

Checking the Application Status and Adding Documents



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

Fig. 1

Fig. 2

Fig. 3

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).

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). The information provided allows you to track the progress of your application.

Click on the arrow button on the right to check the status of your application and carry out further steps, such as accepting your study place or submitting documents.

3. Here you can see the individual sections of an application in detail. Once your documents have been checked and found to be complete and in order, your status will change and appear as shown (see fig. 3). You can print out a confirmation of registration here to present to the authorities.

Note: You can use the display on the left-hand side to jump to the individual sections of your application. The enrolment section only appears after the study place offer has been accepted.



My applications / 1-00208027

◀ Go to overview

Basic data

Submission of application

Admission

Study place offer

Enrolment

Submission of application

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.

Documents stated herein must be included in your application

University entrance qualification incorrect

Status incorrect / You can upload or edit the document until the deadline mentioned above.
The document is not recognizable / the quality of the scan or copy is not sufficient.

Information The university entrance qualification is the basic prerequisite for admission to an undergraduate degree programme at a university. Foreign university entrance qualifications of international applicants are being evaluated directly by Heidelberg University as part of the application procedure. When assessing foreign educational certificates, Heidelberg University follows the assessment recommendations of the Central Office for Foreign Education. You must submit your university entrance qualification as a regular (uncertified) copy of the original alongside a translation into German or English issued by a sworn translator. In case of admission, you must submit certified copies of the required certificates and translations as upload in the section "enrolment" in your heiCO application. For further information please follow the link: <https://anabin.kmk.org/anabin.html>

Current document
Supported file types: pdf. Maximum 10,000 KB.

uploaded on 25.11.2025, 14:09

Confirmation of registration Unter folgendem Link finden Sie eine Anmeldebestätigung zur Vorlage bei Behörden:


Fig. 4

4. If one of your documents is not in order, e.g. it is illegible due to the scan quality or is missing, a message will be displayed asking you to re-upload the document in question (see fig. 4).

By clicking on the arrow, you can expand the relevant document section and read the exact reason why the document is incorrect.

You can then upload a new file in PDF format via "Browse".

Once the new document has been checked and is OK, the status changes accordingly and looks like in fig. 3.

Note: Some documents that can already be submitted with the application, such as your current passport photo or identity card, only reappear in the enrolment section and can only be updated there.

My applications / 1-00208027

◀ Go to overview

Basic data

Submission of application

Admission

Study place offer

Enrolment

Admission

Details of the admission procedure

Admission granted
You can find your notification here. Please download it and keep it in a safe place.

Partial study course Hauptfach 75% - Classical Archaeology
Entrance semester: 1

Type of admission Unrestricted admission

Status Formal entry requirements met
 Admission granted

Partial study course Nebenfach 25% - Pre- and Protohistory
Entrance semester: 1

Type of admission Unrestricted admission

Status Formal entry requirements met
 Admission granted

Fig. 5

5. You will receive an email informing you whether your application meets the formal admission requirements and whether you have been admitted.

You can then download your admission letter by clicking on the "Notification" button (see fig. 5).

My applications / 1-00208027

◀ Go to overview

Basic data

Submission of application

Admission

Study place offer

Enrolment

Study place offer

Status "Study place offer": not accepted yet.

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 result of the admission process for another study course, we recommend that you accept the current study place offered here. In case you receive admission to the other study course, you can then accept that place. Please note: You will be enrolled in the degree programme for which you upload the application for enrolment.

Fig. 6

6. If you have been admitted, you will be offered a study place at the university. You have to accept this offer in order to enrol. To do so, click on the button "Accept study place offer" (see fig. 6).

Instructions for enrolment can also be found [here](#) on this page.