

Student Information Management System for Saarland




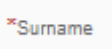

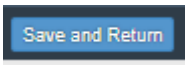
Enrolment Guide – Restricted-Entry Degree Pro- grammes Summer semester 2024

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.  Surname); 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

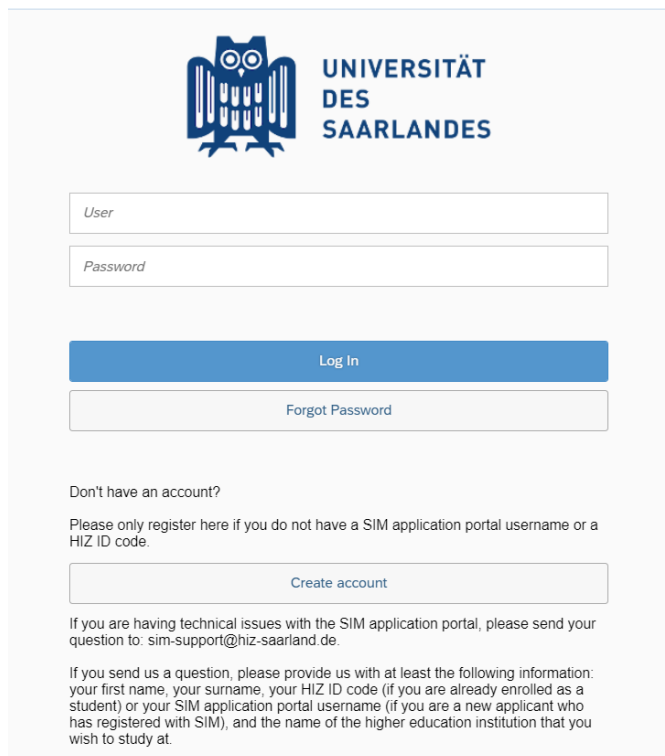
If you are having **technical issues with the SIM application portal**, please send your questions to:
sim-support@hiz-saarland.de

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/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.



The screenshot shows the login page of the SIM application portal. At the top is the University of Saarland logo and name. Below it are two input fields labeled 'User' and 'Password'. A blue 'Log In' button is positioned below the password field, and a 'Forgot Password' link is below that. Further down, there is a section for new users with the text 'Don't have an account?' and 'Please only register here if you do not have a SIM application portal username or a HIZ ID code.' Below this is 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 application password. Click on .

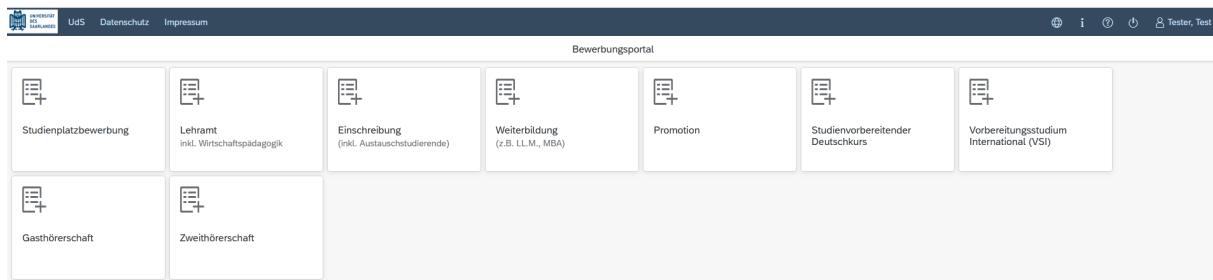
Note: If you are not already registered in SIM, please refer to the *SIM Registration Guide*.

If you are already enrolled as a student at Saarland University, you can use the SIM student web portal: <https://sim.uni-saarland.de/>

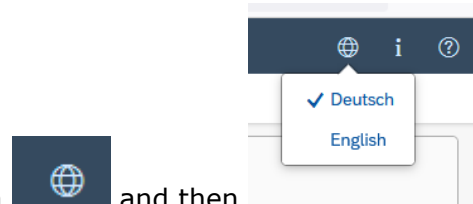
Log in using your an HIZ/UdS ID code. Once on your start page, click on the tile:


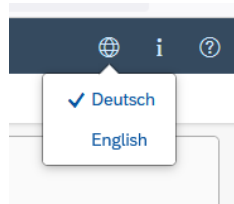


You are now on your start page in the SIM application portal.




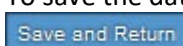
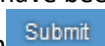
(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)

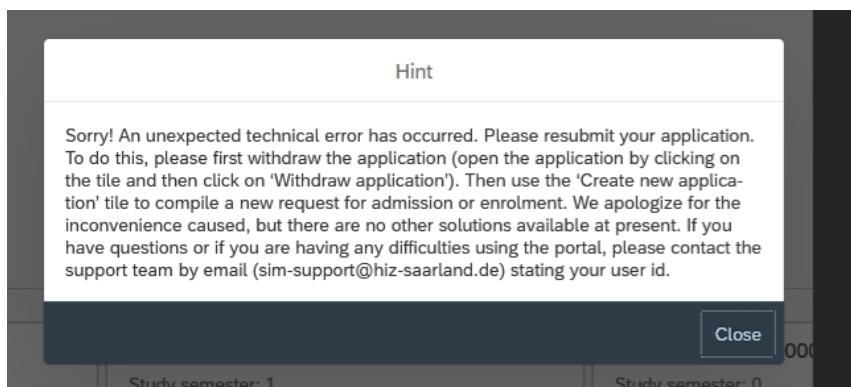



Note: To change to another language, click on  and then . The language you select will be used in all future correspondence, e.g. emails.

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  symbol.
- To save the data entered in your application so far and go back to your start page, click on . You can continue with your application at a later date by clicking on the relevant tile.
- You may only submit your application once all of the required fields have been completed and all of the required documents have been uploaded. To submit your enrolment application to Saarland University, click on . Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.
- 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.

Information on the semester fee and on the enrolment process

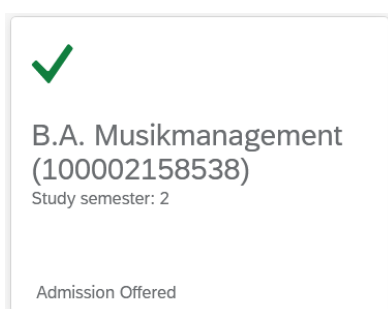
Note: Please remember that you can only enrol for a restricted-entry study programme after you have accepted the offer of admission that was made to you. Further information is available in the next section of this guide.

1.1 Semester fee

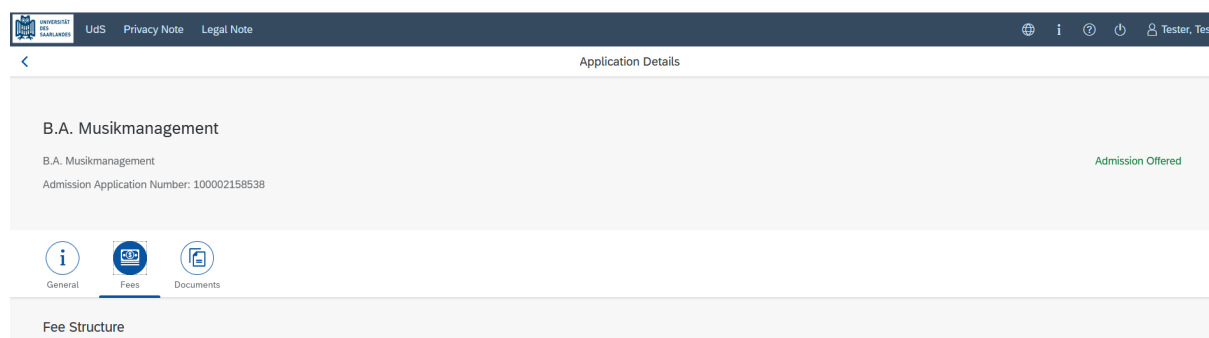
Important note: In order to enrol, you will need to provide proof that your semester fee has been paid. To ensure that the payment can be correctly assigned, please include the following information in the payment purpose field ('Verwendungszweck'): the *semester* for which you are applying for enrolment, 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      **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:



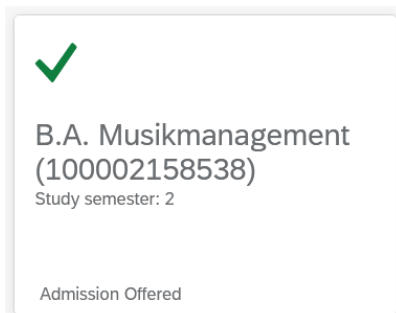


Click on the **Fees** button to display the total amount you need to pay and to see a breakdown of the charges included in your semester fee. The university's bank account details and the purpose-of-payment information are also listed. Please ensure that you specify the purpose-of-payment information 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**.

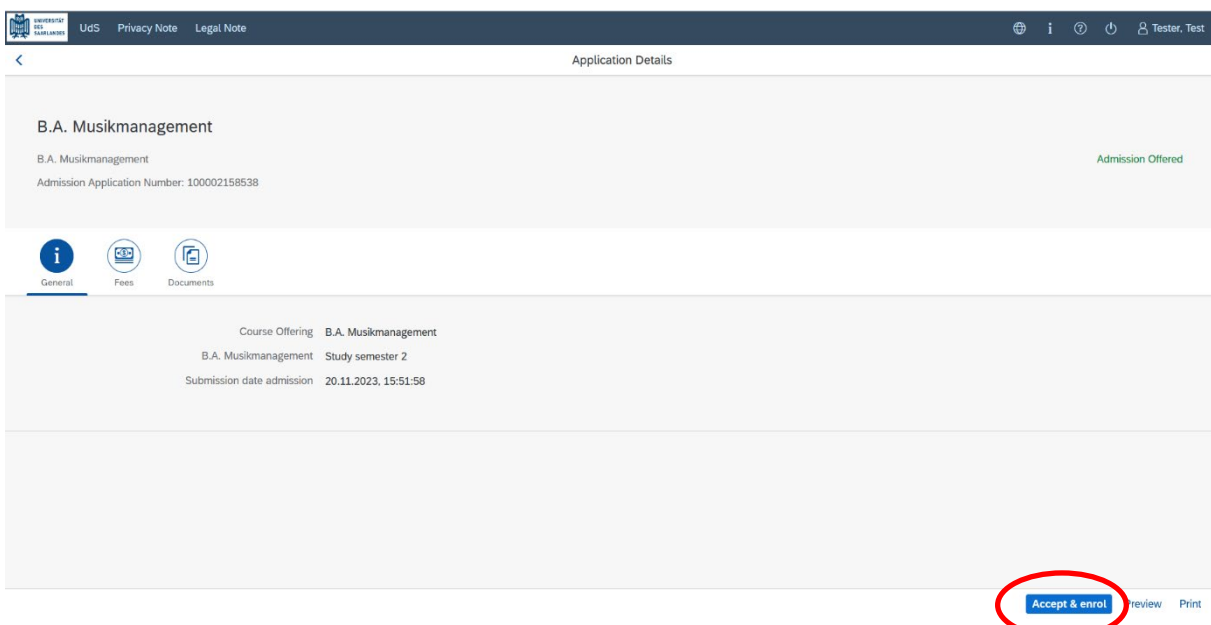
Saarland University bank details and information on the specific fees to be paid are available online at: <https://www.uni-saarland.de/en/study/organisation/fees.html>

1.2 Opening your enrolment application

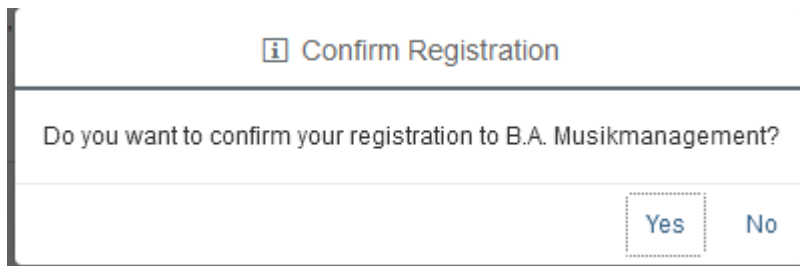
Go to your start page and click on the relevant tile:



You will then see the following screen:



Click on **Accept & enrol** at the bottom of the screen and then confirm the on-screen prompt by clicking on **Yes**.



Confirm Registration

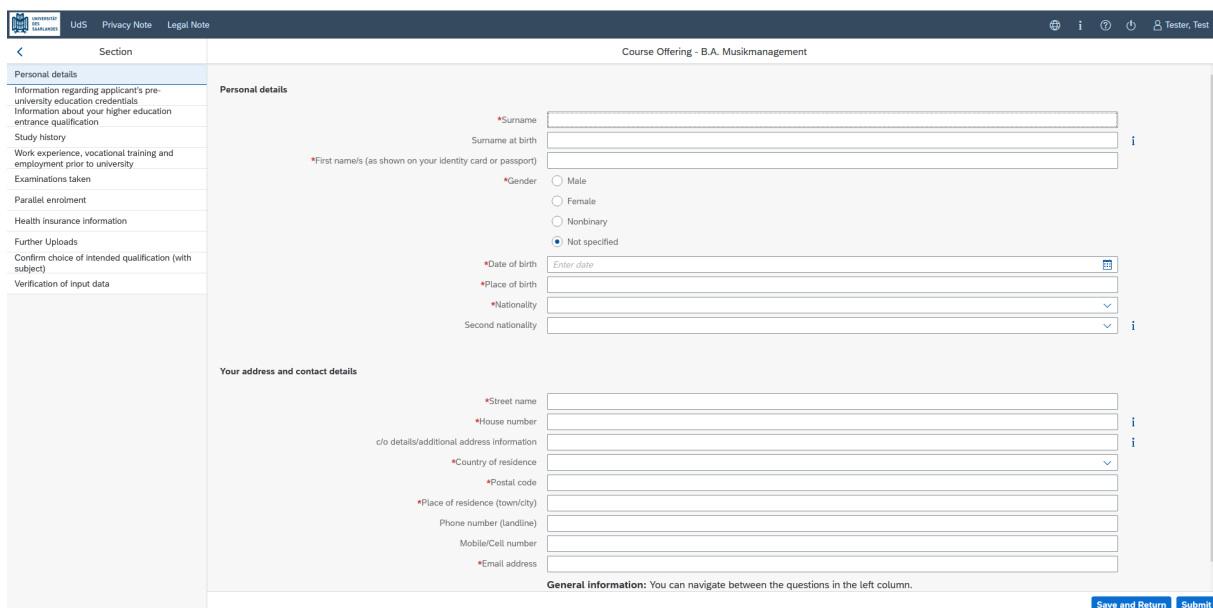
Do you want to confirm your registration to B.A. Musikmanagement?

Yes **No**

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.



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

Personal details

*Surname
Surname at birth
*First names (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**

1.2.2 Pre-university education credentials

Please click on **Information regarding applicant's pre-university education credentials** and complete all mandatory fields.

Section	Course Offering - B.A. Musikmanagement
Personal details	
Information regarding applicant's pre-university education credentials	
Information about your higher education entrance qualification	<p>Pre-university educational credentials</p> <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	

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.

Section	Course Offering - B.A. Musikmanagement
Personal details	
Information regarding applicant's pre-university education credentials	
Information about your higher education entrance qualification	<p>Information relating to your higher education entrance qualification (HEEQ) that permits you to be admitted to study at Saarland University</p> <p>*When did you obtain your HEQ? <input type="text" value="Enter date"/></p> <p>*In which country did you obtain your HEQ? <input type="text" value=""/></p> <p>*Please enter the average grade specified on your HEQ 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). <input type="text" value=""/></p> <p>*Higher education entrance qualification (HEEQ) <input type="text" value=""/></p> <p>Higher education entrance qualification (HEEQ) - Page 2 <input type="button" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 3 <input type="button" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 4 <input type="button" value="+ Upload Document"/></p> <p>Information about your previous higher education entrance qualification</p> <p>Please complete the following fields, if you</p> <ul style="list-style-type: none"> 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)). <p>When did you obtain your higher education entrance qualification/pre-university educational credentials? <input type="text" value="Enter date"/></p> <p>Where did you obtain your higher education entrance qualification/pre-university educational credentials? <input type="text" value=""/></p> <p>Overall grade <input type="text" value=""/></p> <p>Previous HEQ/pre-university educational credentials <input type="button" value="+ Upload Document"/></p> <p><input type="button" value="Save and Return"/> <input type="button" value="Submit"/></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	

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.

*Proof of language proficiency in German







Proof of language proficiency

[+ Upload Document](#)

[+ Upload Document](#)







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.

 UdS Privacy Note Legal Note		     Tester, Test	
< 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	Study history *Were you already enrolled at a university in Germany or abroad (excluding vocational academies)? <input checked="" type="radio"/> Yes <input type="radio"/> No At which university were you first enrolled? *Country in which you were first enrolled at a university: <input type="text"/> *Year in which you were first enrolled at a university: <input type="text" value="2024/2025"/> *Semester in which you were first enrolled: <input type="text" value="Summer semester"/> *Enter the number of semesters that you have already studied at a German university in total: <input type="text"/> Enter the total number of semesters for which you were granted leave of absence at a German university: <input type="text"/> Total number of semesters in which you undertook practical training or work experience while still being enrolled at university: <input type="text"/> Number of semesters studied at a Studienkolleg: <input type="text"/> *Have you interrupted your studies and now want to recommence studying? <input type="radio"/> Yes <input type="radio"/> 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. <input type="button" value="+ Upload Document"/> Were you studying at a university last semester? <input type="radio"/> Yes <input type="radio"/> No		

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.

 UdS Privacy Note Legal Note		     Tester, Test	
< 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	Activities undertaken after obtaining your higher education entrance qualification (HEEQ) *Vocational training with qualification in accordance with vocational training act (BBiG): <input type="radio"/> Yes <input checked="" type="radio"/> No *Work placement or internship relevant to the programme to which you are seeking admission: <input type="radio"/> Yes <input checked="" type="radio"/> No		

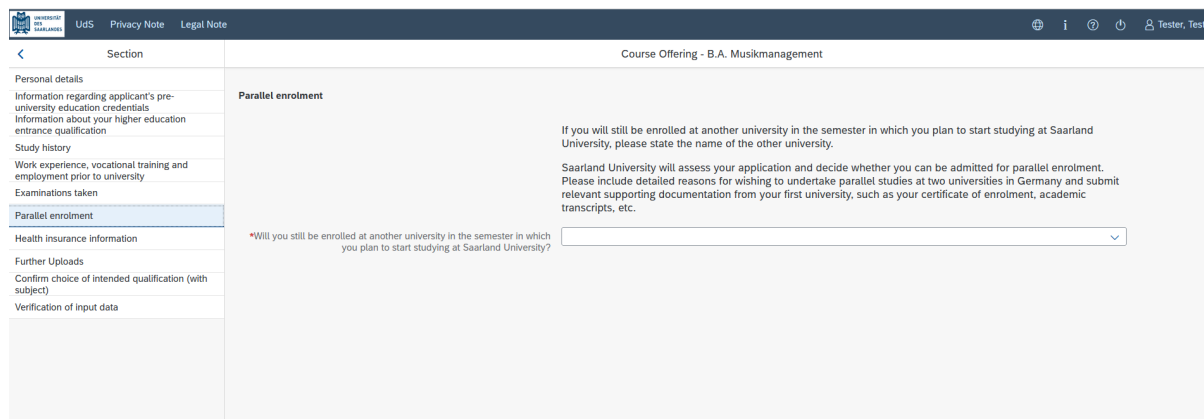
1.2.7 Examinations taken

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
<p>Personal details</p> <p>Information regarding applicant's pre-university education (credentials)</p> <p>Information about your higher education entrance qualification</p> <p>Study history</p> <p>Work experience, vocational training and employments prior to university</p> <p>Examinations taken</p> <p>Parallel enrolment</p> <p>Health Insurance Information</p> <p>Further Uploads</p> <p>Confirm choice of intended qualification (with subject)</p> <p>Verification of input data</p>	<p>Examinations taken</p> <p>Last university degree qualification/loss of right of examination</p> <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> <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> <p>Please enter your overall grade in the format XX (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> <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> <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>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>Transcript of records (incl. translations)</p> <p>Penultimate university degree qualification/loss of right of examination</p> <p>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:</p> <p>*Have you taken another final examination at a university?</p> <p>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>	

1.2.8 Parallel enrolment

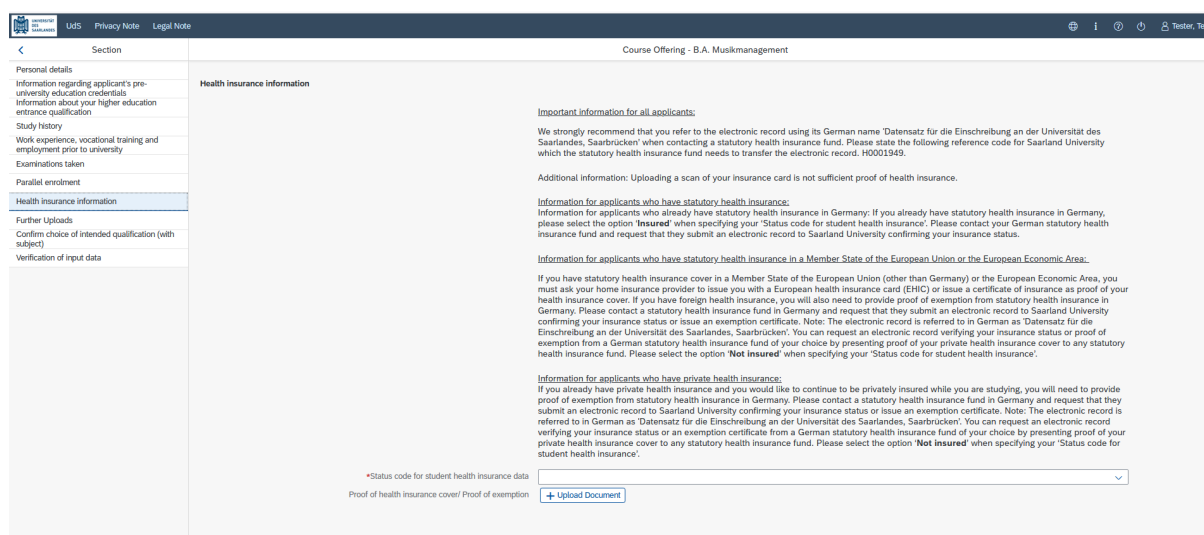
Please click on **Parallel enrolment** and answer the mandatory question. If you respond with 'Yes', you will be presented with several further questions to answer.



The screenshot shows the 'Parallel enrolment' section of the application form. The left sidebar contains a list of sections: 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), and Verification of input data. The main content area is titled 'Course Offering - B.A. Musikmanagement'. It contains a question: '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.' Below this is a text box for the answer. A mandatory question follows: '*Will you still be enrolled at another university in the semester in which you plan to start studying at Saarland University?' with a dropdown menu.

1.2.9 Health insurance information

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



The screenshot shows the 'Health insurance information' section of the application form. The left sidebar is the same as in the previous form, with 'Health insurance information' highlighted. The main content area is titled 'Course Offering - B.A. Musikmanagement'. It contains several sections of text: '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'.', and a dropdown menu for 'Status code for student health insurance data'. Below this is a button '+ Upload Document'.

Note: Further information on health insurance is available here <https://www.uni-saarland.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



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').

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

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](#)

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.

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

Select your intended qualification (with subject)

*Intended qualification (with subject) ☒ Enrolment

If you are not 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.

<input checked="" type="checkbox"/>	new	Course of study	B.A. Musikmanagement
<input checked="" type="checkbox"/>	new	Core subject	B.A. Musikmanagement (2015) 2 Study semester

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.

UdS Privacy Note Legal Note

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

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.

*I hereby declare that I have not lost the right of assessment or examination in the subject areas that I have applied for.

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

+ Upload Document

Other documents

+ Upload Document

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/asZPAgKm8w>. The information you provide will be evaluated anonymously.

Save and Return Submit

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.

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'.

Target studies for the upcoming semester

Please confirm your selection

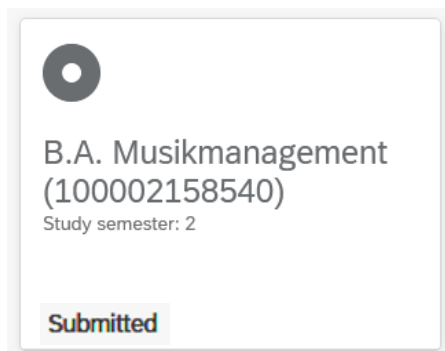
> Course of study B.A. Musikmanagement


Commit Cancel

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  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))



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[Privacy Note](#)
[Legal Note](#)






[Testen, Test](#)

Section

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Course Offering - B.A. Musikwissenschaft HF

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 stop studying the degree programme in which you are currently enrolled (in the case of multi-subject programmes: if you want to stop the entire study programme that you have done so far) and want to apply to enrol in a new degree programme. Please de-select your current degree programme (untick the checkbox) and leave the preselected new degree programme ticked.

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.

Once you have enrolled in the new degree programme, you will be deregistered from the previous programme; your student status will remain unchanged. If enrolment for the new study programme is not possible at the present time, your existing enrolment status will be retained provided that all enrolment or re-registration requirements have been met.

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. 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 B.A. Musikmanagement






☒ new Course of study B.A. Musikwissenschaft HF

<input checked="" type="checkbox"/>	new	Main subject B.A. Musikwissenschaft H (2015)	1 Study semester
<input checked="" type="checkbox"/>	new	Subsidiary subject B.A. Geschichte N (2010)	1 Study semester
<input checked="" type="checkbox"/>	new	Supplementary subject B.A. Sprachkomp Italienisch E (2016)	1 Study semester

Option: Changing to a different subject



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[Legal Note](#)






[Testen, Test](#)

Section

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Course Offering - B.A. Musikwissenschaft HF

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

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

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

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

Note:


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

☒ Course of study B.A. Musikmanagement






☒ new Course of study B.A. Musikwissenschaft HF

<input checked="" type="checkbox"/>	new	Main subject B.A. Musikwissenschaft H (2015)	1 Study semester
<input checked="" type="checkbox"/>	new	Subsidiary subject B.A. Geschichte N (2010)	1 Study semester
<input checked="" type="checkbox"/>	new	Supplementary subject B.A. Sprachkomp Italienisch E (2016)	1 Study semester

Option: Adding a third school curriculum subject



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[Legal Note](#)






[Testen, Test](#)

Section

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Course Offering - B.A. Musikwissenschaft HF

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 wish to add a third school subject to the two subjects you are already studying in your teacher training degree. (Note: You may only add a subject if you have met any applicable admission requirements for that subject.)

Please note that to enrol for the additional school curriculum subject, 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 enrolment for the new subject is not possible, your existing enrolment status will be retained provided that all enrolment or re-registration requirements have been met.

Note:

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

☒ Course of study B.A. Musikmanagement

☒ new Course of study B.A. Musikwissenschaft HF

<input checked="" type="checkbox"/>	new	Main subject B.A. Musikwissenschaft H (2015)	1 Study semester
<input checked="" type="checkbox"/>	new	Subsidiary subject B.A. Geschichte N (2010)	1 Study semester
<input checked="" type="checkbox"/>	new	Supplementary subject B.A. Sprachkomp Italienisch E (2016)	1 Study semester

Option: Additional programme / Parallel enrolment

Navigation: Home | Log Out | LMS | Privacy Note | Legal Note

Section

Personal details

- Information regarding applicant's pre-university education credentials
- Information about your higher education entrance qualification
- Further Uploads
- Confirm choice of intended qualification (with subject)**
- Verification of input data

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 enrol for 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.

<input checked="" type="checkbox"/>	Course of study	B.A. Musikmanagement
<input checked="" type="checkbox"/>	new Course of study	B.A. Musikwissenschaft HF
<input checked="" type="checkbox"/>	new Main subject	B.A. Musikwissenschaft H (2015) 1 Study semester
<input checked="" type="checkbox"/>	new Subsidiary subject	B.A. Geschichte N (2010) 1 Study semester
<input checked="" type="checkbox"/>	new Supplementary subject	B.A. Sprachkomp Italienisch E (2016) 1 Study semester

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)

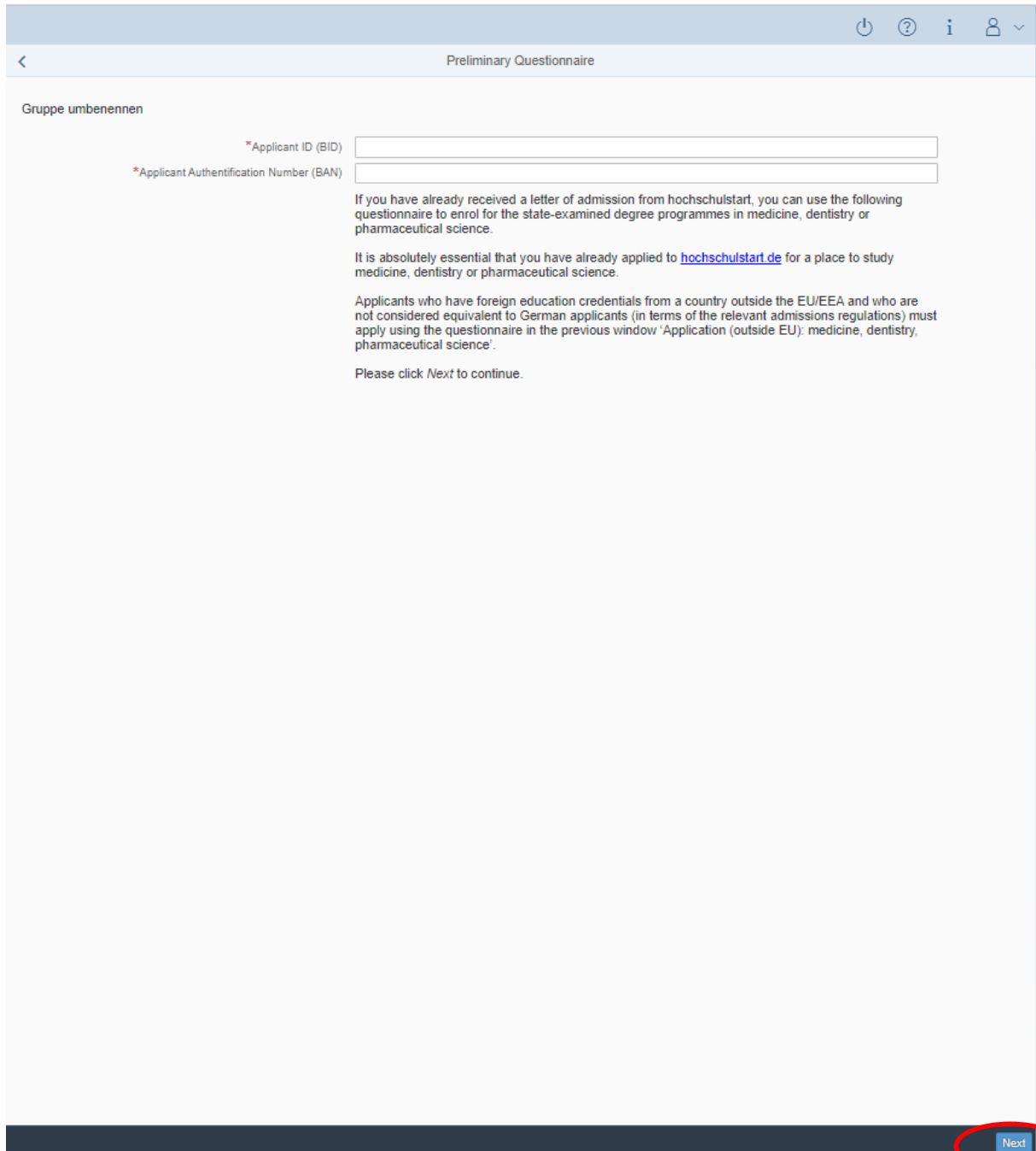
If you have received an offer of admission from *hochschulstart*, your first step is to notify *hochschulstart* that you are accepting the offer. You will then be issued with a letter of admission from *hochschulstart*. Once you have the letter of admission, you can enrol at Saarland University. To begin 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*.



The screenshot shows a web application window titled "Preliminary Questionnaire". At the top right, there are icons for power, help, information, user, and a dropdown menu. Below the title bar, there is a back arrow and the title "Preliminary Questionnaire". The main content area has a heading "Gruppe umbenennen". Below this, there are two input fields: "*Applicant ID (BID)" and "*Applicant Authentication Number (BAN)". Below the input fields, there is a paragraph of text: "If you have already received a letter of admission from hochschulstart, you can use the following questionnaire to enrol for the state-examined degree programmes in medicine, dentistry or pharmaceutical science. It is absolutely essential that you have already applied to [hochschulstart.de](\"http://hochschulstart.de\") for a place to study medicine, dentistry or pharmaceutical science. Applicants who have foreign education credentials from a country outside the EU/EEA and who are not considered equivalent to German applicants (in terms of the relevant admissions regulations) must apply using the questionnaire in the previous window 'Application (outside EU): medicine, dentistry, pharmaceutical science'. Please click *Next* to continue." At the bottom right of the window, there is a blue button labeled "Next", which is circled in red.

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

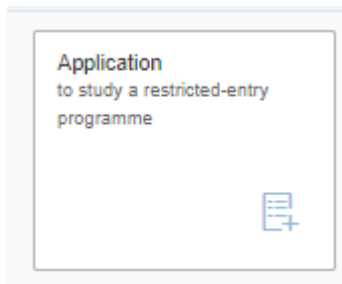
After entering your BID and BAN, click on  to accept your place on this degree programme.
Please complete the questionnaire and then submit your enrolment application.


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.

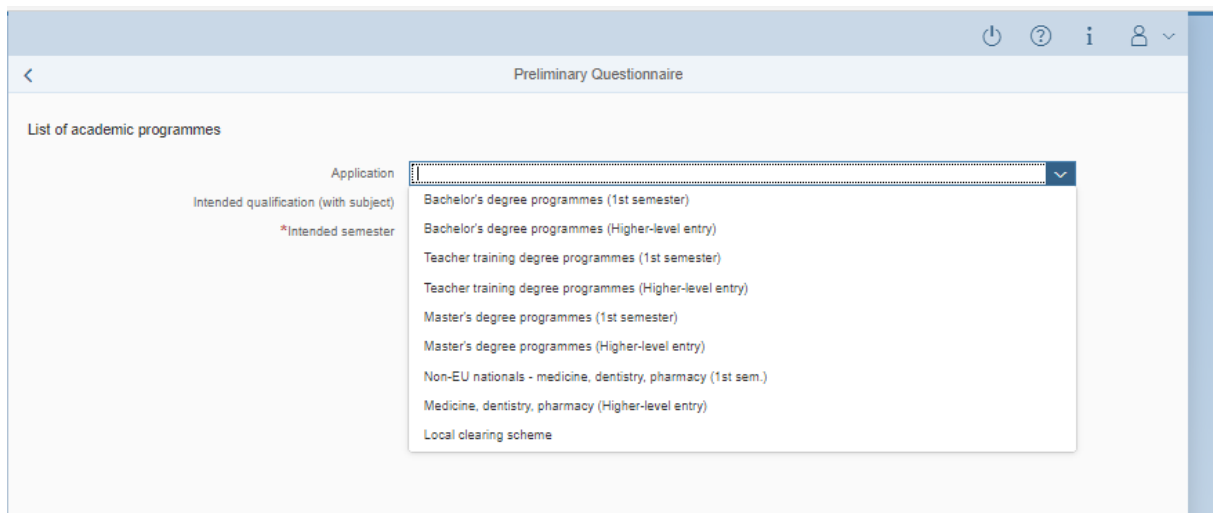
For details of the enrolment procedure, please follow the instructions in Section 2.2.

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.








Preliminary Questionnaire

List of academic programmes

Application	Intended qualification (with subject)	*Intended semester
Bachelor's degree programmes (1st semester)		
Bachelor's degree programmes (Higher-level entry)		
Teacher training degree programmes (1st semester)		
Teacher training degree programmes (Higher-level entry)		
Master's degree programmes (1st semester)		
Master's degree programmes (Higher-level entry)		
Non-EU nationals - medicine, dentistry, pharmacy (1st sem.)		
Medicine, dentistry, pharmacy (Higher-level entry)		
Local clearing scheme		

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









[<](#) Preliminary Questionnaire

List of academic programmes

Application


Intended qualification (with subject)






Bachelor's degree programmes (1st semester) 

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 .


Preliminary Questionnaire

List of academic programmes


Application

Bachelor's degree programmes (1st semester) 

Intended qualification (with subject)

B.Sc. Biologie 

*Intended semester



*Applicant ID (BID)

*Applicant Authentication 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 your 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



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

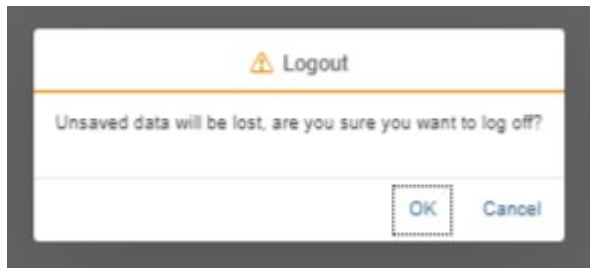
For details of the enrolment procedure, please follow the instructions in Section 2.2.

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



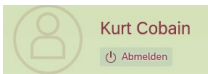
and then close the browser.

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  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/upload/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>
