Enrolment





UNIVERSITÄT HEIDELBERG ZUKUNFT **SEIT 1386**



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.







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-

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

From on neurin 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 He 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 set (Propladeutisches Vorsemester) at ISZ, guest audiors.

Fig. 3

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

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. 4



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. 5



PI PI PI Io TI	have statutory health insurance in Germany. lease apply to your health insurance provider for the trans- otification for the University of Heidelberg. lease note the details Your statutory health insurance cor cal health insurance fund, substitute health insurance fun K Group	mission of the electronic h npany the corresponding cl d, company health insuran	ealth insurance assification in e.g. ce fund, etc , KKH,
	AOK - Allgemeine Ortskrankenkasse	~	
	Public health insurance provider		
	AOK Bayern Die Gesundheitskasse	~	
	Insurance number		
	131425432151		0
) la pr	am not insured, exempt from compulsory insurance or no rivately insured).	subject to compulsory ins	urance (e.g.

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

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

Fig. 6



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

rolment in order to upload it further

Please note the enrolment dead-

lines for your respective degree

down the page (see fig. 9).

programme.

Tuition fee

print and sign the application for en-

Next steps

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



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

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

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151.05

Fig. 10

Tuition Fee Status

Sommersemester 2024

Account information for: Sommersemester 2024

Invoice		
	Amount within admission deadline (€)	
Student services contribution	66.00 0.00 70.00 0.00 0.00	
Tuition fees for international students		
Administrative fee		
Tuition fees for a second degree		
Weiterbildungsgebühr LL.M.		
Gasthörerbeitrag	0.00	
Umlagen VS- Kooperationsverträge	5.(10.(0.(
Student body fee		
Late fee		
Total	151.05	
Payment deadline	30.04.2024	
Payments		
Booking date Type of payment	Amount (€)	

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				

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).

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).

Fig. 11

outstanding



Required documents (for enrollment)						
Documents stated herein MUST be included in your application						
v 6	Application for enrollment					
	Information	After completing your data, you need to sign the application for enrolment an re-upload it.				
	Document templates	L not available				
	Submit electronically	Upload document You can upload or edit the document until 30.04.2024.				
	Current document	Lownload document				
	Status	3 not provided				
► 6	3 Certified copy of th	e original University diploma				
<u>۲</u>	Certified final Trans	script 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 enroll-ment)". 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.



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

Application for enrollment in two degree programs with restricted admission

