

## Important information on enrolment at Heidelberg University in the summer semester: 2020

Dear students,

As you have surely heard in the media, the number of people infected with the Sars-CoV-2 virus in Germany is exhibiting an upward trend. Heidelberg University is monitoring the current situation in our region and is in close contact to the regional and national authorities. The current situation at Heidelberg University is explained in the following:

<https://www.uni-heidelberg.de/de/newsroom/informationen-zum-coronavirus>

**In this email, we would like to inform all newly admitted and future students about important changes to the enrolment procedure at Heidelberg University:**

**In accordance with an ordinance published by the Ministry of Science, Research and the Arts of the Federal State of Baden-Württemberg, there will be no official office hours in the secretary's offices of the Student Administration or in the Service Portal for current and prospective students.** Due to the current situation, we hope you understand that your enrolment will take place **in writing**. This measure is being implemented for our and your protection and in order to reduce public traffic in this period.

### **Enrolment in writing:**

To finalise your enrolment procedure after your arrival in Heidelberg, we kindly ask you to send the required enrolment document by post to the following address:

Universitätsverwaltung Heidelberg  
Abteilung 7.1 / Immatrikulation  
Seminarstr. 2  
69117 Heidelberg

Upon receipt of your documents at the university, you will be enrolled as a student at Heidelberg University. You will receive your student identity card, proof of successful enrolment and all further important information about your start of programme by post. **Please make sure to include a valid postal address in Germany in your application for enrolment to ensure that our post can reach you.**

To finalise your enrolment in writing, please complete the application for enrolment attached to your letter of admission. The application can also be downloaded from:

[https://backend-484.uni-heidelberg.de/sites/default/files/documents/2019-01/2017\\_5\\_antrag\\_auf\\_immatrikulation.pdf](https://backend-484.uni-heidelberg.de/sites/default/files/documents/2019-01/2017_5_antrag_auf_immatrikulation.pdf)

Please print the application out. Send us the **signed application** with all required documents to the address stated above.

#### 1. Required documents for all newly admitted students:

- Copy of the letter of admission
- Copy of your identity card/passport with residence permit (EU/EEA nationals only require a copy of the identity card/passport)
- 1 passport photo (min. 3.5 cm x 4.5 cm and max. 4 cm x 5 cm)
- **Original version** of the health insurance certificate issued by a German national health insurance provider for enrolment at a German university or certificate of exemption from statutory health insurance issued by a German national health insurance provider
- Copy of your certificate of exmatriculation **if you were previously enrolled at a German university**

#### 2. Other mandatory documents checked in your letter of admission or listed under "other documents". These include for example:

- School leaving certificate
- University degree certificate
- Final transcript of records or Diploma Supplement
- "Other documents"

(Please submit single copies of your school and university certificates and their translations into German or English without official certification.)

Information on residence permits and health insurance certificates as well as on the start of programme at Heidelberg University can be accessed at:

[https://backend-484.uni-heidelberg.de/sites/default/files/documents/2020-03/VG20-0149\\_Broschuere\\_Kurzinfo\\_DE%20WEB.pdf](https://backend-484.uni-heidelberg.de/sites/default/files/documents/2020-03/VG20-0149_Broschuere_Kurzinfo_DE%20WEB.pdf)

As the transition to a written enrolment procedure may result in delayed postal deliveries, we have extended the enrolment deadline for all newly admitted students in the summer semester 2020 to 24 April 2020.

If you have questions about the written enrolment procedure, please send an email to:

[immatrikulation.international@zuv.uni-heidelberg.de](mailto:immatrikulation.international@zuv.uni-heidelberg.de)

When sending your enquiry, please always indicate your name, applicant number (see letter of admission) and your nationality.

We would like to thank you for your cooperation and understanding and wish you safe travels to Heidelberg.

Sincerely,  
Your International Students Office  
International Relations Office, Heidelberg University