

Student Information Management System

for Saarland



Information on enrolling or registering for an
advanced professional study programme

Summer semester 2024

Key information at a glance


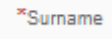
Access to SIM for students at Saarland [University https://sim.uni-saarland.de](https://sim.uni-saarland.de)

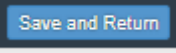
for new applicants via <https://sim.uni-saarland.de/bewerbung>

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

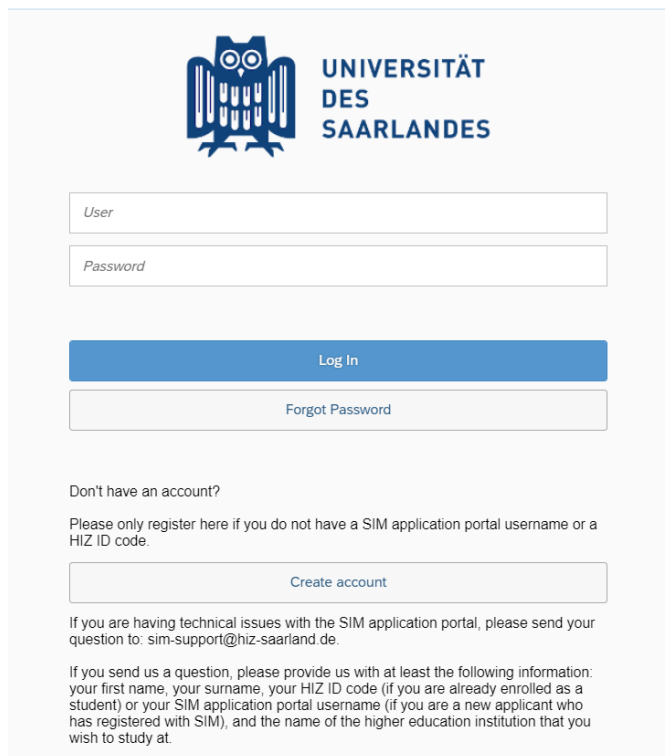
If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at UdS) **or** your SIM application portal username (if you are a new applicant who has registered with SIM),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

Table of contents


1.	<u>OPEN THE SIM APPLICATION PORTAL USING THE FOLLOWING LINK: HTTPS://SIM.UNI-SAARLAND.DE/BEWERBUNG</u>	3
2.	<u>APPLYING FOR AN ADVANCED PROFESSIONAL STUDY PROGRAMME</u>	6
2.1	ADVANCED PROFESSIONAL STUDY PROGRAMME (ENROLMENT)	6
2.1.1	PRELIMINARY QUESTIONNAIRE	6
2.1.2	PERSONAL DETAILS	8
2.1.3	PRE-UNIVERSITY EDUCATION CREDENTIALS	8
2.1.4	INFORMATION ABOUT YOUR HIGHER EDUCATION ENTRANCE QUALIFICATION (HEEQ)	9
2.1.5	INFORMATION ON LANGUAGE PROFICIENCY (WHEN APPLICABLE)	9
2.1.6	YOUR STUDY HISTORY	10
2.1.7	WORK EXPERIENCE, VOCATIONAL TRAINING AND EMPLOYMENT PRIOR TO UNIVERSITY	11
2.1.8	EXAMINATIONS TAKEN	11
2.1.9	PARALLEL ENROLMENT	13
2.1.10	HEALTH INSURANCE INFORMATION	13
2.1.11	FURTHER UPLOADS	13
2.1.12	CONFIRM CHOICE OF INTENDED QUALIFICATION (WITH SUBJECT)	15
2.1.13	VERIFYING YOUR INPUT DATA	15
2.2	ADVANCED PROFESSIONAL STUDY PROGRAMME (REGISTRATION)	16
2.3	PRELIMINARY QUESTIONNAIRE	17
2.4	PERSONAL DETAILS	18
2.5	FILE UPLOAD	18
2.6	CONFIRM CHOICE OF INTENDED QUALIFICATION (WITH SUBJECT)	19
2.7	VERIFYING YOUR INPUT DATA	20
3.	<u>LOGGING OUT OF THE SIM APPLICATION PORTAL</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 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 small text block providing contact information for technical issues and a list of required information for questions.

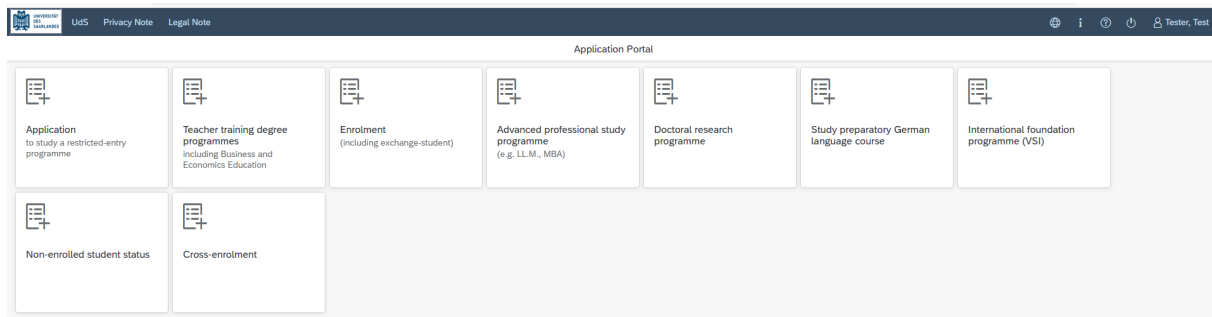
Log in with your username (e.g. B000xxxx) and your application password. Click on .

Note: If you 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.



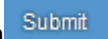


(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)

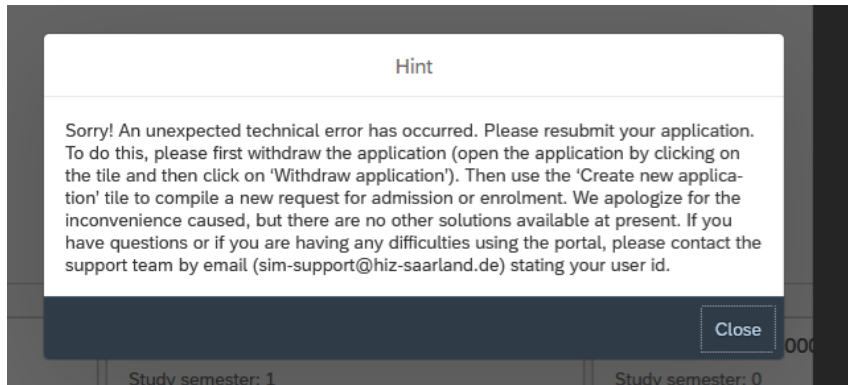



To enrol or register for a place on an advanced study programme, please follow the instructions in Section 2.

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.
- If you change the language in the form, you will be automatically redirected back to the application portal start page. To continue your application, please click on your application tile. The information you have entered so far has been saved.
- If technical problems occur during your application, the following message will be displayed and “Technical error” message will be displayed on your application tile. In this case, please follow the

instructions in the message. To do this, please first withdraw the application and then use the 'Create new application' tile to compile a new request for admission or enrolment.



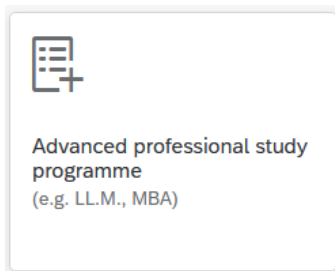
- Always exit the SIM application portal by clicking on the **logoff button**  at the top right of the window.

2. Applying for an advanced professional study programme

2.1 Advanced professional study programme (Enrolment)

Note: For more information, please go to: <https://www.uni-saarland.de/studium/angebot/weiterbildend.html>

If you want to apply for an advanced professional study programme or to enrol (having first received a valid letter of admission), 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.



2.1.1 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: Advanced professional study programme (Enrolment)

Intended qualification (with subject): Select

During your advanced professional study programme, you will be enrolled as a student at Saarland University. The university is legally required to collect certain data about you and you are obliged to upload the necessary supporting documentation. Please keep your academic credentials (e.g. degree certificates, higher education entrance qualification), information regarding previous periods of study and health insurance details to hand, as you will need them as you proceed with the application process.

Information:
The following link provides information on how to apply or enrol via the SIM portal. If you scroll down to the bottom of the page, you will find user guides and video tutorials: <https://www.uni-saarland.de/en/studies/sim/request.html>

Please click *Next* to continue.

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

The screenshot shows the SIM portal interface. A search dropdown menu is open, displaying a list of academic programmes. The background shows the 'List of academic programmes' section with fields for 'Application' (set to 'Advanced professional study programme (Enrolment)') and 'Intended qualification (with subject)' (set to 'LL.M. Europäisches und Internationales Recht').

Search

- LL.M. Deutsches Recht und Europäische Rechtsvergleichung
- LL.M. Europäisches und Internationales Recht
- LL.M. Informationstechnologie und Recht
- LL.M. Wirtschaftsrecht für die Unternehmenspraxis
- M.A. Deutsch als Fremd- und Zweitsprache
- M.A. Evaluation
- M.A. Master (Blended Learning) of Evaluation MABLE
- M.A. Unternehmenskommunikation und Rhetorik
- MBA European Management
- MBA Sport-/Gesundheitsmanagement

Cancel

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.
- The default setting '0' when applying for higher-level entry can be replaced by a later semester, where appropriate (e.g. '1' if you are starting a study programme in the first semester).

The screenshot shows the 'Preliminary Questionnaire' page. The 'Application' field is set to 'Advanced professional study programme (Enrolment)' and the 'Intended qualification (with subject)' is 'LL.M. Europäisches und Internationales Recht'. Below these fields, there is a section for 'Study semester' and 'Intended semester', both set to 'Summer semester 2024'. A red circle highlights the 'Next' button at the bottom right of the page.

Preliminary Questionnaire

List of academic programmes

Application: Advanced professional study programme (Enrolment)

Intended qualification (with subject): LL.M. Europäisches und Internationales Recht

Admission applications for this degree programme should be sent directly to the relevant department. For more information, please refer to <https://www.uni-saarland.de/studium/angebot/weiterbildend/europaeisches-internationales-recht.html>. As soon as you have a valid letter of admission, you can continue with the enrolment procedure in this portal.

*Study semester: 2

*Intended semester: Summer semester 2024

During your advanced professional study programme, you will be enrolled as a student at Saarland University. The university is legally required to collect certain data about you and you are obliged to upload the necessary supporting documentation. Please keep your academic credentials (e.g. degree certificates, higher education entrance qualification), information regarding previous periods of study and health insurance details to hand, as you will need them as you proceed with the application process.

Information:
The following link provides information on how to apply or enrol via the SIM portal. If you scroll down to the bottom of the page, you will find user guides and video tutorials: <https://www.uni-saarland.de/en/studies/sim/request.html>.

Please click **Next** to continue.

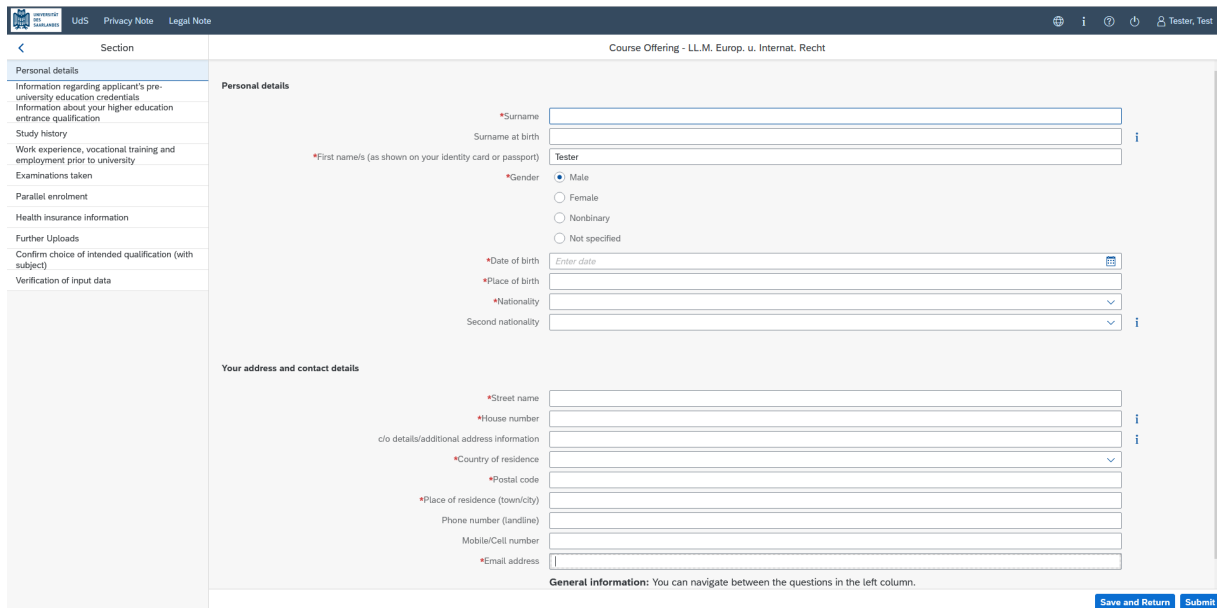
Next

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 or enrolment form for your chosen degree programme and subject.

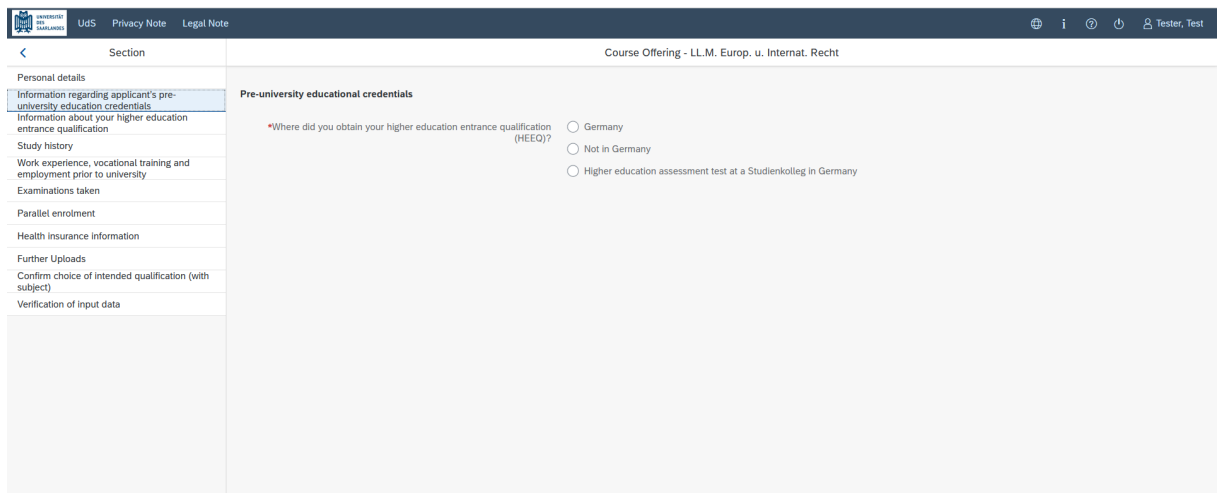
2.1.2 Personal details

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

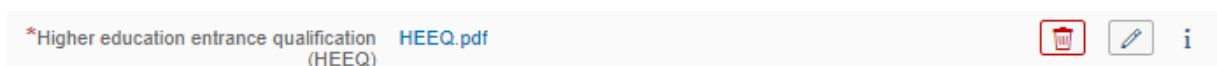


2.1.3 Pre-university education credentials

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.



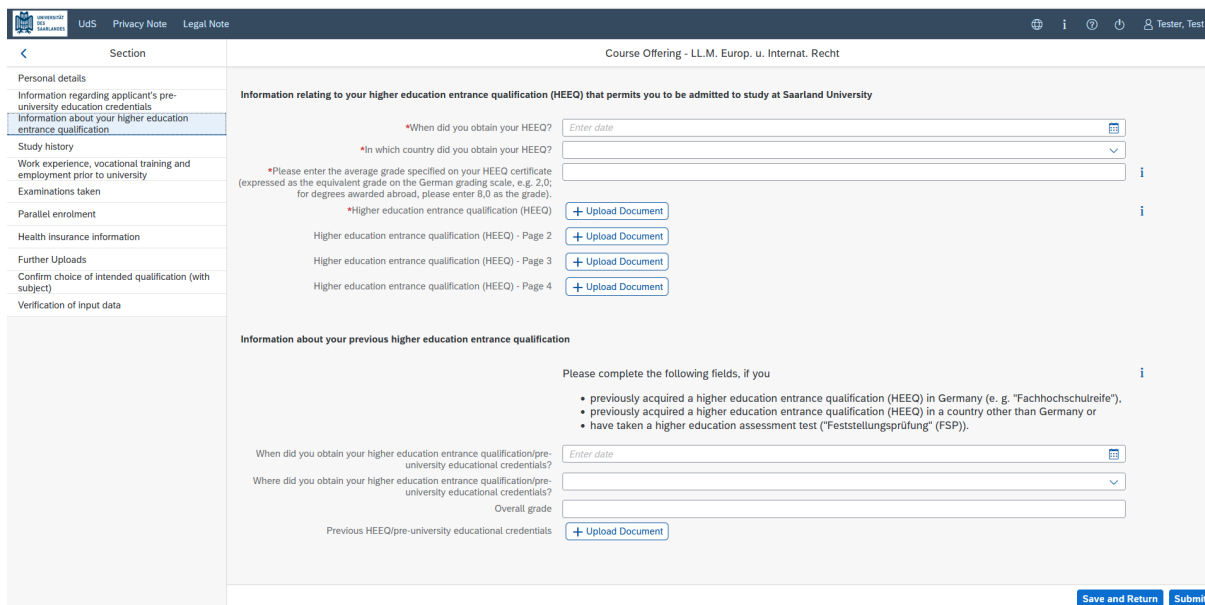
If the file was uploaded successfully, this will be indicated accordingly.



2.1.4 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').



2.1.5 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*'.

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

Language proficiency

*Language proficiency requirements

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

2.1.6 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.

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

UdS Privacy Note Legal Note		Course Offering - LL.M. Europ. u. Internat. Recht	
Section			
Personal details			
Information regarding applicant's pre-university education credentials			
Information about your higher education entrance qualification			
Study history	<p>Study history</p> <p>*Were you already enrolled at a university in Germany or abroad (excluding vocational academies)? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>At which university were you first enrolled?</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"/> 2024/2025 i</p> <p>*Semester in which you were first enrolled <input type="text"/> Summer semester i</p> <p>*Enter the number of semesters that you have already studied at a German university in total. <input type="text"/> i</p> <p>Enter the total number of semesters for which you were granted leave of absence at a German university. <input type="text"/> i</p> <p>Total number of semesters in which you undertook practical training or work experience while still being enrolled at university <input type="text"/> i</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 i</p> <p>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. + Upload Document</p> <p>Were you studying at a university last semester? <input type="radio"/> Yes <input type="radio"/> No</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>		
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			

2.1.7 Work experience, vocational training and employment prior to university

Please click on **Work experience**. Please answer the mandatory questions.

UdS Privacy Note Legal Note		Course Offering - LL.M. Europ. u. Internat. Recht	
Section			
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	<p>Activities undertaken after obtaining your higher education entrance qualification</p> <p>*Vocational training with qualification in accordance with vocational training act (BBiG) <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>*Work placement or internship relevant to the programme to which you are seeking admission <input type="radio"/> Yes <input checked="" type="radio"/> No i</p>		
Examinations taken			
Parallel enrolment			
Health insurance information			
Further Uploads			
Confirm choice of intended qualification (with subject)			
Verification of input data			

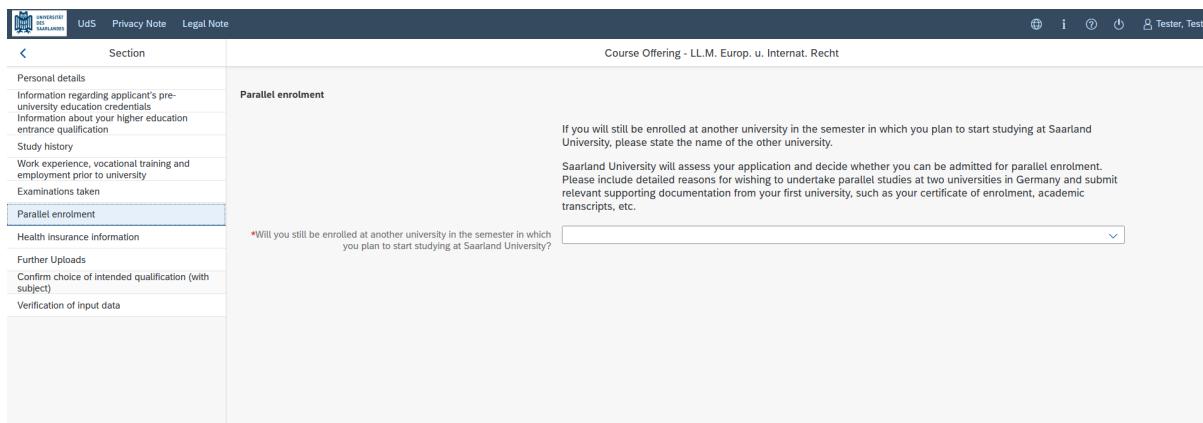
2.1.8 Examinations taken

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 your graduation documents using the relevant 'Upload document' button.

Page 12 of 22

2.1.9 Parallel enrolment

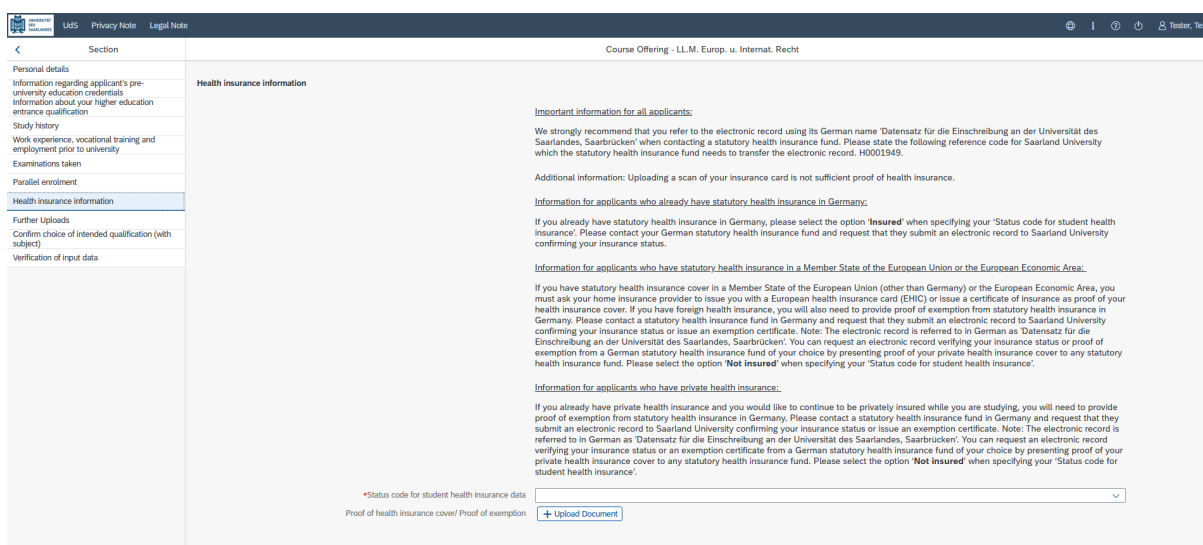
Please click on **Parallel enrolment**. Please answer the mandatory question. If you respond with 'Yes', you will be presented with further questions to answer. Please upload proof of enrolment using the relevant 'Upload document' button.



The screenshot shows the 'Parallel enrolment' section of the application portal. 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 'Parallel enrolment' and contains the following text: '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, it states: 'Saarland University will assess your application and decide whether you can be admitted for parallel enrolment. Please include detailed reasons for wishing to undertake parallel studies at two universities in Germany and submit relevant supporting documentation from your first university, such as your certificate of enrolment, academic transcripts, etc.' There is a dropdown menu with the text: '*Will you still be enrolled at another university in the semester in which you plan to start studying at Saarland University?'. The top navigation bar includes 'UdS', 'Privacy Note', 'Legal Note', and 'Course Offering - LL.M. Europ. u. Internat. Recht'.

2.1.10 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.



The screenshot shows the 'Health insurance information' section of the application portal. 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 'Health insurance information' and contains the following 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 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 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". 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".' There is a dropdown menu with the text: '*Status code for student health insurance data'. Below this, there are two buttons: 'Proof of health insurance cover' and 'Proof of exemption'. At the bottom, there is a button labeled '+ Upload Document'.

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

2.1.11 Further Uploads

Please click on **Further Uploads**. Please upload all of the mandatory documents, by clicking on the

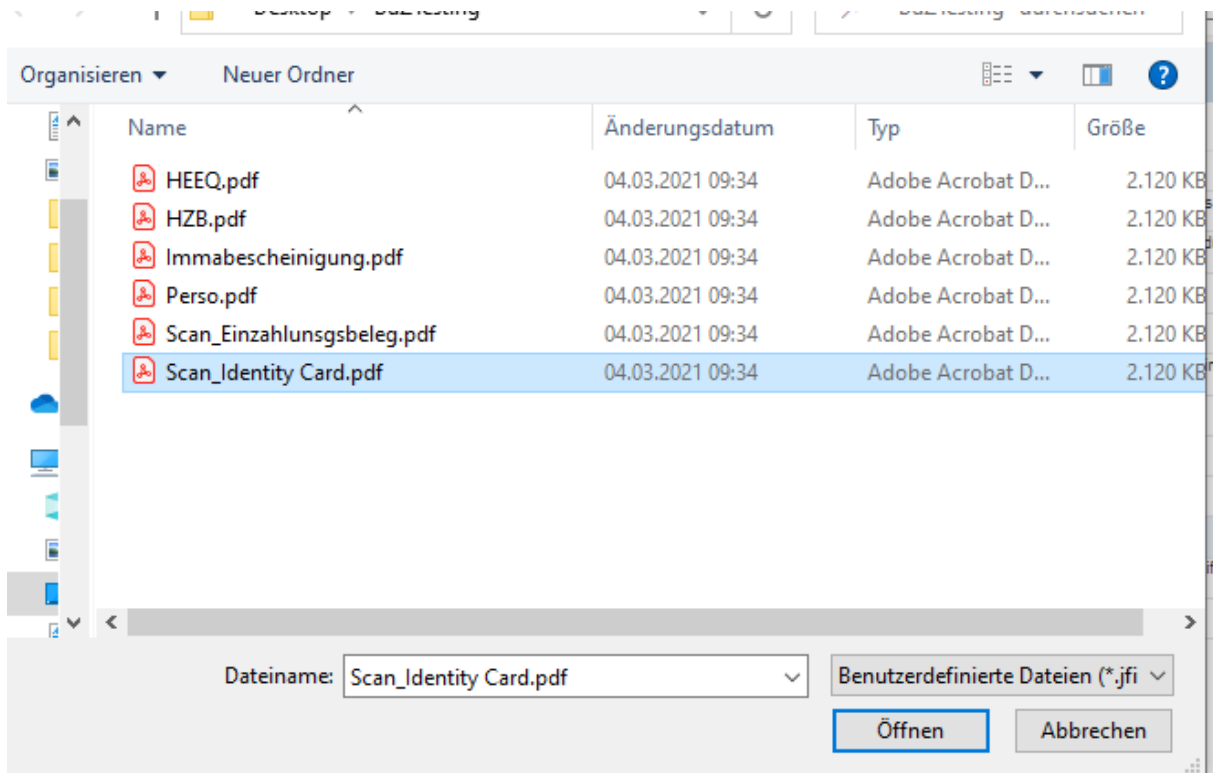
button **+ Upload Document** next to the relevant field. Please ensure that you assign each document to the correct upload field.

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').

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.

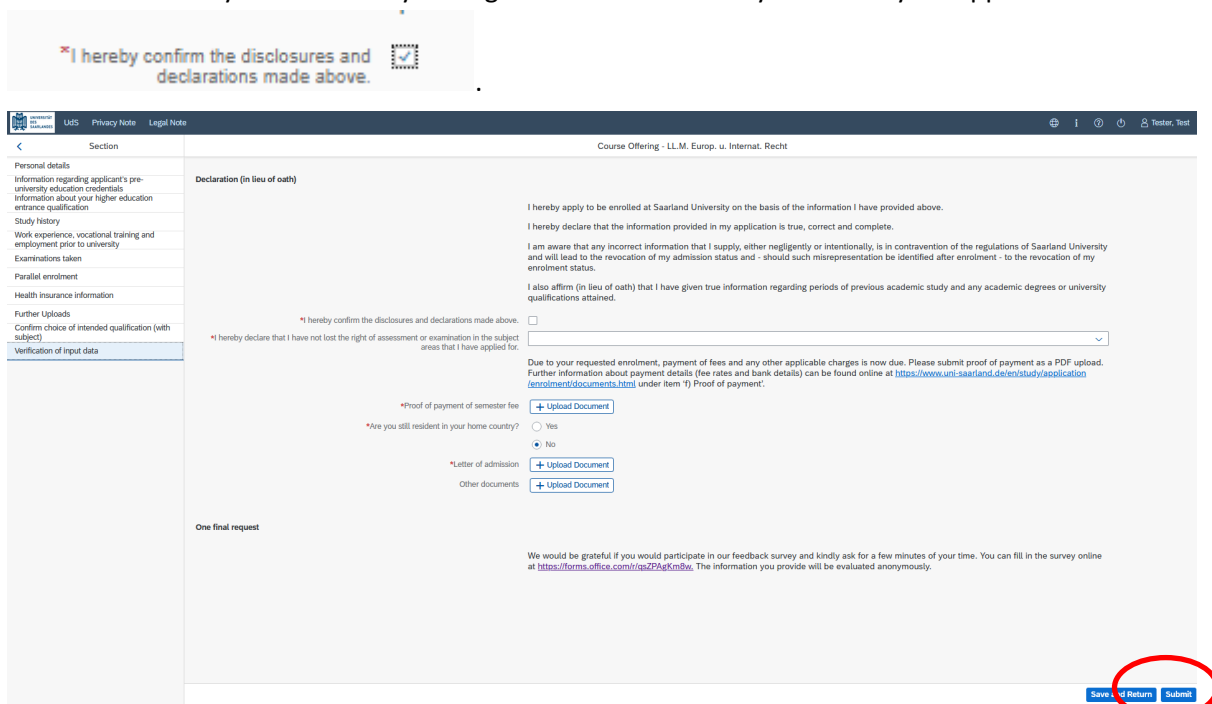
2.1.12 Confirm choice of intended qualification (with subject)

[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.]



2.1.13 Verifying your input data

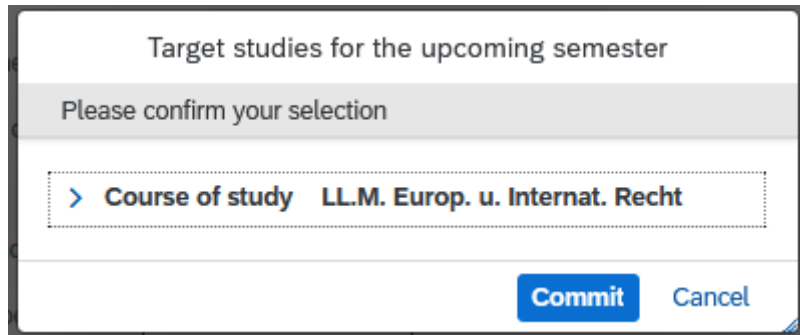
Please click on **Verification of input data**. In this final section, you are required to provide a declaration (in lieu of oath) [*Eidesstattliche Erklärung*] before submitting your application. Read the text carefully and then indicate your consent by ticking the checkbox before you submit your application



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 be asked to reconfirm the information you have supplied.



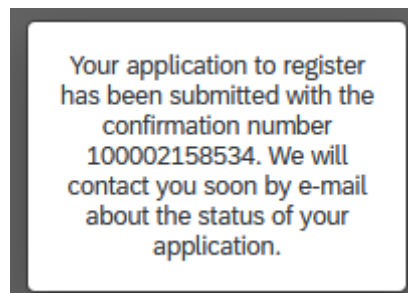
Target studies for the upcoming semester

Please confirm your selection

> Course of study LL.M. Europ. u. Internat. Recht

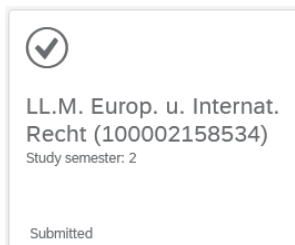
Commit Cancel

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 100002158534. We will contact you soon by e-mail about the status of your application.

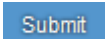
Please check on your start page that the tile for this application displays the status message 'Application submitted'.



✓

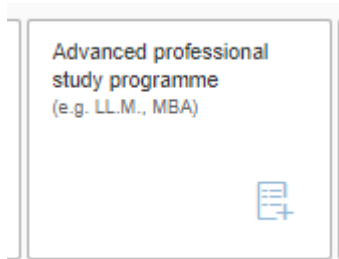
LL.M. Europ. u. Internat.
Recht (100002158534)
Study semester: 2

Submitted


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

2.2 Advanced professional study programme (Registration)

If you want to register for an advanced professional study programme, 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.

2.3 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.

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

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.

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 or enrolment form for your chosen degree programme and subject.

2.4 Personal details

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

2.5 File upload

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

UDS Privacy Note Legal Note

Section Course Offering - ZE Patent- und Innovationsschutz

Personal details

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

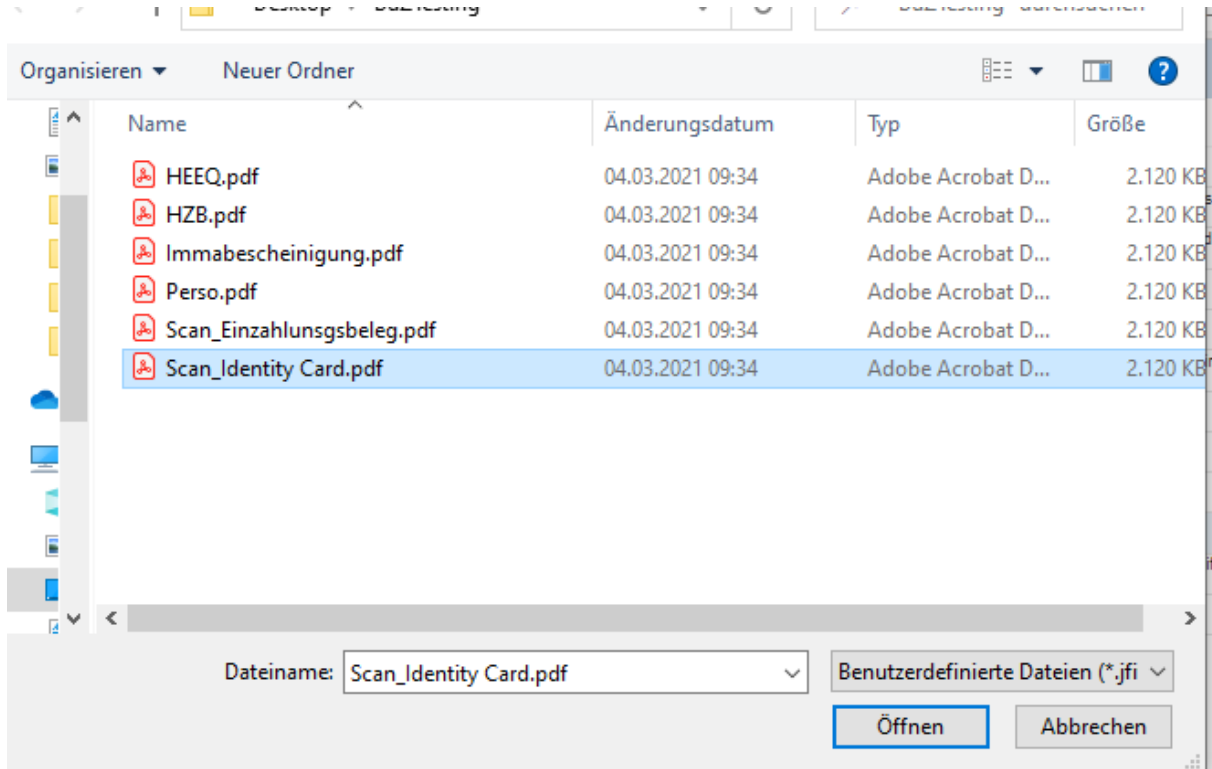
Please make sure that you only upload supporting documentation using the dedicated upload function. Failure to do so may cause problems with your application or may result in your application not being processed.

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

Other documents + Upload Document

*Letter of admission + Upload Document

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.

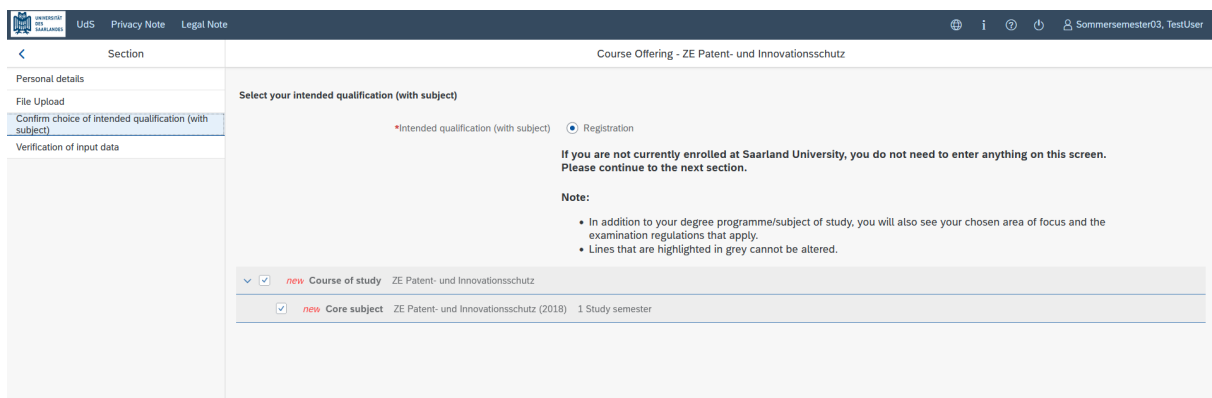
*Scan of identity card (front and back) or ID.pdf scan of passport

Öffnen

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

2.6 Confirm choice of intended qualification (with subject)

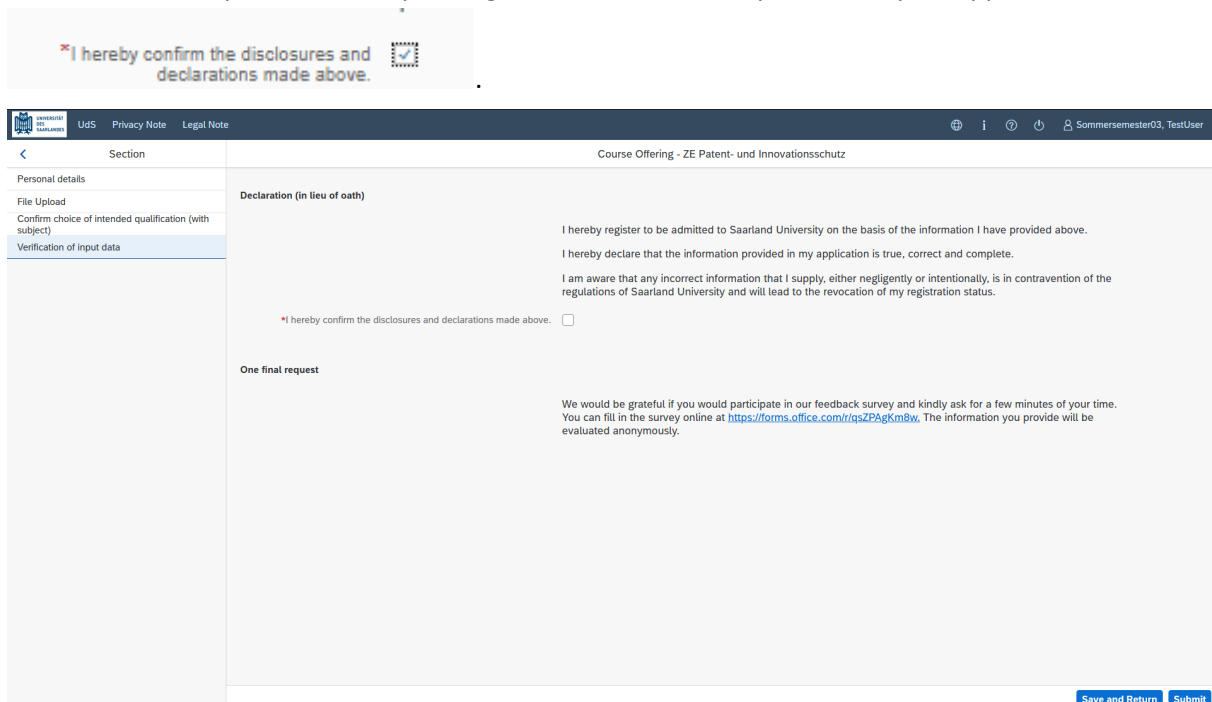
[Note: If you are not currently enrolled at Saarland University, you do not need to enter anything on this screen. You can proceed to the next section.]



Note: If you are already enrolled at Saarland University, you will see the option ‘Additional study programmes’, which gives you the opportunity to register for an advanced professional study programme in addition to your current degree course.

2.7 Verifying your 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 by ticking the checkbox before you submit your application



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: Finally, click on **Submit** to submit your application.

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

Target studies for the upcoming semester

Please confirm your selection

> **Course of study** **ZE Patent- und Innovationsschutz**

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
100002158532. 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'.



**ZE Patent- und
Innovationsschutz
(100002158532)**
Study semester: 1

Submitted

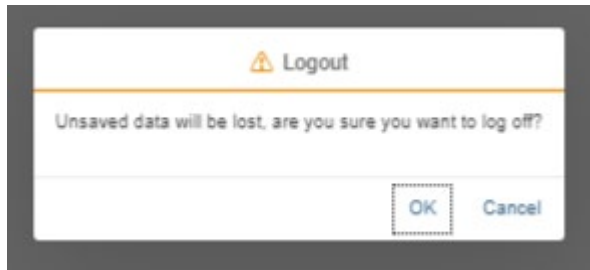
If that is not the case, please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via the **Submit** button and that you didn't simply save it without submitting it.

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  to confirm that you want to log out.