



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 <u>University https://sim.uni-saarland.de</u>

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

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

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

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

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

"Surname); to see **help**

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

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

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 content	S	
1. OPEN THE SI	M APPLICATION PORTAL USING THE FOLLOWING LINK: HTTPS://	SIM.UNI-
	DE/BEWERBUNG	3
2. <u>APPLYING FO</u>	OR AN ADVANCED PROFESSIONAL STUDY PROGRAMME	6
2.1 ADVANCED PR	OFESSIONAL STUDY PROGRAMME (ENROLMENT)	6
2.1.1 PRELIMINARY	QUESTIONNAIRE	6
2.1.2 PERSONAL DE	TAILS	8
2.1.3 PRE-UNIVERS	ITY EDUCATION CREDENTIALS	8
2.1.4 INFORMATION	NABOUT YOUR HIGHER EDUCATION ENTRANCE QUALIFICATION (HEEQ)	9
2.1.5 INFORMATION	N ON LANGUAGE PROFICIENCY (WHEN APPLICABLE)	9
2.1.6 YOUR STUDY	HISTORY	10
2.1.7 WORK EXPER	IENCE, VOCATIONAL TRAINING AND EMPLOYMENT PRIOR TO UNIVERSITY	11
2.1.8 EXAMINATION	NS TAKEN	11
2.1.9 PARALLEL ENF	ROLMENT	13
2.1.10 HEALTH INS	URANCE INFORMATION	13
2.1.11 FURTHER U	PLOADS	13
2.1.12 CONFIRM CH	HOICE OF INTENDED QUALIFICATION (WITH SUBJECT)	15
2.1.13 VERIFYING Y	OUR INPUT DATA	15
2.2 ADVANCED PR	OFESSIONAL STUDY PROGRAMME (REGISTRATION)	16
2.3 PRELIMINARY	QUESTIONNAIRE	17
2.4 PERSONAL DET	AILS	18
2.5 FILE UPLOAD		18
2.6 CONFIRM CHO	ICE OF INTENDED QUALIFICATION (WITH SUBJECT)	19
2.7 VERIFYING YOU	JR INPUT DATA	20
3. LOGGING OL	JT OF THE SIM APPLICATION PORTAL	22





1. Open the SIM application portal using the following link: <u>https://sim.uni-saarland.de/bewerbung</u>

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.

UNIVERSITÄT DES SAARLANDES	
User	
Password	
	Log in with your username (e.g.
Log In	B000xxxx) and your application
Forgot Password	password. Click on Log In
Don't have an account? Please only register here if you do not have a SIM application portal username or a HIZ ID code. Create account If you are having technical issues with the SIM application portal, please send your question 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 summare, your HIZ ID code (if you are already enrolled as a student) 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	

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: <u>https://sim.uni-saarland.de/</u>

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.





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				Application Po	rtal			
	Application to study a restricted-entry programme	Teacher training degree programmes including Business and Economics Education	Enrolment (including exchange-student)	Advanced professional study programme (e.g. LL.M., MBA)	Doctoral research programme	Study preparatory German language course	International foundation programme (VSI)	
	Non-enrolled student status	Cross-enrolment						

(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 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. *Sumame).
- If a help text is available, you can view it by clicking on the i symbol.
- To save the data entered in your application so far and go back to your start page, click on
 Save and Return
 You can continue with your application at a later date by clicking on the relevant tile.
- You may only submit your application once all of the required fields have been completed and all
 of the required documents have been uploaded. To submit your enrolment application to

Saarland University, click on Submit. Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.

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





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

Hint	
Sorry! An unexpected technical error has occurred. Please rr To do this, please first withdraw the application (open the ap the tile and then click on 'Withdraw application'). Then use t tion' tile to compile a new request for admission or enrolmer inconvenience caused, but there are no other solutions avail have questions or if you are having any difficulties using the support team by email (sim-support@hiz-saarland.de) statin	pplication by clicking on the 'Create new applica- nt. We apologize for the ilable at present. If you portal, please contact the
	Close
Study semester: 1	Study semester: 0

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





Applying for an advanced professional study programme 2.

2.1 Advanced professional study programme (Enrolment)

Note: For more information, please go to: <u>https://www.uni-</u> 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:

E +	
Advanced professional study programme (e.g. LL.M., MBA)	

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

UdS Privacy Note Legal Note		⊕ i @	ወ	8 Tester, Test
<		Preliminary Questionnaire		
List of academic programmes				
	Application	Advanced professional study programme (Enrolment)		
	Intended qualification (with subject)	Select 🕑		
			i	
		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 tutionals: https://www.uni-santand.defenistudies/sim/request.html.		
		Please click Next to continue.		

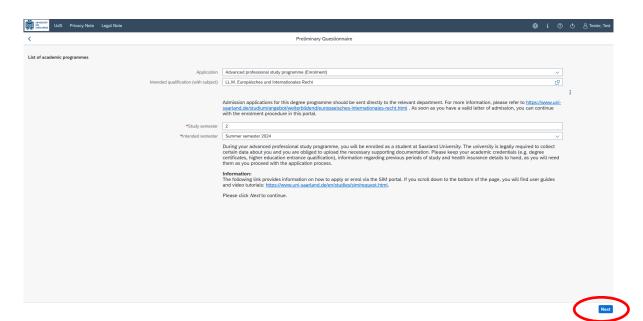




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<	Search		
	Search Q		
List of academic programmes	LL.M. Deutsches Recht und Europäische Rechtsvergleichung		
	LL.M. Europäisches und Internationales Recht		
Application Advanced profe	LL.M. Informationstechnologie und Recht	×	
Intended qualification (with subject)	LL.M. Wirtschaftsrecht für die Unternehmenspraxis	۲. C	
	M.A. Deutsch als Fremd- und Zweitsprache		1
During your ad- certain data ab-	M.A. Evaluation	I as a student at Saarland University. The university is legally required to collect orting documentation. Please keep your academic credentials (e.g. degree	
certificates, hig them as you pre-	M.A. Master (Blended Learning) of Evaluation MABLE	g previous periods of study and health insurance details to hand, as you will need	
Information:	M.A. Unternehmenskommunikation und Rhetorik		
The following li	MBA European Management	M portal. If you scroll down to the bottom of the page, you will find user guides	
and video tutor	MBA Sport-/Gesundheitsmanagement	m.	
Please click Av	Cancel		Part

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).



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.

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< Section		Course Offering - LL.M. Europ. u. Internat. Recht	
Personal details Information regarding applicant's pre- university education credentials Information about your higher education	Personal details		
entrance qualification Study history	-suname Surname at birth		
Work experience, vocational training and employment prior to university	*First name/s (as shown on your identity card or passport)	Tester	
Examinations taken	*Gender	Male	
Parallel enrolment		○ Female	
Health insurance information		O Nonbinary	
Further Uploads		O Not specified	
Confirm choice of intended qualification (with subject)	*Date of birth	Enter date	
Verification of input data	*Place of birth		
	*Nationality		
	Second nationality	×	i
	Your address and contact details		
	*Street name		
	*House number		i
	c/o details/additional address information		i
	*Country of residence	×	
	*Postal code		
	*Place of residence (town/city)		
	Phone number (landline)		
	Mobile/Cell number		
	*Email address		
		General information: You can navigate between the questions in the left column.	
		Save	and Return Submit

2.1.3 Pre-university education credentials

Please click on Information regarding applicant's preuniversity 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.

UdS Privacy Note Legal Note			۵	i	@ () 🛆 Tester, Test
< Section		Course Offering - LL.M. Europ. u. Internat. Recht				
Personal details Information regarding applicant's pre- university details Information regarding applicant's pre- internation applicant's pre- details Information about your higher education entrance qualification (higher education 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	(HEEQ)?	Germany Not in Germany Higher education assessment test at a Studienkolleg in Germany				

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







2.1.4 Information about your higher education entrance qualification (HEEQ)

Information about your higher education Please click on 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').

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< Section		Course Offering - LL.M. Europ. u. Internat. Recht	
Personal details Information regarding applicant's pre- university education credentials	Information relating to your higher education entrance qualification (H	IEEQ) that permits you to be admitted to study at Saarland University	
Information about your higher education entrance qualification	*When did you obtain your HEEQ?	Enter date	
Study history Work experience, vocational training and	*In which country did you obtain your HEEQ?	· · · · · · · · · · · · · · · · · · ·	
employment prior to university Examinations taken	 Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2,0; for degrees awarded abroad, please enter 8,0 as the grade). 		i
Parallel enrolment	*Higher education entrance qualification (HEEQ)	+ Upload Document	i
Health insurance information	Higher education entrance qualification (HEEQ) - Page 2	+ Upload Document	
Further Uploads	Higher education entrance qualification (HEEQ) - Page 3	+ Upload Document	
Confirm choice of intended qualification (with subject)	Higher education entrance qualification (HEEQ) - Page 4	+ Upload Document	
Verification of input data			
	Information about your previous higher education entrance qualificati		
		Please complete the following fields, if you	1
		 previously acquired a higher education entrance qualification (HEEQ) in Germany (e.g. "Fachhochschulreife") previously acquired a higher education entrance qualification (HEEQ) in a country other than Germany or have taken a higher education assessment test ("Feststellungsprüfung" (FSP)). 	
	When did you obtain your higher education entrance qualification/pre- university educational credentials?	Enter date	
	Where did you obtain your higher education entrance qualification/pre- university educational credentials?		
	Overall grade		
	Previous HEEQ/pre-university educational credentials	+ Upload Document	
		Save an	d Return Submit

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	Language proficiency		
information about your higher education entrance qualification	^M Language proficiency requirements	· · · · · ·	
anguage proficiency		For undergraduate programmes only:	
Study history		President the information was have associated and will avoid to associate a	
Vork experience, vocational training and imployment prior to university		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	
Examinations taken		language course before applying for admission to study for a degree.	
Parallel enrolment		Please exit the current application process (for a place on a degree programme) and apply instead to join a preparatory German language	
lealth insurance information		course. Applications for the preparatory German language course at Saarland University must be received no later than 15 January for the	
ile Upload		summer semester course and no later than 15 July for the winter semester course.	
Confirm choice of intended qualification (with subject)		More information is available here	
Verification of input data		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 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 (<u>https://www.uni-saarland.de/master</u>) Conversion Master's degree programmes (<u>https://www.uni-saarland.de/studium/angebot/weiterbildend/</u>)	
	"If you have a German higher education entrance qualification, please select German Abbut', 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.		i
	*Proof of language proficiency in German	+ Upload Document	i
	Proof of language proficiency	+ 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**.





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<	Section		Course Offering - LL.M. Europ. u. Internat. Recht					
university educa	ut your higher education	Study history "Were you already enrolled at a university in Germany or abroad (excluding vocational academies)?	Yes No					
			→ NO At which university were you first enrolled?					
Parallel enrolme		*Country in which you were first enrolled at a university				~		
Health insurance	e information	 Year in which you were first enrolled at a university Semester in which you were first enrolled 	2024/2025 Summer semester					i :
Further Uploads Confirm choice of subject)	of intended qualification (with	*Enter the number of semesters that you have already studied at a German university in total.						i
Verification of in	put data	Enter the total number of semesters for which you were granted leave of absence at a German university.						i
		Total number of semesters in which you undertook practical training or work experience while still being enrolled at university Number of semesters studied at a Studienkolleg						i
		•Have you interrupted your studies and now want to recommence studying?	○ Yes ○ No					i
		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					
			Were you studying at a university last semester?					
		Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for?	 Yes No 					

2.1.7 *Work* experience, vocational training and employment prior to university

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

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< s	Section		Course Offering - LL.M. Europ. u. Internat. Recht					
Personal details								
Information regarding university education cr	applicant's pre- redentials	Activities undertaken after obtaining your higher education entrance of	gualification					
Information about you entrance qualification	r higher education	*Vocational training with qualification in accordance with vocational	⊖ Yes					
Study history		training act (BBiG)	No					
Work experience, voca employment prior to u		*Work placement or internship relevant to the programme to which you are seeking admission	○ Yes					i
Examinations taken		are seeking admission	No					
Parallel enrolment								
Health insurance information								
Further Uploads								
Confirm choice of inter subject)	nded qualification (with							
Verification of input da	ita							

2.1.8 Examinations taken

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



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Section		Course Offering - LL.M. Europ. u. Internat. Recht	
sonal details			
ormation regarding applicant's pre- iversity education credentials ormation about your higher education	Examinations taken		
rance qualification		Last university degree qualification/loss of right of examination	
ly history k experience, vocational training and	*Have you already completed the final academic assessment stage/final examinations at a university in	Yes	
oyment prior to university	Germany or abroad, or have you already lost the right of assessment or examination at such a university? Country in which you completed the examinations	· · · · · · · · · · · · · · · · · · ·	
ninations taken	•Type of study	· · · · · · · · · · · · · · · · · · ·	
lel enrolment	*Degree/Qualification	· · · · · · · · · · · · · · · · · · ·	
h insurance information	*First subject		
er Uploads	Second subject	· · · · · · · · · · · · · · · · · · ·	
firm choice of intended qualification (with ect)	Third subject	· · · · · · · · · · · · · · · · · · ·	
ication of input data	Date of examination	Enter date	
	*Examination status		
	•Overall grade		
		Please enter your overall grade in the format X,X (e.g. 2.0). (Please note the use of a comma as the decimal separator.) In the case of an irrevocable fail (i.e. after all	
		r tease entre your overait grace in the format Aux (e.g. 2.0). (I tease note the use of a contina as the declinat separator) in the case of an intervolutie rait (e.e. and at retakes), please entre 9.0.	
		If you have academic records from studying in a country other than Germany but you do not know what your grade is equivalent to in the German grading system, please enter 8,0. Please submit these academic records with your other documents. Your equivalent German grade will be determined by the university.	
		If you have aiready graduated from a university or you have lost the right of examination in a particular subject area ('irrevocable fail'), please upload the relevant documents (incl. translations in the case of international certificates).	
		A translation is required if the original documents are not in German, English or French.	
	If you passed the final examinations, please submit your graduation documents (e.g. graduation certificates); if you failed the final examinations, please submit proof of your inrevocable loss of right to further examination (incl. translation).	+ Upload Document	
	Examination certificates (incl. translations)	+ Upload Document	
	Transcript of records (incl. translations)	+ Upload Document	
		Penultimate university degree qualification/loss of right of examination	
		If you completed an academic degree programme or lost your right of examination before your last higher education qualification, please provide details about this penultimate higher education qualification/loss of right of examination.	
	*Have you taken another final examination at a university?	() Yes	
		O No	
		If you have already graduated from a university or you have lost the right of examination in a particular subject area ('irrevocable fail'), please upload the relevant documents (incl. translations in the case of international certificates).	





2.1.9 Parallel enrolment

Please click on

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.

UdS Privacy Note Legal Not			8 Tester, Test		
< Section		Course Offering - LL.M. Europ. u. Internat. Recht			
Personal details					
Information regarding applicant's pre- university education credentials Information about your higher education	Parallel enrolment				
entrance qualification Study history		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.			
Work experience, vocational training and employment prior to university		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			
Examinations taken		relevant supporting documentation from your first university, such as your certificate of enrolment, academic			
Parallel enrolment		transcripts, etc.			
Health insurance information	*Will you still be enrolled at another university in the semester in which you plan to start studying at Saarland University?				
Further Uploads	,				
Confirm choice of intended qualification (with subject)					
Verification of input data					

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.

UdS Privacy Note Legal Note	5	i @ U & Tester, Test
< Section		Course Offering - LL.M. Europ. u. Internat. Recht
Personal details		
Information regarding applicant's pre- university education credentials Information about your higher education entrance qualification	Health insurance information	Important Information for all applicants:
Study history		We strongly recommend that you refer to the electronic record using its German name 'Datensatz für die Einschreibung an der Universität des
Work experience, vocational training and employment prior to university		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.
Examinations taken		
Parallel enrolment		Additional information: Uploading a scan of your insurance card is not sufficient proof of health insurance.
Health insurance information		Information for applicants who already have statutory health insurance in Germany:
Further Uploads		If you already have statutory health insurance in Germany, please select the option 'Insured' when specifying your 'Status code for student health
Confirm choice of intended qualification (with subject)		insurance'. Please contact your German statutory health insurance fund and request that they submit an electronic record to Saarland University confirming your insurance status.
Verification of input data		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 you how insurance provide to issue you with a compresh health insurance card (EHIC) or usine a certificate of the insurance in of health insurance. If you have foreign health insurance fund (in Germany and request) that they show a certificate of the State and the insurance in Germany. Please control a statutory health insurance fund (in Germany and request) that they show an electronic record to State and University confirming your insurance statutory health insurance fund (in Germany and request) that they submit an electronic record to State and University confirming your insurance statutory health insurance fund of your chicks by presenting proof of your private health insurance status or proof of exemption from a German statutory health insurance fund of your chicks by presenting proof of your private 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 pool of exemption from statutory health insurance in Germany Please costed a statutory health insureme frand in Germany and neglest that they submit an electronic encod to Saatiand University confirming your insurance status are issued prior certificate. Note. The electronic record is referred to in German as 'Datensatz' for de linearchealung an der Universität des Saarbandes, Saarbandeer, 'You can request an electronic record writing' you insurance status or an exemption certificate form a German statutory health insurance. fund of your chicle by presenting proof of your private health insurance. It and exemption certificate form a German statutory health insurance. fund of your chicle by presenting proof of your private health insurance.
	*Status code for student health insurance data	× 1
	Proof of health insurance cover/ Proof of exemption	+ Upload Document

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

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 Version SoSe 24_6.0-en Page 13 of 22





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').

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< Section	Course Offering - LL.M. Europ. u. Internat. Recht	
Personal details Information regarding applicant's pre- university education credentials Information about your higher education entrance qualification Study history	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.	
Work experience, vocational training and employment prior to university	*Passport photograph (for your student ID card - JPEGUPG, max. 10 MB) + Upload Document	
Examinations taken	Certification of admission to the higher education access course + Upload Document	
Parallel enrolment	Please upload your certificates of de-registration if you enclosed from the second sec	
Health Insurance Information	another university. (Note: this is not required for foreign or it you within to entered for a non- relativistic difference programme and the second s	
Further Uploads Confirm choice of intended qualification (with subject)	+ Upland Document	
Verification of input data	Other document Proof of language proficiency + Upload Document Fload Document	
	Credit transfer certificate/Formal record of recognition of prior learning + 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.

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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.]

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< Section		Course Offering - LL.M. Europ. u. Internat. Recht					
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	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 Please continue to the next section. Note:					
Confirm choice of intended qualification (with subject)	V V Course of study LL.M. Europ. u. Internat. Recht						
Verification of input data	new Core subject LLM. Europ. u. Internat. Recht (2013)	2 Study semester					

2.1.13 Verifying your input data

Please click on <u>Verification of input data</u>. 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

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< Section		Course Offering - LL.M. Europ. u. Internat. Recht
Personal details Information regarding experiments pre- information about you higher education entrance qualification Study history Work experiment, excational training and employment pitor to subvestly Examinations taken Parallel environment Health Insurance Information Further UplackS Confirm choice of Intended qualification (with subject)	Declaration (is lieu of oath) ¹ hereby confirm the disclosures and declarations made above. ¹ hereby declare that I have not lost the right of assessment or examination in the subject.	I hereby apply to be enrolled at Saarland University on the basis of the information I have provided above. I hereby declare that the information provided in my application is true, correct and complete. I am overse that any incorrect information that I supply, alther negligentity or intentionally, is in contravention of the regulations of Saarland University and will lead to the second of my admission status and - should such mitrepresentation be identified after encodiment - to the resocution of my enrolment status. I also affirm (n lieu of earth) that I have given true information regarding periods of previous academic study and any academic degrees or university conditional status and - should such mitrepresentation be used in the status of the second status and - should such mitrepresentation be used. Due to your requested enrolment, payment of fees and any other applicable charges in row due. Please submit proof of payment as a PDF upload.
	*Proof of payment of semester fee *Are you still resident in your home country? *Letter of admission Other documents	Look by voir registred is surprised, particularly in the same and any other applicable charges in how due, researe submit prover or payment as a rul upload. <u>encomment/locumenth.html</u> under item "() Proof of payment. <u> </u>
	One final request	We would be grateful if you would participate in our feedback survey and kindly ask for a few minutes of your time. You can fill in the survey online at https://forms.office.com//cs2P4gkm8y . The information you provide will be evaluated anonymously.
		Save : d Return Submit

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.

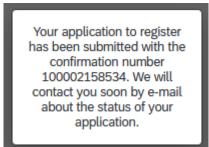




At the end of the process, you will asked to reconfirm the information you have supplied.

Target studies for	the upcoming semester
Please confirm your selecti	on
> 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:



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

\checkmark
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 Submit 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:





Advanced profession study programme	onal
(e.g. LL.M., MBA)	
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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.

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2.3 **Preliminary Questionnaire**

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

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< Preliminary Questionnaire	
List of academic programmes Application	
Intended qualification (with subject) Advanced professional study programme (Errolment) Advanced professional study programme (Registration) i	
Intended semester	

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.

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<	Preliminary Questionnaire			
List of academic programmes				
Application	Advanced professional study programme (Registration)		~	
Intended qualification (with subject)	Patent- und Innovationsschutz		c	
			i	
Study semester				
*Intended semester	Winter semester 2023/2024		~	
				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.

2.4 Personal details

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

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< Section		Course Offering - ZE Patent- und Innovationsschutz	
Personal details			
File Upload	Personal details		
Confirm choice of intended qualification (with subject)	*Surname		
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	*First name/s (as shown on your identity card or passport)		
	*Gender	O Male	
		○ Female	
		O Nonbinary	
		O Not specified	
	*Date of birth	Enter date	
	*Place of birth		
	*Nationality	×	
	Second nationality	v	i
	Your address and contact details		
	*Street name		
	*House number		i
	c/o details/additional address information		i
	*Country of residence	×	
	*Postal code		
	*Place of residence (town/city)		
	Phone number (landline)		J
	Mobile/Cell number		1
	*Email address		
		General information: You can navigate between the questions in the left column.	
		Save	and Return Subr

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').





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Section Course Offering - ZE Patent- und Innovationsschutz	
Personal details	
File Upload File Upload	
Confirm choice of intended qualification (with subject) Please make sure that you only upload supporting documentation using th	he dedicated upload function. Failure to do so may
Verification of Input data cause problems with your application not may result in your application not	t 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.

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Organisie	ren 🔻 Neuer Ordner			•
A	Name	Änderungsdatum	Тур	Größe
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If the file was uploaded successfully, this will be indicated accordingly.

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

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.]

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< Section		Course Offering - ZE Patent- und Innovationsschutz
Personal details		
File Upload	Select your intended qualification (with subject)	
Confirm choice of intended qualification (with subject)	*Intended qualification (with subject)	Registration
Verification of input data		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.
		Flease 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.
	✓ ✓ new Course of study ZE Patent- und Innovationsschutz	
	Core subject ZE Patent- und Innovationsschutz (20)	18) 1 Study semester

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 <u>Verification of input data</u>. 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 confirm the declarati	e disclosures and 🔽	
UdS Privacy Note Legal Note	1	i () () Sommersemester03, TestUser
< Section		Course Offering - ZE Patent- und Innovationsschutz
Personal details File Upload Confirm choice of intended qualification (with subject)	Declaration (in lieu of oath)	I hereby register to be admitted to Saarland University on the basis of the information I have provided above.
Verification of input data		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 registration status.
	I hereby confirm the disclosures and declarations made above.	
	One final request	
		We would be grateful if you would participate in our feedback survey and kindly ask for a few minutes of your time. You can fill in the survey online at https://forms.office.com/r/qsZPAgKm8w . The information you provide will be evaluated anonymously.

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.



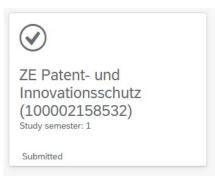


Target stud	dies for the upcoming semester	
Please confirm your s	election	
> Course of study	ZE Patent- und Innovationssch	utz
	Commit	Cancel

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'.



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.

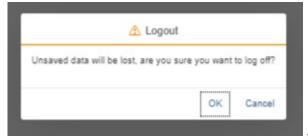




3. Logging out of the SIM application portal

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.

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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.