

Student Information Management System for Saarland



Enrolment Guide – Restricted-Entry Degree Programmes Winter semester 2024/25

Key information at a glance


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


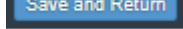
for new applicants via <https://sim.uni-saarland.de/bewerbung>

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

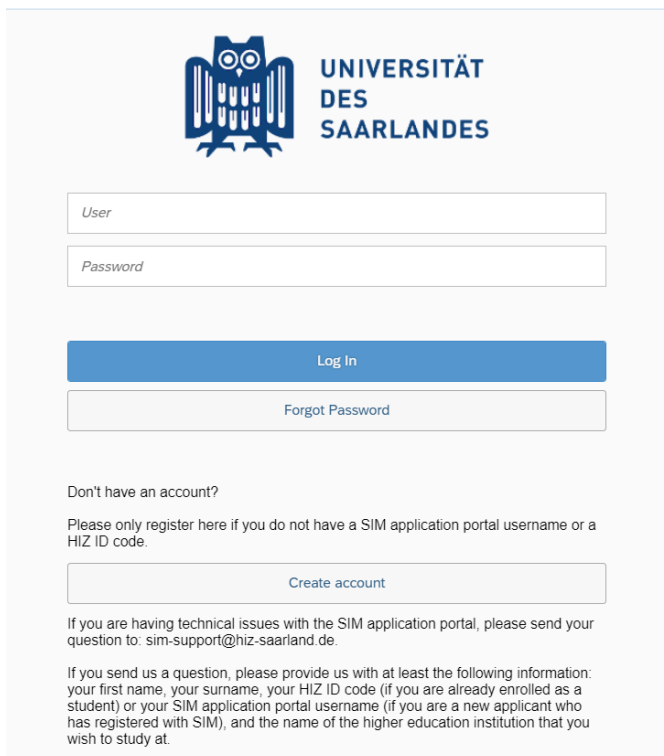
If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at UdS) **or** your SIM application portal username (if you are a new applicant who has registered with SIM), 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 for the SIM application portal. At the top left is the University of Saarland logo. Below it are two input fields labeled 'User' and 'Password'. A blue 'Log In' button is positioned below the password field, with a 'Forgot Password' link underneath it. Further down, there is a 'Don't have an account?' section with a 'Create account' button. At the bottom, there is a small text block providing contact information for technical issues and a list of required information for questions.

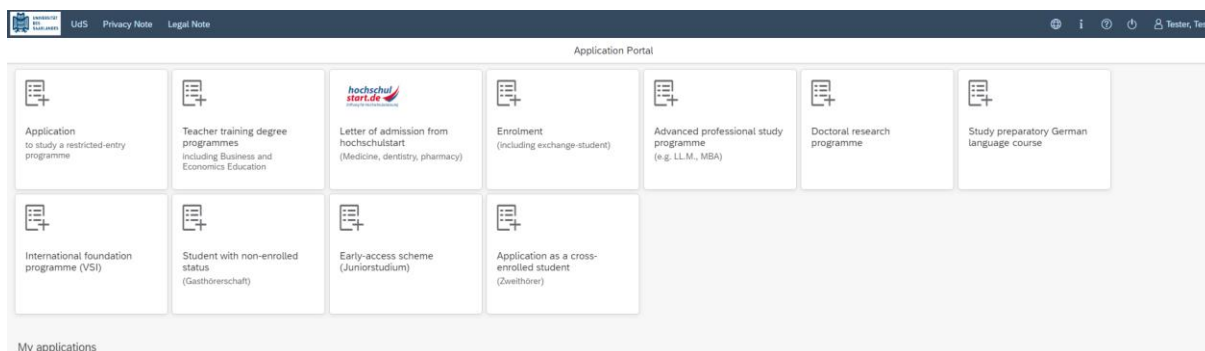
Log in with your username (e.g. B000xxxx) and your application password. Click on .

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:

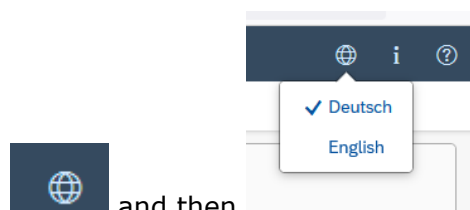



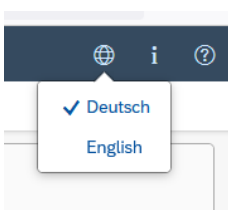
You are now on your start page in the SIM application portal.



The screenshot shows the 'Application Portal' interface. At the top, there are navigation links for 'UIDS', 'Privacy Note', and 'Legal Note'. Below this, there are several application tiles, each with an icon and a title: 'Application to study a restricted-entry programme', 'Teacher training degree programmes including Business and Economics Education', 'Letter of admission from hochschulstart.de (Medicine, dentistry, pharmacy)', 'Enrolment (including exchange student)', 'Advanced professional study programme (e.g. LL.M., MBA)', 'Doctoral research programme', 'Study preparatory German language course', 'International foundation programme (VSI)', 'Student with non-enrolled status (Gasthörerstatus)', 'Early-access scheme (Juniorstudium)', and 'Application as a cross-enrolled student (Zweithörer)'. At the bottom left, there is a 'My applications' section.





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



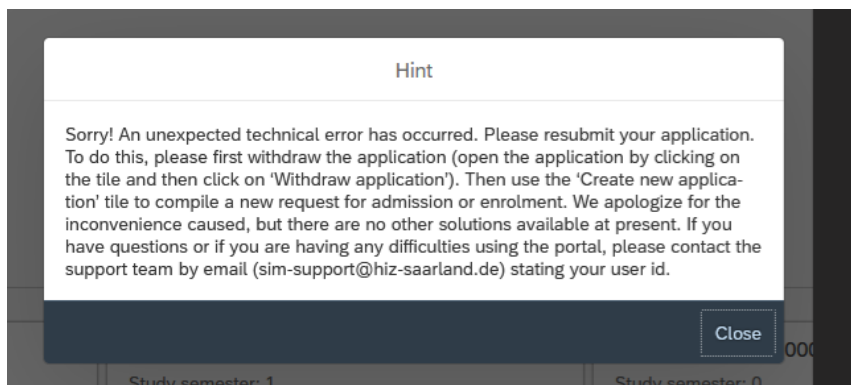
Note: To change to another language, click on  and then . The language you select will be used in all future correspondence, e.g. emails.


To apply for a place on a study programme, please follow the instructions in Section **Fehler! Verweisquelle konnte nicht gefunden werden.** 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.

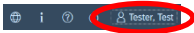


- Always exit the SIM application portal by clicking on the **logoff button**  at the top right of the window.

2. Information on the semester fee and on the enrolment process

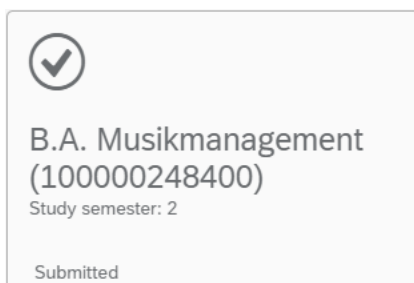
Note: Please remember that you can only enrol for a restricted-entry study programme after you have accepted the offer of admission that was made to you. Further information is available in the next section of this guide.

2.1 Semester fee

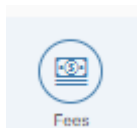
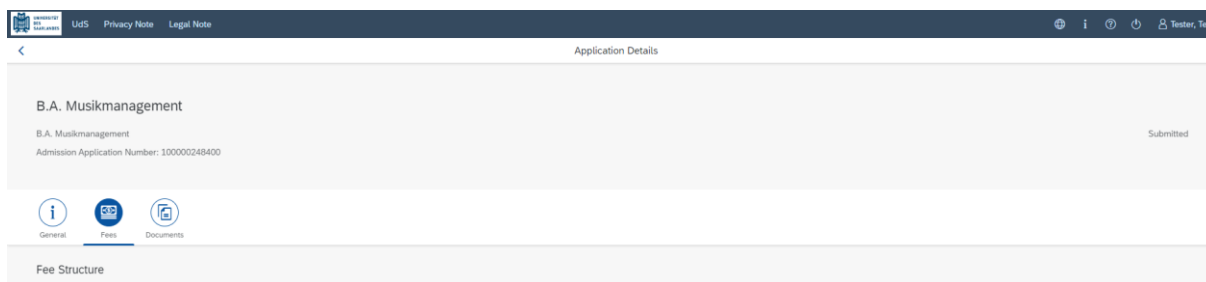
Important note: In order to enrol, you will need to provide proof that your semester fee has been paid. To ensure that the payment can be correctly assigned, please include the following information in the payment purpose field ('*Verwendungszweck*'): the *semester* for which you are applying for enrolment, your student registration number (if you already have one) / your applicant number; your first name and surname and your date of *birth* (MM.DD.YYYY) (e.g. WS2 24/25 70072338 Kurt Cobain 02.08.2001). Your applicant number is created as soon as you have submitted or saved an application and can be found by clicking on  at the top right of the window. It is also listed under 'Fees' if you have already accepted an offer of admission.


Proceed as follows:

Click on the tile:



You will then see the following window:

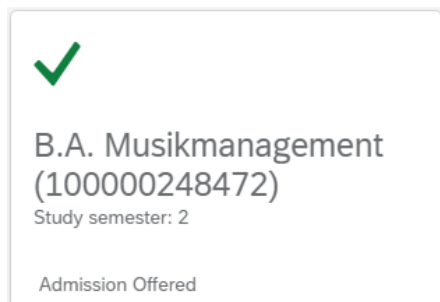


Click on the  button to display the total amount you need to pay and to see a breakdown of the charges included in your semester fee. The university's bank account details and the purpose-of-payment information are also listed. Please ensure that you specify the purpose-of-payment information exactly as specified so that your payment can be assigned correctly. Your applicant number and future student registration number is also included in the purpose-of-payment information, in the example shown here: 7062355.

Saarland University bank details and information on the specific fees to be paid are available online at: <https://www.uni-saarland.de/en/study/organisation/fees.html>

2.2 Opening your enrolment application

Go to your start page and click on the relevant tile:



You will then see the following screen:

Application Details

B.A. Musikmanagement

B.A. Musikmanagement
Admission Application Number: 100000248472

Admission Offered

General Fees Documents

Course Offering B.A. Musikmanagement
B.A. Musikmanagement Study semester 2
Submission date admission 23.5.2024, 11:47:38

Accept & enrol Preview Decline offer Print

Click on **Accept & enrol** at the bottom of the screen and then confirm the on-screen prompt by clicking on **Yes**.

i Confirm Registration

Do you want to confirm your registration to B.A. Musikmanagement?

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

2.2.1 Personal information

You do not need to enter your personal details if you have already entered them as part of your application for admission. The relevant data will be taken from the questionnaire that you completed as part of the admission application process.

UdS Privacy Note Legal Note

Section Course Offering - B.A. Musikmanagement

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

Personal details

*Surname

Surname at birth

*First names (as shown on your identity card or passport)

*Gender Male Female Nonbinary Not specified

*Date of birth

*Place of birth

*Nationality

Second nationality

Your address and contact details

*Street name

*House number

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.

2.2.2 Pre-university education credentials

Please click on **Information regarding applicant's pre-university education credentials** and complete all mandatory fields.

UdS Privacy Note Legal Note

Section Course Offering - B.A. Musikmanagement

Personal details

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Confirm choice of intended qualification (with subject)
Verification of input data

Pre-university educational credentials

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

2.2.3 Information about your higher education entrance qualification (HEEQ)

Please click on **Information about your higher education entrance qualification** and complete all mandatory fields.

UdS Privacy Note Legal Note

Section Course Offering - B.A. Musikmanagement

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

Note: Please be aware that when enrolling for a restricted-entry programme, you will be need to upload all of the required documents, even though you may have already uploaded these documents as part of your earlier application for admission.

2.2.4 Information on language proficiency (when applicable)

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. English). If required, please complete at least the mandatory fields and upload the necessary documentary proof.

Language proficiency

Please note that you need to meet our German language requirements in order to qualify for a place on your chosen degree programme.

Please use the following links to access more detailed information:

- Master's degree programmes (<https://www.uni-saarland.de/en/study/programmes/master.html>)
- Professional study programmes (<https://www.uni-saarland.de/en/study/programmes/continuing-education.html>)

Applicants will need to provide proof of English language proficiency, especially in the case of programmes taught in English.

*Please provide details of your (German) language skills.

Proof of language proficiency + Upload Document

2.2.5 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.

Section: Course Offering - B.A. Musikmanagement

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. + Upload Document

Were you studying at a university last semester? Yes No

2.2.6 Work experience, vocational training and employment prior to university

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

Section: Course Offering - B.A. Musikmanagement

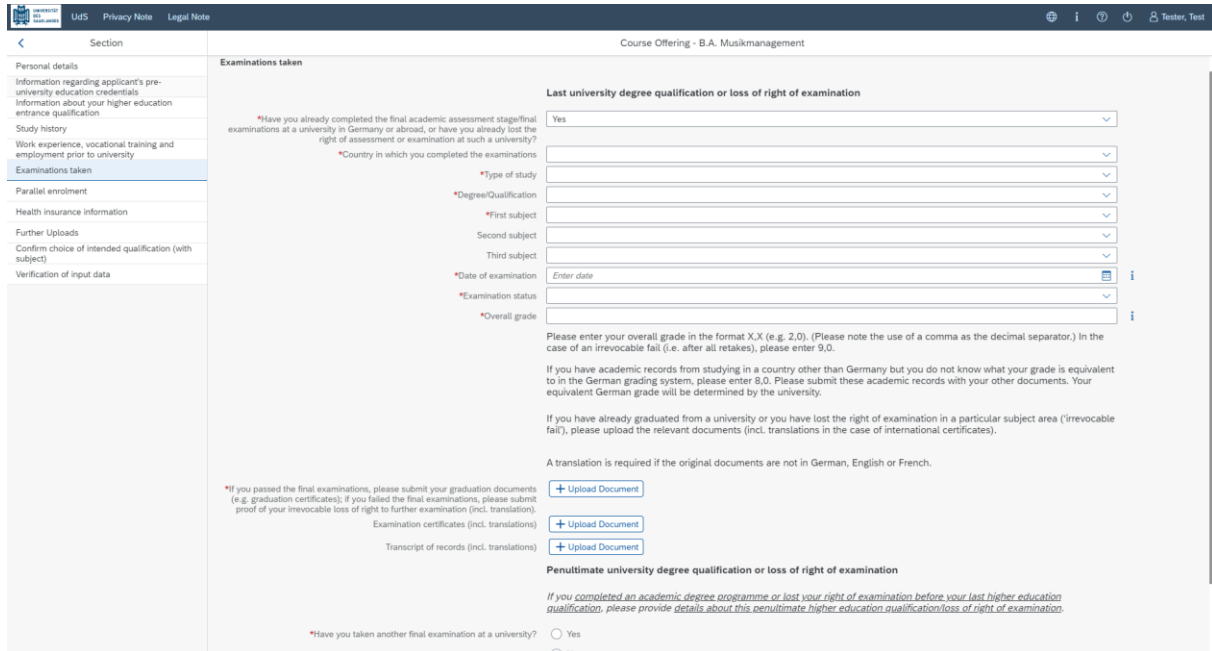
Activities undertaken after obtaining your higher education entrance qualification (HEEQ)

*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

2.2.7 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 and you will need to upload your graduation documents using the relevant 'Upload document' button.

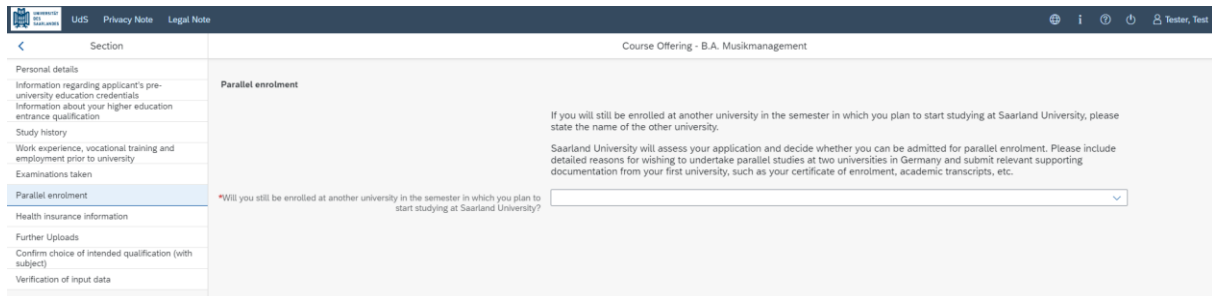


The screenshot shows the 'Examinations taken' section of the application portal. The left sidebar contains a navigation menu with 'Examinations taken' selected. The main content area is titled 'Examinations taken' and contains the following fields and instructions:

- 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 dropdown)
 - Country in which you completed the examinations (dropdown)
 - Type of study (dropdown)
 - Degree/Qualification (dropdown)
 - First subject (dropdown)
 - Second subject (dropdown)
 - Third subject (dropdown)
 - Date of examination (text input)
 - Examination status (dropdown)
 - Overall grade (text input)
- Instructions: 'Please enter your overall grade in the format XX (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.' and '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.'
- Instructions: '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 buttons: '+ Upload Document' (three times) for graduation certificates, examination certificates, and transcripts.
- Penultimate university degree qualification or loss of right of examination**
 - Instructions: '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.'
 - Field: Text input for details.
- Have you taken another final examination at a university? (Yes/No radio buttons)

2.2.8 Parallel enrolment

Please click on **Parallel enrolment** and answer the mandatory question. If you respond with 'Yes', you will be presented with several further questions to answer.



The screenshot shows the 'Parallel enrolment' section of the application portal. The left sidebar contains a navigation menu with 'Parallel enrolment' selected. The main content area is titled 'Parallel enrolment' and contains the following fields and instructions:

- Parallel enrolment**
 - Will you still be enrolled at another university in the semester in which you plan to start studying at Saarland University? (dropdown)
- Instructions: '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.'

2.2.9 Health insurance information

Please click on **Health insurance information** and specify the type of health insurance cover that you have.

UNIVERSITÄT DES SAARLANDES | UDS | Privacy Note | Legal Note

Section: Course Offering - B.A. Musikmanagement

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

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 cover, 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'.

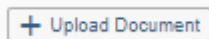
*Status code for student health insurance data
Proof of health insurance cover/ Proof of exemption

+ Upload Document

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

2.2.10 Uploading files

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



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

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').

UNIVERSITÄT DES SAARLANDES | UDS | Privacy Note | Legal Note

Section: Course Offering - B.A. Musikmanagement

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Further Uploads
Confirm choice of intended qualification (with subject)
Verification of input data

File Upload

Please make sure that you only upload supporting documentation using the dedicated upload function. Failure to do so may cause problems with your application or may result in your application not being processed.

*Photo in passport format (for your student ID card - JPEG/JPG max. 10 MB) + Upload Document

Certification of admission to the higher education access course + Upload Document

Certificate of de-registration: Please upload your certificates of de-registration if you were previously de-registered from another university. (Note: this is not required for foreign or if you wish to enrol for a non-restricted degree programme). + Upload Document

*Scan of identity card (front and back) or scan of passport + Upload Document

Other documents + Upload Document

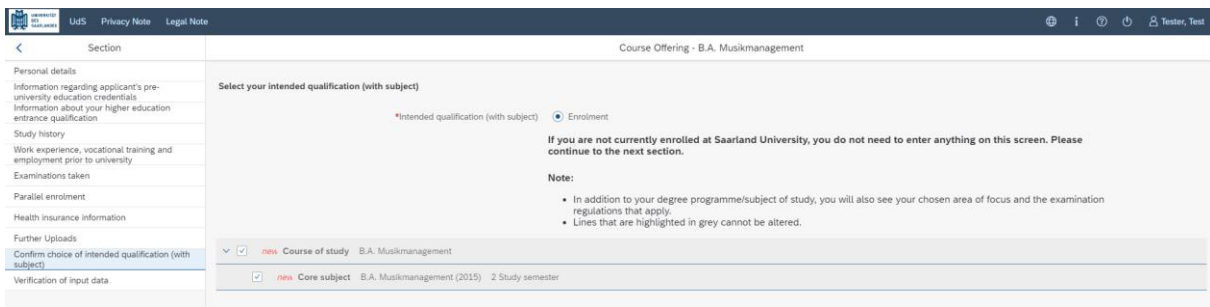
Proof of language proficiency + Upload Document

Credit transfer certificate/Formal record of recognition of prior learning + Upload Document

2.2.11 Confirm choice of intended qualification (with subject)

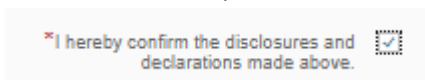
Confirm choice of intended qualification (with subject)

Click on **Confirm choice of intended qualification (with subject)**. If this is the first time you are enrolling for this study programme (see screenshot), no further information is required.

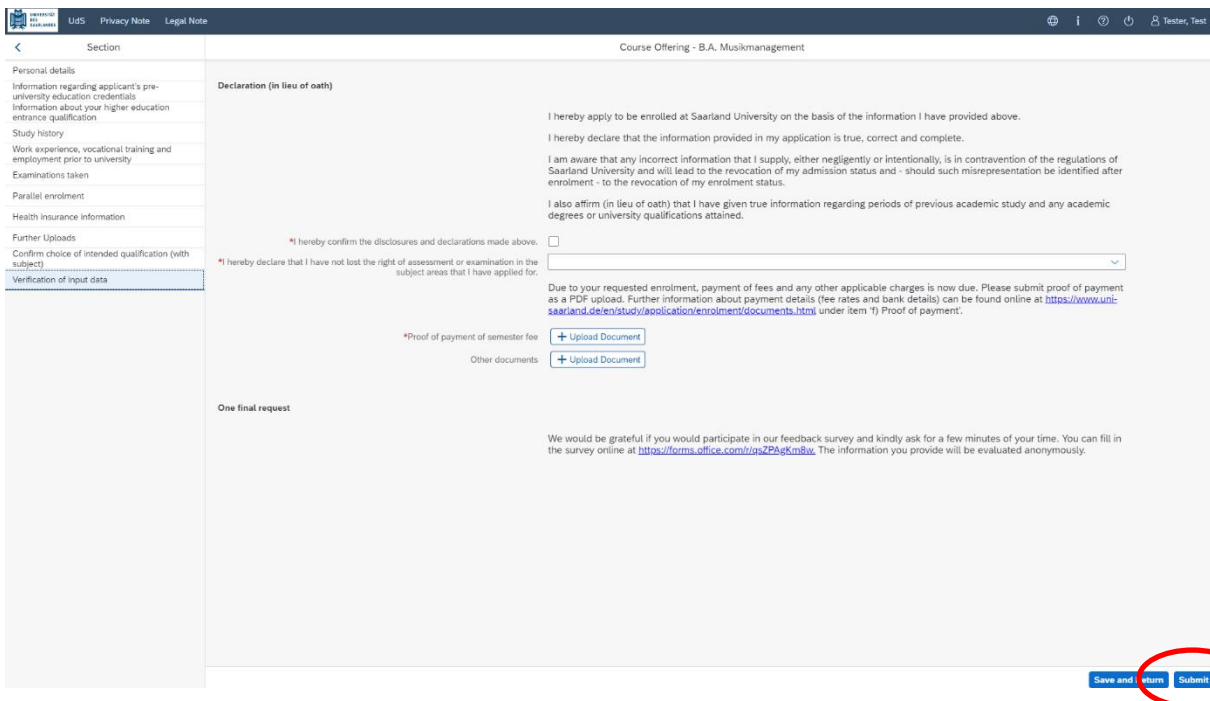


2.2.12 Verification of input data

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 before submitting your application by ticking the checkbox



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). Your application can only be sent if you have given your consent.



Please upload appropriate documentary proof that your semester fee has been paid.

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.

Due to your requested enrolment payment

Target studies for the upcoming semester

Please confirm your selection

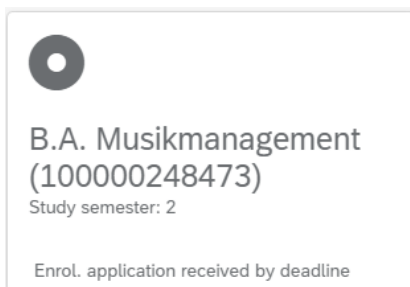
> Course of study B.A. Musikmanagement

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 100000248473. 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 **Submit** button and that you didn't simply save it without submitting it.

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

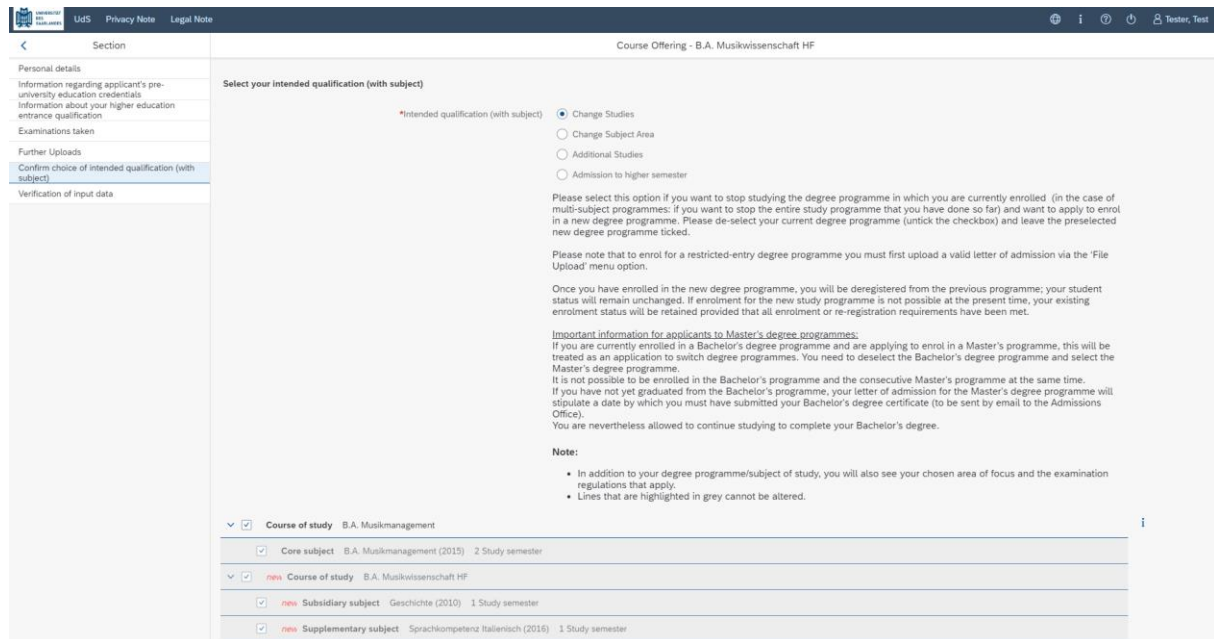
If you are already enrolled at Saarland University, you will only need to complete a shorter version of the questionnaire. This shortened enrolment questionnaire already contains your personal details. If you wish to change any of your personal details, please click on  in the application portal and 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 'Confirm choice of intended qualification (with subject)'.

Please read the information provided in the help texts.

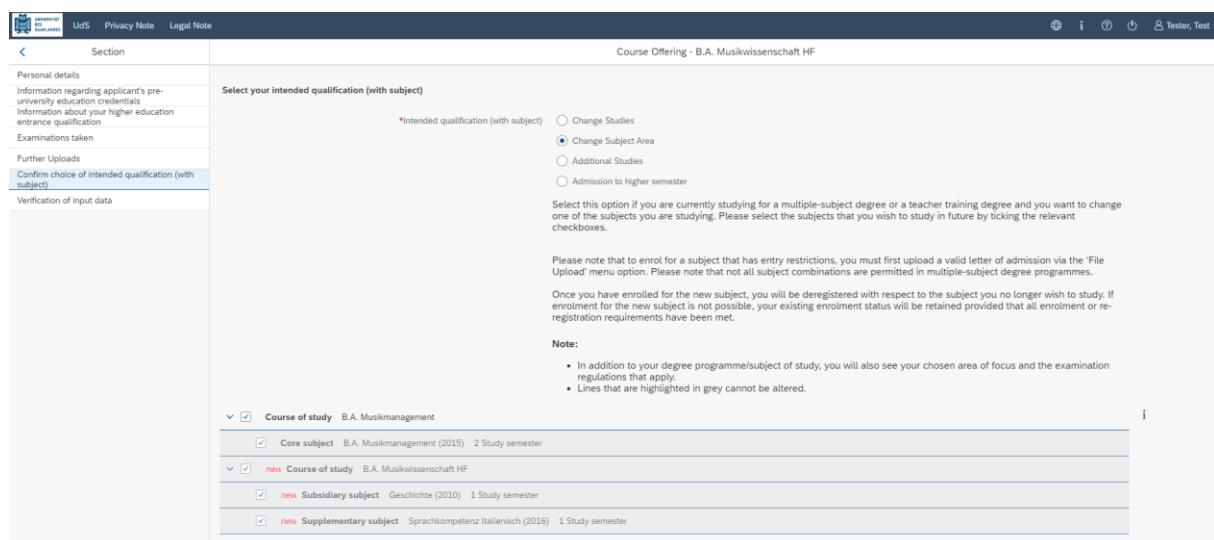
Option: Change Studies



The screenshot shows a web interface for 'Course Offering - B.A. Musikwissenschaft HF'. The left sidebar contains navigation options: Personal details, Information regarding applicant's pre-university education credentials, Information about your higher education entrance qualification, Examinations taken, Further Uploads, Confirm choice of intended qualification (with subject) (highlighted), and Verification of input data. The main content area is titled 'Select your intended qualification (with subject)'. It features a section for '*Intended qualification (with subject)' with four radio button options: 'Change Studies' (selected), 'Change Subject Area', 'Additional Studies', and 'Admission to higher semester'. Below this, there are several paragraphs of explanatory text and a 'Note' section with bullet points. At the bottom, there is a table of subjects with checkboxes for selection:

<input checked="" type="checkbox"/>	Course of study	B.A. Musikmanagement	
<input checked="" type="checkbox"/>	Core subject	B.A. Musikmanagement (2015)	2 Study semester
<input checked="" type="checkbox"/>	new Course of study	B.A. Musikwissenschaft HF	
<input checked="" type="checkbox"/>	new Subsidiary subject	Geschichte (2010)	1 Study semester
<input checked="" type="checkbox"/>	new Supplementary subject	Sprachkompetenz Italienisch (2016)	1 Study semester

Option: Change Subject Area



The screenshot shows the same web interface as above, but with the 'Change Subject Area' radio button selected. The explanatory text and 'Note' section are updated to reflect this choice. The table of subjects at the bottom remains the same:

<input checked="" type="checkbox"/>	Course of study	B.A. Musikmanagement	
<input checked="" type="checkbox"/>	Core subject	B.A. Musikmanagement (2015)	2 Study semester
<input checked="" type="checkbox"/>	new Course of study	B.A. Musikwissenschaft HF	
<input checked="" type="checkbox"/>	new Subsidiary subject	Geschichte (2010)	1 Study semester
<input checked="" type="checkbox"/>	new Supplementary subject	Sprachkompetenz Italienisch (2016)	1 Study semester

Option: Additional Studies

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Course Offering - B.A. Musikwissenschaft HF

Section

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Examinations taken

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Select your intended qualification (with subject)

*Intended qualification (with subject)

Change Studies
 Change Subject Area
 Additional Studies
 Admission to higher semester

Please select this option if you want to enrol for a further degree programme while continuing to study for your current degree. Please do not alter the default settings (i.e. do not change the selections currently shown).

Please note that to enrol for a restricted-entry degree programme you must first upload a valid letter of admission via the 'File Upload' menu option. Please upload this document under the 'Other required documents' section of the 'File Upload' menu option.

If your current degree programme is also a restricted-entry programme, you will need to explain why you want to study for a second restricted-entry programme at the same time and must submit your reasons via the 'File Upload' menu option. Please upload these documents under the 'Other required documents' section of the 'File Upload' menu option. Instructions on how to create a single PDF file from several documents are available online (e.g. try searching for 'Combine multiple files into one PDF').

Important information for applicants to Master's degree programmes:
 If you are currently enrolled in a Bachelor's degree programme and are applying to enrol in a Master's programme, this will be treated as an application to switch degree programmes. (Option: Changing to another degree programme). You need to deselect the Bachelor's degree programme and select the Master's degree programme. It is not possible to be enrolled in the Bachelor's programme and the consecutive Master's programme at the same time.

If you have not yet graduated from the Bachelor's programme, your letter of admission for the Master's degree programme will stipulate a date by which you must have submitted your Bachelor's degree certificate (to be sent by email to the Admissions Office). You are nevertheless allowed to continue studying to complete your Bachelor's degree.

Note:

- In addition to your degree programme/subject of study, you will also see your chosen area of focus and the examination regulations that apply.
- Lines that are highlighted in grey cannot be altered.

<input checked="" type="checkbox"/> Course of study	B.A. Musikmanagement	
<input checked="" type="checkbox"/> Core subject	B.A. Musikmanagement (2015)	2 Study semester
<input checked="" type="checkbox"/> new Course of study	B.A. Musikwissenschaft HF	
<input checked="" type="checkbox"/> new Subsidiary subject	Geschichte (2010)	1 Study semester
<input checked="" type="checkbox"/> new Supplementary subject	Sprachkompetenz Italienisch (2016)	1 Study semester

Option: Admission to higher semester

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Course Offering - B.A. Musikwissenschaft HF

Section

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Examinations taken

Further Uploads

Confirm choice of intended qualification (with subject)

Verification of input data

Select your intended qualification (with subject)

*Intended qualification (with subject)

Change Studies
 Change Subject Area
 Additional Studies
 Admission to higher semester

Admission to higher semester

Please deactivate the checkbox for the subject semester you are currently enrolled in and leave the subject semester that is labelled as 'new' selected.

[+ Upload Document](#)

*Please upload the formal record of recognition of prior learning required for the higher subject semester you are applying for.

Note:

- In addition to your degree programme/subject of study, you will also see your chosen area of focus and the examination regulations that apply.
- Lines that are highlighted in grey cannot be altered.

<input checked="" type="checkbox"/> Course of study	B.A. Musikmanagement	
<input checked="" type="checkbox"/> Core subject	B.A. Musikmanagement (2015)	2 Study semester
<input checked="" type="checkbox"/> new Course of study	B.A. Musikwissenschaft HF	
<input checked="" type="checkbox"/> new Subsidiary subject	Geschichte (2010)	1 Study semester
<input checked="" type="checkbox"/> new Supplementary subject	Sprachkompetenz Italienisch (2016)	1 Study semester

2.3 Accepting the offer of admission issued by *hochschulstart*

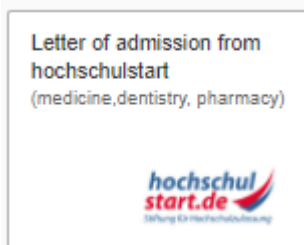
Students who wish to apply for admission to one of the nationally administered restricted-entry degree programmes in **Medicine, Pharmaceutical Science** or **Dentistry** or to one of the locally restricted-entry degree programmes **Psychology** or **Biology** must submit their application for admission online using the dialogue-oriented service procedure (DoSV), which can be accessed via the internet platform *hochschulstart* operated by the University Admissions Foundation (SfH). Information about the DoSV procedure is available on the website www.hochschulstart.de. To be able to use the online DoSV application procedure, you must first complete the registration process at www.hochschulstart.de. The registration process requires that you enter relevant personal details. Once your registration is complete, you will be issued with an applicant ID (BID) and an applicant authentication number (BAN).

Note: Please note that you are not permitted to register more than once. If you registered for the DoSV procedure in a previous year, please use the user name and password from your earlier registration. If you have forgotten your earlier user name or password, the online registration window has links for requesting a new DoSV user name and/or password. Once registration is complete, you will be sent an email with further information. You can then log in at www.hochschulstart.de and begin using the DoSV service.

2.3.1 Nationally administered restricted-entry degree programmes (Medicine, Dentistry, Pharmaceutical Science)

If you have received an offer of admission from *hochschulstart*, your first step is to notify *hochschulstart* that you are accepting the offer. You will then be issued with a letter of admission from *hochschulstart*. Once you have the letter of admission, you can enrol at Saarland University. To begin the enrolment process, log on to the SIM application portal to access your start page. Now click on the tile 'I have a letter of admission from *hochschulstart*':

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



You will then see the following window. Enter your applicant ID (BID) and applicant authentication number (BAN) that you received from *hochschulstart*.

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

Preliminary Questionnaire

*Applicant ID (BID)

*Applicant Authentication Number (BAN)

*Date of birth

If you have already received a letter of admission from *hochschulstart*, you can use the following questionnaire to enrol for the state-examined degree programmes in medicine, dentistry or pharmaceutical science.

It is absolutely essential that you have already applied to hochschulstart.de for a place to study medicine, dentistry or pharmaceutical science.

Applicants who have foreign education credentials from a country outside the EU/EEA and who are not considered equivalent to German applicants (in terms of the relevant admissions regulations) must apply using the questionnaire in the previous window 'Application (outside EU): medicine, dentistry, pharmaceutical science'.

Please click *Next* to continue.

After entering your BID and BAN, click on to accept your place on this degree programme.

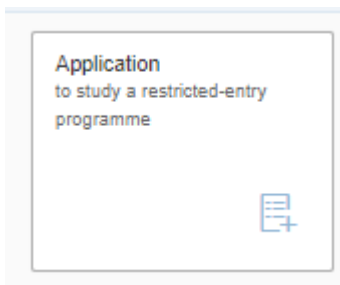
Please complete the questionnaire and then submit your enrolment application.

Note: Simply accepting your offer of admission will **not automatically enrol** you at Saarland University. Your initial acceptance of an offer of admission is a provisional acceptance. To finalize acceptance of a place on a degree programme, you must complete the enrolment process within the specified enrolment deadline.

For details of the enrolment procedure, please follow the instructions in Section **Fehler! Verweisquelle konnte nicht gefunden werden.**

2.3.2 Locally administered restricted-entry degree programmes (Psychology, Biology)

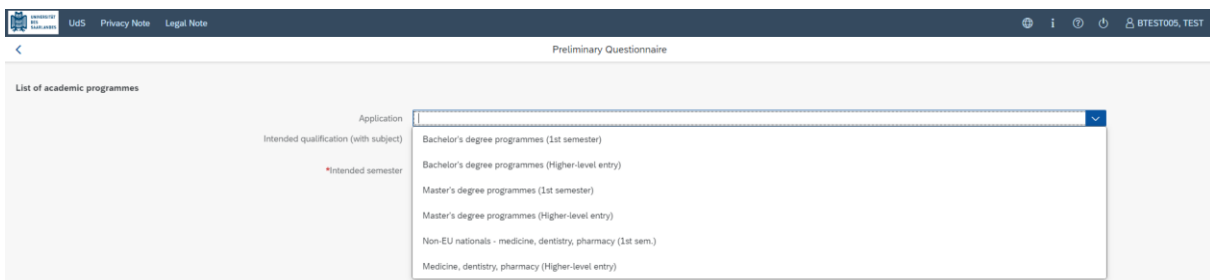
If you have received an offer of admission from *hochschulstart*, your first step is to accept the offer, which you must do in the Saarland University SIM application portal. Begin by logging on to the SIM application portal to access your start page. Now click on the tile 'Admission application':




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



to see the list of options.




In the combo box click on  and select either **Psychologie** or **Human- und Molekularbiologie** as your intended qualification and subject.



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.

Enter your applicant ID (BID) and applicant authentication number (BAN) that you received from

hochschulstart and then click on .

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Preliminary Questionnaire

List of academic programmes

Application: Bachelor's degree programmes (1st semester)

Intended qualification (with subject): B.Sc. Psychologie

Please note: If you have foreign education credentials from a country outside the EU/EEA and if you are not considered equivalent to a German applicant (in terms of the relevant admissions regulations), you must in this case – and in this case only – enter 'B.Sc. Psychologie (außerhalb EU)' in the dialogue box 'intended qualification (with subject)'. Failure to do so will result in your application being rejected.

Study semester: 1

*Intended semester: Winter semester 2024/2025

*Applicant ID (BID):

*Applicant Authentication Number (BAN):

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

Information:

If you are unsure whether entry restrictions apply to the programme you wish to join, please refer to the table at <https://www.uni-saarland.de/en/study/aplication/first-degree.html>.

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/regist.html>.

Please click Next to continue.

Next

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

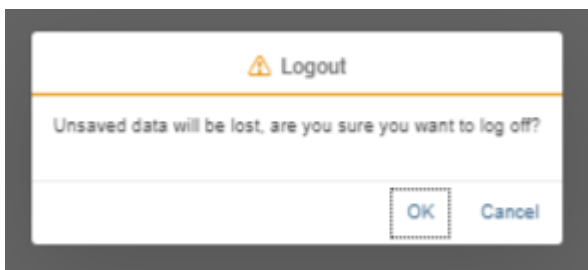
For details of the enrolment procedure, please follow the instructions in Section **Fehler! Verweisquelle konnte nicht gefunden werden..**

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.

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  Kurt Cobain  to confirm that you want to log out.

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

4. 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>
