

# Student Information Management System for Saarland



## Application Guide Summer semester 2024/25



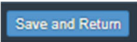
### Key information at a glance:

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, 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

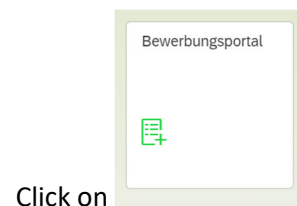
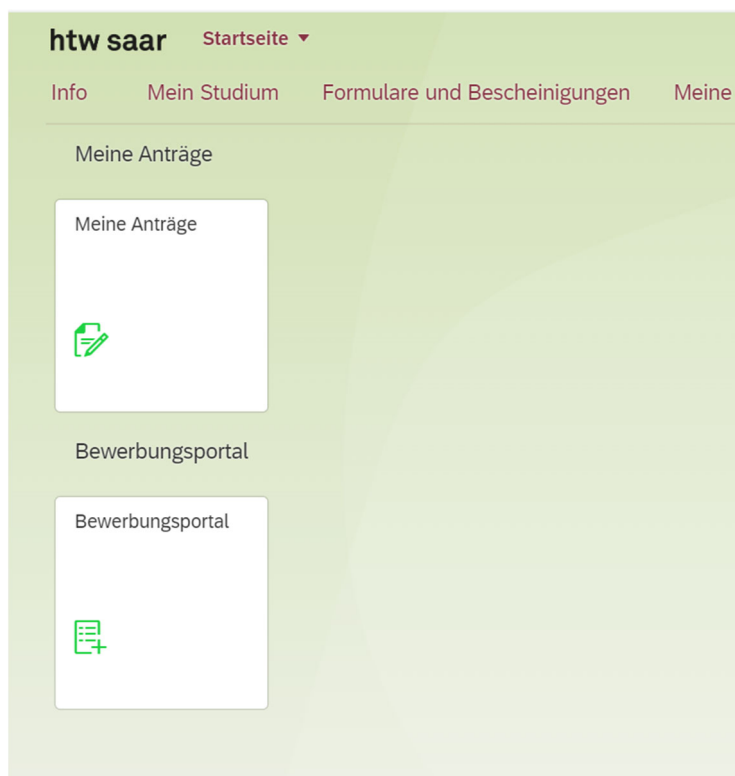
☐ Login nicht merken

☐ Vormalis erteilte Erlaubnis, Daten weiterzuleiten, widerrufen

Login

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

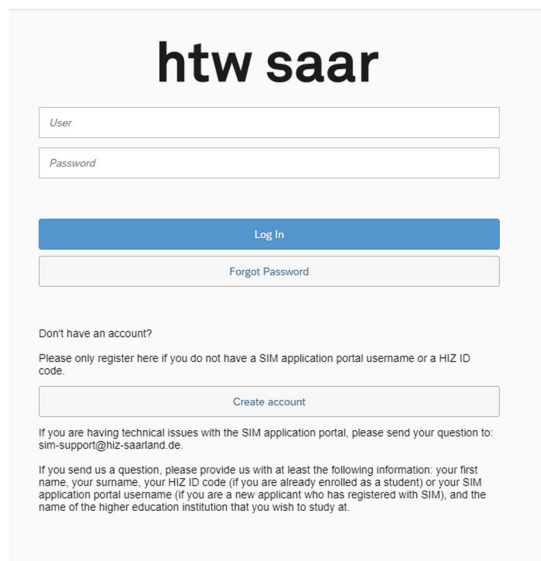
Please enter your HIZ ID code and your password. Then click on **Login**.



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

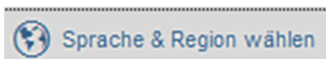
Please register using the following link:

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



The image shows the htw saar login and registration page. It features a header with the 'htw saar' logo. Below the logo are two input fields for 'User' and 'Password'. There are two buttons: a blue 'Log In' button and a white 'Forgot Password' button. Below these is a section for users who don't have an account, with a 'Create account' button. At the bottom, there is a note about technical issues and a link to 'sim-support@hiz-saarland.de'.

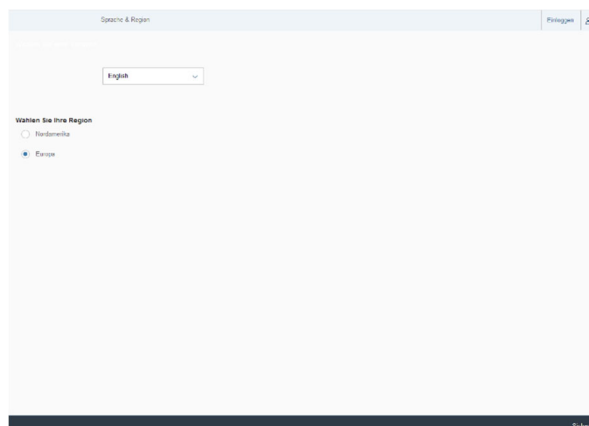
Switch language by clicking on  and then



. Choose 'English' from the drop-down menu

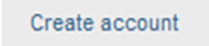


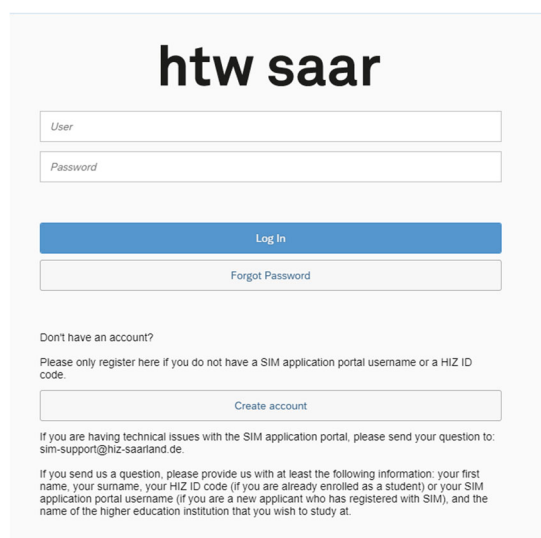
and then click  /

The image shows the 'Sprache & Region' selection page. It has a header with 'Sprache & Region' and a 'Pfeil' button. Below the header is a dropdown menu for 'English'. Underneath, there is a section 'Wählen Sie Ihre Region' with two radio buttons: 'Randemitha' and 'Europe'. The 'Europe' option is selected. At the bottom right, there is a 'Sichern' button.

**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  .

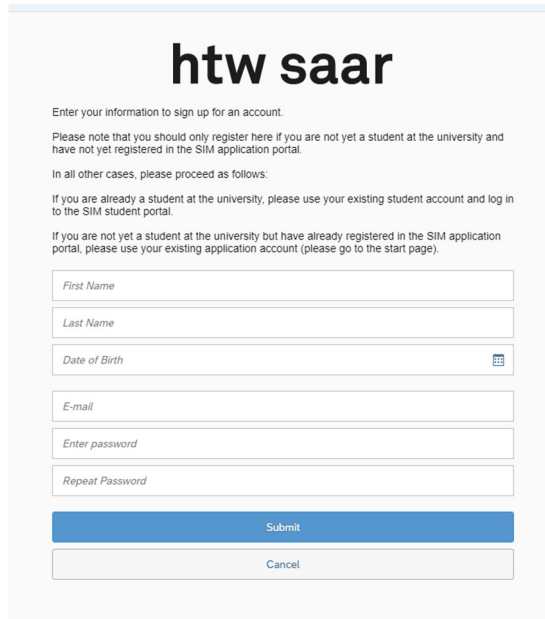


This is a duplicate of the htw saar login and registration page shown in the first image. It includes the 'htw saar' logo, 'User' and 'Password' input fields, 'Log In' and 'Forgot Password' buttons, a 'Create account' button, and a note about technical issues.

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 .



**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).

First Name


Last Name

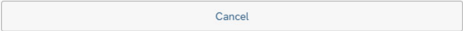
Date of Birth

E-mail

Enter password


Repeat Password

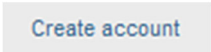


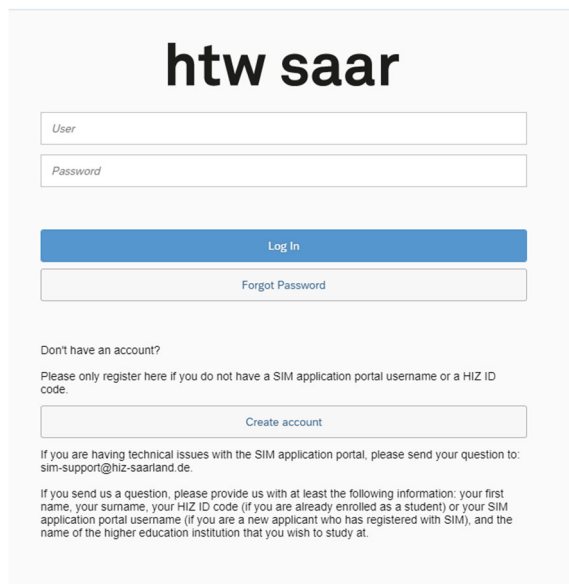


After a few minutes you should receive an automatic verification email at the email address you specified. The email will ask you to use your existing login ID or to log in using the username specified in the email.

**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  to activate your user account. If you do not activate your account *within 24 hours*, you will


need to go through the  process from the start.

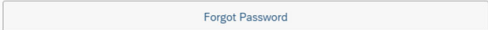


**htw saar**

User

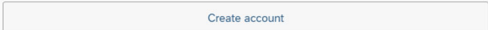
Password





Don't have an account?

Please only register here if you do not have a SIM application portal username or a HIZ ID code.



If you are having technical issues with the SIM application portal, please send your question 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 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:

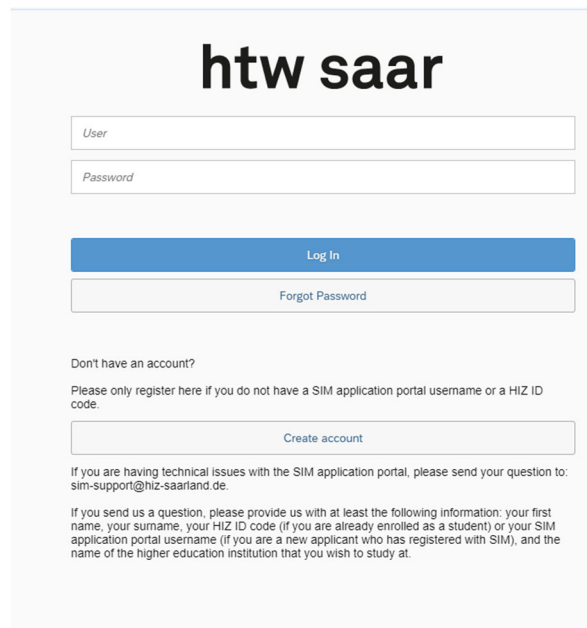
<https://sim.htwsaar.de/bewerbung>

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

**Log In**

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

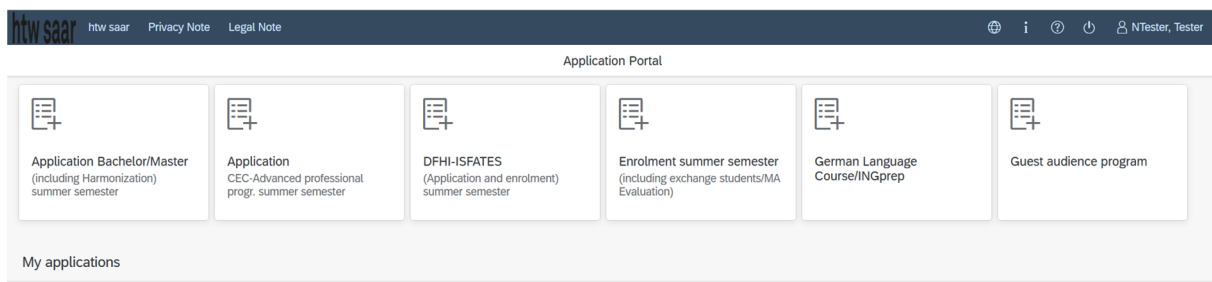
**Note:** If the window does **not** appear as shown here, please clear your browser cache using CTRL+F5 and restart the browser.



The screenshot shows the htw saar login interface. At the top is the 'htw saar' logo. Below it are two input fields: 'User' and 'Password'. A blue 'Log In' button is positioned below the password field, and a 'Forgot Password' link is below it. Further down, there is a link for 'Don't have an account?' and a 'Please only register here if you do not have a SIM application portal username or a HIZ ID code.' message. Below this is a 'Create account' button. At the bottom, there is a section for technical issues with contact information: 'sim-support@hiz-saarland.de' and a list of required information for questions: first name, surname, HIZ ID code, SIM application portal username, and the name of the higher education institution.

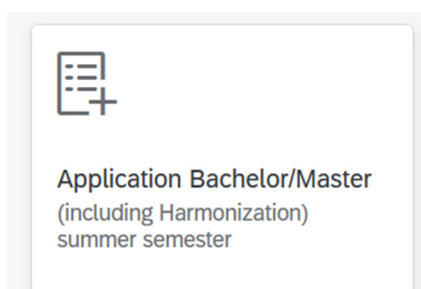
## 2. Applying for a place on a degree programme

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



The screenshot shows the SIM application portal start page. At the top is a navigation bar with 'htw saar', 'htw saar', 'Privacy Note', and 'Legal Note'. Below this is the 'Application Portal' header. The main content area features six application categories, each with a list icon and a plus sign: 'Application Bachelor/Master (including Harmonization) summer semester', 'Application CEC-Advanced professional progr. summer semester', 'DFHI-ISFATES (Application and enrolment) summer semester', 'Enrolment summer semester (including exchange students/MA Evaluation)', 'German Language Course/INGprep', and 'Guest audience program'. Below these categories is a section titled 'My applications'.

To create a new application, click on:



The screenshot shows a button for creating a new application. It features a list icon with a plus sign and the text: 'Application Bachelor/Master (including Harmonization) summer semester'.

**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.

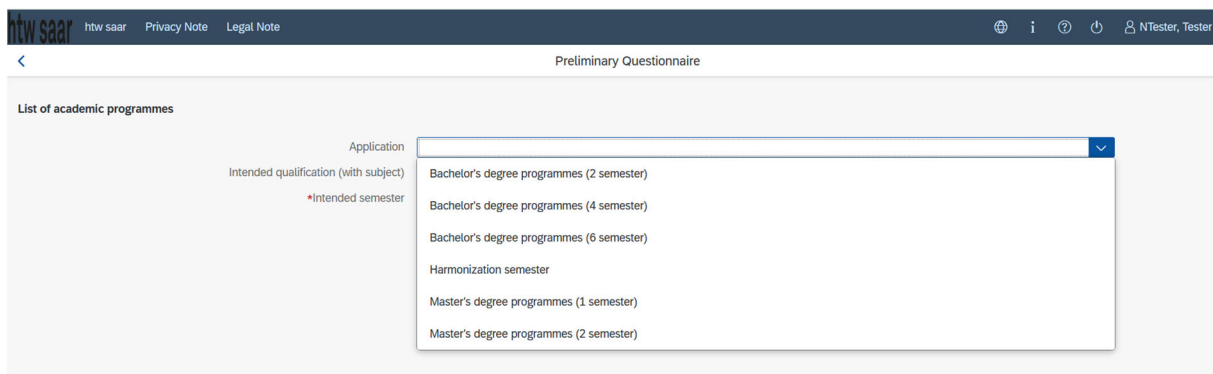
## 2.1 Preliminary Questionnaire

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

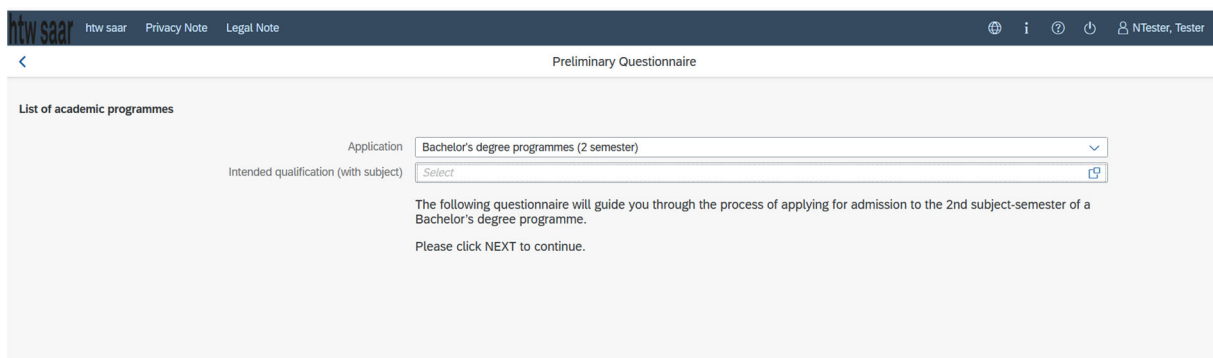
Go to the combo box ‘**Application**’ and select the appropriate item from the drop-down menu. Click



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.

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Preliminary Questionnaire

List of academic programmes

Application

Bachelor's degree programmes (2 semester)

Intended qualification (with subject)

Fahrzeugtechnik (B.Eng.)

Intended semester

Summer semester 2024


The following questionnaire will guide you through the process of applying for admission to the 2nd subject-semester of a Bachelor's degree programme.

Please click NEXT to continue.

Study semester


2

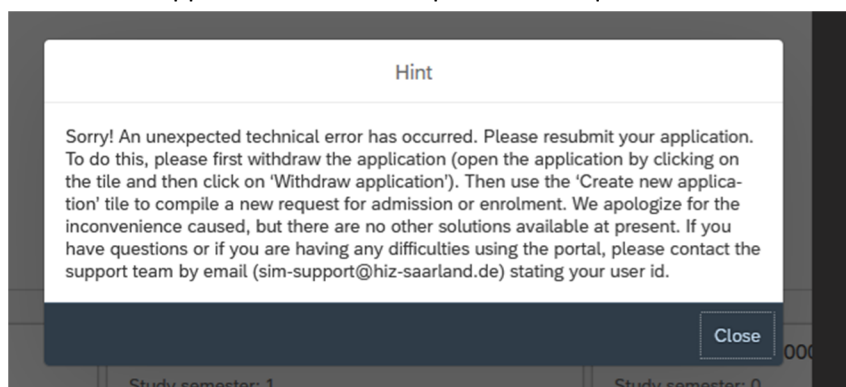
Next


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



## General information:

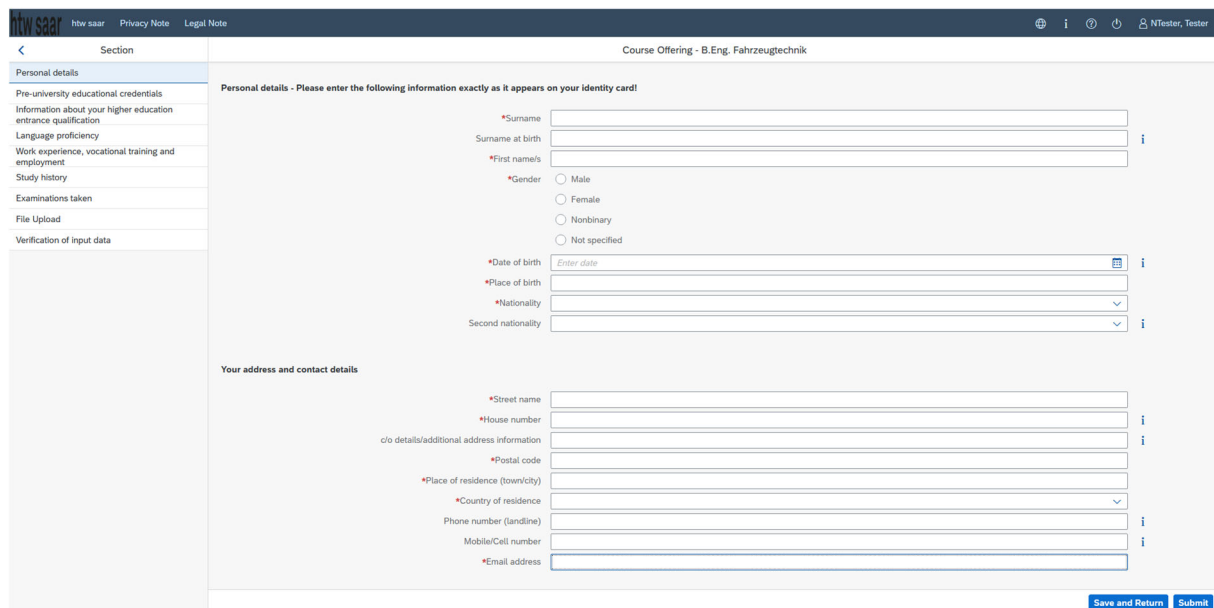
- You may experience a delay while the system processes your selection. Please be patient and do not cancel your application.
- Select the individual sections of the navigation bar on the left of the window and enter the required information. Depending on the particular degree programme and subject chosen,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

## 2.1 Personal details

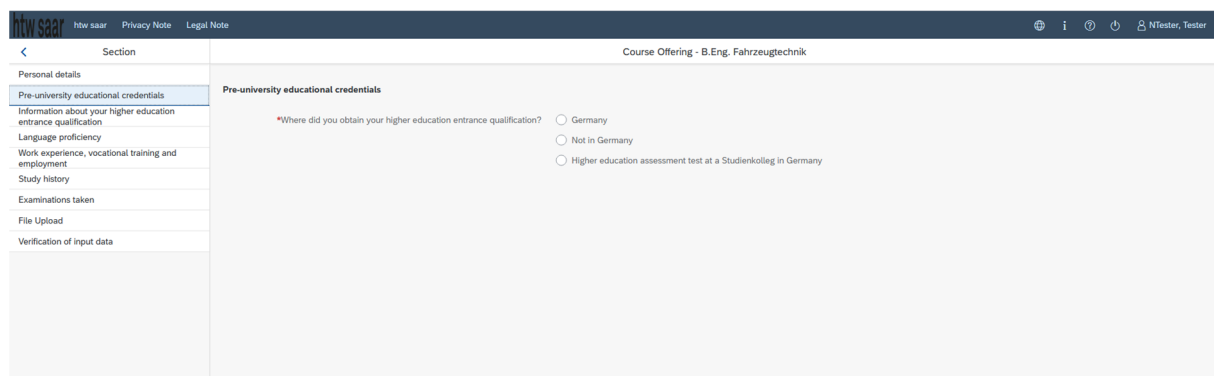
Please complete all mandatory fields.



## 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.



## 2.3 Information about your higher education entrance qualification

### 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').

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Legal Note

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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

File Upload

Verification of input data

Course Offering - B.Eng. Fahrzeugtechnik

Information relating to your higher education entrance qualification

\*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)

## 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.

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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

File Upload

Verification of input data

Course Offering - B.Eng. Fahrzeugtechnik

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. M-Kurs/M course) 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.

+ 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.

## 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.

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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

File Upload

Verification of input data

Course Offering - B.Eng. Fahrzeugtechnik

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

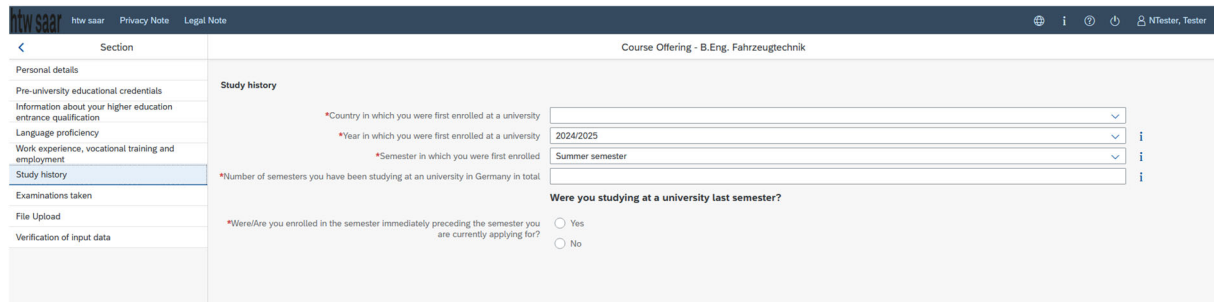
Version 5.0-en

Seite 11 von 27

## 2.6 Your study history

### 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.



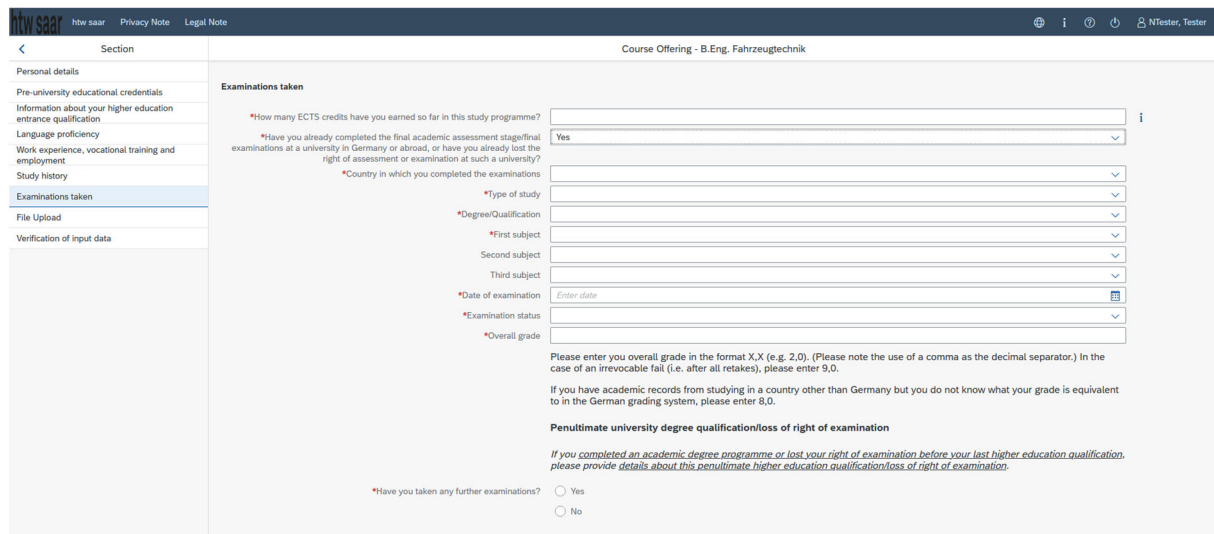
The screenshot shows the 'Study history' form within the htw saar application portal. The form is titled 'Study history' and is part of the 'Course Offering - B.Eng. Fahrzeugtechnik' section. It includes a sidebar with navigation links: Personal details, Pre-university educational credentials, Information about your higher education entrance qualification, Language proficiency, Work experience, vocational training and employment, Study history (selected), Examinations taken, File Upload, and Verification of input data. The main form area contains the following fields:

- \*Country in which you were first enrolled at a university (dropdown menu)
- \*Year in which you were first enrolled at a university (dropdown menu, showing 2024/2025)
- \*Semester in which you were first enrolled (dropdown menu, showing Summer semester)
- \*Number of semesters you have been studying at an university in Germany in total (text input field)
- Were you studying at a university last semester? (radio buttons for Yes and No)
- \*Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for? (radio buttons for Yes and No)

## 2.7 Examinations taken

### 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.



The screenshot shows the 'Examinations taken' form within the htw saar application portal. The form is titled 'Examinations taken' and is part of the 'Course Offering - B.Eng. Fahrzeugtechnik' section. It includes a sidebar with navigation links: 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 (selected), File Upload, and Verification of input data. The main form area contains the following fields:

- \*How many ECTS credits have you earned so far in this study programme? (text input field)
- \*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? (radio buttons for Yes and No)
- \*Country in which you completed the examinations (dropdown menu)
- \*Type of study (dropdown menu)
- \*Degree/Qualification (dropdown menu)
- \*First subject (dropdown menu)
- Second subject (dropdown menu)
- Third subject (dropdown menu)
- \*Date of examination (text input field with a calendar icon)
- \*Examination status (dropdown menu)
- \*Overall grade (text input field)

Below the form, there is a section titled 'Penultimate university degree qualification/loss of right of examination' with the following text: '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.' This is followed by a question: '\*Have you taken any further examinations?' with radio buttons for Yes and No.

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

## 2.8 Special applications (citing mitigating circumstances)

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

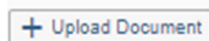
### Special applications (citing mitigating circumstances)

Please click on **Special applications (citing mitigating circumstances)**. Please answer the mandatory questions.

| Section  | Course Offering - B.Eng. Fahrzeugtechnik   |
|--|--|
| Personal details   | <p>Special applications (citing mitigating circumstances)</p> <p>For more information on these applications, please go to:<br/> <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

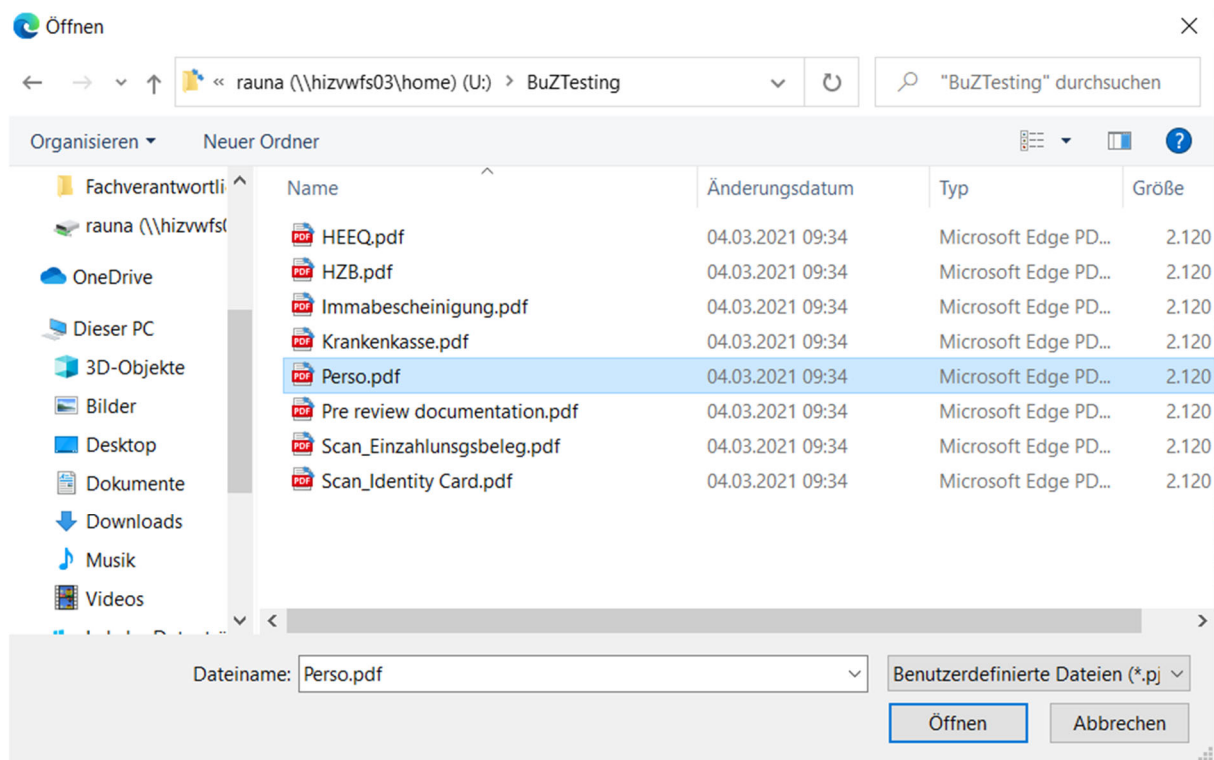


button next to the relevant field. Please take care to ensure that you assign each document to its relevant upload field.

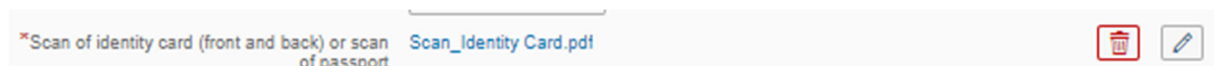
One file can be uploaded per required document; permissible file formats are **JPEG/JPG** or **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').

| Section  | Course Offering - B.Eng. Fahrzeugtechnik  |
|--|---|
| Personal details   | <p>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: <a href="https://www.htwsaar.de/en/studying-living/application-procedure/attachments">https://www.htwsaar.de/en/studying-living/application-procedure/attachments</a></p> <p>*CV/Resume <input type="button" value="+ Upload Document"/></p> <p>*Current transcript of records <input type="button" value="+ Upload Document"/></p> <p>Subject-specific documents <input type="button" value="+ Upload Document"/></p> <p>Other documents <input type="button" value="+ Upload Document"/></p> |
| 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                                     |   |

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.

## 2.10 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



**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.

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< 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

**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.

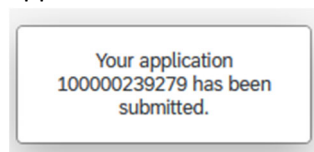
I also affirm (in lieu of oath) that I have given true information regarding periods of previous academic study and any academic degrees or university qualifications attained.

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

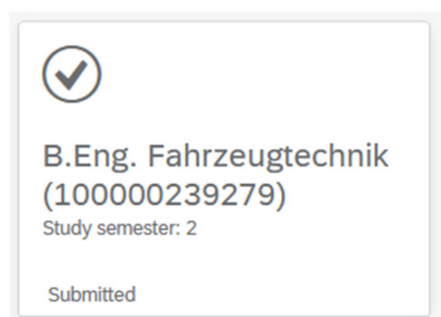
\*I hereby declare that I have not lost the right of assessment or examination in the degree programme for which I am applying.

**Save and Return** **Submit**

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.

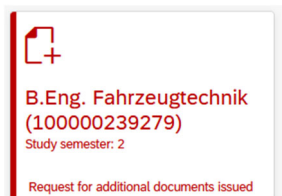


You should then receive email confirmation. If you have not yet received email confirmation (remember to also check your spam folder!), please send an email with your applicant number (*Bewerber-nummer*) and your application number (*Antragsnummer*) to [stud-sek@htwsaar.de](mailto:stud-sek@htwsaar.de).

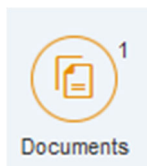
### 3. What happens after I have submitted my application?

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

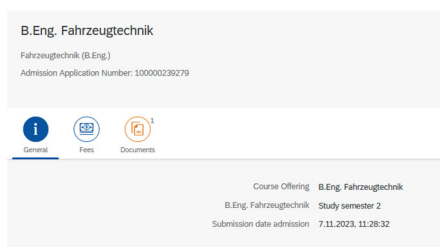
If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change to '**Request for additional documents issued**'.



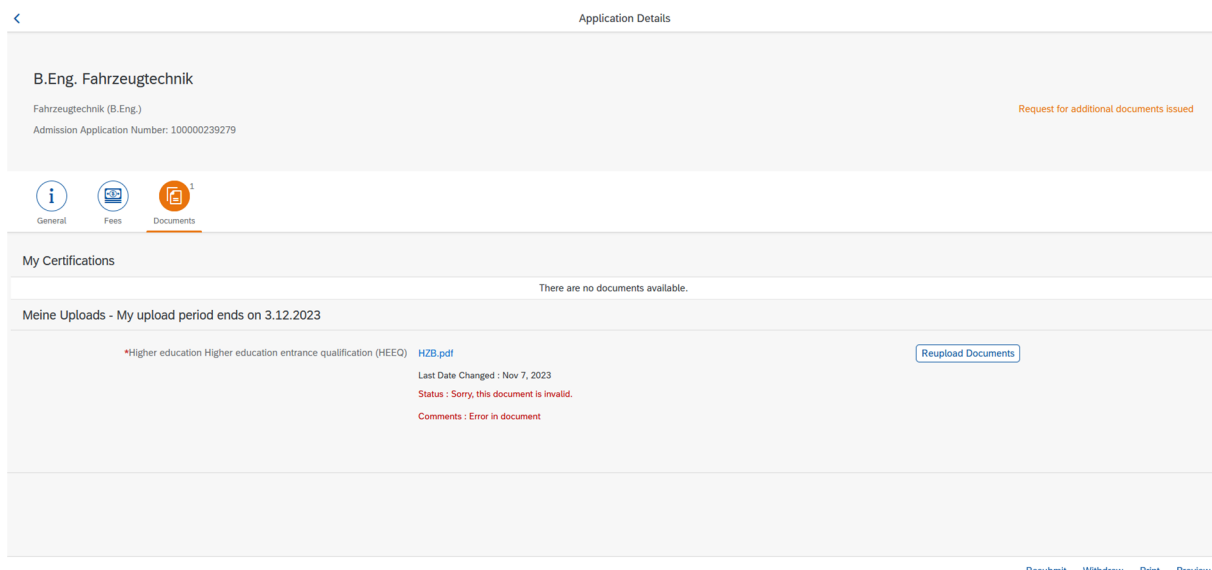
To reopen your application, click on the tile



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



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**'.

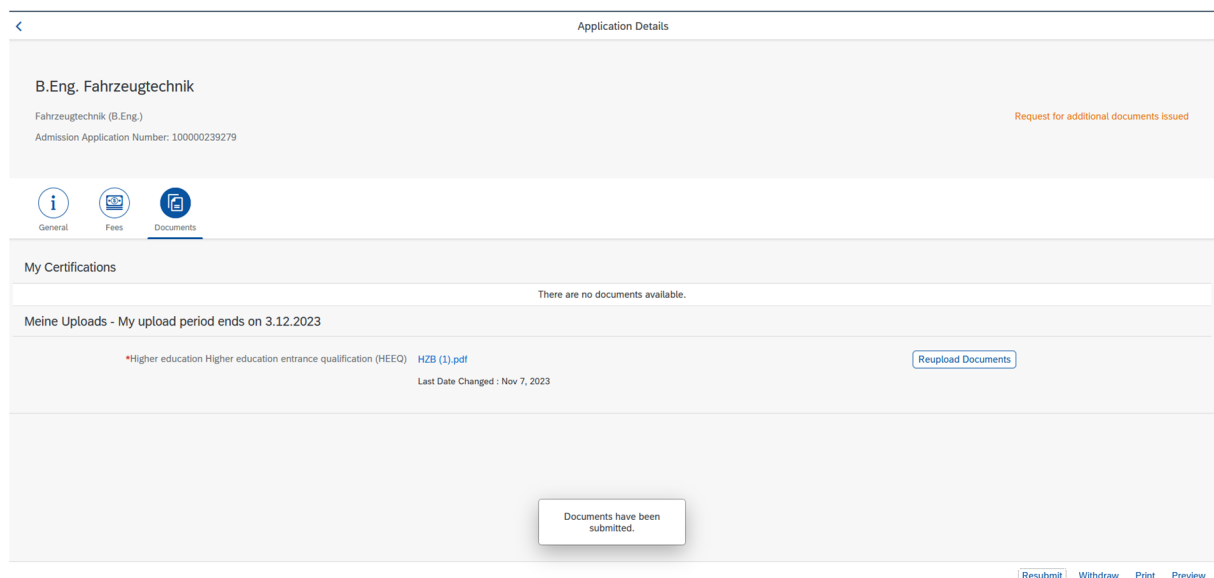




The HEEQ therefore needs to be uploaded again. Click on the **Reupload Documents** button.

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.



The screenshot shows the 'Application Details' page. At the top, it displays the program 'B.Eng. Fahrzeugtechnik' and the admission application number '100000239279'. A status message 'Request for additional documents issued' is shown in orange. Below this, there are three tabs: 'General', 'Fees', and 'Documents'. The 'Documents' tab is active, showing 'My Certifications' and 'Meine Uploads'. Under 'Meine Uploads', it lists 'Higher education Higher education entrance qualification (HEEQ)' with a file 'HZB (1).pdf' and a 'Reupload Documents' button. A notification box at the bottom center says 'Documents have been submitted.' The bottom right corner has buttons for 'Resubmit', 'Withdraw', 'Print', and 'Preview'.

You will receive an on-screen notification message

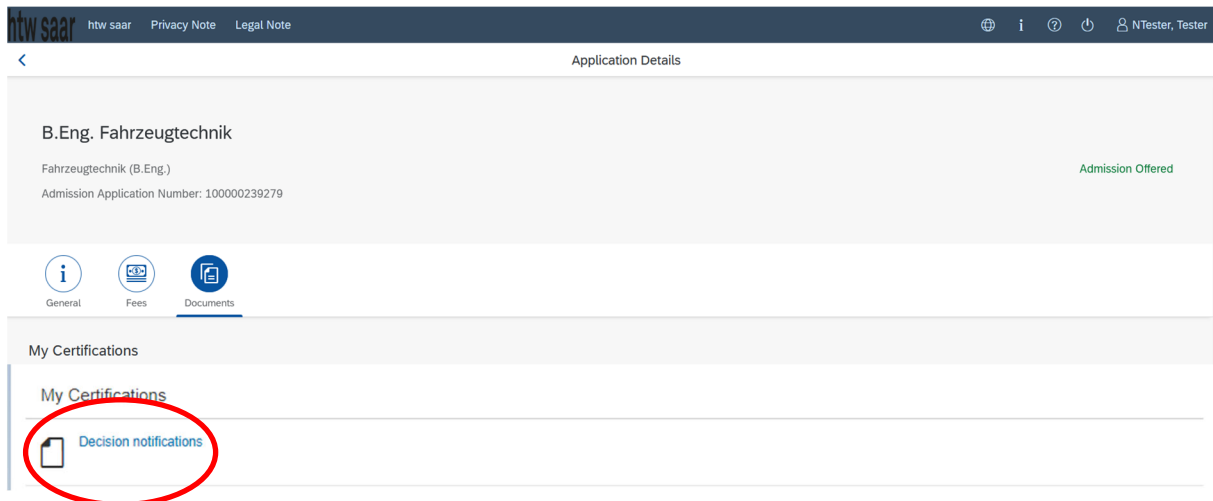
and the explanatory comment will be deleted.

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

## 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.

## 3.3 Enrolment



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Application Details

B.Eng. Fahrzeugtechnik

Fahrzeugtechnik (B.Eng.)

Admission Application Number: 100000239279

Admission Offered

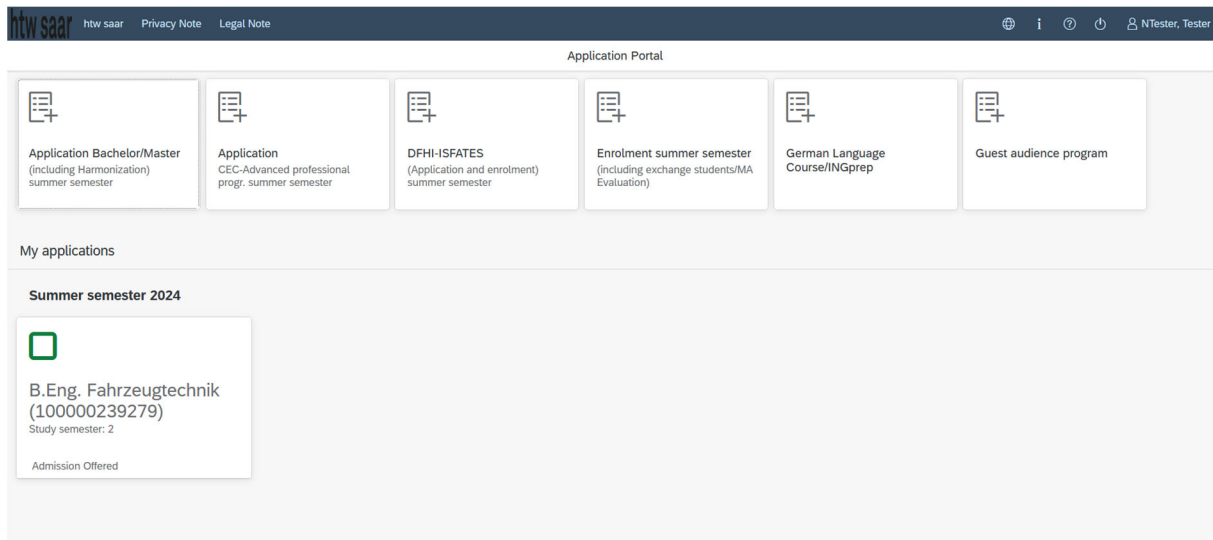
General Fees Documents

My Certifications

My Certifications

Decision notifications

**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.



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Application Portal

Application Bachelor/Master (including Harmonization) summer semester

Application CEC-Advanced professional progr. summer semester

DFHI-ISFATES (Application and enrolment) summer semester

Enrolment summer semester (including exchange students/MA Evaluation)

German Language Course/INGprep

Guest audience program

My applications

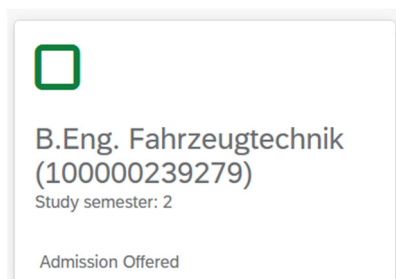
Summer semester 2024

B.Eng. Fahrzeugtechnik (100000239279)

Study semester: 2

Admission Offered

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:

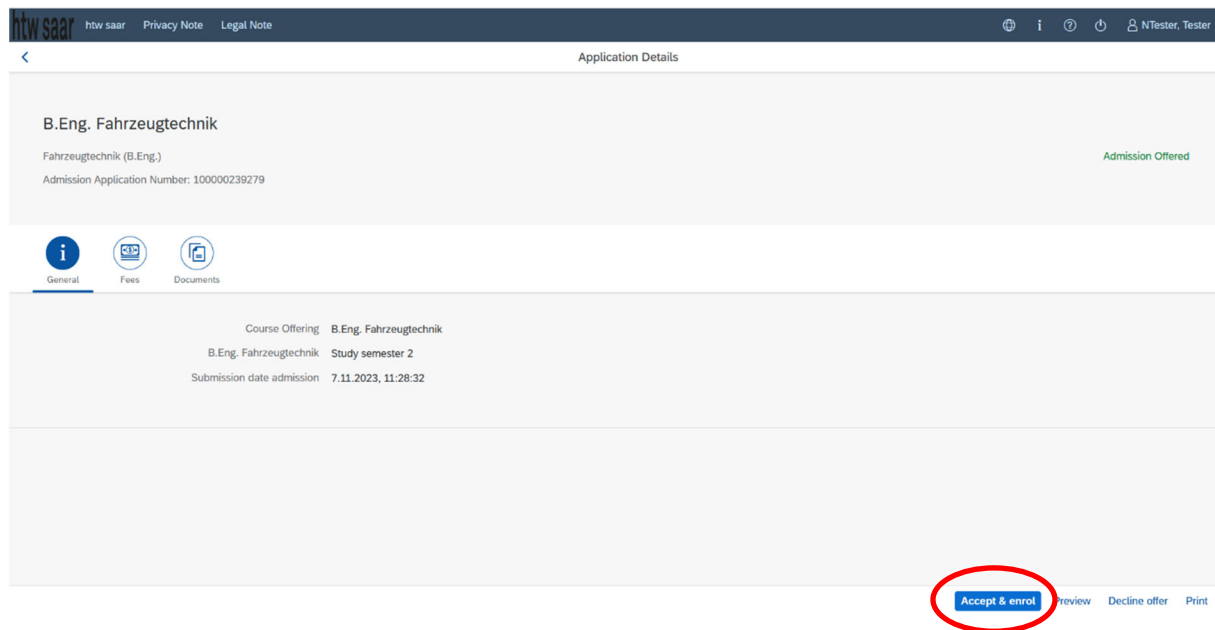


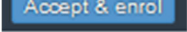

B.Eng. Fahrzeugtechnik (100000239279)

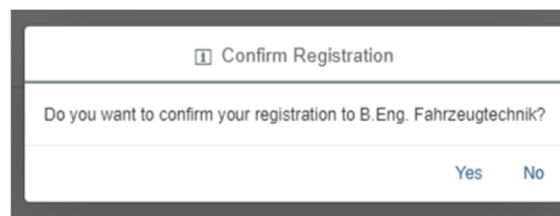
Study semester: 2

Admission Offered

This opens the following window.



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)).



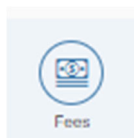
**Confirm Registration**

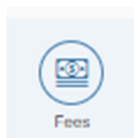
Do you want to confirm your registration to B.Eng. Fahrzeugtechnik?

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  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>

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Application Details

B.Eng. Fahrzeugtechnik

Fahrzeugtechnik (B.Eng.)

Admission Application Number: 100000239279

Admission Offered

General

Fees

Documents

Fee Structure

### 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

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

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

\*Surname

Surname at birth

\*First name/s

\*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

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

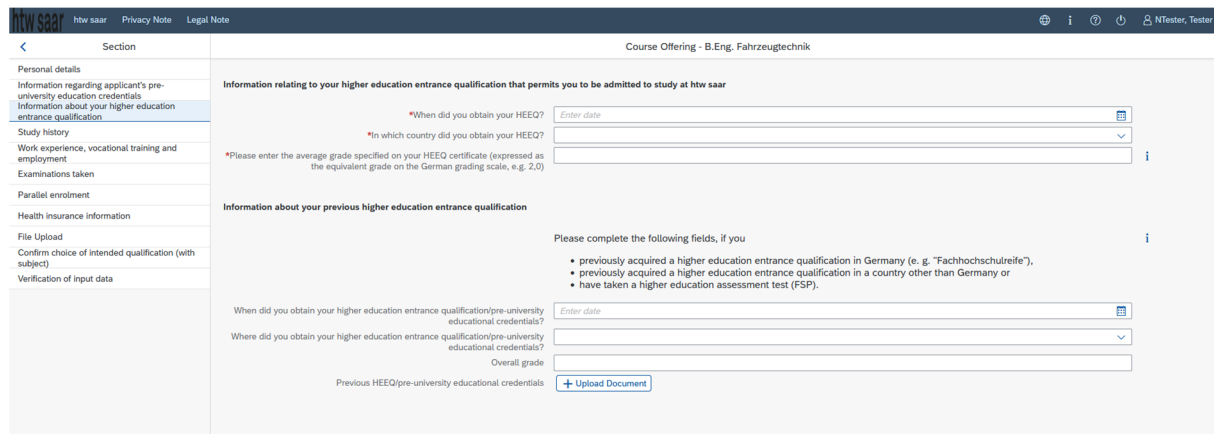
Pre-university educational credentials

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

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

## 3.3.3 Information about your higher education entrance qualification (HEEQ)

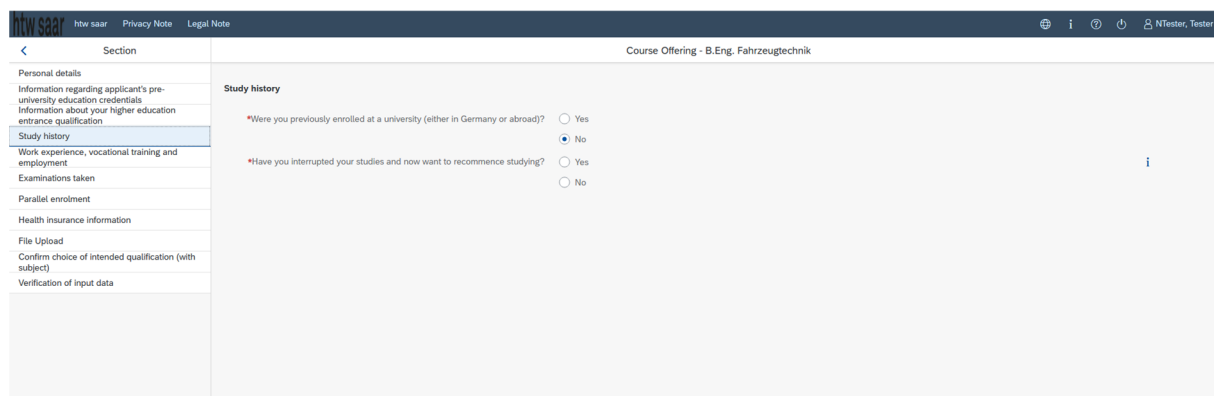
Please click on **Information about your higher education entrance qualification** and complete all mandatory fields.



The screenshot shows the application portal interface. On the left is a sidebar with a list of sections: Personal details, Information regarding applicant's pre-university education credentials, Information about your higher education entrance qualification (highlighted), Study history, Work experience, vocational training and employment, 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 'Course Offering - B.Eng. Fahrzeugtechnik'. It contains two main sections: 'Information relating to your higher education entrance qualification that permits you to be admitted to study at htw saar' and 'Information about your previous higher education entrance qualification'. The first section has fields for 'When did you obtain your HEEO?' (with a date picker), 'In which country did you obtain your HEEO?' (a dropdown menu), and 'Please enter the average grade specified on your HEEO certificate (expressed as the equivalent grade on the German grading scale, e.g. 2.0)' (a text input). The second section has a heading 'Please complete the following fields, if you' followed by a bulleted list: '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', and 'have taken a higher education assessment test (FSP)'. Below this list are fields for 'When did you obtain your higher education entrance qualification/pre-university educational credentials?' (date picker), 'Where did you obtain your higher education entrance qualification/pre-university educational credentials?' (dropdown menu), 'Overall grade' (text input), and 'Previous HEEO/pre-university educational credentials' with an '+ Upload Document' button.

## 3.3.4 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 'Course Offering - B.Eng. Fahrzeugtechnik'. It contains a section titled 'Study history' with two questions: 'Were you previously enrolled at a university (either in Germany or abroad)?' with radio buttons for 'Yes' and 'No' (where 'No' is selected), and 'Have you interrupted your studies and now want to recommence studying?' with radio buttons for 'Yes' and 'No'.

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

| Section  | Course Offering - B.Eng. Fahrzeugtechnik  |
|--|---|
| Personal details   | <p><b>Language proficiency</b></p> <p>*Language proficiency requirements <span>None of the above</span> <span>i</span></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.</p> <p><b>*Proof of language proficiency in German</b> <span>+ Upload Document</span> <span>i</span></p> <p>If you obtained your higher education entrance qualification in Austria, please upload your Matura in the section 'Upload Proof of language proficiency in German'.</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 here:</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.<br/>Iten Sie Ihre Bewerbung direkt ins Fachstudium trotzdem stellen, werden Sie eine Ablehnung erhalten.</p> |
| Information regarding applicant's pre-university education credentials |   |
| Information about your higher education entrance qualification         |   |
| Study history  |   |
| <b>Language proficiency</b>  |   |
| 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   |   |

### 3.3.6 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.

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

### 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.

### 3.3.8 Parallel enrolment

### Parallel enrolment

Parallel enrolment

### Health insurance information

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

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Course Offering - B.Eng. Fahrzeugtechnik

Section

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

Information for applicants who have statutory health insurance

If you have statutory health insurance, please select **"Insured"** when specifying your "Status code for student health insurance data".

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'. Our reference number for the electronic record system is H0003095.

Information for applicants who have private health insurance

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.

Please select the option **'Not insured'** when specifying your 'Status code for student health insurance data'.

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).

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 **'Not insured'** when specifying your 'Status code for student health insurance data'.

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.

**Exceptions:** persons covered under a family insurance policy, refugees with statutory health insurance, EU students with a European Health Insurance Card (EHIC).

\*Status code for student health insurance data

**Important note:** You will need to present a valid certificate of insurance to the university/electronic notification of health insurance coverage.

Proof of health insurance cover/Proof of exemption

+ Upload Document

### 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').

htw saar htw saar Privacy Note Legal Note

Course Offering - B.Eng. Fahrzeugtechnik

Section

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

File Upload

The uploaded passport photo for your student ID card must fulfil the following requirements:

- The file must be a valid **.JPEG** file (other formats will not be accepted – otherwise no student ID card will be printed)
- Minimum image size: **width 240px; height: 330 px**
- The height of your face must take up **70-80%** of the photograph
- For further details see info button

\*Passport photo (for your student ID card)

+ Upload Document

Certificates of de-registrations

+ Upload Document

Current transcript of records

+ Upload Document

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

+ Upload Document

Other documents

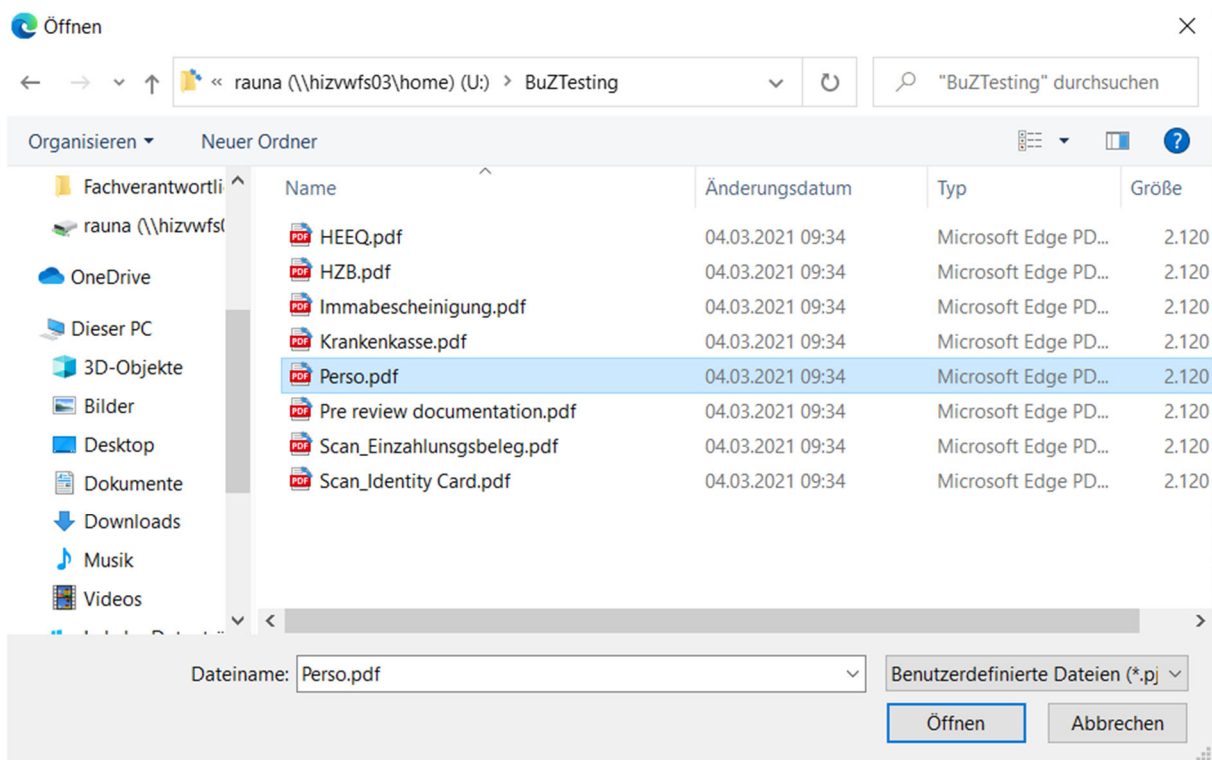
+ Upload Document

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.

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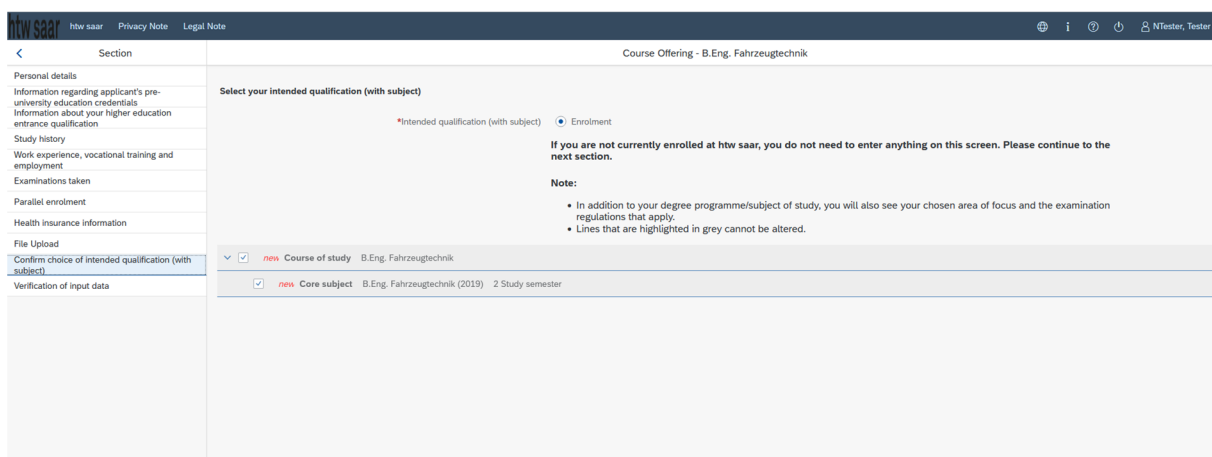
If the file was uploaded successfully, this will be indicated accordingly.



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)

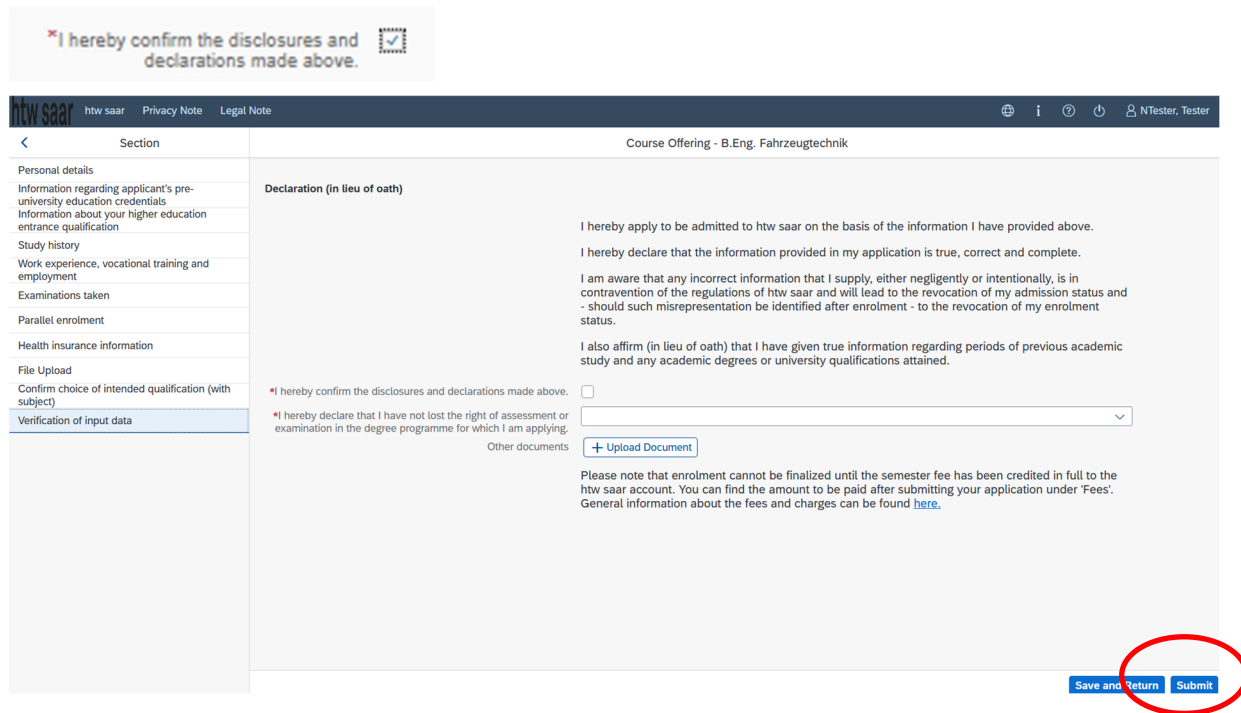
Click on **Confirm choice of intended qualification (with subject)**. If this is the first time you are enrolling for this study programme (see screenshot), no further information is required.



### 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



**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](#)

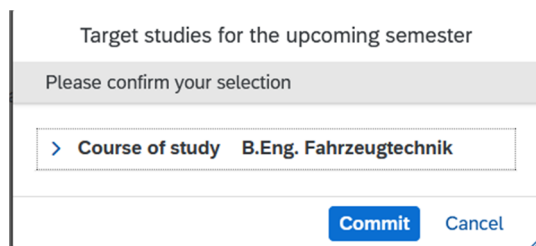
Please note that enrolment cannot be finalized until the semester fee has been credited in full to the htw saar account. You can find the amount to be paid after submitting your application under 'Fees'. General information about the fees and charges can be found [here](#).

[Save and 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). 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.**



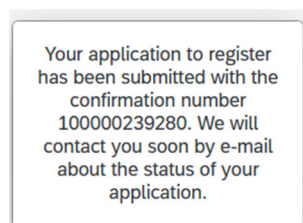
Target studies for the upcoming semester

Please confirm your selection

> **Course of study** B.Eng. Fahrzeugtechnik

[Commit](#) [Cancel](#)

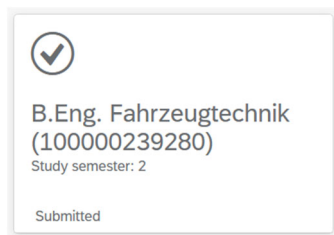
You will receive on-screen confirmation that your enrolment application has been submitted and you will be notified of your application number:



Your application to register has been submitted with the confirmation number 100000239280. 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'.



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](mailto: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!**