Student Information Management System

for Saarland

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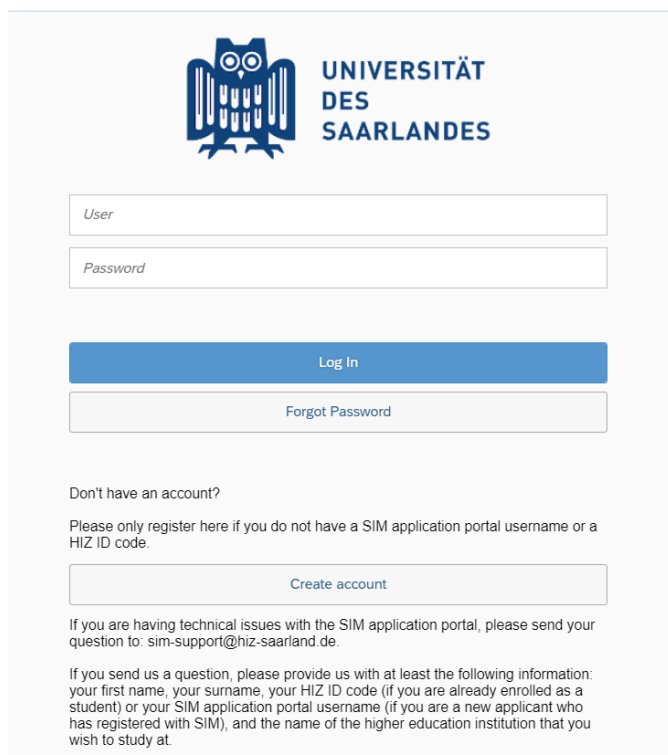
If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at UdS) **or** your SIM application portal username (if you are a new applicant who has registered with SIM),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


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

Note: If you don't yet have a user account for the SIM application portal, please click on 'Create account'.

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

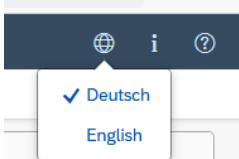Log in using your an HIZ/UdS ID code. Once on your start page, click on the tile:

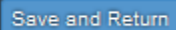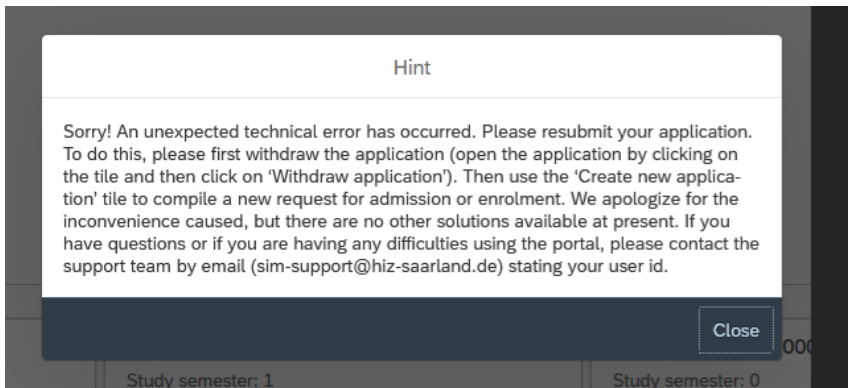You are now on your start page in the SIM application portal.
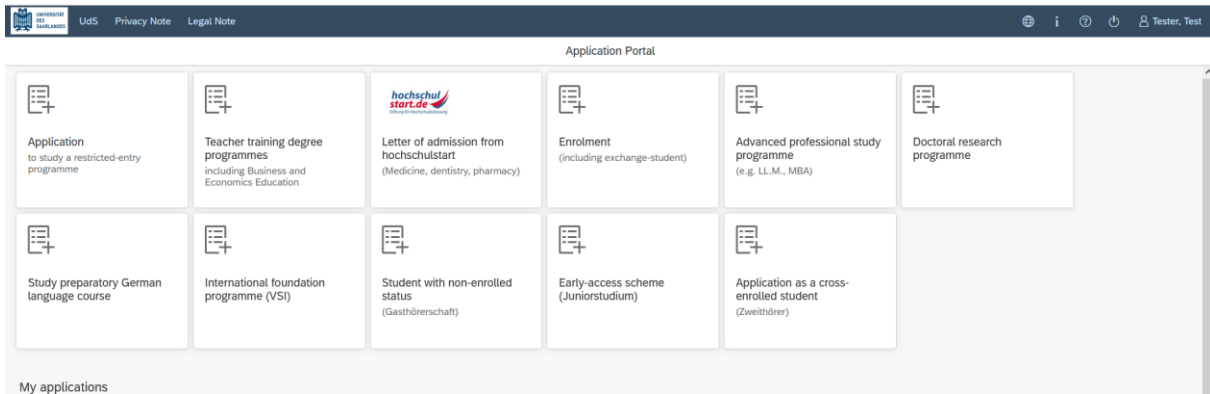
(Note: The tile *hochschulstart.de* is only visible on your start page during the relevant enrolment period.)
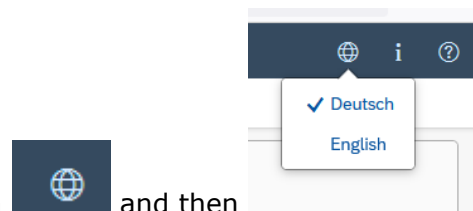
Note: To change to another language, click on and then The language you select will be used in all future correspondence, e.g. emails.

General information:

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

− Select the individual sections of the navigation bar on the left of the window and enter the required information. Depending on the particular degree programme and subject chosen, the precise appearance of the application form may differ from the screenshots shown in this user guide.

− Mandatory fields are indicated by a red asterisk (e.g. *Surname).

− If a help text is available, you can view it by clicking on the **i** symbol.

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

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

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

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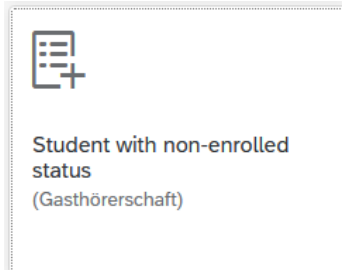
Hint

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

Close

Study semester: 1   Study semester: 0

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

2. Applying as a student with non-enrolled status

Note: For more information, please go to https://www.uni-saarland.de/einrichtung/zell/gasthoererstudium/einschreibung.html

If you want to apply as a student with non-enrolled status, please click on:

Student with non-enrolled status
(Gasthörerschaft)

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.

2.1 Preliminary Questionnaire

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**.

Click on ⬜ to select your **subject area**.

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 area: up to 3 subject areas can be selected

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 or enrolment form for your chosen degree programme and subject.

2.2 Personal details

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

2.3 Courses

Please click on Courses . Here you can specify which courses you would like to attend.
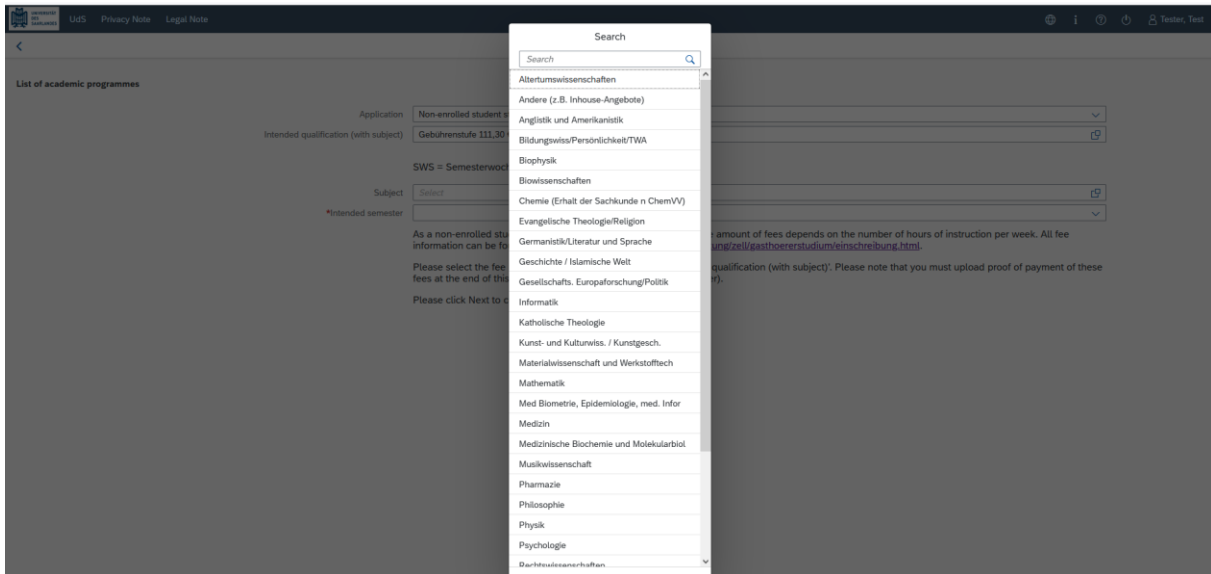
2.4 Confirm choice of intended qualification (with subject)

Please click on **Confirm choice of intended qualification (with subject)**.

[**Note:** You do not need to enter anything on this screen. You can proceed to the next section.]

2.5 Confirmation of information

Please click on **Confirmation of information**. In this final section, you are required to provide a declaration (in lieu of oath) *[Eidesstattliche Erklärung]* before submitting your application. Read the text carefully and then indicate your consent by ticking the checkbox before you submit your application. ***I hereby declare my consent to the above.** ☑
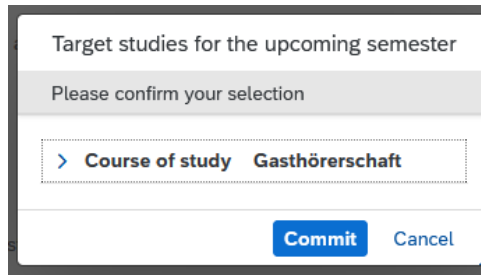

Please also upload appropriate documentary proof that your semester fee has been paid.

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

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

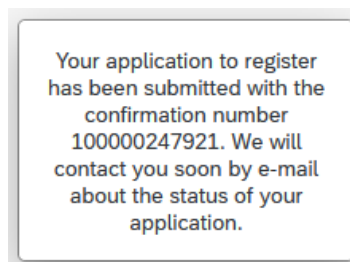**At the end of the process, you will asked to reconfirm the information you have supplied.**

Target studies for the upcoming semester

Please confirm your selection

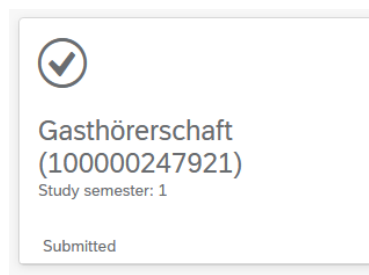> **Course of study   Gasthörerschaft**

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 100000247921. 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 'Application submitted'.
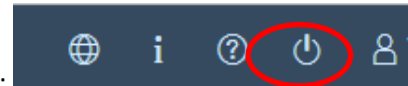
Gasthörerschaft (100000247921)
Study semester: 1

Submitted

If that is not the case, 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:
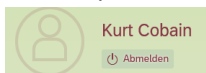
Confirm that you wish to log out
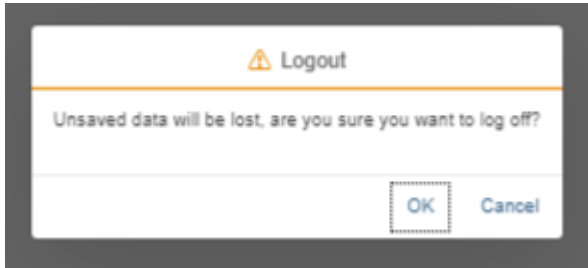
and then close the browser.

Note:

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

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

Click to confirm that you want to log out.