# Registration in heiCO



Fig. 1

1. Visit the homepage of the heiCO platform at https://heico.uni-heidelberg.de to apply or enrol at Rup-rechts-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).



Fig. 2

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.



Fig. 3

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.
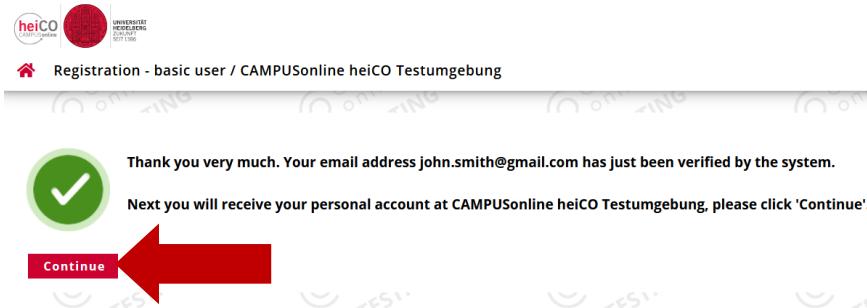
**Fig. 4**



**Fig. 5**



**Fig. 6**

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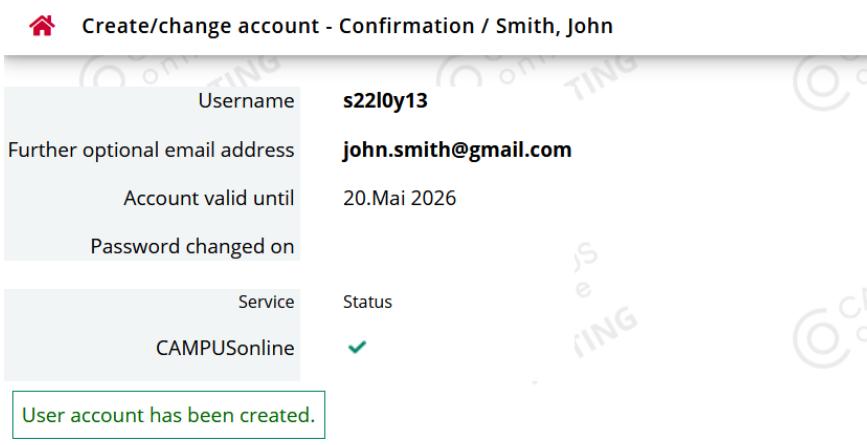
6. Wait a moment until your user account has been created, then click on "Continue" (see fig. 6).

**Please note:** The account creation process should only take a few seconds.
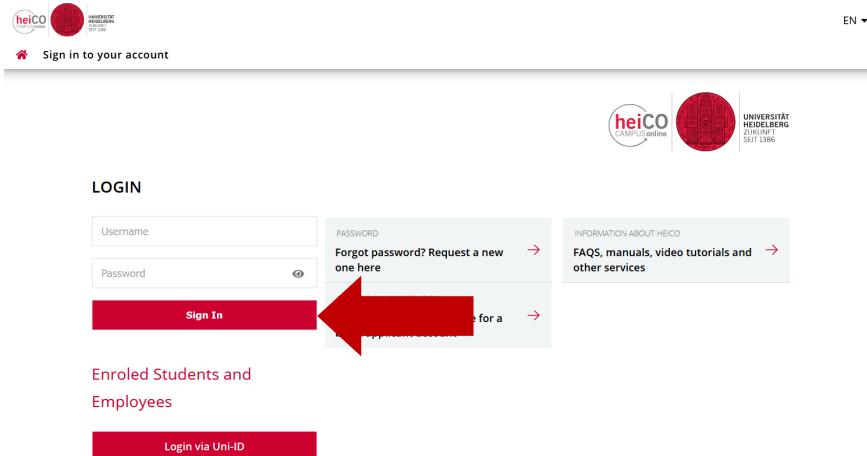
**Fig. 7**

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.
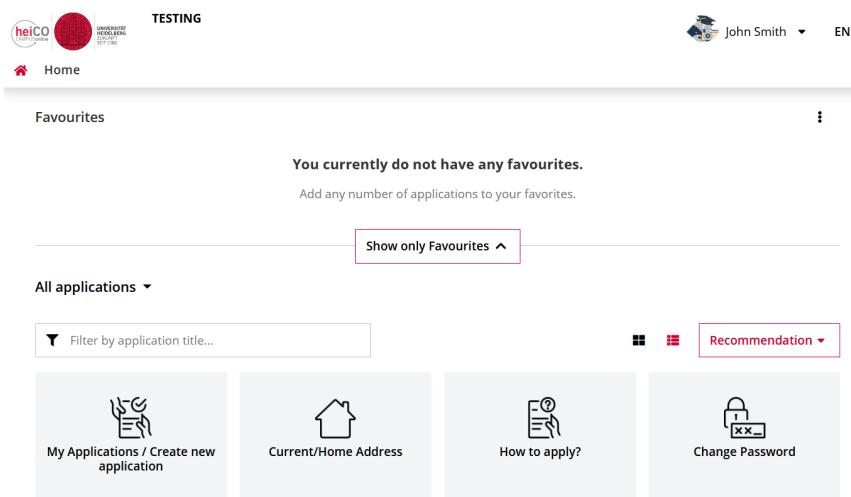


**Fig. 8**

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.