



**UNIVERSITÄT
HEIDELBERG**
ZUKUNFT
SEIT 1386

INFORMATION FOR INTERNATIONAL STUDENT APPLICANTS



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Information for international student applicants

Universität Heidelberg

Degree programmes and range of subjects

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UNIVERSITÄT HEIDELBERG

Heidelberg University, the oldest university in Germany, was founded in 1386 by Elector Ruprecht I of the Palatinate. By the late 16th century it had become one of the most important centres of the Reformation and of Calvinism. As a result of wars in the 17th century, the university lost its collection of manuscripts, the unique Bibliotheca Palatina, and later all of its buildings. In 1803 Karl Friedrich of Baden made fundamental changes to the university, enabling it to develop into a seat of academic excellence by the end of the 19th century. The Ruprecht-Karls-Universität (also known, in the Latinised form, as Ruperto Carola) owes its name to both its founders. Today the university has more than 30,000 students, among them about 5,600 international students, and is regarded as an important centre of modern research and study in Germany.

DEGREE PROGRAMMES AND RANGE OF SUBJECTS

At Heidelberg University, the academic year is divided into two semesters, running from October 1st to March 31st in the winter semester and from April 1st to September 30th in the summer semester. The lecture periods usually extend from mid-October to the beginning of February in the winter semester and from mid-April to the end of July in the summer semester.

The university's twelve faculties (Fakultäten) are divided into departments (Seminare or Institute), which offer a wide range of subjects and degree courses:

- Faculty of Theology
- Faculty of Law
- Medical Faculty Heidelberg
- Medical Faculty Mannheim
- Faculty of Philosophy

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Degree programmes and range of subjects

- Faculty of Modern Languages
- Faculty of Economics and Social Sciences
- Faculty of Behavioural and Cultural Studies
- Faculty of Mathematics and Computer Science
- Faculty of Chemistry and Earth Sciences
- Faculty of Physics and Astronomy
- Faculty of Biosciences

Depending on the subject, the following degrees are awarded:

Undergraduate:

- Bachelor of Arts (B.A.) and Bachelor of Science (B.Sc.)
- Staatsexamen
- Magister Theologiae

Graduate:

- Master of Arts (M.A.) and Master of Science (M.Sc.)
- Master of Laws in International Law (LL.M. int.)
- Magister Legum (LL.M. and LL.M. corp. restruc.)
- Master of Education (M.Ed.) – starting winter semester 2018/19

Postgraduate:

- Doctorate

Bachelor's programmes

Bachelor's programmes provide a basic factual and methodical foundation for the respective subject(s) and may additionally provide practical experience. There are a number of one-subject bachelor's courses (100%), but the majority of the programmes require a combination of two subjects (either two 50% subjects or one major (75%) and one minor (25%) subject). In most bachelor's programmes, students are required to take an orientation examination (Orientierungsprüfung) after two semesters and will be able to take their final exams and hence complete their studies after six semesters. The final grade depends not only on the outcome of the final examinations but also on the credits obtained during the entire course of study. Students of the arts and humanities will graduate with a Bachelor of Arts degree (B.A.); science students will graduate with a Bachelor of Science degree (B.Sc.).

**Staatsexamen
programmes**

A Staatsexamen is a German degree with examination regulations stipulated by the German federal states, not by the university itself. At Heidelberg University, a Staatsexamen is taken by students of Dentistry, Law, Medicine and Pharmacy. These programmes are divided into two phases: The first phase is the so-called Grundstudium, lasting at least four semesters and concluding with an intermediate examination (Zwischenprüfung). The second phase (Hauptstudium) lasts a minimum of four semesters and concludes with the final examinations, the Staatsexamen.

Students of Law are additionally required to pass an orientation examination (Orientierungsprüfung) after two semesters.

Teacher training

At Heidelberg University, future teachers at Gymnasium level must complete both a bachelor's and a master's programme. The bachelor's programme in the future teaching subjects (two majors) lasts six semesters. The following Master of Education study programme lasts four semesters.

Magister Theologiae

In addition to its bachelor's programmes, the Faculty of Theology offers an undergraduate study course concluding with a Magister Theologiae degree. The programme has a standard period of studies of ten semesters and is divided into two phases (Grundstudium and Hauptstudium). An orientation examination (Orientierungsprüfung) after two semesters and an intermediate examination (Zwischenprüfung) at the end of the first phase are obligatory. Within the Magister Theologiae degree, students can choose between the kirchliches Examen and the Fakultätsexamen.

Master's programmes

Master's programmes are advanced courses that require the completion of a previous academic degree (e.g. a bachelor's degree). In a master's programme, students take either one single subject or a major subject with a subsidiary subject. Master's programmes consolidate and expand on the knowledge acquired during the bachelor's course and usually require four semesters to complete. Some programmes have a standard period of study of only two or three semesters. There are two different kinds of master's programmes: consecutive master's programmes and continuing-education master's programmes.

Information for international student applicants

Degree programmes and range of subjects

The former kind builds on the foundation of a corresponding bachelor's programme. The latter requires proof of a previous academic degree as well, but the content of these courses does not build directly on the knowledge acquired in the undergraduate programme. In addition, these programmes presuppose professional experience. Students of the arts and humanities will graduate with a Master of Arts degree (M.A.); science students will graduate with a Master of Science degree (M.Sc.).

The Faculty of Law offers two graduate courses concluding with a Magister Legum degree (LL.M. and LL.M. corp. restruc.).

The Heidelberg Center para América Latina of Heidelberg University in Santiago de Chile offers a Master of Laws in International Law (LL.M. int.).

A list of all study programmes at Heidelberg University is available online and as a print-out.

Doctorate (PhD)

It is possible to do a doctorate in all subjects offered at Heidelberg University. Students intending to pursue a doctoral degree are required to have completed a previous academic degree (usually a master's degree, a Staatsexamen or an equivalent academic qualification) with very good results in the relevant subject. Individual doctoral training is the classical model for obtaining a doctorate, but there are a number of structured doctoral programmes where candidates participate in courses provided by their faculty or graduate school/research group. At the end of their studies, doctoral students normally have to write an academic thesis (Dissertation) and pass an oral examination (Rigorosum or Disputation).

Short-term studies

International students who would like to study at Heidelberg University but do not wish to obtain a degree here can enrol for a limited period of time (usually no longer than two semesters) in a short-term study programme (Kurzeitstudium). Short-term studies are not possible in master's programmes or in study programmes in which all subject-related semesters have an admission restriction. In order to apply for admission to short-term studies, the applicant must prove the completion of at

least one year of coursework in the subject in question at his or her home university and very good knowledge of German. Additionally, applicants to short-term studies must provide a letter of invitation (Betreuungszusage) from a teacher of the respective department stating that he or she is willing to supervise the student during their stay at Heidelberg University.

**Information leaflets
and overviews**

Detailed information on the structure of the various study programmes, including the module handbook (where applicable) can be found in the examination rules and regulations (Studien- und Prüfungsordnung), which are available online at
■ www.uni-heidelberg.de/courses/download/download.html

A list of the classes offered in each subject is given in the course catalogue (Vorlesungsverzeichnis), available at
■ www.uni-heidelberg.de/studium/imstudium/vorlesungen

In addition to their module handbooks, many departments publish a Kommentiertes Vorlesungsverzeichnis – booklets containing detailed descriptions of all lectures and seminars offered by that department. You can purchase these booklets at the departments or access them on the individual department's website:
■ www.uni-heidelberg.de/sitemap/indexinstitutes.html

The staff directory (Personalverzeichnis) provides the addresses of the faculties and departments as well as the names and subject areas of the members of staff. It is available online at
■ <http://lsf.uni-heidelberg.de>

STUDY REQUIREMENTS

On principal, applicants to all study programmes at Heidelberg University must have a higher-education entrance qualification and the appropriate language skills. Some study programmes require additional qualifications, e.g. an undergraduate university degree when applying for a master's programme. Additionally, international students need a valid (student) residence permit. Without a valid residence permit, students cannot be enrolled at the university even if they have been admitted to a study programme.

Proficiency in German

The language of instruction in all undergraduate programmes and in the majority of the graduate programmes at Heidelberg University is German. Accordingly, if students are to be successful in their coursework, they must be proficient in German when they begin their studies here. The German proficiency examination at Heidelberg University is the Deutsche Sprachprüfung für den Hochschulzugang (DSH). In order to be able to enrol, applicants must achieve a minimum score of DSH-2 in this examination. Some study programmes require a higher level of German knowledge. More detailed information can be found online at www.uni-heidelberg.de/courses/prospective/admission_int/knowledge_german.html

If applicants cannot present a German language certificate with their application, they must, in case of admission, pass the DSH examination at Heidelberg University before they can enrol.

The DSH exam is usually taken at the end of September if the study programme starts in the winter semester and at the end of March if the study programme starts in the summer semester. The exam consists of a written and an oral test. The fee (current rates at www.isz.uni-heidelberg.de/e_pruef_dsh.html) must be paid in cash on the day of the exam. In case of admission, information on the time and place of the DSH examination is given in the letter of admission. Please note that the DSH exam can only be taken by students who have

been admitted to Heidelberg University (students must be in possession of a letter of admission). To pass the DSH exam at the DSH-2 level, applicants are expected to have completed at least 1,000-1,200 hours of German language instruction at a recognised institution. Proof of this must be included in the application dossier.

Sample questions from the DSH exam are available online at www.isz.uni-heidelberg.de/e_downloads.html

Student applicants can be exempt from the DSH if one of the following certificates considered equivalent to the DSH (according to RO-DT of the HRK – ruling of the KMK from 25.06.2014, version of 12.11.2015) is submitted with the application for admission:

- “Deutsches Sprachdiplom der Kultusministerkonferenz – Zweite Stufe”
- Registered “Deutsche Sprachprüfung für den Hochschulzugang (DSH)” - Stufe 2
- “Goethe-Zertifikat C2” of the Goethe-Institute
- “Test Deutsch als Fremdsprache (TestDaF)” if passed with a grade of TDN 4 or higher in all examinations
- “Zeugnis der Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an Hochschulen in der Bundesrepublik Deutschland” (Feststellungsprüfung)
- “telc Deutsch C1 Hochschule“
- an equivalent certificate based on a bilateral treaty with another country

Recognition of foreign school-leaving certificates

Applicants to all study programmes at Heidelberg University are required to have obtained a higher-education entrance qualification (Baccalauréat, GCE - A & O-Levels, etc.) in order to be considered in the admission process. If the applicant’s foreign higher-education entrance qualification is found to be equivalent to the German higher-education entrance qualification (usually Abitur), the international applicant can be directly admitted to the university. International candidates whose higher-education entrance qualification is not fully equivalent to the German Abitur can also be admitted, but will be required to

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pass an assessment test to determine the eligibility of international applicants for studies at higher-education institutions in Germany (Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an Hochschulen in der Bundesrepublik Deutschland, short: Feststellungsprüfung).

The assessment of prior education abroad at Heidelberg University is in accordance with the guidelines of the Central Office for International Education Affairs affiliated to the Standing Conference of State Education Ministers (Zentralstelle für ausländisches Bildungswesen bei der ständigen Konferenz der Kultusminister der Länder) in Bonn.

Detailed information on the recognition of foreign school-leaving certificates is available at

- anabin.kmk.org (German only) as well as at
- www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/

The Studienkolleg of Heidelberg University provides a one-year (two-semester) preparation course for the Feststellungsprüfung. Further information on these courses can be found on pages 20-21 of this brochure.

Subject-related requirements

Subjects with an admission restriction or an entrance examination may require applicants to have additional qualifications such as special language knowledge. Detailed information on these requirements can be found in the rules and regulations for admission of the individual study programme, available online at ■ www.uni-heidelberg.de/courses/download/download.html (Regulations for internal selection procedure and admission)

Requirements for master's programmes

In addition to the general study requirements, applicants to a master's programme must present a university degree obtained in Germany or abroad, which allows them to continue their education in the respective master's course. Graduate programmes may require a minimum grade, a minimum period of studies or a special focus area in the undergraduate studies, special language knowledge or other qualifications. The

assessment of prior education abroad at Heidelberg University is in accordance with the guidelines of the Central Office for International Education Affairs affiliated to the Standing Conference of State Education Ministers (Zentralstelle für ausländisches Bildungswesen bei der ständigen Konferenz der Kultusminister der Länder) in Bonn.

More information on the assessment of university certificates from outside Germany is available at

- anabin.kmk.org (German only) as well as at
- www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/

Continuing-education master's programmes require the applicant to have professional experience. Detailed information on all requirements for a given study programme can be found in the individual rules and regulations for admission, available online at

- www.uni-heidelberg.de/courses/download/download.html

PhD programmes

International students wishing to obtain a doctorate at Heidelberg University must independently find a supervisor who is willing to accept and supervise their proposed topic. Professors are not obliged to accept candidates, even if the formal criteria are met. If a supervisor is found, prospective doctoral students have to apply for admission as a doctoral candidate at the respective faculty (see Appendix for addresses). Foreign degrees may be accepted as part of the admission requirements for doctoral students, but additional requirements may also have to be fulfilled (e.g. assessment of the applicant's subject knowledge and/or successful completion of additional courses, lasting one semester or longer). The requirements are determined by the respective faculty. More information is provided by the university's Graduate Academy:

- www.graduateacademy.uni-heidelberg.de/index_en.html

Recognition of previous study periods

In some cases, international student applicants who have already started a degree programme at a German or a foreign university

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Study requirements

may apply for admission to a higher subject-related semester at Heidelberg University. One condition is that credits obtained in the previous study programme can be accredited towards the degree course in Heidelberg. When wishing to transfer to Heidelberg University, student applicants are strongly urged to discuss their schedule, remaining credits and the classes offered in the semester they wish to apply for with the departmental student advisor (Fachstudienberater) at Heidelberg University before applying.

The application for a higher subject-related semester (as a transfer student) must be made either in the scope of a Hochschulortswechsel or a Quereinstieg.

Hochschulortswechsel International students apply in the scope of a Hochschulortswechsel if they have already been enrolled – in Germany or in an EU member state – in the same subject they wish to study in Heidelberg. Students applying in the scope of a Hochschulortswechsel must include a certificate of recognition of study periods (Anrechnungsbescheinigung) in their application dossier if they are transferring from abroad.

Quereinstieg International students apply in the scope of a Quereinstieg if they have already been enrolled in the same subject outside the EU, or if coursework from a different subject (studied in Germany or abroad) can be accredited towards the intended degree course in Heidelberg. Applications in the scope of a Quereinstieg must include a certificate of recognition of study periods (Anrechnungsbescheinigung) in all cases.

In general, the individual examinations office (Prüfungsamt) is in charge of the recognition of study periods. Exception: In the study programmes Dentistry, Medicine, Pharmacy and Psychology special institutions are responsible for the recognition of study periods (see Appendix).

Student residence permit

In order to study in Germany, international students are required to have a valid residence permit for study purposes (Aufenthaltserlaubnis zu Studienzwecken). It is not possible to enrol at Heidelberg University without a valid visa / residence permit (for study purposes). Students cannot enrol with a visa that does not include university studies (e.g. for travel purposes, business purposes, au-pair, etc.).

Students from member countries of the EU or the EEA (Iceland, Liechtenstein, Norway) do not need a visa or a residence permit.

Students from Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, New Zealand, San Marino, South Korea, Switzerland and the United States of America do not require a visa prior to their arrival in Germany and may apply for their residence permit within 90 days after entering the country. In this case, the application for a residence permit has to be made with the local Foreigners' Registration Office (Ausländerbehörde). Students from these countries can enrol within the first 90 days of their arrival if they present a valid passport (before the application for a residence permit).

Students from all other countries must obtain a visa before departing for Germany. The request for a visa must be made at the German embassy or consulate in the student's home country. Before issuing an entry visa, the German embassy or consulate will require the applicant to submit their letter of admission (Zulassungsbescheid) or an official confirmation of application for admission (Bewerberbescheinigung) from Heidelberg University as well as proof of the applicant's ability to defray the costs of living and studying in Germany. If you have questions concerning your visa, please contact the German embassy or consulate in your home country. A list of all German embassies/ consulates as well as more information on visa requirements can be found at

■ www.auswaertiges-amt.de/EN/Startseite_node.html

Information for international student applicants

Admission restrictions and selection procedures
Study preparation at Universität Heidelberg

ADMISSION RESTRICTIONS AND SELECTION PROCEDURES

There are different types of admission restrictions and selection procedures for the different study programmes at Heidelberg University. In some programmes, only a certain number of places are available per semester. In this case, there is a special quota for international students from outside the EU/EEA. Some study programmes do not have a limited number of places, but the minimum study requirements must be met by all applicants. Please note that international students, regardless of their nationality, their educational background and their study programme of choice, must apply for a study place in due time and form. For further information on the application process, please refer to pp. 22 ff.

Please note that to many of the study programmes at Heidelberg University first-year students can only be admitted in the winter semester.

Subjects with admission restrictions

Admission restrictions (Numerus Clausus – NC) are introduced in study programmes in which the number of applications exceeds the number of places available. In these cases, only the best-qualified applicants will be admitted. There are two different types of admission restrictions. Admission to a particular degree course may either have a national restriction applying to all German universities (such as the degree courses Dentistry, Medicine and Pharmacy) or a local restriction (specific to Heidelberg University). In study programmes with an admission restriction, there is a special quota for international applicants from outside the EU/EEA (5-10%).

Some study programmes have an admission restriction only for the first subject-related semester (for beginner students) while others have an admission restriction both for the first and the higher semester (also for continuing students).

Admission restrictions are possible in undergraduate (bachelor's and Staatsexamen programmes) as well as in

graduate programmes (master's programmes).

Subjects with entrance examination procedure

For some (undergraduate and graduate) study programmes, the applicant's suitability is determined by means of an entrance examination procedure (Aufnahmeprüfungsverfahren) based on criteria such as the average mark on the higher-education entrance certificate, grades obtained in relevant school subjects, vocational training and/or aptitude tests or interviews with the applicant. In this type of programme, there is no set number of study places, but applicants are admitted if they are considered suitable for the programme.

Subjects with access restriction

Some study programmes (both undergraduate and graduate) have no admission restriction and no entrance examination. These programmes do, however, have an access restriction, which means that all applicants must meet the minimum study requirements (educational background, language requirements, etc.) in order to be admitted. Please note that these study programmes require a formal application as well.

PhD candidates

PhD candidates must be accepted by a faculty in order to be admitted as a student. For more information on the application process, please contact the university's Graduate Academy:

■ www.graduateacademy.uni-heidelberg.de/index_en.html

STUDY PREPARATION AT UNIVERSITÄT HEIDELBERG

The Internationales Studienzentrum (ISZ) is part of Heidelberg University and offers special courses with the aim of preparing students for studying at a higher-education institution by teaching them German and subject knowledge. An overview of the courses offered at the ISZ can be found at

■ www.isz.uni-heidelberg.de/e_courses.html

Language preparation

The Kolleg für deutsche Sprache und Kultur of the ISZ offers intensive German language courses with a minimum of 20 hours of instruction per week at various levels (elementary, intermediate and advanced; A1-C1). Certain courses are designed to prepare students for the German proficiency examination (DSH) and the entrance examination of the Studienkolleg. In order to be able to apply for one of the German language courses the applicant must have a higher-education entrance qualification. Due to the limited number of places available every semester, we highly recommend prospective students already take German courses in their home country.

There are two possible ways to apply for a place in one of the university's German courses:

1. Students who wish to learn German for one or two semesters before applying for a place in a degree programme (undergraduate or graduate) can apply directly to the ISZ. In this case, the application is only for the German language course and does not include the application for a study place in a subsequent study programme (cf. 2). Detailed information about fees and the application procedure can be found at www.isz.uni-heidelberg.de/e_anmeld.html
2. You can apply with the International Relations Office for a place in the German language course and, at the same time, to a study place in a subsequent undergraduate degree programme. The German course lasts at least one semester. The subsequent study programme cannot be started unless the DSH exam has been passed at the requested level. Only a very limited number of places in the language courses are available to the International Relations Office, and it is therefore not possible to guarantee a place in a language course for all students who have requested it in their application. Please note as well that this option is only available to undergraduate applicants. All other applicants must apply for a place in the language course directly through the ISZ (cf. 1) and cannot combine this with their application for a study place. Information on the application process for undergraduate

study programmes can be found on pp. 22 ff. Please note that if you wish to apply for a place in one of the university's German language courses, you must opt for one of the two ways described above. It is not possible to apply to the International Relations Office (cf. 2) and to the ISZ (cf. 1) for a place in a German language course at the same time. It is also not possible to take an intensive German language course at the Kolleg für deutsche Sprache und Kultur and, at the same time, start a study programme at Heidelberg University.

International Summer School

For those interested only in learning German, the International Summer School (Internationaler Ferienkurs) of Heidelberg University offers four-week German courses at various levels (elementary, intermediate and advanced) as well as special courses for foreign German teachers and courses in business German. Further information about fees and the registration procedure for these summer courses can be found online at www.uni-heidelberg.de/ifk/index_en.html

Subject preparation

To prepare international students for their study programme, the Studienkolleg of the Internationales Studienzentrum (ISZ) offers different courses.

Studienkolleg

The Studienkolleg provides international applicants who have been admitted to Heidelberg University but whose higher-education entrance qualification is not fully equivalent to the German Abitur (cf. pp. 11-12) with one-year preparation courses for the Feststellungsprüfung (assessment test to determine the eligibility of international applicants for studies at higher-education institutions in Germany). The Feststellungsprüfung is usually taken after one year at the Studienkolleg. Should a student fail the test, the test may only be repeated once, and the test must be taken at the same Studienkolleg as the first time.

In the state of Baden-Württemberg, to which Heidelberg belongs, prospective students cannot apply for admission directly to the Studienkolleg. Instead, they must apply at the

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Study preparation at Universität Heidelberg
Application for admission

university where they wish to pursue the subsequent study programme. In this application for a study place, they must state that they wish to be admitted to the Studienkolleg. In the selection process, the university will decide whether the applicant is admitted to the Studienkolleg with an option to receive a study place afterwards (so-called Vormerkung).

Students who have been admitted to the Studienkolleg must pass an entrance test before attending classes. A sample of this test can be found at

■ www.isz.uni-heidelberg.de/e_downloads.html

More information on the Studienkolleg and the assessment test is available at

■ www.isz.uni-heidelberg.de/e_courses_sk.html

as well as at

■ www.isz.uni-heidelberg.de/e_pruef_fsp.html

Preparatory courses

Prospective international students whose higher-education entrance qualification is equivalent to the German higher-education entrance qualification (Abitur) and who would like to improve their subject knowledge and specific language skills in the subject they are interested in studying at Heidelberg University can apply for the relevant one-semester preparatory course (Propädeutisches Vorsemeester) at the Internationales Studienzentrum. There are also four-week courses for certain areas in September. More information on the preparatory courses as well as on the fees and the application procedure can be found at

■ www.isz.uni-heidelberg.de/e_propaedeutikum.html

APPLICATION FOR ADMISSION

All international students must apply for all study programmes at Heidelberg University. The application procedure is determined by the applicant's nationality and the study programme of choice. In all cases, the admissions office will verify that all formal and substantial criteria for acceptance to the given study programme have been fulfilled. Some of the points the office checks are:

1. Has the applicant chosen a valid study programme at Heidelberg University?
2. Is the applicant's documentation complete and formally correct? Have the required copies been officially certified?
3. Does the applicant have sufficient prior education to be admitted to the chosen course at the university (higher-education entrance qualification)?
4. If applicable: Is the German language proficiency indicated in the application dossier sufficient to pass the DSH?

The following chapter explains the different application procedures. To find out which procedure applies to which subject, please refer to the subject catalogue.

Undergraduate programmes – first subject-related semester

At Heidelberg University, an online application/registration is mandatory for all undergraduate study programmes. At the end of the online application/registration process, a PDF file is generated, which must be printed out, signed and sent to the university with all necessary documents by the end of the individual application period.

Please note that the online application/registration portal is only accessible and that applications can only be accepted within the application periods:

May/June until July 15th for the following winter semester
November/December until January 15th for the following summer semester

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Application for admission

The application deadlines will be strictly implemented. Application dossiers or single documents reaching the university after the deadline cannot be considered in the admission process.

The applicant's nationality and higher-education entrance qualification determine the applicant group he or she belongs to:

Applicant group 1:

- Non-EU/-EEA nationals with a foreign higher-education entrance qualification

Applicant group 2:

- EU/EEA nationals
- Non-EU/-EEA nationals with a German higher-education entrance qualification (Bildungsinländer)

Please note: Non-EU/-EEA nationals may be given equivalence to German nationals under admission regulations if they have the relevant prerequisites as set out in the ordinance on granting university places in admission-restricted study courses (HVVO) of the State of Baden-Württemberg (cf. Appendix). In this case, applications must include a certified copy of the proof of residence and a certified copy of the working contract of the family member in question. The rules and regulations for admission and the application procedures for applicant group 2 apply.

Application procedure for applicant group 1

International applicants who are neither EU nor EEA nationals and are holding a foreign university-entrance qualification must apply with the university via the online application portal for international student applicants. Openings for non-EU/-EEA nationals in all undergraduate study programmes are allocated directly by the university.

The online application portal is accessible at

■ www.uni-heidelberg.de/courses/prospective/admission_int/application_non_eu.html

Please note that non-EU/-EEA nationals can only apply for one study course (one 100% subject or a combination of two subjects) in a given semester. They do not have an alternative choice.

**Medizin, Pharmazie,
Zahnmedizin**

The online application portal of Heidelberg University is only accessible and applications can only be accepted within the application periods:

May until July 15th for the following winter semester
November until January 15th for the following summer semester

The application deadlines will be strictly implemented. Application dossiers or single documents reaching the university after the deadline cannot be considered in the admission process.

Please note that there is a two-step application procedure for the study programmes Dentistry, Medicine and Pharmacy. In addition to the online application with Heidelberg University, applicants must apply for a Vorprüfungsdokumentation with uni-assist e.V., a service institution which assesses educational qualifications of non-EU/-EEA nationals. The request for a Vorprüfungsdokumentation must be made online via www.uni-assist.de

The application deadline at uni-assist e.V. for the winter semester is

July 1st

Detailed information including a list of the required documents can be found in the „Information for the application for Dentistry, Medicine and Pharmacy“ in the university's downloadcenter:

■ www.uni-heidelberg.de/courses/download/download.html

Uni-assist e.V. will send the Vorprüfungsdokumentation, which is valid for one year, to the applicant, who in turn must send it to Heidelberg University, along with all other necessary documents.

Please note that, at Heidelberg University, the study programmes Dentistry, Medicine and Pharmacy can only be started in the winter semester. The online application portal of Heidelberg University is only accessible and applications can only be accepted within the application period:

May until July 15th

Information for international student applicants

Application for admission

The application deadline will be strictly implemented. Application dossiers or single documents reaching the university after the deadline cannot be considered in the admission process. Sole exception: The Vorprüfungsdocumentation can be handed in until one week after the application period at Heidelberg University ends. All other documents must reach the university by July 15th.

Application procedure for applicant group 2

For international applicants who are citizens of an EU or an EEA member state, the same rules and regulations apply as for German nationals. This is also the case with international applicants who have acquired a German university-entrance qualification (usually Abitur) in Germany or at a German school abroad (Bildungsinländer) as well as for international applicants who are granted equivalence to German nationals under admission regulations (cf. p. 23). A formal application, however, is still mandatory for all subjects. Depending on the study programme of choice, openings are allocated either by central service institutions or directly by the university.

In the following, the different application procedures are described. The subject catalogue shows which application procedure applies to which subject.

Applicant group 2:**Subjects with Germany-wide admission restriction**

In subjects with a Germany-wide admission restriction, 40% of the places available are awarded by the Stiftung für Hochschulzulassung (service institution for university admission). Quotas exist for applicants with the best results in their secondary school-leaving certificate (20%) and for those who have waited the longest (20%). Applications for both quotas must be made via
■ www.hochschulstart.de

The remaining 60% of the places are awarded in the scope of a university selection procedure (Auswahlverfahren der Hochschulen – AdH). For this quota, next to the application with the Stiftung für Hochschulzulassung, an additional online registration with Heidelberg University is necessary:

■ www.uni-heidelberg.de/studium/interesse/onlinebewerbung/adh.html

At Heidelberg University, the only subjects with a Germany-wide admission restriction are Dentistry, Medicine and Pharmacy. Please note that these study programmes can only be started in the winter semester. Please note as well that there are two different closing dates for applications via the Stiftung für Hochschulzulassung:

May 31st for applicants with a higher-education entrance qualification issued until (and including) January 15th of the same year

July 15th for applicants with a higher-education entrance qualification issued after January 15th of the same year

The online registration portal of Heidelberg University is only accessible and registration dossiers can only be accepted within the application period:

June 1st until July 15th for the following winter semester

The application deadline will be strictly implemented. Registration dossiers or single documents reaching the university after the deadline cannot be considered in the admission process.

Please note that you can only register for the AdH if you have also applied with the Stiftung für Hochschulzulassung.

**Applicant group 2:
Subjects with admission
restriction in the scope
of the dialogue-oriented
services procedure**

In some study programmes with an admission restriction the places are awarded through the dialogue-oriented service procedure (Dialogorientiertes Serviceverfahren). Applicants need to register with the Stiftung für Hochschulzulassung (service institution for university admission) before they can apply with Heidelberg University:

■ www.hochschulstart.de

In the scope of this registration, applicants will receive an applicant ID and an applicant-authentication number (Bewerber-Authentifizierungs-Nummer – BAN). Only after this registration can the online application with Heidelberg University be made:

■ www.uni-heidelberg.de/studium/interesse/onlinebewerbung/dosv.html

Information for international student applicants

Application for admission

The online application portal of Heidelberg University is only accessible and applications can only be accepted within the application period:

June 1st until July 15th for the following winter semester
December 1st until January 15th for the following summer semester

The application deadline will be strictly implemented. Application dossiers or single documents reaching the university after the deadline cannot be considered in the admission process.

**Applicant group 2:
Subjects with local
admission restriction**

The study places in subjects with a local admission restriction are awarded directly by Heidelberg University. Applications for these subjects must be made via the respective online application portal at

■ www.uni-heidelberg.de/studium/interesse/onlinebewerbung/erstes_fs.html

The online application portal of Heidelberg University is only accessible and applications can only be accepted within the application periods:

June 1st until July 15th for the following winter semester
December 1st until January 15th for the following summer semester

The application deadlines will be strictly implemented. Application dossiers or single documents reaching the university after the deadline cannot be considered in the admission process.

**Applicant group 2:
Subjects with entrance
examination procedure**

The study places in subjects with an entrance examination procedure are awarded directly by Heidelberg University. Applications for these subjects must be made via the respective online application portal at

■ www.uni-heidelberg.de/studium/interesse/onlinebewerbung/erstes_fs.html

The online application portal of Heidelberg University is only accessible and applications can only be accepted within the application periods:

June 1st until July 15th for the following winter semester
December 1st until January 15th for the following summer semester

The application deadlines will be strictly implemented. Application dossiers or single documents reaching the university after the deadline cannot be considered in the admission process.

**Applicant group 2:
Subjects with access
restriction**

The study places in subjects with access restriction are awarded directly by Heidelberg University. Applications for these subjects must be made via the online application portal for international students, available at

■ www.uni-heidelberg.de/courses/prospective/admission_int/application_non_eu.html

The online application portal of Heidelberg University is only accessible and applications can only be accepted within the application periods:

May until July 15th for the following winter semester
November until January 15th for the following summer semester

The application deadlines will be strictly implemented. Application dossiers or single documents reaching the university after the deadline cannot be considered in the admission process.

**Applicant group 2:
Combination of subjects
with different applica-
tion procedures**

In case of an application for a combination of two subjects with different application procedures, the following rules apply:

- One subject with an admission restriction or an entrance examination procedure, one subject with access restriction:
The online application portal for subjects with an admission restriction or an entrance examination procedure must be filled in and sent electronically. Additionally, the PDF file created at the end of the online application must be printed out and signed. On this print-out, please indicate by hand which subject with access restriction you wish to apply for, then send it by post with all necessary documents (i.e. one set of documents).

Medizinische Informatik

Applications for the bachelor's programme Medical Informatics are to be made with the Hochschule Heilbronn. Further information as well as access to the online application portal can be found at

■ www.hs-heilbronn.de

Information for international student applicants

Application for admission

Undergraduate programmes – higher subject-related semester

When applying for a higher subject-related semester, a formal application is obligatory for all subjects. The application procedure depends on the subject's (non-) existing admission restriction in the higher subject-related semester. In all cases, applications to a higher subject-related semester are only possible within the application periods:

June 1st until July 15th for the following winter semester
 December 1st until January 15th for the following summer semester

The application deadlines will be strictly implemented. Application dossiers or single documents reaching the university after the deadline cannot be considered in the admission process.

Subjects with an admission restriction in the higher subject-related semester

At Heidelberg University, some subjects have an admission restriction not only in the first subject-related semester but also in the higher semesters. If this is the case, study places can only be awarded if places have become available in the desired semester. An online application is obligatory for all subjects with an admission restriction in the higher semester. There are two different online application portals: one for applications in the scope of a Hochschulortswechsel, one for applications in the scope of a Quereinstieg (cf. p. 14). Both application portals are accessible via
 ■ www.uni-heidelberg.de/courses/prospective/admission_int/non-eu-higher_en.html

At the end of the online application/registration process, a PDF file is generated, which must be printed out, signed and sent to the university with all necessary documents by the end of the individual application period.

Please note that some study courses are subject to a Studienjahr, which means that only certain subject-related semesters are open for applications in a given semester (1st, 3rd, 5th, ... semester in the winter semester; 2nd, 4th, 6th, ... semester in the summer semester).

Subjects without admission restriction in the higher subject-related semester

To apply for a subject without admission restriction in the higher subject-related semester, a written form is required. The form

must be downloaded, filled in and sent to the university with all necessary documents.

The form is available at

■ www.uni-heidelberg.de/md/studium/download/zulassungsantrag_eng.pdf

as well as in the university's Download Centre:

■ www.uni-heidelberg.de/courses/download/download.html

To find out which study programmes have an admission restriction in the higher semester, please refer to the subject catalogue.

Graduate programmes – first subject-related semester

At Heidelberg University, all graduate (master's) programmes require a formal application. Depending of the subject of choice, the application must be made online or with a written form. If the study programme consists of a major subject and a subsidiary subject, the application must be made for the major subject only. In case of admission, the subsidiary subject is chosen upon enrolment.

Please note that, for master's programmes, there are different application deadlines. An overview can be found in the subject catalogue.

Consecutive master's programmes with admission restriction

At Heidelberg University, an online application is mandatory for all consecutive master's programmes with an admission restriction. The individual online application portal can be accessed via

■ www.uni-heidelberg.de/courses/prospective/admission_ger/ma_restricted.html

Please note that applications for German master's programmes with an admission restriction can only be made via the German online portal. Only applications for English master's programmes can be made via the English online portal.

Consecutive master's programmes with access restriction

Applications to master's programmes with an access restriction require a written form. The form is available at

■ www.uni-heidelberg.de/md/studium/download/zulassungsantrag_konsekutive_master_freie_f__cher.pdf

as well as in the university's Download Centre:

■ www.uni-heidelberg.de/courses/download/download.html

Information for international student applicants

Application for admission

Physik Please note that, although Physics is a consecutive master's programme with an access restriction, the application must be made online via

■ www.uni-heidelberg.de/courses/prospective/admission_ger/ma_access_restricted.html

Continuing-education master's programmes Applications to continuing-education master's programmes require a written form which can be obtained from the individual faculty / department. The application is to be sent directly to the respective faculty / department. Forwarding links to the individual faculty's / department's websites can be found at

■ www.uni-heidelberg.de/courses/prospective/admission_ger/non_consec.html

LL.M. Please note that, although the study programme Magister Legum in Rechtswissenschaften (LL.M.) is a continuing-education study programme, the application must be made via the general application form for master's programmes

■ www.uni-heidelberg.de/md/studium/download/zulassungsantrag_konsekutive_master_freie_f_cher.pdf and must be directed to the International Relations Office.

Medizinische Informatik Applications for the master's programme Medical Informatics are to be made with the Hochschule Heilbronn. Further information as well as access to the online application portal can be found at

■ www.hs-heilbronn.de

Graduate programmes – higher subject-related semester

At Heidelberg University, some master's programmes have an admission restriction not only in the first subject-related semester but also in the higher semesters. If this is the case, study places can only be awarded if places have become available in the desired subject. Depending of the subject of choice, the application must be made online or with a written form. In both cases, applications to a higher subject-related semester are only possible within the application periods:

June 1st until July 15th for the following winter semester
 December 1st until January 15th for the following summer semester

The application deadlines will be strictly implemented. Application dossiers or single documents reaching the university after the deadline cannot be considered in the admission process.

Consecutive master's programmes with an admission restriction in the higher subject-related semester

An online application is mandatory in all consecutive master's programmes with an admission restriction in the higher subject-related semesters. The online application portal is accessible via www.uni-heidelberg.de/courses/prospective/admission_ger/ma_restricted.html

Consecutive master's programmes without admission restriction in the higher subject-related semester

Applications to consecutive master's programmes without admission restriction in the higher subject-related semester require a written form, available at www.uni-heidelberg.de/md/studium/download/zulassungsantrag_konsekutive_master_freie_f_cher.pdf as well as in the university's Download Centre: www.uni-heidelberg.de/courses/download/download.html

Continuing-education master's programmes – higher semesters

Applications to continuing-education master's programmes require a written form. The application is to be sent directly to the individual department / faculty. Forwarding links to the individual department's / faculty's website can be found at www.uni-heidelberg.de/courses/prospective/admission_ger/non_consec.html

In the case of continuing-education programmes, please refer to the department's / faculty's website for application periods and deadlines.

Short-term studies

Applicants wishing to study at Heidelberg University in the scope of "short-term studies" (Kurzeitstudium) apply with a written form (please tick the box "no formal degree"):

www.uni-heidelberg.de/md/studium/download/zulassungsantrag_eng.pdf

Application deadlines are

July 15th for the following winter semester

January 15th for the following summer semester

The application deadlines will be strictly implemented. Application dossiers or single documents reaching the university after the deadline cannot be considered in the admission process.

Information for international student applicants

Application for admission

PhD candidates

For information on the application process, PhD candidates please contact the Graduate Academy of Heidelberg University:

■ www.graduateacademy.uni-heidelberg.de/promotion/index_en.html

General application documents

Next to the application form (signed print-out of the PDF document generated at the end of the online application/ registration or – in the cases indicated above – the filled-in and signed written form), the following documents must be included in every application dossier, regardless of the study programme, the application procedure and the applicant's nationality:

- Officially certified photocopy of the certificate or diploma entitling the student to embark on a university course in his or her home country (e.g. Abitur, Baccalaureate, GCE - A & O-Levels), including a list of grades
- When applicable: Officially certified photocopies of successfully completed university admission exams taken abroad, including a list of grades
- When applicable: Officially certified photocopies of all university certificates (from colleges, academies, etc.) that the student has already obtained, including lists of grades per semester or year of study (diploma supplement or transcript of records).
- When applicable: Officially certified photocopies of all semesters completed/credits obtained (transcripts of records) per semester or study year, if the degree course has not yet been completed
- When applicable: Any semesters taken at German universities must be documented by enrolment certificates (original or certified copy) or a “Studienverlaufsbescheinigung”.
- When applicable: Photocopy of the successfully completed Feststellungsprüfung, including a list of grades
- For German study courses: proof of German language proficiency (cf. pp. 10-11)
- Copy of passport (page with name in Latin script) or national ID card

Except in the case of documents in English, an officially certified German or English translation is required in addition to the certified copy of the original certificate. Exception: Documents that have already been handed in as certified copies at uni-assist e.V. may be handed in as regular copies (without certification) at Heidelberg University.

With the exception of applications for continuing-education master's programmes, all application dossiers must be sent to

Heidelberg University
Dezernat Internationale Beziehungen
Zulassungsstelle für ausländische Studierende / 7.1
Seminarstraße 2
D – 69117 Heidelberg

Please note that all documents must reach the university by the respective application deadline. Application dossiers or single documents reaching the university after the deadline cannot be considered in the admission process.

Depending on the applicant's nationality, the subject of choice and the subject-related semester he or she is applying for, further documents may be necessary in addition to the general application documents listed above. Please note that, in some cases, several of the points listed below may apply.

Additional documents for undergraduate programmes

- Proof of completed online test required for undergraduate programmes
 - www.was-studiere-ich.de
- Written statement of the applicant as to how long he or she has studied the respective subject (language) in school as well as, when applicable, diplomas or lists of grades that prove this. Additionally, when applicable: proof of vocational training, special extracurricular knowledge, practical training and/or other qualifications relevant to the study programme of choice.
- When applicable: proof of vocational training, special extracurricular knowledge, practical training and/or other qualifications relevant to the study programme of choice

Romanistik
(Französisch, Italienisch,
Spanisch)

**Angewandte Informatik,
Physik, Chemie and
Geowissenschaften**

Information for international student applicants

Application for admission

- Sportwissenschaft** – Proof of successfully completed sports entrance test (Sporteingangsprüfung). Please note that applicants must register separately for this test (March 15th – May 15th). More information is available at
 ■ www.issw.uni-heidelberg.de/studium/sporteingangspruefung.html
- Medizin, Pharmazie, Zahnmedizin** – Only applicable to applicant group 1: results of TestAS (Core Test and subject-specific Mathematics, Computer Science and Natural Sciences Module with at least 80 points).
 – Only applicable to applicant group 1: original certificate Vorprüfungsdocumentation from uni-assist e.V. (cf. p. 23-24). This certificate may be handed in up to one week after the application deadline. Please note that all other application documents must reach the university by the application deadline.
- Germanistik im Kulturvergleich** – Only applicable to applicant group 1: motivational letter detailing the applicant's reasons for choosing the subject and his or her intended career
- Study programmes with admission restriction** – Only applicable to applicant group 2: Study programmes with an admission restriction may require the applicant to include further documents, such as a motivational letter, CV, language certificates, etc. All additional subject-related documents are listed in the respective rules and regulations for admission, available online at
 ■ www.uni-heidelberg.de/studium/download/index.html
- Medizinische Informatik** – Applications to the study programme Medizinische Informatik must be directed to the Hochschule Heilbronn. For more information as well as the online application portal, please refer to
 ■ www.hs-heilbronn.de

Additional documents for graduate programmes

- Master's programmes may require the applicant to include further documents, such as a motivational letter, CV, language certificates, etc. All additional subject-related documents are listed in the respective rules and regulations for admission, available online at
 ■ www.uni-heidelberg.de/studium/download/index.html
- If, by the application deadline, an official university diploma (e.g. bachelor's degree) has not yet been issued, a certificate of the examinations office in charge may be included in the

application dossier, which confirms that the study programme in question has already been successfully completed or will be completed by the time the master's programme at Heidelberg University starts (start of lecture period).

Applicant group 1

Additional documents depending on the applicant's nationality

- Prospective students applying for a subject with an admission restriction (Numerus Clausus - NC) must submit a letter of motivation (max. two A4 pages) outlining their interest in the subject as well as the reason why they would like to be admitted to the programme. The letter must be written and signed by the applicant personally.
- When applicable: results of TestAS.
- Proof of the student's ability to finance his or her studies; cf.
 - www.uni-heidelberg.de/md/studium/download/finanzierung_bescheinigung.pdf
- Applicants who have already completed a study programme abroad and who wish to enter a study programme in (a) different subject(s) must provide a detailed letter of motivation giving the reasons for this decision.
- Applicants who have started a study programme in Germany or abroad and who wish to change their subject(s) must provide a written statement as to why they wish to change their subject(s).
- Original certificate from the respective academic examinations office (Akademische Prüfstelle – APS). For addresses, please refer to the Appendix of this brochure. The APS is a service institution of the German embassies in Beijing, Ulan Bator and Hanoi, who carry out an initial examination of academic certificates for applicants to German universities. This certificate is also required for applicants who will take a German language course before their study programme.

Applicants with prior education in the People's Republic of China, Mongolia and Vietnam

Additional documents for short-term studies

- Motivational letter detailing the applicant's reasons for short-term studies
- Letter of invitation (Betreuungszusage) from a teacher of the respective department stating that he or she is willing to supervise the student during their stay in Heidelberg

Information for international student applicants

Application for admission

Additional documents for transfer students

- When transferring from abroad or in the scope of a Quereinstieg: accreditation of coursework already completed (Studienzeitanrechnungsbescheinigung). In general, the individual examinations offices are responsible for the recognition of study achievements. In the study programmes Dentistry, Medicine, Pharmacy and Psychology, special institutions are responsible for the recognition (for contact information, please refer to the Appendix of this brochure). If the accreditation certificate is not available by the application deadline, it can be handed in until four weeks after the application deadline. Please note that all other application documents must reach the university by the application deadline.
- Transfer students in the scope of a Hochschulortswechsel (cf. p. 14) must provide a certificate from the examinations office (Prüfungsamt) of their former university stating that they have not lost their examination privileges (Prüfungsanspruch) for this or a related subject in either a single class or the programme as a whole. In addition, a current certificate of enrolment stating the degree course, the target degree and the subject-related semester must be provided along with a list of credits already obtained (e.g. transcript of records).

Important notes**Certified copies**

Official authentications must always bear the original seal and signature of the authenticator. The official seal can be round or oval and contains an emblem. Authentications that only have a stamp containing only words will not be accepted. If the copy consists of several individual pages, it must be shown that each page belongs to the same document. It is sufficient if just one page bears the original seal and signature, as long as all pages overlap one another (e.g. imbricative) and are stapled and authenticated in such a way that each page bears a part of the original seal. As regards notary authentications (with string and a seal mark), the original seal only needs to appear on one of the pages of the copy.

The following institutions are authorised to authenticate your documents:

- the schools or universities that issued your documents or the relevant Department of Education in your home country

- the Diplomatic Missions to the Federal Republic of Germany
- the Culture Department at the Embassy of the country in which the certificate was issued
- the public authorities and notaries authorized to carry out official authentications in the respective country.

In Germany, any public authority that holds an official seal can carry out official authentications. These are, for example, Gemeindeverwaltungen, Landkreise and lower administrative authorities (such as an Ortsbürgermeister or Ortsvorsteher, Stadtverwaltung, Bürgeramt, Rathaus, Kreisverwaltung). Courts and notaries are also included. Public authorities in Germany are entitled, but not obliged, to authenticate foreign-language documents. If you are already in Germany and are unable to find a German public authority that will authenticate your documents, please contact the embassy of your home country. Please note that translators cannot authenticate any original-language documents, only the translations they have issued themselves.

Translations

The translation of certificates essentially has to be carried out by an official authority, e.g. by the authorized department of the institution that issued the certificate, or by a sworn translator. Any translations done by German translation bureaus that do not fulfil this requirement will not be accepted. Any translations done abroad have to be carried out by an institution authorized to carry out sworn translations (or equivalent) in that country. Certificates must always be submitted in the original language of the home country, and also in English or German translated form. If a certificate issued in a non-English speaking country is issued in English as well as in the original language, then the English-language version counts as an original certificate. This applies to certificate versions in German as well. Certificates issued in other languages cannot be accepted, they have to be translated into German or English. Please note that translators cannot authenticate any original-language documents, only the translations they have issued themselves. Please note that translations have to be certified. However, if the copy of a translation which you submit bears the translator's original stamp, an additional certification is not necessary.

Information for international student applicants

Application for admission
Financial and social aspects

Notification of admission or rejection

After the application deadline, candidates will receive a letter informing them of the outcome of their application.

Students who have been admitted to a study programme will be notified four to six weeks after the application deadline. These letters of admission contain all necessary information regarding registration deadlines and (if applicable) necessary examinations as well as instructions on how to declare your acceptance of the study place (Annahmeerklärung). If applicable, the dates for the German language exam (DSH) will also be given in this letter.

Applicants who have been admitted to the Studienkolleg and who have an option to a place in a subsequent study programme will receive the dates of the Studienkolleg entrance examination with their admission letter.

The letters of rejection stating the reasons for non-acceptance are sent out within eight weeks after the application deadline.

The selection procedure for study programmes with an admission restriction in the higher subject-related semesters (transfer students – Hochschulortwechsel or Quereinstieg) will take place in mid-October for the winter semester and in Mid-April for the summer semester. Applicants will be notified after the selection procedure is completed.

Enrolment (Immatrikulation)

Students who have been admitted to a study programme must enrol in person at the International Relations Office within the enrolment period specified in the admission notification. At the time of enrolment, the original documents of all certificates required for admission (school certificates and university documents) must be presented.

Matriculation is only possible if all tests and/or interviews required for the respective study programme have been completed successfully (e.g. German language examination (DSH), entrance examination for the Studienkolleg, subject-specific test / interview). If the test and/or interview are not completed or if scores are below the requirements specified in the rules and regulations for admission, matriculation into the study

programme indicated in the acceptance notification - or another study programme - is not possible.

A list of documents required for enrolment is given in the admission notification. Usually these include

- Letter of acceptance
- Proof of health insurance coverage or exemption certificate from a German statutory health insurance provider
- Passport photograph
- Passport with (student) residence permit

FINANCIAL AND SOCIAL ASPECTS

The International Relations Office of Heidelberg University offers a variety of services for its (new) international students. Next to orientation events and a semester programme, there is an advisory service available, which helps with all questions concerning university studies as well as social issues.

Orientation

Every semester the International Relations Office holds an orientation programme especially for incoming international students. The orientation is designed to help students settle into life in Heidelberg and acquaint them with the university and their individual department(s). Participation in this event is strongly recommended. Further information as well as the online registration form are available at

■ www.uni-heidelberg.de/orientationdaysinternational

In addition to the orientation offered by the International Relations Office, the individual departments also offer introductory events especially devoted to their specific programmes. For more information on these events, please go to

■ www.uni-heidelberg.de/courses/undergraduates/start/orientation_programme.html

In cooperation with a number of departments, the International Relations Office also offers a “Buddy Programme” designed to

Information for international student applicants

Financial and social aspects

help international students adjust to their new life as a student in Heidelberg. International students who participate are assigned a personal “buddy” (another student from Heidelberg) to lend a helping hand. More information is available online at

- www.uni-heidelberg.de/courses/undergraduates/arrival/Buddy-Programm_en.html

Semester programme

During the lecture period of every semester, the International Relations Office offers various events – both cultural and concerning academic issues – for international students. Events include excursions, the orientation event, classical concerts, a drama group as well as workshops on different academic soft skills (presentation, writing, examination preparation) and intercultural competence. A detailed programme is available in print at the university’s Serviceportal as well as online at

- www.uni-heidelberg.de/courses/contact/aaa/aaa_services.html

Financial aspects

In order to cover their living expenses, students of Heidelberg University will require at least €735 per month. Although there are student jobs on and off campus, university regulations and the alien law limits the amount of hours students are allowed to work next to their studies. Hence, students must have the cost of their studies covered before entering a study programme since they will not be able to support themselves completely by working while attending classes. It is also very difficult to apply for a scholarship after having started a study programme.

Semester fees

Every student at Heidelberg University is required to pay the semester fees of currently €154.70 (summer semester 2019). The fees are due upon enrolment and upon re-registration for every following semester. The fees include the student service contribution (Studierendenwerksbeitrag) of currently €49, the administrative fee of currently €70, the obligatory contribution to the Semesterticket (public transportation) and for the „nextbike“ services of currently €25.80 and €2.40, and the contribution for the constituted student body (Studierendenrat) of currently €7.50. Scholarship-holders of an institution funded by the German government are exempt from paying the administrative fee.

Short-term students are exempt from paying the contribution for the constituted student body.

Tuition fees

There are tuition fees of €1,500 per semester for international students in bachelor's and "Staatsexamen" study courses as well as in consecutive master's programmes (this also applies to short-term studies) at higher-education institutions in Baden-Württemberg. Citizens of EU / EEA member states as well as international students with a German "Abitur" are exempt from paying these fees. Additionally a second (or more) study course in Germany (so-called "Zweitstudium") is subject to tuition fees (€650 per semester) for all students (all nationalities). Further information can be found on the website of the Ministry of Science, Research and the Arts:

■ <https://mwk.baden-wuerttemberg.de/de/hochschulstudium/studienfinanzierung/gebuehren-fuer-internationale-studierende-und-zweitstudium/>

Continuing-education master's programmes may charge special tuition fees. More information can be found in the fee statutes of the individual study programmes, available at

■ www.uni-heidelberg.de/courses/download/download.html

Grants / Scholarships

There are a few scholarships available through the German Academic Exchange Service (Deutscher Akademischer Austauschdienst – DAAD) and other institutions for highly-qualified candidates. Information on these scholarships can be obtained from the German embassies /consulates abroad, the Goethe-Institute and the regional offices of the DAAD. Information about scholarship opportunities is also available online at

■ www.funding-guide.de

■ www.uni-heidelberg.de/university/scholarships/index.html

■ www.stiftungen.org/en/association-of-german-foundations.html

■ www.stipendiumplus.de/en/dein-plus/stipendiumplus-who-we-are.html

■ www.graduateacademy.uni-heidelberg.de/stipendien/index_en.html (for PhD candidates)

Since scholarships are extremely limited in number, international student applicants should also look for funding possibilities provided by organisations of their home country.

Information for international student applicants

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Insurance**Health Insurance**

In Germany, it is mandatory for all students to have health insurance (Krankenversicherung) until they have completed their first university degree in Germany, their 14th semester or have reached their 30th birthday – whichever comes first. Health insurance premiums are currently €91 per month (winter semester 2018/19).

EU nationals can be exempt from this obligatory health insurance if by means of a European Health Insurance Card (EHIC) they can prove that they are covered by the health insurance in their home country during their studies in Heidelberg. The exemption from the statutory medical insurance in Germany is only suitable for short-term studies (e.g. in an exchange programme). If you are planning on studying more than two semesters in Germany (for example to gain a degree or a PhD), we advise to take out a German medical insurance.

Students who are either older than 30 years or who have completed their first university degree in Germany or their 14th semester are not legally obliged to have health insurance. If they have been insured through a statutory health insurance provider, they may take out a voluntary insurance policy with this provider. If this is not possible, or if they choose not to do so, they may take out a policy with a private provider.

Students at the Studienkolleg, in the German language courses and in the preparatory courses (Propädeutische Vorsemester) are not legally obliged to have health insurance because they are not enrolled in a degree programme but in a preparation course. Statutory health insurance providers are not obliged to accept this group of students. The possibility of a private health insurance policy remains. Once these students enter a degree programme, they may transfer to a statutory health insurance provider.

Liability insurance

Next to health insurance, it is strongly recommended that all international students take out a private liability insurance (Haftpflichtversicherung). This insurance provides liability cover in cases of injury to other persons (e.g. in a bike accident) or damage to their property.

Accommodation

Students admitted to Heidelberg University do not automatically receive a room in a student dormitory and must therefore make their own living arrangements. At present, there are about 5,800 dormitory places available for Heidelberg's 37,000 students. Accordingly, most students are dependent on the private housing market for accommodation. The monthly rent for a room or a small flat in Heidelberg and environs is approximately €200-400 (base rent).

Student residence halls

A large number of residence halls in Heidelberg and environs (with over 4,800 places) are managed by the Studierendenwerk; others are maintained by other institutions (churches, etc.). Of those students who obtain accommodation through the Studierendenwerk, roughly 40% are international students and 60% are German. Rents (including utilities) amount to €165-400 per month. Information on the application procedure for student accommodation can be found online at
■ www.stw.uni-heidelberg.de/en

An overview of the other residence halls (run by churches, etc.) can be found in the Appendix of this brochure. Please contact each institution individually if you are interested in living there.

Private-sector accommodation

The Studierendenwerk offers a private-sector accommodations service. Housing offers can be viewed online

■ www.stw.uni-heidelberg.de/en/living_private_housing
or in the showcases in the Triplex-Mensa (Old Town campus) as well as in the InfoCafé International in the Zentralmensa (Neuenheimer Feld campus). They cannot be given by mail or on the phone.

General information on finding accommodation in Heidelberg is also available via the International Relations Office (e-mail: aaazimmer@zuv.uni-heidelberg.de).

Public transportation

The Heidelberg student identification card allows students to use public transportation in the Heidelberg city area free of charge every day after 7pm as well as on Saturdays, Sundays and on public holidays all day long. The semester rail ticket

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(Semesterticket) can be purchased separately and includes the use of almost all forms of public transportation in the Heidelberg city area and within several regional transportation networks at any time of day or night. The Semesterticket is currently available at a price of €170 (winter semester 2018/19).

Studierendenwerk Heidelberg

The Studierendenwerk is a public institution that cooperates with Heidelberg University to provide social support for students. Some of the Studierendenwerk's activities include running student residences and cafeterias on campus, providing financial, social and legal advice as well as psychotherapeutic care, assistance in finding jobs, organising children's day care and pre-school centres, and providing cultural programmes for students. Further information can be found online at

■ www.studierendenwerk-heidelberg.de

There is also an "All-inclusive ServicePaket" – a special service for international students, which includes a room in one of the Studierendenwerk's residence halls, a Semesterticket, a CampusCard with €95 initial balance as well as an excursion and support package. Health insurance and transfer from Frankfurt International Airport to Heidelberg can be added to the package. A detailed overview of all the benefits included in the ServicePaket as well as information on the fees and the application form are available at

■ www.stw.uni-heidelberg.de/en/servicepacket

APPENDIX

University faculty offices

Dean's Office of the Faculty of Theology
Hauptstraße 231
69117 Heidelberg
■ www.theologie.uni-heidelberg.de

Dean's Office of the Faculty of Law
Friedrich-Ebert-Anlage 6-10
69117 Heidelberg
■ www.jura-hd.de

Dean's Office of the Medical Faculty of Heidelberg
Im Neuenheimer Feld 346
69120 Heidelberg
■ www.medizinische-fakultaet-hd.uni-heidelberg.de

Dean's Office of the Medical Faculty of Mannheim
Theodor-Kutzer-Ufer 1-3
68167 Mannheim
■ www.ma.uni-heidelberg.de

Dean's Office of the Faculty of Philosophy
Voßstraße 2, Gebäude 4370
69115 Heidelberg
■ www.philosophische-fakultaet.uni-hd.de

Dean's Office of the Faculty of Modern Languages
Voßstraße 2, Gebäude 37
69115 Heidelberg
■ www.uni-heidelberg.de/fakultaeten/neuphil/

Dean's Office of the Faculty of Economics and Social Sciences
Bergheimer Straße 58
69115 Heidelberg
■ www.uni-heidelberg.de/fakultaeten/wiso/

Faculty of Behavioural and Cultural Studies
Voßstraße 2, Gebäude 37
69115 Heidelberg
■ www.verkult.uni-heidelberg.de

Dean's Office of the Faculty of Mathematics and Computer Sciences
Im Neuenheimer Feld 288
69120 Heidelberg
■ www.mathematik.uni-heidelberg.de

Dean's Office of the Faculty of Chemistry and Earth Sciences
Im Neuenheimer Feld 234
69120 Heidelberg
■ www.chemgeo.uni-hd.de

Faculty of Physics and Astronomy
Im Neuenheimer Feld 226
69120 Heidelberg
■ www.physik.uni-heidelberg.de

Dean's Office of the Faculty of Biosciences
Im Neuenheimer Feld 234
69120 Heidelberg
■ www.uni-heidelberg.de/fakultaeten/biowissenschaften/

Information for international student applicants

Appendix

Contact information APS

People's Republic of China:

German Embassy
Akademische Prüfstelle
DRC Building D1, 1302-03
19 Dongfang Donglu,
Chaoyang District
100600 Beijing
People's Republic of China

Office hours: Monday-Friday 8:30-12 pm
Phone: +86 10 6590 7138
(Monday-Thursday 1.30-4.30 pm)
Fax: +86 10 6590 7140
E-mail: info@aps.org.cn
■ www.aps.org.cn/

Mongolia:

German Embassy
Akademische Prüfstelle
Straße der Vereinten Nationen
P.O. Box: 708
210613 Ulan Bator
Mongolia

Office hours: Fridays 9-10.30 am
Phone: +976 99225839
Fax: +976 11323905
E-mail: aps.ulanbator@gmail.com

Vietnam:

German Embassy
Akademische Prüfstelle
29 Tran Phu
Q. Ba Dinh
Hanoi
Vietnam

Phone: +84 4 3845 3836/7 or
+84 4 3843 0245/6
Fax: +84 4 3843 9969
E-mail: aps_hanoi@yahoo.com

Institutions responsible for recognition of study periods

Medizin:

Landesprüfungsamt für Medizin,

Psychotherapie und Pharmazie

P.O. Box 300865

D-40408 Düsseldorf

Phone: +49 (0) 221 475-5102

■ www.brd.nrw.de/gesundheit_soziales/landespruefungsamt/index.jsp

Pharmazie:

Hessisches Landesprüfungs- und Untersuchungsamt im Gesundheitswesen

Walter-Möller-Platz 1

60439 Frankfurt am Main

Phone: +49 (0) 69 15677-12

Fax: +49 (0) 69 15760-716

■ <https://rp-giessen.hessen.de/soziales/hlpug/pharmazie>

Psychologie:

Psychologisches Institut der Universität Heidelberg

Prüfungssekretariat

Hauptstraße 47-51 (Raum F042)

69117 Heidelberg

Phone: +49 (0) 6221 54-7342

E-mail: pruefungsamt@psychologie.uni-heidelberg.de

■ <http://www.psychologie.uni-heidelberg.de/service/pruefungsamt/index.shtml>

Zahnmedizin:

Thüringer Landesverwaltungsamt

Referat 550

Landesprüfungsamt für akademische Heilberufe

Weimarplatz 4

D-99423 Weimar

Phone: +49 (0) 361 3773-7024

Information for international student applicants

Appendix

Temporary accommodation in Heidelberg for the first few days

Jugendherberge (YHA)

Tiergartenstraße 5

69120 Heidelberg

Phone: +49 (0) 6221 651190

Fax: +49 (0) 6221 6511928

■ heidelberg.jugendherberge-bw.de/en/Portrait

Steffis Hostel

Alte Eppelheimerstraße 50

69115 Heidelberg

Phone: +49 (0) 6221 7782772

■ www.hostelheidelberg.de

Gästezimmer-Zentrale

Häusserstraße 44

69115 Heidelberg

Phone/Fax: +49 (0) 6221 160363

■ www.gaestezimmer-zentrale.de

Lotte – The Backpackers Hostel

Burgweg 3

69117 Heidelberg

Phone: +49 (0) 6221 7350725

■ www.lotte-heidelberg.de

Tourist Information

Willy-Brandt-Platz 1

69115 Heidelberg

Phone: +49 (0) 6221 58444444

Fax: +49 (0) 6221 5840254

■ www.heidelberg-marketing.de/service/tourist-information.html

Private halls of residence

Please note: Concerning the application periods and deadlines, please contact the individual residences as early as possible.

Residence halls of churches

Albertus-Magnus-Studentenwohnheim
Keplerstraße 66
69120 Heidelberg
Phone: +49 (0) 6221 470868
Fax: +49 (0) 6221 402313
E-mail: info@amh-heidelberg.de
■ www.amh-heidelberg.de

Unitas Haus
Neuenheimer Landstraße 42
69120 Heidelberg
E-mail: info@unitas-haus.de
■ www.unitas-haus.de

Evangelisches Studentenwohnheim der
Keller-Thoma-Stiftung
Bergstraße 53
69120 Heidelberg
Phone: +49 (0) 6221 484262
Fax: +49 (0) 6221 5860417
E-mail: keller-thoma@gmx.de
■ www.keller-thoma.de

Friedrich-Hauss-Studienzentrum
Studentenwohnheim Bergstraße
Heidelberger Straße 32a
69198 Schriesheim
Phone: +49 (0) 6203 63192
Fax: +49 (0) 6203 65033
E-mail: info@fhsz.de
■ www.fhsz.de/

Ökumenisches Studentenwohnheim
Plankengasse 1-3
69117 Heidelberg
Phone: +49 (0) 6221 543341
Fax: +49 (0) 6221 543259
E-mail: zimmer@oek.uni-heidelberg.de
■ www.oek.uni-heidelberg.de

Edith-Stein-Haus
Neckarstaden 32
69117 Heidelberg
Phone: +49 (0) 1520 4871452
E-mail: info@edithsteinhaus.de
■ www.edithsteinhaus.de

Theologisches Studienhaus
Neuenheimer Landstraße 2
69120 Heidelberg
Phone: +49 (0) 6221 137870
Fax: +49 (0) 6221 1378799
■ www.theologisches-studienhaus.de

Studentenwohnheim Wartburg
Untere Neckarstraße 21
69117 Heidelberg
Phone: +49 (0) 6221 126844
E-mail: zimmerbewerbung@athv.de
■ www.athv.de

Information for international student applicants

Appendix

Residence halls of other institutions

Studentenwohnheim Ring-/Lessingstraße
Ringstraße 35-41
69115 Heidelberg
Application: Industria Bau- und Vermietungsgesellschaft
Phone: +49 (0) 69 83839856
E-mail: hendrik.hopfer@industriawohnen.de

Conrad-Bender-Haus
Rohrbacher Straße 91
69115 Heidelberg
Phone/Fax: +49 (0) 6221 20789
E-mail: cbh.bayer@web.de
■ www.conradbenderhaus.homepage.t-online.de

Studentenwohnheim Hauhecke
Sandwingert 2
69123 Heidelberg
Application: Adria-Vermögensverwaltung
Postfach 12 03 30
69066 Heidelberg
Phone: +49 (0) 6221 5860611
E-mail: simone.link@ibv-adria.de
■ www.studentenwohnheim-adria.de

Studentenwohnheim Schenk
Wiesenweg 3
69198 Schriesheim
Rooms in small shared apartments, unfurnished
Phone/Fax: +49 (0) 6203 61853

Studentenwohnheim Hirsch
Hauptstraße 62
69151 Neckargemünd
Phone: +49 (0) 6223 921812
Fax: +49 (0) 6223 921815
E-mail: studentenwohnheim-hirsch@web.de

Studentenwohnheim Weybrecht
Turnerstraße 165
69126 Heidelberg
Application (only in writing): Weybrecht
Karlsruher Straße 76/78
69126 Heidelberg

Micro-Apartment-Anlage „Green Five“
Langer Anger 44
69115 Heidelberg
Application:
Mercurius AG, Börsenstr. 2-4
60313 Frankfurt
Phone: +49 (0) 69 509517180
E-mail: info@microliving.de
■ www.microliving.de

Studentenwohnheim Baugenossenschaft
Heinrich-Fuchs-Str.44
69115 Heidelberg
Application: Baugenossenschaft – Familienheim Heidelberg eG
Phone: +49 (0) 6221 537329
E-mail: c.steinle@familienheim-heidelberg.de
■ www.studentenwohnheim-heidelberg.de

Excerpt from Baden-Württemberg's Hochschulvergabeverordnung (ordinance on granting university places in admission-restricted study courses)

§ 1

(2) In the admission procedure for Germans the following groups shall be granted equivalence:

1. Nationals from another member state of the European Union or another state party to the Agreement on the European Economic Area.
2. Children of nationals from another member state of the European Union or another state party to the Agreement on the European Economic Area, resident in the Federal Republic of Germany, as long as these nationals are, or have been, employed in the Federal Republic of Germany.
3. Other relatives of nationals from another member state of the European Union or another state party to the Agreement on the European Economic Area, resident in the Federal Republic of Germany within the meaning of Article 2 Number 2 Directive 2004/38/EC of the European Parliament and the Council of 29 April 2004 (ABl. L 158, 30 April 2004, p. 77, last report ABl. L 204, 4 August 2007, p. 28), as long as these nationals are employed in the Federal Republic of Germany, and
4. Other foreign nationals or stateless persons who hold a German higher-education entrance qualification.

Advisory services for students

International Relations Office

The International Relations Office provides assistance to prospective and current international students at Heidelberg University. The Serviceportal and the Advisory Service provide information on the range of subjects and the application and admission processes. International students who have been admitted to Heidelberg University can get information on student life in Heidelberg, on the Alien Law and on formalities during their studies. Additionally, a semester programme offers excursions as well as study-related and cultural events.

Serviceportal (rooms 35 and 33)

Phone: +49 (0) 6221 545454

E-mail: studium@uni-heidelberg.de

Opening hours: Mon – Thurs 10 am – 4 pm, Fri 10 am – 2 pm

Advisory Service for international students (room 30)

Ms. Kloppenburg

Phone: +49 (0) 6221 5412723

E-mail: kloppenburg@zuv.uni-heidelberg.de

Ms. Riedling

Phone: +49 (0) 6221 5412720

E-mail: riedling@zuv.uni-heidelberg.de

Central Student Advisory Office / Career Service

The Central Student Advisory Office offers one-on-one counselling interviews as well as a variety of information leaflets and workshops concerning the decision-making phases before, during and after your university studies.

■ www.uni-heidelberg.de/studium/kontakt/zsw/index.html

Representative for disabled and chronically ill students

Information and advisory service for disabled and chronically ill students of Heidelberg University.

■ www.uni-heidelberg.de/courses/contact/handicap/englindex.html

Departmental Advisory Service

Questions on the content of study programmes, on the syllabus and on examinations deadlines will be answered by the individual Departmental Advisory Service. They are also usually in charge of accreditation of coursework.

■ www.uni-heidelberg.de/studium/kontakt/fachstudberatung.html

Studierendenwerk

The Studierendenwerk Heidelberg is in charge of accommodation, social aspects, childcare and the student restaurants.

■ www.studierendenwerk.uni-heidelberg.de/en

Studying with children – KidS (Kinder in der Studienzzeit)

Heidelberg University, the Student Service Organization as well as the local authorities and the State of Baden-Württemberg offer a wide range of services and measures to support student parents.

■ www.uni-heidelberg.de/studium/imstudium/KidS/index_en.html

Important websites

Studying at Universität Heidelberg

Homepage of Heidelberg University

■ www.uni-heidelberg.de

Overview of subjects with short information

■ www.uni-heidelberg.de/courses/prospective/academicprograms/index.html

Application and registration (undergraduate programmes)

■ www.uni-heidelberg.de/courses/prospective/admission_int/application_international.html

Application and registration (graduate programmes)

■ www.uni-heidelberg.de/courses/prospective/admission_ger/procedure.html

Faculties and departments of Heidelberg University

■ www.uni-heidelberg.de/faculties/

Academic calendar

■ www.uni-heidelberg.de/studium/imstudium/vorlesungen/

Examination rules and regulations

■ www.uni-heidelberg.de/courses/download/download.html

Key dates and deadlines

■ www.uni-heidelberg.de/courses/date/dates.html

Download Center

■ www.uni-heidelberg.de/courses/download/download.html

Staff directory

■ lsf.uni-heidelberg.de

Part-time studies

■ www.uni-heidelberg.de/studium/interesse/teilzeit/

Student advisory services and counselling

Homepage of the International Relations Office

■ www.uni-heidelberg.de/courses/contact/aaa/index.html

Services and events of the International Relations Office

■ www.uni-heidelberg.de/courses/contact/aaa/aaa_services.html

Graduate Academy

■ www.graduateacademy.uni-heidelberg.de/index_en.html

Overview of all student advisory and counselling services

■ www.uni-heidelberg.de/courses/prospective/guidance/advisory_services.html

Departmental student advisors

■ www.uni-heidelberg.de/studium/kontakt/fachstudberatung.html

Study preparation

Internationales Studienzentrum (ISZ) of Heidelberg University

■ www.isz.uni-heidelberg.de/e_index.html

Preparatory courses (Propädeutische Vorsemester)

■ www.isz.uni-heidelberg.de/e_propaedeutikum.html

German language knowledge

■ www.uni-heidelberg.de/courses/prospective/admission_int/knowledge_german.html

Information on recognition of foreign school-leaving certificates

■ anabin.kmk.org

Social aspects

Studierendenwerk Heidelberg

■ www.studierendenwerk.uni-heidelberg.de

Grants / Scholarships

■ www.uni-heidelberg.de/studium/interesse/stipendien.html

■ www.funding-guide.de

General information on studying in Germany

Studying in Germany

■ www.daad.de/en/

Range of subjects of all German higher-education institutions

■ www.hochschulkompass.de/en.html

Key dates and deadlines

January 15th	General application deadline for the summer semester in undergraduate study programmes and for transfer students
Beginning of / mid-February	End of lecture period (winter semester)
March 31st	End of the winter semester
April 1st	Start of the summer semester
End of March / beginning of April	Deutsche Sprachprüfung für den Hochschulzugang (DSH)
Beginning of April	Orientation Days for newly-admitted international students and orientation events of the departments
Mid-April	Start of lecture period (summer semester)
July 15th	General application deadline for the winter semester in undergraduate study programmes and for transfer students
End of July	End of lecture period (summer semester)
September 30th	End of the summer semester
October 1st	Start of the winter semester
End of September / beginning of October	Deutsche Sprachprüfung für den Hochschulzugang (DSH)
Beginning of October	Orientation Days for newly-admitted international students and orientation events of the departments
Mid-October	Start of lecture period (winter semester)

IMPRESSUM

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Universität Heidelberg
Dezernat Internationale Beziehungen
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D-69117 Heidelberg

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Universität Heidelberg,
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