Student Information Management System

for Saarland

SIM SAARLAND

Application Guide

Summer semester 2024

Key information at a glance
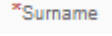
Access to SIM for students at Saarland University https://sim.uni-saarland.de
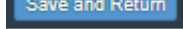
for new applicants via https://sim.uni-saarland.de/bewerbung

> **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. *Surname); to see

help texts click on the symbol; to save your draft application, click on **Save and Return** .

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

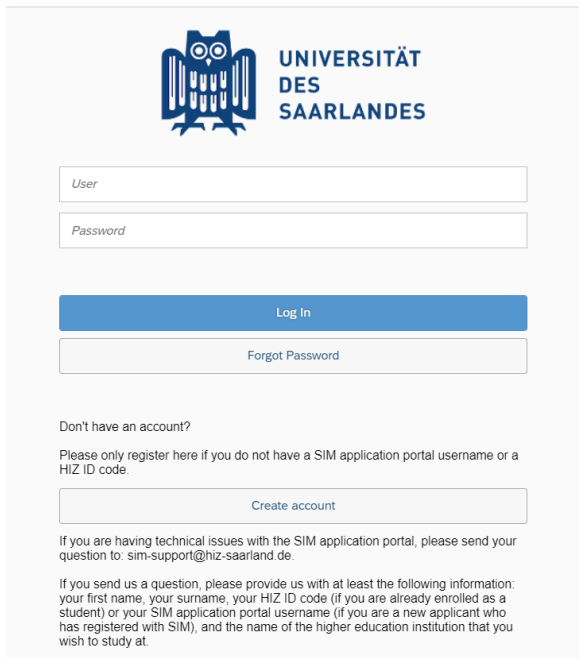If you are having **technical issues with the SIM application portal**, please send your questions to**:** sim-support@hiz-saarland.de

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.

Table of contents

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.

Log in with your username (e.g. B000xxxx) and your application password. Click on Log In.
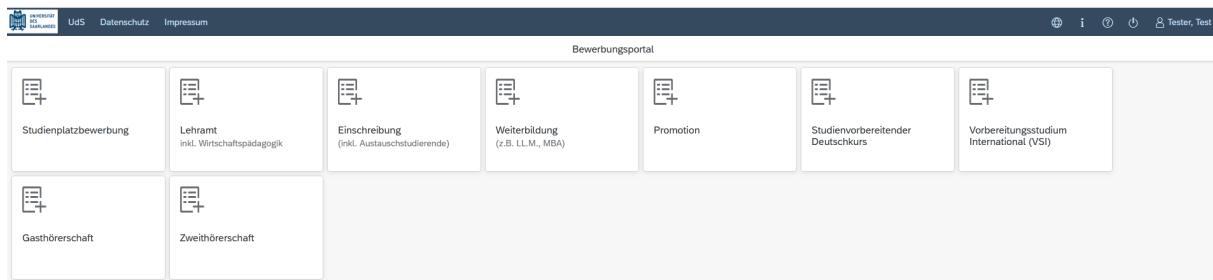
Note: If you are not already registered in SIM, please refer to the *SIM Registration* Guide.

If you are already enrolled as a student at Saarland University, you can use the SIM student web portal: https://sim.uni-saarland.de/
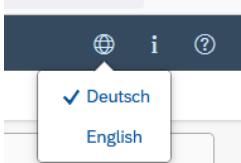
Log in using your an HIZ/UdS ID code. Once on your start page, click on the tile:

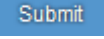You are now on your start page in the SIM application portal.

(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)



Note: To change to another language, click on and then .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.).

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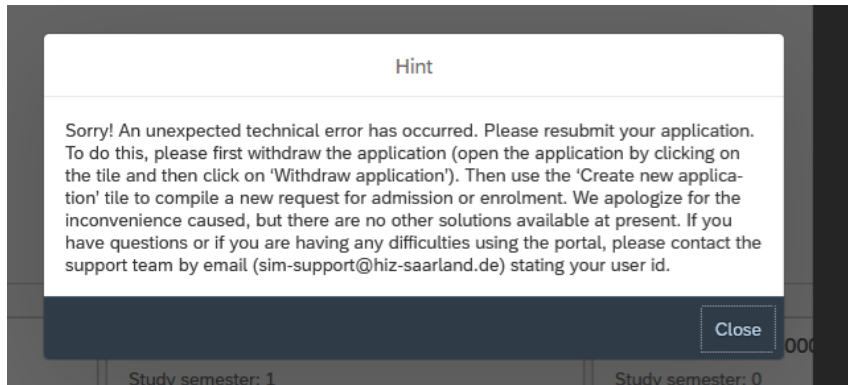
— Always exit the SIM application portal by clicking on the **logoff button** at the top right of the window.

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:

![Application to study a restricted-entry programme tile]

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 ![top right toolbar with Tester, Test highlighted] 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 item from the drop-down menu. Click

![down arrow] to see the list of options.

![Preliminary Questionnaire screen showing List of academic programmes with Application dropdown listing: Bachelor's degree programmes (Higher-level entry), Master's degree programmes (1st semester), Master's degree programmes (Higher-level entry), Medicine, dentistry, pharmacy (Higher-level entry)]

Click on ![icon] to select your **intended qualification and subject**.

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.

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

2.2 Personal details

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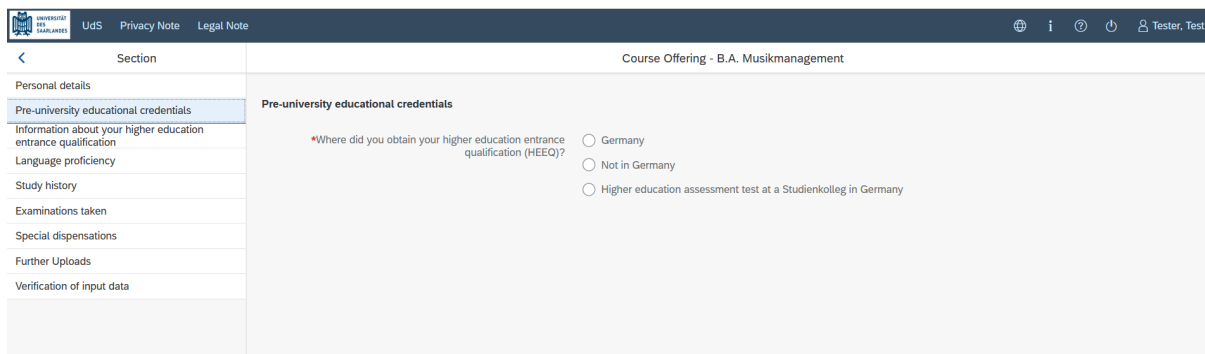

(Note: If you are applying for a place on a German language course, you must also specify which academic programme (subject and intended qualification) you plan to study after completing the language course.)

2.3 Pre-university education credentials

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.
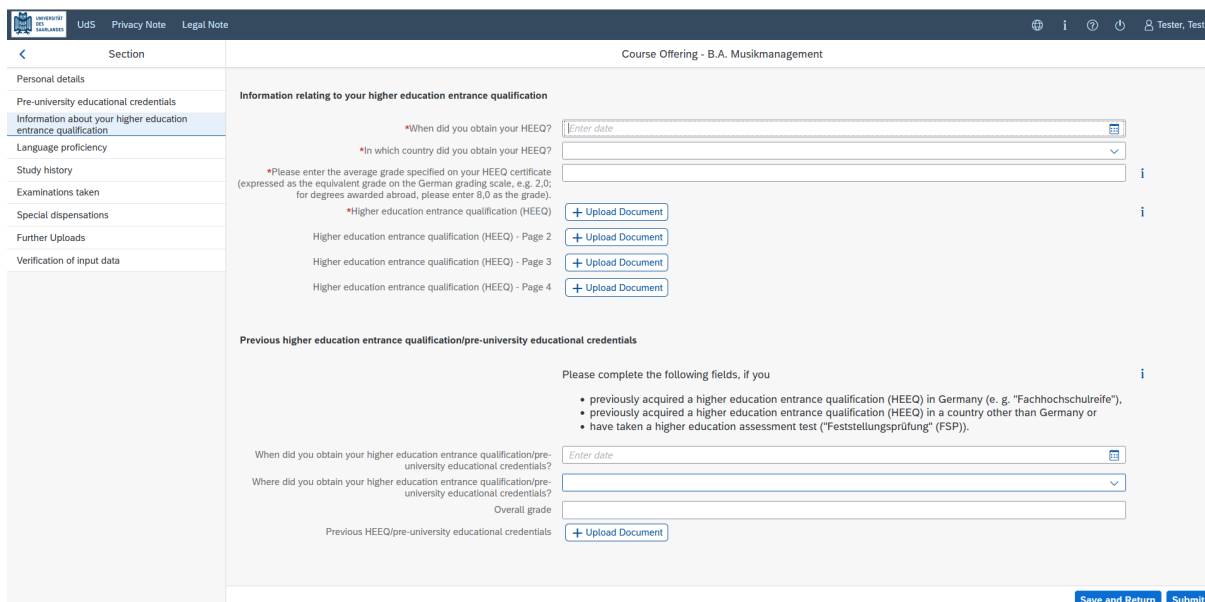

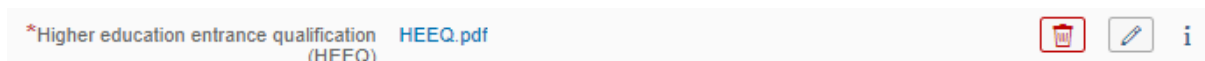## 2.4 Information about your higher education entrance qualification (HEEQ)

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').

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

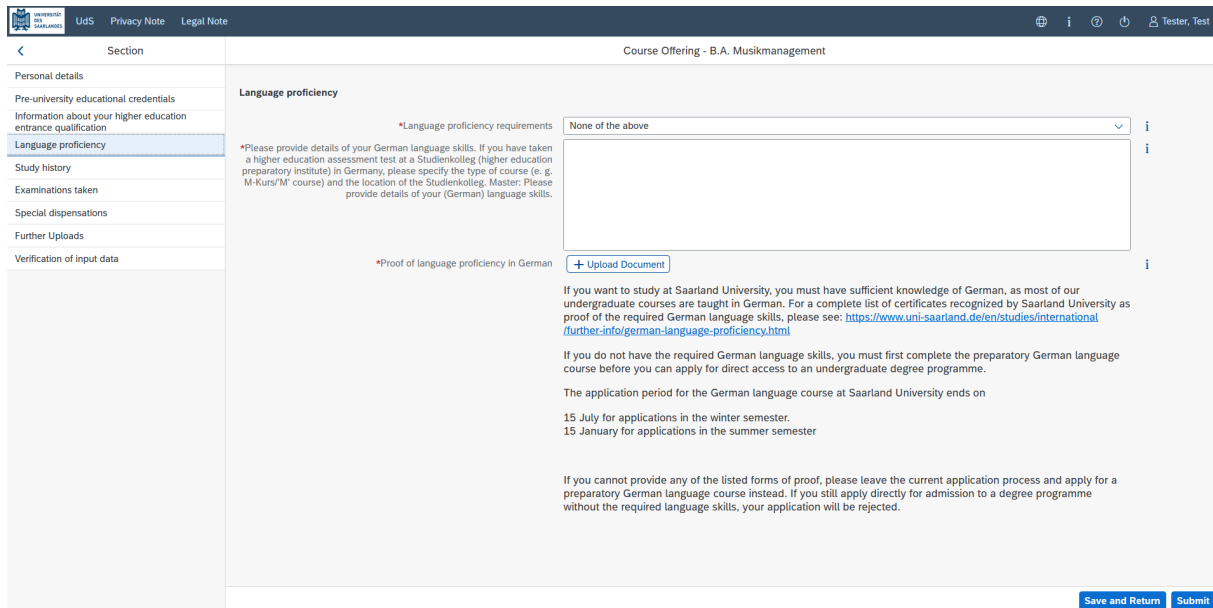## 2.5 Information on language proficiency (when applicable)

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
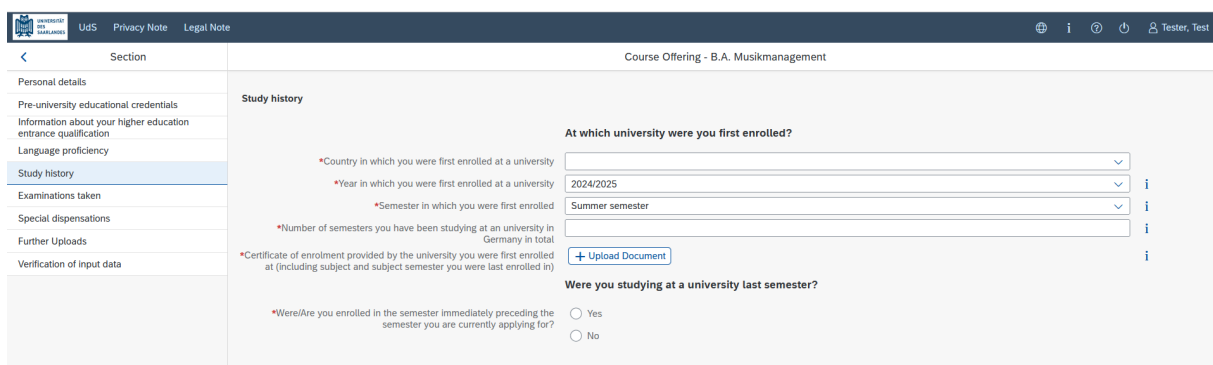
for a programme with other language requirements (e.g. working at a school English). If required, please complete at least the mandatory fields and upload the necessary documentary proof.

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: For information on the *year* and *semester* in which you were first enrolled, please refer to the information text **i** .

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.

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.

2.9 Special dispensations (if applicable)

[**Note:** only appears for certain programmes]

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

2.10 Further Uploads

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

+ Upload Document 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').

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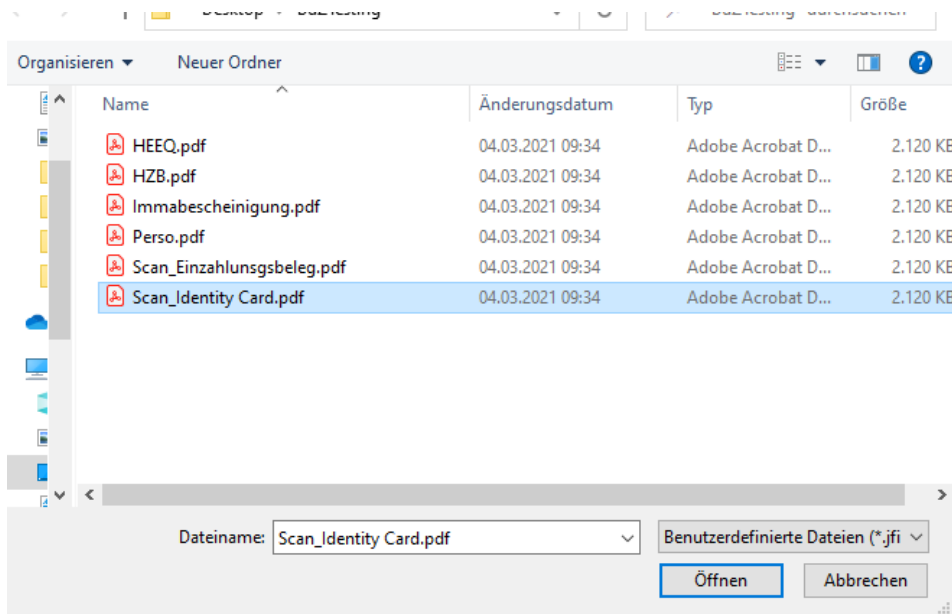
If the file was uploaded successfully, this will be indicated accordingly.

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 . 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

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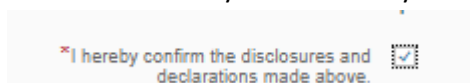
Note: Please note that the checkbox in the print preview or preview is not filled. This does not mean that the box in your application was not filled (ticked). The application can only be sent if you have given your consent.

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

Your application 100002158538 has been submitted.
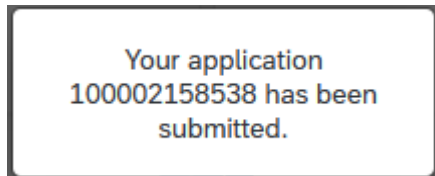
You will be able to view your application in the '**My applications**' section.

B.A. Musikmanagement (100002158538)
Study semester: 2

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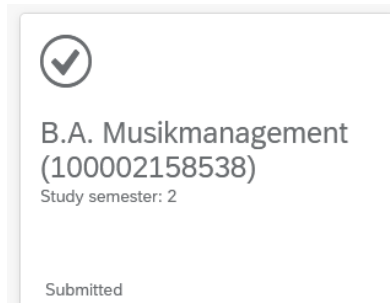
You should then receive email confirmation. If you do not receive confirmation by email, please check in good time before the application deadline expires that you did actually send your intended application via the [Submit] button and that you did not simply save your application without submitting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

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

To create a new application, click on:
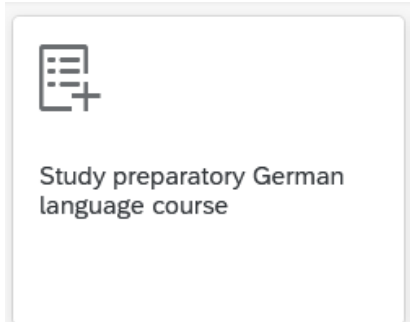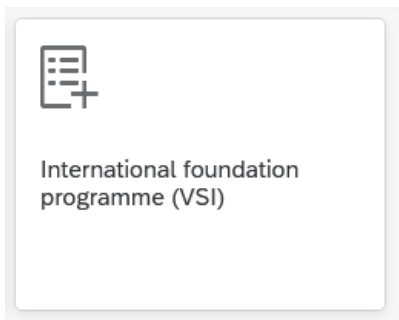
Study preparatory German language course

or

International foundation programme (VSI)

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 [icons: 🌐 i ? ⏻ 👤 Tester, Test] 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.

UdS   Privacy Note   Legal Note

Preliminary Questionnaire

List of academic programmes

Application: Vorbereitungsstudium International (VSI)

Intended qualification (with subject): Select

VSI Geisteswissenschaften:
VSI Geisteswissenschaften (international foundation programme - Humanities) prepares you in terms of language and content for a Bachelor's degree programme with non-restricted entry in the Faculty of Humanities. Please note that after completing this international foundation programme, you will not be able to switch to studying an alternative degree programme offered by other faculties (e.g. Medicine).

VSI MINT:
If you want to study for a Bachelor's degree in a so-called 'MINT' subject (in English usually referred to as STEM subjects), but your previous academic credentials do not meet the normal admission requirements, you can join the STEM foundation programme 'VSI MINT' that prepares you for Saarland University's special 'Bachelor Plus MINT' degree programme. Please note that once in the 'Bachelor Plus MINT' programme, you will not be able to switch to studying an alternative degree programme, such as medicine.

VSI MINT (Beginners):
If you wish to join the special 'Bachelor Plus MINT' degree programme, please apply for the international foundation programme 'VSI MINT (Beginners)', which includes preparatory German courses and academic preparatory courses.

VSI MINT (DSD schools):
Please apply for the international foundation programme 'VSI MINT (DSD Schools)' if you already have acquired academic credentials from a partner university within the VSI MINT (DSD Schools) cooperative scheme.
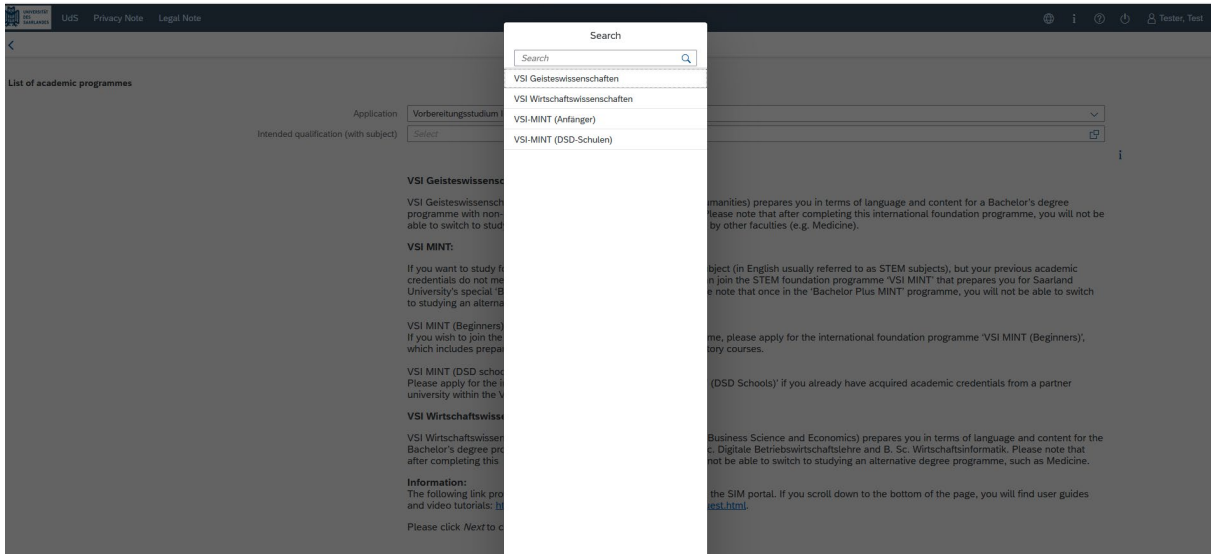
VSI Wirtschaftswissenschaft:
VSI Wirtschaftswissenschaft (international foundation programme - Business Science and Economics) prepares you in terms of language and content for the Bachelor's degree programmes B.Sc. Betriebswirtschaftslehre, B. Sc. Digitale Betriebswirtschaftslehre and B. Sc. Wirtschaftsinformatik. Please note that after completing this international foundation programme, you will not be able to switch to studying an alternative degree programme, such as Medicine.

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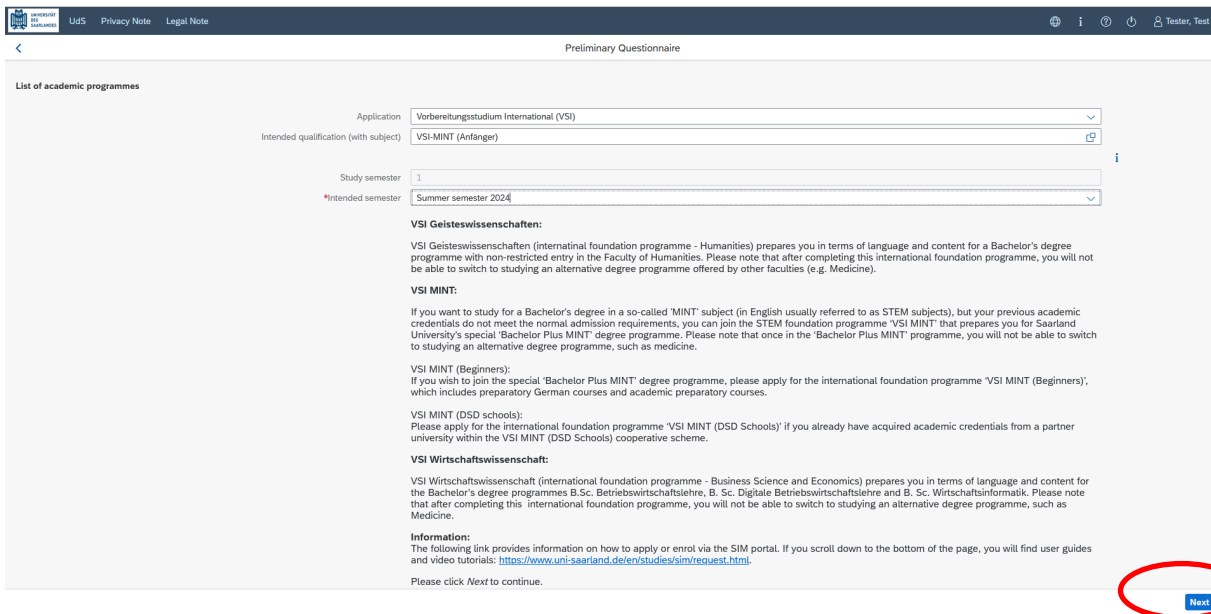
Click on to select your **intended qualification and subject**.

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 '**Additional documents required**'.
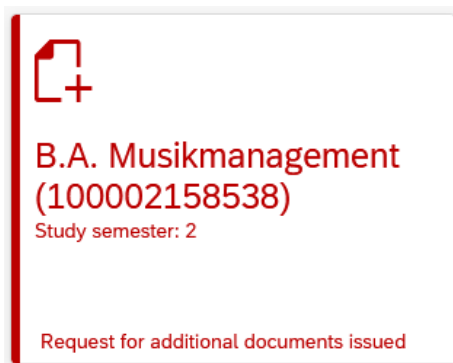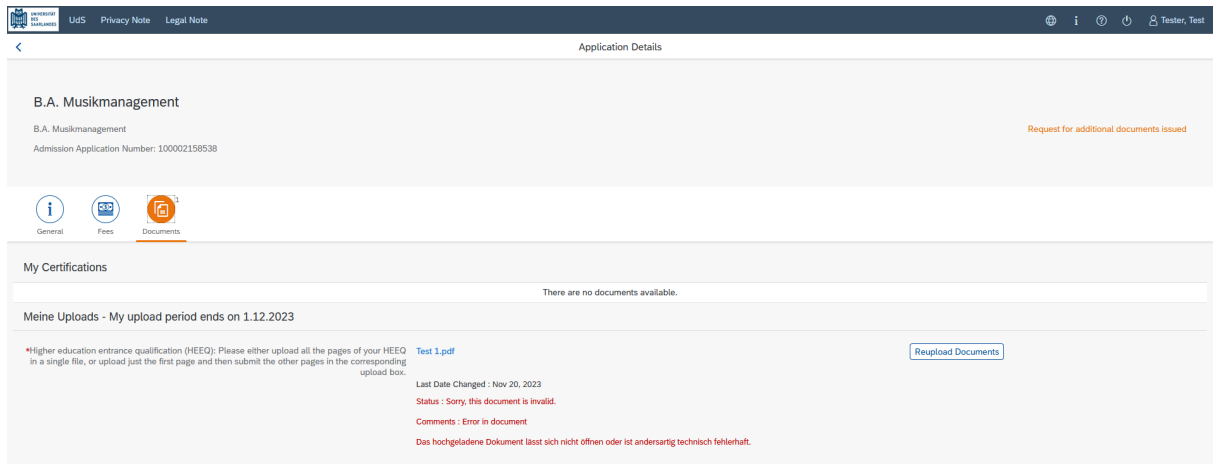

To reopen your application, click on the tile.
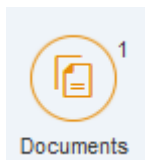
Click on the [Documents] icon '**Documents**', to read the message indicated by the superscript '**1**'.

In the example shown here, the higher education entrance qualification (HEEQ) uploaded during the application process has the status '**Document invalid**' and the explanatory comment '**Document damaged or corrupted**'.

B.A. Musikmanagement

B.A. Musikmanagement
Admission Application Number: 100002158538

Request for additional documents issued

General   Fees   Documents

My Certifications

There are no documents available.

Meine Uploads - My upload period ends on 1.12.2023

*Higher education entrance qualification (HEEQ): Please either upload all the pages of your HEEQ in a single file, or upload just the first page and then submit the other pages in the corresponding upload box.

Test 1.pdf

Reupload Documents

Last Date Changed : Nov 20, 2023
Status : Sorry, this document is invalid.
Comments : Error in document
Das hochgeladene Dokument lässt sich nicht öffnen oder ist andersartig technisch fehlerhaft.

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 **Documents have been submitted.**

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 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.

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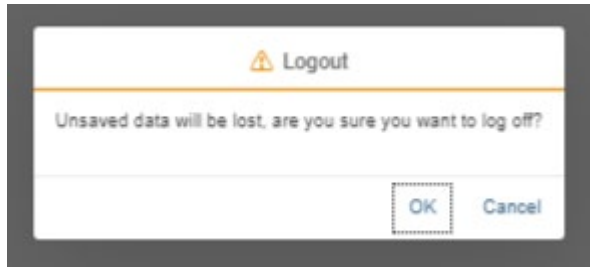
As soon as a decision has been made, you will receive notification by email.

5. Logging out of the SIM application portal

Click on the 'logoff' button shown at the top right of your screen:
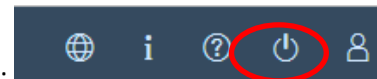
Confirm that you wish to log out

 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:

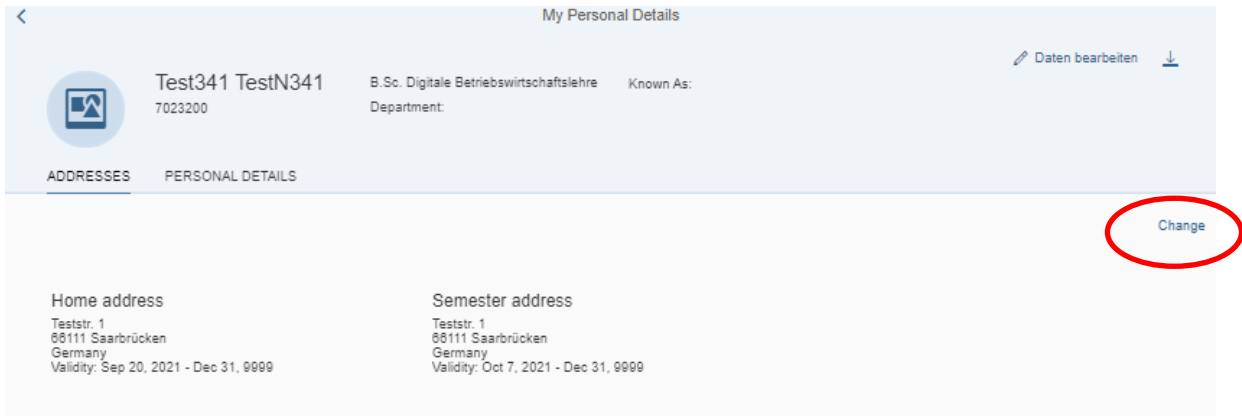Click on the 'person' icon shown at the top left of your screen .

Click [Kurt Cobain / Abmelden] 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 ⊕ i ⑦ ① 🔵 👤Tester, Test .

You will then see the following window. Click on 'Change'.
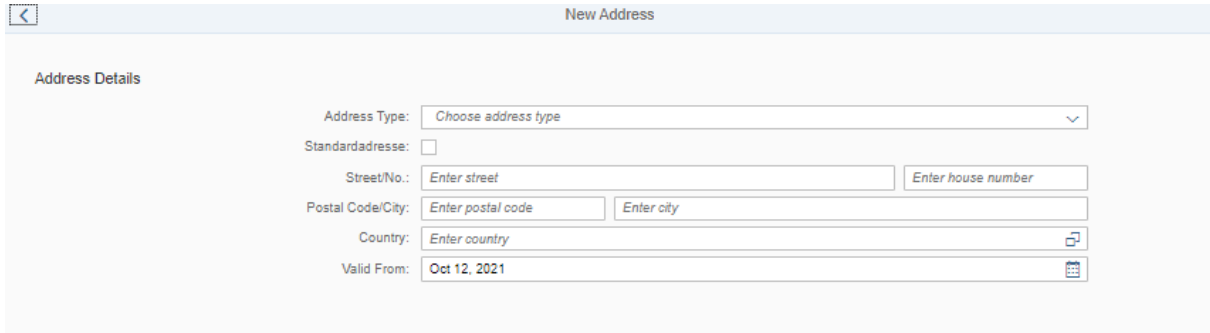
When the window opens, please enter your new address.

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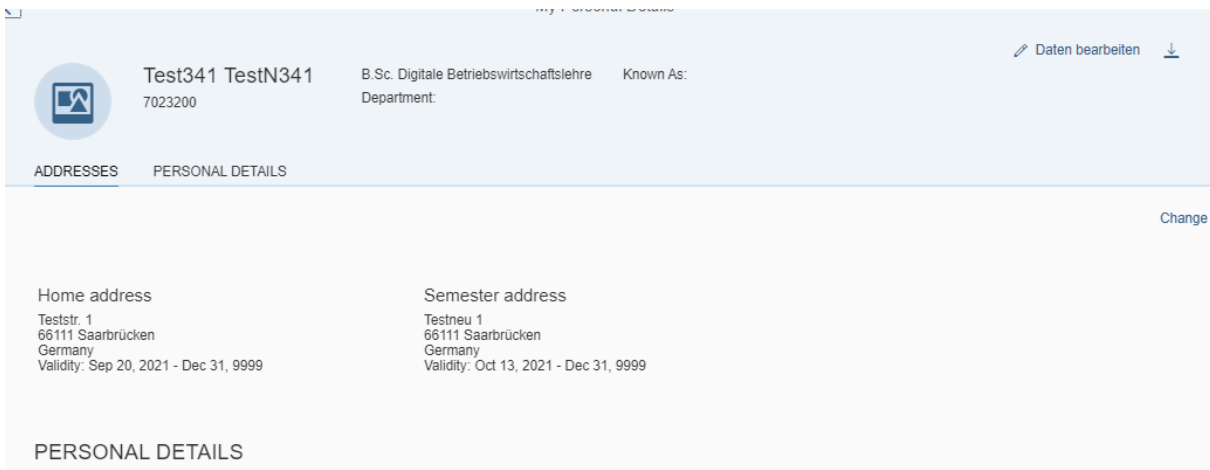
Use the field 'Valid from' to tell us when we should begin using the new address.

When you have added all the required information, click on `Save` 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.

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