

Student Information Management System for Saarland



Application Guide Winter semester 2023/24



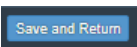
Key information at a glance:

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

for new applicants via <https://sim.htwsaar.de/bewerbung>

Please access the SIM portal using the latest version of one of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. Apple Safari and Internet Explorer are not fully supported.

Always exit the SIM application portal using the **Logoff button**  and then close the browser.

Using the application interface: **Navigate** to the different sections using the navigation menu on the left side of the window; **mandatory fields** are indicated by a red asterisk (e.g. ); to see **help texts** click on the symbol ; to save your draft application, click on .

For more information on the application procedure:

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

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

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

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

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1. Registering with the SIM application portal

Important note: Please access the SIM portal using the latest version of one of the following browsers: Google Chrome, Mozilla Firefox, Microsoft Edge based on Chromium. The portal may not be displayed correctly if you use an older version of one of these browsers or if you choose to use another browser, such as Apple Safari or Internet Explorer.

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

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




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



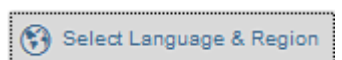
1.2 I have not yet enrolled as a student at htw saar and I am not yet registered in SIM

Please register using the following link:

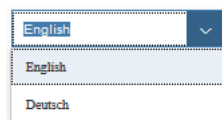
<https://sim.htwsaar.de/bewerbung>



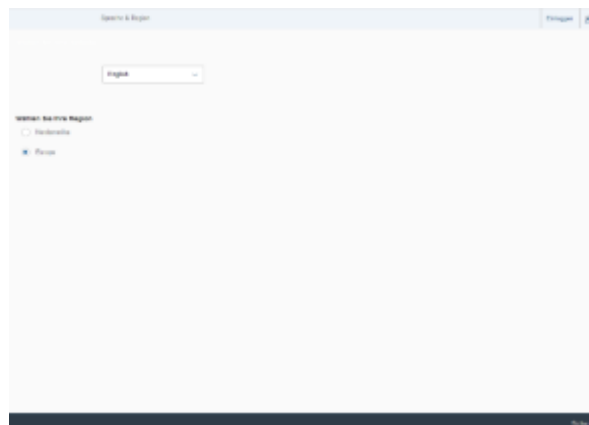
Switch language by clicking on  and then



Choose 'English' from the drop-down menu



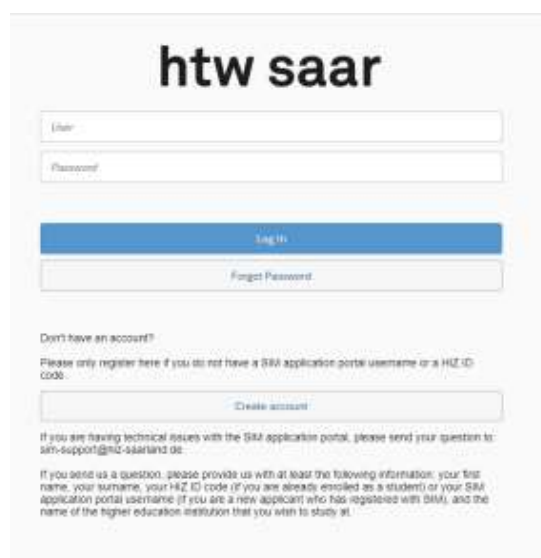
and then click **Sichern** /

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

Click on

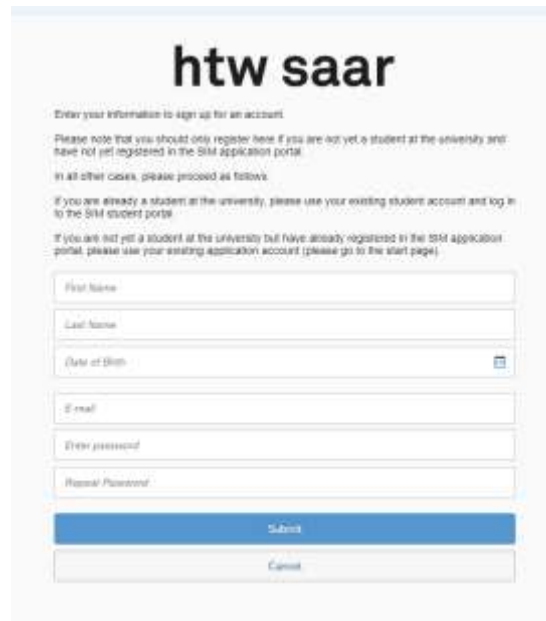
Create account



Enter the required data when prompted.

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

Click on [Submit](#).



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

[Submit](#)

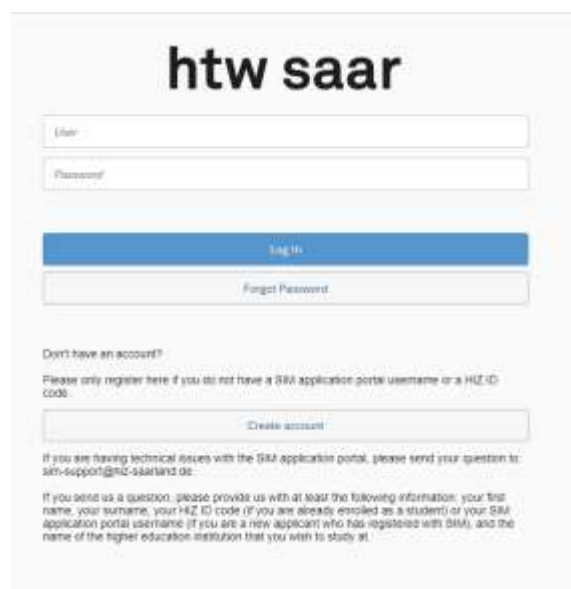
[Cancel](#)

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

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

After receiving the verification email, you have 24 hours in which to click on the link in the email, enter your username and password and then click on [Log In](#) to activate your user account. If you do not activate your account *within 24 hours*, you will

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



htw saar

User

Password

[Log In](#)

[Forgot Password](#)

Don't have an account?

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

[Create account](#)

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

If you send us a question, please provide us with at least the following information: your first name, your surname, your HUZ 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:

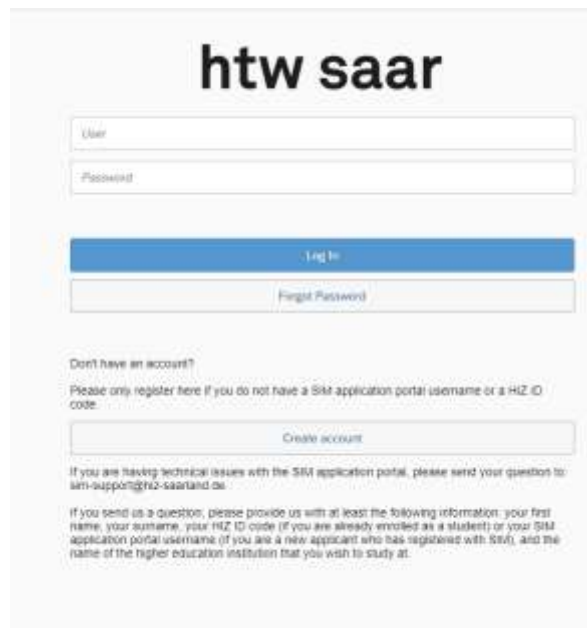
<https://sim.htwsaar.de/bewerbung>

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.

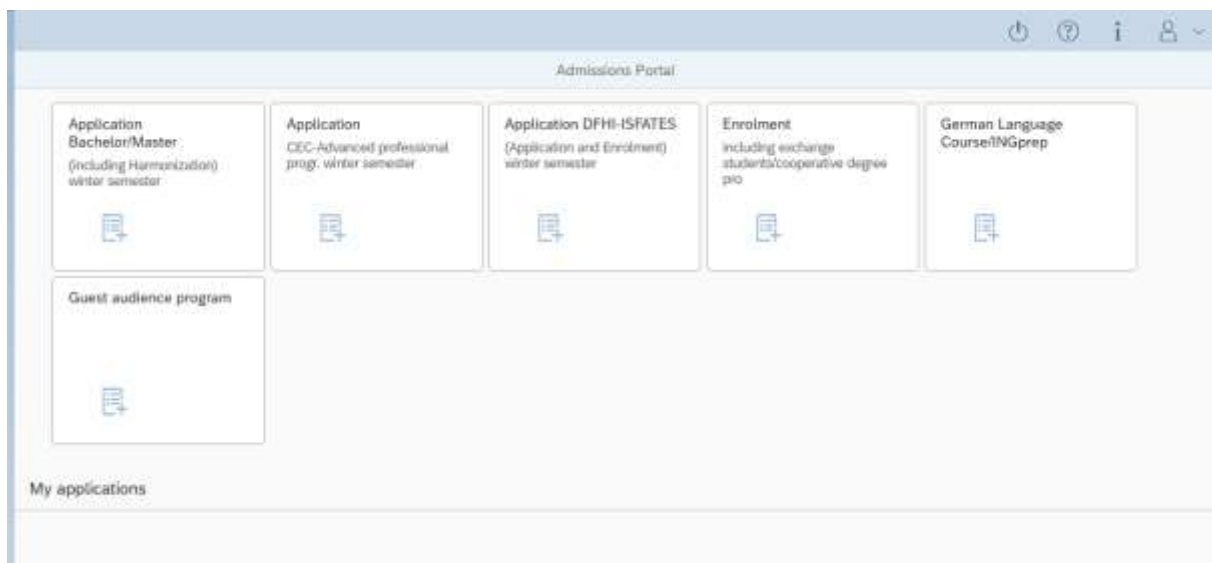
Note: If the window does **not** appear as shown here, please clear your browser cache using CTRL+F5 and restart the browser.



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 to its right. Below these is a section for new users: 'Don't have an account? Please only register here if you do not have a SIM application portal username or a HIZ ID code.' followed by a 'Create account' button. At the bottom, there is a paragraph of text providing contact information for technical issues: 'If you are having technical issues with the SIM application portal, please send your question to: sim-support@hiz-saarland.de. If you send us a question, please provide us with at least the following information: your first name, your surname, your HIZ ID code (if you are already enrolled as a student) or your SIM application portal username (if you are a new applicant who has registered with SIM), and the name of the higher education institution that you wish to study at.'

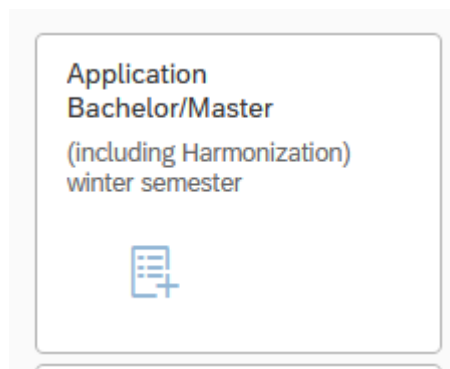
2. Applying for a place on a degree programme

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



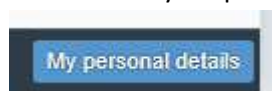
The screenshot shows the 'Admissions Portal' start page. It features a top navigation bar with icons for power, help, information, and user profile. The main content area contains five application tiles, each with a document icon and a plus sign: 'Application Bachelor/Master (including Harmonization) winter semester', 'Application CEC-Advanced professional progr. winter semester', 'Application DFH-ISFATES (Application and Enrolment) winter semester', 'Enrolment including exchange students/cooperative degree pro', and 'German Language Course/INGprep'. Below these is a 'Guest audience program' tile. At the bottom, there is a section titled 'My applications'.

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

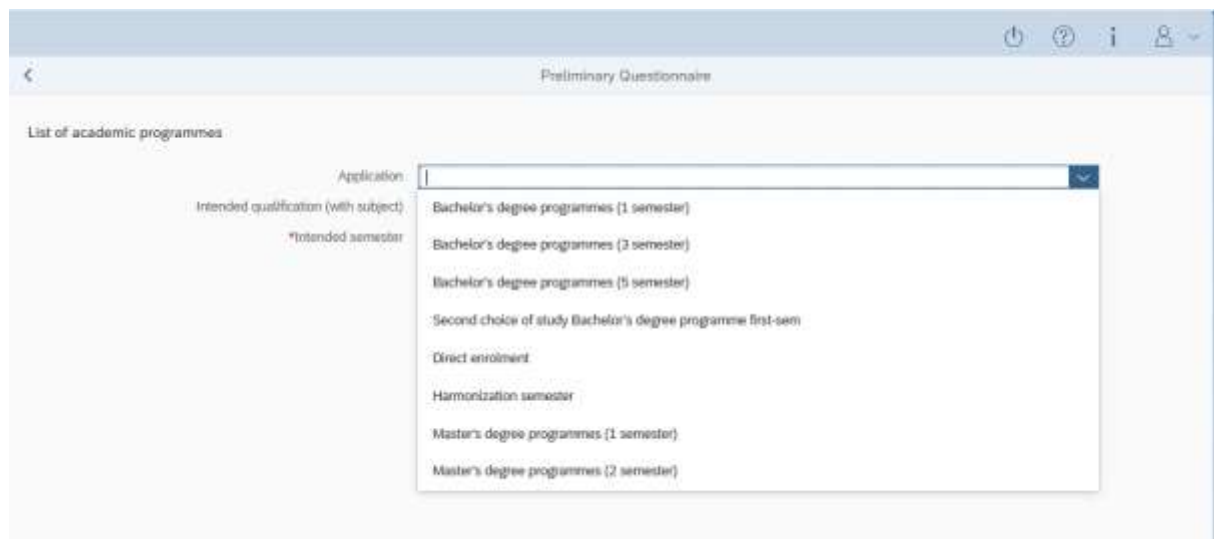
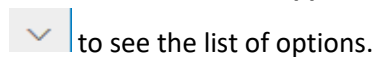


at the bottom right of the window, but only after you have submitted an application.

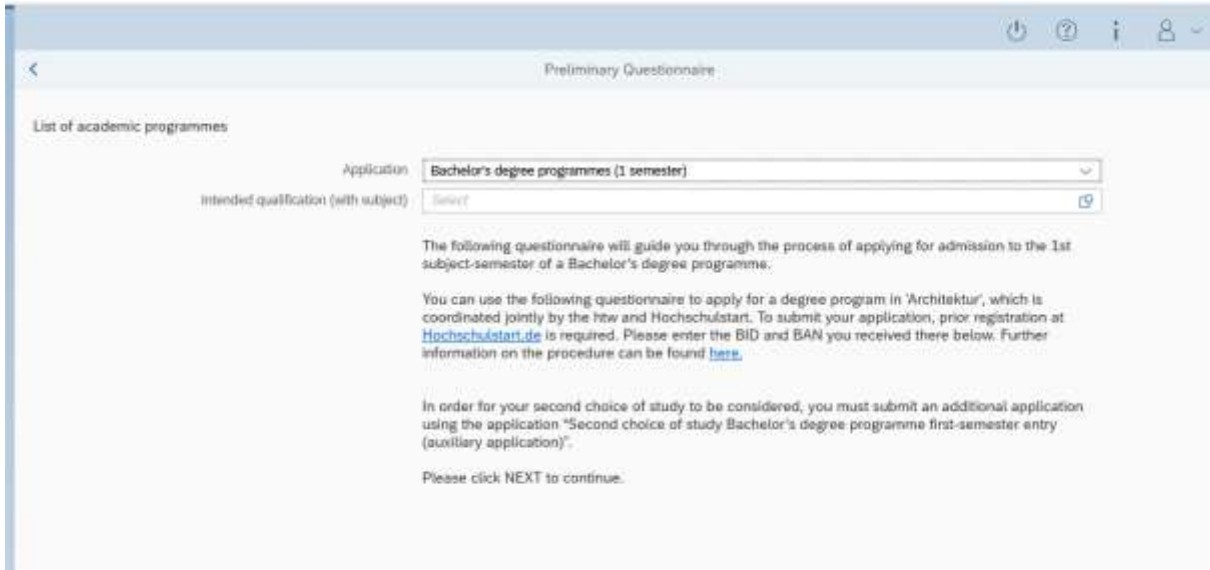
2.1 Preliminary Questionnaire

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



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

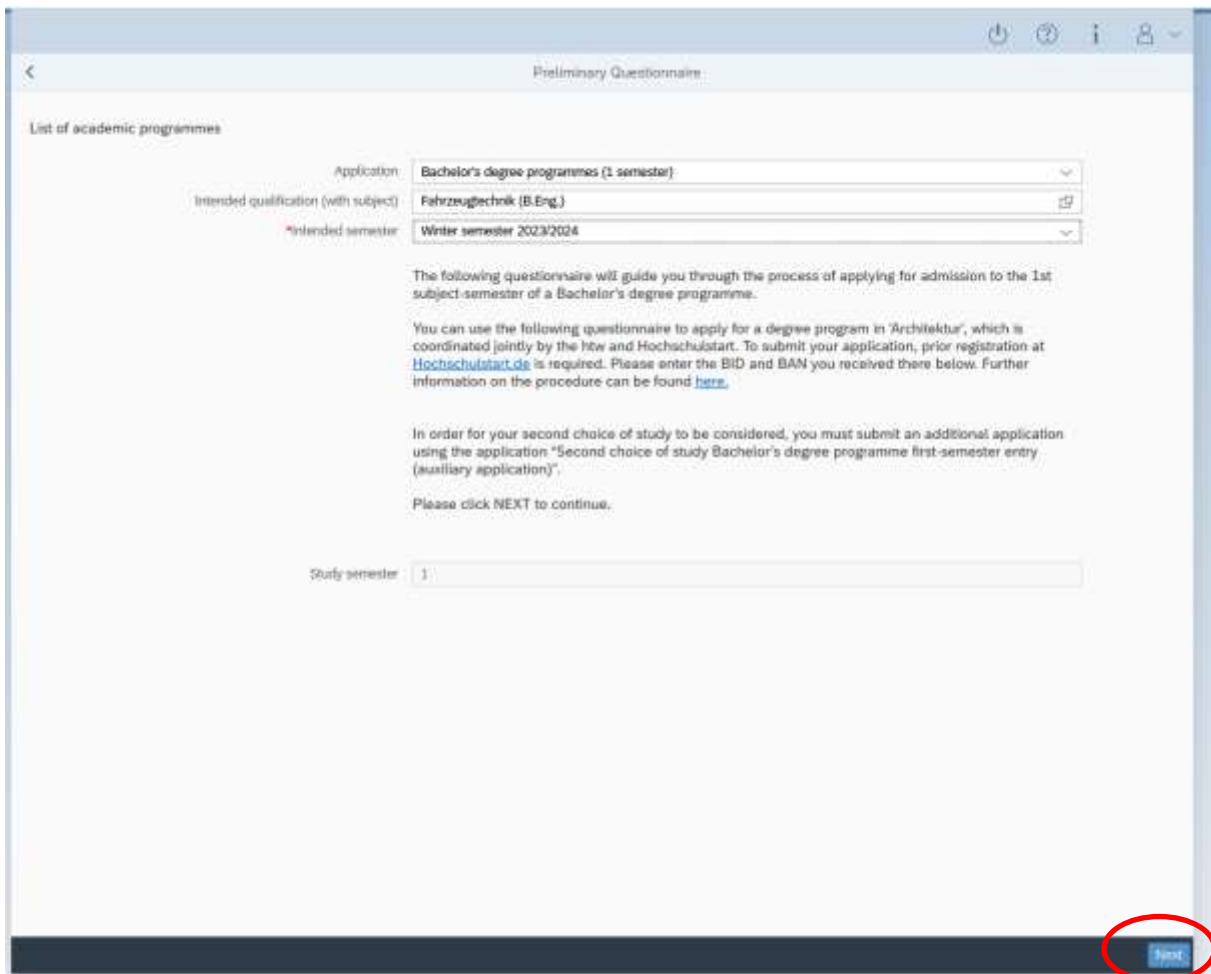


The screenshot shows a web browser window with the title 'Preliminary Questionnaire'. The page has a light blue header with navigation icons. The main content area is titled 'List of academic programmes'. It contains two dropdown menus: 'Application' with the selected value 'Bachelor's degree programmes (1 semester)' and 'Intended qualification (with subject)' with the selected value 'Select?'. Below the dropdowns, there is a paragraph of text explaining the questionnaire's purpose and providing instructions for application. The text mentions that the questionnaire is for applying for admission to the 1st subject-semester of a Bachelor's degree programme, specifically for 'Architektur'. It also mentions that prior registration at [Hochschulstart.de](https://hochschulstart.de) is required and provides a link for further information. A final instruction at the bottom says '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.



Preliminary Questionnaire

List of academic programmes

Application: Bachelor's degree programmes (1 semester)

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

Intended semester: Winter semester 2023/2024

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](#).

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)".


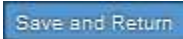

Please click NEXT to continue.

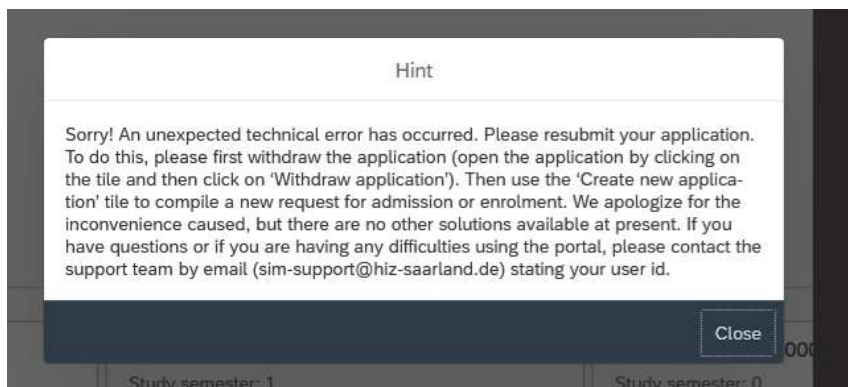
Study semester: 1


Next

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

General information:

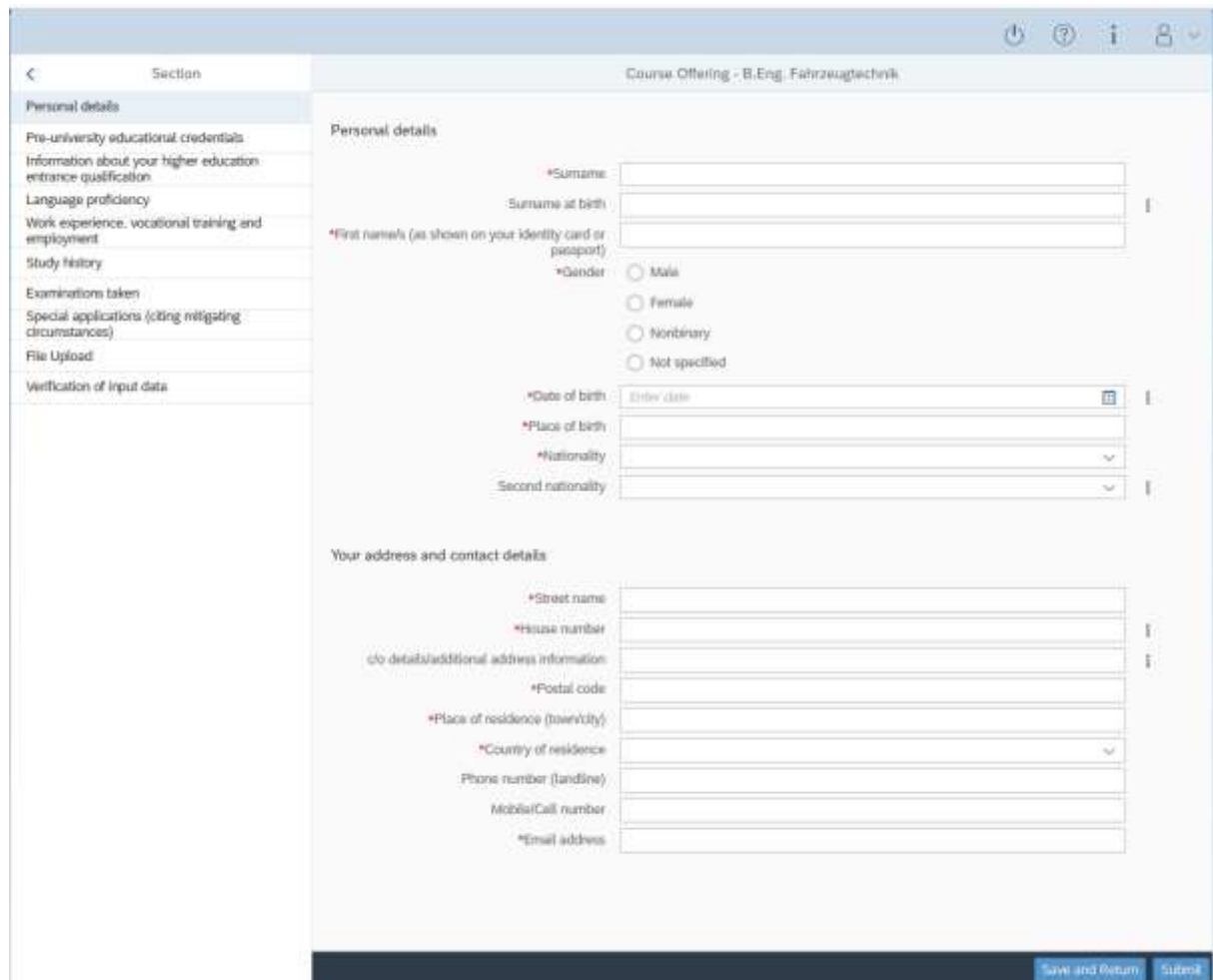
- You may experience a delay while the system processes your selection. Please be patient and do not cancel your application.
- Select the individual sections of the navigation bar on the left of the window and enter the required information. Depending on the particular degree programme and subject chosen, the precise appearance of the application form may differ from the screenshots shown in this user guide.
- Mandatory fields are indicated by a red asterisk (e.g. ***Surname**).
- If a help text is available, you can view it by clicking on the  symbol.
- To save the data entered in your application so far and go back to your start page, click on . You can continue with your application at a later date by clicking on the relevant tile.
- You may only submit your application once all of the required fields have been completed and all of the required documents have been uploaded. To submit your enrolment application to htw saar, click on . Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.
- If you change the language in the form, you will be automatically redirected back to the application portal start page. To continue your application, please click on your application tile. The information you have entered so far has been saved.
- If technical problems occur during your application, the following message will be displayed and “Technical error” message will be displayed on your application tile. In this case, please follow the instructions in the message. To do this, please first withdraw the application and then use the ‘Create new application’ tile to compile a new request for admission or enrolment.



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

2.1 Personal details

Please complete all mandatory fields.



The screenshot shows the 'Personal details' section of the application system. The left sidebar lists the sections: 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, and Verification of input data. The main content area is titled 'Course Offering - B.Eng. Fahrzeugtechnik' and contains the following fields:

- Personal details:**
 - *Surname: [Text field]
 - Surname at birth: [Text field]
 - *First name(s) (as shown on your identity card or passport): [Text field]
 - *Gender:
 - ☐ Male
 - ☐ Female
 - ☐ Nonbinary
 - ☐ Not specified
 - *Date of birth: [Date picker]
 - *Place of birth: [Text field]
 - *Nationality: [Dropdown menu]
 - Second nationality: [Dropdown menu]
- Your address and contact details:**
 - *Street name: [Text field]
 - *House number: [Text field]
 - c/o details/additional address information: [Text field]
 - *Postal code: [Text field]
 - *Place of residence (town/village): [Text field]
 - *Country of residence: [Dropdown menu]
 - Phone number (landline): [Text field]
 - Mobile/Cell number: [Text field]
 - *Email address: [Text field]

At the bottom right, there are two buttons: 'Save and Return' and '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.



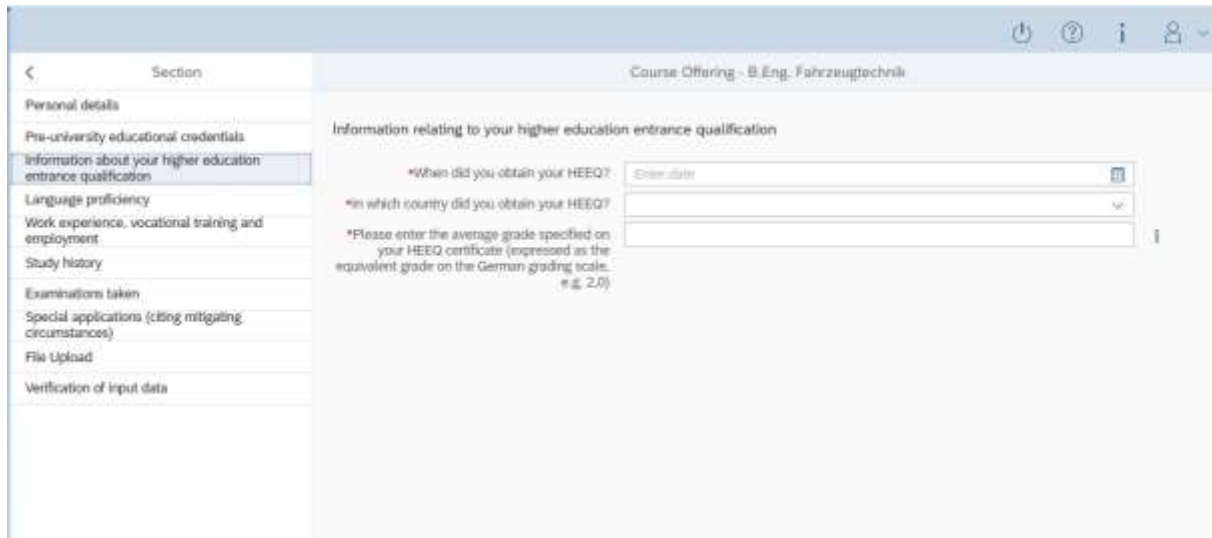
The screenshot shows the 'Pre-university educational credentials' section of the application system. The left sidebar lists the sections: Personal details, Pre-university educational credentials, Information about your higher education entrance qualification, Language proficiency, Work experience, vocational training and employment, Study history, Examinations taken, Special applications (citing mitigating circumstances), File Upload, and Verification of input data. The main content area is titled 'Course Offering - B.Eng. Fahrzeugtechnik' and contains the following fields:

- 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

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 (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').

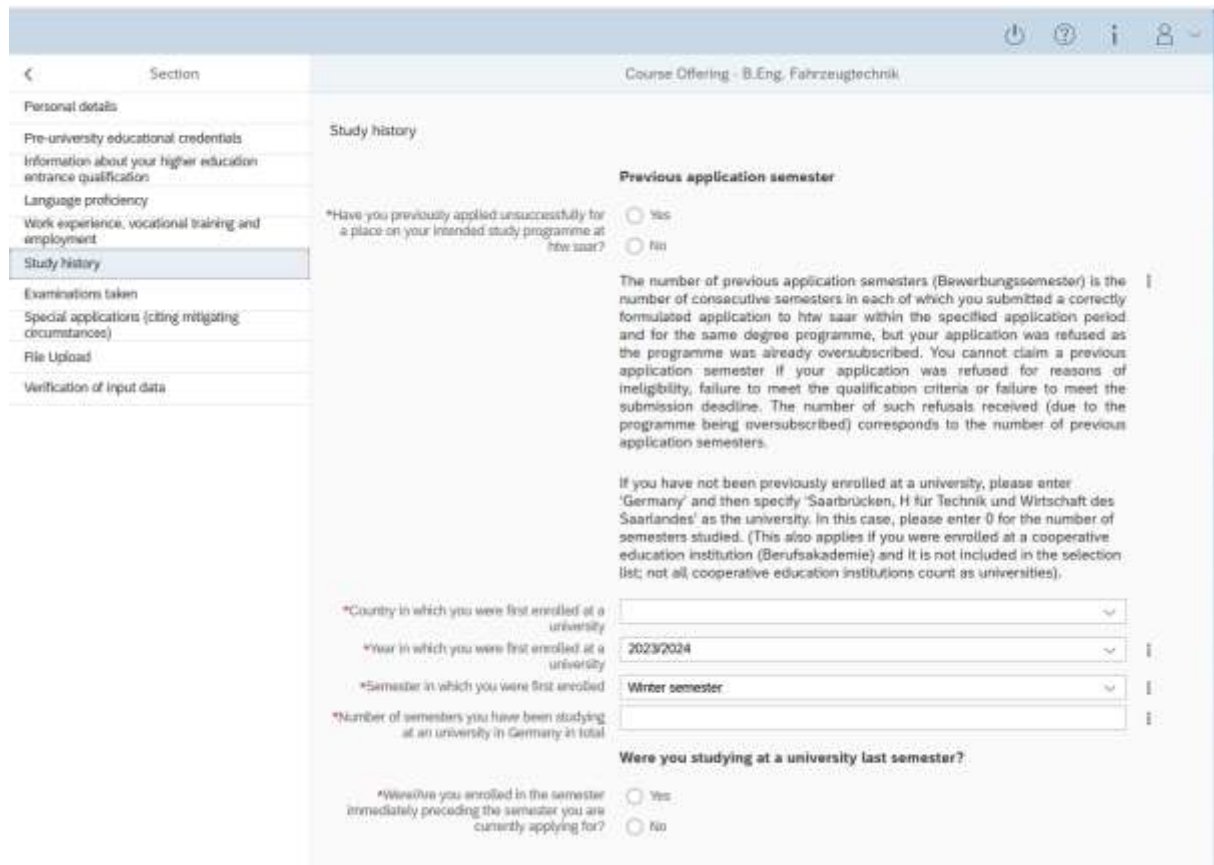


2.4 Information on language proficiency (when applicable)

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.

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: Course Offering - B.Eng. Fahrzeugtechnik

Study history

*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.

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).

*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?

☐ Yes
☐ No

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.

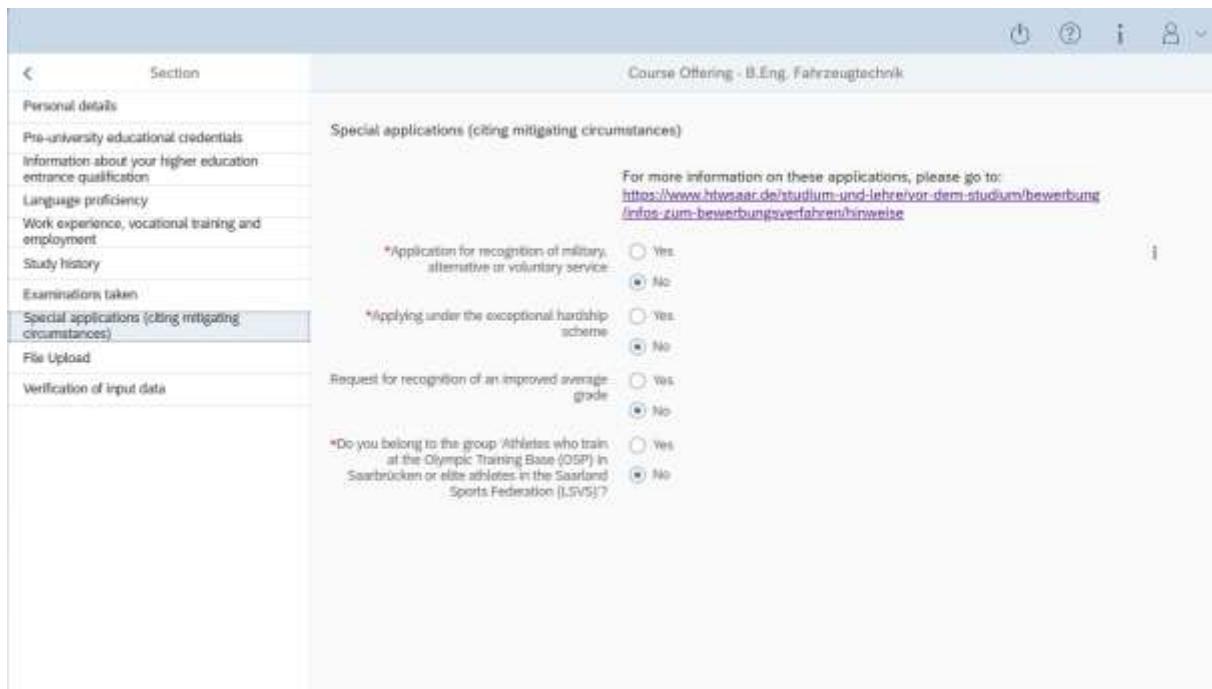
< Section	Course Offering - B.Eng. Fahrzeugtechnik
<div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px;">Personal details</div> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px;">Pre-university educational credentials</div> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px;">Information about your higher education entrance qualification</div> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px;">Language proficiency</div> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px;">Work experience, vocational training and employment</div> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px;">Study history</div> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px; border: 1px solid #add8e6;">Examinations taken</div> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px;">Special applications (citing mitigating circumstances)</div> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px;">File Upload</div> <div style="background-color: #e6f2ff; padding: 2px; margin-bottom: 2px;">Verification of input data</div>	<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6;"> Examinations taken <p><i>*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?</i></p> <div style="border: 1px solid #add8e6; padding: 2px; width: 100%;">Yes</div> </div> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6; margin-top: 10px;"> Last university degree qualification/loss of right of examination <p><i>*Country in which you completed the examinations</i></p> <div style="border: 1px solid #add8e6; height: 20px; width: 100%;"></div> <p><i>*Type of study</i></p> <div style="border: 1px solid #add8e6; height: 20px; width: 100%;"></div> <p><i>*Degree/Qualification</i></p> <div style="border: 1px solid #add8e6; height: 20px; width: 100%;"></div> <p><i>*First subject</i></p> <div style="border: 1px solid #add8e6; height: 20px; width: 100%;"></div> <p>Second subject</p> <div style="border: 1px solid #add8e6; height: 20px; width: 100%;"></div> <p>Third subject</p> <div style="border: 1px solid #add8e6; height: 20px; width: 100%;"></div> <p><i>*Date of examination</i></p> <div style="border: 1px solid #add8e6; padding: 2px;">Enter date </div> <p><i>*Examination status</i></p> <div style="border: 1px solid #add8e6; height: 20px; width: 100%;"></div> <p><i>*Overall grade</i></p> <div style="border: 1px solid #add8e6; height: 20px; width: 100%;"></div> <p style="font-size: 0.8em;">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> </div> <div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #add8e6; margin-top: 10px;"> Penultimate university degree qualification/loss of right of examination <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> </div> <div style="margin-top: 10px;"> <p><i>*Have you taken any further examinations?</i> <input type="radio"/> Yes</p> <p style="margin-left: 150px;"><input type="radio"/> No</p> </div>

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

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

Special applications (citing mitigating circumstances)

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

*Application for recognition of military, alternative or voluntary service ☐ Yes ☒ No

*Applying under the exceptional hardship scheme ☐ Yes ☒ No

Request for recognition of an improved average grade ☐ Yes ☒ No

*Do you belong to the group /Athletes who train at the Olympic Training Base (OSP) in Saarbrücken or elite athletes in the Saarland Sports Federation (LSV)? ☐ Yes ☒ No

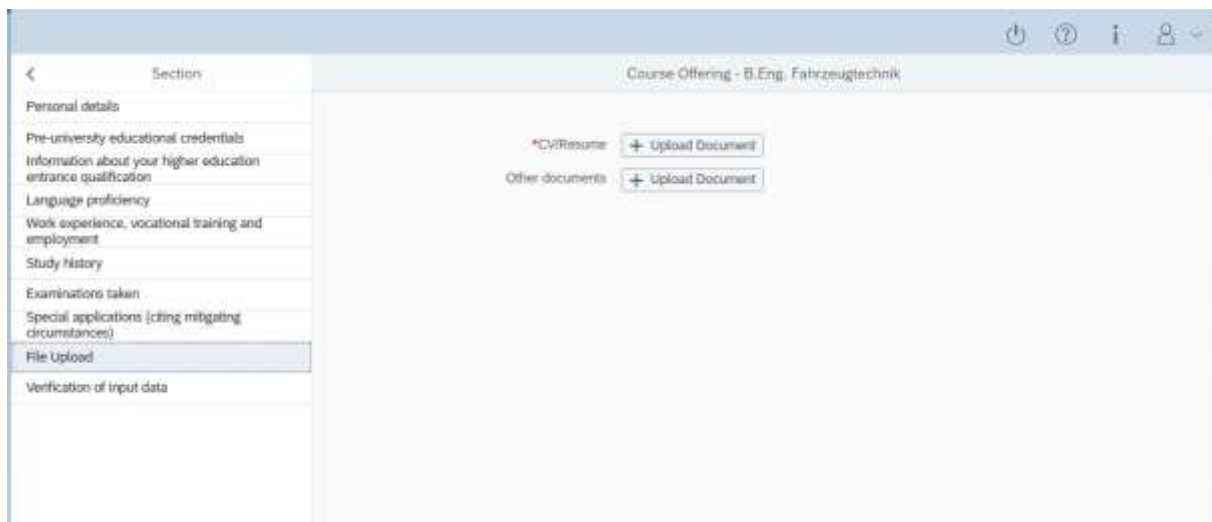
2.9 Uploading files

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').



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

Special applications (citing mitigating circumstances)

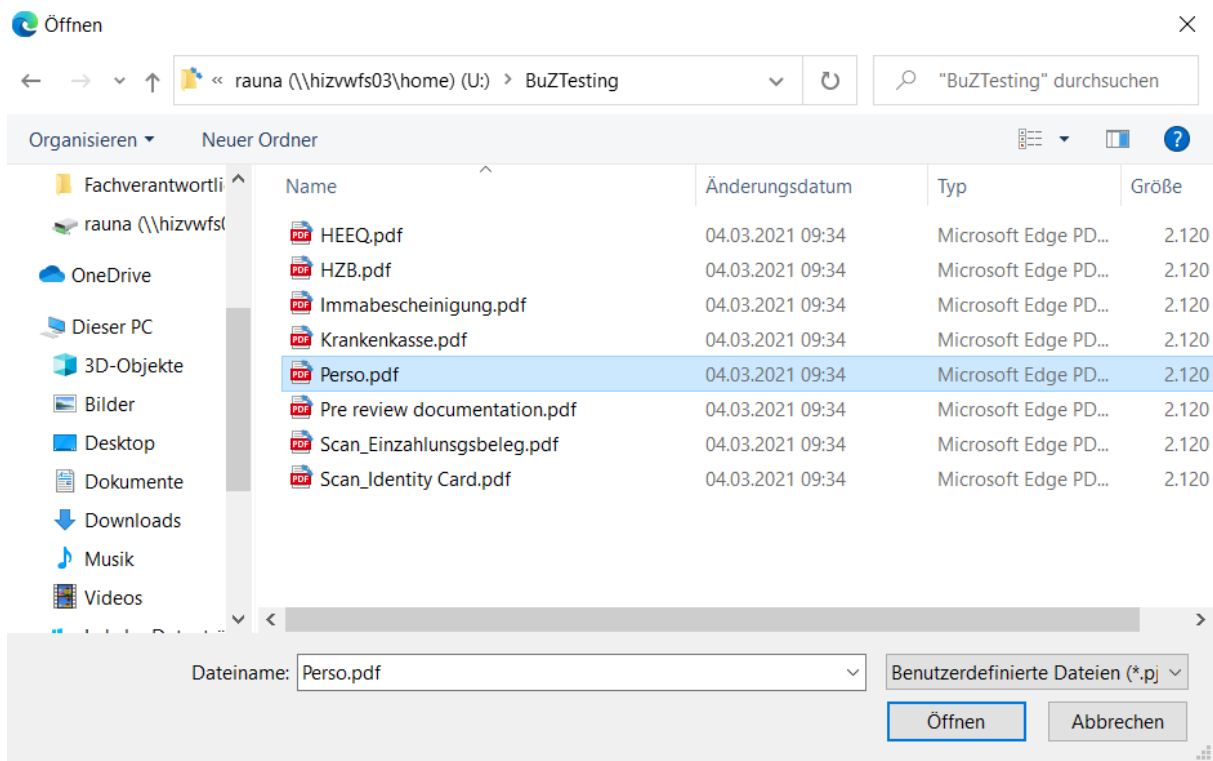
File Upload

Verification of input data

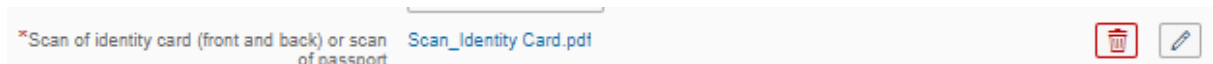
*CV/Resume **+ Upload Document**

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.



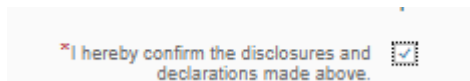
If the file was uploaded successfully, this will be indicated accordingly.



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

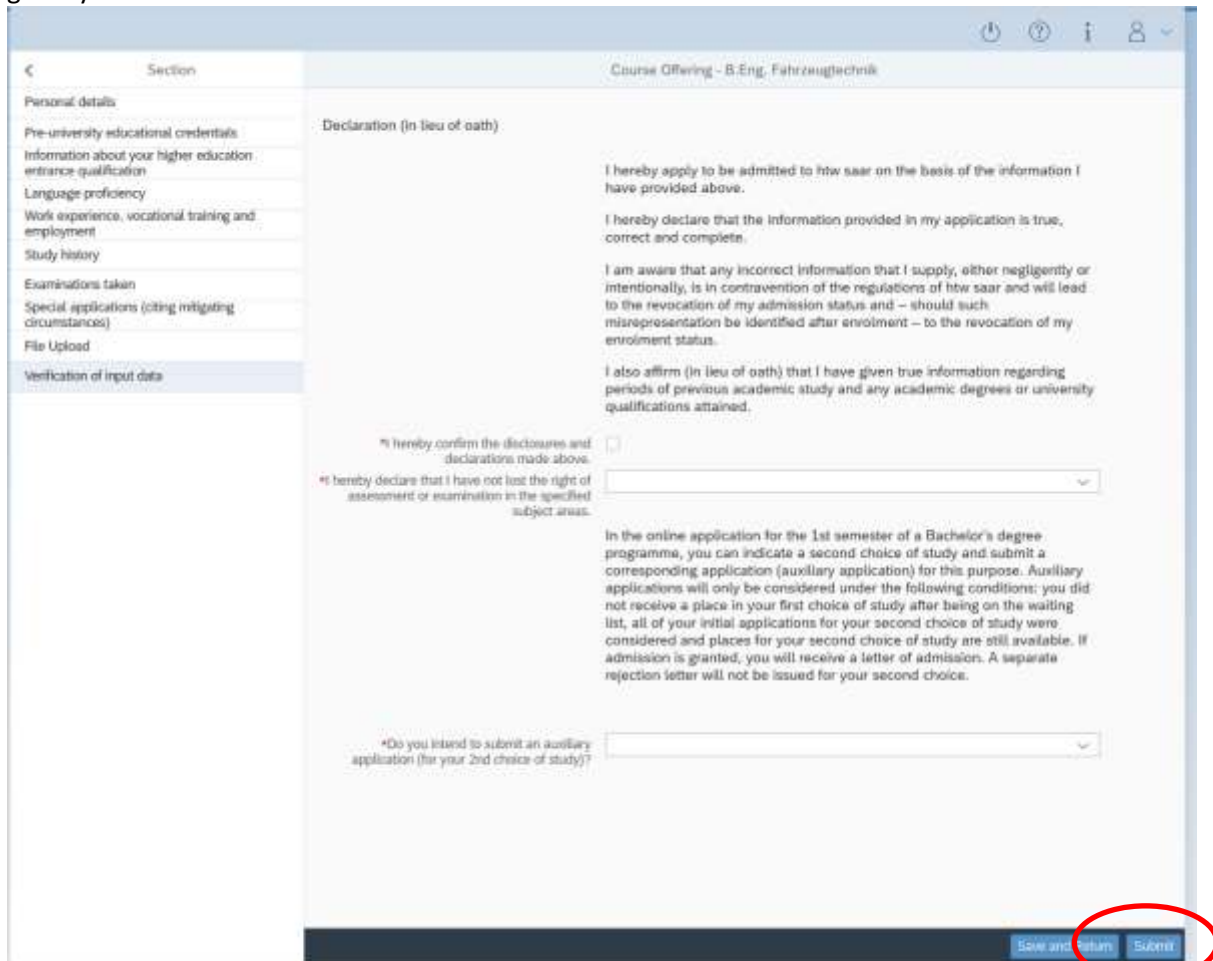
2.10 Verification of input data

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.



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

Special applications (citing mitigating circumstances)

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.

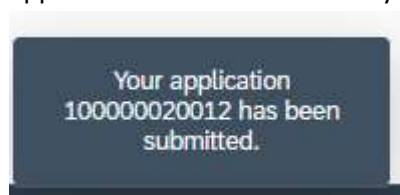
☐ I hereby declare that I have not lost the right of assessment or examination in the specified subject areas.

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

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.

B.Eng. Fahrzeugtechnik (100000020012)
Study semester: 1

Winter semester 2023

Submitted

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

3. What happens after I have submitted my application?

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

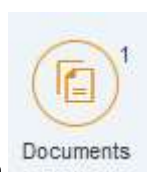
If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change to '**Request for additional documents issued**'.

B.Eng. Fahrzeugtechnik (100000020012)
Study semester: 1

Winter semester 2023

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: 100000020012

General

Fees

Documents

Course Offering: B.Eng. Fahrzeugtechnik
 B.Eng. Fahrzeugtechnik Study semester 1
 Submission date admission: 12.4.2023, 14:44:04

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**'.

B.Eng. Fahrzeugtechnik

Fahrzeugtechnik (B.Eng.)

Admission Application Number: 100000020012

General

Fees

Documents

Request for additional documents issued

My Certifications

There are no documents available.

Meine Uploads - My upload period ends on 15.7.2023

Higher education Higher education entrance qualification (HEEQ)

HEEQ.pdf

Resupload Documents

Last Date Changed: Apr 12, 2023

Status: Sorry, this document is invalid.

Comments: Error in document

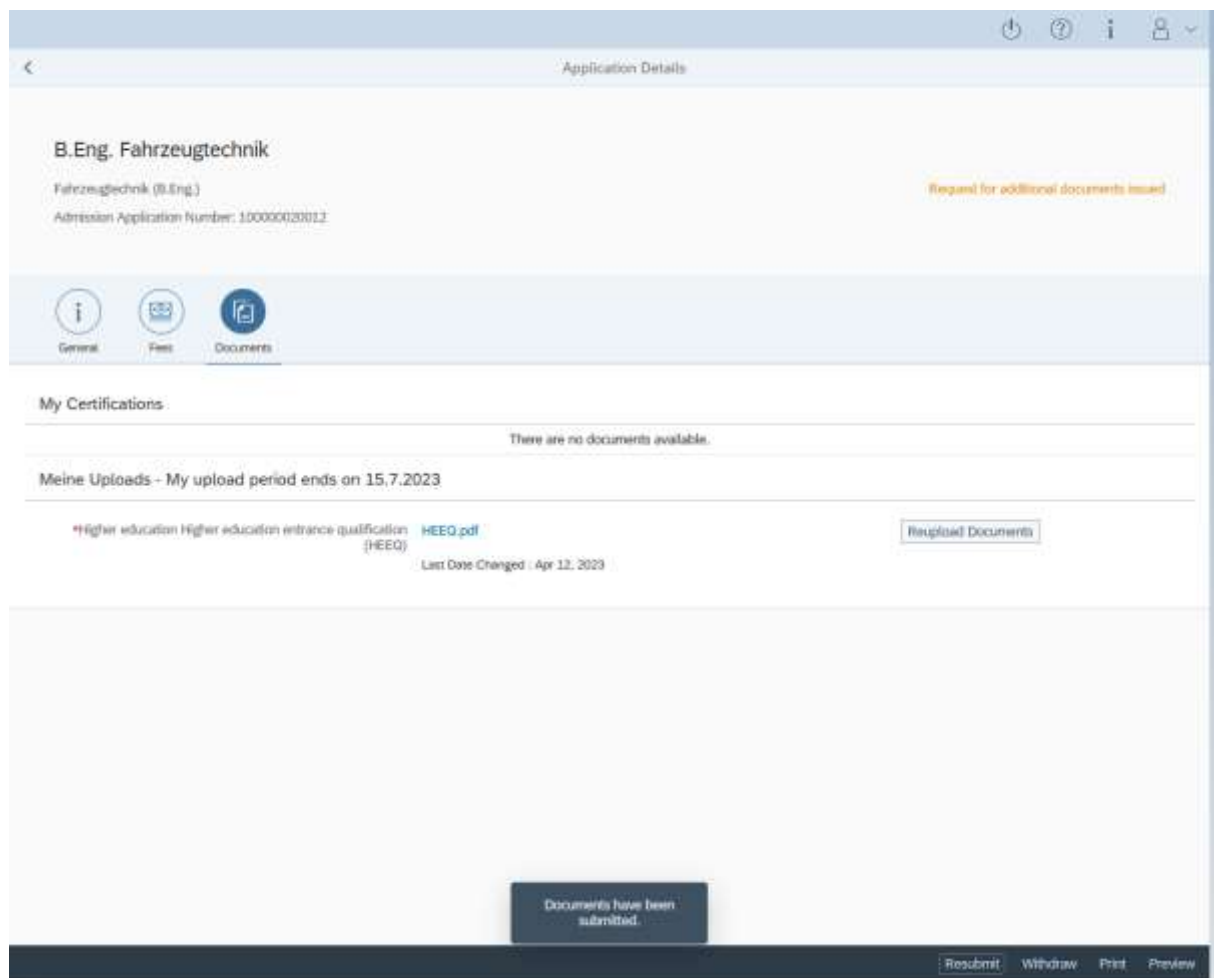
Das hochgeladene Dokument lässt sich nicht öffnen oder ist enthält andere technische Fehler.

Resubmit Withdraw Print Preview

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

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

After uploading the document, please resubmit your application by clicking on **Resubmit** at the bottom of the window.



You will receive an on-screen notification message

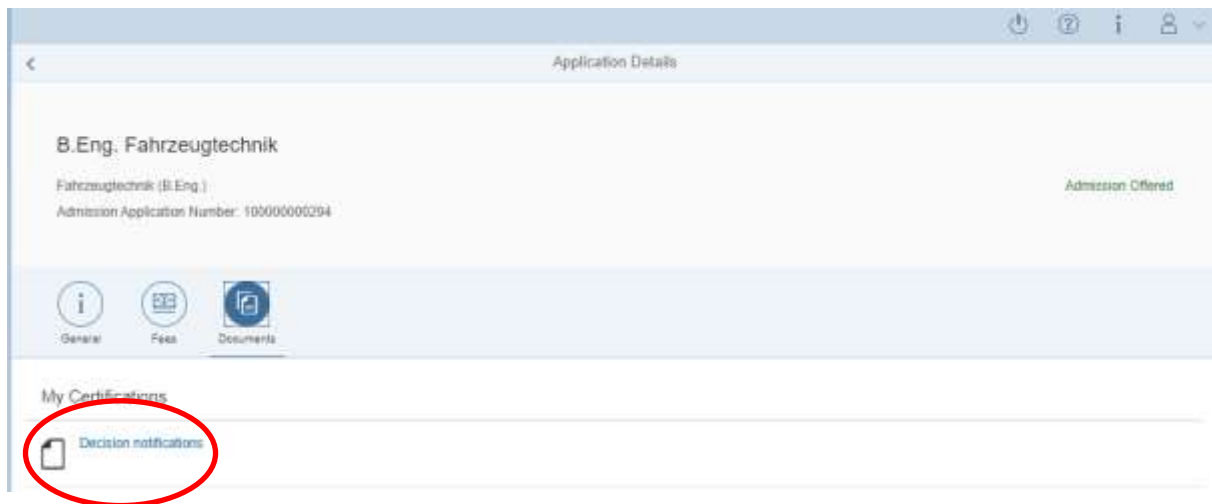
Documents have been
submitted.

and the explanatory comment will be deleted.

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

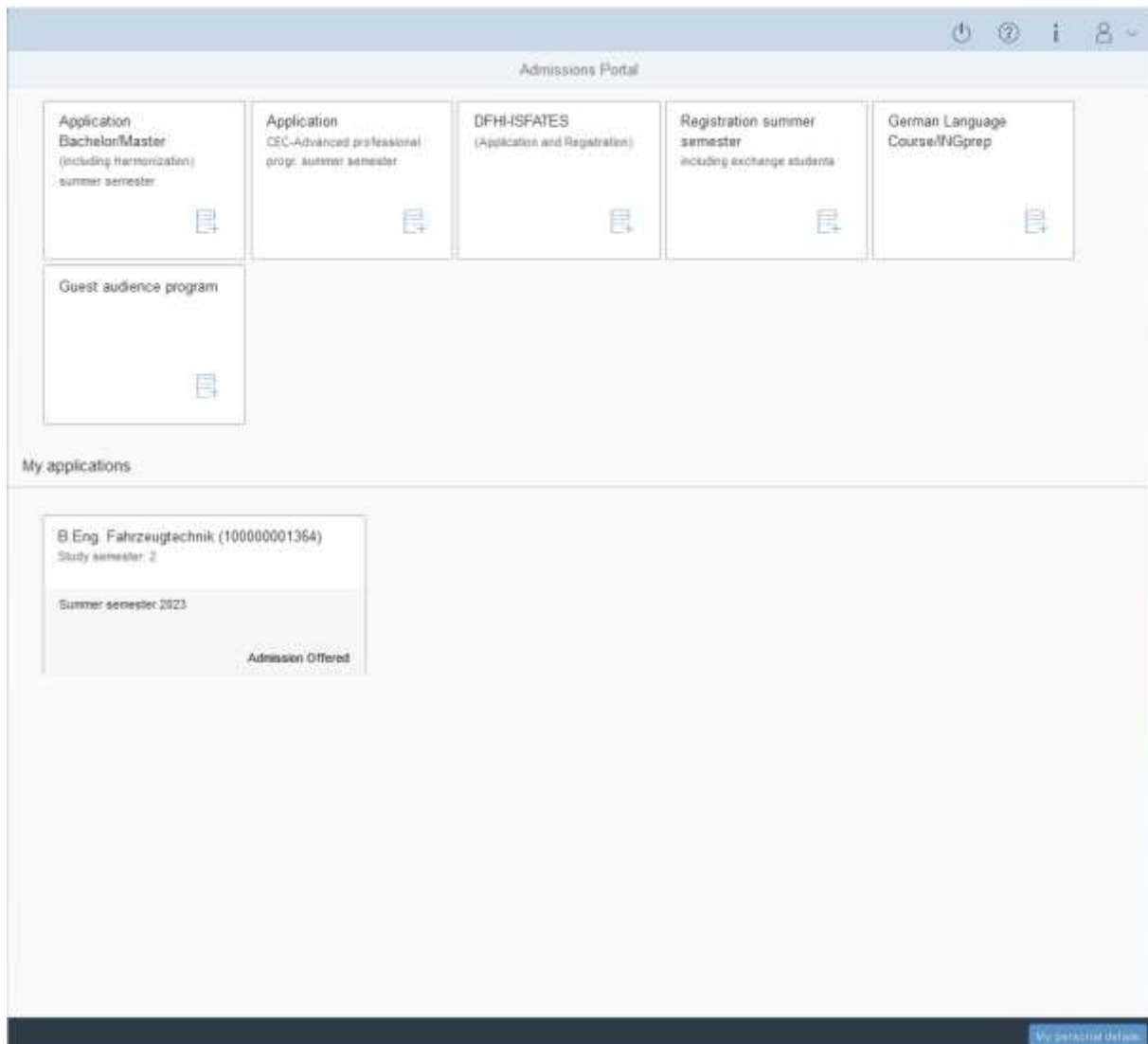
3.2 Result of the application review process

You can view the notifications sent to you (letter of admission or rejection letter) by clicking on the relevant tile in the 'Documents' tab. As soon as a decision has been made, you will receive notification by email.

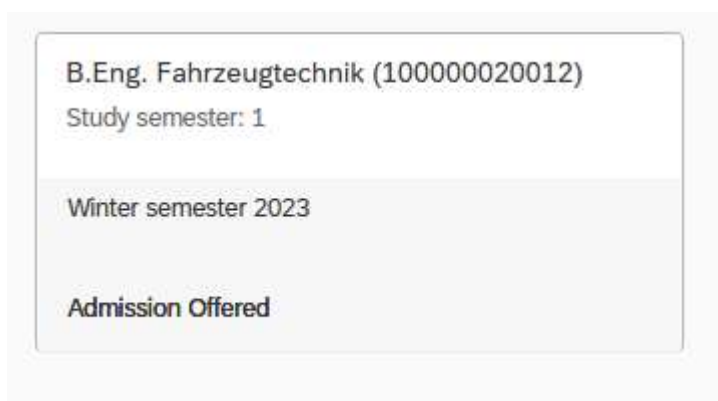


3.3 Enrolment

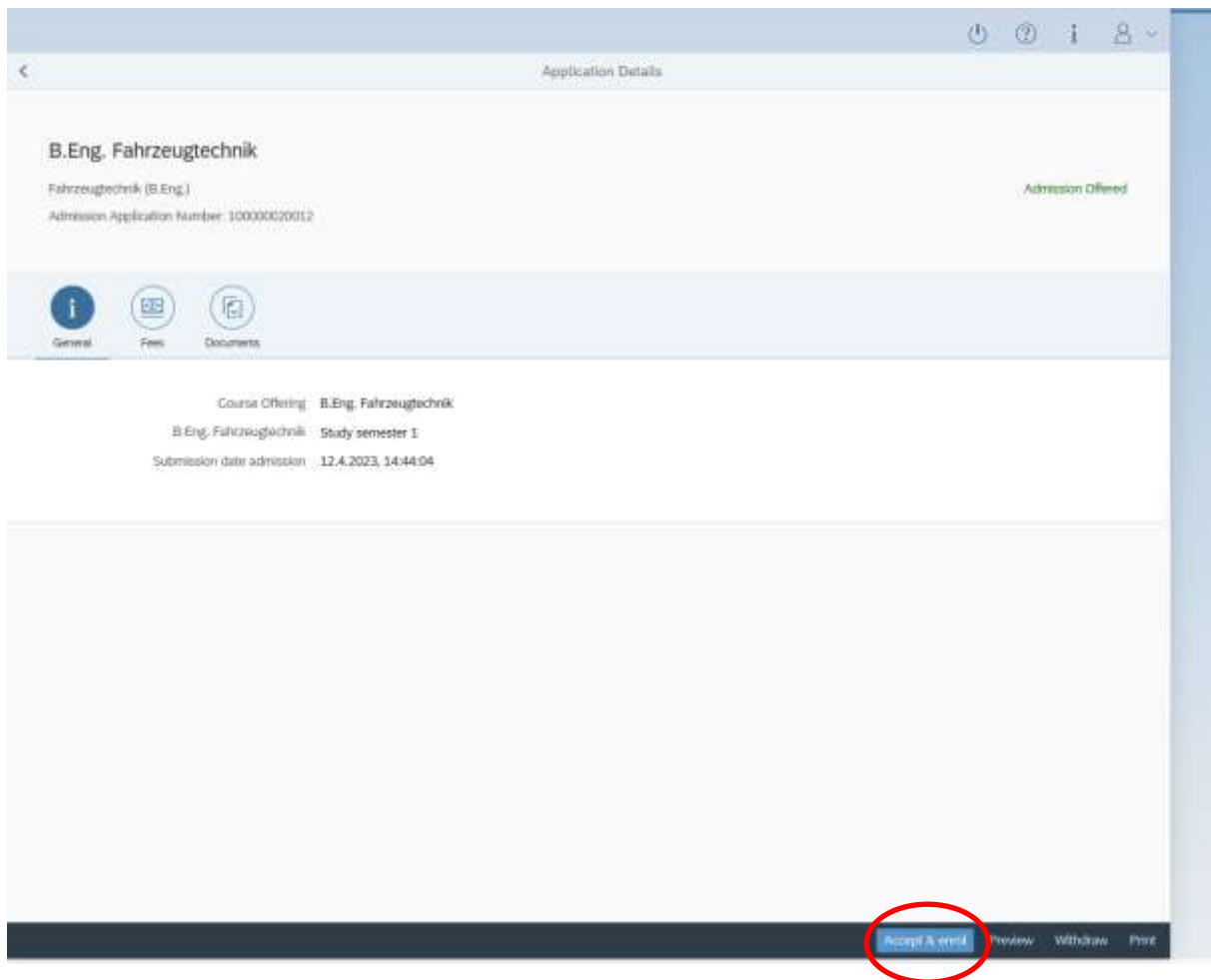
Note: Please remember that you can only enrol for a restricted-entry study programme after you have accepted the offer of admission that was made to you. Further information is available in the next section of this guide.



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



This opens the following window.



Application Details

B.Eng. Fahrzeugtechnik

Fahrzeugtechnik (B.Eng.)

Admission Application Number: 100000020012

Admission Offered

General Fees Documents

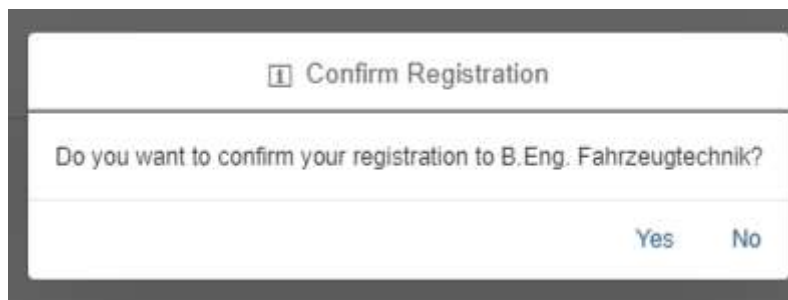
Course Offering: B.Eng. Fahrzeugtechnik

B.Eng. Fahrzeugtechnik: Study semester I

Submission date admission: 12.4.2023, 14:44:04

Accept & enrol Preview Withdraw Print

Click on **Accept & enrol** at the bottom of the screen and then confirm the on-screen prompt by clicking on **Yes** (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)).



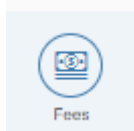
Confirm Registration

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 **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>



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.

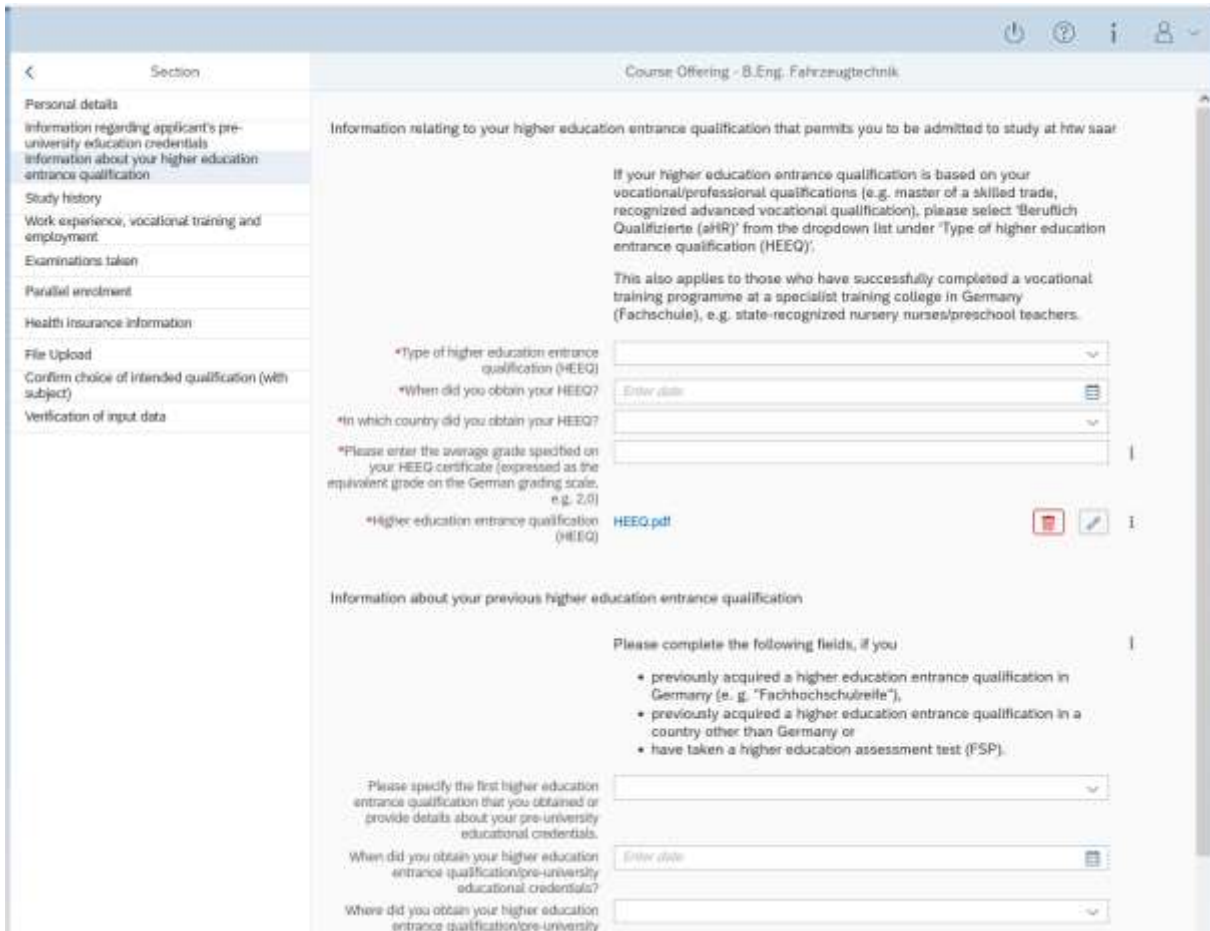
Note: If you are already enrolled at htw saar, you will only need to complete a shorter version of the questionnaire. This shortened enrolment questionnaire already contains your personal details. If you wish to change any of your personal details

3.3.2 Pre-university education credentials

Section	Course Offering - B.Eng. Fahrzeugtechnik
Personal details	
Information regarding applicant's pre-university education credentials	Pre-university educational credentials
Information about your higher education entrance qualification	*Where did you obtain your higher education entrance qualification?
Study history	<input checked="" type="radio"/> Germany <input type="radio"/> Not in Germany <input type="radio"/> Higher education assessment test at a Studienkolleg in Germany
Work experience, vocational training and employment	
Examinations taken	
Parallel enrollment	
Health insurance information	
File Upload	
Confirm choice of intended qualification (with subject)	
Verification of input data	

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.



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

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

If your higher education entrance qualification is based on your vocational/professional qualifications (e.g. master of a skilled trade, recognized advanced vocational qualification), please select 'Beruflich Qualifizierte (aHR)' from the dropdown list under 'Type of higher education entrance qualification (HEEQ)'.

This also applies to those who have successfully completed a vocational training programme at a specialist training college in Germany (Fachschule), e.g. state-recognized nursery nurses/preschool teachers.

*Type of higher education entrance qualification (HEEQ)

*When did you obtain your HE EQ?

*In which country did you obtain your HE EQ?

*Please enter the average grade specified on your HE EQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2.0)

*Higher education entrance qualification (HEEQ)

HEEQ.pdf

Information about your previous higher education entrance qualification

Please complete the following fields, if you

- previously acquired a higher education entrance qualification in Germany (e.g. "Fachhochschulreife"),
- previously acquired a higher education entrance qualification in a country other than Germany or
- have taken a higher education assessment test (FSP).

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

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.

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

Study history

*Were you previously enrolled at a university (either in Germany or abroad)? ☐ Yes ☒ No

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).

*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

*Enter the number of semesters that you have already studied at a German university in total.

Enter the total number of semesters for which you were granted leave of absence at a German university.

Total number of semesters in which you undertook practical training or work experience while still being enrolled at university

Number of semesters studied at a Studienkolleg

*Have you interrupted your studies and now want to recommence studying? ☐ Yes ☐ No

3.3.5 Information on language proficiency (when applicable)

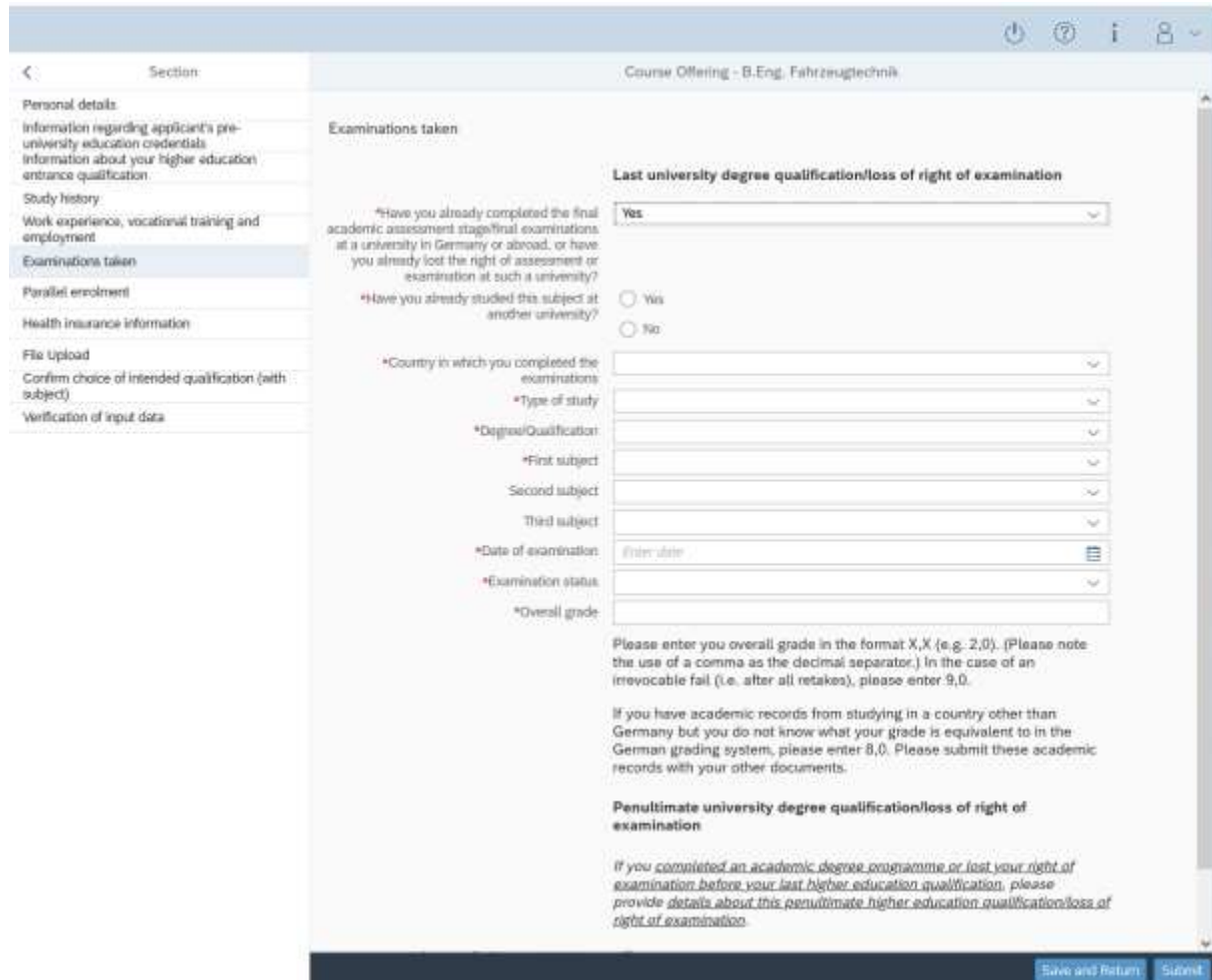
Click on **Language proficiency**. You are only required to provide information regarding language proficiency if you did not complete your pre-university education in Germany or if you are applying for a programme with other language requirements (e.g. English). If required, please complete at least the mandatory fields and upload the necessary documentary proof.

3.3.6 Work experience, vocational training and employment prior to university

< 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	<p>Work experience, vocational training and employment</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>
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

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	
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	<p>Parallel enrolment</p> <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> <p>*Are you still be enrolled at another university in the semester in which you plan to start studying at htw saar?</p> <input type="text"/>
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 'Not insured' 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 'Not insured' 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>Exceptions: 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</p> <input type="text"/> <p>Important note: You will need to present a valid certificate of insurance to the university/electronic notification of health insurance coverage.</p> <p>Proof of health insurance cover/ Proof of exemption <input type="button" value="Upload Document"/></p>
File Upload	
Confirm choice of intended qualification (with subject)	
Verification of input data	

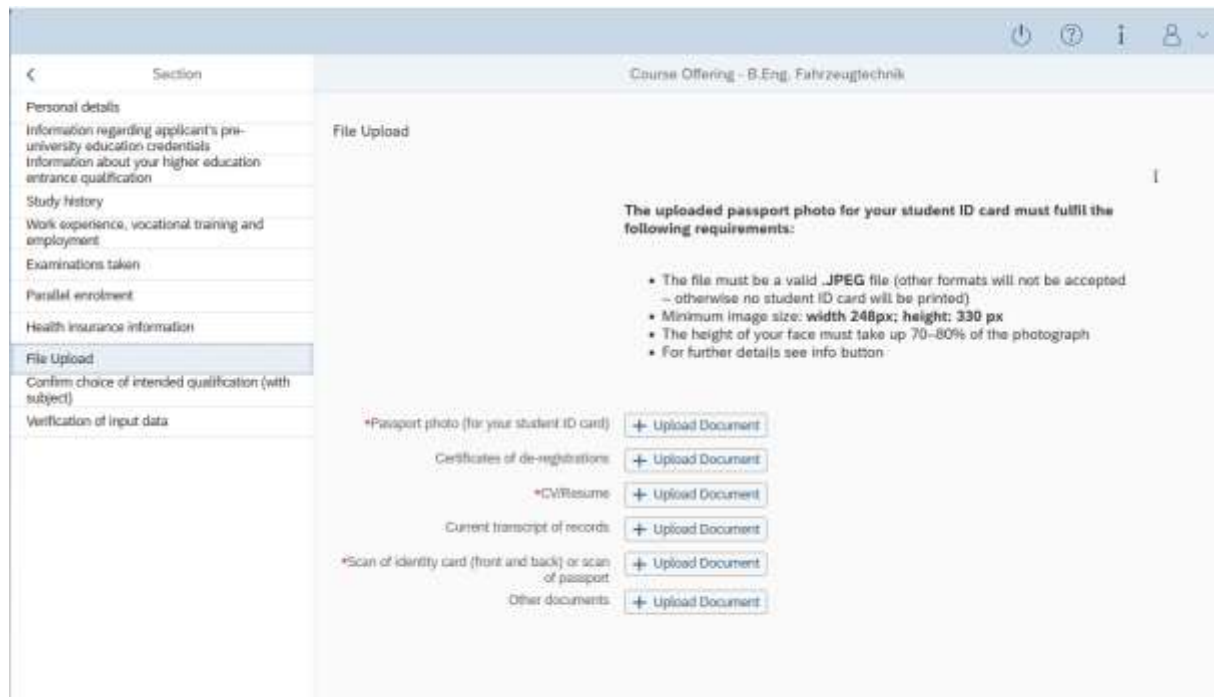
3.3.10 Uploading files

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

+ 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').



Course Offering - B.Eng. Fahrzeugtechnik

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 248px; 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**

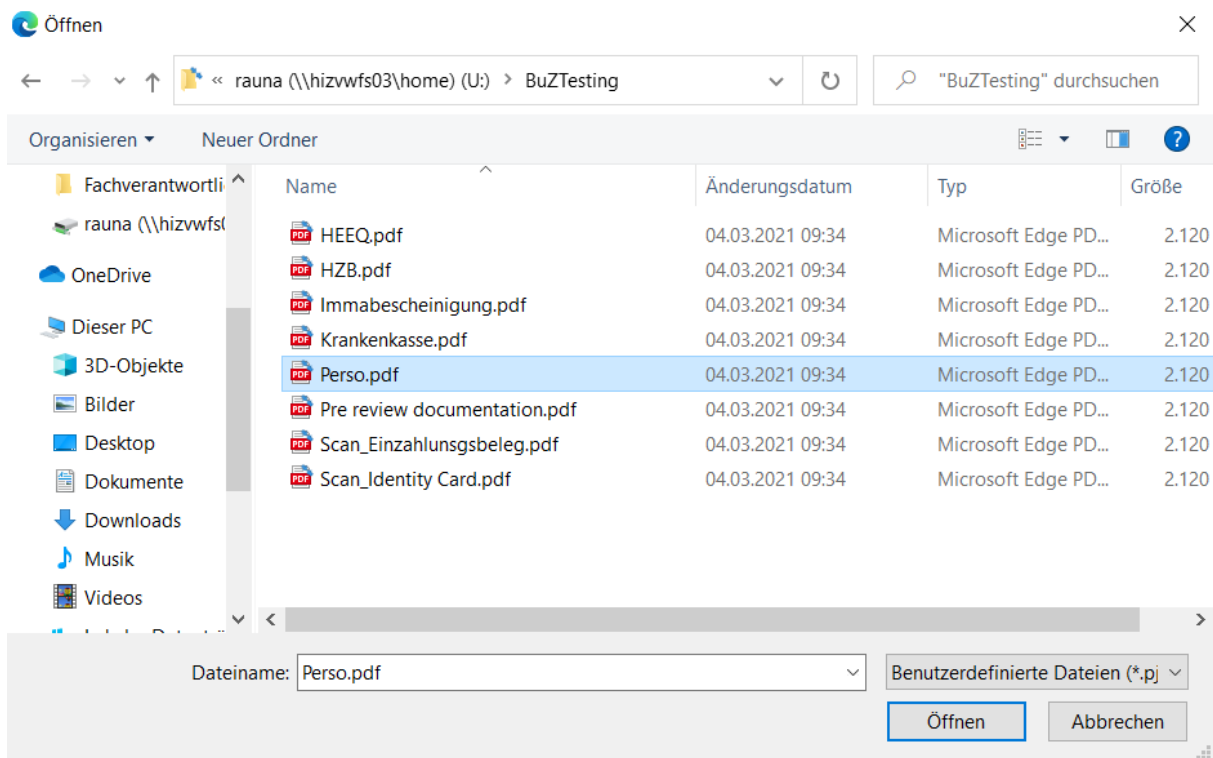
*CV/Resume **+ Upload Document**

Current transcript of records **+ Upload Document**

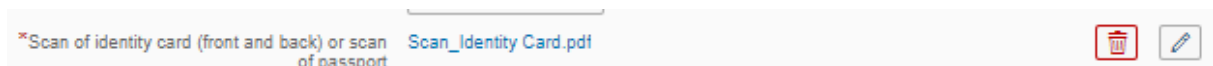
*Scan of identity card (front and back) or scan of passport **+ Upload Document**

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.



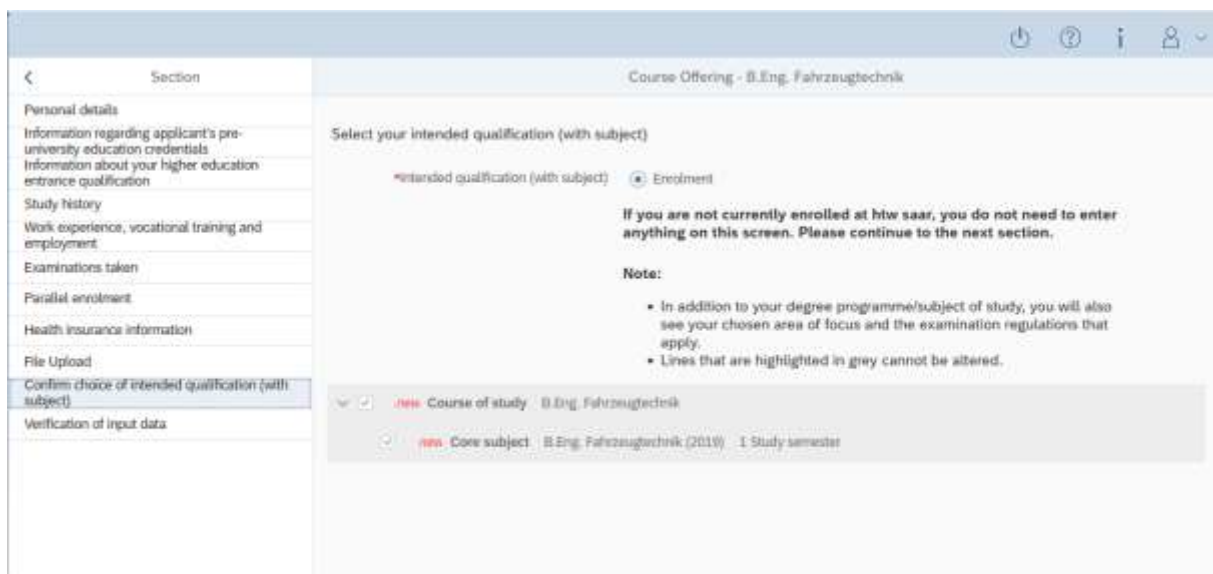
If the file was uploaded successfully, this will be indicated accordingly.



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.

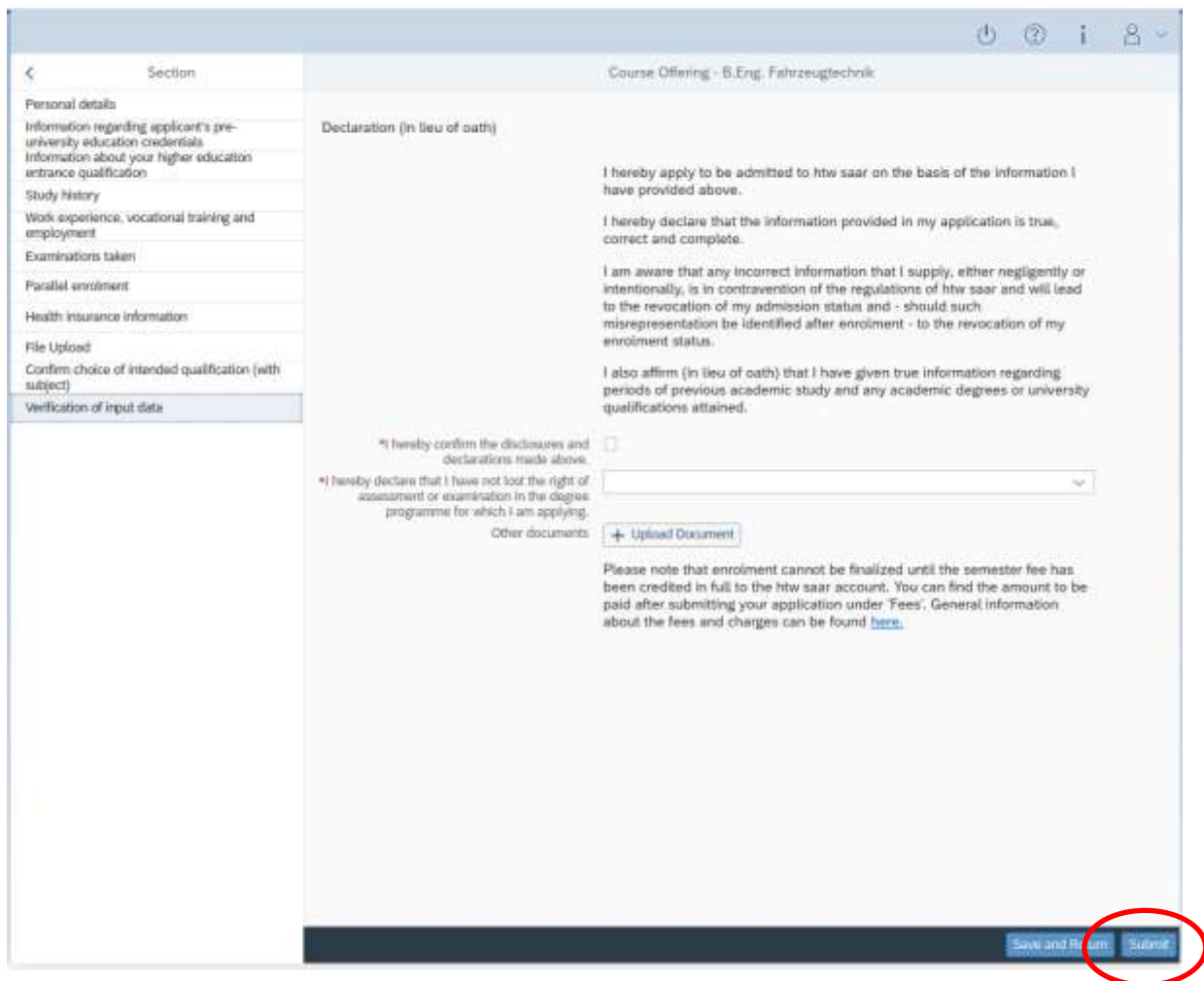


3.3.12 Verification of input data

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

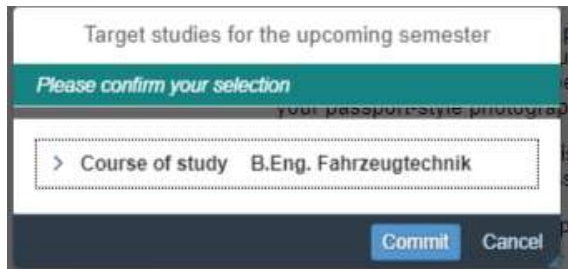
*I hereby confirm the disclosures and declarations made above. ☐

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

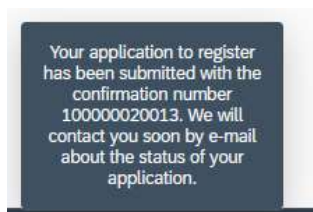


Note: Please submit your application by clicking on **Submit** so that htw saar can review your application and complete the enrolment process.

At the end of the process, you will asked to reconfirm the information you have supplied.

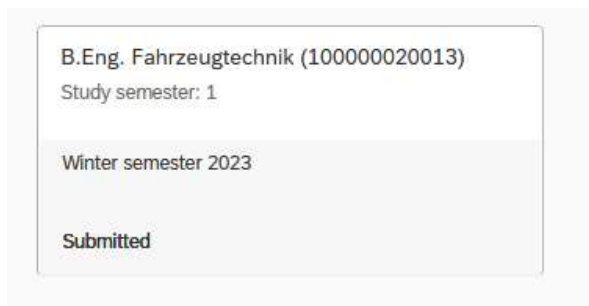


You will receive on-screen confirmation that your enrolment application has been submitted and you will be notified of your application number:




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) 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!