Student Information Management System for Saarland

Application Guide

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. *Surname); to see **help texts** click on the symbol; to save your draft application, click on Save and Return.

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/Ausstellungs-wesen)
- s.giese@hbksaar.de (Lehramtsstudiengänge Kunsterziehung)

If you are having **technical issues with the SIM application portal**, please send your questions to**:** SIM-Support

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 HBKsaar) **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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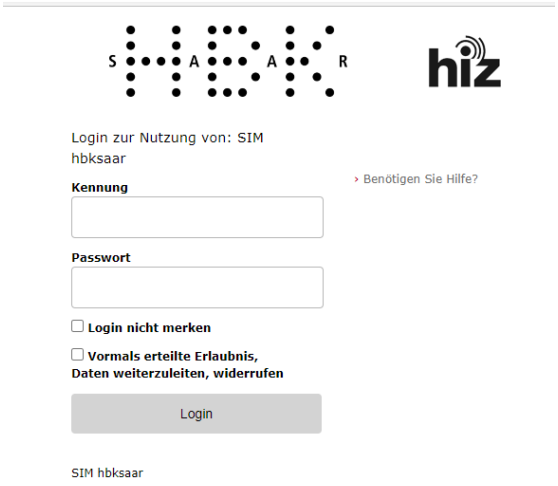
1. Registering with the SIM application portal

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.

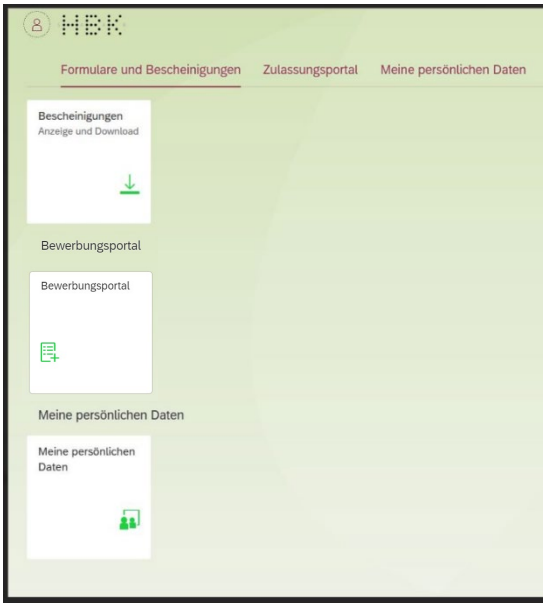
1.1 I am already enrolled as a student at HBKsaar

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.



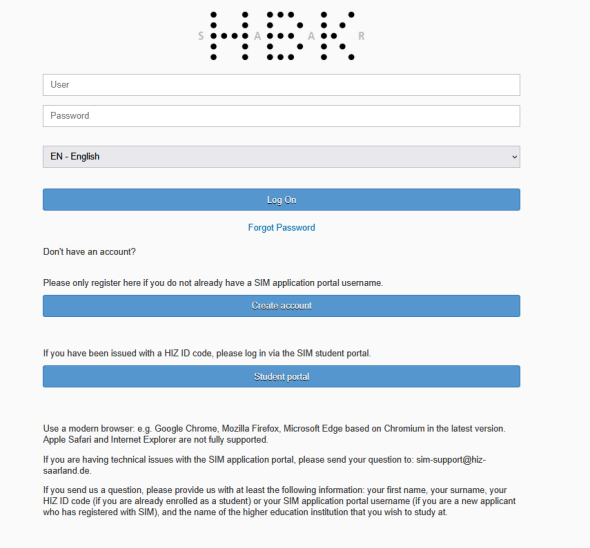
Click on



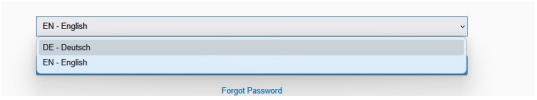
1.2 I have not yet enrolled as a student at HBKsaar and I am not yet registered in SIM

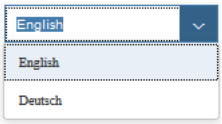
Please register using the following link:

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

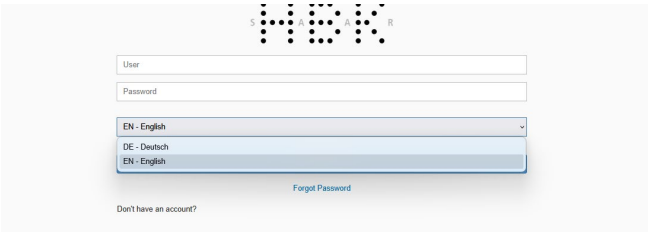


Switch language by clicking on

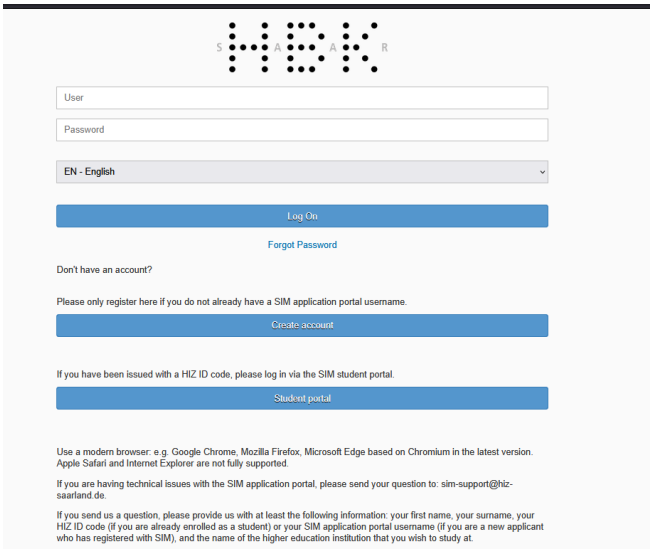


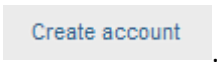
an d then choose 'English' from the drop-down menu 

.



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



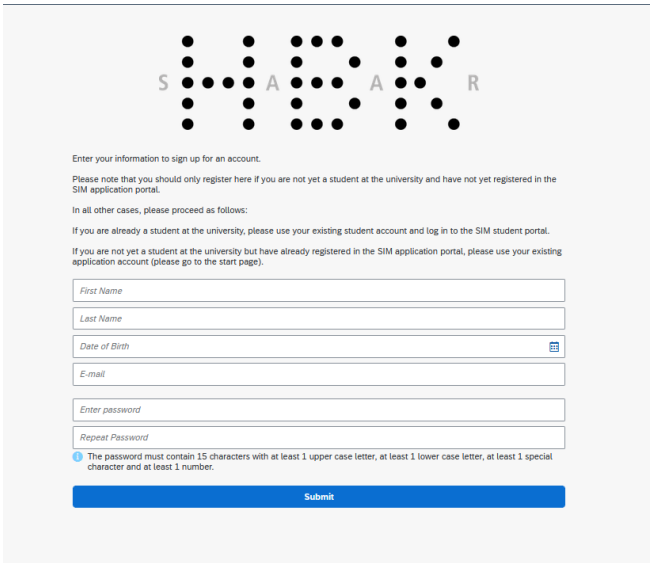
Click on 

.

Enter the required data when prompted.

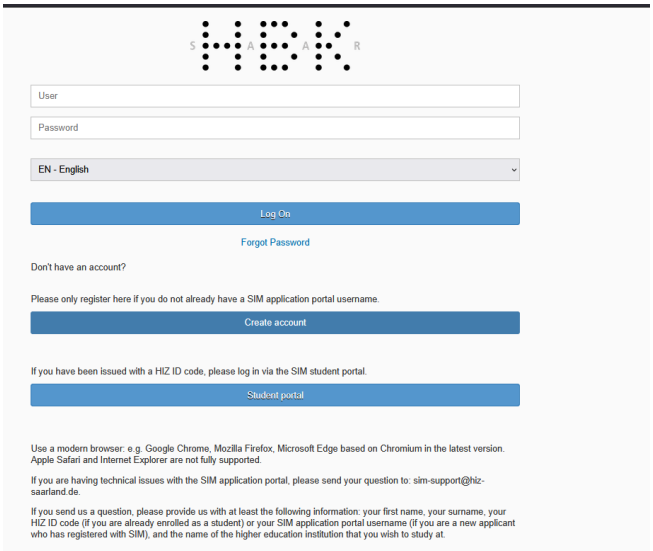
Note: Please enter an email address that you can access reliably at all times over the entire application period.

Click on Submit.



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.



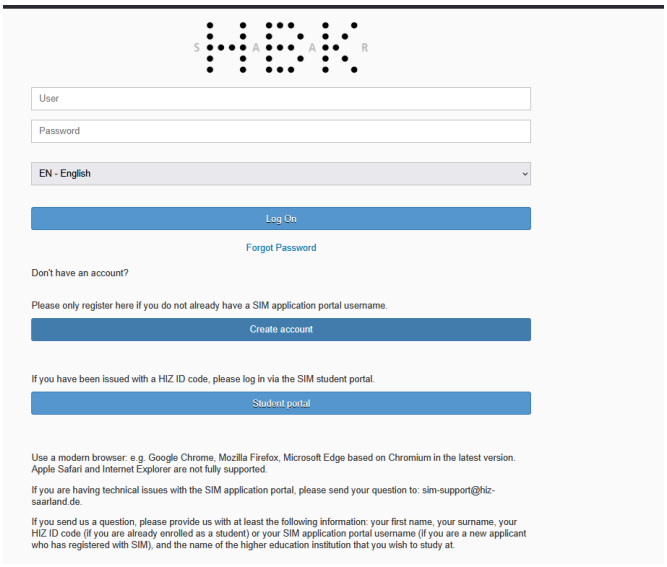
1.3 I am not yet enrolled as a student at HBKsaar, but I have registered with SIM and have already submitted an application

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 In.

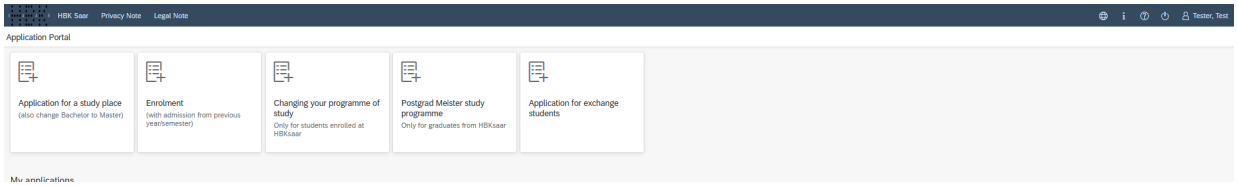
If you have forgotten your password, please click on the Forgot Password button.

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

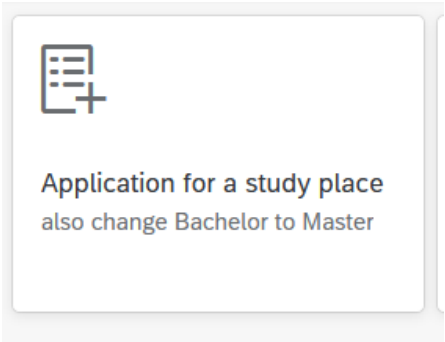


2. Applying for a place on a degree programme

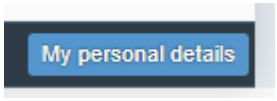
You are now on your start page in the SIM application portal.



To create a new application, click on:



Note: Applications that you have already submitted can be found under '**My applications**'.

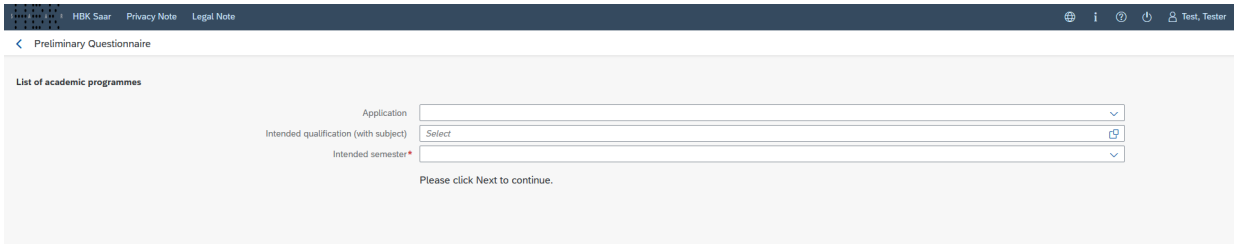
You can edit your personal details or upload your passport photo by clicking on 

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

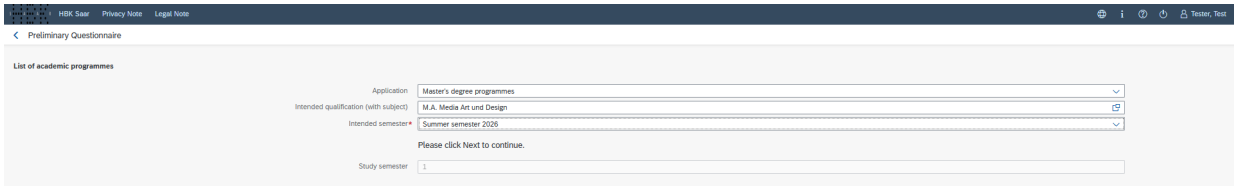
2.1 Preliminary Questionnaire

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

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



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



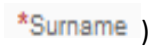
Note: If you cannot find your intended qualification and subject in the drop-down list, please carefully review the application information that you have already entered.

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

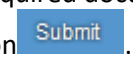
Click on 

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

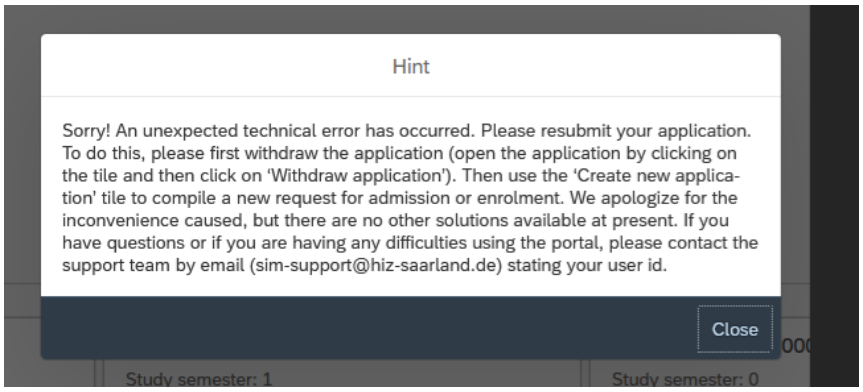
General information:

- 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. 

).
- 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 

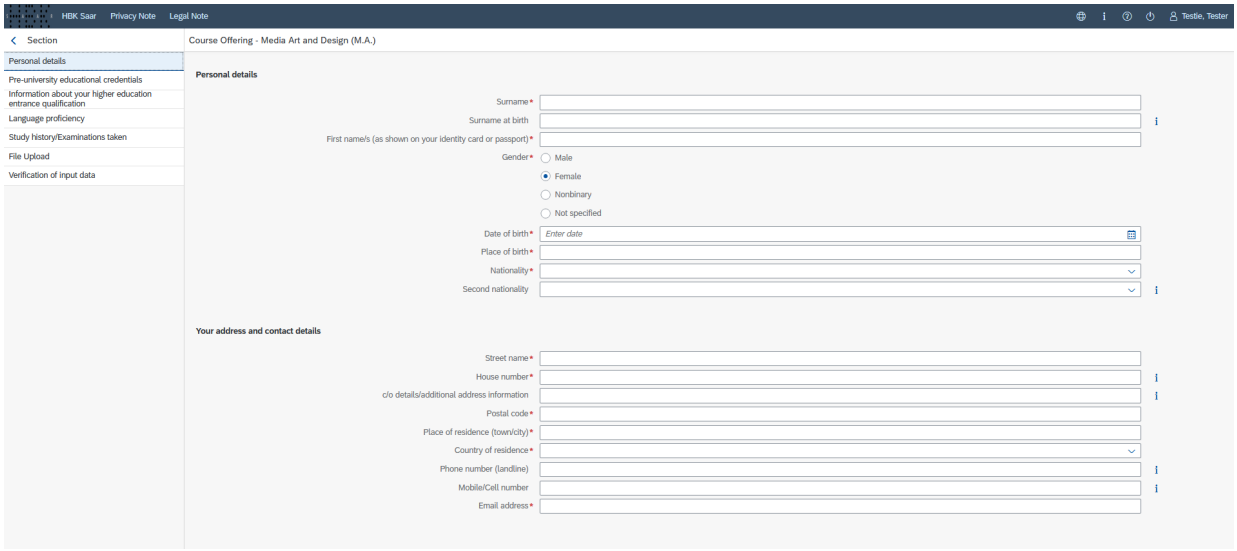
. Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.
- If you change the language in the form, you will be automatically redirected back to the application portal 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.



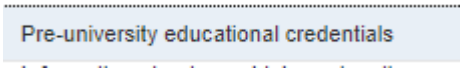
- Always exit the SIM application portal by clicking on the **logoff button**  at the top right of the window.

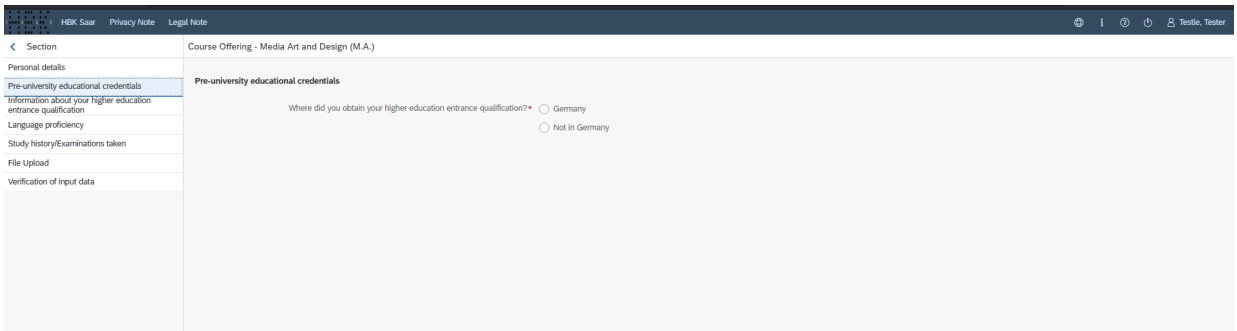
2.2 Personal details

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



2.3 Pre-university education credentials

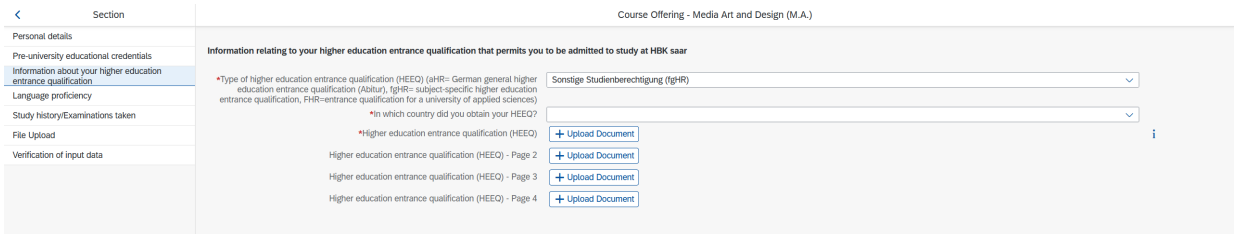
Please click on  and complete all mandatory fields. Depending on the data you enter, additional questions may appear on the screen that you will need to answer. You will also have the opportunity to upload the relevant documents.



2.4 Information about your higher education entrance qualification

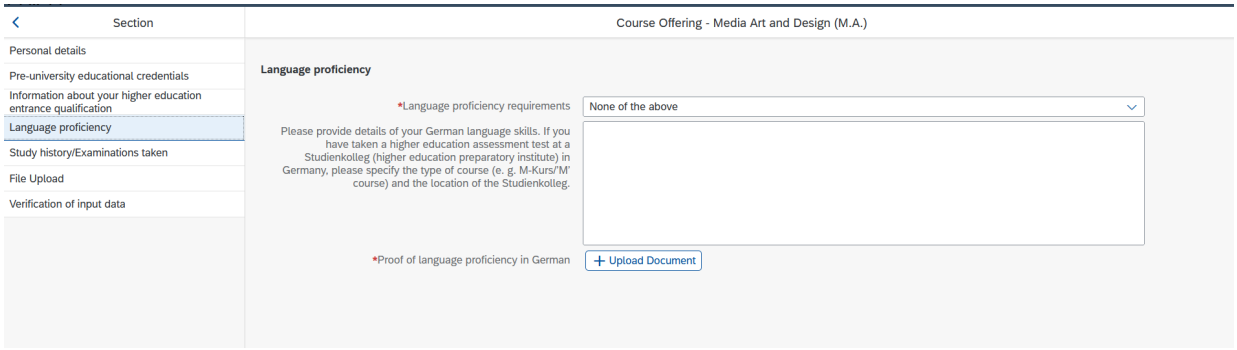
Please click on  and complete all mandatory fields. If you have a German general higher education entrance qualification (*Abitur*), please select '*Gymnasium (aHR)*'. Please upload your HEEQ using the relevant 'Upload document' button.

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').



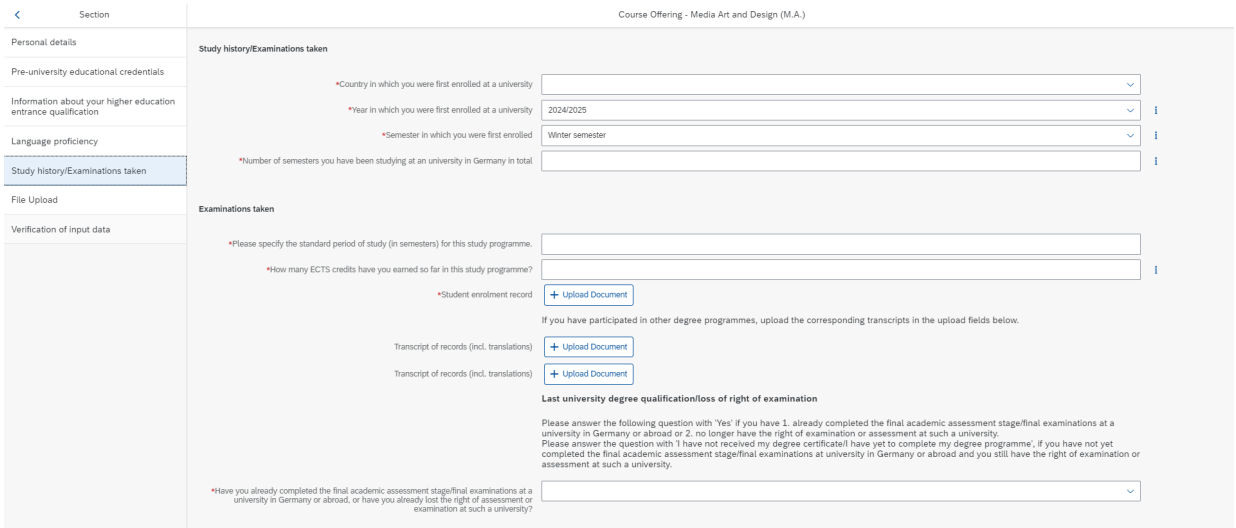
2.5 Information on language proficiency (when applicable)

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.



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.

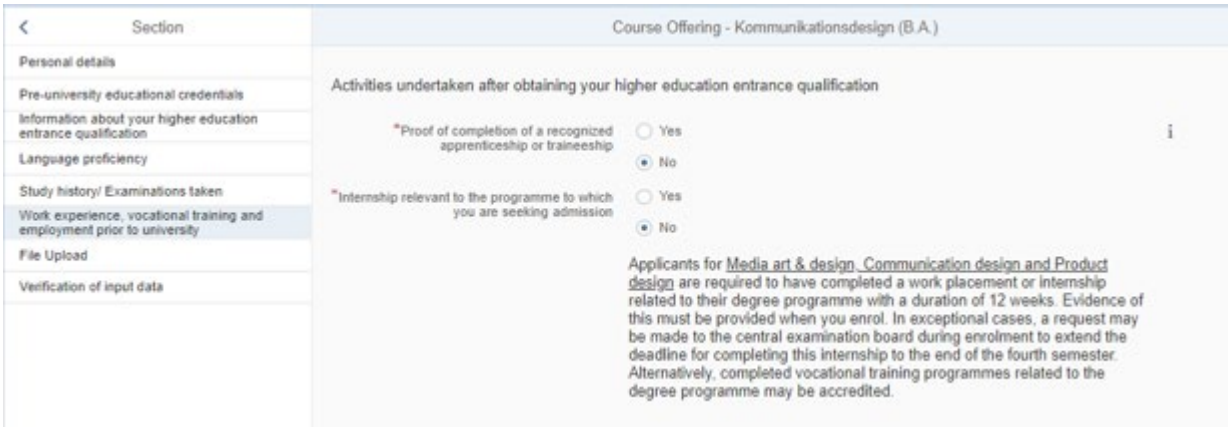


Note: The details of the questionnaire will differ depending on the programme you have selected. If, for example, you are applying for a Master's degree programme, you will see text boxes into which you should enter the required information.

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

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

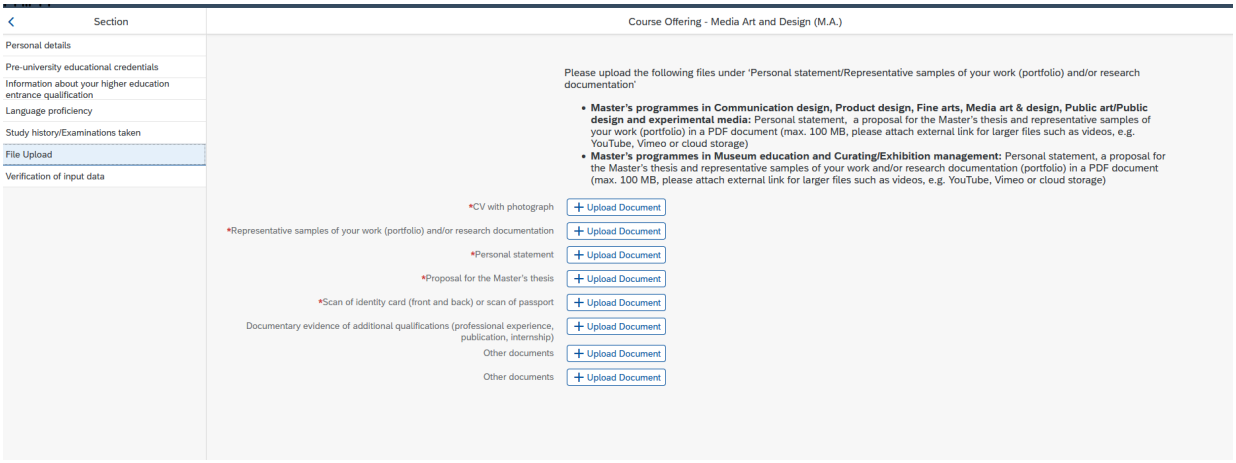
Please click on Work experience. Please answer the mandatory questions.



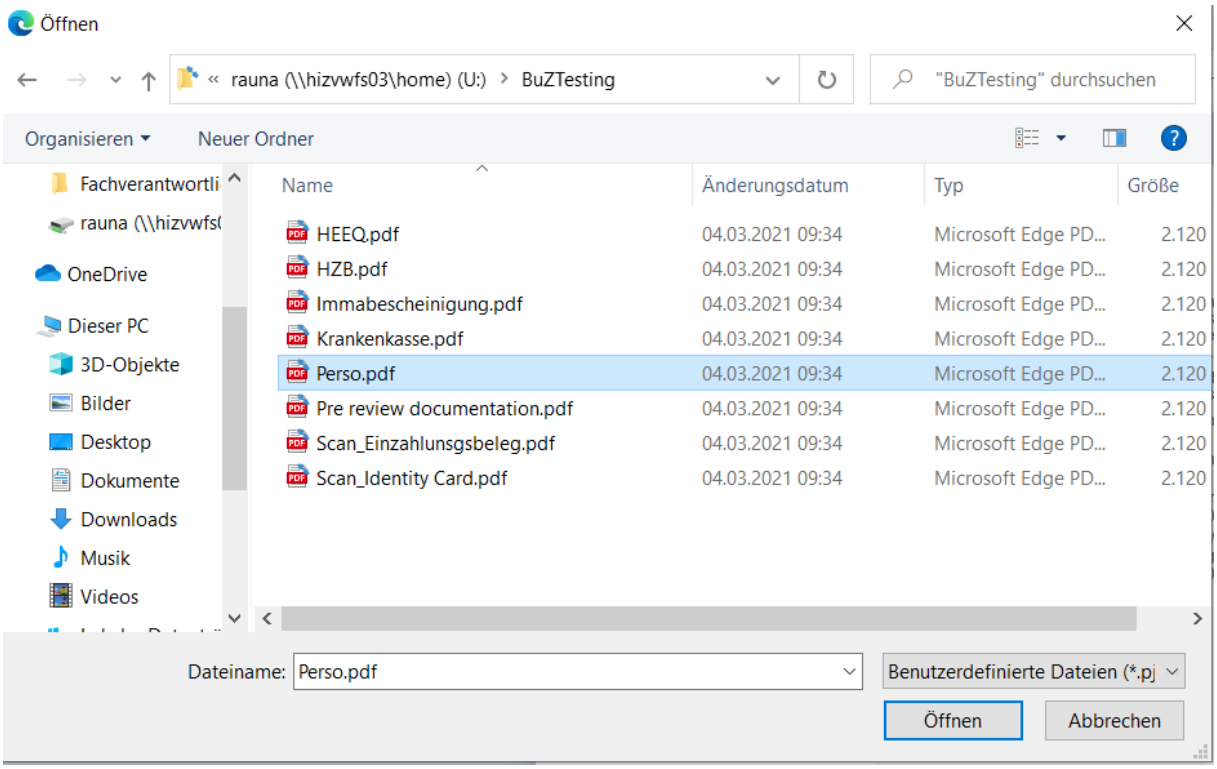
2.8 Uploading files

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.

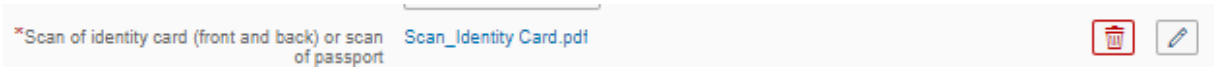
One file can be uploaded per required document; permissible file format is **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').



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.

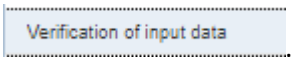


If the file was uploaded successfully, this will be indicated accordingly.

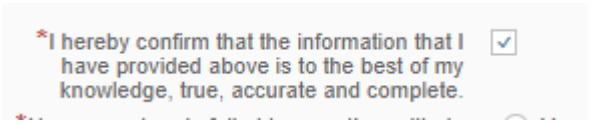


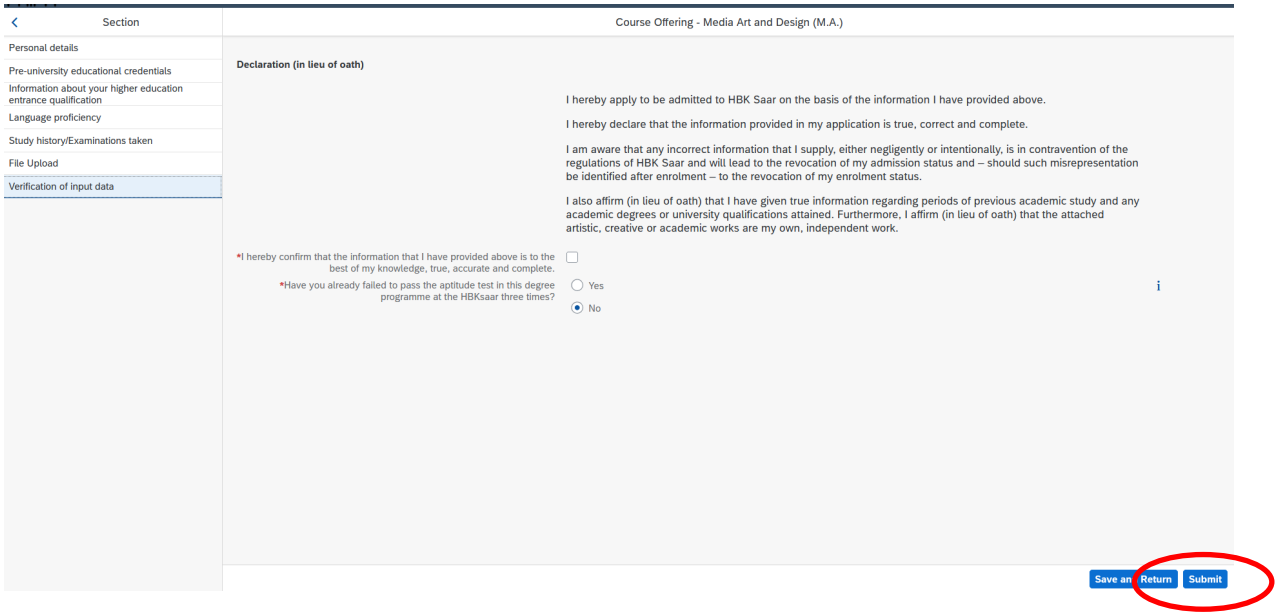
If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.

2.9 Verification of input data

Please click on 

. 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

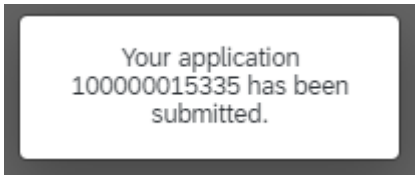




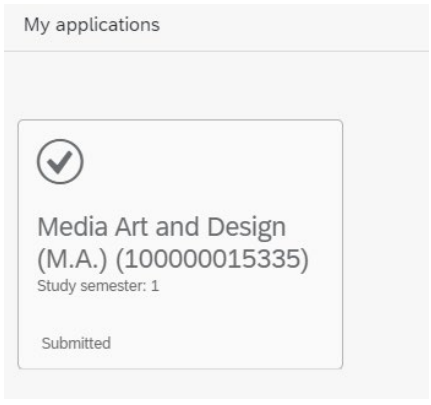
Note: Please note that the checkbox in the print preview or preview is not filled. This does not mean that the box in your application was not filled (ticked). The application can only be sent if you have given your consent.

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 

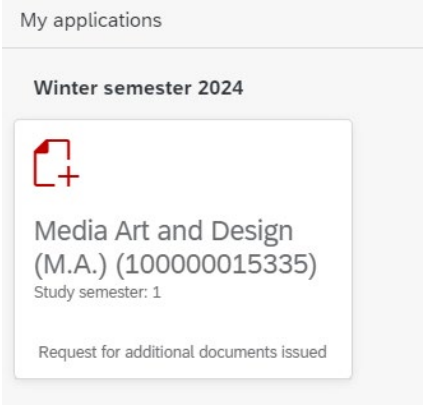
button and that you did not simply save your application without submitting it.

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.

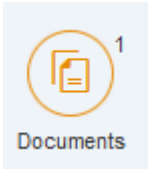
3. What happens after I have submitted my application?

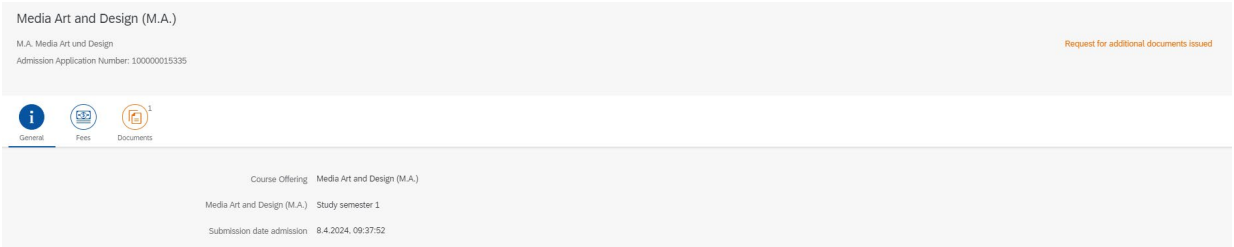
3.1 My application has been reviewed and I have been sent a request for additional documents.

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**'.

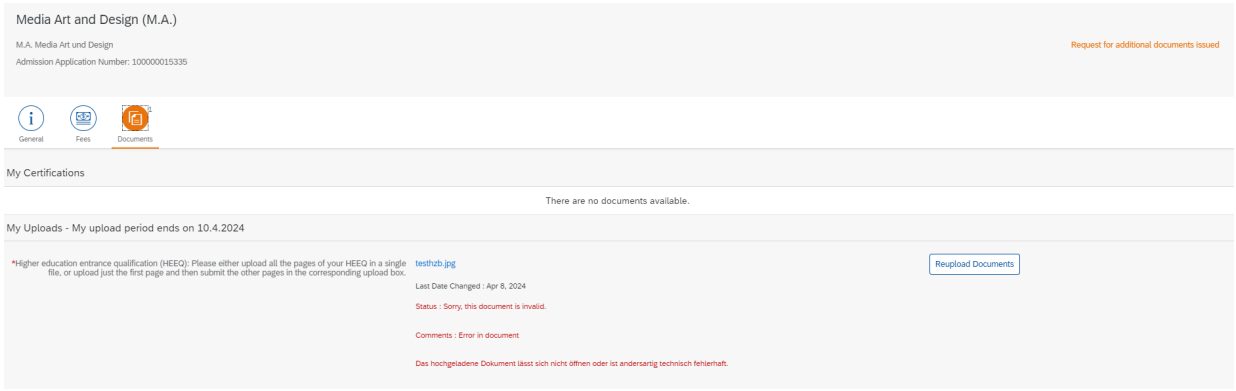


To reopen your application, click on the tile

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**'.



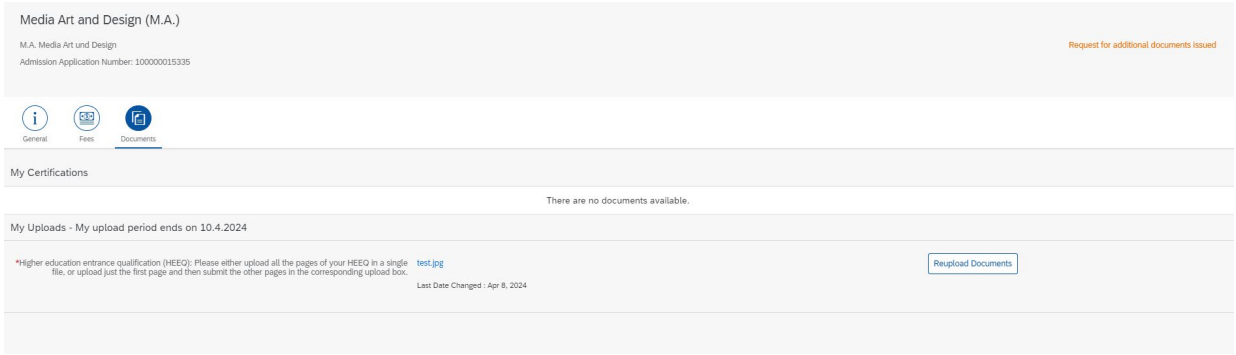
The HEEQ therefore needs to be uploaded again. Click on the Reupload Documents button.

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

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

You will receive an on-screen notification message Documents have been submitted.

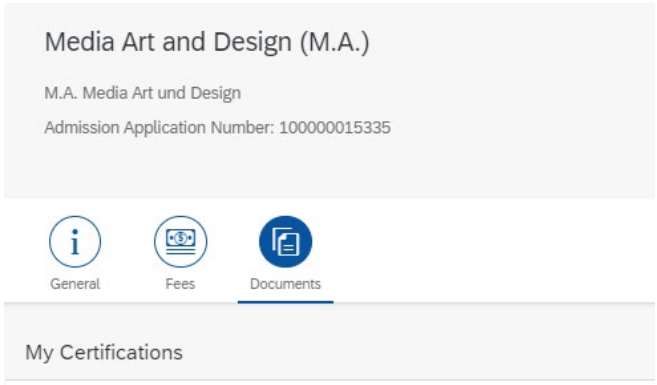
and the explanatory comment will be deleted.



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

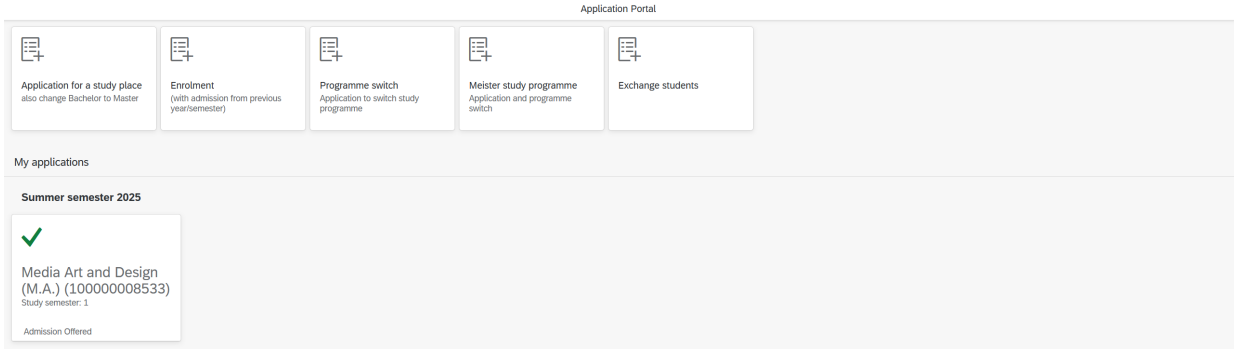
3.2 Result of the application review process

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.

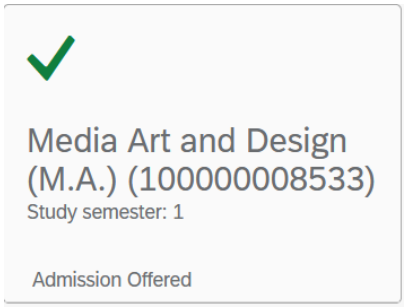


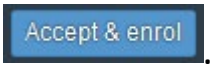
3.3 Enrolment

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.

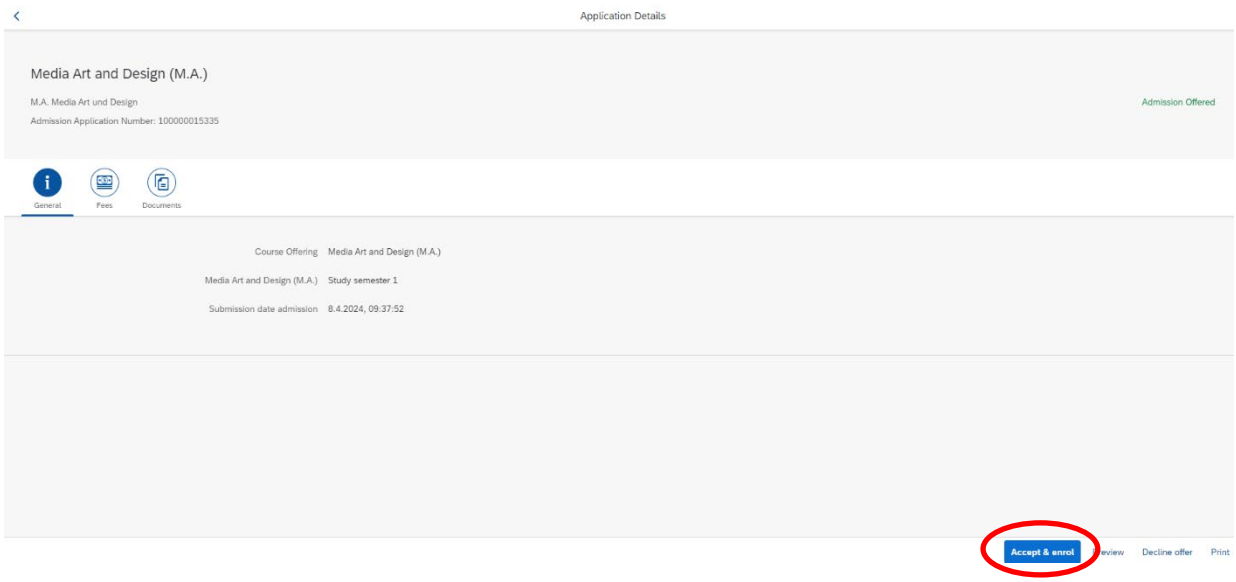


If you have received a letter of admission to a restricted-entry degree programme, click on the relevant tile on your start page in the SIM application portal:

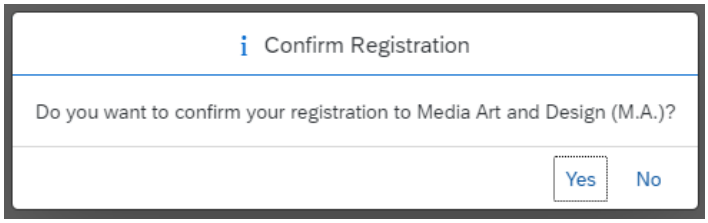


This opens the following window where you should click on 

.



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

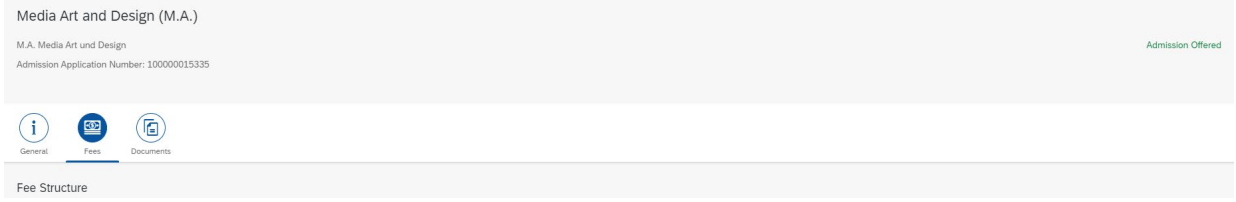


Important note: In order to enrol, you will need to provide proof that your semester fee has been paid.

Click on the 

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

For more information on how to pay your fees by bank transfer, please visit the following page: https://hbksaar.de/immatrikulation-informationen

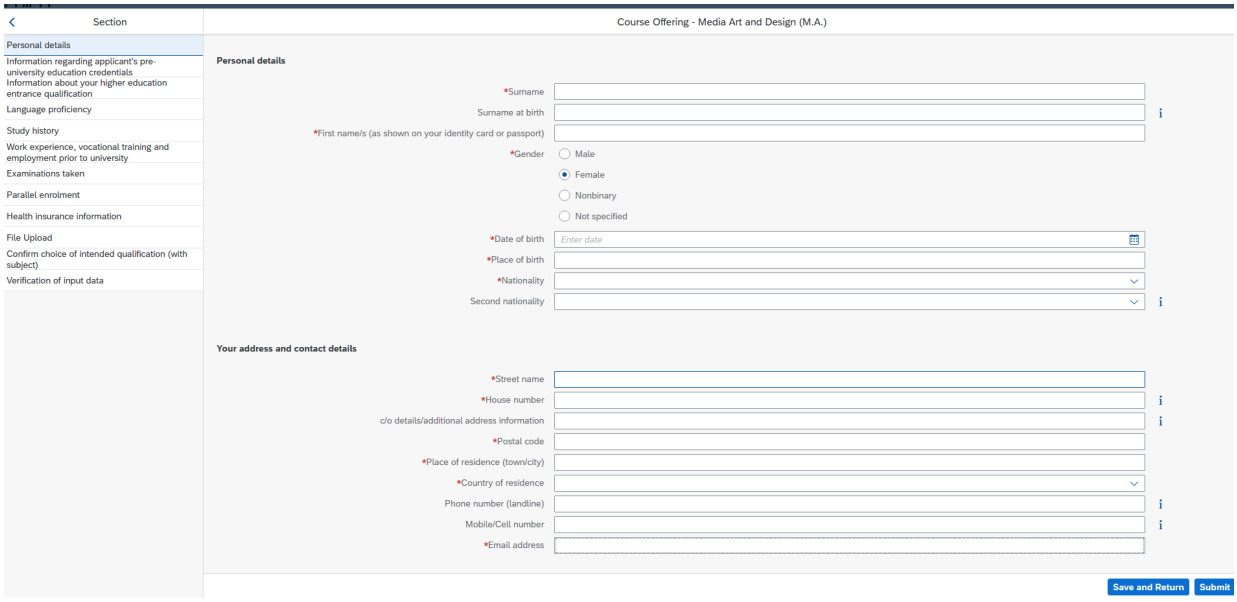


Important note: If you confirmed that you want to enrol for a restricted-entry programme (having already received an offer of admission), please complete the following enrolment questionnaire.

3.3.1 *Personal information*

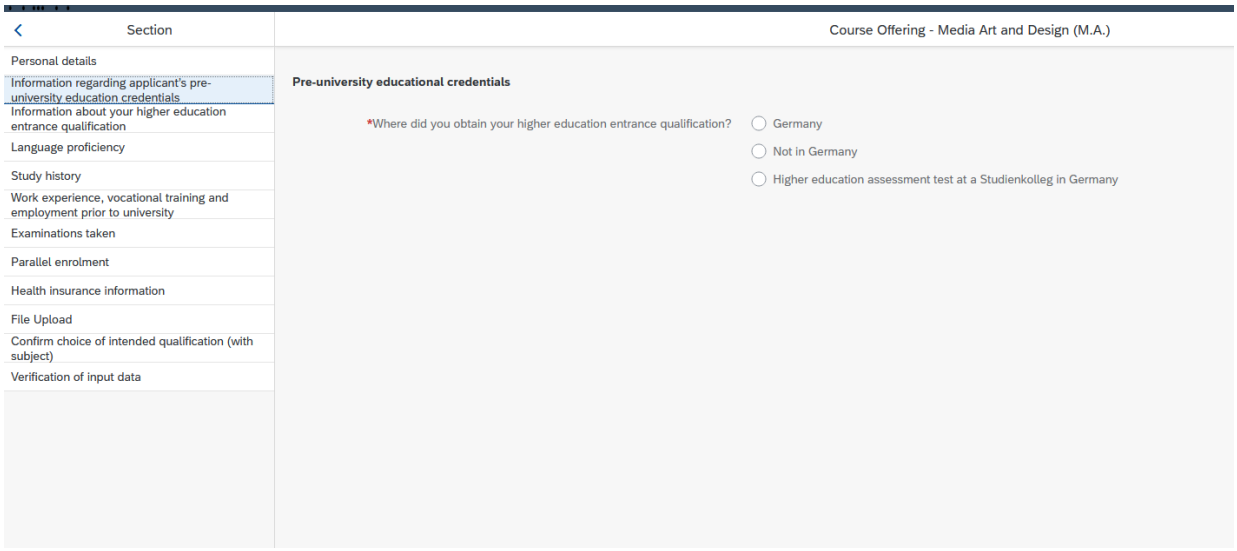
You do not need to enter your personal details if you have already entered them as part of your application for admission. The relevant data will be taken from the questionnaire that you completed as part of the admission application process.

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



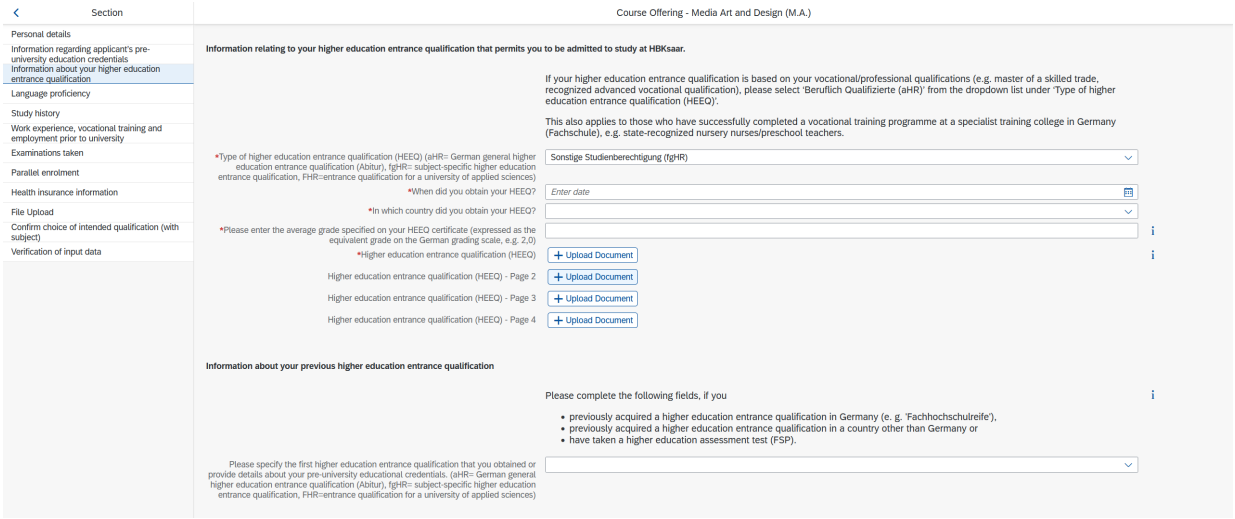
3.3.2 *Pre-university education credentials*

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



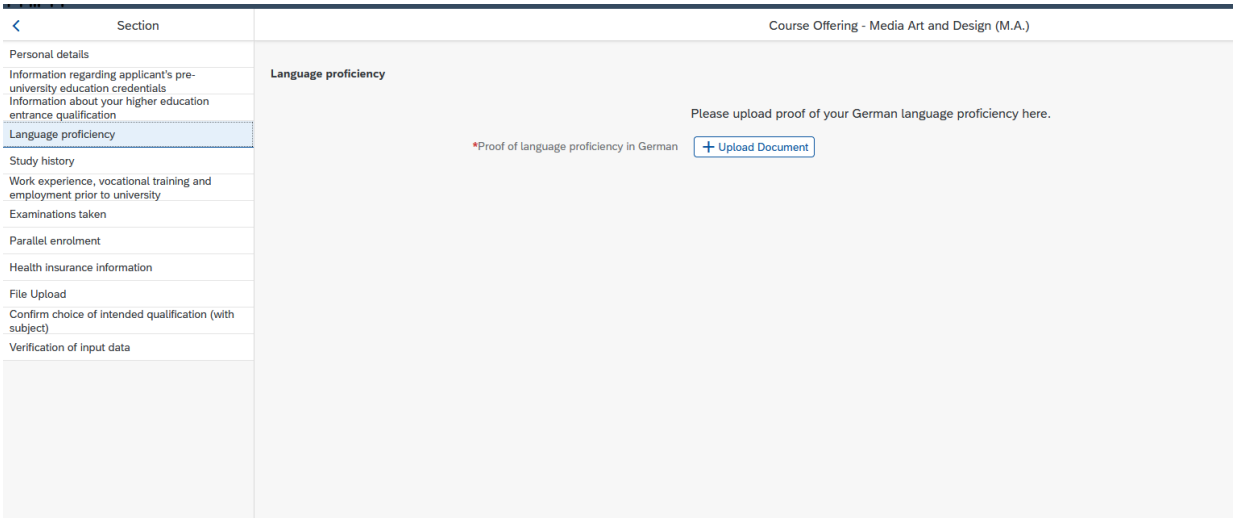
3.3.3 *Information about your higher education entrance qualification (HEEQ)*

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



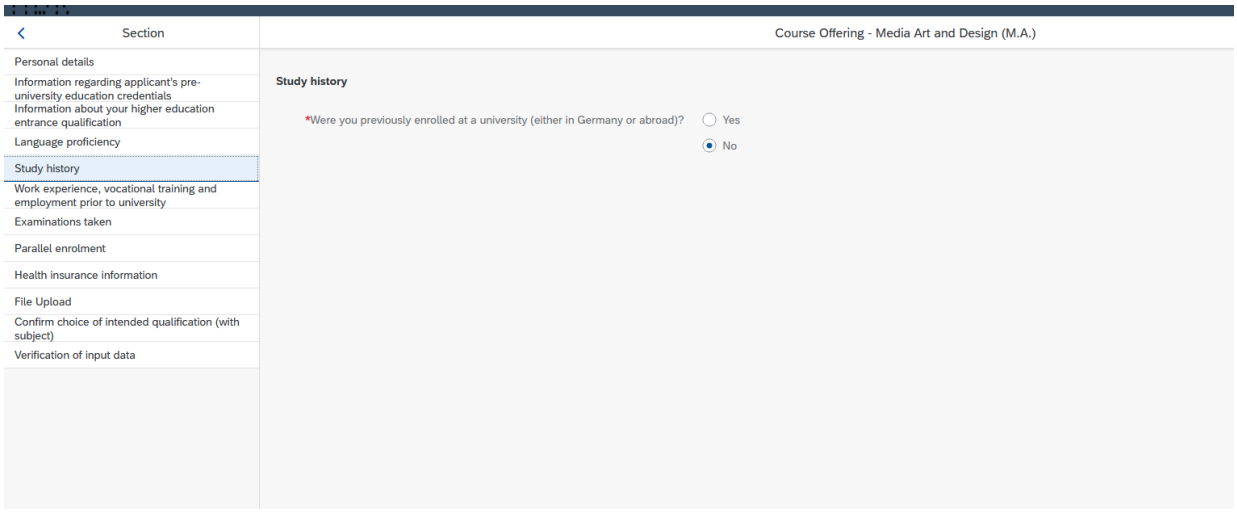
3.3.4 *Information on language proficiency (when applicable)*

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.



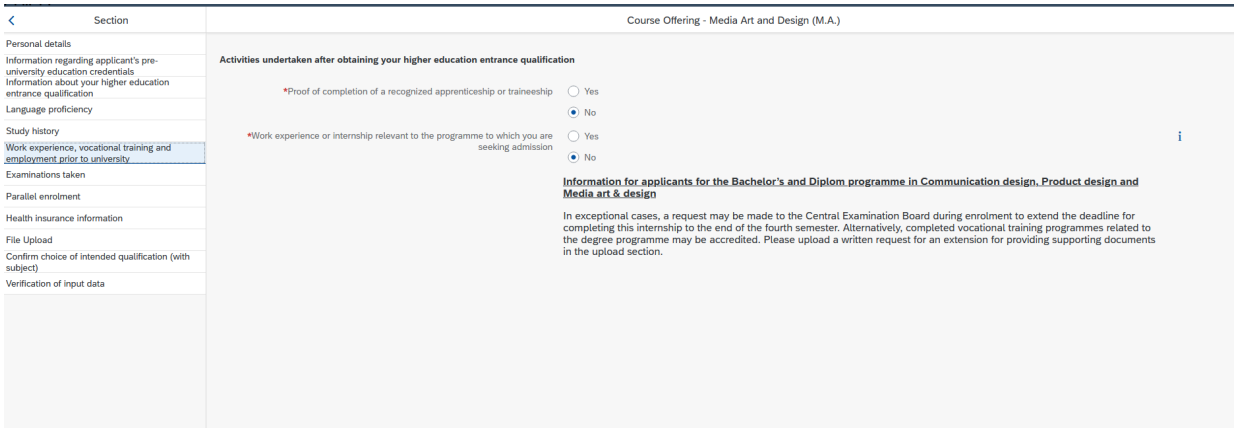
3.3.5 *Your study history*

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.



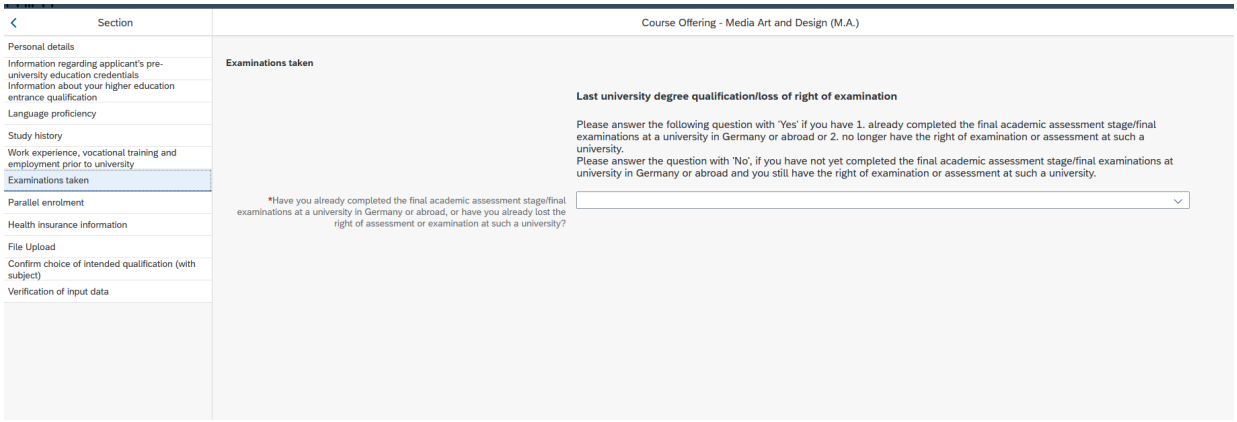
3.3.6 *Work experience, vocational training and employment prior to university*

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



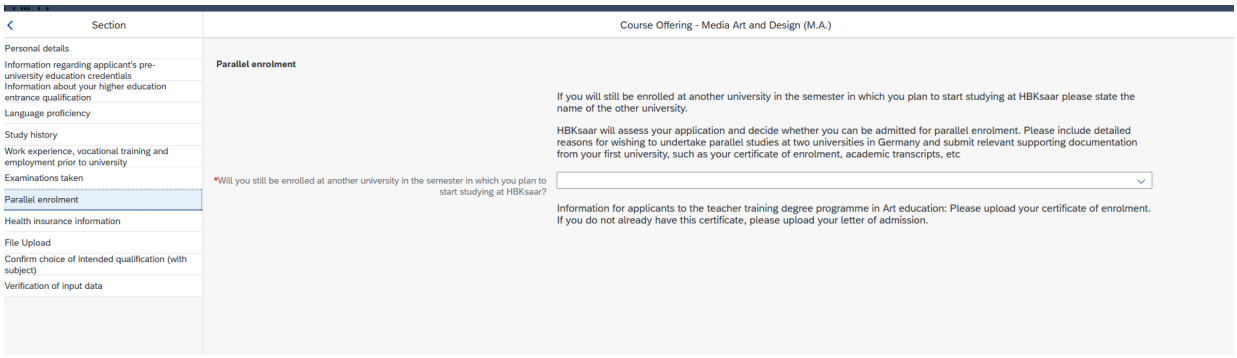
3.3.7 *Examinations taken*

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.



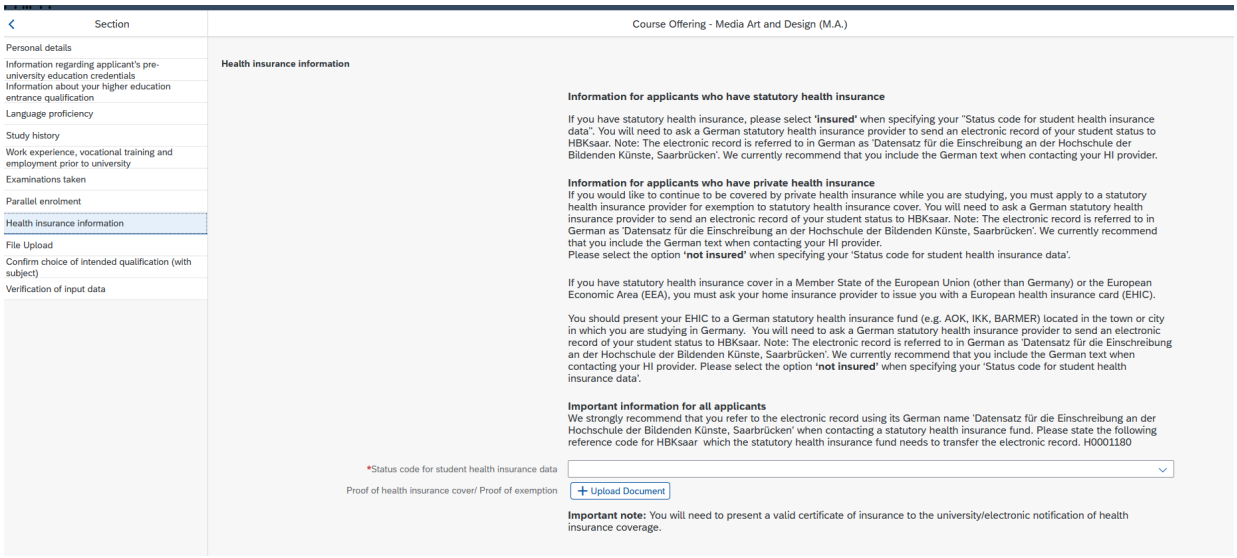
3.3.8 *Parallel enrolment*

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.



3.3.9 *Health insurance information*

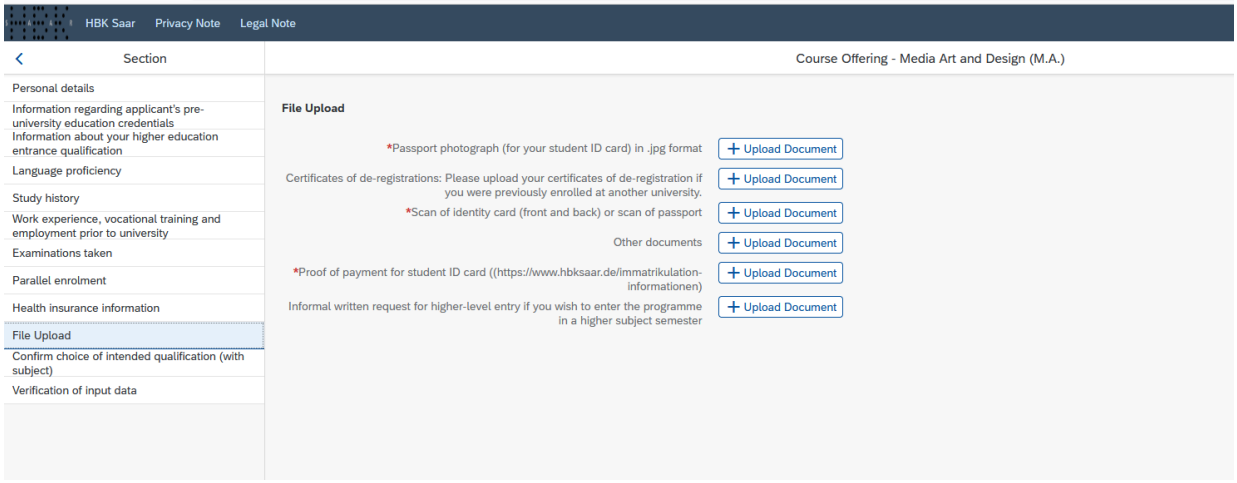
Please click on Health insurance information and specify the type of health insurance cover that you have.



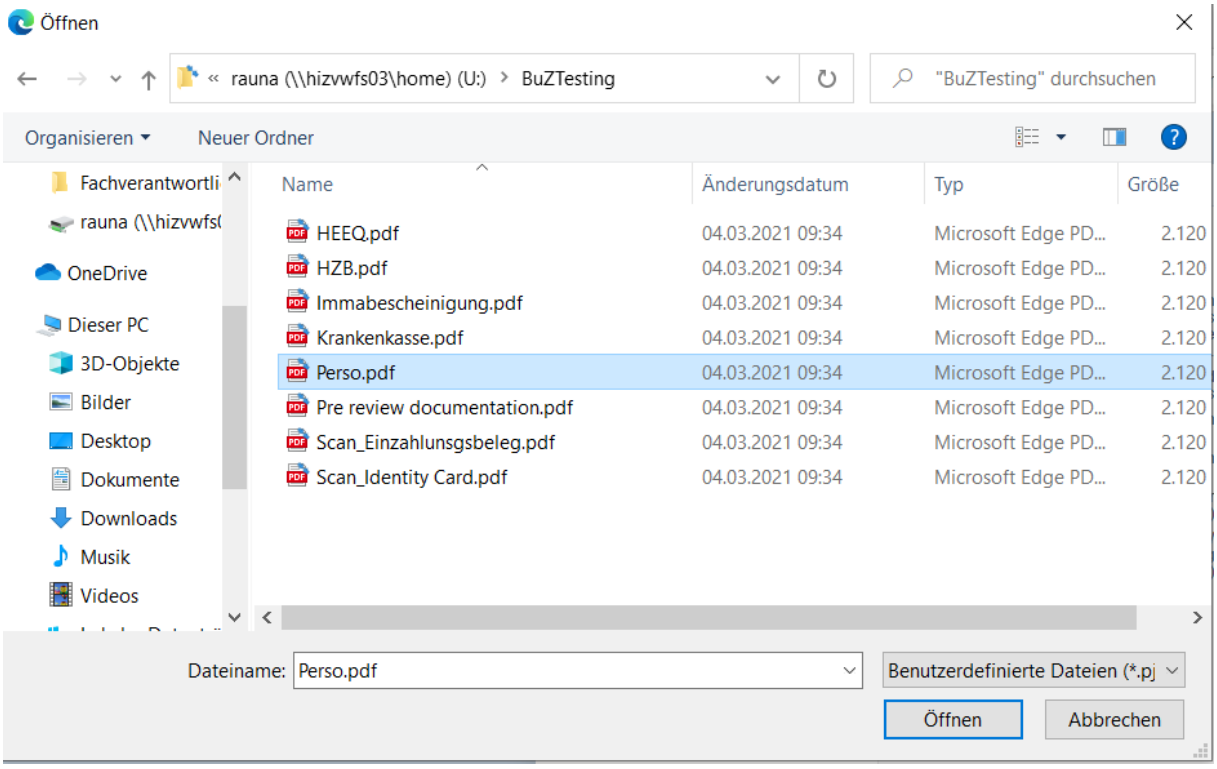
3.3.10 *Uploading files*

Please click on File Upload. Please upload all of the mandatory documents, by clicking on the + Upload Document button next to the relevant field. Please take care to ensure that you assign each document to its relevant upload field.

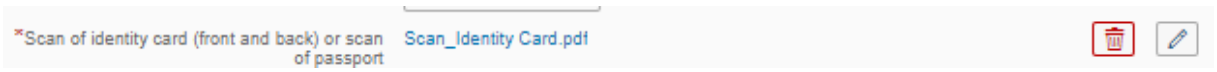
One file can be uploaded per required document; permissible file format is **PDF**. If you need to create a single PDF file from several documents (e.g. multiple JPEG files), instructions are available online (e.g. try searching for 'Combine multiple files into one PDF').



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.

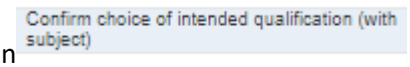


If the file was uploaded successfully, this will be indicated accordingly.

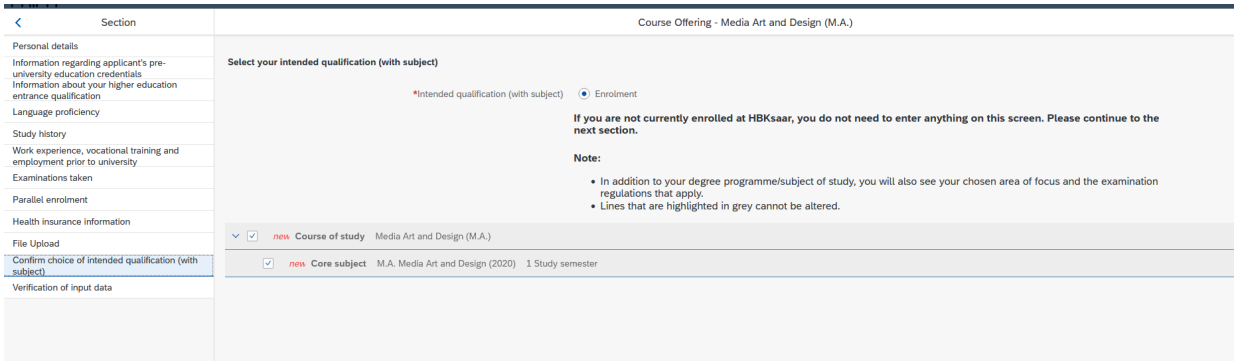


If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.

3.3.11 Confirm choice of intended qualification (with subject)

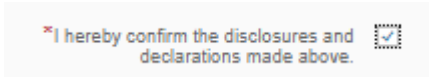
Click on 

. If this is the first time you are enrolling for this study programme (see screenshot), no further information is required.

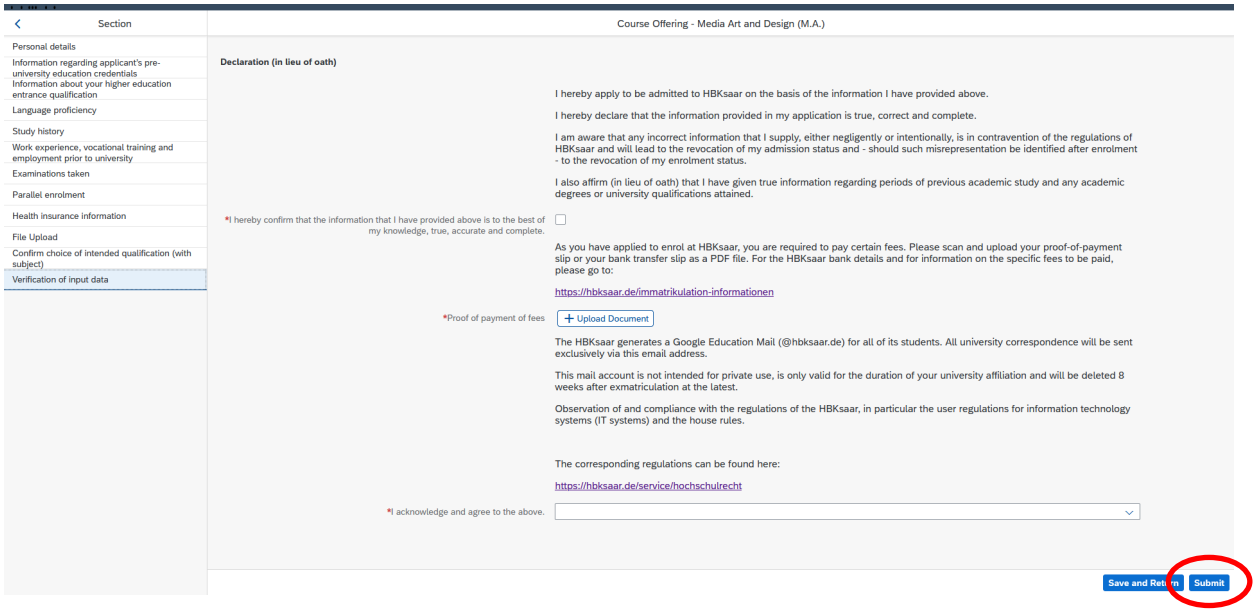


3.3.12 Verification of input data

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



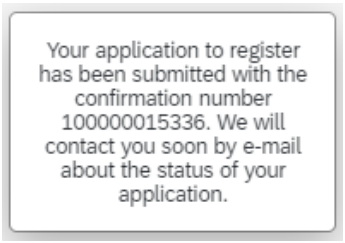
Note: Please note that the checkbox in the print preview or preview is not filled. This does not mean that the box in your application was not filled (ticked). Your application can only be sent if you have given your consent.



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 Submit 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!