

Checking the Application Status and Adding Documents



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

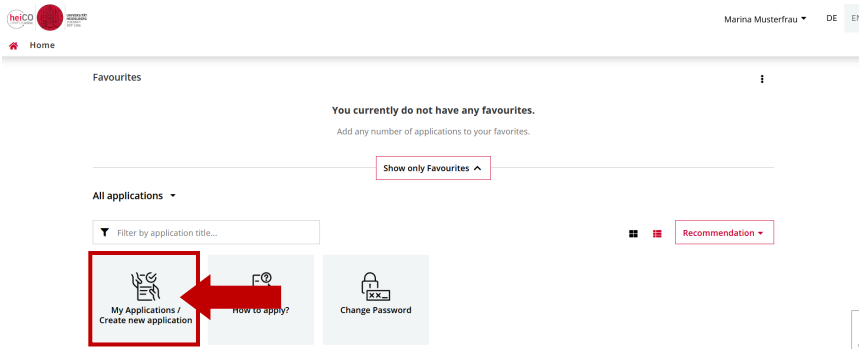


Fig. 1

1. Log in to heiCO. You will find an overview of your applications by clicking on the heiCO application "My Applications/ Create new application" (see fig. 1).

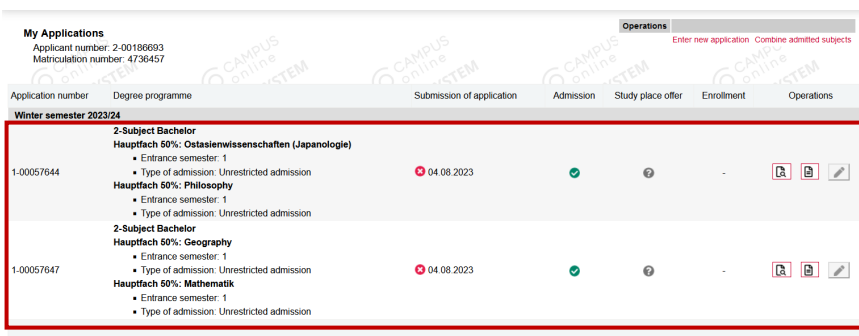


Fig. 2

2. In the application "My Applications/ Create new application" you will find an overview of all applications you have submitted to Heidelberg University (see fig. 2).

3. On each of your applications you will find three operation icons, which are switched activated or deactivated depending on the status of the application(see fig. 3).

- Show application status: Shows the current status of your application, allows subsequent uploading of documents.
- Show summary: Shows a summary of the data you entered during the initial applications.
- Edit application: Allows you to edit an application that has not yet been submitted.

Please click on **"Show application status"** for all further steps after applications have been submitted.

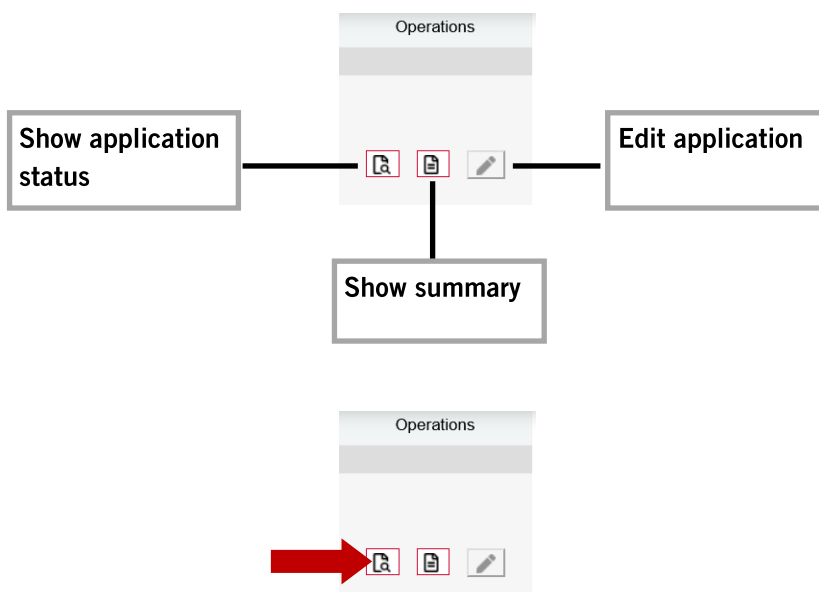


Fig. 3

Application - Status

Applicant number 2-00186693
 Application number 1-00057644
 Matriculation number 4736457
 Degree programme 2-Subject Bachelor | Ostasienwissenschaften (Japanologie) (1. FS) | Philosophy (1. FS)
 Start of course Winter semester 2023/24

Back to "My Applications"

Submission of application

Status

- received electronically
- The application documents have been checked. The form, however, in which they were provided is not entirely acceptable. For details refer to the status of each individual document.

Required documents (for admission)

Documents stated herein MUST be included in your application

- University entrance qualification
 - Information** The higher education entrance qualification (e.g. Abitur) is the basic requirement for admission to an undergraduate degree programme at a higher education institution. When applying, you must submit a regular (uncertified) copy of your higher education entrance qualification. In case of admission, you must submit certified copies of your higher education entrance qualification by postal service for your enrolment at Heidelberg University.
 - Document templates** not available
 - Submit electronically** Upload document
You can upload or edit the document until 30.09.2023.
 - Current document** Download document
 - Status** not provided

Confirmation of registration

Here, you can download a certificate to confirm your registration for submission to authorities: Confirmation of registration

Admission

Study place offer

Enrollment

Fig. 4

Study place offer

Next steps

You have the option to accept the study place you are offered. Please, note the following:

- If you are still waiting for the results of a selection procedure, we recommend you accept this study place. Should you receive a further letter of acceptance, you may, upon simple demand, change your degree program before starting the semester.

Accept study place offer Decline study place offer

Fig. 5

Enrollment

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

Fig. 6

4. On the "Application - Status" page you can see the progress of your application at different stages: submission of application, admission, study place offer and enrollment (see fig. 4).

By clicking on the gray arrow you can show or hide the details of the respective stage. A question mark icon indicates that processing steps still need to be taken by the administrator, a green tick means that everything is in order or has been checked, and the red X indicates a missing document or a missing action by the applicant.

The details of the individual documents/actions can also be displayed by clicking on the gray arrow.

Here you also have the chance to submit missing documents. The deadline for submission is also displayed here.

Documents must be submitted in PDF format and must not exceed 10 MB in size.

The university entrance qualification can only be uploaded during the first phase of the application process and must be sent to the student administration afterwards.

5. After successful admission, you will be given the option to accept or decline the study place offer (see fig. 5).

6. An Application for enrollment will then be offered for download under "Enrollment" (see fig. 6). Here you also get the chance to add data once again. Below, you can upload the signed application for enrollment and other required documents.

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