

Student Information Management System for Saarland





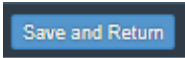
Changing Subjects in a Multi-Subject, Non- Restricted Entry Degree Programme Winter semester 2021/22

Key information at a glance

Access to SIM for students at Saarland [University https://sim.uni-saarland.de](https://sim.uni-saarland.de)

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

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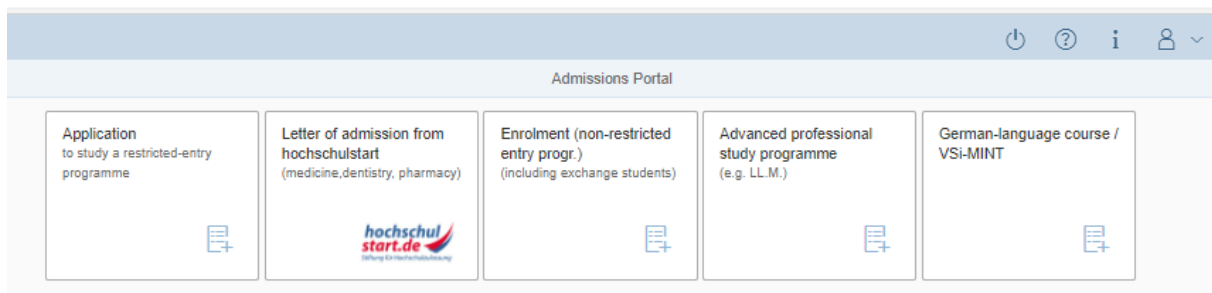
1. Open the SIM student web portal by clicking on the following link <https://sim.uni-saarland.de/>

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

Open the SIM student web portal by clicking on the following link <https://sim.uni-saarland.de/>
Log in using your HIZ/UdS ID code. Once on your start page, click on the tile:






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




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

If you would like to change subject within your current multi-subject, non-restricted entry degree programme, please follow the instructions in Section 2.

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

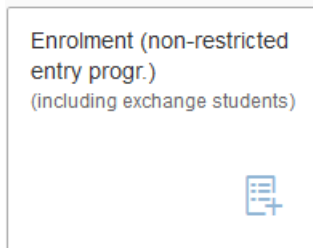
online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.


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

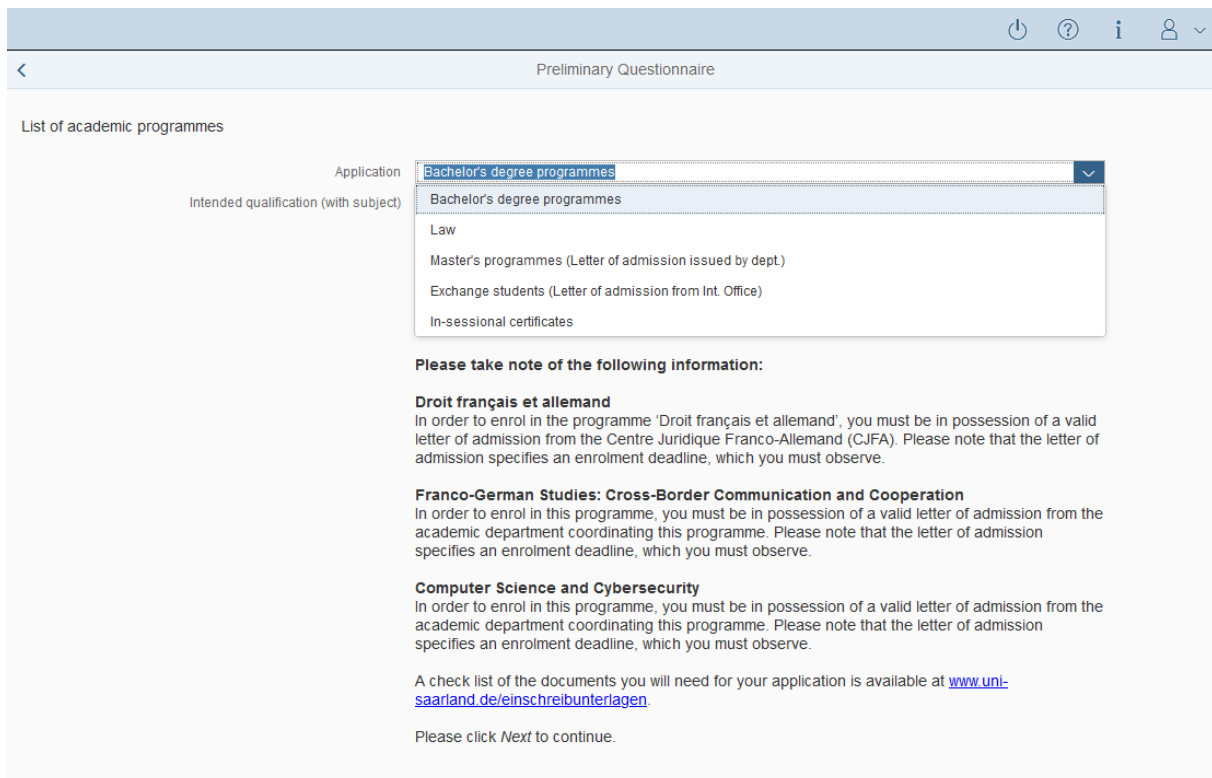
2. How to change subject

2.1 Preliminary questionnaire

To change a subject in your current multi-subject, non-restricted entry degree programme, please access your start page and then click on the tile:



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



The screenshot shows the 'Preliminary Questionnaire' interface. At the top, there are navigation icons (back, power, help, info, user) and a title bar. Below the title bar, the text 'List of academic programmes' is visible. The form contains two main fields: 'Application' and 'Intended qualification (with subject)'. The 'Application' field is currently set to 'Bachelors degree programmes' and has a dropdown arrow. The 'Intended qualification (with subject)' field is currently empty. Below these fields, there is a section titled 'Please take note of the following information:' which contains three paragraphs of text: 'Droit français et allemand', 'Franco-German Studies: Cross-Border Communication and Cooperation', and 'Computer Science and Cybersecurity'. At the bottom, there is a link to a document checklist and a 'Next' button.

Select your current **intended qualification (with subject)** by clicking on  to see the list of options.

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Preliminary Questionnaire

List of academic programmes

Application

Intended qualification (with subject)

*Intended semester

The following questionnaire is designed to guide you through the enrolment process for a place on a non-restricted entry programme in the coming winter semester (application deadline: 30 September)

If you are unsure whether entry restrictions apply to the programme you wish to join, please refer to the table at <https://www.uni-saarland.de/en/study/application/first-degree.html>.

Please take note of the following information:

Droit français et allemand

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

The starting semester that you specify should be the semester in which you wish the change of subject to take effect. Typically, the only option available is the coming semester.

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Preliminary Questionnaire

List of academic programmes

Application

Intended qualification (with subject)

*Intended semester

The following questionnaire is designed to guide you through the enrolment process for a place on a non-restricted entry programme in the coming winter semester (application deadline: 30 September)

If you are unsure whether entry restrictions apply to the programme you wish to join, please refer to the table at <https://www.uni-saarland.de/en/study/application/first-degree.html>.

Please take note of the following information:


Droit français et allemand
In order to enrol in the programme 'Droit français et allemand', you must be in possession of a valid letter of admission from the Centre Juridique Franco-Allemand (C.JFA). Please note that the letter of admission specifies an enrolment deadline, which you must observe.

Franco-German Studies: Cross-Border Communication and Cooperation
In order to enrol in this programme, you must be in possession of a valid letter of admission from the academic department coordinating this programme. Please note that the letter of admission

The entry under **Main subject** is your current main subject; it is greyed-out as it is shown for information purposes only and cannot be changed.

Please enter under **Subject semester** the subject semester that you will be in when studying your main subject next semester.

Now select under **Subsidiary subject** (*Nebenfach*) the new subsidiary subject that you wish to study;

click on  to see a list of options.

Please click *Next* to continue.

Main subject

*Study semester

Supplementary subject

i

Next


After selecting your new subsidiary subject, a number of other input boxes will appear. If you are just starting to study this subject, please enter '1'. If you also want to change your **supplementary subject** (*Ergänzungsfach*), please follow the same procedure as for your subsidiary subject.

Example: Student A is currently studying her main subject in the second semester and she now wants to change her subsidiary and supplementary subjects for the coming semester. That means that in the coming semester she will be in her third study semester for her main subject. She therefore has to enter a '3' (for the third study semester) in the input box *Study semester*, which is located below *Main subject*. As she wants to change her subsidiary subject and she has not previously studied this subject before, she selects her new subject 'B.A. Philosophie – subsidiary subj.' from the list of options in the *Subsidiary subject* combo box and then enters in the Study semester box a '1' to indicate that she will be in the first study semester for this subject. She also wants to change her supplementary subject, which she does by following the same procedure used for the subsidiary subject(s).

A check list of the documents you will need for your application is available at www.sim-saarland.de/einschreibunterlagen.

Please click *Next* to continue.

Main subject	<input type="text" value="B.A. Frz. Kulturwiss. + IK-HF"/>	
*Study semester	<input type="text" value="3"/>	i
Supplementary subject	<input type="text" value="B.A. Philosophie NF"/>	
*Study semester	<input type="text" value="1"/>	i
Supplementary subject	<input type="text" value="Select"/>	

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

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⏪ Preliminary Questionnaire ⏩

Application	Bachelor's degree programmes	
Intended qualification (with subject)	B.A. Französische Kulturwiss. und Interkult. Kommunikation	🔗
*Intended semester	Winter semester 2021/2022	

The following questionnaire is designed to guide you through the enrolment process for a place on a non-restricted entry programme in the coming winter semester (application deadline: 30 September)

If you are unsure whether entry restrictions apply to the programme you wish to join, please refer to the table at <https://www.uni-saarland.de/en/study/application/first-degree.html>.

Please take note of the following information:

Droit français et allemand
In order to enrol in the programme 'Droit français et allemand', you must be in possession of a valid letter of admission from the Centre Juridique Franco-Allemand (CJFA). Please note that the letter of admission specifies an enrolment deadline, which you must observe.

Franco-German Studies: Cross-Border Communication and Cooperation
In order to enrol in this programme, you must be in possession of a valid letter of admission from the academic department coordinating this programme. Please note that the letter of admission specifies an enrolment deadline, which you must observe.

Computer Science and Cybersecurity
In order to enrol in this programme, you must be in possession of a valid letter of admission from the academic department coordinating this programme. Please note that the letter of admission specifies an enrolment deadline, which you must observe.

A check list of the documents you will need for your application is available at www.uni-saarland.de/einschreibunterlagen.

Please click *Next* to continue.

Main subject	B.A. Frz. Kulturwiss. + IK HF	
*Study semester	3	i
Supplementary subject	B.A. Philosophie NF	🔗
*Study semester	1	i
Supplementary subject	B.A. Geschichte EF	🔗
*Study semester	1	i

Next

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

Please now complete the short-form questionnaire shown below.

2.2 Personal details

The personal details that you have already entered into the system will be displayed on the screen. If you want to edit your personal details, please click on Personal details.

Section	Course Offering - B.A. Frz. Kulturwiss. + IK
Personal details	Personal details
File Upload	
Confirm choice of intended qualification (with subject)	
Verification of input data	
	<p>Surname <input type="text" value="Testos"/></p> <p>Surname at birth <input type="text"/></p> <p>First name/s (as shown on your identity card or passport) <input type="text" value="Testnutzer X"/></p> <p>Gender <input checked="" type="radio"/> male <input type="radio"/> female <input type="radio"/> diverse</p> <p>Date of birth <input type="text" value="Jan 1, 2000"/></p> <p>Place of birth <input type="text" value="Saarbrücken"/></p> <p>Nationality <input type="text" value="Germany"/></p> <p>Second nationality <input type="text"/></p> <p>Your address and contact details</p> <p>Street name <input type="text" value="Teststr."/></p> <p>House number <input type="text" value="1"/></p> <p>c/o details/additional address information <input type="text"/></p> <p>Country of residence <input type="text" value="Germany"/></p> <p>Postal code <input type="text" value="66111"/></p> <p>Place of residence (town/city) <input type="text" value="Saarbrücken"/></p> <p>Phone number (landline) <input type="text"/></p> <p>Mobile/Cell number <input type="text"/></p> <p>Email address <input type="text" value="test@email.com"/></p>
	<p style="text-align: right;">Save and Return Submit</p>

2.3 File upload

Click [File Upload](#). Please upload all of the mandatory documents, by clicking on the [+ Upload Document](#) button next to the relevant field. Please ensure that you assign each document to the correct upload field.

Only *one* file can be uploaded per required document; permissible file formats are **JPEG/JPG** or **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').

< Section
Course Offering - B.A. Frz. Kulturwiss. + IK

Personal details

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

portal homepage and click on 'My personal data', where you will be able to upload your passport-style photograph.

If your enrolment application is successful but you have not uploaded a photograph, you will not be issued with a student ID card.

You do not need to upload a passport photo if you have already been issued with a UdS Card (student ID card).

Certificate of enrolment at another university + Upload Document

Certificates of de-registrations: Please upload your certificates of de-registration if you were previously enrolled at another university. + Upload Document

*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. HEEQ.pdf 🗑️ ✎️

Higher education entrance qualification (HEEQ) - Page 2 + Upload Document

Higher education entrance qualification (HEEQ) - Page 3 + Upload Document

Higher education entrance qualification (HEEQ) - Page 4 + Upload Document

Previous HEEQ/pre-university educational credentials + Upload Document

Certificates of enrolments: Please upload your certificates of enrolment if you were previously enrolled at another university. + Upload Document

Certificates of enrolments: Please upload your certificates of enrolment if you were previously enrolled at another university. + Upload Document

Proof of health insurance cover/ Proof of exemption + Upload Document

Proof of health insurance cover/ Proof of exemption + Upload Document

Scan of identity card (front and back) or scan of passport + Upload Document

Proof of eligibility to begin orientation phase + Upload Document

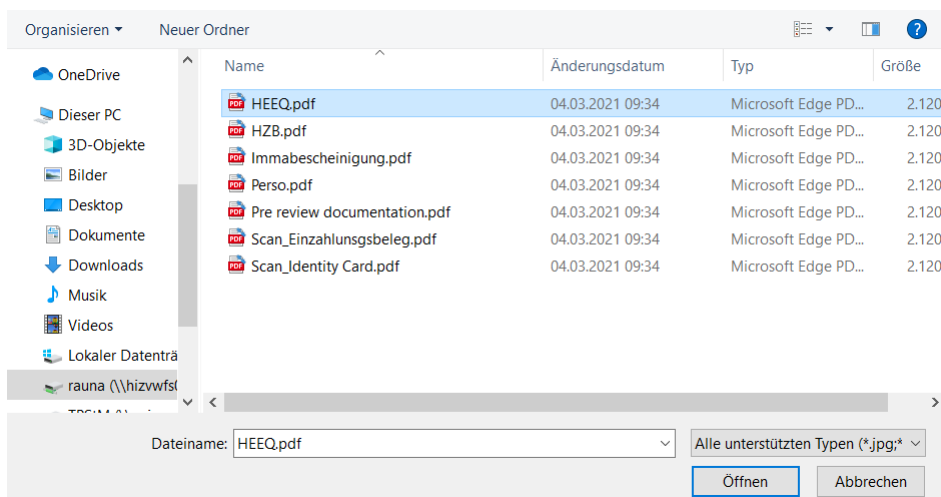
Examination certificates (incl. translations) + Upload Document

Examination certificates (incl. translations) + Upload Document

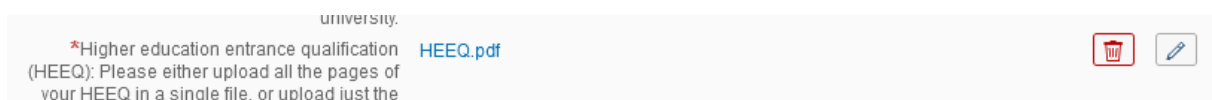
Graduation documents (incl. translations): If + Upload Document

Save and Return
Submit

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.

2.4 Confirm choice of intended qualification (with subject)

Select the option 'Change subject' if you are currently studying for a multi-subject, non-restricted entry degree and want to change one or more of your subjects.

Course Offering - B.A. Frz. Kulturwiss. + IK

*Intended qualification (with subject)

- Switching programme
- Changing subjects
- Adding a third school curriculum subject
- Additional programme / Parallel enrolment
- hohes Fachsemester

Select this option if you are currently studying for a multiple-subject degree or a teacher training degree and you want to change one of the subjects you are studying. Please select the subjects that you wish to study in future by ticking the relevant checkboxes.

Please note that to enrol for a subject that has entry restrictions, you must first upload a valid letter of admission via the 'File Upload' menu option. Please note that not all subject combinations are permitted in multiple-subject degree programmes.

Once you have enrolled for the new subject, you will be deregistered with respect to the subject you no longer wish to study. If enrolment for the new subject is not possible, your existing enrolment status will be retained provided that all enrolment or re-registration requirements have been met.

Note:

- In addition to your degree programme/subject of study, you will also see your chosen area of focus and the examination regulations that apply.
- Lines that are highlighted in grey cannot be altered.

Course of study B.A. Frz. Kulturwiss. + IK
 Main subject B.A. Frz. Kulturwiss. + IK H (2010) 3 Study semester
 Supplementary subject B.Sc. Mathematik N (2011) 1 Study semester
 Supplementary subject B.A. Phonetik E (2013) 1 Study semester
 new Supplementary subject B.A. Philosophie N (2013) 1 Study semester
 new Supplementary subject B.A. Geschichte E (2010) 1 Study semester

Save and Return Submit

Please choose the subject(s) that you would like to study in future by ticking the appropriate box(es).

Course Offering - B.A. Frz. Kulturwiss. + IK

*Intended qualification (with subject)

Switching programme

Changing subjects

Adding a third school curriculum subject

Additional programme / Parallel enrolment

hohes Fachsemester

Select this option if you are currently studying for a multiple-subject degree or a teacher training degree and you want to change one of the subjects you are studying. Please select the subjects that you wish to study in future by ticking the relevant checkboxes.

Please note that to enrol for a subject that has entry restrictions, you must first upload a valid letter of admission via the 'File Upload' menu option. Please note that not all subject combinations are permitted in multiple-subject degree programmes.

Once you have enrolled for the new subject, you will be deregistered with respect to the subject you no longer wish to study. If enrolment for the new subject is not possible, your existing enrolment status will be retained provided that all enrolment or re-registration requirements have been met.

Note:

- In addition to your degree programme/subject of study, you will also see your chosen area of focus and the examination regulations that apply.
- Lines that are highlighted in grey cannot be altered.

Course of study B.A. Frz. Kulturwiss. + IK
 Main subject B.A. Frz. Kulturwiss. + IK H (2010) 3 Study semester
 Supplementary subject B.Sc. Mathematik N (2011) 1 Study semester
 Supplementary subject B.A. Phonetik E (2013) 1 Study semester
 new Supplementary subject B.A. Philosophie N (2013) 1 Study semester
 new Supplementary subject B.A. Geschichte E (2010) 1 Study semester

Save and Return Submit

2.5 Verification of input data

Click [Verification of input data](#). In this final section, you are required to provide a declaration (in lieu of oath) [*Eidesstattliche Erklärung*] before submitting your application. Read the text carefully and then indicate your consent by ticking the checkbox before you submit your application.

*I hereby confirm the disclosures and declarations made above.

Please complete all mandatory fields.

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

Section: Course Offering - B.A. Frz. Kulturwiss. + IK

Personal details

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

Declaration (in lieu of oath)

I hereby apply to be admitted to Saarland University on the basis of the information I have provided above.

I hereby declare that the information provided in my application is true, correct and complete.

I am aware that any incorrect information that I supply, either negligently or intentionally, is in contravention of the regulations of Saarland University and will lead to the revocation of my admission status and - should such misrepresentation be identified after enrolment - to the revocation of my enrolment status.

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.

*I hereby confirm the disclosures and declarations made above.

*Are you still resident in your home country? Yes No

Please upload your passport photograph in the "My personal data" section. Once you have submitted your application, please return to the portal homepage and click on 'My personal data', where you will be able to upload your passport-style photograph.

If your enrolment application is successful but you have not uploaded a photograph, you will not be issued with a student ID card.

You do not need to upload a passport photo if you have already been issued with a UdS Card (student ID card).

Save and Return Submit

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 be asked to reconfirm the information you have supplied.

Target studies for the upcoming semester

Please confirm your selection

> Course of study B.A. Frz. Kulturwiss. + IK

Commit Cancel

Important note: In order to be issued with your student card (UdS Card), you will need to upload a passport photo. You will receive the following message:

Hint

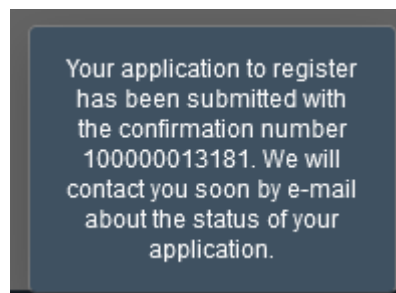
Please upload your passport photograph in the "My personal data" section. Once you have submitted your application, please return to the portal homepage and click on 'My personal data', where you will be able to upload your passport-style photograph. If your enrolment application is successful but you have not uploaded a photograph, you will not be issued with a student ID card. You do not need to upload a passport photo if you have already been issued with a Uds Card (student ID card).

Close

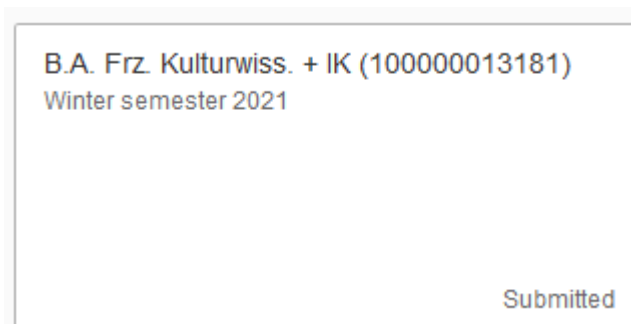
Instructions can be found on the following web page: [Important information for applicants \(obtaining your Uds Card\)](#).

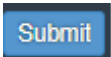
Important note: You do not need to upload a passport photo if you have already been issued with a Uds Card.

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 'Application submitted'.



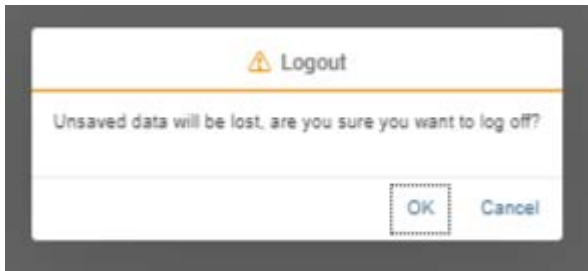
If that is not the case, please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via  the button and that you didn't simply save it without submitting it.

3. Logging out of the SIM application portal

Click on the 'logoff' button shown at the top left of your screen:



Confirm that you wish to log out




and then close the browser.

Important note:

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

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



Click  to confirm that you want to log out.