

# Enrolment



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386

Fig. 1

Fig. 2

Fig. 3

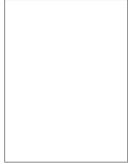
1. After logging into heiCO, you will find the applications you have created in the "My applications" application (see fig. 1). You can see the progress of your application from the icons (red/green). Click on the document with the magnifying glass icon to enrol now.

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.

Most current photo (as for ID)

Updated	Upload
	<p>Your digital passport photo. The submission of this document is optional. If you cannot submit it right now, there is no further possibility of electronically submitting the document. However, non-submission does not have any legal consequences regarding admission.</p> <p>Please respect the following requirements for the upload: Picture size: min. 102x135 File size: max. 10000kB Aspect ratio approx. 3:4</p> <p><a href="#">Browse...</a></p>
Preview	

[Continue](#)

Fig. 4

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			
No document uploaded			
New document			
<p>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 5 MB.</p> <p><a href="#">File</a> <a href="#">Browse...</a></p>			

[Continue](#)

Fig. 5

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.

**Health Insurance details**

Proof of health insurance:

I have statutory health insurance in Germany.  
Please apply to your health insurance provider for the transmission of the electronic health insurance notification for the University of Heidelberg.  
Please note the details Your statutory health insurance company the corresponding classification in e.g. local health insurance fund, substitute health insurance fund, company health insurance fund, etc , KKH, TK

**Group**  
AOK - Allgemeine Ortskrankenkasse

**Public health insurance provider**  
AOK Bayern Die Gesundheitskasse

**Insurance number**  
131425432151

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

 **Continue**

**Fig. 6**

**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** **Browse...** 

 **Finish**

**Fig. 7**

**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. 8**

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).

#### 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](mailto: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 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. 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		Payment via telebanking	
	Amount within admission deadline (€)		Please transfer the outstanding amount to:
Student services contribution	66.00	Account	Heidelberg University - Germany
Tuition fees for international students	0.00	number	0004961781
Administrative fee	70.00	Bank code	60050101
Tuition fees for a second degree	0.00	IBAN	DE28600501010004961781
Weiterbildungsgebühr LL.M.	0.00	BIC	SOLADEST600
Gasthörerbeitrag	0.00	Purpose	0000001, 24S, Student, heiCO
Umlagen VS-Kooperationsverträge	5.05		
Student body fee	10.00		
Late fee	0.00		
<b>Total</b>	<b>151.05</b>		
Payment deadline		30.04.2024	

#### Payments

Booking date	Type of payment	Amount (€)
<b>outstanding</b>		<b>151.05</b>

**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).



**Required documents (for enrollment)**

**Documents stated herein MUST be included in your application**

- Application for enrollment

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

Document templates  not available

Submit electronically  [Upload document](#) 

You can upload or edit the document until 30.04.2024.

Current document  [Download document](#)

Status  not provided

- ▶  Certified copy of the original University diploma
- ▶  Certified final Transcript of Records
- ▶  Certified university entrance qualification

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). Please also upload the other required documents.

Your enrollment documents will only be processed after you have uploaded your application for enrollment.

**Note:** Some documents must be uploaded as officially certified copies. Official bodies, such as the citizens' office, can certify documents.

**Status**

- Enrollment requirements fulfilled
- Tuition fees paid
- enrolled

**Required documents (for enrollment)**

**Documents stated herein MUST be included in your application**

- ▶  Application for enrollment
- ▶  Most current photo (as for ID)
- ▶  Identity card or passport
- ▶  Nachweis über die Teilnahme am Studienorientierungsverfahren
- ▶  Certified university entrance qualification

**If applicable, documents stated herein MUST be included in your application**

- ▶  Application for enrollment in two degree programs with restricted admission

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!

Fig. 13