

# Student Information Management System for Saarland


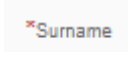

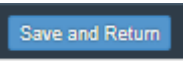


## Enrolment Guide – In-Sessional Certificates

### 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](http://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/>

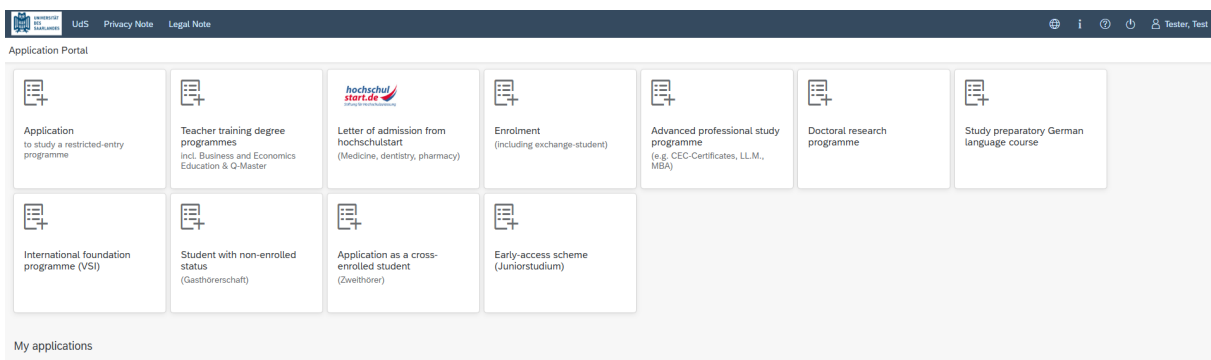
**Important note:** Please access the SIM portal using the latest version of one of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. The portal may not be displayed correctly if you use an older version of one of these browsers or if you choose to use another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

Open the SIM student web portal by clicking on the following link <https://sim.uni-saarland.de/>

Log in using your 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.

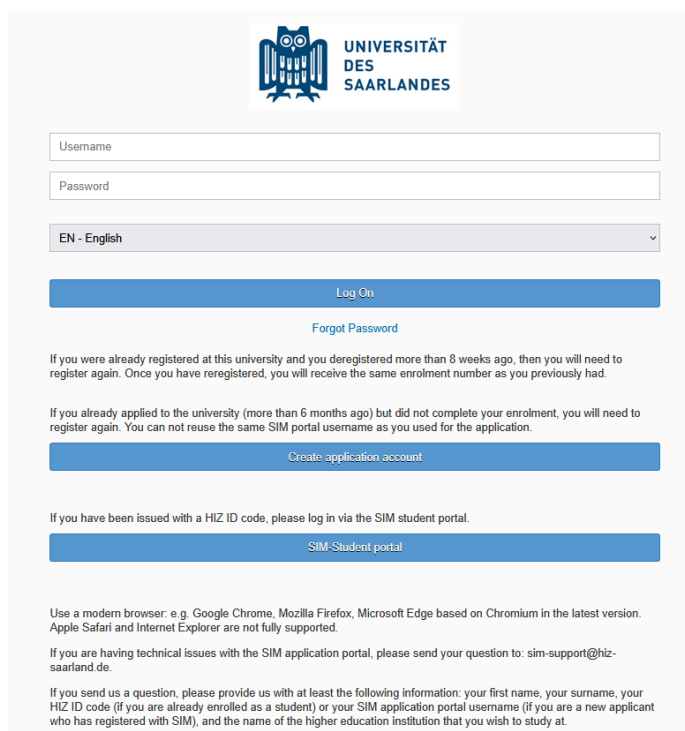


(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period. The tiles can differ in winter and summer semester.)

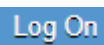
If you would like to enrol for an in-sessional certificate, please follow the instructions in Section 2.

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



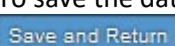

In this case, you will need to open the SIM application portal using the following link: <https://sim.uni-saarland.de/bewerbung>

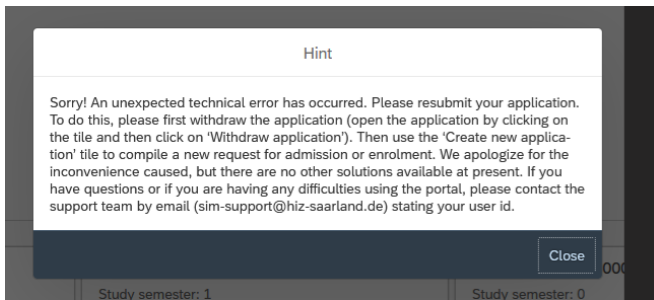


The screenshot shows the login interface for the SIM application portal. At the top left is the University of Saarland logo. Below it are input fields for 'Username' and 'Password', followed by a language dropdown menu currently set to 'EN - English'. A prominent blue 'Log On' button is centered below these fields. Below the button is a link for 'Forgot Password'. Three informational paragraphs follow, each with a corresponding button: 'If you were already registered...' with 'Log On', 'If you already applied...' with 'Create application account', and 'If you have been issued with a HIZ ID code...' with 'SIM-Student portal'. At the bottom, there are browser compatibility notes and contact information for technical support.

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

### 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. ).
- 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.



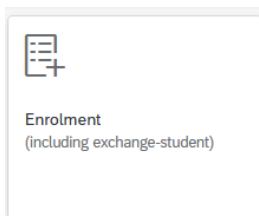
- Always exit the SIM application portal by clicking on the logoff button  at the top right of the window.

## 2. Enrolling to study for an in-sessional certificate

**Important note:** To enrol for an in-sessional certificate course, you must already be properly enrolled at the university for a degree programme.

### 2.1 Preliminary questionnaire

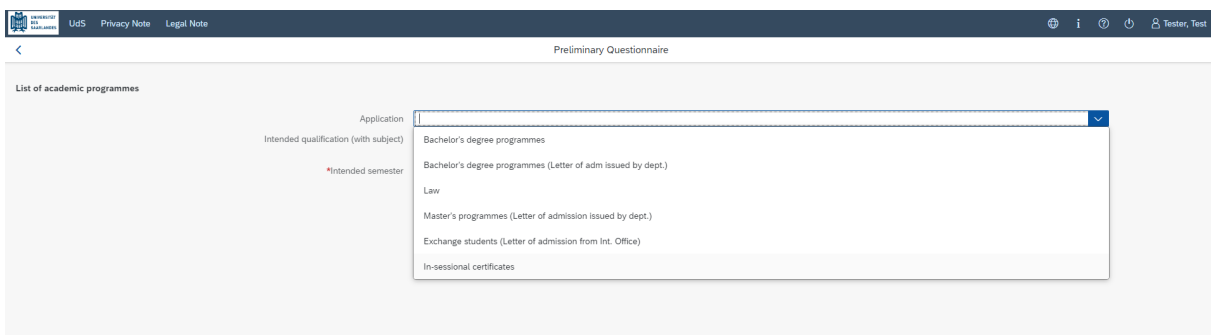
To enrol for an in-sessional certificate course, please access your start page and then click on the tile:



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



to see the list of options.



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Preliminary Questionnaire

List of academic programmes

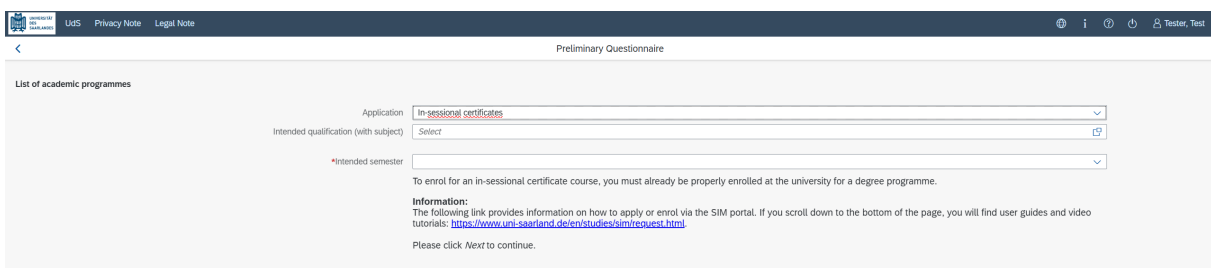
Application:

Intended qualification (with subject):

\*Intended semester:

Options in dropdown menu:  
 Bachelor's degree programmes  
 Bachelor's degree programmes (Letter of adm issued by dept.)  
 Law  
 Master's programmes (Letter of admission issued by dept.)  
 Exchange students (Letter of admission from Int. Office)  
 In-sessional certificates

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



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Preliminary Questionnaire

List of academic programmes

Application:

Intended qualification (with subject):

\*Intended semester:

To enrol for an in-sessional certificate course, you must already be properly enrolled at the university for a degree programme.

**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.

**Important 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.

For an overview of the in-sessional certificate courses, please go to: <https://www.uni-saarland.de/studium/angebot/zertifikate.html>

Select the semester that you want to start studying in and enter it in the **Starting semester** input box.  
 Note: typically only one option is available.

The greyed-out value in the field **Study semester** cannot be altered and is provided for information only (e.g. '1' if you are starting the course in the first semester).

UdS Privacy Note Legal Note

< Preliminary Questionnaire

List of academic programmes

Application In-session certificates

Intended qualification (with subject) Wissen und Kommunikation

Study semester 1

Intended semester\* Winter semester 2025/2026

To enrol for an in-session certificate course, you must already be properly enrolled at the university for a degree programme.

**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.

**Next**

**Important 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 **Next** to automatically open the online application form for your chosen degree programme and subject.

## 2.2 Personal details

If you are already enrolled as a student at Saarland University, you will see on screen the personal data that you previously entered. If you wish to change any of the information, click on the relevant field and edit accordingly.

Personal details	Personal details
Information regarding applicant's pre-university education credentials	Surname* Tester
Information about your higher education entrance qualification	Surname at birth
Study history	First name(s) (as shown on your identity card or passport)* Test
Work experience, vocational training and employment prior to university	Have you previously been issued with a student registration number from Saarland University?*
Examinations taken	<input type="radio"/> Yes
Parallel enrolment	<input type="radio"/> No
Health insurance information	Gender*
Further Uploads	<input type="radio"/> Male
Confirm choice of intended qualification (with subject)	<input type="radio"/> Female
Verification of input data	<input type="radio"/> Nonbinary
	<input checked="" type="radio"/> Not specified
	Date of birth* Enter date
	Place of birth*
	Nationality*
	Second nationality*
	Your address and contact details
	Street name*
	House number*
	Country of residence*
	Postal code*
	Place of residence (town/city)*
	Phone number (landline)
	Mobile/Cell number
	Email address* test@test.de

**General information:** You can navigate between the questions in the left column.

## 2.3 Pre-university education credentials

### Information regarding applicant's pre-university education credentials

Click on [Information regarding applicant's pre-university education credentials](#). Please 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><b>Pre-university educational credentials</b></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>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)</p>
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	

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

\*Preliminary review documentation/Official notification of recognition/Luxembourg HEEQ [Pre review documentation.pdf](#)



## 2.4 Information about your higher education entrance qualification (HEEQ)

### Information about your higher education entrance qualification

Click on [Information about your higher education entrance qualification](#). Please 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.

**Important 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><b>Information relating to your higher education entrance qualification (HEEQ) that permits you to be admitted to study at Saarland University</b></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"/> <input type="button" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 2 <input type="text"/> <input type="button" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 3 <input type="text"/> <input type="button" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 4 <input type="text"/> <input type="button" value="+ Upload Document"/></p> <p><b>Information about your previous higher education entrance qualification</b></p> <p>Please complete the following fields, if you</p> <ul style="list-style-type: none"> <li>previously acquired a higher education entrance qualification (HEEQ) in Germany (e.g. "Fachhochschulreife"),</li> <li>previously acquired a higher education entrance qualification (HEEQ) in a country other than Germany or</li> <li>have taken a higher education assessment test ("Feststellungsprüfung" (FSP)).</li> </ul> <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"/> <input type="button" value="+ Upload Document"/></p>
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	

## 2.5 Your study history

### Study history

Click on [Study history](#). Please complete the 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.

**Important 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](#).

<ul style="list-style-type: none"> <li>Personal details</li> <li>Information regarding applicant's pre-university education credentials</li> <li>Information about your higher education entrance qualification</li> <li>Study history</li> <li>Work experience, vocational training and employment prior to university</li> <li>Examinations taken</li> <li>Parallel enrolment</li> <li>Health insurance information</li> <li>Further Uploads</li> <li>Confirm choice of intended qualification (with subject)</li> <li>Verification of input data</li> </ul>	<p><b>Study history</b></p> <p>Were you already enrolled at a university in Germany or abroad (excluding vocational academies)?* <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p><b>At which university were you first enrolled?</b></p> <p>Country in which you were first enrolled at a university* <input type="text"/></p> <p>Year in which you were first enrolled at a university* <input type="text" value="2020/2021"/></p> <p>Semester in which you were first enrolled* <input type="text" value="Winter semester"/></p> <p>Enter the number of semesters that you have already studied at a German university in total.* <input type="text"/></p> <p>Enter the total number of semesters for which you were granted leave of absence at a German university. <input type="text"/></p> <p>Total number of semesters in which you undertook practical training or work experience while still being enrolled at university <input type="text"/></p> <p>Number of semesters studied at a Studienkolleg <input type="text"/></p> <p>Have you interrupted your studies and now want to recommence studying? <input type="radio"/> Yes <input type="radio"/> No</p> <p>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. <input type="button" value="+ Upload Document"/></p> <p>Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for? <input type="radio"/> Yes <input type="radio"/> No</p>
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## 2.6 Work experience, vocational training and employment prior to university

Click on **Work experience, vocational training and employment prior to university**. Please answer the mandatory questions.

<ul style="list-style-type: none"> <li>Personal details</li> <li>Information regarding applicant's pre-university education credentials</li> <li>Information about your higher education entrance qualification</li> <li>Study history</li> <li>Work experience, vocational training and employment prior to university</li> <li>Examinations taken</li> <li>Parallel enrolment</li> <li>Health insurance information</li> <li>Further Uploads</li> <li>Confirm choice of intended qualification (with subject)</li> <li>Verification of input data</li> </ul>	<p><b>Activities undertaken after obtaining your higher education entrance qualification</b></p> <p>Vocational training with qualification in accordance with vocational training act (BBiG)* <input type="radio"/> Yes <input type="radio"/> No</p> <p>Work placement or internship relevant to the programme to which you are seeking admission* <input type="radio"/> Yes <input type="radio"/> No</p>
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## 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 the required document(s) using the relevant 'Upload document' button.

<ul style="list-style-type: none"> <li>Personal details</li> <li>Information regarding applicant's pre-university education credentials</li> <li>Information about your higher education entrance qualification</li> <li>Study history</li> <li>Work experience, vocational training and employment prior to university</li> <li>Examinations taken</li> <li>Parallel enrolment</li> <li>Health insurance information</li> <li>Further Uploads</li> <li>Confirm choice of intended qualification (with subject)</li> <li>Verification of input data</li> </ul>	<p><b>Examinations taken</b></p> <p><b>Last university degree qualification or loss of right of examination</b></p> <p>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 checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Country in which you completed the examinations* <input type="text"/></p> <p>Type of study* <input type="text"/></p> <p>Degree/Qualification* <input type="text"/></p> <p>First subject* <input type="text"/></p> <p>Second subject <input type="text"/></p> <p>Third subject <input type="text"/></p> <p>Date of examination* <input type="text" value="Enter date"/></p> <p>Examination status* <input type="text"/></p> <p>Overall grade* <input type="text"/></p> <p>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 9.0.</p> <p>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 8.0. Please submit these academic records with your other documents. Your equivalent German grade will be determined by the university.</p> <p>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).</p> <p>A translation is required if the original documents are not in German, English or French.</p> <p>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. translation).*</p> <p>Examination certificates (incl. translations) <input type="button" value="+ Upload Document"/></p> <p>Transcript of records (incl. translations) <input type="button" value="+ Upload Document"/></p> <p><b>Penultimate university degree qualification or loss of right of examination</b></p> <p><i>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</i></p>
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## 2.8 Parallel enrolment

Please click on **Parallel enrolment** and answer the mandatory question. If you respond with 'Yes', you will be presented with further questions to answer. Please upload proof of enrolment using the relevant 'Upload document' button.

Personal details	<p><b>Parallel enrolment</b></p> <p>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.</p> <p>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.</p> <p>Will you still be enrolled at another university in the semester in which you plan to start studying at Saarland University?*</p> <input type="text"/>
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	
<b>Parallel enrolment</b>	
Health insurance information	
Further Uploads	
Confirm choice of intended qualification (with subject)	
Verification of input data	

## 2.9 Health insurance information

### Health insurance information

Click on **Health insurance information**. Please answer the mandatory questions and upload *proof of health insurance cover / proof of exemption* using the relevant 'Upload document' button.

Personal details	<p><b>Health insurance information</b></p> <p><b>Important information for all applicants:</b></p> <p>We strongly recommend that you refer to the electronic record using its German name 'Datensatz für die Einschreibung an der Universität des Saarlandes, Saarbrücken' when contacting a statutory health insurance fund. Please state the following reference code for Saarland University which the statutory health insurance fund needs to transfer the electronic record: H0001949.</p> <p><b>Information for applicants who have statutory health insurance:</b></p> <p>Information for applicants who already have statutory health insurance in Germany: If you already have statutory health insurance in Germany, please select the option <b>'Insured'</b> when specifying your 'Status code for student health insurance'. Please contact your German statutory health insurance fund and request that they submit an electronic record to Saarland University confirming your insurance status. Enrolment at Saarland University is not possible without the electronic record or an exemption certificate.</p> <p>Uploading a scan of your insurance card is not sufficient proof of health insurance.</p> <p><b>Information for applicants who have statutory health insurance in a Member State of the European Union or the European Economic Area:</b></p> <p>If you have statutory health insurance cover in a Member State of the European Union (other than Germany) or the European Economic Area, you must ask your home insurance provider to issue you with a European health insurance card (EHIC) or issue a certificate of insurance as proof of your health insurance cover. If you have foreign health insurance, you will also need to provide proof that you are not subject to compulsory insurance in Germany (nicht versicherungspflichtig). Please contact a statutory health insurance fund in Germany and request that they submit an electronic record to Saarland University confirming your insurance status or issue you with a certificate. Enrolment at Saarland University is not possible without the electronic record or certificate. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Universität des Saarlandes, Saarbrücken'. You can request an electronic record or certificate verifying your insurance status by presenting your European health insurance card (EHIC) or the corresponding replacement certificate from your foreign health insurance provider to any statutory health insurance fund in Germany. Please select the option <b>'Not insured'</b> when specifying your 'Status code for student health insurance'.</p> <p><b>Information for applicants who have private health insurance:</b></p> <p>If you already have private health insurance and you would like to continue to be privately insured while you are studying, you will need to provide proof of exemption from statutory health insurance in Germany. Please contact a statutory health insurance fund in Germany and request that they submit an electronic record to Saarland University confirming your insurance status or issue an exemption certificate. Enrolment at Saarland University is not possible without the electronic record or exemption certificate. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Universität des Saarlandes, Saarbrücken'. You can request an electronic record verifying your insurance status or an exemption certificate from a German statutory health insurance fund of your choice by presenting proof of your private health insurance cover to any statutory health insurance fund. Please select the option <b>'Not insured'</b> when specifying your 'Status code for student health insurance'.</p> <p>Status code for student health insurance data*</p> <p>Proof of health insurance cover/ Proof of exemption</p> <input type="text"/> <p><b>+ Upload Document</b></p>
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	
<b>Health insurance information</b>	
Further Uploads	
Confirm choice of intended qualification (with subject)	
Verification of input data	

**Important note:** Further information on health insurance is available here: <https://www.uni-saarland.de/en/study/application/enrolment/documents/health-insurance.html>

## 2.10 Further uploads

Click on **Further Uploads**. Please upload all of the mandatory documents, by clicking on the **+ Upload Document** button next to the relevant field. Please ensure that you assign each document to the correct 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.

Only *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

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

**File Upload**

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.

Certification of admission to the higher education access course [+ 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](#)

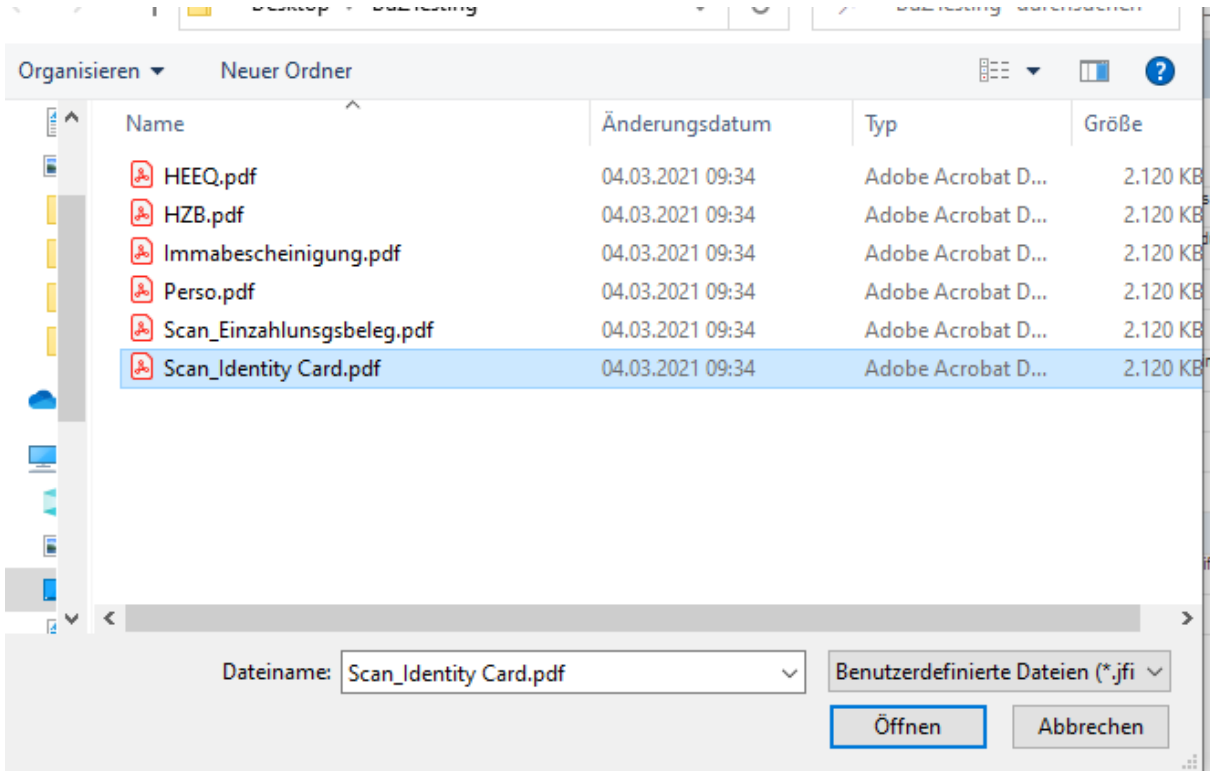
Scan of identity card (front and back) or scan of passport\* [+ Upload Document](#)

Other documents [+ Upload Document](#)

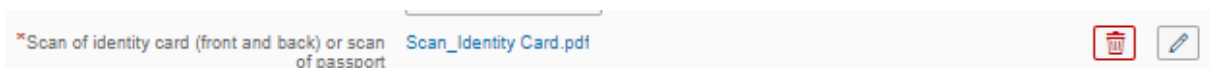
Proof of language proficiency [+ Upload Document](#)

Credit transfer certificate/Formal record of recognition of prior learning [+ Upload Document](#)

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 Confirm choice of intended qualification (with subject)

Uds Privacy Note Legal Note

Course Offering - ZE Wissen und Kommunikation

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

**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 ZE Wissen und Kommunikation

new Core subject ZE Wissen und Kommunikation (2011) 1 Study semester

Please check the default settings. As you want to enrol for an in-sessional certificate course, make sure that the option 'Enrolment' is selected (see screenshot). The certificate course that you have chosen to study is shown against a grey background.

## 2.12 Verification of input data

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.

Please complete all mandatory fields and upload appropriate documentary proof that your semester fee has been paid.

**Important note:** The semester fee only needs to be paid once per semester. If you have already re-registered for your degree programme, please upload appropriate documentary proof that your semester fee has been paid.

**Important note:** Please note that the checkbox in the print preview or preview is not shown as having been selected (ticked). This does not mean that the box in your application was not selected (ticked). Your application can only be sent if you have given your consent.

<ul style="list-style-type: none"> <li>Personal details</li> <li>Information regarding applicant's pre-university education credentials</li> <li>Information about your higher education entrance qualification</li> <li>Study history</li> <li>Work experience, vocational training and employment prior to university</li> <li>Examinations taken</li> <li>Parallel enrolment</li> <li>Health insurance information</li> <li>Further Uploads</li> <li>Confirm choice of intended qualification (with subject)</li> <li><b>Verification of input data</b></li> </ul>	<p>Declaration (in lieu of oath)</p> <p>I hereby confirm the disclosures and declarations made above.* <input type="checkbox"/></p> <p>Proof of payment of semester fee* <input type="button" value="+ Upload Document"/></p> <p>Other documents <input type="button" value="+ Upload Document"/></p> <p>One final request</p> <p>I hereby apply to be enrolled at Saarland University on the basis of the information I have provided above.</p> <p>I hereby declare that the information provided in my application is true, correct and complete.</p> <p>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.</p> <p>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.</p> <p>Due to your requested enrolment, payment of fees and any other applicable charges is now due. Please submit proof of payment as a PDF upload. Further information about payment details (fee rates and bank details) can be found online at <a href="https://www.uni-saarland.de/en/study/application/enrolment/documents.html">https://www.uni-saarland.de/en/study/application/enrolment/documents.html</a> under item *) Proof of payment.</p> <p>We would be grateful if you would participate in our feedback survey and kindly ask for a few minutes of your time. You can fill in the survey online at <a href="https://forms.office.com/9a29agfcm8bu">https://forms.office.com/9a29agfcm8bu</a>. The information you provide will be evaluated anonymously.</p> <p>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.</p> <p>If you have any questions or are having problems with your application, please contact us for assistance. We are available:</p> <ul style="list-style-type: none"> <li>every day between 10 a.m. and 4 p.m. by telephone at +49 681 302-5451. We can assist you in German, English or French.</li> <li>by email at <a href="mailto:studium@uni-saarland.de">studium@uni-saarland.de</a> (24/7). Please provide your SIM application portal username or student registration number.</li> <li>for consultations in-person or via Teams: Appointments can be booked on <a href="#">the webpage Appointments with the Admissions Office   Saarland University</a></li> </ul> <p>You can also find a summary of important application information at <a href="https://www.uni-saarland.de/en/study/application.html">https://www.uni-saarland.de/en/study/application.html</a></p> <p><input type="button" value="Save as"/> <input type="button" value="Return"/> <input type="button" value="Submit"/></p>
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**Important note:** Please submit your application by clicking on **Submit** so that Saarland University can review your application and complete the enrolment process.

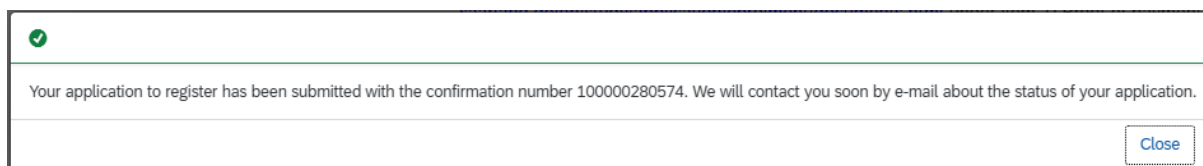
**At the end of the process, you will asked to reconfirm the information you have supplied.**

Target studies for the upcoming semester

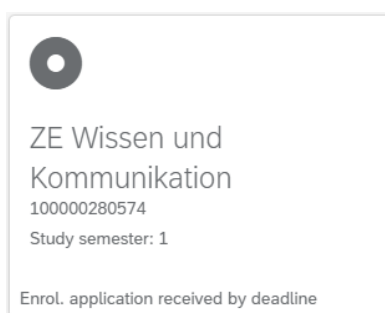
Please confirm your selection


> Course of study **ZE Wissen und Kommunikation**

You will receive on-screen confirmation that your enrolment application has been submitted and you will be notified of your application number:





Please check on your start page that the tile for this application displays the status message 'Enrol. application received by deadline'. If that is not the case, please clear your browser cache using the key combination CTRL+F5.



Please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via  the button and that you didn't simply save it without submitting it.

### 2.13 Short-form enrolment questionnaire for students already enrolled at Saarland University

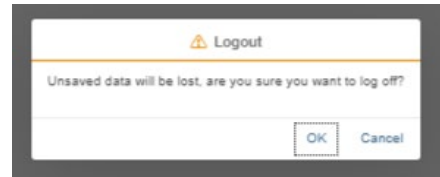
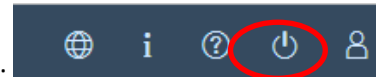
If you are already enrolled at Saarland University, you will only  need to complete a shorter version of the questionnaire. This shortened enrolment questionnaire already contains your personal details. If you wish to change any of your personal details, please click on  in the application portal and amend your data as required.

In this case, you will be requested to re-upload your higher education entrance qualification. If other relevant information has changed regarding examinations completed (at institutions other than Saarland University), or with respect to your language proficiency, your study history or your higher education entrance qualification, please upload the relevant supporting documentation.

You will be asked to complete the section 'Intended qualification (with subject)'. In this case, you should state whether you plan to enrol in an additional subject area further. **Please read the information provided in the help texts.**

### 3. 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.

#### Important note:

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

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



Click  Kurt Cobain  to confirm that you want to log out.