



**UNIVERSITÄT
HEIDELBERG**
ZUKUNFT
SEIT 1386

BRIEFING FOR NEW INTERNATIONAL STUDENTS



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Dear applicant,

a warm welcome to you from the International Relations Office of Ruprecht-Karls-Universität Heidelberg. To help you prepare for your time as a student in Heidelberg we suggest you take careful note of the following important information.

1. Visa and residence permit

Citizens of European Union (EU) member states and European Economic Area (EWR) member states (Iceland, Liechtenstein, Norway) do not need a visa or a residence permit for their studies. Other foreign nationals coming to Germany with the purpose of studying need a visa/residence permit. The visa/residence permit is generally issued for the designated study course at the relevant university. The residence permit (Aufenthaltserlaubnis) will be regularly extended if studies are completed purposefully and in a timely manner. The duration of the residence permit for study purposes is based upon the average duration of study of the subject. For all study preparations, such as German language courses, Studienkolleg or mandatory internships, residency is provided for two years at the longest in total.

Citizens of Switzerland, as well as Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Republic of Korea, Monaco, New Zealand, San Marino and the U.S.A. may apply for their residence permit after arrival in Germany. Citizens of all other countries must apply for a visa to the relevant consular authorities in their home countries before entering Germany. This also applies if a visa is not required e.g. for tourist purposes. Entering the country on a tourist visa with the intention of beginning a university course is likewise not permitted, since it is not possible to convert the visa into the appropriate residence permit.

In order to apply for a visa it will be necessary to immediately present the Notice of Admission (Zulassungsbescheid) provided by Heidelberg University (see chap. 2) to the German consular authority, who will explain the next steps to you. Please note that the issuing of a visa takes a considerable period of time as the German consulate or embassy first needs to obtain the permission of the immigration department of the City of Heidelberg.

Visa and residence permit
Notice of Admission
Dates

Scholarship holders of bilateral exchange programmes with the University of Heidelberg, nationals of an African state, and Iranian nationals may apply for a preliminary approval (so called Vorabzustimmung) from the immigration department by sending an e-mail to the International Relations Office of Heidelberg University. The request will be forwarded to the immigration department of the City of Heidelberg if the following criteria apply:

- You are no older than 25 years,
- You have never registered as a resident in Germany before,
- You will start your studies in the first subject-related semester at Heidelberg University,
- No certification of application (Bewerberbescheinigung) has been issued to you for the current application semester.

You can see whether preliminary approval was given in your case by looking at the bottom section of your Notice of Admission.

On arrival in Heidelberg, and if you have found accommodation within the city bounds, you will have to register your address with the Bürgeramt (Zuwanderungs- und Ordnungsangelegenheiten, Bergheimer Str. 147). If you did not need a visa before entering the country, you need to apply for a residence permit here at the same time as you register your address. This application will be certified by the city immigration department and the permit subsequently issued. Students taking up residence outside the city bounds will have to register their address in the civic office (Bürgeramt/Landratsamt) responsible for that area and apply for a residence permit there.

Your residence permit, normally issued for one year, will have to be renewed in good time (approximately 6 weeks) before it expires. The administrative fee for a one-year permit is € 100, for a period longer than one year € 110. For every further prolongation the administrative fee is - depending on the period of prolongation - € 65 to € 90.

You cannot enrol at Heidelberg University without a valid visa for study purposes at the University of Heidelberg, unless you are a citizen of a European Union member state, a European Economic Area member state or a citizen of one of the states indicated in Chap. 1, para. 3.

2. Notice of Admission

The Notice of Admission (Zulassungsbescheid) grants you permission to enrol (matriculate) in the desired subject or course at Heidelberg University. The Notice of Admission was printed by means of software and has no personal signature. Study course 1 (Fach 1) denotes your main subject (Hauptfach HF/major), study course 2 (Fach 2) the secondary subject (Second major or minor) of a study programme. This document also mentions the number of semesters and the name of the degree.

Please note the additional information in the Notice of Admission, which may vary from case to case, e.g.

- Participation in examinations: German language examination for university entry (DSH), placement test (Einstufungstest), admission test for Studienkolleg, Feststellungsprüfung, aptitude test*.
- Enrolment deadline, by which you must appear personally to enrol at the International Relations Office, presenting your Notice of Admission and passport (travel document).
- Presentation of other documents needed for enrolment; see Notice of Admission
- Statement of acceptance for the place to be returned by a certain date.

The admission is valid only for the subjects mentioned and the relevant semester.

3. Dates

Winter semester is from October 1st to March 31st

Summer semester is from April 1st to September 30th.

Winter semester lectures and classes take place from approx. mid-October to mid-February, Summer semester lectures and classes take place from approx. mid-April to mid-July. Exact dates see:

■ www.uni-heidelberg.de/studium/termine/index.html

Dates for the deadline of admission, the German language examination (DSH), all further grading and admission tests and the orientation event please see the Notice of Admission and the attached information leaflets.

* Please note the information attached to your notice of admission.

4. German language examination for university entry (DSH)

If indicated in your Notice of Admission you need to take the German language examination at the time given. This is a relatively difficult examination, intended to assess whether you can follow lectures, seminars and practical classes in German and produce your own work (e.g. written assignments, papers, reports, contributions to discussion etc.). It consists of a written and an oral part. The two parts of the examination are conducted on different days within one week. Applicants who miss the whole or part of the examination may not go ahead with enrolment.

It costs € 100 (update May 2015) to take the German language examination; this fee must be paid in cash on the day of the examination. You are allowed to use a monolingual German dictionary in the written part of the German language examination.

The written examination consists of the following:

1) Listening comprehension (50 minutes)

The candidates are supposed to show that they can follow an academic lecture, take appropriate notes and process the information heard, i.e. summarise parts of the text. The text is read out twice and does not require any special or technical knowledge.

2) Reading comprehension and academic language (90 minutes)

Candidates have to show that they understand the text presented to them and can deal with it on their own. In addition, they have to show that they recognise, understand and can use the academic language structures in the text. The assignment may involve transformations, additions or linguistic peculiarities of the text (e.g. syntax, morphology, vocabulary). Type and scope of the text: It is to be a largely authentic, academic sort of text that does not call for any specialist knowledge. A graph or diagram can be attached.

3) Guided text production – written expression (60 minutes)

Candidates have to show that they can comment independently and coherently on a study-related, science-orientated topical issue.

Oral examination (15-20 minutes)

The examination is to show the student's ability to talk about topics relevant to their course in a spontaneous, fluent and appropriate manner.

5. Preliminary course and placement test

Students who do not pass the DSH or only pass DSH stage 1 cannot begin their intended course of studies.

The classes for German language and culture at the Internationales Studienzentrum of Heidelberg University offers German courses at different levels. Allocation to the classes is on the basis of a written language test that takes place after the DSH. It is not possible to follow a university course while enrolled in the language course.

German courses are subject to fees. You have to pay the fee in person to Heidelberg University at the beginning of the semester.

Students whose Notice of Admission contains the requirement "The German language examination for university entry must be passed" may not attend the placement test nor enrol in the preliminary course (German course).

There is no claim to inclusion in the preliminary course even if this was expressly requested by the student in their application for admission. In view of the great demand only a small percentage of applicants can be allocated a place in the German course.

In accordance with the regulations issued by the conference of education ministers (KMK) regarding international applicants for university places (decision of 17.11.11), the following credentials are recognised as evidence of a sufficient command of German to follow a university degree programme:

- "Deutsches Sprachdiplom der Kultusministerkonferenz (DSD II, Stufe 2)"
- "Deutsche Sprachprüfung für den Hochschulzugang (DSH – Stufe 2)",
- "Großes [or] Kleines Sprachdiplom" of the Goethe Institute,
- "Zentrale Oberstufenprüfung" of the Goethe Institute,
- "Zertifikat C2" of the Goethe Institute (issued from 01 January 2012 onwards)

Preliminary course and grading test
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kolleg (grading test)
Enrolment

- “Test Deutsch als Fremdsprache (TestDaF)“ with TDN level 4 in all parts,
- “Zeugnis der Prüfung zur Feststellung der Eignung ausländischer Studienbewerber für die Aufnahme eines Studiums an Hochschulen der Bundesrepublik Deutschland („Feststellungsprüfung“)
- certificate of “telc Deutsch C1 Hochschule”
- certification in accordance with bilateral agreements with other states

The admission regulations of some subjects (e.g. German in cultural comparison and Law for the Magister degree) allow for exceptions to the above-listed prerequisites for enrolment (please see rules and regulations for admission, “Zulassungsordnung”).

6. Admission test for the Studienkolleg (placement test)

The Studienkolleg is a centre offering certain top-up courses to applicants on the basis of the assessment of their secondary school leaving certificate. If they obtain a place, they can then prepare for the Feststellungsprüfung (see chap. 5). First, however, they have to take a language test (placement test) to prove that they have sufficient knowledge of German to participate successfully in the classes of the Studienkolleg.

The number of places available for the individual courses at the Studienkolleg is restricted. Since more university admissions are granted than there are places at the Studienkolleg, participation is dependent on a language proficiency test. Candidates who do not pass will not necessarily be admitted to a German course (see chap. 5) and may have to reapply for admission to the university in the following semester.

7. Enrolment

Every new student must enrol personally within the period stated in the Notice of Admission. Enrolment takes place at the International Relations Office.

International Relations Office

Seminarstraße 2, Room 22-24 or 27

Opening hours

Monday to Friday 10 am to 12 pm

Monday and Thursday 1 pm to 3 pm

You should have the following documents ready:

- your passport containing your visa for study purposes
- the proof of health insurance required for enrolment of one of the German statutory health insurance companies
- your Notice of Admission
- your **original** certificates (school/university)
- completed application form for immatriculation
- one passport photo

For other documents required see your Notice of Admission.

If you were formerly enrolled at a university in Germany you are requested to present proof of ex-matriculation.

A number of forms need to be carefully filled out for the enrolment procedure (Immatriculation). A number of student assistants will be available to help you and answer any questions in the Serviceportal for international students

Serviceportal for international students

Seminarstraße 2, Room 33

Opening hours

Monday to Thursday 10 am to 4 pm

Friday 10 am to 2 pm

Upon enrolment you will be handed a booklet for recording your courses (Studienbuch), a certificate of enrolment and a preliminary student ID card. You can print out your core data sheet and the certificate of enrolment after you have paid the contribution for the Studierendenwerk (€ 49), the administrative fee (€ 60) and the

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Financing your course
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fee for the Student Council (€ 33,30). After you have received your personal password via mail, you can exchange your preliminary ID card for your personal multi-functional student identity card at the Studierendenwerk's InfoCenter at the Universitätsplatz.

8. Enrolment and re-registration fees

Administration fees

An administration fee of € 60 per semester has to be paid to the universities of Baden-Württemberg at the time of enrolment. This fee is also due at the time of re-registration for the following semester. However, it does not apply to students participating in the European mobility programmes (SOCRATES/ERASMUS, LINGUA, TEMPUS), direct exchange programmes of Heidelberg University and for DAAD scholarship-holders. The fee is also waived for students with a scholarship from a German institution, who are mainly government-funded.

Tuition fees

Currently there are no general tuition fees (Allgemeine Studiengebühren) in the first-degree study programmes or in consecutive master's programmes at universities and colleges in Baden-Württemberg. Individual faculties that offer continuing-education study programmes may demand fees in accordance with their statutes. The current statutes for all continuing-education study programmes can be found on the respective website of the individual study programme. Access to all websites of the different study programmes can be gained via
■ www.uni-heidelberg.de/studium/interesse/faecher/master.html.

Contribution to the Student Council and to the semester ticket

All students are required to make a contribution to enable the Student Council to carry out its responsibilities. The Student Council decided that the amount should be € 7.50 as well as € 25.80 as basic contribution for the semester ticket for public transportation per student and per semester. The university will deduct the contributions along with the other semester levies and forward them to the Student Council. Questions about those contributions should be addressed to the Student Council at: stura@stura.uni-heidelberg.de.

Non-degree seeking students are exempted from the contribution of € 7.50, the basic contribution of € 25.80 for the semester ticket is mandatory. For further information on the Student Council see:

■ www.stura.uni-heidelberg.de.

9. Studierendenwerk contribution

All students must make a contribution to covering costs for the social amenities of the Studierendenwerk (refectories, advice centres, the student union "Haus der Studierenden", nursery schools etc.). The contribution is calculated by the Heidelberg Studierendenwerk itself under its contribution rules, and is currently set at € 49 (updated: 2015).

10. Financing your studies

The university presupposes that international students have sufficient funding to cover their living costs. You will have to present written proof of how you intend to finance your studies when you enrol, if not before. You should have at least € 735 (update may 2016) per month at your disposal. The International Relations Office of Heidelberg University does not grant scholarships or bursaries to students. International students cannot expect to finance their studies themselves through casual or temporary work, as government regulations restrict their taking up employment.

11. Health insurance

In principle, all students are obliged to take out insurance up until the conclusion of their 14th semester, or until they turn thirty. That means that you have to present evidence of adequate health insurance when enrolling.

International students from European Union countries are not obliged to take out insurance if they are already insured in an EU member state and can prove this by presenting the European Health Insurance Card (EHIC) to one of the German statutory health insurance fund. The cards may be issued by the insurance authorities in the country of origin. The statutory health insurance bodies will examine your insurance documents from your home country and then decide on exemption from statutory health insurance (in Heidelberg e.g. the Allgemeine Ortskrankenkasse AOK, Friedrich-Ebert-Platz 3).

Students who have not been expressly exempted from statutory insurance have to take out health insurance from a statutory health insurance fund. The monthly premium for compulsory insurance in 2015 will be about € 82 (updated: 2015).

All those who are not subject to compulsory insurance are advised to take out private insurance (contributions vary and depend on the service agreed), so that if they fall ill they will not have to cover the considerable costs of medical treatment from their own resources.

Students in the German course or Studienkolleg currently only have a limited chance of insuring themselves for the duration of their preliminary course with a statutory health insurance fund. So they, too, are urgently advised to insure themselves with a private insurance company. The International Relations Office can advise you on this.

The insurance cover begins on the day of enrolment. From the time of your arrival in Germany to the moment of enrolment there is no obligation to be insured and therefore no insurance coverage. It is therefore advisable to take out extra insurance for this period (e.g. travel insurance).

Before enrolling, every applicant must make contact with a statutory health insurance fund (“Gesetzliche Krankenkasse”) in order to obtain proof of insurance. This body will issue an appropriate certificate stating

- whether you are insured, or
- whether you are exempted from statutory insurance or not required to be insured.

The insurance certificate must be presented with the documents for enrolment in the university.

12. Accommodations service

In Heidelberg only approximately 15% of all students can live in halls of residence. However, it is also possible to rent rooms and apartments on the private market.

Studentenwohnheime (halls of residence) are run either by the Studierendenwerk or other organisations.

Studierendenwerk Heidelberg,
Marstallhof 1, D-69117 Heidelberg,
Fax: +49(0)6221-600567
■ www.studierendenwerk.uni-heidelberg.de.

Applications for admission to a Studentenwohnheim run by the Studierendenwerk should be sent to the Studierendenwerk by 15th January for the summer semester and by 15th July for the winter semester. For international students the Studierendenwerk Heidelberg offers an All-Inclusive Service Package.

Information on the halls of residence run by other organisations and an application form must be obtained directly from the individual halls.

The Studierendenwerk Heidelberg do its best to assist international students in finding a place to live. Hence they have set up an accommodations office for the private market in the InfoCenter.

We are afraid, addresses of landlords/ladies may NOT be communicated in writing, as you have to appear in person to obtain them.

Arrival
Orientation event for new
international students
Excursion programme

13. Arrival

Heidelberg is very easy to reach by rail. There are many IC and EC connections. The nearest international airports are at Frankfurt/Main (90 km) and Stuttgart (120 km); there are good train connections from there. Information about reductions for students may be obtained directly from Deutsche Bahn.

14. Orientation event for new international students

At the beginning of each semester, the International Relations Office organises an Orientation Event for new international students. Participants are familiarised with the way things work at Heidelberg University and the living conditions in and around the city. You are urgently recommended to attend the Orientation Event! In addition, the individual departments hold subject-related introductory events - generally before lectures start.

15. Excursion programme

Each semester the International Relations Office offers interesting excursions as part of its extensive programme of events.

These excursions provide an opportunity to travel inexpensively and experience different cities and landscapes in Germany along with other international students.

Destinations for day trips include, for example, Cologne, Nuremberg, Munich, Strasbourg, Lake Constance, the Rhine River, the Black Forest, etc. and multi-day trips are often taken to Berlin, Hamburg, Bavaria and the Baltic Sea.

The exact programme for the upcoming semester is available online at
■ www.uni-heidelberg.de/courses/contact/aaa/aaa_services.html.

INTERNATIONAL RELATIONS OFFICE

DEZERNAT INTERNATIONALE BEZIEHUNGEN

Adress	Seminarstraße 2 69117 Heidelberg
Tel / Phone	+49 6221 54 - 5454
Fax	+49 6221 54 - 2420
Email	studium@uni-heidelberg.de
Internet	www.uni-heidelberg.de/studium/imstudium

OPENING HOURS

International Relations Office (Room 22-27)

Monday to Friday	10 am – 12 pm
Monday and Thursday	1 pm – 3 pm

Student advisory service (Room 30)

Monday, Tuesday, Thursday, Friday	10 am – 12 pm
Monday and Thursday	1.30 pm – 3.30 pm

Serviceportal for international students (Room 33)

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