

Enrolment



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

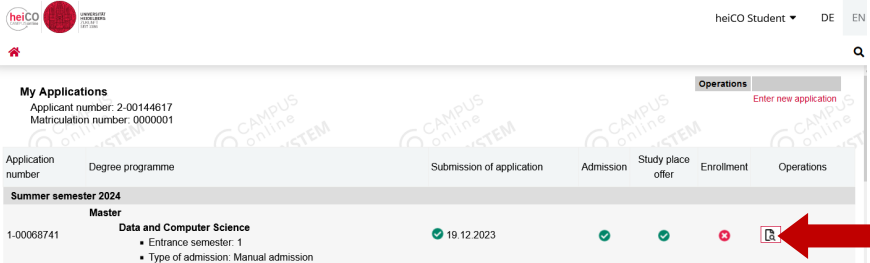


Fig. 1

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.

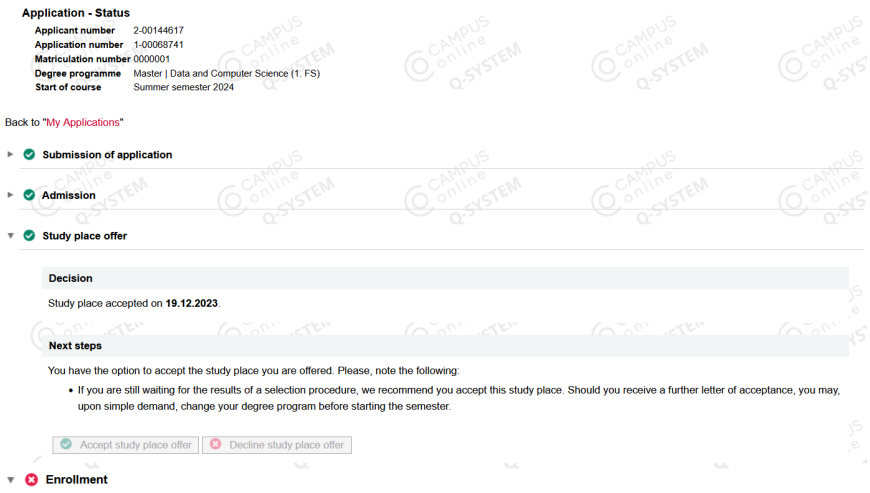


Fig. 2

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

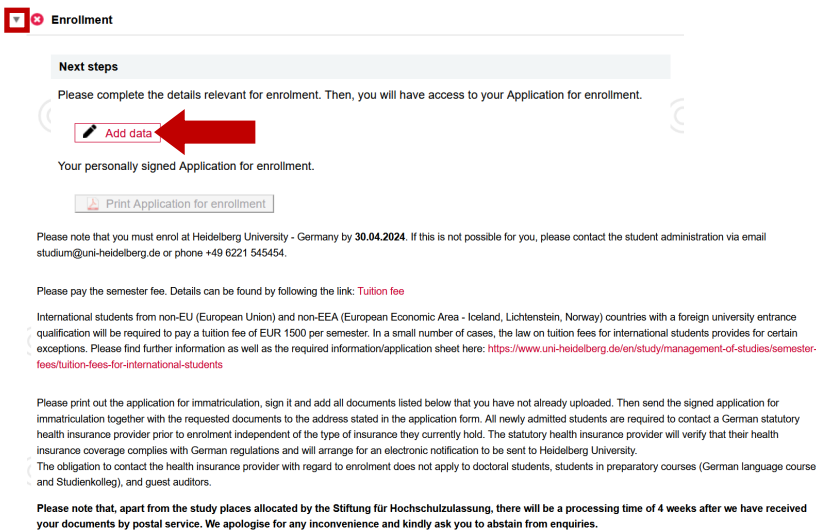


Fig. 3

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.

Most current photo (as for ID)

Updated

no photo

Preview

Upload

Browse...

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.

Please respect the following requirements for the upload:
Picture size: min. 102x135
File size: max. 10000KB
Aspect ratio approx. 3:4

Continue

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.

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

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 5 MB.

File Browse...

Continue

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.

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

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

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

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 **Browse...**

Finish

Fig. 7

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

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 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.

Please pay the semester fee. Details can be found by following the link: **Tuition fee**

International students from non-EU (European Union) and non-EEA (European Economic Area - Iceland, Lichtenstein, Norway) countries with a foreign 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 certain exceptions. Please 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>

Please print out the application for immatriculation, sign it and add all documents listed below that you have not already uploaded. Then send the signed application for immatriculation together with the requested documents to the address stated in the application form. All newly admitted students are required to contact a German statutory health insurance provider prior to enrolment independent of the type of insurance they currently hold. The statutory health insurance provider will verify that their health insurance coverage complies with German regulations and will arrange for an electronic notification to be sent to Heidelberg University. The obligation to contact the health insurance provider with regard to enrolment does not apply to doctoral students, students in preparatory courses (German language course and Studienkolleg), and guest auditors.

Please note that, apart from the study places allocated by the Stiftung für Hochschulzulassung, there will be a processing time of 4 weeks after we have received your documents by postal service. We apologise for any inconvenience and kindly ask you to abstain from enquiries.

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 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

Payment deadline: 30.04.2024

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).

Required documents (for enrollment)

Documents stated herein MUST be included in your application

- ✘ Application for enrollment
 - Information** ⓘ Your personally signed Application for enrollment.
 - 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).

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 official-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.

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

Fig. 13

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).