

Student Information Management System for Saarland



Application Guide

Key information at a glance

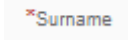
Access to SIM for students at Saarland University <https://sim.uni-saarland.de>



for new applicants via <https://sim.uni-saarland.de/bewerbung>

Please access the SIM portal using the latest version of one of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. Apple Safari and Internet Explorer are not fully supported.

Always exit the SIM application portal using **the Logoff button**  **and then close the browser.**

Using the application interface: **Navigate** to the different sections using the navigation menu on the left

side of the window; **mandatory fields** are indicated by a red asterisk (e.g. ); to see **help texts**

click on the  symbol; to save your draft application, click on .

For more information on the application procedure: www.uni-saarland.de/bewerbung

If you are having **technical issues with the SIM application portal**, please send your questions to:

[SIM Support](#)

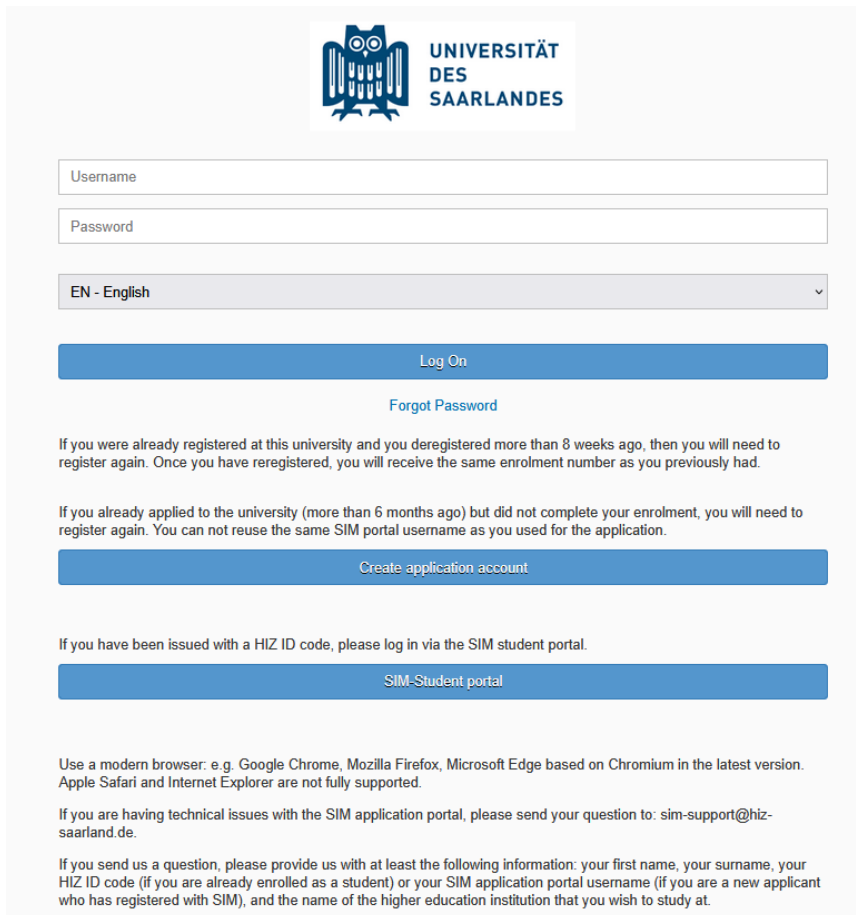
If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at Uds) **or** your SIM application portal username (if you are a new applicant who has registered with SIM), and the name of the higher education institution that you wish to study at.

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1. Open the SIM application portal using the following link: <https://sim.uni-saarland.de/bewerbung>

Important note: Please access the SIM portal using the latest version of one of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. The portal may not be displayed correctly if you use an older version of one of these browsers or if you choose to use another browser, such as Apple Safari or Internet Explorer.



The screenshot shows the SIM application portal login page for the University of Saarland. At the top left is the university logo. The main content area contains a login form with the following elements:

- A text input field for "Username".
- A text input field for "Password".
- A dropdown menu currently set to "EN - English".
- A blue "Log On" button.
- A link for "Forgot Password".
- A paragraph of text: "If you were already registered at this university and you deregistered more than 8 weeks ago, then you will need to register again. Once you have reregistered, you will receive the same enrolment number as you previously had."
- A paragraph of text: "If you already applied to the university (more than 6 months ago) but did not complete your enrolment, you will need to register again. You can not reuse the same SIM portal username as you used for the application."
- A blue "Create application account" button.
- A paragraph of text: "If you have been issued with a HIZ ID code, please log in via the SIM student portal."
- A blue "SIM-Student portal" button.
- Footer text: "Use a modern browser: e.g. Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium in the latest version. Apple Safari and Internet Explorer are not fully supported." and "If you are having technical issues with the SIM application portal, please send your question to: sim-support@hiz-saarland.de."
- Footer text: "If you send us a question, please provide us with at least the following information: your first name, your surname, your HIZ ID code (if you are already enrolled as a student) or your SIM application portal username (if you are a new applicant who has registered with SIM), and the name of the higher education institution that you wish to study at."

Log in with your username (e.g. B000xxxx) and your application password.

Click on .

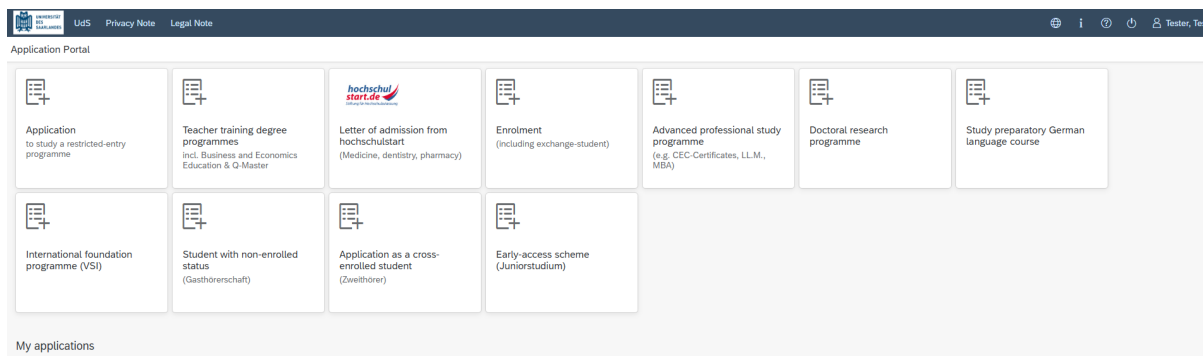
Note: If you are not already registered in SIM, please refer to the *SIM Registration Guide*.

If you are already enrolled as a student at Saarland University, you can use the SIM student web portal: <https://sim.uni-saarland.de/>



Log in using your an HIZ/UdS ID code. Once on your start page, click on the tile:



You are now on your start page in the SIM application portal.






(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period. The tiles can differ in winter and summer semester.)

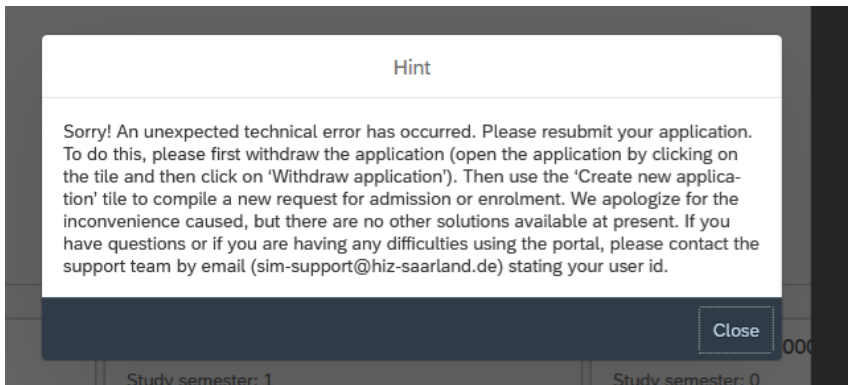
Note: To switch languages, click on  and select the desired language . The language you select will be used in all future correspondence, e.g. emails.


To apply for a place on a study programme, please follow the instructions in Section 2. **To apply for a place** on a German language course/VSi MINT, please follow the instructions in Section 3. Section 5 contains **information on** applying to join an advanced professional study programme

General information:

- You may experience a delay while the system processes your selection. Please be patient and do not cancel your application.
- Select the individual sections of the navigation bar on the left of the window and enter the required information. Depending on the particular degree programme and subject chosen, the precise appearance of the application form may differ from the screenshots shown in this user guide.
- Mandatory fields are indicated by a red asterisk (e.g. **Surname*).
- If a help text is available, you can view it by clicking on the  symbol.
- To save the data entered in your application so far and go back to your start page, click on . You can continue with your application at a later date by clicking on the relevant tile.
- You may only submit your application once all of the required fields have been completed and all of the required documents have been uploaded. To submit your enrolment application to Saarland University, click on . Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.
- If you change the language in the form, you will be automatically redirected back to the application portal start page. To continue your application, please click on your application tile. The information you have entered so far has been saved.

- If technical problems occur during your application, the following message will be displayed and “Technical error” message will be displayed on your application tile. In this case, please follow the instructions in the message. To do this, please first withdraw the application and then use the ‘Create new application’ tile to compile a new request for admission or enrolment.

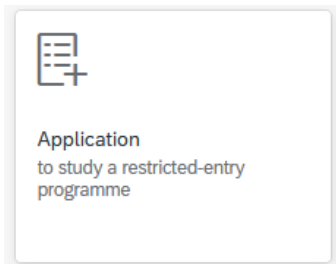


- Always exit the SIM application portal by clicking on the **logoff button**  at the top right of the window.







2. Applying for a place on a degree programme

Note: If entry restrictions do **not** apply to the degree programme that you would like to study, you can enrol directly with the university (see Enrolment Guide for Non-Restricted Study Programmes) provided that you meet the formal enrolment requirements. To find out whether entry restrictions apply to a particular subject/programme combination, please follow the links in Section 7. If you plan to combine a number of different subjects in your proposed degree programme, please check beforehand that entry restrictions do not apply to any of your chosen subjects

To create a new application, click on:




Note: Applications that you have already submitted can be found under ‘My applications’.

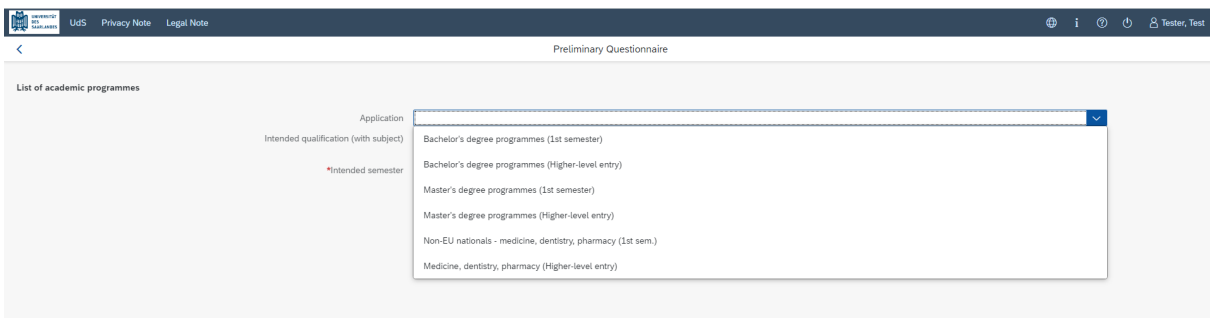
You can edit your personal details or upload your passport photo by clicking on       at the top right of the window, but only after you have submitted an application.

2.1 Preliminary Questionnaire

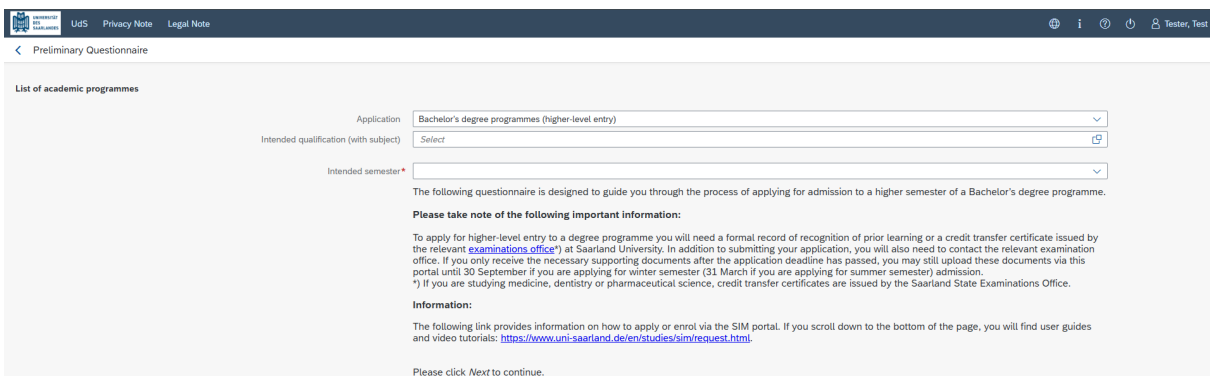
Choose the degree programme and subject area you wish to apply for.

Go to the combo box ‘**Application**’ and select the appropriate SIM item from the drop-down menu. Click

 to see the list of options.



Click on  to select your **intended qualification and subject**.



Please take note of the following important information:

To apply for higher-level entry to a degree programme you will need a formal record of recognition of prior learning or a credit transfer certificate issued by the relevant [examinations office](#)*) at Saarland University. In addition to submitting your application, you will also need to contact the relevant examination office. If you only receive the necessary supporting documents after the application deadline has passed, you may still upload these documents via this portal until 30 September if you are applying for winter semester (31 March if you are applying for summer semester) admission.
*) If you are studying medicine, dentistry or pharmaceutical science, credit transfer certificates are issued by the Saarland State Examinations Office.

Information:

The following link provides information on how to apply or enrol via the SIM portal. If you scroll down to the bottom of the page, you will find user guides and video tutorials: <https://www.uni-saarland.de/en/studies/sim/request.html>.


Please click *Next* to continue.

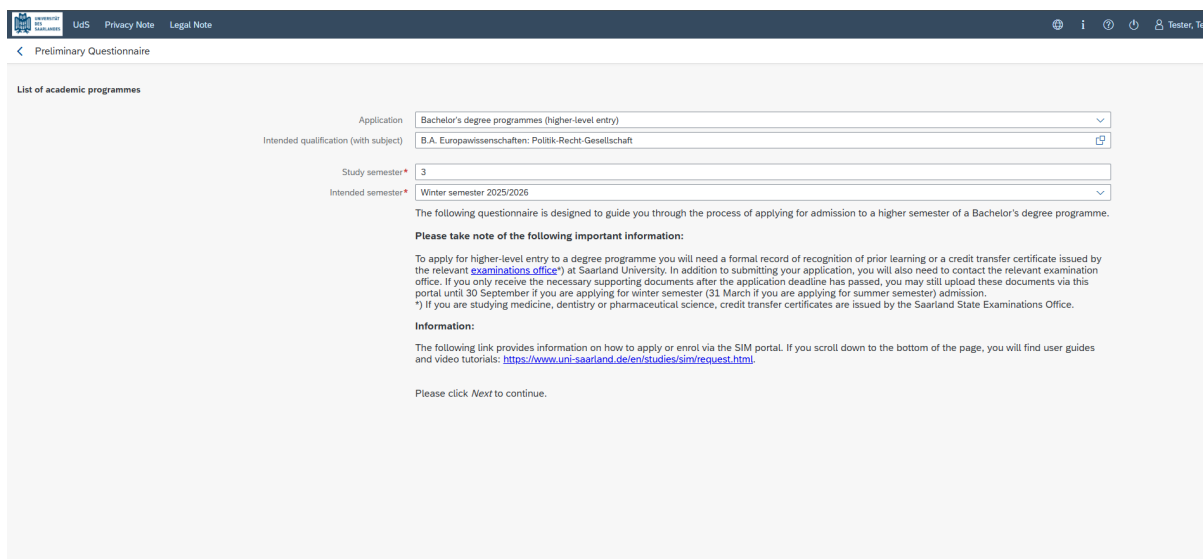
Note: If you cannot find your intended qualification and subject in the drop-down list, please carefully review the application information that you have already entered.

Depending on the programme and subject chosen, you may be asked to provide additional information, such as:

- Starting semester: Select the semester that you want to start studying in. Note: typically only one option is available.
- Subject semester (please read the following explanation carefully):
A greyed-out value cannot be altered and is provided for information purposes only (e.g. '1' if you are starting a study programme in the first semester)
The default setting '2' when applying for higher-level entry can be replaced by a later semester, where appropriate.
- For multiple-subject degree programmes: please specify your main, subsidiary and, if applicable, supplementary subject.
Depending on your chosen study programme, certain subjects may be fixed, in which case these fields will be greyed out and cannot be altered.

Note: You may experience a delay while the system processes your selection. Please be patient and do not cancel your application. Please be sure to select the semester in which you would like to begin studying. Depending on the semester you select, the programmes available will differ.

Click on  to automatically open the online application form for your chosen degree programme and subject.



The screenshot shows a web browser window with the URL 'https://www.uni-saarland.de/en/studies/sim/request.html'. The page title is 'Preliminary Questionnaire'. The main content area is titled 'List of academic programmes' and contains the following form fields:

- Application:** Bachelor's degree programmes (higher-level entry)
- Intended qualification (with subject):** B.A. Europawissenschaften: Politik-Recht-Gesellschaft
- Study semester*:** 3
- Intended semester*:** Winter semester 2025/2026

Below the form fields, there is a note: 'The following questionnaire is designed to guide you through the process of applying for admission to a higher semester of a Bachelor's degree programme.' This is followed by a section titled 'Please take note of the following important information:' which provides details about higher-level entry requirements and contact information for the examination office. At the bottom of the form area, there is a link to user guides and video tutorials: <https://www.uni-saarland.de/en/studies/sim/request.html>. A 'Next' button is visible at the bottom right of the form area.

2.2 Personal details

Please complete all mandatory fields. Please specify your preferred gender.

Personal details	<p>Personal details</p> <p>Surname* <input type="text" value="Tester"/></p> <p>Surname at birth <input type="text" value="Test"/></p> <p>First name(s) (as shown on your identity card or passport)* <input type="text" value="Test"/></p> <p>Have you previously been issued with a student registration number from Saarland University?*</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Gender*</p> <p><input type="radio"/> Male</p> <p><input type="radio"/> Female</p> <p><input type="radio"/> Nonbinary</p> <p><input type="radio"/> Not specified</p> <p>Date of birth* <input type="text" value="Enter date"/></p> <p>Place of birth* <input type="text"/></p> <p>Nationality* <input type="text"/></p> <p>Second nationality <input type="text"/></p> <p>Your address and contact details</p> <p>Street name* <input type="text"/></p> <p>House number* <input type="text"/></p> <p>Additional address information <input type="text"/></p> <p>Country of residence* <input type="text"/></p> <p>Postal code* <input type="text"/></p> <p>Place of residence (town/city)* <input type="text"/></p> <p>Phone number (landline) <input type="text"/></p> <p>Mobile/Cell number <input type="text" value="test@test.de"/></p> <p>Email address* <input type="text" value="test@test.de"/></p> <p><small>General information: You can navigate between the questions in the left column.</small></p>
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(Note: If you are applying for a place on a German language course, you must also specify which academic programme (subject and intended qualification) you plan to study after completing the language course.)

2.3 Pre-university education credentials

Pre-university educational credentials

Please click on **Pre-university educational credentials** and complete all mandatory fields. Depending on the data you enter, additional questions may appear on the screen that you will need to answer. You will also have the opportunity to upload the relevant documents.

Personal details	<p>Pre-university educational credentials</p> <p>Where did you obtain your higher education entrance qualification (HEEQ)?*</p> <p><input type="radio"/> Germany</p> <p><input type="radio"/> Not in Germany</p> <p><input type="radio"/> Higher education assessment test at a Studienkolleg in Germany</p> <p><small>HEEQ = higher education entrance qualification for access to undergraduate studies in your home country (school-leaving certificate and any other required documents such as a university entrance examination)</small></p>
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2.4 Information about your higher education entrance qualification (HEEQ)

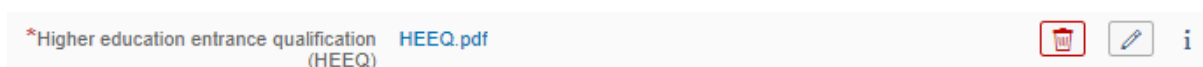
Information about your higher education entrance qualification

Please click on **Information about your higher education entrance qualification** and complete all mandatory fields. If you have a German general higher education entrance qualification (*Abitur*), please select 'Gymnasium (aHR)'. Please upload your HEEQ using the relevant 'Upload document' button.

Note: Instructions on how to create a single PDF file from several documents (e.g. several JPG scans) can be found online (try searching for 'Combine multiple JPG files into one PDF').

Personal details	<p>Information relating to your higher education entrance qualification</p> <p>When did you obtain your HEEQ? (date your HEEQ was issued)* <input type="text" value="Enter date"/></p> <p>In which country did you obtain your HEEQ* <input type="text"/></p> <p>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)* <input type="text"/></p> <p>Higher education entrance qualification (HEEQ) for undergraduate programmes in your home country* <input type="text"/></p> <p>Higher education entrance qualification (HEEQ) - Page 2 <input type="text"/></p> <p>Higher education entrance qualification (HEEQ) - Page 3 <input type="text"/></p> <p>Higher education entrance qualification (HEEQ) - Page 4 <input type="text"/></p> <p>Previous higher education entrance qualification/pre-university educational credentials</p> <p>Please complete the following fields, if you</p> <ul style="list-style-type: none"> previously acquired a higher education entrance qualification (HEEQ) in Germany (e.g. "Fachhochschulreife"), previously acquired a higher education entrance qualification (HEEQ) in a country other than Germany or have taken a higher education assessment test ("Feststellungsprüfung" (FSP)). <p>When did you obtain your higher education entrance qualification/pre-university educational credentials? <input type="text" value="Enter date"/></p> <p>Where did you obtain your higher education entrance qualification/pre-university educational credentials? <input type="text"/></p> <p>Overall grade <input type="text"/></p> <p>Previous HEEQ/pre-university educational credentials <input type="text"/></p>
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Examinations taken	
Special dispensations	
Further Uploads	
Verification of input data	

If the file was uploaded successfully, this will be indicated accordingly.



2.5 Information on language proficiency (when applicable)

Click on **Language proficiency**. You are only required to provide information regarding language proficiency if you did not complete your pre-university education in Germany or if you are applying for a programme with other language requirements (e.g. working at a school English). If required, please complete at least the mandatory fields and upload the necessary documentary proof.

Personal details	<p>Language proficiency</p> <p>Language proficiency requirements* <input type="text" value="None of the above"/></p> <p>Please provide details of your German language skills. If you have taken a higher education assessment test at a Studienkolleg (higher education preparatory institute) in Germany, please specify the type of course (e.g. M-Kurs/MF course) and the location of the Studienkolleg. Master: Please provide details of your (German) language skills.* <input type="text"/></p> <p>Proof of language proficiency in German* <input type="text"/></p> <p>If you want to study at Saarland University, you must have sufficient knowledge of German, as most of our undergraduate courses are taught in German. For a complete list of certificates recognized by Saarland University as proof of the required German language skills, please see: https://www.uni-saarland.de/en/studies/international/further-info/german-language-competency.html</p> <p>If you do not have the required German language skills, you must first complete the preparatory German language course before you can apply for direct access to an undergraduate degree programme.</p> <p>The application period for the German language course at Saarland University ends on</p> <p>15 July for applications in the winter semester.</p> <p>15 January for applications in the summer semester</p> <p>If you cannot provide any of the listed forms of proof, please leave the current application process and apply for a preparatory German language course instead. If you still apply directly for admission to a degree programme without the required language skills, your application will be rejected.</p>
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Examinations taken	
Special dispensations	
Further Uploads	
Verification of input data	

2.6 Your study history

Please click on **Study history** and complete all mandatory fields. Depending on the data you enter, additional questions may appear on the screen that you will need to answer. You will also have the opportunity to upload the relevant documents. This can mean that there is sometimes a delay before your 'Yes' or 'No' selection is confirmed on the screen. Please be patient.

Note: The next eligible semester will be filled in automatically. It is possible to change the selected semester. For information on the *year* and *semester* in which you were first enrolled, please refer to the information text **i**.

Personal details	Study history At which university were you first enrolled? Country in which you were first enrolled at a university* <input type="text"/> Year in which you were first enrolled at a university* 2025/2026 <input type="text"/> Semester in which you were first enrolled* Winter semester <input type="text"/> Number of semesters you have been studying at an university in Germany in total* <input type="text"/> Certificate of enrolment provided by the university you were first enrolled at (including subject and subject semester you were last enrolled in)* <input type="text"/> + 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? <input type="radio"/> Yes <input type="radio"/> No
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Examinations taken	
Special dispensations	
Further Uploads	
Verification of input data	

2.7 Examinations taken

Please click on **Examinations taken**. Please answer the mandatory question. If you respond with 'Yes', you will be presented with further questions to answer. Please upload your graduation documents using the relevant 'Upload document' button.

Personal details	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? <input type="radio"/> Yes <input type="radio"/> No Country in which you completed the examinations* <input type="text"/> Type of study* <input type="text"/> Degree/Qualification* <input type="text"/> First subject* <input type="text"/> Second subject* <input type="text"/> Third subject* <input type="text"/> Date of examination* Enter date <input type="text"/> Examination status* <input type="text"/> Overall grade* <input type="text"/> Please enter your overall grade in the format X.X (e.g. 2.0). (Please note the use of a comma as the decimal separator.) In the case of an irrevocable fail (i.e. after all retakes), please enter 0.0. If you have academic records from studying in a country other than Germany but you do not know what your grade is equivalent to in the German grading system, please enter 0.0. Please submit these academic records with your other documents. Your equivalent German grade will be determined by the university. If you have already graduated from a university or you have lost the right of examination in a particular subject area (irrevocable fail), please upload the relevant documents (incl. translations in the case of international certificates). A translation is required if the original documents are not in German, English or French. If you passed the final examinations, please submit your graduation documents (e.g. graduation certificates). If you failed the final examinations, please submit proof of your irrevocable loss of right to further examination (incl. translations). * Examination certificates (incl. translations) <input type="text"/> Transcript of records (incl. translations) <input type="text"/> + Upload Document Penultimate university degree qualification or 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 another final examination at a university? <input type="radio"/> Yes <input type="radio"/> No
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Examinations taken	
Special dispensations	
Further Uploads	
Verification of input data	

Note: The details of the questionnaire will differ depending on the programme you have selected. If, for example, you are applying for a Master's degree programme, you will see text boxes into which you should enter the required information.

2.8 Work experience, vocational training and employment prior to university

[Note: This section only appears in certain questionnaires.]

Please click on **Work experience**. Please answer the mandatory questions.

Personal details	Activities undertaken after obtaining your higher education entrance qualification Proof of completion of a recognized apprenticeship or traineeship* <input type="radio"/> Yes <input type="radio"/> No Work placement or internship relevant to the programme to which you are seeking admission* <input type="radio"/> Yes <input type="radio"/> No
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Examinations taken	
Work experience	
Further Uploads	
Verification of input data	

2.9 Special dispensations (if applicable)

[Note: only appears for certain programmes]

Special dispensations

Please click on **Special dispensations**. Enter the required information as appropriate. For additional guidance, please use the link provided.

Personal details	<p>Special dispensations</p> <p>For more information on these applications, please go to https://www.uni-saarland.de/en/study/application/allocation/dispensations.html</p> <p>Applying under the exceptional hardship scheme* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Please submit the reasons for your request and relevant supporting documents.</p> <p>Statement of reasons for an application under the exceptional hardship scheme* <input type="button" value="+ Upload Document"/></p> <p>Documents relating to exceptional hardship applications* <input type="button" value="+ Upload Document"/></p>
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Examinations taken	
Special dispensations	
Further Uploads	
Verification of input data	

2.10 Further Uploads

Further Uploads

Please click on **Further Uploads**. Please upload all of the mandatory documents, by clicking on the



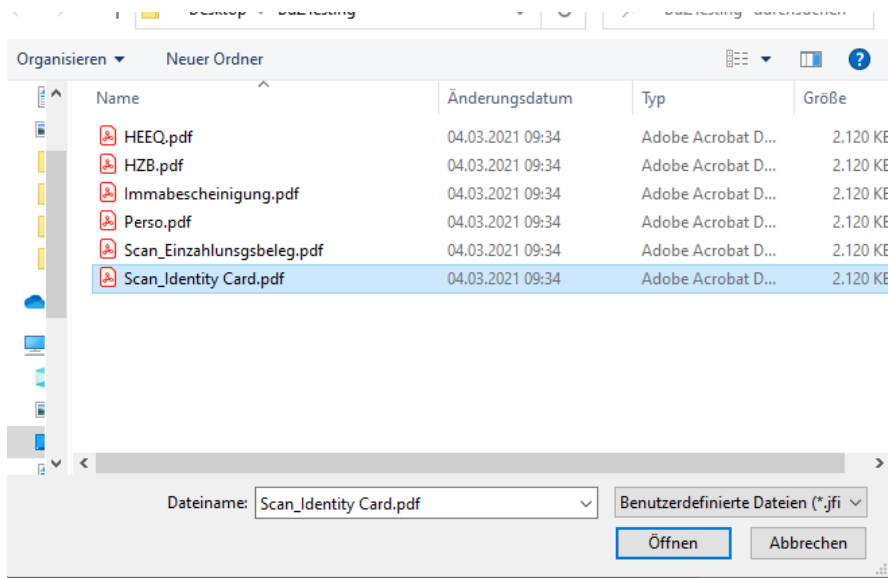
button next to the relevant field. Please take care to ensure that you assign each document to its relevant upload field.

If you are applying for a Master's degree programme or an advanced professional study programme, please check whether the department that coordinates the programme requires you to upload additional documentation. You will be notified about upload links at the relevant place in the questionnaire.

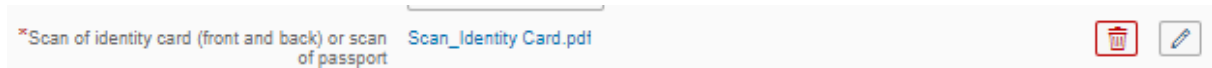
One file can be uploaded per required document; permissible file formats are **JPEG/JPG** or **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').

Personal details	<p>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.</p> <p>If you have not yet have all of your academic credentials (certificates of academic attainment) to hand, you can upload them at a later date but by no later than 30 September (for the winter semester) or 31 March (for the summer semester).</p> <p>The following persons are required to provide their academic credentials relating to previous academic attainment:</p> <ul style="list-style-type: none"> Students transferring to another university within Germany to study the same subject: Copies of course certificates, certificates of successfully completed intermediate examinations, etc. (exception: students transferring to another university to study biology must provide formal record of recognition of prior learning) all other applicants: Credit transfer certificates or academic placement assessments as provided by the relevant examination offices at Saarland University or by the relevant State Examination Office Students applying to join a teacher-training degree programme will also need to provide a credit transfer certificate or an academic placement assessment from the Department of Education at Saarland University regarding the recognition of transferable academic credits in the field of educational science.
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Examinations taken	
Special dispensations	
Further Uploads	
Verification of input data	
	<p>Certification of admission to the higher education access course <input type="button" value="+ Upload Document"/></p> <p>Overview of previous academic achievement <input type="button" value="+ Upload Document"/></p> <p>Scan of identity card (front and back) or scan of passport* <input type="button" value="+ Upload Document"/></p> <p>Other documents <input type="button" value="+ Upload Document"/></p> <p>Credit transfer certificate/Formal record of recognition of prior learning <input type="button" value="+ Upload Document"/></p>

When the window opens, select the file you want to upload by clicking on it and then click **open**. All uploaded documents must be legible.



If the file was uploaded successfully, this will be indicated accordingly.



If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.

2.11 Verifying your input data

Please click on [Verification of input data](#). In this final section, you are required to provide a declaration (in lieu of oath) [*Eidesstattliche Erklärung*] before submitting your application. Read the text carefully and then indicate your consent by ticking the checkbox before you submit your application

I hereby confirm the disclosures and declarations made above.

I hereby confirm the disclosures and declarations made above.

I hereby declare that I have not lost the right of assessment or examination in the specified subject areas.*

What type of application are you submitting?*

Admission to a higher study semester
 Transfer student (currently enrolled)
 Change of study programme
 Special application
 Transfer student (not currently enrolled)

Once you have successfully submitted your application, you will receive a confirmation email containing information on the next steps in the process within 72 hours. If you have not received confirmation by then, your application likely contains an error and we ask that you check your application again carefully.


If you have any questions or are having problems with your application, please contact us for assistance. We are available:

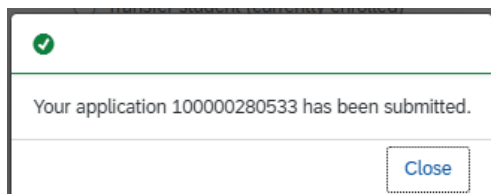
- every day between 10 a.m. and 4 p.m. by telephone at +49 681 302-5491. We can assist you in German, English or French.
- by email at studium@uni-saarland.de (24/7). Please provide your SIM application portal username or student registration number.
- for consultations in-person or via Teams: Appointments can be booked on the [webpage](#) Appointments with the Admissions Office | Saarland University

You can also find a summary of important application information at <https://www.uni-saarland.de/en/study/application.html>

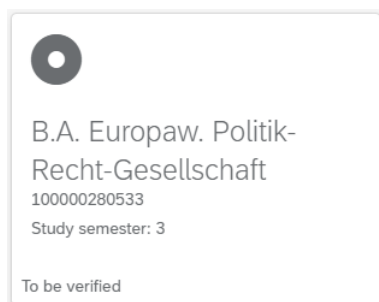
Save and Return


Note: Please note that the checkbox in the print preview or preview is not filled. This does not mean that the box in your application was not filled (ticked). The application can only be sent if you have given your consent.

Finally, click on  to submit your application. You will receive on-screen confirmation that your application was submitted and you will be notified of your application number



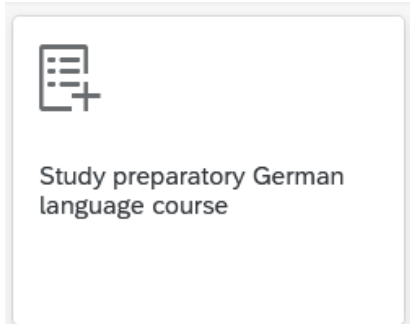
You will be able to view your application in the **'My applications'** section.



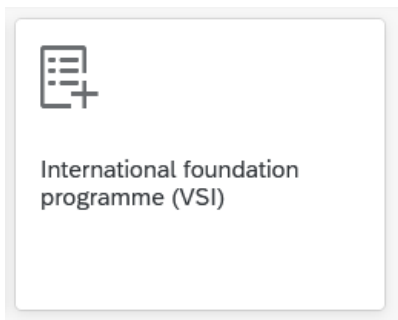
You should then receive email confirmation. If you do not receive confirmation by email, please check in good time before the application deadline expires that you did actually send your intended application via the  button and that you did not simply save your application without submitting it.

3. Applying for a place on a study preparatory German language course/International foundation programme (VSI)


To create a new application, click on:



or




Note: Applications that you have already submitted can be found under 'My applications'.

You can edit your personal details or upload your passport photo by clicking on  at the top right of the window, but only after you have submitted an application.

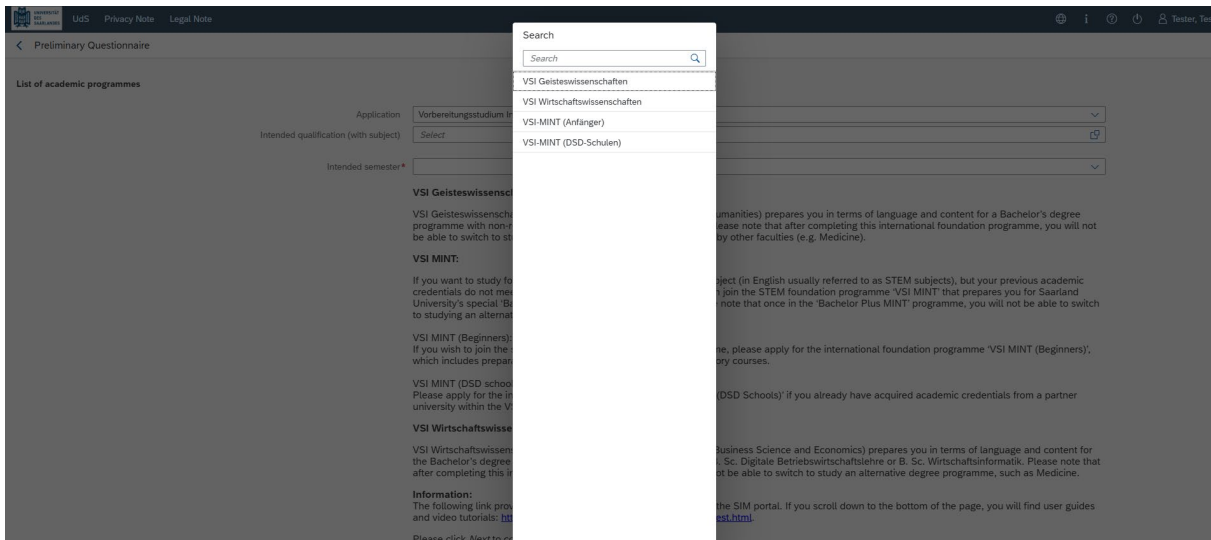
3.1 Preliminary Questionnaire

Go to the combo box 'Application' and select the appropriate item from the drop-down menu. Click

 to see the list of options.

The screenshot shows the 'Preliminary Questionnaire' form. At the top, there are navigation links for 'UdS', 'Privacy Note', and 'Legal Note'. The form has a breadcrumb trail: '< Preliminary Questionnaire'. Below this, there is a section titled 'List of academic programmes'. It contains three dropdown menus: 'Application' (set to 'Vorbereitungstudium International (VSI)'), 'Intended qualification (with subject)' (set to 'Select'), and 'Intended semester*'. Below the dropdowns, there are several sections of text providing information about different VSI programs: 'VSI Geisteswissenschaften', 'VSI MINT', 'VSI MINT (DSD schools)', and 'VSI Wirtschaftswissenschaft'. Each section describes the program's focus and admission requirements. At the bottom, there is an 'Information' section with a link to a tutorial and a 'Next' button.

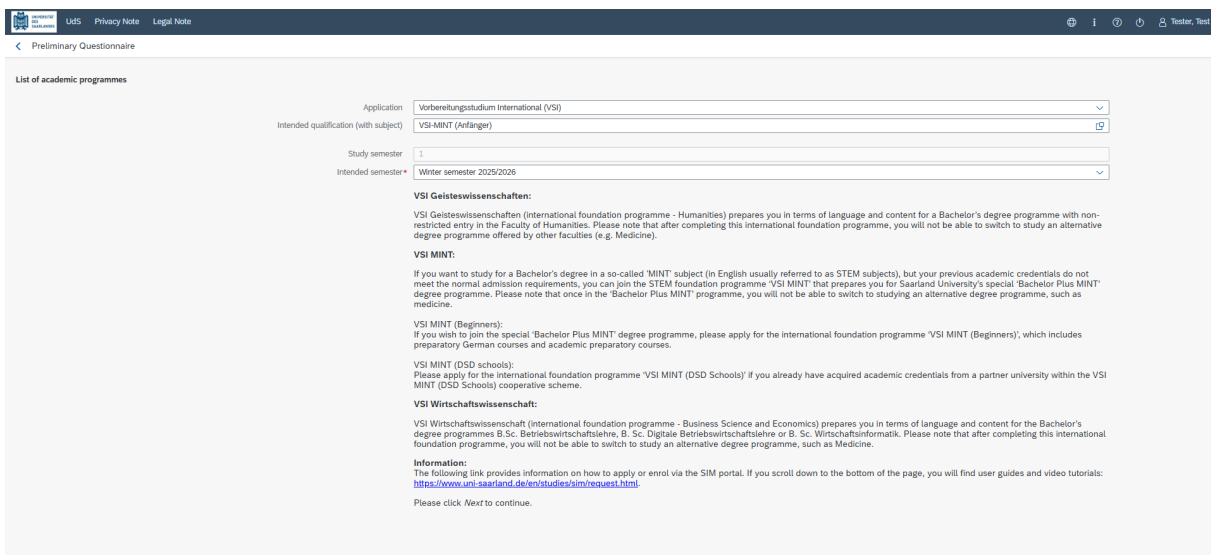
Click on  to select your **intended qualification and subject**.



Depending on the programme and subject chosen, you may be asked to provide additional information, such as:

- Starting semester: Select the semester that you want to start studying in. Note: typically only one option is available.
- Subject semester (please read the following explanation carefully):
A greyed-out value cannot be altered and is provided for information purposes only (e.g. '1' if you are starting a study programme in the first semester)
The default setting '2' when applying for higher-level entry can be replaced by a later semester, where appropriate.

Note: You may experience a delay while the system processes your selection. Please be patient and do not cancel your application.



Click on  to automatically open the online application form for your chosen degree programme and subject.

Please now follow the instructions from Section 2.2 onwards.

Note: After successfully completing the DSH German language proficiency exam, you must reapply for a place at Saarland University.

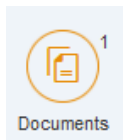
4. What happens after I have submitted my application?

4.1 My application has been reviewed and I have been sent a request for additional documents.

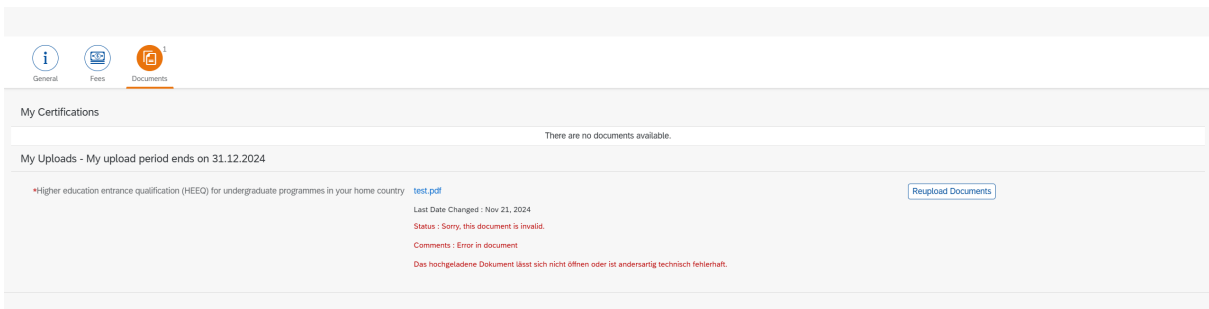
If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change to **'Request for additional documents issued'**.



To reopen your application, click on the tile.



Click on the **'Documents'** icon **'Documents'**, to read the message indicated by the superscript **'1'**.

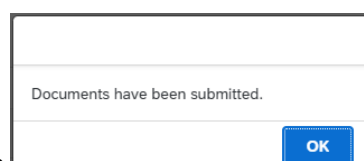


In the example shown here, the higher education entrance qualification (HEEQ) uploaded during the application process has the status **'Sorry, this document is invalid'** and the explanatory comment **'Error in document'**.

The HEEQ therefore needs to be uploaded again. Click on the **Reupload Documents** button.

A new window will open so that you can select a new document. Choose the file you want to upload and then click on **open**.

After uploading the document, please resubmit your application by clicking on **Resubmit** at the bottom of the window.



You will receive an on-screen notification message and the explanatory comment will be deleted.

Note: Please check under ‘My applications’ that the status message ‘Additional documents required’ no longer appears on the tile. You may need to refresh the view with Ctrl+F5. If the status message is unchanged, please re-upload the document.

4.2 Result of the application review process

After the application period closes, Saarland University will review and process all of the applications received. Once this has been completed, you will be notified of the result.

The screenshot shows a web interface for 'Application Details'. At the top, there is a navigation bar with the University of Saarland logo, 'UdS', 'Privacy Note', and 'Legal Note'. On the right, there are icons for a globe, information, help, power, and a user profile labeled 'Tester, Test'. Below the navigation bar, the page title is 'Application Details'. The main content area displays 'B.A. Musikmanagement' with a status of 'Admission Offered' in green. Below this, there are three tabs: 'General', 'Fees', and 'Documents', with 'Documents' being the active tab. Under the 'Documents' tab, there is a section titled 'My Certifications' containing a document icon and the text 'Decision notifications'. At the bottom of the screenshot, there is a section titled 'Meine Uploads - My upload period ends on 31.3.2022'.

You will also be notified about any additional steps that you may be required to take (specifically, how to accept your place and how to apply online for enrolment into a restricted-entry degree programme).

You can view the notifications sent to you (letter of admission or rejection letter) by clicking on the relevant tile in the ‘Documents’ tab.

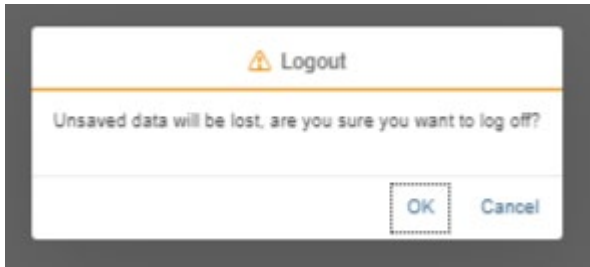
As soon as a decision has been made, you will receive notification by email.

5. Logging out of the SIM application portal

Click on the 'logoff' button shown at the top right of your screen:



Confirm that you wish to log out



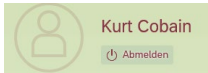
and then close the browser.

Note:


If you want to log out of the student web portal (only accessible to students already enrolled of Saarland University), please proceed as follows:

Click on the 'person' icon shown at the top left of your screen

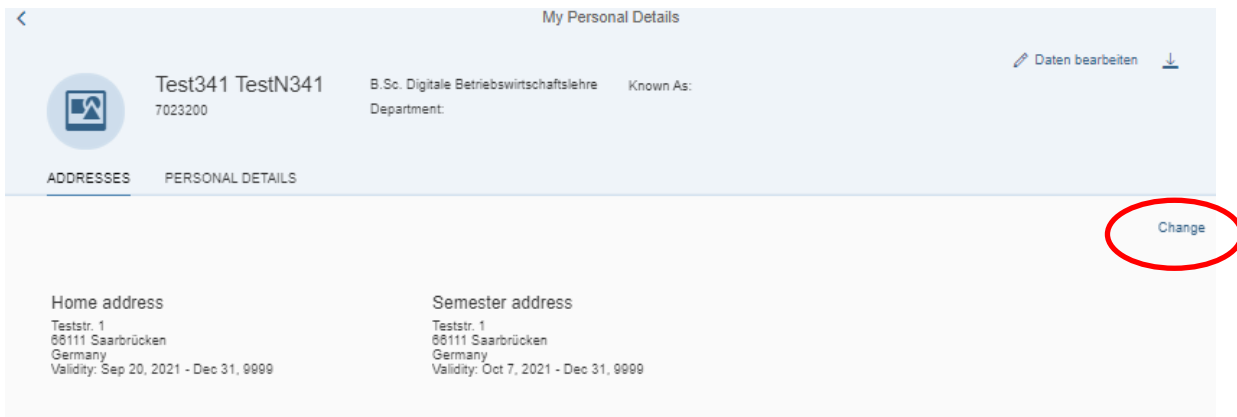


Click  to confirm that you want to log out.

6. Changing your address in the SIM application portal

Access your start page and then click on .

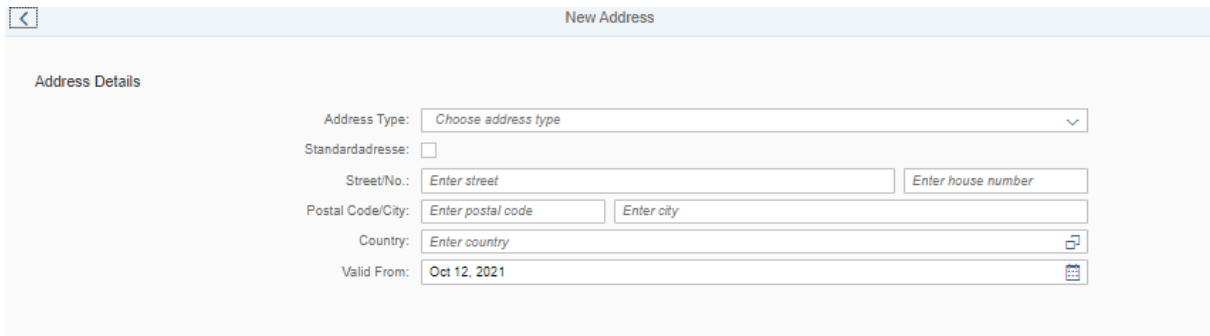
You will then see the following window. Click on 'Change'.



The screenshot shows the 'My Personal Details' page. At the top right, there is a 'Daten bearbeiten' button with a download icon. Below the user information, there are two tabs: 'ADDRESSES' and 'PERSONAL DETAILS'. A red circle highlights a 'Change' button in the top right corner of the address section.

Home address	Semester address
Teststr. 1 66111 Saarbrücken Germany Validity: Sep 20, 2021 - Dec 31, 9999	Teststr. 1 66111 Saarbrücken Germany Validity: Oct 7, 2021 - Dec 31, 9999


When the window opens, please enter your new address.



The screenshot shows the 'New Address' form. It includes a 'Standardadresse' checkbox, a dropdown for 'Address Type', and several input fields for 'Street/No.', 'Postal Code/City', 'Country', and 'Valid From'.

Important note: In the field 'Address type' please select whether you are changing your home address or your semester contact address. Please also specify whether this address is your correspondence address, i.e. the address to which postal correspondence should be sent.

Use the field 'Valid from' to tell us when we should begin using the new address.

When you have added all the required information, click on  to complete the process.

The new address and the date from which it will be used can be viewed by clicking on the 'Addresses' tab.



The screenshot shows the 'My Personal Details' page with the 'ADDRESSES' tab selected. The 'Change' button is now visible in the top right corner. The address information has been updated.

Home address	Semester address
Teststr. 1 66111 Saarbrücken Germany Validity: Sep 20, 2021 - Dec 31, 9999	Testneu 1 66111 Saarbrücken Germany Validity: Oct 13, 2021 - Dec 31, 9999

7. Additional information

Information on applying and on selecting a degree programme and subject

General information:

<https://www.uni-saarland.de/en/study/application.html>

Programmes currently offered:

<https://www.uni-saarland.de/en/study/application/first-degree.html>

Overview of subject combinations in multiple-subject degree programmes (currently available in German only)

Dual-subject Bachelor's degree programmes: <https://www.uni-saarland.de/fileadmin/upload/studium/angebot/kombinationen-ba.pdf>

Dual-subject Master's degree programmes:

<https://www.uni-saarland.de/fileadmin/upload/studium/angebot/kombinationen-ma.pdf>

Teacher training degree programmes:

<https://www.uni-saarland.de/fileadmin/upload/studium/angebot/lehramt.pdf>
