



UNIVERSITÄT  
HEIDELBERG  
ZUKUNFT  
SEIT 1386

# GENERAL INFORMATION FOR INTERNATIONAL STUDENT APPLICANTS



2014

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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 of its founders.

Today the University has more than 30,000 students, among them more than 5,000 international students, and is regarded as an important centre of modern research and study in Germany. Its 12 faculties embrace a wide spectrum of subjects in the Arts and Sciences, including Medicine. The university does not, however, offer any courses in Engineering or Agriculture.

## **STUDYING AT UNIVERSITÄT HEIDELBERG**

### **Academic degrees**

Heidelberg University awards the following degrees (depending on the subject):

- Bachelor's degree (Bachelor of Arts/B.A. and Bachelor of Science/B.Sc.)
- Master's degree (Master of Arts/M.A., Master of Science/  
M.Sc. and Master of Laws in International Law/LL.M. int.)
- State Examination (Staatsexamen)
- Doctorate

The Faculty of Theology also offers a first-degree programme earning a Magister Theologiae. The Faculty of Law offers two postgraduate programmes earning a Magister Legum (LL.M.).

## Studying at Universität Heidelberg

The majority of study programmes offered at Heidelberg University are bachelor's programmes. These courses provide a basic factual and methodical foundation for the respective subjects and may additionally provide practical experience. There are one-subject bachelor's courses (100%), but the majority of the programmes are made up of a combination of two subjects (either two 50% subjects or one major [75%] and one minor [25%] subject). 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.).

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 subject or a major subject with a subsidiary subject. There are two different kinds of master's programmes: consecutive master's programmes and continuing-education master's programmes. The first kind (the majority of the programmes at Heidelberg University) 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 previously acquired. In addition, these programmes require at least one year of 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.).

A State Examination (Staatsexamen) is a German degree with examination regulations stipulated by the German federal states, not by the university itself. A State Examination is taken by students of Law, Medicine, Dentistry and Pharmacology as well as by students wishing to become a teacher (at Gymnasium level). While a two-subject combination is required for the teacher-training programmes, Law, Medicine, Dentistry and Pharmacology are one-subject courses.

It is possible to do a doctorate in any subject 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 State Examination or an equivalent academic qualification) with good or very good results in the relevant subject. Applicants wishing to obtain a doctorate must independently find a supervisor who is willing to accept and supervise the applicant's proposed topic. Professors are not obliged to accept candidates, even if the formal criteria are met. The second step is to apply for admission as a doctoral candidate at the appropriate faculty (see Appendix for addresses).

Foreign degrees may be accepted as part of the admission requirements for doctoral students, but as a rule, additional requirements must also 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 individual faculty (see Appendix for addresses). For further information regarding doctorate applications, please consult the Graduate Academy's website at

- [www.graduateacademy.uni-heidelberg.de/promotion/schritte\\_en.html](http://www.graduateacademy.uni-heidelberg.de/promotion/schritte_en.html)

### **Organisation of studies and length of programmes**

The academic year is divided into two semesters, running from October to March in the winter semester and from April to September in the summer semester. The lecture periods usually extend from October to February (in the winter semester) and from April to July (in the summer semester).

To many of the study programmes at Heidelberg University first-year students are only admitted in the winter semester. A list of all study programmes with accompanying information can be found in the subject catalogue (Fächerkatalog) available at

- [www.uni-heidelberg.de/courses/prospective/academicprograms/index.html#fk](http://www.uni-heidelberg.de/courses/prospective/academicprograms/index.html#fk)

Students following a bachelor's programme are required to take an orientation examination (Orientierungsprüfung) after two semesters and will normally be able to take their final exams and hence complete their studies after six semesters. The final grade, however, depends not only on the outcome of the final examinations but also on the credits obtained during the entire course of study.

After the completion of a bachelor's degree, it is possible to continue with a master's programme in most subjects. These 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. Further information on the different master's programmes offered at Heidelberg University, including the relevant rules and regulations for admission and the programme/examination rules and regulations (Studien- und Prüfungsordnungen), is available online at

- [www.uni-heidelberg.de/courses/prospective/academicprograms/master.html](http://www.uni-heidelberg.de/courses/prospective/academicprograms/master.html) as well as on the faculties' websites (see Appendix for addresses).

## Studying at Universität Heidelberg

Study programmes concluding with a State Examination (Staatsexamen) are divided into two phases. The first phase are the so-called stage 1 studies (Grundstudium) lasting at least four semesters, during which students are required to pass an orientation examination (Orientierungsprüfung) after two semesters as well as, at the end of this stage, an intermediate examination (Zwischenprüfung). The stage 2 studies (Hauptstudium) last a minimum of four semesters, after which students take their final exams, the State Examination (Staatsexamen).

Doctoral students normally have to write an academic thesis (Dissertation) and pass an oral examination (Rigorosum or Disputation) at the end of their studies. Individual doctoral training is the classical model for obtaining a doctorate. Usually, there is no structured programme of courses for students pursuing doctoral training. However, there are a few structured doctoral programmes where doctoral candidates participate in courses provided by their respective faculty or graduate school/research group. The rules and regulations for doctoral studies are available on the Graduate Academy's website at  
■ [www.graduateacademy.uni-heidelberg.de/index\\_en.html](http://www.graduateacademy.uni-heidelberg.de/index_en.html)  
or from the respective faculty (see Appendix for addresses).

Further information on the structures of the various study programmes can be found in the rules and regulations of the individual study programme as well as in the examination rules and regulations (Studien- und Prüfungsordnungen), which are available from the faculties (see Appendix for addresses). They can also be found online at  
■ [www.uni-heidelberg.de/courses/download/download.html](http://www.uni-heidelberg.de/courses/download/download.html)

## Range of subjects

There are twelve faculties at Heidelberg University:

- Faculty of Theology (Theologische Fakultät)
- Faculty of Law (Juristische Fakultät)
- Medical Faculty Heidelberg (Medizinische Fakultät Heidelberg)
- Medical Faculty Mannheim (Medizinische Fakultät Mannheim)
- Faculty of Philosophy (Philosophische Fakultät)
- Faculty of Modern Languages (Neuphilologische Fakultät)
- Faculty of Economics and Social Sciences (Fakultät für Wirtschafts- und Sozialwissenschaften)

- Faculty of Behavioural and Cultural Studies (Fakultät für Verhaltens- und Empirische Kulturwissenschaften)
- Faculty of Mathematics and Computer Science (Fakultät für Mathematik und Informatik)
- Faculty of Chemistry and Earth Sciences (Fakultät für Chemie und Geowissenschaften)
- Faculty of Physics and Astronomy (Fakultät für Physik und Astronomie)
- Faculty of Biosciences (Fakultät für Biowissenschaften)
- Each faculty offers various subjects. An overview of all subjects offered at Heidelberg University can be found in the subject catalogue (Fächerkatalog) at
  - [www.uni-heidelberg.de/courses/prospective/academicprograms/index.html#fk](http://www.uni-heidelberg.de/courses/prospective/academicprograms/index.html#fk)

The College of Jewish Studies (Hochschule für Jüdische Studien) also offers different study programmes. For further information, please go to ■ [www.hfjs.eu](http://www.hfjs.eu).

Detailed information on each individual subject can also be found online at  
■ [www.uni-heidelberg.de/courses/prospective/academicprograms](http://www.uni-heidelberg.de/courses/prospective/academicprograms)

An overview of the classes offered in each subject is given in the academic calendar (Vorlesungsverzeichnis) available at  
■ [www.uni-heidelberg.de/studium/imstudium/vorlesungen](http://www.uni-heidelberg.de/studium/imstudium/vorlesungen).

In addition, many departments publish a so-called Kommentiertes Vorlesungsverzeichnis – booklets containing an overview with a detailed description 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 websites:  
■ [www.uni-heidelberg.de/sitemap/indexinstitutes.html](http://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>

### **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 so-called “short-term” study programme (Kurzzeitstudium).

**Studying at Heidelberg University**

Short-term studies are not possible in master's programmes or in study programmes in which all subject-related semesters have admissions restrictions.

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 as well as very good knowledge of German. Students coming to Heidelberg University for a limited period of time outside the framework of an exchange programme must pass the German Language Examination for University Entrance (Deutsche Sprachprüfung für den Hochschulzugang – DSH, cf. p. 9) before enrolling, unless they already possess qualifications of an equal standard.

# **STUDY REQUIREMENTS**

## **Proficiency in German**

The language of instruction in most study courses 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 proficiency examination in German (Deutsche Sprachprüfung für den Hochschulzugang [DSH]) is an entrance requirement for most international students. We strongly recommend students to start taking German lessons in their home country before taking the DSH exam. Applicants wishing to take the DSH examination are required to have completed at least 1,000 - 1,200 hours of German language instruction at a recognised institution (e.g. the Goethe Institut). In order to study at Heidelberg University, applicants must achieve a minimum score of DSH-2.

At Heidelberg University, the DSH examination is usually taken at the end of September and at the end of March and consists of two parts – a written and an oral test. The fee of € 50 must be paid in cash on the day of the exam. Further information about the DSH exam is available at the International Relations Office or online at

■ [www.isz.uni-heidelberg.de/e\\_downloads.html](http://www.isz.uni-heidelberg.de/e_downloads.html)

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).

Student applicants can be exempted from the DSH exam if one of the following certificates considered equivalent to the DSH is submitted with the application for admission:

- “Deutsches Sprachdiplom der Kultusministerkonferenz – Zweite Stufe” (rulings of the KMK from 16.03.1972 and 5.10.1973)
- Registered “Deutsche Sprachprüfung für den Hochschulzugang (DSH-Stufe 2)” according to RO- DT of the HRK (ruling of the KMK from 25.6.2004 version of 17.11.2011)
- “Großes [or] Kleines Deutsches Sprachdiplom” of the Goethe Institute
- “Zentrale Oberstufenprüfung” of the Goethe Institute
- “Goethe-Zertifikat C2: GDS” of the Goethe Institute, issued from 01.01.2012
- “Test Deutsch als Fremdsprache (TestDaF)”, if passed with a mark of TDN 4 or better in all of the examinations

#### **Study requirements**

- “Zeugnis der Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an den Hochschulen der Bundesrepublik Deutschland” (so-called “Feststellungsprüfung”)
- an equivalent certificate based on a bilateral treaty with another country.

Please note: For some subjects (such as Deutsche Philologie [Germanistik], Germanistik im Kulturvergleich, Konferenzdolmetschen and Magister Legum in Rechtswissenschaft) special German language skills are required. Details can be found in the individual study programme's rules and regulations for admission (Zulassungsordnung).

Heidelberg University offers German language courses preparing students for the German proficiency test (DSH). Further information on these courses can be found on page 12.

#### **Recognition of school-leaving certificates**

In order to be admitted to Heidelberg University, all applicants are required to have obtained a higher-education entrance qualification (Baccalauréat, GCE - A & O Levels, school-leaving certificate, university entrance examination, etc.). If the qualification enabling the candidate to embark on a course of higher education in their home country is found to be equivalent to the German higher-education entrance qualification (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 pass an assessment test (Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an Hochschulen in der Bundesrepublik Deutschland – so-called Feststellungsprüfung).

For more detailed information on the recognition of school-leaving certificates, please go to ■ <http://anabin.kmk.org> or [www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/](http://www.daad.de/deutschland/nach-deutschland/voraussetzungen/en/)

The Studienkolleg of Heidelberg University provides international applicants with a one-year (two-semester) preparation course for this assessment test (Feststellungsprüfung). Further information on these courses can be found on pages 13/14.

## **Student Residence Permit**

All international students are required to have a residence permit in order to study in Germany. It is not possible to register at the university without a valid residence permit for study purposes. Visas for travel purposes, business purposes, etc. are not valid.

Before issuing an entry visa, the German consulate/embassy will require the applicant to submit their letter of admission (Zulassungsbescheid) or an official confirmation of application for admission to 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 consulate/embassy in your home country.

Students from EU or EEA countries (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 (Aufenthaltserlaubnis) 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 all other countries must obtain a visa before departing for Germany. The request for a visa can be made at the German embassy or consulate in their home country.

A list of all German consulates/embassies and more detailed information on visa requirements can be found at ■ [www.auswaertiges-amt.de/EN/Startseite\\_node.html](http://www.auswaertiges-amt.de/EN/Startseite_node.html)

**Study requirements**

# **STUDY PREPARATION AT UNIVERSITÄT HEIDELBERG**

## **Language preparation**

The following German courses are offered by the university to help applicants improve the standard of their German.

### **Kolleg für deutsche Sprache und Kultur am Internationalen Studienzentrum**

The Kolleg für deutsche Sprache und Kultur offers German language courses at various levels (basic, intermediate and advanced; A1 - C1). Certain courses are designed to prepare students for the German proficiency examination (DSH) and the entrance exam of the Studienkolleg. Only applicants who have obtained a higher-education entrance qualification in their home country can take part in these courses.

1. The International Relations Office offers a limited number of places in German language courses with a minimum of 20 hours of instruction per week. One condition is that you apply at the same time for admission to a study programme at Heidelberg University and that you are admitted to this study programme. Please note that the International Relations Office can only place first-degree students (bachelor or state examination) in the German courses. Due to limited facilities, it is not possible to guarantee a place in the language courses for all students who have requested it on their application to a study programme. Only a small number of students can be admitted to the language courses by the International Relations Office. Therefore, we strongly recommend all applicants to learn German in their country of residence. The fees for the German courses provided by the International Relations Office are € 350 per semester. The fee must be paid in cash at the beginning of the semester.
2. Alternatively, the Internationales Studienzentrum (ISZ) offers places in their German courses to prospective students who wish to learn German for one or two semesters before applying to a study programme. A limited number of dormitory rooms are available to participants of the German courses. Detailed information about fees and the application procedure can be found at  
■ [www.isz.uni-heidelberg.de/e\\_index.html](http://www.isz.uni-heidelberg.de/e_index.html)

Please note: It is not possible to apply to the International Relations Office for admission to the university (cf. 1) and to the Internationales Studienzentrum (ISZ) for a place in a German language course (cf. 2) at the same time.

### **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), special courses designed for foreign German teachers as well as courses providing training in Business German. Further information about fees and acceptance requirements can be obtained via e-mail ([ferienkurs@zuv.uni-heidelberg.de](mailto:ferienkurs@zuv.uni-heidelberg.de)) or online at

- [www.uni-heidelberg.de/ifk](http://www.uni-heidelberg.de/ifk)

### **Subject preparation**

To prepare you for your study programme, the Internationales Studienzentrum (ISZ) of Heidelberg University offers different courses.

### **Preparation courses for the Feststellungsprüfung at the Studienkolleg**

The Studienkolleg provides international applicants whose higher-education entrance qualification is not fully equivalent to the German Abitur (cf. p. 10) with a one-year preparation course for the so-called Feststellungsprüfung (assessment test to determine the eligibility of international applicants for studies at higher-education institutions in Germany).

In the state of Baden-Württemberg, to which Heidelberg belongs, prospective students cannot apply for admission directly to the Studienkolleg. Instead, they need to apply at the university where they wish to pursue the subsequent degree course. This means that international students must apply for admission to the Studienkolleg and to a university study programme at the same time. In the selection process, the university will decide whether the applicant will receive a reservation of a study place (so-called Vormerkung).

If you wish to apply to Heidelberg University, all necessary information as well as the online application can be found online at

- [www.uni-heidelberg.de/courses/prospective/index.html](http://www.uni-heidelberg.de/courses/prospective/index.html).

**Study Preparation at Heidelberg University**

General information on the application procedure can also be found in this brochure (cf. p. 15).

Exception: EU/EEA nationals who must pass the Feststellungsprüfung before they can start their study course (cf. p. 10) and whose study programme of choice is subject to an admissions restriction (either nation-wide or by the university) must apply with the International Students Office of Heidelberg University for the respective Studienkolleg course - without the reservation of a study place.

The necessary application form can be found online at

- [www.uni-heidelberg.de/md/studium/download/zulassungsantrag\\_eng.pdf](http://www.uni-heidelberg.de/md/studium/download/zulassungsantrag_eng.pdf)

Information on the application deadline and the required documents can be found online at

- [www.uni-heidelberg.de/courses/prospective/apply\\_int/procedure/open\\_admission.html](http://www.uni-heidelberg.de/courses/prospective/apply_int/procedure/open_admission.html)

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](http://www.isz.uni-heidelberg.de/e_downloads.html)

The Feststellungsprüfung (assessment test) is usually taken after one year at the Studienkolleg. Should a student fail the test, studies at the Studienkolleg can be extended for one semester. Transfer to a different Studienkolleg is not usually possible. The assessment test may only be repeated once, and the second test must be taken at the same Studienkolleg.

In exceptional cases, applicants may be admitted to an external assessment test (externe Feststellungsprüfung) without attending the preparation course at the Studienkolleg. In this case, students must apply for a degree programme with the International Students Office of Heidelberg University in due time and form. The application must indicate that you wish to take part in the external assessment test. You must also take part in a councelling session with the director of the Studienkolleg. We strongly recommend you contact the International Students Office for more details on the application deadlines and necessary documents.

More details can be found in the information leaflet “Internationale Studienbewerber mit ausländischer Hochschulzugangsberechtigung”, available at

- [www.uni-heidelberg.de/md/studium/download/internationale\\_studienbewerber\\_mit\\_ausl\\_ndischer\\_hochschulzugangsberechtigung.pdf](http://www.uni-heidelberg.de/md/studium/download/internationale_studienbewerber_mit_ausl_ndischer_hochschulzugangsberechtigung.pdf)

For further information on the assessment test and the Studienkolleg, please go to

- [www.studienkolleg.de/en](http://www.studienkolleg.de/en)
- [www.isz.uni-heidelberg.de/e\\_index.html](http://www.isz.uni-heidelberg.de/e_index.html)
- [www.isz.uni-heidelberg.de/e\\_downloads-html](http://www.isz.uni-heidelberg.de/e_downloads-html)

### **Preparatory courses**

Prospective international students whose higher-education entrance qualification is found to be equivalent to the German 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 preparatory course (Propädeutisches Vorsemester) at the Internationales Studienzentrum (ISZ). The courses are offered in the summer semester only and last either one month or one semester. More information on these courses can be found at

- [www.uni-heidelberg.de/zentral/isz/e\\_propaedeutikum.html](http://www.uni-heidelberg.de/zentral/isz/e_propaedeutikum.html)

# **APPLICATION FOR ADMISSION**

## **The application procedure: general information**

All international students must apply for all study programmes at Heidelberg University. There are different application procedures, application institutions and deadlines, depending on the study programme of choice.

## **Online application / Application for admission**

International student applicants who wish to start a study programme in the first subject-related semester and who wish to obtain a degree in Heidelberg apply online. The application must be filled in and sent electronically via the online application portal; additionally, the PDF file generated at the end of the online application must be printed out, signed and sent to the International Students Office with all necessary documents. Both the electronic transmission of the data and the print-out with the necessary documents must reach the university before the end of the application period. Information on the application procedure as well as the online application portal can be found at

- [www.uni-heidelberg.de/courses/prospective/admission\\_int/application\\_international.html](http://www.uni-heidelberg.de/courses/prospective/admission_int/application_international.html)

For most of the postgraduate and master's programmes there are special application forms and procedures. Information on the application procedure for master's programmes as well as the online application portal for master's programmes and the special application forms can be found online at

- [www.uni-heidelberg.de/courses/prospective/admission\\_ger/procedure.html](http://www.uni-heidelberg.de/courses/prospective/admission_ger/procedure.html)

More information on the application procedure for masters programmes can be found in the FAQ sheet available at ■ [www.uni-heidelberg.de/studium/download/index.html](http://www.uni-heidelberg.de/studium/download/index.html) (bullet point "International students").

## **Application periods**

There are two general application periods every year: beginning of June until July 15th for the winter semester; beginning of December until January 15th for the summer semester. The application deadlines must be strictly adhered to. Applications received by the university after the closing date will not be considered.

Some study programmes (especially postgraduate and master's programmes) have special application periods. Please note: To some study programmes, applicants to the first subject-related semester can only be admitted in the winter semester. The subject catalogue (Fächerkatalog) provides an overview of all study programmes offered at Heidelberg University as well as the according application periods:

- [www.uni-heidelberg.de/courses/prospective/academicprograms/index#fk](http://www.uni-heidelberg.de/courses/prospective/academicprograms/index#fk)

### **Application procedure**

The application procedure depends on (a) whether the study programme selected is subject to admissions restrictions or assessment processes, (b) the applicant's nationality, and (c) his or her school-leaving certificate.

Admissions restrictions (so-called Numerus Clausus) are introduced if the number of applications to a degree course exceeds the number of places available in that course. In such cases, only the best-qualified applicants will be admitted. There are two different types of admissions restrictions.

Admission to a particular degree course may either have a national restriction applying to all German universities (such as the degree courses Dentistry [Zahnmedizin], Medicine [Medizin] and Pharmacology [Pharmazie]) or a local restriction (specific to Heidelberg University).

In legal terms, citizens of the member states of the EU and the EEA (Iceland, Liechtenstein, Norway) and international applicants with a German higher-education entrance qualification (usually Abitur) have the same status as German citizens with regard to admission to degree courses. This group of applicants competes for the majority of available places. All other applicants compete for the remaining places (5% in the case of national admissions restrictions and 8-10% in the case of local admissions restrictions). An admissions board awards these places to the best-qualified applicants.

For some degree courses the applicant's suitability is determined by means of an assessment process (Eignungsfeststellungsverfahren – assessment of aptitude, or Aufnahmefläfung – entrance examination) based on criteria such as the average mark on the higher-education entrance certificate, grades obtained in relevant school subjects, vocational training, additional qualifications and aptitude tests/interviews with the applicant. Aptitude tests and interviews take place before registration, usually after the publication of the results of the DSH exam (roughly two weeks before the beginning of the semester).

## **Application for Admission**

Applicants who fail the assessment process for a particular course must wait until the following semester or the following year (depending on the programme) before they can apply again. Students can apply only twice.

The subject catalogue (Fächerkatalog) contains information on the study programmes that are subject to an assessment process or to admissions restrictions. The subject catalogue can be found online at

■ [www.uni-heidelberg.de/courses/prospective/academicprograms/index#fk](http://www.uni-heidelberg.de/courses/prospective/academicprograms/index#fk)

In all cases (including study programmes without admissions restrictions or an assessment process), the admissions office will verify that all formal and substantial conditions for acceptance to Heidelberg University have been fulfilled. Some of the points the office checks up on are:

1. Is the applicant's documentation complete and formally correct (in particular, have the required copies been officially certified)?
2. Has the applicant chosen a valid study programme at Heidelberg University?
3. Is the German language proficiency indicated by the formal documentation likely to be sufficient to pass the DSH exam?
4. Does the applicant have financial support for his/her studies?
5. Does the applicant have sufficient prior education to be admitted to the chosen course at the university (entitlement to university admission)?

In assessing proof of prior education abroad, the university is guided by the proposals of the Central Office for International Education Affairs affiliated to the Standing Conference of State Education Ministers in Bonn (Zentralstelle für ausländisches Bildungswesen bei der ständigen Konferenz der Kultusminister der Länder). For information on your country, please go to ■ <http://anabin.kmk.org>

## **Application documents**

### **General application documents**

The following documents must be included in your application dossier if you are applying for a first-degree study programme (bachelor, state examination). Except in the case of certificates in English or French, an officially certified German translation is required in addition to a copy of the original certificate. Please note that the regulations regarding the application documents may be subject to change.) The current regula-

tions can be found in the brochure “Aktuelle Informationen zu den grundständigen Studiengängen für internationale Studienbewerberinnen und Studienbewerber” (available only in German), which is published every semester. The currently valid version can be found in our Downloadcenter ([www.uni-heidelberg.de/studium/download/index.html](http://www.uni-heidelberg.de/studium/download/index.html)) or be requested via e-mail (studium@uni-heidelberg.de).

Information on the application documents necessary for masters programmes can be found in the rules and regulations for admissions (Zulassungssatzung) of the individual programme as well as in the “FAQ Masters Programmes”. Both sources can be found in our Downloadcenter ([www.uni-heidelberg.de/studium/download/index.html](http://www.uni-heidelberg.de/studium/download/index.html)) or be requested via e-mail (studium@uni-heidelberg.de).

1. An officially certified photocopy of the certificate or diploma entitling the student to embark on a university course in his/her home country (e.g. Abitur, Baccalaureate, GCE - A & O Level, school-leaving certificate, university admission exam, etc.), including a list of grades.
2. When applicable: Officially certified photocopies of successfully completed university admissions exams taken abroad, including a list of grades.
3. When applicable: Officially certified photocopies of all university certificates (from colleges, academies, etc.) that the student has already obtained, plus lists of grades per semester or year of study. Any semesters taken at German universities must be documented by enrolment certificates (original or certified copies).
4. When applicable: An officially certified photocopy of the successfully completed assessment test (Feststellungsprüfung) if such an exam has already been taken at a Studienkolleg in Germany, accompanied by a record of the individual grades.
5. Proof of German language proficiency (one requirement for taking the German language examination [Deutsche Sprachprüfung für den Hochschulzugang (DSH)] at Heidelberg University is written proof of at least 1,000-1,200 hours of prior German language instruction at a recognised institution).
6. Proof of the student's ability to finance his/her studies (form “Finanzierungsbescheinigung” available at [www.uni-heidelberg.de/md/studium/download/finanzierung\\_bescheinigung.pdf](http://www.uni-heidelberg.de/md/studium/download/finanzierung_bescheinigung.pdf)
7. 1 Passport photograph (no larger than 4 x 5 cm)
8. Copy of passport (page with name in Latin script)
9. Proof of completed online test required for first-degree study programmes (cf. [www.was-studiere-ich.de](http://www.was-studiere-ich.de))
10. Three international reply coupons (Coupon-Réponse International)
11. When applicable: Copy of “TestAS”

## **Special application documents**

Depending on the study programme, the application procedure and the applicant's nationality, further documents may be necessary in addition to those listed above. Some of these special application documents are listed below. Detailed information on all special application documents required for a given study course can be found in the rules and regulations for admission (Zulassungssatzung), available at

■ [www.uni-heidelberg.de/courses/download/download.html](http://www.uni-heidelberg.de/courses/download/download.html)

The booklet "Aktuelle Informationen zu den grundständigen Studiengängen für internationale Studienbewerberinnen und Studienbewerber" (available only in German) also contains information on the necessary application documents and is available on request (per post or per e-mail to [studium@uni-heidelberg.de](mailto:studium@uni-heidelberg.de)) at the beginning of the relevant application period (mid-November for the summer semester and mid-May for the winter semester). It can also be downloaded from

■ [www.uni-heidelberg.de/courses/download/download.html](http://www.uni-heidelberg.de/courses/download/download.html) (bullet point  
"International students").

1. Applicants who have already completed a degree programme abroad and who wish to enter a degree programme in a different subject must provide a detailed letter of motivation giving the reasons for this change.
2. Applicants who have started a degree 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).
3. Applicants for short-term studies (cf. p. 8) must provide a written account of the reasons for the intended period of study.
4. Transfer students (so-called Hochschulortswechsler, cf. p. 23) must provide a certificate from the examinations office (Prüfungsamt) of their former university stating that they have not lost their examinations privileges (Prüfungsanspruch) 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).
5. Applicants without the citizenship of a member state of the EU or the EEA and with a foreign higher-education entrance qualification who apply for the degree course in Medicine (Medizin), Dentistry (Zahnmedizin) or Pharmacology (Pharmazie) must include with their application the certificate of assessment of their educational background (Vorprüfungsdokumentation) by Uni-Assist e.V. Berlin. Further information can be found at ■ [www.uni-assist.de](http://www.uni-assist.de)

6. Applicants for the study course Sports Science (Sportwissenschaft) as either a major or a minor subject (both bachelor and state examination) must undergo an aptitude test and include the certificate of this aptitude test in their application. The aptitude test takes place once a year at the end of May/beginning of June. Registration for the aptitude test is required by May 15th at the Department of Sports and Sports Science (Institut für Sport und Sportwissenschaft). Information and the online application are available at
  - [www.issw.uni-heidelberg.de/studium/sporteingangspruefung.html](http://www.issw.uni-heidelberg.de/studium/sporteingangspruefung.html)
7. All applicants from the People's Republic of China, from Mongolia and from Vietnam must include with their application an original certificate from the respective academic examinations office (Akademische Prüfstelle – APS). The APS offices are 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 is also the case for applicants who will take a German language course before their degree course.
  - a) Further information on the procedure for applicants from the People's Republic of China and the according application form are available via the German embassy in Beijing as well as online at <https://www.aps.org.cn/>. On this website, you will also find a list of the necessary documents. Contact Information APS:  
Akademische Prüfstelle/Academic Evaluation Center (APS)  
German Embassy  
Landmark Tower 2, Room 0311  
8 North Dongsanhuan Road  
Chaoyang District  
100004 Beijing - People's Republic of China  
Office hours: Monday – Friday 8 am – 12 pm  
Phone: +86-10-6590 7138 (Monday – Thursday 1.30 – 4.30 p.m.)  
Fax: +86-10-6590 7140  
E-mail: [info@aps.org.cn](mailto:info@aps.org.cn)
  - b) Further information on the procedure for applicants from Mongolia and the according application form are available via the German embassy in Ulan Bator as well as online at ■ [www.ulan-bator.diplo.de/aps](http://www.ulan-bator.diplo.de/aps)

**Application for Admission**

Contact Information APS:

German Embassy  
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

- c) Further information on the procedure for applicants from Vietnam and the according application form are available via the German embassy in Hanoi as well as online at [www.hanoi.diplo.de](http://www.hanoi.diplo.de).

Contact Information APS:

Akademische Prüfstelle (APS)  
German Embassy  
29 Tran Phu  
Q. Ba Dinh  
Hanoi - Vietnam  
Phone: +84-4-3845 38 36/7 or +84-4-3843 02 45/6  
Fax: +84-4-3843 99 69  
E-mail: aps\_hanoi@yahoo.com

**Concerning certified copies**

In Germany, certified copies can be made by all public offices with an official stamp authorising them to do so (also by a notary). In general, the German embassy/consulate certifies copies according to these regulations as well. Requirements for complete certification are the official certifying stamp, a written entry and a signature. Each individual page of a copy must carry a signature. If the name of the certificate holder does not appear in the text on every page of the copy, the written entry for this page must indicate both the holder and the type of document to ensure that every page belongs to the same document. Missing entries may not be completed by yourself.

Collective certification of several pages of a document is acceptable if the pages are fastened together with string and carry an official stamp. Stapled collective certifications are also acceptable if the page corners are folded and stamped so that each page carries part of the stamp imprint.

Please be careful to check that the certification accords with the requirements listed above. Pay particular attention to the stamp. Only official stamps are acceptable. These normally include an emblem. If the certification does not accord with the requirements listed above, the copy will not be recognised. This also applies in cases where the certifying authority itself is responsible for incomplete certification.

Please note: Certified copies issued by church authorities, health insurance companies or the ASTA of a university are not officially recognised. Exception: institutions authorised with an official certifying stamp, e.g. the University's Protestant Student Community (Evangelische Studierendengemeinde Heidelberg – ESG).

### **Notification of admission or rejection**

Four to eight weeks after the application deadline, candidates for first-degree study programmes will receive one of the following letters informing them of the outcome of their application:

Students who have been admitted to a study programme will be notified by letter four to six weeks after the application deadline. These letters of admission contain all necessary information regarding registration deadlines and necessary examinations as well as a declaration of acceptance on the part of the applicant (Annahmeerklärung), which must be returned to the university immediately.

In case of admission to a degree course at the university, the dates for the DSH exam - if applicable - are included in the registration information. The exam consists of a written and an oral test and must be taken before beginning a university degree (cf. p. 9).

Applicants required to register with the Studienkolleg and for whom a place in a subsequent study programme has been reserved will receive the dates of the Studienkolleg entrance examination with their registration information. The exam is a written German language exam (cf. p. 13).

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 admissions restrictions in the higher subject-related semesters (transfer students – so-called Hochschulortswechsel or Quereinstieg) will take place at the beginning of October for the winter semester and

## **Application for Admission**

at the beginning of April for the summer semester. Applicants will be notified after the selection procedures are completed.

### **Recognition of study periods**

In some cases, international student applicants who have already started a degree programme at a German or a foreign university may apply for admission to a higher subject-related semester at Heidelberg University. One condition is that credits obtained in the same or a different subject at a German or a foreign university can be accredited towards the degree course in Heidelberg.

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

You must apply as a Hochschulortswechsler if you have already been enrolled (in Germany or in an EU/EEA member state) in the same subject you wish to study in Heidelberg. If you wish to transfer to Heidelberg University, we strongly recommend you discuss your study schedule, remaining credits and the classes offered in the semester you wish to apply for with the departmental student advisory service (Fachstudienberatung) at Heidelberg University before applying.

You may need to include a certificate of recognition of study periods (Anrechnungsbescheinigung) in your application dossier. Further information can be found online at  
■ [www.uni-heidelberg.de/courses/prospective/admission\\_int/application\\_international.html#noneu](http://www.uni-heidelberg.de/courses/prospective/admission_int/application_international.html#noneu)

You must apply as a Quereinsteiger if you have already been enrolled in the same subject outside the EU/EEA, or if coursework from a different subject (studied in Germany or abroad) has been accredited towards your intended degree course in Heidelberg.

Your application in the scope of a Quereinstieg must include a certificate of recognition of study periods (Anrechnungsbescheinigung). This certificate may be handed in until four weeks after the application deadline.

In general, the individual departmental student advisors (Fachstudienberater) are in charge of the recognition of study achievements. Exception: In the study programmes Medicine, Pharmacology, Psychology and Dentistry, special institutions (not the departmental student advisors) are in charge of the recognition (contact information, cf. Appendix). You must present certified copies of the original documents along with a certified German or English translation.

**Please note:** There are special rules for international student applicants without citizenship of an EU/EEA member state with a foreign higher-education entrance qualification, who wish to apply to the study programmes Medicine, Pharmacology or Dentistry. Information is available at the International Students Office or online at

- [www.uni-heidelberg.de/courses/prospective/admission\\_int/application\\_international.html#noneu](http://www.uni-heidelberg.de/courses/prospective/admission_int/application_international.html#noneu)

# SOCIAL ISSUES AND ACCOMMODATION

## Orientation Days

Every semester the International Relations Office holds an orientation programme especially for incoming international students. The orientation is designed to help you settle into life in Heidelberg and acquaint you with the university and your institute(s). Participation in this event is strongly recommended. Further information as well as the online registration form is available at ■ [www.o-days.uni-hd.de](http://www.o-days.uni-hd.de)

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/studium/imstudium/beginn/angebote.html](http://www.uni-heidelberg.de/studium/imstudium/beginn/angebote.html)

## Financing your studies

Students will require at least € 670 per month for general living expenses. They should bear in mind that they will not be able to support themselves completely by working while attending classes at the university.

Some of the recurring expenses that students should expect are the following:

### **Studentenwerksbeitrag** (student service contribution)

Every student is required to pay € 69.80 (last update: summer semester 2014) per semester to the Studentenwerk, which runs the cafeterias, residence halls and other social facilities.

### **Administrative fee**

The administrative fee at Heidelberg University is € 60 (last update: summer semester 2014) per semester.

### **Fee for the constituted student body**

The constituted student body at Heidelberg University formed itself on 11 December 2013. One of its constituent bodies is the Student Council, which has legislative

powers. All Students are required to make a contribution to enable the constituted student body to carry out its responsibilities. On 8 January 2014 the Student Council decided that the amount should be €7.50 per student. The university will deduct this along with the other semester fees and forward it to the constituted student body. For further information on the Student Council see ■ [www.stura.uni-heidelberg.de](http://www.stura.uni-heidelberg.de)

### **Tuition fees**

Continuing-education master's programmes may charge special tuition fees. For more information, please go to  
■ [www.uni-heidelberg.de/courses/download/download.html](http://www.uni-heidelberg.de/courses/download/download.html)

All fees are due upon enrolment and upon re-registration for every following semester.

### **(Health) Insurance**

All students are legally required 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 (last update: summer semester 2013) approximately € 467 per semester (six months).

EU citizens can be exempted from this obligatory health insurance if by means of an EHIC (European Health Insurance Card) or a certificate E 128, E 106, E 109 or E 111 they can prove that they are covered by their health insurance in their home country.

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

Students at the Studienkolleg, in the German language courses and in the Preparatory Courses (Propädeutisches 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 you enter a degree programme, you may transfer to a statutory health insurance provider.

## **Social Issues and Accommodation**

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 the university do not automatically receive a room in a student residence and must therefore make their own living arrangements. At present, the monthly rent for a room or a small flat is approximately € 200-400.

### **Public Transportation**

Your student identification card allows you to use public transportation in the Heidelberg area free of charge every day after 7 pm as well as on Saturdays, Sundays and public holidays all day long. The semester rail ticket (Semesterticket) can be purchased each semester by registered students of Heidelberg University and includes the use of almost all forms of public transportation in the Heidelberg area and within several regional transportation networks at any time of the day or night. The Semesterticket is currently available at a price of € 145 per semester (last update: summer semester 2014).

### **Grants/Scholarships**

There are a few scholarships available in Germany 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 consulates and embassies, the Goethe Institut and the regional offices of the DAAD.

Information about these scholarship opportunities is available online at

- [www.daad.de](http://www.daad.de)
- [www.funding-guide.de](http://www.funding-guide.de)

Information on scholarship opportunities can also be found at

- [www.uni-heidelberg.de/studium/interesse/finanzierung/stipendium.html](http://www.uni-heidelberg.de/studium/interesse/finanzierung/stipendium.html)
- [www.graduateacademy.uni-heidelberg.de/stipendien/index\\_en.html](http://www.graduateacademy.uni-heidelberg.de/stipendien/index_en.html)
- [www.stiftungen.org/en/association-of-german-foundations.html](http://www.stiftungen.org/en/association-of-german-foundations.html)
- [www.begabtenfoerderungswerke.de/de/151.php](http://www.begabtenfoerderungswerke.de/de/151.php)

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

### **Studentenwerk Heidelberg**

The Heidelberg Studentenwerk is a public institution that cooperates with Heidelberg University to provide social support for students. Some of the Studentenwerk's activities include running student residences and cafeterias, providing grants, social and legal support, psychotherapeutic care, assistance in finding jobs, organising children's day care and pre-school centres, and providing cultural programmes for students.

There is also a so-called "all-inclusive service package" – a special service for international students, which includes a room in one of the residence halls, a Semesterticket, a Campus Card with € 95 initial balance as well as an excursions and events package. Additional services such as health insurance or transfer from Frankfurt International Airport to your dormitory are available on demand. A total of 50 packages per semester is available.

Further information is available at the  
Studentenwerk Heidelberg  
Wohnheimverwaltung  
Marstallhof 1  
69117 Heidelberg  
E-mail: [wohnen@stw.uni-heidelberg.de](mailto:wohnen@stw.uni-heidelberg.de)  
■ [www.studentenwerk.uni-heidelberg.de](http://www.studentenwerk.uni-heidelberg.de)

### **Living in Heidelberg and environs**

There are about 5,500 places available in residence halls for Heidelberg's 33,000 students. Accordingly, most students are dependent on the private housing market for accommodation.

## **Social Issues and Accommodation**

### **Student residence halls**

Over 4,500 places in Heidelberg's residence halls are administered by the Studentenwerk, the rest are privately maintained. Of those students who obtain accommodation through the Studentenwerk, roughly 40% are international students and 60% are German. Rents amount to € 165-400 per month. Applications for student accommodation can be made in writing or online via ■ [www.studentenwerk.uni-heidelberg.de](http://www.studentenwerk.uni-heidelberg.de)

The application should be submitted to the Studentenwerk as early as possible, but no later than July 1st for the winter semester and January 1st for the summer semester. Detailed information as well as the application form are available via the above-mentioned website. Information and application forms can also be requested per post:

Studentenwerk Heidelberg  
Wohnheimverwaltung  
Marstallhof 1  
69117 Heidelberg  
E-mail: [wohnen@stw.uni-heidelberg.de](mailto:wohnen@stw.uni-heidelberg.de)

In addition to the residence halls run by the Studentenwerk, there are many private student residences in Heidelberg. An overview of these can be found in the Appendix. Please contact each institution individually if you are interested in living there.

### **Private-sector accommodation**

The Studentenwerk offers a private accommodations service. Unfortunately, they cannot give accommodation information by post or on the phone. You must come to the office hours in person in order to get information. Housing offers are accessible in the showcases in the Triplex-Mensa (Universitätsplatz) as well as in the InfoCafé International in the Zentralmensa, Im Neuenheimer Feld 304 (Neuenheimer Feld campus).

Recommended emergency/temporary accommodation in Heidelberg for the first few days:

Jugendherberge Heidelberg  
Tiergartenstraße 5  
69120 Heidelberg  
Phone: +49 (0) 6221-651190  
Fax: +49 (0) 6221-6511928  
online contact form at:  
■ <http://heidelberg.jugendherberge-bw.de/>

Tourist Information (at the main station)  
Willy-Brandt-Platz 1  
60115 Heidelberg  
Phone: +49 (0) 6221-19433  
Fax: +49 (0) 6221-1388111  
[touristinfo@heidelberg-marketing.de](mailto:touristinfo@heidelberg-marketing.de)  
■ [www.heidelberg-marketing.de](http://www.heidelberg-marketing.de)

Steffis Hostel Heidelberg  
Alte Eppelheimer Straße 50  
69115 Heidelberg  
Phone: +49 (0) 6221-7782772  
[steffi@hostelheidelberg.de](mailto:steffi@hostelheidelberg.de)  
■ [www.hostelheidelberg.de](http://www.hostelheidelberg.de)

Gästezimmer-Zentrale  
Häusserstraße 44  
69115 Heidelberg  
Phone/Fax: +49 (0) 6221-160363  
[info@gästezimmer-zentrale.de](mailto:info@gästezimmer-zentrale.de)  
■ [www.gästezimmer-zentrale.de](http://www.gästezimmer-zentrale.de)

Lotte – The Backpackers Hostel in Heidelberg  
Burgweg 3  
69117 Heidelberg  
Phone: +49 (0) 6221-7350725  
[info@lotte-heidelberg.de](mailto:info@lotte-heidelberg.de)  
■ [www.lotte-heidelberg.de](http://www.lotte-heidelberg.de)

**Appendix**

# **APPENDIX**

## **University faculty offices**

Dean's Office of the Faculty of Theology  
Hauptstraße 231  
69117 Heidelberg  
■ [www.theologie.uni-heidelberg.de](http://www.theologie.uni-heidelberg.de)

Dean's Office of the Faculty of Law  
Friedrich-Ebert-Anlage 6-10  
69117 Heidelberg  
■ [www.jura-hd.de](http://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](http://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](http://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](http://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/](http://www.uni-heidelberg.de/fakultaeten/neuphil/)

Dean's Office of the Faculty of Economics and Social Sciences  
Voßstraße 2, Gebäude 37  
69115 Heidelberg  
■ [www.uni-heidelberg.de/fakultaeten/wiso/](http://www.uni-heidelberg.de/fakultaeten/wiso/)

Faculty of Behavioural and Cultural Studies  
Voßstraße 2, Gebäude 37  
69115 Heidelberg  
■ [www.verkult.uni-heidelberg.de](http://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](http://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](http://www.chemgeo.uni-hd.de)

Faculty of Physics and Astronomy  
Im Neuenheimer Feld 226  
69120 Heidelberg  
■ [www.physik.uni-heidelberg.de](http://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](http://www.uni-heidelberg.de/fakultaeten/biowissenschaften)

### **Institutions in charge of recognition of study periods**

**Psychology**  
Psychologisches Institut  
Prüfungssekretariat  
Hauptstraße 47-51  
69117 Heidelberg  
■ [www.psychologie.uni-heidelberg.de/service/pruefungsamrt/index.shtml](http://www.psychologie.uni-heidelberg.de/service/pruefungsamrt/index.shtml)

## Appendix

### Medicine

Landesprüfungsamt für Medizin, Psychotherapie und Pharmazie

P.O. Box 300865

D-40408 Düsseldorf

Phone: +49-(0)211-475-5167 or -5169

■ [www.brd.nrw.de/gesundheit\\_soziales/landespruefungsamt/](http://www.brd.nrw.de/gesundheit_soziales/landespruefungsamt/)

Exception: Student applicants who were born in Germany apply to the Landesprüfungsamt of the Bundesland they were born in.

### Pharmacology

Hessisches Landesprüfungsamt für Heilberufe

Walter-Möller-Platz 1

60439 Frankfurt am Main

Phone: +49 (0) 69-15677-12

Fax: +49 (0) 69-15760-716

Exception: Student applicants who were born in Germany apply to the Landesprüfungsamt of the Bundesland they were born in.

### Dentistry

Thüringer Landesverwaltungsamt

Referat 720

Landesprüfungsamt für akademische Heilberufe

Weimarer Platz 4

D-99423 Weimar

Phone: +49-(0)3643-585 or +49-(0)3643-585-7309

**Exception:** Student applicants with their main residence in Germany and/or a study place at a higher-education institution in Germany apply to the Landesprüfungsamt of the Bundesland where they live or where they will be studying.

## **Private halls of residence (direct application necessary)**

NOTE: Concerning the application periods and deadlines, please contact the individual residences as early as possibly.

### **1. 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](mailto:info@amh-heidelberg.de)  
■ [www.amh-heidelberg.de](http://www.amh-heidelberg.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](mailto:keller-thoma@gmx.de)  
■ [www.keller-thoma.de](http://www.keller-thoma.de)

Ökumenisches Studentenwohnheim  
Plankengasse 1-3  
69117 Heidelberg  
Phone: +49 (0) 6221-543341  
Fax: +49 (0) 6221-543259  
E-mail: [okeinst@urz.uni-heidelberg.de](mailto:okeinst@urz.uni-heidelberg.de)  
■ [www.theologie.uni-heidelberg.de/oke](http://www.theologie.uni-heidelberg.de/oke)

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

**Appendix**

Studentenwohnheim Wartburg  
Untere Neckarstraße 21  
69117 Heidelberg  
Phone: +49 (0) 6221-26844  
E-mail: [wartburg\\_leben@gmx.net](mailto:wartburg_leben@gmx.net)  
■ [www.athg.de](http://www.athg.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](mailto:info@fhsz.de)  
■ [www.fhsz.de/](http://www.fhsz.de/)

**Residence halls of other institutions**

Wohnheime der SRH-Gruppe  
Kranichweg 51  
69123 Heidelberg  
Phone: +49 (0) 6221-884368  
E-mail: [info@srh.de](mailto:info@srh.de)  
■ [www.srh.de](http://www.srh.de)

Studentenwohnheim Allianz Ring-/Lessingstraße  
Ringstraße 35-41  
Office: Ringstraße 37  
69115 Heidelberg  
Phone: +49 (0) 6221-29662

Conrad-Bender-Haus  
Rohrbacher Straße 91  
69115 Heidelberg  
Phone: +49 (0) 6221-20789  
Fax +49 (0) 6203-83393  
E-mail: [alfred.becht@t-online.de](mailto:alfred.becht@t-online.de)  
■ [www.conradbenderhaus.homepage.t-online.de](http://www.conradbenderhaus.homepage.t-online.de)

Studentenwohnheim Hauhecke  
Sandwingert 2  
69123 Heidelberg  
Administration through ADRIA Vermögensverwaltung  
Contact: Ms. Simone Link  
Phone: +49 (0) 6221-9860611  
E-mail: simone.link@ibv-adrina.de  
■ <http://studenten.ibv-adria.de>

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

Studentenwohnheim Scheerle  
Heinrich-Fuchs-Straße 44  
69126 Heidelberg  
Phone: +49 (0) 6221-332926 (facility manager)  
Phone and Fax: +49 (0) 7041-819816  
E-mail: info@heinrich-fuchs-strasse.de  
■ [www.studentenwohnheim-heidelberg.de](http://studentenwohnheim-heidelberg.de)

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

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

**Appendix**

# **IMPORTANT WEBSITES**

## **Studying at Heidelberg University**

Homepage of Heidelberg University

- [www.uni-heidelberg.de](http://www.uni-heidelberg.de)

Course catalogue:

first-degree study programmes – Bachelor's and State Examination programmes

- [www.uni-heidelberg.de/md/studium/interesse/faecher/faeckerkatalog\\_grundstaendige.pdf](http://www.uni-heidelberg.de/md/studium/interesse/faecher/faeckerkatalog_grundstaendige.pdf)

Course catalogue:

postgraduate studies – Master's programmes

- [www.uni-heidelberg.de/md/studium/interesse/faecher/faeckerkatalog\\_master.pdf](http://www.uni-heidelberg.de/md/studium/interesse/faecher/faeckerkatalog_master.pdf)

Overview of subjects with short information

- [www.uni-heidelberg.de/courses/prospective/academicprograms/index.html](http://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](http://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](http://www.uni-heidelberg.de/courses/prospective/admission_ger/procedure.html)

Faculties and departments of Heidelberg University

- [www.uni-heidelberg.de/faculties/](http://www.uni-heidelberg.de/faculties/)

Academic calendar

- [www.uni-heidelberg.de/studium/imstudium/vorlesungen/](http://www.uni-heidelberg.de/studium/imstudium/vorlesungen/)

Examination rules and regulations

- [www.uni-heidelberg.de/courses/download/download.html](http://www.uni-heidelberg.de/courses/download/download.html)

Key dates and deadlines

- [www.uni-heidelberg.de/courses/date/dates.html](http://www.uni-heidelberg.de/courses/date/dates.html)

Downloadcenter

- [www.uni-heidelberg.de/courses/download/download.html](http://www.uni-heidelberg.de/courses/download/download.html)

Staff directory

- <http://lsf.uni-heidelberg.de>

### **Student advisory services and counselling**

Homepage of the International Relations Office

- [www.uni-heidelberg.de/courses/contact/aaa/index.html](http://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](http://www.uni-heidelberg.de/courses/contact/aaa/aaa_services.html)

Graduate Academy

- [www.graduateacademy.uni-heidelberg.de/index\\_en.html](http://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](http://www.uni-heidelberg.de/courses/prospective/guidance/advisory_services.html)

Departmental student advisors

- [www.uni-heidelberg.de/studium/kontakt/fachstudberatung.html](http://www.uni-heidelberg.de/studium/kontakt/fachstudberatung.html)

### **Study preparation**

Internationales Studienzentrum (ISZ) of Heidelberg University

- [www.isz.uni-heidelberg.de/e\\_index.html](http://www.isz.uni-heidelberg.de/e_index.html)

Preparatory Courses (Propädeutische Vorsemester)

- [www.isz.uni-heidelberg.de/e\\_propaedeutikum.html](http://www.isz.uni-heidelberg.de/e_propaedeutikum.html)

German language knowledge

- [www.uni-heidelberg.de/courses/prospective/admission\\_int/knowledge\\_german.html](http://www.uni-heidelberg.de/courses/prospective/admission_int/knowledge_german.html)

Information on recognition of foreign school-leaving certificates

- <http://anabin.kmk.org>

## Appendix

### Social issues

Studentenwerk Heidelberg

- [www.studentenwerk.uni-heidelberg.de](http://www.studentenwerk.uni-heidelberg.de)

Grants / Scholarships

- [www.uni-heidelberg.de/studium/interesse/finanzierung/stipendien.html](http://www.uni-heidelberg.de/studium/interesse/finanzierung/stipendien.html)
- [www.funding-guide.de](http://www.funding-guide.de)

### General information on studying in Germany

Studying in Germany

- [www.daad.de/en/](http://www.daad.de/en/)

Range of subjects of all German higher-education institutions

- [www.hochschulkompass.de/en.html](http://www.hochschulkompass.de/en.html)

### **Key dates and deadlines**

January 15th	Application deadline for the summer semester in first-degree study programmes (for more details, please check the course catalogue)
Beginning of / mid-February	End of the lecture period in the 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 the lecture period in the summer semester
July 15th	Application deadline for the winter semester in first-degree study programmes (for more details, please check the course catalogue)
End of July	End of the lecture period in the summer semester
September 30th	End of the summer semester
October 1st	Start of the winter semester
End of September / beginning of October	<i>Deutsche Sprachprüfung für den Hochschulzugang (DSH)</i>
Beginning of October	Orientation Days for newly-admitted international students and orientation events of the departments
Mid-October	Start of the lecture period in the winter semester

Dr. H. Joachim Gerke  
Universität Heidelberg  
Dezernat Internationale Beziehungen  
Seminarstraße 2, D-69117 Heidelberg  
June 2014

