

Student Information Management System for Saarland




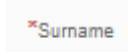
Enrolment Guide – In-Sessional Certificates Summer semester 2024


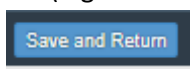
Key information at a glance

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. ); 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

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.

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

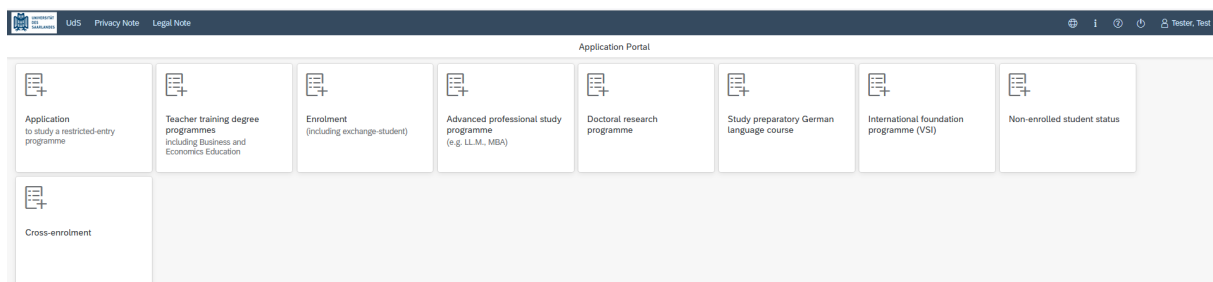
Important note: Please access the SIM portal using the latest version of one of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. The portal may not be displayed correctly if you use an older version of one of these browsers or if you choose to use another browser,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

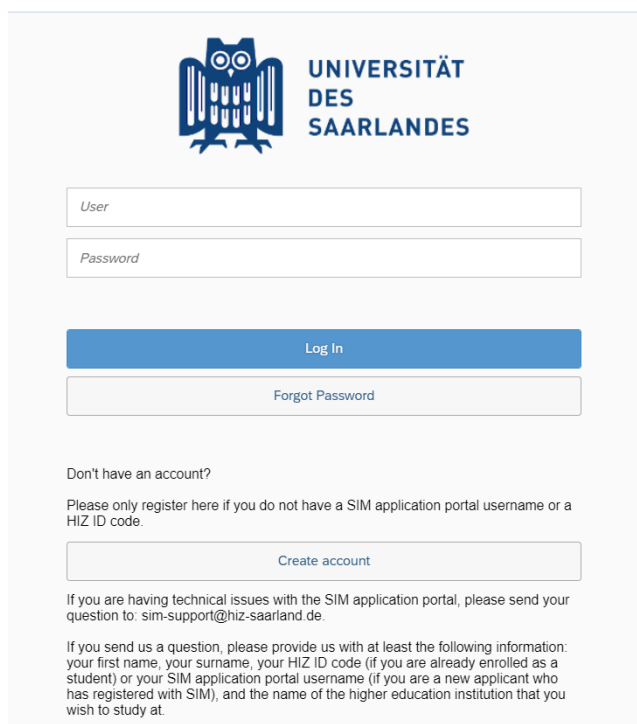


(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)

If you would like to enrol for an in-sessional certificate, please follow the instructions in Section 2.

Important note: If you are not already registered in SIM, please refer to the *SIM Registration Guide*.

In this case, you will need to open the SIM application portal using the following link: <https://sim.uni-saarland.de/bewerbung>



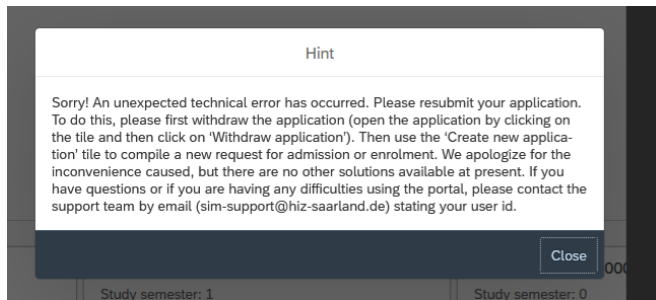
The screenshot shows the login interface for the University of Saarland's SIM application portal. At the top left is the university's owl logo and name. Below it are two input fields labeled 'User' and 'Password'. A blue 'Log In' button is positioned below the password field, with a 'Forgot Password' link underneath it. Further down, there is a 'Don't have an account?' section with a 'Create account' button. At the bottom, there is a paragraph of text providing contact information for technical issues and a list of required information for questions.

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

Log In

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 **i** 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.



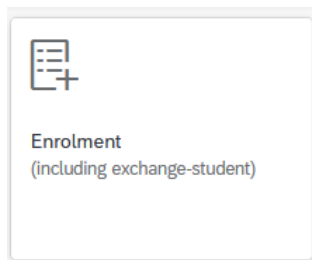
- Always exit the SIM application portal by clicking on the logoff button  at the top right of the window.

2. Enrolling to study for an in-sessional certificate

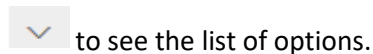
Important note: To enrol for an in-sessional certificate course, you must already be properly enrolled at the university for a degree programme.

2.1 Preliminary questionnaire

To enrol for an in-sessional certificate course, 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" form. The "Application" dropdown menu is open, displaying a list of options: "In-sessional certificate", "Bachelor's degree programmes", "Bachelor's degree programmes (Letter of adm issued by dept)", "Law", "Master's programmes (Letter of admission issued by dept)", "Exchange students (Letter of admission from Int. Office)", and "In-sessional certificates". The "In-sessional certificate" option is currently selected.

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

The screenshot shows the "Preliminary Questionnaire" form. The "Intended qualification (with subject)" dropdown menu is open, displaying a list of options: "In-sessional certificates", "Bachelor's degree programmes", "Bachelor's degree programmes (Letter of adm issued by dept)", "Law", "Master's programmes (Letter of admission issued by dept)", "Exchange students (Letter of admission from Int. Office)", and "In-sessional certificates". The "In-sessional certificates" option is currently selected.

To enrol for an in-sessional certificate course, you must already be properly enrolled at the university for a degree programme.

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.

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.

For an overview of the in-sessional certificate courses, please go to: <https://www.uni-saarland.de/studium/angebot/zertifikate.html>

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Preliminary Questionnaire

List of academic programmes

Application: In-session certificates

Intended qualification (with subject): Wissen und Kommunikation

Study semester: 1

*Intended semester: Summer semester 2024

To enrol for an in-session certificate course, you must already be properly enrolled at the university for a degree programme.

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.

Next

Select the semester that you want to start studying in and enter it in the **Starting semester** input box.
Note: typically only one option is available.

The greyed-out value in the field **Study semester** cannot be altered and is provided for information only (e.g. '1' if you are starting the course in the first semester).

Important 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.

2.2 Personal details

If you are already enrolled as a student at Saarland University, you will see on screen the personal data that you previously entered. If you wish to change any of the information, click on the relevant field and edit accordingly.

Section

Personal details

Information regarding applicant's pre-university education credentials
 Information about your higher education entrance qualification
 Study history
 Work experience, vocational training and employment prior to university
 Examinations taken
 Parallel enrolment
 Health insurance information

Further Uploads
 Confirm choice of intended qualification (with subject)
 Verification of input data

Course Offering - ZE Wissen und Kommunikation

Personal details

*Surname

Surname at birth ⓘ

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

*Gender ☐ Male
☐ Female
☐ Nonbinary
☒ Not specified

*Date of birth ⓘ

*Place of birth

*Nationality
 Second nationality ⓘ

Your address and contact details

*Street name

*House number ⓘ

c/o details/additional address information ⓘ

*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.

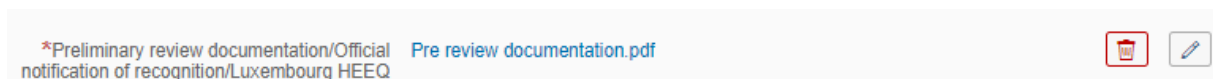
Save and Return **Submit**

2.3 Pre-university education credentials

Click on **Information regarding applicant's pre-university education credentials**. Please 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.

Uds Privacy Note Legal Note		Course Offering - ZE Wissen und Kommunikation	
<	Section		
	Personal details		
	Information regarding applicant's pre-university education credentials	Pre-university educational credentials	
	Information about your higher education entrance qualification	<p>*Where did you obtain your higher education entrance qualification (HEEQ)?</p> <p> <input type="radio"/> Germany <input type="radio"/> Not In Germany <input type="radio"/> Higher education assessment test at a Studienkolleg in Germany </p>	
	Study history		
	Work experience, vocational training and employment prior to university		
	Examinations taken		
	Parallel enrolment		
	Health insurance information		
	Further Uploads		
	Confirm choice of intended qualification (with subject)		
	Verification of input data		

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



2.4 Information about your higher education entrance qualification (HEEQ)

Click on [Information about your higher education entrance qualification](#). Please 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.

Important 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').

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Section Course Offering - ZE Wissen und Kommunikation

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Confirm choice of intended qualification (with subject)

Verification of input data

Information relating to your higher education entrance qualification (HEEQ) that permits you to be admitted to study at Saarland University

*When did you obtain your HEEQ?

*In which country did you obtain your HEEQ?

*Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2.0; for degrees awarded abroad, please enter 8.0 as the grade).

*Higher education entrance qualification (HEEQ)

+ Upload Document

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

Information about your previous higher education entrance qualification

Please complete the following fields, if you

- previously acquired a higher education entrance qualification (HEEQ) 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?

Where did you obtain your higher education entrance qualification/pre-university educational credentials?

Overall grade

Previous HEEQ/pre-university educational credentials

+ Upload Document

2.5 Your study history

Click on **Study history**. Please complete the 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.

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

UdS Privacy Note Legal Note

Section Course Offering - ZE Wissen und Kommunikation

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Confirm choice of intended qualification (with subject)

Verification of input data

Study history

*Were you already enrolled at a university in Germany or abroad (excluding vocational academies)? ☒ Yes ☐ No

At which university were you first enrolled?

*Country in which you were first enrolled at a university

*Year in which you were first enrolled at a university

*Semester in which you were first enrolled

*Enter the number of semesters that you have already studied at a German university in total.

Enter the total number of semesters for which you were granted leave of absence at a German university.

Total number of semesters in which you undertook practical training or work experience while still being enrolled at university

Number of semesters studied at a Studienkolleg

*Have you interrupted your studies and now want to recommence studying? ☐ Yes ☐ No

Certificate of enrolment provided by the university you were first enrolled at: Please upload your certificates of enrolment if you were previously enrolled at another university.

+ Upload Document

Were you studying at a university last semester?

*Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for? ☐ Yes ☐ No

2.6 Work experience, vocational training and employment prior to university

Click on **Work experience, vocational training and employment prior to university**. Please answer the mandatory questions.

	UDS	Privacy Note	Legal Note
< Section	Course Offering - ZE Wissen und Kommunikation		
Personal details			
Information regarding applicant's pre-university education (optional): Information about your higher education entrance qualification	Examinations taken		
Study history Work experience, vocational training and employment prior to university	<p>*Have you already completed the final academic assessment stage/final examinations at a university in Germany or abroad, or have you already lost the right of assessment or examination at such a university?</p> <p><Country in which you completed the examinations</p>		
Examinations taken	<p>*Type of study</p> <p>*Degree/Qualification</p> <p>*First subject</p> <p>Second subject</p> <p>Third subject</p> <p>*Date of examination</p> <p>*Examination status</p> <p>*Overall grade</p>		
Parallel enrolment	<p>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.</p>		
Health insurance information	<p>If you have academic records from studying in a country other than Germany but you do not know what your grade is equivalent to in the German grading system, please enter 8.0. Please submit these academic records with your other documents. Your equivalent German grade will be determined by the university.</p>		
Further Uploads Confirm choice of intended qualification (both subject)	<p>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).</p>		
Verification of input data	<p>A translation is required if the original documents are not in German, English or French.</p> <p>+ Upload Document</p> <p>+ Upload Document</p> <p>+ Upload Document</p>		
	<p>Pennultimate university degree qualification/loss of right of examination</p> <p><i>If you completed an academic degree programme or lost your right of examination before your last higher education qualification, please provide details about this pennultimate higher education qualification/loss of right of examination:</i></p> <p>*Have you taken another final examination at a university?</p> <p>Yes / No</p> <p>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).</p> <p>+ Upload Document</p>		

2.8 Parallel enrolment

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Section		Course Offering - ZE Wissen und Kommunikation
Personal details Information regarding applicant's pre-university education credentials Information about your higher education entrance qualification Study history Work experience, vocational training and employment prior to university Examinations taken Parallel enrolment Health insurance information Further Uploads Confirm choice of intended qualification (with subject) Verification of input data	Parallel enrolment	<p>If you will still be enrolled at another university in the semester in which you plan to start studying at Saarland University, please state the name of the other university.</p> <p>Saarland University will assess your application and decide whether you can be admitted for parallel enrolment. Please include detailed reasons for wishing to undertake parallel studies at two universities in Germany and submit relevant supporting documentation from your first university, such as your certificate of enrolment, academic transcripts, etc.</p> <p>*Will you still be enrolled at another university in the semester in which you plan to start studying at Saarland University? <input type="text"/></p>

2.9 Health insurance information

Health insurance information

Click on **Health insurance information**. Please answer the mandatory questions and upload *proof of health insurance cover / proof of exemption* using the relevant 'Upload document' button.

Section		Course Offering - ZE Wissen und Kommunikation
Personal details Information regarding applicant's pre-university education credentials Information about your higher education entrance qualification Study history Work experience, vocational training and employment prior to university Examinations taken Parallel enrolment Health insurance information Further Uploads Confirm choice of intended qualification (with subject) Verification of input data	Health insurance information	<p>Important information for all applicants:</p> <p>We strongly recommend that you refer to the electronic record using its German name 'Datensatz für die Einschreibung an der Universität des Saarlandes, Saarbrücken' when contacting a statutory health insurance fund. Please state the following reference code for Saarland University which the statutory health insurance fund needs to transfer the electronic record. H0001949.</p> <p>Additional information: Uploading a scan of your insurance card is not sufficient proof of health insurance.</p> <p>Information for applicants who have statutory health insurance:</p> <p>Information for applicants who already have statutory health insurance in Germany: If you already have statutory health insurance in Germany, please select the option 'Insured' when specifying your 'Status code for student health insurance'. Please contact your German statutory health insurance fund and request that they submit an electronic record to Saarland University confirming your insurance status.</p> <p>Information for applicants who have statutory health insurance in a Member State of the European Union or the European Economic Area:</p> <p>If you have statutory health insurance cover in a Member State of the European Union (other than Germany) or the European Economic Area, you must ask your home insurance provider to issue you with a European health insurance card (EHIC) or issue a certificate of insurance as proof of your health insurance cover. If you have foreign health insurance, you will also need to provide proof of exemption from statutory health insurance in Germany. Please contact a statutory health insurance fund in Germany and request that they submit an electronic record to Saarland University confirming your insurance status or issue an exemption certificate. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Universität des Saarlandes, Saarbrücken'. You can request an electronic record verifying your insurance status or proof of exemption from a German statutory health insurance fund of your choice by presenting proof of your private health insurance cover to any statutory health insurance fund. Please select the option 'Not insured' when specifying your 'Status code for student health insurance'.</p> <p>Information for applicants who have private health insurance:</p> <p>If you already have private health insurance and you would like to continue to be privately insured while you are studying, you will need to provide proof of exemption from statutory health insurance in Germany. Please contact a statutory health insurance fund in Germany and request that they submit an electronic record to Saarland University confirming your insurance status or issue an exemption certificate. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Universität des Saarlandes, Saarbrücken'. You can request an electronic record verifying your insurance status or an exemption certificate from a German statutory health insurance fund of your choice by presenting proof of your private health insurance cover to any statutory health insurance fund. Please select the option 'Not insured' when specifying your 'Status code for student health insurance'.</p> <p>*Status code for student health insurance data <input type="text"/></p> <p>Proof of health insurance cover/ Proof of exemption <input type="button" value="+ Upload Document"/></p>

Important note: Further information on health insurance is available here: <https://www.uni-saarland.de/en/study/application/enrolment/documents/health-insurance.html>

2.10 Further uploads

Click on **Further Uploads**. 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.

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.

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').

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Confirm choice of intended qualification (with subject)

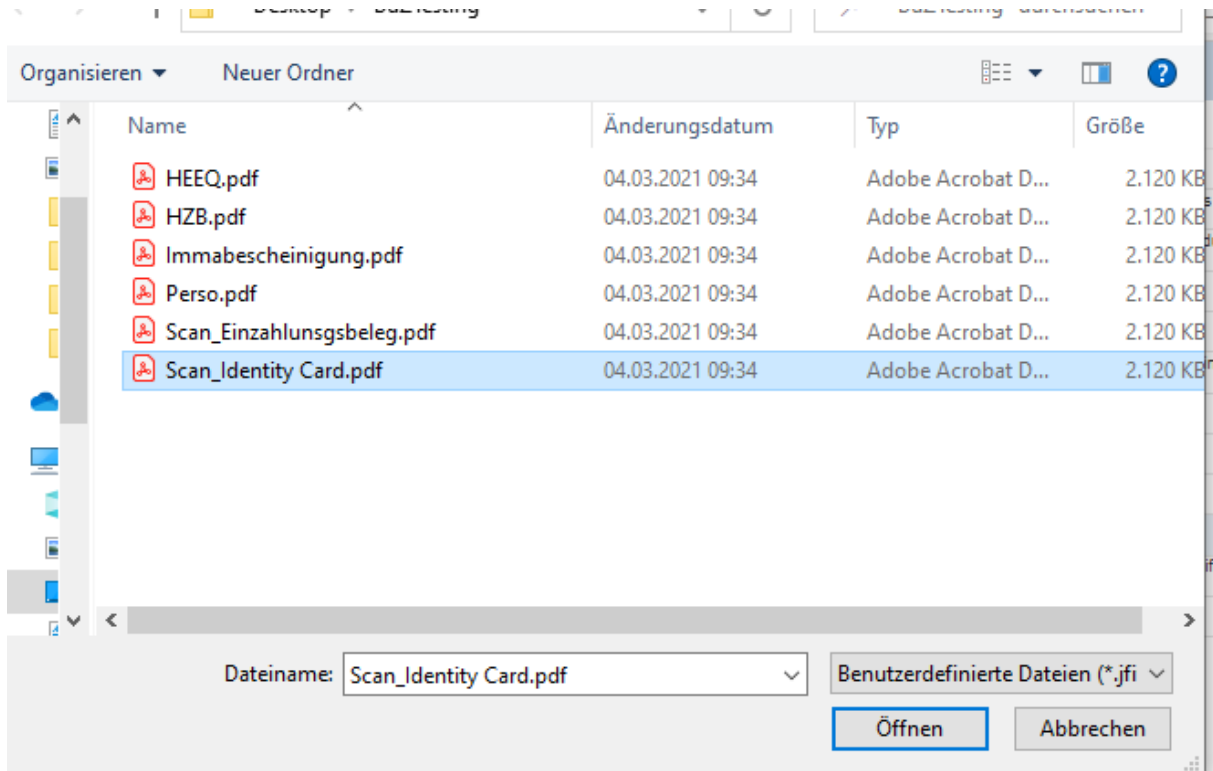
Verification of input data

File Upload

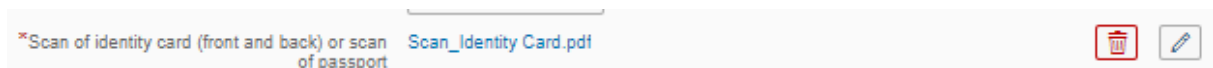
Please make sure that you only upload supporting documentation using the dedicated upload function. Failure to do so may cause problems with your application or may result in your application not being processed.

- *Passport photograph (for your student ID card - JPEG/JPG, max. 10 MB) [+ Upload Document](#)
- Certification of admission to the higher education access course [+ Upload Document](#)
- Certificate of de-registration: Please upload your certificates of de-registration if you were previously de-registered from another university. (Note: this is not required for foreign or if you wish to enrol for a non-restricted degree programme). [+ Upload Document](#)
- *Scan of identity card (front and back) or scan of passport [+ Upload Document](#)
- Other documents [+ Upload Document](#)
- Proof of language proficiency [+ Upload Document](#)
- Credit transfer certificate/Formal record of recognition of prior learning [+ 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.



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 Confirm choice of intended qualification (with subject)

Section: Course Offering - ZE Wissen und Kommunikation

Select your intended qualification (with subject)

*Intended qualification (with subject) ☒ Enrolment

If you are currently enrolled at Saarland University, you do not need to enter anything on this screen. Please continue to the next section.

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.

Confirm choice of intended qualification (with subject)

<input checked="" type="checkbox"/>	new	Course of study	ZE Wissen und Kommunikation
<input checked="" type="checkbox"/>	new	Core subject	ZE Wissen und Kommunikation (2011) 1 Study semester

Please check the default settings. As you want to enrol for an in-sessional certificate course, make sure that the option 'Enrolment' is selected (see screenshot). The certificate course that you have chosen to study is shown against a grey background.

2.12 Verification of input data

Click on **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

*I hereby confirm the disclosures and declarations made above.

before you submit your application.

Please complete all mandatory fields and upload appropriate documentary proof that your semester fee has been paid.

Important note: The semester fee only needs to be paid once per semester. If you have already re-registered for your degree programme, please upload appropriate documentary proof that your semester fee has been paid.

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.

UdS Privacy Note Legal Note Sommersemester03, TestUser

Section Course Offering - ZE Wissen und Kommunikation

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Confirm choice of intended qualification (with subject)

Verification of input data

Declaration (in lieu of oath)

I hereby apply to be enrolled at 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. ☐

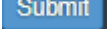
Due to your requested enrolment, payment of fees and any other applicable charges is now due. Please submit proof of payment as a PDF upload. Further information about payment details (fee rates and bank details) can be found online at <https://www.uni-saarland.de/en/study/application/enrolment/documents.html> (under item 'f') Proof of payment.

*Proof of payment of semester fee

Other documents

One final request

We would be grateful if you would participate in our feedback survey and kindly ask for a few minutes of your time. You can fill in the survey online at <https://forms.office.com/r/q5ZPagKm8w>. The information you provide will be evaluated anonymously.

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

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

Target studies for the upcoming semester

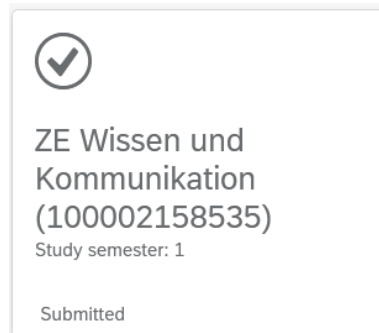
Please confirm your selection

> Course of study ZE Wissen und Kommunikation

You will receive on-screen confirmation that your enrolment application has been submitted and you will be notified of your application number:






Your application to register has been submitted with the confirmation number 100002158535. We will contact you soon by e-mail about the status of your application.

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 **Submit** the button and that you didn't simply save it without submitting it.

2.13 Short-form enrolment questionnaire for students already enrolled at Saarland University

If you are already enrolled at Saarland University, you will only     need to complete a shorter version of the questionnaire. This shortened enrolment questionnaire already contains your personal details. If you wish to change any of your personal details, please click on  in the application portal and amend your data as required.

In this case, you will be requested to re-upload your higher education entrance qualification. If other relevant information has changed regarding examinations completed (at institutions other than Saarland University), or with respect to your language proficiency, your study history or your higher education entrance qualification, please upload the relevant supporting documentation.

You will be asked to complete the section 'Intended qualification (with subject)'. In this case, you should state whether you plan to enrol in an additional subject area further. **Please read the information provided in the help texts.**

Section: Course Offering - ZE Wissen und Kommunikation

Select your intended qualification (with subject)

Intended qualification (with subject)

- ☐ Enrolment
- ☐ Switching programme
- ☐ Changing subjects
- ☐ Adding a third school curriculum subject
- ☒ Additional programme / Parallel enrolment

Please select this option if you want to add a further degree programme while continuing to study for your current degree. Please do not alter the default settings, i.e. do not change the selections currently shown.

Please note that to enrol for a restricted-entry degree programme you must first upload a valid letter of admission via the 'File Upload' menu option. Please upload this document under the 'Other required documents' section of the 'File Upload' menu option.

If your current degree programme is also a restricted-entry programme, you will need to explain why you want to study for a second restricted-entry programme at the same time and must submit your reasons via the 'File Upload' menu option. Please upload these documents under the 'Other required documents' section of the 'File Upload' menu option. Instructions on how to create a single PDF file from several documents are available online (e.g. try searching for 'Combine multiple files into one PDF').

Important information for applicants to Master's degree programmes:
If you are currently enrolled in a Bachelor's degree programme and are applying to enrol in a Master's programme, this will be treated as an application to switch degree programmes. (Option: Changing to another degree programme). You need to deselect the Bachelor's degree programme and select the Master's degree programme. It is not possible to be enrolled in the Bachelor's programme and the consecutive Master's programme at the same time.

If you have not yet graduated from the Bachelor's programme, your letter of admission for the Master's degree programme will stipulate a date by which you must have submitted your Bachelor's degree certificate (to be sent by email to the Admissions Office). You are nevertheless allowed to continue studying to complete your Bachelor's degree.

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.

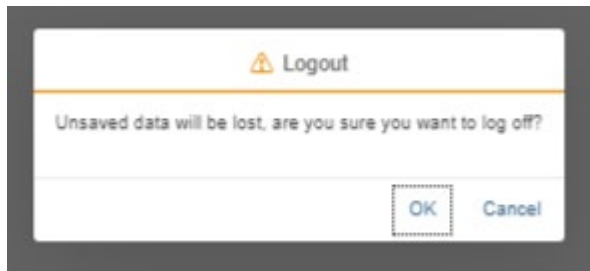
Course of study	Subject	Study semester
<input checked="" type="checkbox"/> Course of study	B.A. Musikwissenschaft	
<input checked="" type="checkbox"/> new Course of study	ZE Wissen und Kommunikation	
<input checked="" type="checkbox"/> new Core subject	ZE Wissen und Kommunikation (2011)	Study semester

3. Logging out of the SIM application portal

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



Confirm that you wish to log out



and then close the browser.

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.