

Student Information Management System for Saarland



Enrolment Guide – Non-Restricted-Entry Degree Programmes Winter semester 2021/22

Key information at a glance


Access to SIM for students at Saarland University <https://sim.uni-saarland.de>


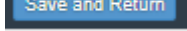
for new applicants via <https://sim.uni-saarland.de/bewerbung>

Please access the SIM portal using the latest version of one of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. Apple Safari and Internet Explorer are not fully supported.

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

Using the application interface: **Navigate** to the different sections using the navigation menu on the left

side of the  window; **mandatory fields** are indicated by a red asterisk (e.g.); to see

help texts click  on the symbol; to save your draft application, click on .

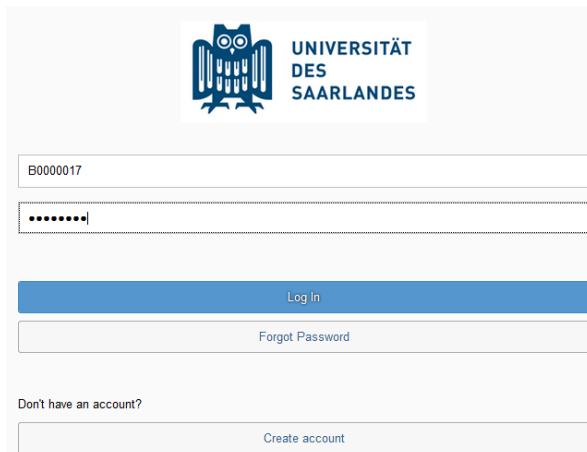
For more information on the application procedure: www.uni-saarland.de/bewerbung

Table of contents

1.	<u>OPEN THE SIM APPLICATION PORTAL USING THE FOLLOWING LINK: HTTPS://SIM.UNI-SAARLAND.DE/BEWERBUNG</u>	3
2.	<u>ENROLLING TO STUDY A NON-RESTRICTED DEGREE PROGRAMME</u>	5
2.1	SEMESTER FEE	5
2.2	PRELIMINARY QUESTIONNAIRE	5
2.3	PERSONAL INFORMATION	9
2.4	PRE-UNIVERSITY EDUCATION CREDENTIALS	9
2.5	INFORMATION ABOUT YOUR HIGHER EDUCATION ENTRANCE QUALIFICATION (HEEQ)	10
2.6	INFORMATION ON LANGUAGE PROFICIENCY (WHEN APPLICABLE)	11
2.7	YOUR STUDY HISTORY	12
2.8	WORK EXPERIENCE, VOCATIONAL TRAINING AND EMPLOYMENT PRIOR TO UNIVERSITY	13
2.9	EXAMINATIONS TAKEN	13
2.10	PARALLEL ENROLMENT	15
2.11	HEALTH INSURANCE INFORMATION	15
2.12	FILE UPLOAD	16
2.13	CONFIRM CHOICE OF INTENDED QUALIFICATION (WITH SUBJECT)	18
2.14	VERIFICATION OF INPUT DATA	18
3.	<u>LOGGING OUT OF THE SIM APPLICATION PORTAL</u>	21
4.	<u>ADDITIONAL INFORMATION</u>	22

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 login form features the University of Saarland logo at the top. Below it is a text input field containing 'B0000017'. Underneath is a password field with masked characters. A blue 'Log In' button is positioned below the password field. Below the button is a 'Forgot Password' link. At the bottom, there is a 'Don't have an account?' link and a 'Create account' button.

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

Einloggen

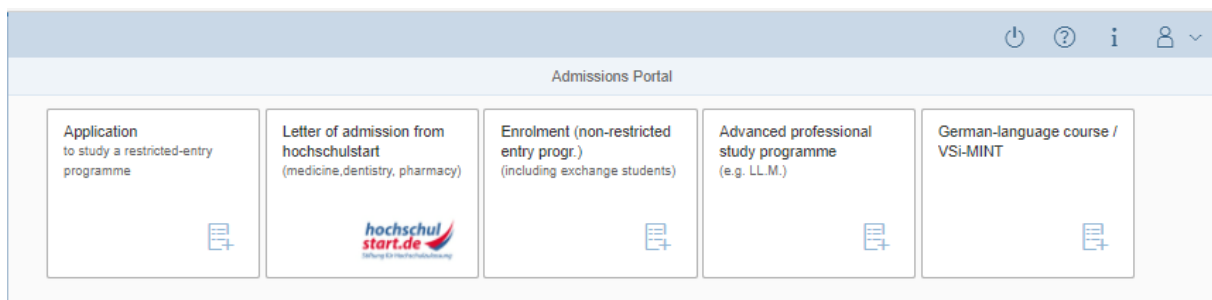
Note: If you are not already registered in SIM, please refer to the *SIM Registration Guide*.

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.


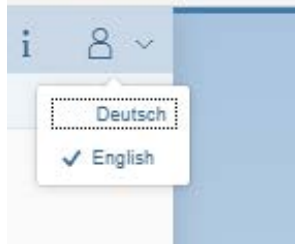


The start page is titled 'Admissions Portal' and features a navigation bar with icons for power, help, information, and user profile. Below the navigation bar are five main tiles, each with a document icon at the bottom right:

- Application to study a restricted-entry programme**
- Letter of admission from hochschulstart (medicine, dentistry, pharmacy)** - includes the 'hochschulstart.de' logo
- Enrolment (non-restricted entry progr.) (including exchange students)**
- Advanced professional study programme (e.g. LL.M.)**
- German-language course / VSi-MINT**


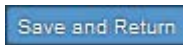


(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)



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 enrol for a non-restricted degree programme, please follow the instructions in Section 2.

General information:

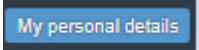
- You may experience a delay while the system processes your selection. Please be patient and do not cancel your application.
- Select the individual sections of the navigation bar on the left of the window and enter the required information. Depending on the particular degree programme and subject chosen, the precise appearance of the application form may differ from the screenshots shown in this user guide.
- Mandatory fields are indicated by a red asterisk (e.g. **Surname*).
- If a help text is available, you can view it by clicking on the  symbol.
- To save the data entered in your application so far and go back to your start page, click on . You can continue with your application at a later date by clicking on the relevant tile.
- You may only submit your application once all of the required fields have been completed and all of the required documents have been uploaded. To submit your enrolment application to Saarland University, click on . Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.
- Always exit the SIM application portal by clicking on the **logoff button**  at the top right of the window.

2. Enrolling to study a non-restricted degree programme

Note: If entry restrictions do not apply to the specific degree programme that you would like to study, you can enrol directly with the university provided that you meet the formal enrolment requirements. To find out whether entry restrictions apply to a particular subject/programme combination, please follow the links in Section 4. If you plan to combine a number of different subjects in your proposed degree programme, please check beforehand that entry restrictions do not apply to any of your chosen subjects.

2.1 Semester fee

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’*): your student registration number (if you already have one) / your applicant number; your first name and surname; date of *birth* (MM.DD.YYYY) and the *semester* for which you are applying for enrolment (e.g. 70072338 Kurt Cobain 02.08.2001 WS 2021/22). Your applicant number is created as soon as you have submitted or saved an application and can be found by

clicking on  at the bottom right of the window. It is also listed on the tiles that can be viewed in ‘My applications’:



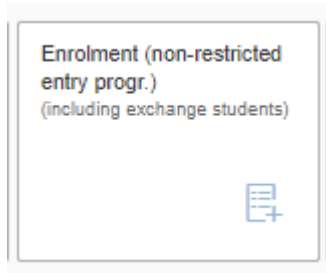
If you are not yet a student at Saarland University and you are applying for a place on a non-restricted entry programme, please specify your SIM application portal username rather than the applicant number when you make your semester fee payment. (This is the username that was issued when you registered with the SIM application portal and that begins with a ‘B’ followed by a sequence of seven digits B00...).

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>

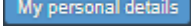
After first checking that the details are correct, please upload appropriate documentary proof that your semester fee has been paid (see Section 2.14).

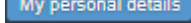
2.2 Preliminary Questionnaire

To enrol for a non-restricted degree programme, please access your start page and then click on the tile:




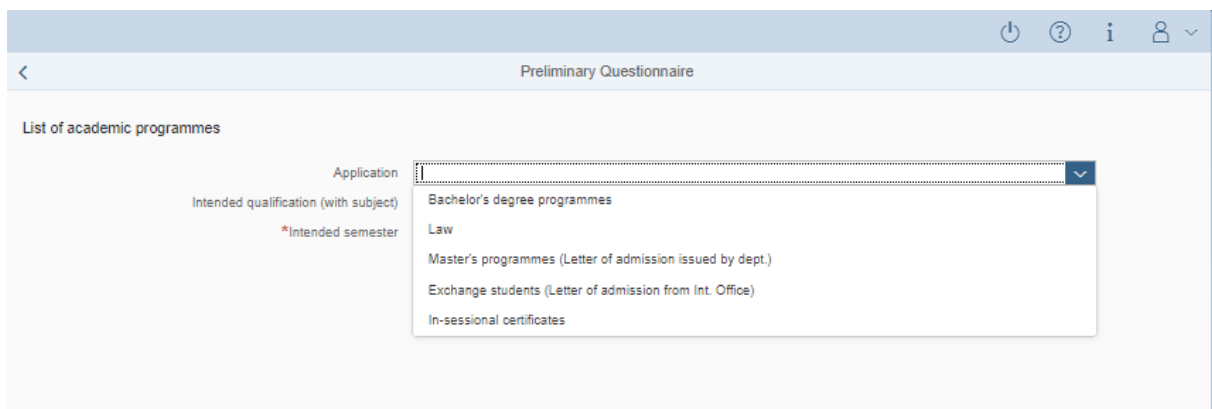
Note: Applications that you have already submitted can be found under **'My applications'**.

You can edit your personal details or upload your passport photo by clicking on  at the bottom right of the window, but only after you have submitted an application.

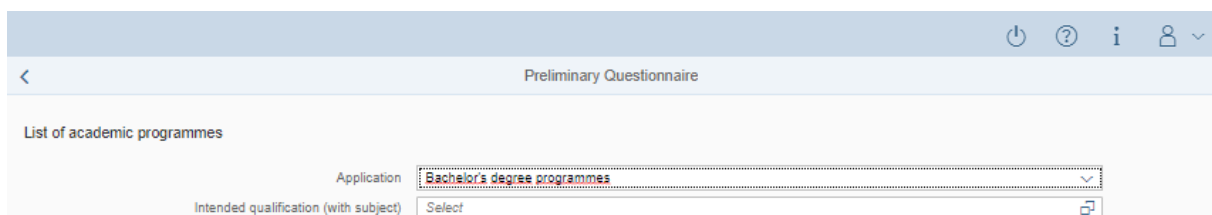
Important: Please upload your passport photo via  immediately after submitting your enrolment application. Please read and follow the instructions on how to complete the application form and the information contained in the *SIM Passport Photo Guidelines*.

Choose the (non-restricted) degree programme and subject area you wish to enrol in.

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



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



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.

Depending on the programme and subject chosen, you may be asked to provide additional information, such as:

- Starting semester: Select the semester that you want to start studying in. Note: typically only one option is available.
- Subject semester (please read the following explanation carefully):
A greyed-out value cannot be altered and is provided for information purposes only (e.g. '1' if you are starting a study programme in the first semester).
The default setting '2' when applying for higher-level entry can be replaced by a later semester, where appropriate.
- For multiple-subject degree programmes: please specify your main, subsidiary and, if applicable, supplementary subject.

Depending on your chosen study programme, certain subjects may be fixed, in which case these fields will be greyed out and cannot be altered.

🔌 ? i 👤 ⌵

< Preliminary Questionnaire

List of academic programmes

Application	Bachelor's degree programmes
Intended qualification (with subject)	B.Sc. Medieninformatik
*Intended semester	Winter semester 2021/2022

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

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

Please take note of the following information:

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

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

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

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

Please click *Next* to continue.

*Study semester	1	i
-----------------	---	---

Next

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

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

2.3 Personal information

Please complete all mandatory fields. Please specify your preferred gender descriptor (default setting: 'Non-binary / Prefer not to say').

Section: Course Offering - B.Sc. Medieninformatik

Personal details

*Surname: Test

Surname at birth:

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

*Gender: male female diverse

*Date of birth: Jan 1, 2000

*Place of birth: Saarbrücken

*Nationality: Austria

Second nationality:

Your address and contact details

*Street name: Campusstr.

*House number: 1

c/o details/additional address information:

*Country of residence: Germany

*Postal code: 66123

*Place of residence (town/city): Saarbrücken

Phone number (landline):

Mobile/Cell number:

*Email address: test@test.de

Buttons: Save and Return, Submit

2.4 Pre-university education credentials

Please click on [Information regarding applicant's pre-university education credentials](#). Please complete all mandatory fields. Depending on the data you enter, additional questions may appear on the screen that you will need to answer. You will also have the opportunity to upload the relevant documents.

Section	Course Offering - B.Sc. Medieninformatik
Personal details	
Information regarding applicant's pre-university education credentials	Pre-university educational credentials
Information about your higher education entrance qualification	*Where did you obtain your higher education entrance qualification? <ul style="list-style-type: none"> <input type="radio"/> Germany <input type="radio"/> Not in Germany <input type="radio"/> Higher education assessment test at a Studienkolleg in Germany
Language proficiency	
Study history	
Work experience, vocational training and employment prior to university	
Examinations taken	
Parallel enrolment	
Health insurance information	
File Upload	
Confirm choice of intended qualification (with subject)	
Verification of input data	




2.5 Information about your higher education entrance qualification (HEEQ)

Please click on [Information about your higher education entrance qualification](#). Please complete all mandatory fields. If you have a German general higher education entrance qualification (*Abitur*), please select '*Gymnasium (aHR)*'. Please upload your HEEQ using the relevant 'Upload document' button.

Note: Instructions on how to create a single PDF file from several documents (e.g. several JPG scans) can be found online (try searching for 'Combine multiple JPG files into one PDF').

Section	Course Offering - B.Sc. Medieninformatik
Personal details	<p>Information relating to your higher education entrance qualification that permits you to be admitted to study at Saarland University</p> <p>If your higher education entrance qualification is based on your vocational/professional qualifications (e.g. master of a skilled trade, recognized advanced vocational qualification), please select 'Beruflich Qualifizierte (aHR)' from the dropdown list under 'Type of higher education entrance qualification (HEEQ)'.</p> <p>This also applies to those who have successfully completed a vocational training programme at a specialist training college in Germany (Fachschule), e.g. state-recognized nursery nurses/preschool teachers.</p> <p>*Type of higher education entrance qualification (HEEQ) <input type="text"/></p> <p>*When did you obtain your HEEQ? <input type="text" value="Enter date"/></p> <p>*In which country did you obtain your HEEQ? <input type="text"/></p> <p>*Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2,00) <input type="text"/></p> <p>*Higher education entrance qualification (HEEQ) <input type="text" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 2 <input type="text" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 3 <input type="text" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 4 <input type="text" 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 in Germany (e.g. "Fachhochschulreife"), previously acquired a higher education entrance qualification in a country other than Germany or have taken a higher education assessment test (FSP). <p>Please specify the first higher education entrance qualification that you obtained or provide details about your pre-university educational credentials. <input type="text"/></p> <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"/></p> <p>Overall grade <input type="text"/></p> <p>Previous HEEQ/pre-university educational credentials <input type="text" value="+ Upload Document"/></p>
Information regarding applicant's pre-university education credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Work experience, vocational training and employment prior to university	
Examinations taken	
Parallel enrolment	
Health insurance information	
File Upload	
Confirm choice of intended qualification (with subject)	
Verification of input data	

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

*Higher education entrance qualification [HEEQ.pdf](#)   
(HEEQ)

2.6 Information on language proficiency (when applicable)

Please click on [Language proficiency](#). You are only required to provide more detailed 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. If you have a German higher education entrance qualification, please select 'German *Abitur*'.

Section	Course Offering - B.Sc. Medieninformatik
Personal details	<p>Language proficiency</p> <p>For Master programmes and continuing education programmes:</p> <p>Please note that you need to meet our German language requirements in order to qualify for a place on your chosen degree programme.</p> <p>Please use the following links to access more detailed information:</p> <ul style="list-style-type: none"> • Master's degree programmes (https://www.uni-saarland.de/master) • Conversion Master's degree programmes (https://www.uni-saarland.de/studium/angebot/weiterbildend/) <p><small>*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.</small></p> <p>Proof of language proficiency <input type="button" value="+ Upload Document"/></p>
Information regarding applicant's pre-university education credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Work experience, vocational training and employment prior to university	
Examinations taken	
Parallel enrolment	
Health insurance information	
File Upload	
Confirm choice of intended qualification (with subject)	
Verification of input data	

2.7 Your study history

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

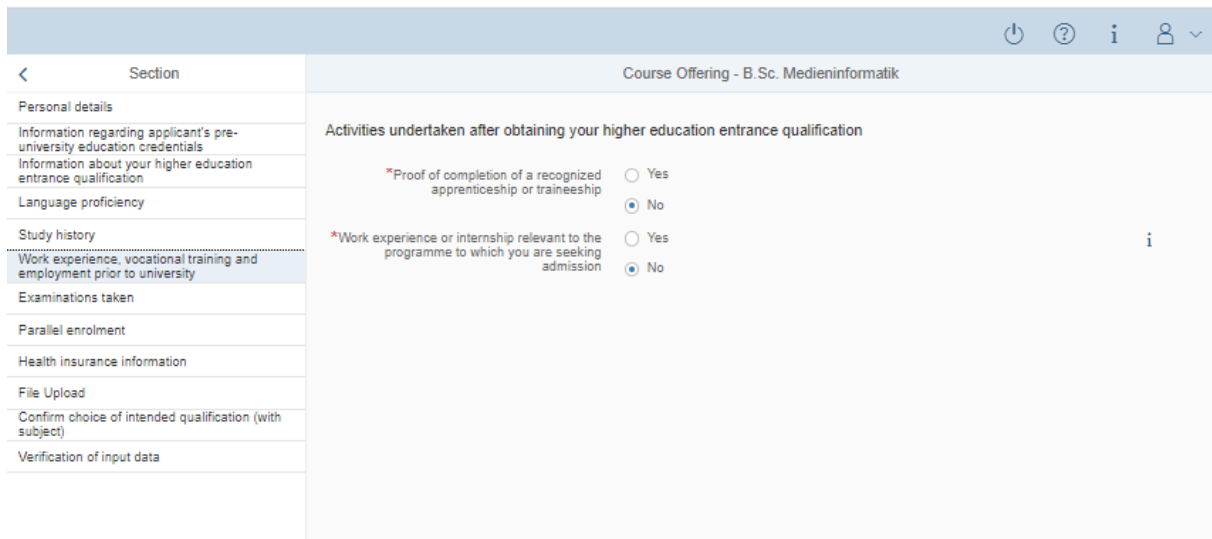
Note: For information on the *year* and *semester* in which you were first enrolled, please refer to the information text **i**.

Section	Course Offering - B.Sc. Medieninformatik
Personal details	<p>Study history</p> <p>At which university were you first enrolled?</p> <p>If you have not been previously enrolled at a university, please enter 'Germany' and then specify 'Saarbrücken, U des Saarlandes' as the university. In this case, please enter 0 for the number of semesters studied.</p> <p>*Country in which you were first enrolled at a university <input type="text"/></p> <p>*Year in which you were first enrolled at a university <input type="text" value="2021/2022"/></p> <p>*Semester in which you were first enrolled <input type="text" value="Winter semester"/></p> <p>*Enter the number of semesters that you have already studied at a German university in total. <input type="text"/></p> <p>Enter the total number of semesters for which you were granted leave of absence at a German university. <input type="text"/></p> <p>Total number of semesters in which you undertook practical training or work experience while still being enrolled at university <input type="text"/></p> <p>Number of semesters studied at a Studienkolleg <input type="text"/></p> <p>*Have you interrupted your studies and now want to recommence studying? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Certificates of enrolments: Please upload your certificates of enrolment if you were previously enrolled at another university. <input type="button" value="+ Upload Document"/></p> <p>Were you studying at a university last semester?</p> <p>*Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for? <input type="radio"/> Yes <input type="radio"/> No</p> <p>*Have you already studied at a university outside Germany? <input type="radio"/> Yes <input type="radio"/> No</p>
Information regarding applicant's pre-university education credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Work experience, vocational training and employment prior to university	
Examinations taken	
Parallel enrolment	
Health insurance information	
File Upload	
Confirm choice of intended qualification (with subject)	
Verification of input data	

2.8 Work experience, vocational training and employment prior to university

[Note: This section only appears in certain questionnaires.]

Please click on [Work experience](#) . Please answer the mandatory questions.



The screenshot shows a web application interface for a course offering. The top navigation bar includes a back arrow, a search icon, a help icon, an information icon, and a user profile icon. The main content area is titled 'Course Offering - B.Sc. Medieninformatik'. On the left, a sidebar menu lists various sections, with 'Work experience, vocational training and employment prior to university' highlighted. The main content area contains two mandatory questions with radio button options for 'Yes' and 'No':

- *Proof of completion of a recognized apprenticeship or traineeship: Yes, No
- *Work experience or internship relevant to the programme to which you are seeking admission: Yes, No

An information icon (i) is visible on the right side of the form area.

2.9 Examinations taken

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

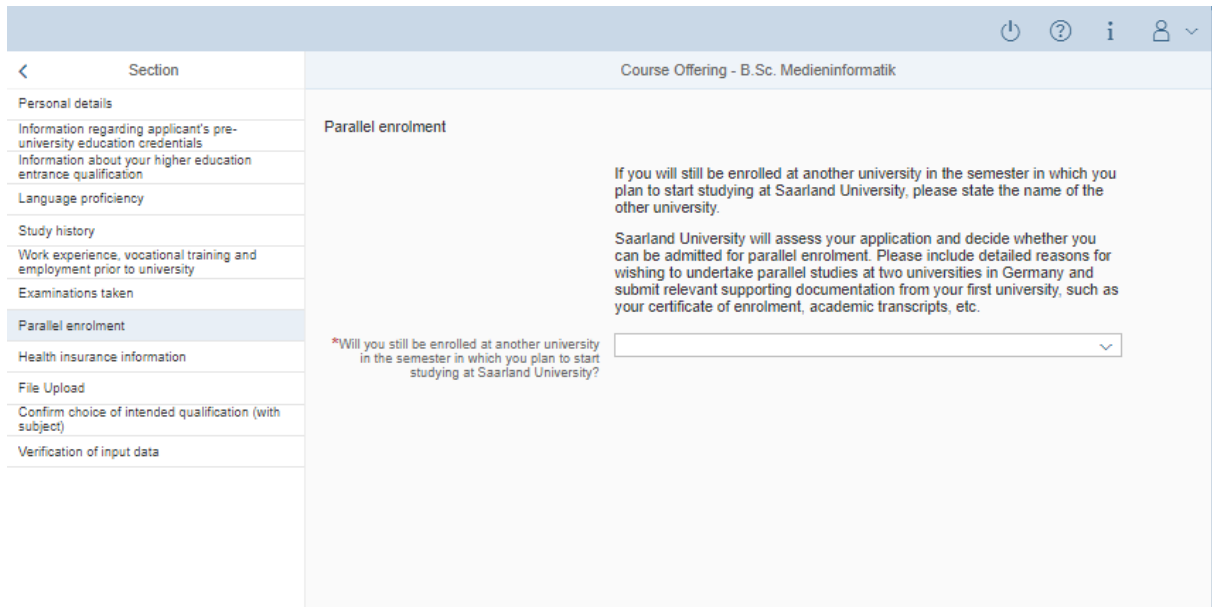
< Section
Course Offering - B.Sc. Medieninformatik

Personal details Information regarding applicant's pre-university education credentials Information about your higher education entrance qualification Language proficiency Study history Work experience, vocational training and employment prior to university Examinations taken Parallel enrolment Health insurance information File Upload Confirm choice of intended qualification (with subject) Verification of input data	<h3>Examinations taken</h3> <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? <input type="text" value="Yes"/></p> <p>*Country in which you completed the examinations <input type="text"/></p> <p>*Type of study <input type="text"/></p> <p>*Degree/Qualification <input type="text"/></p> <p>*First subject <input type="text"/></p> <p>Second subject <input type="text"/></p> <p>Third subject <input type="text"/></p> <p>*Date of examination <input type="text" value="Enter date"/></p> <p>*Examination status <input type="text"/></p> <p>*Overall grade <input type="text"/></p> <p>Please enter you overall grade in the format X.XX (e.g. 2.00). (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 9.00.</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 8.00. 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>*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).</p> <p>Examination certificates (incl. translations) <input type="button" value="+ Upload Document"/></p> <p>Transcript of records (incl. translations) <input type="button" value="+ Upload Document"/></p> <p>Penultimate university degree qualification/loss of right of examination</p> <p><i>If you completed an academic degree programme or lost your right of examination before your last higher education qualification, please provide details about this penultimate higher education qualification/loss of right of examination.</i></p> <p>*Have you taken any further examinations? <input type="radio"/> Yes <input type="radio"/> 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</p>
---	---

2.10 Parallel enrolment

[Note: only appears for certain programmes]

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



2.11 Health insurance information

Please click on [Health insurance information](#). Please answer the mandatory questions and upload *proof of health insurance cover / proof of exemption* using the relevant 'Upload document' button.

Section	Course Offering - B.Sc. Medieninformatik
Personal details	<p>Health insurance information</p> <p>Information for applicants who have private health insurance</p> <p>If you wish to have private health insurance while you are studying, you will need to include an exemption notice [Befreiungsbescheid] issued by a German statutory health insurance fund (AOK, Barmer, DAK, etc.) when you submit your enrolment application.</p> <p>Please select the option "exempted" when specifying your "Status code for student health insurance data".</p> <p>If you have statutory health insurance cover in a Member State of the European Union (other than Germany) or the European Economic Area (EEA), you must ask your home insurance provider to issue you with a European health insurance card (EHIC).</p> <p>You should present your EHIC to a German statutory health insurance fund (e. g. AOK, IKK, BARMER-GEK) located in the town or city in which you are studying in Germany. Once your health insurance cover has been verified, the German statutory health insurance fund will issue you with a certificate confirming your health insurance cover, which you should then submit to Saarland University.</p> <p>Please select the option "not subject to compulsory insurance requirement" when specifying your "Status code for student health insurance data".</p> <p>Information for applicants who have statutory health insurance</p> <p>If you have statutory health insurance, please select "compulsority insured" when specifying your "Status code for student health insurance data".</p> <p>*Status code for student health insurance data <input type="text"/></p> <p>*Proof of health insurance cover/ Proof of exemption <input type="button" value="+ Upload Document"/></p> <p>Note: You will need to present a certificate of insurance to the university. An uploaded scan of your health insurance card will not be accepted.</p>
Information regarding applicant's pre-university education credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Work experience, vocational training and employment prior to university	
Examinations taken	
Parallel enrolment	
Health insurance information	
File Upload	
Confirm choice of intended qualification (with subject)	
Verification of input data	

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

2.12 File upload

Please click on **File Upload**. Please upload all of the mandatory documents, by clicking on the button



next to the relevant field. Please ensure that you assign each document to the correct upload field.

If you are applying for a Master's degree programme or an advanced professional study programme, please check whether the department that coordinates the programme requires you to upload additional documentation. You will be notified about upload links at the relevant place in the questionnaire.

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.Sc. Medieninformatik

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Language proficiency

Study history

Work experience, vocational training and employment prior to university

Examinations taken

Parallel enrolment

Health insurance information

File Upload

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.

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

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

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

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

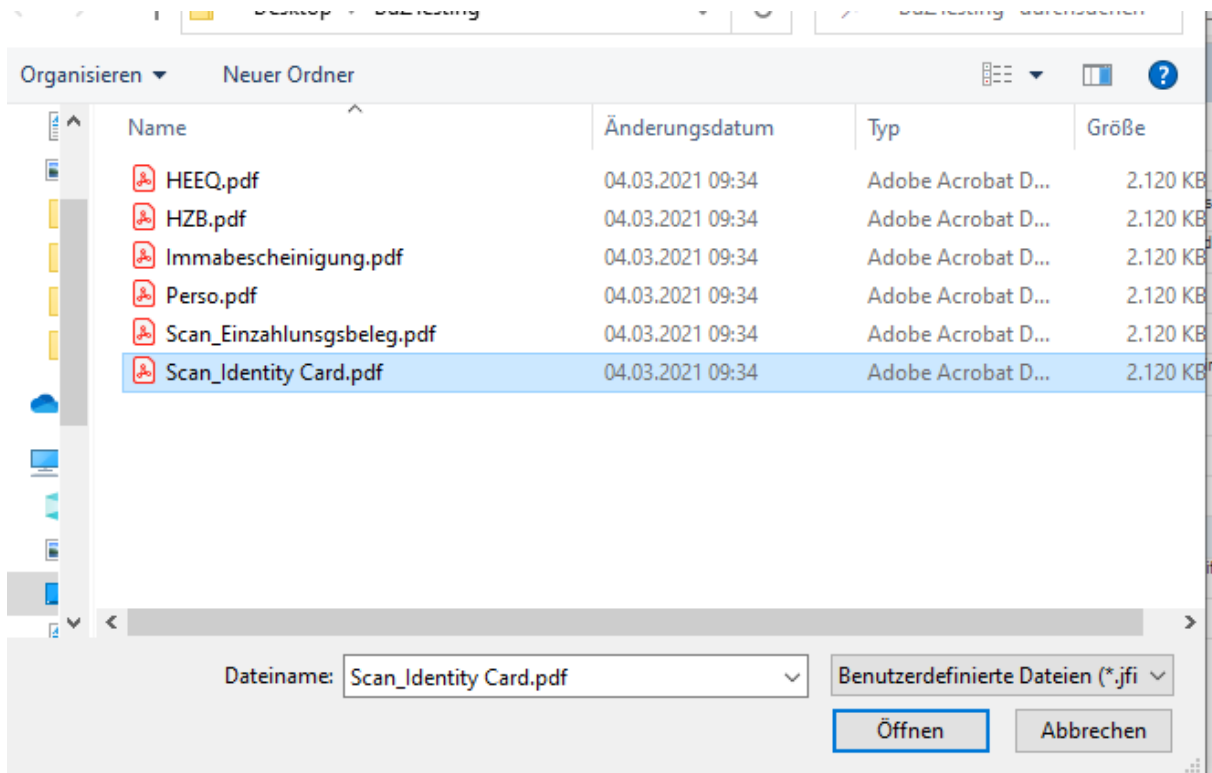
*Scan of identity card (front and back) or scan of passport

Proof of eligibility to begin orientation phase

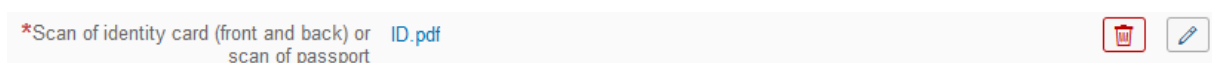
Other documents

Credit transfer certificate/Formal record of recognition of prior learning

When the window opens, click on the file you want to upload to select it and then click **open**. All uploaded documents must be legible.



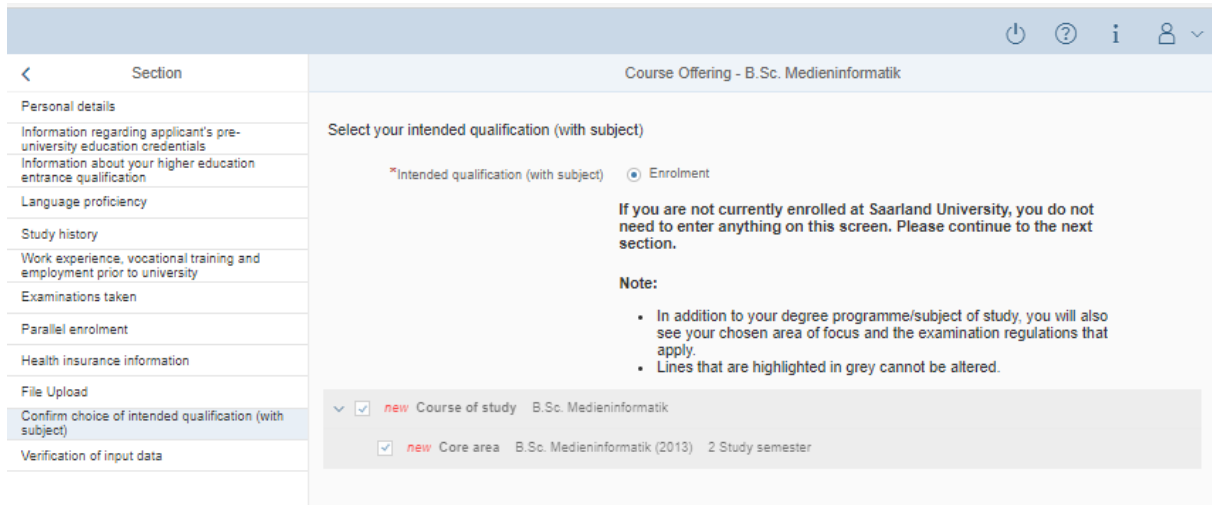
If the file was uploaded successfully, this will be indicated accordingly.



If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.

2.13 Confirm choice of intended qualification (with subject)

[**Note:** If you are not currently enrolled at Saarland University, you do not need to enter anything on this screen. You can proceed to the next section.]



The screenshot shows a web interface for a course offering. The left sidebar contains a navigation menu with sections like 'Personal details', 'Study history', and 'Confirm choice of intended qualification (with subject)'. The main content area is titled 'Course Offering - B.Sc. Medieninformatik' and contains the following text:

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.

Below the text, there is a list of selected items:

- new Course of study B.Sc. Medieninformatik
- new Core area B.Sc. Medieninformatik (2013) 2 Study semester

2.14 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.

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

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.

Section: Course Offering - B.Sc. Medieninformatik

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Language proficiency

Study history

Work experience, vocational training and employment prior to university

Examinations taken

Parallel enrolment

Health insurance information

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

Declaration (in lieu of oath)

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

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

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

I also affirm (in lieu of oath) that I have given true information regarding periods of previous academic study and any academic degrees or university qualifications attained.

*I hereby confirm the disclosures and declarations made above.

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

As you have applied to enrol at Saarland University, you are required to pay certain fees. Please scan and upload your proof-of-payment slip or your bank transfer slip as a PDF file.

For the Saarland University bank details and for information on the specific fees to be paid, please go to: <https://www.uni-saarland.de/en/study/organisation/fees.html>

*Proof of payment of fees

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

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

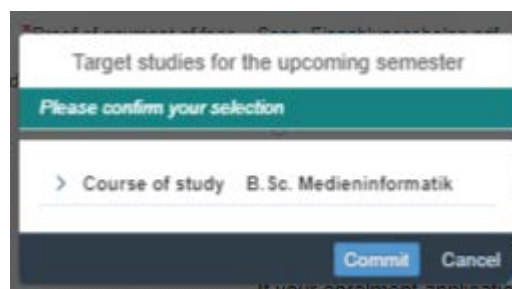
If your enrolment application is successful but you have not uploaded a photograph, you will not be issued with a student ID card.

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

Save and Return

Finally, click on to submit your application.

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



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

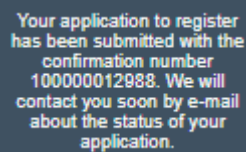
Hint

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

Close

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

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



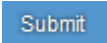
Your application to register has been submitted with the confirmation number 100000012988. We will contact you soon by e-mail about the status of your application.

Please check on your start page that the tile for this application displays the status message 'Application submitted'.



B.Sc. Medieninformatik (100000030330)
Winter semester 2021

Submitted

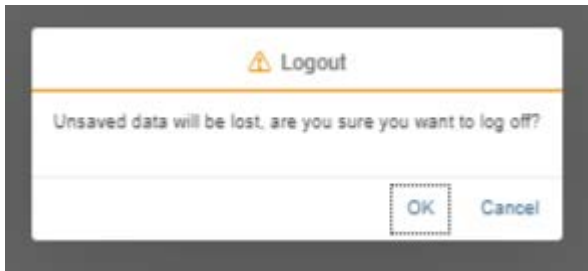
If that is not the case, please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via the  button and that you didn't simply save it without submitting it.

3. Logging out of the SIM application portal

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



Confirm that you wish to log out




and then close the browser.

Note:

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

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



Click  to confirm that you want to log out.

4. 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>
