Enrolment

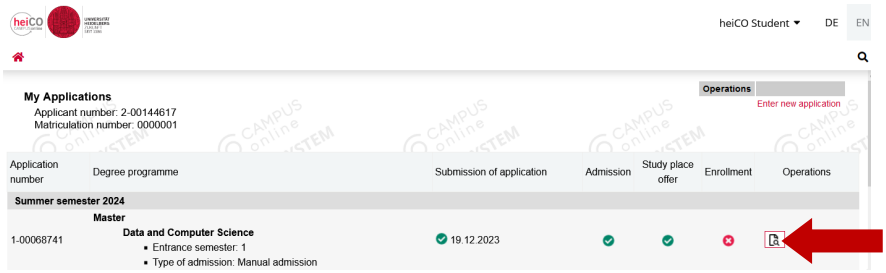


Fig. 1

1. After logging into heiCO, you will find the applications you have created in the "My applications" application (see fig. 1). You can see the progress of your application from the icons (red/green).
Click on the document with the magnifying glass icon to enrol now.

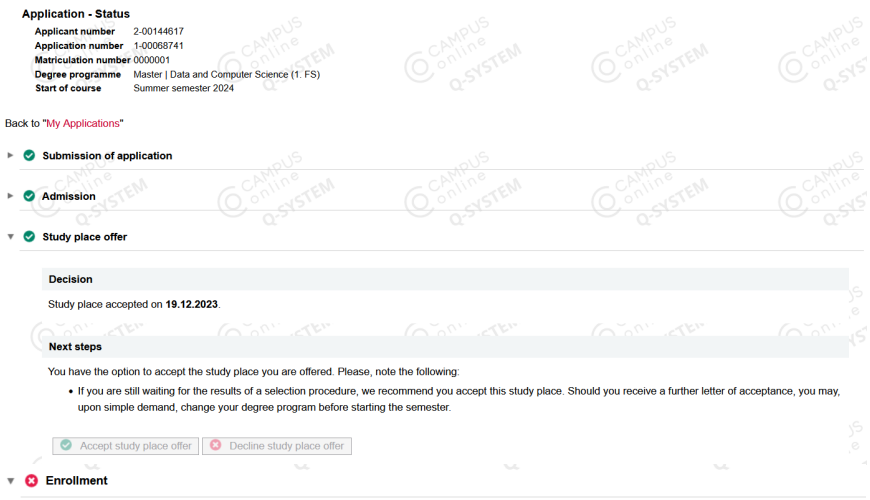


Fig. 2

2. Once you have accepted the study place offer, you can enrol. To do this, scroll down to "Enrolment" (see fig. 2)

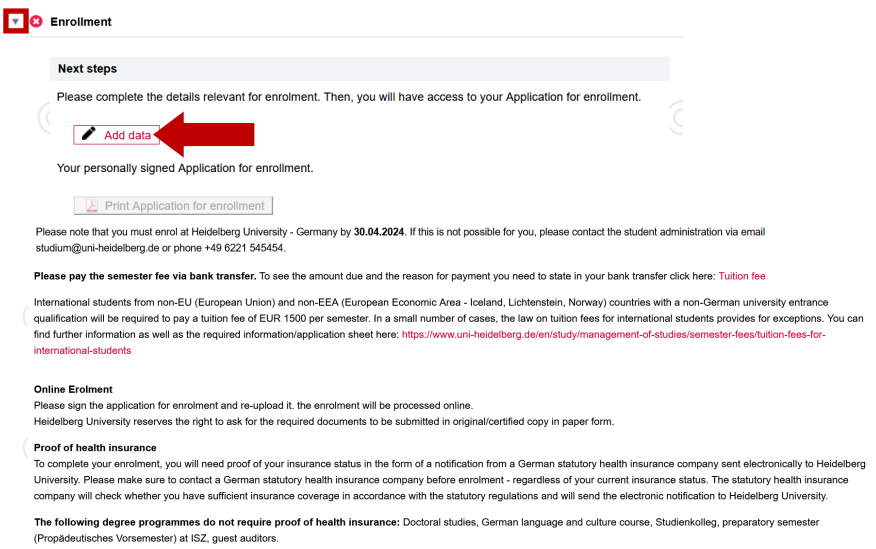


Fig. 3

3. First add any missing data for enrolment, such as health insurance details, via "Add data" (see fig. 3).

Please note: You can expand the individual sections of your application by clicking on the arrow icons.

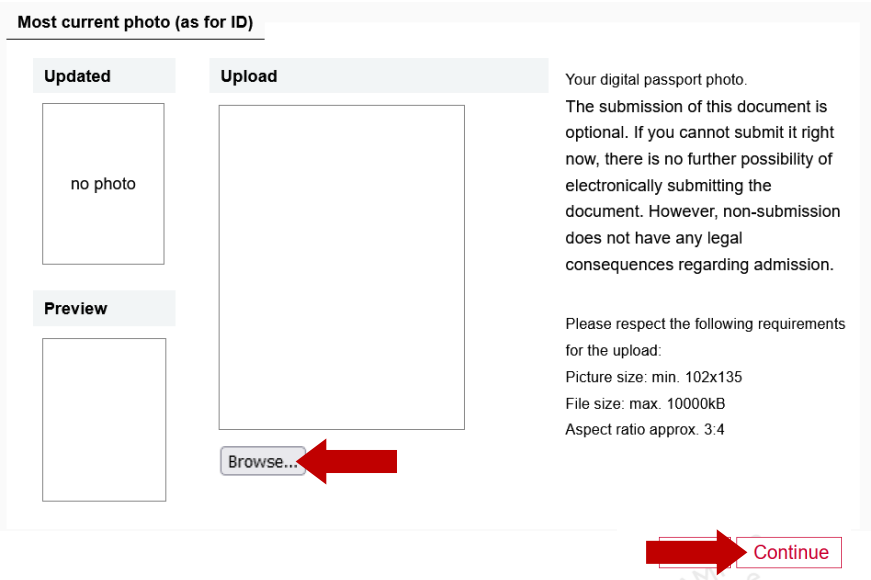


Fig. 4

4. Read the information on the first page and upload a passport photo for your student ID card by clicking on the "Browse" button and selecting a file (fig. 4).

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

Go to the next page by clicking on the "Continue" button.

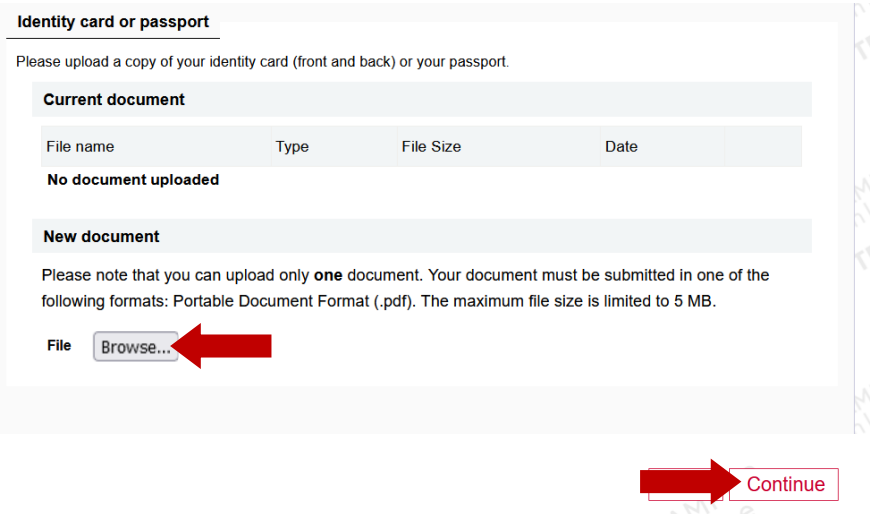


Fig. 5

5. Upload a copy of your ID card or passport as a .pdf file here (fig. 5). Please note that both the front and the back must be included!

Go to the next page by clicking on the "Continue" button.

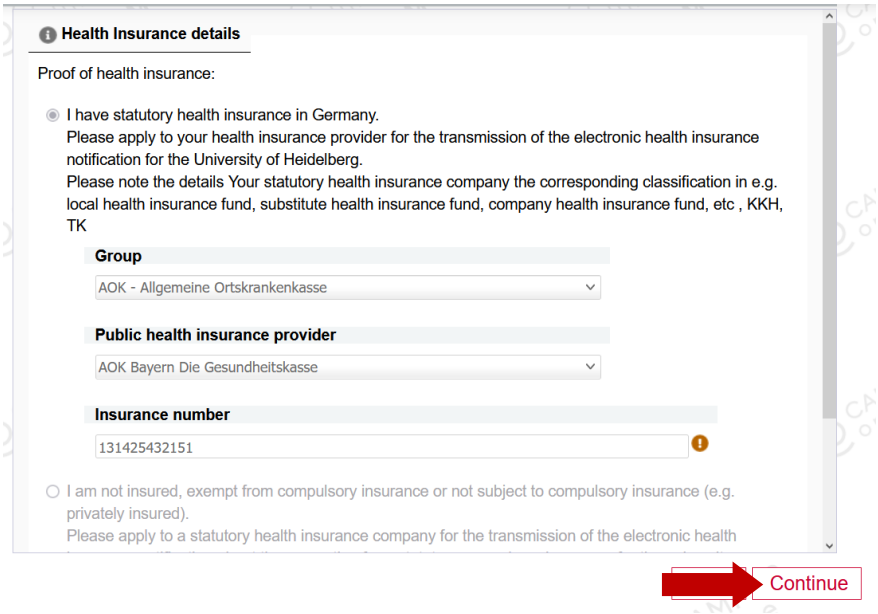


Fig. 6

6. Add details of the health insurance company (see fig. 6).

Go to the next page by clicking on the "Continue" button.

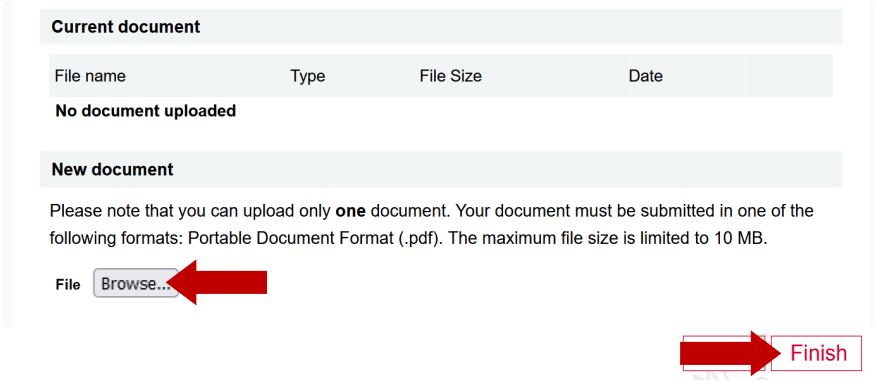


Fig. 7

7. Finally - only if applicable to you - upload your certificate of exmatricula-tion and then click on "Finish" (see fig. 7).

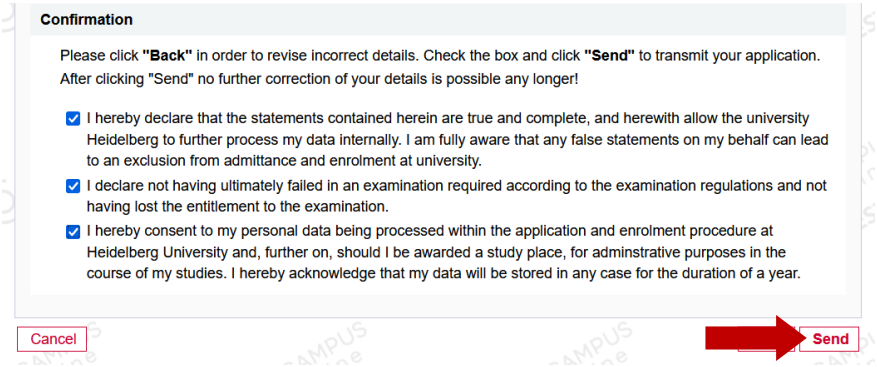
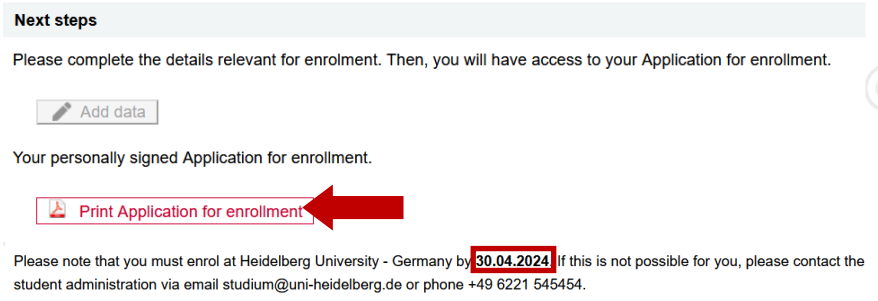


Fig. 8

8. Tick the boxes and click on "Send" (see fig. 8).



Next steps

Please complete the details relevant for enrolment. Then, you will have access to your Application for enrollment.

Add data

Your personally signed Application for enrollment.

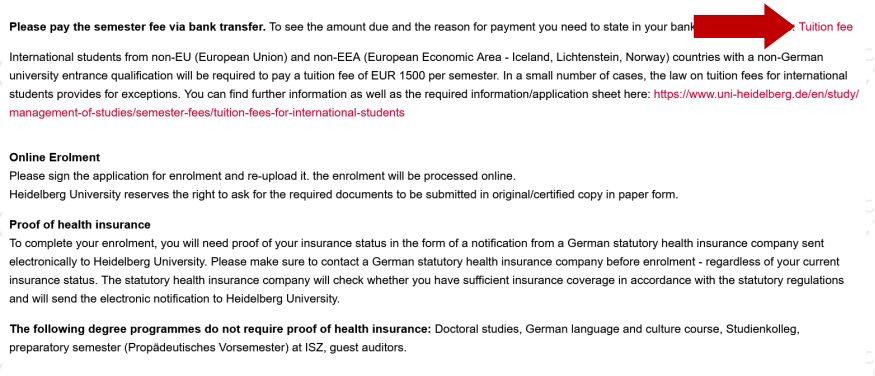
Print Application for enrollment

Please note that you must enrol at Heidelberg University - Germany by **30.04.2024**. If this is not possible for you, please contact the student administration via email studium@uni-heidelberg.de or phone +49 6221 545454.

Fig. 9

9. Under "Next steps" you can now print and sign the application for enrolment in order to upload it further down the page (see fig. 9).

Please note the enrolment deadlines for your respective degree programme.



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 - 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

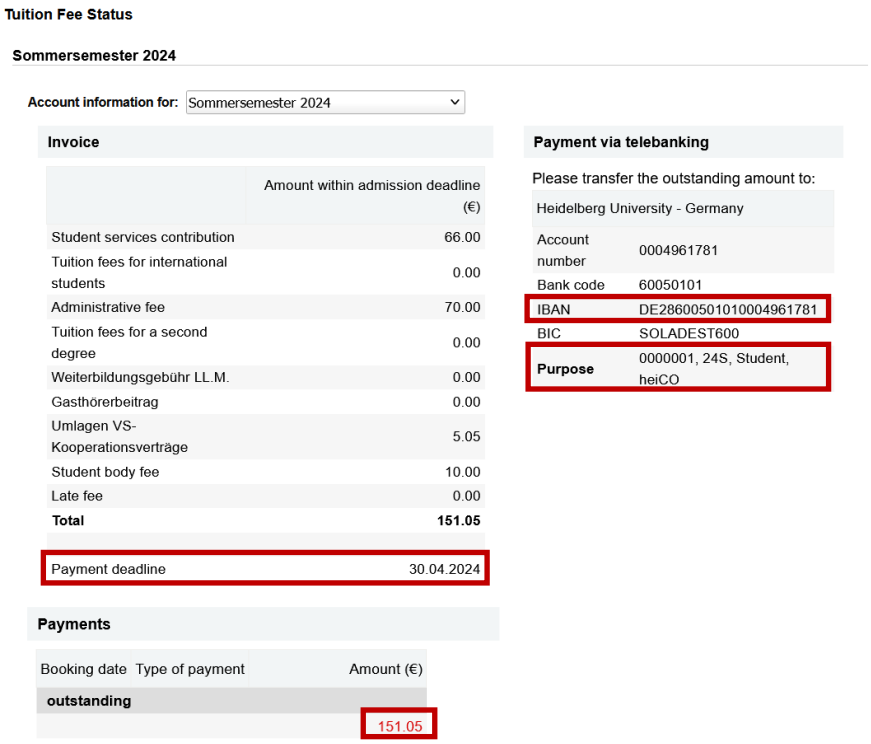
Online Erolment
Please sign the application for enrolment and re-upload it. the enrolment will be processed online.
Heidelberg University reserves the right to ask for the required documents to be submitted in original/certified copy in paper form.

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. 10

10. The next step is to pay the tuition fee. The necessary information can be found under the marked link "Tuition fee" (see fig. 10).



Tuition Fee Status

Sommersemester 2024

Account information for: Sommersemester 2024

Invoice

	Amount within admission deadline (€)
Student services contribution	66.00
Tuition fees for international students	0.00
Administrative fee	70.00
Tuition fees for a second degree	0.00
Weiterbildungsgebühr LL.M.	0.00
Gasthörerbeitrag	0.00
Umlagen VS-Kooperationsverträge	5.05
Student body fee	10.00
Late fee	0.00
Total	**151.05**
Payment deadline	30.04.2024

Payment via telebanking

Please transfer the outstanding amount to:

Heidelberg University - Germany	
Account number	0004961781
Bank code	60050101
IBAN	DE28600501010004961781
BIC	SOLADEST600
Purpose	0000001, 24S, Student, heiCO

Payments

Booking date	Type of payment	Amount (€)
outstanding		
		151.05

Fig. 11

11. 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. If you miss this deadline, you run the risk of not being enrolled (see fig. 11).

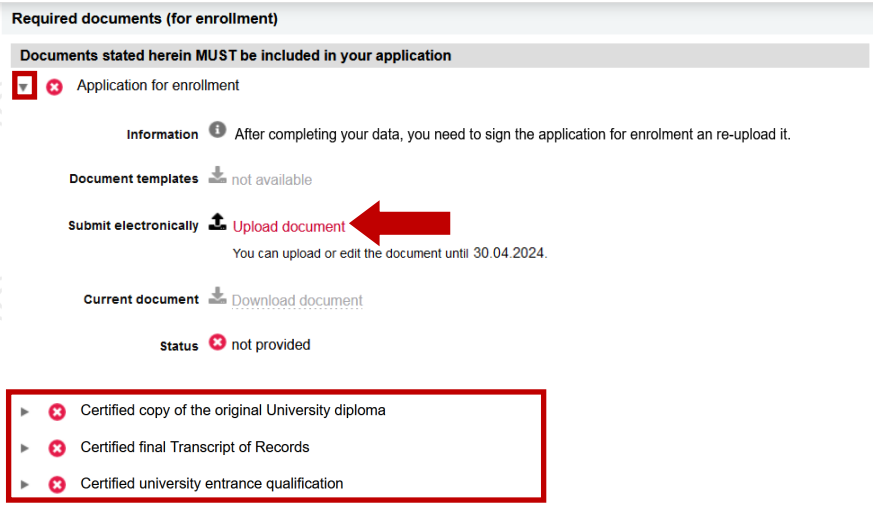


Fig. 12

12. Enter the place and date and sign the application for enrolment before uploading it under "Required documents (for enrollment)". By clicking on the small arrow icon, you can expand the sections and upload the required documents via "Upload document" (see fig. 12).

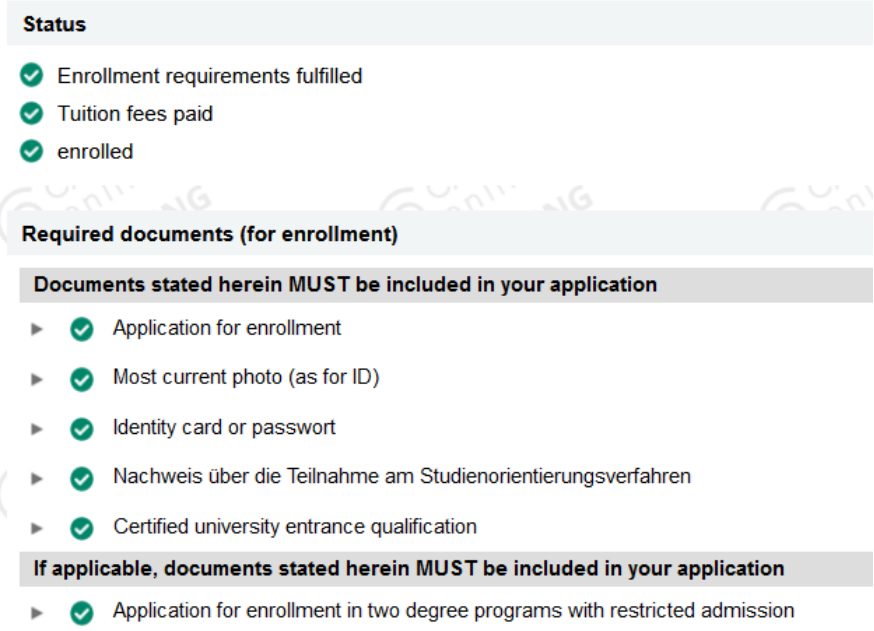


Fig. 13

13. If you have fulfilled all requirements, your status should look like in the picture (see fig. 13). You are now duly enrolled at Heidelberg University!