificate (original name)	Certificate of General Higher Education Entrance Qualification	
	1 to 100 characters	
Date of certificate	05.05.2020	
	Format: DD.MM.YYYY	
Average grade (gpa)	<input type="text"/>	
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	

Fig. 18

18. Select the type of your university entrance qualification and fill in the requested data (see fig. 18).

① Academic background

University	Degree	Degree programmes	from	to
➡ Add degree programme				

Fig. 19

19. In the next step, add your academic background (see fig. 19).

University/Subjects

Country of Educational Institution	United Kingdom
University	University of Edinburgh
	max. 150 characters
URL	http://www.ed.ac.uk/
Degree	Bachelor of Science
	max. 100 characters
Form of studies	First degree
1st subject according to statistics	Geowissenschaften
original name of 1st subject of studies	Earth Sciences
	max. 110 characters
2nd subject according to statistics	Please select...
original name of 2nd subject of studies	
	max. 110 characters
3rd subject according to statistics	Please select...
original name of 3rd subject of studies	
	max. 110 characters

Fig. 20

20. 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. 20). 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.

Semester

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
WS2020/21	SS2024	8	<input type="text" value="from 0 to 20"/>	<input type="text" value="Please select..."/>			

Fig. 21

21. Next, select the first and last semester of your Bachelor's degree programme and enter the number of semesters of leave, internships and hospital internships (see fig. 21). If applicable, enter the number of breaks in the fields provided and select the type of break.

Please note: The information on breaks is within the period of study and always covers an entire semester. Overall, the number of breaks is compared with the total number of semesters. The number of breaks may not exceed the total number of semesters.

Status

Intermediate exam	<input type="text" value="passed on the whole"/>	Graduation	<input type="text" value="passed on the whole"/>
Grade	<input type="text" value="1.5"/> max. 20 characters	Grade	<input type="text" value="1.5"/> max. 20 characters
Date	<input type="text" value="10.11.2021"/> Format: DD.MM.YYYY	Date	<input type="text" value="27.07.2024"/> Format: DD.MM.YYYY

Save and Close **Cancel/Close**



Fig. 22

22. Select the status of the intermediate exam and enter the grade and date of the intermediate exam (see fig. 22). Also select the status of the graduation and enter the grade and date of the graduation before clicking on "Save and Close".

Note: If you are still studying for a Bachelor's degree but are aiming to graduate, please select "Not yet completed" for "Final examination".

Academic background

University	Degree	Degree programmes	from	to
<input type="text" value="University of Edin.."/>	<input type="text" value="Bachelor of S.."/>	<input type="text" value="Earth Sciences"/>	<input type="text" value="20W"/>	<input type="text" value="24S"/>

Add degree programme **Continue**



Fig. 23

23. You can add more degree programmes to your academic background, if applicable (see fig. 23).

① Entrance qualification for Master's programme

Academic background University of Edinburgh - Bachelor of Science - Earth Sciences 

Grade	1,5
Date	27.07.2024

Fig. 24

24. Your Bachelor's degree is recognised by the system as a Master's entrance qualification (see fig. 24). 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.

Higher education certificates

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
No document uploaded			
New document			
<p>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.</p> <p>File <input type="button" value="Durchsuchen..."/></p>			

Fig. 25

25. 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. 25).
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

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			
New document			
<p>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.</p> <p>File <input type="button" value="Durchsuchen..."/></p>			

Fig. 26

26. Next, upload your performance overview, e.g. your transcript of records (see fig. 26).

Grading system

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			

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

OVERVIEW - APPLICATION NUMBER: 1-00209220

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 2025/26

The maximum number of study subjects is indicated below. You can see your current count of study subjects in brackets (the counter starts after submitting a first application).

- max. 6 undergraduate programmes subject to NC for the first semester
- max. 6 undergraduate programmes for the first semester (currently 3)
- 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. 28

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. 29

27. Also upload a document with the grading system used at your former university if it is a non-German university (see fig. 27).

Please note: Depending on the master's programme you have selected, you may be asked to provide additional documents, such as language certificates. Please upload these documents in the appropriate place.

28. In this window you can check your entries once again before you send your application (see fig. 28).

29. 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. 29).

ONLINE APPLICATION

Thank you for your application!

We will contact you via e-mail after verifying your data and documents.

[List of applications](#)

[Continue](#)

30. You will receive confirmation from the system that your application has been received (see fig. 29). Click on "Continue" to access the detailed view of your application.

Fig. 30

[« Go to overview](#)

Basic data

Submission of application

Admission

Study place offer

Enrolment

Basic data

Applicant number	2-00302576
Application number	1-00209220
Matriculation number	4767764
Degree programme	Master Earth Sciences Winter semester 2025/26 Entrance semester 1

Submission of application

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

Documents stated herein must be included in your application

<input checked="" type="checkbox"/> Higher education certificates	<input checked="" type="checkbox"/> received
<input checked="" type="checkbox"/> Performance overview/Transcript of records	<input checked="" type="checkbox"/> received
<input checked="" type="checkbox"/> Grading system	<input checked="" type="checkbox"/> received

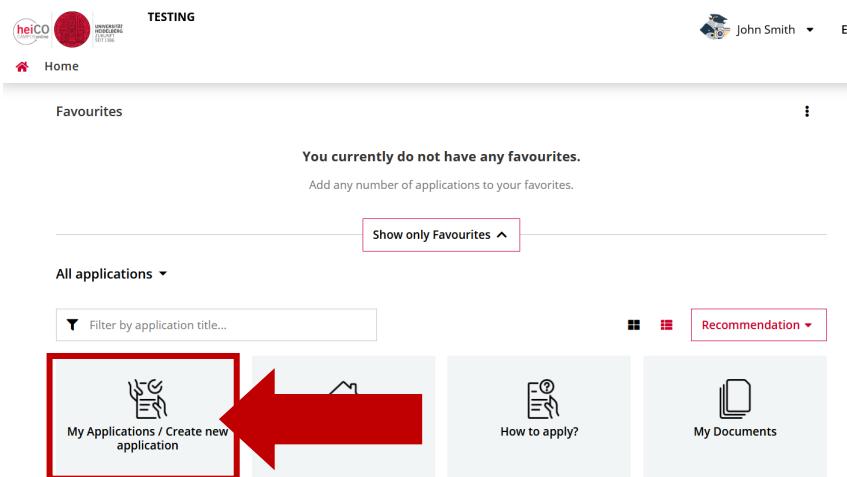
Confirmation of registration

Here, you can download a certificate to confirm your registration for submission to authorities:
[Confirmation of registration](#)

31. Here is the detailed view of your application (see fig. 31), where you can check the status of your application at any time.

Fig. 31

4. Admission



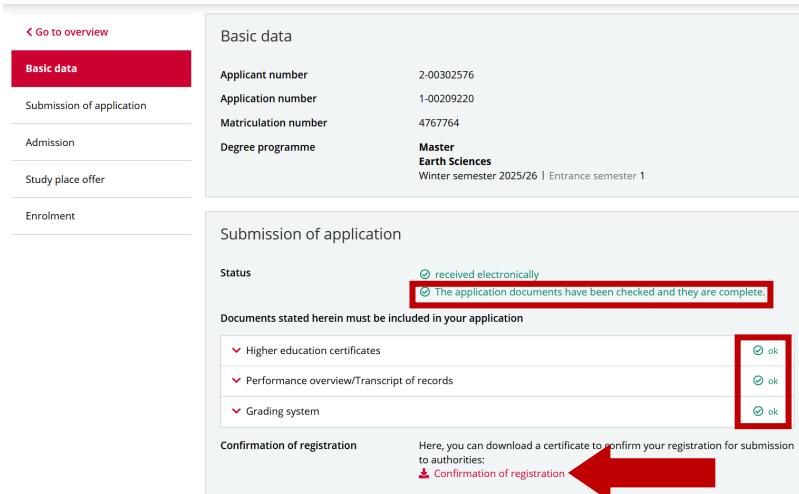
The screenshot shows the heiCO CAMPUSonline homepage. At the top, there is a logo for 'heiCO CAMPUSonline' and the University of Heidelberg seal. The top navigation bar includes 'TESTING', a user profile for 'John Smith', and language selection 'EN'. Below the navigation, there are sections for 'Home', 'Favourites', and 'All applications'. A red box highlights the 'My Applications / Create new application' button, which is accompanied by a large red arrow pointing towards it. Other buttons visible include 'Filter by application title...', 'Recommendation', 'How to apply?', and 'My Documents'.

Fig. 32



The screenshot shows the 'My Applications' page. At the top, it displays the applicant number: 2-00302576. Below this is a button to '+ Enter new application'. The main area shows 'Number of applications: 1' with details: 1-00209220, Master, Earth Sciences, Winter semester 2025/26 | Entrance semester 1. To the right, a red box highlights the status 'Admission granted' with the note 'next step: accepting study place until 31.12.2025 23:59:59'. A red arrow points to the right, indicating further steps.

Fig. 33



The screenshot shows the 'Basic data' section of the application form. On the left, a sidebar lists navigation links: 'Go to overview', 'Basic data' (which is highlighted in red), 'Submission of application', 'Admission', 'Study place offer', and 'Enrolment'. The main area displays basic data: Applicant number (2-00302576), Application number (1-00209220), Matriculation number (4767764), and Degree programme (Master, Earth Sciences, Winter semester 2025/26 | Entrance semester 1). Below this is the 'Submission of application' section. It shows 'Status' with 'received electronically' and 'The application documents have been checked and they are complete'. A red box highlights this status message. The 'Documents stated herein must be included in your application' section lists: 'Higher education certificates', 'Performance overview/Transcript of records', and 'Grading system', each marked as 'ok'. The 'Confirmation of registration' section at the bottom has a note: 'Here, you can download a certificate to confirm your registration for submission to authorities: Confirmation of registration'. A red arrow points to this section.

Fig. 34



32. 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. 32).

33. Here you can see an overview of the status of your applications (see fig. 33). The information provided allows you to track the progress of your application.

Click on the arrow button on the right to check the status of your application and carry out further steps, such as accepting your study place.

34. Once your documents have been checked and found to be complete and in order, your status will change and appear as shown (see fig. 34). You can print out a confirmation of registration here to present to the authorities.

Note: You can use the display on the left-hand side to jump to the individual sections of your application.

[Go to overview](#)

Basic data

Submission of application

Admission

Study place offer

Enrolment

Submission of application

Status received electronically The application documents have been checked. The form, however, in which they were provided is not entirely acceptable. For details refer to the status of each individual document.

Documents stated herein must be included in your application

Higher education certificates incorrect

Status incorrect / Hochladen/Ändern möglich bis 30.12.2025 23:59:59. The document is not recognizable / the quality of the scan or copy is not sufficient.

Information 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. For further information please follow the link: <https://www.uni-heidelberg.de/en/study/management-of-studies/certification-of-documents>

Current document Supported file types: pdf. Maximum 10.000 KB. 

 Universitätsabschluss mit Notenliste.pdf uploaded on 19.12.2025, 12:20

Fig. 35

35. If one of your documents is not in order, e.g. it is illegible due to the scan quality or is missing, a message will be displayed asking you to re-upload the document in question (see fig. 35).

By clicking on the arrow, you can expand the relevant document section and read the exact reason why the document is incorrect.

You can then upload a new file in PDF format via "Browse".

Once the new document has been checked and is OK, the status changes accordingly and looks like in fig. 34.

Note: Some documents that can already be submitted with the application, such as your current passport photo or identity card, only reappear in the enrolment section and can only be updated there.

[Go to overview](#)

Basic data

Submission of application

Admission

Study place offer

Admission

Status Formal entry requirements met Academic entry requirements met Admission granted

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

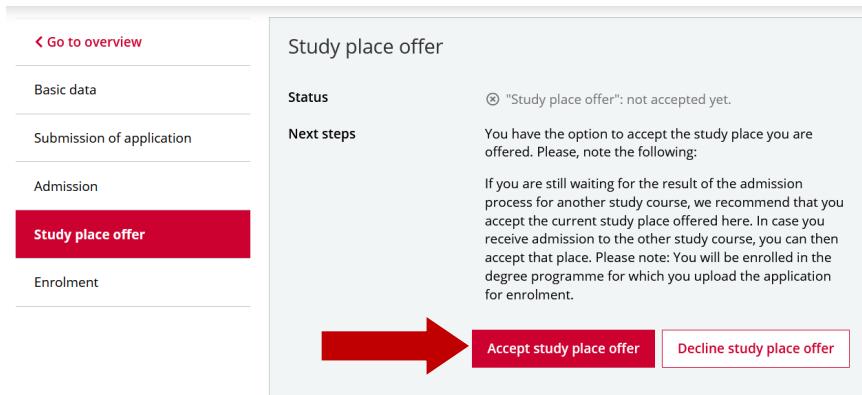
 Notification

Fig. 36

36. You will then receive an email informing you whether your application meets the formal and academic admission requirements and whether you have been admitted.

You can then download your admission letter by clicking on the "Notification" button (see fig. 36).

5. Enrolment



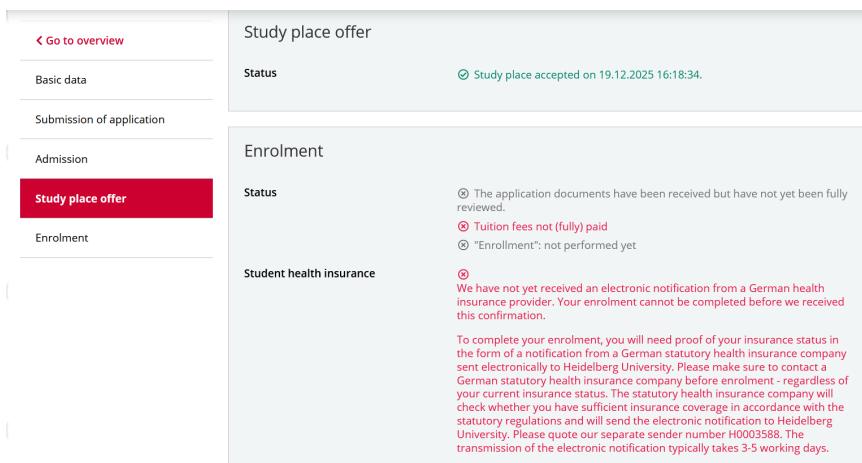
Study place offer

Status ⓘ "Study place offer": not accepted yet.

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 result of the admission process for another study course, we recommend that you accept the current study place offered here. In case you receive admission to the other study course, you can then accept that place. Please note: You will be enrolled in the degree programme for which you upload the application for enrolment.

Accept study place offer **Decline study place offer**

Fig. 37



Study place offer

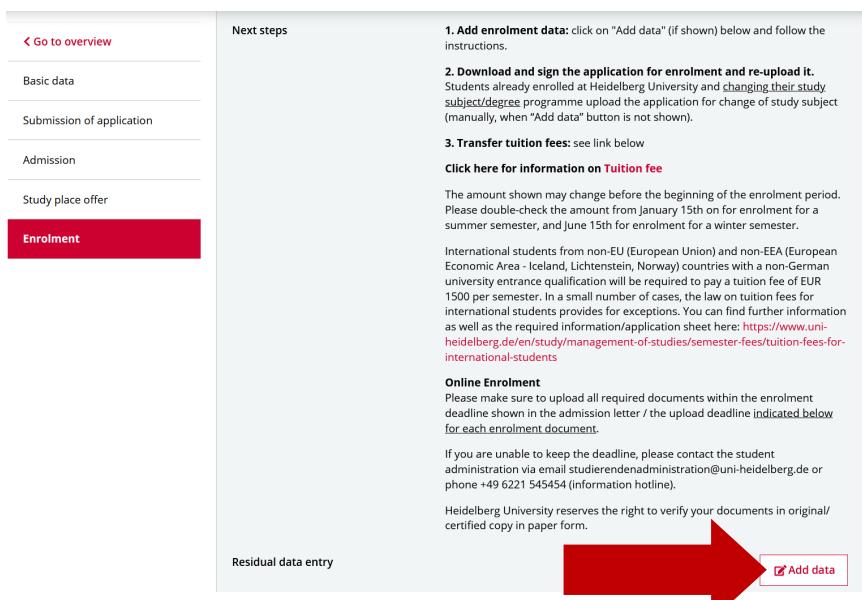
Status ⓘ Study place accepted on 19.12.2025 16:18:34.

Enrolment

Status ⓘ The application documents have been received but have not yet been fully reviewed.
 ⓘ Tuition fees not (fully) paid
 ⓘ "Enrolment": not performed yet

Student health insurance
We have not yet received an electronic notification from a German health insurance provider. Your enrolment cannot be completed before we received this confirmation.
To complete your enrolment, you will need proof of your insurance status in the form of a notification from a German statutory health insurance company sent electronically to Heidelberg University. Please make sure to contact a German statutory health insurance company before enrolment. Regardless of your current insurance status, the statutory health insurance company will check whether your new insurance coverage in accordance with the statutory regulations and will send the electronic notification to Heidelberg University. Please quote our separate sender number H002588. The transmission of the electronic notification typically takes 3-5 working days.

Fig. 38



Next steps

1. **Add enrolment data:** click on "Add data" (if shown) below and follow the instructions.
2. **Download and sign the application for enrolment and re-upload it.** Students already enrolled at Heidelberg University and changing their subject/degree programme upload the application for change of study subject (manually, when "Add data" button is not shown).
3. **Transfer tuition fees:** see link below
[Click here for information on Tuition fee](#)

The amount shown may change before the beginning of the enrolment period. Please double-check the amount from January 15th for enrolment for a summer semester, and June 15th for enrolment for a winter semester.

International students from non-EU (European Union) and non-EEA (European Economic Area - Iceland, Lichtenstein, Norway) countries with a non-German 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 exceptions. You can 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>

Online Enrolment
Please make sure to upload all required documents within the enrolment deadline shown in the admission letter / the upload deadline indicated below for each enrolment document.

If you are unable to keep the deadline, please contact the student administration via email studierendenadministration@uni-heidelberg.de or phone +49 6221 545454 (information hotline).

Heidelberg University reserves the right to verify your documents in original/certified copy in paper form.

Residual data entry **Add data**

Fig. 39

37. 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. 37).

38. Once you have accepted the study place offer, the enrolment section will appear, where you will see the status of your enrolment and health insurance at the top (see fig. 38).

39. Scroll down to the next steps and read through the information (see fig. 39). Please note the registration deadline by which you must register. Now enter your remaining data by clicking on "Add data".

RESIDUAL DATA ENTRY

Information

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

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

The application for enrolment will be available for download after you have completed this wizard. Please sign it personally and **re-upload it in the section "Required documents (for enrolment)" further down on the website**. That means, once you finished this wizard, you will need to sign the application for enrolment and scroll further down the website to upload it. Please note that your enrolment can only be processed when you uploaded the signed application for enrolment document.

Make sure to do so within the **enrolment deadline**.

If you cannot submit all required documents on time, please contact the student administration by email: studierendenadministration@uni-heidelberg.de or phone: +49 (0) 6221 – 54 54 54.

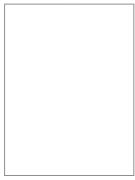
Please note that your entries will be stored immediately. In case you are unable to submit all required data and documents at this point, you can interrupt the wizard at any time - the data you have already entered will be saved.

Cancel **Preview** **Continue**

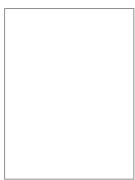


Fig. 40

Most current photo (as for ID)

Updated	Upload
	

Preview



Durchsuchen...

Please upload a photo for your student ID card. The foto should show you clearly (portait shot like a passport) as you will need to use your student ID also for identification.

If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 31.12.2025. You will find an overview of all required application documents at the end of your online application.

Please respect the following requirements for the upload:
 Picture size: min. 107x142
 File size: max. 10000kB
 Aspect ratio approx. 3:4



Fig. 41

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 **Durchsuchen...**



Fig. 42

40. Click on "Continue" after reading the information text (see fig. 40).

41. Upload a passport photo for your student ID card by clicking on the "Durchsuchen" button and selecting a file (see fig. 41).

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

42. Upload a copy of your identity card or passport as a .pdf file here (see fig. 42).

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

1 Health Insurance details

Proof of health insurance:

I am insured through a statutory health insurance in Germany.

Please contact your health insurance provider and request the transmission of the electronic health insurance notification "Meldegrund M10" to the Heidelberg University.

Please select the details of your statutory health insurance company below. First, select the corresponding classification in e.g. local health insurance fund, substitute health insurance fund, company health insurance fund, etc. then select the individual health insurance company, such as AOK, Barmer, DAK, Techniker Krankenkasse, or the like.

Group

AOK - Allgemeine Ortskrankenkasse

Public health insurance provider

AOK Baden-Württemberg Hauptverwaltung

Insurance number

AO123456789

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 in case of admission your insurance status must be communicated by a statutory health insurance company to finalize your enrolment.

Fig. 43

43. Now enter your health insurance details (see fig. 43). 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.

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.

Please note: Your enrolment can only be processed after your insurance status has been confirmed by a statutory health insurance provider. Therefore, you must contact a German statutory health insurance provider, regardless of your current insurance status. The statutory health insurance provider will check whether you have sufficient insurance coverage in accordance with statutory regulations and will send an electronic notification to Heidelberg University. Please request the transmission of the electronic health insurance notification "Meldegrund M10" to Heidelberg University.

Please request the transmission of the electronic health insurance notification "Meldegrund M10" to Heidelberg University.

University entrance qualification

The higher education entrance qualification (e.g. high school diploma) is the basic requirement for enrolment at a university. Please upload your higher education entrance qualification (certificate and transcript of records) for your enrolment. Please also upload certified translations in the same pdf document if your original documents are not in English or German language.

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
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. 44

44. Upload your university entrance qualification in .pdf format (see fig. 44). Make sure that all pages of the document are present to avoid having to submit them later.

German language certificate (enrolment)

The language of instruction at Heidelberg University is German. Very good knowledge of German is therefore an essential requirement for successful studies in the German-language courses.

Further information is available via the following link:

<https://www.uni-heidelberg.de/en/study/international-studies/language-requirements-for-international-students>

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	<input type="button" value="Durchsuchen..."/>		

Fig. 45

45. Next, upload your German language certificate (see fig. 45). It is required for your enrolment.

Certified copy of University diploma (or preliminary confirmation of degree)

Please upload a complete (all pages) and officially certified copy of your original certificate.

Alternatively, the document may also be verifiable through a digital seal, a verification link, or a QR code for online verification.

If the final degree certificate is not yet available by the end of the enrolment period, a provisional certificate from the university confirming the degree obtained must be submitted. The final degree certificate (with sworn translations, if applicable) must be submitted during the semester of enrolment.

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
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	<input type="button" value="Durchsuchen..."/>		

Fig. 46

46. Upload the officially certified copy of your college/university diploma in PDF format here (see fig. 46). A certified copy must be marked as a copy of the original and require an official seal with the signature of a sealing authority (including, for example, local government offices, schools, or parish offices).

Certified final Transcript of Records

Please upload an officially certified copy of your original Transcript of records. If the document is issued in a language other than German or English, please upload a certified translation by a sworn translator in German or English in the same file.

Alternatively, the document may also be verifiable through a digital seal, a verification link, or a QR code for online verification.

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
No document uploaded			

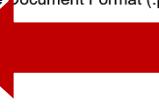
New document			
Please note that you can upload only one document. Your document must be submitted in one of the following formats: Portable Document Format (.pdf). The maximum file size is limited to 10 MB.			
File	<input type="button" value="Durchsuchen..."/>		

Fig. 47

47. Upload the officially certified copy of your transcript of records in PDF format here (see fig. 47).

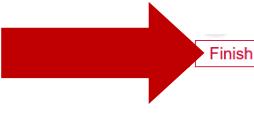
Certificate(s) of exmatriculation			
Please upload the certificate of exmatriculation from the last university you attended. If you were enrolled at a German university, this document is compulsory. The same applies if you studied medicine, dentistry or pharmacy at a foreign university. If you studied another subject at a foreign university and this university does not issue a certificate of exmatriculation, please upload a certificate of study progress or other detailed proof of your periods of study showing your exmatriculation.			
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	<input type="button" value="Durchsuchen..."/>	 	

Fig. 48

48. Finally, upload your certificate of exmatriculation and then click on "Finish" (see Fig. 48).

PREVIEW	
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. Afterwards you will get a link to your Application for enrollment (PDF document). Please download it, sign it and re-upload the complete document (all pages and including your signature) in the section "Required documents (for enrolment)".	
	
Identity card or passport	
 ID.pdf / 174,6 KB	

Fig. 49

49. You will then see a preview where you can check your details (see 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.

Cancel  **Send**

50. Scroll down and tick the three boxes to confirm before clicking "Send" (see fig. 50).

Fig. 50

RESIDUAL DATA ENTRY

Thank you for your application!

We will contact you after verifying your data and documents.

List of applications  **Continue**

51. Your residual data has been entered (see fig. 51). Click on "Continue" to return to the detailed view of the application.

Fig. 51

Enrolment

[Go to overview](#)

Basic data

Submission of application

Admission

Study place offer

Residual data entry

Entry of residual data already completed.

Application for enrolment After completing your data, you need to sign the application for enrolment and upload it.

 **Application**

Documents stated herein must be included in your application

<input checked="" type="checkbox"/> Application for enrolment	Deadline: 31.12.2025
✓ Most current photo (as for ID)	✉ received
✓ Identity card or passport	✉ received
✓ University entrance qualification	✉ received
✓ German language certificate (enrolment)	✉ received

52. You can now print and sign the enrolment application form and upload it below (see fig. 52). To do this, open the "Application for enrolment" section by clicking on the arrow.

Please note the enrolment deadlines for your respective degree programme.

Fig. 52

Go to overview

Basic data

Submission of application

Admission

Study place offer

Enrolment

Residual data entry

Add data

Entry of residual data already completed.

Application for enrollment After completing your data, you need to sign the application for enrolment and re-upload it.



Documents stated herein must be included in your application

Application for enrollment Deadline: 31.12.2025

Status not provided / Hochladen/Ändern möglich bis 31.12.2025 23:59:59.

Information After completing your data, you need to sign the application for enrolment and re-upload it.

Current document  Drop file to upload or [browse](#).
Supported file types: pdf. Maximum 10.000 KB.

Fig. 53

53. Enter the place and date and sign the enrolment application before uploading it by clicking on "Browse" (see fig. 53).

Upload the other required documents as well, if you have not already done so with your application.

Your enrolment documents will only be processed after you have uploaded the enrolment application.

Go to overview

Basic data

Submission of application

Admission

Study place offer

Enrolment

Next steps

1. Add enrolment data: click on "Add data" (if shown) below and follow the instructions.

2. Download and sign the application for enrolment and re-upload it. Students already enrolled at Heidelberg University and changing their study subject/degree programme upload the application for change of study subject (manually, when "Add data" button is not shown).

3. Transfer tuition fees: see link below

Click here for information on Tuition fee 

The amount shown may change before the beginning of the enrolment period. Please double-check the amount from January 15th on for enrolment for a summer semester, and June 15th for enrolment for a winter semester.

Fig. 54

54. Next, you transfer the semester fee (see fig. 54). You will find the necessary information under the marked link "Tuition fee".

Tuition Fee Status / John Smith
Winter semester 2025/26

Account information for: Winter semester 2025/26

Invoice		Payment via telebanking	
		Please transfer the outstanding amount to:	
Student services contribution	66.00	University of Heidelberg Baden-Württembergische Bank Kleiner Schlossplatz 11 70173 Stuttgart, Germany	
Tuition fees for international students	1,500.00	Account number 0004961781	
Administrative fee	80.00	Bank code 60050101	
Tuition fees for a second degree	0.00	IBAN DE28600501010004961781	
Weiterbildungsgebühr LL.M.	0.00	BIC SOLADEST600	
Gasthörerbeitrag	0.00	Purpose 4767764, 25W, Smith, John	
Umlagen VS-Kooperationsverträge	5.10		
Student body fee	10.00		
Late fee	0.00		
Total	1,661.10		
Payment deadline	31.12.2025		

Payments

Booking date	Type of payment	Amount (€)
	outstanding	1,661.10

Fig. 55

Residual data entry

Add data

Entry of residual data already completed.

Application for enrollment After completing your data, you need to sign the application for enrolment and re-upload it.

Application

Documents stated herein must be included in your application

✓ Application for enrollment	<input checked="" type="checkbox"/> ok
✓ Most current photo (as for ID)	<input checked="" type="checkbox"/> ok
✓ Identity card or passport	<input checked="" type="checkbox"/> ok
✓ University entrance qualification	<input checked="" type="checkbox"/> ok
✓ German language certificate (enrolment)	<input checked="" type="checkbox"/> ok
✓ Certified copy of University diploma (or preliminary confirmation of degree)	<input checked="" type="checkbox"/> ok
✓ Certified final Transcript of Records	<input checked="" type="checkbox"/> ok
✓ Certificate(s) of extracurricular activities	<input checked="" type="checkbox"/> ok

Fig. 56

Enrolment

Enrolment

>Status

Enrollment requirements fulfilled
 Tuition fees paid
 enrolled

Student health insurance

We have received the notification from the health insurance provider and your health insurance status is confirmed.

Next steps

1. Add enrolment data: click on "Add data" (if shown) below and follow the instructions.

Fig. 57

55. 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 (see fig. 55). If you miss this deadline, you run the risk of not being enrolled.

56. Once all documents required for enrolment have been checked and found to be in order, their status will change to 'ok' (see fig. 56).

Note: Documents can still be updated until the enrolment deadline if they are not ok.

57. If you have fulfilled all requirements, your status should look like in the picture (see fig. 57). You are now duly enrolled at Heidelberg University!