



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386

## 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



Sign in to your account

EN

DE

EN



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386

## LOGIN

<input type="text" value="Username"/>	<input type="password" value="PASSWORD"/>	FORGOT PASSWORD? Request a new one here →	INFORMATION ABOUT HEICO FAQs, manuals, video tutorials and other services →
<input type="password" value="Password"/>			
<input type="button" value="Sign In"/>			
<input type="button" value="Enroled Students and Employees"/>		<input type="button" value="Application/Registration"/>	
<input type="button" value="Login via Uni-ID"/>			

Fig. 1

1. Visit the homepage of the heiCO platform at <https://heico.uni-heidelberg.de> to apply or enrol at Ruprechts-Karls Universität Heidelberg.

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

Click on the "Application/Registration" button to start the registration process (see fig. 1).

Registration - basic user / heiCO

## Master data

First name	<input type="text" value="John"/>
Last name	<input type="text" value="Smith"/>
Gender	<input type="text" value="male"/>
Date of birth	<input type="text" value="01.01.2001"/>
Maiden name	<input type="text"/>
Nationality	<input type="text" value="United Kingdom"/>

## Account data

Email address	<input type="text" value="john.smith@gmail.com"/>
Preferred language	<input type="text" value="English"/>

## 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 wish to take up. By submitting your personal information you confirm that you have read and accepted the data privacy policy of Heidelberg University.

Confirm data

Fig. 2

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

Then click on "Confirm data" (see fig. 2).

**Please note:** Only enter something under "Maiden name" if your name has changed, e.g. due to marriage.

If you have another nationality in addition to the German nationality, you must select the German nationality here for technical reasons. You can specify your second nationality later in your application.

## 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 wish to take up. By submitting your personal information you confirm that you have read and accepted the data privacy policy of Heidelberg University.

Submit data

Fig. 3

3. Then click on "Submit data" to submit your data (see fig. 3).

Within a few minutes a registration link will be sent to the email address you provided, assigning you login details for heiCO.

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.

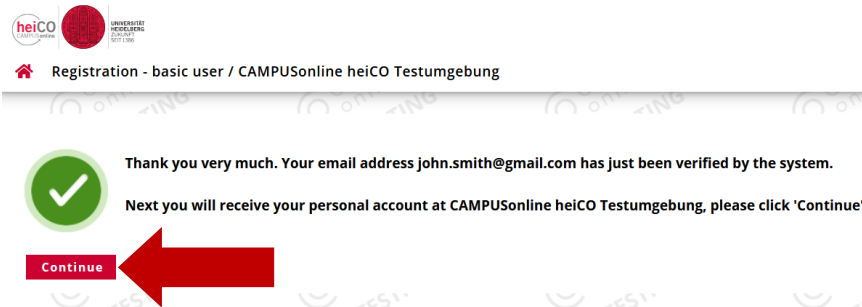


Fig. 4

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

Registration - basic user / CAMPUSonline heiCO Testumgebung

Username: s22l0y13

Password: [masked]

Confirm new password: [masked]

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. 5

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.

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.

**Continue**

Fig. 6

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".


## LOGIN

[Forgot password? Request a new one here](#)
[Sign In](#)


[Information about HEICO](#)
[FAQs, manuals, video tutorials and other services](#)

[Enroled Students and Employees](#)
[Login via Uni-ID](#)

Fig. 7



TESTING



John Smith

EN ▼


Home

Favourites


You currently do not have any favourites.

Show only Favourites ^


All applications ▼



My Applications / Create new application



How to apply?




Change Password


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.

Fig. 8



TESTING



John Smith

EN ▼

My Applications

Applicant number: 2-00302576

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

+ Enter new application

Number of applications: 0

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

Fig. 9

## 2. Application Wizard

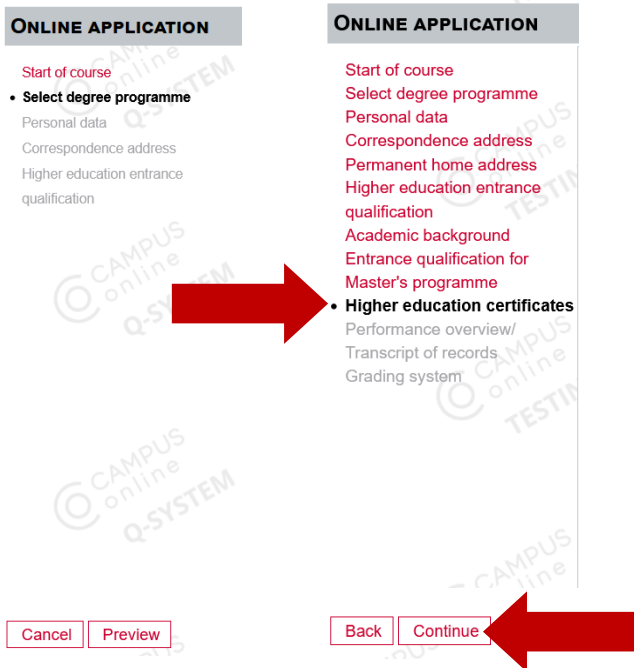


Fig. 10

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".

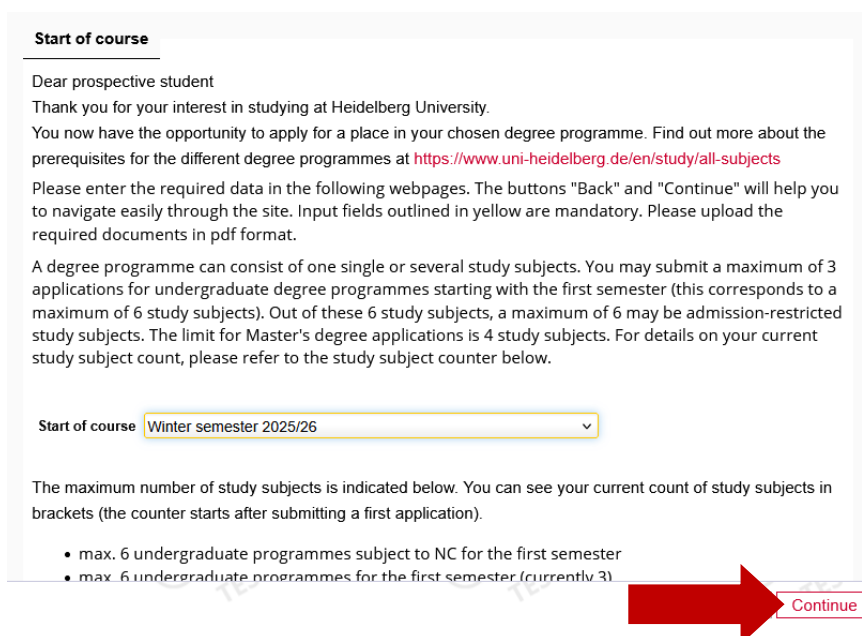
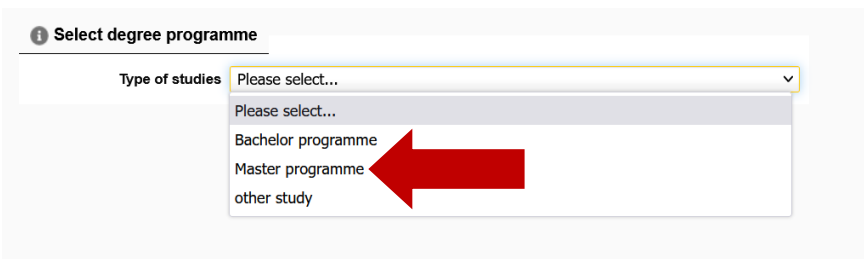


Fig. 11

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.

### 3. Application

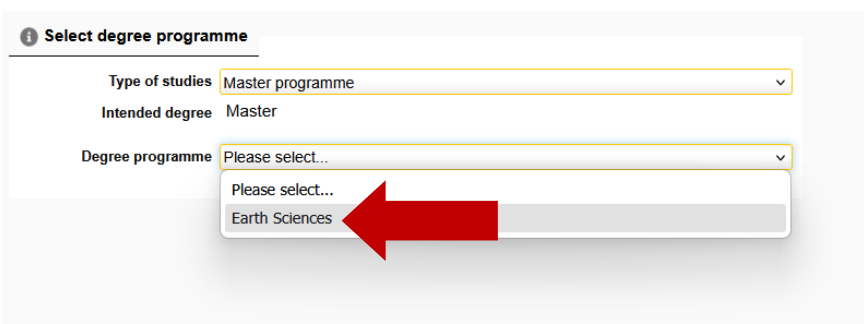


**Select degree programme**

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

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.



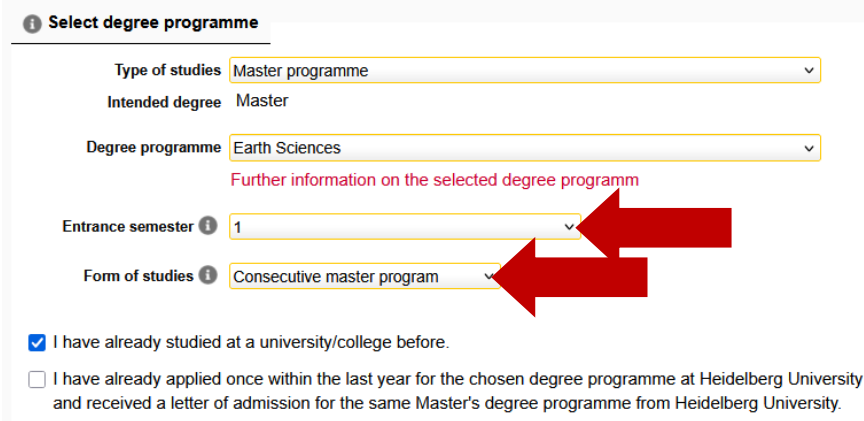
**Select degree programme**

Type of studies: Master programme  
Intended degree: Master  
Degree programme: Please select...  
Please select...  
Earth Sciences

Fig. 13

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

**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: Earth Sciences  
Further information on the selected degree programm

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.

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.

### 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

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

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

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

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).



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

**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. <sup>i</sup>

☐ I belong to the group of master craftsmen or qualified professionals. <sup>i</sup>

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

Name of certificate (original name): Certificate of General Higher Education Entrance Qualification  
1 to 100 characters

Date of certificate: 05.05.2020 <sup>i</sup>  
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. 18

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

**Academic background**


University	Degree	Degree programmes	from	to
 <input type="button" value="Add degree programme"/>				

Fig. 19

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.

**University/Subjects**

Country of Educational Institution: United Kingdom [v]

University: University of Edinburgh [v] <sup>i</sup>  
max. 150 characters

URL: http://www.ed.ac.uk/ <sup>i</sup>

Degree: Bachelor of Science  
max. 100 characters

Form of studies: First degree [v] <sup>i</sup>

1st subject according to statistics: Geowissenschaften [v] <sup>i</sup>  
original name of 1st subject of studies: Earth Sciences  
max. 110 characters

2nd subject according to statistics: Please select... [v]  
original name of 2nd subject of studies:   
max. 110 characters

3rd subject according to statistics: Please select... [v]  
original name of 3rd subject of studies:   
max. 110 characters

Fig. 20

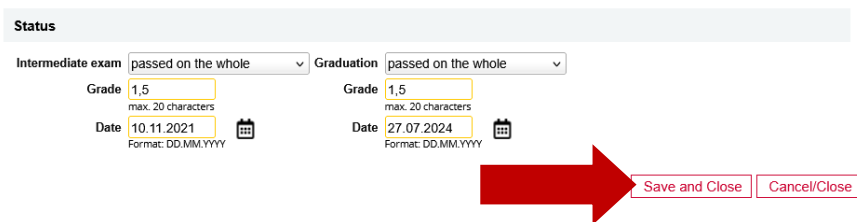


21. Next, select the first and last semester of your Bachelor's degree programme and enter the number of semesters of leave, internships and hospital internships (see fig. 21). If applicable, enter the number of breaks in the fields provided and select the type of break.

**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.



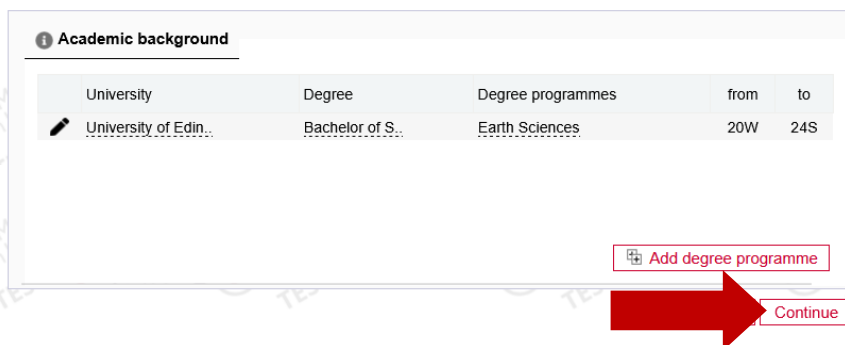
Fig. 21



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".

Fig. 22



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

Fig. 23

**Entrance qualification for Master's programme**

Academic background

Grade

Date

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**

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. 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**

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. 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

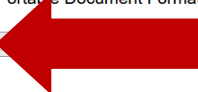


Fig. 27

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.

### 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

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

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).

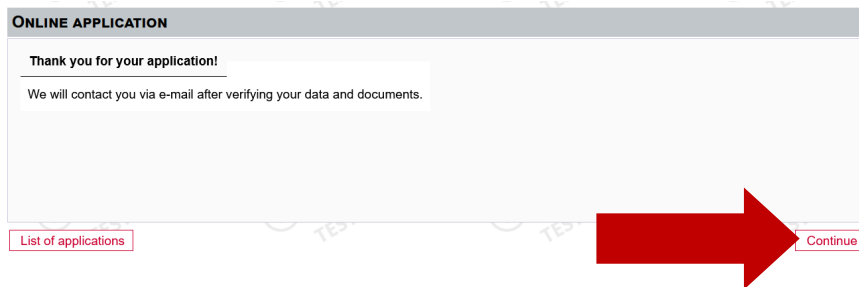


Fig. 30

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.

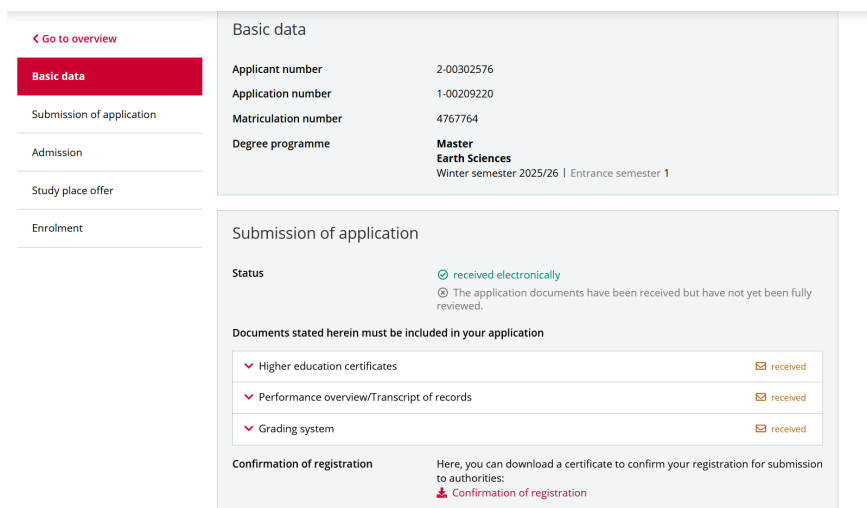


Fig. 31

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

## 4. Admission

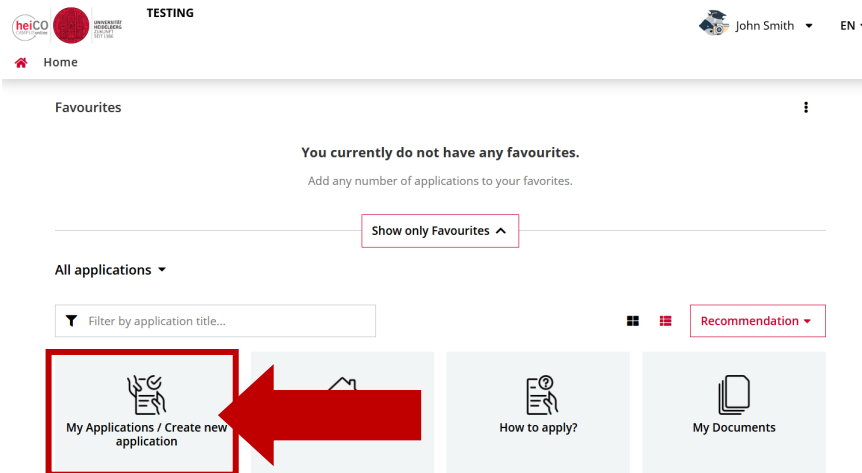


Fig. 32

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).

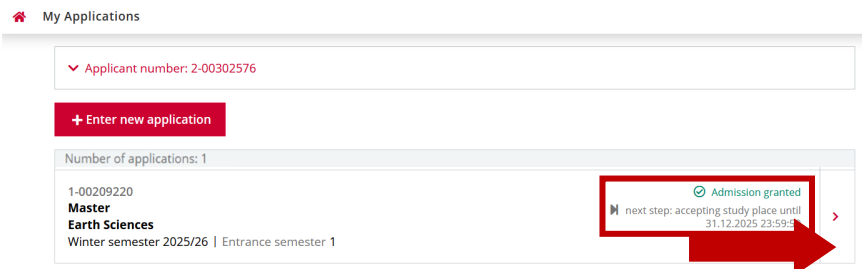


Fig. 33

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.

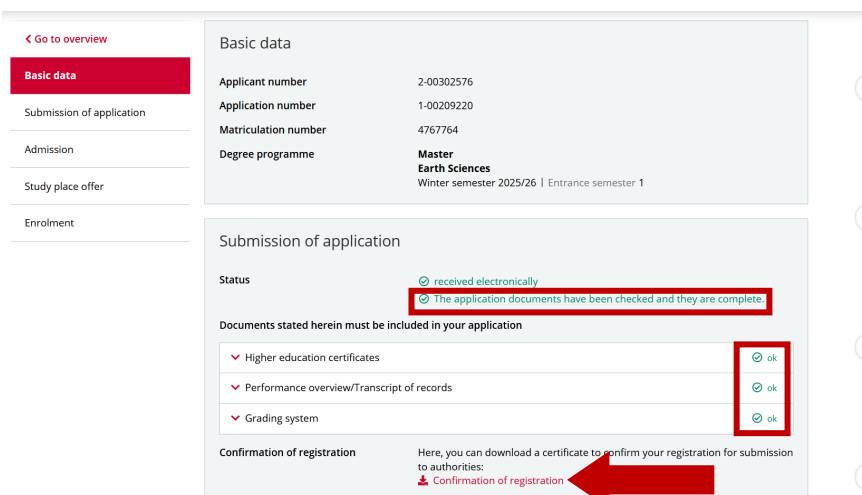


Fig. 34

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.

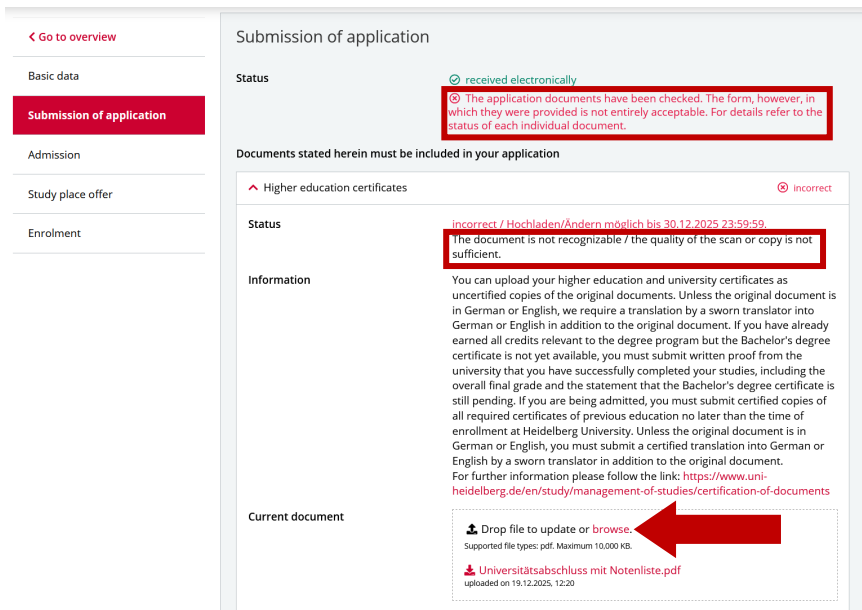


Fig. 35

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.

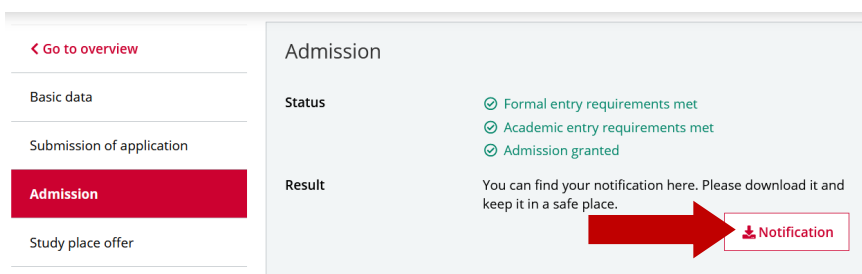
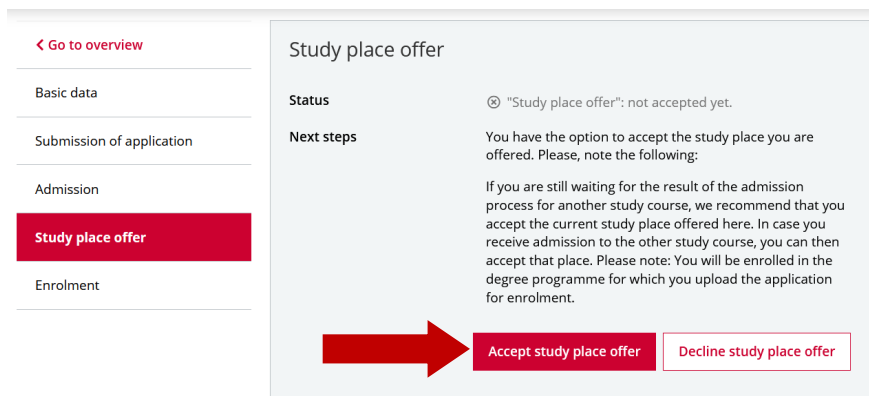


Fig. 36

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



[Go to overview](#)

Basic data

Submission of application

Admission

**Study place offer**

Enrolment

### Study place offer

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

**Next steps**

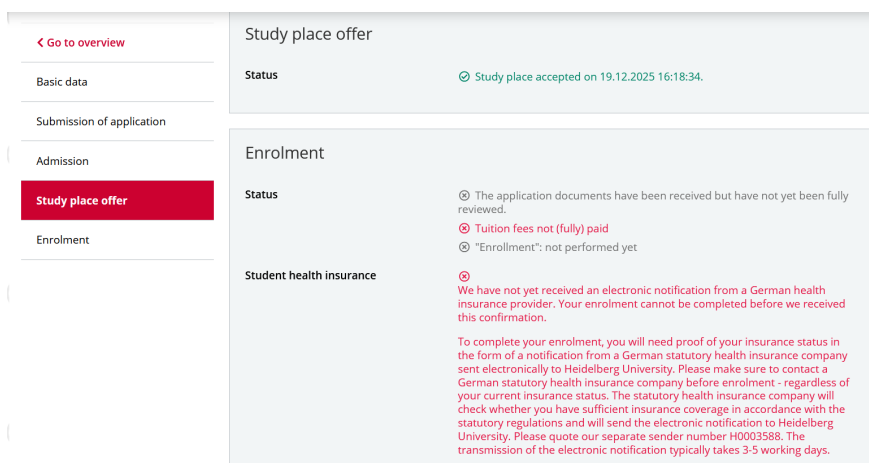
You have the option to accept the study place you are offered. Please, note the following:

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

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).



[Go to overview](#)

Basic data

Submission of application

Admission

**Study place offer**

Enrolment

### 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

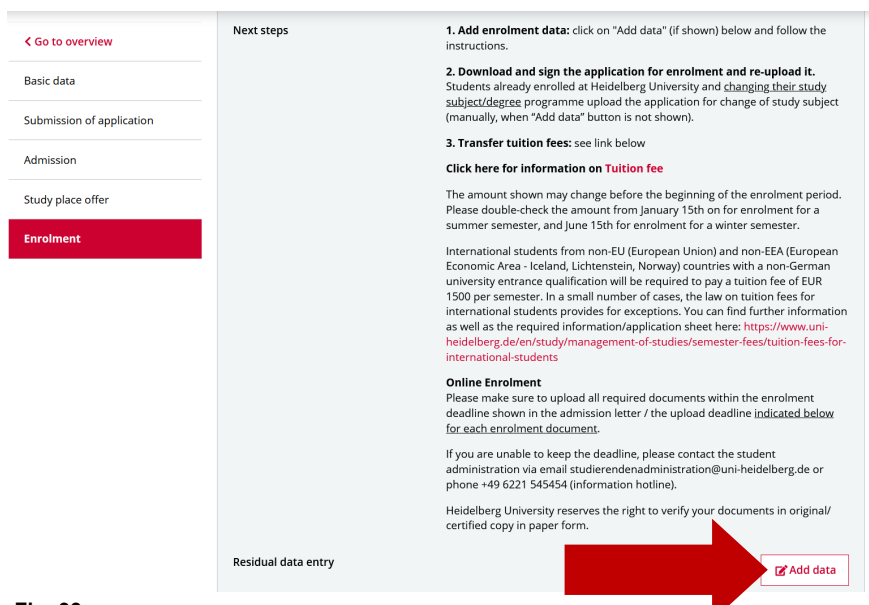
**Student health insurance** ⓘ We have not yet received an electronic notification from a German health insurance provider. Your enrolment cannot be completed before we received this confirmation.

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 you have sufficient insurance coverage in accordance with the statutory regulations and will send the electronic notification to Heidelberg University. Please quote our separate sender number H0003588. The transmission of the electronic notification typically takes 3-5 working days.

**Add data**

Fig. 38

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).



[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.

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](mailto: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.

**Add data**

Fig. 39

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".



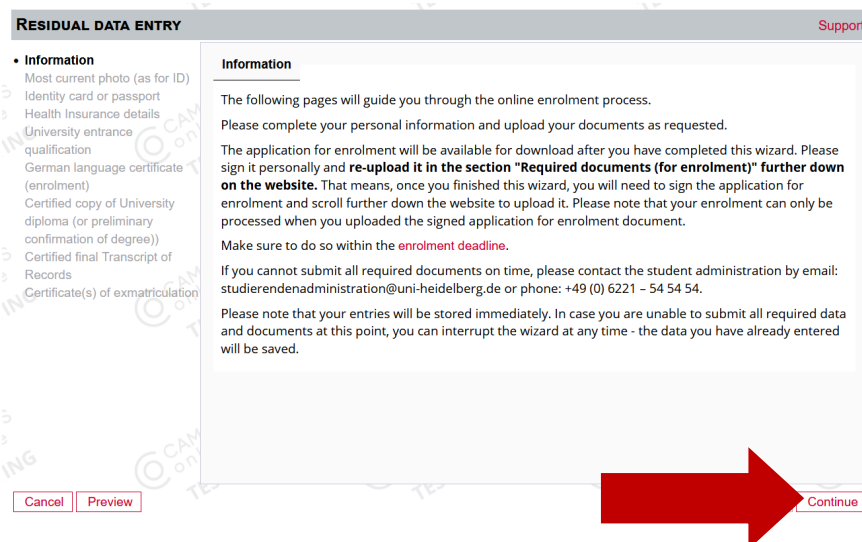


Fig. 40

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

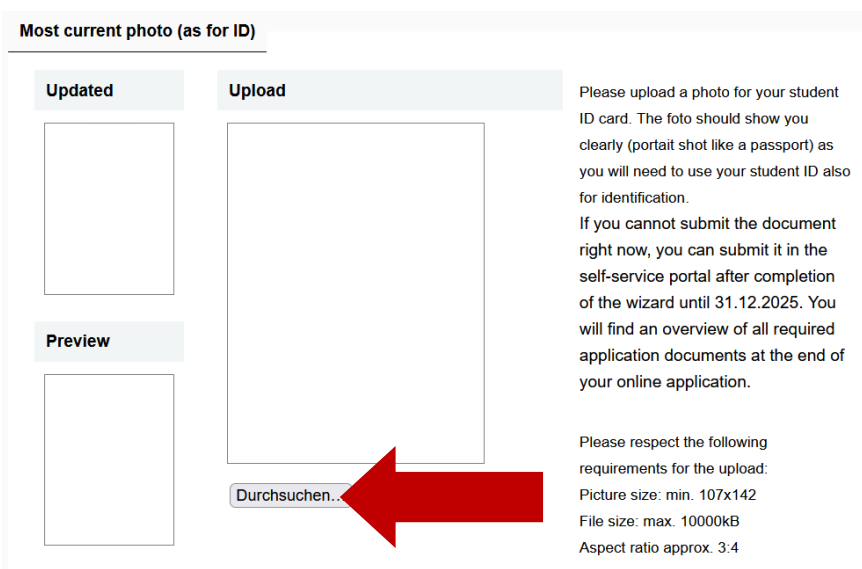


Fig. 41

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.

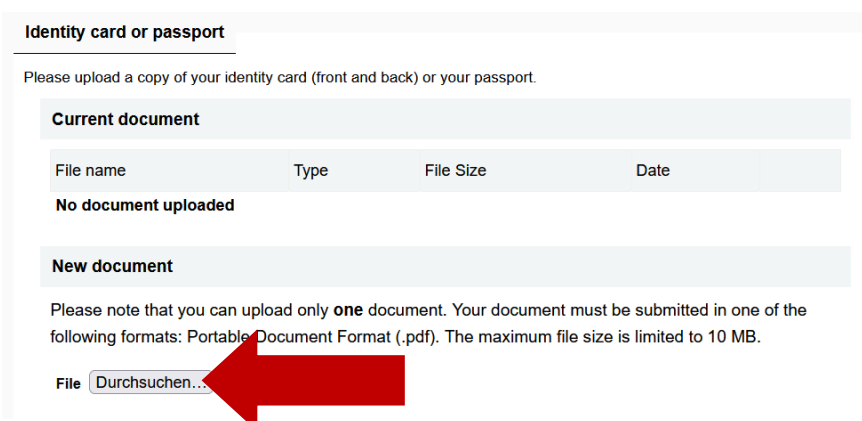


Fig. 42

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!

### 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.*

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.

Fig. 43

### 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			

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

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.

Fig. 44

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

**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

Fig. 45

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 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

Fig. 46

### 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	
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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



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

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	
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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



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

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)".



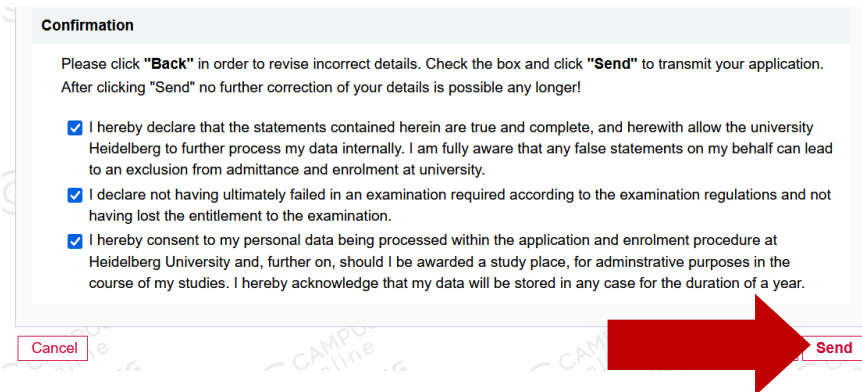
#### Identity card or passport

 ID.pdf / 174,6 KB

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

Fig. 49

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



**Confirmation**

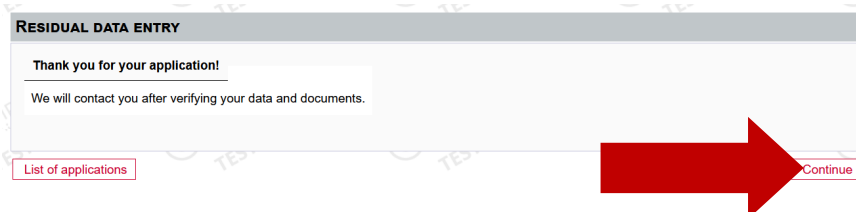
Please click "**Back**" in order to revise incorrect details. Check the box and click "**Send**" to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

- ☒ 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](#)

Fig. 50

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



**RESIDUAL DATA ENTRY**

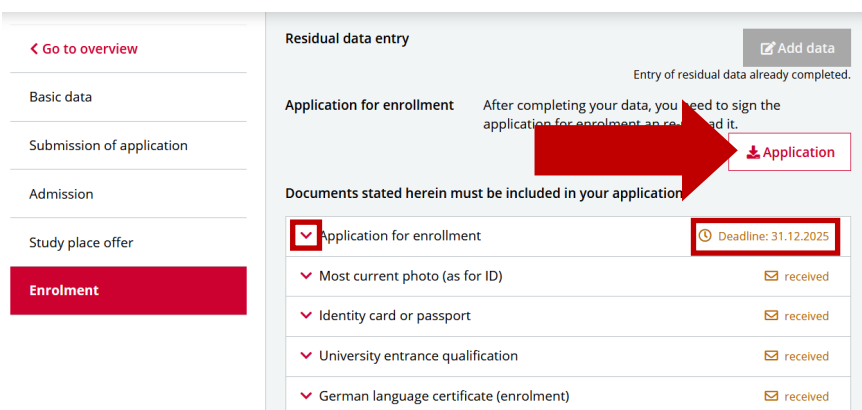
**Thank you for your application!**

We will contact you after verifying your data and documents.

[List of applications](#) [Continue](#)

Fig. 51

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.**



[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 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

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

Fig. 52

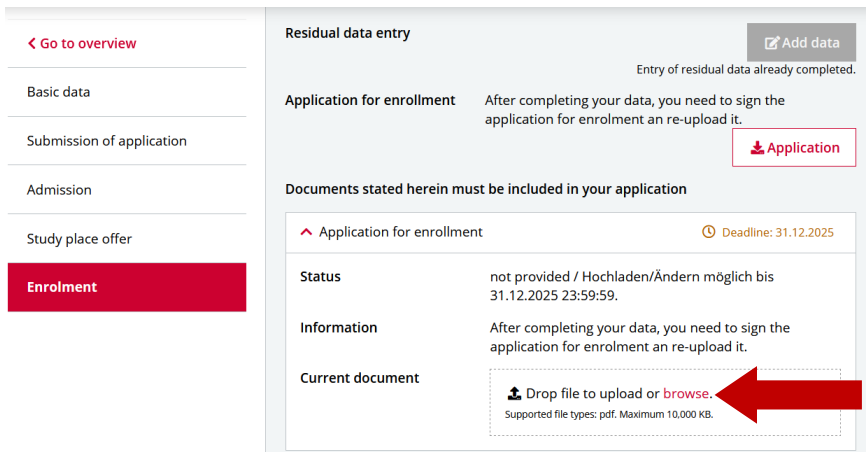


Fig. 53

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.

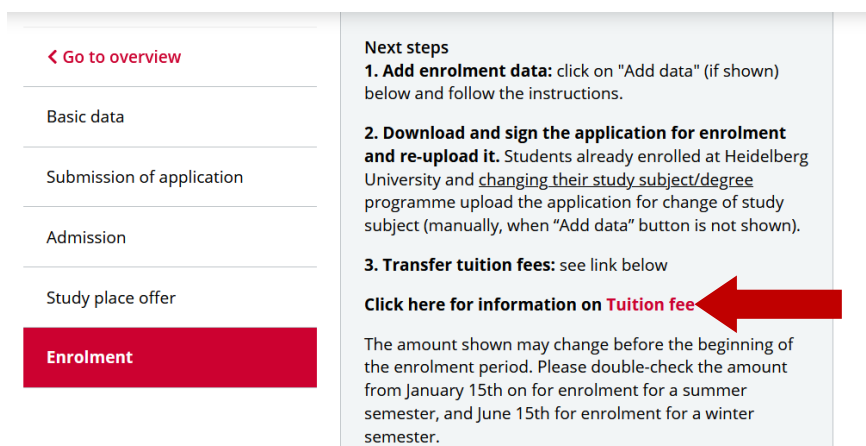



Fig. 54

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**

	Amount within admission deadline (€)
Student services contribution	66.00
Tuition fees for international students	1,500.00
Administrative fee	80.00
Tuition fees for a second degree	0.00
Weiterbildungsgebühr LL.M.	0.00
Gasthörerbeitrag	0.00
Umlagen VS-Kooperationsverträge	5.10
Student body fee	10.00
Late fee	0.00
<b>Total</b>	<b>1,661.10</b>
<b>Payment deadline</b>	<b>31.12.2025</b>

**Payment via telebanking**

Please transfer the outstanding amount to:

Universität Heidelberg	
Baden-Württembergische Bank	
Kleiner Schlossplatz 11	
70173 Stuttgart, Germany	
Account number	0004961781
Bank code	60050101
<b>IBAN</b>	<b>DE28600501010004961781</b>
<b>BIC</b>	<b>SOLADEST600</b>
<b>Purpose</b>	<b>4767764, 25W, Smith, John</b>

**Payments**

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

Fig. 55

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.

[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 enrolment** 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 enrolment	ok
Most current photo (as for ID)	ok
Identity card or passport	ok
University entrance qualification	ok
German language certificate (enrolment)	ok
Certified copy of University diploma (or preliminary confirmation of degree)	ok
Certified final Transcript of Records	ok
Certificate(s) of exmatriculation	ok

Fig. 56

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.

[Go to overview](#)

Basic data

Submission of application

Admission

Study place offer

**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

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!