



STUDENT EXCHANGE FACT SHEET (2023/24)

Name of Institution	Heidelberg University
Website of Institution	www.uni-heidelberg.de/index_e.html

Contact Information

Name of International Office	International Relations Division	
Address	Postal address: Seminarstr. 2 69117 Heidelberg Germany Tel.: +49 6221 54-12701 Fax: +49 6221 54-12789	Visitor address: Fischmarkt 2 69117 Heidelberg Germany
Studying at Heidelberg University & Study programs	www.uni-heidelberg.de/en/study www.uni-heidelberg.de/en/study/all-subjects	
Website for exchange students	www.uni-heidelberg.de/international-exchange	
Heads of International Office (name & position)	Dr. Alexander Au (Head International Relations Division) dezernat7@uni-heidelberg.de Tel: +49 6221 54-12700	
Coordinators for exchange program (name / position / contacts)	Katharina, REINHARDT (Ms.) katharina.reinhardt@zuv.uni-heidelberg.de Tel.: +49 6221 54-12737	
Assistants Incoming	Gabi KOEHLER (Ms.) / Charlotte SCHUBERTH (Ms.) exchange2@zuv.uni-heidelberg.de	

Student Exchange Information

Beginning and end of lectures (examination dates <i>not</i> included!)	<u>Semester 1 (winter term)</u> Oct. 16, 2023 – Feb. 10, 2024	<u>Semester 2 (summer term)</u> April 15, 2024 - July 27, 2024
Expected arrival dates for exchange students	Semester 1: Early October (early September for language course)	Semester 2: Early April (early March for language course)
Orientation program	Semester 1: The week before the term starts	Semester 2: The week before the term starts
Buddy program	The International Relations Division offers a buddy program for new students.	You can contact them via email: buddy-programm@zuv.uni-heidelberg.de
Application deadlines	Application for winter term: June 15 Application for summer term: December 15	
Application procedures	<ol style="list-style-type: none"> 1) Please nominate selected students before May 15 or November 15 (via e-mail) indicating the name, study level, discipline, length of stay, e-mail address 2) Online application open from May 15 to June 15 (WS) or November to December 15 (SS). We will contact nominees, asking them to register in our database. 3) Further information: https://www.uni-heidelberg.de/en/study/international-studies/studying-in-heidelberg/destination-heidelberg/preparing-your-stay 	
Application materials	<ol style="list-style-type: none"> 1) Application form for admission as exchange student 2) Transcript 3) Copy of Passport 4) Photo 5) Invitation letter of academic supervisor at Heidelberg University (PhD candidates only) 6) Certificate of exmatriculation (if they studied at a German university before) 	
Supporting documents required for enrolment	For academic enrolment: <ol style="list-style-type: none"> 1) Passport 2) Proof of health insurance 3) Admission letter 	
Visa requirements	Please check the information on the visa requirements given by the German embassy.	
Courses available to exchange students	Online curriculum (current and past terms): https://lsf.uni-heidelberg.de The language of instruction is indicated in the column next to the lecture's content.	
Restricted disciplines for exchange students	The Faculties of Medicine is not open to exchange students. Limited access to English taught MA Courses (admission needs to be negotiated with the relevant department/teaching staff on individual basis)	
Maximum number of units/credits that a full-time exchange student can study each semester	30 ECTS maximum	

Housing

Accommodation	<p>Student residences at Heidelberg University are administered by the <i>Studierendenwerk</i>, an independent organization providing various services to the student population. Although the number of available rooms is quite limited (only ~15 per cent of all Heidelberg students can be housed in student residences), the <i>International Relations Division</i> cooperates with the <i>Studierendenwerk</i> to secure rooms in student residences for international exchange students coming to Heidelberg. Students usually stay in single rooms sharing kitchen and bathrooms in groups of 2 – 4, or in dormitories with kitchens and bathrooms on each floor. There is also a small number of single apartments available. The residences are located in different parts of the city and very close to public transport. Shopping areas are usually nearby. More detailed information about student residences (including pictures of each residence) is available here: https://www.studentenwerk.uni-heidelberg.de/en/living</p>
Application procedure for housing	<p><u>No</u> separate housing application for exchange students. Please see the application form for admission and tick the relevant box.</p>
Other facilities for students	<p>Sports center, swimming pool, library, computer center, cafeteria</p>

Fees and Others

Do students need to pay any other fees?	<p>Student Service fee (currently): € 101,80</p>
Monthly costs (for reference only)	<p>(1) Housing: from € 250 to € 499 (2) Meals: ~ € 3 for a warm meal in the canteen/"Mensa" (3) Transportation: ~ € 175 for local public transport (so-called "Semesterticket") Others: living expenses ~ € 200-300</p>

Insurance

Health insurance requirements	<p>Sufficient health insurance required, e.g. student state health insurance: www.uni-heidelberg.de/en/international-affairs/erasmus/incoming/insurance-and-financial-matters</p>
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Admission letter and transcripts

When will students receive the acceptance letter?	<p>July resp. January</p>
When will transcript be released?	<p>After students present their records ("Scheine") to the Coordinator at the International Relations Division</p>