

Important information on the enrolment at Heidelberg University for the winter semester 2020/21

Dear student,

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

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 documents by post to the following address:

Universitätsverwaltung Heidelberg
Abteilung 7.1 / Immatrikulation
Seminarstr. 2
69117 Heidelberg

Upon arrival 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 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 carry out your enrolment in written form, 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

Please print out the application form, **sign** it and send it with all required documents to the address stated above.

1. Required documents for all newly admitted students:

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

2. Other mandatory **certified** documents as marked in your letter of admission. These include for example:

- School leaving certificate
- University degree certificate
- Final transcript of records or Diploma Supplement (if available)

Follow this link to learn more about the issuing of the residence permit and health insurance as well as other relevant information for your studies in Heidelberg:

https://backend-484.uni-heidelberg.de/sites/default/files/documents/2020-03/VG20-0149_Broschuere_Kurzinfo_EN%20WEB.pdf

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

studium@uni-heidelberg.de

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

Information on Covid-19 measures upon arrival:

We kindly ask you to carefully read the traveler's guidelines given by the Robert-Koch-Institut (RKI) before you leave your home country and upon arrival in Germany: www.rki.de

Please be aware of the measures to be taken upon arrival in Heidelberg. Should you have specific questions on these measures contact Heidelberg's municipality (Ordnungsamt der Stadt Heidelberg) via email corona.ordnungsamt@heidelberg.de or use the hotline 06221 – 58 17777. Please remember to provide with the following information for your inquiry: last name, first name, date of birth, current address in Germany, phone number, details in case of symptoms, date and country / countries of arrival.

Please contact the person indicated in your acceptance letter before the registration period ends via email if:

- you are not able to enter Germany within the registration period as stated in your admission letter due to serious reasons (e.g. mandatory participation in German proficiency language exam, proven and acute illness, delayed processing of student visa).
- you need a *Bestätigung über die Notwendigkeit der Anwesenheit in Deutschland zum Zweck des Studiums* (confirmation of the necessity to be present in Germany for the purpose of studies (§ 16b Residence Act)) for the issuing of your residence permit/visa at a German embassy.

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