

Guide to online enrolment for exchange and freemover students

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

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]

!READ! Information on health insurance

Do you have a **valid European Health Insurance Card EHIC** (blue insurance card)?

→ Upload a scan of the card

Do you come from a country with a **social security agreement** with Germany (Turkey, Serbia, UK...)?

→ You need to contact a German statutory health insurance (AOK, TK, DAK, IKK...) & upload your insurance certificate

You do **not have insurance valid** in Germany?

→ buy a German health insurance, statutory (recommended!) or private

The Health Insurance

Do you come from a country with a **social security agreement** with Germany or you chose a **private insurance**?

Send an email with the Headline „**Befreiung Versicherungspflicht**“ to a German statutory health insurance.

List the following information:

- your name and date of birth
- current address
- this code „**H0001949**“.
- Attach your letter of admission of Saarland University

The insurance will electronically submit the exemption to the university.

EXAMPLES German statutory insurances: TK, AOK, IKK, DAK... (Google „name health insurance + Saarland“)

Semester fee

- The semester fee for exchange students is 177,70 EUR* (winter term 2024/25).
This applies for students in the „Erasmus+ program“, „Ostpartner“ and „Weltweit-Austausch“.
- The semester fee for freemover students is 361,90 EUR** (winter term 2024/25).
- The exchange program is written **on your admission letter** and you can pay accordingly.
- ***fee summer term 2024 for exchange students: 134,30 EUR. **fee for freemover students summer term 2024: 318,50 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 – your user name to the application portal)

Semester fee – Semester ticket

- When paying for the semester fee by bank transfer (currently the only option) make sure to transfer enough **to cover any transfer fee** that may arise (ask your bank!)
- The semester fee is not a tuition fee! It is for the the semester ticket as well as for the benefits our university provides for our students.
- Starting winter term 2024/25 The semester ticket will **include** the „Deutschlandticket“
 - includes public transport all over Germany
 - does not include long distance transport such as ICE, IC, EC & TGV or private long distance transport providers such as Flixbus/Flixtrain and First class!
- In the summer term 2024 students can still **upgrade** to „Deutschlandticket“
 - <https://www.saarvv.de/abo/aufstockermodell-fuer-studierende/>
- General information about the semester ticket
 - <https://asta.uni-saarland.de/semesterticket/>

You can now start the enrolment at
www.uni-saarland.de/application

You first have to register a new account



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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) stating your user id.




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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.



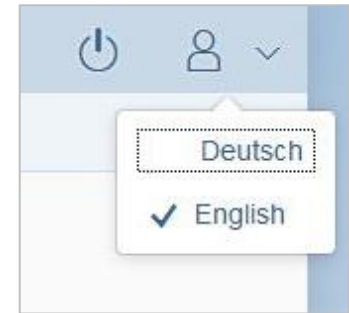
Click this link

Mit freundlichen Grüßen

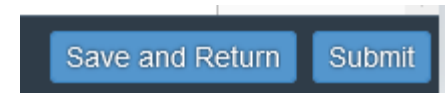
Ihr Studierendensekretariat der Universität des Saarlandes

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?

*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)

Higher education entrance qualification (HEEQ) - Page 2

Higher education entrance qualification (HEEQ) - Page 3

Higher education entrance qualification (HEEQ) - Page 4

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“

Activities undertaken after obtaining your higher education entrance qualification (HEEQ)

*Vocational training with qualification in accordance with vocational training act (BBiG)

Yes

No

*Work placement or internship relevant to the programme to which you are seeking admission

Yes

No

Examinations taken

Examinations taken

Last university degree qualification or 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?

No



Parallel enrolment

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?

No



Health Insurance information

Do you have a **German statutory insurance**?

→ Choose **insured** & give details about your insurance

All others (**EHIC, private, social security agreement**)

→ Choose **not insured** & upload proof of insurance (EHIC, certificate etc)

*Status code for student health insurance data

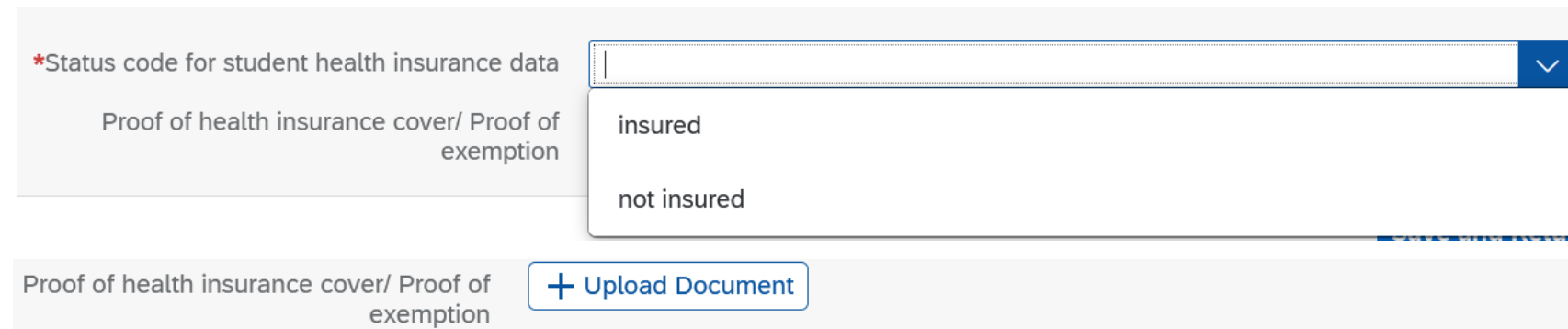
Proof of health insurance cover/ Proof of exemption

insured

not insured

Proof of health insurance cover/ Proof of exemption

+ Upload Document



Further Uploads

*Photo in passport format (for your student ID card - JPEG/JPG max. 10 MB)	<input type="button" value="+ Upload Document"/>
Certification of admission to the higher education access course	<input type="button" value="+ 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).	<input type="button" value="+ Upload Document"/>
*Scan of identity card (front and back) or scan of passport	<input type="button" value="+ Upload Document"/>
Other documents	<input type="button" value="+ Upload Document"/>
Proof of language proficiency	<input type="button" value="+ Upload Document"/>
Credit transfer certificate/Formal record of recognition of prior learning	<input type="button" value="+ Upload Document"/>
*Admission process managed by the International Office (https://www.uni-saarland.de/international/out/io.html)	<input type="button" value="+ Upload Document"/>

upload here your picture – no picture, no card!

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

upload here your letter of admission by the International Office

Confirm choice

Select your intended qualification (with subject)

*Intended qualification (with subject) Einschreibung

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 Border Studies

new **Core subject** KA Border Studies (2017) 1 Study semester

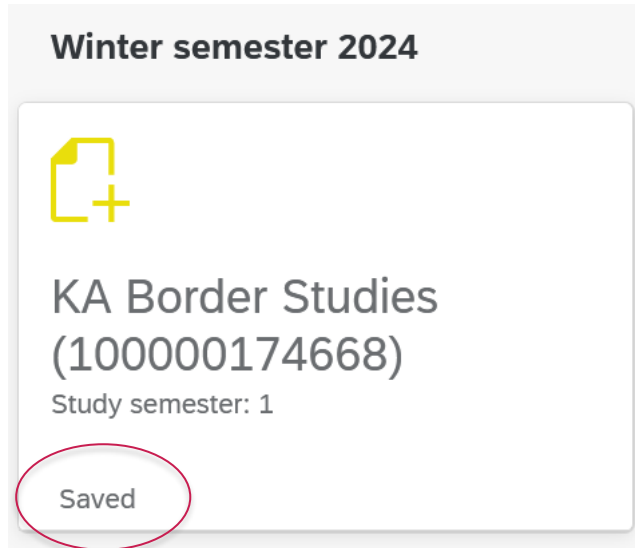
You cannot make changes to this page, but you have to open it once.

When you have completed the form, you can either **submit** now or save and submit later.

Save and Return

Submit

After submitting the enrolment



„Saved“

Only you can see the application and you can still make changes.

„Submitted“

Your application can now be reviewed and processed by the admission's office. You can no longer make changes.

"Valid" or "Approved"

As soon as the Admissions Office has checked your enrolment request, and if everything was complete, the application will change to "valid" or "approved". At this point, the enrolment system is only waiting for the semester fee to be received. Once the semester fee has been received, your enrolment is complete and you will be able to download your university credentials ("Kennungsschreiben").

After the enrolment is valid

If you have given an address in Germany, France, Luxembourg or Switzerland during the online enrolment, the card will be sent to this address!

If you have given an address in any other country, you need to pick up the card in the Welcome Center. You receive an email. The card will be ready after **~3 work days!**

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

Monday to Friday, 9.30 – 12.30 and 13.30 – 15.00



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Thank you for carefully reading this guide
and

Welcome at Saarland University!

Questions? welcome@uni-saarland.de