

Checking the Application Status and Adding Documents



UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

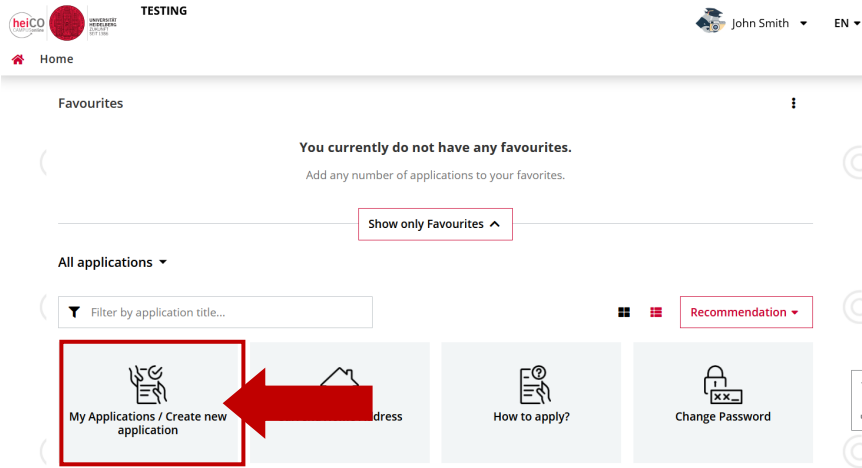


Fig. 1

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).

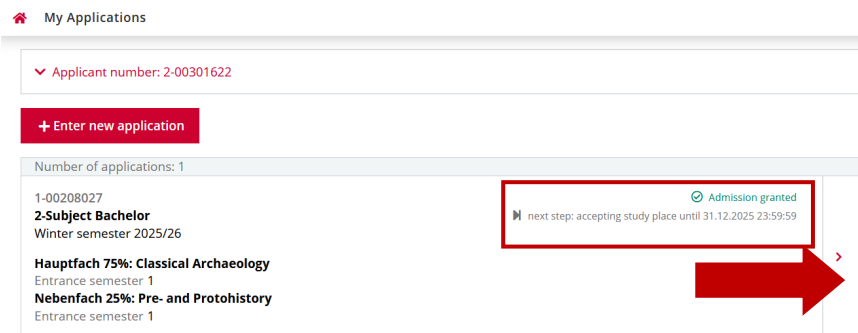


Fig. 2

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). 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.

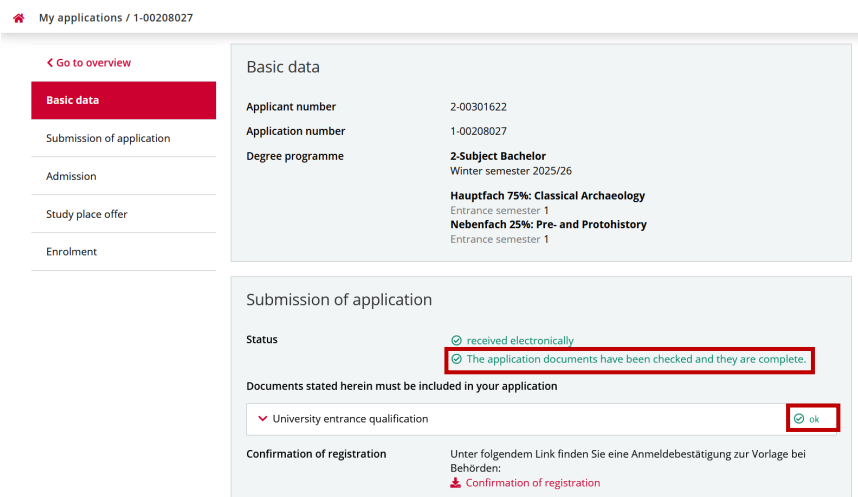


Fig. 3

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

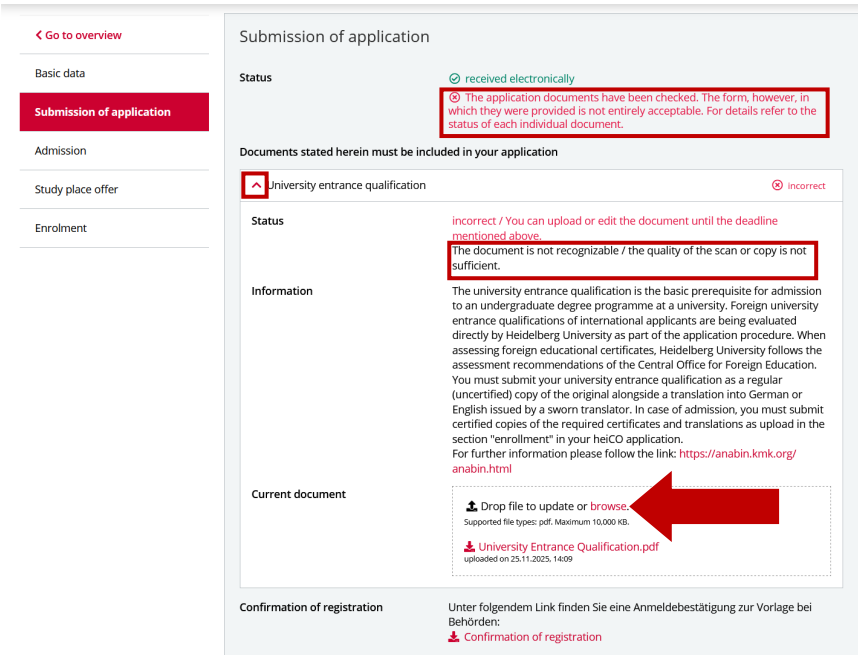


Fig. 4

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

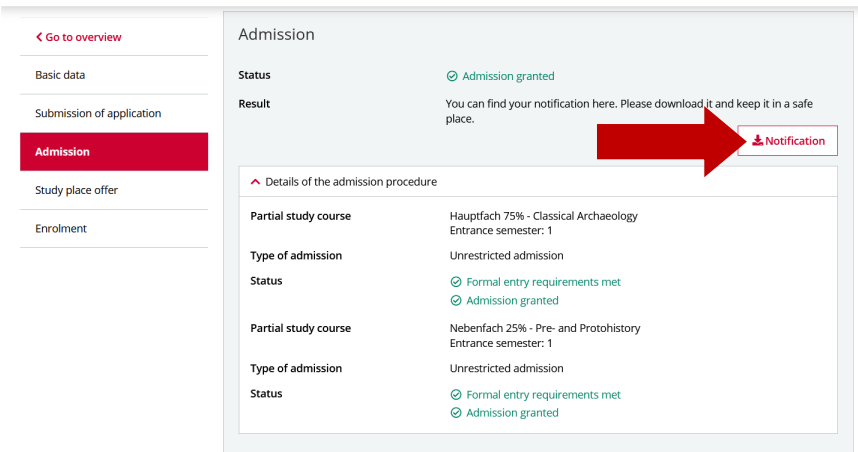


Fig. 5

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

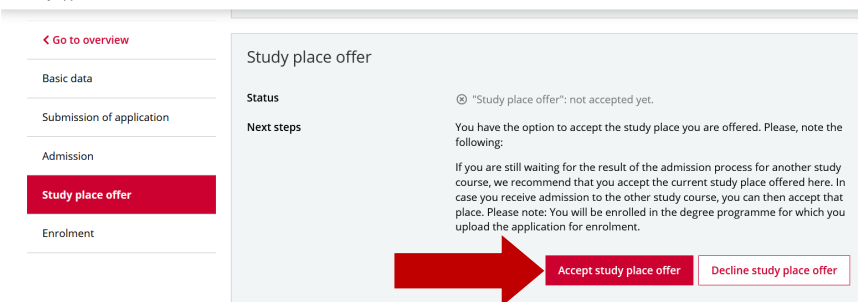


Fig. 6

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.