

Student Information Management System

for Saarland



Application Guide Summer semester 2022

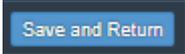
Key information at a glance

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 .

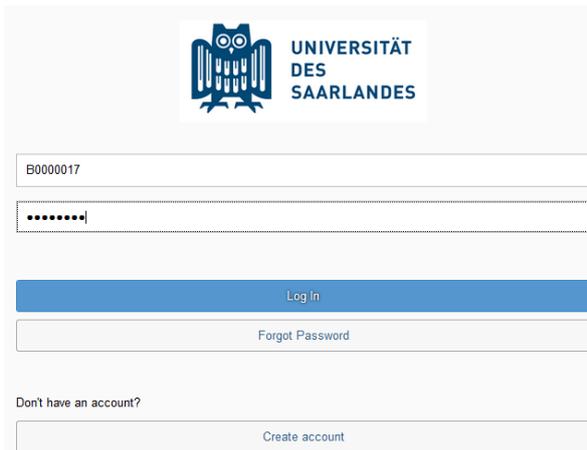
For more information on the application procedure: www.uni-saarland.de/bewerbung

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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 login form features the University of Saarland logo at the top. Below it are two input fields: the first for a username (example: B0000017) and the second for a password (masked with dots). A blue 'Log In' button is positioned below the password field. Underneath is a 'Forgot Password' link. At the bottom, there is a 'Don't have an account?' link and a 'Create account' button.

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

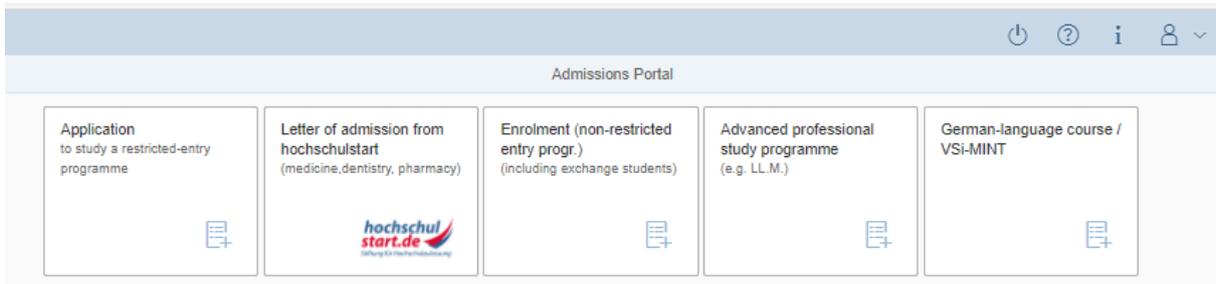
Note: If you are not already registered in SIM, please refer to the *SIM Registration Guide*.

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

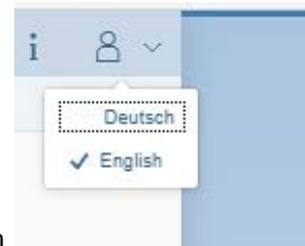
Log in using your an HIZ/UdS ID code. Once on your start page, click on the tile:

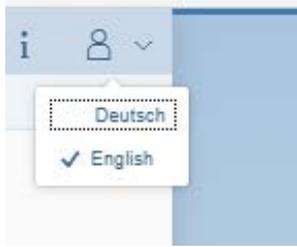


You are now on your start page in the SIM application portal.



(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 apply for a place on a study programme, please follow the instructions in Section 2. **To apply for a place** on a German language course/VSi MINT, please follow the instructions in Section 3. Section 5 contains **information on** applying to join an advanced professional study programme

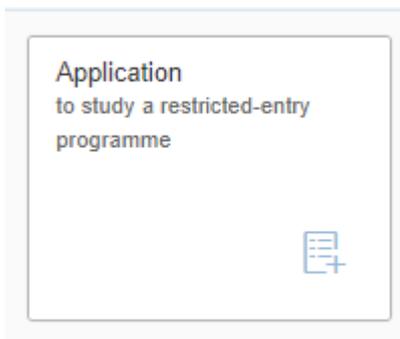
General information:

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

2. Applying for a place on a degree programme

Note: If entry restrictions do **not** apply to the degree programme that you would like to study, you can enrol directly with the university (see Enrolment Guide for Non-Restricted Study Programmes) 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 7. 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

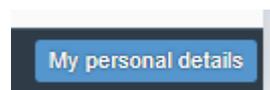
To create a new application, click on:



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 bottom right of the window, but only after you have submitted an application.



Important: Please upload your passport photo via immediately after submitting your enrolment application. Please read and follow the guidance on how to complete the application form.

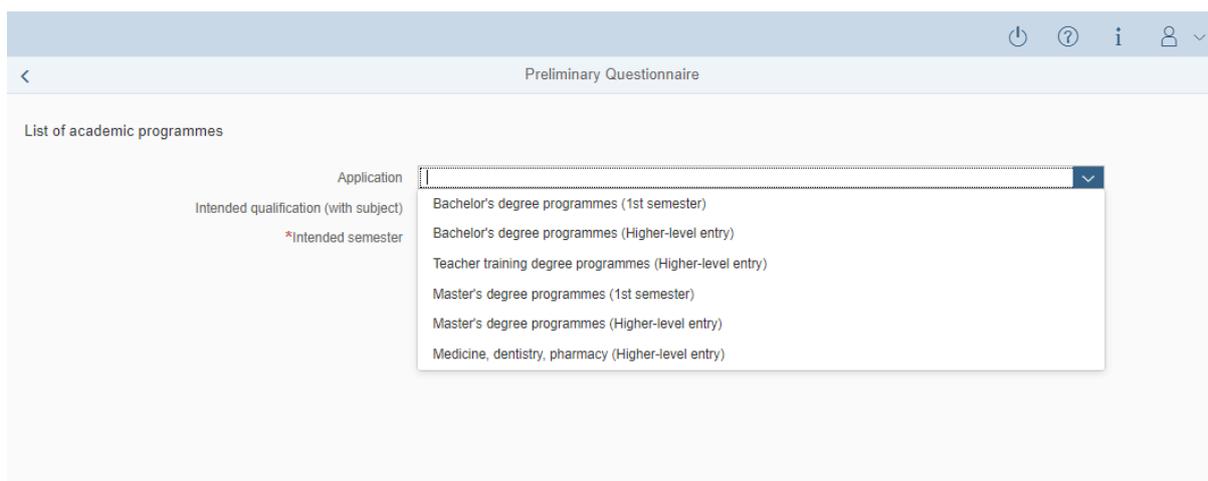
2.1 Preliminary Questionnaire

Choose the degree programme and subject area you wish to apply for.

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



to see the list of options.



Preliminary Questionnaire

List of academic programmes

Application

Intended qualification (with subject)

*Intended semester

Bachelor's degree programmes (1st semester)

Bachelor's degree programmes (Higher-level entry)

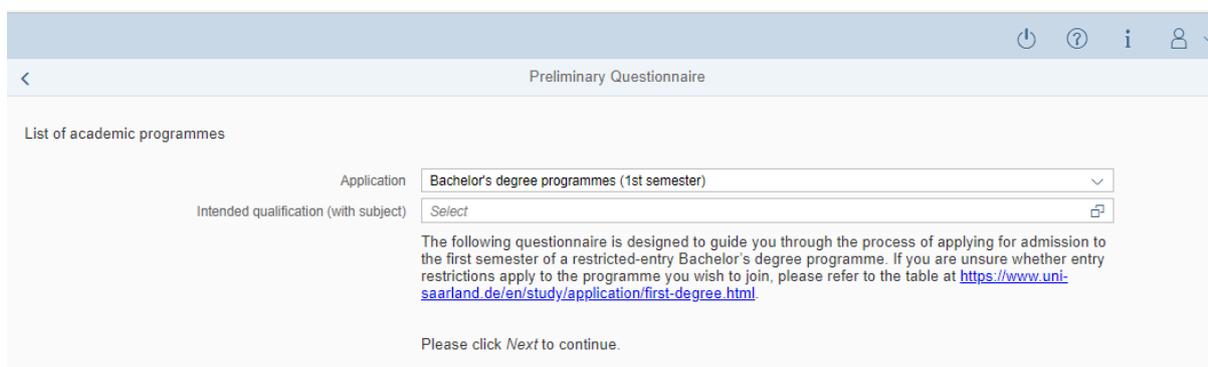
Teacher training degree programmes (Higher-level entry)

Master's degree programmes (1st semester)

Master's degree programmes (Higher-level entry)

Medicine, dentistry, pharmacy (Higher-level entry)

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



Preliminary Questionnaire

List of academic programmes

Application

Intended qualification (with subject)

Bachelor's degree programmes (1st semester)

Select

The following questionnaire is designed to guide you through the process of applying for admission to the first semester of a restricted-entry Bachelor's degree programme. 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>

Please click *Next* to continue.

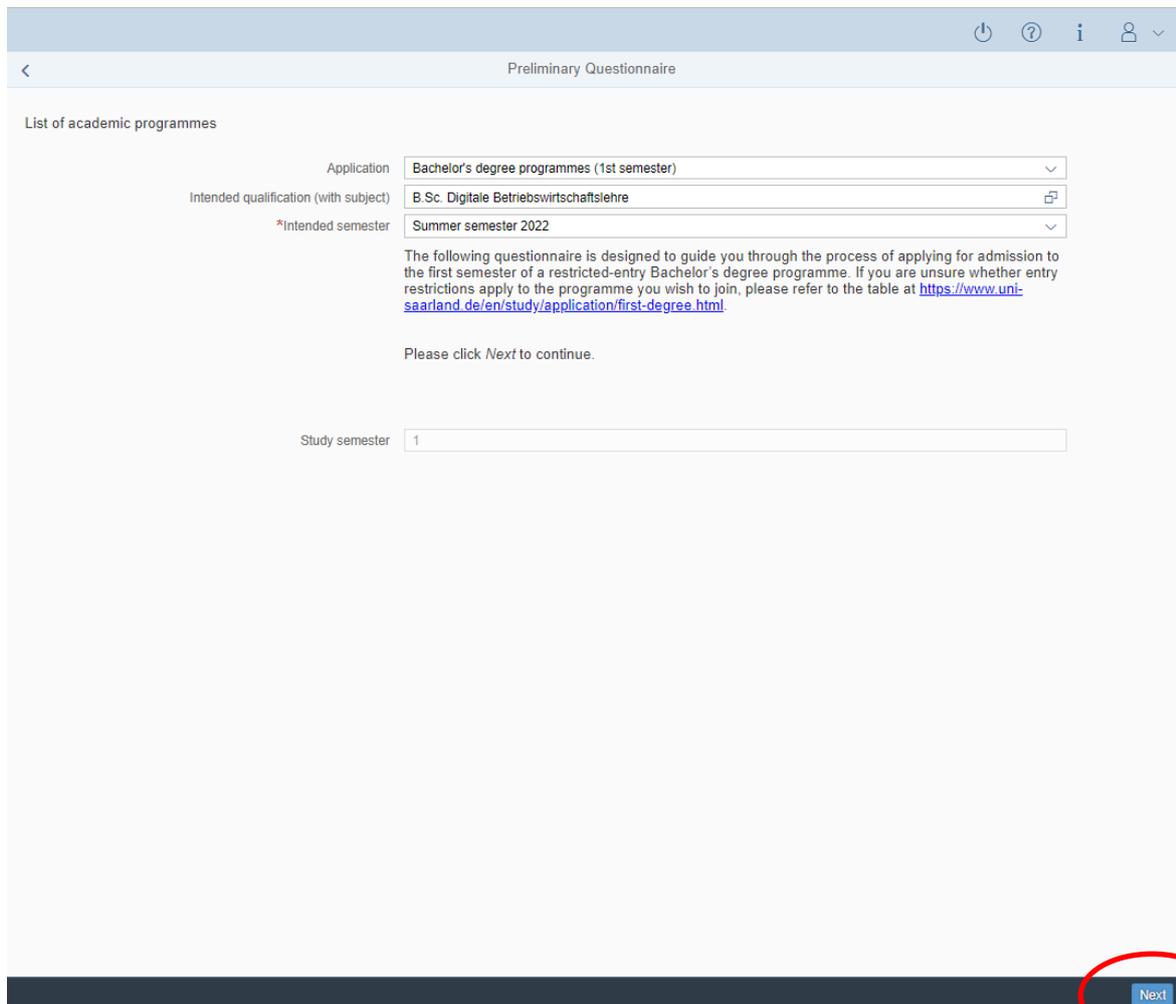
Note: If you cannot find your intended qualification and subject in the drop-down list, please carefully review the application information that you have already entered.

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



The screenshot shows a web browser window titled "Preliminary Questionnaire". The page content includes:

- A header bar with navigation icons (back, power, help, info, user) and a title "Preliminary Questionnaire".
- A section titled "List of academic programmes".
- Form fields for:
 - Application: "Bachelor's degree programmes (1st semester)"
 - Intended qualification (with subject): "B.Sc. Digitale Betriebswirtschaftslehre"
 - *Intended semester: "Summer semester 2022"
- Text: "The following questionnaire is designed to guide you through the process of applying for admission to the first semester of a restricted-entry Bachelor's degree programme. 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>."
- Text: "Please click /next to continue."
- A "Study semester" field with the value "1".
- A dark blue footer bar with a "Next" button circled in red.

2.2 Personal details

Please complete all mandatory fields. Please specify your preferred gender descriptor (default setting: 'Non-binary / Prefer not to say').

(Note: If you are applying for a place on a German language course, you must also specify which academic programme (subject and intended qualification) you plan to study after completing the language course.)

2.3 Pre-university education credentials

Please click on [Pre-university educational credentials](#) 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.

Section	Course Offering - B.Sc. Digitale Betriebswirtschaftslehre
Personal details	
Pre-university educational credentials	Pre-university educational credentials
Information about your higher education entrance qualification	*Where did you obtain your higher education entrance qualification? <ul style="list-style-type: none"> <input type="radio"/> Germany <input type="radio"/> Not in Germany <input type="radio"/> Higher education assessment test at a Studienkolleg in Germany
Language proficiency	
Study history	
Examinations taken	
Special applications (citing mitigating circumstances)	
File Upload	
Verification of input data	

2.4 Information about your higher education entrance qualification (HEEQ)

Information about your higher education entrance qualification

Please click on **Information about your higher education entrance qualification** and 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.

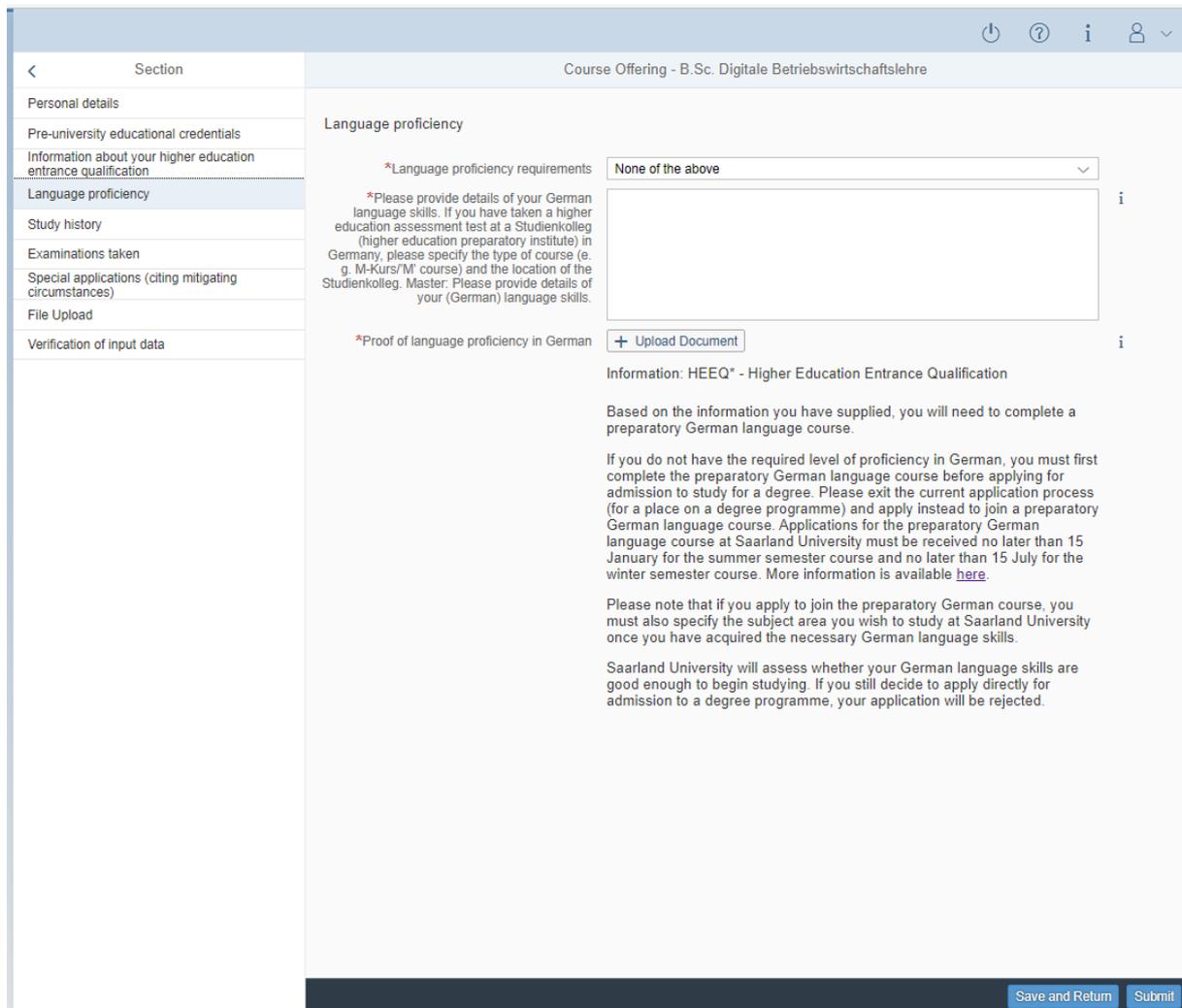
Note: Instructions on how to create a single PDF file from several documents (e.g. several JPG scans) can be found online (try searching for 'Combine multiple JPG files into one PDF').

Section	Course Offering - B.Sc. Digitale Betriebswirtschaftslehre
Personal details	
Pre-university educational credentials	Information relating to your higher education entrance qualification
Information about your higher education entrance qualification	<p>*When did you obtain your HEEQ? <input type="text" value="Enter date"/></p> <p>*In which country did you obtain your HEEQ? <input type="text"/></p> <p>*Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2,00) <input type="text"/> i</p> <p>*Higher education entrance qualification (HEEQ) <input type="button" value="+ Upload Document"/> i</p> <p>Higher education entrance qualification (HEEQ) - Page 2 <input type="button" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 3 <input type="button" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 4 <input type="button" value="+ Upload Document"/></p>
Language proficiency	
Study history	
Examinations taken	
Special applications (citing mitigating circumstances)	
File Upload	
Verification of input data	<p>Previous higher education entrance qualification/pre-university educational credentials</p> <p>Please complete the following fields, if you i</p> <ul style="list-style-type: none"> • previously acquired a higher education entrance qualification in Germany (e.g. "Fachhochschulreife"), • previously acquired a higher education entrance qualification in a country other than Germany or • have taken a higher education assessment test (FSP). <p>When did you obtain your higher education entrance qualification/pre-university educational credentials? <input type="text" value="Enter date"/></p> <p>Where did you obtain your higher education entrance qualification/pre-university educational credentials? <input type="text"/></p> <p>Overall grade <input type="text"/></p> <p>Previous HEEQ/pre-university educational credentials <input type="button" value="+ Upload Document"/></p>

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

2.5 Information on language proficiency (when applicable)

Click on [Language proficiency](#). You are only required to provide 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. working at a school English). If required, please complete at least the mandatory fields and upload the necessary documentary proof.



2.6 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](#).

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< Section	Course Offering - B.Sc. Digitale Betriebswirtschaftslehre
Personal details	<div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Study history </div> <p>*Have you previously applied unsuccessfully for a place on your intended study programme? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><small>Previous application semesters are those consecutive semesters in each of which you made an unsuccessful application to Saarland University for the same degree programme that you are currently applying for (in the case of a teaching degree programme, your previous applications must have been for the same combination of subjects and the same type of school). Previous application semesters may only be counted from that semester from which you have continued to apply for the same degree programme (up to the present time).</small></p> <p><small>Important: If you applied to join the university in the winter semester of 2020/2021 and the 'waiting semesters' (Wartesemester) that you accumulated were converted into 'previous application semesters' on the basis of the transitional arrangements then in place, you may specify these previous application semesters in your current application or add them to any rejections that may be issued from winter semester 2020/2021 onward.</small></p> <p>At which university were you first enrolled?</p> <p><small>If you have not been previously enrolled at a university, please enter 'Germany' and then specify 'Saarbrücken, U des Saarlandes' as the university. In this case, please enter 0 for the number of semesters studied.</small></p> <p>*Country in which you were first enrolled at a university <input type="text" value=""/></p> <p>*Year in which you were first enrolled at a university <input type="text" value="2022/2023"/></p> <p>*Semester in which you were first enrolled <input type="text" value="Summer semester"/></p> <p>*Number of semesters you have been studying at an university in Germany in total <input type="text" value=""/></p> <p><small>Certificates of enrolments provided by the university you were first enrolled at: Please upload your certificates of enrolment if you were previously enrolled at another university.</small></p> <p style="text-align: center;"><input type="button" value="+ Upload Document"/></p> <p>Were you studying at a university last semester?</p> <p><small>*Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for?</small> <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Examinations taken	
Special applications (citing mitigating circumstances)	
File Upload	
Verification of input data	

2.7 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.

< Section
Course Offering - B.Sc. Digitale Betriebswirtschaftslehre

Personal details

Pre-university educational credentials

Information about your higher education entrance qualification

Language proficiency

Study history

Examinations taken

Special applications (citing mitigating circumstances)

File Upload

Verification of input data

Examinations taken

Last university degree qualification/loss of right of examination

*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?

*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

Please enter you overall grade in the format X,XX (e.g. 2,00). (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 9,00.

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 8,00. 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.

If you are applying to study for a second (undergraduate) degree (i.e. a Bachelor's or state-examined degree programme), you will need to upload a statement explaining your reasons for studying for a second degree. Please upload additional documents supporting your application to study for a second degree (e.g. letters of recommendation, birth certificate) in the section 'Application to study for a second degree – Supporting documents'.

*If you passed the final examinations, please submit your graduation documents (e.g. graduation certificates); if you failed the final examinations, please submit proof of your irrevocable loss of right to further examination (incl. translation).

Examination certificates (incl. translations)

Transcript of records (incl. translations)

Penultimate university degree qualification/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.

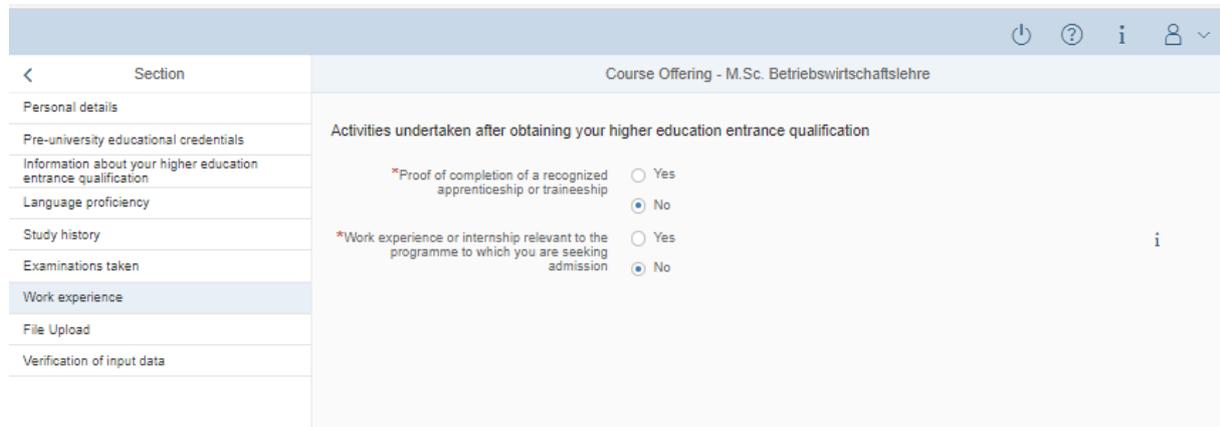
*Have you taken any further examinations? Yes No

Note: The details of the questionnaire will differ depending on the programme you have selected. If, for example, you are applying for a Master's degree programme, you will see text boxes into which you should enter the required information.

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.

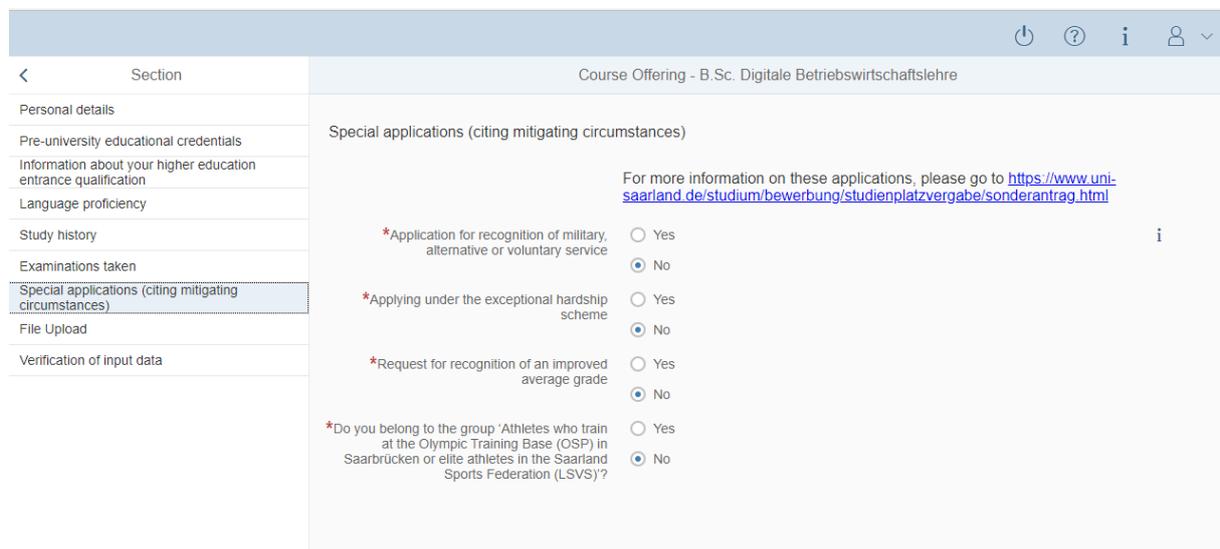


Section	Course Offering - M.Sc. Betriebswirtschaftslehre
Personal details	Activities undertaken after obtaining your higher education entrance qualification *Proof of completion of a recognized apprenticeship or traineeship <input type="radio"/> Yes <input checked="" type="radio"/> No *Work experience or internship relevant to the programme to which you are seeking admission <input type="radio"/> Yes <input checked="" type="radio"/> No
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Examinations taken	
Work experience	
File Upload	
Verification of input data	

2.9 Special applications (if applicable)

[Note: only appears for certain programmes]

Please click on **Special applications (citing mitigating circumstances)**. Enter the required information as appropriate. For additional guidance, please use the link provided.



Section	Course Offering - B.Sc. Digitale Betriebswirtschaftslehre
Personal details	Special applications (citing mitigating circumstances) For more information on these applications, please go to https://www.uni-saarland.de/studium/bewerbung/studienplatzvergabe/sonderantrag.html *Application for recognition of military, alternative or voluntary service <input type="radio"/> Yes <input checked="" type="radio"/> No *Applying under the exceptional hardship scheme <input type="radio"/> Yes <input checked="" type="radio"/> No *Request for recognition of an improved average grade <input type="radio"/> Yes <input checked="" type="radio"/> No *Do you belong to the group 'Athletes who train at the Olympic Training Base (OSP) in Saarbrücken or elite athletes in the Saarland Sports Federation (LSVS)?' <input type="radio"/> Yes <input checked="" type="radio"/> No
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Examinations taken	
Special applications (citing mitigating circumstances)	
File Upload	
Verification of input data	

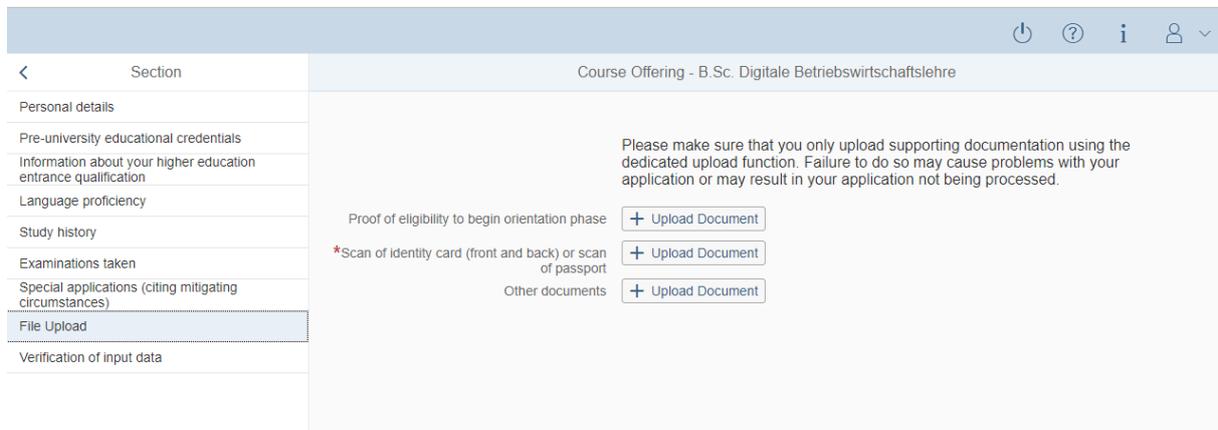
2.10 Uploading files

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

+ Upload Document button next to the relevant field. Please take care to ensure that you assign each document to its relevant upload field.

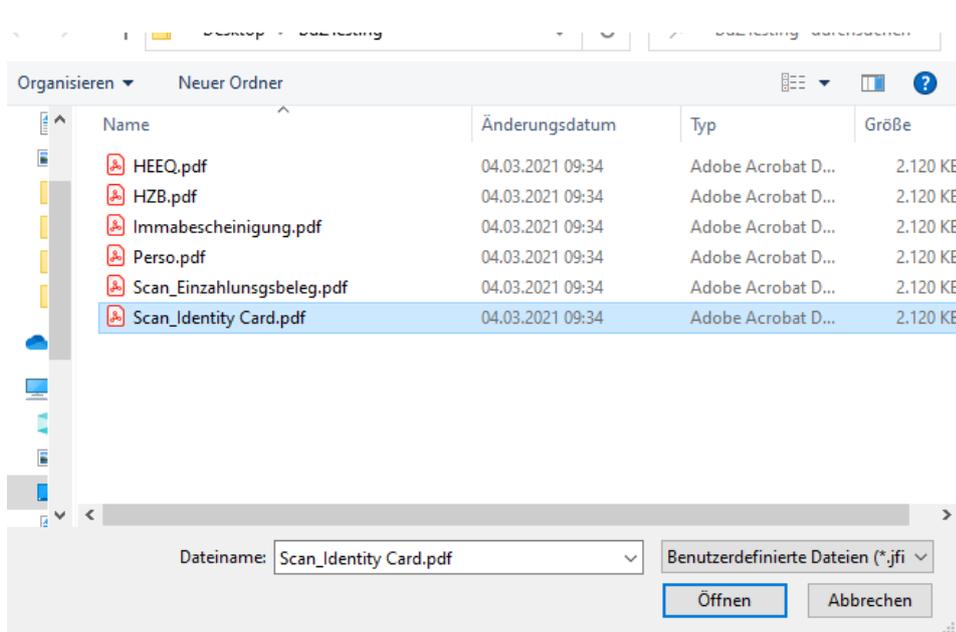
If you are applying for a Master's degree programme or an advanced professional study programme, please check whether the department that coordinates the programme requires you to upload additional documentation. You will be notified about upload links at the relevant place in the questionnaire.

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’).



The screenshot shows a web interface for uploading documents. On the left is a sidebar menu with options like 'Personal details', 'Pre-university educational credentials', 'Information about your higher education entrance qualification', 'Language proficiency', 'Study history', 'Examinations taken', 'Special applications (citing mitigating circumstances)', 'File Upload', and 'Verification of input data'. The 'File Upload' option is selected. The main area is titled 'Course Offering - B.Sc. Digitale Betriebswirtschaftslehre' and contains a warning: '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.' Below this, there are three upload buttons: '+ Upload Document' for 'Proof of eligibility to begin orientation phase', '+ Upload Document' for '*Scan of identity card (front and back) or scan of passport', and '+ Upload Document' for 'Other documents'.

When the window opens, select the file you want to upload by clicking on 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.

2.11 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 text box containing the declaration: '*I hereby confirm the disclosures and declarations made above.' To the right of the text is a small square checkbox.

Course Offering - B.Sc. Digitale Betriebswirtschaftslehre

Declaration (in lieu of oath)

I hereby apply 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 admission status and – should such misrepresentation be identified after enrolment – to the revocation of my enrolment status.

I also affirm (in lieu of oath) that I have given true information regarding periods of previous academic study and any academic degrees or university qualifications attained.

*I hereby confirm the disclosures and declarations made above.

*I hereby declare that I have not lost the right of assessment or examination in the specified subject areas.

Save and Return 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.

Finally, click on  to submit your application. You will receive on-screen confirmation that your application was submitted and you will be notified of your application number

Your application
100000040109 has been
submitted.

You will be able to view your application in the **'My applications'** section.

B.Sc. Digitale Betriebswirtschaftslehre
(100000040109)
Summer semester 2022

Submitted

You should then receive email confirmation. If you do not receive confirmation by email, please check in good time before the application deadline expires that you did actually send your intended application via the  button and that you did not simply save your application without submitting it.

3. Applying for a place on a German language course/VSi MINT

To create a new application, 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 **My personal details** at the bottom right of the window, but only after you have submitted an application.

Important: Please upload your passport photo via **My personal details** immediately after submitting your enrolment application. Please read and follow the guidance on how to complete the application form.

3.1 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**.

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.

Preliminary Questionnaire

List of academic programmes

Application: German language course

Intended qualification (with subject): Deutschkurs

*Intended semester: Summer semester 2022

This section is relevant if you wish to apply for admission to a German language course with the intention of later applying to study at Saarland University.
Please click *Next* to continue.

Study semester: 1

Next

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.

Please now follow the instructions from Section 2.2 onwards.

Note: After successfully completing the DSH German language proficiency exam, you must reapply for a place at Saarland University.

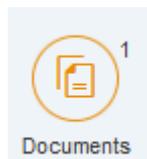
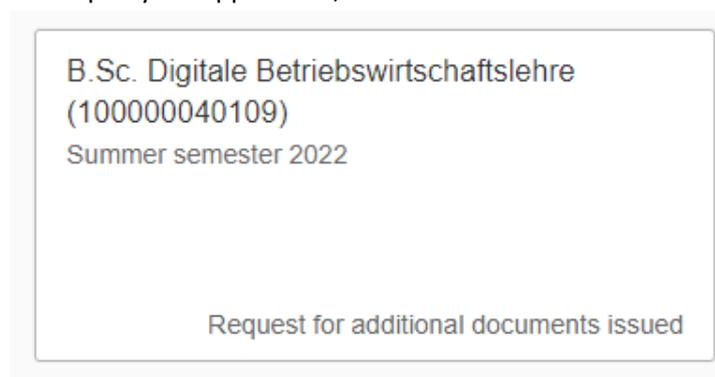
4. What happens after I have submitted my application?

Next

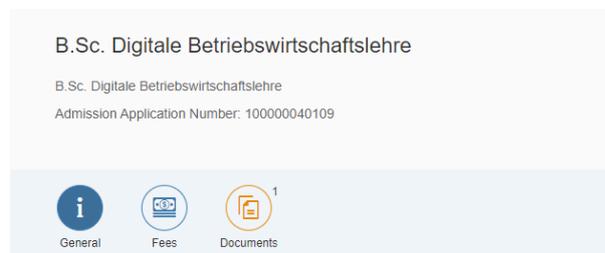
4.1 My application has been reviewed and I have been sent a request for additional documents.

If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change to '**Additional documents required**'.

To reopen your application, click on the tile



Click on the **Documents** icon **'Documents'**, to read the message indicated by the superscript **'1'**.



Course Offering B.Sc. Digitale Betriebswirtschaftslehre
Submission date admission 22.11.2021, 10:36:03

In the example shown here, the higher education entrance qualification (HEEQ) uploaded during the application process has the status **'Document invalid'** and the explanatory comment **'Document damaged or corrupted'**.

*Higher education entrance qualification (HEEQ): Please [HZB.pdf](#) either upload all the pages of your HEEQ in a single file, or upload just the first page and then submit the other pages in the corresponding upload box.

Last Date Changed : Nov 22, 2021

Status : Sorry, this document is invalid.

Comments : Error in document

The HEEQ therefore needs to be uploaded again. Click on the **Reupload Documents** button.

A new window will open so that you can select a new document. Choose the file you want to upload and then click on **open**.

After uploading the document, please resubmit your application by clicking on **Resubmit** at the bottom of the window.

Documents have been submitted.

You will receive an on-screen notification message

and the explanatory comment will be deleted.

Note: Please check under 'My applications' that the status message 'Additional documents required' no longer appears on the tile. You may need to refresh the view with F5. If the status message is unchanged, please re-upload the document.

4.2 Result of the application review process

After the application period closes, Saarland University will review and process all of the applications received. Once this has been completed, you will be notified of the result.

You will also be notified about any additional steps that you may be required to take (specifically, how to accept your place and how to apply online for enrolment into a restricted-entry degree programme).

You can view the notifications sent to you (letter of admission or rejection letter) by clicking on the relevant tile in the 'Documents' tab.



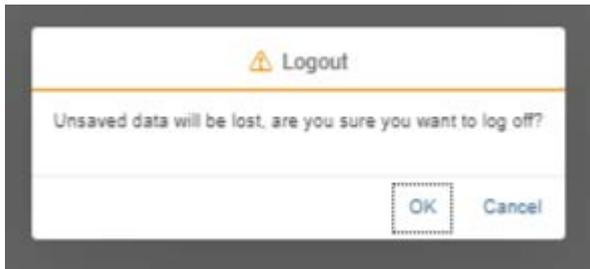
As soon as a decision has been made, you will receive notification by email.

5. Logging out of the SIM application portal

Click on the 'person' icon shown at the top left 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.

6. Changing your address in the SIM application portal

Access your start page and then click on **My personal details**.

You will then see the following window. Click on 'Change'.

The screenshot shows the 'My Personal Details' page. At the top, there is a navigation bar with a back arrow and the title 'My Personal Details'. Below this, there is a user profile section with a profile picture icon, the name 'Test341 TestN341', and the ID '7023200'. To the right, it shows the department 'B.Sc. Digitale Betriebswirtschaftslehre' and 'Known As: Department:'. There are two tabs: 'ADDRESSES' and 'PERSONAL DETAILS'. Below the tabs, there are two address entries: 'Home address' and 'Semester address'. Each entry shows the address details and validity dates. A red circle highlights the 'Change' button in the top right corner.

When the window opens, please enter your new address.

The screenshot shows the 'New Address' form. It has a title bar with a back arrow and the title 'New Address'. Below the title bar, there is a section titled 'Address Details'. The form contains the following fields: 'Address Type' (a dropdown menu with 'Choose address type' selected), 'Standardadresse' (a checkbox), 'Street/No.' (two input fields: 'Enter street' and 'Enter house number'), 'Postal Code/City' (two input fields: 'Enter postal code' and 'Enter city'), 'Country' (an input field with 'Enter country' and a country selection icon), and 'Valid From' (an input field with 'Oct 12, 2021' and a calendar icon).

Important note: In the field 'Address type' please select whether you are changing your home address or your semester contact address. Please also specify whether this address is your correspondence address, i.e. the address to which postal correspondence should be sent.

Use the field 'Valid from' to tell us when we should begin using the new address.

When you have added all the required information, click on **Save** to complete the process.

The new address and the date from which it will be used can be viewed by clicking on the 'Addresses' tab.

my - Student Center

Daten bearbeiten ↓

 Test341 TestN341
7023200

B.Sc. Digitale Betriebswirtschaftslehre Known As:
Department:

ADDRESSES PERSONAL DETAILS

Change

Home address	Semester address
Teststr. 1 66111 Saarbrücken Germany Validity: Sep 20, 2021 - Dec 31, 9999	Testneu 1 66111 Saarbrücken Germany Validity: Oct 13, 2021 - Dec 31, 9999

PERSONAL DETAILS

7. 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>