

# Student Information Management System for Saarland




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


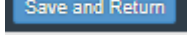
### Key information at a glance

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](http://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](mailto:sim-support@hiz-saarland.de)

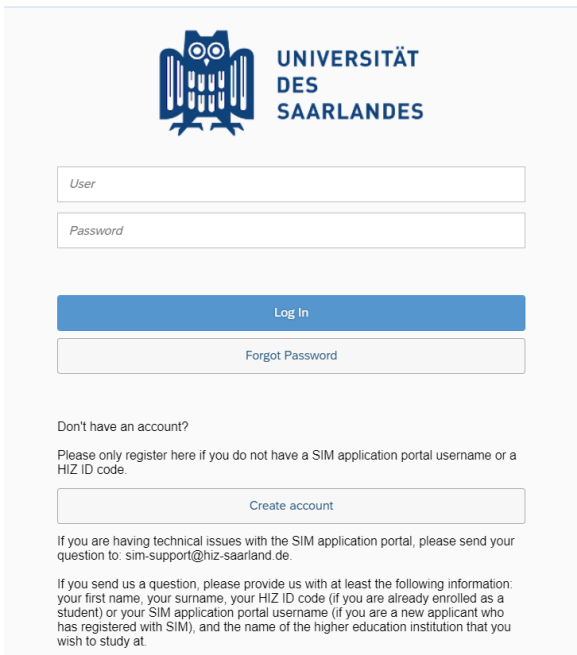
If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at UdS) or your SIM application portal username (if you are a new applicant who has registered with SIM), 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: 'User' and 'Password'. A blue 'Log In' button is positioned below the password field, and a 'Forgot Password' button is below it. A link 'Don't have an account?' is followed by a 'Create account' button. At the bottom, there is a paragraph of technical support information and another paragraph of general information for users.

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

**Einloggen**

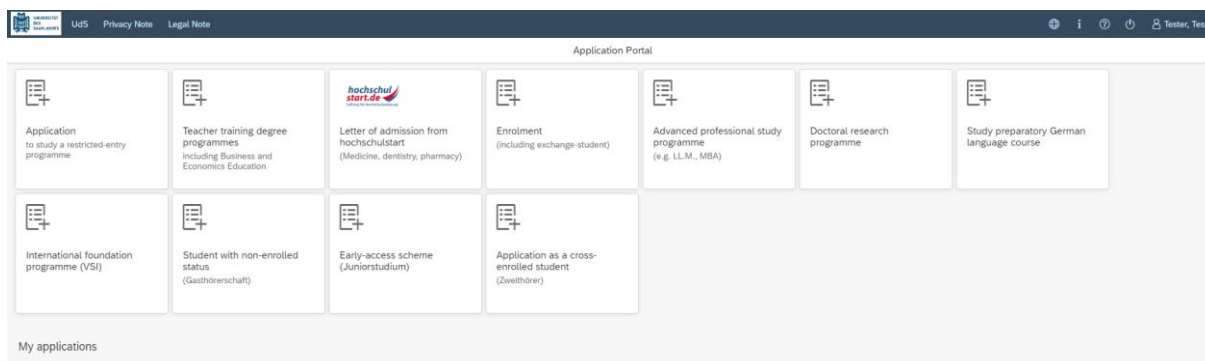
**Note:** If you are not already registered in SIM, please refer to the *SIM Registration Guide*.

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


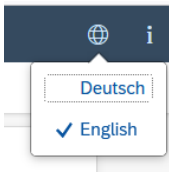
Log in using your an HIZ/UdS ID code. Once on your start page, click on the tile:



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



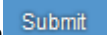


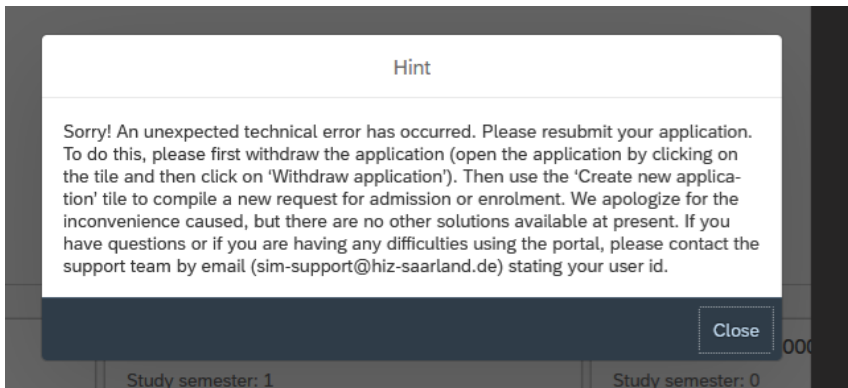
(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)


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

**To enrol for a non-restricted degree programme,** please follow the instructions in Section 2.

### 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.
































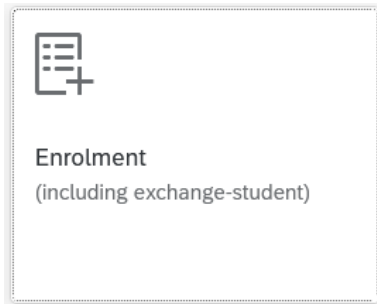
- Always exit the SIM application portal by clicking on the **logoff button**  at the top right of the window.

## 2. Enrolling to study a non-restricted degree programme

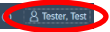
**Note:** If entry restrictions do not apply to the specific degree programme that you would like to study, you can enrol directly with the university provided that you meet the formal enrolment requirements. To find out whether entry restrictions apply to a particular subject/programme combination, please follow the links in Section 4. If you plan to combine a number of different subjects in your proposed degree programme, please check beforehand that entry restrictions do not apply to any of your chosen subjects.

### 2.1 Semester fee

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. WS 2022/23 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                               

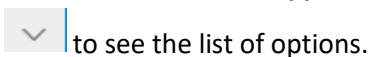


**Note:** Applications that you have already submitted can be found under ‘My applications’.

You can edit your personal details or upload your passport photo by clicking on  at the top right of the window, but only after you have submitted an application.

Choose the (non-restricted) degree programme and subject area you wish to enrol in.

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



Click on  to select 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.

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

- Starting semester: Select the semester that you want to start studying in. Note: typically only one option is available.
- Subject semester (please read the following explanation carefully):  
A greyed-out value cannot be altered and is provided for information purposes only (e.g. '1' if you are starting a study programme in the first semester).  
The default setting '2' when applying for higher-level entry can be replaced by a later semester, where appropriate.
- For multiple-subject degree programmes: please specify your main, subsidiary and, if applicable, supplementary subject.

Depending on your chosen study programme, certain subjects may be fixed, in which case these fields will be greyed out and cannot be altered.

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

The screenshot shows a web interface for a 'Preliminary Questionnaire'. At the top, there are navigation links for 'UCS', 'Privacy Note', and 'Legal Note'. The main content area is titled 'List of academic programmes' and contains the following form fields:

- Application:** Bachelor's degree programmes
- Intended qualification (with subject):** B.Sc. Wirtschaftsinformatik
- \*Study semester:** 1
- \*Intended semester:** Winter semester 2024/2025

Below the form, there is an **Information:** section with the following text:

The following questionnaire is designed to guide you through the enrolment process for a place on a non-restricted entry programme in the coming winter semester (application deadline: 30 September)


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/application/first-degree.html>.

A check list of the documents you will need for your application is available at <https://www.uni-saarland.de/en/study/application/enrolment/documents.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/request.html>.

Please click Next to continue.

A blue 'Next' button is located at the bottom right of the form area and is circled in red.

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



## 2.3 Personal information

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

## 2.4 Pre-university education credentials

Please 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.

## 2.5 Information about your higher education entrance qualification (HEEQ)

Please 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.

**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').

Section: Course Offering - B.Sc. Wirtschaftsinformatik

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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?  i

\*In which country did you obtain your HEEQ?  i

\*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 0.0 as the grade).

Information about your previous higher education entrance qualification

Please complete the following fields, if you i

- 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?  i

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

Overall grade

Previous HEEQ/pre-university educational credentials

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

\*Higher education entrance qualification **HEEQ.pdf** i

(HEEQ)

## 2.6 Information on language proficiency (when applicable)

Please click on **Language proficiency**. You are only required to provide more detailed 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. If you have a German higher education entrance qualification, please select 'German *Abitur*'.

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Language proficiency

\*Language proficiency requirements  i

For undergraduate programmes only:

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

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

The application period for the German language course at Saarland University ends on  
15 July for applications in the winter semester  
15 January for applications in the summer semester

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

\*If you have a German higher education entrance qualification, please write 'German Abitur'. In all other cases, please provide details about your proficiency in German and/or other languages. If you have taken a higher education assessment test at a Studienkolleg (higher education preparatory institute) in Germany, please specify the type of course (e.g. M-Kurs/'M' course) and the location of the Studienkolleg.

\*Proof of language proficiency in German  i

## 2.7 Your study history

Please 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.

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

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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?  Yes  No

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

## 2.8 Work experience, vocational training and employment prior to university

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

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

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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

## 2.9 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.

UNIVERSITÄT DES SAARLANDES | UDS | Privacy Note | Legal Note | Section | Course Offering - B.Sc. Wirtschaftsinformatik | Tester, Test

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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**

\*Have you already completed the final academic assessment/stage/final examinations at a university in Germany or abroad, or have you already lost the right of assessment or examination at such a university?  
Yes

\*Country in which you completed the examinations  
\*Type of study  
\*Degree/Qualification  
\*First subject  
Second subject  
Third subject  
\*Date of examination  
\*Examination status  
\*Overall grade

Last university degree qualification or loss of right of examination

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 9.0. Please submit these academic records with your other documents. Your equivalent German grade will be determined by the university.

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

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

+ Upload Document  
+ Upload Document  
+ Upload Document

Penultimate university degree qualification or loss of right of examination

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

\*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.

## 2.10 Parallel enrolment

[Note: only appears for certain programmes]

Please click on **Parallel enrolment**. Please 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.

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Examinations taken  
**Parallel enrolment**  
Health insurance information  
Further Uploads  
Confirm choice of intended qualification (with subject)  
Verification of input data

**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?

## 2.11 Health insurance information

Please 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.

UIS Privacy Note Legal Note

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**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

+ Upload Document

**Further information for international applicants:**

International students can enrol directly if they already meet all of the enrolment criteria and they have all of the necessary supporting documents available.


International students who are already in Germany can be enrolled after uploading proof of payment of the semester fee and proof of health insurance cover.

International students who need a letter of admission before they can apply for the necessary travel visa and/or have not yet travelled to Germany may upload proof of payment of the semester fee and proof of health insurance cover before the enrolment deadline specified in their letter of admission.

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

## 2.12 Further uploads

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

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.

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').

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Language proficiency

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

**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

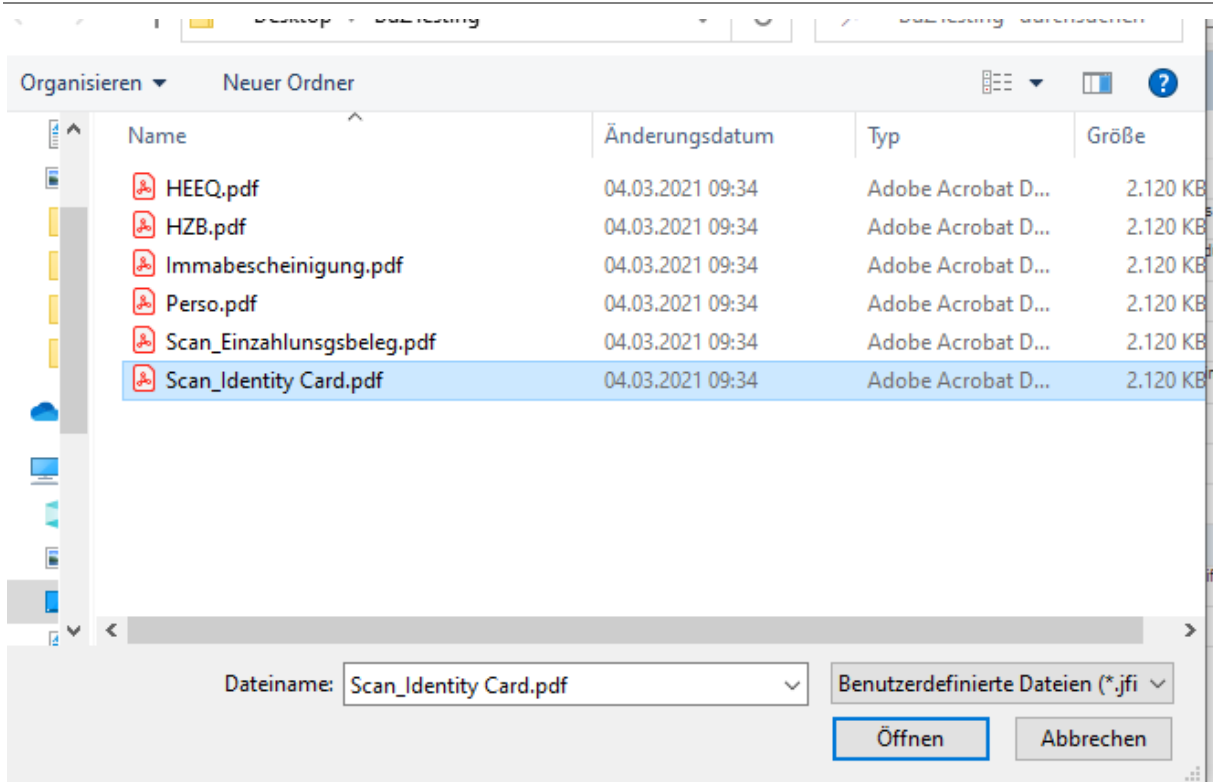
\*Scan of identity card (front and back) or scan of passport + Upload Document

Other documents + Upload Document

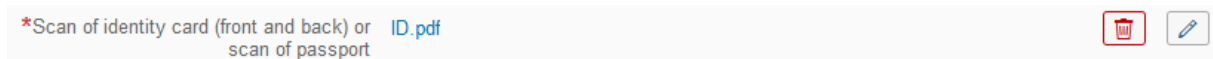
Proof of language proficiency + Upload Document

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

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



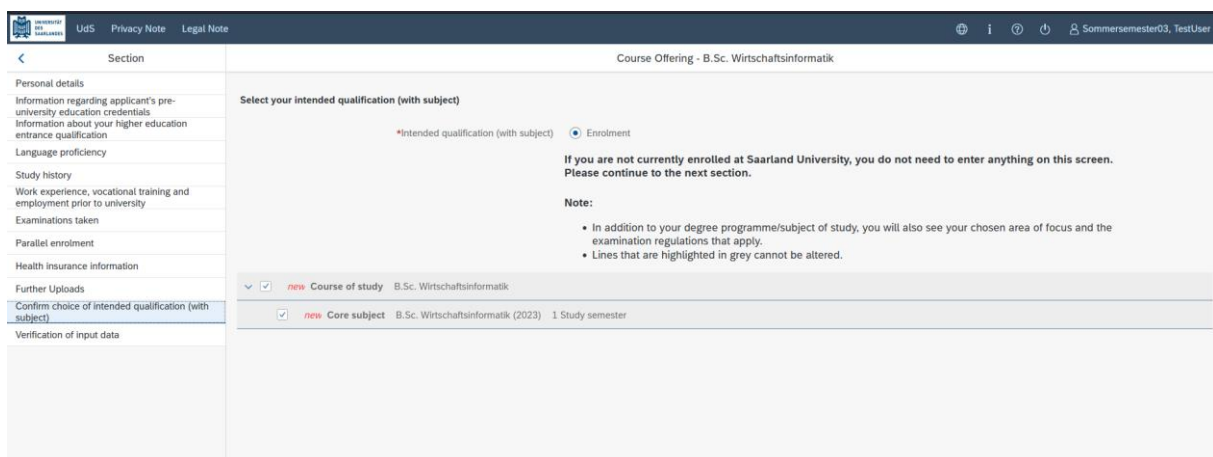
If the file was uploaded successfully, this will be indicated accordingly.



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

### 2.13 Confirm choice of intended qualification (with subject)

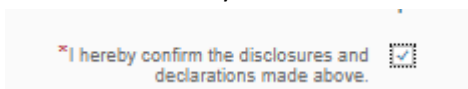
[**Note:** If you are not currently enrolled at Saarland University, you do not need to enter anything on this screen. You can proceed to the next section.]



### 2.14 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



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

**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.

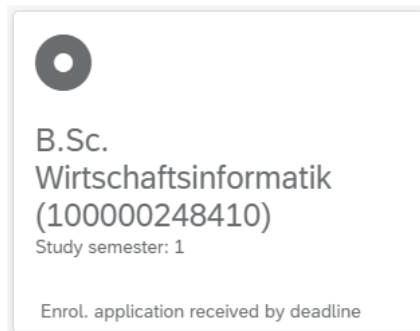
Finally, click on  to submit your application.

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

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 100000248410. 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.

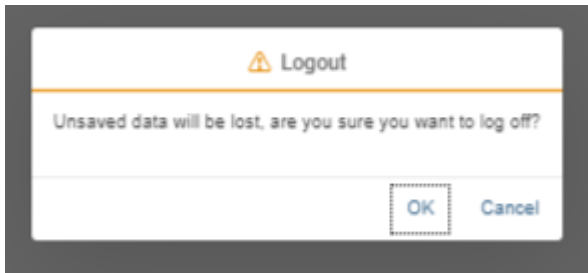


### 3. Logging out of the SIM application portal

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 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.

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## 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>

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