



Student Information Management System

for 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 indicated by a red asterisk (e.g. Surname); to see

help texts click on the symbol; to save your draft application, click on

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

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.





Tabl	e of contents	
<u>1.</u>	OPEN THE SIM APPLICATION PORTAL USING THE FOLLOWING LINK: HTTPS://SIM.UNI-	
	SAARLAND.DE/BEWERBUNG	3
<u>2.</u>	APPLYING FOR A PLACE ON A DEGREE PROGRAMME	6
2.1	PRELIMINARY QUESTIONNAIRE	6
2.2	Personal details	8
2.3	PRE-UNIVERSITY EDUCATION CREDENTIALS	9
2.4	INFORMATION ABOUT YOUR HIGHER EDUCATION ENTRANCE QUALIFICATION (HEEQ)	9
2.5	INFORMATION ON LANGUAGE PROFICIENCY (WHEN APPLICABLE)	9
2.6	YOUR STUDY HISTORY	10
2.7	Examinations taken	10
2.8	WORK EXPERIENCE, VOCATIONAL TRAINING AND EMPLOYMENT PRIOR TO UNIVERSITY	11
2.9	SPECIAL DISPENSATIONS (IF APPLICABLE)	11
2.10	FURTHER UPLOADS	12
2.11	VERIFYING YOUR INPUT DATA	13
<u>3.</u>	APPLYING FOR A PLACE ON A STUDY PREPARATORY GERMAN LANGUAGE	
<u>.</u>	COURSE/INTERNATIONAL FOUNDATION PROGRAMME (VSI)	15
		15
3.1	PRELIMINARY QUESTIONNAIRE	15
<u>4.</u>	WHAT HAPPENS AFTER I HAVE SUBMITTED MY APPLICATION?	17
4.1	MY APPLICATION HAS BEEN REVIEWED AND I HAVE BEEN SENT A REQUEST FOR ADDITIONAL DOCUMENTS.	17
4.2	RESULT OF THE APPLICATION REVIEW PROCESS	18
<u>5.</u>	LOGGING OUT OF THE SIM APPLICATION PORTAL	20
<u>6.</u>	CHANGING YOUR ADDRESS IN THE SIM APPLICATION PORTAL	21
<u>7.</u>	ADDITIONAL INFORMATION	22
1		





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

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.

		UNIVERSITÄT DES SAARLANDES
User		
Password		
		Log In
	For	got Password
Don't have an a Please only reg HIZ ID code.	account?	got Password t have a SIM application portal username or a
Please only reg	account? gister here if you do no	<u> </u>
Please only reg HIZ ID code.	account? gister here if you do no Cr	t have a SIM application portal username or a eate account the SIM application portal, please send your

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

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.





UdS Datenschutz	Impressum					⊕ i @) 🕛 👌 Tester, Test
			Bewerbungspo	ortal			
Studienplatzbewerbung	Lehramt	Einschreibung	Weiterbildung	Promotion	Studienvorbereitender	Vorbereitungsstudium	
Staticiplatzbenerbang	inkl. Wirtschaftspädagogik	(inkl. Austauschstudierende)	(z.B. LL.M., MBA)		Deutschkurs	International (VSI)	
8	Ę						
Gasthörerschaft	Zweithörerschaft						

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



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. *Sumame).
- If a help text is available, you can view it by clicking on the 1 symbol.
- To save the data entered in your application so far and go back to your start page, click on
 Save and Return
 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 Submit. 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.

Hint	
Sorry! An unexpected technical error has occurred. Please rr To do this, please first withdraw the application (open the ap the tile and then click on 'Withdraw application'). Then use t tion' tile to compile a new request for admission or enrolmer inconvenience caused, but there are no other solutions avail have questions or if you are having any difficulties using the support team by email (sim-support@hiz-saarland.de) statin	pplication by clicking on the 'Create new applica- nt. We apologize for the ilable at present. If you portal, please contact the
	Close
Study semester: 1	Study semester: 0

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





Applying for a place on a degree programme 2.

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:

Ę	
Application to study a restricted-entry programme	

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 🛛 🖶 i 💿 🖉 👔 at the top right of the window, but only after you have submitted an application.

Preliminary Questionnaire 2.1

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

to see the list of options.		
Without UdS Privacy Note Legal Note		🖶 i 🕢 🕛 👌 Tester, Test
<	Preliminary Questionnaire	
List of academic programmes		
Application		×
Intended qualification (with subject)	Bachelor's degree programmes (Higher-level entry)	
	Master's degree programmes (1st semester)	1
*Intended semester	Master's degree programmes (Higher-level entry)	
	Medicine, dentistry, pharmacy (Higher-level entry)	
Click on to select your intend	ed qualification and subject.	

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<	Preliminary Questionnaire		
List of academic programmes			
Application Bachelors	s degree programmes (Higher-level entry)		
Intended qualification (with subject) Select	6		
The follow	ving questionnaire is designed to guide you through the process of applying for admission to a higher semester of a Bachelor's degree programme.	i	
Please tal	ke note of the following important information:		
examinati necesary semester	or higher-level entry to a degree programme you will need a formal record of recognition of prior learning or a credit transfer catificate issued by the relevant on officer at Santand University. In addition to submitting your application, you will also need to contact the relevant examination office. If you only receive the supporting documents later the application of eadline has passed, you may all liquids these documents with site portal unit 21 March 19 you are applying for summer admission.		
Informatio	on:		
The follow https://www	ving 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: w.uni-saarland.delen/studies/sim/request.html.		
Ptease clic	ck Next to continue.		

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

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

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

Depending on your chosen study programme, certain subjects may be fixed, in which case these fields will be greyed out and cannot be altered.

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





user UdS Privacy Note Legal Note	⊕ i @	ወ	8 Tester, Test
	Preliminary Questionnaire		
ist of academic programmes			
Applicat	Bachelor's degree programmes (Higher-level entry)		
Intended qualification (with subje	t) B.A. Musikmanagement		
		i	
*Study semes	er 2		
*Intended semes	summer semester 2024		
	The following questionnaire is designed to guide you through the process of applying for admission to a higher semester of a Bachelor's degree programme.		
	Please take note of the following important information:		
	To apply for higher-level entry to a degree programme you will need a formal record of recognition of prior learning or a credit transfer certificate issued by the relevant examinations office?) at Saarland University. In addition to submitting your application, you will also need to contact the relevant examination office. If you only receive the necessary supporting documents after the application dealine has passed, you may still upload these documents via this portal until 31 March if you are applying for summer semester admission. *) If you are studying medicine, dentistry or pharmaceutical science, credit transfer certificates are issued by the Saarland State Examinations Office.		
	Information:		
	The following link provides information on how to apply or enrol via the SIM portal. If you scroll down to the bottom of the page, you will find user guides and video tutorials: <u>https://www.uni-saarland.de/en/studies/sim/request.html</u> .		
	Please click Next to continue.		
			Next

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.

UdS Privacy Note Legal Note		🕀 i 🕐	也 A Tester, Test
< Section		Course Offering - B.A. Musikmanagement	
Personal details	Personal details		^
Pre-university educational credentials	*Surname		
Information about your higher education entrance qualification	Surname at birth		i
Language proficiency	*First name/s (as shown on your identity card or passport)		
Study history	*Gender	() Male	
Examinations taken		O Female	
Special dispensations		O Nonbinary	
Further Uploads		Not specified	
Verification of input data	*Date of birth	Enter date	
	*Place of birth		
	*Nationality	~ ·	
	Second nationality	~ ·	i
	Your address and contact details		
	*Street name		
	*House number		i
	c/o details/additional address information		i
	*Country of residence	×	
	*Postal code		
	*Place of residence (town/city)		
	Phone number (landline)		
	Mobile/Cell number		
	*Email address		
		General information: You can navigate between the questions in the left column.	
		Save	and Return Submit

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





2.3 Pre-university education credentials

Pre-university educational credentials

Please click on 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.

	6 Privacy Note	Legal Note				۲		A Tester, Test
<	Section				Course Offering - B.A. Musikmanagement			
Personal details								
Pre-university edu	cational credential	s	Pre-university educational credentials					
Information about entrance qualifica	your higher educa	tion	*Where did you obtain your higher education entrance	0	Germany			
Language proficie	ncy		qualification (HEEQ)?	0	Not in Germany			
Study history				0	Higher education assessment test at a Studienkolleg in Germany			
Examinations take	en							
Special dispensati	ions							
Further Uploads								
Verification of input	ut data							

2.4 Information about your higher education entrance qualification (HEEQ)

Information about your higher education entrance qualification

Please click on 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').

UdS Privacy Note Legal Note	2	⊕ i ⊘ ୯	8 Tester, Test
< Section		Course Offering - B.A. Musikmanagement	
Personal details	Information relating to your higher education entrance qualification		
Pre-university educational credentials Information about your higher education entrance qualification	*When did you obtain your HEEQ?	Enter date	
Language proficiency	*In which country did you obtain your HEEQ?		
Study history	 Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2,0; 		i
Examinations taken	for degrees awarded abroad, please enter 8,0 as the grade). *Higher education entrance gualification (HEEQ)	+ Upload Document	
Special dispensations			1
Further Uploads	Higher education entrance qualification (HEEQ) - Page 2	+ Upload Document	
Verification of input data	Higher education entrance qualification (HEEQ) - Page 3	+ Upload Document	
	Higher education entrance qualification (HEEQ) - Page 4	+ Upload Document	
	Previous higher education entrance qualification/pre-university educat	tional credentials	
		Please complete the following fields, if you	i
		 previously acquired a higher education entrance qualification (HEEC) in Germany (e.g. "Fachhochschulreife"), previously acquired a higher education entrance qualification (HEEQ) in a country other than Germany or have taken a higher education assessment test ("Feststellungsprüfung" (FSP)). 	
	When did you obtain your higher education entrance qualification/pre- university educational credentials?	Enter date	
	Where did you obtain your higher education entrance qualification/pre- university educational credentials?	~ v	
	Overall grade		
	Previous HEEQ/pre-university educational credentials	+ Upload Document	
		Save and	Return Submit

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

*Higher education entrance qualification HEEQ.pdf [HEEQ] i

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.

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< Section		Course Offering - B.A. Musikmanagement	
Personal details			
Pre-university educational credentials	Language proficiency		
Information about your higher education entrance qualification	*Language proficiency requirements	None of the above	i
Language proficiency	*Please provide details of your German language skills. If you have taken		i
Study history	a higher education assessment test at a Studienkolleg (higher education preparatory institute) in Germany, please specify the type of course (e.g. M-Kurs/M' course) and the location of the Studienkolleg. Master: Please		
Examinations taken	provide details of your (German) language skills.		
Special dispensations			
Further Uploads			
Verification of input data	*Proof of language proficiency in German	+ Upload Document	i
		If you want to study at Saarland University, you must have sufficient knowledge of German, as most of our undergraduate courses are taught in German. For a complete list of certificates recognized by Saarland University proof of the required German language skills, lpses see: https://www.uni-saarland.de/ensitudies/international /funther-infoigerman-language-proficiency.thm! If you do not have the required German language skills, you must first complete the preparatory German language course before you can apply for direct access to an undergraduate degree programme. The applications in the German language course at Saarland University ends on 15 July for applications in the winter semester. 15 January for applications in the winter semester If you cannot provide any of the listed forms of proof, please leave the current application process and apply for a preparatory German language skills, your suit apply directly for admission to a degree programme without the required language skills, your application will be rejected.	5
		Save an	d Return Submit

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 1.

UdS Privacy Note Legal Note					8 Tester, Test
< Section		Course Offering - B.A. Musikmanagement			
Section Personal details Pre-university educational credentials Information about your higher education entrance qualification Language proficiency Study history Examinations taken Special dispensations Further Uploads Verification of input data	Study history Country in which you were first enrolled at a university Para in which you were first enrolled at a university Semeater in which you were first enrolled Sumber of semesters you have been studying at an university in Germany in total Certificate of enrolment provided by the university you were first enrolled (Including subject and subject semester you were last enrolled in) WereAre you enrolled in the semester immediately preceding the	Course Offering - B.A. Musikmanagement At which university were you first enrolled? 2024/2025 Summer semester Ultimat Document Were you studying at a university last semester? Ves			i i i
	semester you are currently applying for?	No			

2.7 Examinations taken

Please click on 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.





UdS Privacy Note Legal Note	8	\$ i @ ⊍	음 Tester, Test
< Section		Course Offering - B.A. Musikmanagement	
Personal details			
Pre-university educational credentials	Examinations taken		
Information about your higher education entrance qualification		Last university degree qualification/loss of right of examination	
Language proficiency	Have you already completed the final academic assessment stage/final examinations at a	Yed	
Study history	university in Germany or abroad, or have you already lost the right of assessment or examination at such a university?		
Examinations taken	 Country in which you completed the examinations 	<pre>v</pre>	
Special dispensations	*Type of study	×	
Further Uploads	*Degree/Qualification	×	
Verification of input data	 First subject 	×	
	Second subject	✓	
	Third subject	×	
	Date of examination	Enter date	
	*Examination status	×	
	*Overall grade	· · · · · · · · · · · · · · · · · · ·	
		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.	
		If you have exademic neords from studying in a country other than Germany but you do not know what your grade is equivalent to in the German grading system, polase enter 8,0. Please submit these academic records with your other documents. Your equivalent German grade will be determined by the university.	
		If you have already graduated from a university or you have lost the right of examination in a particular subject area ('irrevocable fail'), please upload the relevant documents (incl. translations in the case of international certificates).	
		A translation is required if the original documents are not in German, English or French.	
	If you passed the final examinations, please submit your graduation documents (e.g., graduation certificates); if you failed the final examinations, please submit proof of your inrevocable loss of right to further examination (ncl. translation).	+ Upload Document	
	Examination certificates (incl. translations)	+ Upload Document	
	Transcript of records (incl. translations)	+ Upload Document	
		Penultimate university degree qualification/loss of right of examination	
		If you comoleted an academic degree programme or lost your right of examination before your last higher education qualification, please provide details about this penultimate higher education qualificationfloss of right of examination.	
		Save and Re	turn Submit

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 answe	r the mandatory questions.	
Personal details				
Pre-university educational credentia	Activities unde	rtaken after obtaining your h	sigher education entrance qualification	
Information about your higher educa entrance qualification	ison "Prod	f of completion of a recognized	() Yes	
Language proficiency		apprenticeship or traineeship	No	
Study history		"Work experience or internship relevant to the	O Yes	i
Examinations taken	progra	mme to which you are seeking admission	No	
Work experience				
File Upload				
Verification of input data				

2.9 Special dispensations (if applicable)

[Note: only appears for certain programmes]

Special dispensations

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





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< Section		Course Offering - B.A. Musikmanagement	
Personal details			
Pre-university educational credentials	Special dispensations		
Information about your higher education entrance qualification		For more information on these applications, please go to https://www.uni-saarland.de/en/study/application/allocation/dispensations.html	
Language proficiency	Applying under the exceptional hardship scheme	Yes	
Study history	septimity under the enceptional handling determine	0 No	
Examinations taken			
Special dispensations		Please submit the reasons for your request and relevant supporting documents.	
Further Uploads	 Statement of reasons for an application under the exceptional hardship scheme 	+ Upload Document	
Verification of input data	*Documents relating to exceptional hardship applications	+ Upload Document	

2.10 Further Uploads

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

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').

UdS Privacy Note Legal Not	・ ・<
< Section	Course Offering - B.A. Musikmanagement
Personal details	
Pre-university educational credentials Information about your higher education entrance qualification	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.
Language proficiency Study history	If you have not yet have all of your academic credentials (certificates of academic attainment) to hand, you can upload them at a later date but by no later than 30 September (for the winter semester) or 31 March (for the summer semester).
Examinations taken Special depresations Further Uploads Verification of Input data	The following persons are required to provide their academic credentials relating to previous academic attainment: • Students transferring to another university within Germany to study the same subject: Copies of course certificates, certificates of successfully completed informations, etc. (exception: students transferring for comber university for study bloigy must provide formal record of recognition of prior learning) • all other applying to join a transfer certificates or academic placement assessments as provided by the relevant examination offices at • Students applying to join a transfer certificate or gradient assessments as provided by the relevant examination offices at • Students applying to join a transfer certificate or academic placement assessments and provide a credit transfer certificate or an academic placement assessment from the Department of Education at Saatland University regarding the recognition of transferable academic credits in the field of educational science.
	Certification of admission to the Higher education access course 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.





rganisie	eren 👻 Neuer Ordner		== •	□ ?
^	Name	Änderungsdatum	Тур	Größe
	🕭 HEEQ.pdf	04.03.2021 09:34	Adobe Acrobat D	2.120 K
	👃 HZB.pdf	04.03.2021 09:34	Adobe Acrobat D	2.120 K
	👃 Immabescheinigung.pdf	04.03.2021 09:34	Adobe Acrobat D	2.120 K
	🔊 Perso.pdf	04.03.2021 09:34	Adobe Acrobat D	2.120 K
	Scan_Einzahlunsgsbeleg.pdf	04.03.2021 09:34	Adobe Acrobat D	2.120 K
	Scan_Identity Card.pdf	04.03.2021 09:34	Adobe Acrobat D	2.120 K
	¢			,
	Dateiname: Scan_Identity Car	d.pdf ~	Benutzerdefinierte Date	

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

*Scan of identity card (front and back) or scan Scan_Identity Card.pdf of passport



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

UdS Privacy Note Legal Note	2	🔀 i 🕐 🕁 A Tester, Test
< Section		Course Offering - B.A. Musikmanagement
Personal details		
Pre-university educational credentials	Declaration (in lieu of oath)	
Information about your higher education entrance qualification		I hereby apply to be admitted to Saarland University on the basis of the information I have provided above.
Language proficiency		I hereby declare that the information provided in my application is true, correct and complete.
Study history		I am aware that any incorrect information that I supply, either negligently or intentionally, is in contravention of the regulations of
Examinations taken		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.
Special dispensations		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.
Further Uploads		
Verification of input data	*I hereby confirm the disclosures and declarations made above.	
	I hereby declare that I have not lost the right of assessment or examination in the specified subject areas.	v
		\sim
		Save a d Return Submit
V	erification of input data	
Please click on	. In this fin	al section, you are required to provide a declaration
(in lieu of oath) [Ei	desstattliche Erklarung] before	submitting your application. Read the text carefully
and then indicate	your consent by ticking the che	ckbox before you submit your application

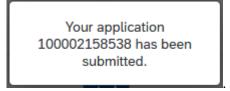
*I hereby confirm the disclosures and declarations made above.





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

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



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

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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 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 🖶 i 🕜 (1 🔒 Tester, Test 刘 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

\checkmark to see the list of options.			
UdS Privacy Note Legal Note	⊕ i ⊘	ወ	음 Tester, Test
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	VSI Wirtschaftswissenschaft (international foundation programme - Business Science and Economics) prepares you in terms of language and content for the Bachelor's degree programmes BS. De Eletisöwsirtschaftshere, B.S. Digitale Betrisöwsirtschaftshere na B.S. Dischaftsinformatik. Please note that after completing this international foundation programme, you will not be able to swhich to studying an alternative degree programme. Such as Medicine. Information: The following link provides information on how to apply or errol via the SIM potal. If you scroll down to the bottom of the page, you will find user guides and video turiorisis: https://www.unis.atand.defervious/attices/antirequest.thml.		
	Please click Next to continue.		





Click on to select your intended qualification and subject.

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		Search Q	
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		VSI Wirtschaftswissenschaften	
	Vorbereitungsstudium I	VSI-MINT (Anfänger)	· · · · · · · · · · · · · · · · · · ·
Intended qualification (with subject)	Select	VSI-MINT (DSD-Schulen)	C .
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	VSI Geisteswissensch programme with non- able to switch to stud		monities) prepares you in terms of language and content for a Bachelor's degree lease note that after completing this international foundation programme, you will not be by other faculties (e.g. Medicine).
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	If you want to study for credentials do not me University's special 'B to studying an alterna		oject (n English usually referred to as STEM subjects), but your previous academic o join the STEM foundation programme VISI MINT: That prepares you for Saatand • note that once in the 'Bachelor Plus MINT' programme, you will not be able to switch
	VSI MINT (Beginners) If you wish to join the which includes prepar		me, please apply for the international foundation programme 'VSI MINT (Beginners)', any courses.
	VSI MINT (DSD school Please apply for the in university within the V		(DSD Schools)' if you already have acquired academic credentials from a partner
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	VSI Wirtschaftswissen Bachelor's degree pro after completing this		Business Science and Economics) propares you in terms of language and content for the c. Digitale Betriebowirtschaftslehre and B. Sc. Wirtschaftsinformatik. Please note that not be able to switch to studying an alternative degree programme, such as Medicine.
	Information: The following link pro and video tutorials: ht		the SIM portal. If you scroll down to the bottom of the page, you will find user guides est.html.
	Please click <i>Next</i> to c		

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.

UdS Privacy Note Legal Note			8 Tester, Test
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List of academic programmes			
Aj	plication Vorbereitungsstudium International (VSI)	1	
Intended qualification (with	subject) VSI-MINT (Anfanger)		
		i	
Study	emester 1		
*Intended	emester Summer semester 2024]	
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	VSI MINT:		
	If you want to study for a Bachelor's degree in a so-called MINT-subject (in English susually referred to as STEM subject), but your previous academic credentials of not meet the normal admission requirements, you can join the STEM for Wondalion programme VSI MINT-that prevene you for Savafand 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, call as amedicine.		
	VSI MINT (Beginners): If you wish to jothe 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 BSc. Berthesbwirtschaftslehre, BS. Cc biglabe Berthesbwirtschaftslehre and B. Sc. Wirtschaftschaftschaft in Base note that after completing this international foundation programme, you will not be able to switch to studying an atternative 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: <u>https://www.uni-saarland.defen/studies/sim/request.html</u> .		
	Please click Next to continue.	- (

Click on Next to automatically open the online application form for your chosen degree programme and subject. Version SoSe 24_6.0-en Page 16 of 22





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.

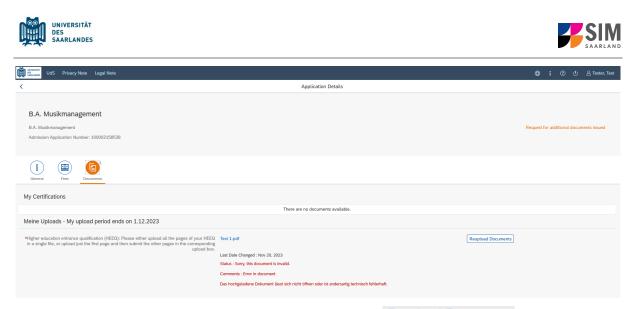
If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change to 'Additional documents required'.



To reopen your application, click on the tile.

	Documents		
Click on the	Documento	icon ' Documents ', to read the messag	e indicated by the superscript '1'.
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<		Application Details	
B.A. Musikmanagement B.A. Musikmanagement Admission Application Number			Request for additional documents issued
	cuments		
	B.A. Musikmanager	ng B.A. Musikmanagement Mt Study semester 2 on 20.11.2023, 15-51:59	

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**'.



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.		

Documents have been submitted.

You will receive an on-screen notification message

and the explanatory comment will be deleted.

Note: Please check under 'My applications' that the status message 'Additional documents required' no longer appears on the tile. You may need to refresh the view with 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.

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<	Application Details			
B.A. Musikmanagement B.A. Musikmanagement Admission Application Number: 100002158538			Admissi	ion Offered
General Fees Documents				
My Certifications Decision notifications				
Meine Uploads - My upload period ends on 31.3.2	2022			

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

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

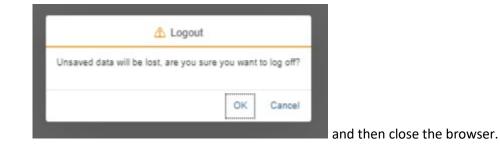
As soon as a decision has been made, you will receive notification by email.





5. Logging out of the SIM application portal

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



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



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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 et al. (2) and the click on the start page and the start page and the click on the start page and the start page and the click on the start page and the start page

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

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		Test341 TestN341 7023200	B.Sc. Digitale Betriebswirtschaftslehre Department:	Known As:	🖉 Daten bearbeiten	<u> </u>
	ADDRESSES	PERSONAL DETAILS				
					\langle	Change
	Home addre	ess	Semester address			
	Teststr. 1 66111 Saarbrüc Germany Valiidity: Sep 20	жen), 2021 - Dec 31, 9999	Teststr, 1 66111 Saarbrücken Germany Validity: Oct 7, 2021 - Dec 31, 9	9999		

When the window opens, please enter your new address.

<	New Address			
Address Details				
Address Type:	Choose address type 🗸 🗸			
Standardadresse: [
Street/No.:	Enter street Enter house number			
Postal Code/City:	Enter postal code	Enter city		
Country:	Enter country			
Valid From:	Oct 12, 2021		Ē	

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

Dual-subject Master's degree programmes:

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

Teacher training degree programmes: <u>https://www.uni-saarland.de/fileadmin/upload/studium/angebot/lehramt.pdf</u>