Guide to online enrolment for Double Degree Programs

www.uni-saarland.de/application

Please read this guide very carefully, as it will answer almost all questions that you might have!

Disclaimer: this is a handout provided by the Welcome Center to help you with your enrolment. You are responsible for filling the form and for submitting all required documents. If you have questions after reading through the guide, you can contact us via email: welcome@uni-saarland.de

There is also an official enrolment guide, provided by the university.

www.uni-saarland.de/fileadmin/upload/studium/bewerben/Student_Information_System_engl.pdf

www.uni-saarland.de/fileadmin/upload/studium/bewerben/SIM_Nutzerhilfe.pdf

Documents

The online enrolment system will ask you to fill in information and to upload documents.
Therefore, you need to have at least the following information at hand to be able to finish the enrolment:

- Valid Passport or ID card [.pdf]

- Letter of acceptance [.pdf]

- Passport Picture (minimum size: 248 x 330 Pixel) [.jpg]

- Diploma of all degrees that you have finished (BA/MA) [.pdf]

- School leaving certificate [.pdf]

- Please note: other documents may apply depending on your program (proof of language, etc) [.pdf]

- *Receipt that you have paid the semester fee [.pdf]* *this is only necessary if you spent this semester at Saarland University!*

Information on health insurance

1) If you do not have a valid insurance, we strongly recommend **not** to buy private health insurance in your home country, but to sign up for German insurance. You can do that after you have arrived or you can also contact the insurance providers upfront: www.uni-saarland.de/studium/campus/laeden/versicherung/

2) If you have a **European Health Insurance card** (EHIC) or a valid **insurance from your home country**, you will have to present this insurance certificate to a German insurance office, so they can check its validity for enrolment at a German university. Scan your EHIC and email it to a statutory health insurance (for example TK, anika.schmidt@tk.de) with the following information:
    „Befreiung Versicherungspflicht", your name, current address, letter of admission of Saarland University and this code „H0001949".
    The insurance information will be transferred electronically to the university.
    This also applies if your insurance issued you the confirmation of the Social Security Agreement between Germany and your country (only non-EU students).

Semester fee

You only pay the fee when your semester takes place in Saarbruecken. If you spent the first two semesters at our partner university, you are exempt from the fee.

Winter Semester 22/23 (www.uni-saarland.de/en/study/organisation/fees/semester-fee)

Reduced fee: 94,80 EUR

Regular fee: 256,50 EUR

Your coordinator will inform you about the height of the fee

You can pay the fee by bank transfer :

Name of the bank: Bank1Saar

Recipient`s name: Universität des Saarlandes

IBAN: DE19 5919 0000 0000 33 0000 | (BIC) SWIFTCODE: SABA DE 5 S

Reference line: Full name, date of birth, application number

You first have to register a new account

Check your email!

Sie haben sich für das Bewerbungsportal der Universität des Saarlandes registriert.

Sind Sie bereits Studentin oder Student an der Universität des Saarlandes?
Bitte melden Sie sich mit Ihrer bestehenden UdS-Kennung als Benutzername und Ihrem Kennwort an! Nutzen Sie dafür den folgenden Link:
https://sim.uni-saarland.de/launchpad

Sind Sie noch keine Studentin oder kein Student an der Universität des Saarlandes, haben sich aber schon in SIM registriert und eine Bewerbung verschickt?
Bitte melden Sie sich mit Ihrem bereits existierenden Benutzernamen (z.B. B0000xx) und Ihrem Kennwort an! Nutzen Sie dafür den folgenden Link: https://sim.uni-saarland.de/bewerbung
Sollten Sie Ihr Kennwort vergessen haben, fordern Sie bitte auf der genannten Webseite ein neues Kennwort an.

Sind Sie noch keine Studentin oder kein Student an der Universität des Saarlandes und haben sich auch noch nicht in SIM registriert?

Ihr Benutzername lautet: [redacted] ⬅ **Your username**

Bitte klicken Sie auf den folgenden Link, um das Konto zu aktivieren und mit Ihrer Bewerbung zu starten: https://sim.uni-saarland.de/bewerbung?RequestID=00505689A6341EEA87FB783AD8FB1ED5&ActivationKey=EF4AC4EB8F1124D15D12800333829652A3DD6D77&type=3
Der Link zur Bestätigung Ihrer Registrierung ist 24 Stunden gültig.

Click this link to activate account within 24h!

Mit freundlichen Grüßen

Ihr Studierendenservice der Universität des Saarlandes

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When using the enrolment portal, you can switch the language to English if you want.
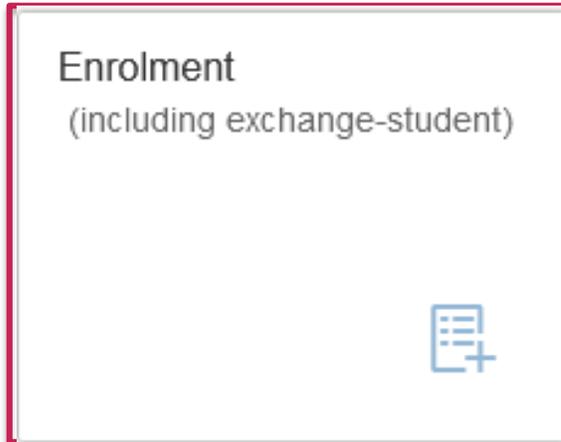
To navigate, you can use the „save and return" (Sichern und zurück) button if you want to continue later on your application.

The submit button (Absenden) has to be used when you are **completely** done with your enrolment.

Start your enrolment by clicking on „new application"

Enrolment
(including exchange-student)

Application

Intended qualification (with subject)

*Intended semester

Bachelor's degree programmes

Bachelor's degree programmes (Letter of adm issued by dept) — BA

Law

Master's programmes (Letter of admission issued by dept.) — MA

Exchange students (Letter of admission from Int. Office)

In-sessional certificates

Choose YOUR program from the list.
The program that may appear in the following pictures is only an example. Please choose individually.

Choose your program from the list

Search

| Search | 🔍 |

- M.A. Border Studies
- M.A. Deutsch-Französische Studien
- M.A. Linguistica e didattica (LIDIT) INCOMINGS (WS2022/...
- M.A. Lit.-, Kultur- u. Sprachg. des deut. Raums (Incomings)
- M.A. Musikwissenschaft international
- M.Sc. Advanced Materials Science and Engineering (AMA...
- M.Sc. Bioinformatik
- M.Sc. Biophysik
- M.Sc. Cybersecurity
- M.Sc. Data Science and Artificial Intelligence
- M.Sc. EEIGM: École Euro. d'Ingénieurs en Génie des Mat...
- M.Sc. Embedded Systems
- M.Sc. Entrepreneurial Cybersecurity
- M.Sc. Human- und Molekularbiologie (International)
- M.Sc. Informatik
- M.Sc. Language Science and Technology
- M.Sc. Materialwissenschaft und Werkstofftechnik
- M.Sc. Mathematik
- M.Sc. Mathematik und Informatik
- M.Sc. Physik
- M.Sc. Physik (international)
- M.Sc. Quantum Engineering
- M.Sc. Systems Engineering

Cancel

Application	Master's programmes (Letter of admission issued by dept.) ⌄
Intended qualification (with subject)	M.Sc. Human- und Molekularbiologie (International)
*Intended semester	**Chose the semester for first time enrollment** ⌄

If you applied for a place on a Master's degree programme but your application was not submitted via the SIM portal, the following questionnaire will guide you through the enrolment process. Please note that you can only enrol once your application for admission was successful and you have received a letter of admission.

A check list of the documents you will need for your application is available at www.uni-saarland.de/einschreibung-master.

Please note that the enrolment process will require you to upload a valid letter of admission from Saarland University. If you do not have a valid letter of admission you will not be able to enrol. Note: A letter of admission is essential, it cannot be replaced simply by a university degree qualification. You can only enrol using this portal if you have received a letter of admission from Saarland University. You will only receive a letter of admission once you have submitted a proper application via the relevant application portal and within the relevant application period. For detailed information on the current application procedure for your Master's programme, please visit the Master's programme website.
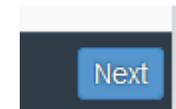
Please click *Next* to continue.

Admission applications for this degree programme should be sent directly to the relevant department. For more information, please refer to hier . As soon as you have a valid letter of admission, you can continue with the enrolment procedure in this portal.

Core area	M.Sc. HM-Biologie (International)
*Study semester	0
Programme attributes	M.Sc. HM-Biologie (International)

If you enroll at the beginning of the Double Degree choose one.
For later enrollment choose the correct semester

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Parallel enrolment
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File Upload
Confirm choice of intended qualification (with subject)
Verification of input data

On the left side of your screen you will now see several categories of questions. You have to answer at least all questions marked with a red asterisk (*).

If you forget a question, the system will remind you when you try to submit the enrolment request.

When you click on this symbol [i] you find further explanation about the field.

Fill in your personal details.

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Pre-university educational credentials

*Where did you obtain your higher education entrance qualification?

- ○ Germany
- ● Not in Germany
- ○ Higher education assessment test at a Studienkolleg in Germany

*Please specify the classification assigned to your higher education entrance qualification. For undergraduate programmes, you will find this classification in your preliminary review documentation (uni-assist) or your official notification of recognition (for German nationals).

- ★ HEEQ for all types of HEI and for all subject areas
- ○ HEEQ for all types of HEI for the subject(s) listed here
- ○ German school abroad (German Abitur)
- ○ HEEQ for the Studienkolleg accord. to prelim. review docum.

★ Please choose this option. It applies to most European school leaving certificates.

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*When did you obtain your HEEQ? — Enter date [Date on you school leaving certificate] 📅

*In which country did you obtain your HEEQ? — ⌄

*Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2,0) — What is your grade? If you do not know the German equivalent, please fill in „**08**" ⓘ

*Details of higher education entrance qualification (actual designation of school-leaving certificate in country of issue, curricular focus, information on periods of university study) — Enter the name of your HEEQ certificate (see above) ⓘ

*Higher education entrance qualification (HEEQ) — ➕ Upload Document — Upload a scan of your certificate (at least one page) ⓘ

Higher education entrance qualification (HEEQ) - Page 2 — ➕ Upload Document

Higher education entrance qualification (HEEQ) - Page 3 — ➕ Upload Document

Higher education entrance qualification (HEEQ) - Page 4 — ➕ Upload Document

You can skip this part.

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Please complete the following fields, if you

- previously acquired a higher education entrance qualification in Germany (e. g. "Fachhochschulreife"),
- previously acquired a higher education entrance qualification in a country other than Germany or
- have taken a higher education assessment test (FSP).

Please specify the first higher education entrance qualification that you obtained or provide details about your pre-university educational credentials. (aHR= German general higher education entrance qualification (Abitur), fgHR= subject-specific higher education entrance qualification, FHR=entrance qualification for a university of applied sciences)

When did you obtain your higher education entrance qualification/pre-university educational credentials?

Enter date

Where did you obtain your higher education entrance qualification/pre-university educational credentials?

Overall grade

Previous HEEQ/pre-university educational credentials

+ Upload Document

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At which university were you first enrolled?

If you have not been previously enrolled at a university, please enter 'Germany' and then specify 'Saarbrücken, U des Saarlandes' as the university. In this case, please enter 0 for the number of semesters studied.

*Country in which you were first enrolled at a university

*Year in which you were first enrolled at a university   2022/2023   i

*Semester in which you were first enrolled   Winter semester   i

*Enter the number of semesters that you have already studied at a German university in total.   i

Enter the total number of semesters for which you were granted leave of absence at a German university.   i

Total number of semesters in which you undertook practical training or work experience while still being enrolled at university   i

Number of semesters studied at a Studienkolleg

*Have you interrupted your studies and now want to recommence studying?   ○ Yes   i
                                                                             ○ No

Certificate of enrolment provided by the university you were first enrolled at: Please upload your certificates of enrolment if you were previously enrolled at another university.   + Upload Document

Were you studying at a university last semester?

*Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for?   ○ Yes
                                                                                                              ○ No

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Activities undertaken after obtaining your higher education entrance qualification

*Proof of completion of a recognized apprenticeship or traineeship
- ○ Yes
- ● No

*Work experience or internship relevant to the programme to which you are seeking admission
- ○ Yes
- ● No

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Last university degree qualification/loss of right of examination

*Have you already completed the final academic assessment stage/final examinations at a university in Germany or abroad, or have you already lost the right of assessment or examination at such a university?
Yes

*Country in which you completed the examinations

*Type of study
If you have only completed ONE Bachelor program, choose first study

*Degree/Qualification
If you have only completed ONE Bachelor program, choose Bachelor's degree from a university

*First subject
If you cannot find your program, choose a similar one

Second subject

Third subject

*Date of examination
Enter date

*Examination status

*Overall grade
| See explanations below

ONLY if you have obtained **another university degree** before that, proceed here

Penultimate university degree qualification/loss of right of examination

If you completed an academic degree programme or lost your right of examination before your last higher education qualification, please provide details about this penultimate higher education qualification/loss of right of examination.

*Have you taken any further examinations?   ● Yes

As a Double Degree student, you are enrolled at the same time in another university. Please fill in this page.

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- Verification of input data

If you will still be enrolled at another university in the semester in which you plan to start studying at Saarland University, please state the name of the other university.

Saarland University will assess your application and decide whether you can be admitted for parallel enrolment. Please include detailed reasons for wishing to undertake parallel studies at two universities in Germany and submit relevant supporting documentation from your first university, such as your certificate of enrolment, academic transcripts, etc.

*Will you still be enrolled at another university in the semester in which you plan to start studying at Saarland University?   Yes

*Country

*Type of study

*Intended qualification (at that university)

*First subject

Second subject

Third subject

Certificate of enrolment at another university   + Upload Document   Upload not mandatory

If you have an EHIC card, choose this option

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*Status code for student health insurance data

Proof of health insurance cover/ Proof of exemption

exempted

not subject to compulsory insurance

compulsorily insured

insured

not insured

If you have German health insurance, chose this option and provide more information

*Status code for student health insurance data   insured

*Health insurance provider number ("Betriebsnummer")

*Health insurance customer number ("Versichertennummer")

Proof of health insurance cover/ Proof of exemption   + Upload Document

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Confirm choice of intended qualification (with subject)

Verification of input data

Please make sure that you only upload supporting documentation using the dedicated upload function. Failure to do so may cause problems with your application or may result in your application not being processed.

*Passport photograph (for your student ID card) — + Upload Document — Frontal photo of your face

Proof of eligibility to begin orientation phase — + Upload Document

Certificate of de-registration: Please upload your certificates of de-registration if you were previously de-registered from another university. (Note: this is not required for foreign or if you wish to enrol for a non-restricted degree programme). — + Upload Document

*Scan of identity card (front and back) or scan of passport — + Upload Document

Other documents — + Upload Document

Proof of language proficiency — + Upload Document

Credit transfer certificate/Formal record of recognition of prior learning — + Upload Document

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Confirm choice of intended qualification (with subject)

Verification of input data

Select your intended qualification (with subject)

*Intended qualification (with subject)   ⦿ Enrolment/Registration

If you are not currently enrolled at Saarland University, you do not need to enter anything on this screen. Please continue to the next section.

Note:

- In addition to your degree programme/subject of study, you will also see your chosen area of focus and the examination regulations that apply.
- Lines that are highlighted in grey cannot be altered.

☑ *new* **Course of study**   M.Sc. HM-Biologie (International)

☑ *new* **Core area**   M.Sc. HM-Biologie (2022)   1 Study semester

☑ *new* **Programme attributes**   M.Sc. HM-Biologie International (2022)

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Declaration (in lieu of oath)

I hereby apply to be enrolled at Saarland University on the basis of the information I have provided above.

I hereby declare that the information provided in my application is true, correct and complete.

I am aware that any incorrect information that I supply, either negligently or intentionally, is in contravention of the regulations of Saarland University and will lead to the revocation of my admission status and - should such misrepresentation be identified after enrolment - to the revocation of my enrolment status.

I also affirm (in lieu of oath) that I have given true information regarding periods of previous academic study and any academic degrees or university qualifications attained.

*I hereby confirm the disclosures and declarations made above. ☐

As you have applied to enrol at Saarland University, you are required to pay certain fees.Please scan and upload your proof-of-payment slip or your bank transfer slip as a PDF file.

For the Saarland University bank details and for information on the specific fees to be paid, please go to: https://www.uni-saarland.de/en/study/organisation/fees.html.

*Proof of payment of fees   [+ Upload Document]   If you are not in a semester where you have to pay, upload admission letter instead

*Are you still resident in your home country?   ○ Yes   ◉ No

*Letter of admission   [+ Upload Document]

[Save and Return] [Submit]

If everything is completely filled: Submit
If you have to make correction or collect documents: Save and Return

After the enrolment is finished

o   Check your application status here: www.uni-saarland.de/en/studies/sim/request/statusupdatesapplication

o   Once your status is enrolled, please **immediately** download your identification letter (see website above)

o   Change password accordingly

o   You have now access to the student portal: www.uni-saarland.de/en/studies/sim/sim-student-portal

o   IMPORTANT: You have to register in the SIM portal **every** semster as long as you study at Saarland University: www.uni-saarland.de/en/study/organisation/more/reregistration

o   You only pay semester fees for the semesters your program takes place in Saarbruecken

o   You'll receive a student card by post (only addresses FR, LUX &CH) or it will be placed in the Welcome Center (all other countries, Building A4.4)

o   The semester ticket is only valid from October to March/April to September. If you arrive earlier (for example in September), you can purchase with you student ID a ticket for students: https://saarvv.de/ticket/monatskarte-schueler-azubis/

Thank you for carefully reading this guide
and
Welcome at Saarland University!