Student Information Management System for Saarland

Information on accessing study-related documentation and certification for Winter Semester 2024/25

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**

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.

Contents

1. OPEN THE SIM STUDENT WEB PORTAL BY CLICKING ON THE FOLLOWING LINK HTTPS://SIM.UNI-SAARLAND.DE 2

2. VIEW YOUR CERTIFICATION/STUDY-RELATED DOCUMENTS 4

2.1 SEMESTER-SPECIFIC DOCUMENTS 4

2.1.1 CERTIFICATE OF ENROLMENT 4

2.1.2 CONFIRMATION OF STUDENT STATUS (BAFÖG) 5

2.1.3 CONFIRMATION OF LEAVE OF ABSENCE 5

2.1.4 PROOF OF PAYMENT 7

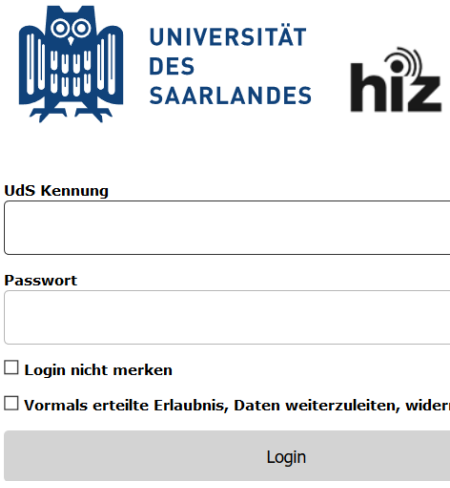
2.1.5 CERTIFICATE OF DE-REGISTRATION 8

2.2 STUDENT ENROLMENT RECORD 9

3. LOGGING OUT OF THE SIM STUDENT WEB PORTAL 9

1. Open the SIM student web portal by clicking on the following link https://sim.uni-saarland.de

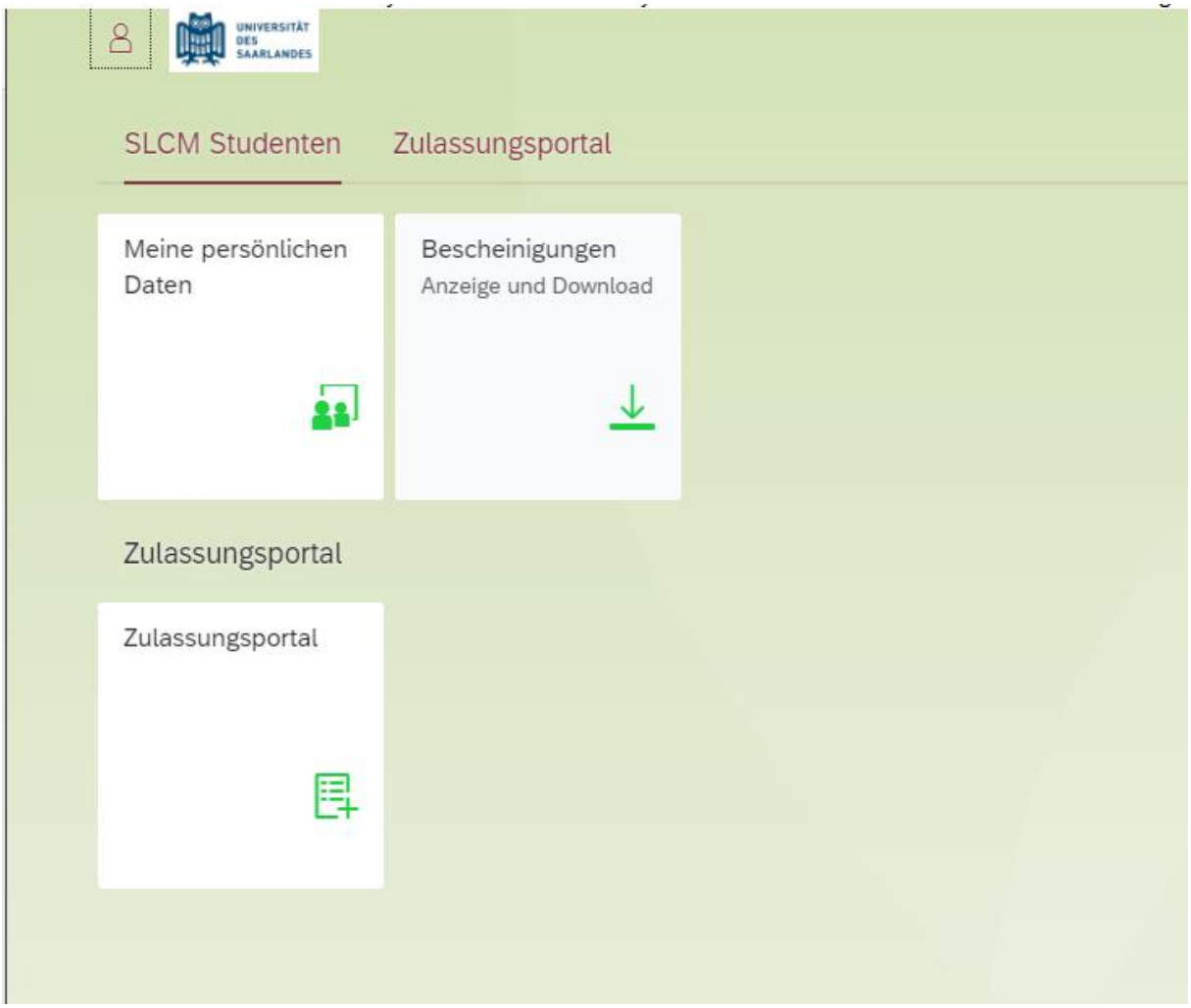
Important note: Please use the latest version of one of the following browsers to view the portal: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. The portal may not be displayed correctly if you use an older version of one of these browsers or if you choose to use another browser, such as Apple Safari or Internet Explorer.



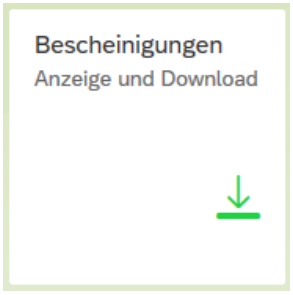
Enter your HIZ (UdS) ID code and your student password.

Click on Login.

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



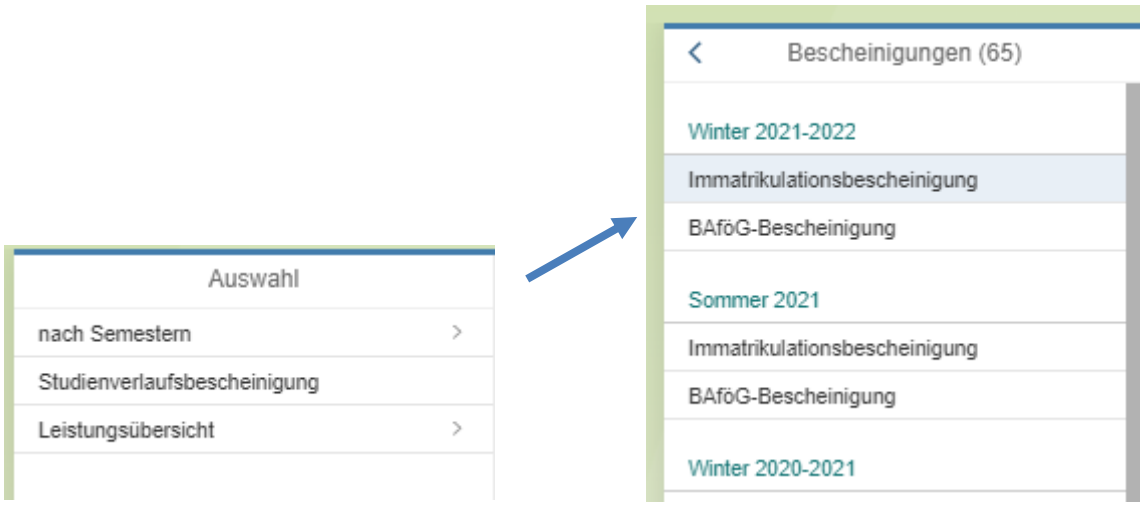
Click on the tile:



2. View your certification/study-related documents

To see semester-specific documentation, click on

. Note: the student enrolment record spans multiple semesters.



General Information:

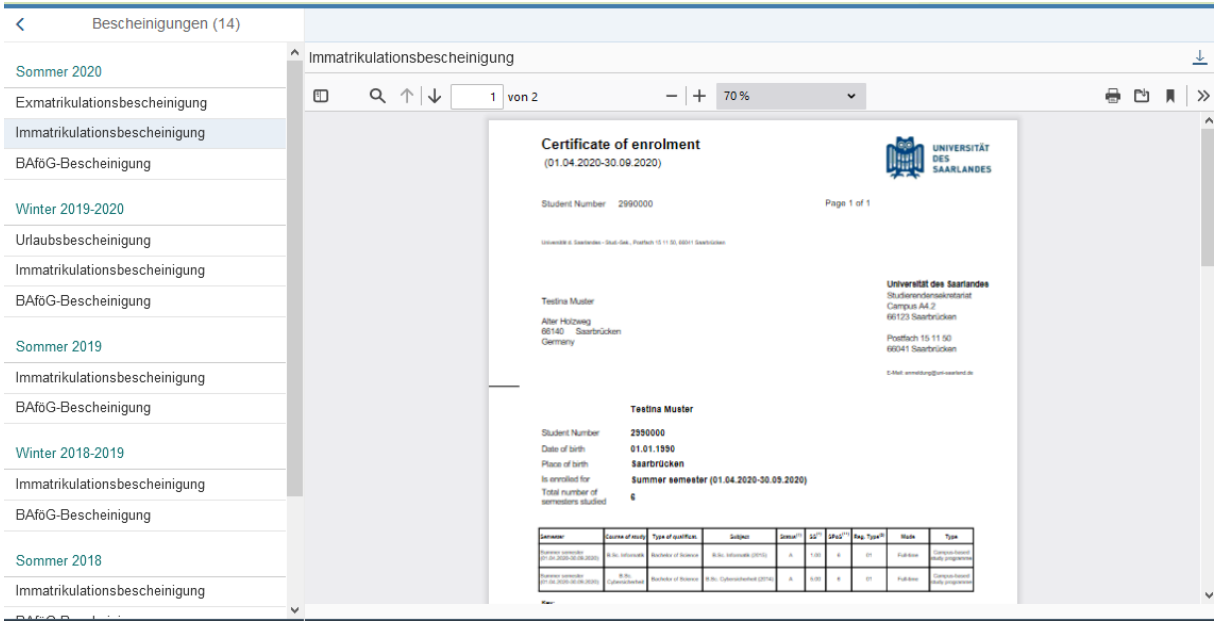
Once you have selected a document, you can print it by clicking on the icon, download it by clicking on or save it to a specific folder by clicking .The icons that you see may differ depending on your browser, e.g. if you are using Mozilla Firefox, you will need to click on [icon] to save the document.

If you need a document in English or French, click on the globe icon at the bottom right of the page to select the language you require.

2.1 Semester-specific documents

2.1.1 Certificate of enrolment

Once you have re-registered, you will be able to access your certificate of enrolment.



The certificate of enrolment also shows whether you took leave of absence in that particular semester or whether you were studying as a part-time student at that time.

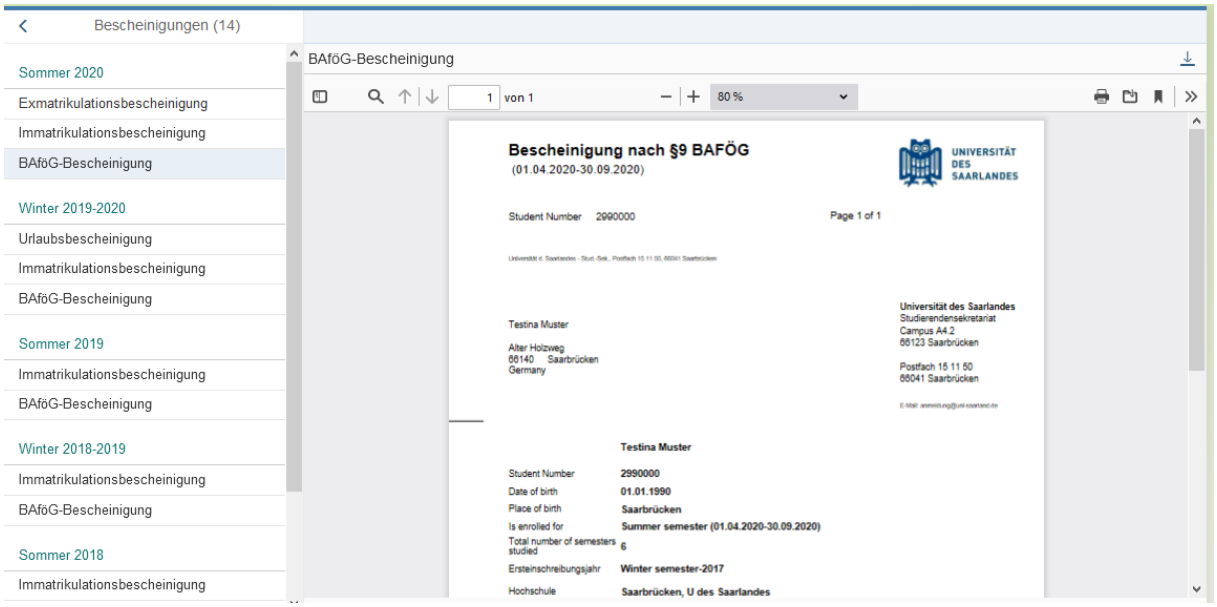
Notes:

Please be aware that every subject that you study and/or every area of specialization that you formally select as part of your degree programme will be listed on a separate line on your enrolment certificate.

Re-registration typically occurs a few days after the correct payment of your semester fee has been received, provided that your re-registration has not been blocked. Re-registration may be blocked if you do not have health insurance cover, you have lost the right of examination or you have failed to submit your Bachelor's degree certificate.

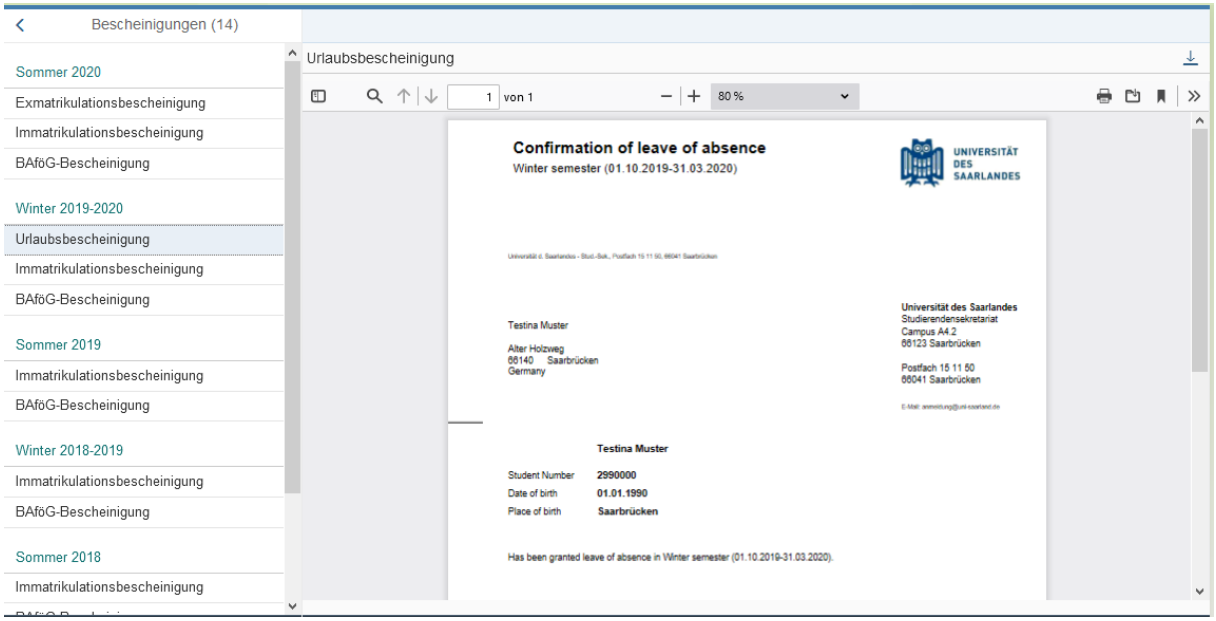
2.1.2 Confirmation of student status (BAföG)

In order to continue receiving financial support from the federal BAFöG programme, you must verify that you are attending Saarland University. This confirmation document ('*Bescheinigung nach § 9 BAföG*') can be downloaded from the SIM student web portal and submitted to the BAföG office instead of completing BAföG Form 02 ('*BAföG Formblatt 02*').



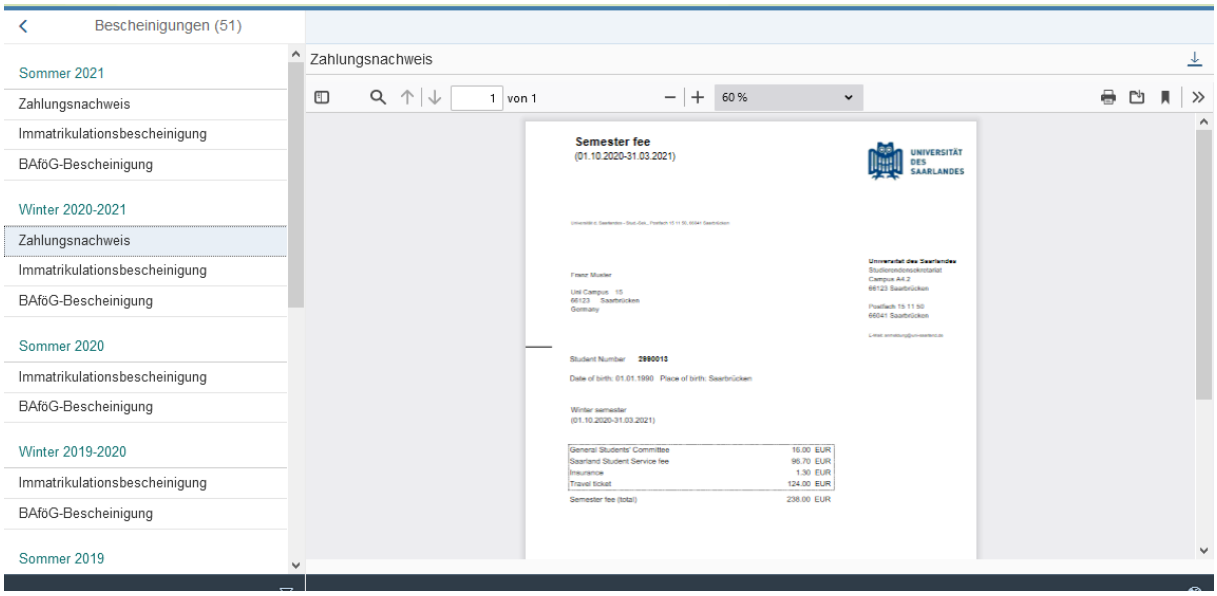
2.1.3 Confirmation of leave of absence

If your request for a one-semester leave of absence has been approved, you can download a document confirming that you were granted leave of absence for that semester.


Bescheinigungen (14)
Sommer 2020
Exmatrikulationsbescheinigung
Immatrikulationsbescheinigung
BAföG-Bescheinigung
Winter 2019-2020
Urlaubsbescheinigung
Immatrikulationsbescheinigung
BAföG-Bescheinigung
Sommer 2019
Immatrikulationsbescheinigung
BAföG-Bescheinigung
Winter 2018-2019
Immatrikulationsbescheinigung
BAföG-Bescheinigung
Sommer 2018
Immatrikulationsbescheinigung
Urlaubsbescheinigung
1 von 1
80 %
Confirmation of leave of absence
Winter semester (01.10.2019-31.03.2020)
UNIVERSITÄT DES SAARLANDES
Testina Muster
Alter Holzweg
66140 Saarbrücken
Germany
Universität des Saarlandes
Studierendensekretariat
Campus A4.2
66123 Saarbrücken
Postfach 15 11 50
66041 Saarbrücken
Testina Muster
Student Number 2990000
Date of birth 01.01.1990
Place of birth Saarbrücken
Has been granted leave of absence in Winter semester (01.10.2019-31.03.2020).

2.1.4 Proof of payment

Once you have re-registered, you can download proof of payment for that semester. (This service was introduced in the summer semester of 2020). You can present this proof-of-payment document (in German) to the German tax authorities.



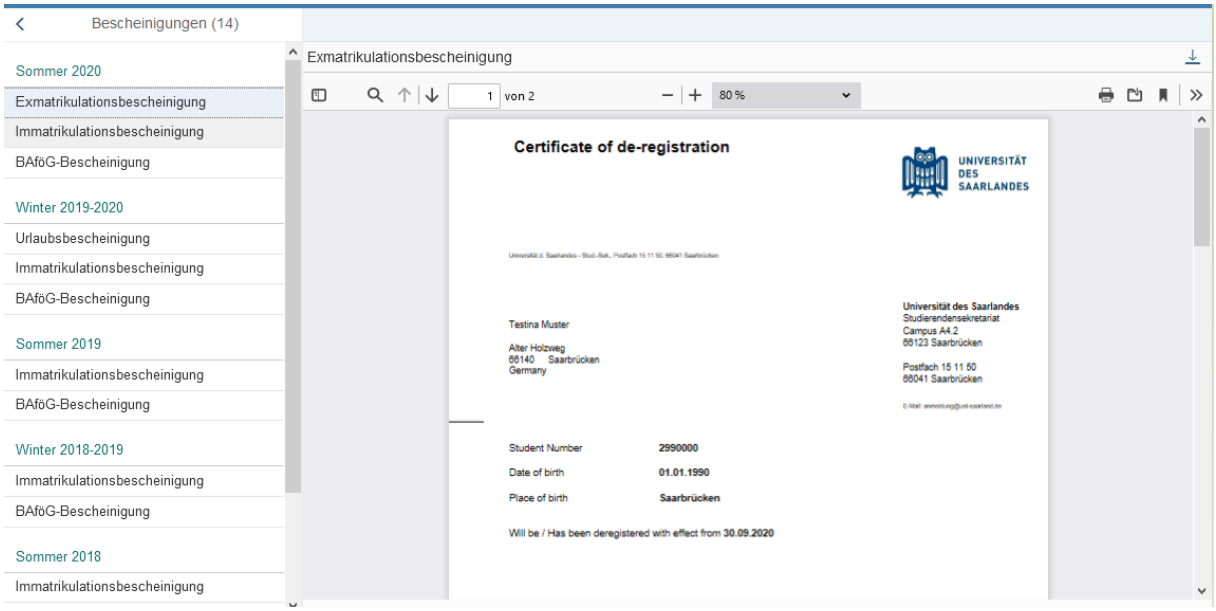
Notes:

If after downloading this proof-of-payment document, you applied for and were granted a partial reimbursement of your semester fee, you must download the updated version of this document and present this updated version to the German tax office.

The option to download an official proof-of-payment document from the SIM student web portal was introduced in the summer semester of 2020. A proof-of-payment document for the winter semester 2019/2020 can only be downloaded from the SIM student web portal, if you applied late in that semester to have your semester fee adjusted (e.g. you requested leave of absence or applied to have your enrolment category changed). For all earlier semesters (and for WS 2019/2020 if the exceptional case detailed above does not apply), proof that the semester fee was paid will need to be downloaded from the LSF portal at www.lsf.uni-saarland.de -> *Administration*.

2.1.5 Certificate of de-registration

If you de-registered in a particular semester, you can download a certificate of de-registration for that semester.

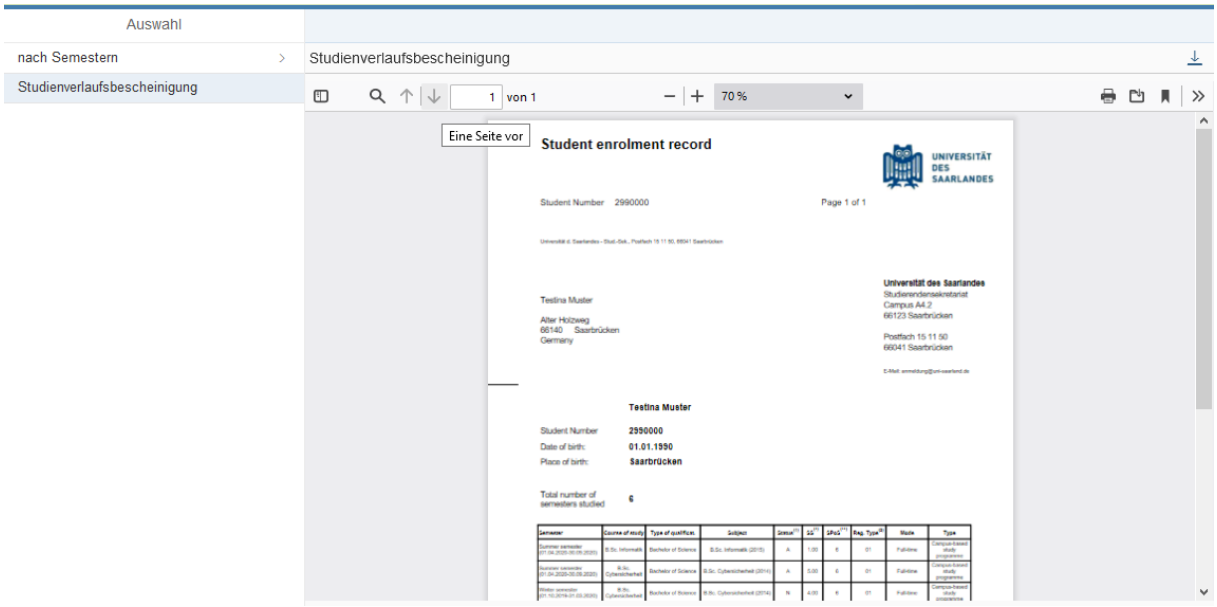


Important note: Once you have de-registered from the university, you only have a limited period in which you can continue to use your HIZ/UdS ID code and access the SIM student web portal. We therefore recommend that you download your de-registration certificate immediately after completing the de-registration process. Please also download your **student enrolment record** and keep it safe, **as you may need to provide this information at some later point to a pension insurance fund**. [Please also save the German language version of your student enrolment record in case you remain in Germany and need to present this information to the German pension insurance scheme (*Deutsche Rentenversicherung*).]

2.2 Student enrolment record

The student enrolment record lists all of the semesters in which you were enrolled as a student at Saarland University.

Note: The student enrolment record is an important document that you may need to present to a pension insurance fund after graduating.

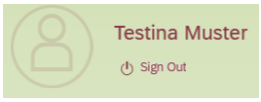


Note: As you will only be able to use your HIZ/UdS ID code and/or access the SIM student web portal for a limited period after you stop studying at Saarland University, please download all relevant study-related documentation and certification, but particularly your **student enrolment record**, immediately after de-registering. Please keep these documents in a safe place **as you may need to provide information on your higher education history to a pension insurance fund**. [Note: If you remain in Germany you may need to present the German-language version of these documents.]

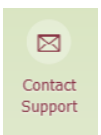
3. Logging out of the SIM student web portal

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

.

Click 

to confirm that you want to log out.

Note: If you are encountering technical difficulties using the SIM student web portal, you can contact the support team by clicking on 

. Please remember to state your student registration number and describe your problem as clearly as possible. The support team will then contact you to help resolve the issue.