# Student Information Management System for Saarland
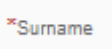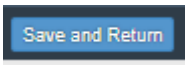
**SIM SAARLAND**

## Enrolment Guide – Restricted-Entry Degree Programmes

### 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 ℹ window; **mandatory fields** are indicated by a red asterisk (e.g. *Surname ); to see **help texts** click on the symbol; to save your draft application, click on Save and Return .

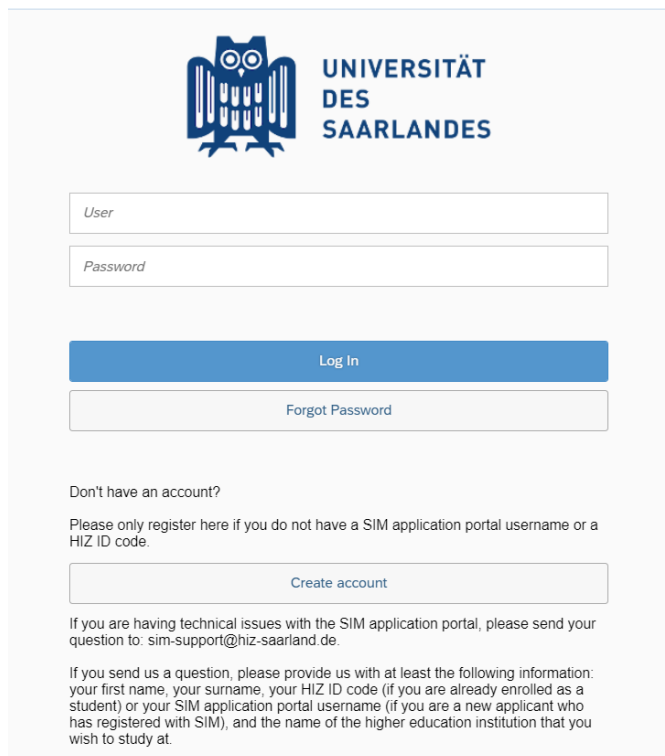For more information on the application procedure: www.uni-saarland.de/bewerbung

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

If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at UdS) **or** your SIM application portal username (if you are a new applicant who has registered with SIM), and the name of the higher education institution that you wish to study at.

**Table of contents**

# 1. Open the SIM application portal using the following link: [https://sim.uni-saarland.de/bewerbung](https://sim.uni-saarland.de/bewerbung)

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

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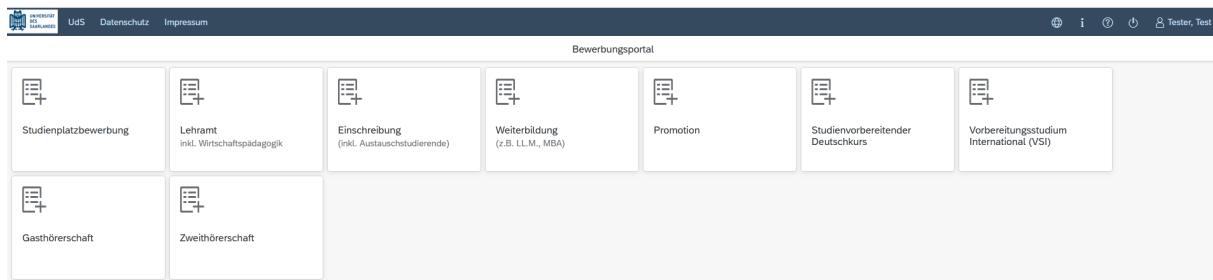
**Note:** If you are not already registered in SIM, please refer to the *SIM Registration* Guide.

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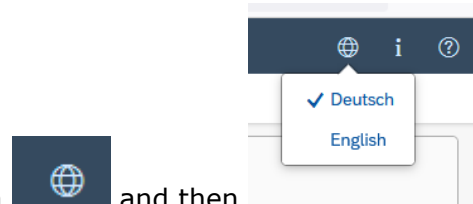
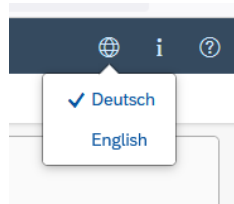Log in using your an HIZ/UdS ID code. Once on your start page, click on the tile:

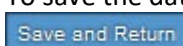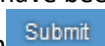You are now on your start page in the SIM application portal.

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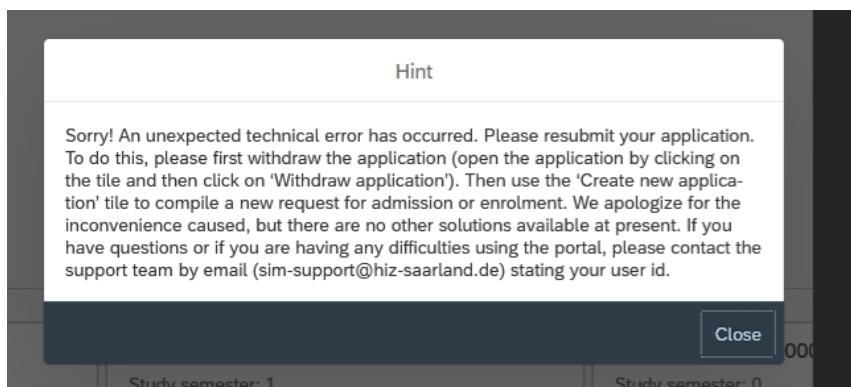


**Note:** To change to another language, click on  and then  .The language you select will be used in all future correspondence, e.g. emails.

**To apply for a place** on a study programme, please follow the instructions in Section 2. Section 5 contains **information on** applying to join an advanced professional study programme

**General information:**

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

− Select the individual sections of the navigation bar on the left of the window and enter the required information. Depending on the particular degree programme and subject chosen, the precise appearance of the application form may differ from the screenshots shown in this user guide.

− Mandatory fields are indicated by a red asterisk (e.g. *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.

**Hint**

Sorry! An unexpected technical error has occurred. Please resubmit your application. To do this, please first withdraw the application (open the application by clicking on the tile and then click on 'Withdraw application'). Then use the 'Create new application' tile to compile a new request for admission or enrolment. We apologize for the inconvenience caused, but there are no other solutions available at present. If you have questions or if you are having any difficulties using the portal, please contact the support team by email (sim-support@hiz-saarland.de) stating your user id.

Close

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

Information on the semester fee and on the enrolment process

**Note:** Please remember that you can only enrol for a restricted-entry study programme after you have accepted the offer of admission that was made to you. Further information is available in the next section of this guide.

## 1.1    Semester fee

**Important note:** In order to enrol, you will need to provide proof that your semester fee has been paid. To ensure that the payment can be correctly assigned, please include the following information in the payment purpose field ('*Verwendungszweck*'): the *semester* for which you are applying for enrolment, your student registration number (if you already have one) / your applicant number; your first name and surname and your date of *birth* (MM.DD.YYYY) (e.g. WS2 22/23 70072338 Kurt Cobain 02.08.2001). Your applicant number is created as soon as you have submitted or saved an application and can be found by clicking on ⊕ i ⑦ ⑧ Tester, Test at the top right of the window It is also listed under 'Fees' if you have already accepted an offer of admission.

Proceed as follows:

Click on the tile:
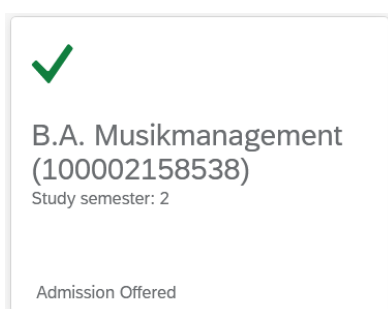


You will then see the following window:
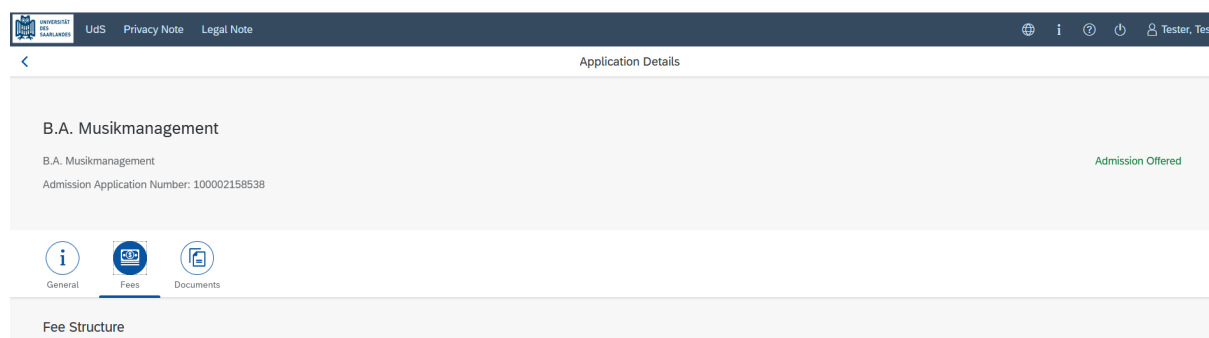
Click on the  button to display the total amount you need to pay and to see a breakdown of the charges included in your semester fee. The university's bank account details and the purpose-of-payment information are also listed. Please ensure that you specify the purpose-of-payment information exactly as specified so that your payment can be assigned correctly. Your applicant number and future student registration number is also included in the purpose-of-payment information, in the example shown here: 7007238 .

Saarland University bank details and information on the specific fees to be paid are available online at: https://www.uni-saarland.de/en/study/organisation/fees.html

## 1.2    Opening your enrolment application
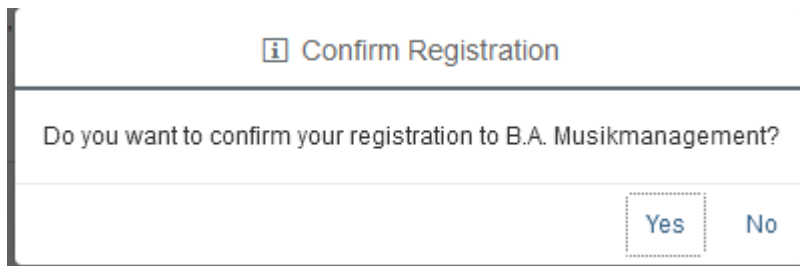
Go to your start page and click on the relevant tile:
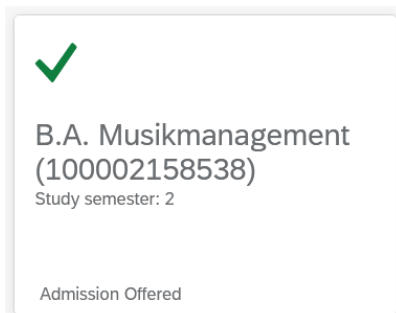


You will then see the following screen:
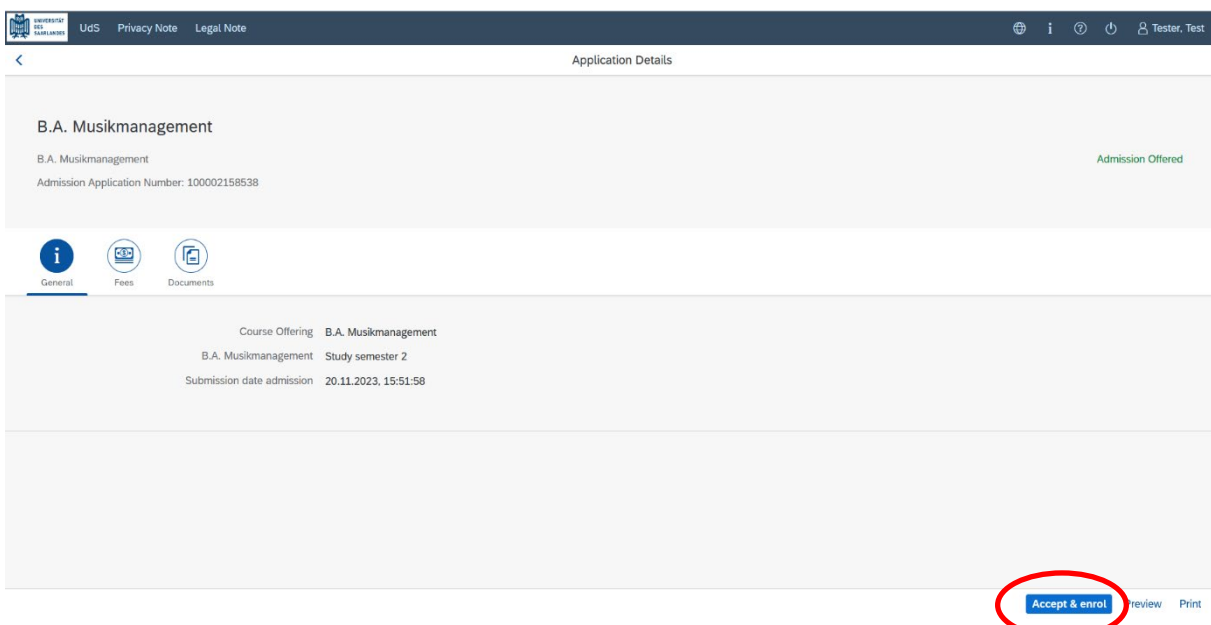
Click on  at the bottom of the screen and then confirm the on-screen prompt by

clicking on  .
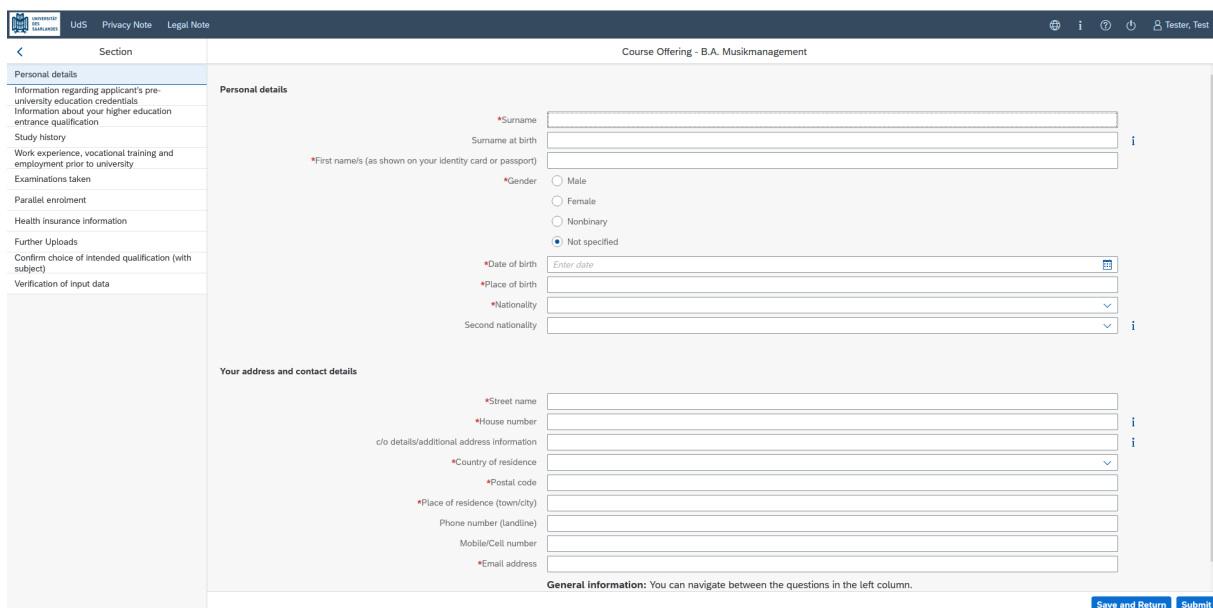


**Important note:** If you confirmed that you want to enrol for a restricted-entry programme (having already received an offer of admission), please complete the following enrolment questionnaire.

### 1.2.1 Personal information

You do not need to enter your personal details if you have already entered them as part of your application for admission. The relevant data will be taken from the questionnaire that you completed as part of the admission application process.



### 1.2.2 Pre-university education credentials

Please click on  and complete all mandatory fields.

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

Please click on **Information about your higher education entrance qualification** and complete all mandatory fields.



**Note:** Please be aware that when enrolling for a restricted-entry programme, you will be need to upload all of the required documents, even though you may have already uploaded these documents as part of your earlier application for admission.

### 1.2.4 Information on language proficiency (when applicable)

Click on **Language proficiency** . You are only required to provide information regarding language proficiency if you did not complete your pre-university education in Germany or if you are applying for a programme with other language requirements (e.g. English). If required, please complete at least the mandatory fields and upload the necessary documentary proof.

## Language proficiency

| | |
|---|---|
| *Language proficiency requirements | None of the above ⌄ |

**For undergraduate programmes only:**

Based on the information you have supplied, you will need to complete a preparatory German language course. If you do not have the required level of proficiency in German, you must first complete the preparatory German language course before applying for admission to study for a degree. Please exit the current application process (for a place on a degree programme) and apply instead to join a preparatory German language course. Applications for the preparatory German language course at Saarland University must be received no later than 15 January for the summer semester course and no later than 15 July for the winter semester course.

More information is available here.

Please note that if you apply to join the preparatory German course, you must also specify the subject area you wish to study at Saarland University once you have acquired the necessary German language skills. Saarland University will assess whether your German language skills are good enough to begin studying. If you still decide to apply directly for admission to a degree programme, your application will be rejected.

**For Master programmes and continuing education programmes:**

Please note that you need to meet our German language requirements in order to qualify for a place on your chosen degree programme.

Please use the following links to access more detailed information:

- Master's degree programmes (https://www.uni-saarland.de/master)
- Conversion Master's degree programmes (https://www.uni-saarland.de/studium/angebot/weiterbildend/)

| | | |
|---|---|---|
| *If you have a German higher education entrance qualification, please select 'German Abitur'. In all other cases, please provide details about your proficiency in German and/or other languages. If you have taken a higher education assessment test at a Studienkolleg (higher education preparatory institute) in Germany, please specify the type of course (e. g. M-Kurs/'M' course) and the location of the Studienkolleg. | [ text box ] | i |
| *Proof of language proficiency in German | + Upload Document | i |
| Proof of language proficiency | + Upload Document | i |

### 1.2.5   Your study history

Please click on  Study history  and complete all mandatory fields. Depending on the data you enter, additional questions may appear on the screen that you will need to answer. You will also have the opportunity to upload the relevant documents. This can mean that there is sometimes a delay before your 'Yes' or '*No*' selection is confirmed on the screen. Please be patient.

## 1.2.6 Work experience, vocational training and employment prior to university

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



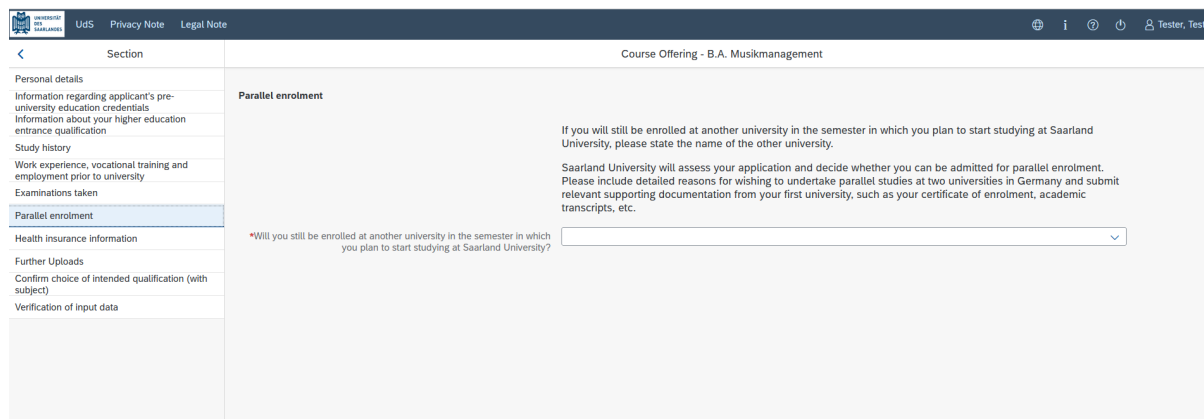## 1.2.7 Examinations taken

Please click on Examinations taken . Please answer the mandatory question. If you respond with 'Yes', you will be presented with further questions to answer and you will need to upload your graduation documents using the relevant 'Upload document' button.

Section

Course Offering - B.A. Musikmanagement

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

**Examinations taken**

**Last university degree qualification/loss of right of examination**

| | |
|---|---|
| *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? | Yes |
| *Country in which you completed the examinations | |
| *Type of study | |
| *Degree/Qualification | |
| *First subject | |
| Second subject | |
| Third subject | |
| *Date of examination | Enter date |
| *Examination status | |
| *Overall grade | |

Please enter your overall grade in the format X.X (e.g. 2.0). (Please note the use of a comma as the decimal separator.) In the case of an irrevocable fail (i.e. after all retakes), please enter 9.0.

If you have 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.

If you have already graduated from a university or you have lost the right of examination in a particular subject area ('irrevocable fail'), please upload the relevant documents (incl. translations in the case of international certificates).

A translation is required if the original documents are not in German, English or French.

| | |
|---|---|
| *If you passed the final examinations, please submit your graduation documents (e.g. graduation certificates); if you failed the final examinations, please submit proof of your irrevocable loss of right to further examination (incl. translation). | + Upload Document |
| Examination certificates (incl. translations) | + Upload Document |
| Transcript of records (incl. translations) | + Upload Document |

**Penultimate university degree qualification/loss of right of examination**

If you completed an academic degree programme or lost your right of examination before your last higher education qualification, please provide details about this penultimate higher education qualification/loss of right of examination.

| | |
|---|---|
| *Have you taken another final examination at a university? | ◯ Yes |
| | ◯ No |

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).

### 1.2.8 Parallel enrolment

Please click on Parallel enrolment and answer the mandatory question. If you respond with '*Yes*', you will be presented with several further questions to answer.



### 1.2.9 Health insurance information

Please click on Health insurance information and specify the type of health insurance cover that you have.



**Note:** Further information on health insurance is available here https://www.uni-saar-land.de/en/study/application/enrolment/documents/health-insurance.html

### 1.2.10 Uploading files

Please click on File Upload . Please upload all of the mandatory documents, by clicking on the + Upload Document button next to the relevant field. Please take care to ensure that you assign each document to its relevant upload field.

*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').

## 1.2.11  Confirm choice of intended qualification (with subject)

Click on **Confirm choice of intended qualification (with subject)**. If this is the first time you are enrolling for this study programme (see screenshot), no further information is required.



## 1.2.12  Verification of input data

Please 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 before submitting your application by ticking the checkbox **\*I hereby confirm the disclosures and declarations made above.**

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

Please upload appropriate documentary proof that your semester fee has been paid.

**Note:** 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 asked to reconfirm the information you have supplied.**



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 100002158540. 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'.
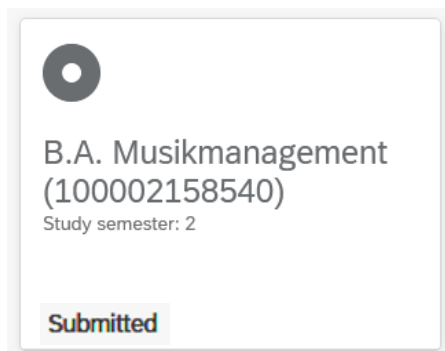


If that is not the case, please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via the **Submit** button and that you didn't simply save it without submitting it.

### 1.2.13 *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 a further study programme, switch to another programme, study an additional school subject as part of your teacher training degree or whether you wish to change to a different subject. **Please read the information provided in the help texts.**

# Option: Switching to another degree programme (Click on Confirm choice of intended qualification (with subject) )



# Option: Changing to a different subject



# Option: Adding a third school curriculum subject

*Option: Additional programme / Parallel enrolment*



## 1.3 Accepting the offer of admission issued by *hochschulstart*

Students who wish to apply for admission to one of the nationally administered restricted-entry degree programmes in **Medicine, Pharmaceutical Science** or **Dentistry** or to one of the locally restricted-entry degree programmes **Psychology** or **Biology** must submit their application for admission online using the dialogue-oriented service procedure (DoSV), which can be accessed via the internet platform *hochschulstart* operated by the University Admissions Foundation (SfH). Information about the DoSV procedure is available on the website www.hochschulstart.de. To be able to use the online DoSV application procedure, you must first complete the registration process at www.hochschulstart.de. The registration process requires that you enter relevant personal details. Once your registration is complete, you will be issued with an applicant ID (BID) and an applicant authentication number (BAN).

**Note:** Please note that you are not permitted to register more than once. If you registered for the DoSV procedure in a previous year, please use the user name and password from your earlier registration. If you have forgotten your earlier user name or password, the online registration window has links for requesting a new DoSV user name and/or password. Once registration is complete, you will be sent an email with further information. You can then log in at www.hochschulstart.de and begin using the DoSV service.

### 1.3.1 Nationally administered restricted-entry degree programmes (Medicine, Dentistry, Pharmaceutical Science)
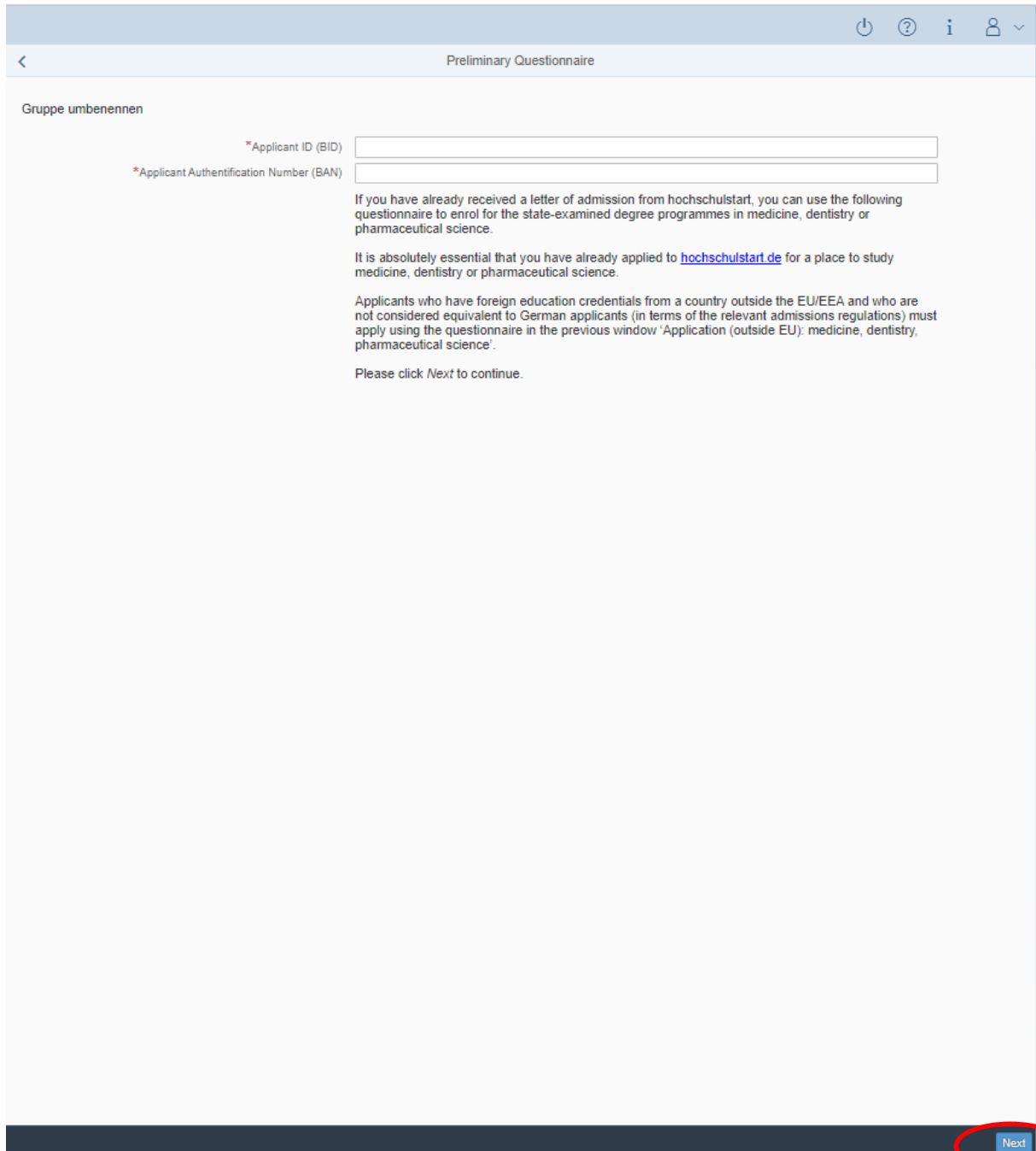
If you have received an offer of admission from *hochschulstart*, your first step is to notify *hochschulstart* that you are accepting the offer. You will then be issued with a letter of admission from *hochschulstart*. Once you have the letter of admission, you can enrol at Saarland University. To begin the enrolment process, log on to the SIM application portal to access your start page. Now click on the tile 'I have a letter of admission from *hochschulstart*':

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

Letter of admission from hochschulstart
(medicine, dentistry, pharmacy)

You will then see the following window. Enter your applicant ID (BID) and applicant authentication number (BAN) that you received from *hochschulstart*.



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

After entering your BID and BAN, click on Next to accept your place on this degree programme. Please complete the questionnaire and then submit your enrolment application.

**Note:** Simply accepting your offer of admission will **not automatically enrol** you at Saarland University. Your initial acceptance of an offer of admission is a provisional acceptance. To finalize acceptance of a place on a degree programme, you must complete the enrolment process within the specified enrolment deadline.
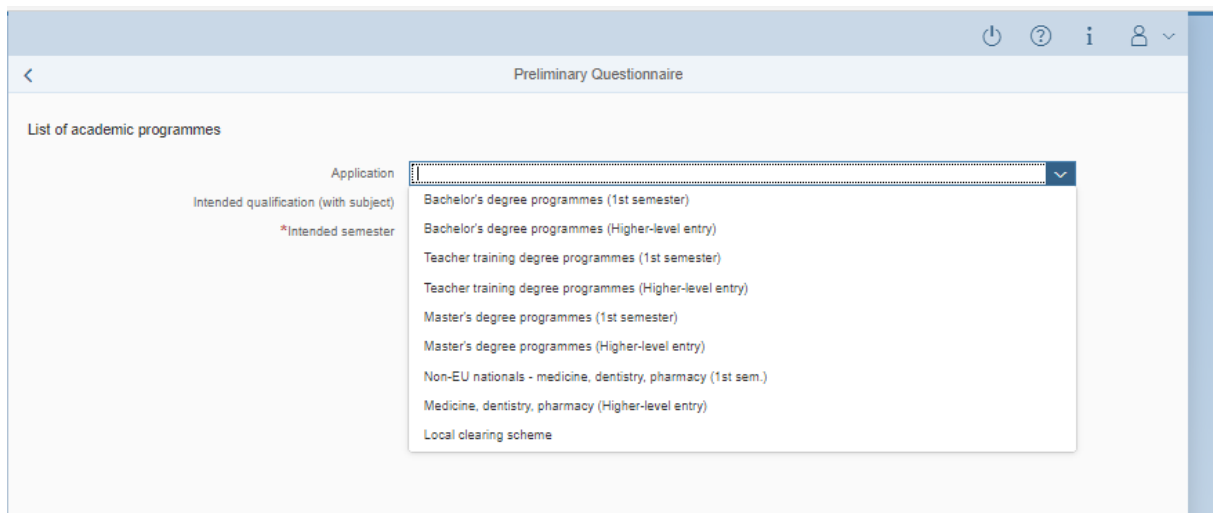
For details of the enrolment procedure, please follow the instructions in Section 2.2.

### 1.3.2   Locally administered restricted-entry degree programmes (Psychology, Biology)

If you have received an offer of admission from *hochschulstart*, your first step is to accept the offer, which you must do in the Saarland University SIM application portal. Begin by logging on to the SIM application portal to access your start page. Now click on the tile 'Admission application*':*
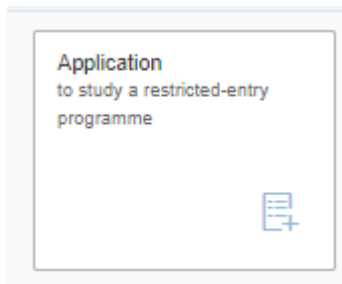


Go to the combo box '**Application**' and select the appropriate item from the drop-down menu. Click to see the list of options.



In the combo box click on and select either **Psychology or Biology** as your intended qualification and subject.

List of academic programmes

| | |
|---|---|
| Application | Bachelor's degree programmes (1st semester) |
| Intended qualification (with subject) | Select |

The following questionnaire is designed to guide you through the process of applying for admission to the first semester of a restricted-entry Bachelor's degree programme. 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.

**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.

Enter your applicant ID (BID) and applicant authentication number (BAN) that you received from

*hochschulstart* and then click on  Next .

## List of academic programmes

| | |
|---|---|
| Application | Bachelor's degree programmes (1st semester) ⌄ |
| Intended qualification (with subject) | B.Sc. Biologie 🗗 |
| *Intended semester | ⌄ |
| *Applicant ID (BID) | |
| *Applicant Authentification Number (BAN) | |

The following questionnaire is designed to guide you through the process of applying for admission to the first semester of a restricted-entry Bachelor's degree programme. 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 important information:**

**- B.Sc. in Biology and B.Sc. in Psychology**
In order to submit a DoSV-application (dialogue-oriented service procedure) via this portal, you must first register with hochschulstart.de if you have not done so already. Please have your personal applicant ID number (BID) and your applicant authentication number (BAN) from hochschulstart.de to hand.

Please note: If you have foreign education credentials from a country outside the EU/EEA and if you are not considered equivalent to a German applicant (in terms of the relevant admissions regulations), you must in this case – and in this case only – enter either 'B.Sc. Psychology (outside EU)' or 'B.Sc. Biology (outside EU)' in the dialogue box 'Intended qualification (with subject)'. Failure to do so will result in you application being rejected.

**- Droit francais et allemand**
Applications must be submitted to the Centre Juridique Franco-Allemand (CJFA). Information on application deadlines and procedures and the relevant forms can be found at www.cjfa.eu/bewerbung.

**- Franco-German Studies: Cross-Border Communication and Cooperation**
Applications must only be submitted to the programme coordinating office. Please go to the programme website for application information for prospective students from Germany and to access the application form. Prospective students from France are requested to contact our programme partners at the Université Lorraine.

Please click *Next* to continue.

| | |
|---|---|
| Core area | B.Sc. Biologie |
| Study semester | 1 |
| Programme attributes | B.Sc. Biologie |

Next

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

For details of the enrolment procedure, please follow the instructions in Section 2.2.

## 2. Logging out of the SIM application portal

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

Confirm that you wish to log out
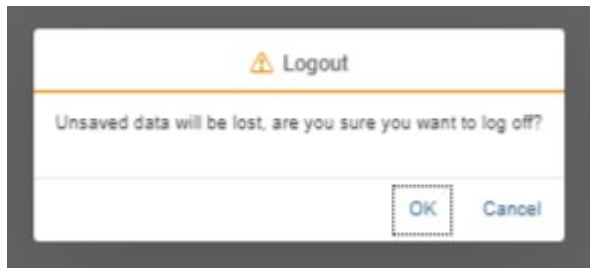
and then close the browser.

**Note:**

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

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

Click [Kurt Cobain / Abmelden] to confirm that you want to log out.

## We look forward to welcoming you as a new student to Saarland University!

# 3. Additional information

**Information on applying and on selecting a degree programme and subject**
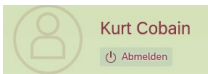
General information:

https://www.uni-saarland.de/en/study/application.html

Programmes currently offered:

https://www.uni-saarland.de/en/study/application/first-degree.html

**Overview of subject combinations in multiple-subject degree programmes (currently available in German only)**

Dual-subject Bachelor's degree programmes: https://www.uni-saarland.de/fileadmin/up-load/studium/angebot/kombinationen-ba.pdf

Dual-subject Master's degree programmes:

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

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