

Student Information Management System for Saarland



Application Guide Winter semester 2025/26



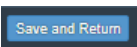
Key information at a glance:

Access to SIM for students at htw saar: <https://sim.htwsaar.de/>,

for new applicants via <https://sim.htwsaar.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:

<https://www.htwsaar.de/studium-und-lehre/vor-dem-studium/bewerbung>

Questions about the application process can be sent by email to stud-sek@htwsaar.de

If you are having **technical issues with the SIM application portal**, please send your questions to: sim-support@hiz-saarland.de

If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth, your HIZ ID code (if you are already enrolled as a student at htw saar) **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. Registering with the SIM application portal

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.

1.1 I am already enrolled as a student at htw saar?

Please use your existing user account, which you can access here: <https://sim.htwsaar.de/>



Login zur Nutzung von: SIM-
Studierendenportal HTW (sapgw2
400)

[Benötigen Sie Hilfe?](#)

Kennung

Passwort

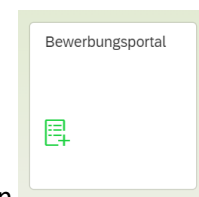
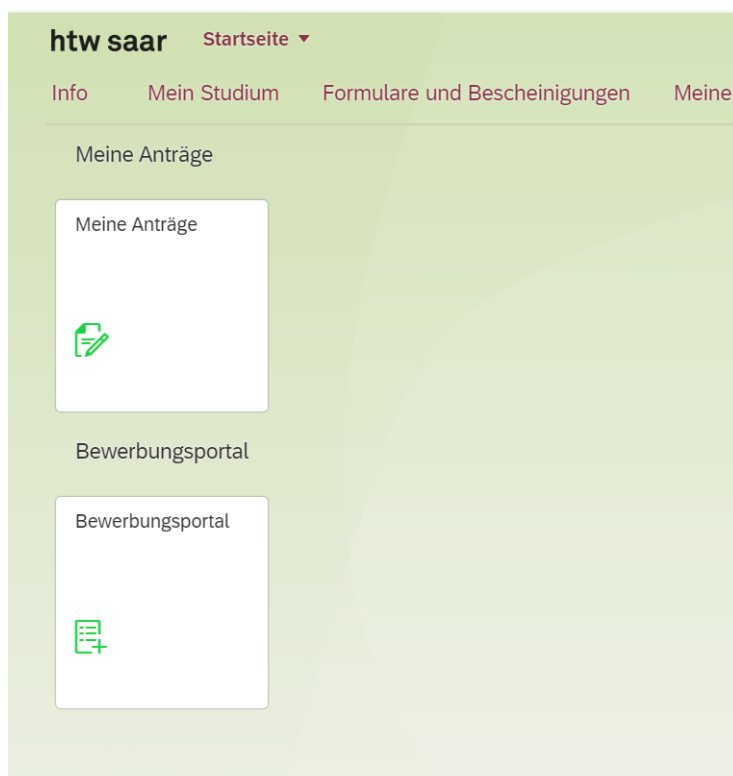
☐ Login nicht merken

☐ Vormalis erteilte Erlaubnis, Daten weiterzuleiten, widerrufen

Login

SIM-Studierendenportal Hochschule für
Technik und Wirtschaft des Saarlandes
(sapgw2 400)

Please enter your HIZ ID code
and your password. Then click
on **Login**.

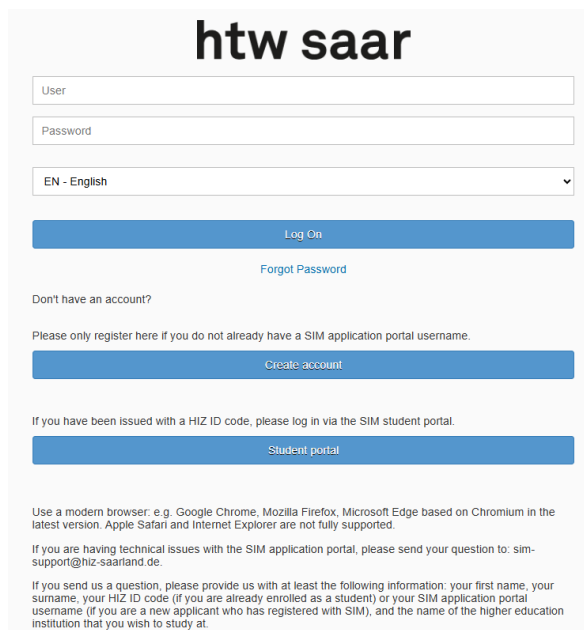


Click on

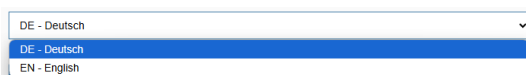
1.2 I have not yet enrolled as a student at htw saar and I am not yet registered in SIM

Please register using the following link:

<https://sim.htwsaar.de/bewerbung>



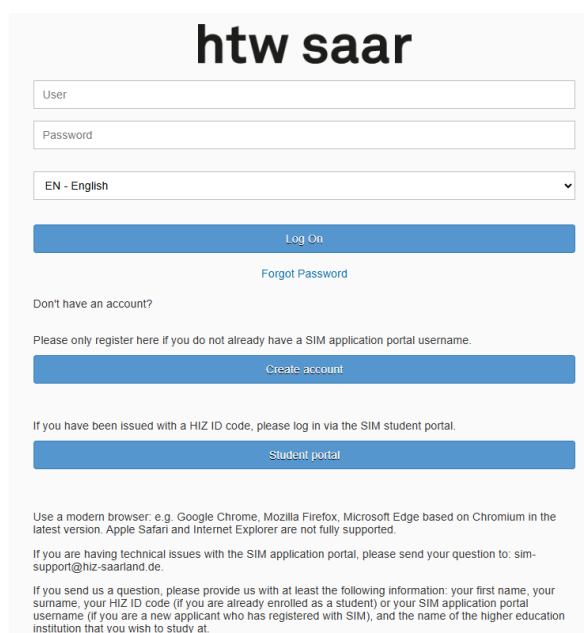
Switch language by clicking on



and then. Choose 'EN - English' from the drop-down menu

Note: The language you set here is your language of communication. This means that you will receive future mail messages in this language.

Click on **Create account**.



Enter the required data when prompted.

Note: Please enter an email address that you can access reliably at all times over the entire application period.



Switch language by clicking on .

Choose 'EN – English' from the drop-down menu.

Click on [Submit](#) .

After a few minutes you should receive an automatic verification email at the email address you specified. The email will ask you to use your existing login ID or to log in using the username specified in the email.

Note: If you have not received the verification email after 15 minutes, please check your email spam folder.

After receiving the verification email, you have 24 hours in which to click on the link in the email, enter your username and password

and then click on [Log In](#) to activate your user account. If you do not activate your account *within 24 hours*, you will

need to go through the [Create account](#) process from the start.

htw saar

Enter your information to sign up for an account.

Please note that you should only register here if you are not yet a student at the university and have not yet registered in the SIM application portal.

In all other cases, please proceed as follows:

If you are already a student at the university, please use your existing student account and log in to the SIM student portal.

If you are not yet a student at the university but have already registered in the SIM application portal, please use your existing application account (please go to the start page).

The password must contain 15 characters with at least 1 upper case letter, at least 1 lower case letter, at least 1 special character and at least 1 number.

[Submit](#)

htw saar

[Log On](#)

[Forgot Password](#)

Don't have an account?

Please only register here if you do not already have a SIM application portal username.

[Create account](#)

If you have been issued with a HIZ ID code, please log in via the SIM student portal.

[Student portal](#)

Use a modern browser: e.g. Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium in the latest version. Apple Safari and Internet Explorer are not fully supported.


If you are having technical issues with the SIM application portal, please send your question to: sim-support@hiz-saarland.de.

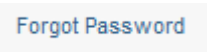
If you send us a question, please provide us with at least the following information: your first name, your surname, your HIZ ID code (if you are already enrolled as a student) or your SIM application portal username (if you are a new applicant who has registered with SIM), and the name of the higher education institution that you wish to study at.

1.3 I am not yet enrolled as a student at htw saar, but I have registered with SIM and have already submitted an application

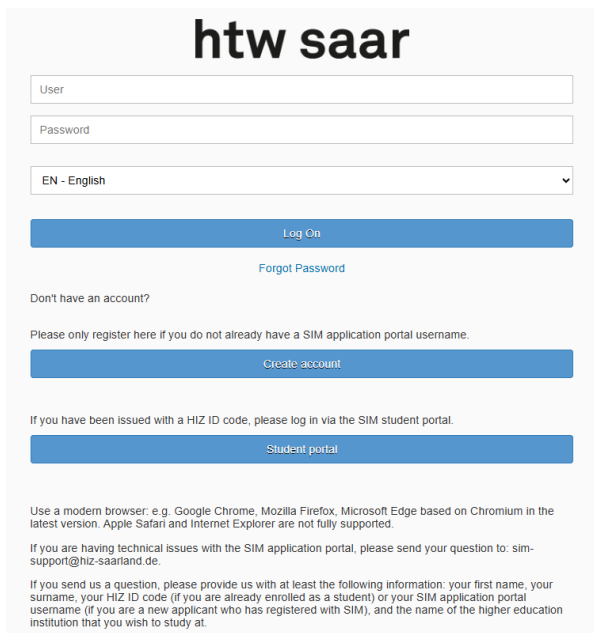
Please use your existing user account, which you can access here:

<https://sim.htwsaar.de/bewerbung>

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

If you have forgotten your password, please click on the  button.

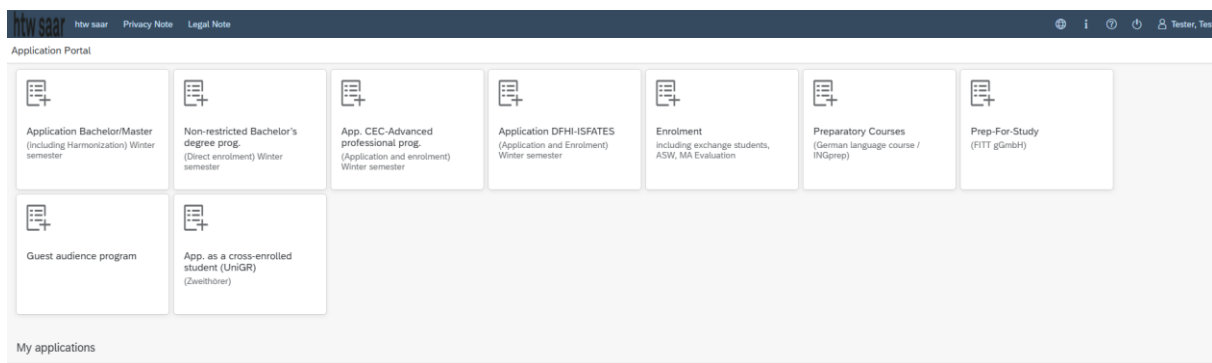
Note: If the window does **not** appear as shown here, please clear your browser cache using CTRL+F5 and restart the browser.



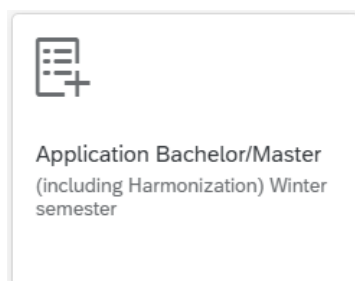
The screenshot shows the htw saar login interface. At the top is the 'htw saar' logo. Below it are three input fields: 'User', 'Password', and a language dropdown menu currently set to 'EN - English'. There are three main buttons: 'Log On' (blue), 'Forgot Password' (blue text link), and 'Create account' (blue). Below these is a link 'Don't have an account?'. Further down is a section for 'Student portal' with a blue button. At the bottom, there is a note about using a modern browser and a contact email 'sim-support@hiz-saarland.de' for technical issues. A detailed note at the very bottom asks for specific information (first name, surname, HIZ ID code, SIM application portal username, and higher education institution) if a question is sent.

2. Applying for a place on a degree programme

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

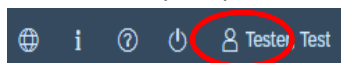


To create a new application, click on:



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



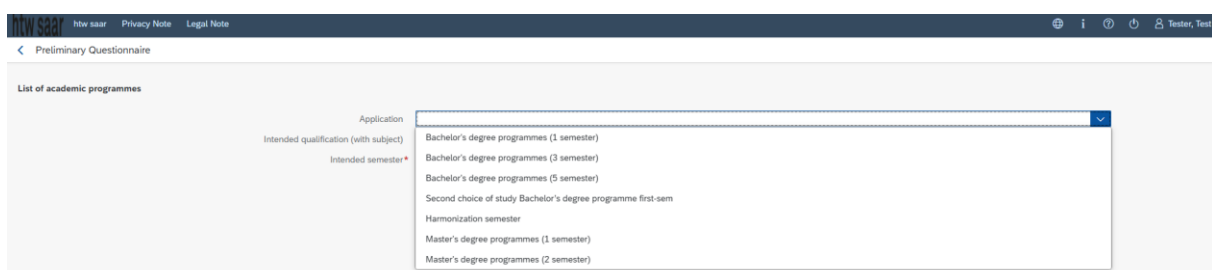
at the top right of the window, but only after you have submitted an application.

2.1 Preliminary Questionnaire

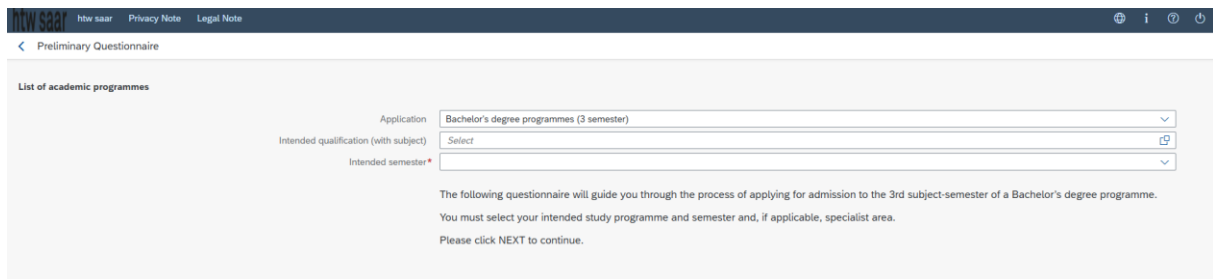
Choose the degree programme and subject area you wish to apply for.

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

to see the list of options.



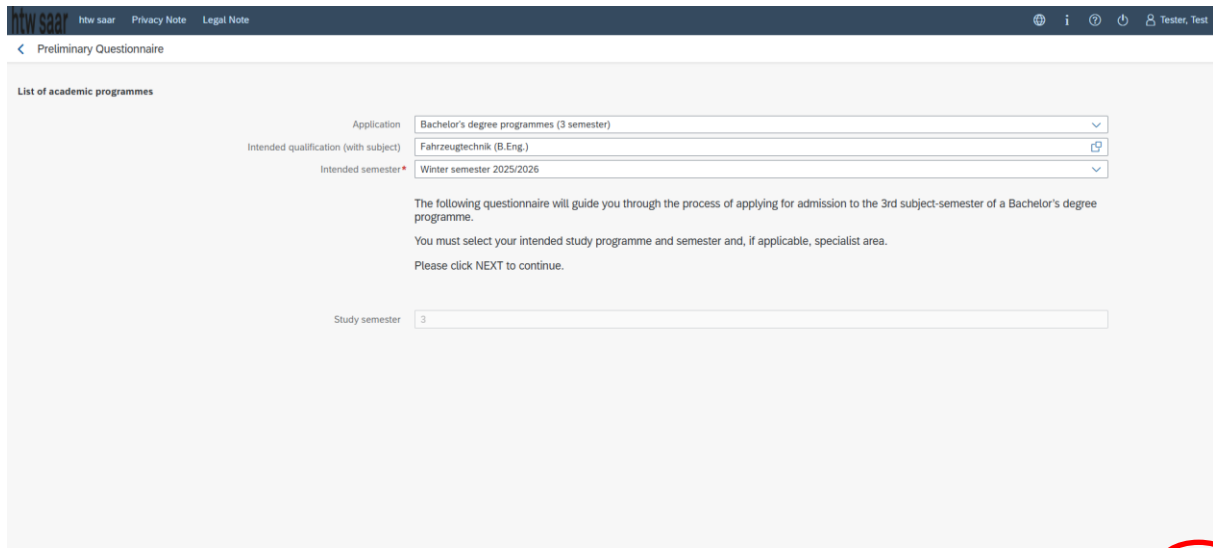
Click on  to select your **intended qualification and subject**.




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
- Programme attributes / Specialization: Depending on what you specify in the fields 'Application' and 'Intended qualification (with subject)', you will be required to specify the programme attributes (e.g. national / international) and your chosen area of specialization.
- Depending on your chosen study programme, certain subjects may be fixed, in which case these fields will be greyed out and cannot be altered.

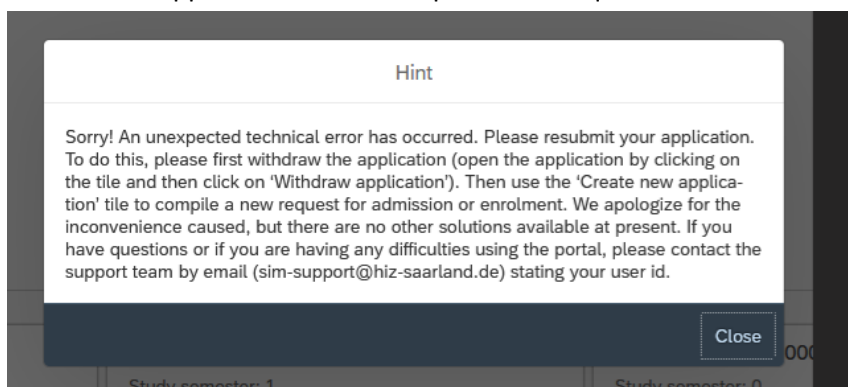



Next

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

General information:

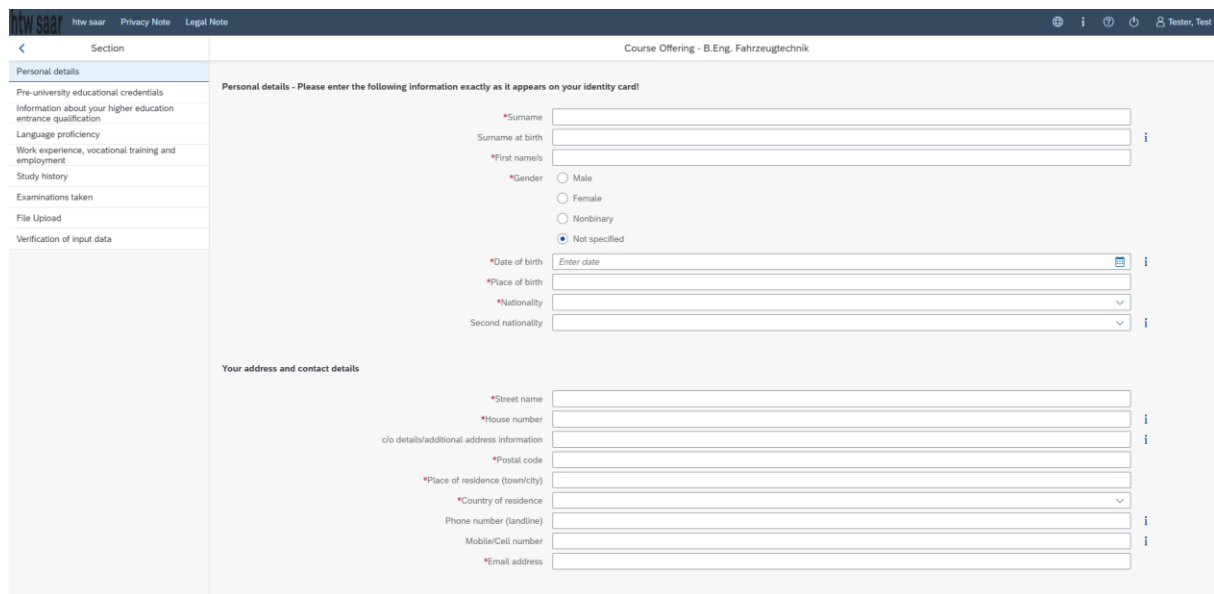
- You may experience a delay while the system processes your selection. Please be patient and do not cancel your application.
- Select the individual sections of the navigation bar on the left of the window and enter the required information. Depending on the particular degree programme and subject chosen, 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 htw saar, 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.

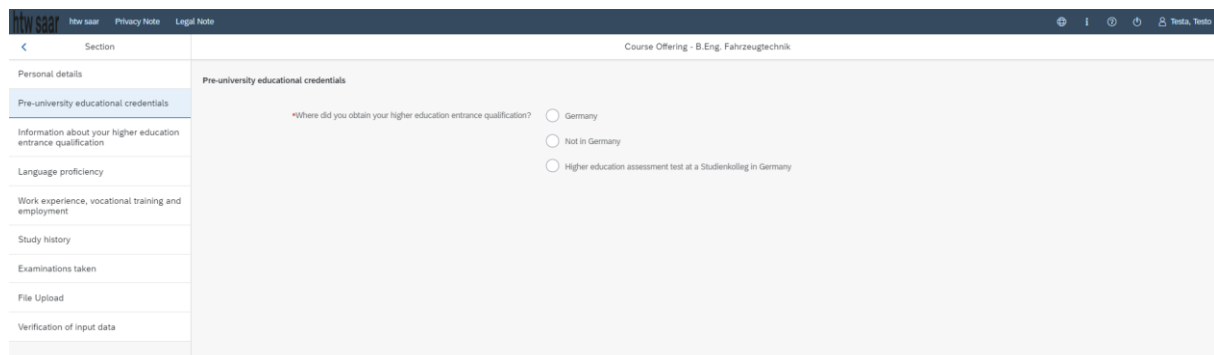
2.2 Personal details

Please complete all mandatory fields.



2.3 Pre-university education credentials

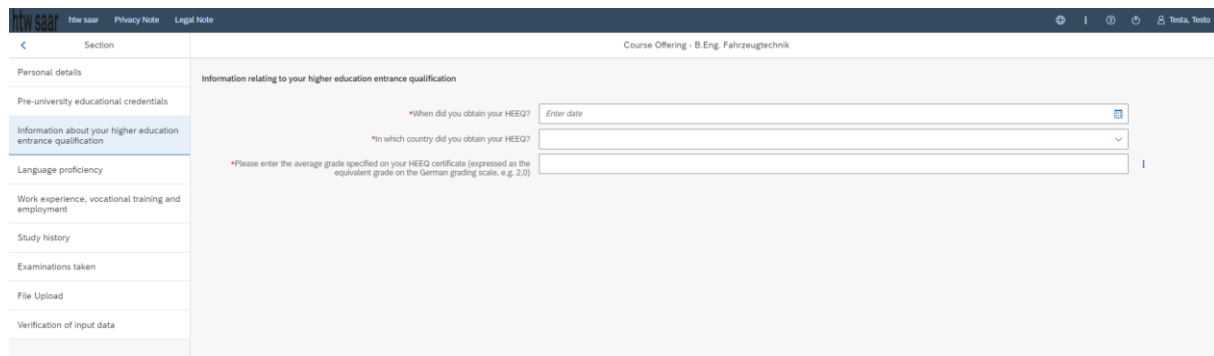
Please click on **Pre-university educational credentials** and complete all mandatory fields. Depending on the data you enter, additional questions may appear on the screen that you will need to answer. You will also have the opportunity to upload the relevant documents.



2.4 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 (for DFHI your last three half-yearly school reports) 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').



htw saar htw saar Privacy Note Legal Note

Section Course Offering - B.Eng. Fahrzeugtechnik

Personal details

Pre-university educational credentials

Information about your higher education entrance qualification

Language proficiency

Work experience, vocational training and employment

Study history

Examinations taken

File Upload

Verification of input data

Information relating to your higher education entrance qualification

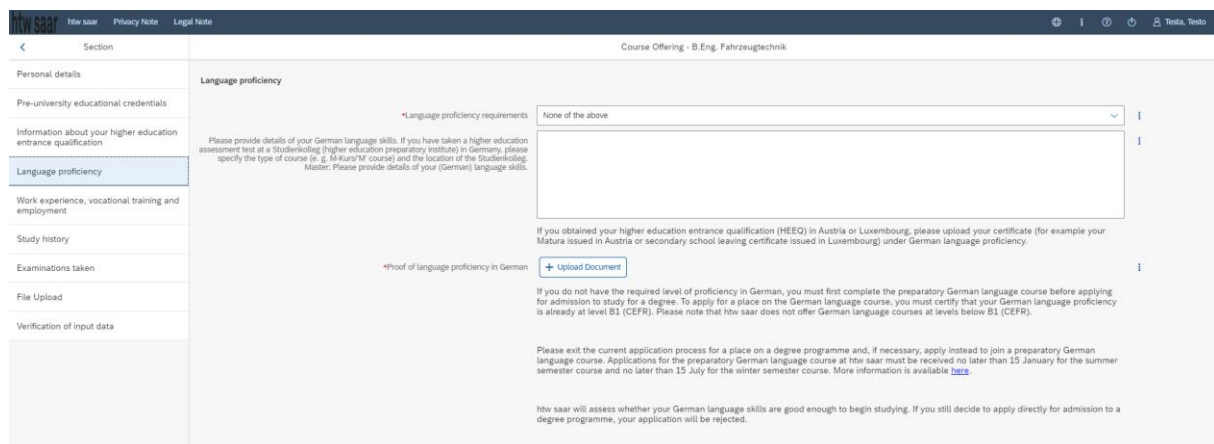
*When did you obtain your HEEQ?

*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. 1.0)

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.



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Section Course Offering - B.Eng. Fahrzeugtechnik

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Verification of input data

Language proficiency

*Language proficiency requirements

Please provide details of your German 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. Mikran/M courses) and the location of the Studienkolleg. Master: Please provide details of your (German) language skills.

If you obtained your higher education entrance qualification (HEEQ) in Austria or Luxembourg, please upload your certificate (for example your Matura issued in Austria or secondary school leaving certificate issued in Luxembourg) under German language proficiency.

*Proof of language proficiency in German

If you do not have the required level of proficiency in German, you must first complete the preparatory German language course before applying for admission to study for a degree. To apply for a place on the German language course, you must certify that your German language proficiency is already at level B1 (CEFR). Please note that htw saar does not offer German language courses at levels below B1 (CEFR).

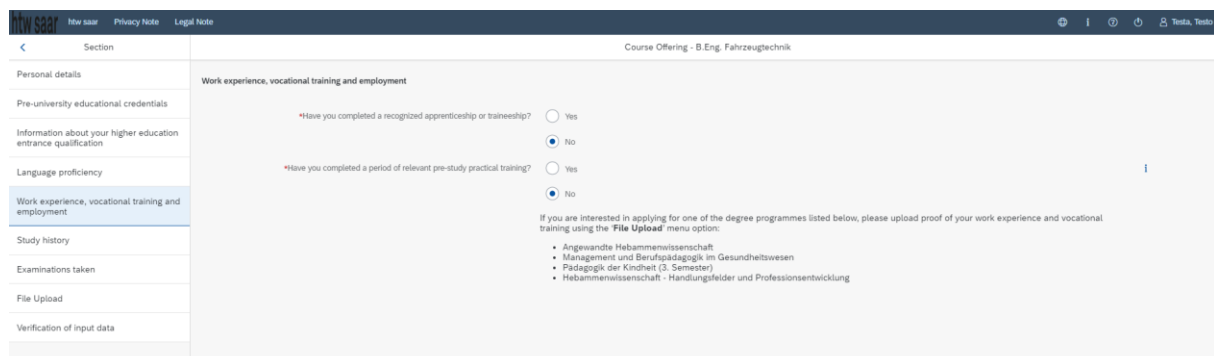
Please exit the current application process for a place on a degree programme and, if necessary, apply instead to join a preparatory German language course. Applications for the preparatory German language course at htw saar must be received no later than 15 January for the summer semester course and no later than 15 July for the winter semester course. More information is available [here](#).

htw saar will assess whether your German language skills are good enough to begin studying. If you still decide to apply directly for admission to a degree programme, your application will be rejected.

2.6 Work experience, vocational training and employment prior to university (when applicable)

[Note: This section only appears in certain questionnaires.]

Please click on **Work experience**. Please answer the mandatory questions.



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Section Course Offering - B.Eng. Fahrzeugtechnik

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Pre-university educational credentials

Information about your higher education entrance qualification

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Work experience, vocational training and employment

Study history

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File Upload

Verification of input data

Work experience, vocational training and employment

*Have you completed a recognized apprenticeship or traineeship? ☐ Yes ☒ No

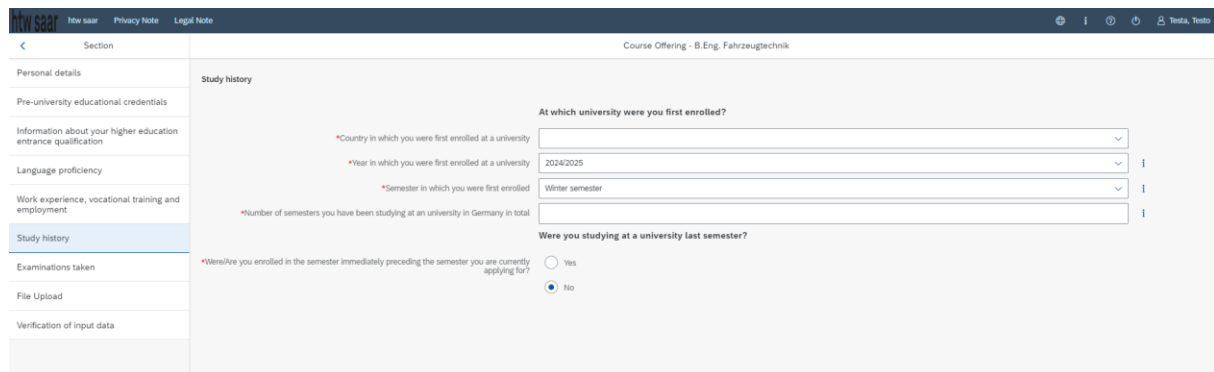
*Have you completed a period of relevant pre-study practical training? ☐ Yes ☒ No

If you are interested in applying for one of the degree programmes listed below, please upload proof of your work experience and vocational training using the **File Upload** menu option:

- Angewandte Hebammenwissenschaft
- Management und Berufspädagogik im Gesundheitswesen
- Pädagogik der Kindheit (3. Semester)
- Hebammenwissenschaft - Handlungsfelder und Professionsentwicklung

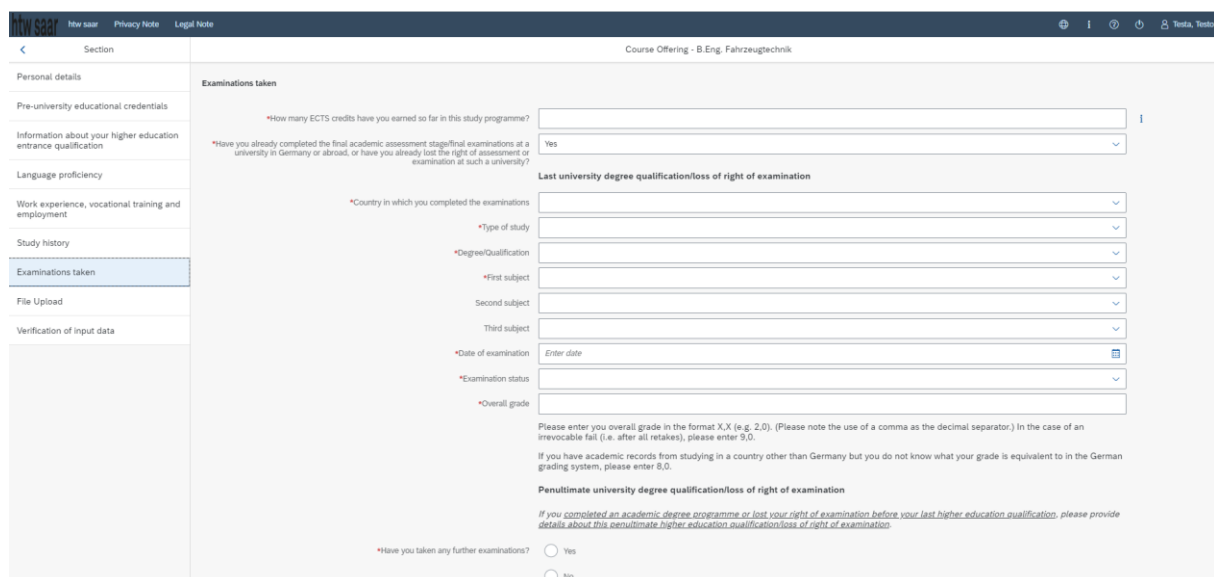
2.7 Your study history

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.



2.8 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.

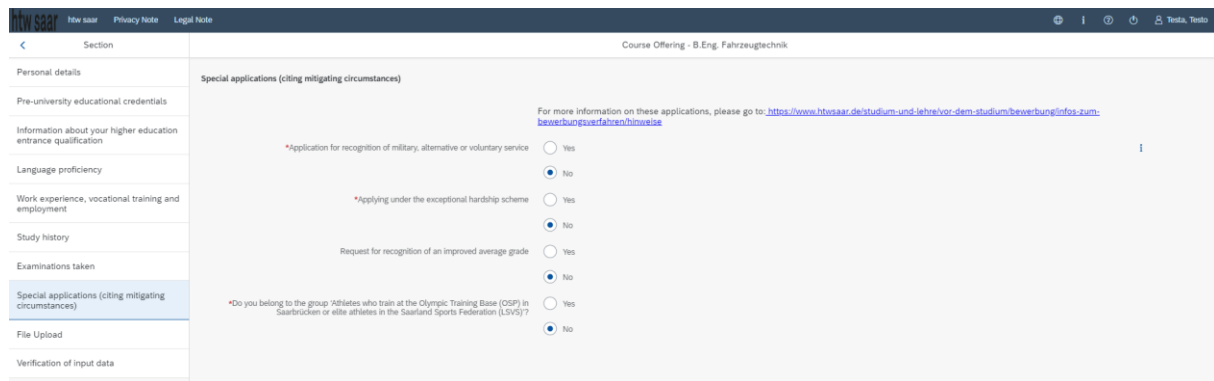


Note: The details of the questionnaire will differ depending on the programme you have selected. If, for example, you are applying for a Master's degree programme, you will see text boxes into which you should enter the required information.

2.9 Special applications (citing mitigating circumstances)

[**Note:** This section only appears in certain questionnaires.]

Please click on [Special applications \(citing mitigating circumstances\)](#). Please answer the mandatory questions.



Section: Course Offering - B.Eng. Fahrzeugtechnik

Personal details

Pre-university educational credentials

Information about your higher education entrance qualification

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Special applications (citing mitigating circumstances)

File Upload

Verification of input data

Special applications (citing mitigating circumstances)

For more information on these applications, please go to: <https://www.htwsaar.de/studium-und-lehre/vor-dem-studium/bewerbung/infos-zum-bewerbungsverfahren/hinweise>

*Application for recognition of military, alternative or voluntary service

☐ Yes

☒ No

*Applying under the exceptional hardship scheme

☐ Yes

☒ No

Request for recognition of an improved average grade

☐ Yes

☒ No

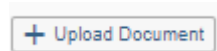
*Do you belong to the group 'Athletes who train at the Olympic Training Base (OTB) in Saarbrücken or elite athletes in the Saarland Sports Federation (LSV)'?

☐ Yes

☒ No

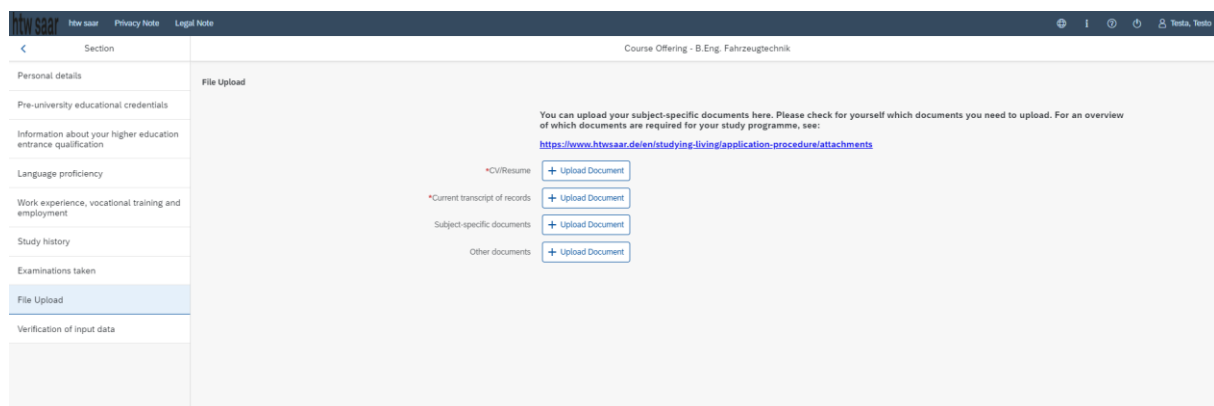
2.10 Uploading files

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



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

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').



Section: Course Offering - B.Eng. Fahrzeugtechnik

Personal details

Pre-university educational credentials

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File Upload

Verification of input data

You can upload your subject-specific documents here. Please check for yourself which documents you need to upload. For an overview of which documents are required for your study programme, see: <https://www.htwsaar.de/en/studying-living/application-procedure/attachments>

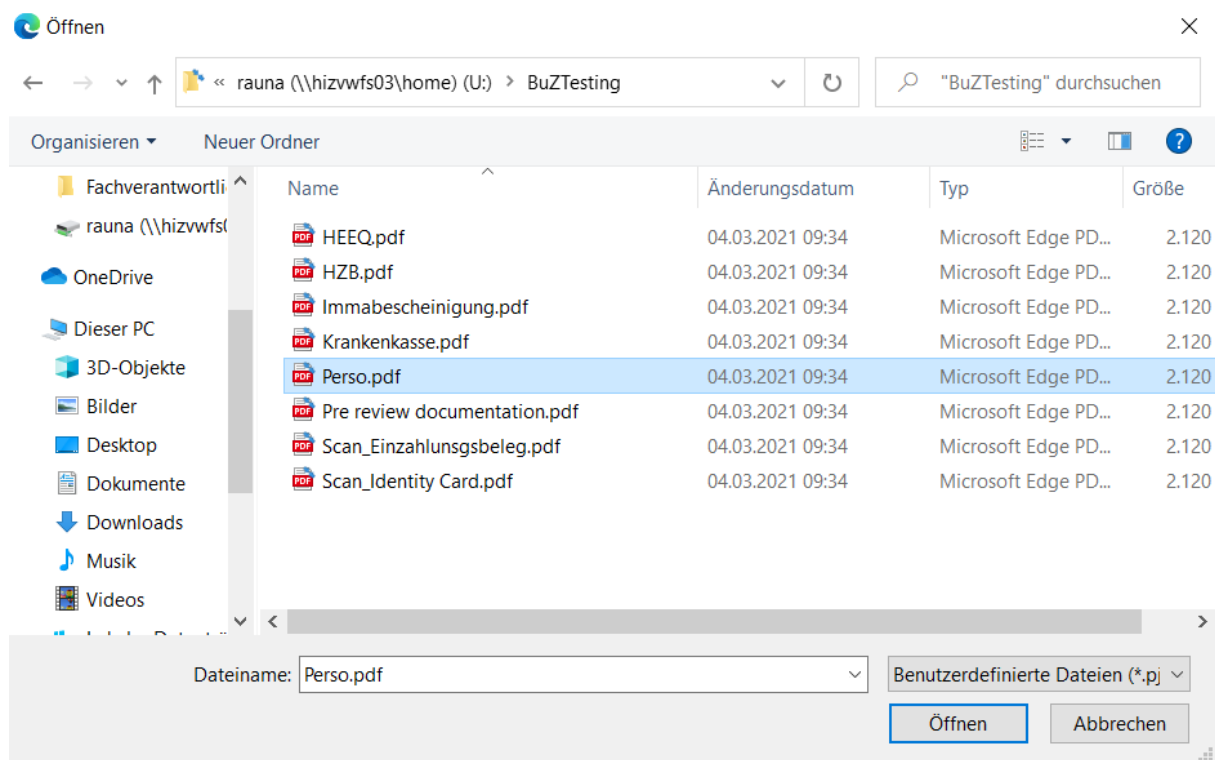
*CV/Resume

*Current transcript of records

Subject-specific documents

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.



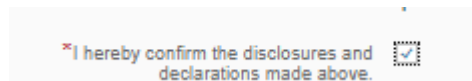
If the file was uploaded successfully, this will be indicated accordingly.



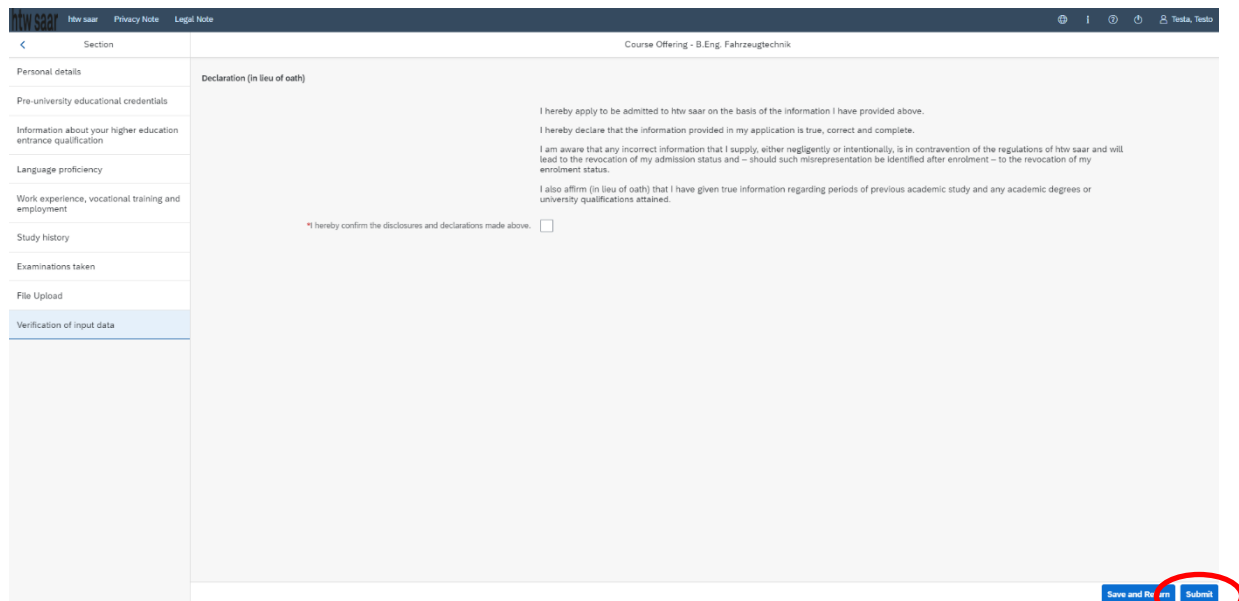
If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.


2.11 Verification of input data

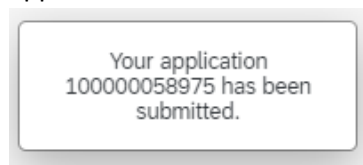
Please click on [Verification of input data](#). In this final section, you are required to provide a declaration (in lieu of oath) [*Eidesstattliche Erklärung*] before submitting your application. Read the text carefully and then indicate your consent by ticking the checkbox before you submit your application



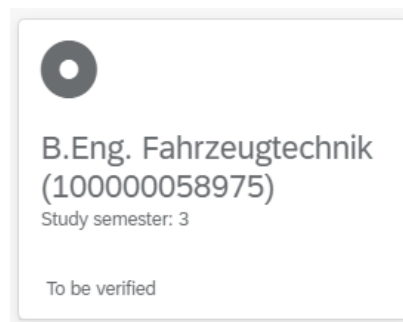
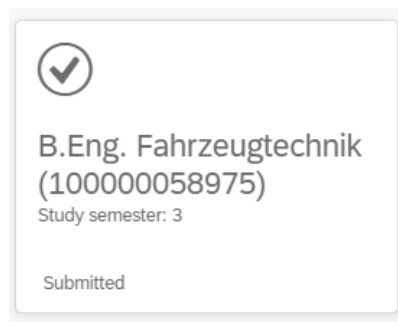
Note: Please note that the checkbox in the print preview or preview is not filled. This does not mean that the box in your application was not filled (ticked). The application can only be sent if you have given your consent.



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



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



You should then receive email confirmation. If you have not yet received email confirmation (remember to also check your spam folder!), please send an email with your applicant number (*Bewerbernummer*) and your application number (*Antragsnummer*) to stud-sek@htwsaar.de.

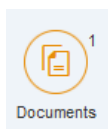
3. What happens after I have submitted my application?

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

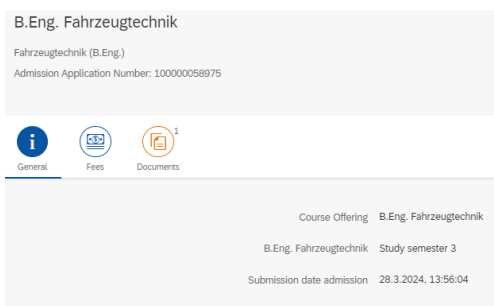
If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change to '**Request for additional documents issued**'.



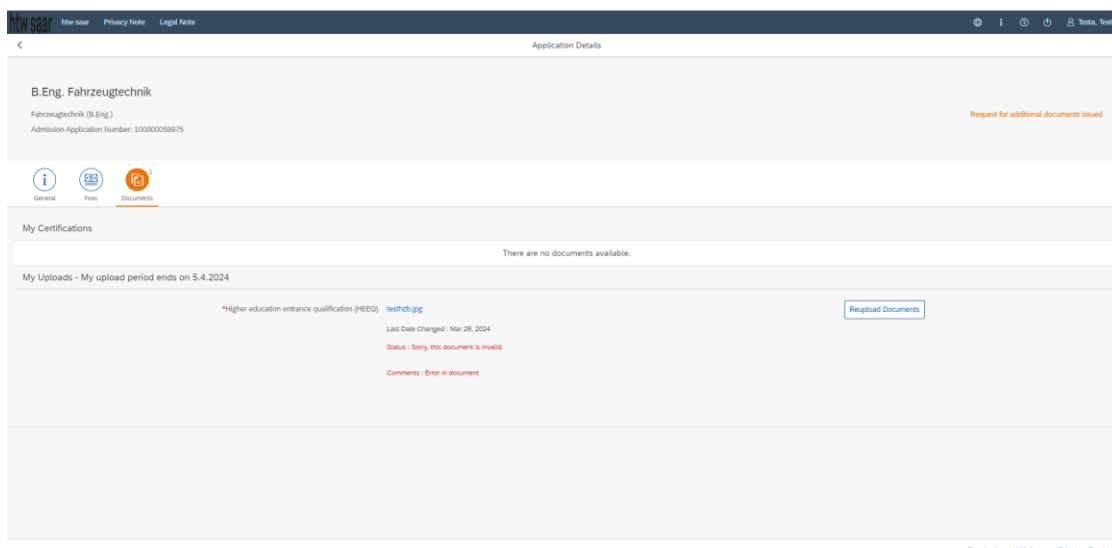
To reopen your application, click on the tile



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



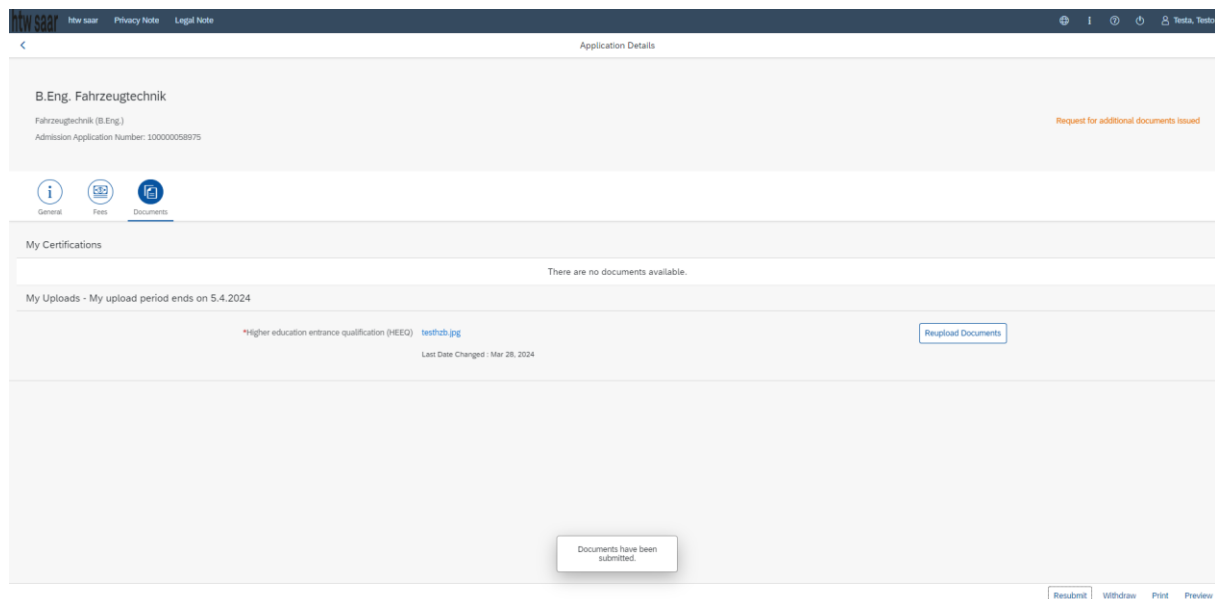
In the example shown here, the higher education entrance qualification (HEEQ) uploaded during the application process has the status '**Sorry, this document is invalid**' and the explanatory comment '**Error in document**'.



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.



You will receive an on-screen notification message

Documents have been submitted.

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.

3.2 Result of the application review process

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.

htw saar htw saar Privacy Note Legal Note

Application Details

B.Eng. Fahrzeugtechnik

Fahrzeugtechnik (B.Eng.)

Admission Application Number: 100000239279

Admission Offered

General Fees Documents

My Certifications

My Certifications

Decision notifications

3.3 Enrolment

Note: Please remember that you can only enrol for a restricted-entry study programme after you have accepted the offer of admission that was made to you. Further information is available in the next section of this guide.

If you have received a letter of admission to a restricted-entry degree programme, click on the relevant tile on your start page in the SIM application portal:

✓

B.Eng. Fahrzeugtechnik
(100000058975)
Study semester: 3

Admission Offered

This opens the following window.

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Application Details

B.Eng. Fahrzeugtechnik

Fahrzeugtechnik (B.Eng.)

Admission Application Number: 100000058975

Admission Offered

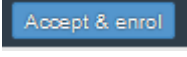
General Fees Documents


Course Offering B.Eng. Fahrzeugtechnik

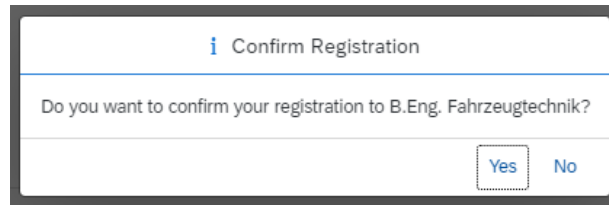
B.Eng. Fahrzeugtechnik Study semester 3

Submission date admission 28.3.2024 13:56:04

Accept & enrol

Click on  at the bottom of the screen and then confirm the on-screen prompt by

clicking on  (not relevant for Master's degree programmes (1 semester), Master's degree programmes (2 semester) and DFHI-Master's degree programmes German Quote (1 semester)).

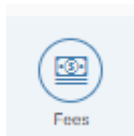


A dialog box titled "Confirm Registration" with a blue header bar. The main text asks: "Do you want to confirm your registration to B.Eng. Fahrzeugtechnik?". At the bottom right, there are two buttons: "Yes" (highlighted with a dashed border) and "No".

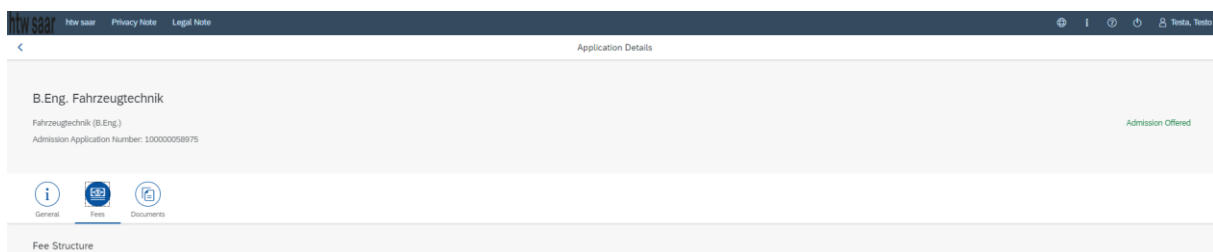
Important note: If you confirmed that you want to enrol for a restricted-entry programme (having already received an offer of admission), please complete the following enrolment questionnaire.

Important note: In order to enrol, you will need to provide proof that your semester fee has been paid.



Click on the  button to display the total amount you need to pay and to see a breakdown of the charges included in your semester fee.

For more information on how to pay your fees by bank transfer, please visit the following page: <https://www.htwsaar.de/studium-und-lehre/im-studium/beitraege/beitraege>



Important note: In order to decline the offer of admission, please select "Decline offer".

3.3.1 Personal information

You do not need to enter your personal details if you have already entered them as part of your application for admission. The relevant data will be taken from the questionnaire that you completed as part of the admission application process.

Note: If you are already enrolled at htw saar, you will only need to complete a shorter version of the questionnaire. This shortened enrolment questionnaire already contains your personal details. If you wish to change any of your personal details

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Section Course Offering - B.Eng. Fahrzeugtechnik

Personal details

Personal details - Please enter the following information exactly as it appears on your identity card!

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Work experience, vocational training and employment

Study history

Examinations taken

Parallel enrolment

Health insurance information

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

*Surname

Surname at birth

*First names

*Gender

Male

Female

Nonbinary

Not specified

*Date of birth

Enter date

*Place of birth

*Nationality

Second nationality

Your address and contact details

*Street name

*House number

c/o details/additional address information

*Postal code

*Place of residence (town/city)

*Country of residence

Phone number (landline)

Mobile/Cell number

*Email address

Save and Return Submit

3.3.2 Pre-university education credentials

Please click on **Information regarding applicant's pre-university education credentials** and complete all mandatory fields.

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Section Course Offering - B.Eng. Fahrzeugtechnik

Personal details

Pre-university educational credentials

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Work experience, vocational training and employment

Study history

Examinations taken

Parallel enrolment

Health insurance information

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

*Where did you obtain your higher education entrance qualification?

Germany

Not in Germany

Higher education assessment test at a Studienkolleg in Germany

3.3.3 Information about your higher education entrance qualification (HEEQ)

Please click on **Information about your higher education entrance qualification** and complete all mandatory fields.

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Section Course Offering - B.Eng. Fahrzeugtechnik

Personal details

Information relating to your higher education entrance qualification that permits you to be admitted to study at htw saar

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Work experience, vocational training and employment

Study history

Examinations taken

Parallel enrolment

Health insurance information

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

*When did you obtain your HEeq?

Enter date

*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. 2.0)

Information about your previous higher education entrance qualification

Please complete the following fields, if you

- 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).

When did you obtain your higher education entrance qualification/pre-university educational credentials?

Enter date

Where did you obtain your higher education entrance qualification/pre-university educational credentials?

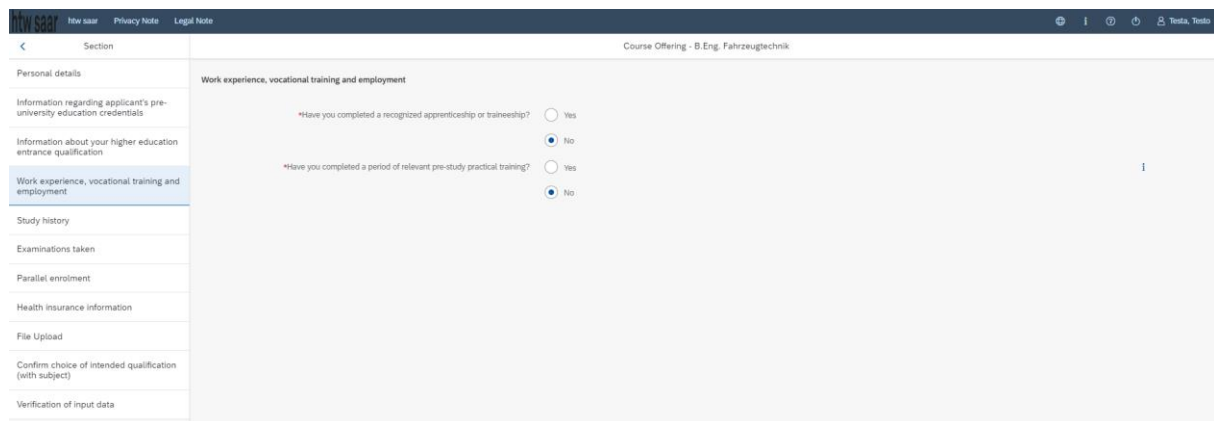
Overall grade

Previous HEeq/pre-university educational credentials

+ Upload Document

3.3.4 Work experience, vocational training and employment prior to university

Please click on **Work experience, vocational training and employment prior to university**. Please answer the mandatory questions.



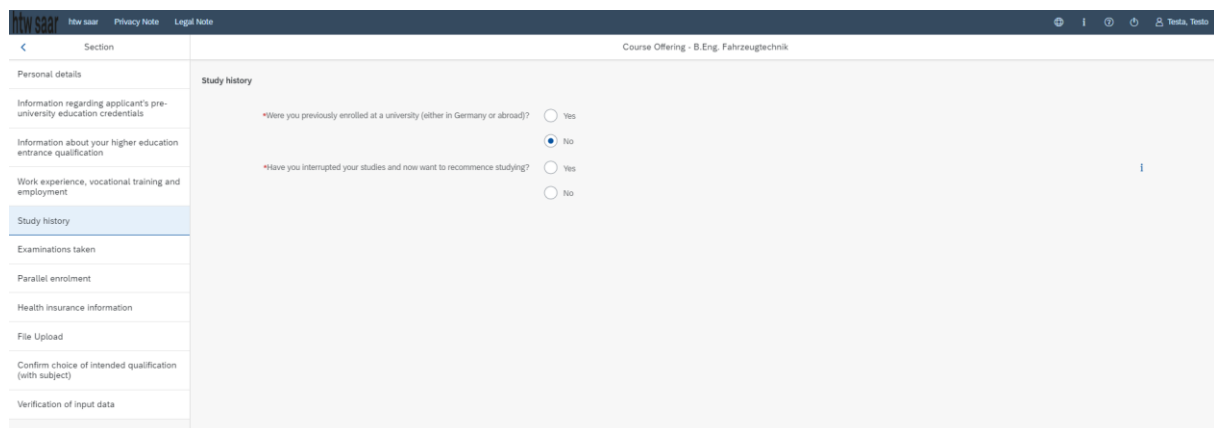
The screenshot shows the application portal interface. On the left is a sidebar menu with sections: Personal details, Information regarding applicant's pre-university education credentials, Information about your higher education entrance qualification, **Work experience, vocational training and employment** (highlighted), Study history, Examinations taken, Parallel enrolment, Health insurance information, File Upload, Confirm choice of intended qualification (with subject), and Verification of input data. The main content area is titled 'Work experience, vocational training and employment' and contains two mandatory questions marked with an asterisk:

- *Have you completed a recognized apprenticeship or traineeship? ☐ Yes ☒ No
- *Have you completed a period of relevant pre-study practical training? ☐ Yes ☒ No

At the top right of the main area, it says 'Course Offering - B.Eng. Fahrzeugtechnik'. There is a small 'i' icon on the right side of the form.

3.3.5 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.



The screenshot shows the application portal interface with the 'Study history' section selected in the sidebar. The main content area is titled 'Study history' and contains two mandatory questions marked with an asterisk:

- *Were you previously enrolled at a university (either in Germany or abroad)? ☐ Yes ☒ No
- *Have you interrupted your studies and now want to recommence studying? ☐ Yes ☒ No

The sidebar menu is the same as in the previous screenshot, with 'Study history' highlighted. The top right of the main area still says 'Course Offering - B.Eng. Fahrzeugtechnik'. There is a small 'i' icon on the right side of the form.

3.3.6 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. English). If required, please complete at least the mandatory fields and upload the necessary documentary proof.

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Section Course Offering - B.Eng. Elektro- und Informationstechnik

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Language proficiency

Work experience, vocational training and employment

Study history

Examinations taken

Parallel enrolment

Health insurance information

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

Language proficiency

*Language proficiency requirements

None of the above

Please provide details of your German 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. Matura/M course) and the location of the Studienkolleg.

If you obtained your higher education entrance qualification (HEEQ) in Austria or Luxembourg, please upload your certificate (for example your Matura issued in Austria or secondary school leaving certificate issued in Luxembourg) under German language proficiency.

*Proof of language proficiency in German

+ Upload Document

If you do not have the required level of proficiency in German, you must first complete the preparatory German language course before applying for admission to study for a degree. To apply for a place on the German language course, you must certify that your German language proficiency is already at level B1 (CEFR). Please note that htw saar does not offer German language courses at levels below B1 (CEFR).

Please exit the current application process for a place on a degree programme and, if necessary, apply instead to join a preparatory German language course. Applications for the preparatory German language course at htw saar must be received no later than 15 January for the summer semester course and no later than 15 July for the winter semester course. More information is available here:

htw saar will assess whether your German language skills are good enough to begin studying. If you still decide to apply directly for admission to a degree programme, your application will be rejected.

3.3.7 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 and you will need to upload your graduation documents using the relevant 'Upload document' button.

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Section Course Offering - B.Eng. Fahrzeugtechnik

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Work experience, vocational training and employment

Study history

Examinations taken

Parallel enrolment

Health insurance information

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

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?

Yes

*Have you already studied this subject at another university?

Yes

No

*Country in which you completed the examinations

*Type of study

*Degree/Qualification

*First subject

Second subject

Third subject

*Date of examination

Enter date

*Examination status

*Overall grade

Please enter your overall grade in the format X.X (e.g. 2.0). (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 9.0.

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 8.0. Please submit these academic records with your other documents.

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

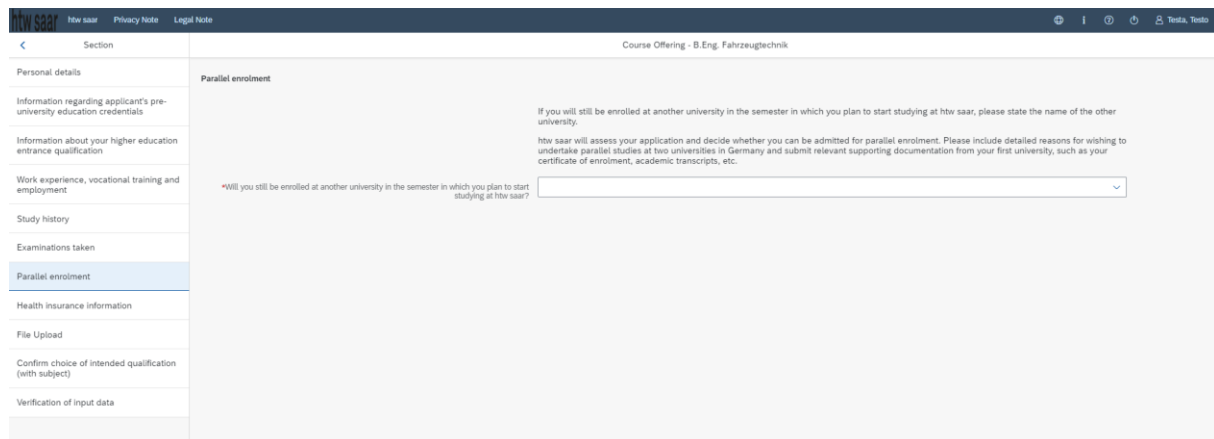
*Have you taken any further examinations?

Yes

No

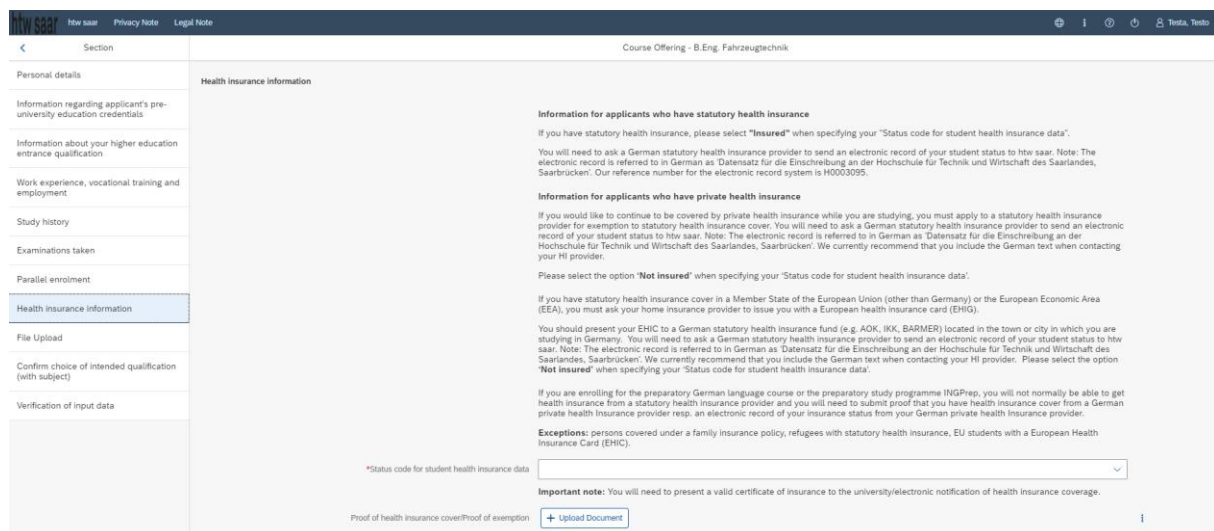
3.3.8 Parallel enrolment

Please click on **Parallel enrolment** and answer the mandatory question. If you respond with 'Yes', you will be presented with several further questions to answer.



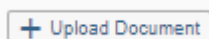
3.3.9 Health insurance information

Please click on **Health insurance information** and specify the type of health insurance cover that you have.



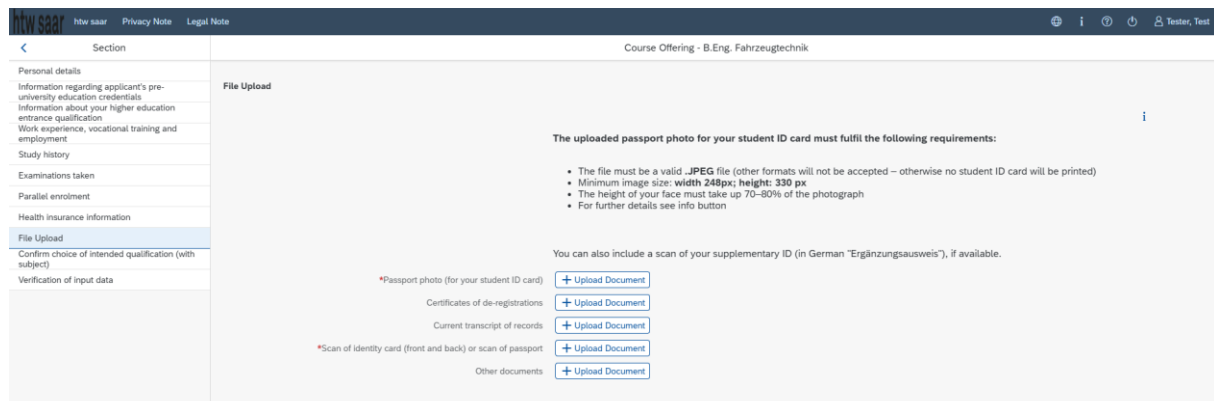
3.3.10 Uploading files

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

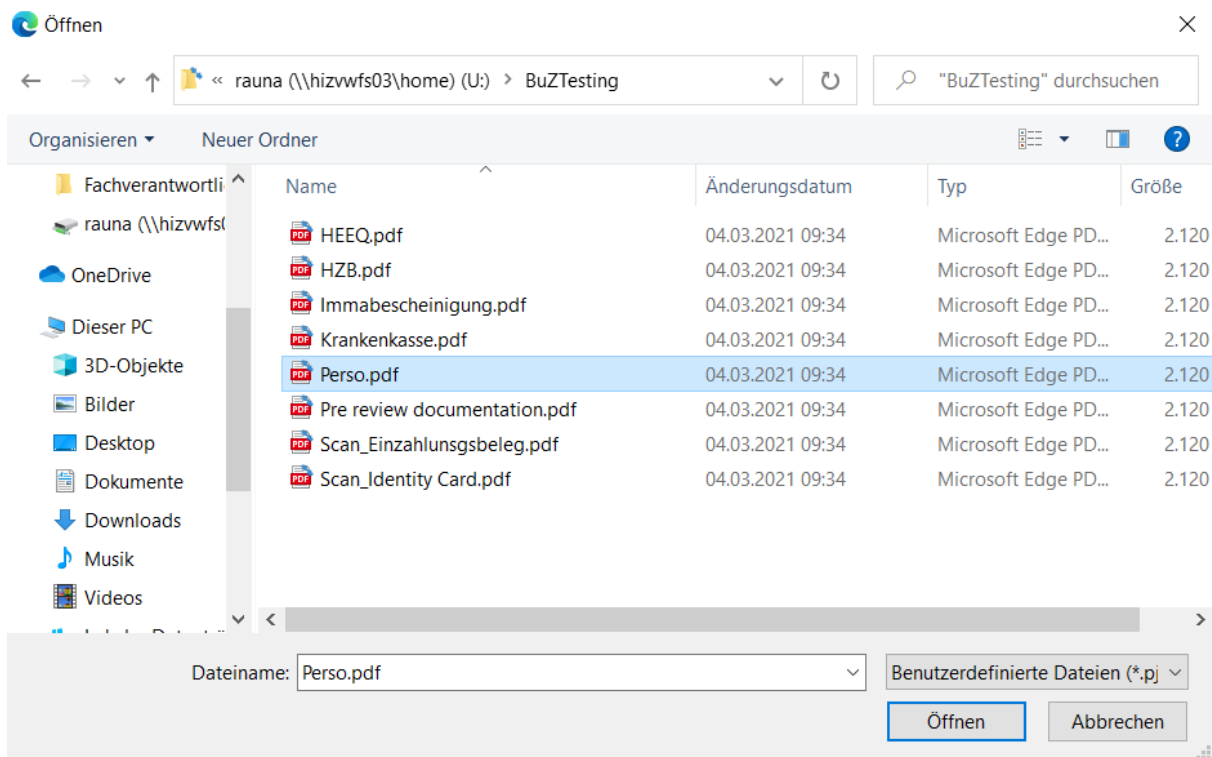


button next to the relevant field. Please take care to ensure that you assign each document to its relevant upload field.

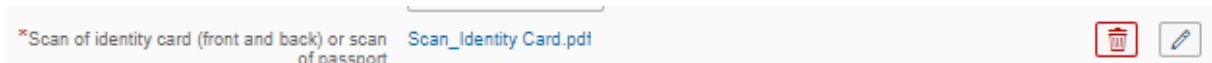
One file can be uploaded per required document; permissible file formats are **JPEG/JPG** or **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').



When the window opens, select the file you want to upload by clicking on it and then click **open**. All uploaded documents must be legible.



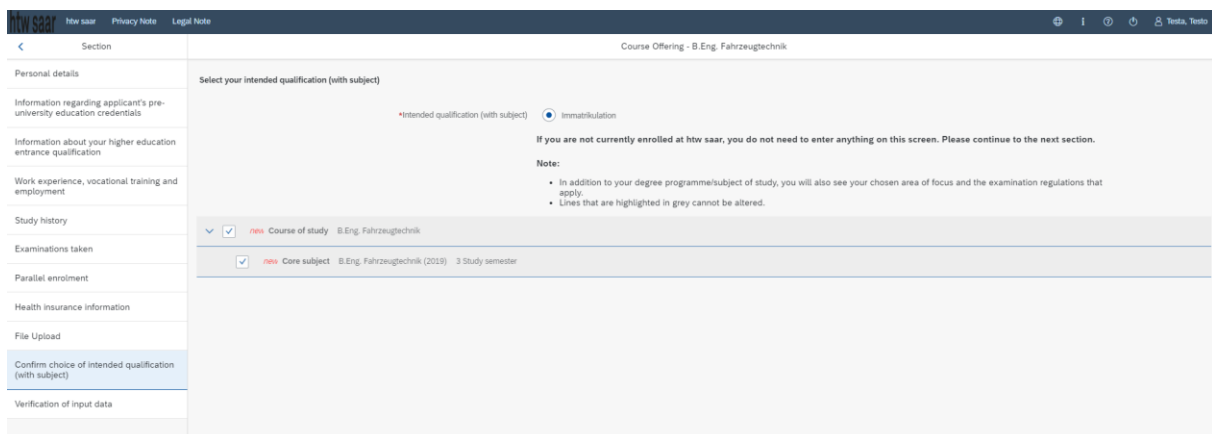
If the file was uploaded successfully, this will be indicated accordingly.



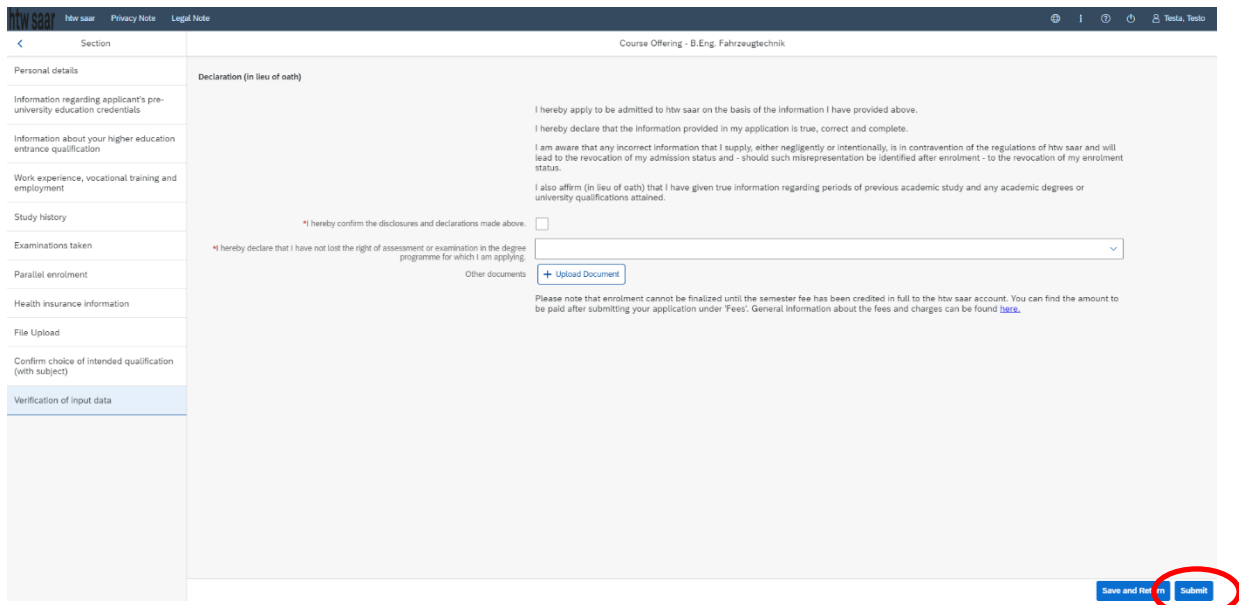
If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.

3.3.11 Confirm choice of intended qualification (with subject)

Click on **Confirm choice of intended qualification (with subject)**. If this is the first time you are enrolling for this study programme (see screenshot), no further information is required.



3.3.12 Verification of input data



Section: Declaration (in lieu of oath)

I hereby apply to be admitted to htw saar 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 htw saar 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. ☐

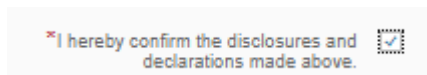
*I hereby declare that I have not lost the right of assessment or examination in the degree programme for which I am applying.

Other documents: [+ Upload Document](#)

Please note that enrolment cannot be finalized until the semester fee has been credited in full to the htw saar account. You can find the amount to be paid after submitting your application under 'Fees'. General information about the fees and charges can be found [here](#).

Save and finish Submit

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 before submitting your application by ticking the checkbox

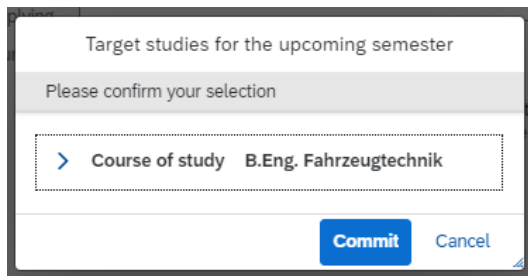


*I hereby confirm the disclosures and declarations made above. ☐

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). Your application can only be sent if you have given your consent.

Note: Please submit your application by clicking on **Submit** so that htw saar 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 B.Eng. Fahrzeugtechnik

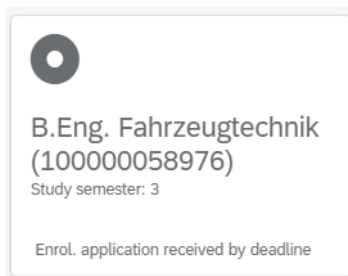
Commit Cancel

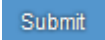
You will receive on-screen confirmation that your enrolment application has been submitted and you will be notified of your application number:

Your application to register has been submitted with the confirmation number 100000058976. We will contact you soon by e-mail about the status of your application.

Once you have submitted your application, you should see a new tile in the section 'My applications' of your start page.


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



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

If the status of your application is still not showing as 'Application submitted', please contact the Admissions Office by email (stud-sek@htwsaar.de) quoting your applicant number (*Bewerbernummer*) and your application number (*Antragsnummer*).

Note: In order to withdraw from the application process, please click on the relevant tile on your start page and select the button "Withdraw".

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

We look forward to welcoming you as a new student to htw saar!