

# Student Information Management System for Saarland



## Application Guide Winter semester 2022/23



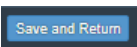
### Key information at a glance:

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](mailto: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](mailto:sim-support@hiz-saarland.de)

If you send us a question, please provide us with at least the following information: your first name, your surname, your date of birth and your htw 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).

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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**

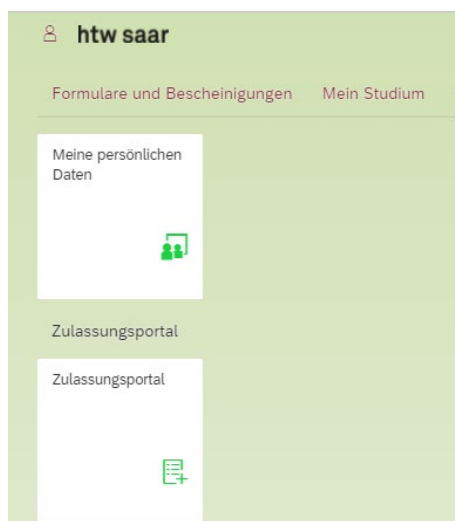
☐ Login nicht merken

☐ Vormalis erteilte Erlaubnis, Daten weiterzuleiten, widerrufen

Login

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

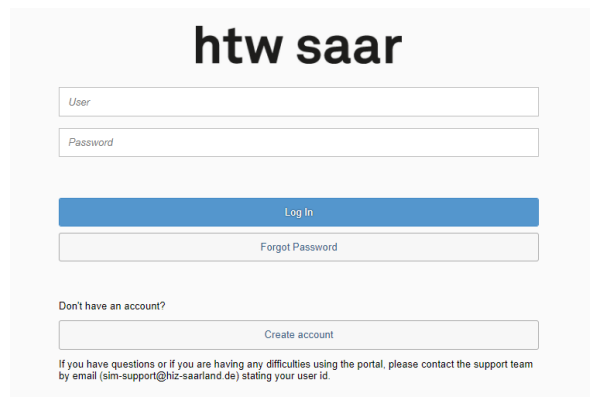
Please enter your HIZ ID code and your password. Then click on **Login**.




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

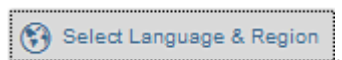
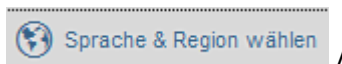
Please register using the following link:

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



The login page features the 'htw saar' header. Below it are two input fields labeled 'User' and 'Password'. A blue 'Log In' button is positioned below the password field, with a 'Forgot Password' link underneath. A 'Don't have an account?' section contains a 'Create account' link. At the bottom, a small text block provides contact information for support.

Switch language by clicking on  and then



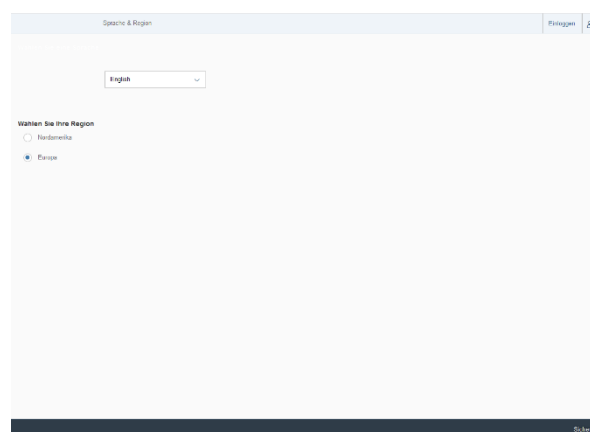
Choose 'English' from the drop-down menu



A dropdown menu showing 'English' as the selected option, with 'Deutsch' as an alternative choice.

and then click **Sichern** /

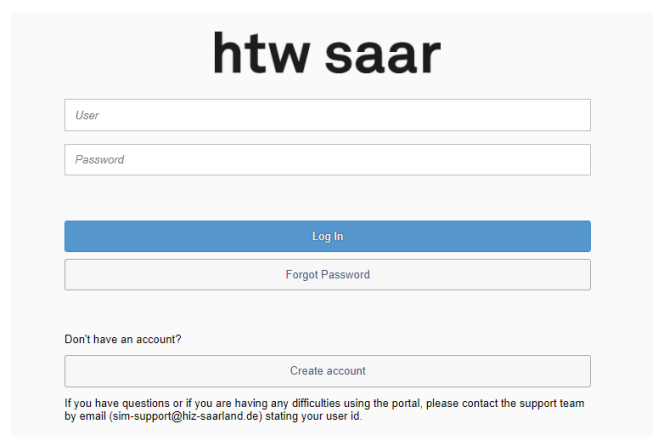
**Save**



This page is titled 'Sprache & Region'. It features a dropdown menu set to 'English'. Below, under the heading 'Wählen Sie ihre Region', there are two radio button options: 'Hochschule' and 'Europa', with 'Europa' being selected. A 'Sichern' button is at the bottom right.

**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**

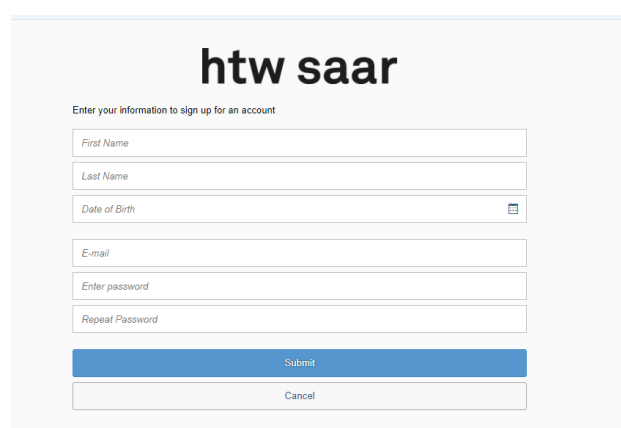


This is a duplicate of the login page shown in the first image, featuring the 'htw saar' header, 'User' and 'Password' fields, 'Log In' and 'Forgot Password' buttons, and a 'Create account' link.

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.

Click on **Submit**



The registration page is titled 'htw saar' and 'Enter your information to sign up for an account'. It contains several input fields: 'First Name', 'Last Name', 'Date of Birth' (with a calendar icon), 'E-mail', 'Enter password', and 'Repeat Password'. At the bottom are 'Submit' and 'Cancel' buttons.

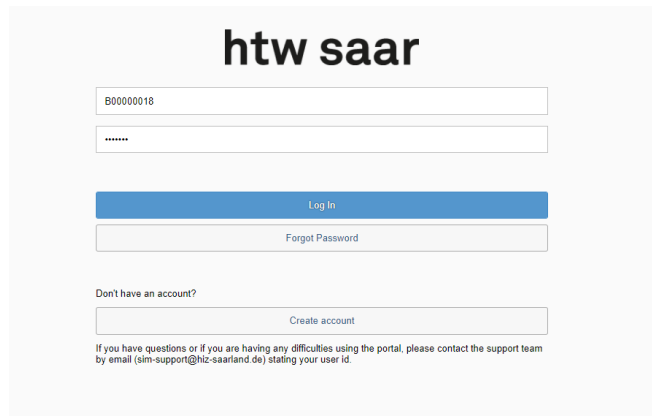
After a few minutes you should receive an automatic verification email at the email address you specified. The email will ask you to use your existing login ID or to log in using the username specified in the email.

**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 pass-

word 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.



The form is titled "htw saar". It contains two input fields for login: one for the username (labeled "B00000018") and one for the password (labeled "\*\*\*\*\*"). Below these is a blue "Log In" button. Underneath the button is a link "Forgot Password". At the bottom, there is a link "Don't have an account?" followed by a "Create account" button. A small disclaimer at the very bottom states: "If you have questions or if you are having any difficulties using the portal, please contact the support team by email (sim-support@hiz-saarland.de) stating your user id."

### 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:

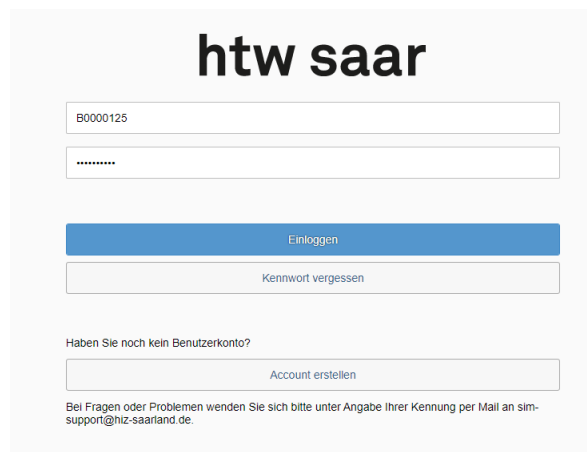
<https://sim.htwsaar.de/bewerbung>

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

**Log In**.

If you have forgotten your password,

please click on the **Forgot Password** button.

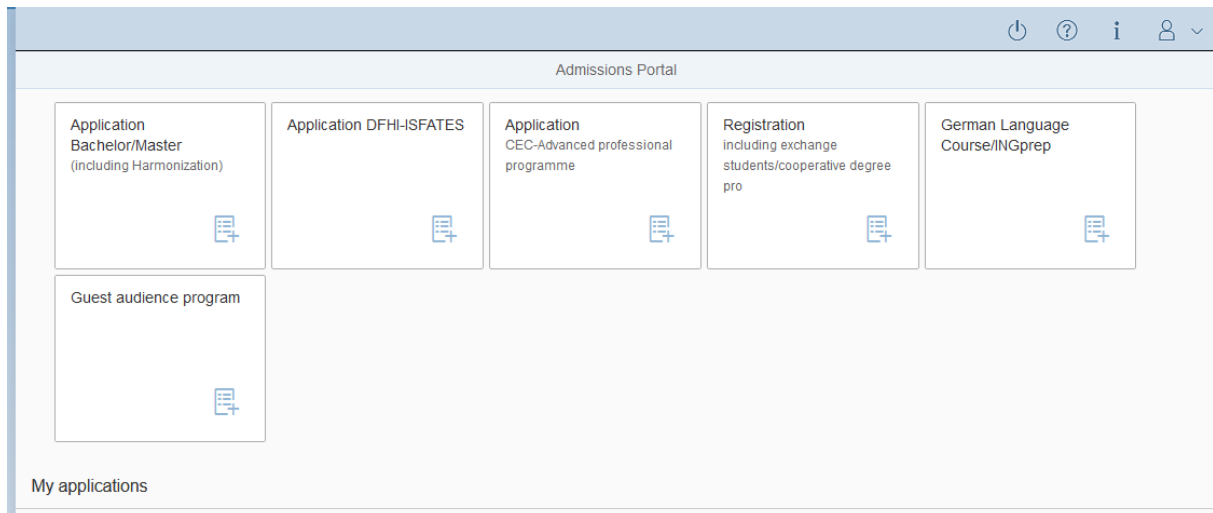


The form is titled "htw saar". It contains two input fields for login: one for the username (labeled "B0000125") and one for the password (labeled "\*\*\*\*\*"). Below these is a blue "Einloggen" button. Underneath the button is a link "Kennwort vergessen". At the bottom, there is a link "Haben Sie noch kein Benutzerkonto?" followed by an "Account erstellen" button. A small disclaimer at the very bottom states: "Bei Fragen oder Problemen wenden Sie sich bitte unter Angabe Ihrer Kennung per Mail an sim-support@hiz-saarland.de."

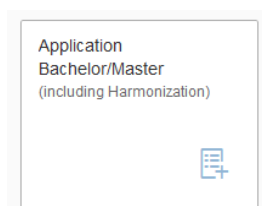
**Note:** If the window does **not** appear as shown here, please clear your browser cache using CTRL+F5 and restart the browser.

## 2. Applying for a place on a degree programme

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

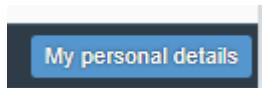


To create a new application, click on:



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

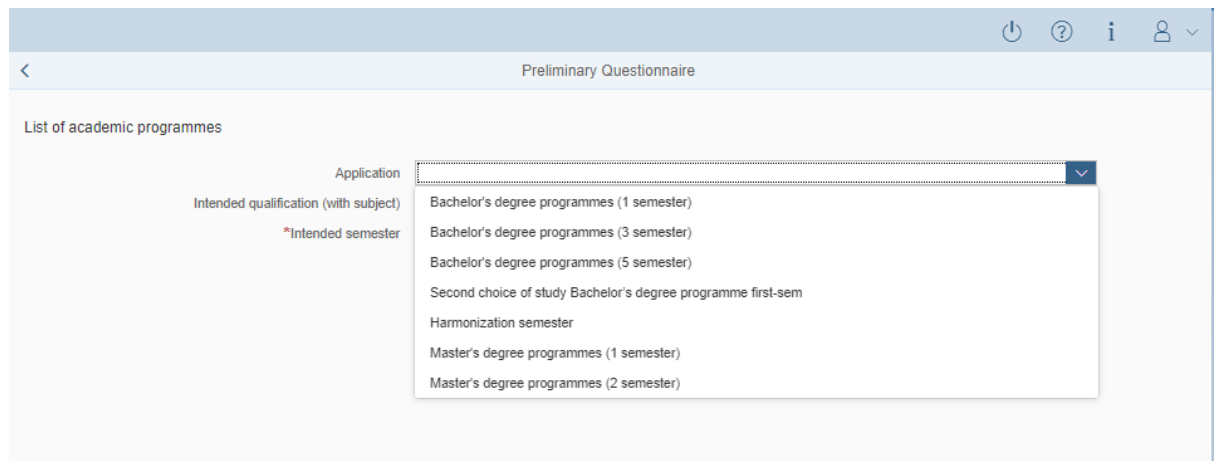
### 2.1 Preliminary Questionnaire

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

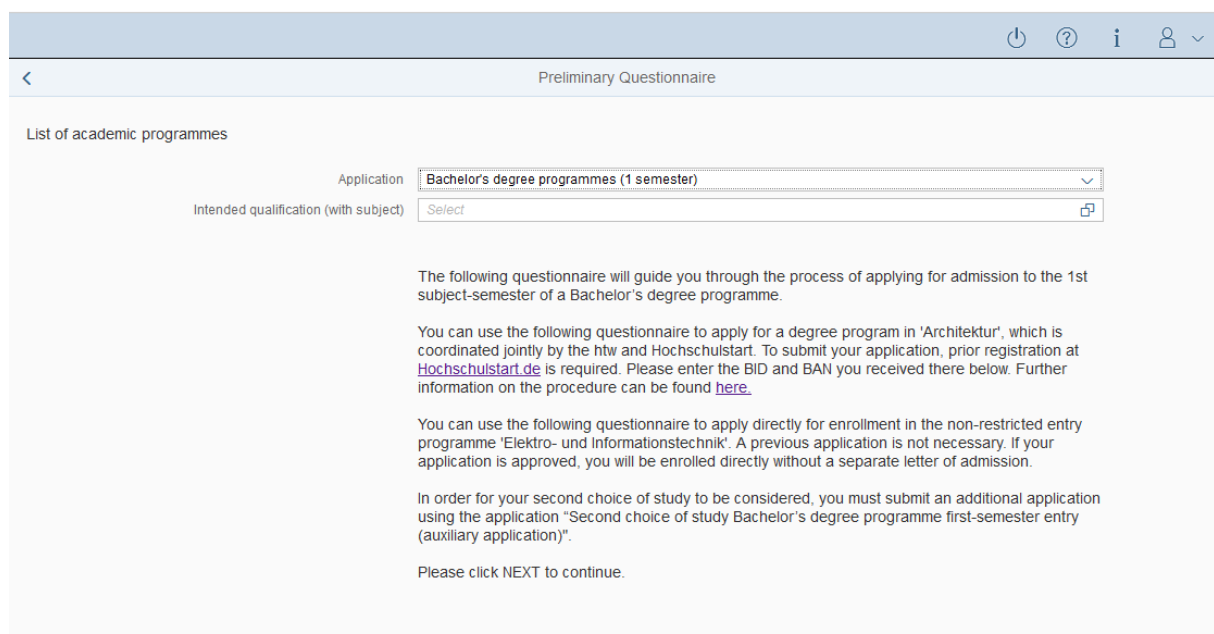
Go to the combo box '**Application**' and select the appropriate item from the drop-down menu. Click



to see the list of options.



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



The following questionnaire will guide you through the process of applying for admission to the 1st subject-semester of a Bachelor's degree programme.

You can use the following questionnaire to apply for a degree program in 'Architektur', which is coordinated jointly by the htw and Hochschulstart. To submit your application, prior registration at [Hochschulstart.de](https://hochschulstart.de) is required. Please enter the BID and BAN you received there below. Further information on the procedure can be found [here](#).

You can use the following questionnaire to apply directly for enrollment in the non-restricted entry programme 'Elektro- und Informationstechnik'. A previous application is not necessary. If your application is approved, you will be enrolled directly without a separate letter of admission.

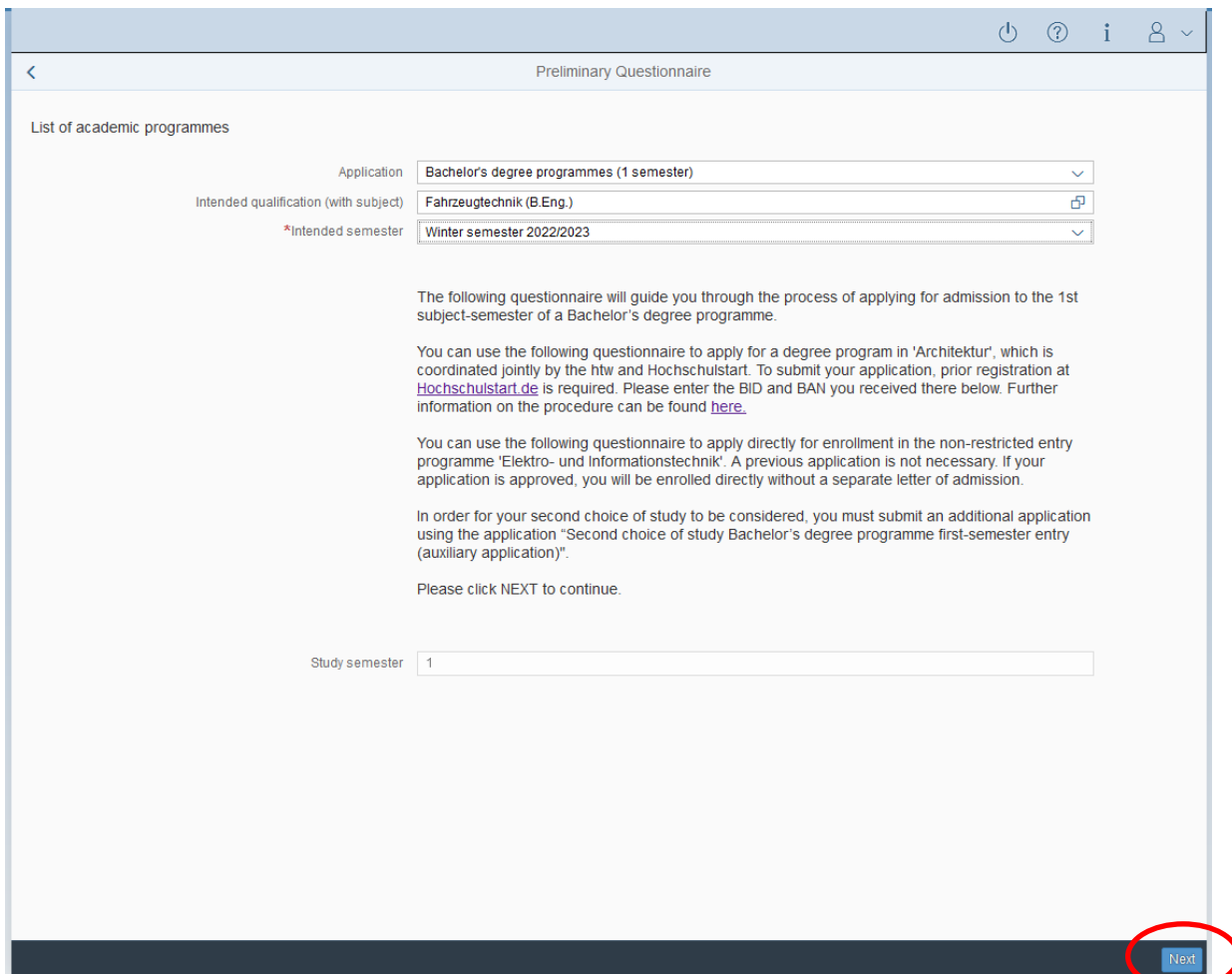
In order for your second choice of study to be considered, you must submit an additional application using the application "Second choice of study Bachelor's degree programme first-semester entry (auxiliary application)".

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
- 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.



The screenshot shows a web interface titled "Preliminary Questionnaire". At the top, there is a navigation bar with icons for power, help, information, and user profile. Below the title, there is a section "List of academic programmes" with three dropdown menus: "Application" (set to "Bachelor's degree programmes (1 semester)"), "Intended qualification (with subject)" (set to "Fahrzeugtechnik (B.Eng.)"), and "\*Intended semester" (set to "Winter semester 2022/2023"). Below these menus, there is a paragraph of text explaining the questionnaire's purpose and providing links for further information. At the bottom, there is a "Study semester" field with the value "1". A red circle highlights a "Next" button in the bottom right corner of the form.

Preliminary Questionnaire

List of academic programmes

Application: Bachelor's degree programmes (1 semester)

Intended qualification (with subject): Fahrzeugtechnik (B.Eng.)

\*Intended semester: Winter semester 2022/2023

The following questionnaire will guide you through the process of applying for admission to the 1st subject-semester of a Bachelor's degree programme.

You can use the following questionnaire to apply for a degree program in 'Architektur', which is coordinated jointly by the htw and Hochschulstart. To submit your application, prior registration at [Hochschulstart.de](#) is required. Please enter the BiD and BAN you received there below. Further information on the procedure can be found [here](#).


You can use the following questionnaire to apply directly for enrollment in the non-restricted entry programme 'Elektro- und Informationstechnik'. A previous application is not necessary. If your application is approved, you will be enrolled directly without a separate letter of admission.

In order for your second choice of study to be considered, you must submit an additional application using the application "Second choice of study Bachelor's degree programme first-semester entry (auxiliary application)".

Please click NEXT to continue.


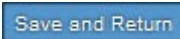
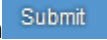

Study semester: 1

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

## 2.1 Personal details

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

Section		Course Offering - B.Eng. Fahrzeugtechnik	
Personal details	Personal details		
Pre-university educational credentials	<p>*Surname <input type="text" value="NTestIEN"/></p> <p>Surname at birth <input type="text"/></p> <p>*First name/s (as shown on your identity card or passport) <input type="text" value="TestIEN"/></p> <p>*Gender <input type="radio"/> male <input type="radio"/> female <input checked="" type="radio"/> diverse</p> <p>*Date of birth <input type="text" value="Enter date"/></p> <p>*Place of birth <input type="text"/></p> <p>*Nationality <input type="text"/></p> <p>Second nationality <input type="text"/></p>		
Information about your higher education entrance qualification			
Language proficiency			
Work experience, vocational training and employment			
Study history			
Examinations taken			
Special applications (citing mitigating circumstances)			
File Upload			
Verification of input data			
	<p>Your address and contact details</p> <p>*Street name <input type="text"/></p> <p>*House number <input type="text"/></p> <p>c/o details/additional address information <input type="text"/></p> <p>*Postal code <input type="text"/></p> <p>*Place of residence (town/city) <input type="text"/></p> <p>*Country of residence <input type="text"/></p> <p>Phone number (landline) <input type="text"/></p> <p>Mobile/Cell number <input type="text"/></p> <p>*Email address <input type="text"/></p>		
		<input type="button" value="Save and Return"/> <input type="button" value="Submit"/>	

## 2.2 Pre-university education credentials

### Pre-university educational credentials

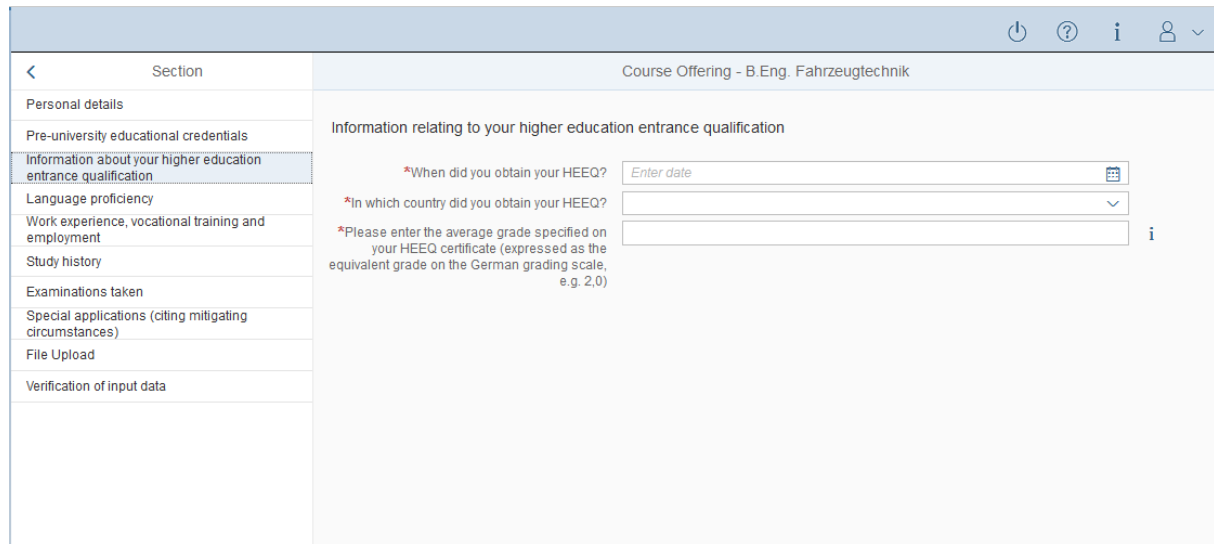
Please click on **Pre-university educational credentials** and complete all mandatory fields. Depending on the data you enter, additional questions may appear on the screen that you will need to answer. You will also have the opportunity to upload the relevant documents.

Section		Course Offering - B.Eng. Fahrzeugtechnik	
Personal details	Pre-university educational credentials		
Pre-university educational credentials	<p>*Where did you obtain your higher education entrance qualification?</p> <p><input type="radio"/> Germany</p> <p><input type="radio"/> Not in Germany</p> <p><input type="radio"/> Higher education assessment test at a Studienkolleg in Germany</p>		
Information about your higher education entrance qualification			
Language proficiency			
Work experience, vocational training and employment			
Study history			
Examinations taken			
Special applications (citing mitigating circumstances)			
File Upload			
Verification of input data			

## 2.3 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').



The screenshot shows a web application interface for a course offering. The left sidebar contains a list of sections: Personal details, Pre-university educational credentials, Information about your higher education entrance qualification (highlighted), Language proficiency, Work experience, vocational training and employment, Study history, Examinations taken, Special applications (citing mitigating circumstances), File Upload, and Verification of input data. The main content area is titled 'Course Offering - B.Eng. Fahrzeugtechnik' and displays the 'Information relating to your higher education entrance qualification' section. This section includes three mandatory fields marked with an asterisk: '\*When did you obtain your HEEQ?' with a date input field, '\*In which country did you obtain your HEEQ?' with a dropdown menu, and '\*Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2.0)' with a text input field. An information icon (i) is located to the right of the grade input field.

## 2.4 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.

Section		Course Offering - B.Eng. Fahrzeugtechnik	
Personal details			
Pre-university educational credentials			
Information about your higher education entrance qualification			
Language proficiency	<p><b>Language proficiency</b></p> <p><b>*Language proficiency requirements</b></p> <p>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. M-Kurs/'M' course) and the location of the Studienkolleg. Master: Please provide details of your (German) language skills.</p> <p>None of the above</p> <p><b>*Proof of language proficiency in German</b></p> <p>+ Upload Document</p> <p>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).</p> <p>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 <a href="#">here</a>.</p> <p>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.</p>		
Work experience, vocational training and employment			
Study history			
Examinations taken			
Special applications (citing mitigating circumstances)			
File Upload			
Verification of input data			

## 2.5 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.

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	<p><b>Work experience, vocational training and employment</b></p> <p><b>*Have you completed a recognized apprenticeship or traineeship?</b></p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p><b>*Have you completed a period of relevant pre-study practical training?</b></p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>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:</p> <ul style="list-style-type: none"> <li>• Applied Midwifery</li> <li>• Management and Teaching Methodologies in the Health Care Sector</li> <li>• Childhood Education (3rd semester)</li> <li>• Advanced Nursing Practice and Practical Mentoring</li> </ul>		
Study history			
Examinations taken			
Special applications (citing mitigating circumstances)			
File Upload			
Verification of input data			

## 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.

⏪
Section

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< Section

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

Special applications (citing mitigating circumstances)

File Upload

Verification of input data

Course Offering - B.Eng. Fahrzeugtechnik

Study history

**Previous application semester**

\*Have you previously applied unsuccessfully for a place on your intended study programme at htw saar?

☐ Yes

☐ No

The number of previous application semesters (Bewerbungssemester) is the number of consecutive semesters in each of which you submitted a correctly formulated application to htw saar within the specified application period and for the same degree programme, but your application was refused as the programme was already oversubscribed. You cannot claim a previous application semester if your application was refused for reasons of ineligibility, failure to meet the qualification criteria or failure to meet the submission deadline. The number of such refusals received (due to the programme being oversubscribed) corresponds to the number of previous application semesters.

\*Country in which you were first enrolled at a university

\*Year in which you were first enrolled at a university

\*Semester in which you were first enrolled

\*Number of semesters you have been studying at an university in Germany in total

**Were you studying at a university last semester?**

\*Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for?

☐ Yes

☐ No

i

## 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.

Version 1.0-en

Seite 13 von 33

Section	Course Offering - B.Eng. Fahrzeugtechnik
Personal details	<p><b>Examinations taken</b></p> <p>*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? <input type="text" value="Yes"/></p> <p><b>Last university degree qualification/loss of right of examination</b></p> <p>*Country in which you completed the examinations <input type="text"/></p> <p>*Type of study <input type="text"/></p> <p>*Degree/Qualification <input type="text"/></p> <p>*First subject <input type="text"/></p> <p>Second subject <input type="text"/></p> <p>Third subject <input type="text"/></p> <p>*Date of examination <input type="text" value="Enter date"/></p> <p>*Examination status <input type="text"/></p> <p>*Overall grade <input type="text"/></p> <p>Please enter you 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.</p> <p><b>Penultimate university degree qualification/loss of right of examination</b></p> <p><i>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.</i></p> <p>*Have you taken any further examinations? <input type="radio"/> Yes <input type="radio"/> No</p>
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Work experience, vocational training and employment	
Study history	
Examinations taken	
Special applications (citing mitigating circumstances)	
File Upload	
Verification of input data	

**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 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.

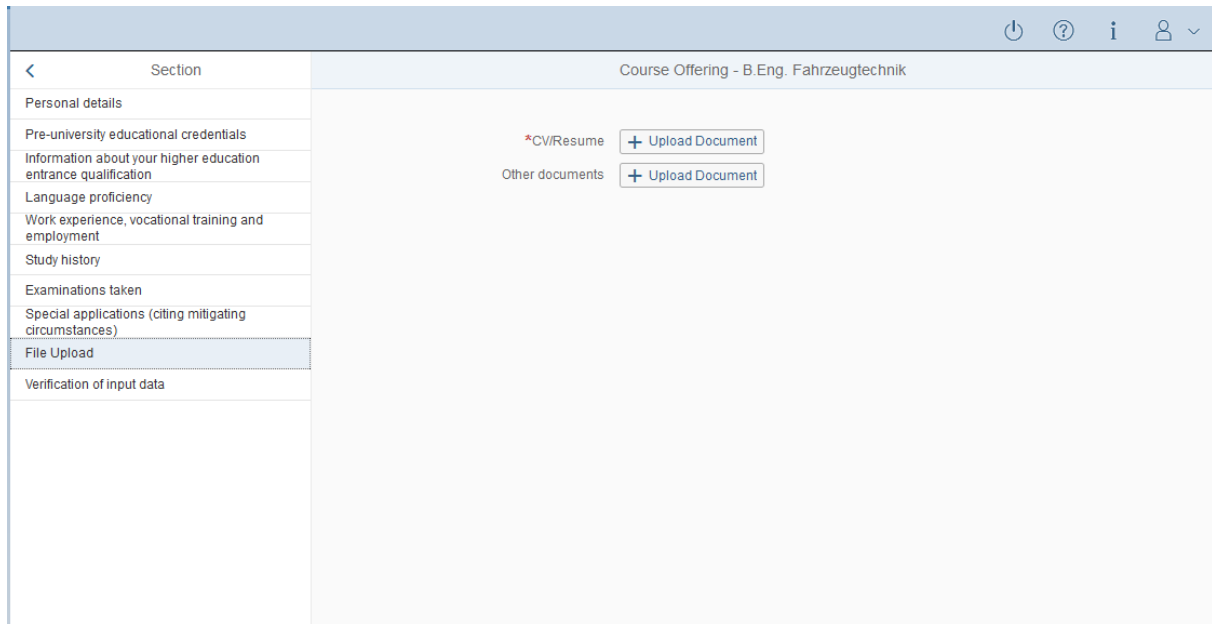
Section	Course Offering - B.Eng. Fahrzeugtechnik
Personal details	<p><b>Special applications (citing mitigating circumstances)</b></p> <p>For more information on these applications, please go to:  <a href="https://www.htwsaar.de/studium-und-lehre/vor-dem-studium/bewerbung/infos-zum-bewerbungsverfahren/hinweise">https://www.htwsaar.de/studium-und-lehre/vor-dem-studium/bewerbung/infos-zum-bewerbungsverfahren/hinweise</a></p> <p>*Application for recognition of military, alternative or voluntary service <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>*Applying under the exceptional hardship scheme <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Request for recognition of an improved average grade <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>*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</p>
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Work experience, vocational training and employment	
Study history	
Examinations taken	
Special applications (citing mitigating circumstances)	
File Upload	
Verification of input data	

## 2.9 Uploading files

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

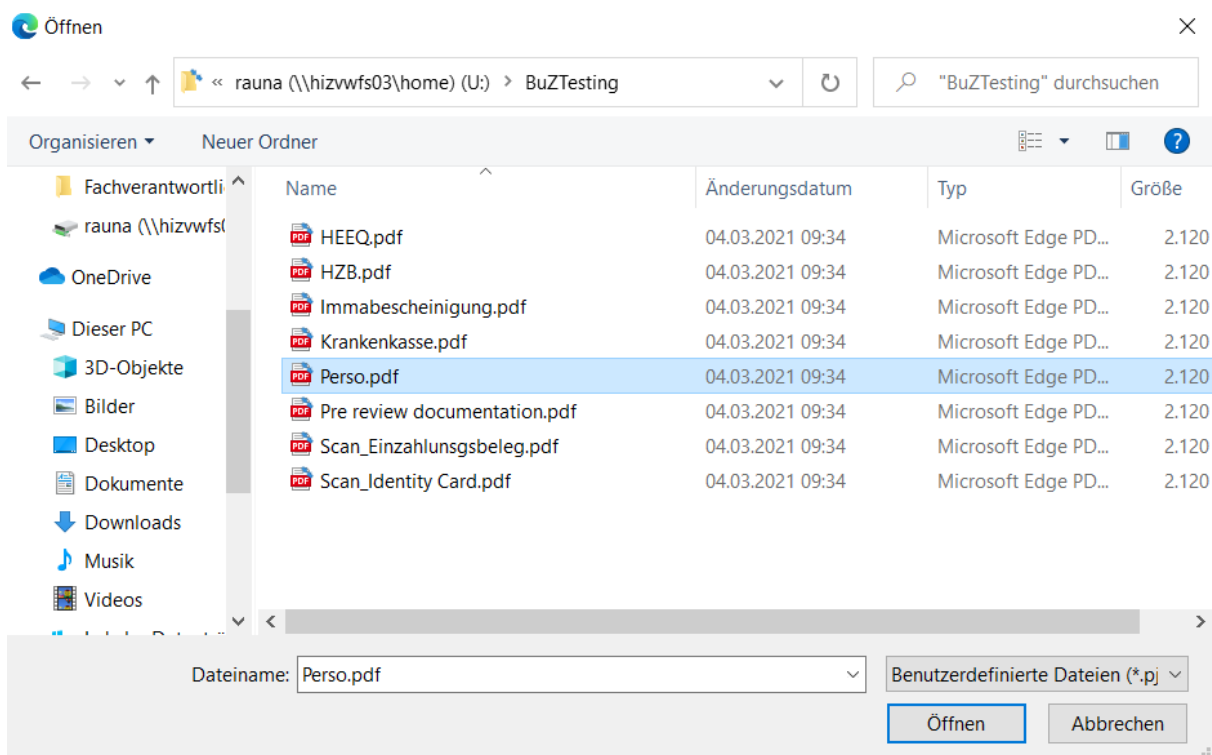
**+ Upload Document** button next to the relevant field. Please take care to ensure that you assign each document to its relevant upload field.

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 application interface for uploading documents. On the left is a sidebar with a 'Section' menu. The 'File Upload' section is selected. The main area shows two upload fields: '\*CV/Resume' and 'Other documents', each with a '+ Upload Document' button. The top of the interface shows 'Course Offering - B.Eng. Fahrzeugtechnik'.

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.

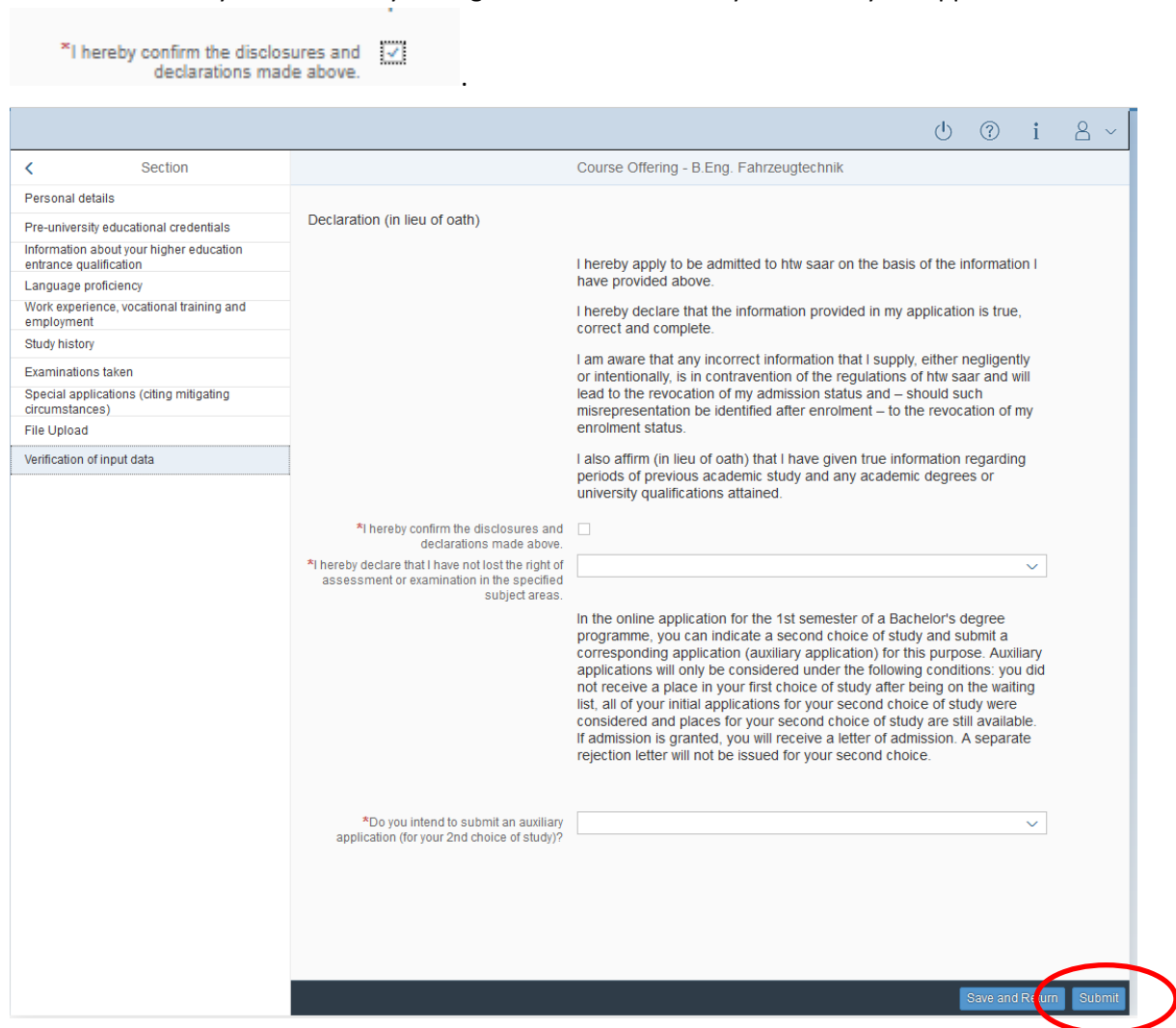
\*Scan of identity card (front and back) or scan of passport Scan\_Identity Card.pdf



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

## 2.10 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



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

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 specified subject areas.

In the online application for the 1st semester of a Bachelor's degree programme, you can indicate a second choice of study and submit a corresponding application (auxiliary application) for this purpose. Auxiliary applications will only be considered under the following conditions: you did not receive a place in your first choice of study after being on the waiting list, all of your initial applications for your second choice of study were considered and places for your second choice of study are still available. If admission is granted, you will receive a letter of admission. A separate rejection letter will not be issued for your second choice.

\*Do you intend to submit an auxiliary application (for your 2nd choice of study)? ☐

Save and Return Submit

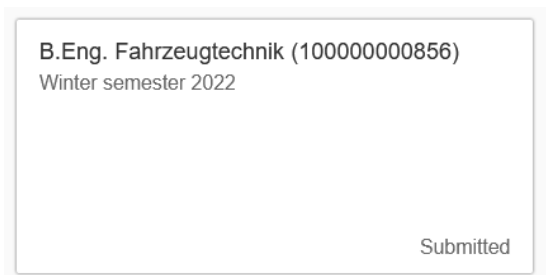
**Note:** Please note that the checkbox in the print preview or preview is not filled. This does not mean that the box in your application was not filled (ticked). The application can only be sent if you have given your consent.


Finally, click on **Submit** 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  
100000000856 has been  
submitted.



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



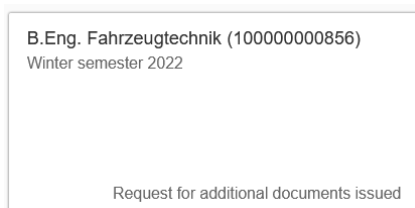
You should then receive email confirmation. If you do not receive confirmation by email, please check in good time before the application deadline expires that you did actually send your intended application via the  button and that you did not simply save your application without submitting it.

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](mailto:stud-sek@htwsaar.de)

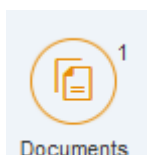
### 3. What happens after I have submitted my application?

#### 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'**.

B.Eng. Fahrzeugtechnik

Fahrzeugtechnik (B.Eng.)

Admission Application Number: 100000000856

General

Fees

Documents<sup>1</sup>

Course Offering

B.Eng. Fahrzeugtechnik

Submission date admission

25.4.2022, 09:48:41

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**'.

\*CV/Resume

Perso.pdf

Reupload Documents

Last Date Changed : Apr 25, 2022

Status : Sorry, this document is invalid.

Comments : Error in document

Das hochgeladene Dokument lässt sich nicht öffnen oder ist enthält andere technische Fehler.

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

Application Details

B.Eng. Fahrzeugtechnik

Fahrzeugtechnik (B.Eng.)

Admission Application Number: 100000000856

General

Fees

Documents<sup>1</sup>

Request for additional documents issued

My Certifications

There are no documents available.

Meine Uploads - My upload period ends on 15.7.2022

\*CV/Resume

Perso.pdf

Reupload Documents

Last Date Changed : Apr 25, 2022

Status : Sorry, this document is invalid.

Comments : Error in document

Das hochgeladene Dokument lässt sich nicht öffnen oder ist enthält andere technische Fehler.

Resubmit

Withdraw

Print

Preview

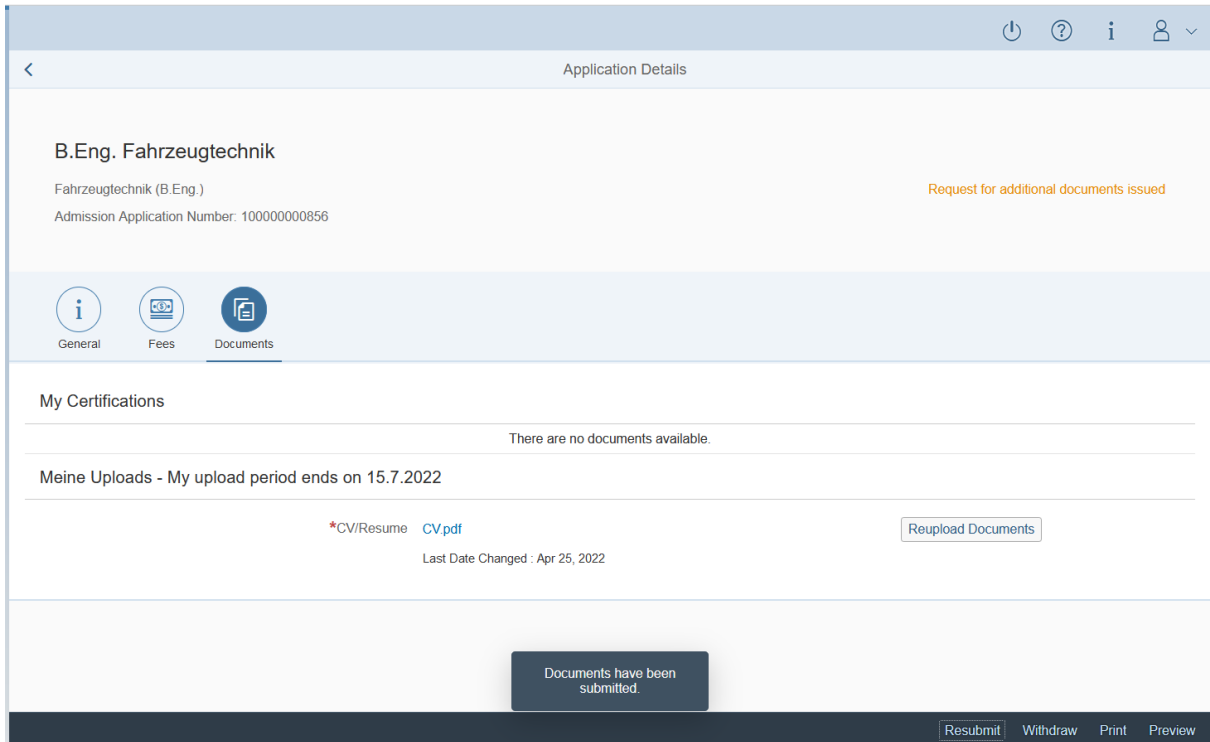
A new window will open so that you can select a new document. Choose the file you want to upload and then click on **open**.

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.

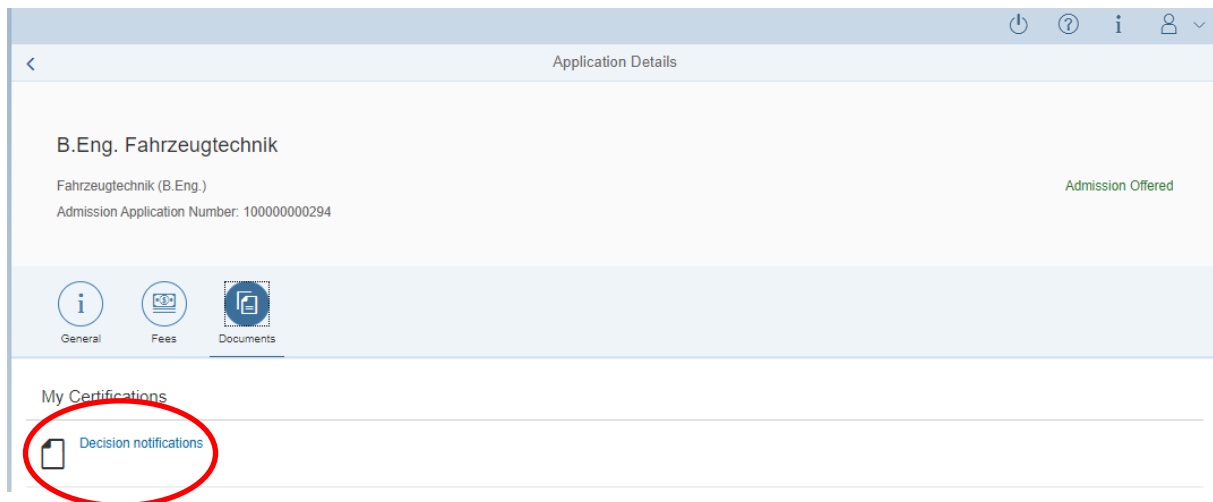
and the explanatory comment will be deleted.



**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.



Application Details

B.Eng. Fahrzeugtechnik

Fahrzeugtechnik (B.Eng.)

Admission Application Number: 100000000294

Admission Offered

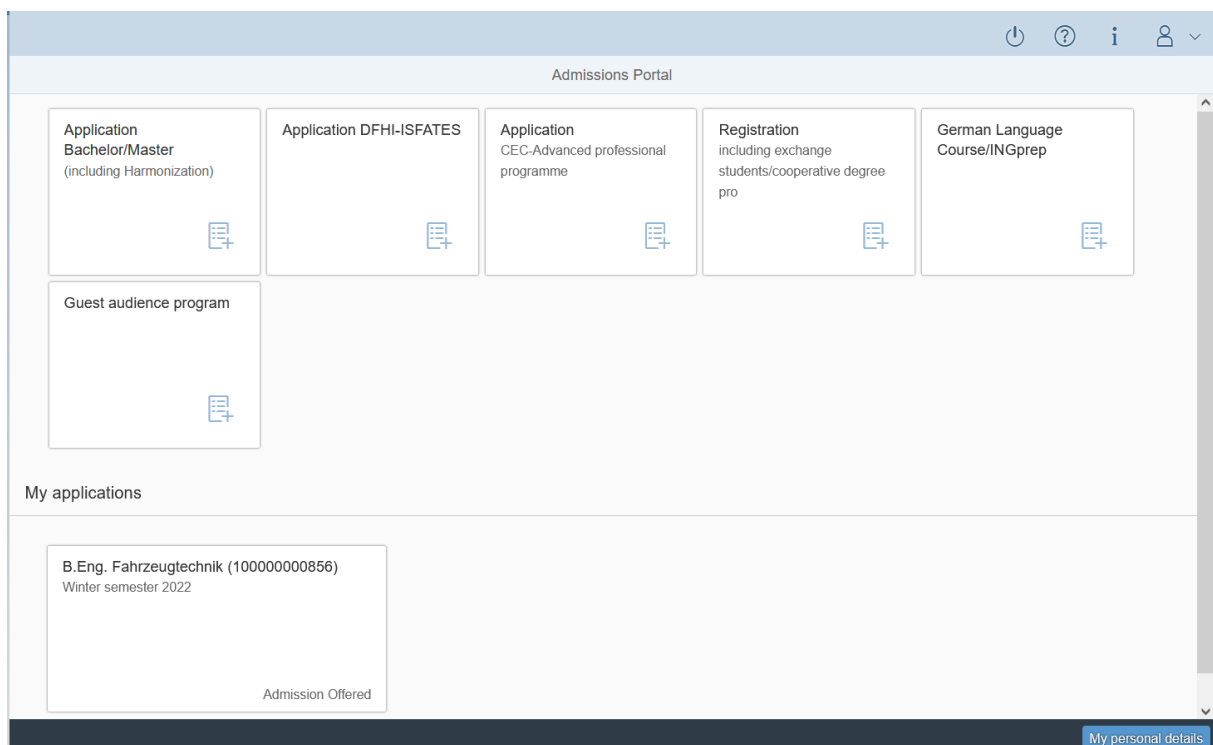
General Fees Documents

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.



Admissions Portal

Application Bachelor/Master (including Harmonization)

Application DFHI-ISFATES

Application CEC-Advanced professional programme

Registration including exchange students/cooperative degree pro

German Language Course/INGprep

Guest audience program

My applications

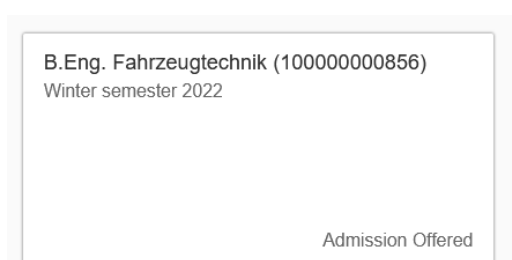
B.Eng. Fahrzeugtechnik (100000000856)

Winter semester 2022

Admission Offered

My personal details

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:

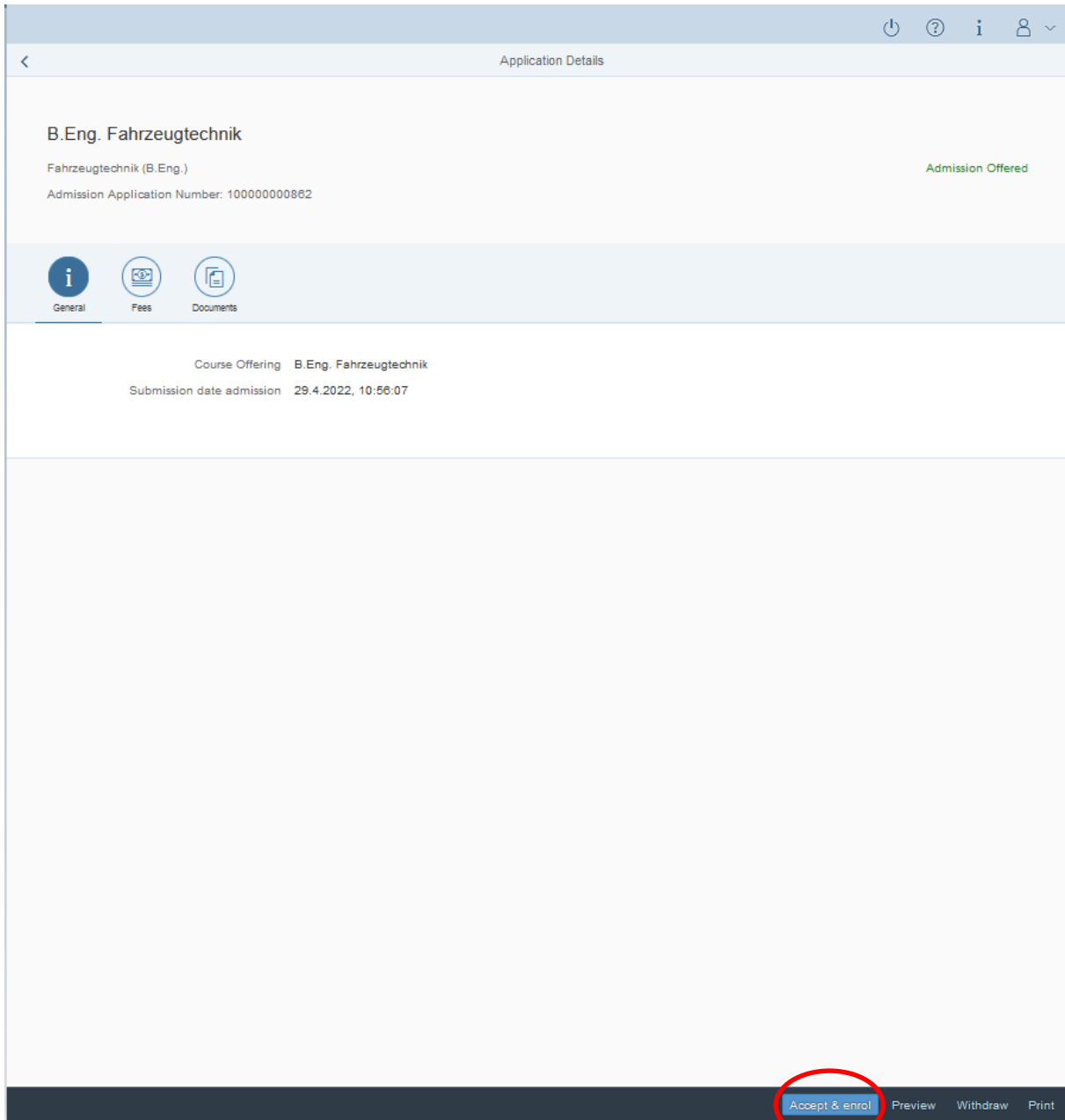


B.Eng. Fahrzeugtechnik (100000000856)

Winter semester 2022

Admission Offered

This opens the following window.



Application Details

B.Eng. Fahrzeugtechnik

Fahrzeugtechnik (B.Eng.)

Admission Application Number: 100000000862

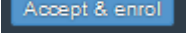

Admission Offered

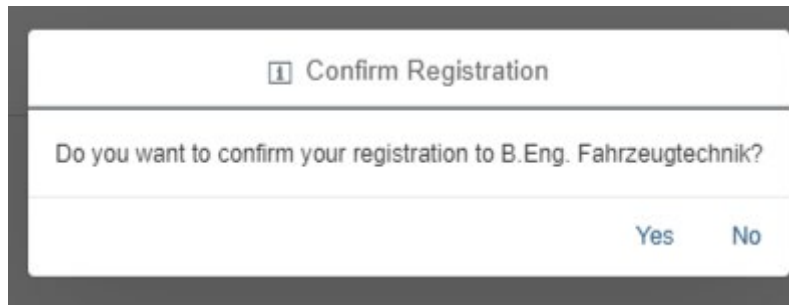
General Fees Documents

Course Offering B.Eng. Fahrzeugtechnik

Submission date admission 29.4.2022, 10:56:07

Accept & enrol Preview Withdraw Print

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)).



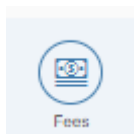
1 Confirm Registration

Do you want to confirm your registration to B.Eng. Fahrzeugtechnik?

Yes 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 **Fees** 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>



Application Details

B.Eng. Fahrzeugtechnik

Fahrzeugtechnik (B.Eng.)

Admission Application Number: 100000000294

Registration-Open

General Fees Documents

Course Offering B.Eng. Fahrzeugtechnik

Submission date admission 10.12.2021, 11:39:29

### 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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Course Offering - B.Eng. Fahrzeugtechnik

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Section	Course Offering - B.Eng. Fahrzeugtechnik
<div style="background-color: #f0f0f0; padding: 2px 5px; margin-bottom: 2px;">Personal details</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Information regarding applicant's pre-university education credentials</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Information about your higher education entrance qualification</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Study history</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Work experience, vocational training and employment</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Examinations taken</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Parallel enrolment</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Health insurance information</div> <div style="padding: 2px 5px; margin-bottom: 2px;">File Upload</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Confirm choice of intended qualification (with subject)</div> <div style="padding: 2px 5px;">Verification of input data</div>	<div style="margin-bottom: 20px;"> <p><b>Personal details</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p><span style="color: red;">*</span>Surname</p> <input type="text" value="NTestIEN"/> </div> <div style="width: 5%; text-align: center;">i</div> </div> <p>Surname at birth</p> <input type="text"/> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p><span style="color: red;">*</span>First name/s (as shown on your identity card or passport)</p> <input type="text" value="TestIEN"/> </div> <div style="width: 5%; text-align: center;">i</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p><span style="color: red;">*</span>Gender</p> <div style="display: flex; gap: 10px;"> <input type="radio"/> male                     <input type="radio"/> female                     <input checked="" type="radio"/> diverse                 </div> </div> <div style="width: 5%; text-align: center;">i</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p><span style="color: red;">*</span>Date of birth</p> <input type="text" value="Apr 1, 2012"/> </div> <div style="width: 5%; text-align: center;">i</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p><span style="color: red;">*</span>Place of birth</p> <input type="text" value="Saarbrücken"/> </div> <div style="width: 5%; text-align: center;">i</div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <p><span style="color: red;">*</span>Nationality</p> <input type="text" value="Germany"/> </div> <div style="width: 5%; text-align: center;">i</div> </div> <p>Second nationality</p> <input type="text"/>

**Your address and contact details**

\*Street name

i

\*House number

i

c/o details/additional address information

\*Postal code

i

\*Place of residence (town/city)

i

\*Country of residence

i

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.

Course Offering - B.Eng. Fahrzeugtechnik	
<div> <div>&lt;</div> <div>Section</div> </div> <div> <div>Personal details</div> <div>Information regarding applicant's pre-university education credentials</div> <div>Information about your higher education entrance qualification</div> <div>Study history</div> <div>Work experience, vocational training and employment</div> <div>Examinations taken</div> <div>Parallel enrolment</div> <div>Health insurance information</div> <div>File Upload</div> <div>Confirm choice of intended qualification (with subject)</div> <div>Verification of input data</div> </div>	<div>Pre-university educational credentials</div> <div> <div>*Where did you obtain your higher education entrance qualification?</div> <div> <input type="radio"/> Germany           <input checked="" type="radio"/> Not in Germany           <input type="radio"/> Higher education assessment test at a Studienkolleg in Germany         </div> </div> <div> <p>You need to obtain preliminary review documentation from the service agency for international applications (uni-assist.de). If you are also a German national, you do not need to obtain preliminary review documentation, but you will need notification that your higher education entrance qualification has been formally recognized by the Ministry of Education of the German federal state in which you are resident (in Saarland: Saarland Ministry of Education).</p> <p><b>Important note:</b></p> <p>In addition to uploading your preliminary review documentation (VPD), please also upload the documents that were used to generate the preliminary review. Both the original language document and the translation are required, unless the original language was German, English or French.</p> </div> <div> <div> <div>*Preliminary review documentation/Official notification of recognition/Luxembourg HEEQ</div> <div>Certificates/documents used to generate the preliminary review documentation or the official notification of recognition</div> <div> <input type="button" value="+ Upload Document"/> </div> </div> <div> <div>*Please provide the classification assigned to your higher education entrance qualification as specified in your preliminary review documentation (uni-assist) or your official notification of recognition (for German nationals).</div> <div> <input type="radio"/> HEEQ for all types of HEI and for all subject areas           <input type="radio"/> HEEQ for all types of HEI for the subject(s) listed here           <input type="radio"/> German school abroad (German Abitur)           <input type="radio"/> HEEQ for the Studienkolleg accord. to prelim. review docum.         </div> </div> </div>

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

Course Offering - B.Eng. Fahrzeugtechnik

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

\*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)

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Information about your previous higher education entrance qualification

i

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).

Please specify the first higher education entrance qualification that you obtained or provide details about your pre-university educational credentials.

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

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

Overall grade

Previous HEEQ/pre-university educational credentials

i

[+ Upload Document](#)

### 3.3.4 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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Course Offering - M.Sc. Informatik

Sprachkenntnisse

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

Examinations taken

Parallel enrolment

Health insurance information

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

**Enrollees who applied via Saarbrücken must upload their language proficiency certificates!**

Please upload the required certificate of English proficiency using the 'File Upload' menu option.

To see which language proficiency qualifications are recognized, please refer to the htw saar [language guidelines](#).

**\*Proof of proficiency in English** ⌵

**\*Do you have any (additional) recognized language proficiency certificates?** i

☐ Yes

☐ No

Previous periods spent abroad

### 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.

Course Offering - B.Eng. Fahrzeugtechnik	
<div> <div>&lt;</div> <div>Section</div> </div> <div> <div>Personal details</div> <div>Information regarding applicant's pre-university education credentials</div> <div>Information about your higher education entrance qualification</div> <div>Study history</div> <div>Work experience, vocational training and employment</div> <div>Examinations taken</div> <div>Parallel enrolment</div> <div>Health insurance information</div> <div>File Upload</div> <div>Confirm choice of intended qualification (with subject)</div> <div>Verification of input data</div> </div>	<div>Study history</div> <p>*Were you previously enrolled at a university (either in Germany or abroad)?</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p> <p>If you have not been previously enrolled at a university, please enter 'Germany' and then specify 'Saarbrücken, H für Technik und Wirtschaft des Saarlandes' as the university. In this case, please enter 0 for the number of semesters studied. (This also applies if you were enrolled at a cooperative education institution (Berufsakademie) and it is not included in the selection list ; not all cooperative education institutions count as universities).</p> <p>*Country in which you were first enrolled at a university</p> <p>Aruba</p> <p>*Year in which you were first enrolled at a university</p> <p>2022/2023</p> <p>*Semester in which you were first enrolled</p> <p>Winter semester</p> <p>Year in which you were first enrolled in Germany</p> <p>Semester in which you were first enrolled in Germany</p> <p>*Enter the number of semesters that you have already studied at a German university in total.</p> <p>Enter the total number of semesters for which you were granted leave of absence at a German university.</p> <p>Total number of semesters in which you undertook practical training or work experience while still being enrolled at university</p> <p>Number of semesters studied at a Studienkolleg</p>

### 3.3.6 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.

Course Offering - B.Eng. Fahrzeugtechnik	
<div> <div>&lt;</div> <div>Section</div> </div> <div> <div>Personal details</div> <div>Information regarding applicant's pre-university education credentials</div> <div>Information about your higher education entrance qualification</div> <div>Study history</div> <div>Work experience, vocational training and employment</div> <div>Examinations taken</div> <div>Parallel enrolment</div> <div>Health insurance information</div> <div>File Upload</div> <div>Confirm choice of intended qualification (with subject)</div> <div>Verification of input data</div> </div>	<div>Work experience, vocational training and employment</div> <p>*Have you completed a recognized apprenticeship or traineeship?</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p> <p>*Have you completed a period of relevant pre-study practical training?</p> <p> <input type="radio"/> Yes  <input checked="" type="radio"/> No         </p>

### 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.

Section		Course Offering - B.Eng. Fahrzeugtechnik	
Personal details	<b>Examinations taken</b>	<b>Last university degree qualification/loss of right of examination</b>	
Information regarding applicant's pre-university education credentials		<p>*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?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p>	
Information about your higher education entrance qualification		<p>Have you already studied this subject at another university?</p> <p>Yes <input type="radio"/> No <input type="radio"/></p>	
Study history		<p>*Country in which you completed the examinations</p> <p>*Type of study</p> <p>*Degree/Qualification</p> <p>*First subject</p> <p>Second subject</p> <p>Third subject</p> <p>*Date of examination</p> <p>*Examination status</p> <p>*Overall grade</p>	
Work experience, vocational training and employment		<p>Please enter your 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.</p> <p>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.</p>	
Examinations taken		<p><b>Penultimate university degree qualification/loss of right of examination</b></p> <p><i>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</i></p>	
Parallel enrolment			
Health insurance information			
File Upload			
Confirm choice of intended qualification (with subject)			
Verification of input data			

### 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.

Section		Course Offering - B.Eng. Fahrzeugtechnik	
Personal details	<b>Parallel enrolment</b>	<p>If you will still be enrolled at another university in the semester in which you plan to start studying at htw saar, please state the name of the other university.</p> <p>htw saar will assess your application and decide whether you can be admitted for parallel enrolment. Please include detailed reasons for wishing to undertake parallel studies at two universities in Germany and submit relevant supporting documentation from your first university, such as your certificate of enrolment, academic transcripts, etc.</p>	
Information regarding applicant's pre-university education credentials			
Information about your higher education entrance qualification			
Study history			
Work experience, vocational training and employment			
Examinations taken			
Parallel enrolment			
Health insurance information			
File Upload			
Confirm choice of intended qualification (with subject)			
Verification of input data			

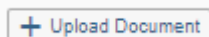
### 3.3.9 Health insurance information

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

Section	Course Offering - B.Eng. Fahrzeugtechnik
Personal details	
Information regarding applicant's pre-university education credentials	
Information about your higher education entrance qualification	
Study history	
Work experience, vocational training and employment	
Examinations taken	
Parallel enrolment	
Health insurance information	<p>If you would like to continue to be covered by private health insurance while you are studying, you must apply to a statutory health insurance provider for exemption to statutory health insurance cover. You will need to ask a German statutory health insurance provider to send an electronic record of your student status to htw saar. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Hochschule für Technik und Wirtschaft des Saarlandes, Saarbrücken'. We currently recommend that you include the German text when contacting your HI provider.</p> <p>Please select the option <b>'Not insured'</b> when specifying your 'Status code for student health insurance data'.</p> <p>If you have statutory health insurance cover in a Member State of the European Union (other than Germany) or the European Economic Area (EEA), you must ask your home insurance provider to issue you with a European health insurance card (EHIC).</p> <p>You should present your EHIC to a German statutory health insurance fund (e.g. AOK, IKK, BARMER) located in the town or city in which you are studying in Germany. You will need to ask a German statutory health insurance provider to send an electronic record of your student status to htw saar. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Hochschule für Technik und Wirtschaft des Saarlandes, Saarbrücken'. We currently recommend that you include the German text when contacting your HI provider. Please select the option <b>'Not insured'</b> when specifying your 'Status code for student health insurance data'.</p> <p>If you are enrolling for the preparatory German language course or the preparatory study programme INGPrep, you will not normally be able to get health insurance from a statutory health insurance provider and you will need to submit proof that you have health insurance cover from a German private health insurance provider resp. an electronic record of your insurance status from your German private health insurance provider.</p> <p><b>Exceptions:</b> persons covered under a family insurance policy, refugees with statutory health insurance, EU students with a European Health Insurance Card (EHIC).</p> <p>*Status code for student health insurance data <input type="text"/></p> <p><b>Important note:</b> You will need to present a valid certificate of insurance to the university/electronic notification of health insurance coverage.</p>
File Upload	
Confirm choice of intended qualification (with subject)	
Verification of input data	

### 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').

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Section

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Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Study history

Work experience, vocational training and employment

Examinations taken

Parallel enrolment

Health insurance information

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

Course Offering - B.Eng. Fahrzeugtechnik

File Upload

Certificates of de-registrations

\*CV/Resume

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

\*Certificate confirming period of university study

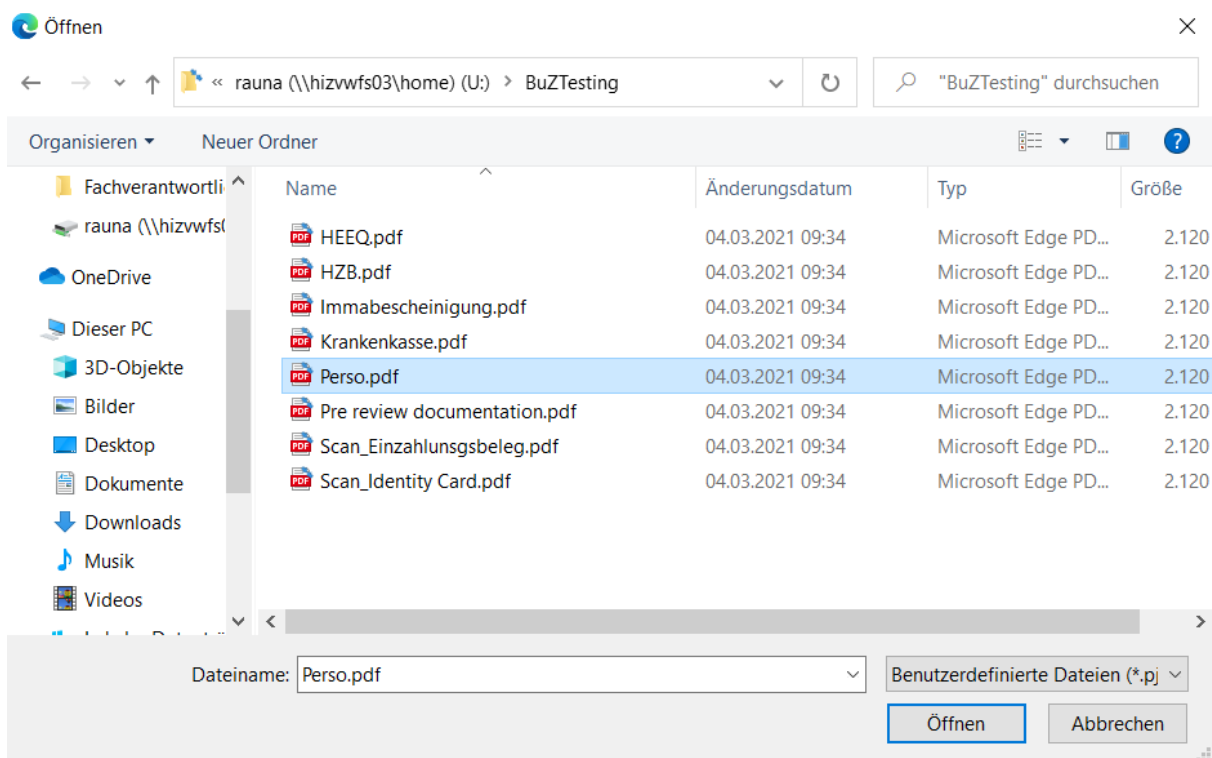
+ Upload Document

+ Upload Document

+ Upload Document

+ Upload Document

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.



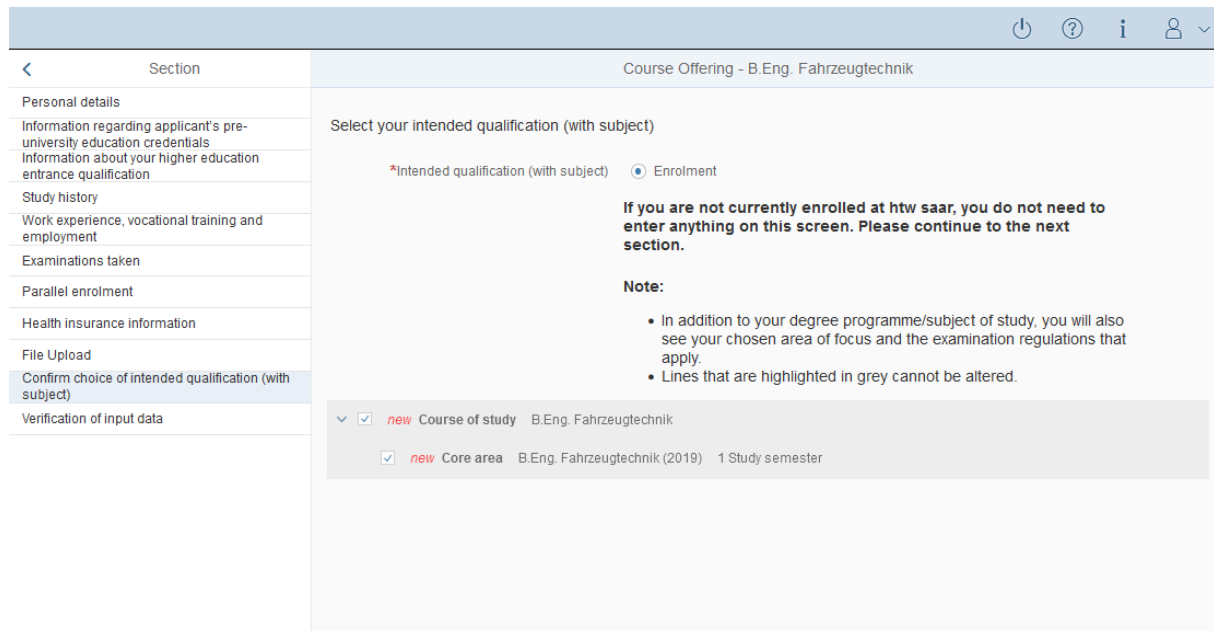
If the file was uploaded successfully, this will be indicated accordingly.



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

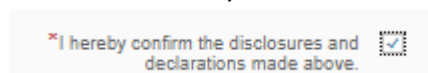
## 3.3.11 Confirm choice of intended qualification (with subject)

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.

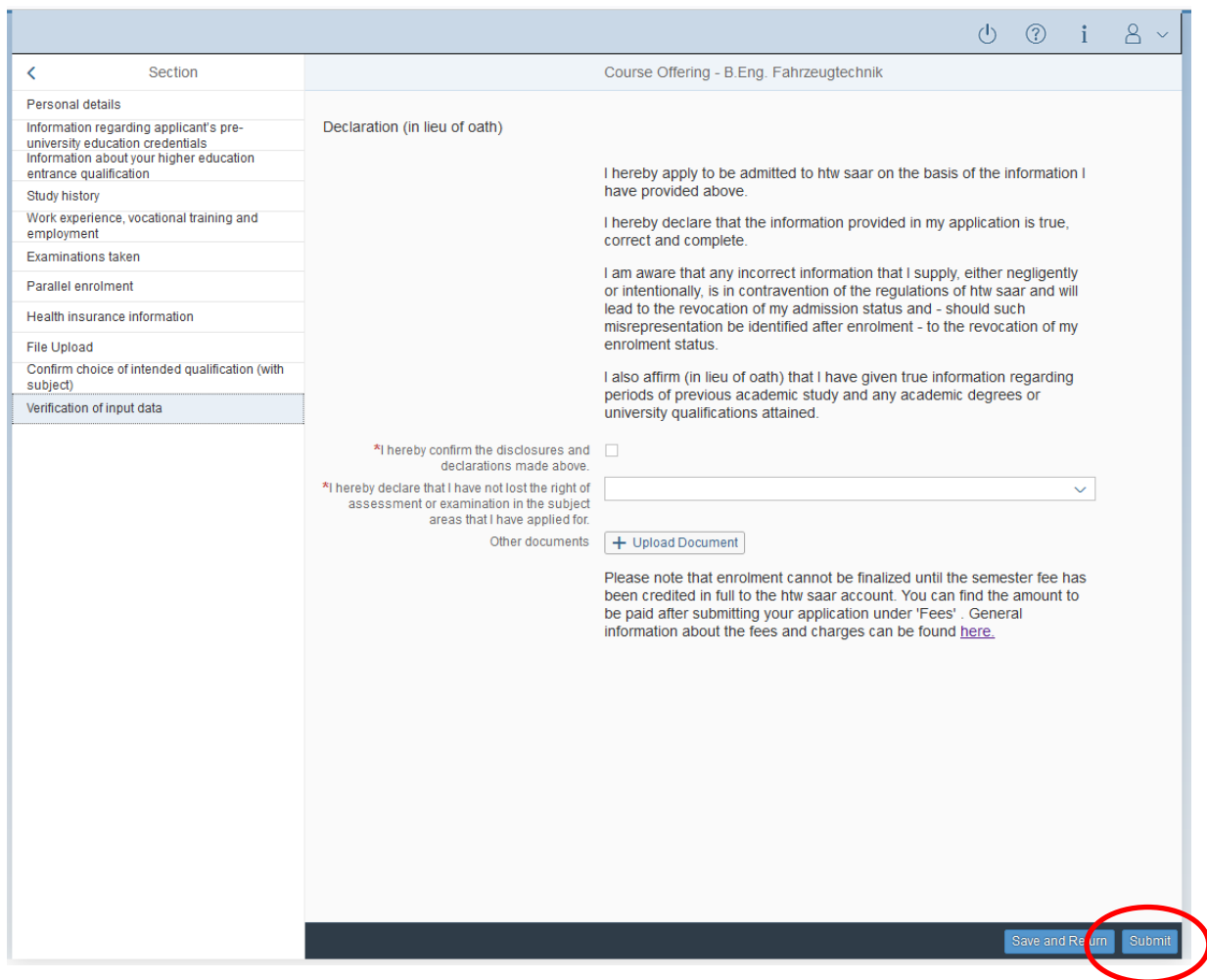


## 3.3.12 Verification of input data

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



**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.



Section: Course Offering - B.Eng. Fahrzeugtechnik

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Study history

Work experience, vocational training and employment

Examinations taken

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Health insurance information

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

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 subject areas that I have applied for.

Other documents

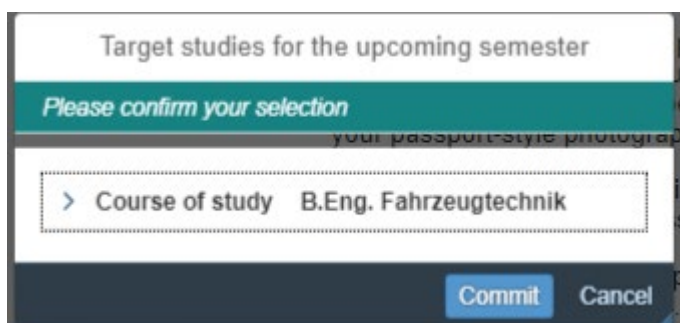
[+ Upload Document](#)

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 Return](#) [Submit](#)

**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 be 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 100000000857. 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. If you do not see a new tile, please clear your browser cache using the key combination CTRL+F5.


Please check on your start page that the tile for this application displays the status message 'Application submitted'.

B.Eng. Fahrzeugtechnik (100000000857)  
Winter semester 2022

Submitted

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 **Submit** 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*).

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!**