

# Guide to online enrolment for exchange and freemover students

[www.uni-saarland.de/application](http://www.uni-saarland.de/application)

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

Questions? [welcome@uni-saarland.de](mailto:welcome@uni-saarland.de)

# Prepare your documents

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

- High School Diploma (you only need the information, not the actual document!)
- Valid Passport or ID card [.pdf]
- Letter of acceptance [.pdf]
- Scan of enrolment certificate of home university (if applicable)
- Passport Picture (minimum size: 248 x 330 Pixel, filetype: .jpg)
- Receipt that you have paid the semester fee [.pdf]
- Certificate of Health Insurance or your European Health Insurance Card (EHIC) [.pdf]

# !Information on health insurance

1. If you have a **European Health Insurance card** (EHIC) that is valid for the semester(s) you are staying, you can scan and upload it (e.g. You stay in the winter semester, the EHIC must be valid at least **until the end of the semester!**)
2. If you have a **European Health Insurance card** (EHIC) that is not valid for the whole duration of your stay or a valid **insurance from your home country** (e.g. AT/11 or GHIC), 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 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).

Contact insurances (e.g. Techniker Krankenkasse): [www.uni-saarland.de/studium/campus/laeden/versicherung](http://www.uni-saarland.de/studium/campus/laeden/versicherung)

Foreign private insurances are usually not sufficient!

3. **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](http://www.uni-saarland.de/studium/campus/laeden/versicherung)

# Semester fee

- The semester fee for exchange students is 134,30 EUR\* (summer term 2024).  
This applies for students in the „Erasmus+ program“, „Ostpartner“ and „Weltweit-Austausch“.
- The semester fee for freemover students is 318,50 EUR (summer term 2024).
- The program is written **on your admission letter** and you can pay accordingly.
- \*fee winter term 2023/24 for exchange students: 134,30 EUR. \*\*fee for freemover students winter term 2023/24: 296,00 EUR.

Please pay the fee by bank transfer. The banking information is:

Name of the bank: Bank1Saar

Recipient`s name: Universität des Saarlandes

IBAN: DE19 5919 0000 0000 33 0000

BIC: SABA DE 5 S


Reference: Full name, date of birth, B-Number (B000xxxx)



This is the same as your login for the enrolment portal, see next pages

You can now start the enrolment at  
[www.uni-saarland.de/application](http://www.uni-saarland.de/application)

# You first have to register a new account



UNIVERSITÄT  
DES  
SAARLANDES

User

Password


Log In

Forgot Password

Don't have an account?

Create account

If you have questions or if you are having any difficulties using the portal, please contact the support team by email ([sim-support@hiz-saarland.de](mailto:sim-support@hiz-saarland.de)) stating your user id.




UNIVERSITÄT  
DES  
SAARLANDES

Enter your information to sign up for an account

First Name

Last Name

Date of Birth 

E-mail

Enter password

Repeat Password

Submit

Cancel

# 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:



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=00505689A6341EECA2E7AA7D18041049&ActivationKey=3CAEBD9CE3931CB0F27AB840D3AB87CA8ACDC681&type=3&sap-language=DE>

Der Link zur Bestätigung Ihrer Registrierung ist 24 Stunden gültig.



Click this link

Mit freundlichen Grüßen

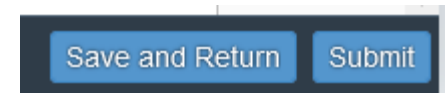
Ihr Studierendensekretariat der Universität des Saarlandes

Save the login information where it is easily accessible for you (phone, computer...)!

When using the enrolment portal, you can switch the language to English if you want.



To navigate, you can use the „save and return“ button if you want to continue later on your application.



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



# Start your enrolment by clicking on „Enrolment“

Admissions Portal

Application to study a restricted-entry programme

**Enrolment (including exchange-student)**

Advanced professional study programme (e.g. LL.M., MBA)

German-language course / VSi MINT

my applications

List of academic programmes

Application: Exchange students (Letter of admission from Int. Office)

Intended qualification (with subject): Select

Please note that the enrolment process will require you to upload a valid letter of admission issued by Saarland University's International Office. If you do not have a valid letter of admission you will not be able to enrol.

Please click *Next* to continue.

Suche

Suchen

- Allg. und vergl. Literaturwissenschaft
- Altertumswissenschaften
- Bachelor Plus MINT
- Betriebswirtschaftslehre
- Bildungswissenschaften
- Bioinformatik
- Biologie
- Biophysik
- Biotechnologie
- Border Studies
- Chemie
- Computerlinguistik
- Cybersicherheit
- Deutsch-Französische Studien

- Please choose the option for exchange students: „(Letter of admission from International Office)“
- Choose the correct start semester and subject (see admission letter)!
- The study semester will be prefilled with „1“. That is correct!

# Navigating the website

<	Section
	Personal details
	Information regarding applicant's pre-university education credentials
	Information about your higher education entrance qualification
	Study history
	Work experience, vocational training and employment prior to university
	Examinations taken
	Parallel enrolment
	Health insurance information
	Further Uploads
	Confirm choice of intended qualification (with subject)
	Verification of input data

You can navigate through the website by clicking on the sections on the left side of the page. To go back to a section, you should use this menu, as clicking on the „back“ arrow of the browser might make the website lag.

# Choose where you have finished your high school

## 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



If you have obtained your university entrance qualification in a country with an academic evaluation centre (APS), please upload the APS certificate.

APS certificate, if relevant

[+ Upload Document](#)

APS upload is not necessary for exchange students!

\*Please specify the classification assigned to your higher education entrance qualification (HEEQ).

- 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

← Please choose this option

# Choose where you have finished your high school

When did you finish high school?

In which country did you finish high school?

What is your grade? If you do not know the German equivalent, please simply fill „8,00“

Written name of your school leaving certificate e.g. Baccaluréat général

Upload of admission letter




Information relating to your higher education entrance qualification (HEEQ) that permits you to be admitted to study at Saarland University

\*When did you obtain your HEEQ?

Enter date 

\*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; for degrees awarded abroad, please enter 8,0 as the grade).

\*Details of higher education entrance qualification (actual designation of school-leaving certificate in country of issue, curricular focus, information on periods of university study)

\*Higher education entrance qualification (HEEQ)

[+ Upload Document](#)

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 the rest of the page.

# Your study history

Choose country

Year of FIRST time university enrolment

Number of semesters enrolled previously at a GERMAN university (you can choose 0)

Choose this option

## Study history

### 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  i

\*Year in which you were first enrolled at a university  i

\*Semester in which you were first enrolled  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  No i

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](#)

# Your study history

Are you currently enrolled at another university?  
Choose yes.

Choose country

Select first option in drop down menu

Choose your current study cycle:

„Bachelor an Universitäten“

„Master an Universitäten“

Choose current field of study (or closest available)

Select „no“

Upload either enrolment certificate of current university or admission letter of the international office

## 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

## First degree programme

\*Country

\*Type of study

\*Intended qualification

\*First subject

Second subject

Third subject

\*Were/Are you enrolled in a second degree programme in the semester preceding the semester for which you are now applying for admission?

- Yes  
 No

\*Certificate of enrolment from the previous semester: Please upload your certificates of enrolment if you were previously enrolled at another university.

[+ Upload Document](#)

If you already finished a full degree (e.g. Bachelor), please choose „yes“. Otherwise choose „no“ and continue to the next page.

## Examinations taken

## 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?

## Examinations taken

## 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?

\*Country in which you completed the examinations

\*Type of study

\*Degree/Qualification

\*First subject

Second subject

Third subject

\*Date of examination

\*Examination status

\*Overall grade

Choose „yes“

Country in which you finished the degree

Please choose „First study“

Which degree did you finish?

Subject?

Date when you finished the degree

Please choose „passed“

Enter the grade that you obtained. If unknown, please fill „99“

If you already finished a full degree (e.g. Bachelor), please choose „yes“. Otherwise choose „no“ and continue to the next page.

## Examinations taken

## 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?

## Examinations taken

## 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?

\*Country in which you completed the examinations

\*Type of study

\*Degree/Qualification

\*First subject

Second subject

Third subject

\*Date of examination

\*Examination status

\*Overall grade

Choose „yes“

Country in which you finished the degree

Please choose „First study“

Which degree did you finish?

Subject?

Date when you finished the degree

Please choose „passed“

Enter the grade that you obtained. If unknown, please fill „99“



# Parallel enrolment

Are you currently enrolled at another university?  
Choose yes or skip this part altogether!

Choose country

Select first option in drop down menu

Choose your current study cycle:  
„Bachelor’s degree from a university“  
„Master’s degree from a university“

Choose current field of study (or closest available)

## Parallel enrolment

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

## Health insurance:

If you have a:

- Private insurance → „not insured“ + provide **proof of exemption** from statutory health insurance in Germany from your insurance fund (see page 3)
- Statutory health insurance in the EU or EEA → „not insured“ + **EHC card OR certificate of insurance** (see page 3)
- Statutory health insurance in Germany → „insured“ + ask your health insurance to submit an **electronic record** (see page 3)

\*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

return

# Upload your files

Uploads

Bitte laden Sie die entsprechenden Nachweise nur in den dafür vorgesehenen Uploadfeldern hoch, da es ansonsten zu Nachteilen oder einer Nicht-Teilnahme am Verfahren kommen kann.

\*Passbild (zur Kartenerstellung)

Bescheinigung Zulassung zum Probestudium

Exmatrikulationsbescheinigungen:  
Bitte laden Sie die Exmatrikulationsbescheinigung hoch, sofern Sie bereits an einer anderen Hochschule exmatrikuliert sind (nicht erforderlich bei einer ausländischen Hochschule oder bei Einschreibung in zulassungsfreien Studiengängen an der UdS)

\*Scan Personalausweis (Vorder- und Rückseite) bzw. Pass

Gegebenenfalls weitere Unterlagen

Sprachkenntnisse

Anrechnungsbescheinigung/  
Einstufungsbescheinigung (bei Beantragung eines höheren Fachsemesters)

\*Zulassungsbescheid International Office (<https://www.uni-saarland.de/international/out/io.html>)

upload here your picture (passport format)

upload here your passport or ID Card (front and back)

upload here your letter of acceptance

# Check your enrolment request

Select your intended qualification (with subject)

\*Intended qualification (with subject)  Enrolment

**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 KA Language Science

**new** Core area KA Language Science (2019) 1 Study semester

You cannot make changes to this page, but you have to open it once.

## Course Offering - KA Language Science

## Declaration (in lieu of oath)

I hereby apply to be admitted to 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

Please upload your passport photograph in the "**My personal data**" section. Once you have submitted your application, please return to the portal homepage and click on 'My personal data', where you will be able to upload your passport-style photograph.

If your enrolment application is successful but you have not uploaded a photograph, you will not be issued with a student ID card.

You do not need to upload a passport photo if you have already been issued with a UdS Card (student ID card).

Please only submit if all your documents are complete!

- Health insurance (check page 3)
- Semester fee (check page 4)

Tick the box

Upload proof of payment  
of semester fee

Finish the enrolment  
by clicking on „Submit“

Save and Return

Submit

## After submitting the enrolment

You can see the status of your application in the portal. You can find here more information what your status means:

[www.uni-saarland.de/en/studies/sim/request/statusupdatesapplication](http://www.uni-saarland.de/en/studies/sim/request/statusupdatesapplication)

**"Request for additional documents issued"** : Should you receive an email and see the following status, please reupload the missing document.

In case of missing health insurance, please check page 3 and page 17 for further information.

In case you need an exemption and have applied for it with a German health insurance, you can forward the email to [studium@uni-saarland.de](mailto:studium@uni-saarland.de) or upload the confirmation. Please keep in mind that the electronic data transfer between insurance and university often takes a couple of days!

Proof of health insurance cover/ Proof of exemption

Reupload Documents

Last Date Changed :

Status : Sorry, this document is invalid.

Comments :

In order to complete your enrollment, we need a declaration from a German compulsory Health insurance concerning your Status. We ask you to contact one (AOK, DAK, TK, Barmer ...) to send an electronic declaration to our University.

## After the enrolment is finished

If you have given a German, French, Luxembourg or Swiss address during the online enrolment, the card will be sent to this address! If you have given an address outside these countries, you need to pick up the card at university.

In this case you can pick up your student card in the Welcome Center in building A4 4. It is usually available a few days after you have finished your online enrolment.

Opening hours of the Welcome Center (Building A4.4) :

Monday to Friday, 9.30 – 12.30 and 13.30 – 15.00

(other opening hours may apply during the corona-restrictions)



UNIVERSITÄT  
DES  
SAARLANDES

Thank you for carefully reading this guide  
and

**Welcome** at Saarland University!

Questions? [welcome@uni-saarland.de](mailto:welcome@uni-saarland.de)