Checking the Application Status and Adding Documents

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. 1](image1.png)

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).

![Fig. 2](image2.png)

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](image3.png)
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 icon 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

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

6. Certified copies for enrollment must be submitted by postal mail. 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.