



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: Heidelberg University International Relations Division Department 7.3 (Building Fischmarkt) Seminarstrasse 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	Dr. Alexander AU (Head International Relations Division) dezernat7@uni-heidelberg.de Tel: +49 6221 54-12700	
Coordinators for exchange program	Until the end of April 2023: Sabine SCHENK (Ms.) sabine.schenk@zuv.uni-heidelberg.de Tel.: +81 75 753-5413 From May 2023: Tracy CHAN Tel. +49 6221 54-12732 tracy.chan@zuv.uni-heidelberg.de	
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 (fall/winter term)</u> Oct. 16, 2023 – Feb. 10, 2024	<u>Semester 2 (spring/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	International Relations Division: buddy-programm@zuv.uni-heidelberg.de	Japanese Studies Department: buddy.japo.hd@gmail.com
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, email address 2) Online application open from May 15 to June 15 (WiSe) or November 15 to December 15 (SoSe). We will contact the nominees (copying the coordinator), 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 LSF (current/past terms): https://lsf.uni-heidelberg.de The language of instruction is indicated in the column next to the lecture's content. Tutorial (youtube): https://youtu.be/dE8hmkr7LSw Limited access of undergraduate students to English taught MA courses (admission needs to be negotiated with the relevant department/teaching staff on individual basis). English (or German) language proficiency of level B2 (European Reference Frame) is recommended for exchange students.	
Restricted disciplines for exchange students	Courses in Medicine or Dentistry are not open to exchange students. Additional restrictions apply for some courses in Biosciences and Law.	
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>No separate housing application for exchange students <u>except in subject-related programs</u>: Students in the bilateral exchange program/selected subject-related programs with Japan apply by ticking the relevant box in the online application. Students in other programs should apply via above link <u>as early as possible</u> (admission letters and other information can be submitted at a later date).</p>
Other facilities for students	Sports center, swimming pool, library, computer center, cafeteria

Fees and Others

Do students need to pay any other fees?	Student Service Fee (currently): € 116,35
Financial Considerations	Please see here: https://www.uni-heidelberg.de/en/study/international-studies/studying-in-heidelberg/destination-heidelberg/financial-matters

Insurance

Health insurance requirements	Sufficient health insurance required, e.g. student state health insurance: https://www.uni-heidelberg.de/en/study/international-studies/studying-in-heidelberg/destination-heidelberg/health-and-insurance
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Admission letter and transcripts

When will students receive the acceptance letter?	July resp. January
When will transcript be released?	After students present their records ("Scheine" as hard copy or sent directly by the teaching staff) to the coordinator at the International Relations Division.