



**htw saar**

**Hochschule für  
Technik und Wirtschaft  
des Saarlandes**  
University of  
Applied Sciences

# **Online Orientation Session International Office htw saar**

26.01.2025

Admission & Important Documents

# Advice and support for international students

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## International Office Student Buddies



internationalstudents.htwsaar@gmail.com



WhatsApp

<https://chat.whatsapp.com/FKg74WEbo9w0mRV2zOnEFq>

# Online Orientation Sessions International Office Summer Semester 2026

Every Monday until our Welcome Event **16.03.2026**

*Same time, same link*

- 19.01.2026: Admission & Visa
- 26.01.2026: Admission & Important Documents
- 02.02.2026: Admission & Housing in Saarbrücken
- 09.02.2026: Q&A and studying at htw saar
  
- 17.02.2026: Prepare your stay
- 23.02.2026: First steps in Saarbrücken
- 02.03.2026: htw saar – IT & Learning Systems
- 09.03.2026: Get to know your new home: Saarland

# Enrollment / Matriculation at htw saar

- Contact [apply@htwsaar.de](mailto:apply@htwsaar.de) regarding questions on your application
- You will be notified about whether you have been admitted or not within February, sometimes earlier, sometimes later, depending on the individual study program
- We at the International Office or at the Office of Admissions do not know these individual dates
- When your status in the SIM application portal changes, you should again receive an email
- To be on the safe side, please check the portal on a regular basis.
- Watch the explanatory video: 

# Enrollment / Matriculation at htw saar

- Log onto the SIM admissions portal: <https://sim.htwsaar.de/bewerbung#/Logon>
- Find your admission letter (Zulassungsbescheid) under “documents” (*not applicable for restriction free study programs*)
- Read carefully and check your individual deadlines!
- Finalize the enrollment process in the SIM application portal right away
- In case you are asked to provide additional documents:
  - You will be notified via E-mail
  - The tile „documents“ in the SIM application will appear in a different color with a number next to it
  - Click on this tile to find out which documents are missing or not valid
  - Contact [apply@htwsaar.de](mailto:apply@htwsaar.de) if you have any questions about what you need to provide

# Enrollment / Matriculation at htw saar

## Health Insurance

- **“insured”**: you have public health insurance in Germany (e.g. AOK, IKK)
  - Ask your German public health insurance to send an electronic notice about your insurance status to htw saar
  - The sending number of htw saar is H0003095
- **„not insured“**: you have private health insurance, travel health insurance or that you can keep the health insurance from your home country
  - Please also contact any German public health insurance provider to issue you a waver/exemption from German public health insurance
  - They will then also send an electronic notification to htw saar
  - The sending number of htw saar is H0003095
  - Find out more about this here: [Health Insurance](#)

# Questions?



# Important Documents

- Letter of Delay: Ask us if you need one and if it needs to contain special information
- Personal Documents (ID, birth certificate, graduation certificates, etc.)
- Visa Documents (also: blocked account, Passport, etc.)
- Health Insurance before semester start: private travel insurance
- Upload (scans of) important documents in a cloud
- Create a sorted folder for physical copies and important originals

## After your arrival in Germany:

- Accommodation provider certificate (Wohnungsgeberbescheinigung)
- Address registration certificate from the citizen's office (Meldebescheinigung) – always have your name on the mailbox and let the immigration office know your address

Please find more information on our website, or keep joining our Online Orientation Sessions

# Important Documents

## Admission Letter explained:

Personen-ID: 500000 Antrags-ID: 100000050505  
(bitte bei jeder Kommunikation angeben)

66117 Saarbrücken

Ihre Bewerbung um einen Studienplatz an der **Hochschule für Technik und Wirtschaft** war erfolgreich und Ihrem Antrag auf Zulassung zum Wintersemester 2023 für den folgenden Studiengang wird stattgegeben.

Abschluss	Studiengang / Studienfach / Ordnungsnummer	Fachsemester
Eignungsfeststellung	EF INGPrep Vorbereitungsstudium (2018)	1
Eignungsfeststellung	EF INGPrep Vorb. - Elektrotech. (2018)	

Die Zulassung wird für den oben angegebenen Studiengang ausgesprochen.

Eine Immatrikulation auf Grundlage dieses Bescheides ist nach erfolgter Annahme, bis spätestens **07.08.2023**, möglich.

Zulassungen, die auf falschen Angaben beruhen, werden durch die Hochschule zurückgenommen. Ist die Zulassung sonst fehlerhaft, kann die Hochschule sie zurücknehmen.

Informationen zu den zu entrichtenden Beiträgen / Gebühren entnehmen Sie bitte der Gebührenübersicht im Bewerberportal unter <https://sim.htwsaar.de/bewerbung>.

Weitere Informationen zu der Immatrikulation finden Sie auf der Internetseite <https://www.htwsaar.de/studium-und-lehre/vor-dem-studium/bewerbung/infos-zum-bewerbungsverfahren/studienplatzvergabe/immatrikulation>

Your personal  
deadline to accept  
your admission offer!

# Mor important information at the beginning of your studies

- On our website you will find lots of important information.
  - [Bevore you start](#)
  - [First Steps](#)
  - [Finding a place to stay](#)
  - [Financing your Studies](#)
- If you want to know anything about the status of your application, please contact our student services: [apply@htwsaar.de](mailto:apply@htwsaar.de)

# Kontaktiere uns!



WhatsApp

<https://chat.whatsapp.com/FKg74WEbo9w0mRV2zOnEFq>



Instagram

<https://www.instagram.com/internationalstudents.htwsaar/>



YouTube

<https://www.youtube.com/channel/UCuq7za9GlgZ8i02AehDLe3A>

## International Office:

- Norma Dettloff
- Miriam Renner

Contact:

[study@htwsaar.de](mailto:study@htwsaar.de)

## Studierendenservice:

- Halima Lentes

Contact:

[apply@htwsaar.de](mailto:apply@htwsaar.de)



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## **Next Online Orientation Session:**

**02.02.2025**

**Admission & Housing in  
Saarbrücken**