



## **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 <u>University https://sim.uni-saarland.de</u>

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

**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 **i** 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

For more information on the application procedure: <u>www.uni-saarland.de/bewerbung</u>

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: <u>https://sim.uni-saarland.de/bewerbung</u>

**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 with your username (e.g.
Log In	B000xxxx) and your application
Forgot Password	password. Click on Log In
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 sumame, your HIZ ID code (if you are a lready 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.	

**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: <u>https://sim.uni-saarland.de/</u>

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.

UdS Privacy Note	Legal Note				⊕i	⑦ (Ů <u>음</u> Te:
			Application Portal			
Application o study a restricted-entry programme	Teacher training degree programmes including Business and Economics Education	hochschul stort.de- Letter of admission from hochschulstart (Medicine, dentistry, pharmacy)	Enrolment (including exchange-student)	Advanced professional study programme (e.g. LL.M., MBA)	Doctoral research	
Hudy preparatory German anguage course	International foundation programme (VSI)	Student with non-enrolled status (Gasthörerschaft)	Early-access scheme (Juniorstudium)	Application as a cross- enrolled student (Zweithörer)		

(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 and then language you select will be used in all future correspondence, e.g. emails.

#### **General information:**

00

- 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. \*Sumame).
- If a help text is available, you can view it by clicking on the 1 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.

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Deutsch





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 applica- tion' 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. Applying as a student with non-enrolled status

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

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

<b>E</b>	
Student with no status	n-enrolled
(Gasthörerschaft)	

2.1

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 🖶 i 🕜 (t 🙎 Tester, Test at the top right of the window, but only after you have submitted an application.

## **Preliminary Questionnaire**

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

	list of options.		
UdS Privacy Note	Legal Note	\ominus i 🕐	ල් <u>දි</u> Tester, '
		Preliminary Questionnaire	
st of academic programmes			
	Application	Non-enrolled student status	2
	Intended qualification (with subject)	Select	7
	*Intended semester		
	Intended semester As a non-enrolled student, you are required to pay certain fees. The amount of fees depends on the number of hours of instruction per week. All fee information can be found here: <a href="https://www.uni-saarland.de/einrichtung/zell/gasthoererstudium/einschreibung.html">https://www.uni-saarland.de/einrichtung/zell/gasthoererstudium/einschreibung.html</a> .		
		Please select the fee level that applies to you in the field 'Intended qualification (with subject)'. Please note that you must upload proof of payment of these fees at the end of this form (photo or screenshot of the bank transfer).	
		Please click Next to continue.	
5			
wand.	•	ed qualification and subject.	
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unnoti DudS Privacy Note Legal No analata	te Application Intended qualification (with subject)	Preliminary Questionnaire  Non-enrolled student status  Gebührenstufe 111,30 € bis 6 SWS - 1 Fach  SWS = Semesterwochenstunden	<u> </u>
wenner Banaeth UdS Privacy Note Legal No	Application Intended qualification (with subject) Subject *Intended semester		2
wenner Banaeth UdS Privacy Note Legal No	Application Intended qualification (with subject) Subject *Intended semester	Preliminary Questionnaire      Non-enrolled student status      Cebukrenstufe 111,30 E bis 6 SWS-1 Fach  SWS = Semesterwochenstunden  Select	9
annenit	Application Intended qualification (with subject) Subject *Intended semester	Pretiminary Questionnaire  Non-enrolied student status  Gebührenstufe 111,30 € bis 6 SWS - 1 Fach  SWS = Semesterwochenstunden  Select  Au non-enrolied student, you are required to pay certain fees. The amount of fees depends on the number of hours of instruction per week. All fee	2 q q





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

Backwork UdS Privacy Note Legal Note			🌐 i 🕐 🕛 🔒 Tester, Ter
	_	Search	
		Search Q	
List of academic programmes		Altertumswissenschaften	
		Andere (z.B. Inhouse-Angebote)	
	Non-enrolled student s	Anglistik und Amerikanistik	×
Intended qualification (with subject	Gebührenstufe 111,30	Bildungswiss/Persönlichkeit/TWA	2
	SWS = Semesterwood	Biophysik	
		Biowissenschaften	
Subjec		Chemie (Erhalt der Sachkunde n ChemVV)	
"intended semeste		Evangelische Theologie/Religion	amount of fees depends on the number of hours of instruction per week. All fee
	As a non-enrolled stu information can be fo	Germanistik/Literatur und Sprache	ung/zell/gasthoererstudium/einschreibung.html.
	Please select the fee	Geschichte / Islamische Welt	qualification (with subject)'. Please note that you must upload proof of payment of these
	fees at the end of this	Gesellschafts. Europaforschung/Politik	r).
	Please click Next to c	Informatik	
		Katholische Theologie	
		Kunst- und Kulturwiss. / Kunstgesch.	
		Materialwissenschaft und Werkstofftech	
		Mathematik	
		Med Biometrie, Epidemiologie, med. Infor	
		Medizin	
		Medizinische Biochemie und Molekularbiol	
		Musikwissenschaft	
		Pharmazie	
		Philosophie	
		Physik	
		Psychologie	
		Dachteuleeanerhaftan	

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

		Preliminary Questionnaire	
of academic programmes			
	Application	Non-enrolled student status	<ul> <li>Image: A set of the set of the</li></ul>
	Intended qualification (with subject)	Gebührenstufe 111,30 € bis 6 SWS - 1 Fach	7
		SWS = Semesterwochenstunden	
	Subject	Biophysik	3
	Study semester	1	
	*Intended semester	Winter semester 2024/2025	/
		As a non-enrolled student, you are required to pay certain fees. The amount of fees depends on the number of hours of instruction per week. All fee information can be found here: <u>https://www.uni-saarland.de/einrichtung/zell/gasthoererstudiur</u> einschreibung.html.	<u>n/</u>
		Please select the fee level that applies to you in the field 'Intended qualification (with subject)'. Please note that you must upload proof of payment of these fees at the end of this form (photo or screenshot of the bank transfer).	
		Please click Next to continue.	
			<b>4</b>

**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.

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< Section		Course Offering - Gasthörerschaft	
Personal details			
Courses	Personal details		
Confirm choice of intended qualification (with subject)	*Sumame	Tester	
Confirmation of information	Surname at birth		i
	First name/s (as shown on your identity card or passport)	Test	
	*Gender	O Male	
		Female	
		O Nonbinary	
		O Not specified	
	*Date of birth	Enter date 🔳	
	*Place of birth		
	*Nationality		
	Second nationality		] i
	Your address and contact details		
	*Street name		1.
	*House number		] 1
	c/o details/additional address information		1
	*Country of residence	└¥	
	*Postal code *Place of residence (town/city)	[	1
			1
	Phone number (landline) Mobile/Cell number		
	*Email address	test@test.de	
	*Email address	northnor-na	
		E ave	nd Return Submit
		Save a	na Return Submit

#### 2.3 Courses

Please click on Courses . Here you can specify which courses you would like to attend.

Interm       Construction         or and construction       Construction       Constru			
Out discussion         Construction         Construling         Construction         Construction	UdS Privacy Note Legal No	•	0
Main Series Control	< Section		Course Offering - Gasthörenschaft
<ul> <li>A consect determined</li> <li>A consect determined</li></ul>	Personal details Courses Confirm choice of intended qualification (with	Courses	
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Course for use reside iduates (journ hurbers, e.g. 0000)         Course for use reside iduates         Course of the by the locales (journ hurbers, e.g. 0000)         Course of the by the locales (journ hurbers, e.g. 0000)         Course of the by the locales (journ hurbers, e.g. 0000)         Course of the by the locales (journ hurbers, e.g. 00000)         Course of the by the locales (journ hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers, e.g. 0000)         Course of the by the locales (journe hurbers		1. Courses offered by the Centre for Lifelong Learning (ZelL)	
Share by many spaces space to non-encoded students      This information is very for your registration is a non-encoded student. It will not be forwarded to the faculty and therefore to a registrar with the <u>coder courses</u> . This information is anyly to your registration is a non-encoded student. It will not be forwarded to the faculty and therefore to a registrar with the <u>coder courses</u> . The information is anyly to your registration is a non-encoded student. It will not be forwarded to the faculty and therefore to a registrar with the <u>coder courses</u> . The information is anyly to your registration is a non-encoded student. It will not be forwarded to the faculty and therefore to a registrar with the <u>coder courses</u> . The information is anyly to your registration is a non-encoded student. It will not be the previous of the students with non-encoded status (Guatherry can be faculty in the <u>Control or faculty of Courses</u> is the <u>Control or</u>			You do not need to additionally register for courses for non-enrolled students (Gasthörerkurse) via the ZelL website; your registration details will be forwarded directly to the ZelL.
This information is any longer region		Konne fin nen en det skulets (soura number, eg. 64.03)	
Course silved by the faculties (Light Press check the widther ign and elds register in the LSF by your channel courses. This is normally the case.     Course silved by the faculties (Light ress (ag Reserved to the source in the Control of Courses in the Course in the Course in the Courses in the Course in the Course in the Course in the Course in th		2. Faculty courses open to non-enrolled students	
Extractional Development Start/Starte			This information is only for your registration as a non-enrolled student. It will not be forwarded to the faculty and therefore does not replace the need to register via the origine course catalogue (LSE). Please check there whether you need to register via the LSE for your chosen courses. This is normally the case.
3. Other ensures By registering for such courses, you confirm that you have spatien to the responsible lectures and have their permission to participant. You do not need to submit any form of written permission		Courses offered by the faculties (subject area (e.g. Romance Languages and Literature), course number of all selected	
By registering for such courses, you confirm that you have spoken to the responsible locutores and have their permission to participant. You do not need to useful any form of written permission			
By registering for such courses, you confirm that you have spoken to the responsible locutores and have their permission to participant. You do not need to useful any form of written permission			
		3. Other courses	
			By registering for such courses, you confirm that you have spoken to the responsible lecturers and have their permission to participate. You do not need to submit any form of written permission here.
Please refer to the ortline course casalogue (LSF porta) for the corresponding LSF numbers: <u>bttps://beny.uci-sastenti.de/ortps://astenti</u>			Please refer to the online course catalogue (LSF portal) for the corresponding LSF numbers: https://www.uni-saarland.de/en/study/organisation/course-catalogue.html





## 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.]

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< Section	Course Offering - Gasthörerschaft				
Personal details Courses Confirm choice of intended qualification (with subject)	Select your intended qualification (with subject)  *Intended qualification (with subject)  Stud. with non-enrolled status				
Confirmation of information	No entry is required here. Please continue to the next section.				
	V v new Course of study Gasthörerschaft				
	new Subject Biophysik 1 Study semester				

### 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

		4 i 🕐 🕁 👌 Tester, Tes
Section		Course Offering - Gasthörerschaft
onal details rese firm choice of Heanded qualification (with ect) firmation of Information	Confirmation *I hereby declare my consent to the above. *Proof of payment of semester fee	I hereby register to be admitted to Saarland University on the basis of the information I have provided above. I hereby declare that the information provided in my application is true, correct and complete. I an aware that any incorrect information that I supply either negligently or intentionally is in contravention of the regulations of Saarland University and will lead to revocation of my registration as a non-enrolled student. I hereby given yoursent that Saarland University store, process and earn py provamid data for the purpose of my and the disclosed of the purpose of my distant will any other disclosed to third parties and will be encade as soon as they are no longer regulated for the purpose of my personal data. I have read and understood the additional data protection information about or the erasure of my personal data. I have read and understood the additional data protection information provided in the Saarland University privacy notice. A syou have applied to register as a non-enrolled student as Saarland University, you are required to pay certain fees. Please Scan and upload your bank transfer sign as a PDF file. Information on our bank details and the amount due for payment can be found in the Appendix to the application as a non- enrolled student or under <u>Saaybiog &amp; enrolling</u> .  I yolicad Document

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.

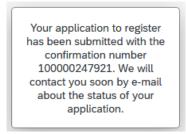




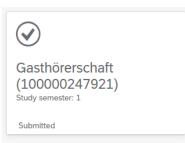
#### At the end of the process, you will asked to reconfirm the information you have supplied.

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:



Please check on your start page that the tile for this application displays the status message 'Application 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.





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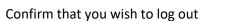
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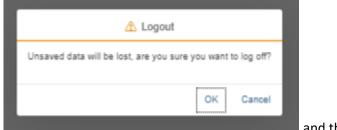
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## 3. Logging out of the SIM application portal

Click on the 'logoff' button shown at the top right of your screen:





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





to confirm that you want to log out.