



International Max Planck Research School for
Astronomy & Cosmic Physics at the University of Heidelberg



INFORMATION BROCHURE FOR IMPRS ARRIVALS

IMPRS Heidelberg

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CHAPTER A – Overview

Things to do before & after starting your PhD

I. Prepare your arrival

1. Whom to contact

- ✓ Inform your supervisor, your new institute, and IMPRS about your arrival date as early as possible, so that your institute and IMPRS are able to prepare the necessary steps.

2. Entry Visa/ invitation letter/ hosting agreement

- ✓ Apply for an entry visa for yourself and for any family member accompanying you.
- ✓ The institute of your PhD supervisor is supposed to fill in a hosting agreement (“Aufnahmevereinbarung”) for you. Ask for this agreement well in advance.
- ✓ The hosting agreement is for your initial visa application and is applicable in case of a researchers visa. For further information see **chapter B**.

3. Personal documents

- ✓ Make sure that you bring a passport or equivalent identification document, which must be valid for the duration of your stay in Germany.
- ✓ Collect all original certificates that are necessary for your registration at the city of Heidelberg registration office (passport, marriage certificate, etc.). You also need certified copies¹ and certified translations if they’re not in English or German (see Chapter D).

¹ Note: A certified copy is not simply a normal photocopy of an original document. A certified copy is a photocopy of an original document that has on it the confirmation that it is a true copy of the original. The certified copy must bear the seal and the signature of the person who is authorized to make the certification. Certified copies can be made by the educational institution that issued the document (University), by German diplomatic missions, by the embassy of the country in which the document was issued, by notaries and by other public authorities who are authorized to carry out such certifications.

4. University documents

- ✓ Collect all original certificates and transcripts that are necessary for your registration at Heidelberg University. If your documents are not issued in German or English, you may need certified translations of your documents. It could be painful and expensive to organize missing documents back home after your arrival in Heidelberg. Also, you need certified copies². The easiest way is to do them in your home country.

5. Invoice/receipts of your travel to Heidelberg

- ✓ Please clarify in advance with your institute, whether the travel expenses to Germany are covered by your new employer. If this is the case, please provide all your receipts (boarding passes, train tickets, receipts of taxi/ shuttle, bus tickets, etc.) to the relevant department of your institute.

6. (Preliminary) Accommodation

- ✓ Please inform IMPRS and the person at your new institute who is in charge of accommodations well in advance (i.e. 2-3 months before arrival) about your arrival date so that they can make reservations for temporary housing for you. They will also help you finding a more permanent place to live.
- ✓ *Important:* During July-September, preliminary accommodations at the institutes' guesthouses are often fully booked because of summer guests. In addition, it is also difficult to find housing in Heidelberg, as the university semester lectures start in October. Thus, it is important to take care of your preliminary and permanent accommodations as soon as possible, especially for guest house reservations.
- ✓ *AIRBNB:* Is a good option for preliminary housing.

II. Formalities after arrival

Below you find information on formalities that you have to deal with shortly after your arrival in Heidelberg, Germany. We have listed them in order of priority, which is only a suggestion from our side.

² See footnote 1.

1. Bank account

In Germany, you need to open a bank account for the length of your stay in Germany since rent, utilities, and insurance are paid directly (by debit) from your bank account, and your salary/ fellowship payment will be remitted monthly to your account as well. Ask your fellow students about a bank offering an inexpensive or free student tarif. To open a bank account, you will usually need the following:

- ✓ Your passport
- ✓ A mailing address
- ✓ Verification of employment (a letter from your institute which confirms that you are a PhD student for the next 3 years with a certain net income)
- ✓ Residence Permit (Aufenthaltstitel)
- ✓ A German mobile phone number / Sim card to do online banking

After a few days, your Bank Card and PIN will be sent separately by postal mail. Most of the banks are close to the Bismarckplatz in the city center. Before you go, please check the opening hours as most of them close early in the afternoon. Many students prefer to open an online bank account in Germany. For online Banking, you will also be required to verify your identity via the computer with a webcam. PIN number: If a student does online banking, then two PIN numbers are sent – one for the ATM and one for online banking. For online Banking, you will also be required to verify your identity via the computer with a webcam.

2. Registration of your place of residence

Every person living in Germany must register at the City Administrative Office (Bürgeramt) in which she/he is living within, regardless of the length of her or his stay. You have to do this within 1-2 weeks after arrival. For further information see **Chapter C**.

3. Residence Permit

As you will stay more than 90 days in Germany, you have to apply for an electronic residence permit at the Local Foreigner's Office (Ausländeramt), depending on your citizenship. To apply for a residence permit, you need the originals and corresponding copies of your documents. For further informations see **Chapter C**.

4. Health Insurance

Health insurance is a MUST-HAVE during your whole stay in Germany as it is a legal requirement. If you have a work contract with your new institute, you will have compulsory health insurance (of your choice). If you have a stipend, things are more complicated, please check with us. Make sure that you have insurance upon your arrival until you have bought a new one in Germany.

Please refer to the personnel department at your institute to get a registration form for the insurance. After registration at the health insurance, you will receive your *Europäische Krankenversicherungskarte* (European insurance card) by postal mail a few days later. The card is similar to a credit card. Take it with you when visiting the doctor as they need it for registration.

Ask the insurance company to issue a certificate stating that you have bought insurance, as you may need this certificate for admission at University. If you forget to obtain an issued certificate at the beginning, it is quite easy to order one online and print it right away.

5. Admission and Enrollment

Admission and Enrollment goes in four steps:

1. Admission to the IMPRS
2. Register at the Department of Physics and Astronomy via the Heidelberg Graduate School For Physics (HGSFP). By the signature of the Dean, you will become accepted as Ph.D. student at the Department of Physics and Astronomy.
3. Applying for Admission to the University via the Graduate Academy (Graduiertenakademie).
4. Enroll as a student at Heidelberg University.

For further information see **Chapter D**.

6. Permanent Accommodation

As mentioned before, looking for accommodation in Heidelberg could be difficult.

Rents usually go down if you go out from downtown Heidelberg to suburbs (e.g. to Kirchheim, Rohrbach, Leimen, Ziegelhausen, Wieblingen, Eppelheim, or Dossenheim).

- ✓ Public transport is available usually every ten minutes to downtown Heidelberg during normal working hours. Another alternative is bicycling.
- ✓ Support for searching for a permanent stay can be expected also from the institute secretary office, your new group, or colleagues.
- ✓ IMPRS and the MPIA's International Office will also help you find a permanent home. Please contact us early in advance for help.
- ✓ You can find some links for room and apartment search on the IMPRS and MPIA Homepage:
<https://www.imprs-hd.mpg.de/3202/Practical-information>
<https://www.mpia.de/en/services/information-for-guests/accommodation>
- ✓ Dormitories: To apply for a room in one of the university dorms you need to be registered at the university, which may not be a quick process (see further chapters). **You have to apply yourself.** You can find the different dorms on the webpage:
https://www.studentenwerk.uni-heidelberg.de/en/wohnheime_neu
- ✓ Collegium Academicum: A group of about 30 volunteers, working since 2013 want to create a self-managed collective housing project for 250 young people. For further information, visit their homepage: <https://collegiumacademicum.de/en/>
If you are interested you can apply for residence on the following link:
<https://collegiumacademicum.de/en/application/>

For more information, please take a look at the brochure “Living and Working in Germany” published by the Max Planck Society (<http://www.mpia.de/de/services/informationen-fuer-gaeste>) or visit the “How to Germany” Webpage (<http://www.howtogermy.com/>). Please also check the IMPRS webpage. There you find a link for the page and the IMPRS manual with further information about your things to do before and after arrival.
<https://www.imprs-hd.mpg.de/3202/Practical-information>

OR feel free to ask your fellow students of the older generations! They have lots of experience living in Heidelberg and can give you good insight as well.

CHAPTER B – Visa (Before Arrival)

I. Nationalities for which an entry visa is (normally) not required

No entry visa is required for students who are a member of the European Union and the European Economic Area (EEA) states Liechtenstein, Iceland and Norway. This applies also to citizens of Andorra, Australia, Brazil, Canada, El Salvador, Honduras, Israel, Japan, Monaco, New Zealand, San Marino, Switzerland, South Korea, United Kingdom and Northern Ireland and the United States of America.

But for a stay longer than three months, you still have to register at the Local Foreigners' Office (Ausländeramt) and apply for a *residence permit (Aufenthaltstitel)* after your arrival in Germany.

We recommend all PhD Students with work contracts to apply for an entry (researcher or a students) visa directly even if you can enter Germany normally without, since you are not allowed to start with your work immediately but need an appointment with the local immigration office to get the work permit and therefore your starting date may be delayed. Therefore, we strongly recommend applying for the visa before your arrival. For more information go to:

<https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node>

Students with any other nationality but the ones mentioned above must obtain an entry visa while still in their home country.

II. Entry visa

The entry visa is issued for a period of, 3-6 months, which gives you more time to take care of your residence permit in Heidelberg. An entry visa will be converted into either a researcher visa or a student visa, following enrolment and depending on your work contract. After entering Germany, you must apply for a residence permit based on this visa. For further information go to:

https://www.graduateacademy.uni-heidelberg.de/promovieren/einreise_en.html

Note: Do not arrive with a Schengen visa which is a tourist visa as it is valid for less than 3 months and cannot be changed. You have to travel back to your country in order to apply for another visa. You cannot be enrolled at Heidelberg University with a tourist visa. Converting a tourist visa into a residence permit after entry into Germany is not possible.

III. Which visa to apply for?

Visa / residence permit for researcher and students (§18d and §16b Residence Act):

- ✓ *PhD students with **employment contracts (over 50%)** must apply for the "researcher visa" (Visa Type-D) and **residence permit for the purpose of research** (§18d). In order to apply for a researcher residence permit according to §18d of the Residence Act, the research organization must sign a **hosting agreement** with the visiting scholar. You will need to submit the hosting agreement with your visa application to the German embassy in your home country. Please note, an invitation letter from your host won't be accepted anymore for the "researcher visa". **Please contact your new employer for the host agreement.***

With a researcher visa, you are e.g. entitled for parental allowance (Elterngeld) and child benefit (Kindergeld). It also includes mobility privileges within the EU. A researcher's spouse who accompanies the researcher to Germany is entitled to take up gainful employment. No work permit is required. There is no German language requirement for the spouse.

- ✓ **PhD students with an employment contract up to and including 50% of the regular working hours, a research stipend** have to apply for a **student visa (§16b)** and later also a **residence permit for students** (§16b immigration act). When applying for a visa at a German embassy/consulate, the **invitation letter of the institute** should be presented.

Further information can be found on the following homepage of the Graduate Academy:

https://www.graduateacademy.uni-heidelberg.de/promovieren/einreise_en.html

CHAPTER C –Residence – Registration and permit

I. Registration of your place of residence

Regardless of whether you are a member of the EU or not, everyone, including Germans, staying more than three months must register with one of the **city’s administrative offices (Bürgeramt)** within ten days (free of charge) at the place where they live.

At which administrative office to register depends on where you are staying. Please contact the Office corresponding to your residential district. After registering you will receive a certificate of registration which you need for further administrative tasks. The staff at the City’s Administrative Office usually gives you further instructions on what to do to get your residence permit if needed.

Heidelberg: <https://www.heidelberg.de/hd,de/HD/Rathaus/Buergeraemter.html>

Eppelheim: <https://www.eppelheim.de/2276803.html>

Leimen: <https://www.leimen.de/index.php?id=4>

Mannheim: <https://www.mannheim.de/de/service-bieten/buergerdienste/buergerservice>

1. Documents for registering your place of residence

- ✓ Registration form (available at the city’s administrative offices (Bürgeramt))
- ✓ your passport/ ID card,
- ✓ confirmation form signed by your landlord (“Wohnungsgeberbestätigung”, handed out by the landlord). If you do not have a permanent address yet, you can give them the address of the guesthouse you are staying at, but have to report them later once you have moved to your permanent apartment.
- ✓ if required, proof of your affiliation with the University, of financial support and/or of health insurance

II. Registration at the Local Foreigners' Office

1. Residence permit (Aufenthaltstitel)

A residence permit is a permit or a visa that you have to apply for to stay in Germany for a specific purpose. There are different types of residence permits you can apply for, depending on your work contract: student visa (§16) and a researcher visa (§18d). For further information see chapter B.

2. Documents for applying for a residence permit

This is a general list of the required documents and, as such is not necessarily complete. Please ask at the Foreigner's Registration Office about which documents are required in your specific case.

- ✓ application form for a residence permit (this form is available from the Foreigners' Registration Office),
- ✓ registration certificate from the Local Administration Office,
- ✓ proof of health insurance,
- ✓ proof of financial resources for the duration of the stay,
- ✓ passport,
- ✓ two biometric passport photos,
- ✓ a fee of ~100€ (as of 2023)
- ✓ For a residence permit according to §16b AufenthG: letter of admission (Zulassungsbescheid) from Heidelberg University. The letter of admission from the faculty (Annahme als Doktorand) is not sufficient.
- ✓ For a residence permit according to §18d AufenthG: hosting agreement with Heidelberg University, the university hospital or other research institute.

Further information can be found on the following homepage of the Graduate Academy:
https://www.graduateacademy.uni-heidelberg.de/promovieren/einreise_en.html

3. How to apply for a residence permit

Usually, at the registration at the city's administrative office (*Bürgeramt*) corresponding to your residential district, the staff will tell you what further steps you should take to get your residence permit. If you live in Heidelberg, once registered, you have to make an appointment at the **Foreigner's office (Ausländeramt)** by emailing the corresponding person according to your family name since it takes several weeks to get an appointment. Just for your information, most of the staff does not speak English very well, although they understand English. Since German is the legal language, they have to communicate in German officially. Correspondence with them is in German as well, please ask for help (your colleagues, or IMPRS, or your institute secretaries).

Local Foreigners' Office (Zuwanderungsbehörde/ Ausländeramt)
 Bergheimer Str. 147 („Landfriedgebäude“), 69115 Heidelberg
 Phone: 06221/58-17524, Email: zuwanderungservicepoint@heidelb.de
 Business hours: Mo: 8 – 12 h, Tue: 8 – 16 h, Wed: 8 – 17:30, Thu: 8 – 16 h, Fri: 8 – 12 h
 Internet: https://www.heidelberg.de/hd,Len_US/-/Behoerdenwegweiser/:oe6011005
 (only in German!)

Note: If you live e.g. in the suburb of Dossenheim, you have to contact the corresponding person according to your family name at the Local Foreigner's Office of the Rhein Neckar Kreis for an appointment (on the webpage you can find the area that the Local Foreigner's Office of the Rhein Neckar Kreis Amt is responsible for).

Note: In the close-by city of Eppelheim, you have to go to the “Bürgeramt” in the first place. There the personnel will contact the Local Foreigner's Office of the Rhein Neckar Kreis Amt for your residence permit.

Rhein Neckar Kreis Foreigners' Office (Ausländeramt)
 Kurfürsten-Anlage 38-40, 69115 Heidelberg
 Phone: 06221/5221478, Email: auslaenderamt@rhein-neckar-kreis.de
 Business hours: Mo, Tue, Thu, Fri: 7:30 – 12 h, Wed: 7:30 – 17:00
 Internet: <https://www.rhein-neckar-kreis.de/,Lde/1877852.html>

CHAPTER D – Admission/ Enrollment

A few formal steps before getting started

- ✓ Admission to the IMPRS
- ✓ Admission to the Department of Physics via the HGSFP
- ✓ Applying for Admission to the University via the Graduate Academy (Graduertenakademie)
- ✓ Enrollment at the University Heidelberg

Note: These procedures might take several weeks in total, so please take care of this as soon as you arrive!

I. Admission to the IMPRS-HD

Applicants who applied via the IMPRS-HD application procedure and have been offered a position will be asked formally to join IMPRS-HD upon arrival. Please return the IMPRS **membership form**, signed by you and your supervisor (within 2 weeks after arrival). Forms are online on the IMPRS webpage: <https://www.imprs-hd.mpg.de/3364/Admission>

II. Admission to the Department of Physics and Astronomy via the HGSFP

ALL IMPRS students have to register at the Department for Physics and Astronomy **asap**. If you are accepted as an IMPRS fellow, registration **at the Department has to be done at the secretariat of the Heidelberg Graduate School for Physics (HGSFP)**. Only with that registration, you can be accepted as a PhD student at the Heidelberg University.

Further information and links to the forms can be found at the IMPRS <https://www.imprs-hd.mpg.de/3364/Admission>,

the HGSFP homepage <https://hgsfp.uni-heidelberg.de/?SUB=HTA#FAI>

and the webpage of the Graduate Academy <https://www.graduateacademy.uni->

[heidelberg.de/promovieren/promotionsbeginn_en.html#anker_Step4/](https://www.uni-heidelberg.de/promovieren/promotionsbeginn_en.html#anker_Step4/)

Registration at the Department for Physics and Astronomy goes via the secretariat of HGSFP:

Heidelberg Graduate School for Physics (HGSFP)
Im Neuenheimer Feld 226
Room 02.304
69120 Heidelberg
Tel: +49 6221 54 19635
Email: sekretariat@gsfp.uni-heidelberg.de
Internet: <https://hgsfp.uni-heidelberg.de/>

1. Documents required:

- ✓ The form “**Agreement on doctoral studies and application for admission**”
[https://hgsfp.uni-heidelberg.de/content/en/zubehoer/pdf/admissiontohgsfp/1_Antrag_auf_Annahme_als_Doktorand\(in\)_HGSFP_Promotionsvereinbarung_2021.pdf](https://hgsfp.uni-heidelberg.de/content/en/zubehoer/pdf/admissiontohgsfp/1_Antrag_auf_Annahme_als_Doktorand(in)_HGSFP_Promotionsvereinbarung_2021.pdf)
- ✓ The form “**Requirements for Doctoral Students of Astronomy and Cosmology**”
https://hgsfp.uni-heidelberg.de/content/en/zubehoer/pdf/admissiontohgsfp/4_Requirements_for_Astronomy_Candidates_2019.pdf
- ✓ One of the two registration forms:
 - For Germans: **Antrag auf Annahme als Doktorand**
https://hgsfp.uni-heidelberg.de/content/en/zubehoer/pdf/admissiontohgsfp/6_ZUV_2018_Annahme_als_Doktorand_national.pdf
 - For candidates from other countries: **Application form for Admission as a Ph.D. student**
https://hgsfp.uni-heidelberg.de/content/en/zubehoer/pdf/admissiontohgsfp/7_ZUV_2019_zulassungsantrag_doktorand_international.pdf

- ✓ Scan/copy of your passport or ID
- ✓ (For candidates outside of the EU: scan/copy of your entry visa or residence permit)
- ✓ PDF of your master thesis (unless you have earned your Master from Heidelberg University)
- ✓ Originals/Certified copies of your Master diploma (Masterurkunde) in German or English
- ✓ Originals/Certified copies of your Master transcript of records (Masterzeugnis) in German or English
- ✓ Originals/Certified copies of your Bachelor diploma (Bachelorurkunde) in German or English
- ✓ Originals/Certified copies of your Bachelor transcript of records (Bachelorzeugnis) in German or English
- ✓ (For the University: Secondary school leaving exam degree/ certificate)
- ✓ Two letters of recommendation (unless you have earned your Master in physics from Heidelberg University and unless they have already submitted with your IMPRS application)

All of the relevant documents must be printed out, signed and brought to the Central Office of the Graduate School, together with certified copies of all certificates, including the secondary school certificate and bachelor, master or diploma certificates. Please submit certified translations into English or German, if the certificate has been issued in a foreign language. Note that in addition to certificates, all transcripts of records in original form or as certified copies must be supplied.

Hint: The HGSFP and the Graduate Academy offer to do **certified and sealed copies for free** if you bring the **originals** (and normal photocopies). This would, of course, take longer, so please keep that in mind. Please also keep in mind that you need the certified copies **twice**, one for the HGSFP and one for the enrollment at Heidelberg University!

Note: A certified copy is not simply a normal photocopy of an original document. A certified copy is a photocopy of an original document that has on it the confirmation that it is a true copy of the original. The certified copy must bear the seal and the signature of the person who is authorized to make the certification. Certified copies can be made by

the educational institution that issued the document (University), by German diplomatic missions, by the embassy of the country in which the document was issued, by notaries and by other public authorities who are authorized to carry out such certifications.

Note: We recommend you to bring your **original** documents in any case. However, never hand in your original diplomas and transcripts as they may not be returned to you! Just let them do (certified) copies!

For further information go to: <https://hgsfp.uni-heidelberg.de/?SUB=HTA#ATT>

You will also receive information about completing your enrollment and a brochure about studying in Heidelberg, as well as 2 documents:

- 1) The form “Agreement on doctoral studies and application for admission” (within about 14 days) signed by the Dean from the secretariat of Heidelberg Graduate School of Physics,
- 2) The acceptance letter to the HGSFP program

The secretariat of Heidelberg Graduate School of Physics will then contact you and you can pick up all documents.

Once the Department of Physics and Astronomy has accepted you, you will be requested to register also with the Graduate Academy.

III. Applying for admission to the University via the Graduate Academy

Enrollment is mandatory for all doctoral candidates. After being accepted at the Department of Physics and Astronomy, and after you have received the letter of admission (Annahme als Doktorand), you must apply for admission to the university via the Graduate Academy.

It is possible to enroll at any time during the year although we recommend that enrollment take place before the end of the re-registration period (July 15 for the summer semester and February 15 for the winter semester).

The admission procedure takes place online in the heiCO system:

[https://heico.uni-heidelberg.de/heico/ee/ui/ca2/app/desktop/#/login?\\$ctx=lang=en](https://heico.uni-heidelberg.de/heico/ee/ui/ca2/app/desktop/#/login?$ctx=lang=en)

For a detailed explanation on how to apply, please see step 5 on the website of the Graduate Academy:

https://www.graduateacademy.uni-heidelberg.de/promovieren/promotionsbeginn_en.html

After you have submitted a complete application online, you will be notified through the heiCO system about your admission status. After the admission notification (Zulassungsbescheid) is issued in the system, you can proceed with your enrollment (see next chapter).

If you have any questions about this procedure, you can contact the Graduate Academy:

Universität Heidelberg

Graduate Academy (Graduiertenakademie)

Im Neuenheimer Feld 370

69120 Heidelberg

Tel: +49 6221 / 54 – 1976

Mail: graduateacademy@uni-heidelberg.de

Office hours: Monday 10am-12pm, Tuesday 2-4pm, Wednesday 10 am-12pm, Thursday 10am-12pm and by appointment

1. Documents required:

- ✓ the form “Application form for admission as a PhD student” (Annahme als Doktorand)
 - The form issued by your faculty must bear a signature and the seal of the faculty. If you received the form by email, you can submit a photocopy or print out of it.
 - The admission form cannot be older than 6 months.
- ✓ your Uni ID. Please write your Uni ID clearly either on the application form or on the admission form from your faculty. If you do not know your Uni ID, please

contact the Graduate Academy (usually, you'll get your uni-ID via postal mail or you can look it up on heiDOCS after you were accepted by the HGSFP).

- ✓ copies of your secondary school leaving certificate (e.g. Abitur, high school diploma, Attestat, Matura etc.) including transcripts of records (lists of courses and grades) and **certified** translations of these documents into either German or English if they were not originally issued in German or English
- ✓ if applicable, copy of your university entrance examination results and **certified** translation of this document into either German or English if it was not originally issued in German or English
- ✓ copies of all of your university diplomas (Bachelor, Master), including transcripts of records (lists of courses and grades) for each semester or year of study, and **certified** translations of all of these documents into either German or English if they were not originally issued in German or English
 - Applicants from China: Please note! For all school and university diplomas and transcripts, applicants from China must submit certified copies and translations that are issued by an official notary whose office is affiliated with the Chinese Ministry of Justice. Other forms of certification/translation (for example certification by means of a red star stamp) will not be accepted unless the applicant also submits an original APS certificate. In either case, only actual certified copies will be accepted - not photocopies or print outs of certified copies.
- ✓ proof of sufficient financial resources (a concrete job offer, a copy of your work contract, your scholarship award notice, a blocked bank account etc.). This does not apply to EU citizens.
- ✓ Photo in passport format
- ✓ copy of your passport/national ID card
- ✓ if applicable, proof of any time spent at a German university as well as proof that you are no longer registered at that university (Exmatrikulationsbescheinigung).

IV. Enrolment at Heidelberg University

After you have received your **admission notification** ("**Zulassungsbescheid**") in your heiCO account, you can proceed with the enrollment in heiCO. You will be required to enter additional data in your account that is relevant to enrollment. When this information is complete, you will be able to print out the **enrollment form**. You will also be asked to pay the semester fee (186,35 Euro in 2023).

To complete your enrollment you will need to send the enrollment form and the necessary enrollment documents **by postal mail to the student administration** at the address indicated on the enrollment form.

After receiving and processing your enrollment documents and your semester fee, the enrollment office will send you, by postal mail, your multifunctional student identification card.

The university will send you reminders about the payment of your semester to the email address that you receive through enrollment. Therefore, please remember to check this email regularly. Additionally, the university will send notifications to you by postal mail to the mailing address that is in the enrollment system. You are responsible for keeping this address current in the heiCO system.

For German citizens, enrollment can be done online via the following website.
<https://www.uni-heidelberg.de/de/studium/bewerben-einschreiben/einschreibung/einschreibung-in-die-promotion>

1. Documents required

- ✓ the print-out of the enrollment form
- ✓ the "confirmation of admission" form specifically for enrollment, issued by your faculty (Annahme als Doktorand) OR the letter of acceptance from your supervisor if you don't have the admission to your faculty yet
- ✓ **certified** copies of your secondary school leaving certificate (e.g. Abitur, high school diploma, Attestat, Matura etc.) including transcripts of records (lists of courses and grades) and **certified** translations of these documents into either German or English if they were not originally issued in German or English

- ✓ if applicable, **certified** copy of your university entrance examination results and **certified** translation of this document into either German or English if it was not originally issued in German or English
- ✓ **certified** copies of all of your university diplomas (Bachelor, Master), including transcripts of records (lists of courses and grades) for each semester or year of study, and **certified** translations of all of these documents into either German or English if they were not originally issued in German or English
 - Applicants from China: Please note! For all school and university diplomas and transcripts, applicants from China must submit certified copies and translations that are issued by an official notary whose office is affiliated with the Chinese Ministry of Justice. Other forms of certification/translation (for example certification by means of a red star stamp) will not be accepted unless the applicant also submits an original APS certificate. In either case, only actual certified copies will be accepted - not photocopies or print outs of certified copies.
- ✓ a **certified** photocopy of your passport/national ID card
- ✓ passport photo
- ✓ if applicable, proof of any time spent at a German university as well as proof that you are no longer registered at that university (Exmatrikulationsbescheinigung).
- ✓ any other documents listed on the heiCo system

For further informations, see: https://www.graduateacademy.uni-heidelberg.de/promovieren/promotionsbeginn_en.html#anker_Step6/

2. Benefits of Enrollment

Enrolment has benefits: These benefits include a student ID card that works at the dining halls/mensas around campus, a student ID card that gives you free access to the public transportation on weekends/ holidays and after 7 pm on weekdays, the possibility to buy a Semesterticket, and other benefits that are mentioned later on.

Student ID card (Studierendenausweis)

The student ID card is used for the following: University computer center and library services and Payment card for student services (cafeteria, copier, etc.).

With your student ID card, you can also use the public transport FOR FREE after 7 pm on weekdays, and during all days during weekends and holidays. You do not need a Semesterticket for this. This benefit is included by just paying your registration fee (178,00 Euro) for the semester and being a regular student at the University. In case a transport inspector shows up, you only have to show your Student ID card.

You have to re-register every semester at the University to continue being enrolled as a student (Rückmeldung). This means you have to pay the semester fee again, and re-validate your student ID card for it to continue working. It can easily be done online, but be aware of the deadlines because there are certain windows to do this.

Semesterticket

The Semesterticket (175,00 Euro as of March 2022) for the transport lasts exactly for 6 months. It is not bound to the "semester" itself, it starts at the day you buy it. When using public transport, it is important to always bring both your semester ticket AND your student ID card with you.

These two things together allow you to use public transport.

However, there might be some changes with the upcoming „Deutschlandticket“.

Dear IMPRS fellow,

After you are done with registration, admission and enrollment, we would really appreciate if you could let us know if there were any changes in the procedures so that we can adjust the brochure.

Let us also know about your experiences with these procedures.

Thank you very much and all the best!

Christian and Nina