

Registration in heiCO



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

Fig. 1

Fig. 2

Note

Please fill in your personal information to create your user account for the application portal heiCO. After successfully completing this process you will be able to submit your application for the degree programme you wish to take up. By submitting your personal information you confirm that you have read and accepted the data privacy policy of Heidelberg University.

Fig. 3

1. Visit the homepage of the heiCO platform at <https://heico.uni-heidelberg.de> to apply or enrol at Ruprechts-Karls Universität Heidelberg.

Click on "EN " in the upper right corner to change the language to English.

Click on the "Application/Registration" button to start the registration process (see fig. 1).

2. Next, enter your master data. Fields outlined in yellow must be filled in, all others are optional.

Then click on „Confirm data“ (see fig. 2).

Please note: Only enter something under 'Maiden name' if your name has changed, e.g. due to marriage.

If you have another nationality in addition to the German nationality, you must select the German nationality here for technical reasons. You can specify your second nationality later in your application.

3. Then click on „Submit data“ to submit your data (see fig. 3).

Within a few minutes a registration link will be sent to the email adress you provided, assigning you login details for heiCO.

4. Click on the registration link in the e-mail sent to you, then click on "Continue".

Please note: If you have already been a student or employee at Heidelberg University, you will not be able to complete the registration process immediately. In this case, you will receive a separate e-mail informing you of the next steps. Please follow the steps described in this separate e-mail carefully and do not forget to add any attachments in your e-mail correspondence.

5. Choose a password for your account. Then click on the "Complete registration" button (see fig. 5).

6. Wait a moment until your user account has been created, then click on "Continue" (see fig. 6).

Please note: The account creation process should only take a few seconds.

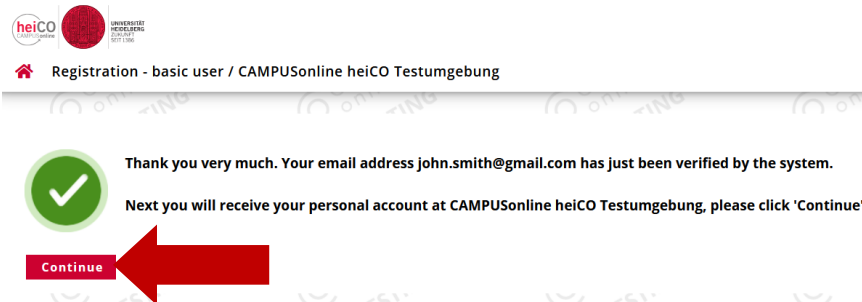


Fig. 4

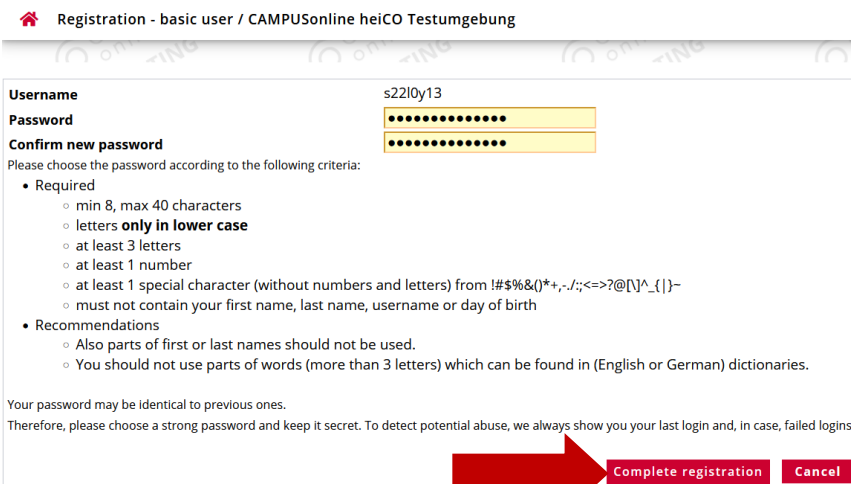


Fig. 5

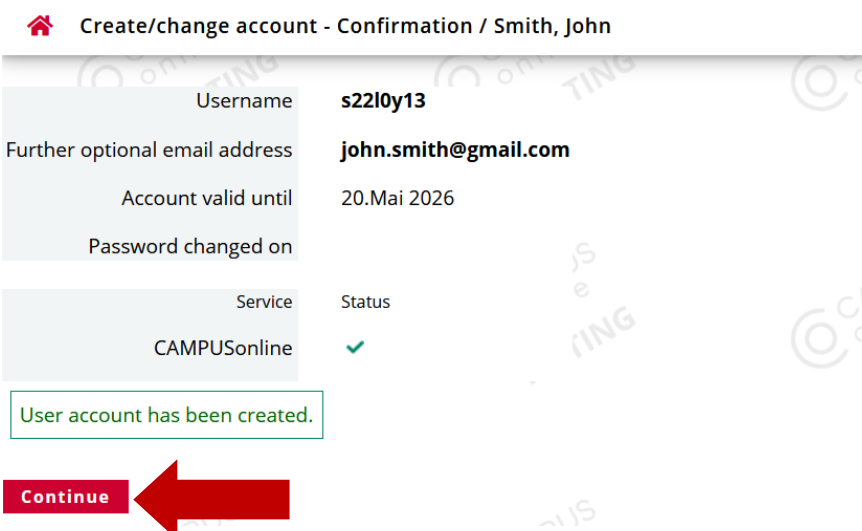


Fig. 6

LOGIN

[Forgot password? Request a new one here →](#)

[Information about HEICO: FAQs, manuals, video tutorials and other services →](#)

[Sign In](#)

[Request a new account for a →](#)


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Fig. 7

7. If you are not already logged in, log in on the home page with your user name or email address and your password (see fig. 7). Click on "Sign in".

Please note: After registering, it will take 10 minutes before you can log in.



TESTING

 John Smith ▾ EN ▾

[Home](#)

Favourites

You currently do not have any favourites.


Add any number of applications to your favourites.

Show only Favourites ^


All applications ▾

Filter by application title...


Recommendation ▾




My Applications / Create new application



Current/Home Address



How to apply?



Change Password

Fig. 8

8. You now have a basic/applicant account in heiCO (see fig. 8).

Tip: Click on the tile 'How to apply' to access our overview page with FAQs, instructions and video tutorials on applying to study at Heidelberg University.