



## STUDENT EXCHANGE FACT SHEET (2021/22)

Name of Institution	Heidelberg University
Website of Institution	<a href="http://www.uni-heidelberg.de/index_e.html">http://www.uni-heidelberg.de/index_e.html</a>

### Contact Information

Name of International Office	International Relations Office
Address	Seminarstr. 2 69117 Heidelberg Deutschland Tel.: +49 6221 54-12741 Fax: +49 6221 54-2332
Studying at Heidelberg University & Study programs	<a href="https://www.uni-heidelberg.de/en/study">https://www.uni-heidelberg.de/en/study</a> <a href="https://www.uni-heidelberg.de/en/study/all-subjects">https://www.uni-heidelberg.de/en/study/all-subjects</a>
Website for exchange students	<a href="http://www.uni-heidelberg.de/international-exchange">www.uni-heidelberg.de/international-exchange</a>
Heads of International Office (name & position)	Dr. Alexander Au (Director) <a href="mailto:alexander.au@zuv.uni-heidelberg.de">alexander.au@zuv.uni-heidelberg.de</a> Tel.: +49 6221 54-2335
Coordinators for exchange program (name / position / contacts)	Dr. Dietlind Wünsche (Ms.) (Programme Manager) <a href="mailto:wuensche@zuv.uni-heidelberg.de">wuensche@zuv.uni-heidelberg.de</a> Tel.: +49 6221 54-2493
Assistants incoming	Gabi Koehler/ Charlotte Schuberth <a href="mailto:exchange2@zuv.uni-heidelberg.de">exchange2@zuv.uni-heidelberg.de</a> Tel.: +49 6221 54-3807

## Student Exchange Information

Beginning and end of lectures (examination dates <i>not</i> included!)	<u>Semester 1 (wintersemester)</u> October 16, 2023 till February 10, 2024	<u>Semester 2 (summer semester)</u> April 17, 2024 till 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 programme	Semester 1: The week before the term starts	Semester 2: The week before the term starts
Buddy programme	The International Relations Office offer a buddy programme for new students.	You can contact them via email: International Relations office: buddy-programm@zuv.uni-heidelberg.de
Application deadlines	Application for winter semester: June 15 Application for summer semester: December 15	
Application procedures	<ol style="list-style-type: none"> <li>1) Please nominate selected students before May 15 or November 15 (via e-mail or letter) indicating the name, study level, discipline, length of stay, e-mail address</li> <li>2) Online application open from May 15 to June 15 (WS) or November 15 to December 15 (SS).</li> <li>3) Application link for university-wide agreements:  Deutsch: <a href="#">link</a> Englisch: <a href="#">link</a></li> </ol>	
Application materials	<ol style="list-style-type: none"> <li>1) Application form for admission as exchange student</li> <li>2) Transcript</li> <li>3) Photo</li> </ol>	
Supporting documents required for enrolment	For academic enrolment: <ol style="list-style-type: none"> <li>1) Passport</li> <li>2) Proof of health insurance</li> <li>3) Admission letter</li> </ol>	
Visa requirements	Student visa	
Courses available to exchange students	Course list: <a href="http://lsf.uni-heidelberg.de/">http://lsf.uni-heidelberg.de/</a> The language of instruction is indicated in the column next to the lecture's content.	
Restricted disciplines for exchange students	The Faculty of Medicine is <i>not</i> open to exchange students. Limited access to English taught MA Courses (admission needs to be negotiated with the relevant department on individual basis)	
Maximum number of units/credits that a full-time exchange student normally studies each semester	30 ECTS	
Academic requirements and compulsory language requirements for exchange students	A minimum GPA of 3.0 on a 4.0 scale  Minimum language requirements: German Level B2 (CEFR)	

## Housing

Accommodation	<p>Student residences at Heidelberg University are administered by the <i>Studierendenwerk</i>, an independent organisation 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 Office</i> cooperates with the <i>Studierendenwerk</i> to secure rooms in student residences for international exchange students coming to Heidelberg.</p> <p>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 online at <a href="http://www.studentenwerk.uni-heidelberg.de/zv_portal/zv">http://www.studentenwerk.uni-heidelberg.de/zv_portal/zv</a></p>
Application procedure for housing	No separate housing application for exchange students. Please see the application form for admission and tick the relevant box
Other facilities for students	Sports centre, swimming pool, library, computer centre, cafeteria

## Fees and Others

Do students need to pay any other fees?	Student Service fee: € 116.35
Monthly costs (for reference only)	<p>An average, the cost of living and studying in Heidelberg comes to about € 900 - 1000 per month. Please be aware that you will have additional expenses at the beginning of your stay:</p> <ul style="list-style-type: none"><li>• Refundable deposit for a room in a student residence € 450</li><li>• Semesterticket for public transportation (optional, valid for six months) € 185</li><li>• Semesterbeitrag (student services fee) € 116.35</li></ul> <p>The following is a breakdown of expenses that you might have on a monthly basis:</p> <ul style="list-style-type: none"><li>• Rent (for a dorm room) € 270-400</li><li>• Health insurance (with state health insurance provider) € 110</li><li>• Mensa meals (approx. € 3.80 for a warm meal) € 110</li><li>• Groceries € 80-160</li><li>• Public fee for internet, radio and TV € 18</li><li>• Telephone € 10-20</li></ul>

## Insurance

Health insurance requirements	Sufficient health insurance required, e.g. student state health insurance, costs ~ € 72 per month (can be purchased upon arrival)
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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) to the Coordinator at IRO