

## Enrolment in 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.

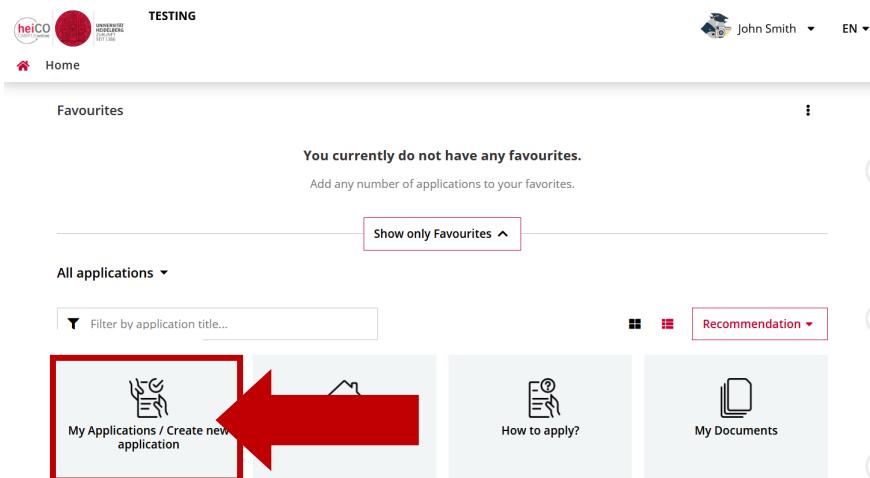


Fig. 1

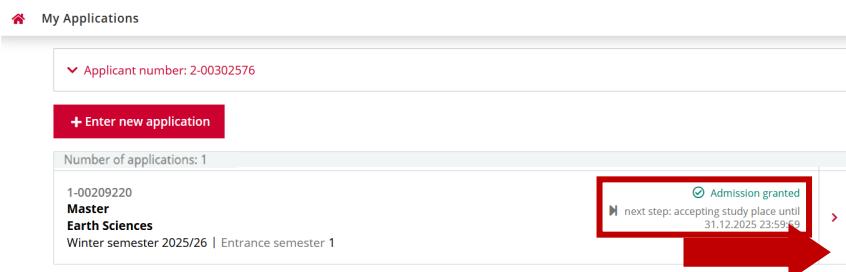


Fig. 2

1. You can check your application status at any time by opening the "My Applications" application from your personal homepage (see fig. 1).

2. Here you can see an overview of the status of your applications (see fig. 2). 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 and enrolling.

[◀ 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. 3**

3. 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. 3).

[◀ 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  
 ⓘ "Enrollment": not performed yet

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

**Fig. 4**

4. 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. 4).

[◀ 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 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. 5**

5. Scroll down to the next steps and read through the information (see fig. 5). Please note the registration deadline by which you must register. Now enter your remaining data by clicking on "Add data".

**RESIDUAL DATA ENTRY**

**Information**

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

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

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

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

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

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

**Cancel** **Preview** **Continue**



6. Click on "Continue" after reading the information text (see fig. 6).

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

**Updated** **Upload**

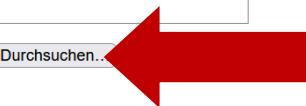
**Preview**

**Durchsuchen...**

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

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

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



7. Upload a passport photo for your student ID card by clicking on the "Durchsuchen" button and selecting a file (see fig. 7).

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

**Identity card or passport**

Please upload a copy of your identity card (front and back) or your passport.

**Current document**

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

**New document**

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

**File** **Durchsuchen...**



8. Upload a copy of your identity card or passport as a .pdf file here (see fig. 8).

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

Fig. 8

### 1 Health Insurance details

Proof of health insurance:

I am insured through a statutory health insurance in Germany.

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

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

**Group**

AOK - Allgemeine Ortskrankenkasse

**Public health insurance provider**

AOK Baden-Württemberg Hauptverwaltung

**Insurance number**

AO123456789

I am not insured, exempt from compulsory insurance or not subject to compulsory insurance (e.g. privately insured).

Please apply to a statutory health insurance company for the transmission of the electronic health insurance notification about the exemption from statutory compulsory insurance for the university Heidelberg. If you were not yet legally insured, you can contact any statutory health insurance company. If you were already legally insured, please contact your previous health insurance company.

I do not know and will submit my information at a later date.

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

**Fig. 9**

9. Now enter your health insurance details (see fig. 9). To do this, first select the correct group to which your health insurance belongs in the drop-down menu. If you do not find the group immediately, look through the different groups.

Enter your insurance number after you have selected the public health insurance provider. Currently, the system always displays an error message (orange exclamation mark) even if you have entered the correct number. Alternatively, you can indicate whether you are privately insured or submit the information later.

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

Please request the transmission of the

electronic health insurance notification

"Meldegrund M10" to Heidelberg Uni-

versity.

### University entrance qualification

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

Further information is available via the following link:

<https://www.uni-heidelberg.de/en/study/management-of-studies/certification-of-documents>

**Current document**

File name	Type	File Size	Date
-----------	------	-----------	------

No document uploaded

**New document**

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

File

10. Upload your university entrance qualification in .pdf format (see fig. 10).

10. Make sure that all pages of the document are present to avoid having to submit them later.

**Fig. 10**

#### 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
<b>No document uploaded</b>			

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

Fig. 11

11. Next, upload your German language certificate (see fig. 11). It is required for your enrolment.

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

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

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

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

Further information is available via the following link:

<https://www.uni-heidelberg.de/en/study/management-of-studies/certification-of-documents>

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

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

Fig. 12

12. Upload the officially certified copy of your college/university diploma in PDF format here (see fig. 12). A certified copy must be marked as a copy of the original and require an official seal with the signature of a sealing authority (including, for example, local government offices, schools, or parish offices).

#### Certified final Transcript of Records

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

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

Further information is available via the following link:

<https://www.uni-heidelberg.de/en/study/management-of-studies/certification-of-documents>

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

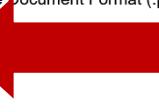
New document			
Please note that you can upload only <b>one</b> document. Your document must be submitted in one of the following formats: Portable Document Format (.pdf). The maximum file size is limited to 10 MB.			
File	<input type="button" value="Durchsuchen..."/>		

Fig. 13

13. Upload the officially certified copy of your transcript of records in PDF format here (see fig. 13).

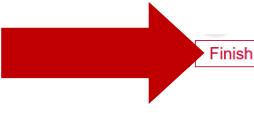
Certificate(s) of exmatriculation			
Please upload the certificate of exmatriculation from the last university you attended. If you were enrolled at a German university, this document is compulsory. The same applies if you studied medicine, dentistry or pharmacy at a foreign university. If you studied 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
<b>No document uploaded</b>			
New document			
Please note that you can upload only <b>one</b> document. Your document must be submitted in one of the following formats: Portable Document Format (.pdf). The maximum file size is limited to 10 MB.			
File	<input type="button" value="Durchsuchen..."/>	 	

Fig. 14

14. Finally, upload your certificate of exmatriculation and then click on "Finish" (see fig. 14).

PREVIEW			
<b>PLEASE NOTE</b>			
Here, you can check your application. The application has not been sent yet. Please check your details. After marking the approval checkbox (at the bottom of the page) click on the SEND button to submit the application electronically. Afterwards you will get a link to your Application for enrollment (PDF document). Please download it, sign it and re-upload the complete document (all pages and including your signature) in the section "Required documents (for enrolment)".			
Identity card or passport			
 ID.pdf / 174,6 KB			

Fig. 15

15. You will then see a preview where you can check your details (see fig. 15).

**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. 16

16. Scroll down and tick the three boxes to confirm before clicking "Send" (see fig. 16).

**RESIDUAL DATA ENTRY**

Thank you for your application!

We will contact you after verifying your data and documents.

**List of applications**  **Continue**

Fig. 17

17. Your residual data has been entered (see fig. 17). Click on "Continue" to return to the detailed view of the application.

**Enrolment**

[Go to overview](#)

Basic data

Submission of application

Admission

Study place offer

**Residual data entry**

Entry of residual data already completed.

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

 **Application**

Documents stated herein must be included in your application

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

Fig. 18

18. You can now print and sign the enrolment application form and upload it below (see fig. 18). 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 enrollment After completing your data, you need to sign the application for enrolment and re-upload it.



Documents stated herein must be included in your application

Application for enrollment Deadline: 31.12.2025

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

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

Current document 

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

Fig. 19

19. Enter the place and date and sign the enrolment application before uploading it by clicking on "Browse" (see fig. 19).

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

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

Go to overview

Basic data

Submission of application

Admission

Study place offer

**Enrolment**

**Next steps**

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

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

**3. Transfer tuition fees:** see link below

**Click here for information on Tuition fee** 

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

Fig. 20

20. Next, you transfer the semester fee (see fig. 20). You will find the necessary information under the marked link "Tuition fee".

Tuition Fee Status / John Smith  
Winter semester 2025/26

Account information for: Winter semester 2025/26

Invoice		Payment via telebanking	
Amount within admission deadline (€)		Please transfer the outstanding amount to:	
Student services contribution	66.00	University of Heidelberg Baden-Württembergische Bank Kleiner Schlossplatz 11 70173 Stuttgart, Germany	Account number 0004961781 Bank code 60050101
Tuition fees for international students	1,500.00	IBAN DE28600501010004961781 BIC SOLADEST600	Purpose 4767764, 25W, Smith, John
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>		
Payment deadline	31.12.2025		

**Payments**

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

Fig. 21

Residual data entry

Add data

Entry of residual data already completed.

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

Application

Documents stated herein must be included in your application

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

Fig. 22

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. 23

21. 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. 21). If you miss this deadline, you run the risk of not being enrolled.

22. Once all documents required for enrolment have been checked and found to be in order, their status will change to 'ok' (see fig. 22).

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

23. If you have fulfilled all requirements, your status should look like in the picture (see fig. 23).

You are now duly enrolled at Heidelberg University!