

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.

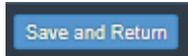
Always exit the SIM application portal using the **Logoff button**  and then close the browser.

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/>

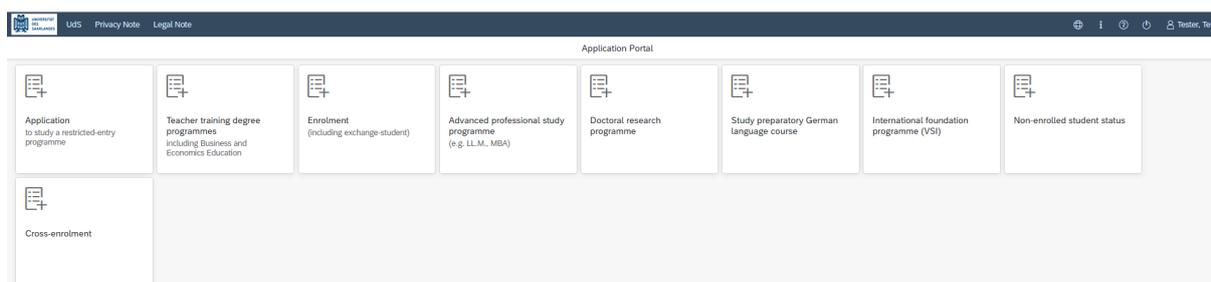
Important note: Please access the SIM portal using the latest version of one of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. The portal may not be displayed correctly if you use an older version of one of these browsers or if you choose to use another browser,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

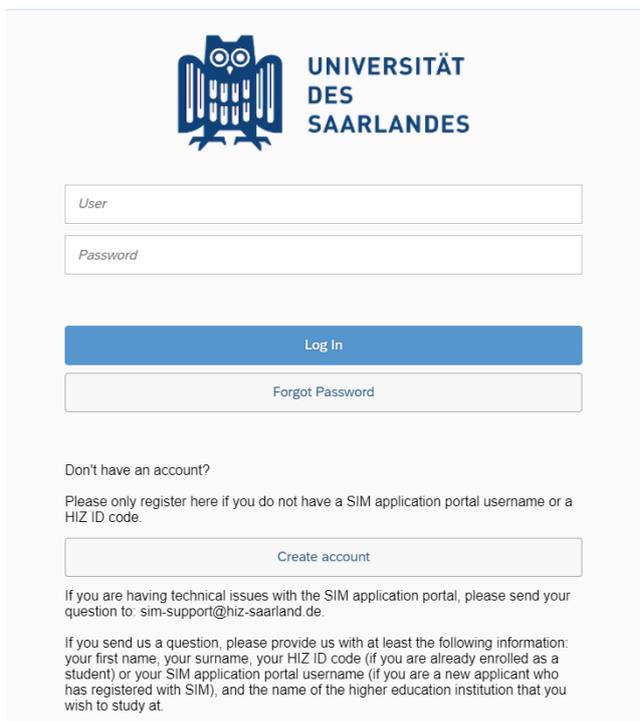


(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)

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>

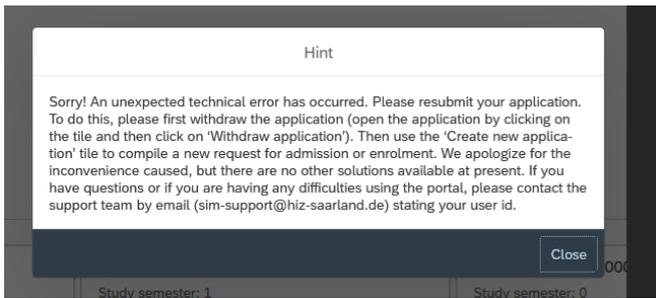


Log in with your username (e.g. B000xxxx) and your password. Click on

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.



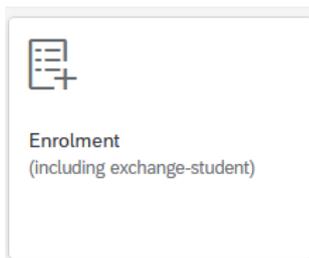
- Always exit the SIM application portal by clicking on the logoff button  at the top right of the window.

2. Enrolling to study for an in-sessional certificate

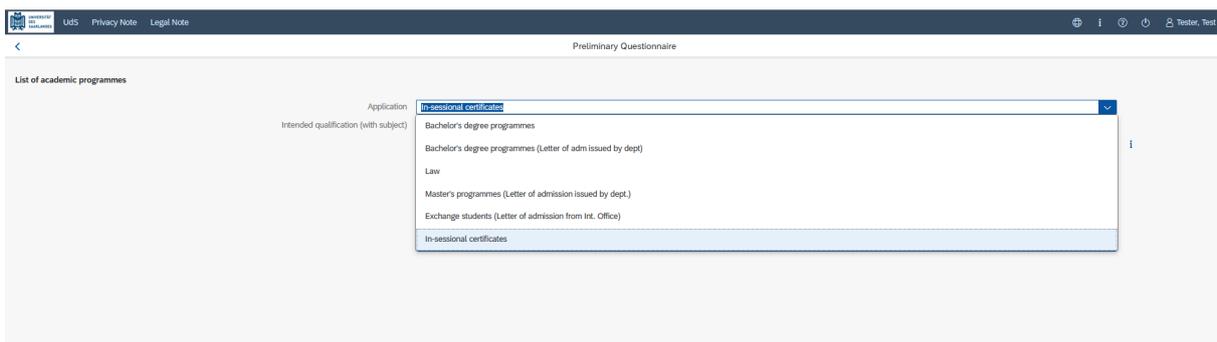
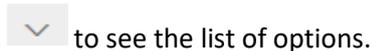
Important note: To enrol for an in-sessional certificate course, you must already be properly enrolled at the university for a degree programme.

2.1 Preliminary questionnaire

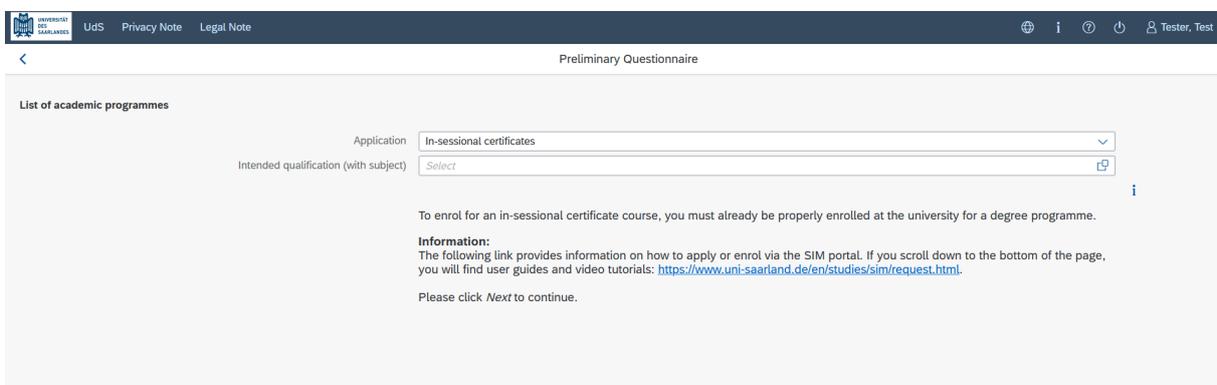
To enrol for an in-sessional certificate course, please access your start page and then click on the tile:



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



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



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: 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

*Surname

Surname at birth

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

*Gender

Male

Female

Nonbinary

Not specified

*Date of birth

Enter date

*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.

Section: Course Offering - ZE Wissen und Kommunikation

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Confirm choice of intended qualification (with subject)

Verification of input data

Pre-university educational credentials

*Where did you obtain your higher education entrance qualification (HEEQ)?

Germany

Not in Germany

Higher education assessment test at a Studienkolleg in Germany

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

*Preliminary review documentation/Official notification of recognition/Luxembourg HEEQ

[Pre review documentation.pdf](#)

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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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Further Uploads

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 HEEO?

*In which country did you obtain your HEEO?

*Please enter the average grade specified on your HEEO 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)

Higher education entrance qualification (HEEQ) - Page 2

Higher education entrance qualification (HEEQ) - Page 3

Higher education entrance qualification (HEEQ) - Page 4

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 HEEO/pre-university educational credentials

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**.

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Section Course Offering - ZE Wissen und Kommunikation

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Further Uploads

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.

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

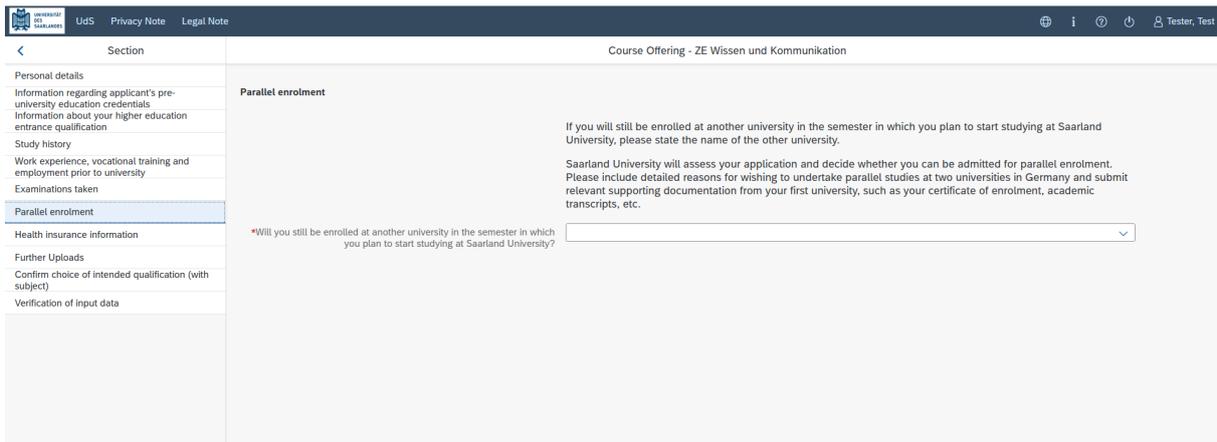
Click on **Work experience, vocational training and employment prior to university**. Please answer the mandatory questions.

2.7 Examinations taken

Please click on **Examinations taken**. Please answer the mandatory question. If you respond with 'Yes', you will be presented with further questions to answer. Please upload the required document(s) using the relevant 'Upload document' button.

2.8 Parallel enrolment

Please click on **Parallel enrolment** and answer the mandatory question. If you respond with 'Yes', you will be presented with further questions to answer. Please upload proof of enrolment using the relevant 'Upload document' button.



Section: Course Offering - ZE Wissen und Kommunikation

Personal details

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Examinations taken

Parallel enrolment

Health insurance information

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Parallel enrolment

*Will you still be enrolled at another university in the semester in which you plan to start studying at Saarland University?

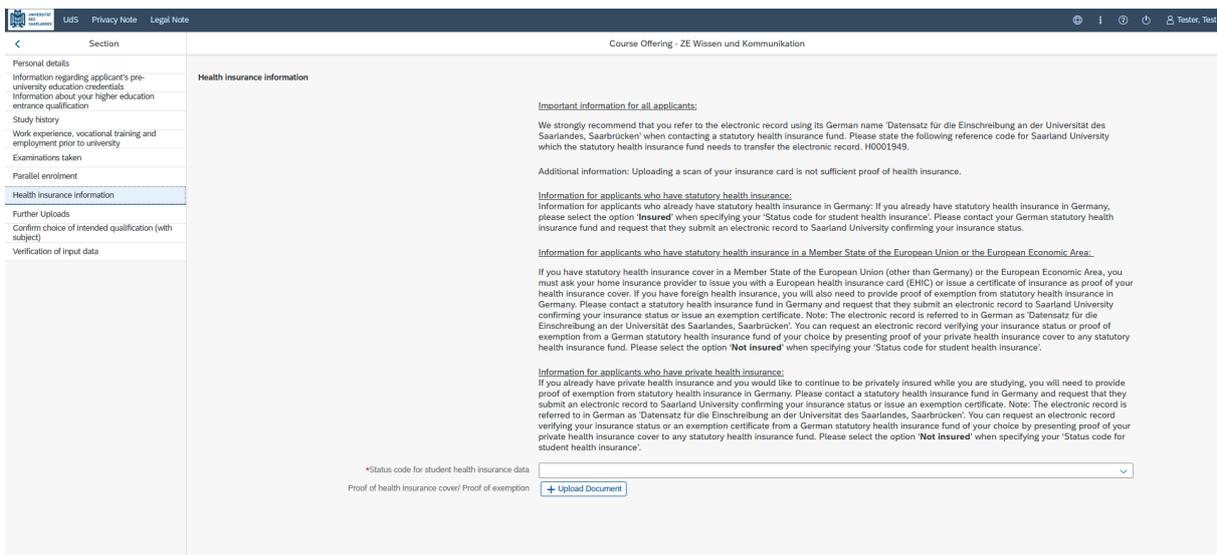
If you will still be enrolled at another university in the semester in which you plan to start studying at Saarland University, please state the name of the other university.

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.

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

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Study history

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Parallel enrolment

Health insurance information

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Health insurance information

Important information for all applicants:

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.

Additional information: Uploading a scan of your insurance card is not sufficient proof of health insurance.

Information for applicants who have statutory health insurance:

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.

Information for applicants who have statutory health insurance in a Member State of the European Union or the European Economic Area:

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'.

Information for applicants who have private health insurance:

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'.

*Status code for student health insurance data

Proof of health insurance cover/ Proof of exemption

+ Upload Document

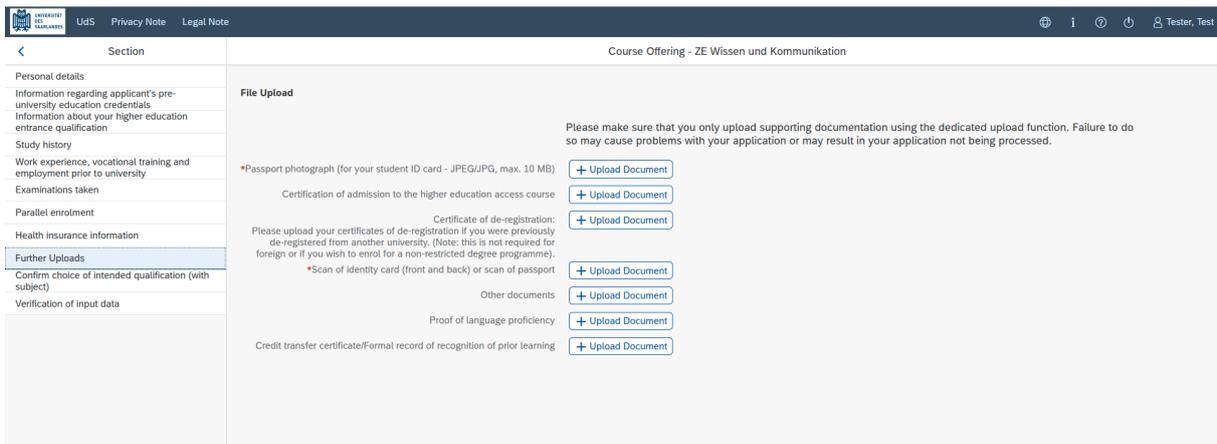
Important note: Further information on health insurance is available here: <https://www.uni-saarland.de/en/study/application/enrolment/documents/health-insurance.html>

2.10 Further uploads

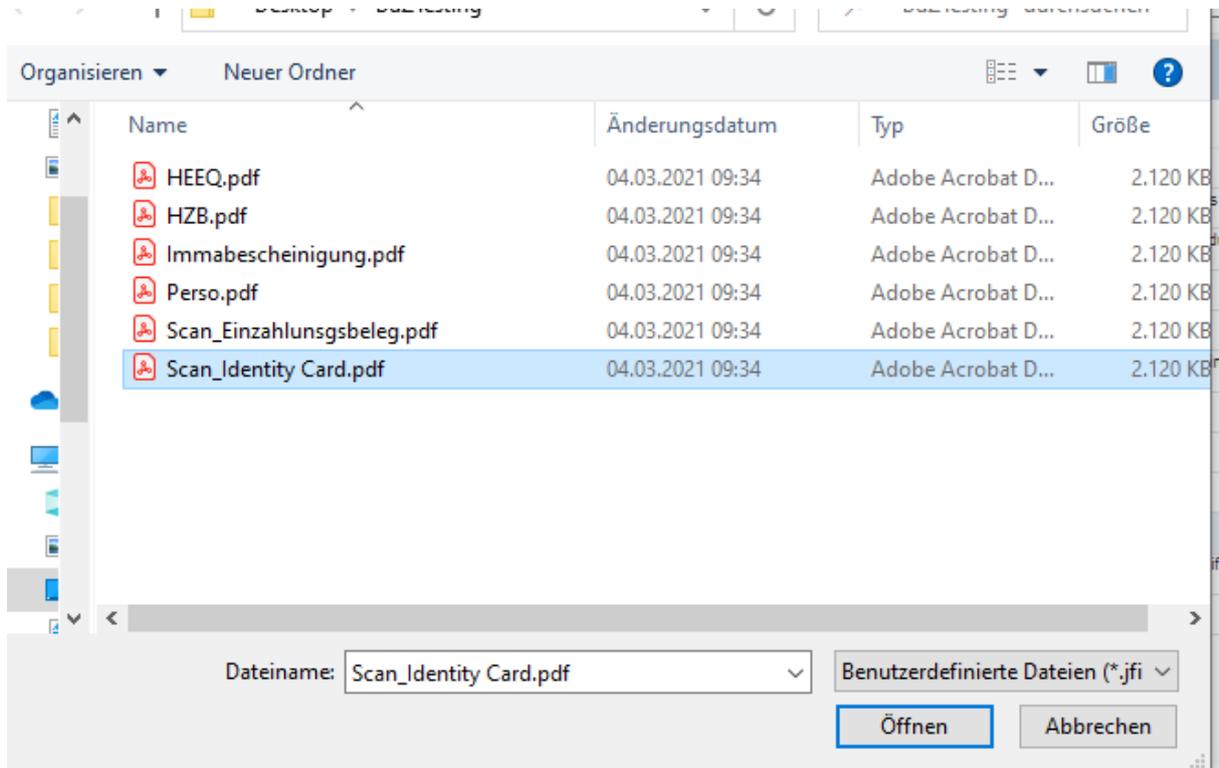
Click on **Further Uploads**. Please upload all of the mandatory documents, by clicking on the **+ Upload Document** button next to the relevant field. Please ensure that you assign each document to the correct upload field.

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.

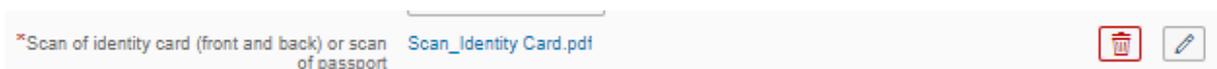
Only *one* file can be uploaded per required document; permissible file formats are **JPEG/JPG** or **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').



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)

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

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.

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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

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Parallel enrolment

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Further Uploads

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 '1) 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/qSZPagKm8w>. 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

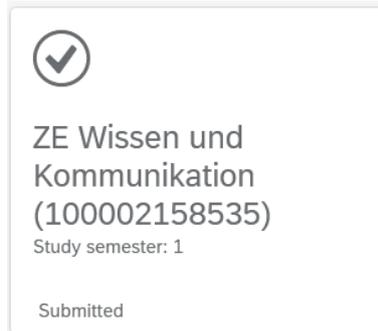
Please confirm your selection

> 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  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.**

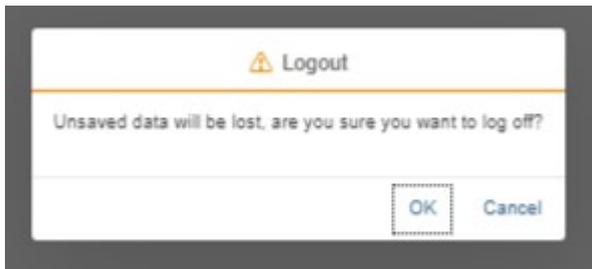
The screenshot shows a web form titled 'Course Offering - ZE Wissen und Kommunikation'. On the left is a navigation menu with sections: 'Personal details', 'Further Uploads', 'Confirm choice of intended qualification (with subject)', and 'Verification of input data'. The main content area is titled 'Select your intended qualification (with subject)'. It contains a list of radio button options: 'Enrolment', 'Switching programme', 'Changing subjects', 'Adding a third school curriculum subject', and 'Additional programme / Parallel enrolment'. The 'Additional programme / Parallel enrolment' option is selected and circled in red. Below the options is a large block of text providing instructions and important information for applicants. At the bottom of the form, there is a table with columns for 'Course of study', 'Subject', and 'Study semester'. The table contains three rows: 'B.A. Muskwissenschaft', 'ZE Wissen und Kommunikation', and 'ZE Wissen und Kommunikation (2011)'. The first two rows are checked and circled in red.

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.