



Change of Degree Programme

Change of Subject/Change of Weighting of Subjects

Contents

- 1. <u>Change one or more subjects</u>
- 2. <u>Complete change of degree programme or change of the weighting of subjects</u>



2

1. Change one or more subjects

TESTING



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



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

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



EN 🕶

Continue

Cancel Preview

Fig. 3

Fig. 2

ONLINE APPLICATION

Start of course

Dear prospective student

documents in pdf format.

Programme may only submit one application.

Start of course Winter semester 2025/26 When applying, please consider the upper limit of

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

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

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

Start of course

Personal data

Type of application

Correspondence address



ONLINE APPLICATION		Support
Start of course • Type of application Change of subject - Select	Type of application You are currently pursuing a multiple subject degree programme. How do you want to proceed?	
Change of subject - Change Personal data Correspondence address	I would like to change one or more subjects in an existing degree programme . I would like to apply for another degree programme.	
Contraction		
Cancel Preview	v5v5	Continue

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).

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.

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.







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.

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

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

Fig. 9

Type of application	
Change of subject - Select Matriculation number 0011001	
Change of subject - Change First name heiCO	
Personal data Last name affix	
Correspondence address Unterpress	
Auditoriation Charles All first names heico	
Academic background Date of birth 31 12 1990	
Ander interest	
Fide of birth microinerg	
Country of birth Please select V	
Maiden name	
S 1st nationality Germany	
2nd nationality	
Cancel Preview	ntinue
Fig. 7	
•	

ONLINE APPLICATION



ONLINE APPLICATION			Support
Start of course	Higher education entrance	qualification	
Change of subject - Select Change of subject - Change Personal data Correspondence address - Higher education entrance qualification Academic background	Type Name of certificate (original name) Date of certificate Average grade (gpa) Total score Name of school Location of school Country of school federal state	General higher-education entrance qualification [GUEQ]	
pus ine Estine			





ONLINE APPLICATIO	N						Suppo
Start of course Type of application		Aca	demic background				
Change of subject - Select		ι	University	Degree	Degree programmes	from	to
Change of subject - Change			University of Egypt	Bachelor of S	American Stud	18W	21S
Personal data			University of Fiji	Master of Sci	Applied Syste	20W	228
Higher education entrance		La u	Universität Heidel	Master	Data and Comp	23W	25W
nuglification		La u	Universität Heidel	Bachelor Mehr	Sports Science/Biolog	<u>ay</u> 24W	25W
Academic background		a .	Universität Heidel	Bachelor Mehr		24W	25W
	<					Add degree prog	ramme
Cancel Preview							Continu
Fig. 10							

ONLINE APPLICATION Start of course Antrag auf Umschreibung Type of application Please download the document below and save it. Read it carefully and check whether the statements and instructions Change of subject - Select listed apply to you. Then re-uploading this document. You thereby confirm that the details you have provided are truthful Change of subject - Change and that you are applying for the change of study course/degree programme. A signature is not required (except - if Personal data applicable - by the academic advisor). Students who are already in their third or higher semester in one of the study Correspondence address courses to be changed must submit a certificate from academic advisory service proving they sought subject-specific Higher education entrance advice. This does not apply for the change from Bachelor to Master. qualification Academic background Document templates Antrag auf Umschreibung Antrag Umschreibung heiCO DE.pdf German template Antrag Umschreibung heiCO EN.pdf English template Certificate of periods of study University entrance qualification Current document Certified copy of the original University diploma File name File Size Type No document uploaded New document Back Continue Cancel Preview





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.

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'.



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

NLINE APPLICATION					Su
Start of course Type of application Change of subject - Select	If you have already earned available, you must submit the overall final grade and t	all credits relevant to the written proof from the ur the statement that the Bi	e degree program but the f niversity that you have suc achelor's degree certificate	Bachelor's degree certificate is not y cessfully completed your studies, in is still pending.	yet ncluding
Change of subject - Change Personal data Correspondence address Higher education entrance qualification Academic background	If you are being admitted, y no later than the time of enr must submit a certified trans Further information is availa https://www.uni-heidelberg.	ou must submit certified rollment at Heidelberg U slation into German or E able via the following lini de/en/study/manageme	copies of all required certi niversity. Unless the origin inglish by a sworn translate c. nt-of-studies/certification-o	ficates of previous education al document is in German or Englis or in addition to the original docume Fdocuments	sh, you ənt.
Antrag auf Umschreibung Higher education certificates	Current document				
Performance overview/Transcript of ecords	File name	Туре	File Size	Date	
Certificate of periods of study	No document uploa	ded			
ertified copy of the original	New document				
	Please note that you following formats: Po	can upload only one rtable Document Form	document. Your documenta (.pdf). The maximun	ent must be submitted in one of n file size is limited to 10 MB.	the
	Durchsuchen	Keine Datei ausgewäh	lt.		
Cancel Preview				G	Conti

ONLINE APPLICATION Start of course Performance overview/Transcript of records Type of application Please upload all academic certificates of achievement acquired to date (e.g. performance overview, transcript of records, Change of subject - Select etc.). Change of subject - Change Unless the original document is in German or English we require a translation by a sworn translator into German or English Personal data alongside the original document. Correspondence address Higher education entrance Current document qualification Туре Academic background File name File Size Date Antrag auf Umschreibung No document uploaded Higher education certificate · Performance overview/Transcript New document of records Certificate of periods of study 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. Certified copy of the origin Durchsuchen... Keine Datei ausgewählt. University diploma TESTIN Cancel Preview 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).

 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 processed within the application and enrolment procedure at heidelberg University and further procedure at heidelberg University and further processed within the application and enrolment procedure at heidelberg University and further procedure at heidelberg Uniternation at heidelberg Univer	
 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 for the application and enrolment procedure at Heidelberg University and for the application and enrolment to the second seco	r
I hereby consent to my personal data being processed within the application and enrolment procedure at Heidelberg University and for the same should be available to the same same should be available to the same same same same same same same sam	
will be stored in any case for the duration of a year.	l, ıy data

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).



Continue

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).



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).

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).

Enrollment				
Next steps				
Please complete the detail	relevant for enrolment.			
Add data				
(
Please note that you must	nrol at Heidelberg University - German	y by 17.07.2025. If this is not possible for	or you, please contact the student admini-	stration via email
studierendenauministratio	l@uni-neidelberg.de of prione ≠48 ozz i	040404.		
Please pay the semester	fee via bank transfer. To see the amou	int due and the reason for payment you	need to state in your bank transfer click h	ere: Tuition fee
International students from	non-EU (European Union) and non-EE	A (European Economic Area - Iceland, L	ichtenstein, Norway) countries with a nor	n-German university entrance qualification
will be required to pay a tu	ition fee of EUR 1500 per semester. In a	small number of cases, the law on tuitic	on fees for international students provides	for exceptions. You can find further
information as well as the	required information/application sheet he	are: https://www.uni-heidelberg.de/en/stu	idy/management-of-studies/semester-fee	s/tuition-fees-for-international-students
Online Erolment				
Please sign the application	for enrolment and re-upload it. the enro	Iment will be processed online.		
Heidelberg University rese	rves the right to ask for the required doc	uments to be submitted in original/certifi	ed copy in paper form.	
Proof of health insuranc				
To complete your enrolme	nt, you will need proof of your insurance	status in the form of a notification from a	a German statutory health insurance com	pany sent electronically to Heidelberg
University. Please make s	ure to contact a German statutory health	insurance company before enrolment -	regardless of your current insurance stat	us. The statutory health insurance compa
will check whether you have	e sufficient insurance coverage in accor	dance with the statutory regulations and	will send the electronic notification to He	idelberg University.
The following degree pro	grammes do not require proof of hea	Ith insurance: Doctoral studies, Germa	n language and culture course, Studienk	olleg, preparatory semester
(Propädeutisches Vorsem	ester) at ISZ quest auditors.			

Fig. 18

ONLINE APPLICATION

List of applications

Fig. 16

Thank you for your application!

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



Information	Antrag auf Umschreibu	ing			
Most current photo (as for ID) Identity card or passport Health Insurance details Nachweis über die Teilnahme am Studienorientierungsverlahren Antrag auf Umschreibung Cartillend Iman Transcript of Records	Please download the docur listed apply to you. Then re and that you are applying fr applicable - by the academi courses to be changed mus advice. This does not apply	nent below and save it. -uploading this documer or the change of study c ic advisor). Students wh st submit a certificate fro for the change from Ba	Read it carefully and check it. You thereby confirm that ourse/degree programme. o are already in their third of m academic advisory servi chelor to Master.	whether the statements and in the details you have provided A signature is not required (exc r higher semester in one of the pe proving they sought subject	structions are truthful ept - if 9 study specific
Certified university entrance	Document template	s			
Certificate(s) of ex German language (enrolment) Recognition of study periods (I)	Antrag Umschreib	ung heiCO DE.pdf Ge	glish template		
Certified copy of the original	Current document				
University diploma	File name	Туре	File Size	Date	
	No document uploa	ded			
	New document				

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



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





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



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
Start of course • Type of application	Type of application	
Select degree programme Personal data Correspondence address	You are currently pursuing a multiple subject degree programme. How do you want to proceed?	
Academic background	I would like to apply tor another degree programme.	
Cancel Preview		Continue

NLINE APPLICATION				Support
Start of course	Select degree programme			
Select degree programme	Type of studies	Bachelor programme		~
Personal data	Intended degree	2-Subject Bachelor		~
Correspondence address	Combination	Bachelor 75% 25%		~
qualification				
Academic background	Sub	ject	Entrance semester 🕕	
	Hauptfach 75% Hist	ory	v 1 v	
	Nebenfach 25% Spo	rts Science	~ 2 ~ ~	
	Form of studies 🚯	First degree v		
	✓ I have already studied at a	university/college before.		
	I have already applied once and received a letter of adn	within the last year for the chosen deg nission for the same Master's degree pr	ree programme at Heidelberg Unive ogramme from Heidelberg Universi	ersity ty.
			N	



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'.



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.

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



ONLINE APPLICATION			Suppor
Start of course Type of application	Personal data		
Select degree programme	Matriculation number 0	011001	
Personal data	First name h	elCO	
Correspondence address	Last name affix		
Higher education entrance	Surname/family name	eststudent	
Academic background	All first names	eiCO	
MPUS	Date of birth 3	1.12.1999	
	Gender in	itersex ~	
	Place of birth H	leidelberg	
	Country of birth	lease select v	
	Maiden name		
	1st nationality G	iermany	
	2nd nationality		
Cancel Preview			2 Continue

Fig. 25

ONLINE APPLICATION						Support
Start of course Type of application	Correspondence addre	ss				
Select degree programme Personal data	Correspondence addre	ess (semeste	r address)			
Correspondence address	c/o					
Higher education entrance qualification	Street and number	Seminarstraß	e 2			
Academic background	Postal Code/City	69117	Heidelberg			
	Country/State	Germany		~		
	federal state	Baden-Württe	emberg	~		
	Telephone number					
	Email address	heico.studen	t@test.local			
	Confirmed email address	heico.studen	t@test.local			
	My correspondence add	lress (during	the semester) is ide	entical with my p	ermanent home address.	
Cancel Preview						Continue
Eig. 26						





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



ONLINE APPLICATION

Start of course Type of application Select degree programme Personal data Correspondence address Higher education entrance qualification Academic background Antrag auf Umschreibung Higher educat Performance over Certificate of peri University entrance qualification Recognition of study periods (I) Certified copy of the original University diploma Certificate confirming successf completion of the sports aptitud test, or a letter of exemption



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.

st of	Antrag Umschreibung heiCo	O DE.pdf German	template		
	📥 Antrag Umschreibung heiC	O EN.pdf English	template		
- T					
	• · · · · · · · · · · · · · · · · · · ·				
	Current document				
	File name	Type	File Size	Date	
1.2		1)00	110 0120	Duto	
10	No document uploaded				
	New document				
	D				×
				В	ack Continue

Cancel Preview
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.

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'.

Cancel Preview



31. If applicable, upload a single copy of your original higher education certiand click on 'Continue' (see Fig. 13).

ficate via the 'Durchsuchen' button (siehe Abb. 31).

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

Personal data addition to the original document. Correspondence address Higher education entrance If you have already earned all credits relevant to the degree program but the Bachelor's degree certificate is not yet qualification available, you must submit written proof from the university that you have successfully completed your studies, including Academic background the overall final grade and the statement that the Bachelor's degree certificate is still pending Antrag auf Umschreibung Higher education certificates If you are being admitted, you must submit certified copies of all required certificates of previous education Performance overview/Transcript o 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 Certificate of periods of study University entrance qualification Further information is available via the following link Recognition of study periods (I) https://www.uni-heidelberg.de/en/study/management-of-studies/certification-of-documents Certified copy of the original Current document University diploma Certificate confirming successful File name completion of the sports aptitude test, or a letter of exemption No document uploaded

Higher education certificates

New document

Cancel Preview



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

File Size

Date

Continue

Туре



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

Select degree programme

Start of course

Type of application



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).

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).

 ONLINE APPLICATION

 Thank you for your application!

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

 List of applications

 G
 Continue

 Fig. 34



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).

The ronowing uegree programmes do not require proor of health insurance: Doctoral studies, German language and culture course, Studienkolleg, preparatory (Propadeutisches Vorsemester) at ISZ, guest auditors.

Fig. 36



Information Charles	Antrag auf Umschreibung					
Most current photo (as for ID) Identity card or passport Health Insurance details Nachweis über die Teilhahme am Studienorientierungsverfahren Antrag auf Umschreibung Centified final Transcript of Records	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 truthfu 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 showint a certificate from academic advisory service proving they sought subject-specific advice. This does not apply for the change from Bachelor to Master.					
Certified university entrance	Document template	s				
Certificate(s) of ex German language (enrolment) Recognition of study periods (I)	Antrag Umschreib	ung heiCO DE.pdf Ge	rman template glish template			
Certified copy of the original	Current document					
University diploma	File name	Туре	File Size	Date		
	No document uploaded					
	New document					
	Please note that you	can unload only one	focument. Your docume	nt must be submitted in o	ne of the	
Cancel Preview					Back Continue	

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).

