



**UNIVERSITÄT
HEIDELBERG**
ZUKUNFT
SEIT 1386

INFORMATION FOR YOUR **STUDIES IN HEIDELBERG**



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Dear applicant,

you have successfully applied for a study place at Heidelberg University. Congratulations!

The International Relations Office is looking forward to welcoming you soon in Heidelberg. We are part of the University Administration and are responsible for all aspects of international relations at Heidelberg University, which includes taking care of the university's international students – both in regards to formal and social aspects. Since all departments in charge of the different aspects of (international) student life in Heidelberg work together very well, we can usually help you get settled quickly after your arrival.

This brochure contains the answers to most of the questions you might have in the first days and weeks after your arrival in Heidelberg, with regards to the formal and social aspects of your studies.

The first part of the brochure deals with the formal aspects you need to consider before your arrival in Germany or before your registration at the university as well as things you need to know regarding your studies in Heidelberg (e.g. questions of visa or of financing your stay).

The second part of the brochure contains information regarding orientation at the university and in the city as well as other social issues. You will find details on our advisory and support services as well as on how to find accommodation in Heidelberg and surroundings.

Please do not hesitate to use our services! We are happy to help you as much as we can.

Have a great start of term! Best regards
Your International Relations Office

ADMINISTRATION AND FORMAL ASPECTS

ADMISSION, STUDY PERMIT AND REGISTRATION

In this first part of the brochure, you will find information on what steps you must take before coming to Heidelberg as well as on how the registration process at Heidelberg University works, after your arrival.

Which information is given in my letter of admission?

Your letter of admission contains all necessary information on the study place you have received at Heidelberg University. You will need this document to register at the university. The letter of admission is only valid for the study programme and the semester stated on it. It cannot be transferred to another semester or person.

Next to this, one or more of the following points may be stated on the notice:

- If and when you must take part in one or more exam(s) (German language exam [DSH], entrance exam [“Aufnahmeprüfung”] for the Studienkolleg, assessment test [„Feststellungsprüfung“], entrance exam for a study course [“Aufnahmeprüfungsverfahren”])
- Information on when and where you must register in person (“Immatrikulation”)
- Documents you must bring to your registration
- Information on how to accept your study place (only for certain study courses)

You will also need this letter of admission to apply for a visa / study permit at the German embassy / consulate in your home country.

Why do I need to register?

By registering (“Immatrikulation“ / “Einschreibung“) you become a student of Heidelberg University. Only after your registration can you make use of the services available to students (internet access, student rates at the cafés and student restaurants [“Mensa”] of the Studierendenwerk, purchase of the “Semesterticket“ [local public transportation] etc.). With the form “Application for Immatrikulation at Heidelberg University“ we collect your personal data and the information on your prior education.

**Information for your
studies in Heidelberg**

As soon as this data has been processed (after your registration), we will issue your student ID card, and you can activate your LSF student account.

How do I register? What do I need?

Within the time period stated on your letter of admission you must register at the university in person. The registration process takes place at the

Dezernat Internationale Beziehungen (International Relations Office)
Sekretariat für ausländische Studierende (Administrative Office for International Students)

Seminarstraße 2, 69117 Heidelberg, rooms 22-24 or 27

Your letter of admission states which room exactly you must register in.

Opening hours are:

Monday, Tuesday, Thursday, Friday 10am-12pm
Wednesday 1.30-3.30pm

Please bring the following documents to your registration:

- letter of admission
- (filled-in) form “Application for Immatriculation”
- one passport photograph
- proof of health insurance
- passport with valid visa / study permit (non-EU/EEA nationals) or residence permit (refugees) or personal ID card (EU/EEA nationals)
- filled-in and signed form on how you are financing your studies (only for non-EU/EEA nationals)

Please read your letter of admission carefully since there might be documents listed, which you need to bring to the registration. If you have questions while filling in the form, we will be happy to help you. Please contact the university’s “Serviceportal“ (room 33):

Serviceportal für internationale Studierende
Seminarstraße 2, room 33

Opening hours are:

Monday-Thursday 10am-4pm
Friday 10am-2pm

At the end of the registration, you will receive your “Studienbuch” (booklet to record your studies), a preliminary certification of enrollment and a preliminary student ID card (“Servicekarte”). You will also get information on the fees you will have to pay every semester. After you have paid those fees, you will receive a letter in the mail containing a password with which you can register for the online student services. You will also be able to exchange your “Servicekarte” for your student ID card with your personal Uni-ID at the Studierendenwerk’s ServiceCenter at Universitätsplatz (University Square). After unlocking your Uni-ID, you will have access to all online student services (printing of certificates, registration for classes, etc.). Information on how to unlock your Uni-ID will be given to you during the registration process (“Immatrikulation”).

Do I need a visa / a residence permit?

If you are a citizen of one of the member states of the European Union (EU) or the European Economic Area (EEA – Iceland, Liechtenstein, Norway), you will neither need an entry visa for Germany nor a study permit for your studies in Heidelberg. Presenting your valid passport or ID card at the Registrar’s Office will suffice.

If you are a citizen of Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, New Zealand, San Marino, South Korea, Switzerland or the USA, you can enter Germany without applying for an entry visa in your home country beforehand. You will receive an entry visa with a validity of usually 90 days at the border (e.g. the airport). Within 90 days of entering Germany, you will have to apply for a study permit at the local “Ausländerbehörde” (Foreigners’ Registration Office). You may enroll at the university before applying for a study permit by presenting your valid passport and your 90-day entry visa.

Citizens of all other countries must apply for an entry visa with the German embassy / consulate in their home country and will need a study permit for their studies in Heidelberg. To apply for an entry visa, you will have to present your admission letter or a confirmation of application to the German embassy / consulate. Please note that the visa application process may take 6-8 weeks – please make sure to plan ahead so you will not miss your registration period or the start of lectures. You will need your entry visa or your study permit to register at Heidelberg University. Please note that it is not possible to register with a tourist / Au-Pair / business / working-holiday visa.

Citizens of all non-EU/EEA states need to apply for an extension of their study permit regularly. You should do so about six weeks before your current permit runs out. Information on the application process as well as the fees can be obtained at the local “Ausländerbehörde” (Foreigners’ Registration Office). Further information on visa / study permit can be found at
 ■ www.uni-heidelberg.de/studium/interesse/int_bewerbung/visum.html

Health insurance – how does this work in Germany?

On principle, all students are required to take out health insurance until they have completed their 14th subject-related semester, but only if they are not older than 30 years of age. Every new student must contact a German statutory health insurance company (“gesetzliche deutsche Krankenkasse”) before they can enrol at a university. The health insurance company will issue a certificate that states that

- a) the student is exempt from statutory health insurance or is not required to be insured, or that
- b) the student is insured.

If you are a citizen of an EU member state and if you have health insurance in an EU country, this insurance is usually recognized in Germany and you will not have to take out a German health insurance. A certificate of this exemption (“Befreiung von der Krankenversicherungspflicht”) is issued by any German statutory health insurance company (e.g. AOK, Friedrich-Ebert-Anlage 27) if you present your EHIC card. You must present the certificate issued by the health insurance company when registering at the university.

Please note: If you are staying in Germany for more than two semesters (e.g. when pursuing a degree at Heidelberg University), we strongly recommend (also to EU/EEA nationals) taking out a German health insurance.

Students in the “Studienkolleg” or in one of the university’s German language courses are not required to have health insurance since they are not enrolled in a study course but in a pre-study course (“Vorfachstudium”). Statutory health insurance companies are not required to offer health insurance to these students. If you cannot be accepted by a statutory health insurance company, you must take out private health insurance. Upon entering a study course (“Fachstudium”) you may change to a statutory health insurance company, which is recommendable.

**Students in the
“Studienkolleg” or in
the German language
courses**

Students who are older than 30

Once you reach the age of 30 or if you complete your 14th subject-related semester, you are no longer required to have health insurance in Germany. If you have been insured with a statutory health insurance company and wish to remain insured voluntarily, this is possible. If this is not the case or if you wish to change health insurance companies, you can take out health insurance with a private health insurance company.

Students who are not exempt from statutory health insurance

If you are not exempt from taking out health insurance (this is usually the case for non-EU/EEA citizens), you must take out a German statutory health insurance. The monthly rate is about €91 (last update: June 2018). The insurance company will provide a certificate for your registration at the university (“Bescheinigung für die Einschreibung bei der Universität”).

Please note: Student’s health insurance does not cover the time before your registration at the university. We strongly recommend you take out a separate health insurance (e.g. travel insurance) for the time between your arrival in Germany and your registration (“Immatrikulation”) at the university.

I have to pass the “Deutsche Sprachprüfung für den Hochschulzugang (DSH)”. What do I need to do?

Your letter of admission states the time and place of the DSH (German language examination). The fee of €100 (last update: June 2018) must be paid at the site of the exam. The language exam consists of a written and an oral part, both of which take place within a week. In the written part, a monolingual (German) dictionary may be used. More information on the DSH as well as sample questions can be found at www.isz.uni-heidelberg.de/d_pruef_dsh.html

If your letter of admission states that the DSH must be passed (“Auflage: Deutsche Sprachprüfung für den Hochschulzugang muss bestanden werden”), you must pass the exam on the level required for your study programme. Otherwise your letter of admission becomes void. That means you cannot enroll in a study course at Heidelberg University. In this case, you will not automatically be assigned a place in the university’s German uage courses.

I have been admitted to the “Studienkolleg”. What do I need to do?

If you are preparing the assessment test (“Feststellungsprüfung”) at the university’s Studienkolleg before you can enter a study course, you must sit an entrance

examination in which you must prove that your German language knowledge will allow you to follow the classes of the Studienkolleg. Your letter of admission states the time and place of this exam. You cannot be exempt from taking this exam. On the basis of the results of this test, a ranking of all participants will be made. The limited number of places available in the Studienkolleg will be given to the best-ranked candidates. If your letter of admission states that the entrance exam must be passed (“Auflage: Die Aufnahmeprüfung für das Studienkolleg muss bestanden werden”) and if you are not among the best-ranked candidates, your letter of admission becomes void. In this case, you will not automatically be assigned a place in the university’s German language courses.

Which fees do I have to pay?

Every student of Heidelberg University is required to pay fees, which are due upon registration and then every semester. If you already have a German bank account, you can take part in the so-called SEPA Direct Debit Scheme (i.e. the fees will be collected automatically from your account). Of course you can also make an individual bank transfer. We strongly recommend you open a German bank account in any case since international bank transfers take a long time and you may miss a payment deadline. Both semester fees and tuition fees may apply. The following information details which fees there are.

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 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 at:

■ <https://www.uni-heidelberg.de/courses/prospective/fees/tuitionfeesinternational.html>

There are special tuition fees in continuing-education master’s programmes. Information can be obtained at the respective faculty/department. The fee statutes of the different programmes can be found at

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

Tuition fees

Semester fees

At Heidelberg University semester fees are currently €152.30 (last update: June 2018).

The fees are:

1. Student service fees (€49)
2. Complementary financing of the “Semesterticket” (€25.80)
3. Administrative fee (€70)
4. Fee for constituted student body (“Verfasste Studierendenschaft”) (€7.50)

On principle, all students of Heidelberg University must pay all fees.

If you are a scholarship holder and your scholarship is mainly financed by German public funds, you are exempt from paying the administrative fee (€70). If you are a short-term student, you are exempt from paying the fee for the constituted student body (€7.50).

More information on the fees at Heidelberg University as well as on how to pay them can be found at

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

How do I make proof of my financial means?

Before you come to Germany, you must make sure that you have the financial means to cover the costs of your stay in Heidelberg. Living expenses in Heidelberg amount to €735 per month (last update: June 2018).

If you are a citizen of a non-EU/EEA country, you must make proof of your ability to finance your studies. This confirmation must be given to the university upon registration, at the latest:

■ www.uni-heidelberg.de/md/zentral/international/finanzierung_bescheinigung.pdf

This is not the same confirmation you have to hand in at the German embassy / consulate or the local “Ausländerbehörde” (Foreigners’ Registration Office) in Germany. Further information on the financial aspects of your studies can be found in the second part of this brochure.

What are important dates? Which deadlines apply?

All dates of German language exams, entrance exams, of registration periods and orientation events etc. can be found in your letter of admission or the attached fact sheets. Please read everything carefully!

The academic year is divided into two semesters:

Summer semester runs from 1 April until 30 September.

Winter semester runs from 1 October until 31 March.

Semester periods

Lectures usually start mid-April in the summer semester, mid-October in the winter semester. The exact dates of the current semester can be found at

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

ORIENTATION AND SOCIAL ASPECTS

INFORMATION FOR A SUCCESSFUL START OF YOUR STUDIES

In the first part of this brochure we explained which formal aspects are to be considered before and during the registration process. Just as important is settling in quickly and pursuing your studies successfully. Hence this second part of the brochure deals with the social aspects of your stay.

The university's "Serviceportal" (Seminarstraße 2, room 33) and the Studierendenwerk's ServiceCenter (Universitätsplatz – University Square, next to the "Triplex-Mensa") and "InfoCafé International" (Zentralmensa, Im Neuenheimer Feld 304) are happy to help you with any questions you may have. If they cannot help, they will refer you to the appropriate office(s) or institution(s).

How do I get to Heidelberg?

Heidelberg can easily be reached on public transportation. There are a number of bus and train connections from other cities and the airports in the area. The closest international airports are Frankfurt am Main (some 83 km away) and Stuttgart (about 125 km away). Further information on connections and ticket fees can be found on the websites of the airports, the German railway company (Deutsche Bahn) and at www.uni-heidelberg.de/university/visitors/locations.html

How do I find accommodation?

Your study place at Heidelberg University does not include a room in a dormitory. You must look for accommodation separately. Please note that the housing situation in Heidelberg is difficult and that only about 14% of all students can live in student dorms. It is therefore important to look for accommodation as early as possible. Even if you prefer living in a student dorm, you should look at the private housing market to have an alternative since there is no guaranty that you will get a place in one of the student dorms.

Information for your studies in Heidelberg

The dorms in Heidelberg and surrounds are managed either by the Studierendenwerk or another organization (e.g. churches). Information on the Studierendenwerk's dorms can be found at

■ www.stw.uni-heidelberg.de/wohnheime

Contact information of the institutions running the other dormitories can be found in the information brochure for international student applicants (pp. 50/51):

■ www.uni-heidelberg.de/md/zentral/international/a5_broschure__general_information.pdf

If you have not found a place to live by the time you arrive in Heidelberg, the accommodations service ("Zimmer- und Wohnungsvermittlung") in the Studierendenwerk's ServiceCenter will be happy to help you with your search. Further information can also be found at

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

How do I get a first overview of my studies and of life in Heidelberg?

One week before lectures start, the International Relations Office of Heidelberg University conducts an orientation event ("Orientierungstage") for all new international students. During this three-day event we introduce the university and the city of Heidelberg, and you can meet your fellow students. More detailed information on the event can be found at

■ www.uni-heidelberg.de/orientationdaysinternational

Next to this event, the university's departments/institutes conduct special orientation events for their study courses. An overview can be found at

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

Are there other support services?

The International Relations Office offers a "Buddy Programme" in cooperation with a number of faculties/departments. In this programme, students in higher semesters lend a helping hand to newcomers (freshmen) and show them around the university and the city. If your faculty/department is part of the programme, you will receive an invitation letter in the mail or via e-mail. If you have lost the invitation letter, you can find the relevant information as well as access to the registration site at

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

Are there other events during the semester?

The International Relations Office organizes a number of events every semester, including excursions to other German cities/regions as well as classical concerts, tutorials and workshops. More information on the events and on how to register for them can be found at

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

How can I finance my studies?

As we already mentioned in the first part of this brochure, you must make sure that you have the necessary financial means to cover your stay in Heidelberg before you come to Germany. You may have to pay tuition fees, but you must also consider that living costs in Heidelberg are about €735 per month, which amounts to €26,460 for a three-year bachelor's programme and to €17,640 for a two-year master's programme. Please note as well that several fees will be due at the same time at the beginning of your studies: Before you can move into your new room/apartment, you will have to make a deposit payment. Additionally, at the beginning of every semester the semester fees (and, if applicable, tuition fees) are due. The above-mentioned monthly amount is only an average amount.

If, for the visa application process, the German embassy / consulate of your home country required you to open a blocked account ("Sperrkonto"), you can only withdraw a certain amount from that account every month. More information can be found at

■ www.study-in.de/en/plan-your-studies/requirements/8000-euros-for-one-year_27533.php

Heidelberg University does not grant scholarships that cover all living expenses. There are a limited number of scholarships for highly-qualified candidates available through the German Academic Exchange Service ("Deutscher Akademischer Austauschdienst – DAAD") and other institutions. Information on these can be obtained through the German embassies / consulates, the Goethe-Institutes and the DAAD offices in your home country. As there are only a limited number of scholarships and since the application deadlines may be well before those of the universities, please make sure to get information before you apply for a study place. You should also consider financial support / scholarship opportunities from institutions in your home country and/or your government. More information can be found in our fact sheet on scholarships

■ <http://www.uni-heidelberg.de/md/zentral/international/scholarships.pdf>

Information for your studies in Heidelberg

Please note that it is usually not possible to finance your stay only by working next to your studies. There are regulations both by the university and by the German government (Alien Laws) preventing this. More information can be obtained at the local "Ausländerbehörde" (Foreigners' Registration Office).

Who can I contact with questions?

The International Relations Office will be happy to help you as much as possible and answer your questions via e-mail, on the phone or in person.

You can find us in the University Administration Building ("Carolinum") in the Old Town:

Universität Heidelberg

Dezernat Internationale Beziehungen

Seminarstraße 2

69117 Heidelberg

Map:  www.uni-heidelberg.de/universitaet/besucher/karten/2200.html

phone: +49 6221 54-5454

E-Mail: studium@uni-heidelberg.de

Homepage:  www.uni-heidelberg.de/studium/kontakt/auslandsamt/index.html

You can come to our office hours without making an appointment in advance.

Serviceportal for international students (room 33)

Monday through Thursday 10am-4pm

Friday 10am-2pm

Registrar's Office for international students (rooms 22-27)

Monday, Tuesday, Thursday, Friday 10am-12pm

Wednesday 1.30-3.30pm

Advisory Service for international students (room 30)

Ms. Kloppenburg, Ms. Riedling

Monday, Tuesday, Thursday, Friday 10am-12pm

Wednesday 1.30-3.30pm

Advisory Service for refugees (room 30)

Ms. Herting

Monday 2.00-4.00pm

**Advisory Service on the Studienkolleg, alien laws
and health insurance (room 29)**

Ms. Monzel

Monday, Tuesday, Thursday, Friday 10am-12pm

Wednesday 1.30-3.30pm

**Advisory Service on German requirements and the
university's German language courses (room 29)**

Ms. Obermeier

Tuesday 2.30-4.30pm

**Advisory Service on tuition fees for international
students (room 150)**

MS. Scipioni

Tuesday and Thursday 10am-12pm

IMPRESSUM

Dr. H. Joachim Gerke
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Dezernat Internationale Beziehungen
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