Student Information Management System for Saarland

Enrolment Guide – In-Sessional Certificates

Winter semester 2024/25

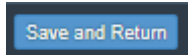## Key information at a glance

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. *Surname); to see **help texts** click on the symbol; to save your draft application, click on Save and Return .

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/

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:
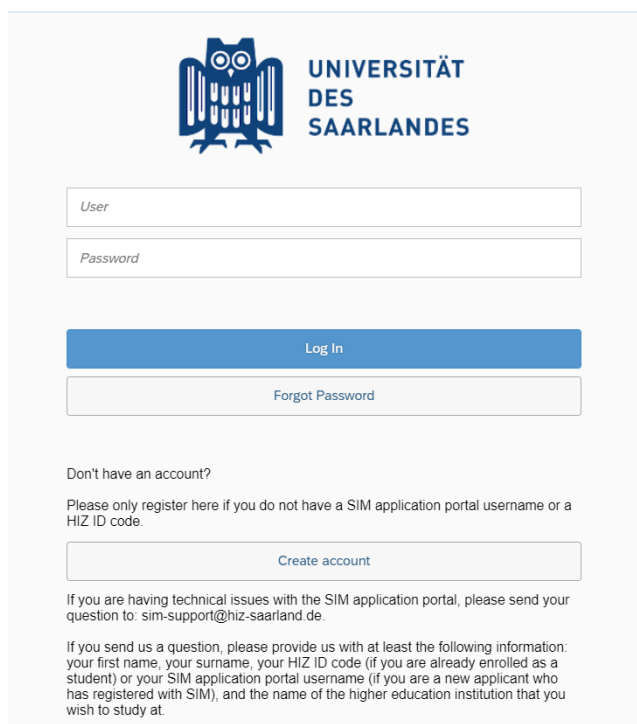

You are now on your start page in the SIM application portal.
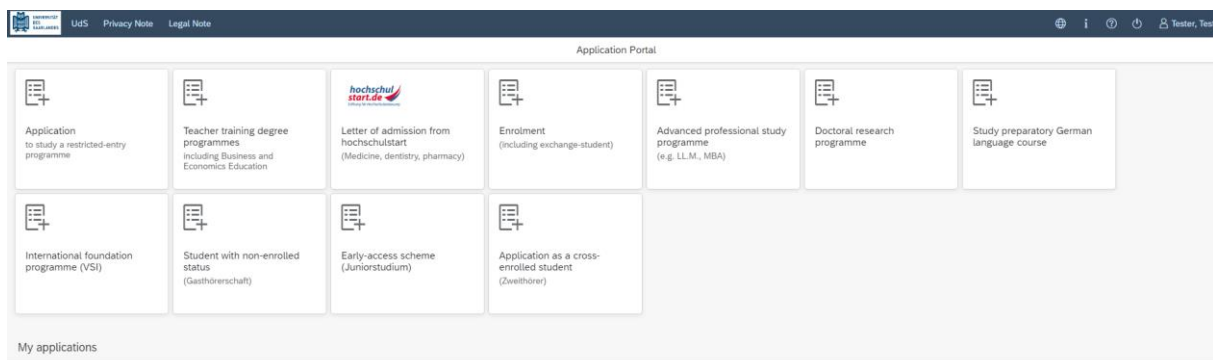
(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)

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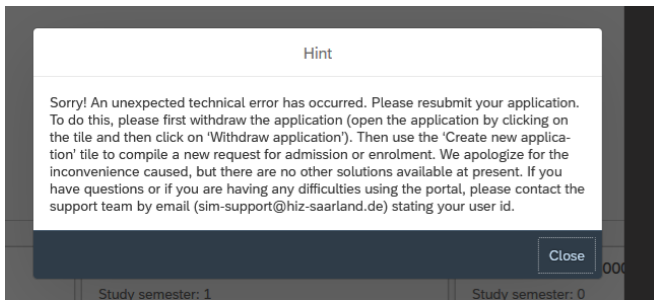
If you send us a question, please provide us with at least the following information: your first name, your surname, your HIZ ID code (if you are already enrolled as a student) or your SIM application portal username (if you are a new applicant who has registered with SIM), and the name of the higher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

− To save the data entered in your application so far and go back to your start page, click on Save and Return . You can continue with your application at a later date by clicking on the relevant tile.

− You may only submit your application once all of the required fields have been completed and all of the required documents have been uploaded. To submit your enrolment application to Saarland University, click on Submit . Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.

− If you change the language in the form, you will be automatically redirected back to the application portal start page. To continue your application, please click on your application tile. The information you have entered so far has been saved.

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

> **Hint**
>
> Sorry! An unexpected technical error has occurred. Please resubmit your application. To do this, please first withdraw the application (open the application by clicking on the tile and then click on 'Withdraw application'). Then use the 'Create new application' tile to compile a new request for admission or enrolment. We apologize for the inconvenience caused, but there are no other solutions available at present. If you have questions or if you are having any difficulties using the portal, please contact the support team by email (sim-support@hiz-saarland.de) stating your user id.
>
> Close

Study semester: 1   Study semester: 0

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

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:

Enrolment
(including exchange-student)
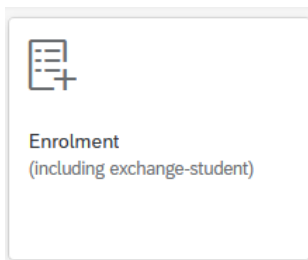
Go to the combo box **Application** and select the appropriate item from the drop-down menu. Click
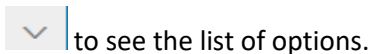
 to see the list of options.
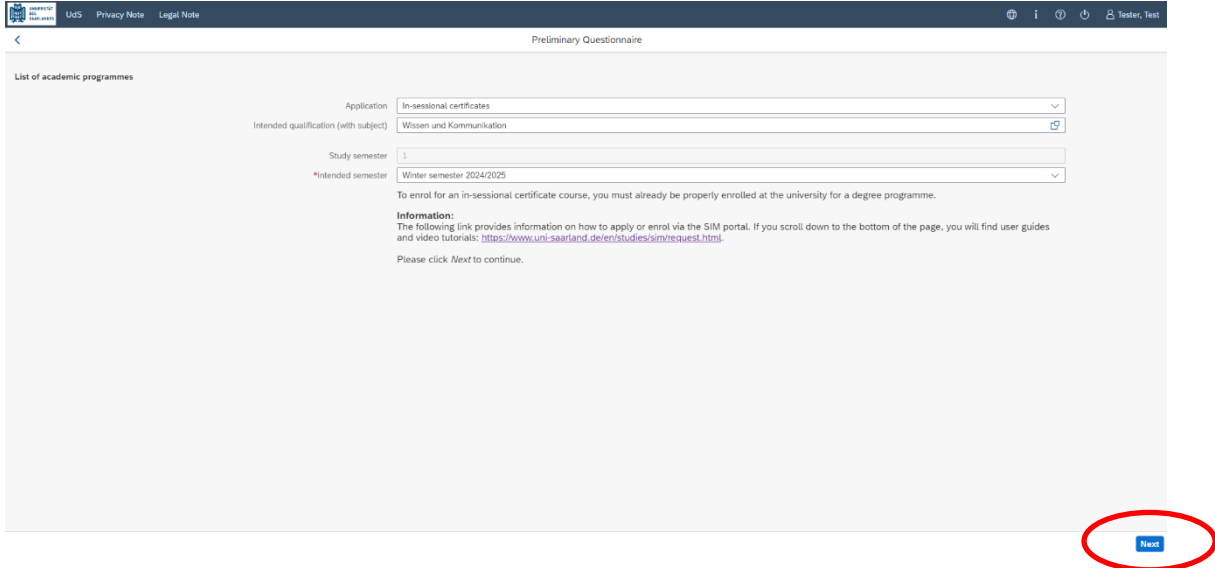
Click on to select your **intended qualification and subject**.

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).

Important note: You may experience a delay while the system processes your selection. Please be patient and do <u>not</u> cancel your application.

Click on [Next] 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.

2.3 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.

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

2.4 Information about your higher education entrance qualification (HEEQ)

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').

2.5 Your 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 i .

2.6 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.

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.

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.

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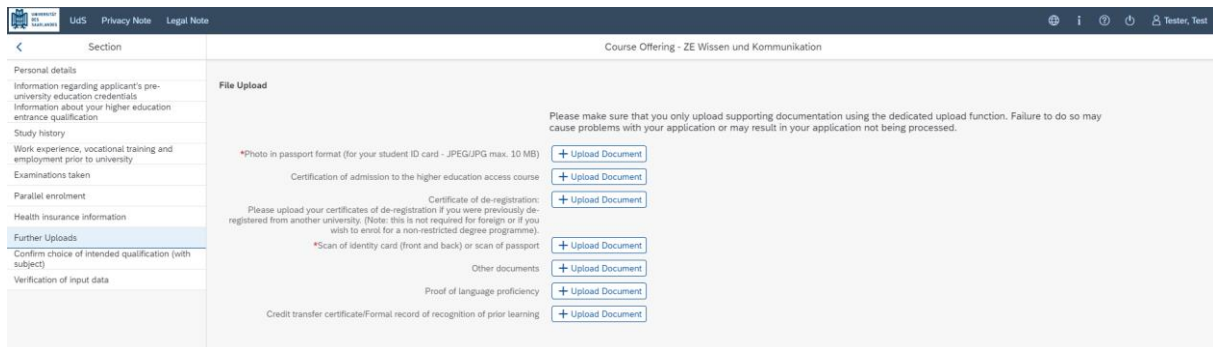
Important note: Further information on health insurance is available here: https://www.uni-saar-land.de/en/study/application/enrolment/documents/health-insurance.html

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.
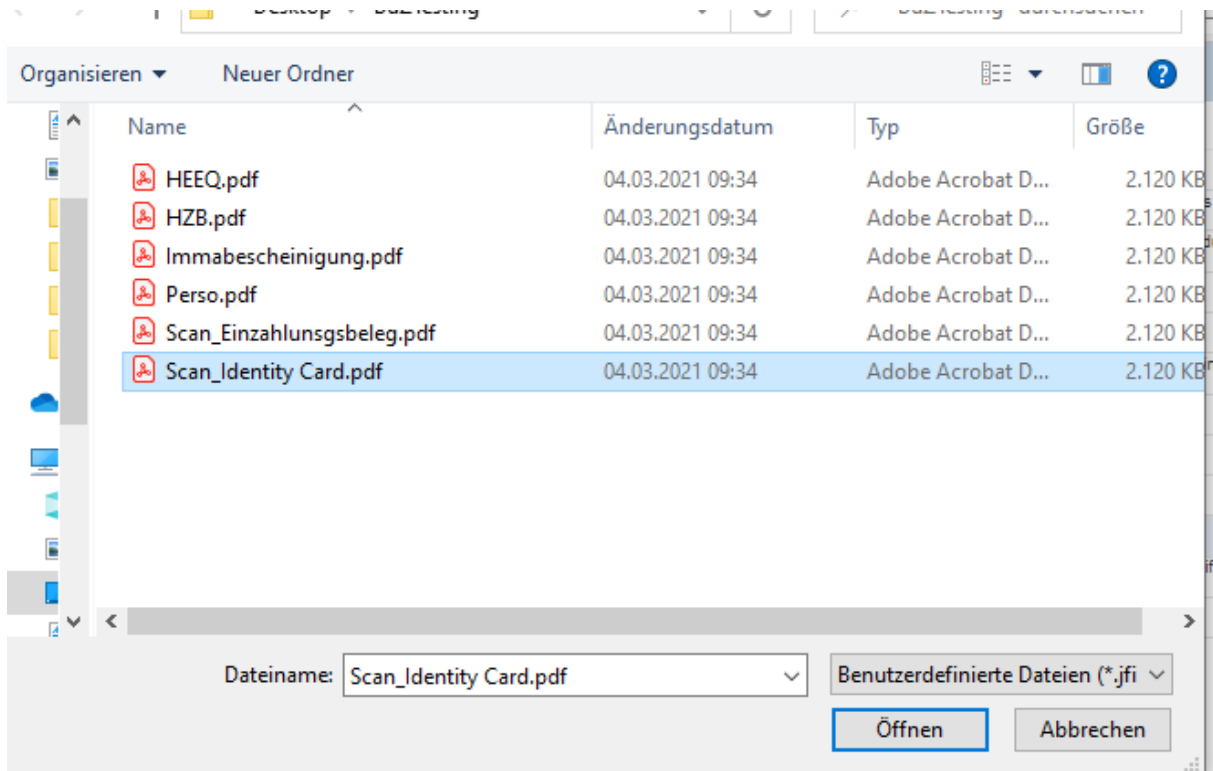
If the file was uploaded successfully, this will be indicated accordingly.
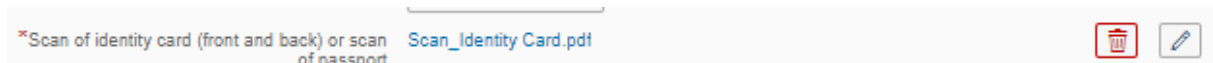
If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.

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.
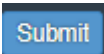
2.12 Verification of input data

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 before you submit your application.

*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 [Submit] so that Saarland University can review your application and complete the enrolment process.

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

> Target studies for the upcoming semester
>
> Please confirm your selection
>
> > **Course of study   ZE Wissen und Kommunikation**
>
> [Commit] Cancel

You will receive on-screen confirmation that your enrolment application has been submitted and you will be notified of your application number:
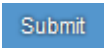
> Your application to register has been submitted with the confirmation number 100000248416. We will contact you soon by e-mail about the status of your application.

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.

> ⦿
>
> ZE Wissen und Kommunikation (100000248416)
> Study semester: 1
>
> Enrol. application received by deadline
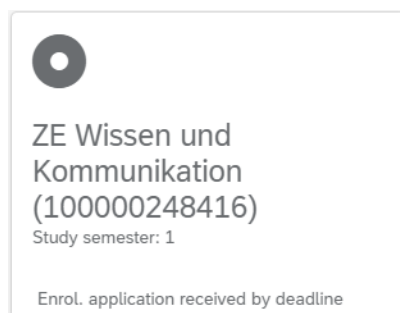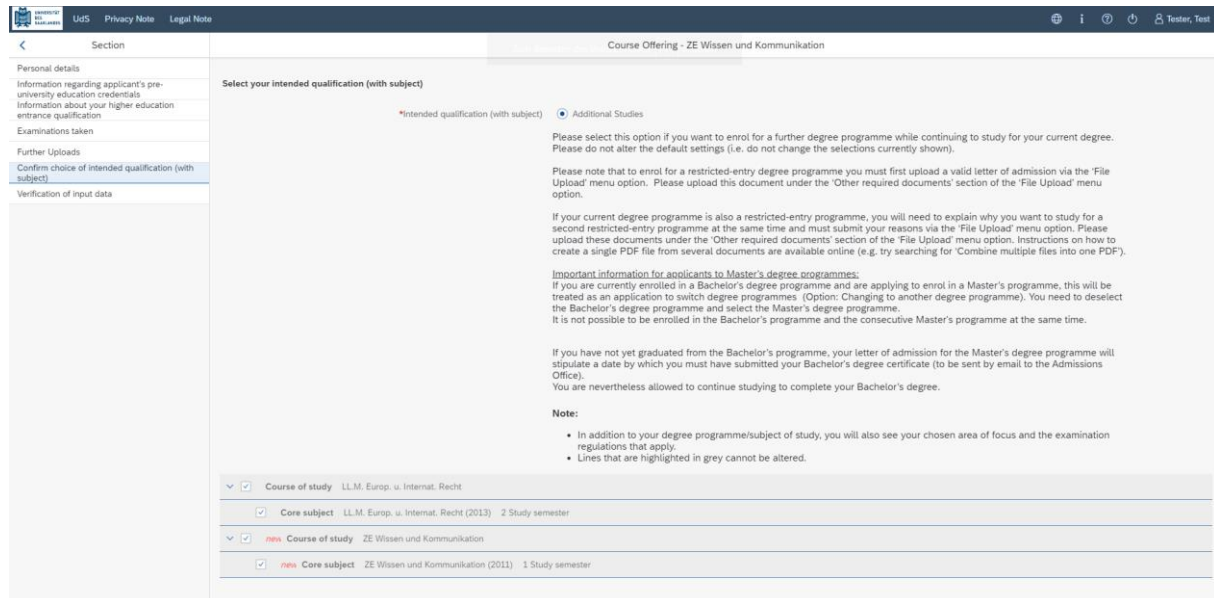
Please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via [Submit] the button and that you didn't simply save it without submitting it.

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

If you are already enrolled at Saarland University, you will only ⊕ i ⓘ 🔴(Tester, Test) 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:
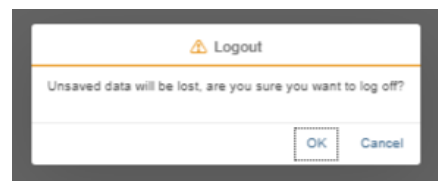
Confirm that you wish to log out and then close the browser.

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 to confirm that you want to log out.