

Student Information Management System

for Saarland



Information on applying as a student with non-enrolled status Summer semester 2024

Key information at a glance


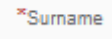
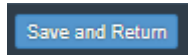
Access to SIM for students at Saarland University <https://sim.uni-saarland.de>

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

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

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

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

side of the  window; **mandatory fields** are indicated by a red asterisk (e.g. ); to see **help texts** click on the symbol; to save your draft application, click on .

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

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

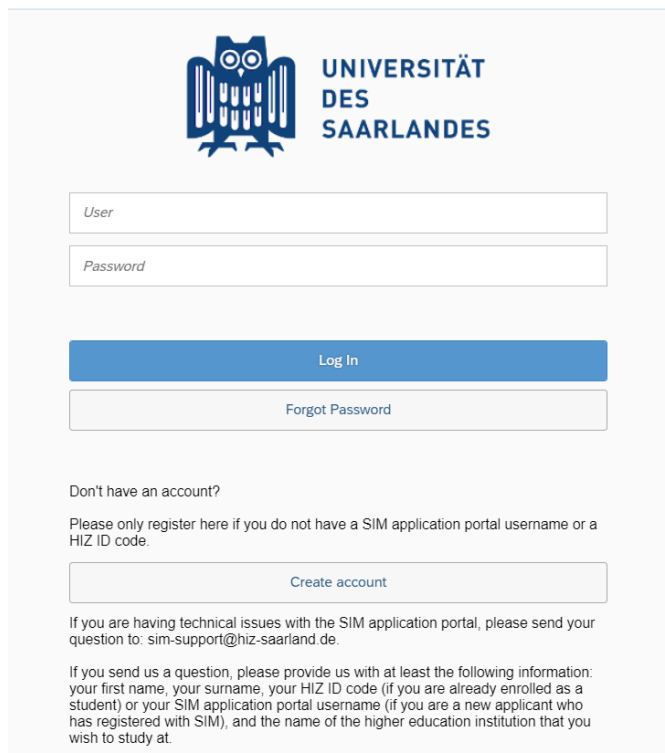
If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at UdS) **or** your SIM application portal username (if you are a new applicant who has registered with SIM),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

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1. Open the SIM application portal using the following link: <https://sim.uni-saarland.de/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 image shows the login page of the SIM application portal. At the top, there is the University of Saarland logo and the text 'UNIVERSITÄT DES SAARLANDES'. Below this, there are two input fields: 'User' and 'Password'. A blue 'Log In' button is positioned below the password field, and a 'Forgot Password' link is below it. Further down, there is a section for users who do not have an account, with a 'Create account' button. At the bottom, there is a section for technical issues, providing an email address (sim-support@hiz-saarland.de) and instructions on what information to provide when contacting support.

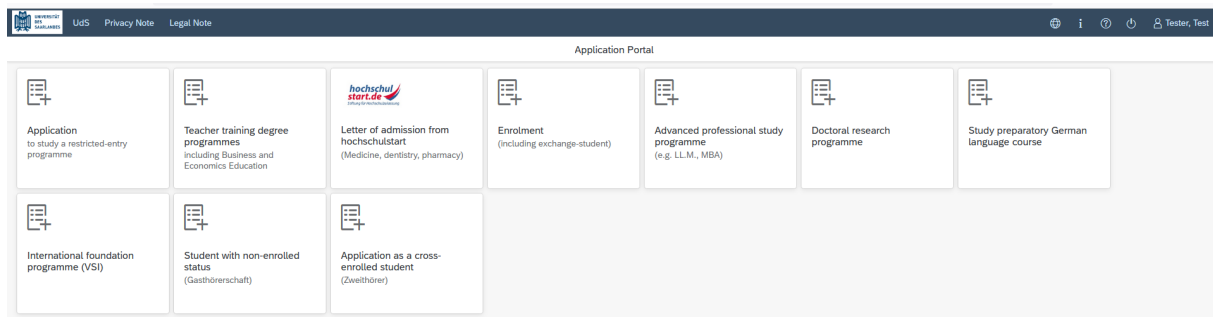
Log in with your username (e.g. B000xxxx) and your application password. Click on .

Note: If you don't yet have a user account for the SIM application portal, please click on 'Create account'.

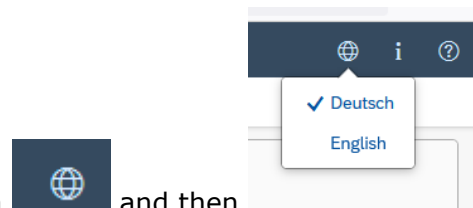
If you are already enrolled as a student at Saarland University, you can use the SIM student web portal: <https://sim.uni-saarland.de/>
Log in using your an HIZ/UdS ID code. Once on your start page, click on the tile:




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




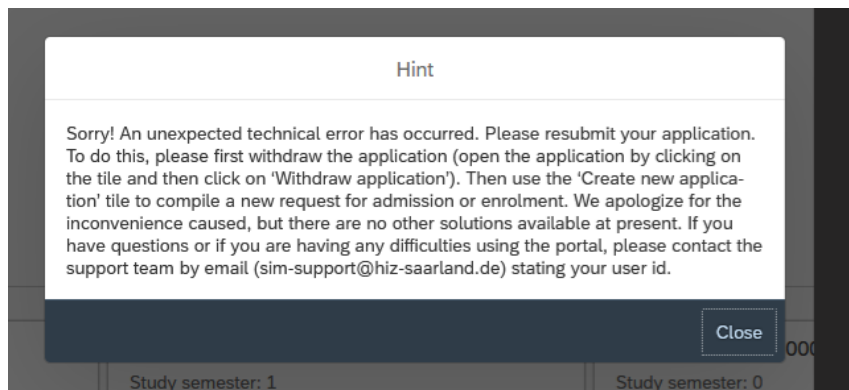
(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)




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

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 **Save and Return**. You can continue with your application at a later date by clicking on the relevant tile.
- You may only submit your application once all of the required fields have been completed and all of the required documents have been uploaded. To submit your enrolment application to Saarland University, click on **Submit**. Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.
- If you change the language in the form, you will be automatically redirected back to the application portal start page. To continue your application, please click on your application tile. The information you have entered so far has been saved.
- If technical problems occur during your application, the following message will be displayed and “Technical error” message will be displayed on your application tile. In this case, please follow the instructions in the message. To do this, please first withdraw the application and then use the ‘Create new application’ tile to compile a new request for admission or enrolment.

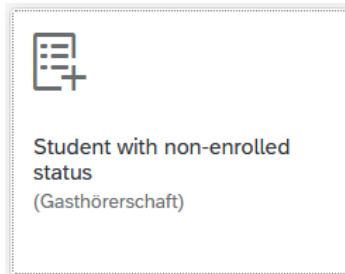


- Always exit the SIM application portal by clicking on the **logout button**  at the top right of the window.

2. Applying as a student with non-enrolled status

Note: For more information, please go to <https://www.uni-saarland.de/einrichtung/zell/gasthoererstudium/einschreibung.html>

If you want to apply as a student with non-enrolled status, please click on:



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 top right of the window, but only after you have submitted an application.



2.1 Preliminary Questionnaire

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



to see the list of options.

UdS Privacy Note Legal Note

Preliminary Questionnaire

List of academic programmes

Application: Non-enrolled student status

Intended qualification (with subject): Select

Intended semester:

As a non-enrolled student, you are required to pay certain fees. The amount of fees depends on the number of hours of instruction per week. All fee information can be found here: <https://www.uni-saarland.de/einrichtung/zell/gasthoererstudium/einschreibung.html>.

Please select the fee level that applies to you in the field 'Intended qualification (with subject)'. Please note that you must upload proof of payment of these fees at the end of this form (photo or screenshot of the bank transfer).

Please click Next to continue.

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

UdS Privacy Note Legal Note

Preliminary Questionnaire

List of academic programmes

Application: Non-enrolled student status

Intended qualification (with subject): Gebührenstufe 111,30 € bis 6 SWS - 1 Fach

SWS = Semesterwochenstunden


Subject: Select

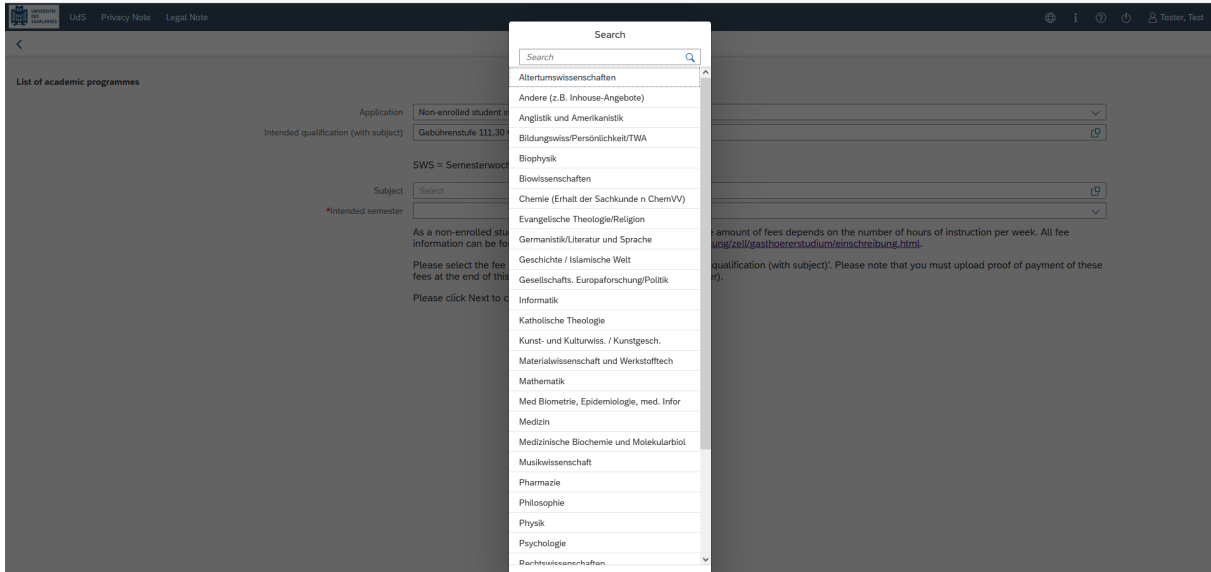
Intended semester:

As a non-enrolled student, you are required to pay certain fees. The amount of fees depends on the number of hours of instruction per week. All fee information can be found here: <https://www.uni-saarland.de/einrichtung/zell/gasthoererstudium/einschreibung.html>.

Please select the fee level that applies to you in the field 'Intended qualification (with subject)'. Please note that you must upload proof of payment of these fees at the end of this form (photo or screenshot of the bank transfer).

Please click Next to continue.

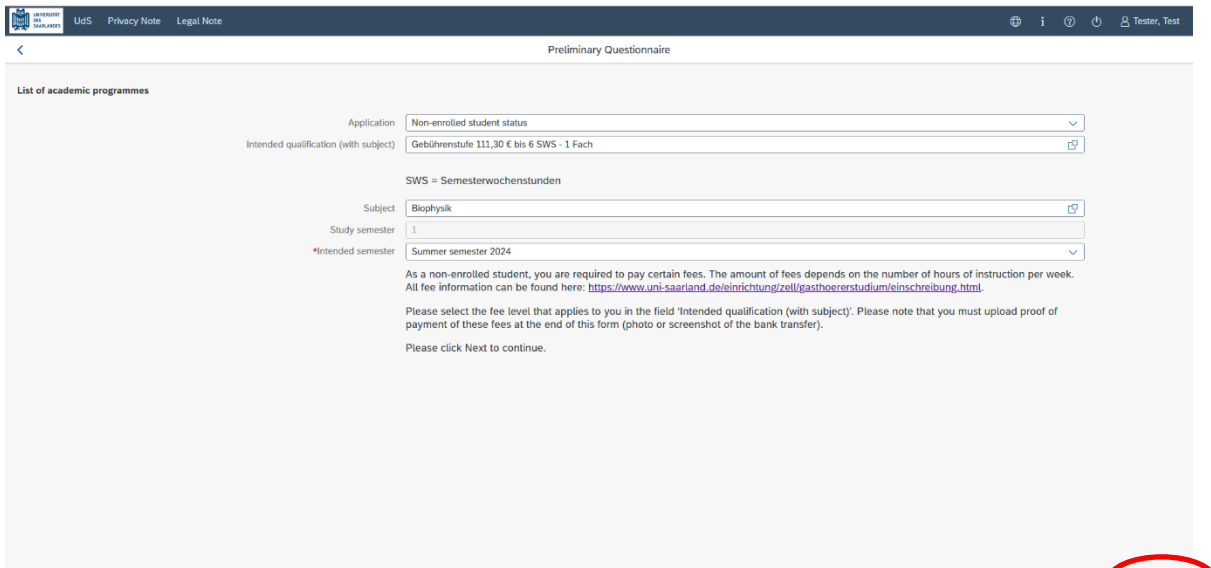
Click on  to select your **subject area**.



The screenshot shows the 'List of academic programmes' section of the application form. A search dropdown menu is open, displaying a list of subject areas. The background form shows fields for 'Application' (Non-enrolled student status), 'Intended qualification (with subject)' (Gebührenstufe 111,30 € bis 6 SWS - 1 Fach), 'SWS = Semesterwochenstunden', 'Subject' (Biophysik), 'Study semester' (1), and 'Intended semester' (Summer semester 2024). A 'Next' button is visible at the bottom right of the form.


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 area: up to 3 subject areas can be selected



The screenshot shows the 'Preliminary Questionnaire' form. It includes the same fields as the previous screenshot: 'Application' (Non-enrolled student status), 'Intended qualification (with subject)' (Gebührenstufe 111,30 € bis 6 SWS - 1 Fach), 'SWS = Semesterwochenstunden', 'Subject' (Biophysik), 'Study semester' (1), and 'Intended semester' (Summer semester 2024). Below these fields, there is a note about fees for non-enrolled students and a link to the fee information page. A 'Next' button is highlighted with a red circle at the bottom right of the form.

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

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

2.2 Personal details

Please complete all mandatory fields. Please specify your preferred gender descriptor.

Section: Course Offering - Gasthörer:schaft

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:

Save and Return Submit

2.3 Courses

Please click on **Courses**. Here you can specify which courses you would like to attend.

Section: Course Offering - Gasthörer:schaft

Courses

You can specify below which courses you would like to attend. As a student with non-enrolled status (Gasthörer), you have access to three categories of courses:

- Courses offered by the Centre for Lifelong Learning (Zell) (Gasthörer:skurse).
- Courses offered by the faculties at Saarland University that have been approved for students with non-enrolled status (Gasthörer) ([list of courses in the Continuing Education and Professional Development Study Guide](#)).
- Other courses for which you require admission (in particular in-optional certificates or courses that are not listed in the Continuing Education and Professional Development Study Guide). Please state which courses you would like to attend. If you have any questions, please contact the [Zell office](#) during opening hours.

If you have questions about the SIM application portal, you can access our help pages here: <https://www.uni-saarland.de/en/studies/sim/faq.html>

1. Courses offered by the Centre for Lifelong Learning (Zell)

*Courses for non-enrolled students (course number, e.g. GK 02):

2. Faculty courses open to non-enrolled students

This information is only for your registration as a non-enrolled student. It will not be forwarded to the faculty and therefore does not replace the need to register via the [online course catalogue \(LSP\)](#). Please check there whether you need to register via the LSP for your chosen courses. This is normally the case.

Courses offered by the faculties at Saarland University that have been approved for students with non-enrolled status (Gasthörer) can be found here: [list of courses in the Continuing Education and Professional Development Study Guide](#)

Courses offered by the faculties (subject area (e.g. Romance Languages and Literature), course number of all selected courses (8-digit LSP number):

3. Other courses

By registering for such courses, you confirm that you have spoken to the responsible lecturers and have their permission to participate. You do not need to submit any form of written permission here.

Please refer to the online course catalogue (LSP portal) for the corresponding LSP numbers: <https://www.uni-saarland.de/en/studies/continuing-education/course-catalogue.html>

2.4 Confirm choice of intended qualification (with subject)

Please click on **Confirm choice of intended qualification (with subject)**.

[Note: You do not need to enter anything on this screen. You can proceed to the next section.]

2.5 Confirmation of information

Please click on **Confirmation of information**. In this final section, you are required to provide a declaration (in lieu of oath) [*Eidesstattliche Erklärung*] before submitting your application. Read the text carefully and then indicate your consent by ticking the checkbox before you submit your

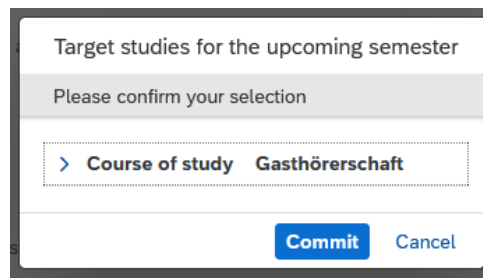
application. ***I hereby declare my consent to the above.** ☒

Please also 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). The application can only be sent if you have given your consent.

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.



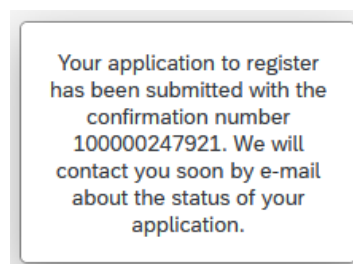
Target studies for the upcoming semester

Please confirm your selection

> Course of study Gasthörerschaft

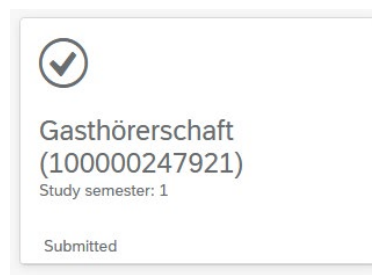
Commit Cancel

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
100000247921. 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'.



✓

Gasthörerschaft
(100000247921)
Study semester: 1

Submitted

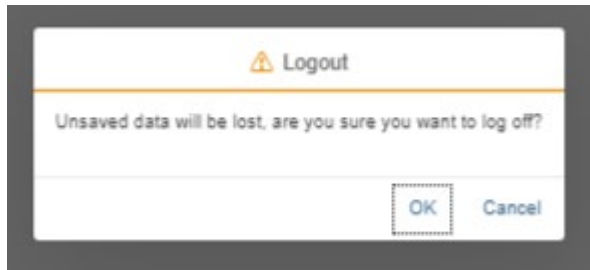
If that is not the case, please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via the **Submit** button and that you didn't simply save it without submitting it.

3. Logging out of the SIM application portal

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



Confirm that you wish to log out





and then close the browser.

Note:

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

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



Click  Kurt Cobain  to confirm that you want to log out.