Student Information Management System for Saarland

SIM SAARLAND

Enrolment Guide – Non-Restricted-Entry Degree Programmes

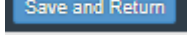### Winter semester 2024/25

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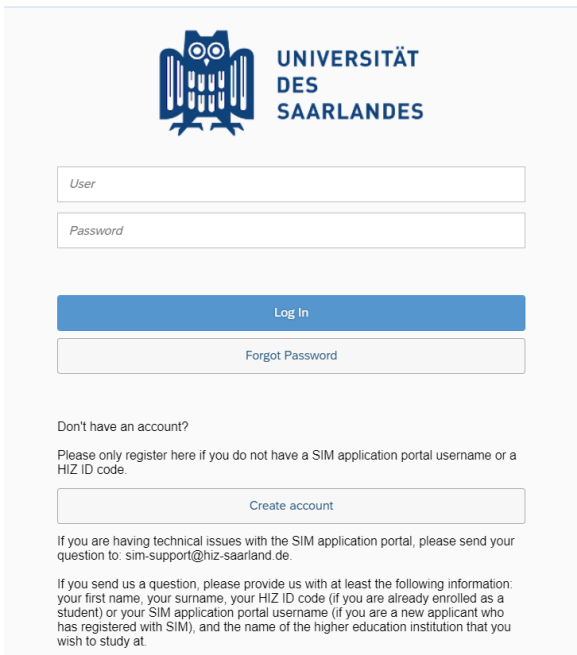
If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at UdS) **or** your SIM application portal username (if you are a new applicant who has registered with SIM),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

UNIVERSITÄT
DES
SAARLANDES

User

Password

Log In

Forgot Password

Don't have an account?

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

Create account

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

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

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

Einloggen .

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

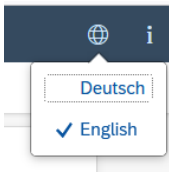If you are already enrolled as a student at Saarland University, you can use the SIM student web portal: https://sim.uni-saarland.de/

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

Zulassungsportal

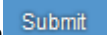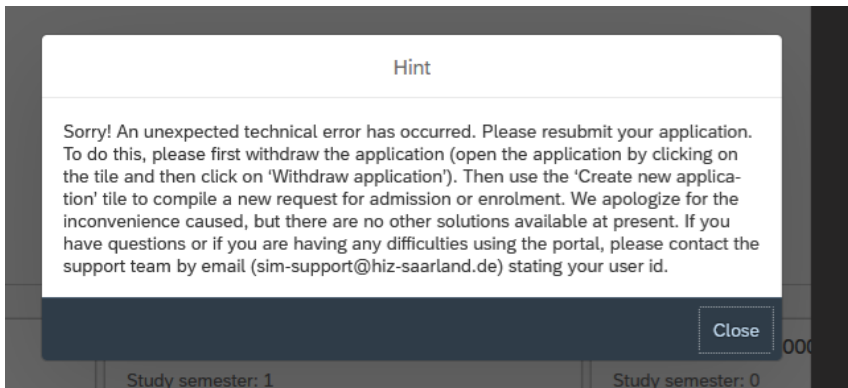You are now on your start page in the SIM application portal.
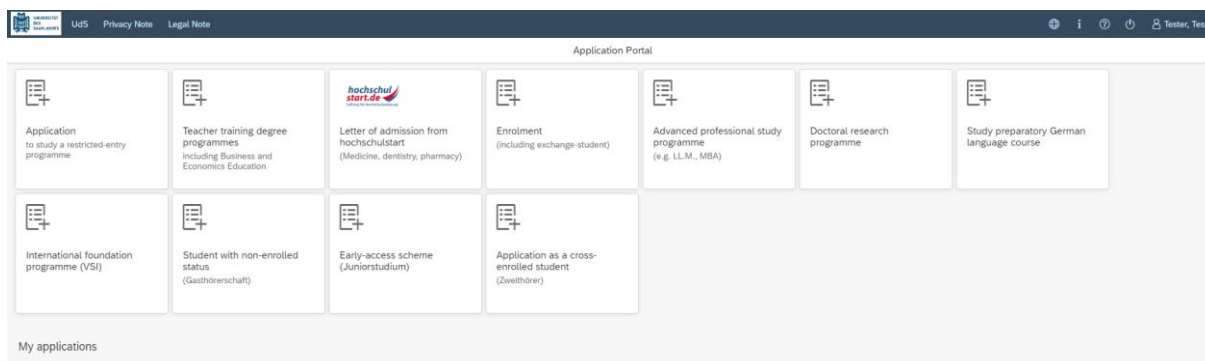
(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)

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 Section2.

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.).

− 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.

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.
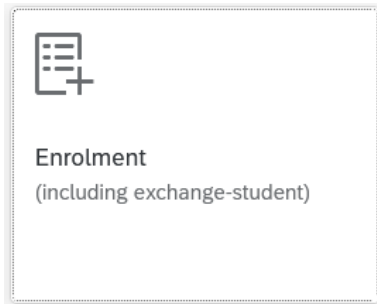
Close

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

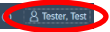## 2. Enrolling to study a non-restricted degree programme

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 ⊕ i ⑦   👤 Tester. Test   at the top right of the window. It is also listed on the tiles that can be viewed in 'My applications':

B.Sc.
Wirtschaftsinformatik
(100000248410)
Study semester: 1

Saved

If you are not yet a student at Saarland University and you are applying for a place on a non-restricted entry programme, please specify your SIM application portal username rather than the applicant number when you make your semester fee payment. (This is the username that was issued when you registered with the SIM application portal and that begins with a 'B' followed by a sequence of seven digits B00....).

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

After first checking that the details are correct, please upload appropriate documentary proof that your semester fee has been paid (see Section 2.14).

2.2 Preliminary Questionnaire

To enrol for a non-restricted degree programme, please access your start page and then click on the tile:

Enrolment
(including exchange-student)

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 to see the list of options.
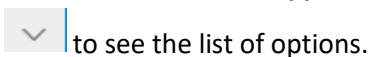
Click on to select your **intended qualification and subject**.

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.

Click on [Next] 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').

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

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*'.

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` .

2.8 Work experience, vocational training and employment prior to university

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

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

2.9 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.

2.10 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.

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.

Note: Further information on health insurance is available here: https://www.uni-saar-land.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 + Upload Document 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').

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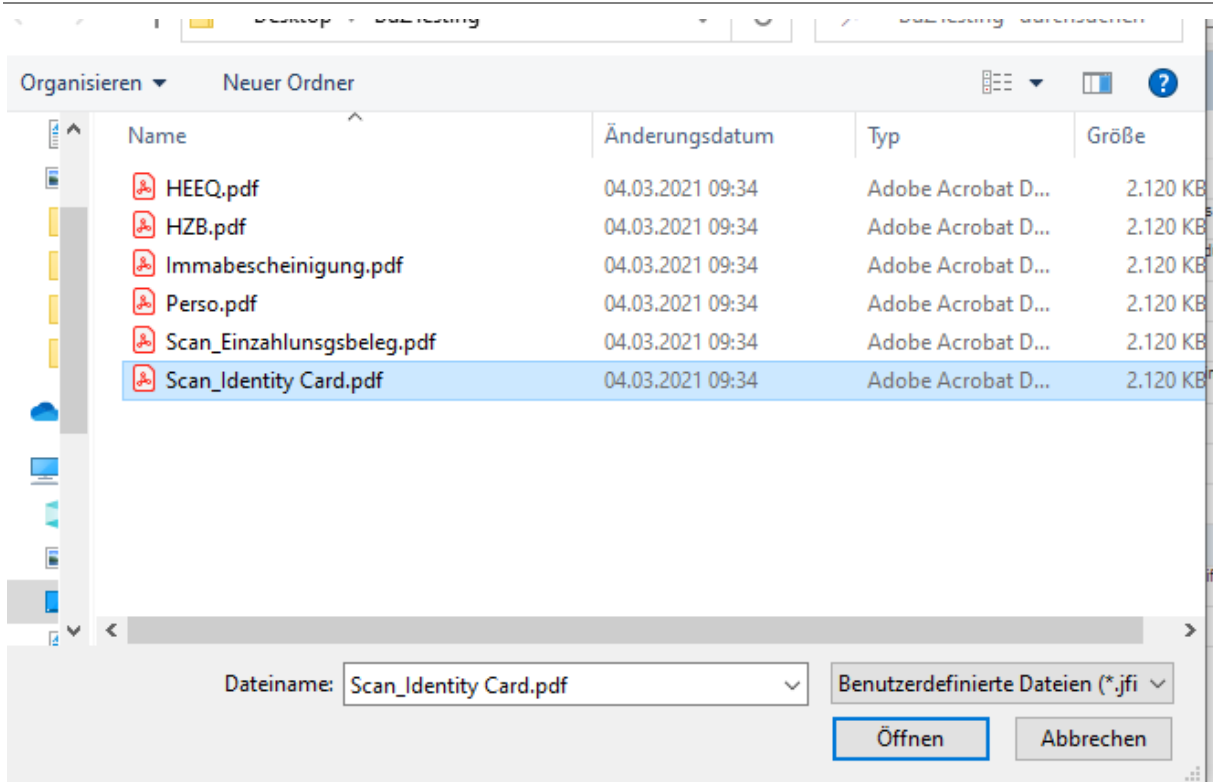
If the file was uploaded successfully, this will be indicated accordingly.
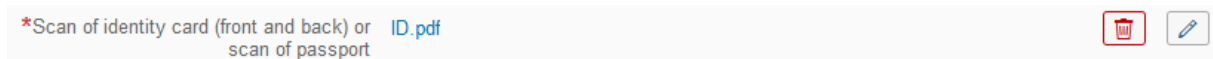
If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.

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.]
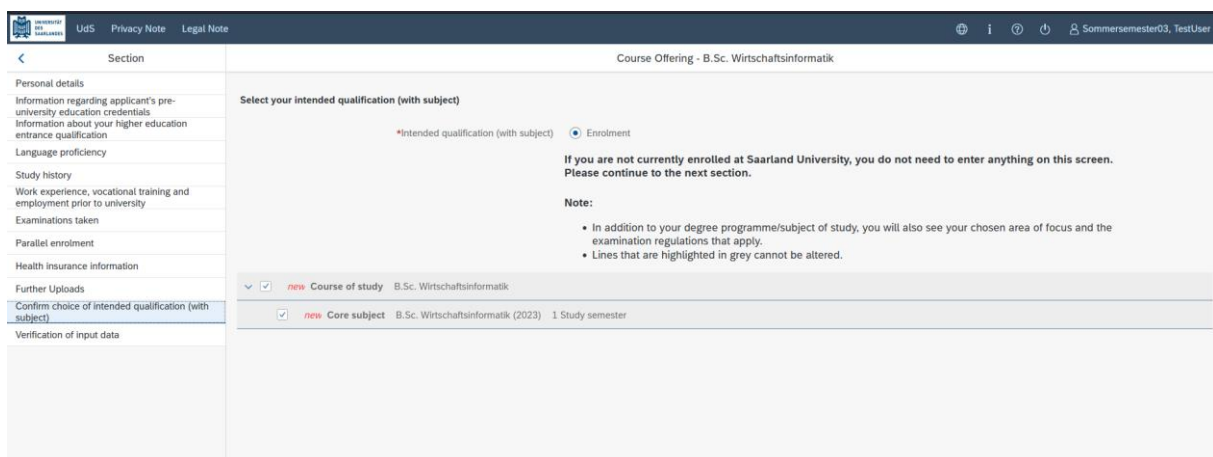
2.14 Verification of input data

Please click on . 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

*I hereby confirm the disclosures and declarations made above. ☑ .
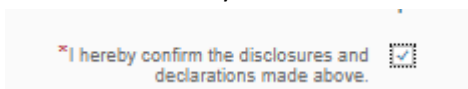
Please complete all mandatory fields and upload appropriate documentary proof that your semester fee has been paid.

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 Submit 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.

B.Sc. Wirtschaftsinformatik (100000248410)
Study semester: 1

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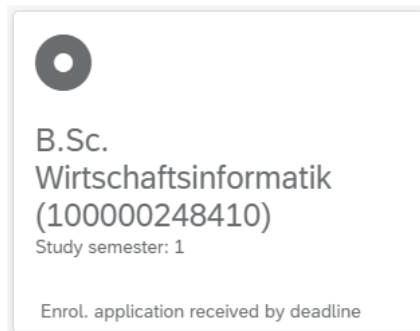
Please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via the Submit button and that you didn't simply save it without submitting it.

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

⚠ Logout

Unsaved data will be lost, are you sure you want to log off?

OK   Cancel
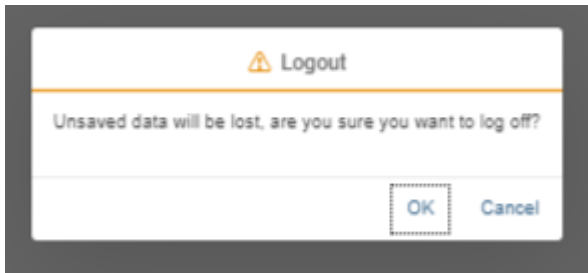
and then close the browser.

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   .

Kurt Cobain

Click ⏻ Abmelden to confirm that you want to log out.

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/up-load/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