

Student Information Management System for Saarland



Enrolment Guide – In-Sessional Certificates Winter semester 2024/25


Key information at a glance


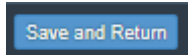
Access to SIM for students at Saarland University <https://sim.uni-saarland.de>

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.

Table of contents

1.	<u>OPEN THE SIM APPLICATION PORTAL USING THE FOLLOWING LINK: HTTPS://SIM.UNI-SAARLAND.DE/</u>	3
2.	<u>ENROLLING TO STUDY FOR AN IN-SESSIONAL CERTIFICATE</u>	6
2.1	PRELIMINARY QUESTIONNAIRE	6
2.2	PERSONAL DETAILS	7
2.3	PRE-UNIVERSITY EDUCATION CREDENTIALS	8
2.4	INFORMATION ABOUT YOUR HIGHER EDUCATION ENTRANCE QUALIFICATION (HEEQ)	8
2.5	YOUR STUDY HISTORY	9
2.6	WORK EXPERIENCE, VOCATIONAL TRAINING AND EMPLOYMENT PRIOR TO UNIVERSITY	9
2.7	EXAMINATIONS TAKEN	10
2.8	PARALLEL ENROLMENT	10
2.9	HEALTH INSURANCE INFORMATION	11
2.10	FURTHER UPLOADS	11
2.11	CONFIRM CHOICE OF INTENDED QUALIFICATION (WITH SUBJECT)	13
2.12	VERIFICATION OF INPUT DATA	13
2.13	SHORT-FORM ENROLMENT QUESTIONNAIRE FOR STUDENTS ALREADY ENROLLED AT SAARLAND UNIVERSITY	14
3.	<u>LOGGING OUT OF THE SIM APPLICATION PORTAL</u>	15

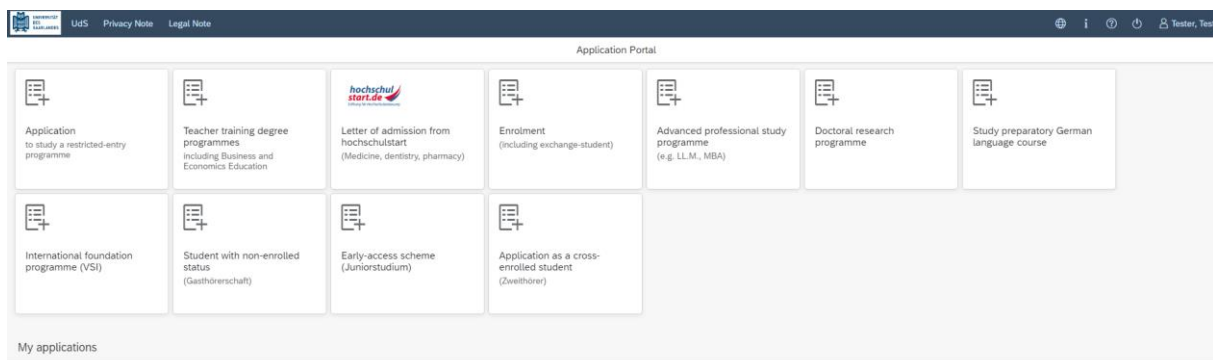
1. Open the SIM application portal using the following link: <https://sim.uni-saarland.de/>

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.

Open the SIM student web portal by clicking on the following link <https://sim.uni-saarland.de/>
Log in using your HIZ/UdS ID code. Once on your start page, click on the tile:



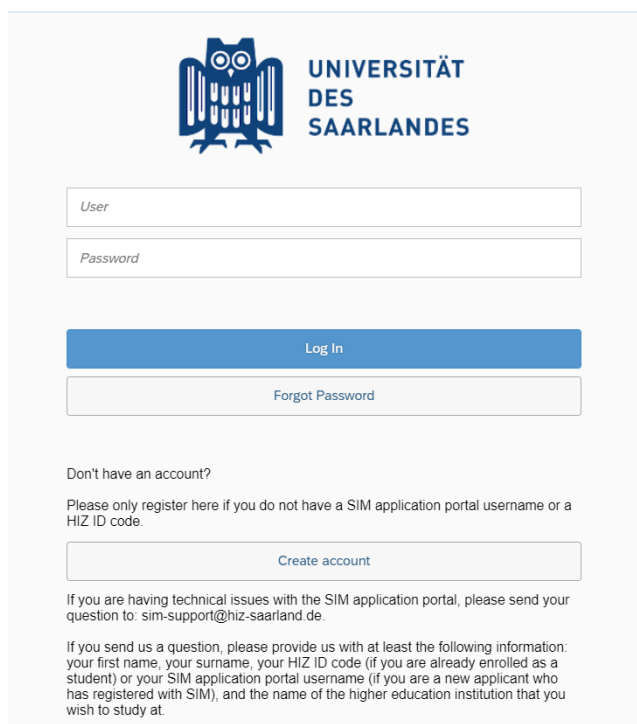
You are now on your start page in the SIM application portal.



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

If you would like to enrol for an in-sessional certificate, please follow the instructions in Section 2.

Important note: If you are not already registered in SIM, please refer to the *SIM Registration Guide*. In this case, you will need to open the SIM application portal using the following link: <https://sim.uni-saarland.de/bewerbung>



UNIVERSITÄT
DES
SAARLANDES

User

Password

Log In

Forgot Password

Don't have an account?

Please only register here if you do not have a SIM application portal username or a HIZ ID code.

Create account




If you are having technical issues with the SIM application portal, please send your question to: sim-support@hiz-saarland.de.

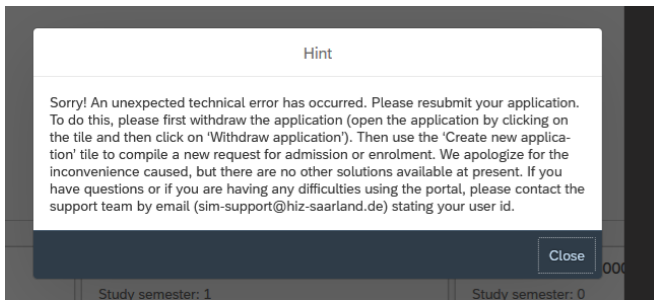
If you send us a question, please provide us with at least the following information: your first name, your surname, your HIZ ID code (if you are already enrolled as a student) or your SIM application portal username (if you are a new applicant who has registered with SIM), and the name of the higher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

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

Log In

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.



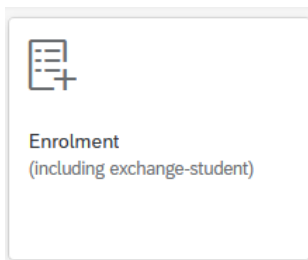
- Always exit the SIM application portal by clicking on the logoff button  at the top right of the window.

2. Enrolling to study for an in-sessional certificate

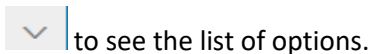
Important note: To enrol for an in-sessional certificate course, you must already be properly enrolled at the university for a degree programme.

2.1 Preliminary questionnaire

To enrol for an in-sessional certificate course, please access your start page and then click on the tile:



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



to see the list of options.

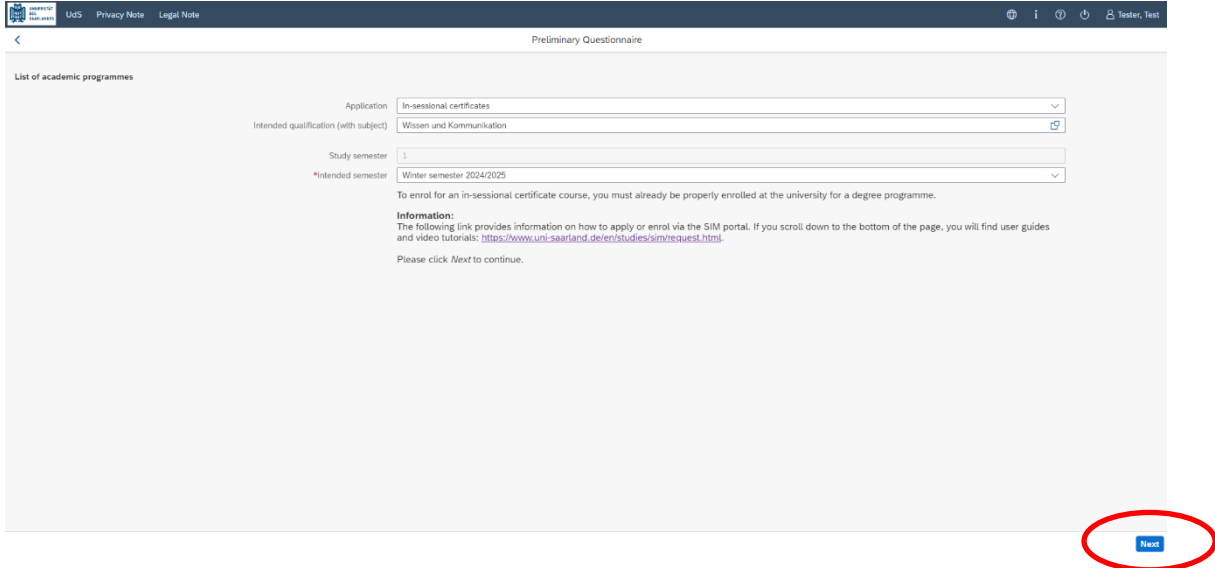
Click on  to select your **intended qualification and subject**.

Important 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.

For an overview of the in-sessional certificate courses, please go to: <https://www.uni-saarland.de/studium/angebot/zertifikate.html>

Select the semester that you want to start studying in and enter it in the **Starting semester** input box.
Note: typically only one option is available.

The greyed-out value in the field **Study semester** cannot be altered and is provided for information only (e.g. '1' if you are starting the course in the first semester).




The screenshot shows a web browser window with the URL 'https://www.uni-saarland.de/en/studies/sim/request.html'. The page title is 'Preliminary Questionnaire'. Below the browser window, there is a form titled 'List of academic programmes'. The form contains the following fields:

- Application: In-session certificates
- Intended qualification (with subject): Wissen und Kommunikation
- Study semester: 1
- Intended semester: Winter semester 2024/2025

Below the form, there is an information message: 'To enrol for an in-session certificate course, you must already be properly enrolled at the university for a degree programme. 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.' A blue 'Next' button is located at the bottom right of the form, circled in red.

Important 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

If you are already enrolled as a student at Saarland University, you will see on screen the personal data that you previously entered. If you wish to change any of the information, click on the relevant field and edit accordingly.

Section: Course Offering - ZE Wissen und Kommunikation

Personal details

Information regarding applicant's pre-university education credentials
Information about your higher education entrance qualification

Study history
Work experience, vocational training and employment prior to university
Examinations taken
Parallel enrolment
Health insurance information
Further Uploads
Confirm choice of intended qualification (with subject)
Verification of input data

*Surname
Surname at birth
First names (as shown on your identity card or passport)
*Gender: Male, Female, Nonbinary, Not specified
*Date of birth: Enter date
*Place of birth
*Nationality
Second nationality

Your address and contact details

*Street name
*House number
o details/additional address information
*Country of residence
*Postal code
*Place of residence (town/city)
Phone number (landline)
Mobile/Cell number
*Email address

General information: You can navigate between the questions in the left column.

Save and Return Submit

2.3 Pre-university education credentials

Information regarding applicant's pre-university education credentials

Click on [Information regarding applicant's pre-university education credentials](#). Please complete all mandatory fields. Depending on the data you enter, additional questions may appear on the screen that you will need to answer. You will also have the opportunity to upload the relevant documents.

Section: Course Offering - ZE Wissen und Kommunikation

Pre-university educational credentials

Information regarding applicant's pre-university education credentials
Information about your higher education entrance qualification

Study history
Work experience, vocational training and employment prior to university
Examinations taken
Parallel enrolment
Health insurance information
Further Uploads
Confirm choice of intended qualification (with subject)
Verification of input data

*Where did you obtain your higher education entrance qualification (HEEQ)?
 Germany
 Not in Germany
 Higher education assessment test at a Studienkolleg in Germany

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

*Preliminary review documentation/Official notification of recognition/Luxembourg HEEQ [Pre review documentation.pdf](#)

2.4 Information about your higher education entrance qualification (HEEQ)

Information about your higher education entrance qualification

Click on [Information about your higher education entrance qualification](#). Please complete all mandatory fields.

If you have a German general higher education entrance qualification (*Abitur*), please select 'Gymnasium (aHR)'. Please upload your HEEQ using the relevant 'Upload document' button.

Important 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').

UNIVERSITÄT DES SAARLANDES | UDS | Privacy Note | Legal Note | Course Offering - ZE Wissen und Kommunikation | Tester, Test

Section

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Study history

Work experience, vocational training and employment prior to university

Examinations taken

Parallel enrolment

Health insurance information

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Information relating to your higher education entrance qualification (HEEQ) that permits you to be admitted to study at Saarland University

*When did you obtain your HEEQ? ⓘ

*In which country did you obtain your HEEQ? ⓘ

*Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2.0; for degrees awarded abroad, please enter 8.0 as the grade). ⓘ

*Higher education entrance qualification (HEEQ) for undergraduate programmes in your home country ⓘ

Higher education entrance qualification (HEEQ) - Page 2 ⓘ

Higher education entrance qualification (HEEQ) - Page 3 ⓘ

Higher education entrance qualification (HEEQ) - Page 4 ⓘ

Information about your previous higher education entrance qualification

Please complete the following fields, if you

- previously acquired a higher education entrance qualification (HEEQ) in Germany (e.g. "Fachhochschulreife"),
- previously acquired a higher education entrance qualification (HEEQ) in a country other than Germany or
- have taken a higher education assessment test ("Feststellungsprüfung" (FSP)).

When did you obtain your higher education entrance qualification/pre-university educational credentials? ⓘ

Where did you obtain your higher education entrance qualification/pre-university educational credentials? ⓘ

Overall grade ⓘ

Previous HEEQ/pre-university educational credentials ⓘ

2.5 Your study history

Study history

Click on **Study history**. Please complete the 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.

Important note: For information on the *year* and *semester* in which you were first enrolled, please refer to the information text ⓘ.

UNIVERSITÄT DES SAARLANDES | UDS | Privacy Note | Legal Note | Course Offering - ZE Wissen und Kommunikation | Tester, Test

Section

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Study history

Work experience, vocational training and employment prior to university

Examinations taken

Parallel enrolment

Health insurance information

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Study history

*Were you already enrolled at a university in Germany or abroad (excluding vocational academies)? Yes No ⓘ

At which university were you first enrolled?

*Country in which you were first enrolled at a university ⓘ

*Year in which you were first enrolled at a university ⓘ

*Semester in which you were first enrolled ⓘ

*Enter the number of semesters that you have already studied at a German university in total. ⓘ

Enter the total number of semesters for which you were granted leave of absence at a German university. ⓘ

Total number of semesters in which you undertook practical training or work experience while still being enrolled at university ⓘ

Number of semesters studied at a Studienkolleg ⓘ

*Have you interrupted your studies and now want to recommence studying? Yes No ⓘ

Certificate of enrolment provided by the university you were first enrolled at: Please upload your certificates of enrolment if you were previously enrolled at another university. ⓘ

Were you studying at a university last semester? ⓘ

*Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for? Yes No ⓘ

2.6 Work experience, vocational training and employment prior to university

Work experience, vocational training and employment prior to university

Click on **Work experience, vocational training and employment prior to university**. Please answer the mandatory questions.

Section: Course Offering - ZE Wissen und Kommunikation

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Study history

Work experience, vocational training and employment prior to university

Examinations taken

Parallel enrolment

Health insurance information

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Activities undertaken after obtaining your higher education entrance qualification

*Vocational training with qualification in accordance with vocational training act (BBiG) Yes No

*Work placement or internship relevant to the programme to which you are seeking admission 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 the required document(s) using the relevant 'Upload document' button.

Section: Course Offering - ZE Wissen und Kommunikation

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Study history

Work experience, vocational training and employment prior to university

Examinations taken

Parallel enrolment

Health insurance information

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Examinations taken

Last university degree qualification or 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 No

*Country in which you completed the examinations

*Type of study

*Degree/Qualification

*First subject

Second subject

Third subject

*Date of examination

*Examination status

*Overall grade

Please enter your overall grade in the format X.X (e.g. 2.0). (Please note the use of a comma as the decimal separator.) In the case of an irrevocable fail (i.e. after all 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.

*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. translations).

Examination certificates (incl. translations)

Transcript of records (incl. translations)

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.

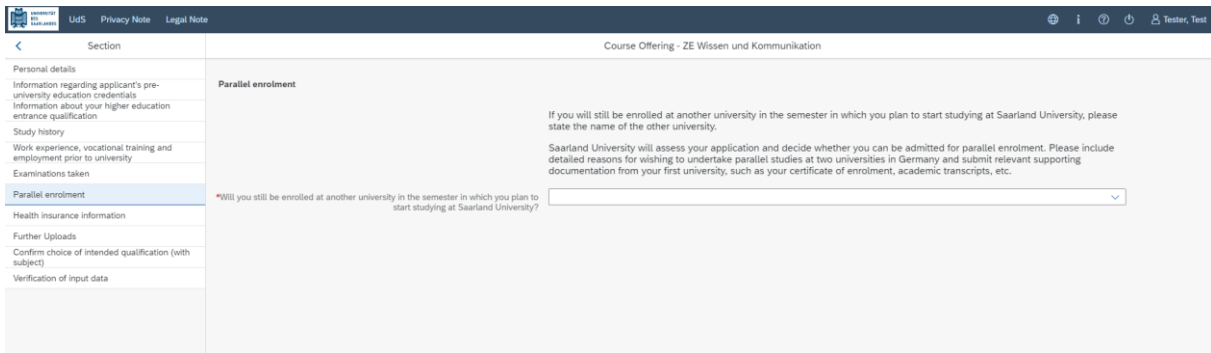
*Have you taken another final examination at a university? Yes No

If you have already graduated from a university or you have lost the right of examination in a particular subject area ('irrevocable fail'), please upload the relevant documents (incl. translations in the case of international certificates).

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

2.8 Parallel enrolment

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



The screenshot shows the 'Parallel enrolment' section of the application form. The left sidebar lists various sections, with 'Parallel enrolment' selected. The main content area contains the following text:

Parallel enrolment

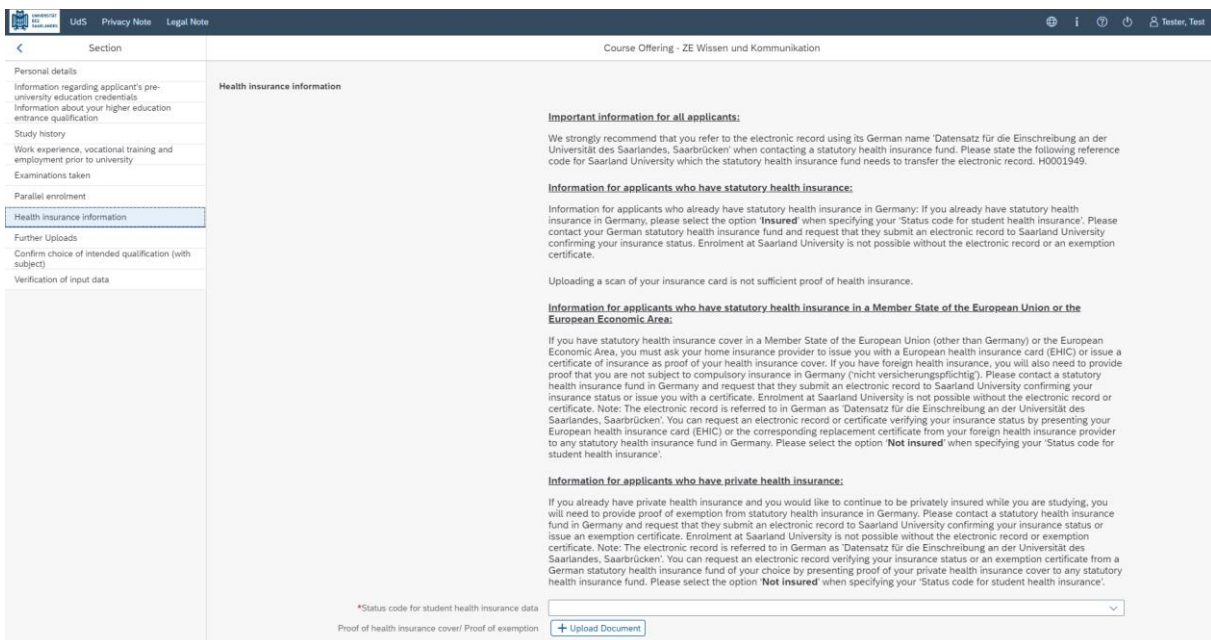
If you will still be enrolled at another university in the semester in which you plan to start studying at Saarland University, please state the name of the other university.

Saarland University will assess your application and decide whether you can be admitted for parallel enrolment. Please include detailed reasons for wishing to undertake parallel studies at two universities in Germany and submit relevant supporting documentation from your first university, such as your certificate of enrolment, academic transcripts, etc.

*Will you still be enrolled at another university in the semester in which you plan to start studying at Saarland University?

2.9 Health insurance information

Click on **Health insurance information**. Please answer the mandatory questions and upload *proof of health insurance cover / proof of exemption* using the relevant 'Upload document' button.



The screenshot shows the 'Health insurance information' section of the application form. The left sidebar lists various sections, with 'Health insurance information' selected. The main content area contains the following text:

Health insurance information

Important information for all applicants:

We strongly recommend that you refer to the electronic record using its German name 'Datensatz für die Einschreibung an der Universität des Saarlandes, Saarbrücken' when contacting a statutory health insurance fund. Please state the following reference code for Saarland University which the statutory health insurance fund needs to transfer the electronic record. H0001949.

Information for applicants who have statutory health insurance:

Information for applicants who already have statutory health insurance in Germany: If you already have statutory health insurance in Germany, please select the option **'Insured'** when specifying your 'Status code for student health insurance'. Please contact your German statutory health insurance fund and request that they submit an electronic record to Saarland University confirming your insurance status. Enrolment at Saarland University is not possible without the electronic record or an exemption certificate.

Uploading a scan of your insurance card is not sufficient proof of health insurance.

Information for applicants who have statutory health insurance in a Member State of the European Union or the European Economic Area:

If you have statutory health insurance cover in a Member State of the European Union (other than Germany) or the European Economic Area, you must ask your home insurance provider to issue you with a European health insurance card (EHIC) or issue a certificate of insurance as proof of your health insurance cover. If you have foreign health insurance, you will also need to provide proof that you are not subject to compulsory insurance in Germany (nicht versicherungspflichtig). Please contact a statutory health insurance fund in Germany and request that they submit an electronic record to Saarland University confirming your insurance status or issue you with a certificate. Enrolment at Saarland University is not possible without the electronic record or certificate. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Universität des Saarlandes, Saarbrücken'. You can request an electronic record or certificate verifying your insurance status by presenting your European health insurance card (EHIC) or the corresponding replacement certificate from your foreign health insurance provider to any statutory health insurance fund in Germany. Please select the option **'Not insured'** when specifying your 'Status code for student health insurance'.

Information for applicants who have private health insurance:

If you already have private health insurance and you would like to continue to be privately insured while you are studying, you will need to provide proof of exemption from statutory health insurance in Germany. Please contact a statutory health insurance fund in Germany and request that they submit an electronic record to Saarland University confirming your insurance status or issue an exemption certificate. Enrolment at Saarland University is not possible without the electronic record or exemption certificate. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Universität des Saarlandes, Saarbrücken'. You can request an electronic record verifying your insurance status or an exemption certificate from a German statutory health insurance fund of your choice by presenting proof of your private health insurance cover to any statutory health insurance fund. Please select the option **'Not insured'** when specifying your 'Status code for student health insurance'.

*Status code for student health insurance data

Proof of health insurance cover/ Proof of exemption

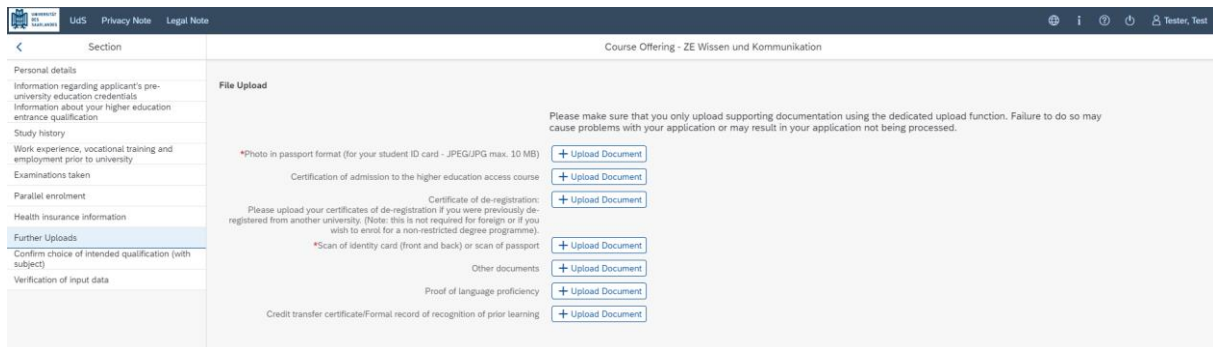
Important note: Further information on health insurance is available here: <https://www.uni-saarland.de/en/study/application/enrolment/documents/health-insurance.html>

2.10 Further uploads

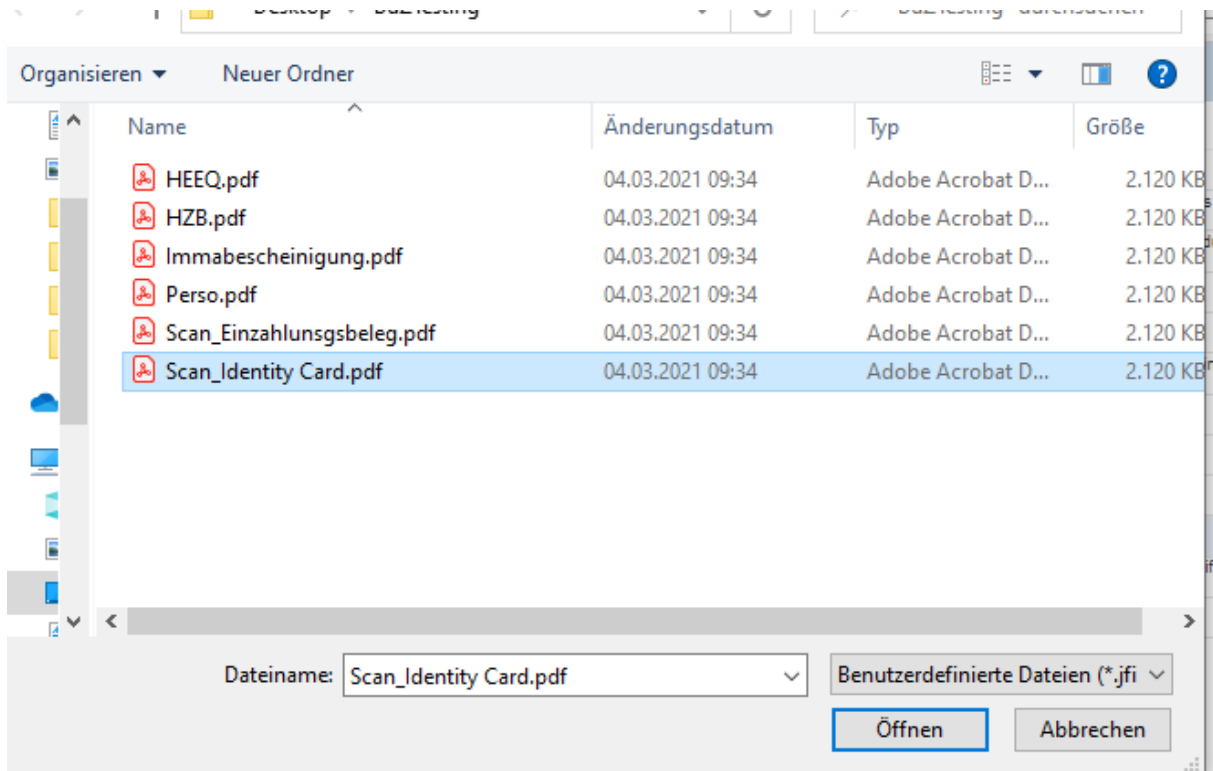
Click on **Further Uploads**. Please upload all of the mandatory documents, by clicking on the **+ Upload Document** button next to the relevant field. Please ensure that you assign each document to the correct upload field.

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

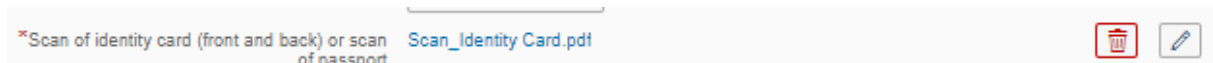
Only *one* file can be uploaded per required document; permissible file formats are **JPEG/JPG** or **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').



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 Confirm choice of intended qualification (with subject)

Please check the default settings. As you want to enrol for an in-sessional certificate course, make sure that the option 'Enrolment' is selected (see screenshot). The certificate course that you have chosen to study is shown against a grey background.

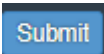
2.12 Verification of input data

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 ***I hereby confirm the disclosures and declarations made above.**

Please complete all mandatory fields and upload appropriate documentary proof that your semester fee has been paid.

Important note: The semester fee only needs to be paid once per semester. If you have already re-registered for your degree programme, please upload appropriate documentary proof that your semester fee has been paid.

Important note: Please note that the checkbox in the print preview or preview is not shown as having been selected (ticked). This does not mean that the box in your application was not selected (ticked). Your application can only be sent if you have given your consent.



Important note: Please submit your application by clicking on  so that Saarland University can review your application and complete the enrolment process.

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

Target studies for the upcoming semester

Please confirm your selection

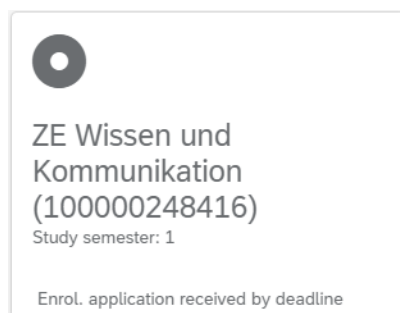
> Course of study ZE Wissen und Kommunikation

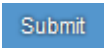
 

You will receive on-screen confirmation that your enrolment application has been submitted and you will be notified of your application number:



Your application to register has been submitted with the confirmation number 100000248416. We will contact you soon by e-mail about the status of your application.

Please check on your start page that the tile for this application displays the status message 'Enrol. application received by deadline'. If that is not the case, please clear your browser cache using the key combination CTRL+F5.



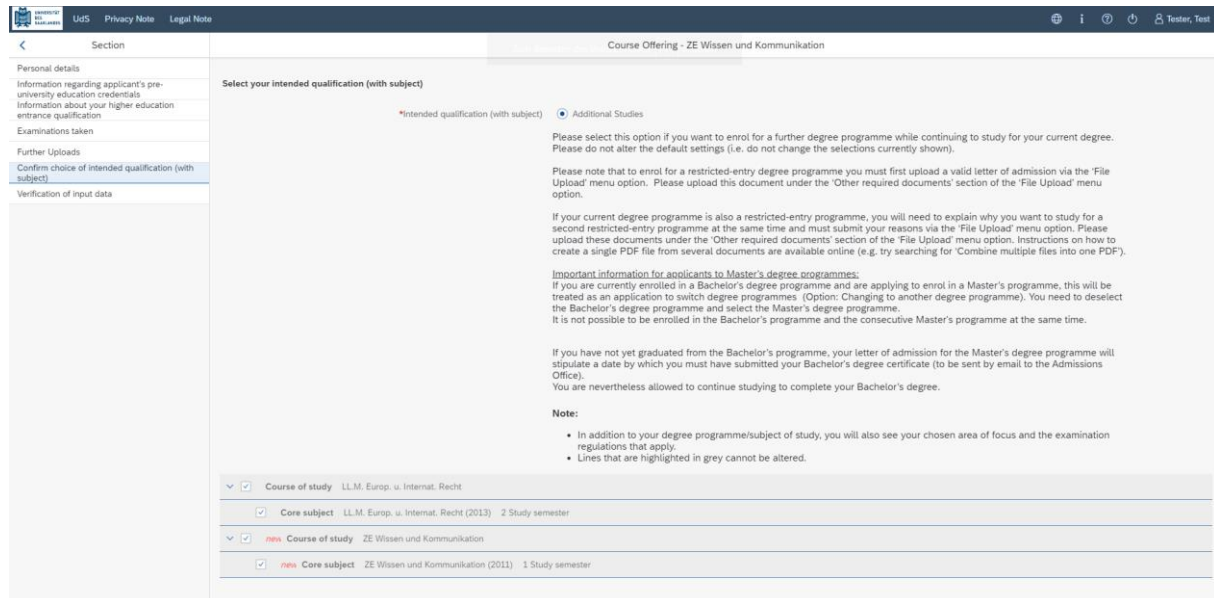
Please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via  the button and that you didn't simply save it without submitting it.

2.13 Short-form enrolment questionnaire for students already enrolled at Saarland University

If you are already enrolled at Saarland University, you will only  need to complete a shorter version of the questionnaire. This shortened enrolment questionnaire already contains your personal details. If you wish to change any of your personal details, please click on  in the application portal and amend your data as required.

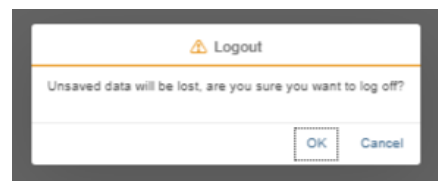
In this case, you will be requested to re-upload your higher education entrance qualification. If other relevant information has changed regarding examinations completed (at institutions other than Saarland University), or with respect to your language proficiency, your study history or your higher education 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 an additional subject area further. **Please read the information provided in the help texts.**



3. Logging out of the SIM application portal

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



Confirm that you wish to log out and then close the browser.

Important note:

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

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



Click  Kurt Cobain  to confirm that you want to log out.