

Student Information Management System

for Saarland



Application Guide

Winter semester 2024/25

Key information at a glance


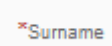
Access to SIM for students at Saarland University <https://sim.uni-saarland.de>

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.

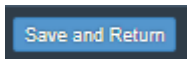
Always exit the SIM application portal using **the Logoff button**  **and then close the browser.**

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

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

help texts click

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



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

If you are having **technical issues with the SIM application portal**, please send your questions to:

sim-support@hiz-saarland.de

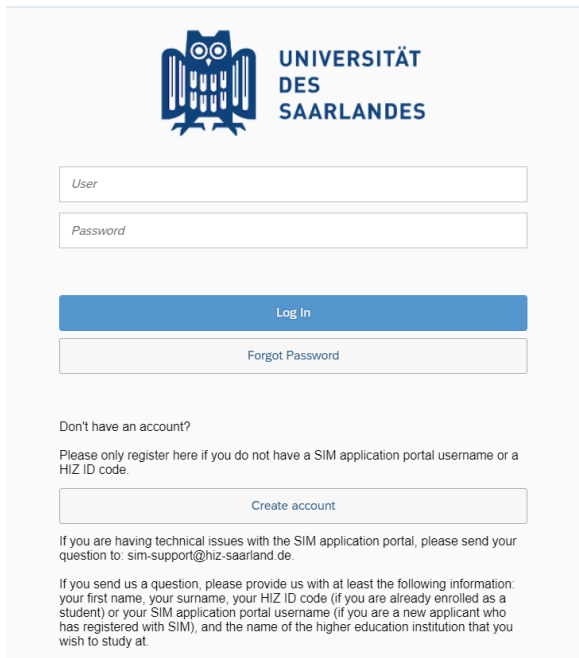
If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at Uds) **or** your SIM application portal username (if you are a new applicant who has registered with SIM),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

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

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



The screenshot shows the login page of the SIM application portal. At the top left is the University of Saarland logo and name. Below it are two input fields: 'User' and 'Password'. A blue 'Log In' button is positioned below the password field, and a 'Forgot Password' link is below that. Further down, there is a 'Don't have an account?' section with a 'Please only register here if you do not have a SIM application portal username or a HIZ ID code.' message and a 'Create account' button. At the bottom, there is a contact information section for technical issues.

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

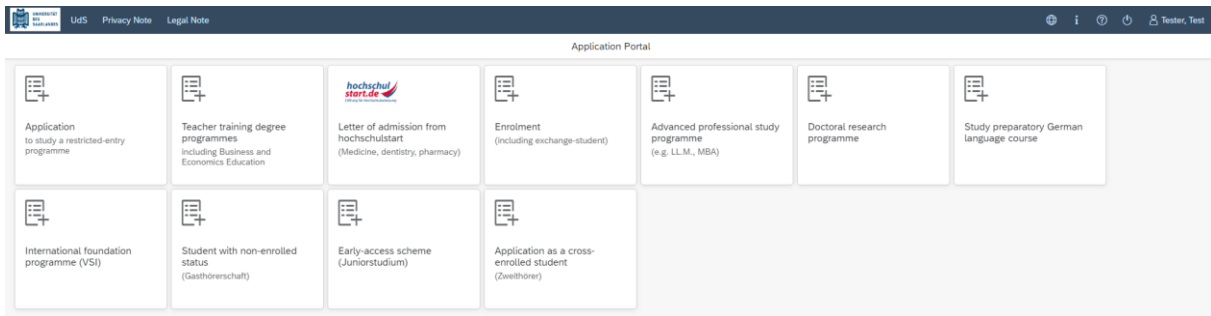
Note: If you are not already registered in SIM, please refer to the *SIM Registration Guide*.

If you are already enrolled as a student at Saarland University, you can use the SIM student web portal: <https://sim.uni-saarland.de/>


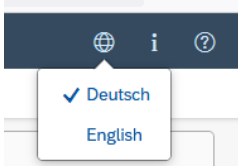
Log in using your an HIZ/UdS ID code. Once on your start page, click on the tile:



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






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

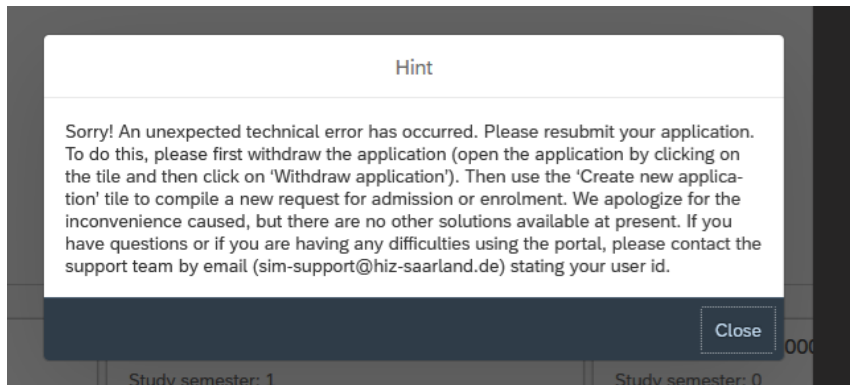
Note: To change to another language, click on  and then . The language you select will be used in all future correspondence, e.g. emails.


To apply for a place on a study programme, please follow the instructions in Section 2. **To apply for a place** on a German language course/VSi MINT, please follow the instructions in Section 3. Section 5 contains **information on** applying to join an advanced professional study programme

General information:

- You may experience a delay while the system processes your selection. Please be patient and do not cancel your application.
- Select the individual sections of the navigation bar on the left of the window and enter the required information. Depending on the particular degree programme and subject chosen, the precise appearance of the application form may differ from the screenshots shown in this user guide.
- Mandatory fields are indicated by a red asterisk (e.g. **Surname*).
- If a help text is available, you can view it by clicking on the  symbol.
- To save the data entered in your application so far and go back to your start page, click on . You can continue with your application at a later date by clicking on the relevant tile.
- You may only submit your application once all of the required fields have been completed and all of the required documents have been uploaded. To submit your enrolment application to Saarland University, click on . Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.
- If you change the language in the form, you will be automatically redirected back to the application portal start page. To continue your application, please click on your application tile. The information you have entered so far has been saved.

- If technical problems occur during your application, the following message will be displayed and “Technical error” message will be displayed on your application tile. In this case, please follow the instructions in the message. To do this, please first withdraw the application and then use the ‘Create new application’ tile to compile a new request for admission or enrolment.

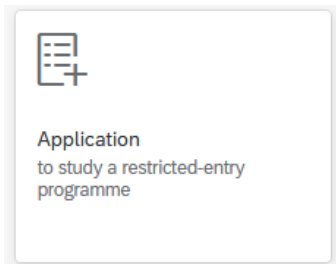


- Always exit the SIM application portal by clicking on the **logoff button**  at the top right of the window.






2. Applying for a place on a degree programme

Note: If entry restrictions do **not** apply to the degree programme that you would like to study, you can enrol directly with the university (see Enrolment Guide for Non-Restricted Study Programmes) provided that you meet the formal enrolment requirements. To find out whether entry restrictions apply to a particular subject/programme combination, please follow the links in Section 7. If you plan to combine a number of different subjects in your proposed degree programme, please check beforehand that entry restrictions do not apply to any of your chosen subjects

To create a new application, click on:



Note: Applications that you have already submitted can be found under ‘My applications’.


You can edit your personal details or upload your passport photo by clicking on      Tester, Test.

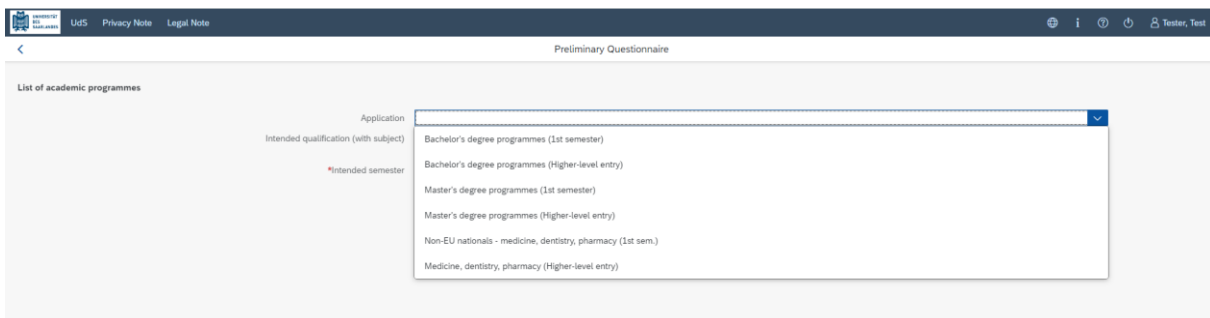
at the top right of the window, but only after you have submitted an application.

2.1 Preliminary Questionnaire

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

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

 to see the list of options.



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

UdS Privacy Note Legal Note

Preliminary Questionnaire

List of academic programmes

Application: Bachelor's degree programmes (Higher-level entry)

Intended qualification (with subject): Select

*Intended semester: [dropdown]

The following questionnaire is designed to guide you through the process of applying for admission to a higher semester of a Bachelor's degree programme.

Please take note of the following important information:

To apply for higher-level entry to a degree programme you will need a formal record of recognition of prior learning or a credit transfer certificate issued by the relevant [examinations office](#)*) at Saarland University. In addition to submitting your application, you will also need to contact the relevant examination office. If you only receive the necessary supporting documents after the application deadline has passed, you may still upload these documents via this portal until 30 September if you are applying for winter semester admission.
 *) If you are studying medicine, dentistry or pharmaceutical science, credit transfer certificates are issued by the Saarland State Examinations Office.

Information:

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


Please click **Next** to continue.

Note: If you cannot find your intended qualification and subject in the drop-down list, please carefully review the application information that you have already entered.

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

- Starting semester: Select the semester that you want to start studying in. Note: typically only one option is available.
- Subject semester (please read the following explanation carefully):
 A greyed-out value cannot be altered and is provided for information purposes only (e.g. '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 a later semester, where appropriate.
- For multiple-subject degree programmes: please specify your main, subsidiary and, if applicable, 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.

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

2.2 Personal details

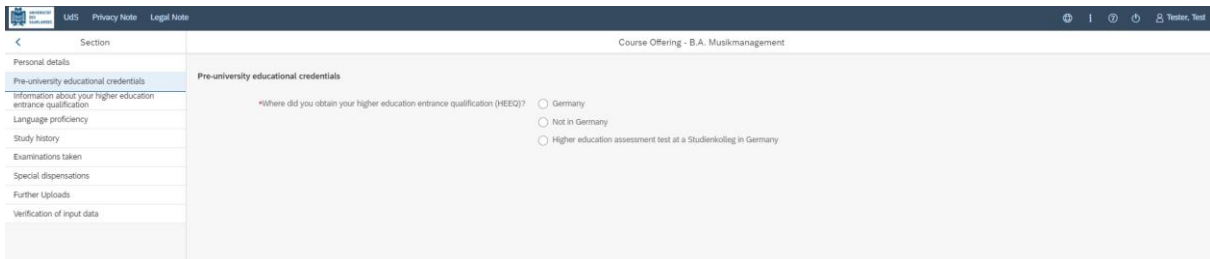
Please complete all mandatory fields. Please specify your preferred gender.

(Note: If you are applying for a place on a German language course, you must also specify which academic programme (subject and intended qualification) you plan to study after completing the language course.)

2.3 Pre-university education credentials

Pre-university educational 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.

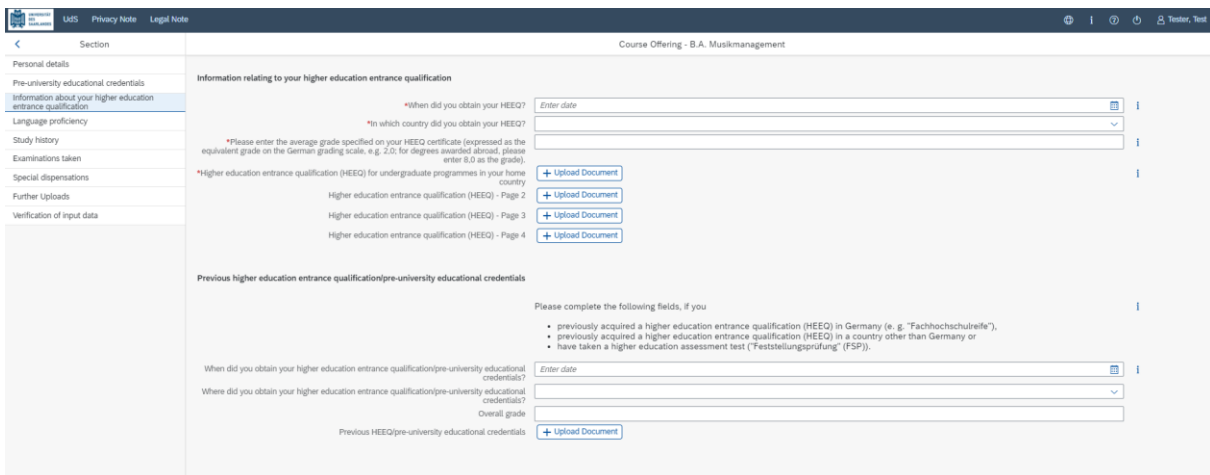


2.4 Information about your higher education entrance qualification (HEEQ)

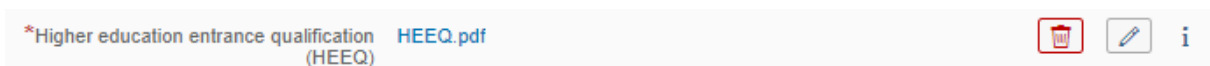
Information about your higher education entrance qualification

Please click on [Information about your higher education entrance qualification](#) and 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').



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



2.5 Information on language proficiency (when applicable)

Language proficiency

Click on [Language proficiency](#). You are only required to provide 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. working at a school English). If required, please complete at least the mandatory fields and upload the necessary documentary proof.

Section: Course Offering - B.A. Musikmanagement

Personal details

Pre-university educational credentials

Information about your higher education entrance qualification

Language proficiency

Study history

Examinations taken

Special dispensations

Further Uploads

Verification of input data

Language proficiency

*Language proficiency requirements

None of the above

*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/MI course) and the location of the Studienkolleg. Master: Please provide details of your (German) language skills.

+ Upload Document

*Proof of language proficiency in German

If you want to study at Saarland University, you must have sufficient knowledge of German, as most of our undergraduate courses are taught in German. For a complete list of certificates recognized by Saarland University as proof of the required German language skills, please see: <https://www.uni-saarland.de/studieninternational/further-info/german-requirements/certificates.html>

If you do not have the required German language skills, you must first complete the preparatory German language course before you can apply for direct access to an undergraduate degree programme.

The application period for the German language course at Saarland University ends on

15 July for applications in the winter semester
15 January for applications in the summer semester

If you cannot provide any of the listed forms of proof, please leave the current application process and apply for a preparatory German language course instead. If you still apply directly for admission to a degree programme without the required language skills, your application will be rejected.

2.6 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](#).

Section: Course Offering - B.A. Musikmanagement

Personal details

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Verification of input data

Study history

*Country in which you were first enrolled at a university

2024/2025

*Year in which you were first enrolled at a university

Winter semester

*Semester in which you were first enrolled

*Number of semesters you have been studying at an university in Germany in total

+ Upload Document

*Certificate of enrolment provided by the university you were first enrolled at (including subject and subject semester you were last enrolled in)

Were you studying at a university last semester?

Yes

No

2.7 Examinations taken

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

Section: Course Offering - B.A. Musikmanagement

Personal details

Pre-university educational credentials

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Verification of input data

Examinations taken

*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 XX.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 retakes), please enter 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 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.

+ Upload Document

*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 or loss of right of examination

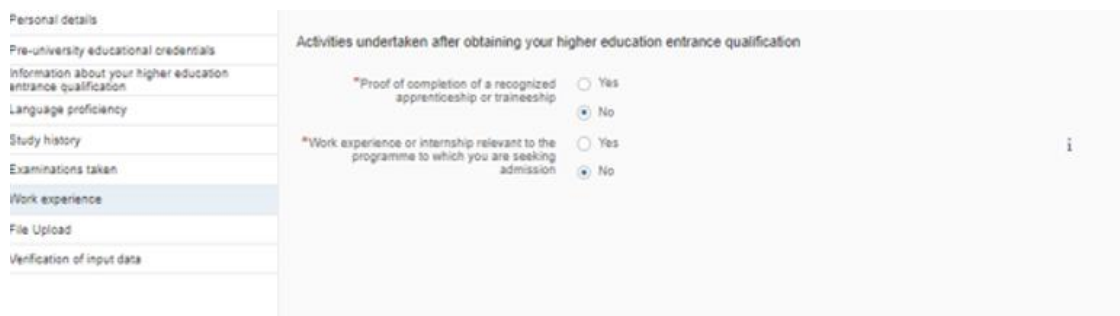
If you completed an academic degree programme or lost your right of examination before your last higher education qualification, please provide details about this penultimate higher education qualification/loss of right of examination.

Note: The details of the questionnaire will differ depending on the programme you have selected. If, for example, you are applying for a Master's degree programme, you will see text boxes into which you should enter the required information.

2.8 Work experience, vocational training and employment prior to university

[**Note:** This section only appears in certain questionnaires.]

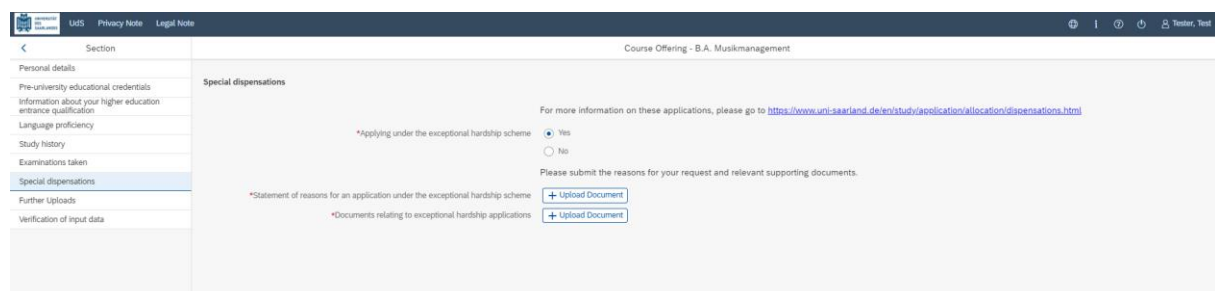
Please click on **Work experience**. Please answer the mandatory questions.



2.9 Special dispensations (if applicable)

[**Note:** only appears for certain programmes]

Please click on **Special dispensations**. Enter the required information as appropriate. For additional guidance, please use the link provided.



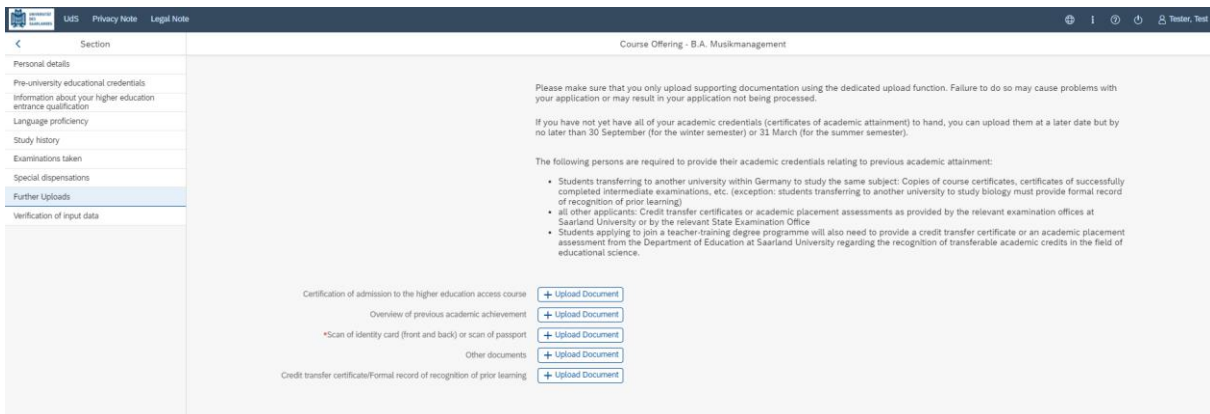
2.10 Further Uploads

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

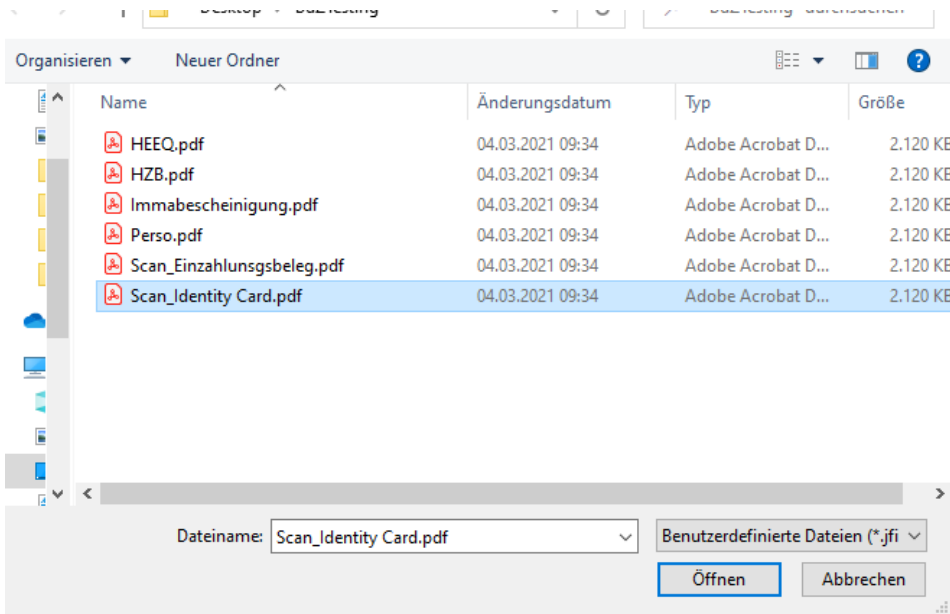
+ Upload Document button next to the relevant field. Please take care to ensure that you assign each document to its relevant upload field.

If you are applying for a Master's degree programme or an advanced professional study programme, please check whether the department that coordinates the programme requires you to upload additional documentation. You will be notified about upload links at the relevant place in the questionnaire.

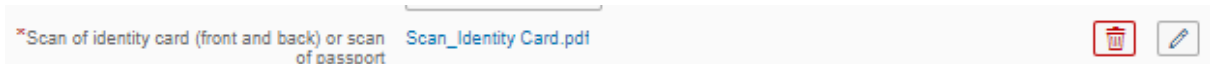
One file can be uploaded per required document; permissible file formats are **JPEG/JPG** or **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').



When the window opens, select the file you want to upload by clicking on it and then click **open**. All uploaded documents must be legible.



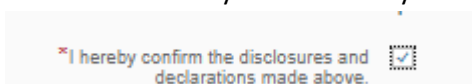
If the file was uploaded successfully, this will be indicated accordingly.



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

2.11 Verifying your input data

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



Section: Course Offering - B.A. Musikmanagement

Personal details

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Information about your higher education entrance qualification

Language proficiency

Study history

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Further Uploads

Verification of input data

Declaration (in lieu of oath)

I hereby apply to be admitted to 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 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.

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.

* I hereby confirm the disclosures and declarations made above.



Save and Ret... 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.


Finally, click on  to submit your application. You will receive on-screen confirmation that your application was submitted and you will be notified of your application number

Your application
100000248398 has been
submitted.

You will be able to view your application in the **'My applications'** section.

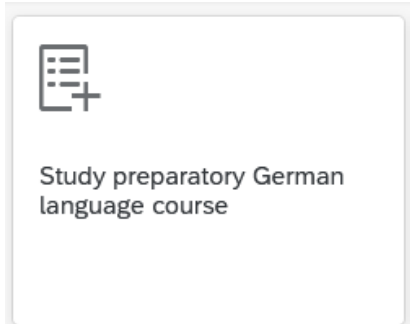
 B.A. Musikmanagement (100000248398) Study semester: 2 Submitted	 B.A. Musikmanagement (100000248398) Study semester: 2 To be verified
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You should then receive email confirmation. If you do not receive confirmation by email, please check in good time before the application deadline expires that you did actually send your intended

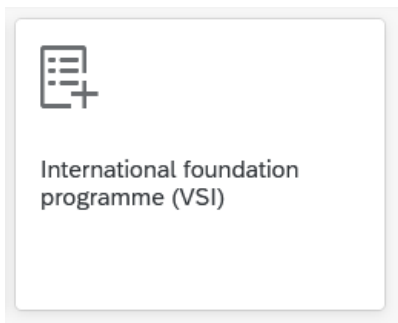
application via the  button and that you did not simply save your application without submitting it.

3. Applying for a place on a study preparatory German language course/International foundation programme (VSI)

To create a new application, click on:



or



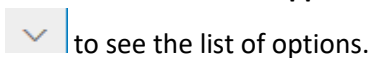
Note: Applications that you have already submitted can be found under 'My applications'.

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.



3.1 Preliminary Questionnaire

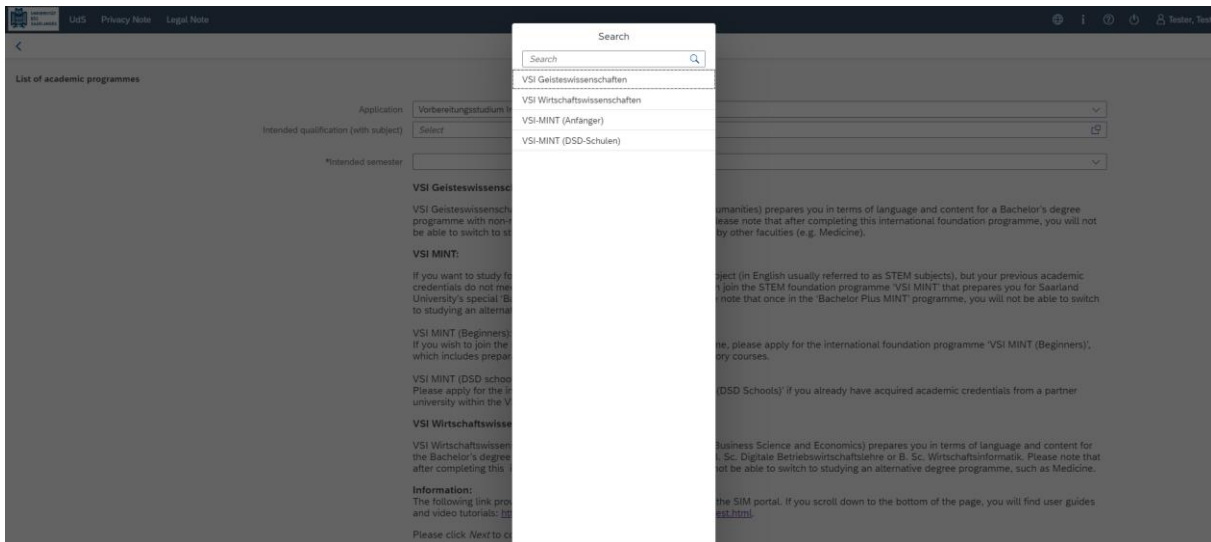
Go to the combo box 'Application' and select the appropriate item from the drop-down menu. Click



to see the list of options.

The screenshot shows a web form titled 'Preliminary Questionnaire'. At the top, there are links for 'UIDS', 'Privacy Note', and 'Legal Note'. The form has a header with navigation icons and a user profile icon labeled 'Tester, Test'. Below the header, the form is titled 'List of academic programmes'. It contains three dropdown menus: 'Application' (set to 'Vorbereitungsstudium International (VSI)'), 'Intended qualification (with subject)' (set to 'Select'), and '*Intended semester'. Below these are sections for 'VSI Geisteswissenschaften:', 'VSI MINT:', 'VSI MINT (Beginners):', 'VSI MINT (DSD schools):', and 'VSI Wirtschaftswissenschaft:'. Each section contains detailed text about the respective program. At the bottom, there is an 'Information:' section with a link to 'https://www.uni-saarland.de/en/studies/sim/request.html' and a 'Please click Next to continue.' instruction.

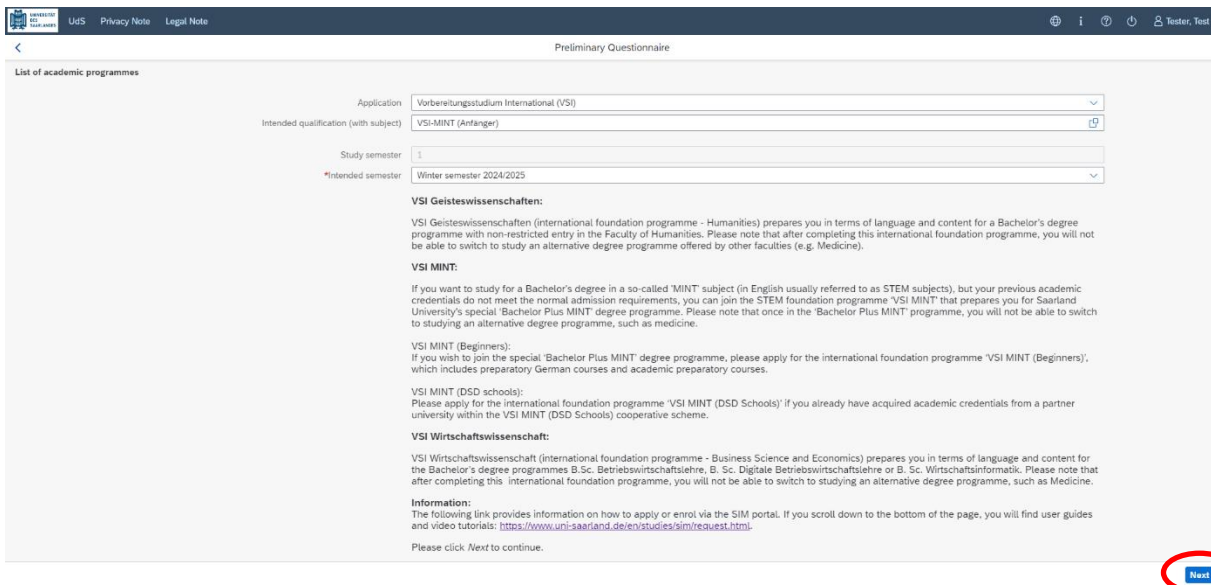
Click on  to select your **intended qualification and subject**.




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.
- Subject semester (please read the following explanation carefully):
A greyed-out value cannot be altered and is provided for information purposes only (e.g. '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 a later semester, where appropriate.

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



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

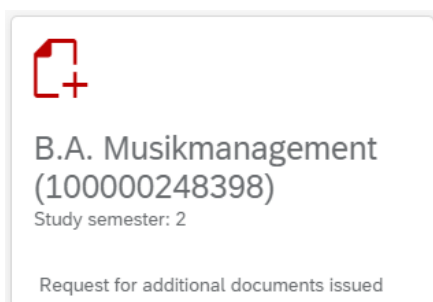
Please now follow the instructions from Section 2.2 onwards.

Note: After successfully completing the DSH German language proficiency exam, you must reapply for a place at Saarland University.

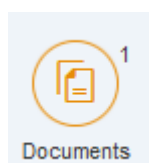
4. What happens after I have submitted my application?

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

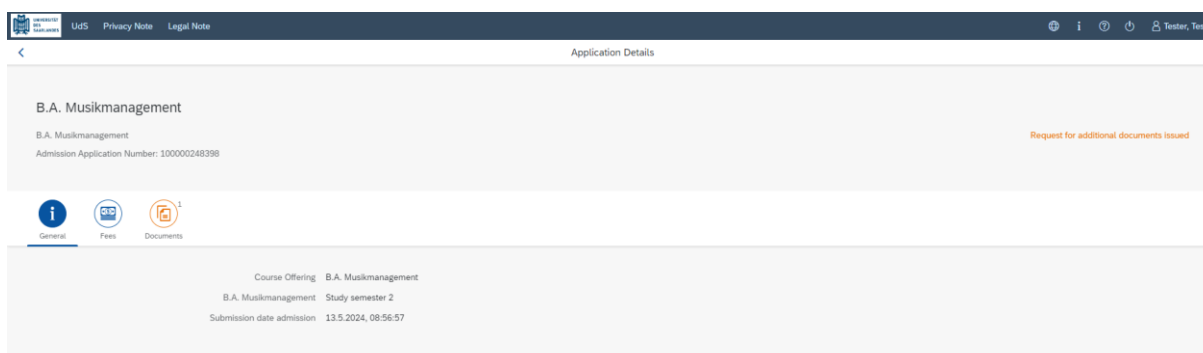
If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change to **'Additional documents required'**.



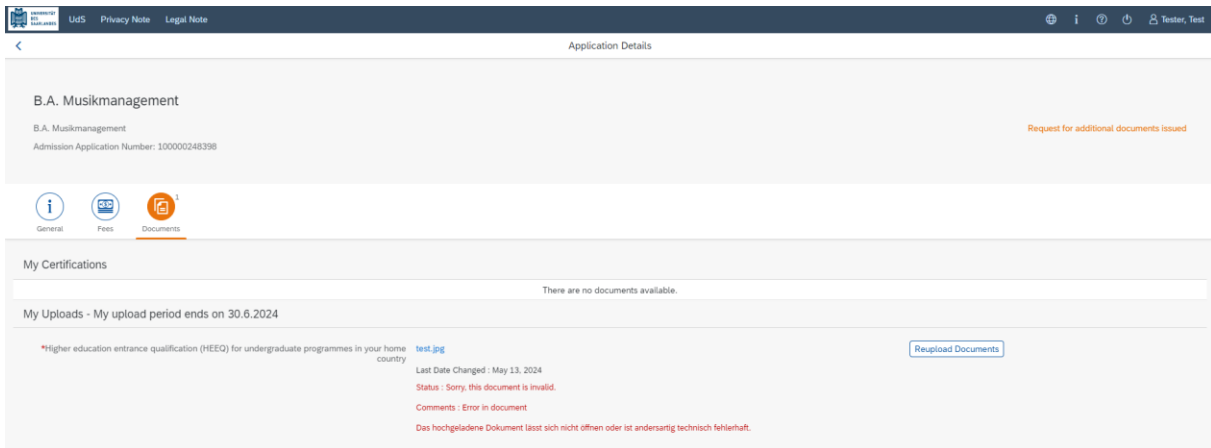
To reopen your application, click on the tile.



Click on the **'Documents'** icon **'Documents'**, to read the message indicated by the superscript **'1'**.



In the example shown here, the higher education entrance qualification (HEEQ) uploaded during the application process has the status **'Sorry, this document is invalid'** and the explanatory comment **'Error in document'**.



Application Details

B.A. Musikmanagement

B.A. Musikmanagement
Admission Application Number: 100000248398

Request for additional documents issued

General Fees Documents

My Certifications

There are no documents available.

My Uploads - My upload period ends on 30.6.2024

*Higher education entrance qualification (HEEQ) for undergraduate programmes in your home country [test.jpg](#) [Reupload Documents](#)

Last Date Changed : May 13, 2024
Status : Sorry, this document is invalid.
Comments : Error in document
Das hochgeladene Dokument lässt sich nicht öffnen oder ist andersartig technisch fehlerhaft.

The HEEQ therefore needs to be uploaded again. 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

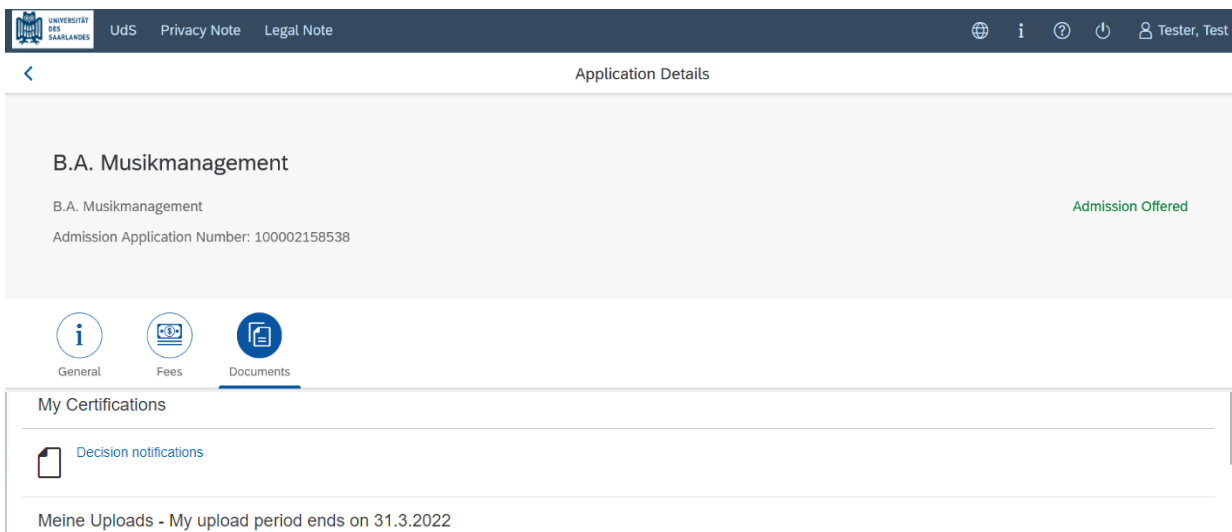
Documents have been submitted.

and the explanatory comment will be deleted.

Note: Please check under 'My applications' that the status message 'Additional documents required' no longer appears on the tile. You may need to refresh the view with Ctrl+F5. If the status message is unchanged, please re-upload the document.

4.2 Result of the application review process

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



Application Details

B.A. Musikmanagement

B.A. Musikmanagement
Admission Application Number: 100002158538

Admission Offered

General Fees Documents

My Certifications

Decision notifications

Meine Uploads - My upload period ends on 31.3.2022

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).

You can view the notifications sent to you (letter of admission or rejection letter) by clicking on the relevant tile in the 'Documents' tab.

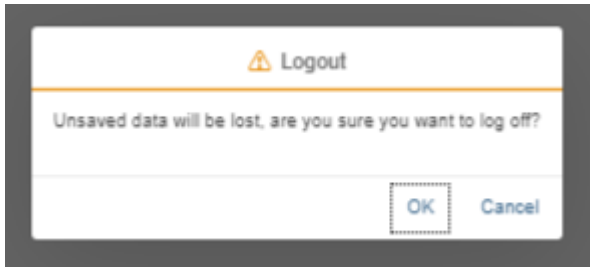
As soon as a decision has been made, you will receive notification by email.

5. Logging out of the SIM application portal

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



Confirm that you wish to log out



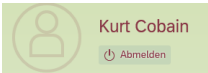
and then close the browser.

Note:












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

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



Click  to confirm that you want to log out.

6. Changing your address in the SIM application portal

Access your start page and then click on           

7. Additional information

Information on applying and on selecting a degree programme and subject

General information:

<https://www.uni-saarland.de/en/study/application.html>

Programmes currently offered:

<https://www.uni-saarland.de/en/study/application/first-degree.html>

Overview of subject combinations in multiple-subject degree programmes (currently available in German only)

Dual-subject Bachelor's degree programmes: <https://www.uni-saarland.de/fileadmin/upload/studium/angebot/kombinationen-ba.pdf>

Dual-subject Master's degree programmes:

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

Teacher training degree programmes:

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