

# Student Information Management System

for Saarland



Information on enrolling or registering for an  
advanced professional study programme

Winter semester 2024/25

## Key information at a glance


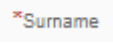
Access to SIM for students at Saarland [University https://sim.uni-saarland.de](https://sim.uni-saarland.de)

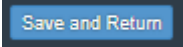
for new applicants via <https://sim.uni-saarland.de/bewerbung>

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)

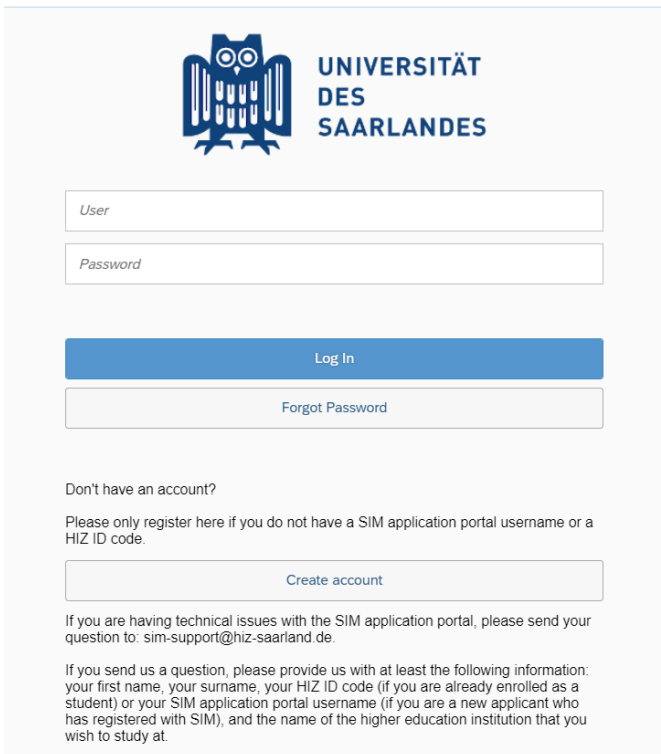
If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at UdS) **or** your SIM application portal username (if you are a new applicant who has registered with SIM),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

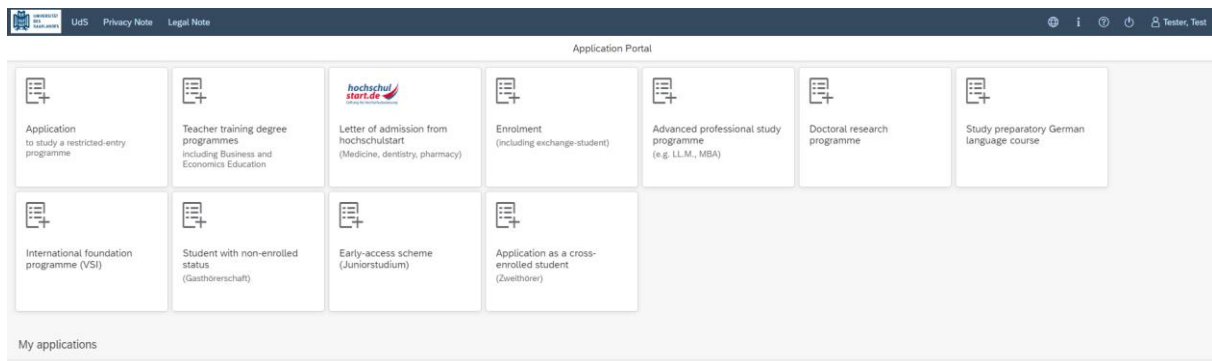
Log in with your username (e.g. B000xxxx) and your application password. Click on .

**Note:** If you 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.)



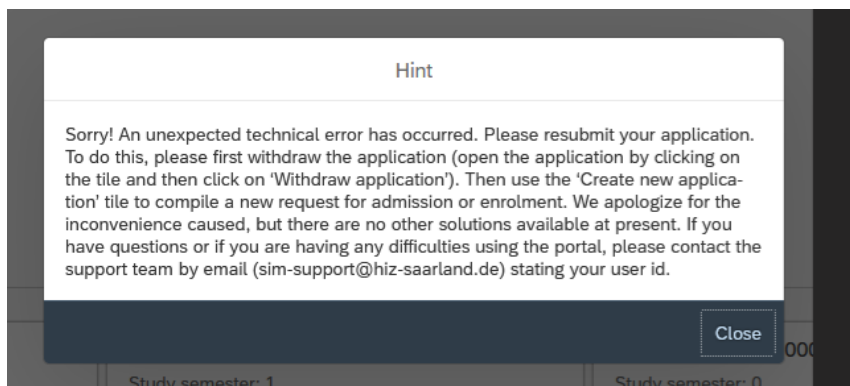
**Note:** To change to another language, click on  and then . The language you select will be used in all future correspondence, e.g. emails.


**To enrol or register for a place** on an advanced study 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.



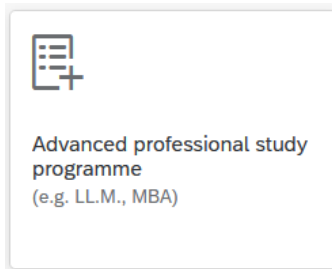
- Always exit the SIM application portal by clicking on the **logoff button**  at the top right of the window.

## 2. Applying for an advanced professional study programme


### 2.1 Advanced professional study programme (Enrolment)

**Note:** For more information, please go to: <https://www.uni-saarland.de/studium/angebot/weiterbildend.html>

If you want to apply for an advanced professional study programme or to enrol (having first received a valid letter of admission), please click 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.

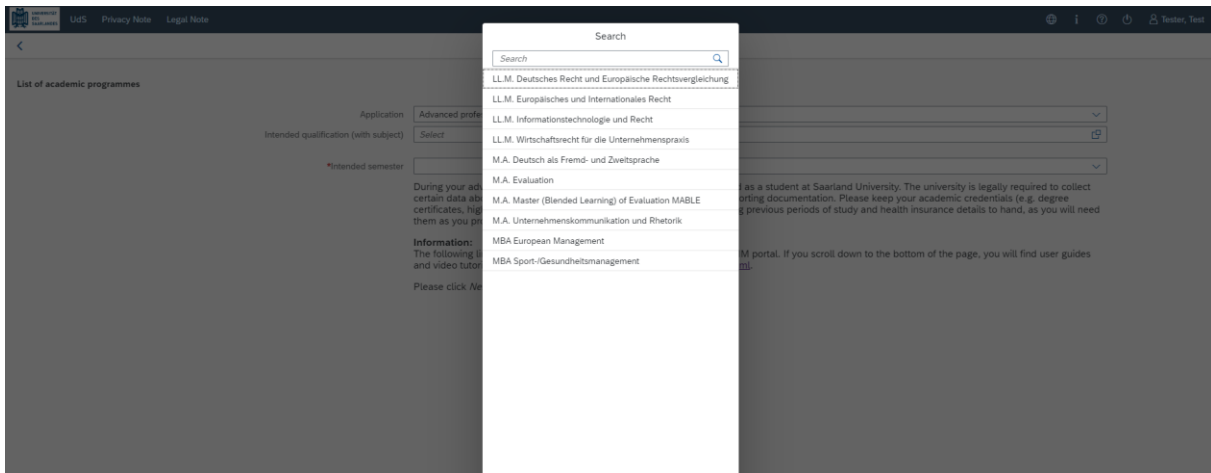
#### 2.1.1 Preliminary Questionnaire

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

 to see the list of options.

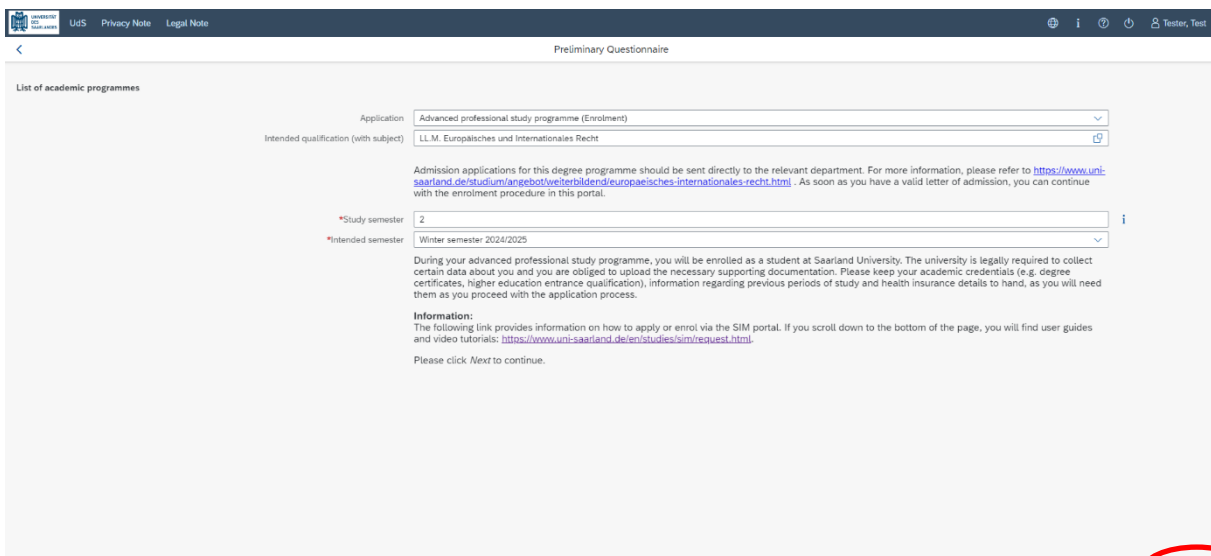
The screenshot shows the 'Preliminary Questionnaire' form. The 'Application' dropdown menu is open, showing 'Advanced professional study programme (Enrolment)' as the selected option. Below it, the 'Intended qualification (with subject)' dropdown menu is also open, showing 'Select' as the selected option. The 'Intended semester' dropdown menu is also open. The form includes a disclaimer and an information section with a link to the SIM portal.

Click on  to select your **intended qualification and subject**.




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.
- The default setting '0' when applying for higher-level entry can be replaced by a later semester, where appropriate (e.g. '1' if you are starting a study programme in the first semester).



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

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

### 2.1.2 Personal details

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

### 2.1.3 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.

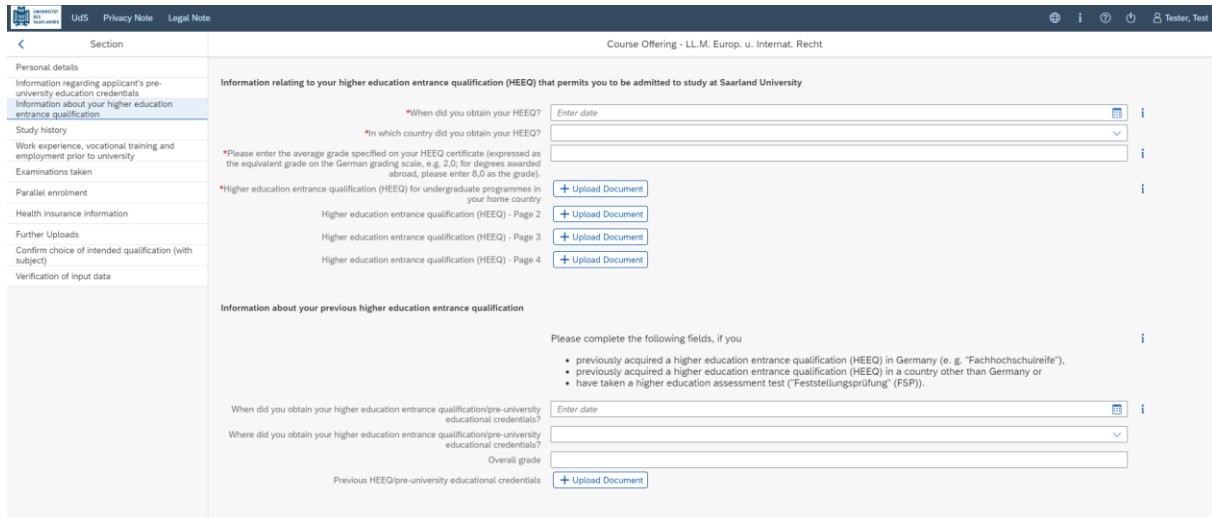
If the file was uploaded successfully, this will be indicated accordingly.



### 2.1.4 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').

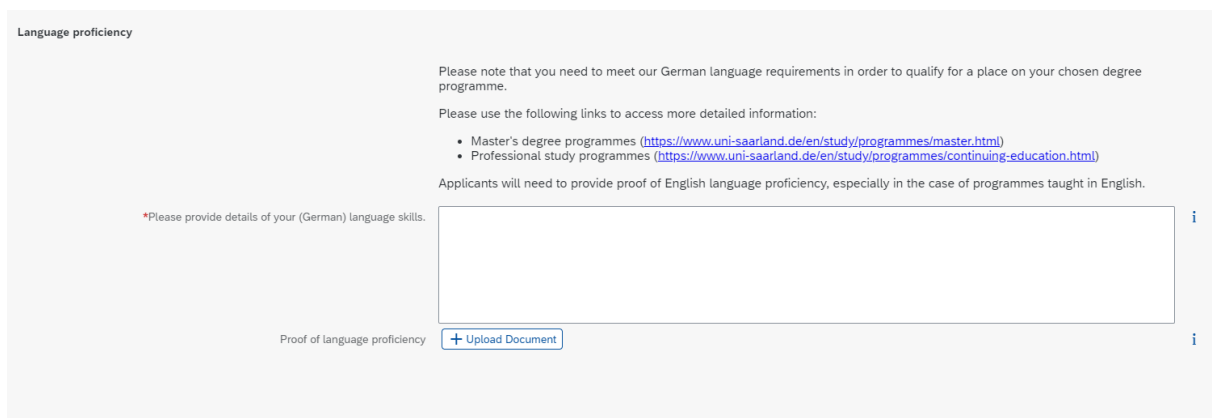


The screenshot shows a web application interface for 'Information relating to your higher education entrance qualification (HEEQ) that permits you to be admitted to study at Saarland University'. The form includes several sections:

- Personal details:** Information regarding applicant's pre-university education credentials, 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), and verification of input data.
- HEEQ Information:**
  - When did you obtain your HEEQ? (Date field)
  - In which country did you obtain your HEEQ? (Dropdown menu)
  - Average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2.0, for degrees awarded abroad, please enter 8.0 as the grade).
  - Higher education entrance qualification (HEEQ) for undergraduate programmes in your home country (Upload Document button)
  - Higher education entrance qualification (HEEQ) - Page 2 (Upload Document button)
  - Higher education entrance qualification (HEEQ) - Page 3 (Upload Document button)
  - Higher education entrance qualification (HEEQ) - Page 4 (Upload Document button)
- Previous HEEQ Information:**
  - Please complete the following fields, if you:
    - previously acquired a higher education entrance qualification (HEEQ) in Germany (e.g. "Fachhochschulreife"),
    - previously acquired a higher education entrance qualification (HEEQ) in a country other than Germany or
    - have taken a higher education assessment test ("Feststellungsprüfung" (FSP)).
  - When did you obtain your higher education entrance qualification/pre-university educational credentials? (Date field)
  - Where did you obtain your higher education entrance qualification/pre-university educational credentials? (Dropdown menu)
  - Overall grade (Text field)
  - Previous HEEQ/pre-university educational credentials (Upload Document button)

### 2.1.5 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*'.



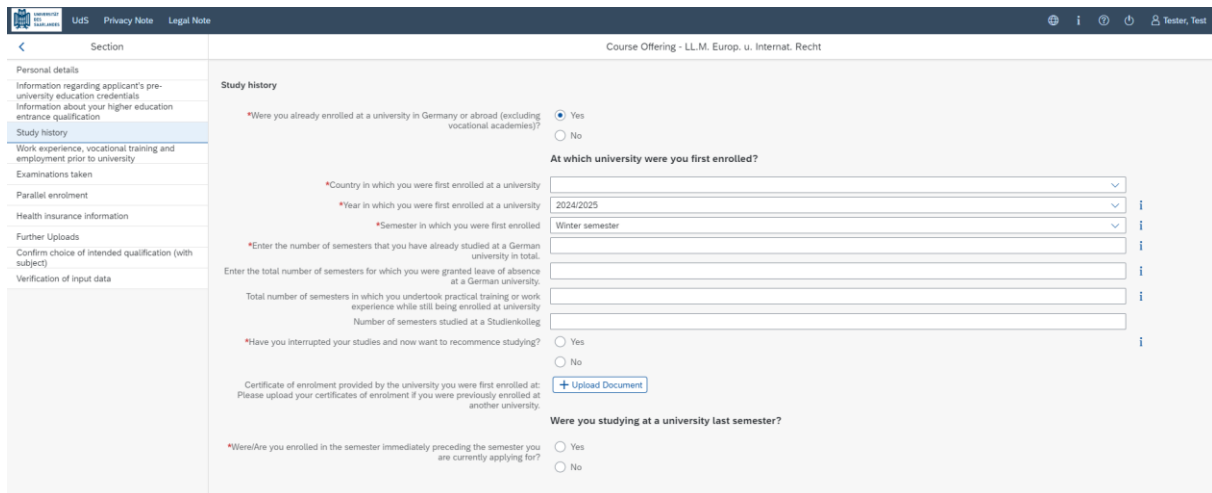
The screenshot shows the 'Language proficiency' section of the application form. It includes the following information:

- Language proficiency:** Please note that you need to meet our German language requirements in order to qualify for a place on your chosen degree programme.
- Please use the following links to access more detailed information:
  - Master's degree programmes (<https://www.uni-saarland.de/en/study/programmes/master.html>)
  - Professional study programmes (<https://www.uni-saarland.de/en/study/programmes/continuing-education.html>)
- Applicants will need to provide proof of English language proficiency, especially in the case of programmes taught in English.
- \*Please provide details of your (German) language skills. (Text area)
- Proof of language proficiency (Upload Document button)

### 2.1.6 Your study history

Please click on **Study history** and complete all mandatory fields. Depending on the data you enter, additional questions may appear on the screen that you will need to answer. You will also have the opportunity to upload the relevant documents. This can mean that there is sometimes a delay before your 'Yes' or 'No' selection is confirmed on the screen. Please be patient.

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

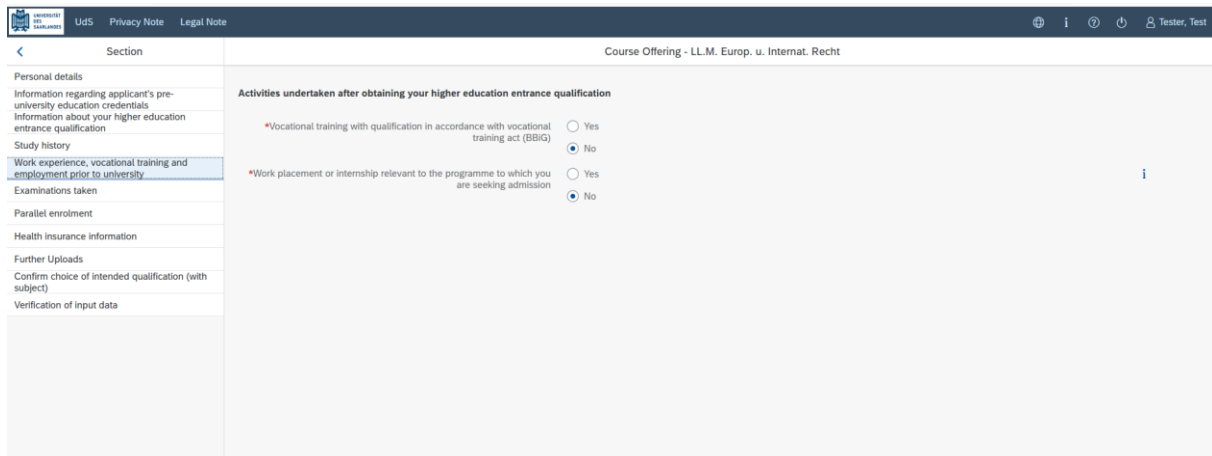


The screenshot shows the 'Study history' section of an application form. The left sidebar lists various sections, with 'Study history' selected. The main content area contains the following questions and input fields:

- \*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: [Dropdown menu]
  - \*Year in which you were first enrolled at a university: 2024/2025
  - \*Semester in which you were first enrolled: Winter semester
- \*Enter the number of semesters that you have already studied at a German university in total: [Input field]
- Enter the total number of semesters for which you were granted leave of absence at a German university: [Input field]
- Total number of semesters in which you undertook practical training or work experience while still being enrolled at university: [Input field]
- Number of semesters studied at a Studienkolleg: [Input field]
- \*Have you interrupted your studies and now want to recommence studying?  Yes  No
- Certificate of enrolment provided by the university you were first enrolled at: Please upload your certificates of enrolment if you were previously enrolled at another university. [+ Upload Document]
- Were you studying at a university last semester?  Yes  No
- \*Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for?  Yes  No

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

Please click on [Work experience](#). Please answer the mandatory questions.



The screenshot shows the 'Activities undertaken after obtaining your higher education entrance qualification' section of an application form. The left sidebar lists various sections, with 'Work experience, vocational training and employment prior to university' selected. The main content area contains the following questions and input fields:

- \*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

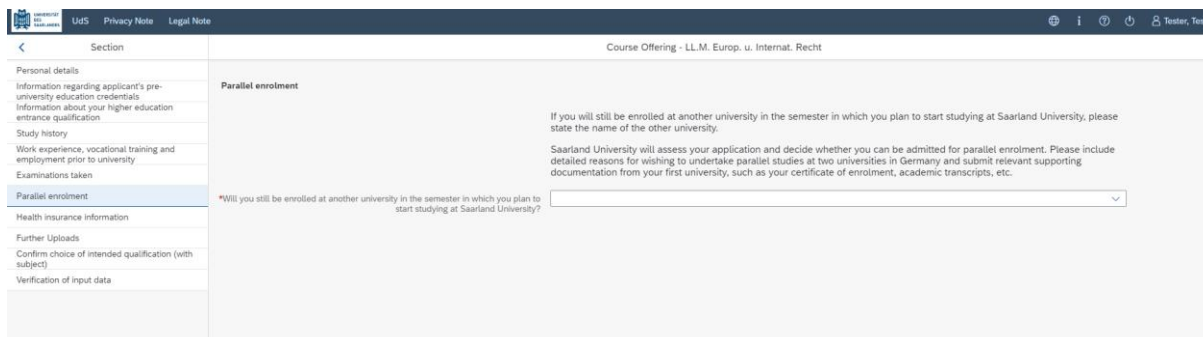
### 2.1.8 Examinations taken

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 your graduation documents using the relevant 'Upload document' button.



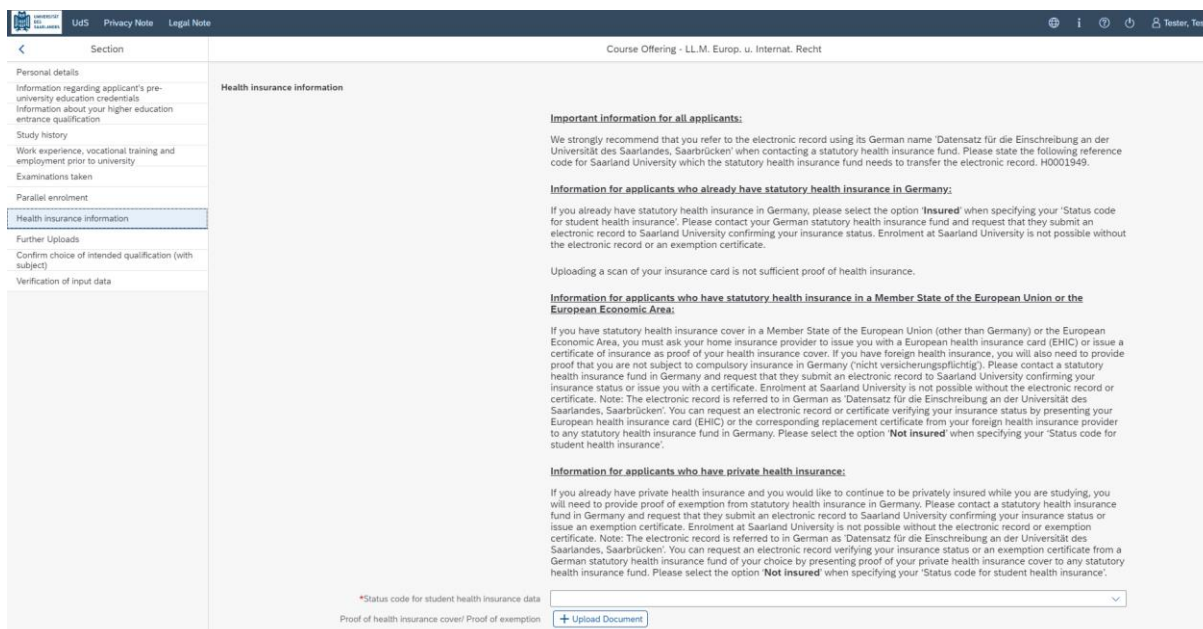
### 2.1.9 Parallel enrolment

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.



### 2.1.10 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-saarland.de/en/study/application/enrolment/documents/health-insurance.html>

### 2.1.11 Further Uploads

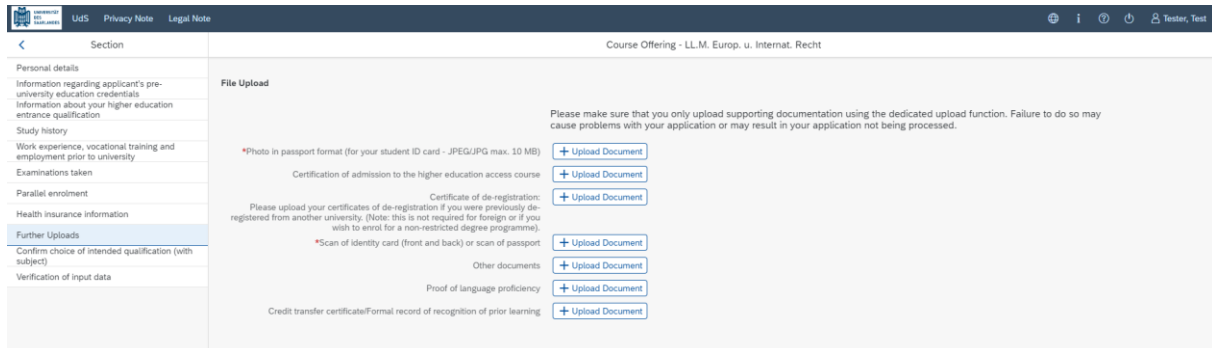
Please click on **Further Uploads**. Please upload all of the mandatory documents, by clicking on the **+ Upload Document** button next to the relevant field. Please ensure that you assign each document to the correct upload field.

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

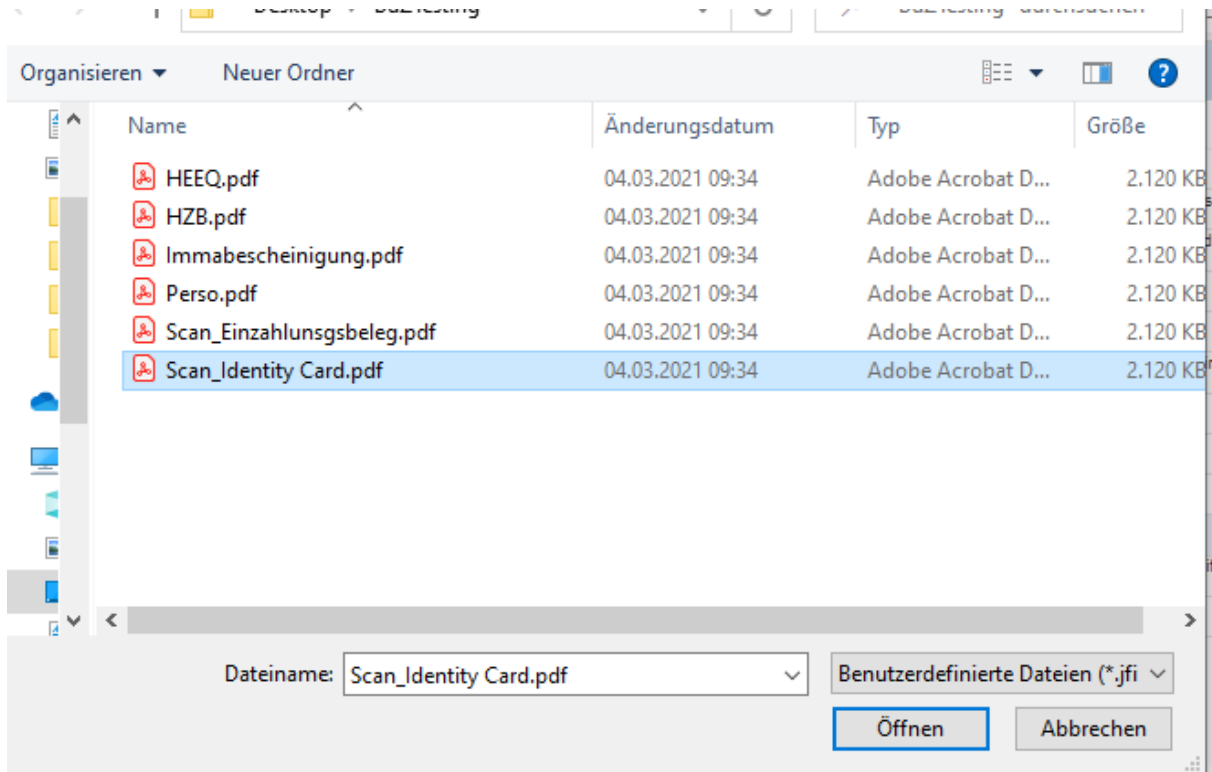
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additional documentation. You will be notified about upload links at the relevant place in the questionnaire.

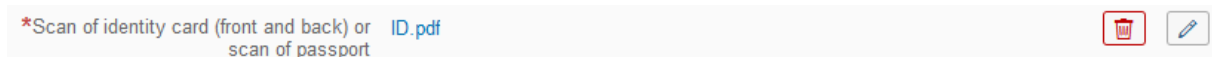
One file can be uploaded per required document; permissible file formats are **JPEG/JPG** or **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').



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.



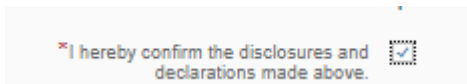
If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.

### 2.1.12 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.]**

### 2.1.13 Verifying your 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 by ticking the checkbox before you submit your application



**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 LL.M. Europ. u. Internat. Recht**

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 100000248411. 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.



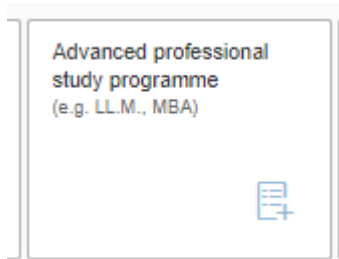
LL.M. Europ. u. Internat.  
Recht (100000248411)  
Study semester: 2

Enrol. application received by deadline




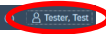
Please check – well before the enrolment deadline is due to expire – that you did actually send your enrolment application via the Submit button and that you didn't simply save it without submitting it.

## 2.2 Advanced professional study programme (Registration)

If you want to register for an advanced professional study programme, please click 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.

### 2.3 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**.

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.

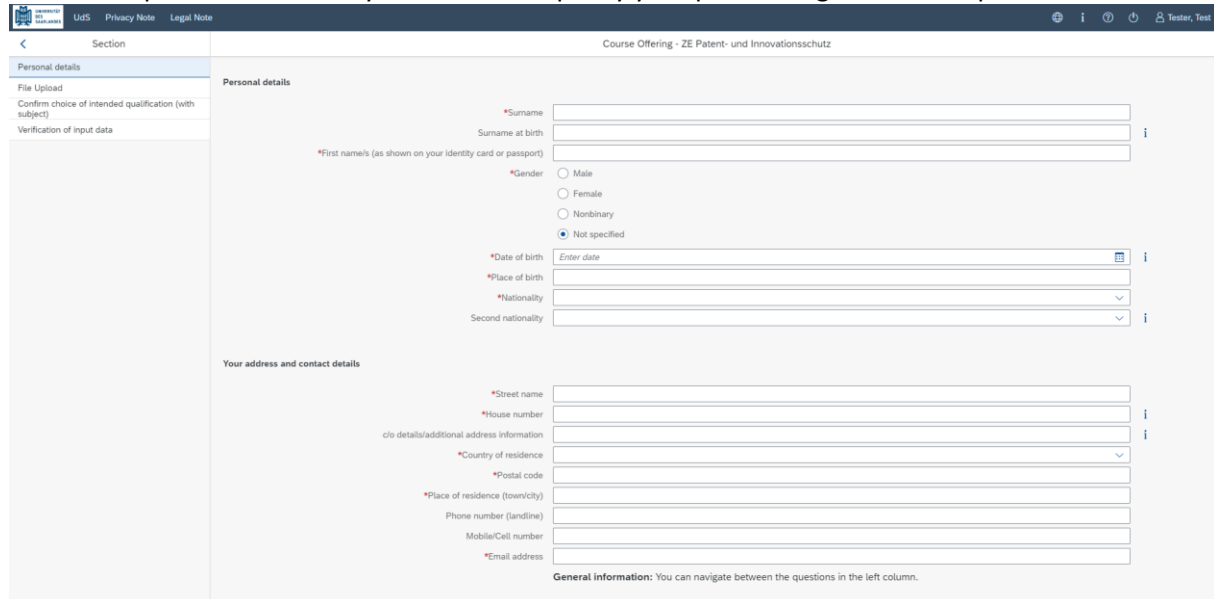


**Note:** You may experience a delay while the system processes your selection. Please be patient and do not cancel your application.

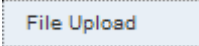
Click on  to automatically open the online application form or enrolment form for your chosen degree programme and subject.

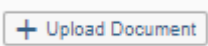
## 2.4 Personal details

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



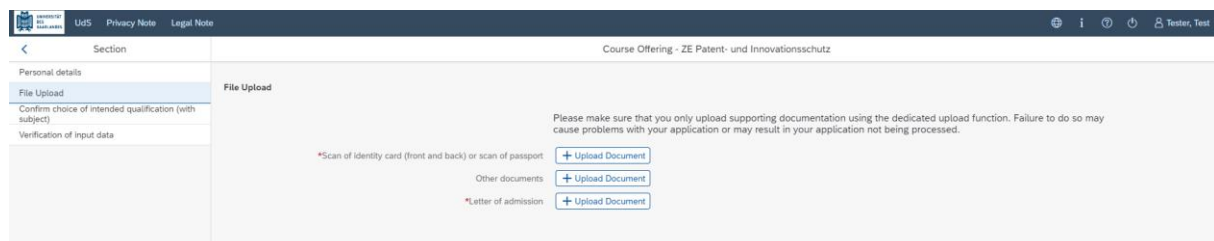
## 2.5 File upload

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

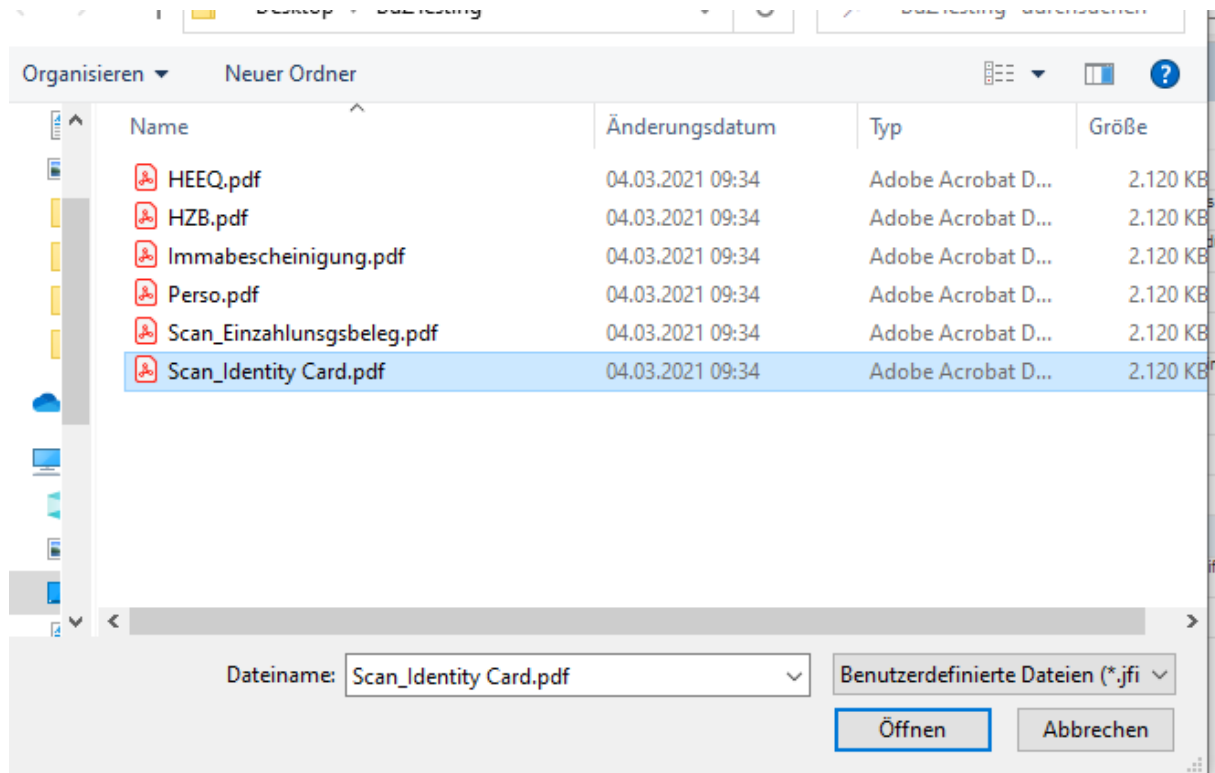
button  next to the relevant field. Please ensure that you assign each document to the correct upload field.

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.

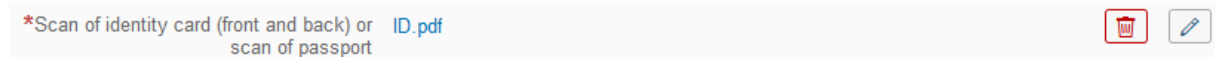
*One* file can be uploaded per required document; permissible file formats are **JPEG/JPG** or **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').



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.



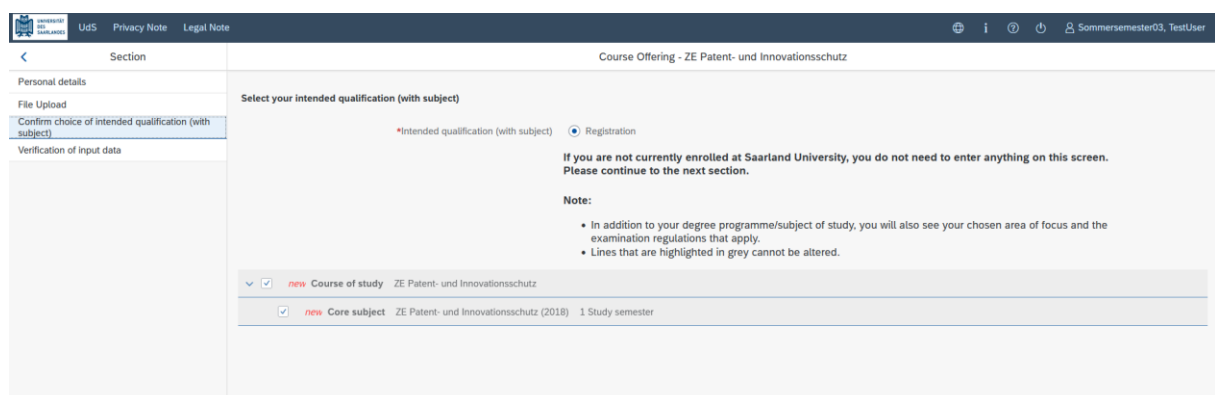
If the file was uploaded successfully, this will be indicated accordingly.



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

## 2.6 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.]



**Note:** If you are already enrolled at Saarland University, you will see the option 'Additional study programmes', which gives you the opportunity to register for an advanced professional study programme in addition to your current degree course.

## 2.7 Verifying your 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 by ticking the checkbox before you submit your application

The screenshot shows a web application interface for 'Course Offering - ZE Patent- und Innovationsschutz'. The left sidebar contains a menu with 'Verification of input data' selected. The main content area is titled 'Declaration (in lieu of oath)' and contains the following text:

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 am 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 the revocation of my registration status.

\*I hereby confirm the disclosures and declarations made above.

One final request

We would be grateful if you would participate in our feedback survey and kindly ask for a few minutes of your time. You can fill in the survey online at <https://forms.office.com/r/ps2P6gKmBw>. The information you provide will be evaluated anonymously.

At the bottom right of the form, there are two buttons: 'Save and Return' and 'Submit'.

**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:** Finally, click on **Submit** to submit your application.

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

The screenshot shows a confirmation dialog box with the following content:

Target studies for the upcoming semester

Please confirm your selection

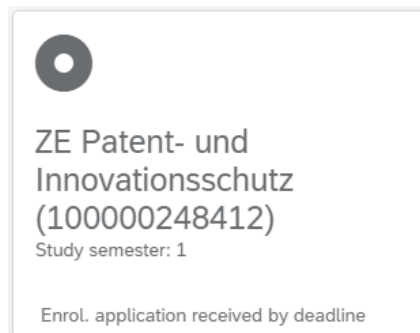
> **Course of study ZE Patent- und Innovationsschutz**

At the bottom right, there are two buttons: 'Commit' (in a blue box) and '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 100000248412. We will contact you soon by e-mail about the status of your application.

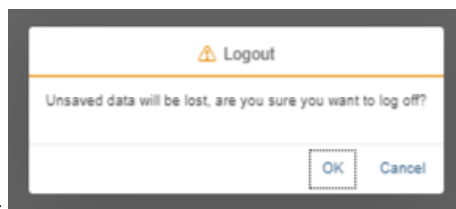
Please check on your start page that the tile for this application displays the status message 'Enrol. application received by deadline'. If that is not the case, please clear your browser cache using the key combination CTRL+F5.



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 'logout' button shown at the top right of your screen:



Confirm that you wish to log out and then close the browser.

#### Note:

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

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



Click  Kurt Cobain  to confirm that you want to log out.