

Student Information Management System for Saarland




Application Guide for Summer Semester 2021

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** 

Appendix 4.1: overview of the types of academic programme available and the associated subject areas

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 

Information on the application procedure: www.uni-saarland.de/bewerbung

Send questions to: anmeldung@uni-saarland.de

Please state your first name, surname, date of birth and your UdS ID code (if you are already enrolled as a student at Saarland University) or your SIM application portal username (if you are a new applicant who has registered with SIM).

December 8th, 2020
Version SoSe21 1.0-en

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1. Registering with the SIM application portal

Please follow the instructions in the section relevant to you:

- If you are already enrolled as a student at Saarland University: Section 1.1
- If you have not yet enrolled as a student at Saarland University and you are not yet registered in SIM: Section 1.2
- If you have not yet enrolled as a student at Saarland University, but you are already registered in SIM and have already submitted an application: Section 1.3

Important note: Please use the latest version of one of the following browsers to view the portal: 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.

1.1 I am already enrolled as a student at Saarland University

Please use your existing user account, which you can access here: <https://sim.uni-saarland.de>



UdS Kennung

Passwort


☐ Login nicht merken

☐ Vormalis erteilte Erlaubnis, Daten weiterzuleiten, widerrufen

Login



Please enter your UdS ID code and your password. Then click on **Login**.

Click on .

1.2 I have not yet enrolled as a student at Saarland University and I am not yet registered in SIM

Please register using the following link:

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



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Benutzer

Kennwort

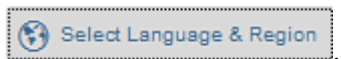
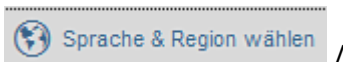
Einloggen

Kennwort vergessen

Haben Sie noch kein Benutzerkonto?

Account erstellen

Switch language by clicking on  and then



Choose 'English' from the drop-down menu

English

English

Deutsch

and then click  /

.

Sprache & Region

English

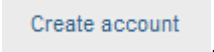
Wählen Sie Ihre Region


☐ Nordamerika

☒ Europa

Sichern

Note: The language you set here is your language of communication. This means that you will receive future mail messages in this language.

Click on .



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User

Password

Log In

Forgot Password


Don't have an account?

Create account

Enter the required data when prompted.

Note: Please enter an email address that you can access reliably at all times over the entire application period.

Click on [Submit](#).



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Enter your information to sign up for an account

First Name

Last Name

Date of Birth

E-mail

Enter password

Repeat Password

[Submit](#)

[Cancel](#)

After a few minutes you should receive an automatic verification email at the email address you specified. The email will ask you to use your existing login ID or to log in using the username specified in the email.


Note: If you have not received the verification email after 15 minutes, please check your email spam folder.

After receiving the verification email, you have 24 hours in which to click on the link in the email, enter your username and

password and then click on [Log In](#) to activate your user account. If you do not activate your account *within 24 hours*, you will need to go through the

[Create account](#)

process from the start.



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[Log In](#)

[Forgot Password](#)

Don't have an account?

[Create account](#)

1.3 I am not yet enrolled as a student at Saarland University, but I have registered with SIM and have already submitted an application

Please use your existing user account, which you can access here:

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

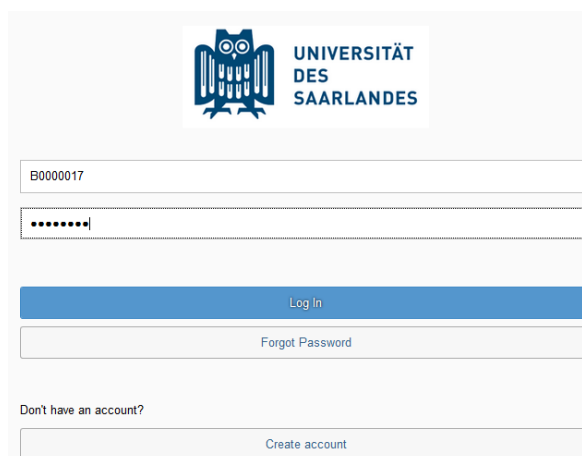
Log in with your username (e.g. B000xxxx) and your password. Click on

Log In

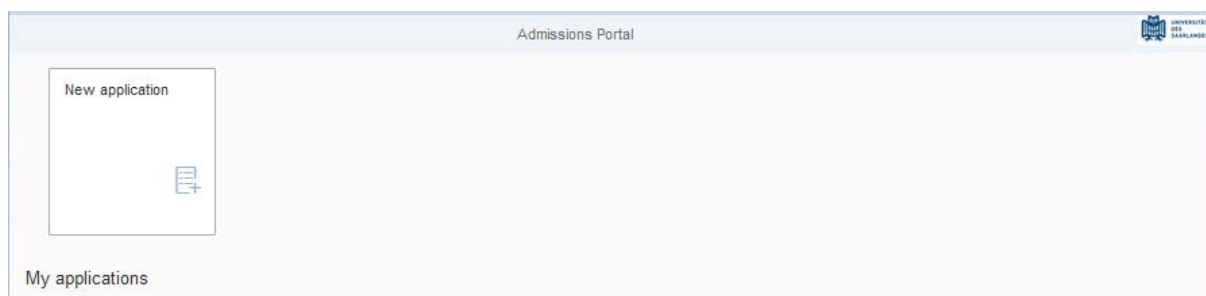
If you have forgotten your password,

please click on the **Forgot Password** button.

Note: If the window does **not** appear as shown here, please clear your browser cache using CTRL+F5 and restart the browser.



2. I would like to apply for a place on a degree programme



To create a new application, click on **New application**.

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 **My personal details** at the bottom right of the window, but only after you have submitted an application.

Note: Please upload your passport photo directly via **My personal details** as soon as you have submitted your enrolment application. Please read and follow the guidance on how to complete the application form.

Always exit the SIM application portal using **the Logoff button**.

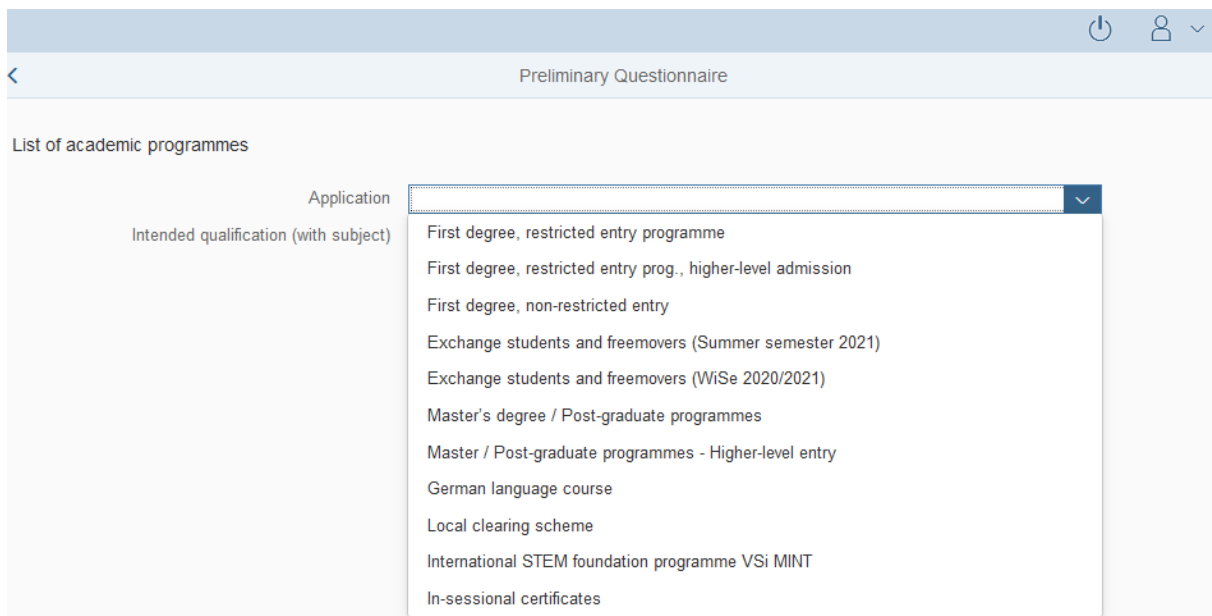


2.1 Preliminary Questionnaire

Choose the degree programme and subject area you wish to apply for or to enroll.

Note: Appendix 4.1 provides an overview of the types of academic programme available and the associated subject areas.

Application:



Preliminary Questionnaire

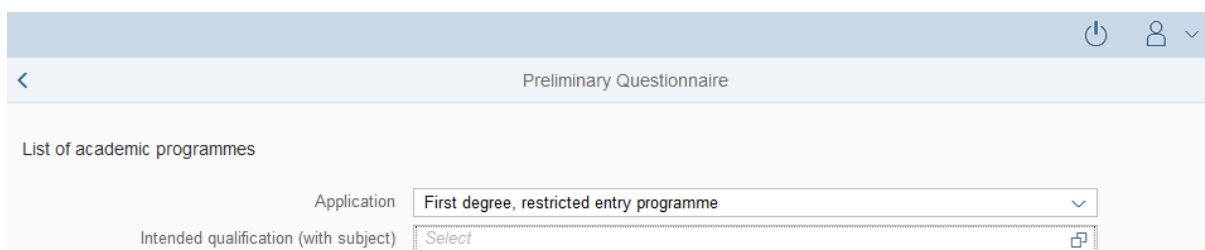
List of academic programmes

Application

Intended qualification (with subject)

- First degree, restricted entry programme
- First degree, restricted entry prog., higher-level admission
- First degree, non-restricted entry
- Exchange students and freemovers (Summer semester 2021)
- Exchange students and freemovers (WiSe 2020/2021)
- Master's degree / Post-graduate programmes
- Master / Post-graduate programmes - Higher-level entry
- German language course
- Local clearing scheme
- International STEM foundation programme VSi MINT
- In-session certificates

Intended qualification:



Preliminary Questionnaire

List of academic programmes

Application

Intended qualification (with subject)

First degree, restricted entry programme

Select

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


- Subject semester (please read the following explanation carefully):
A greyed-out value cannot be altered and is provided for information purposes only.
Replace the default setting '0' with the relevant subject semester (e.g. enter '1' if you are starting a study programme in the first semester).
The default setting '2' when applying for higher-level entry can be replaced by the appropriate higher semester.
- For multi-subject degree programmes: please specify your main, subsidiary and, if appropriate, supplementary subject.

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

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

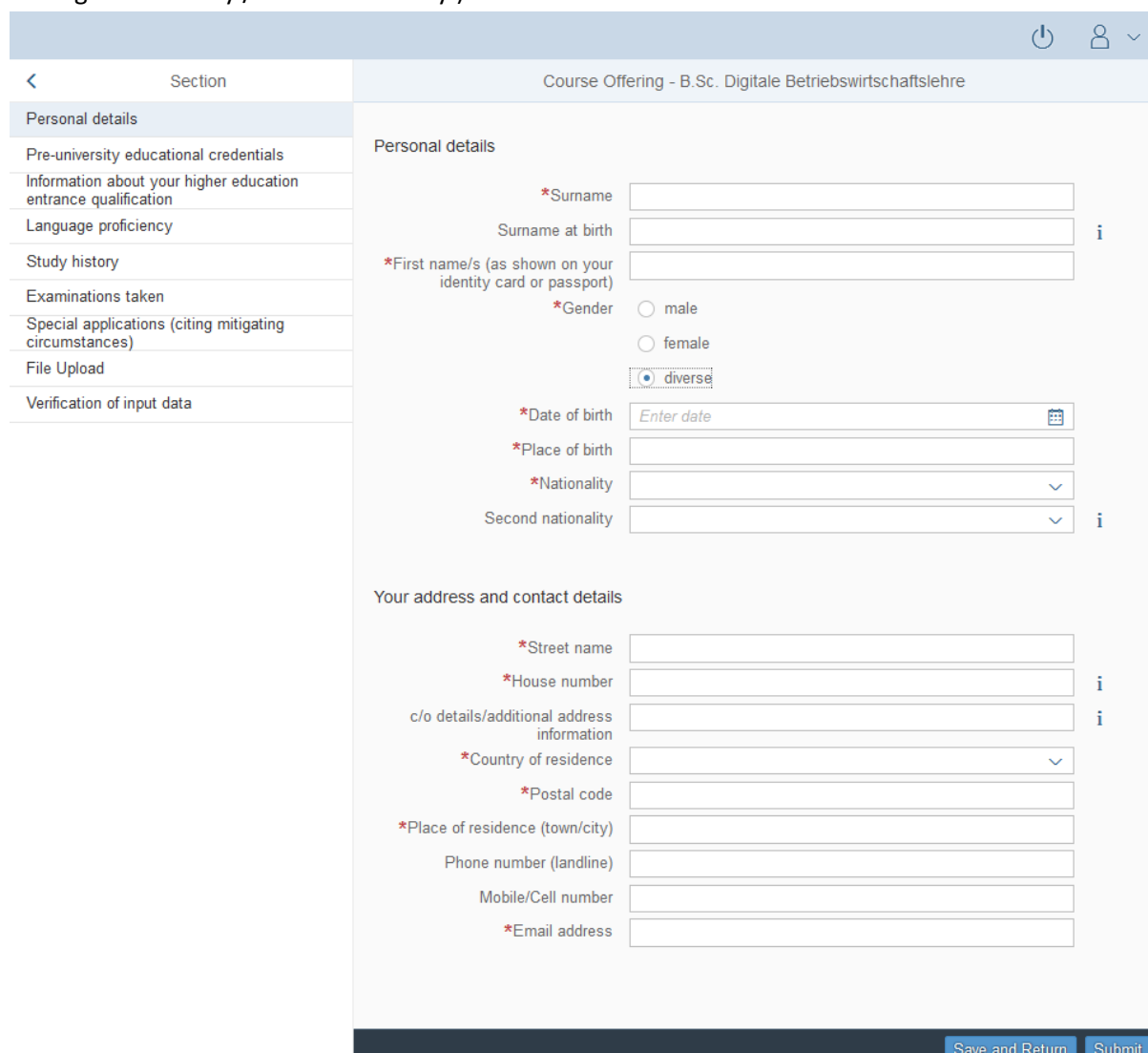
Please click on [Apply](#).

Note:

- 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**).
- To view the **help texts** click on the  symbol.
- To save your draft application, click on **Save and Return**.
- 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 application, 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 application process.

2.2 Personal details

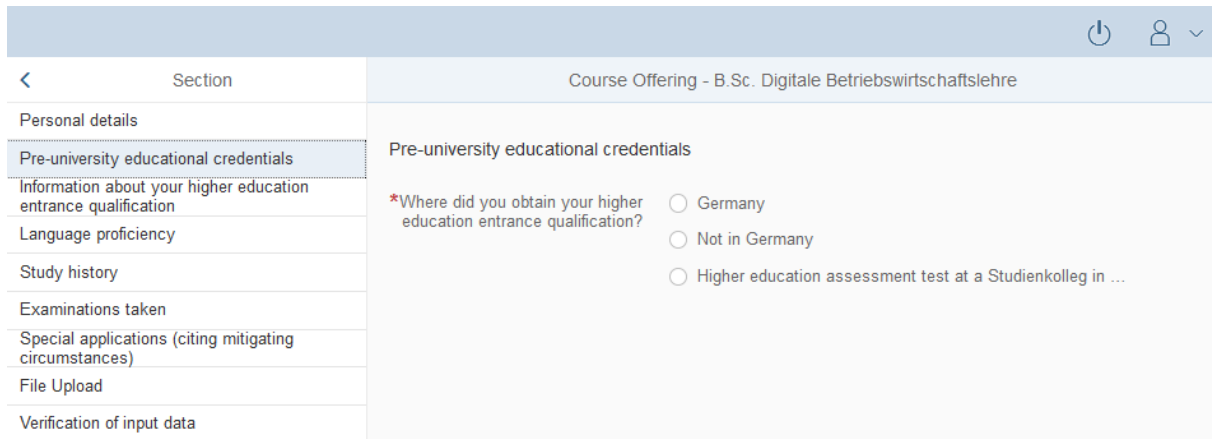
Please complete all mandatory fields. Please specify your preferred gender descriptor (default setting: 'Non-binary / Prefer not to say').



The screenshot shows the SIM application form for the Summer Semester 2021. The form is titled 'Course Offering - B.Sc. Digitale Betriebswirtschaftslehre'. It is divided into two main sections: 'Personal details' and 'Your address and contact details'. The 'Personal details' section includes fields for Surname, Surname at birth, First name/s, Gender (male, female, or diverse), Date of birth, Place of birth, Nationality, and Second nationality. The 'Your address and contact details' section includes fields for 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, and Email address. Mandatory fields are indicated by a red asterisk. A navigation bar on the left lists various sections: Pre-university educational credentials, Information about your higher education entrance qualification, Language proficiency, Study history, Examinations taken, Special applications (citing mitigating circumstances), File Upload, and Verification of input data. The bottom of the form has buttons for 'Save and Return' and 'Submit'.

2.3 Pre-university education credentials

Please click on **Pre-university educational credentials** 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.



The screenshot shows a web application interface. At the top right, there are icons for a power button, a user profile, and a dropdown arrow. Below this is a header bar with a back arrow, the word 'Section', and the text 'Course Offering - B.Sc. Digitale Betriebswirtschaftslehre'. On the left is a sidebar menu with the following items: 'Personal details', 'Pre-university educational credentials' (highlighted), 'Information about your higher education entrance qualification', 'Language proficiency', 'Study history', 'Examinations taken', 'Special applications (citing mitigating circumstances)', 'File Upload', and 'Verification of input data'. The main content area is titled 'Pre-university educational credentials' and contains a question: '*Where did you obtain your higher education entrance qualification?'. There are three radio button options: 'Germany', 'Not in Germany', and 'Higher education assessment test at a Studienkolleg in ...'.



2.4 Information about your higher education entrance qualification

Please click on **Information about your higher education entrance qualification** and complete all mandatory fields and upload the required files (e.g. your higher education entrance qualification).

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

Section	Course Offering - B.Sc. Digitale Betriebswirtschaftslehre
Personal details	
Pre-university educational credentials	
Information about your higher education entrance qualification	<p>Information relating to your higher education entrance qualification</p> <p>If your higher education entrance qualification is based on your vocational/professional qualifications (e.g. master of a skilled trade, recognized advanced vocational qualification), please select 'Beruflich Qualifizierte (aHR)' from the dropdown list under 'Type of higher education entrance qualification (HEEQ)'.</p> <p>This also applies to those who have successfully completed a vocational training programme at a specialist training college in Germany (Fachschule), e.g. state-recognized nursery nurses/preschool teachers.</p> <p>*Type of higher education entrance qualification (HEEQ) <input type="text"/></p> <p>*When did you obtain your HEEQ? <input type="text" value="Jul 15, 2020"/></p> <p>*In which country did you obtain your HEEQ? <input type="text" value="France"/></p> <p>*Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2.00) <input type="text" value="2.00"/> i</p> <p>*Higher education entrance qualification (HEEQ) + Upload Document i</p> <p>Higher education entrance qualification (HEEQ) - Page 2 + Upload Document</p> <p>Higher education entrance qualification (HEEQ) - Page 3 + Upload Document</p> <p>Higher education entrance qualification (HEEQ) - Page 4 + Upload Document</p> <p>Previous higher education entrance qualification/pre-university educational credentials</p> <p>Please complete the following fields, if you i</p> <ul style="list-style-type: none"> • previously acquired a higher education entrance qualification in Germany (e.g. "Fachhochschulreife"), • previously acquired a higher education entrance qualification in a country other than Germany or • have taken a higher education assessment test (FSP). <p>Please specify the first higher education entrance qualification that you obtained or provide details about your pre-university educational credentials. <input type="text"/> i</p> <p>When did you obtain your higher education entrance qualification/pre-university educational credentials? <input type="text" value="Enter date"/></p> <p>Where did you obtain your higher education entrance qualification/pre-university educational credentials? <input type="text"/></p> <p>Overall grade <input type="text"/></p> <p>Previous HEEQ/pre-university educational credentials + Upload Document</p>
Language proficiency	
Study history	
Examinations taken	
Special applications (citing mitigating circumstances)	
File Upload	
Verification of input data	

The uploaded file will be displayed in the appropriate place after successful upload:

*Higher education entrance qualification (HEEQ)	HEEQ.pdf			i
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2.5 Language proficiency

Please click on **Language proficiency** and complete all mandatory fields. Please upload the required document(s) using the 'Upload document' button.

Section		Course Offering - B.Sc. Digitale Betriebswirtschaftslehre	
Personal details	Language proficiency		
Pre-university educational credentials	<p>*Language proficiency requirements</p> <p>*Please provide details of your German language skills. 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. Master: Please provide details of your (German) language skills.</p>		
Information about your higher education entrance qualification	<p>None of the above</p>		
Language proficiency	<p>*Proof of language proficiency in German</p> <p>+ Upload Document</p> <p>Based on the information you have supplied, you will need to complete a preparatory German language course.</p> <p>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.</p> <p>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.</p> <p>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.</p>		
Study history			
Examinations taken			
Special applications (citing mitigating circumstances)			
File Upload			
Verification of input data			

2.6 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.

Section	Course Offering - B.Sc. Digitale Betriebswirtschaftslehre
Personal details	Study history
Pre-university educational credentials	<p>*Have you previously applied unsuccessfully for a place on your intended study programme?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
Information about your higher education entrance qualification	<p>Previous application semesters are those consecutive semesters in each of which you made an unsuccessful application to Saarland University for the same degree programme that you are currently applying for (in the case of a teaching degree programme, your previous applications must have been for the same combination of subjects and the same type of school). Previous application semesters may only be counted from that semester from which you have continued to apply for the same degree programme (up to the present time).</p> <p>Important: If you applied to join the university in the winter semester of 2020/2021 and the 'waiting semesters' (Wartesemester) that you accumulated were converted into 'previous application semesters' on the basis of the transitional arrangements then in place, you may specify these previous application semesters in your current application or add them to any rejections that may be issued from winter semester 2020/2021 onward.</p>
Language proficiency	<p>At which university were you first enrolled?</p> <p>If you have not been previously enrolled at a university, please enter 'Germany' and then specify 'Saarbrücken, U des Saarlandes' as the university. In this case, please enter 0 for the number of semesters studied.</p>
Study history	<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"/></p> <p>*Semester in which you were first enrolled <input type="text"/></p> <p>*Number of semesters you have been studying at an university in Germany in total <input type="text"/></p> <p>Certificates of enrolments: Please upload your certificates of enrolment if you were previously enrolled at another university.</p> <p>+ Upload Document</p>
Examinations taken	<p>Were you studying at a university last semester?</p> <p>*Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for? <input type="radio"/> Yes <input type="radio"/> No</p> <p>*Have you already studied at a university outside Germany? <input type="radio"/> Yes <input type="radio"/> No</p>
Special applications (citing mitigating circumstances)	
File Upload	
Verification of input data	

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

2.7 If applicable: Work experience, vocational training and employment prior to university



[Note: only appears for certain programmes]

Please click on **Work experience** and complete all mandatory fields.

Section	Course Offering - M.A. Religion in Europa
Personal details	Activities undertaken after obtaining your higher education entrance qualification
Pre-university educational credentials	<p>*Proof of completion of a recognized apprenticeship or traineeship <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
Information about your higher education entrance qualification	<p>*Work experience or internship relevant to the programme to which you are seeking admission <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
Language proficiency	
Study history	
Examinations taken	
Work experience	
File Upload	
Verification of input data	

2.8 Examinations taken

Please click on **Examinations taken** and complete all mandatory fields. Please upload the required document(s) using the relevant 'Upload document' button.

Section

Personal details

Pre-university educational credentials

Information about your higher education entrance qualification

Language proficiency

Study history

Examinations taken

Special applications (citing mitigating circumstances)

File Upload

Verification of input data

Course Offering - B.Sc. Digitale Betriebswirtschaftslehre

Examinations taken

Last university degree qualification/loss of right of examination

*Have you already completed the final academic assessment stage/final examinations at a university in Germany or abroad, or have you already lost the right of assessment or examination at such a university? Yes

*Country in which you completed the examinations ▼

*Type of study ▼

*Degree/Qualification ▼

*First subject ▼

Second subject ▼

Third subject ▼

*Date of examination Enter date

*Examination status ▼

*Overall grade ▼

Please enter your overall grade in the format X.XX (e.g. 2.00). (Please note the use of a comma as the decimal separator.) In the case of an Irrevocable fail (i.e. after all retakes), please enter 9.00.

If you have academic records from studying in a country other than Germany but you do not know what your grade is equivalent to in the German grading system, please enter 8.00. Please submit these academic records with your other documents. Your equivalent German grade will be determined by the university.

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).

A translation is required if the original documents are not in German, English or French.

If you are applying to study for a second (undergraduate) degree (i.e. a Bachelor's or state-examined degree programme), you will need to upload a statement explaining your reasons for studying for a second degree. Please upload additional documents supporting your application to study for a second degree (e.g. letters of recommendation, birth certificate) in the section 'Application to study for a second degree - Supporting documents'.

*If you passed the final examinations, please submit your graduation documents (e.g. graduation certificates); if you failed the final examinations, please submit proof of your Irrevocable loss of right to further examination (incl. translation).

Examination certificates (incl. translations) + Upload Document

Transcript of records (incl. translations) + Upload Document

Penultimate university degree qualification/loss of right of examination

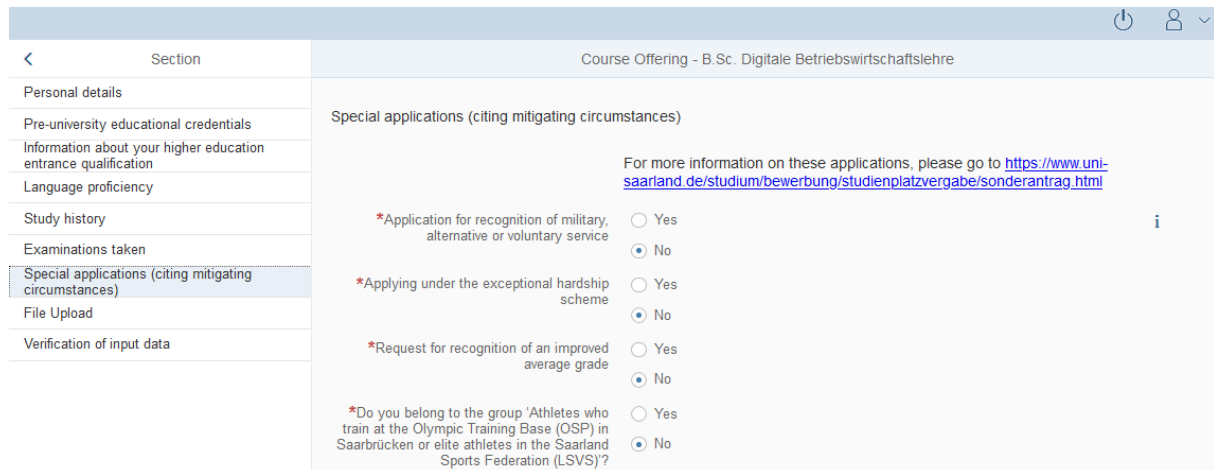
If you completed an academic degree programme or lost your right of examination before your last higher education qualification, please provide details about this penultimate higher education qualification/loss of right of examination.

*Have you taken any further examinations?
☐ Yes
☐ No

2.9 If applicable: Special applications (citing mitigating circumstances)

[Note: only appears for certain programmes]

Please click on **Special applications (citing mitigating circumstances)** and complete all mandatory fields.



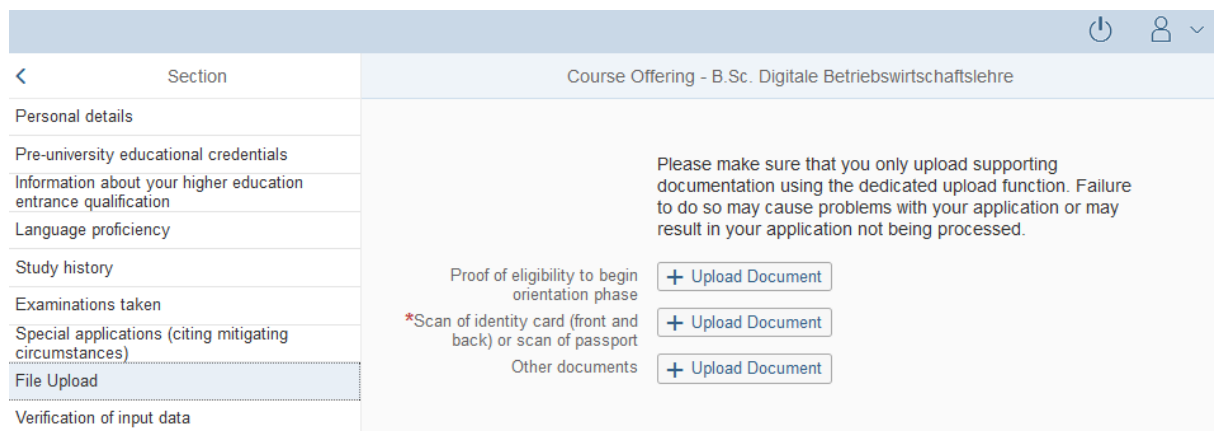
The screenshot shows the application form for 'Special applications (citing mitigating circumstances)'. The left sidebar lists sections: Personal details, Pre-university educational credentials, Information about your higher education entrance qualification, Language proficiency, Study history, Examinations taken, **Special applications (citing mitigating circumstances)**, File Upload, and Verification of input data. The main content area is titled 'Special applications (citing mitigating circumstances)' and includes a link for more information: <https://www.uni-saarland.de/studium/bewerbung/studienplatzvergabe/sonderantrag.html>. Below this, there are four mandatory questions, each with 'Yes' and 'No' radio button options:

- *Application for recognition of military, alternative or voluntary service: ☐ Yes, ☒ No
- *Applying under the exceptional hardship scheme: ☐ Yes, ☒ No
- *Request for recognition of an improved average grade: ☐ Yes, ☒ No
- *Do you belong to the group 'Athletes who train at the Olympic Training Base (OSP) in Saarbrücken or elite athletes in the Saarland Sports Federation (LSVS)?': ☐ Yes, ☒ No

2.10 File upload

Please click on **File Upload** and complete all mandatory fields.

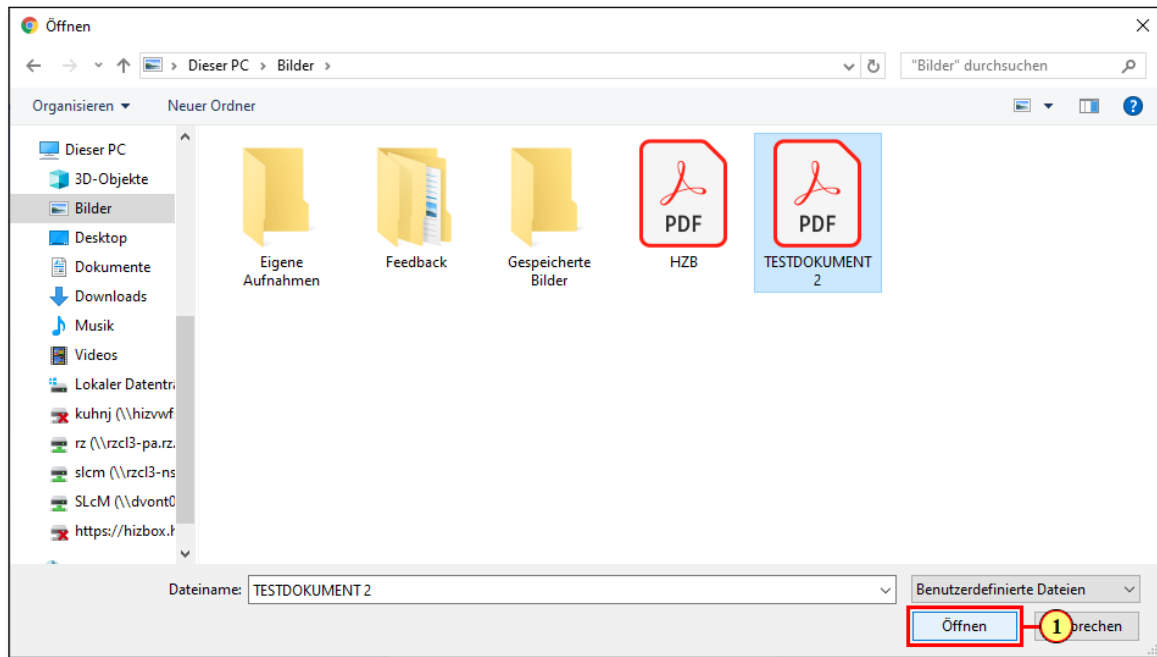
Note: One file can be uploaded per required document; permissible file formats are **JPEG/JPG** or **PDF**.



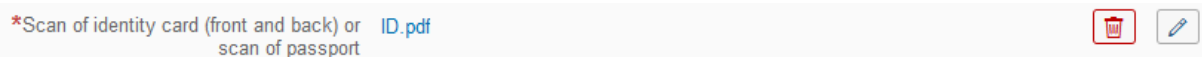
The screenshot shows the 'File Upload' section of the application form. The left sidebar is the same as in the previous screenshot, with 'File Upload' highlighted. The main content area contains a warning message: 'Please make sure that you only upload supporting documentation using the dedicated upload function. Failure to do so may cause problems with your application or may result in your application not being processed.' Below this, there are three upload buttons, each preceded by a label:

- Proof of eligibility to begin orientation phase: **+ Upload Document**
- *Scan of identity card (front and back) or scan of passport: **+ Upload Document**
- Other documents: **+ 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, it will be shown in the window.



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

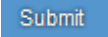
2.11 Verification of input data

Please click on [Verification of input data](#).

Section		Course Offering - B.Sc. Digitale Betriebswirtschaftslehre
Personal details		
Pre-university educational credentials		
Information about your higher education entrance qualification		
Language proficiency		
Study history		
Examinations taken		
Special applications (citing mitigating circumstances)		
File Upload		
Verification of input data		<p>Declaration (in lieu of oath)</p> <p>I hereby apply to be admitted to Saarland University on the basis of the information I have provided above.</p> <p>I hereby declare that the information provided in my application is true, correct and complete.</p> <p>I am aware that any incorrect information that I supply, either negligently or intentionally, is in contravention of the regulations of Saarland University and will lead to the revocation of my admission status and – should such misrepresentation be identified after enrolment – to the revocation of my enrolment status.</p> <p>I also affirm (in lieu of oath) that I have given true information regarding periods of previous academic study and any academic degrees or university qualifications attained.</p> <p>*I hereby confirm the disclosures and declarations made above. <input checked="" type="checkbox"/></p>

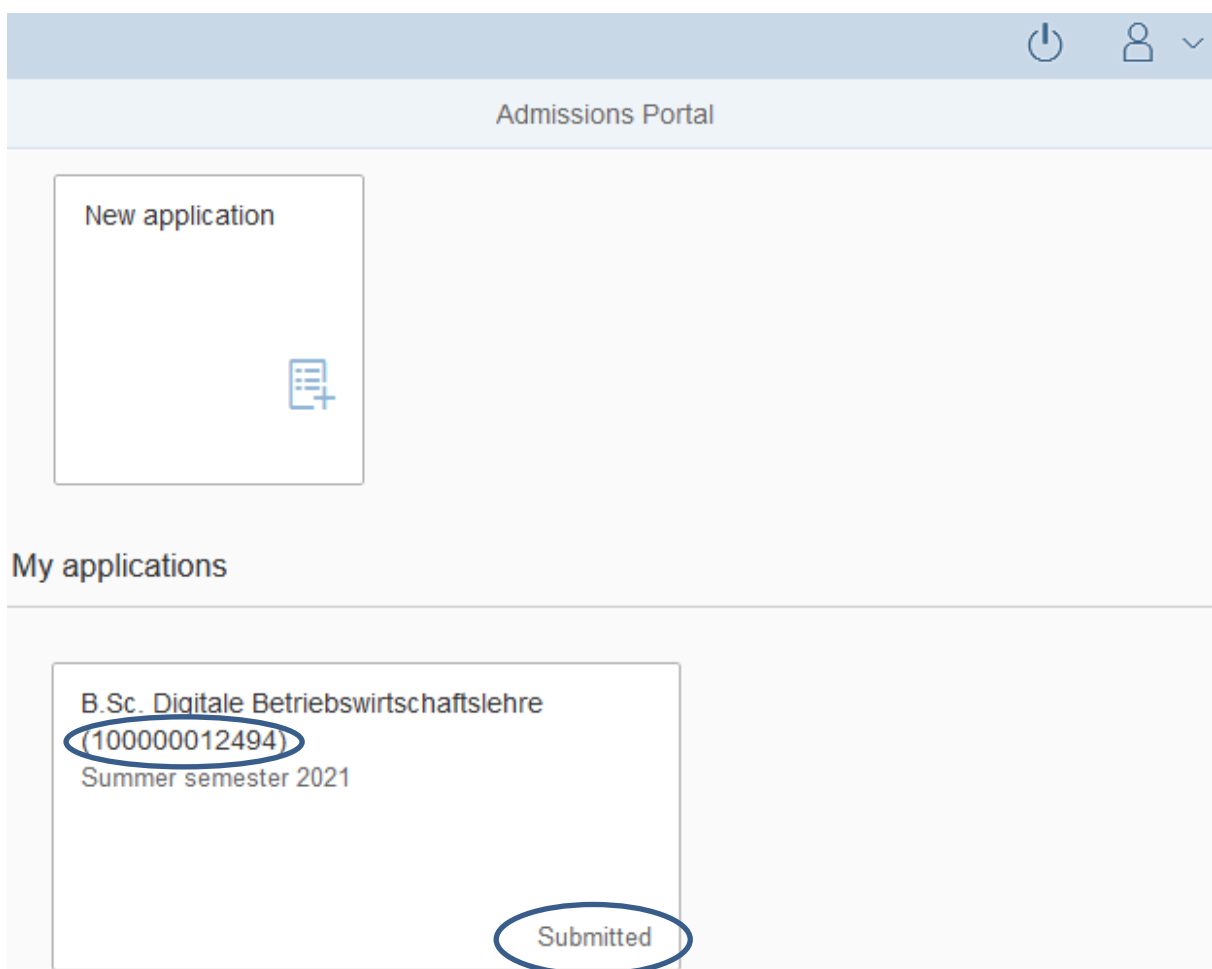
In this final section, you are required to provide a declaration (in lieu of oath) [Eidesstattliche

Erklärung]: ☐ *I hereby confirm the disclosures and declarations made above.

Please click on . You will receive on-screen confirmation that your application was submitted and you will be notified of your application number. You will be able to view your application in the 'My applications' section.

You should then receive an e-mail confirmation. If this is not the case, please check in good time before the application deadline that you have actually sent your intended application and that you have not only stored it temporarily. If you still have not received an e-mail confirmation (not even in the SPAM folder), please contact anmeldung@uni-saarland.de, quoting your application number and the application number.

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. The application can only be sent if the confirmation has been submitted.



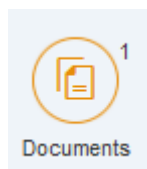
The screenshot shows the 'Admissions Portal' interface. At the top, there is a header bar with a power icon, a user icon, and a dropdown arrow. Below the header, the title 'Admissions Portal' is centered. The main content area is divided into two sections. The first section, 'New application', contains a large rectangular box with a document icon and a plus sign. The second section, 'My applications', contains a list of applications. The first application listed is 'B.Sc. Digitale Betriebswirtschaftslehre' with the application number '(100000012494)' circled in blue. Below the application number, it says 'Summer semester 2021'. At the bottom right of the application card, the word 'Submitted' is circled in blue.

3. What happens after I have submitted my application?

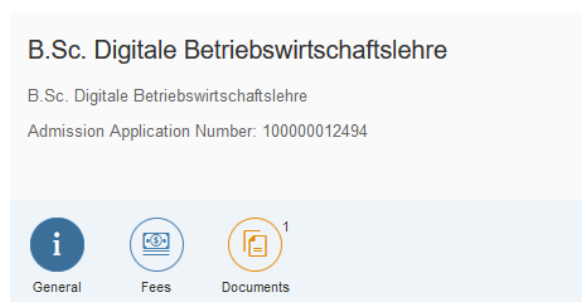
3.1 My application has been reviewed and I have been sent a request for additional documents.

If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change.

To open your application please click on the tile.



Please click on **Documents** and follow the instructions.



Course Offering B.Sc. Digitale Betriebswirtschaftslehre
Submission date admission 8.12.2020, 10:15:35

Click on the **Reupload Documents** button. A new window will open so that you can select a new document. Choose the file you want to upload and then click on **open**. After uploading the document, please resubmit your application by clicking on **Resubmit** at the bottom of the window.

You will receive an on-screen notification message

Documents have been submitted.

*Higher education entrance qualification (HEEQ):
Please either upload all the pages of your HEEQ in a single file, or upload just the first page and then submit the other pages in the corresponding upload box.

[HEEQ.pdf](#)

[Reupload Documents](#)

Last Date Changed : Dec 8, 2020

Status : Sorry, this document is invalid.

Comments : Error in document

Note: Please check under 'My applications' that the status message has changed. You may need to refresh the view with F5. If the status message is unchanged, please re-upload the document.

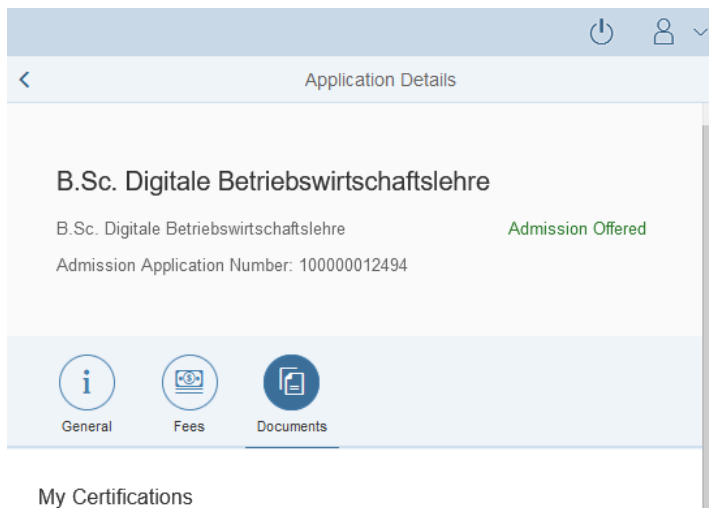


3.2 Result of the application review process

After the application period closes, we review and process all of the applications received. Once this has been completed, you will be notified of the result.

You will also be notified about any additional steps that you may be required to take (specifically, how to accept your place and how to apply online for enrolment into a restricted-entry degree programme – See the following section ‘Enrolment’).

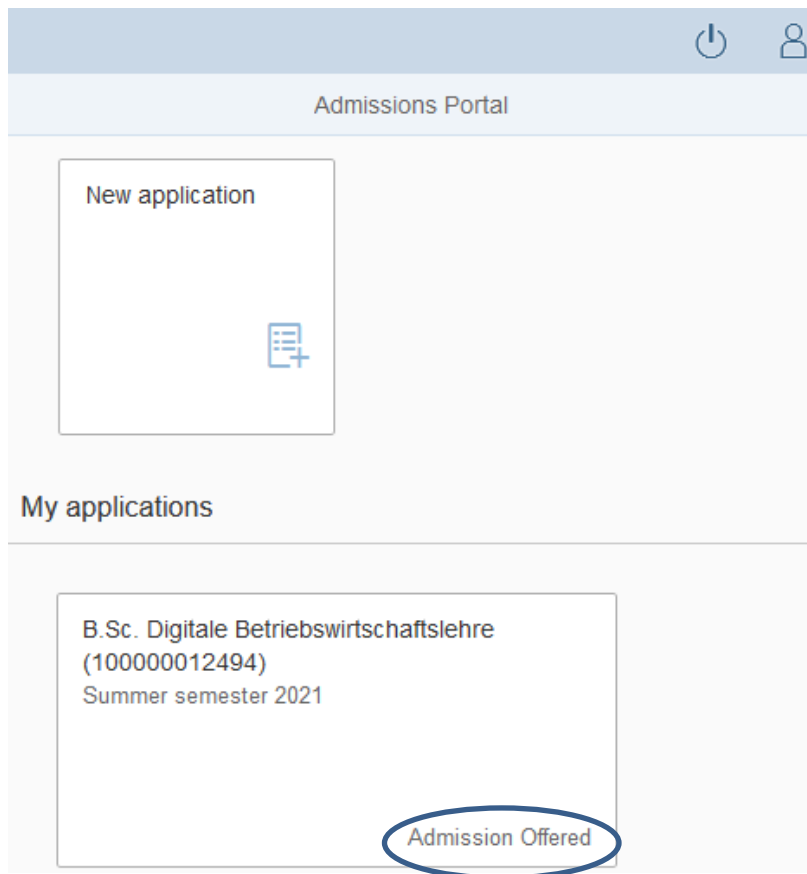
You can call up your certification in your application portal under the corresponding tile in the Documents tab.



As soon as there is a current decision, you will be informed by mail.

3.3 Enrolment

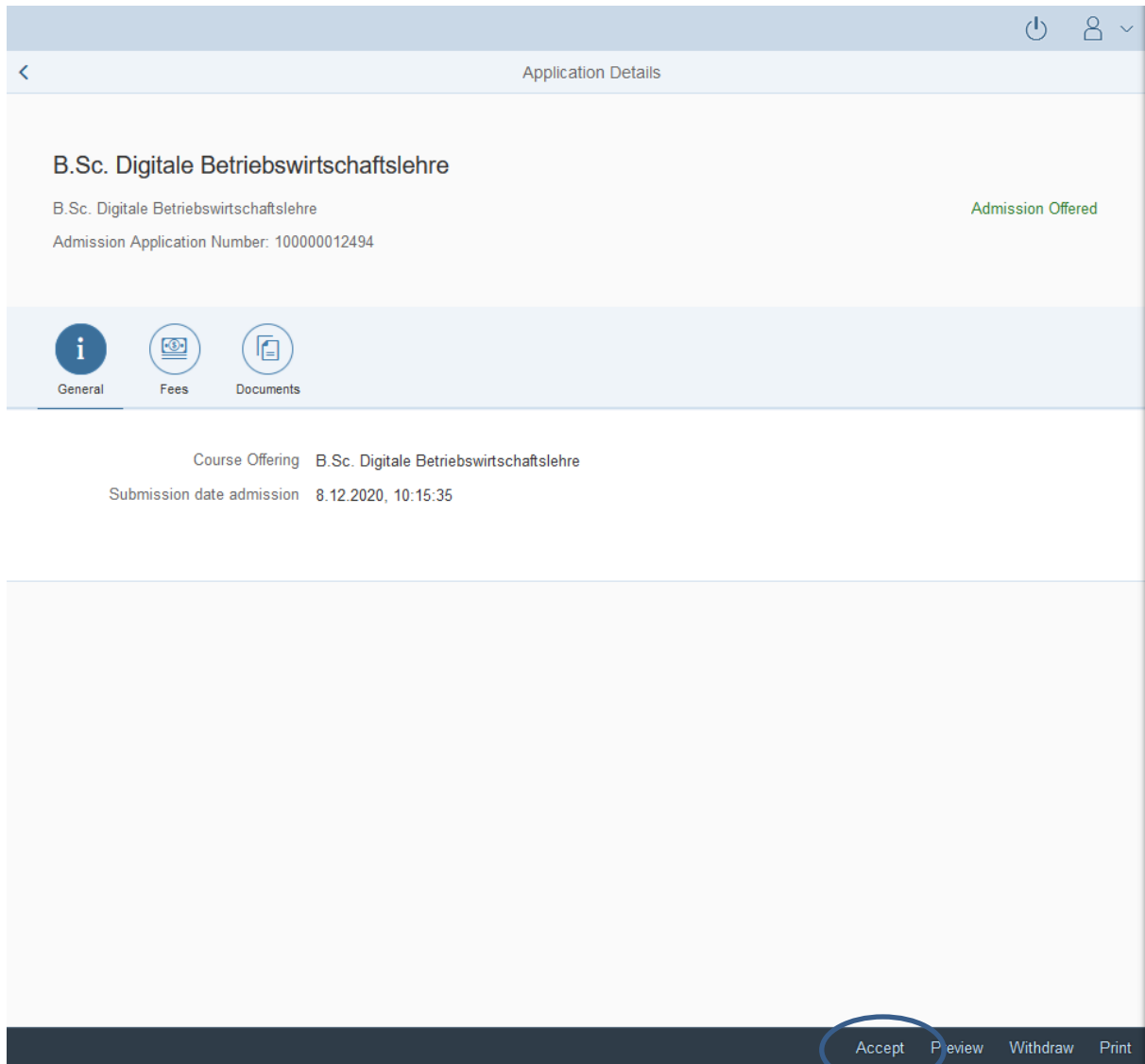
If you have received a letter of admission to a restricted-entry degree programme, please log in to the student web portal (if you are already enrolled at Saarland University) or log in to the applications portal (for those enrolling at Saarland University for the first time).



If you have been sent an offer of admission, click on the tile showing the relevant study programme and your admission status.



This opens a new window where you should click on the **Accept** option.



Application Details

B.Sc. Digitale Betriebswirtschaftslehre

B.Sc. Digitale Betriebswirtschaftslehre
Admission Application Number: 100000012494

Admission Offered

General Fees Documents

Course Offering B.Sc. Digitale Betriebswirtschaftslehre
Submission date admission 8.12.2020, 10:15:35

Accept Preview Withdraw Print

An on-screen prompt will appear. Please confirm that you are accepting the offer of admission by clicking . This is an essential step in preparing for your enrolment.

Confirm Admission	
Do you want to confirm your admission to B.Sc. Digitale Betriebswirtschaftslehre?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>

Your application for
100000012494 has been
accepted.

In the admissions portal, please click on the tile again. You should now see that your status has changed. In addition, you will receive an information mail with a reference to the deadline.

B.Sc. Digitale Betriebswirtschaftslehre
(100000012494)
Summer semester 2021

Registration-Open

Note: The mere acceptance of the admission offer is not sufficient for enrollment at Saarland University. Acceptance expires after the enrollment period has expired, since only the enrollment application submitted within the deadline declares the final acceptance of the study place. Please refer to the information provided in section 3.3.2.

3.3.1 Semester fee

Important note: In order to enrol in a restricted-entry programme to which you have already been admitted, you will need to provide proof that your semester fee has been paid (see Section 3.2 'Result of the application review process'). Please ensure that you include your applicant number / matriculation number, your first name and surname, your date of birth and the semester for which you apply for enrolment in the payment purpose field ('*Verwendungszweck*') so that the payment can be correctly assigned (e.g., 7007238 TEST TEST 02.08.2001 SS 2021). Your applicant number is created as soon as you have submitted or saved an application and can be found by clicking on






My personal details at the bottom right of the window or it will be listed under **Fees** if you have already accepted an offer of admission (see Sec. 3.2 'Result of the application review process').

If you are not yet a student at Saarland University and you are applying for a place on a non-restricted entry programme, please specify your SIM application portal username rather than the applicant number when you make your semester fee payment.



Click on **Fees** to display the total amount you need to pay and to see a breakdown of the charges included in your semester fee. The university's bank account details and the purpose-of-payment information are also listed. Please ensure that you specify the purpose-of-payment information exactly as specified so that your payment can be assigned correctly. Your applicant number and future student registration number is also included in the purpose-of-payment information, e.g. 7007238 .


Application Details

B.Sc. Digitale Betriebswirtschaftslehre


B.Sc. Digitale Betriebswirtschaftslehre

Admission Application Number: 100000012494


Registration-Open



General



Fees



Documents

Fee Structure

Total Amount: 286.00 EUR

Fee Type	Amount	Pending Amount	State
Travel ticket	124.00 EUR	124.00 EUR	
Fee cross-enrolled students	0.00 EUR	0.00 EUR	
Fee students with non-enrolled	0.00 EUR	0.00 EUR	
Fee reg. doctoral research	0.00 EUR	0.00 EUR	
Fee senior citizen attendees	0.00 EUR	0.00 EUR	
Course or programme fee	0.00 EUR	0.00 EUR	
Late-payment surcharge	0.00 EUR	0.00 EUR	
Administration fees	50.00 EUR	50.00 EUR	
Insurance	1.30 EUR	1.30 EUR	
Saarland Student Service fee	97.70 EUR	97.70 EUR	
General Students' Committee	13.00 EUR	13.00 EUR	

Note

Name of bank: Bank1Saar

Account holder: Universität des Saarlandes



Verwendungszweck: 7007238 TEST TEST SS 2021


IBAN: DE19 5919 0000 0000 33 0000

SWIFT/BIC: SABADE55



[Enroll](#)
[Withdraw](#)
[Print](#)
[Preview](#)

3.3.2 Opening your enrolment application

Click on . An on-screen prompt will appear. Please confirm that you wish to enrol as stated by clicking .

 Confirm Registration

Do you want to confirm your registration to B.Sc. Digitale Betriebswirtschaftslehre?

Note: If you are confirming that you want to enrol for a restricted-entry programme (having already received an offer of admission), please complete the enrolment questionnaire.

Note: Please submit your application so that the university can review your application and complete the enrolment process.

Important note: Students who are already enrolled at Saarland University will see a shortened enrolment questionnaire.

This shortened enrolment questionnaire already contains your personal details. If you wish to change any of your personal details, please click on [My personal details](#) in the student web portal and amend your data as required.

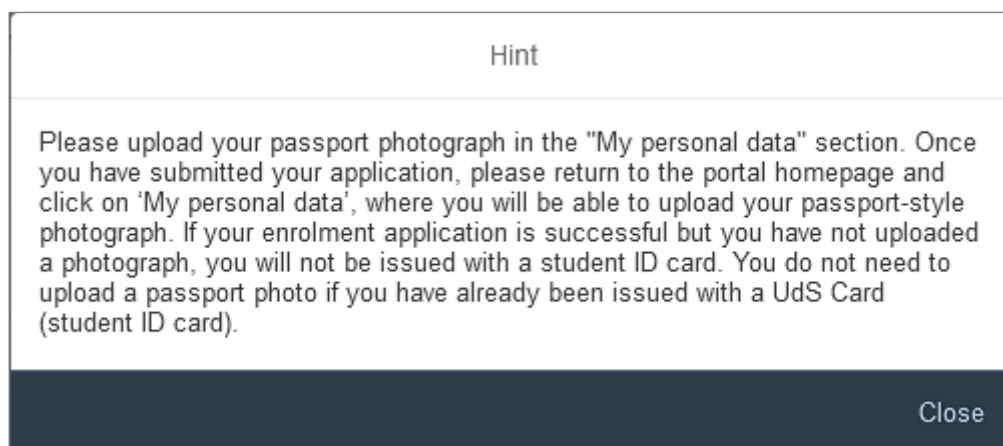
In this case, you will be requested to re-upload your higher education entrance qualification. If other relevant information has changed regarding examinations completed (at institutions other than Saarland University), or with respect to your language proficiency, your study history or your higher education entrance qualification, please upload the relevant supporting documentation.

You will be asked to complete the section 'Intended qualification (with subject)'. In this case, you should state whether you plan to enrol in a further study programme, switch to another programme, study an additional school subject as part of your teacher training degree or whether you wish to change subject. Please read the information provided in the help texts!

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

3.3.3 *Uploading a passport photo for your UdS Card*

In order to be issued with a UdS Card, you will need to upload a passport photo by clicking on the [My personal details](#) button. Instructions can be found on the following web page: Important information for applicants (obtaining your UdS Card).



We look forward to welcoming you as a new student to Saarland University!

4. Appendix

4.1 Preliminary Questionnaire: Overview of the types of academic programme available and the associated subject areas

[also see: www.uni-saarland.de/bewerbung]

Application	Intended qualification
First degree, restricted entry programme	First-level admission: Digitale Betriebswirtschaftslehre (B.Sc.)
First degree, restricted entry programme, higher-level admission	Higher-level admission: Betriebswirtschaftslehre (B.Sc.) Biologie (Human- und Molekularbiologie) (B.Sc.) Biologie (International) (B.Sc.) Deutsch-Französische Studien (B.A.) Droit francais et allemand (Licence) Europawissenschaften: Geographien Europas (B.A.) Europawissenschaften: Neu-Zeit-Geschichte (B.A.) Europawissenschaften: Vergl. Literaturwissenschaft (B.A.) Lehramt an beruflichen Schulen (LAB) (Staatsprüfung) Lehramt für die Sekundarstufe I (LS1) (Staatsprüfung) Lehramt für die Sekundarstufe I und II (LS1+2) (Staatsprüfung) Lehramt für die Primarstufe (LP) (Staatsprüfung) Medizin (Staatsprüfung) Musikmanagement (B.A.) Pharmazie (Staatsprüfung) Psychologie (B.Sc.) Sportwissenschaft (B.Sc.) Wirtschaft und Recht (B.Sc.) Wirtschaftspädagogik (B.Sc.) Zahnmedizin (Staatsprüfung)
First degree, non-restricted entry	First or higher-level admission: Altertumswissenschaften (B.A.) Bachelor Plus MINT (B.Sc.) Bioinformatik (B.Sc.) Biophysik (B.Sc.) Chemie (B.Sc.) (nur höhere Fachsemester) Computerlinguistik (B.Sc.) (nur höhere Fachsemester) Cybersicherheit (B.Sc.) Data Science and Artificial Intelligence (B.Sc.) EEIGM: École Européenne d'Ingénieurs en Génie des Matériaux (B.Sc.) Eingebettete Systeme (B.Sc.) English: Linguistics, Literatures, and Cultures (B.A.)

Application	Intended qualification
	Europäische Literaturen und Medien im globalen Kontext (EuLit) (B.A.) (nur höhere Fachsemester) Evangelische Theologie (B.A.) Französische Kulturwissenschaft und Interkulturelle Kommunikation (B.A.) Germanistik (B.A.) (nur höhere Fachsemester) Geschichte (B.A.) Geschichtswissenschaften (B.A.) Historisch orientierte Kulturwissenschaften (B.A.) Informatik (B.Sc.) Katholische Theologie (B.A.) Kunst- und Bildwissenschaft (B.A.) Language Science (B.A.) (nur höhere Fachsemester) Lateinische Philologie (B.A.) Materialwissenschaft und Maschinenbau ATLANTIS (B.Sc.) Materialwissenschaft und Werkstofftechnik (B.Sc.) Mathematik (B.Sc.) Mathematik und Informatik (B.Sc.) Medieninformatik (B.Sc.) (nur höhere Fachsemester) Musikwissenschaft (B.A.) Philosophie (B.A.) Physik (B.Sc.) Physik (international) (B.Sc.) (nur höhere Fachsemester) Quantum Engineering (B.Sc.) Rechtswissenschaft (Staatsprüfung) (nur höhere Fachsemester) Romanistik (Französisch/Italienisch/Spanisch) (B.A.) (nur höhere Fachsemester) Systems Engineering (B.Sc.) Wirtschaftsinformatik (B.Sc.)
Exchange students and freemovers (please choose: Winter semester 2020/21 or Summer semester 2021)	Exchange students and free movers: Allgemeine und vergleichende Literaturwissenschaft (kein Abschluss) Altertumswissenschaften (kein Abschluss) Bachelor Plus MINT (kein Abschluss) Betriebswirtschaftslehre (kein Abschluss) Bildungswissenschaften (kein Abschluss) Bioinformatik (kein Abschluss) Biologie (kein Abschluss) Biophysik (kein Abschluss) Biotechnologie (kein Abschluss) Border Studies (kein Abschluss) Chemie (kein Abschluss) Computerlinguistik (kein Abschluss)

Application	Intended qualification
	Cybersicherheit (kein Abschluss) Droit allemand et francais (kein Abschluss) Deutsch-Französische Studien (kein Abschluss) Educational Technology (kein Abschluss) EEIGM: École Européenne d'Ingénieurs en Génie des Matériaux (kein Abschluss) Eingebettete Systeme (kein Abschluss) English: Linguistics, Literatures, and Cultures (kein Abschluss) Europäische Literaturen und Medien im globalen Kontext (EuLit) (kein Abschluss) Europäisches und Internationales Recht (kein Abschluss) European Management (kein Abschluss) Evangelische Theologie (kein Abschluss) Französische Kulturwissenschaften und Interkulturelle Kommunikation (kein Abschluss) Germanistik (kein Abschluss) Geschichte (kein Abschluss) Geschichtswissenschaften (kein Abschluss) Historisch orientierte Kulturwissenschaften (kein Abschluss) Informatik (kein Abschluss) Katholische Theologie (kein Abschluss) Kunst- und Bildwissenschaft (kein Abschluss) Language Science (kein Abschluss) Lateinische Philologie (kein Abschluss) Materialwissenschaft und Maschinenbau (kein Abschluss) Materialwissenschaft und Werkstofftechnik (kein Abschluss) Mathematik (kein Abschluss) Medieninformatik (kein Abschluss) Medizin (kein Abschluss) Musikmanagement (kein Abschluss) Musikwissenschaft (kein Abschluss) Pharmazie (kein Abschluss) Philosophie (kein Abschluss) Physik (kein Abschluss) Psychologie (kein Abschluss) Quellenkundliche Grundwissenschaften (kein Abschluss) Rechtswissenschaft (kein Abschluss) Romanistik (Französisch/Italienisch/Spanisch) (kein Abschluss) Sportwissenschaft (kein Abschluss) Systems Engineering (kein Abschluss) Werkstoffwissenschaft (kein Abschluss) Wirtschaft und Recht (kein Abschluss) Wirtschaftsinformatik (kein Abschluss) Wirtschaftspädagogik (kein Abschluss) Zahnmedizin (kein Abschluss)
Master's degree / Post-graduate programmes	First-level admission:

Application	Intended qualification
	<p>Allgemeine und Vergleichende Literaturwissenschaft (M.A.)</p> <p>Altertumswissenschaften (M.A.)</p> <p>American Studies/British Studies/English Linguistics (M.A. – erweitertes Hauptfach mit Schwerpunktwahl im 2-Fächer-Masterstudiengang)</p> <p>„ASBSEL“ - British Literary and Cultural Studies (M.A. – als Kernbereich)</p> <p>„ASBSEL“ - English Linguistics (M.A. – als Kernbereich)</p> <p>„ASBSEL“ – North American Literary and Cultural Studies (M.A. – als Kernbereich)</p> <p>Angewandte Kulturwissenschaften (M.A.)</p> <p>Betriebswirtschaftslehre (M.Sc.)</p> <p>Biotechnologie (M.Sc.)</p> <p>Chemie (M.Sc.)</p> <p>Deutsch als Fremd- und Zweitsprache (M.A.)</p> <p>Digitale Betriebswirtschaftslehre (M.Sc.)</p> <p>Germanistik (M.A.)</p> <p>Geschichte (M.A.)</p> <p>Geschichtswissenschaften in europäischer Perspektive (M.A.)</p> <p>Gesundheitssport (M.Sc.)</p> <p>Historisch orientierte Kulturwissenschaften (M.A.)</p> <p>Interkulturelle Kommunikation (M.A.)</p> <p>Kunstgeschichte (M.A.)</p> <p>Lateinamerikanische Kultur- und Medienwissenschaft (M.A.)</p> <p>Linguistica e didattica dell'italiano nel contesto internazionale LIDIT (M.A./Laurea magistrale) (Verfahren zur Einschreibung in das WiSe 20/21)</p> <p>Literatur-, Kultur- und Sprachgeschichte des deutschsprachigen Raums (M.A.)</p> <p>Materialchemie (M.Sc.)</p> <p>Medieninformatik (M.Sc.)</p> <p>Musikwissenschaft (M.A.)</p> <p>Philosophie (M.A.)</p> <p>Praxisbezogene Literaturwissenschaft Französisch (M.A.)</p> <p>Religion in Europa (M.A.)</p> <p>Romanistik (Französisch/Italienisch/Spanisch) (M.A.)</p> <p>Sprechwissenschaft und Sprecherziehung (M.A.)</p> <p>Theoretical Linguistics: Dynamics and Variation (M.A.)</p> <p>Wirtschaft und Recht (M.Sc.)</p> <p>Wirtschaftsinformatik (M.Sc.)</p> <p>Wirtschaftspädagogik (M.Sc.)</p>

Application	Intended qualification
	First-level admission, with Letter of admission: Bioinformatik (M.Sc.) Biophysik (M.Sc.) Data Science and Artificial Intelligence (M.Sc.) Ecole Européenne d'Ingénieurs en Génie des Matériaux EEIGM (M.Sc.) Embedded Systems (M.Sc.) Informatik/Computer Science (M.Sc.) Materialwissenschaft und Werkstofftechnik (M.Sc.) Mathematik (M.Sc.) Mathematik und Informatik (M.Sc.) Physik (M.Sc.) Quantum Engineering (M.Sc.) Sport-/Gesundheitsmanagement (MBA) Systems Engineering (M.Sc.) Visual Computing (M.Sc.)
Master / Post-graduate programmes – Higher-level entry	Higher-level admission: Allgemeine und Vergleichende Literaturwissenschaft (M.A.) Altertumswissenschaften (M.A.) American Studies/British Studies/English Linguistics (M.A. – erweitertes Hauptfach mit Schwerpunktwahl im 2- Fächer-Masterstudiengang) ‚ASBSEL‘ - British Literary and Cultural Studies (M.A. – als Kernbereich) ‚ASBSEL‘ - English Linguistics (M.A. – als Kernbereich) ‚ASBSEL‘ – North American Literary and Cultural Studies (M.A. – als Kernbereich) Angewandte Kulturwissenschaften (M.A.) Betriebswirtschaftslehre (M.Sc.) Biotechnologie (M.Sc.) Chemie (M.Sc.) Deutsch als Fremd- und Zweitsprache (M.A.) Educational Technology (M.Sc.) Germanistik (M.A.) Geschichte (M.A.) Geschichtswissenschaften in europäischer Perspektive (M.A.) Gesundheitssport (M.Sc.) Historisch orientierte Kulturwissenschaften (M.A.) Human- und Molekularbiologie (M.Sc.) Human- und Molekularbiologie International (M.Sc.) Interkulturelle Kommunikation (M.A.)

Application	Intended qualification
	<p>Kunstgeschichte (M.A.)</p> <p>Lateinamerikanische Kultur- und Medienwissenschaft (M.A.)</p> <p>Linguistica e didattica dell'italiano nel contesto internazionale LIDIT (M.A./Laurea magistrale)</p> <p>Literatur-, Kultur- und Sprachgeschichte des deutschsprachigen Raums (M.A.)</p> <p>Materialchemie (M.Sc.)</p> <p>Medieninformatik (M.Sc.)</p> <p>Musikwissenschaft (M.A.)</p> <p>Philosophie (M.A.)</p> <p>Praxisbezogene Literaturwissenschaft Französisch (M.A.)</p> <p>Psychologie (M.Sc.)</p> <p>Religion in Europa (M.A.)</p> <p>Romanistik (Französisch/Italienisch/Spanisch) (M.A.)</p> <p>Theoretical Linguistics: Dynamics and Variation (M.A.)</p> <p>Translation Science and Technology (M.A.)</p> <p>Wirtschaft und Recht (M.Sc.)</p> <p>Wirtschaftsinformatik (M.Sc.)</p> <p>Wirtschaftspädagogik (M.Sc.)</p> <p>Higher-level admission, with Letter of admission:</p> <p>Advanced Materials Science and Engineering AMASE (M.Sc.)</p> <p>Bioinformatik (M.Sc.)</p> <p>Biophysik (M.Sc.)</p> <p>Border Studies (M.A.)</p> <p>Data Science and Artificial Intelligence (M.Sc.)</p> <p>Deutsches Recht für französischsprachige Studierende (LL.M.)</p> <p>Deutsches Recht und Europäische Rechtsvergleichung (LL.M.)</p> <p>Deutsch-Französische Studien: Grenzüberschreitende Kommunikation und Kooperation (M.A.)</p> <p>Ecole Européenne d'Ingénieurs en Génie des Matériaux EEIGM (M.Sc.)</p> <p>Embedded Systems (M.Sc.)</p> <p>Entrepreneurial Cybersecurity (M.Eng.)</p> <p>Europäisches und Internationales Recht (LL.M.)</p> <p>European Management (MBA)</p> <p>High-Performance Sport (M.Sc.)</p> <p>Informatik/Computer Science (M.Sc.)</p> <p>Informationstechnologie und Recht (LL.M.)</p> <p>Language Science and Technology (M.Sc.)</p>

Application	Intended qualification
	Master (Blended Learning) of Evaluation MABLE (M.A.) Materialwissenschaft und Werkstofftechnik (M.Sc.) Mathematik (M.Sc.) Mathematik und Informatik (M.Sc.) Musikwissenschaft international (M.A.) Physik (M.Sc.) Physik international (M.Sc.) Quantum Engineering (M.Sc.) SARPA – Integrierter Master in vergleichendem öffentlichen Recht (LL.M.) Sport-/Gesundheitsmanagement (MBA) Sprechwissenschaft und Sprecherziehung (M.A.) Steuerrecht für die Unternehmenspraxis (LL.M.) Systems Engineering (M.Sc.) Unternehmenskommunikation und Rhetorik (M.A.) Visual Computing (M.Sc.) Wirtschaftsrecht für die Unternehmenspraxis (LL.M.)
German language course	German language course
Local clearing scheme	not available before the mid of January 2021 (www.uni-saarland.de/bewerbung)
International STEM foundation programme VSi MINT	VSi-Mint (DSD1 und DSD2)
In-sessional certificates	(https://www.uni-saarland.de/zertifikate): Angewandte Pop-Studien Deutsch als Zweitsprache (Confirmation of registration required) Europaicum Gender Studies Griechisch Industriekultur – Kulturmanagement Patent- und Innovationsschutz Wissen und Kommunikation

4.2 Fächerübersichten in Mehrfach-Studiengängen

[Valid combinations: sorry, only available in German]

2-Fächer-Bachelor-Studiengänge:

<https://www.uni-saarland.de/fileadmin/upload/studium/angebot/kombinationen-ba.pdf>

2-Fächer-Master-Studiengänge:

<https://www.uni-saarland.de/fileadmin/upload/studium/angebot/kombinationen-ma.pdf>

Lehramts-Studiengänge:

<https://www.uni-saarland.de/fileadmin/upload/studium/angebot/lehramt.pdf>