DEZERNAT
INTERNATIONALE BEZIEHUNGEN

UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

Dentistry, Medicine, Pharmacy

intended degree: *Staatsexamen*

Information on the application procedure

for applicants **with** citizenship of an EU/EEA member state
and for *Bildungsinländer*
(applicants with German higher-education entrance qualification – *Abitur*)

- Winter semester 2016/17 -

At Heidelberg University, the above-mentioned study courses are subject to a so-called *Studienjahrsregelung*. This means that these study courses can only be started in the winter semester.

Application for the first subject-related semester (beginners)

Admission to the first subject-related semester is granted via three quotas: *Abiturbestenquote* (best average grade of entrance qualification – 20% of available places), *Wartezeitquote* (time waited for a study place in Germany – 20%) and the *Auswahlverfahren der Hochschulen* (AdH: university selection procedure – 60%). Study places of the first two quotas are awarded by the *Stiftung für Hochschulzulassung* (www.hochschulstart.de). The university selection procedure (AdH), for which a special registration is mandatory, is conducted directly at Heidelberg University. An application at www.hochschulstart.de is required in any case; applying solely at Heidelberg University (without prior application at the *Stiftung für Hochschulzulassung*) is not possible.

Application at *Stiftung für Hochschulzulassung*

The application at *Stiftung für Hochschulzulassung* must be made online. Please note that the application deadline depends on the date of your higher-education entrance qualification (HZB – e.g. *Abitur*). Information on the application documents is available at the *Stiftung für Hochschulzulassung*.

Online application:	http://www.hochschulstart.de
Application deadline:	**31 May 2016** (HZB **prior** to 16 January 2016) **15 July 2016** (HZB **on or after** 16 January 2016)
Application documents:	cf. http://www.hochschulstart.de

Registration at Heidelberg University (AdH)

Registration for the university selection procedure (AdH) must be made online. All required documents must reach Heidelberg University by the application deadline stated below.

Application period:	1 June - **15 July 2016** (receipt at Heidelberg University)
Online registration:	http://www.uni-heidelberg.de/studium/interesse/onlinebewerbung/adh.html

DEZERNAT
INTERNATIONALE BEZIEHUNGEN

UNIVERSITÄT
HEIDELBERG
ZUKUNFT
SEIT 1386

Dentistry, Medicine, Pharmacy

intended degree: *Staatsexamen*

Information on the application procedure

for applicants **with** citizenship of an EU/EEA member state
and for *Bildungsinländer*
(applicants with German higher-education entrance qualification – *Abitur*)

- winter semester 2016/17 -

At Heidelberg University, the above-mentioned study courses are subject to a so-called *Studienjahrsregelung*. This means that these study courses can only be started in the winter semester and that all subsequent semesters are bound to this rhythm: In any given winter semester, you can only apply for semesters with an uneven number (1st, 3rd, 5th, etc.); in any given summer semester, you can only apply for semesters with an even number (2nd, 4th, 6th, etc.).

Application for a higher subject-related semester (transfer students)

The application procedure for the application for a higher subject-related semester depends on whether you are applying in the scope of a so-called ***Hochschulortswechsel*** or a ***Quereinstieg***.

You must apply in the scope of a ***Hochschulortswechsel*** if you have already started the same study course you wish to apply for at Heidelberg University at a **higher-education institution in Germany or in an EU-member state**.

You must apply in the scope of a ***Quereinstieg*** if you have either already started the same study course you wish to apply for at Heidelberg University at a higher-education institution **outside the EU** or if coursework already completed **in a different subject** (studied in Germany or abroad) can be accredited towards the required study course by the Examinations Office in charge.

1. Application in the scope of a *Hochschulortswechsel*

The application to a higher semester in the scope of a *Hochschulortswechsel* must be made directly at Heidelberg University. You must send your data electronically via the respective online portal and must send all required application documents in due time and form.

Application period:	01 June - **15 July 2016** (receipt at Heidelberg University)
Online application:	http://www.uni-heidelberg.de/studium/interesse/onlinebewerbung/hoeheres_fs.html
Address:	Universität Heidelberg Zulassungsstelle Seminarstraße 2 D-69117 Heidelberg

At the end of the online-application process, a PDF document is generated, which you must print out, **sign** and – together with all required application documents – send to Heidelberg University **in due time**. Please note that proof of foreign education must be handed in as **certified copies**; all other documents may be handed in as regular copies (no certification necessary). Except in the case of documents in German or English, a **certified translation** into German must be handed in as well. Incomplete application dossiers cannot be included in the selection process for study places.

Required application documents:

- Certificate or diploma entitling you to embark on a university course in your home country (e.g. Baccalauréat, GCE–A&O-Levels, etc.), including a list of grades
- When applicable: university admission exams taken abroad, including a list of grades, and/or letter of admission
- When applicable: successfully completed *Feststellungsprüfung*, including a list of grades
- When applicable: all higher-education certificates (from colleges, academies, universities, etc.) that you have already obtained, including lists of grades per semester or year of study (transcript of records). Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy). The certificate must indicate the name of the study course, the current subject-related semester and the intended degree.
- Certificate of the Examinations Office of your home university that you have not lost examinations privileges in the intended study course or a similar study course, neither for a single course nor for the intermediate or final exams of the study course as a whole.
- In case of a transfer from abroad: accreditation of coursework from the Examinations Office in charge (Landesprüfungsamt). This document may be handed in until 15 August 2016. Contact: http://www.uni-heidelberg.de/courses/prospective/admission_int/recognition.html
- Only applicable to transfer students into the “Klinik” part of the study course Medicine: Proof of the First State Examination (Erstes Staatsexamen – “Physikum”). This document may be handed in until 26 September 2016.
- Proof of German language knowledge
- 3 international postal response coupons (Coupon-Réponse International), if available in your home country (not necessary in case of postal address in Germany)
- Proof of financial resources: http://www.uni-heidelberg.de/md/studium/download/finanzierung_bescheinigung.pdf
- 1 passport photograph
- Copy of passport (page with name in Latin transcription)

2. Application in the scope of a *Quereinstieg*

The application to a higher semester in the scope of a *Quereinstieg* must be made directly at Heidelberg University. You must send your data electronically via the respective online portal and must send all required application documents in due time and form.

Application period:	01 June - **15 July 2016** (receipt at Heidelberg University)
Online application:	http://www.uni-heidelberg.de/studium/interesse/onlinebewerbung/hoeheres_fs.html
Address:	Universität Heidelberg Zulassungsstelle Seminarstraße 2 D-69117 Heidelberg

At the end of the online-application process, a PDF document is generated, which you must print out, **sign** and – together with all required application documents – send to Heidelberg University **in due time**. Please note that proof of foreign education must be handed in as **certified copies**; all other documents may be handed in as regular copies (no certification necessary). Except in the case of documents in German or English, a **certified translation** into German must be handed in as well. Incomplete application dossiers cannot be included in the selection process for study places.

Required application documents:

- Certificate or diploma entitling you to embark on a university course in your home country (e.g. Baccalauréat, GCE–A&O-Levels, etc.), including a list of grades
- When applicable: university admission exams taken abroad, including a list of grades, and/or letter of admission
- When applicable: successfully completed *Feststellungsprüfung*, including a list of grades
- When applicable: all higher-education certificates (from colleges, academies, universities, etc.) that you have already obtained, including lists of grades per semester or year of study (transcript of records). Any semesters taken at a German higher-education institution must be documented by enrolment certificates (original or certified copy). The certificate must indicate the name of the study course, the current subject-related semester and the intended degree.
- Certificate of the Examinations Office of your home university that you have not lost examinations privileges in the intended study course or a similar study course, neither for a single course nor for the intermediate or final exams of the study course as a whole.
- In case of a transfer from abroad: accreditation of coursework from the Examinations Office in charge (Landesprüfungsamt). This document may be handed in until 15 August 2016. Contact: http://www.uni-heidelberg.de/courses/prospective/admission_int/recognition.html
- Proof of German language knowledge
- 3 international postal response coupons (Coupon-Réponse International), if available in your home country (not necessary in case of postal address in Germany)
- Proof of financial resources: http://www.uni-heidelberg.de/md/studium/download/finanzierung_bescheinigung.pdf
- 1 passport photograph
- Copy of passport (page with name in Latin transcription)