

Change of Degree Programme

-

Change of Subject/Change of Weighting of Subjects

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1. Change one or more subjects



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

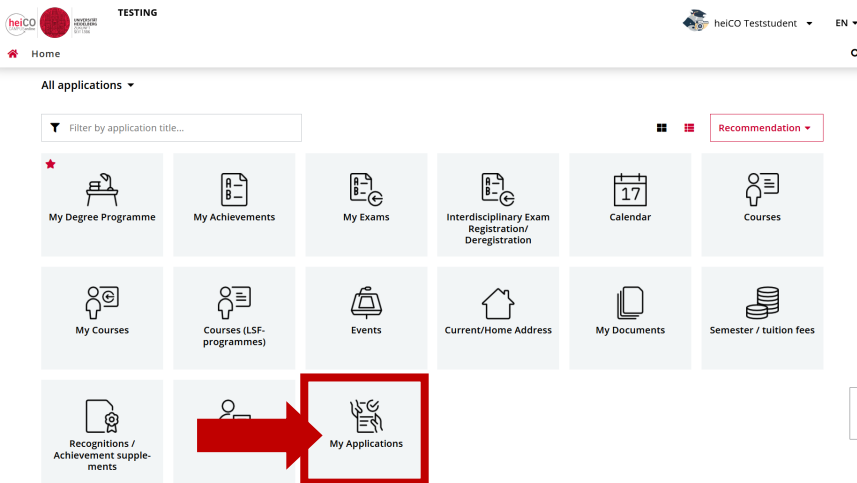


Fig. 1

1. After logging in to heiCO, click on the application 'My Applications' on your personal start page (see Fig. 1).

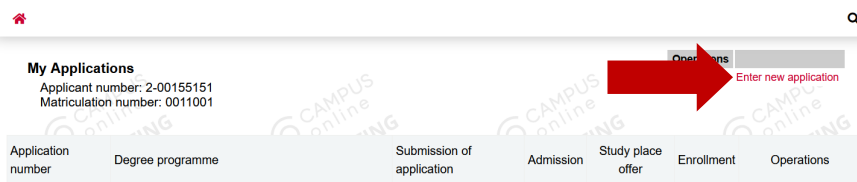


Fig. 2

2. You will now see your applications (see Fig. 2). Click on 'Enter new application' at the top right under 'Operations'.

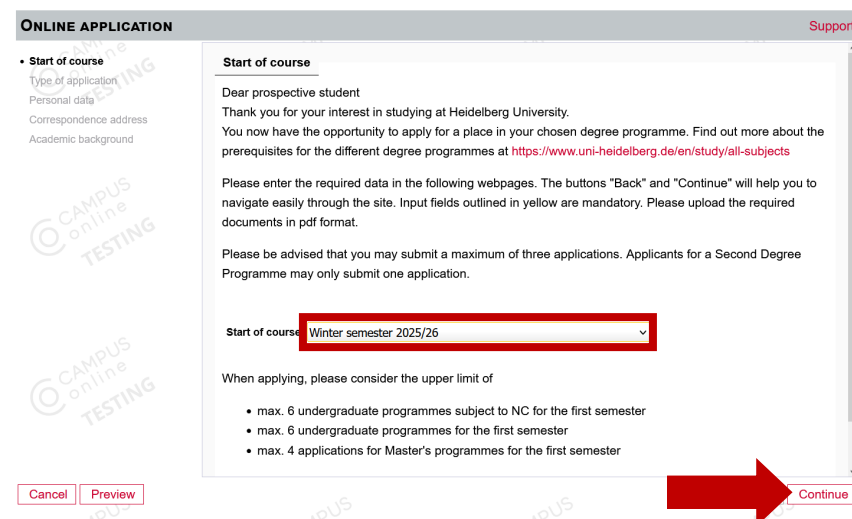
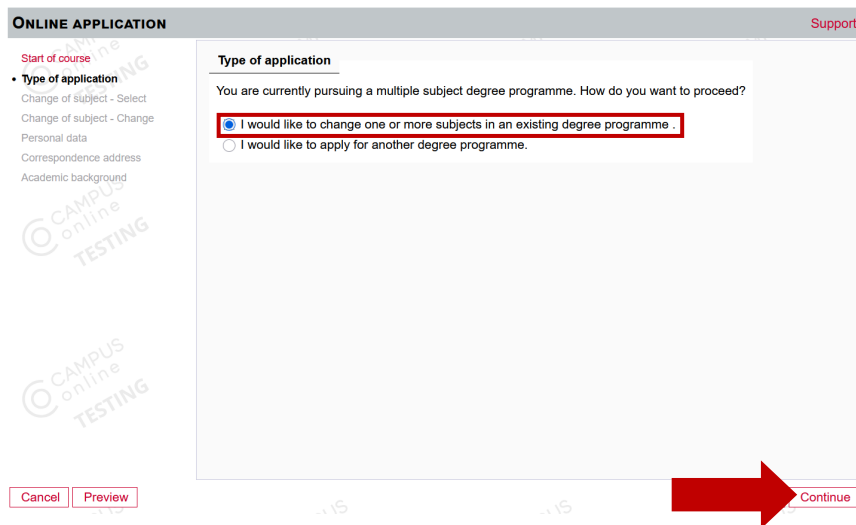


Fig. 3

3. The application wizard opens. Select the programme start date from the drop-down menu and click on 'Continue' (see Fig. 3).



ONLINE APPLICATION Support

Type of application

You are currently pursuing a multiple subject degree programme. How do you want to proceed?

☒ I would like to change one or more subjects in an existing degree programme.

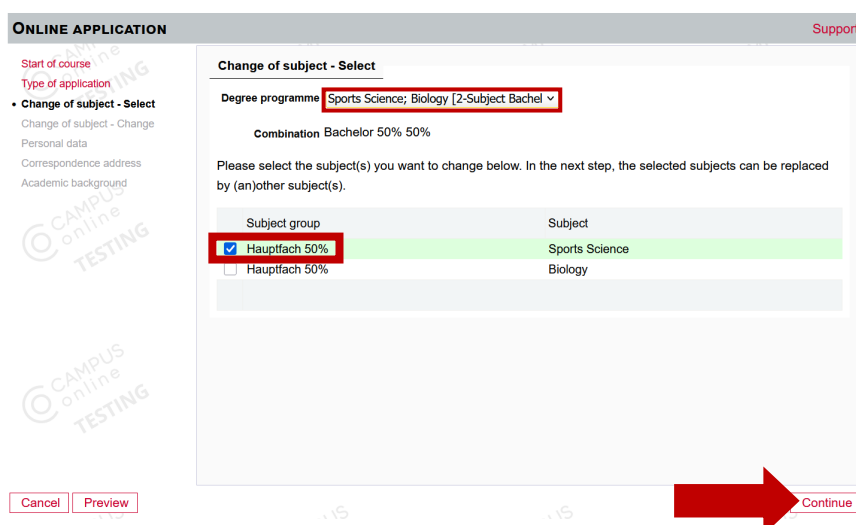
☐ I would like to apply for another degree programme.

Cancel Preview Continue

Fig. 4

4. Select the first option under 'Type of application' and click on 'Continue' (see Fig. 4).

Note: When changing the subject, at least one subject must be retained. If you would like to change the weighting of the subjects (e.g. 50% subject 1 and 50% subject 2 to 75% subject 1 and 25% subject 2), or change the degree programme completely, you must select the second option (see complete change of degree programme or change the weighting of subject).



ONLINE APPLICATION Support

Change of subject - Select

Degree programme: Sports Science; Biology [2-Subject Bachelor]

Combination Bachelor 50% 50%

Please select the subject(s) you want to change below. In the next step, the selected subjects can be replaced by (an)other subject(s).

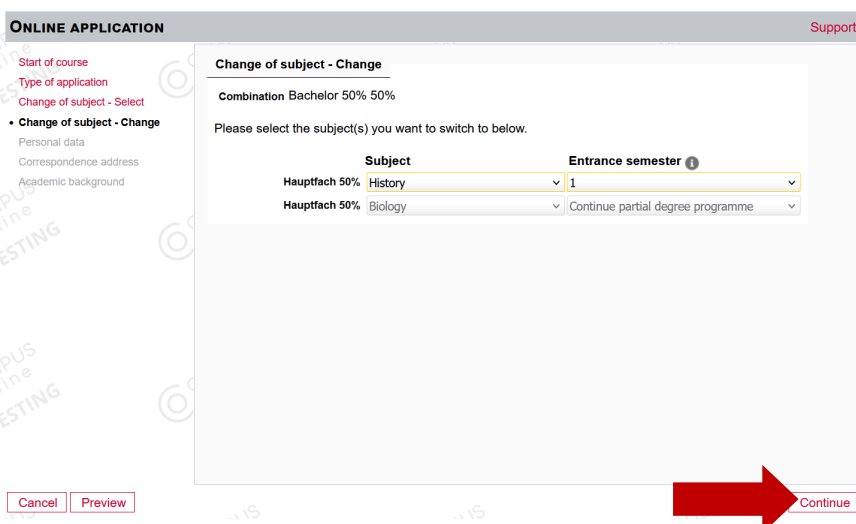
Subject group	Subject
<input checked="" type="checkbox"/> Hauptfach 50%	Sports Science
<input type="checkbox"/> Hauptfach 50%	Biology

Cancel Preview Continue

Fig. 5

5. You will now see your subjects that you can change (see Fig. 5). Select the subject that you would like to change. Then click on 'Continue'.

Note: You must select the degree programme in which you wish to change subjects if you are studying several degree programmes at the same time.



ONLINE APPLICATION Support

Change of subject - Change

Combination Bachelor 50% 50%

Please select the subject(s) you want to switch to below.

Subject	Entrance semester
Hauptfach 50% History	1
Hauptfach 50% Biology	Continue partial degree programme.

Cancel Preview Continue

Fig. 6

6. Select the subject to which you would like to switch (see Fig. 6). Not all subjects can be chosen in all combinations. For example, some subjects can only be studied as a 2nd main subject in the 50% combination. Select '1' for the first semester and click on 'Continue'.

Note: Depending on the subject, you may only be able to change to the first semester of the subject in the winter or summer semester. Please also note the enrolment deadlines for the respective subject.

ONLINE APPLICATION Support

Start of course
Type of application
Change of subject - Select
Change of subject - Change

• **Personal data**
Correspondence address
Higher education entrance qualification
Academic background

1 Personal data

Matriculation number 0011001
First name heiCO
Last name affix
Surname/family name Teststudent
All first names heiCO
Date of birth 31.12.1999
Gender intersex
Place of birth Heidelberg
Country of birth Please select...
Maiden name
1st nationality Germany
2nd nationality

Cancel Preview **Continue**

Fig. 7

7. Check your personal data and click on 'Continue' (see Fig. 7).

Note: If you find any errors in your data, please report them to the Student Administration Office. The data will be corrected by the Student Administration Office during enrolment.

ONLINE APPLICATION Support

Start of course
Type of application
Change of subject - Select
Change of subject - Change
Personal data

• **Correspondence address**
Higher education entrance qualification
Academic background

1 Correspondence address

Correspondence address (semester address)

c/o
Street and number Seminarstraße 2
Postal Code/City 69117 Heidelberg
Country/State Germany
federal state Baden-Württemberg
Telephone number
Email address heico.student@test.local
Confirmed email address heico.student@test.local

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

Cancel Preview **Continue**

Fig. 8

8. Make changes to your correspondence address if anything has changed (see Fig. 8). Then click on 'Continue'.

ONLINE APPLICATION Support

Start of course
Type of application
Change of subject - Select
Change of subject - Change
Personal data
Correspondence address

• **Higher education entrance qualification**
Academic background

1 Higher education entrance qualification

Type General higher-education entrance qualification [GUEQ]
Name of certificate (original name) Zeugnis
Date of certificate 01.06.2022
Average grade (gpa)
Total score from 900
Name of school Testschule
Location of school Test
Country of school Germany
federal state Baden-Württemberg
district Heidelberg, Stadt

Cancel Preview **Continue**

Fig. 9

9. Check your higher education entrance qualification and click on 'Continue' (see Fig. 9).

ONLINE APPLICATION Support

Start of course
Type of application
Change of subject - Select
Change of subject - Change
Personal data
Correspondence address
Higher education entrance qualification
• **Academic background**

1 Academic background

University	Degree	Degree programmes	from	to
University of Egypt	Bachelor of S...	American Stud...	18W	21S
University of Fiji	Master of Sci...	Applied Syste...	20W	22S
Universität Heidel...	Master	Data and Comp...	23W	25W
Universität Heidel...	Bachelor Mehr...	Sports Science/Biology	24W	25W
Universität Heidel...	Bachelor Mehr...		24W	25W
Universität Heidel...	Kooperation M...	Chemistry	25S	25S

[Add degree programme](#)

[Cancel](#) [Preview](#) [Continue](#)

Fig. 10

10. Check your academic background and click on 'Continue' (see Fig. 10).

ONLINE APPLICATION Support

Start of course
Type of application
Change of subject - Select
Change of subject - Change
Personal data
Correspondence address
Higher education entrance qualification
Academic background
• **Antrag auf Umschreibung**

Antrag auf Umschreibung

Please download the document below and save it. Read it carefully and check whether the statements and instructions listed apply to you. Then re-uploading this document. You thereby confirm that the details you have provided are truthful and that you are applying for the change of study course/degree programme. A signature is not required (except - if applicable - by the academic advisor). Students who are already in their third or higher semester in one of the study courses to be changed must submit a certificate from academic advisory service proving they sought subject-specific advice. This does not apply for the change from Bachelor to Master.

Document templates

- Antrag Umschreibung heiCO DE.pdf German template
- Antrag Umschreibung heiCO EN.pdf English template

Current document

File name	Type	File Size	Date
No document uploaded			

New document

[Cancel](#) [Preview](#) [Back](#) [Continue](#)

Fig. 11

11. Download the application for transfer by clicking on the corresponding icon (see Fig. 11).

Read it carefully and check whether the information and notes listed apply to you.

Note: If the Antrag auf Umschreibung does not appear in the application wizard, continue to complete the application and send it off. You will then find the Antrag auf Umschreibung later in the application status in the 'Enrolment' section. There you can download, complete and upload the document.

ONLINE APPLICATION Support

Start of course
Type of application
Change of subject - Select
Change of subject - Change
Personal data
Correspondence address
Higher education entrance qualification
Academic background
• **Antrag auf Umschreibung**

Antrag auf Umschreibung

applicable - by the academic advisor). Students who are already in their third or higher semester in one of the study courses to be changed must submit a certificate from academic advisory service proving they sought subject-specific advice. This does not apply for the change from Bachelor to Master.

Document templates

- Antrag Umschreibung heiCO DE.pdf German template
- Antrag Umschreibung heiCO EN.pdf English template

Current document

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No document uploaded			

New document

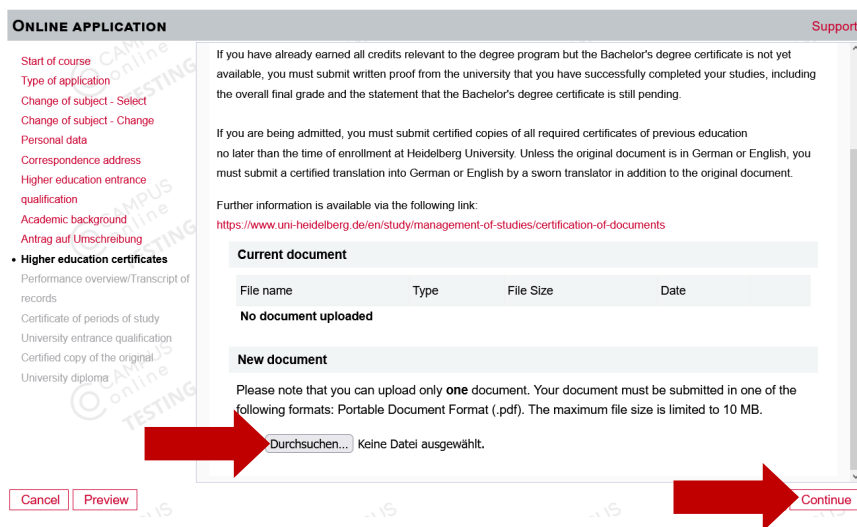
Please note that you can upload only **one** document. Your document must be submitted in one of the following formats: Portable Document Format (.pdf). The maximum file size is limited to 10 MB.

File [Durchsuchen...](#) Keine Datei ausgewählt.

[Cancel](#) [Preview](#) [Continue](#)

Fig. 12

12. Next, upload the completed document again by clicking on the 'Durchsuchen' button (see Fig. 12). By uploading the document, you confirm that the information you have provided is correct and that you are applying for the change of subject. A signature is not required (except - if applicable - by your academic counsellor). Then click on 'Continue'.



ONLINE APPLICATION Support

Start of course
Type of application
Change of subject - Select
Change of subject - Change
Personal data
Correspondence address
Higher education entrance qualification
Academic background
Antrag auf Umschreibung
• **Higher education certificates**
Performance overview/Transcript of records
Certificate of periods of study
University entrance qualification
Certified copy of the original
University diploma

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			

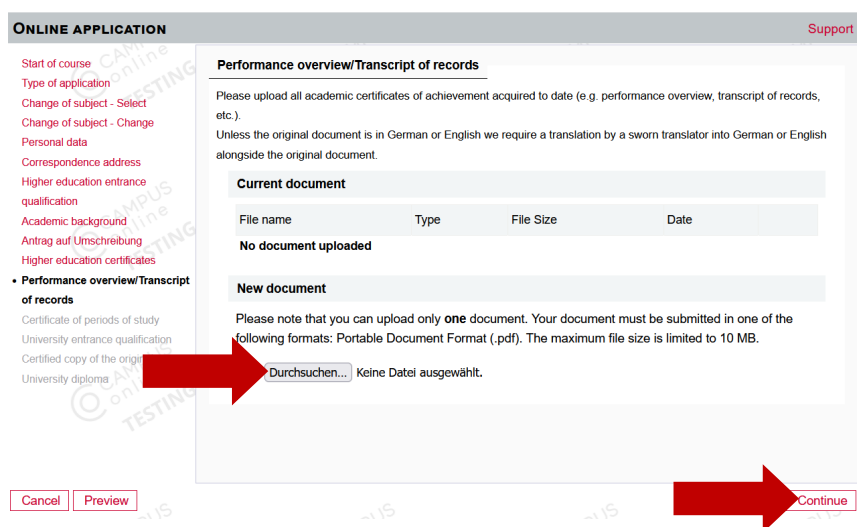
New document

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.

Keine Datei ausgewählt.

Fig. 13

13. If applicable, upload a single copy of your original higher education certificate via the 'Durchsuchen' button and click on 'Continue' (see Fig. 13).



ONLINE APPLICATION Support

Start of course
Type of application
Change of subject - Select
Change of subject - Change
Personal data
Correspondence address
Higher education entrance qualification
Academic background
Antrag auf Umschreibung
Higher education certificates
• **Performance overview/Transcript of records**
Certificate of periods of study
University entrance qualification
Certified copy of the original
University diploma

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			

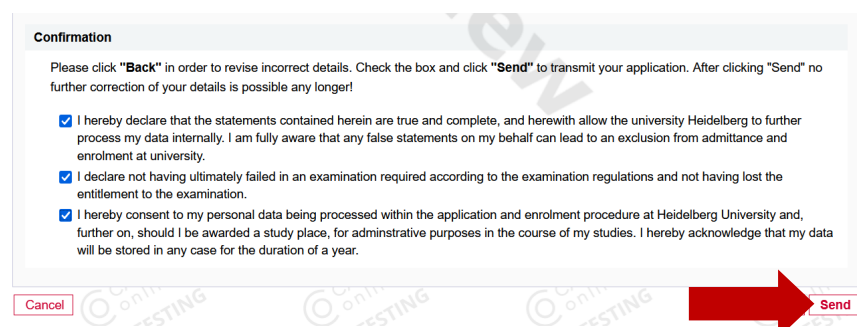
New document

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.

Keine Datei ausgewählt.

Fig. 14

14. Also upload the other required documents if applicable on the following pages using the 'Durchsuchen' button and click 'Continue' (see Fig. 14).



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. 15

15. You will now be shown a preview of your application. Confirm your details by ticking the three boxes and clicking on 'Send' (see Fig. 15).

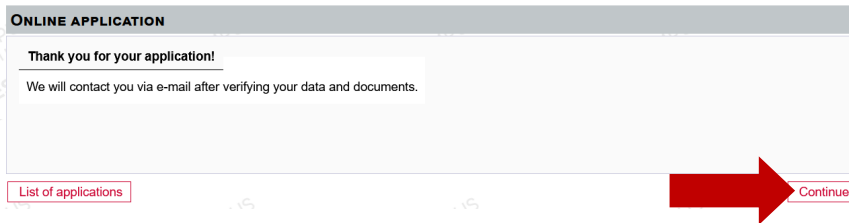


Fig. 16

16. Your application and thus your Antrag auf Umschreibung has been sent. Click on 'Continue' to go to the 'Application - Status' page (see Fig. 16).

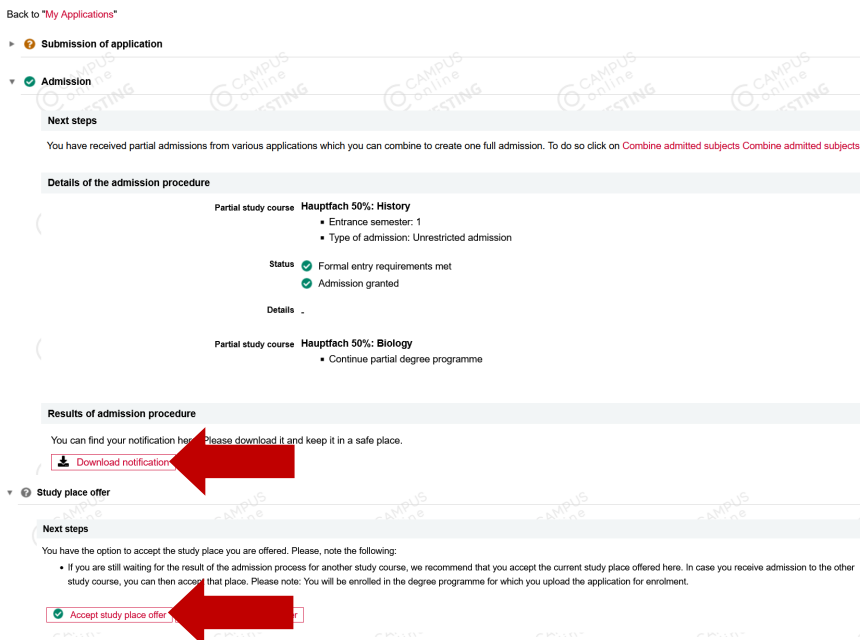


Fig. 17

17. Here you can see the status of your transfer or the subject you would like to change to (see Fig. 17). As soon as you have received the admission, you can download the notification and accept the study place by clicking on the corresponding button. You can now enrol for the changed subject ([see Manual - Enrolment](#)).

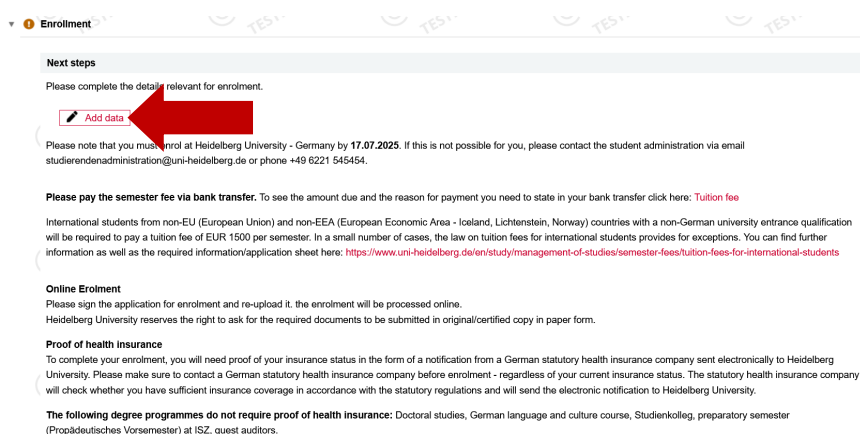


Fig. 18

18. If the Antrag auf Umschreibung does not appear in the application process, it must be added together with other data during enrolment. To do this, click on 'Add Data' (see Fig. 18).

RESIDUAL DATA ENTRY
Support

Information
Most current photo (as for ID)
Identity card or passport
Health Insurance details
Nachweis über die Teilnahme am Studienorientierungsverfahren
Antrag auf Umschreibung
Certified final transcript of Records
Certified university entrance qualification
Certificate(s) of test
German language (enrolment)
Recognition of study periods (I)
Certified copy of the original University diploma

Antrag auf Umschreibung

Please download the document below and save it. Read it carefully and check whether the statements and instructions listed apply to you. Then re-uploading this document. You thereby confirm that the details you have provided are truthful and that you are applying for the change of study course/degree programme. A signature is not required (except - if applicable - by the academic advisor). Students who are already in their third or higher semester in one of the study courses to be changed must submit a certificate from academic advisory service proving they sought subject-specific advice. This does not apply for the change from Bachelor to Master.

Document templates

- Antrag Umschreibung heiCO DE.pdf German template
- Antrag Umschreibung heiCO EN.pdf English template

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

Cancel Preview Back Continue

Fig. 19

19. Complete the required data. When you have reached the Antrag auf Umschreibung, download the document, fill it in and upload it via 'Durchsuchen'. Then add the remaining information as described in the manual for enrolment (see Fig. 19).

2. Complete change of degree programme or change of the weighting of subjects



UNIVERSITÄT
HEIDELBERG
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SEIT 1386

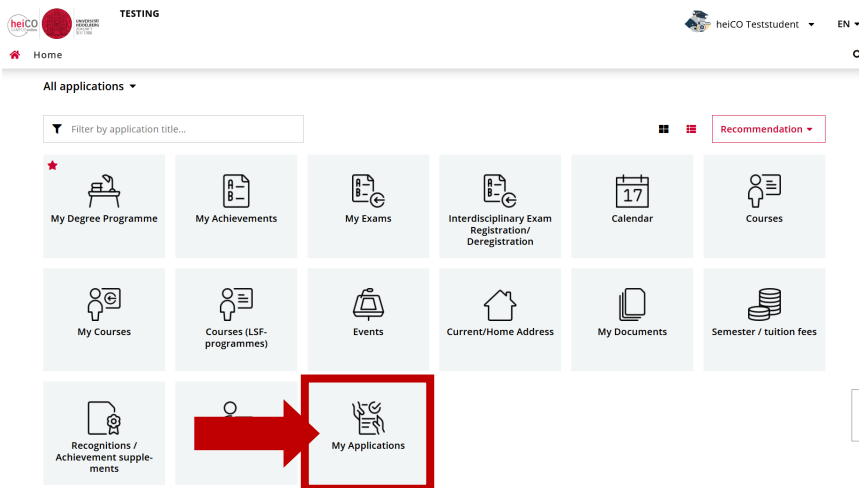


Fig. 20

20. After logging in to heiCO, click on the application 'My Applications' on your personal start page (see Fig. 20).

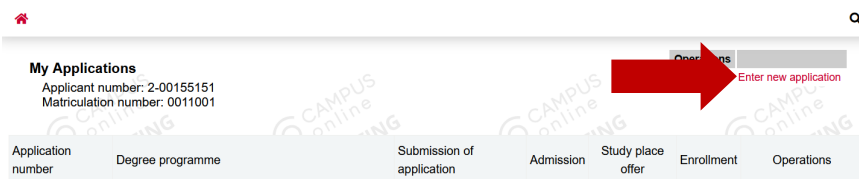


Fig. 21

21. You will now see your applications (see Fig. 21). Click on 'Enter new application' at the top right under 'Operations'.

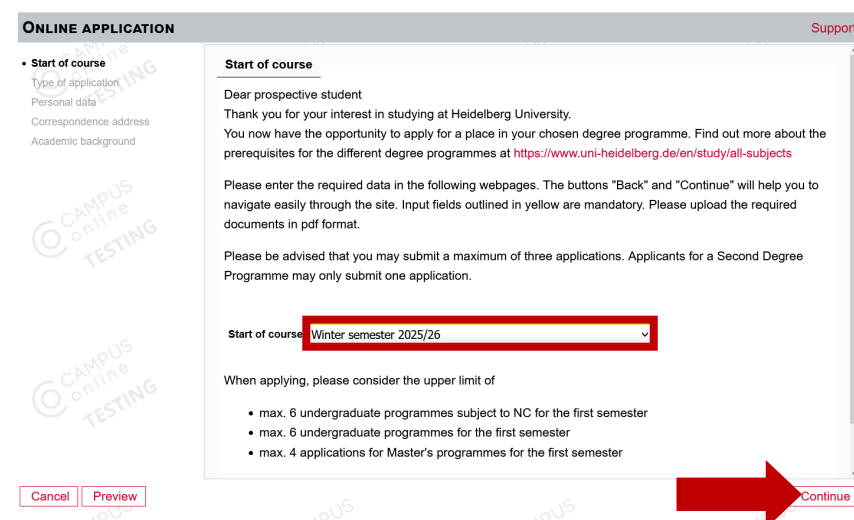


Fig. 22

22. The application wizard opens. Select the programme start date from the drop-down menu and click on 'Continue' (see Fig. 22).

ONLINE APPLICATION Support

Type of application

You are currently pursuing a multiple subject degree programme. How do you want to proceed?

☐ I would like to change one or more subjects in an existing degree programme .

☒ I would like to apply for another degree programme.

Cancel Preview Continue

Fig. 23

23. To change the weighting of the subjects (e.g. 50% subject 1 and 50% subject 2 to 75% subject 1 and 25% subject 2), and/or to change the degree programme completely, you must select the option below and click on 'Continue' (see Fig. 23).

24. In the next step, select the type of studies, the intended degree and the combination (see Fig. 24). Select the subject/subjects that you would like to change.

Select '1' for the first semester if you are choosing this subject for the first time. If you want to keep a subject or subjects but change the combination/weighting (e.g. subject 1 50% and subject 2 50% to subject 1 75% and subject 25%), enter the respective semester in which you are in the subject. In this example, the major subject was changed, which is why the entrance semester is '1' and only the weighting was changed for the minor subject, which is why '2' was selected for the entrance semester. Some subjects have a separate entrance for higher semesters.

Note: It depends on the degree programme which weightings are possible. If you have any questions about this, please contact your academic adviser or the student portal. Depending on the subject, you may only be able to change to the first semester of the subject in the winter or summer semester. Please also note the enrolment deadlines for the respective subject. Not all subjects can be chosen in all combinations. For example, some subjects can only be studied as a 2nd main subject in the 50% combination.

Next, select the type of degree programme and tick the appropriate boxes.

Then click on 'Continue'.

ONLINE APPLICATION Support

Select degree programme

Type of studies: Bachelor programme

Intended degree: 2-Subject Bachelor

Combination: Bachelor 75% 25%

Subject	Entrance semester
Hauptfach 75%: History	1
Nebenfach 25%: Sports Science	2

Form of studies: First degree

☒ 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.

Cancel Preview Continue

Fig. 24

ONLINE APPLICATION Support

Start of course
Type of application
Select degree programme
• **Personal data**
Correspondence address
Higher education entrance qualification
Academic background

1 Personal data

Matriculation number 0011001
First name heiCO
Last name affix
Surname/family name Teststudent
All first names heiCO
Date of birth 31.12.1999
Gender Intersex
Place of birth Heidelberg
Country of birth Please select...
Maiden name
1st nationality Germany
2nd nationality

Cancel Preview Continue

Fig. 25

25. Check your personal data and click on 'Continue' (see Fig. 25).

Note: If you find any errors in your data, please report them to the Student Administration. The data will be corrected by the Student Administration Office during enrolment.

ONLINE APPLICATION Support

Start of course
Type of application
Select degree programme
Personal data
• **Correspondence address**
Higher education entrance qualification
Academic background

1 Correspondence address

Correspondence address (semester address)

c/o
Street and number Seminarstraße 2
Postal Code/City 69117 Heidelberg
Country/State Germany
federal state Baden-Württemberg
Telephone number
Email address heiCO.student@test.local
Confirmed email address heiCO.student@test.local

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

Cancel Preview Continue

Fig. 26

26. Make changes to your correspondence address if anything has changed (see Fig. 26). Then click on 'Continue'.

ONLINE APPLICATION Support

Start of course
Type of application
Select degree programme
Personal data
Correspondence address
• **Higher education entrance qualification**
Academic background

1 Higher education entrance qualification

Type General higher-education entrance qualification [GUEQ]
Name of certificate (original name) Zeugnis
Date of certificate 01.06.2022
Average grade (gpa)
Total score from 900
Name of school Testschule
Location of school Test
Country of school Germany
federal state Baden-Württemberg
district Heidelberg, Stadt

Cancel Preview Continue

Fig. 27

27. Check your higher education entrance qualification and click on 'Continue' (see Fig. 27).

ONLINE APPLICATION Support

Start of course
Type of application
Select degree programme
Personal data
Correspondence address
Higher education entrance qualification
Academic background

Academic background

University	Degree	Degree programmes	from	to
University of Egypt	Bachelor of S..	American Stud..	18W	21S
University of Fiji	Master of Sci..	Applied Syste..	20W	22S
Universität Heidel..	Master	Data and Comp..	23W	25W
Universität Heidel..	Bachelor Mehr..		24W	25W
Universität Heidel..	Bachelor Mehr..	Sports Science/Biology	24W	25S
Universität Heidel..	Kooperation M..	Chemistry	25S	25S
Universität Heidel..	Bachelor Mehr..	English Studies/Biology	25W	25W

[Add degree programme](#)

[Cancel](#) [Preview](#) [Continue](#)

Fig. 28

28. Check your academic background and click on 'Continue' (see Fig. 28).

ONLINE APPLICATION Support

Start of course
Type of application
Select degree programme
Personal data
Correspondence address
Higher education entrance qualification
Academic background
Antrag auf Umschreibung

Antrag auf Umschreibung

Please download the document below and save it. Read it carefully and check whether the statements and instructions listed apply to you. Then re-uploading this document. You thereby confirm that the details you have provided are truthful and that you are applying for the change of study course/degree programme. A signature is not required (except - if applicable - by the academic advisor). Students who are already in their third or higher semester in one of the study courses to be changed must submit a certificate from academic advisory service proving they sought subject-specific advice. This does not apply for the change from Bachelor to Master.

Document templates

- Antrag Umschreibung heiCO DE.pdf German template
- Antrag Umschreibung heiCO EN.pdf English template

Current document

File name	Type	File Size	Date
No document uploaded			

New document

[Cancel](#) [Preview](#) [Back](#) [Continue](#)

Fig. 29

29. Download the application for transfer by clicking on the corresponding icon (see Fig. 29).

Read it carefully and check whether the information and notes listed apply to you.

Note: If the Antrag auf Umschreibung does not appear in the application wizard, continue to complete the application and send it off. You will then find the Antrag auf Umschreibung later in the application status in the 'Enrolment' section. There you can download, complete and upload the document.

ONLINE APPLICATION Support

Start of course
Type of application
Select degree programme
Personal data
Correspondence address
Higher education entrance qualification
Academic background
Antrag auf Umschreibung

applicable - by the academic advisor). Students who are already in their third or higher semester in one of the study courses to be changed must submit a certificate from academic advisory service proving they sought subject-specific advice. This does not apply for the change from Bachelor to Master.

Document templates

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- Antrag Umschreibung heiCO EN.pdf English template

Current document

File name	Type	File Size	Date
No document uploaded			

New document

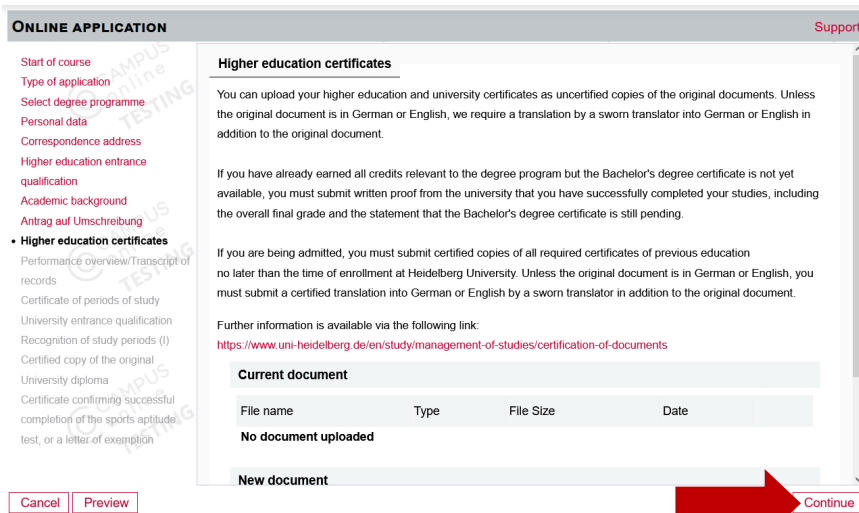
Please note that you can upload only **one** document. Your document must be submitted in one of the following formats: Portable Document Format (.pdf). The maximum file size is limited to 10 MB.

[Durchsuchen...](#) Keine Datei ausgewählt.

[Cancel](#) [Preview](#) [Continue](#)

Fig. 30

30. Then upload the completed document again by clicking on the 'Durchsuchen' button (see Fig. 30). By uploading the document, you confirm that the information you have provided is correct and that you are applying for the change of subject. A signature is not required (except - if applicable - by your academic counsellor). Then click on 'Continue'.



ONLINE APPLICATION Support

Start of course
Type of application
Select degree programme
Personal data
Correspondence address
Higher education entrance qualification
Academic background
Antrag auf Umschreibung
• **Higher education certificates**
Performance overview/Transcript of records
Certificate of periods of study
University entrance qualification
Recognition of study periods (I)
Certified copy of the original
University diploma
Certificate confirming successful completion of the sports aptitude test, or a letter of exemption

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

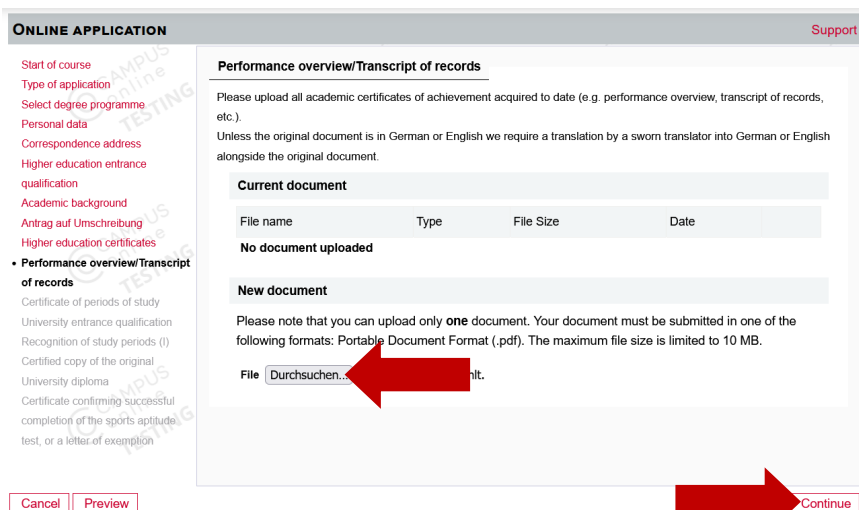
File name	Type	File Size	Date
No document uploaded			

New document

Cancel Preview Continue

Fig. 31

31. If applicable, upload a single copy of your original higher education certificate via the 'Durchsuchen' button and click on 'Continue' (see Fig. 13). (siehe Abb. 31).



ONLINE APPLICATION Support

Start of course
Type of application
Select degree programme
Personal data
Correspondence address
Higher education entrance qualification
Academic background
Antrag auf Umschreibung
• **Performance overview/Transcript of records**
Certificate of periods of study
University entrance qualification
Recognition of study periods (I)
Certified copy of the original
University diploma
Certificate confirming successful completion of the sports aptitude test, or a letter of exemption

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

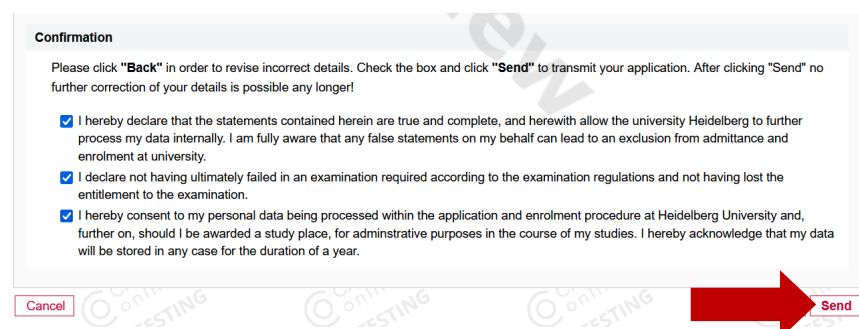
Please note that you can upload only **one** document. Your document must be submitted in one of the following formats: Portable Document Format (.pdf). The maximum file size is limited to 10 MB.

File hlt.

Cancel Preview Continue

Fig. 32

32. Also upload the other required documents if applicable on the following pages using the 'Durchsuchen' button and click 'Continue' (see Fig. 32).



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. 33

33. You will now be shown a preview of your application. Confirm your details by ticking the three boxes and clicking on 'Send' (see Fig. 33).

ONLINE APPLICATION

Thank you for your application!

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

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

Fig. 34

34. Your application and thus your Antrag auf Umschreibung has been sent. Click on 'Continue' to go to the 'Application - Status' page (see Fig. 34).

Admission

Next steps

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

Details of the admission procedure

Partial study course Hauptfach 75%: History

- Entrance semester: 1
- Type of admission: Unrestricted admission

Status

- Formal entry requirements met
- Admission granted

Details -

Partial study course Nebenfach 25%: Sports Science

- Entrance semester: 2
- Type of admission: Unrestricted admission

Status

- Formal entry requirements met
- Admission granted

Details -

Results of admission procedure

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

[Download notification](#)

Study place offer

Next steps

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

- If you are still waiting for the 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](#)

Fig. 35

35. Here you can see the status of your transfer or the subject(s) you would like to change to (see Fig. 35). As soon as you have received the admission, you can download the notification and accept the study place by clicking on the corresponding button. You can now enrol for the changed subject ([see Manual - Enrolment](#)).

Enrollment

Next steps

Please complete the details relevant for enrolment.

[Add data](#)

Please note that you must enrol at Heidelberg University - Germany by **17.07.2025**. If this is not possible for you, please contact the student administration via email studierendenadministration@uni-heidelberg.de or phone +49 6221 545454.

Please pay the semester fee via bank transfer. To see the amount due and the reason for payment you need to state in your bank transfer click here: [Tuition fee](#)

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 sign the application for enrolment and re-upload it: the enrolment will be processed online.

Heidelberg University reserves the right to ask for the required documents to be submitted in original/certified copy in paper form.

Proof of health insurance

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.

The following degree programmes do not require proof of health insurance: Doctoral studies, German language and culture course, Studienkolleg, preparatory semester (Propädeutisches Vorsemester) at ISZ, guest auditors.

Fig. 36

36. If the Antrag auf Umschreibung does not appear in the application process, it must be added together with other data during enrolment. To do this, click on 'Add Data' (see Fig. 36).

RESIDUAL DATA ENTRY
Support

Information

Most current photo (as for ID)

Identity card or passport

Health Insurance details

Nachweis über die Teilnahme am Studienorientierungsverfahren

Antrag auf Umschreibung

Certified final transcript of Records

Certified university entrance qualification

Certificate(s) of test

German language (enrolment)

Recognition of study periods (I)

Certified copy of the original University diploma

Antrag auf Umschreibung

Please download the document below and save it. Read it carefully and check whether the statements and instructions listed apply to you. Then re-uploading this document. You thereby confirm that the details you have provided are truthful and that you are applying for the change of study course/degree programme. A signature is not required (except - if applicable - by the academic advisor). Students who are already in their third or higher semester in one of the study courses to be changed must submit a certificate from academic advisory service proving they sought subject-specific advice. This does not apply for the change from Bachelor to Master.

Document templates

Antrag Umschreibung heiCO DE.pdf German template
 Antrag Umschreibung heiCO EN.pdf English template

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

Cancel Preview Back Continue

Fig. 37

37. Complete the required data. When you have reached the Antrag auf Umschreibung, download the document, fill it in and upload it via 'Durchsuchen'. Then add the remaining information as described in the manual for enrolment (see Fig. 37).