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.

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

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.
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.

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.
6. Add details of the health insurance company (see fig. 6).
Go to the next page by clicking on the "Continue" button.

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

8. Tick the boxes and click on "Send" (see fig. 8).
9. Under "Next steps" you can now print and sign the application for enrolment in order to upload it further down the page and send the original by post to the Heidelberg University Student Administration (see fig. 9).

Please note the enrolment deadlines for your respective degree programme.

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).

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

Send the original enrolment application by post to the Heidelberg University Student Administration Office. You will find the address at the top of the application form on page 1.

Please also send the officially certified copies of the required documents by post to the Student Administration Office. You cannot upload an officially certified copy to heiCO. Please only submit original officially certified copies. If officially certified copies are copied again, the certification becomes invalid and the document in question cannot be accepted.

Please note: The official certification usually contains the following features: A certification note certifying that the copy/transcript corresponds to the original, the signature of the certifier and the imprint of the official seal. Any public body that has an official seal (e.g. municipalities, authorities, notary’s offices, churches organised under public law) can officially certify documents. The issuing institution can also notarise its own documents. For example, your school can issue an officially notarised copy of your university entrance qualification certificate.

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