

# Student Information Management System

for Saarland



Information on applying as a student with  
non-enrolled status

## Key information at a glance

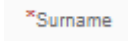
Access to SIM for students at Saarland University <https://sim.uni-saarland.de>



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](#)

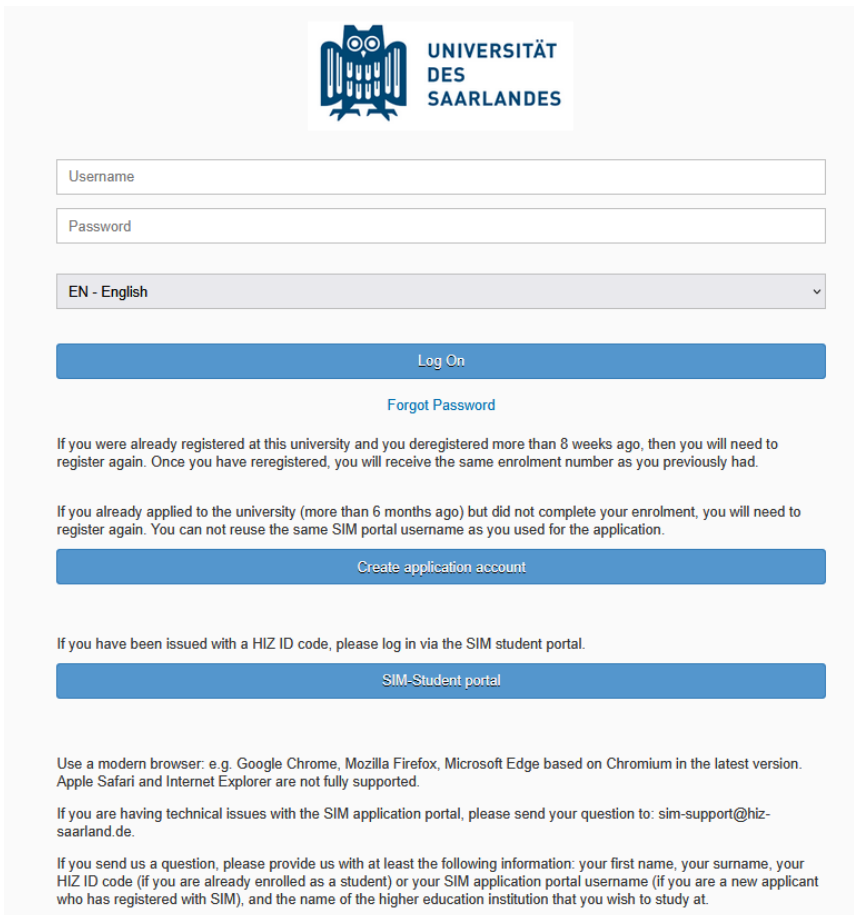
If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at Uds) **or** your SIM application portal username (if you are a new applicant who has registered with SIM), 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/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. Below it are two input fields for 'Username' and 'Password'. A dropdown menu is set to 'EN - English'. A large blue 'Log On' button is centered. Below the button is a link for 'Forgot Password'. There are two paragraphs of text: the first explains that users who deregistered more than 8 weeks ago must register again; the second explains that users who applied but did not complete enrollment must register again. Below this is a blue button for 'Create application account'. Another paragraph states that users with a HIZ ID code should use the SIM student portal, with a corresponding blue button. At the bottom, there is a note about using a modern browser and a contact email for technical issues: sim-support@hiz-saarland.de. A final note asks for specific information if a question is sent.

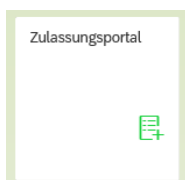
Log in with your username (e.g. B000xxxx) and your application password.

Click on .

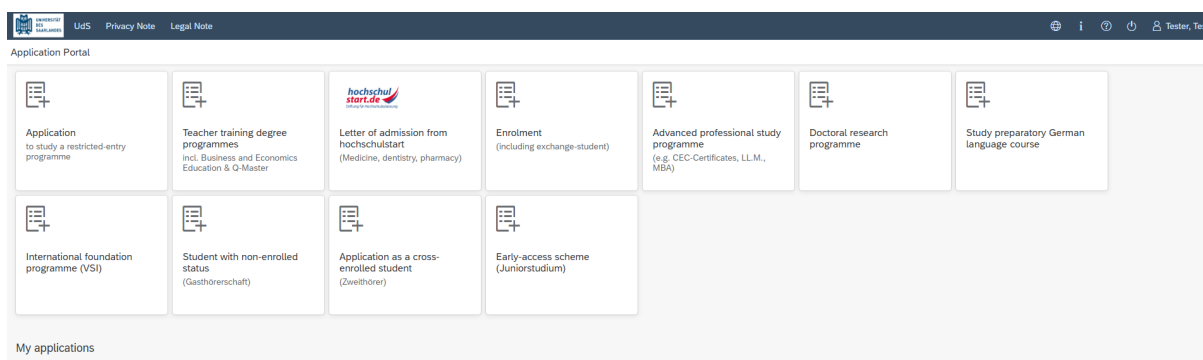
**Note:** If you don't yet have a user account for the SIM application portal, please click on 'Create application account'.

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:

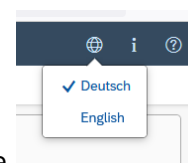


You are now on your start page in the SIM application portal.



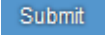


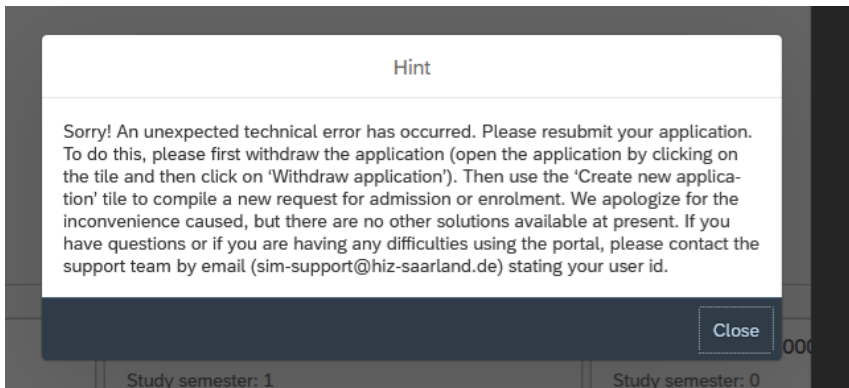
(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period. The tiles can differ in winter and summer semester.)


**Note:** To switch languages, click on  and select the desired language



### 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.

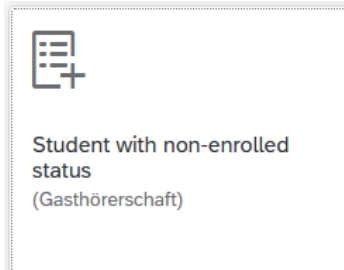


- Always exit the SIM application portal by clicking on the **logoff button**  at the top right of the window.

## 2. Applying as a student with non-enrolled status

**Note:** For more information, please go to <https://www.uni-saarland.de/einrichtung/zell/gasthoererstudium/einschreibung.html>

If you want to apply as a student with non-enrolled status, please 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.

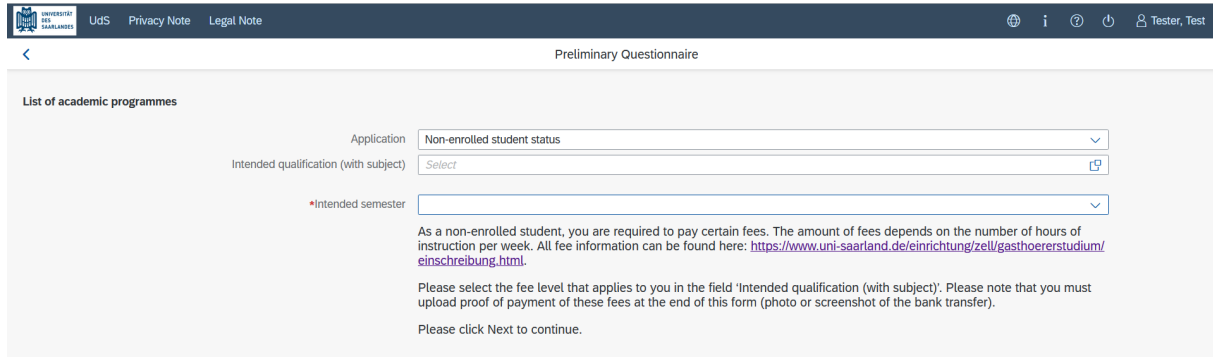


### 2.1 Preliminary Questionnaire

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



to see the list of options.



UdS Privacy Note Legal Note

Preliminary Questionnaire

List of academic programmes

Application: Non-enrolled student status

Intended qualification (with subject): Select

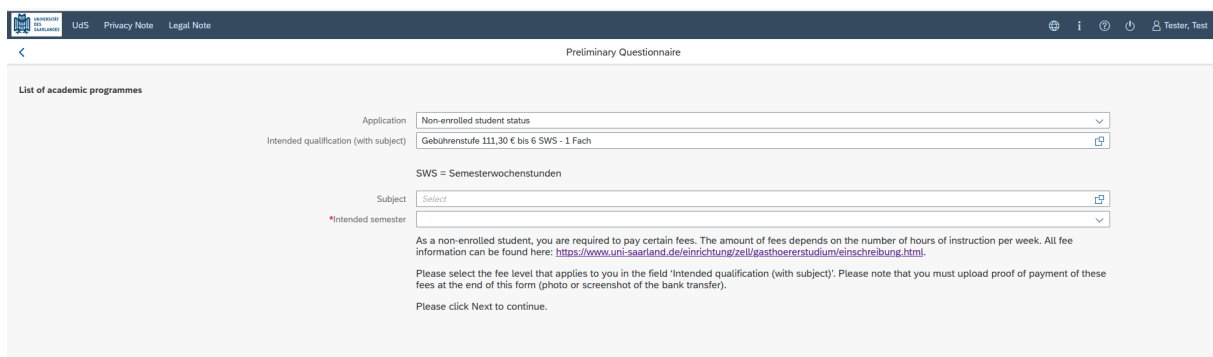
\*Intended semester: [Empty]

As a non-enrolled student, you are required to pay certain fees. The amount of fees depends on the number of hours of instruction per week. All fee information can be found here: <https://www.uni-saarland.de/einrichtung/zell/gasthoererstudium/einschreibung.html>.

Please select the fee level that applies to you in the field 'Intended qualification (with subject)'. Please note that you must upload proof of payment of these fees at the end of this form (photo or screenshot of the bank transfer).

Please click Next to continue.

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



UdS Privacy Note Legal Note

Preliminary Questionnaire

List of academic programmes

Application: Non-enrolled student status

Intended qualification (with subject): Gebührenstufe 111,30 € bis 6 SWS - 1 Fach

SWS = Semesterwochenstunden


Subject: Select

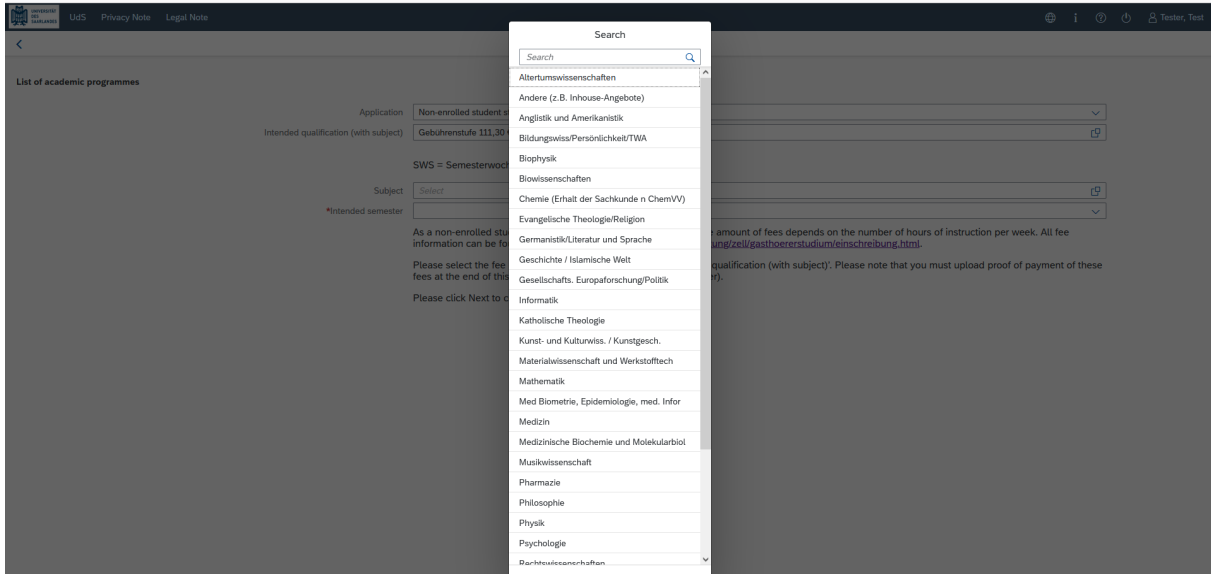
\*Intended semester: [Empty]

As a non-enrolled student, you are required to pay certain fees. The amount of fees depends on the number of hours of instruction per week. All fee information can be found here: <https://www.uni-saarland.de/einrichtung/zell/gasthoererstudium/einschreibung.html>.

Please select the fee level that applies to you in the field 'Intended qualification (with subject)'. Please note that you must upload proof of payment of these fees at the end of this form (photo or screenshot of the bank transfer).

Please click Next to continue.

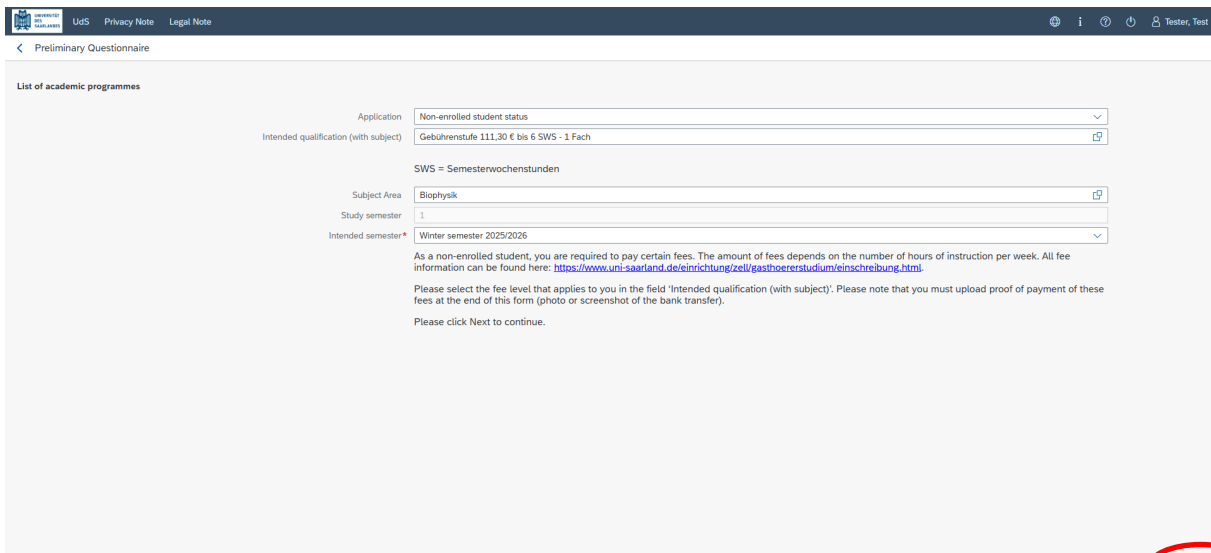
Click on  to select your **subject area**.



The screenshot shows a web application interface for selecting a subject area. A search dropdown menu is open, displaying a list of subject areas including: Albertswissenschaften, Andere (z.B. Inhouse-Angebote), Anglistik und Amerikanistik, Bildungswiss./Persönlichkeit/TWA, Biophysik, Biowissenschaften, Chemie (Erhalt der Sachkunde n ChemVV), Evangelische Theologie/Religion, Germanistik/Literatur und Sprache, Geschichte / Islamische Welt, Gesellschafts, Europaforschung/Politik, Informatik, Katholische Theologie, Kunst- und Kulturwiss. / Kunstgesch., Materialwissenschaft und Werkstofftech, Mathematik, Med Biometrie, Epidemiologie, med. Infor, Medizin, Medizinische Biochemie und Molekularbiol, Musikwissenschaft, Pharmazie, Philosophie, Physik, Psychologie, and Rechtswissenschaften.


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 area: up to 3 subject areas can be selected



The screenshot shows the 'Preliminary Questionnaire' form. The 'Subject Area' field is set to 'Biophysik' and the 'Study semester' is set to '1'. The 'Intended semester' is set to 'Winter semester 2025/2026'. A red circle highlights the 'Next' button at the bottom right of the form.

**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 or enrolment form for your chosen degree programme and subject.

## 2.2 Personal details

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

Personal details	Personal details
Courses	
Confirm choice of intended qualification (with subject)	
Confirmation of information	

Surname\*

Surname at birth\*

First name(s) (as shown on your identity card or passport)\*

Have you previously been issued with a student registration number from Saarland University?\*

Yes

No

Gender\*

Male

Female

Nonbinary

Not specified

Date of birth\*

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\*

## 2.3 Courses

Please click on **Courses**. Here you can specify which courses you would like to attend.

Personal details	Courses
Courses	
Confirm choice of intended qualification (with subject)	
Confirmation of information	

You can specify below which courses you would like to attend. As a student with non-enrolled status (Gasthörer), you have access to three categories of courses:

1. Courses offered by the Teaching and Learning Centre (ZeLL) (Gasthörerkurse).
2. Courses offered by the faculties at Saarland University that have been approved for students with non-enrolled status (Gasthörer) ([list of courses in the Continuing Education and Professional Development Study Guide](#)).
3. Other courses for which you require admission (in particular language courses, in-session certificates or courses that are not listed in the Continuing Education and Professional Development Study Guide). Please state which courses you would like to attend. If you have any questions, please contact the [ZeLL office](#) during opening hours.

If you have questions about the SIM application portal, you can access our help pages here: <https://www.uni-saarland.de/en/studies/sim/request.html>

**Courses offered by the Teaching and Learning Centre (ZeLL), faculty courses open to non-enrolled students and other courses**

This information is only for your registration as a non-enrolled student. It will not be forwarded to the faculty and therefore does not replace the need to register via the online course catalogue (LSF), the Language Centre or the Teaching and Learning Centre. Please check there whether you need to register via the LSF for your chosen courses. This is normally the case.

Courses offered by the departments of Saarland University that are open to non-enrolled students (Gasthörer) can be found here: <https://www.uni-saarland.de/einrichtung/zeLL/gasthoererstudium/studienfachlehrer-weiterbildung.html>

By registering for a course not found in the continuing education study guide, you confirm that you have spoken to the responsible lecturers and have their permission to participate. You do not need to submit any form of written permission here.

Please refer to the online course catalogue (LSF portal) for the corresponding LSF numbers: <https://www.uni-saarland.de/en/study/organisation/course-catalogue.html>

Courses for non-enrolled students (Format: six digit LSF number; for language courses: Language Centre course number; for certificates: certificate name)\*

## 2.4 Confirm choice of intended qualification (with subject)

Please click on **Confirm choice of intended qualification (with subject)**.

[Note: You do not need to enter anything on this screen. You can proceed to the next section.]


Personal details	Select your intended qualification (with subject)
Courses	
Confirm choice of intended qualification (with subject)	Intended qualification (with subject)* <input checked="" type="radio"/> Stud. with non-enrolled status
Confirmation of information	

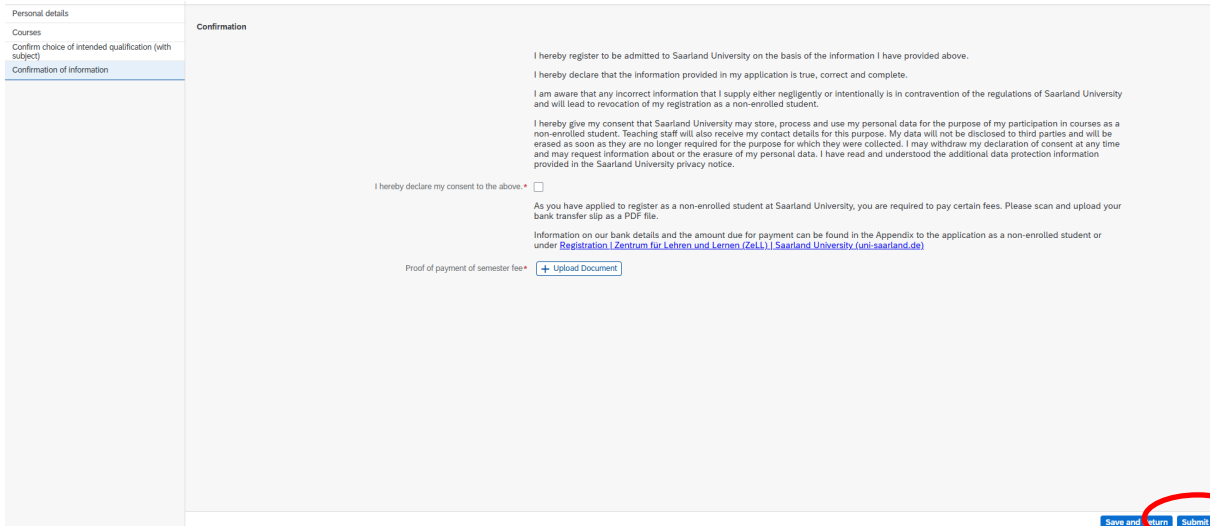
**new** Course of study  Gasthörerschaft

**new** Subject Area  Biophysik 1 Study semester

## 2.5 Confirmation of information

Please click on **Confirmation of information**. 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 declare my consent to the above.** 

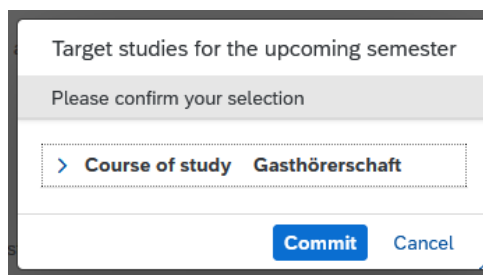


Please also upload appropriate documentary proof that your semester fee has been paid.

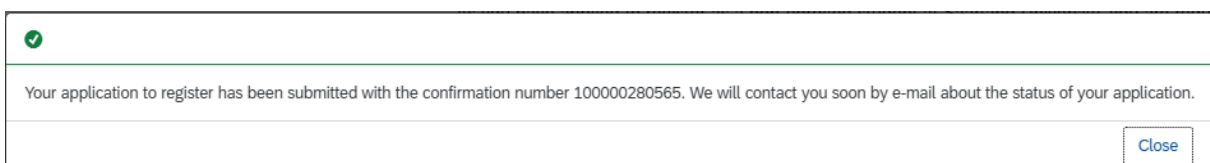
**Note:** Please note that the checkbox in the print preview or preview is not filled. This does not mean that the box in your application was not filled (ticked). The application can only be sent if you have given your consent.

**Note:** Please submit your application by clicking on **Submit** so that Saarland University can review your application and complete the enrolment process.

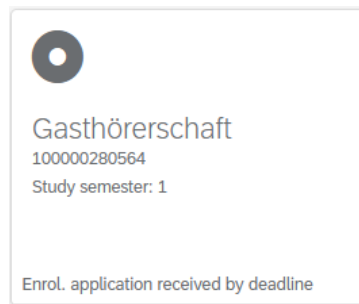
**At the end of the process, you will asked to reconfirm the information you have supplied.**



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’.



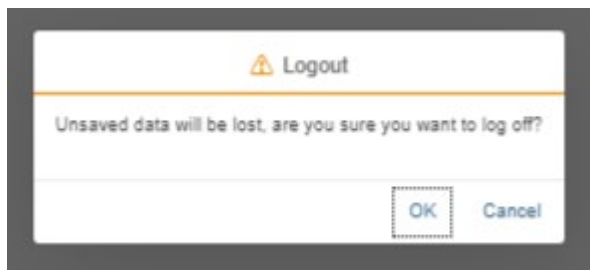
If that is not the case, please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via the **Submit** button and that you didn’t simply save it without submitting it.

### 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



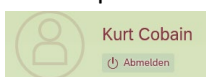
and then close the browser.

#### 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.