

# Student Information Management System for Saarland



## Information on accessing study-related documentation and certification for Winter Semester 2022/23

### 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** 

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### 1. Open the SIM student web portal by clicking on the following link

<https://sim.uni-saarland.de>

**Important note: Please use the latest version of one of the following browsers to view the portal: 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.**



UNIVERSITÄT  
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SAARLANDES



UdS Kennung

Passwort

Login nicht merken

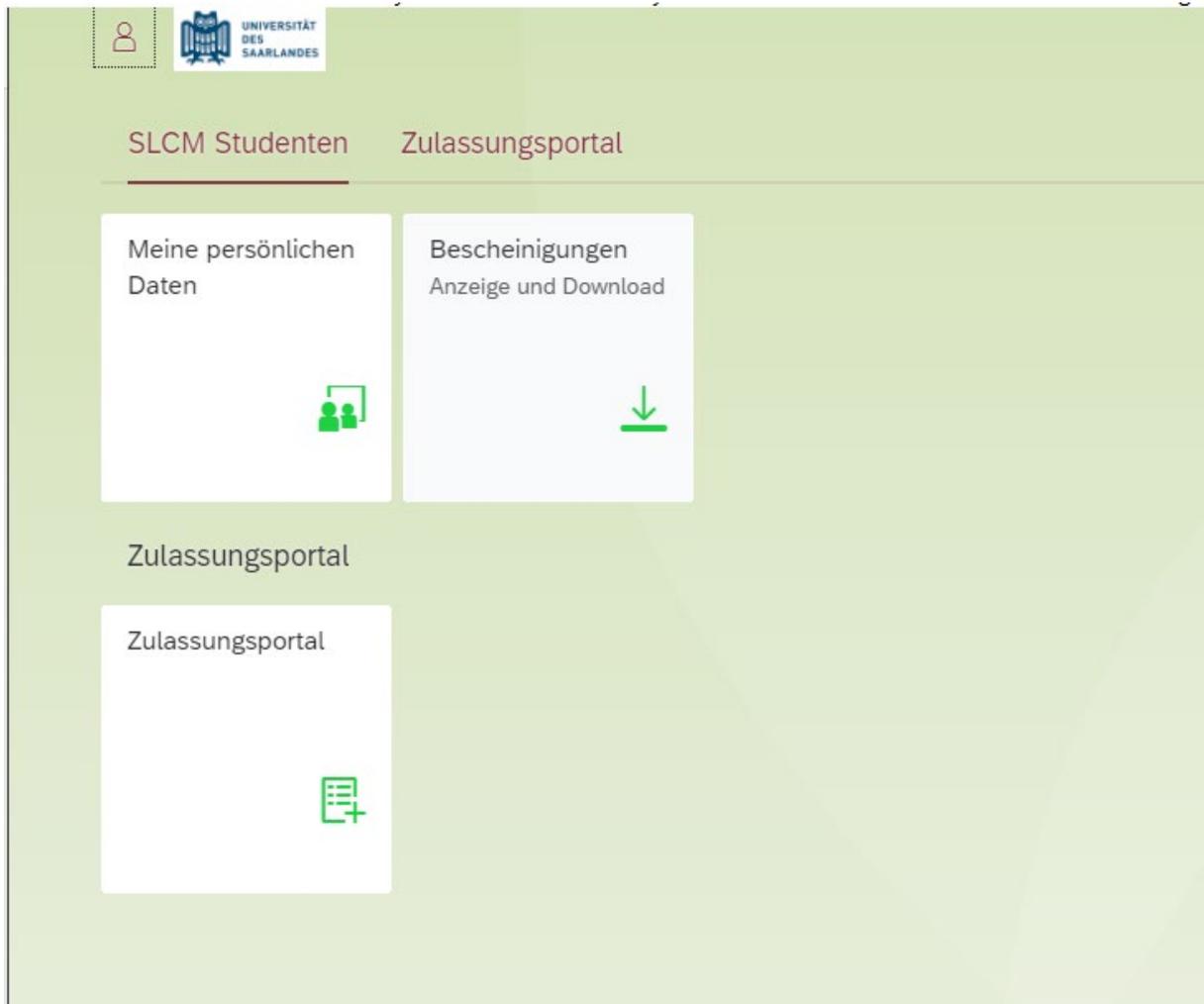
Vormalis erteilte Erlaubnis, Daten weiterzuleiten, widerrufen

Login

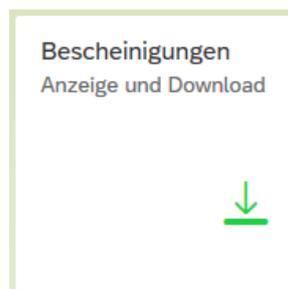
Enter your HIZ (UdS) ID code  
and your student password.

Click on **Login**.

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

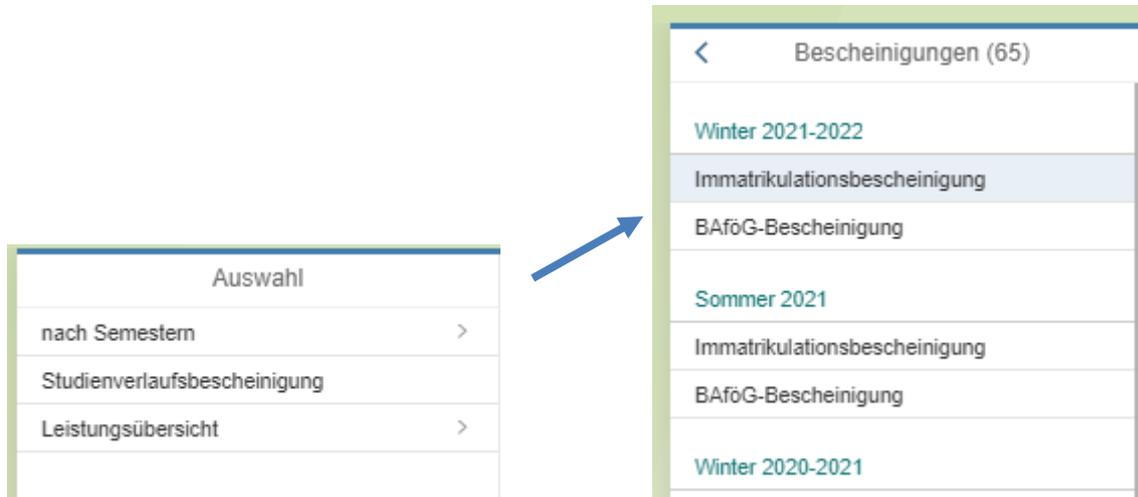


Click on the tile:



## 2. View your certification/study-related documents

To see semester-specific documentation, click on nach Semestern . Note: the student enrolment record spans multiple semesters.



### General Information:

Once you have selected a document, you can print it by clicking on the  icon, download it by clicking on  or save it to a specific folder by clicking . The icons that you see may differ depending on your browser, e.g. if you are using Mozilla Firefox, you will need to click on [icon] to save the document.

If you need a document in English or French, click on the globe icon  at the bottom right of the page to select the language you require.

### 2.1 Semester-specific documents

#### 2.1.1 Certificate of enrolment

Once you have re-registered, you will be able to access your certificate of enrolment.

Semester	Course of study	Type of certificate	Subject	Semester	12"	12"	12"	12"	12"	12"
Summer semester (01.04.2020-30.09.2020)	B.Sc. Informatics	Bachelor of Science	B.Sc. Informatics (2019)	A	100	A	100	100	100	100
Summer semester (01.04.2020-30.09.2020)	B.Sc. Informatics	Bachelor of Science	B.Sc. Informatics (2019)	A	100	A	100	100	100	100

The certificate of enrolment also shows whether you took leave of absence in that particular semester or whether you were studying as a part-time student at that time.

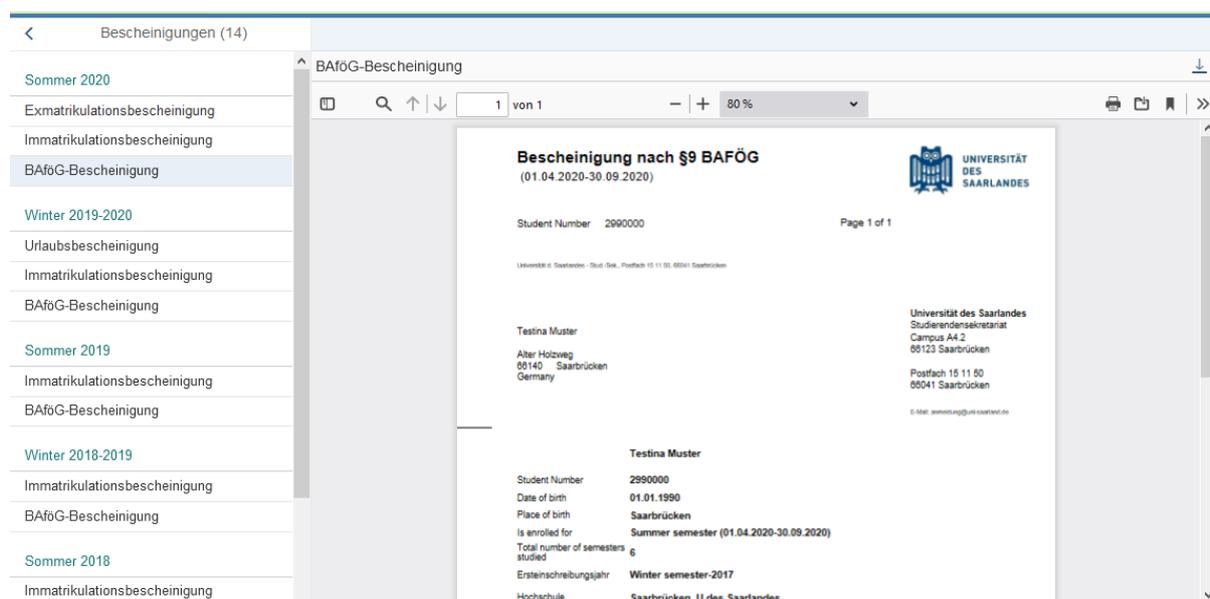
### Notes:

Please be aware that every subject that you study and/or every area of specialization that you formally select as part of your degree programme will be listed on a separate line on your enrolment certificate.

Re-registration typically occurs a few days after the correct payment of your semester fee has been received, provided that your re-registration has not been blocked. Re-registration may be blocked if you do not have health insurance cover, you have lost the right of examination or you have failed to submit your Bachelor's degree certificate.

### 2.1.2 Confirmation of student status (BAföG)

In order to continue receiving financial support from the federal BAFöG programme, you must verify that you are attending Saarland University. This confirmation document ('Bescheinigung nach § 9 BAFöG') can be downloaded from the SIM student web portal and submitted to the BAFöG office instead of completing BAFöG Form 02 ('BAföG Formblatt 02').



### 2.1.3 Confirmation of leave of absence

If your request for a one-semester leave of absence has been approved, you can download a document confirming that you were granted leave of absence for that semester.

< Bescheinigungen (14)

^ Urlaubsbescheinigung

Sommer 2020

Exmatrikulationsbescheinigung

Immatrikulationsbescheinigung

BAföG-Bescheinigung

Winter 2019-2020

Urlaubsbescheinigung

Immatrikulationsbescheinigung

BAföG-Bescheinigung

Sommer 2019

Immatrikulationsbescheinigung

BAföG-Bescheinigung

Winter 2018-2019

Immatrikulationsbescheinigung

BAföG-Bescheinigung

Sommer 2018

Immatrikulationsbescheinigung

BAföG-Bescheinigung

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**Confirmation of leave of absence**  
Winter semester (01.10.2019-31.03.2020)

UNIVERSITÄT  
DES  
SAARLANDES

Universität des Saarlandes - Studi-Geb., Postfach 15 11 50, 66041 Saarbrücken

Universität des Saarlandes  
Studienensekretariat  
Campus A4.2  
66123 Saarbrücken  
Postfach 15 11 50  
66041 Saarbrücken  
E-Mail: [anmeldung@uni-saarland.de](mailto:anmeldung@uni-saarland.de)

Testina Muster

Alter Hölzweg  
66140 Saarbrücken  
Germany

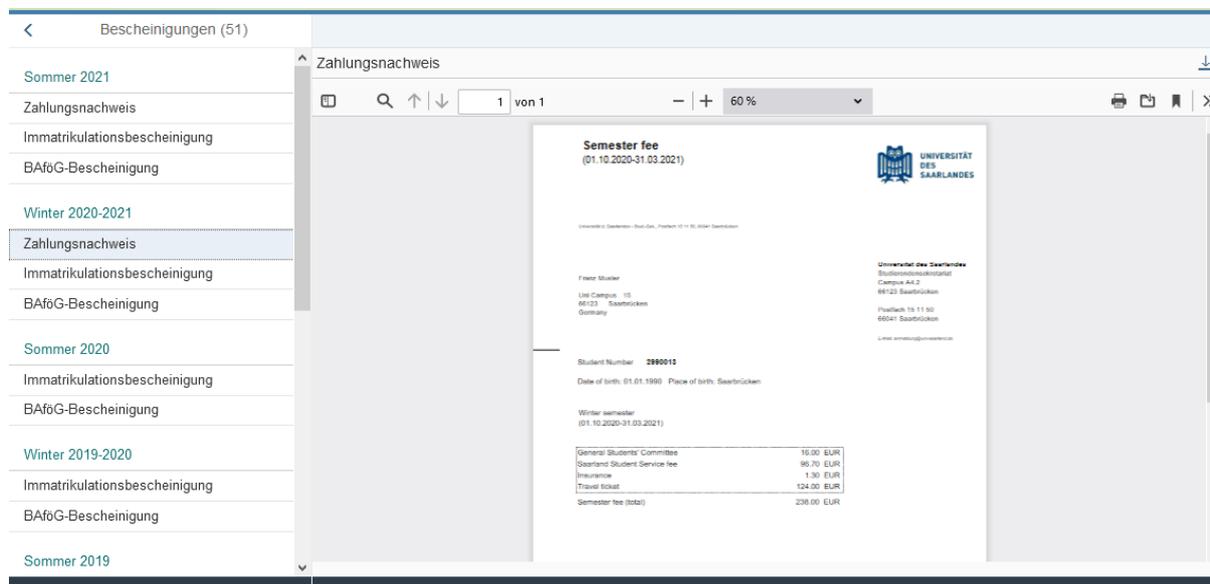
Testina Muster

Student Number 2990000  
Date of birth 01.01.1990  
Place of birth Saarbrücken

Has been granted leave of absence in Winter semester (01.10.2019-31.03.2020).

## 2.1.4 Proof of payment

Once you have re-registered, you can download proof of payment for that semester. (This service was introduced in the summer semester of 2020). You can present this proof-of-payment document (in German) to the German tax authorities.



The screenshot shows a web interface with a sidebar menu on the left listing semesters and document types. The main content area displays a 'Zahlungsnachweis' document for the winter semester 2020-2021. The document includes the following information:

- Semester fee (01.10.2020-31.03.2021)**
- University of Saarland logo and address: Campus A4-2, 66123 Saarbrücken, Postfach 10 11 30, 66041 Saarbrücken.
- Student Number: 2000015
- Date of birth: 01.01.1990, Place of birth: Saarbrücken
- Winter semester (01.10.2020-31.03.2021)
- Fee breakdown table:
 

General Students' Committee	16.00 EUR
Saarland Student Service fee	96.70 EUR
Insurance	1.30 EUR
Travel ticket	124.00 EUR
Semester fee (2020)	238.00 EUR

### Notes:

If after downloading this proof-of-payment document, you applied for and were granted a partial reimbursement of your semester fee, you must download the updated version of this document and present this updated version to the German tax office.

The option to download an official proof-of-payment document from the SIM student web portal was introduced in the summer semester of 2020. A proof-of-payment document for the winter semester 2019/2020 can only be downloaded from the SIM student web portal, if you applied late in that semester to have your semester fee adjusted (e.g. you requested leave of absence or applied to have your enrolment category changed). For all earlier semesters (and for WS 2019/2020 if the exceptional case detailed above does not apply), proof that the semester fee was paid will need to be downloaded from the LSF portal at [www.lsf.uni-saarland.de](http://www.lsf.uni-saarland.de) -> *Administration*.

Zum Umschalten zwischen Semestern klicken Sie bitte auf die Semesterangabe in der blauen Menüleiste

#### Sonstige Ausdrücke:

[Tan-Liste](#)

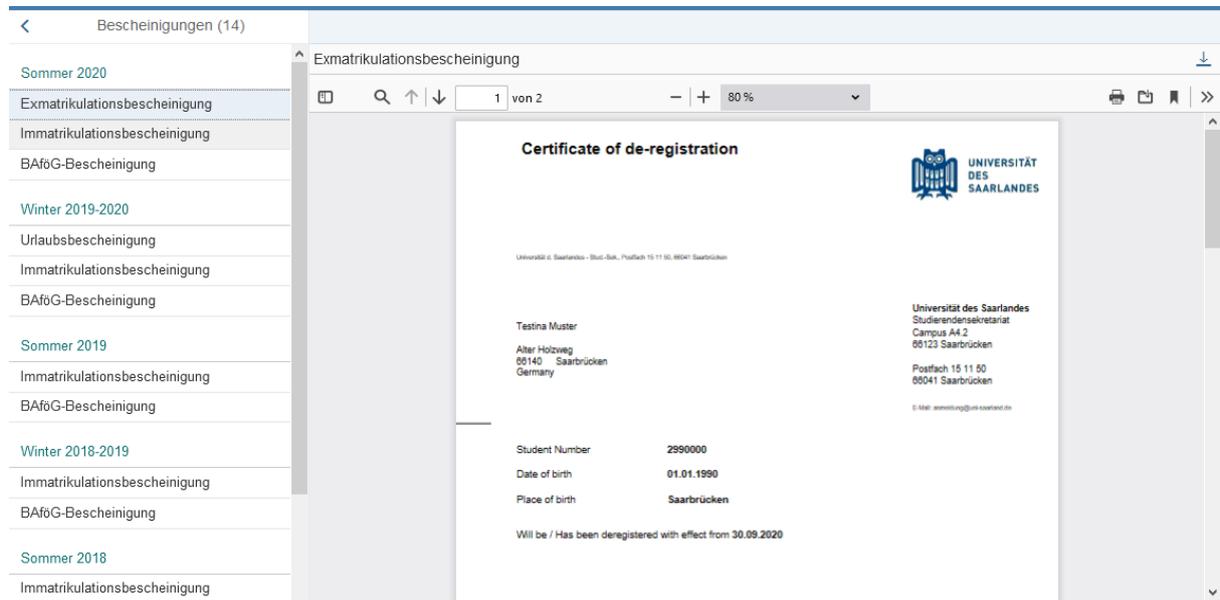
Weitere Bescheinigungen befinden sich unter [SIM](#)

#### Studienbescheinigungen für alle Semester:

Semester	BAföG- und Finanzamtbescheinigung
Sommersemester 2020	<a href="#">BAföG- und Finanzamtbescheinigung</a>
Wintersemester 2019/20	<a href="#">BAföG- und Finanzamtbescheinigung</a>
Sommersemester 2019	<a href="#">BAföG- und Finanzamtbescheinigung</a>
Wintersemester 2018/19	<a href="#">BAföG- und Finanzamtbescheinigung</a>

### 2.1.5 Certificate of de-registration

If you de-registered in a particular semester, you can download a certificate of de-registration for that semester.



The screenshot shows a web interface with a sidebar on the left listing various certificates under different semesters (Sommer 2020, Winter 2019-2020, Sommer 2019, Winter 2018-2019, Sommer 2018). The main content area displays a PDF document titled 'Certificate of de-registration' from the University of Saarland. The document contains the following information:

**Universität des Saarlandes**  
Studentenssekretariat  
Campus A4 2  
66123 Saarbrücken  
Postfach 15 11 50  
66041 Saarbrücken  
E-Mail: [anmeldung@uni-saarland.de](mailto:anmeldung@uni-saarland.de)

Universität d. Saarlandes - Stud.-Sek., Postfach 15 11 50, 66041 Saarbrücken

Testina Muster  
Alter Holzweg  
66140 Saarbrücken  
Germany

Student Number: 2990000  
Date of birth: 01.01.1990  
Place of birth: Saarbrücken

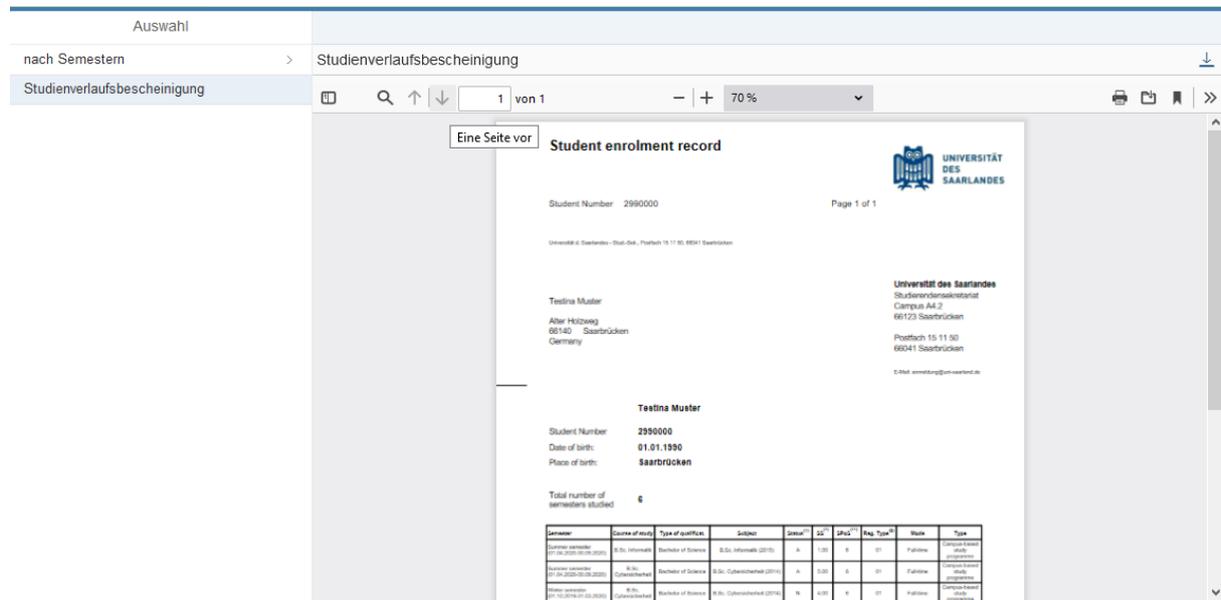
Will be / Has been deregistered with effect from 30.09.2020

**Important note:** Once you have de-registered from the university, you only have a limited period in which you can continue to use your HIZ/UdS ID code and access the SIM student web portal. We therefore recommend that you download your de-registration certificate immediately after completing the de-registration process. Please also download your **student enrolment record** and keep it safe, **as you may need to provide this information at some later point to a pension insurance fund.** [Please also save the German language version of your student enrolment record in case you remain in Germany and need to present this information to the German pension insurance scheme (*Deutsche Rentenversicherung*).]

## 2.2 Student enrolment record

The student enrolment record lists all of the semesters in which you were enrolled as a student at Saarland University.

**Note:** The student enrolment record is an important document that you may need to present to a pension insurance fund after graduating.



Auswahl

nach Semestern > Studienverlaufsbescheinigung

Studienverlaufsbescheinigung

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Eine Seite vor

**Student enrolment record**

UNIVERSITÄT DES SAARLANDES

Student Number 2990000 Page 1 of 1

Universität des Saarlandes · Postfach 15 11 90, 66041 Saarbrücken

Testina Muster

Universität des Saarlandes  
Studienverlaufsbescheinigung  
Campus AA.2  
66123 Saarbrücken  
Postfach 15 11 90  
66041 Saarbrücken  
E-Mail: [smvbes@unissaarland.de](mailto:smvbes@unissaarland.de)

Testina Muster

Student Number 2990000  
Date of birth: 01.01.1990  
Place of birth: Saarbrücken

Total number of semesters studied 6

Semester	Course of study	Type of qualification	Subject	Semester	Grade	Plus	Eng. Type	Notes	Type
Wintersemester 2019/2020 (2019)	B.Sc. Informatik	Bachelor of Science	B.Sc. Informatik (2019)	A	1,00	+	01	Fachbereich Informatik	Computer Science
Wintersemester 2020/2021 (2020)	B.Sc. Informatik	Bachelor of Science	B.Sc. Cybernetik (2020)	A	1,00	+	01	Fachbereich Informatik	Computer Science
Wintersemester 2021/2022 (2021)	B.Sc. Informatik	Bachelor of Science	B.Sc. Cybernetik (2021)	A	1,00	+	01	Fachbereich Informatik	Computer Science

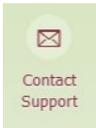
**Note:** As you will only be able to use your HIZ/UdS ID code and/or access the SIM student web portal for a limited period after you stop studying at Saarland University, please download all relevant study-related documentation and certification, but particularly your **student enrolment record**, immediately after de-registering. Please keep these documents in a safe place **as you may need to provide information on your higher education history to a pension insurance fund**. [Note: If you remain in Germany you may need to present the German-language version of these documents.]

## 3. Logging out of the SIM student web portal

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

Click  Testina Muster  to confirm that you want to log out.

**Note:** If you are encountering technical difficulties using the SIM student web portal, you can contact

the support team by clicking on . Please remember to state your student registration number and describe your problem as clearly as possible. The support team will then contact you to help resolve the issue.