

Student Information Management System for Saarland



Application Guide Winter semester 2025/26



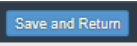
Key information at a glance:

Access to SIM for students <https://sim.hbksaar.de/launchpad>

for new applicants via <https://sim.hbksaar.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.hbksaar.de/bewerbung-informationen>

Questions about the application process can be sent by email to studierendenverwaltung@hbksaar.org

Questions about the courses of studies can be sent by email to

- m.rauch@hbksaar.de (Freie Kunst und Media Art & Design)
- d.zeller@hbksaar.de (Kommunikationsdesign, Produktdesign, Public Art & Public Design, Experimental Media, Museumspädagogik und Kuratieren/Ausstellungswesen)
- s.giese@hbksaar.de (Lehramtsstudiengänge Kunsterziehung)

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 HBK 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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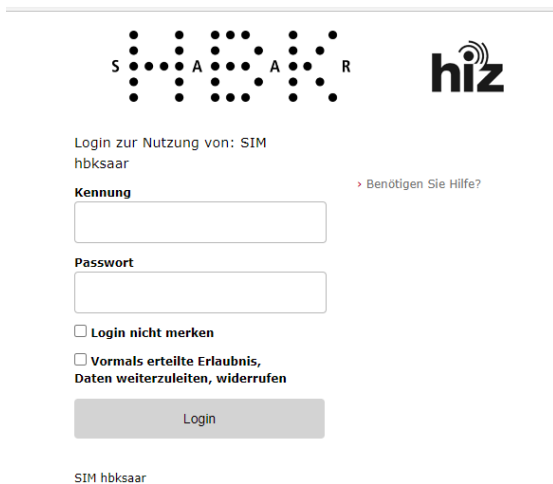
1. Registering with the SIM application portal

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.

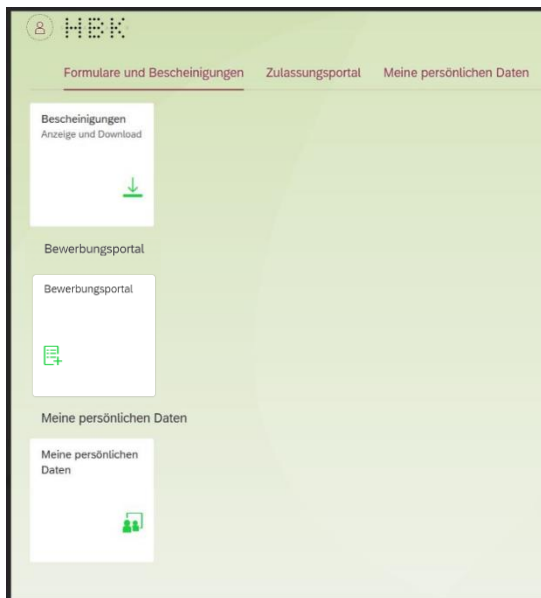
1.1 I am already enrolled as a student at HBKsaar

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

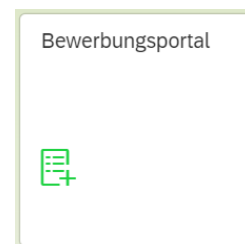
<https://sim.hbksaar.de/launchpad>



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



Click on



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

Please register using the following link:

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

Switch language by clicking on

DE - Deutsch

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

DE - Deutsch
DE - Deutsch
EN - English

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

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

Click on [Submit](#).

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

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

Submit

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 On](#) 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.

User

Password

EN - English

Log On

[Forgot Password](#)

Don't have an account?

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

Create account

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

Student portal

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

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

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

1.3 I am not yet enrolled as a student at HBKsaar, 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.hbksaar.de/bewerbung/>

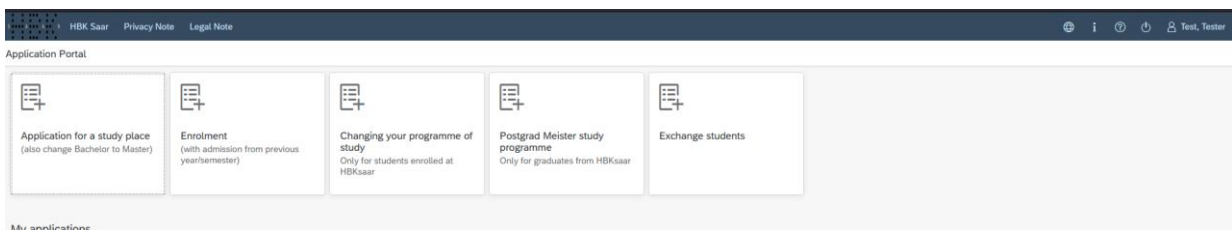
Log in with your username (e.g. B000xxxx) and your password. Click on **Log On**.

If you have forgotten your password, please click on the **Forgot Password** button. To reset your password, enter the e-mail used to log in.

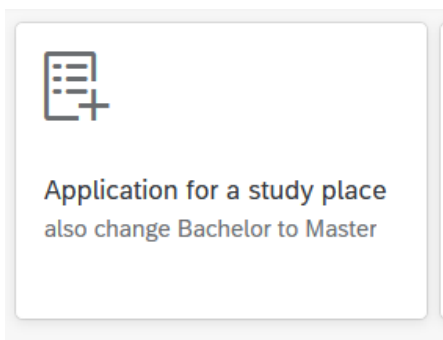
Note: If the window does **not** appear as shown here, please clear your browser cache using CTRL+F5 and restart the browser.

2. Applying for a place on a degree programme

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



To create a new application, click on:



Note: Applications that you have already submitted can be found under ‘My applications’.

[My personal details](#)

You can edit your personal details or upload your passport photo by clicking on [My personal details](#) at the bottom right of the window, but only after you have submitted an application.

2.1 Preliminary Questionnaire

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

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



to see the list of options.




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

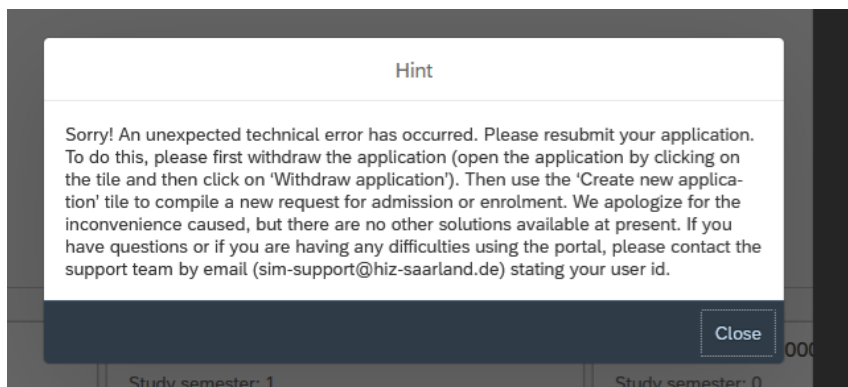
Note: If you cannot find your intended qualification and subject in the drop-down list, please carefully review the application information that you have already entered.


Depending on your chosen study programme, certain subjects may be fixed, in which case these fields will be greyed out and cannot be altered.

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 HBKsaar, click on . Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.
- If you change the language in the form, you will be automatically redirected back to the application portal start page. To continue your application, please click on your application tile. The information you have entered so far has been saved.
- If technical problems occur during your application, the following message will be displayed and “Technical error” message will be displayed on your application tile. In this case, please follow the instructions in the message. To do this, please first withdraw the application and then use the ‘Create new application’ tile to compile a new request for admission or enrolment.



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

2.2 Personal details

Please complete all mandatory fields. Please specify your preferred gender descriptor.

2.3 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.

2.4 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 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').

Course Offering - Media Art and Design (M.A.)

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

If you do not have a general higher education entrance qualification (aHR), a subject-specific university entrance qualification (IqHR) or an entrance qualification for a university of applied sciences (FHR), please choose **'Begabten-Eignungsprüfung'** (Talent/Aptitude test) when asked to select the type of higher education entrance qualification you have already obtained (or will acquire). If you are asked to enter the date of your higher education entrance qualification, please enter the **date of your aptitude test** at HBK Saar and select **'Germany/Saarland/Saarbrücken RV'** when asked to specify 'Country/Region/District'. Please enter your grade as **'8,0'** (note: use a comma as the decimal separator). Please upload a scan of your degree certificate under the 'Higher education entrance qualification' upload option.

In which country did you obtain your HEEQ?*

Higher education entrance qualification (HEEQ)*

Higher education entrance qualification (HEEQ) - Page 2

Higher education entrance qualification (HEEQ) - Page 3

Higher education entrance qualification (HEEQ) - Page 4

2.5 Information on language proficiency (when applicable)

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

Course Offering - Media Art and Design (M.A.)

Language proficiency

Language proficiency requirements*

Please provide details of your German language skills. If you have taken a higher education assessment test at a Studienkolleg (higher education preparatory institute) in Germany, please specify the type of course (e.g. M-Kurs/M course) and the location of the Studienkolleg.

Proof of language proficiency in German*

2.6 Your study history/ Examinations taken

Please click on **Study history/ Examinations taken** 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.

HBK Saar Privacy Note Legal Note

Section Course Offering - Media Art and Design (M.A.)

Personal details

Pre-university educational credentials

Information about your higher education entrance qualification

Language proficiency

Study history/Examinations taken

File Upload

Verification of input data

Study history/Examinations taken

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*

Examinations taken

Please provide details of the final examinations you have completed (name of institution, study programme, qualification, grade awarded).*

Please specify the standard period of study (in semesters) for this study programme.*

How many ECTS credits have you earned so far in this study programme?*

Student enrolment record*

If you have participated in other degree programmes, upload the corresponding transcripts in the upload fields below.

Transcript of records (incl. translations) + Upload Document

Transcript of records (incl. translations) + Upload Document

Last university degree qualification/loss of right of examination

Please answer the following question with 'Yes' if you have 1. already completed the final academic assessment stage/final examinations at a university in Germany or abroad or 2. no longer have the right of examination or assessment at such a university. Please answer the question with 'I have not received my degree certificate/I have yet to complete my degree programme', if you have not yet completed the final academic assessment stage/final examinations at university in Germany or abroad and you still have the right of examination or assessment at such a university.

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?*

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.

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

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

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

Section Course Offering - Kommunikationsdesign (B.A.)

Personal details

Pre-university educational credentials

Information about your higher education entrance qualification

Language proficiency

Study history/ Examinations taken

Work experience, vocational training and employment prior to university

File Upload

Verification of input data

Activities undertaken after obtaining your higher education entrance qualification

*Proof of completion of a recognized apprenticeship or traineeship

Yes

No

*Internship relevant to the programme to which you are seeking admission

Yes

No

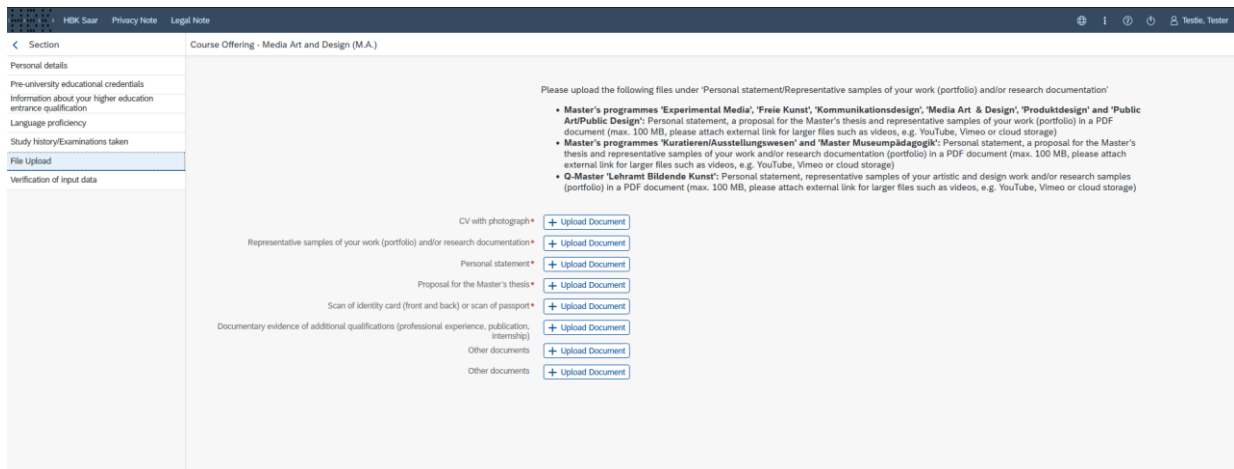
Applicants for Media art & design, Communication design and Product design are required to have completed a work placement or internship related to their degree programme with a duration of 12 weeks. Evidence of this must be provided when you enrol. In exceptional cases, a request may be made to the central examination board during enrolment to extend the deadline for completing this internship to the end of the fourth semester. Alternatively, completed vocational training programmes related to the degree programme may be accredited.

2.8 Uploading files

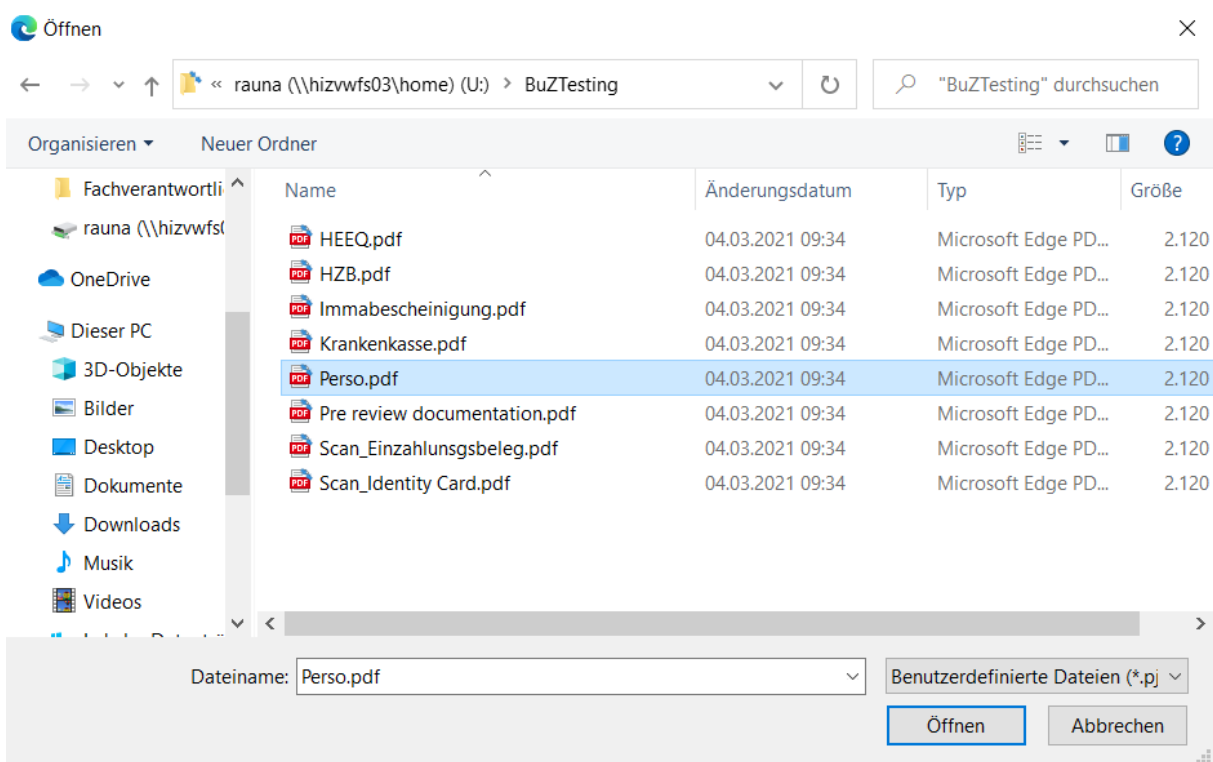
Please click on **File Upload**. Please upload all of the mandatory documents, by clicking on the

+ 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 format is **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').



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



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

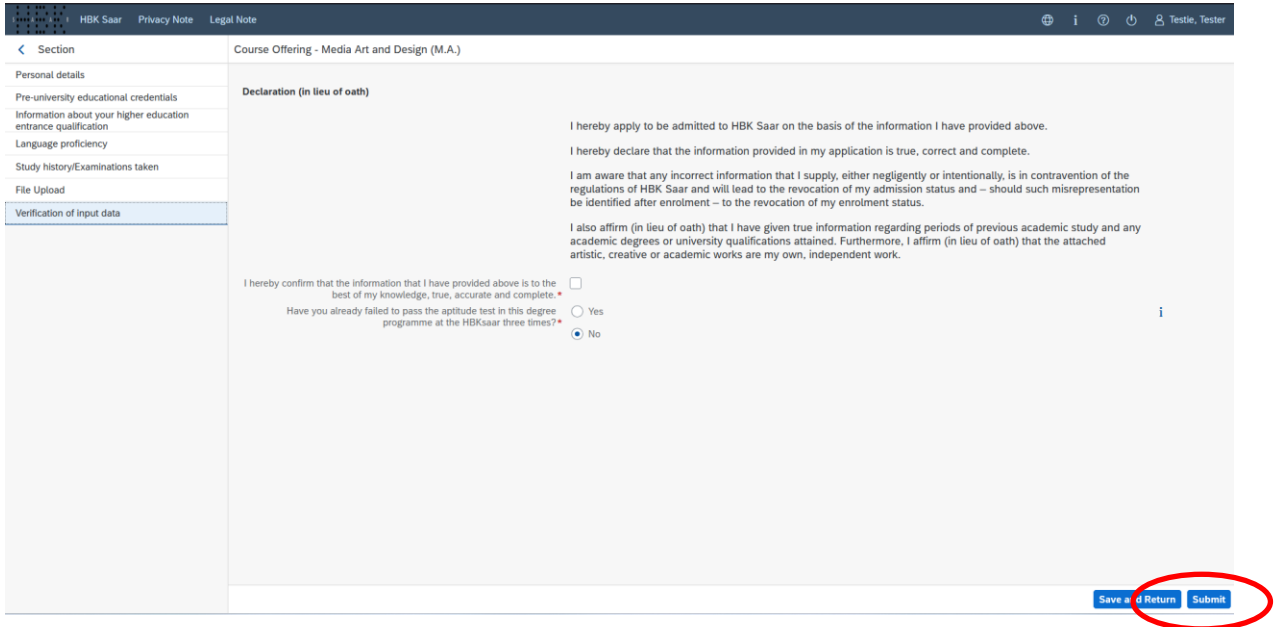
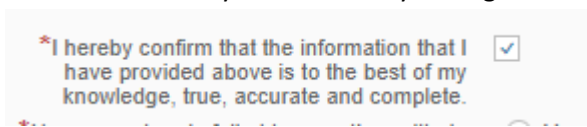


If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.


2.9 Verification of input data

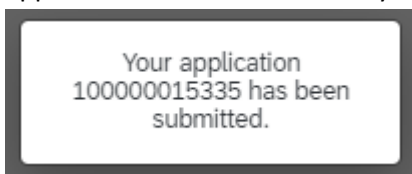
Please click on **Verification of input data**. In this final section, you are required to provide a declaration (in lieu of oath) [*Eidesstattliche Erklärung*] before submitting your application. Read the text carefully

and then indicate your consent by ticking the checkbox before you submit your application

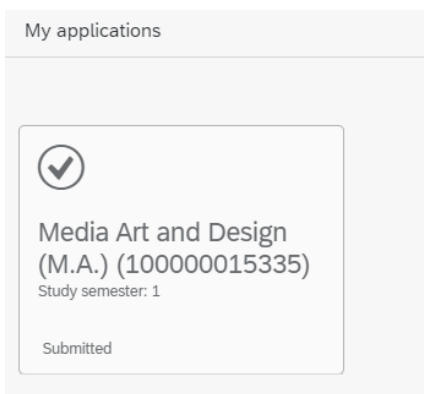



Note: Please note that the checkbox in the print preview or preview is not filled. This does not mean that the box in your application was not filled (ticked). The application can only be sent if you have given your consent.

Finally, click on  to submit your application. You will receive on-screen confirmation that your application was submitted and you will be notified of your application number



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



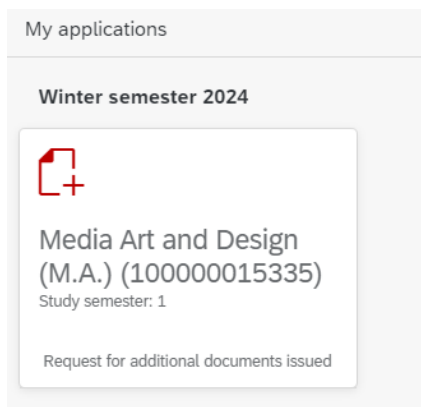
You should then receive email confirmation. If you do not receive confirmation by email, please check in good time before the application deadline expires that you did actually send your intended application via the  button and that you did not simply save your application without submitting it.

If you have not yet received email confirmation (remember to also check your spam folder!), please send an email with your applicant number (*Bewerbernummer*) and your application number (*Antragsnummer*) to studierendenverwaltung@hbksaar.org.

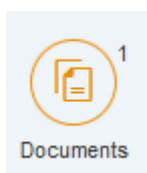
3. What happens after I have submitted my application?

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

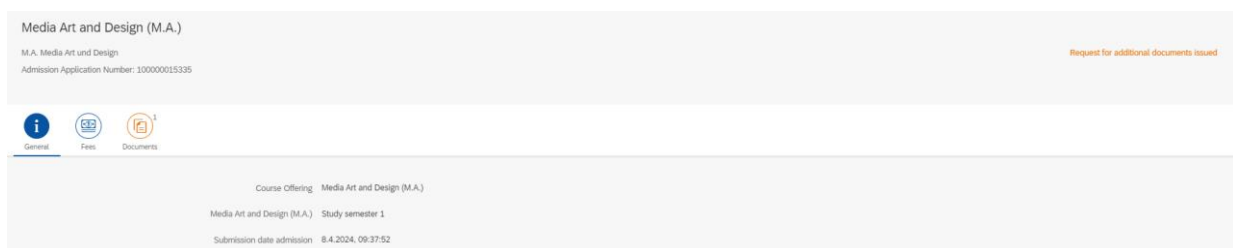
If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change to **'Request for additional documents issued'**.



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'**.

Media Art and Design (M.A.)
M.A. Media Art und Design
Admission Application Number: 100000015335 Request for additional documents issued

[i](#) [Fees](#) [Documents](#)

My Certifications
There are no documents available.

My Uploads - My upload period ends on 10.4.2024

*Higher education entrance qualification (HEEQ): Please either upload all the pages of your HEEQ in a single file, or upload just the first page and then submit the other pages in the corresponding upload box. [testfcb.jpg](#) [Reupload Documents](#)

List Date Changed: Apr 8, 2024
Status: Sorry, this document is invalid.
Comments: Error in document
Das hochgeladene Dokument lässt sich nicht öffnen oder ist andersartig technisch fehlerhaft.

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.

Documents have been submitted.

You will receive an on-screen notification message

and the explanatory comment will be deleted.

Media Art and Design (M.A.)
M.A. Media Art und Design
Admission Application Number: 100000015335 Request for additional documents issued

[i](#) [Fees](#) [Documents](#)

My Certifications
There are no documents available.

My Uploads - My upload period ends on 10.4.2024

*Higher education entrance qualification (HEEQ): Please either upload all the pages of your HEEQ in a single file, or upload just the first page and then submit the other pages in the corresponding upload box. [test.jpg](#) [Reupload Documents](#)

List Date Changed: Apr 8, 2024

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 Ctrl+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.

Media Art and Design (M.A.)

M.A. Media Art und Design
Admission Application Number: 100000015335

General
 Fees
 Documents

My Certifications

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.

Application Portal

 Application for a study place <small>also change Bachelor to Master</small>	 Enrolment <small>(with admission from previous year/semester)</small>	 Programme switch <small>Application to switch study programme</small>	 Meister study programme <small>Application and programme switch</small>	 Exchange students
------------------------------------------------------------------------------------	------------------------------------------------------------------------------	------------------------------------------------------------------------------	--------------------------------------------------------------------------------	-----------------------

My applications

Summer semester 2025

Media Art and Design
(M.A.) (100000008533)
Study semester: 1
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:

**Media Art and Design
(M.A.) (100000008533)**
Study semester: 1

Admission Offered

Accept & enrol

This opens the following window where you should click on

Application Details

Media Art and Design (M.A.) Admission Offered

M.A. Media Art und Design
Admission Application Number: 100000015335

General
Fees
Documents

Course Offering: Media Art and Design (M.A.)
 Media Art and Design (M.A.) Study semester 1
 Submission date admission: 8.4.2024, 09:37:52

Accept & enrol
Review
Decline offer
Print

Please confirm the prompt with Yes to accept the offer of admission. You can only enrol once you have accepted your offer of admission.

i Confirm Registration

Do you want to confirm your registration to Media Art and Design (M.A.)?

Yes
No

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://hbksaar.de/immatrikulation-informationen>

Media Art and Design (M.A.) Admission Offered

M.A. Media Art und Design
Admission Application Number: 100000015335

General
Fees
Documents

Fee Structure

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.

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 HBKsaar, 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

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

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 a web application interface for 'Course Offering - Media Art and Design (M.A.)'. The left sidebar contains a navigation menu with 'Information about your higher education entrance qualification' highlighted. The main content area is titled 'Information relating to your higher education entrance qualification that permits you to be admitted to study at HBK Saar.' It includes instructions for applicants with and without a general HEQ, followed by input fields for 'When did you obtain your HEQ?', 'In which country did you obtain your HEQ?', and 'Please enter the average grade specified on your HEQ certificate'. Below these are three 'Upload Document' buttons for HEQ pages 2, 3, and 4. A section titled 'Information about your previous higher education entrance qualification' contains a list of conditions and input fields for 'When did you obtain your higher education entrance qualification/pre-university educational credentials?', 'Where did you obtain your higher education entrance qualification/pre-university educational credentials?', and 'Overall grade'.

3.3.4 Information on language proficiency (when applicable)

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

The screenshot shows the 'Language proficiency' section of the application form. The left sidebar has 'Language proficiency' highlighted. The main content area contains the instruction 'Please upload proof of your German language proficiency here.' and a single 'Upload Document' button. The 'Proof of language proficiency in German' field is currently empty.

3.3.5 Your study history

Please click on **Study history** and complete all mandatory fields. Depending on the data you enter, additional questions may appear on the screen that you will need to answer. You will also have the opportunity to upload the relevant documents. This can mean that there is sometimes a delay before your 'Yes' or 'No' selection is confirmed on the screen. Please be patient.

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Verification of input data

Activities undertaken after obtaining your higher education entrance qualification

Proof of completion of a recognized apprenticeship or traineeship* Yes No

Work experience or internship relevant to the programme to which you are seeking admission* Yes No

Information for applicants for the Bachelor's and Diplom programme in Communication design, Product design and Media art & design

In exceptional cases, a request may be made to the Central Examination Board during enrolment to extend the deadline for completing this internship to the end of the fourth semester. Alternatively, completed vocational training programmes related to the degree programme may be accredited. Please upload a written request for an extension for providing supporting documents in the upload section.

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.

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Verification of input data

Activities undertaken after obtaining your higher education entrance qualification

*Proof of completion of a recognized apprenticeship or traineeship Yes No

*Work experience or internship relevant to the programme to which you are seeking admission Yes No

Information for applicants for the Bachelor's and Diplom programme in Communication design, Product design and Media art & design

In exceptional cases, a request may be made to the Central Examination Board during enrolment to extend the deadline for completing this internship to the end of the fourth semester. Alternatively, completed vocational training programmes related to the degree programme may be accredited. Please upload a written request for an extension for providing supporting documents in the upload section.

3.3.7 Examinations taken

Please click on **Examinations taken**. Please answer the mandatory question. If you respond with 'Yes', you will be presented with further questions to answer and you will need to upload your graduation documents using the relevant 'Upload document' button.

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Examinations taken

Last university degree qualification/loss of right of examination

Please answer the following question with 'Yes' if you have 1. already completed the final academic assessment stage/final examinations at a university in Germany or abroad or 2. no longer have the right of examination or assessment at such a university.
Please answer the question with 'No', if you have not yet completed the final academic assessment stage/final examinations at university in Germany or abroad and you still have the right of examination or assessment at such a university.

Applicants for a Master's degree programme must select 'Yes'.

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?*

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.

The screenshot shows the application portal interface for HbK Saar. The top navigation bar includes 'HBK Saar', 'Privacy Note', and 'Legal Note'. The main content area is titled 'Course Offering - Media Art and Design (M.A.)'. On the left, a sidebar menu lists various sections, with 'Parallel enrolment' highlighted. The main content area contains the following text:

Parallel enrolment

If you will still be enrolled at another university in the semester in which you plan to start studying at HBKsaar please state the name of the other university.

HBKsaar 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

Will you still be enrolled at another university in the semester in which you plan to start studying at HBKsaar?

Information for applicants to the teacher training degree programme in Art education: Please upload your certificate of enrolment. If you do not already have this certificate, please upload your letter of admission.

3.3.9 Health insurance information

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

The screenshot shows the application portal interface for HbK Saar. The top navigation bar includes 'HBK Saar', 'Privacy Note', and 'Legal Note'. The main content area is titled 'Course Offering - Media Art and Design (M.A.)'. On the left, a sidebar menu lists various sections, with 'Health insurance information' highlighted. The main content area contains the following text:

Health insurance information

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 HBKsaar. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Hochschule der Bildenden Künste, Saarbrücken'. We currently recommend that you include the German text when contacting your HI provider.

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 HBKsaar. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Hochschule der Bildenden Künste, 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. ADK, 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 HBKsaar. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Hochschule der Bildenden Künste, 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'.

Important information for all applicants

We strongly recommend that you refer to the electronic record using its German name 'Datensatz für die Einschreibung an der Hochschule der Bildenden Künste, Saarbrücken' when contacting a statutory health insurance fund. Please state the following reference code for HBKsaar which the statutory health insurance fund needs to transfer the electronic record. H0001180

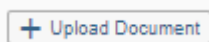
Status code for student health insurance data*

Proof of health insurance cover/ Proof of exemption

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

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 format is **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').

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Confirm choice of intended qualification (with subject)

Verification of input data

File Upload

When asked to upload proof that you have paid the printing fee for your student ID card, please upload the receipt from your bank confirming that you have paid the €5 fee. Please click the following link for more information:
<https://www.hbksaar.de/mmatrifikation-informationen#studierendenausweis>

Please upload the receipt confirming that you have paid the semester fee in the section 'Verification of input data'.

Passport photograph (for your student ID card) in .jpg format*

Certificates of de-registrations: Please upload your certificates of de-registration if you were previously enrolled at another university.

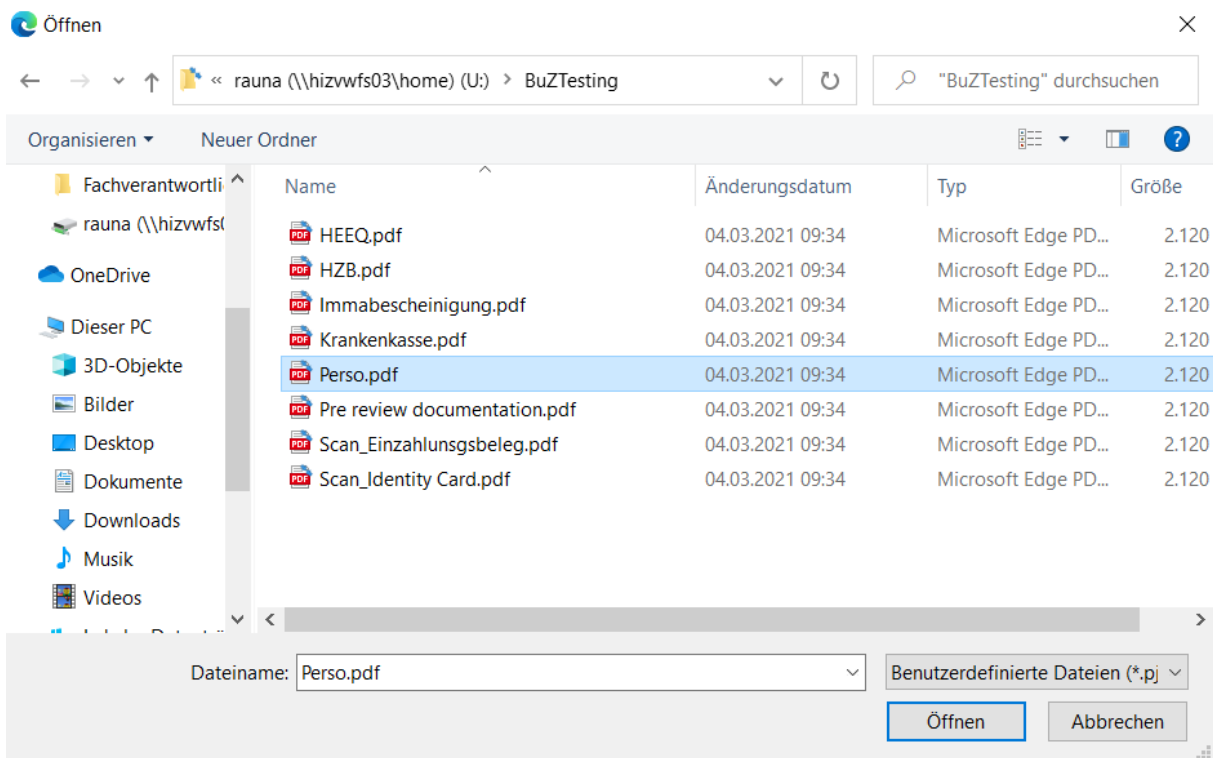
Scan of identity card (front and back) or scan of passport*

Other documents

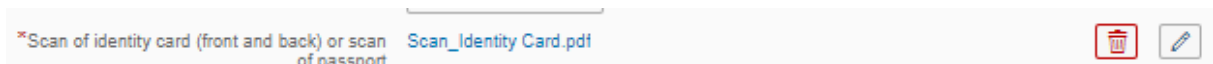
Proof of payment for student ID card (<https://www.hbksaar.de/mmatrifikation-informationen>)*

Informal written request for higher-level entry if you wish to enter the programme in a higher subject semester

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.

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Confirm choice of intended qualification (with subject)

Verification of input data

Select your intended qualification (with subject)

Intended qualification (with subject) * Enrolment

If you are not currently enrolled at HBKsaar, you do not need to enter anything on this screen. Please continue to the next section.

Note:

- In addition to your degree programme/subject of study, you will also see your chosen area of focus and the examination regulations that apply.
- Lines that are highlighted in grey cannot be altered.

new Course of study Media Art and Design (M.A.)

new Core subject M.A. Media Art and Design (2020) 1 Study semester

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.

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Declaration (in lieu of oath)

I hereby apply to be admitted to HBKsaar 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 HBKsaar 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 that the information that I have provided above is to the best of my knowledge, true, accurate and complete.

As you have applied to enrol at HBKsaar, you are required to pay certain fees. Please scan and upload your proof-of-payment slip or your bank transfer slip as a PDF file. For the HBKsaar bank details and for information on the specific fees to be paid, please go to:

<https://hbksaar.de/mmatrlikulation-informationen>

The HBKsaar generates a Google Education Mail (@hbksaar.de) for all of its students. All university correspondence will be sent exclusively via this email address.

This mail account is not intended for private use, is only valid for the duration of your university affiliation and will be deleted 8 weeks after exmatriculation at the latest.

Observation of and compliance with the regulations of the HBKsaar, in particular the user regulations for information technology systems (IT systems) and the house rules.

The corresponding regulations can be found here:

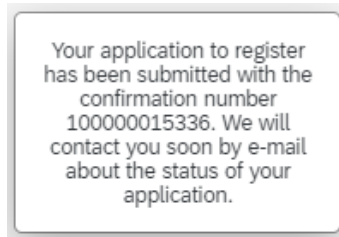
<https://hbksaar.de/service/hochschulrecht>

I acknowledge and agree to the above.

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

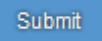
At the end of the process, you will asked to reconfirm the information you have supplied.

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.

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

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

If the status of your application is still not showing as 'Enrol. application received by deadline', please contact the Admissions Office by email (studierendenverwaltung@hbksaar.org) quoting your applicant number (*Bewerbernummer*) and your application number (*Antragsnummer*).

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

We look forward to welcoming you as a new student to HBKsaar!