



# Guide to online enrolment: Master Students in Computer Science and related subjects

[www.uni-saarland.de/immatrikulation](http://www.uni-saarland.de/immatrikulation)

Please read this guide very carefully, as it will answer  
almost all questions that you might have!

**Disclaimer:** this is a handout provided by the Welcome Center to help you with your enrolment. You are responsible for filling the form and for submitting all required documents. If you have questions after reading through the guide, you can contact us via email: [welcome@uni-saarland.de](mailto:welcome@uni-saarland.de)

There is also an official enrolment guide, provided by the university.

[www.uni-saarland.de/fileadmin/upload/studium/bewerben/Student\\_Information\\_System\\_engl.pdf](http://www.uni-saarland.de/fileadmin/upload/studium/bewerben/Student_Information_System_engl.pdf)

[www.uni-saarland.de/fileadmin/upload/studium/bewerben/SIM\\_Nutzerhilfe.pdf](http://www.uni-saarland.de/fileadmin/upload/studium/bewerben/SIM_Nutzerhilfe.pdf)

# Documents

The online enrolment system will ask you to fill in information and to upload documents.  
Therefore, you need to have at least the following information at hand to be able to finish the enrolment:

- Valid Passport or ID card [.pdf] ✓
- Letter of acceptance [.pdf] ✓
- Passport Picture (minimum size: 248 x 330 Pixel) [.jpg]
- Receipt that you have paid the semester fee [.pdf] ✓
- Certificate of Health Insurance [.pdf] ✓
- Diploma of all degrees that you have finished (BA/MA) [.pdf] ✓
- Information about high school diploma (for example date when you finished) [.pdf] ✓
- Please note: other documents may apply depending on your program (proof of language, etc) [.pdf]

# Information on health insurance

- 1) If you do not have a valid insurance, we strongly recommend **not** to buy private health insurance in your home country, but to sign up for German insurance. You can do that after you have arrived or you can also contact the insurance providers upfront: [www.uni-saarland.de/studium/campus/laeden/versicherung/](http://www.uni-saarland.de/studium/campus/laeden/versicherung/)
  
- 2) If you have a **European Health Insurance card** (EHIC) or a valid **insurance from your home country**, you will have to present this insurance certificate to a German insurance office, so they can check its validity for enrolment at a German university. From their office, you will receive a document called „*Befreiung von der Versicherungspflicht*“ or „*nicht versicherungspflichtig*“. This document needs to be uploaded together with your home insurance. Most likely, you will get this document only after your arrival.  
  
This also applies if your insurance issued you the confirmation of the Social Security Agreement between Germany and your country.

# Semester fee

Amount for winter semester 2020: 288,00 EUR

You can pay the fee by bank transfer :

Name of the bank: Bank1Saar

Recipient`s name: Universität des Saarlandes

IBAN: DE19 5919 0000 0000 33 0000 | (BIC) SWIFTCODE: SABA DE 5 S


Reference line: Full name, date of birth, application number

## Cash payment


It is possible to pay the fee in Saarbrücken. The cash payment can only be done in Bank1Saar in the city center of Saarbrücken and a handling fee of 5,00 EUR will be charged.

If you choose cash payment: prepare your enrolment request but do not submit it before you have paid.

# You first have to register a new account

 UNIVERSITÄT  
DES  
SAARLANDES  
  
  
  
  
  
  
  


Haben Sie noch kein Benutzerkonto?

 UNIVERSITÄT  
DES  
SAARLANDES  
  

Bitte geben Sie Ihre Daten zur Erstellung eines Accounts ein.

First name /given name

Family name / last name

Date of birth 

Your email address

Create a password

Confirm password

# Check your email!

Sie haben sich für das Bewerbungsportal der Universität des Saarlandes registriert.

Sind Sie bereits Studentin oder Student an der Universität des Saarlandes?

Bitte melden Sie sich mit Ihrer bestehenden UdS-Kennung als Benutzername und Ihrem Kennwort an! Nutzen Sie dafür den folgenden Link:

<https://sim.uni-saarland.de/launchpad>

Sind Sie noch keine Studentin oder kein Student an der Universität des Saarlandes, haben sich aber schon in SIM registriert und eine Bewerbung verschickt?

Bitte melden Sie sich mit Ihrem bereits existierenden Benutzernamen (z.B. B0000xx) und Ihrem Kennwort an! Nutzen Sie dafür den folgenden Link: <https://sim.uni-saarland.de/bewerbung>

Sollten Sie Ihr Kennwort vergessen haben, fordern Sie bitte auf der genannten Webseite ein neues Kennwort an.

Sind Sie noch keine Studentin oder kein Student an der Universität des Saarlandes und haben sich auch noch nicht in SIM registriert?

Ihr Benutzername lautet:



Your username

Bitte klicken Sie auf den folgenden Link, um das Konto zu aktivieren und

mit Ihrer Bewerbung zu starten: <https://sim.uni-saarland.de/bewerbung?RequestID=00505689A6341EEA87FB783AD8FB1ED5&ActivationKey=EF4AC4EB8F1124D15D12800333829652A3DD6D77&type=3>

Der Link zur Bestätigung Ihrer Registrierung ist 24 Stunden gültig.

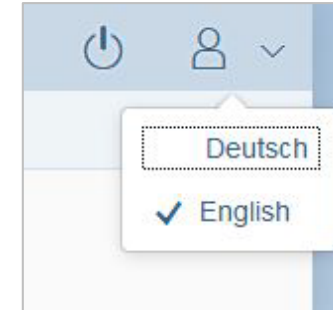


Click this link to activate account

Mit freundlichen Grüßen

Ihr Studierendenservice der Universität des Saarlandes

When using the enrolment portal, you can switch the language to English if you want.



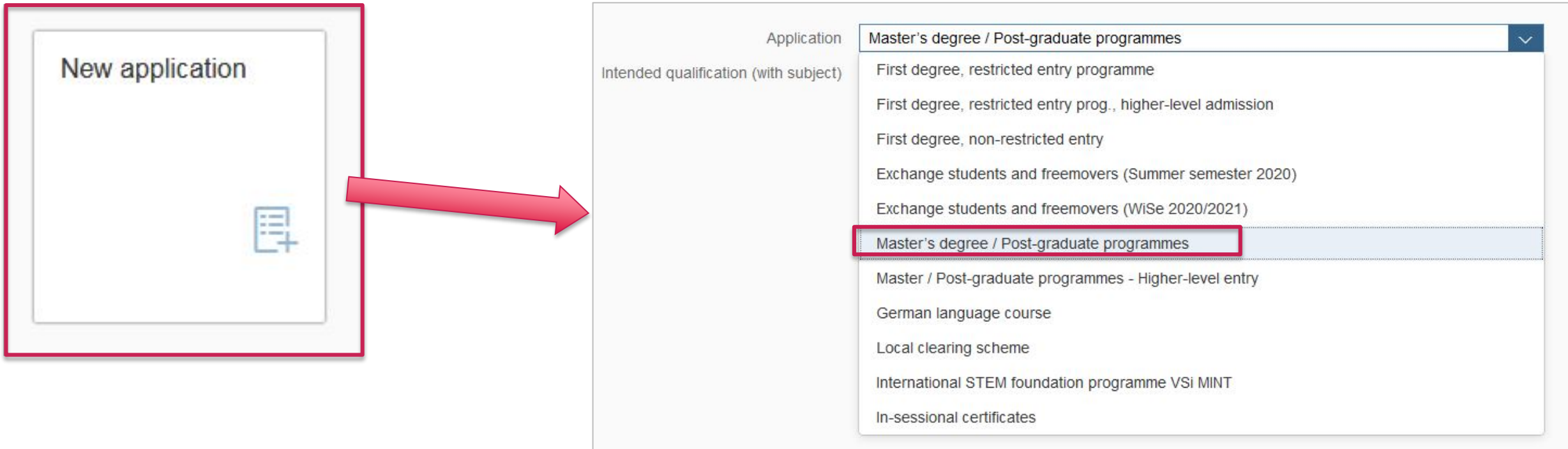
To navigate, you can use the „save and return“ (Sichern und zurück) button if you want to continue later on your application.



The submit button (Absenden) has to be used when you are **completely** done with your enrolment.



# Start your enrolment by clicking on „new application“



The diagram illustrates the process of starting an application. On the left, a button labeled "New application" with a document icon is highlighted by a red border. A red arrow points from this button to a form on the right. The form has a section titled "Intended qualification (with subject)" which contains a dropdown menu. The dropdown menu is open, showing a list of options. The option "Master's degree / Post-graduate programmes" is highlighted with a red border, indicating it is the correct choice.

Application

Intended qualification (with subject)

- Master's degree / Post-graduate programmes
- First degree, restricted entry programme
- First degree, restricted entry prog., higher-level admission
- First degree, non-restricted entry
- Exchange students and freemovers (Summer semester 2020)
- Exchange students and freemovers (WiSe 2020/2021)
- Master's degree / Post-graduate programmes
- Master / Post-graduate programmes - Higher-level entry
- German language course
- Local clearing scheme
- International STEM foundation programme VSi MINT
- In-sessional certificates

Please choose the marked option Master's degree

Choose your subject from the list  
(here as an example „Computer Science“)

Search

Search

- M.A. Romanistik - Italienisch
- M.A. Romanistik - Spanisch
- M.A. Theoretical Linguistics: Dynamics and Variation
- M.A. erweitertes Hauptfach an anderer Hochschule
- M.Sc. Bioinformatik
- M.Sc. Bioinformatik international
- M.Sc. Biophysik
- M.Sc. Data Science and Artificial Intelligence
- M.Sc. EEIGM: École Euro. d'Ingénieurs en Génie des Mat...
- M.Sc. Embedded Systems
- M.Sc. Entrepreneurial Cybersecurity
- M.Sc. Informatik
- M.Sc. Materialwissenschaft und Werkstofftechnik
- M.Sc. Mathematik
- M.Sc. Mathematik und Informatik
- M.Sc. Mikrotechnologie und Nanostrukturen
- M.Sc. Physik
- M.Sc. Systems Engineering
- M.Sc. Systems Engineering international
- M.Sc. Visual Computing
- M.Sc. Wirtschaftsinformatik
- MBA Sport-/Gesundheitsmanagement

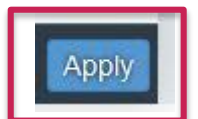
Cancel

Application: Master's degree / Cont. ed. or prof. dev. programme

Intended qualification (with subject): M.Sc. Informatik

Study semester: 1

Continue with „apply“



Personal details
Information regarding applicant's pre-university education credentials
Information about your higher education entrance qualification
Language proficiency
Study history
Work experience, vocational training and employment prior to university
Examinations taken
Parallel enrolment
Health insurance information
File Upload
Confirm choice of intended qualification (with subject)
Verification of input data



On the left side of your screen you will now see several categories of questions. You have to answer at least all questions marked with an asterix (\*).

If you forget a question, the system will normally remind you when you try to submit the enrolment request.

On the next pages, we will explain some fields that often cause questions. Nevertheless, please read through all questions!

# Choose where you have finished your high school

## Pre-university educational credentials

\*Where did you obtain your higher education entrance qualification?

- ☐ Germany
- ☐ Not in Germany
- ☐ Higher education assessment test at a Studienkolleg in Germany

\*Please specify the classification assigned to your higher education entrance qualification. For undergraduate programmes, you will find this classification in your preliminary review documentation (uni-assist) or your official notification of recognition (for German nationals).

- ☒ HEEQ for all types of HEI and for all subject areas
- ☐ HEEQ for all types of HEI for the subject(s) listed here
- ☐ German school abroad (German Abitur)
- ☐ HEEQ for the Studienkolleg accord. to prelim. review docum.

Please choose this option. This question is actually irrelevant for your enrolment, so simply choose this option and move on.  
You also do not have to upload the requested „preliminary review documentation“, but your high school diploma instead.

# Choose where you have finished your high education entrance qualification

→ In most countries this means the high school diploma or equivalent

When did you finish high school?

In which country did you finish highschool?

What is your grade? If you do not know the German equivalent, please simply fill „99“

What is the diploma called in your country?  
For example: A-Levels, HSC, Baccalaureat etc.

\*When did you obtain your HEEQ?

\*In which country did you obtain your HEEQ?

\*Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2.00)

\*Details of higher education entrance qualification (actual designation of school-leaving certificate in country of issue, curricular focus, information on periods of university study)

Please fill in the level of German that you have within the Common European Framework of Reference for Languages (A0 – C2)

\*Please provide details of your German language skills / other language skills. If you have taken a higher education assessment test at a Studienkolleg (higher education preparatory institute) in Germany, please specify the type of course (e.g. M-Kurs/'M' course) and the location of the Studienkolleg.

i

\*Proof of language proficiency in German

+ Upload Document

i

Please fill the level of your German skills. If you do not have any German skills at all, you can write this down as well. In this case please upload any document to replace the language certificate, for example a note that you have written yourself, stating that you have no German skills.



## 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?

Since you are enrolling for a Master program, you must at least have finished one degree before this Master. Therefore, please choose „yes“.



### 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?

→ Choose „yes“

\*Country in which you completed the examinations

→ Country in which you finished the degree

\*Type of study

\*Degree/Qualification

→ Which degree did you finish?

\*First subject

→ Subject?

Second subject

Third subject

\*Date of examination

→ Date when you finished the degree

\*Examination status

→ Please choose „passed“

\*Overall grade

→ Enter the grade that you obtained.  
If unknown, please fill „99“

## With regards to your health insurance, please fill as follows:

- > If you have a European Health Insurance Card or AT/11 = not subject to compulsory...
- > Private insurance coverage = exempted
- > Statutory insurance coverage = compulsorily insured

*Status code for student health insurance data	<input type="text"/>
Proof of health insurance cover/ Proof of exemption	<div>exempted</div> <div>compulsorily insured</div> <div>not subject to compulsory insurance requirement</div>



# Upload your files

Certificates of de-registrations: Please upload your certificates of de-registration if you were previously enrolled at another university.

+ Upload Document

\*Scan of identity card (front and back) or scan of passport

+ Upload Document

Proof of eligibility to begin orientation phase

+ Upload Document

Other documents

+ Upload Document

Credit transfer certificate/Formal record of recognition of prior learning

+ Upload Document

\*Letter of admission

+ Upload Document

upload here your passport or ID Card

upload here your letter of acceptance

Once you are fully finished with your enrolment and you have uploaded **all documents**, please tick the box to confirm your enrolment request, the data protection declaration.

\*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 subject areas that I have applied for.

Please upload your passport photograph in the "**My personal data**" section. Once you have submitted your application, please return to the portal homepage and click on 'My personal data', where you will be able to upload your passport-style photograph.

If your enrolment application is successful but you have not uploaded a photograph, you will not be issued with a student ID card.

You do not need to upload a passport photo if you have already been issued with a UdS Card (student ID card).

Proof of payment of fees

**Please only click the final submit button if your documents are complete!**

Finish the enrolment by clicking on „Submit“

Please upload here your proof of payment for the semester fee

## Uploading your picture

After you submitted the enrolment, please go back to the main page.

On the lower part of the page, you can see this button. Please click on it.



Next you have to click onto „Kopfdaten bearbeiten“ and upload your picture as a [.jpg]

## After the enrolment is finished

If you have given a German, French, Luxembourg or Swiss address during the online enrolment, the card will be send to this adress. If you have given an address outside these countries, you need to pick up the card at university.

In this case you can normally pick up your student card in the Welcome Center in building A4 4 a few days after you finished your online enrolment. Due to the high workload of enrolments in early April/October, this may mean a week or more after you have finished your enrolment. You will be notified by email when your enrolment is done.

Opening hours of the Welcome Center (Building A4.4) :

Monday to Friday, 9.30 – 12.30 and 13.30 – 15.00



UNIVERSITÄT  
DES  
SAARLANDES

Thank you for carefully reading this guide  
and  
Welcome at Saarland University!