

Student Information Management System for Saarland



Application Guide Winter semester 2024/25


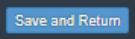
Key information at a glance:

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

for new applicants via sim.hfmsaar.de/bewerbung/Logon

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:

<http://www.hfm.saarland.de/studium/bewerbung/>

Questions about the application process can be sent by email to b.hartz@hfm.saarland.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 HfM 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.

Table of contents

1.	<u>REGISTERING WITH THE SIM APPLICATION PORTAL</u>	4
1.1	I AM ALREADY ENROLLED AS A STUDENT AT HfM SAAR?	4
1.2	I HAVE NOT YET ENROLLED AS A STUDENT AT HfM SAAR AND I AM NOT YET REGISTERED IN SIM	5
1.3	I AM NOT YET ENROLLED AS A STUDENT AT HfM SAAR, BUT I HAVE REGISTERED WITH SIM AND HAVE ALREADY SUBMITTED AN APPLICATION	7
2.	<u>APPLYING FOR A PLACE ON A DEGREE PROGRAMME</u>	7
2.1	PRELIMINARY QUESTIONNAIRE	8
2.2	PERSONAL DETAILS	10
2.3	PRE-UNIVERSITY EDUCATION CREDENTIALS	10
2.4	INFORMATION ABOUT YOUR HIGHER EDUCATION ENTRANCE QUALIFICATION	11
2.5	INFORMATION ON LANGUAGE PROFICIENCY (WHEN APPLICABLE)	11
2.6	YOUR STUDY HISTORY	12
2.7	EXAMINATIONS TAKEN	12
2.8	TEACHER PREFERENCE	12
2.9	UPLOADING FILES	13
2.10	VERIFICATION OF INPUT DATA	14
3.	<u>WHAT HAPPENS AFTER I HAVE SUBMITTED MY APPLICATION?</u>	15
3.1	MY APPLICATION HAS BEEN REVIEWED AND I HAVE BEEN SENT A REQUEST FOR ADDITIONAL DOCUMENTS.	15
3.2	RESULT OF THE APPLICATION REVIEW PROCESS	17
3.3	ENROLMENT	18
3.3.1	PERSONAL INFORMATION	20
3.3.2	PRE-UNIVERSITY EDUCATION CREDENTIALS	20
3.3.3	INFORMATION ABOUT YOUR HIGHER EDUCATION ENTRANCE QUALIFICATION (HEEQ)	21
3.3.4	INFORMATION ON LANGUAGE PROFICIENCY (WHEN APPLICABLE)	21
3.3.5	YOUR STUDY HISTORY	22
3.3.6	WORK EXPERIENCE, VOCATIONAL TRAINING AND EMPLOYMENT PRIOR TO UNIVERSITY	22
3.3.7	EXAMINATIONS TAKEN	23
3.3.8	PARALLEL ENROLMENT	23
3.3.9	HEALTH INSURANCE INFORMATION	23
3.3.10	UPLOADING FILES	24
3.3.11	CONFIRM CHOICE OF INTENDED QUALIFICATION (WITH SUBJECT)	25
3.3.12	VERIFICATION OF INPUT DATA	26

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 HfM Saar?

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

<https://sim.hfmsaar.de>

Login zur Nutzung von: SIM-Studierendenportal HfM Saar

Benötigen Sie Hilfe?

Kennung

Passwort

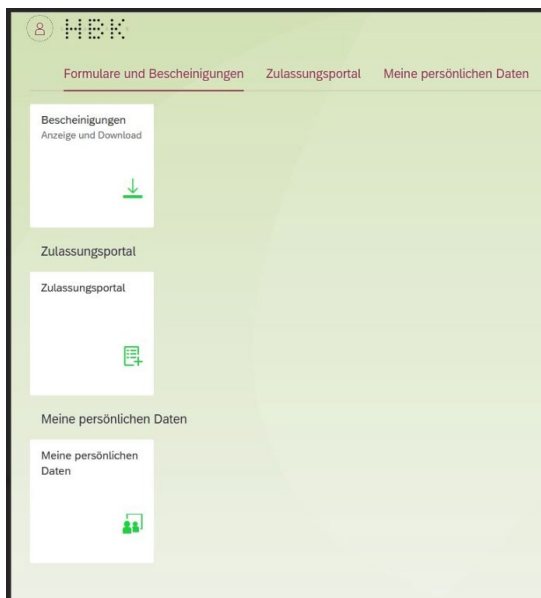
Login nicht merken

Vormals erteilte Erlaubnis, Daten weiterzuleiten, widerrufen

Login

SIM-Studierendenportal Hochschule für Musik Saar

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



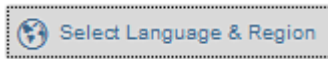
Click on **Zulassungsportal**.

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

Please register using the following link:

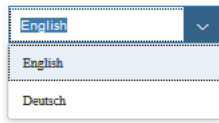
sim.hfmsaar.de/bewerbung/Logon

Switch language by clicking on  and then



Choose 'Eng-

lish' from the drop-down menu

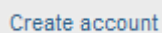


and then click  /




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

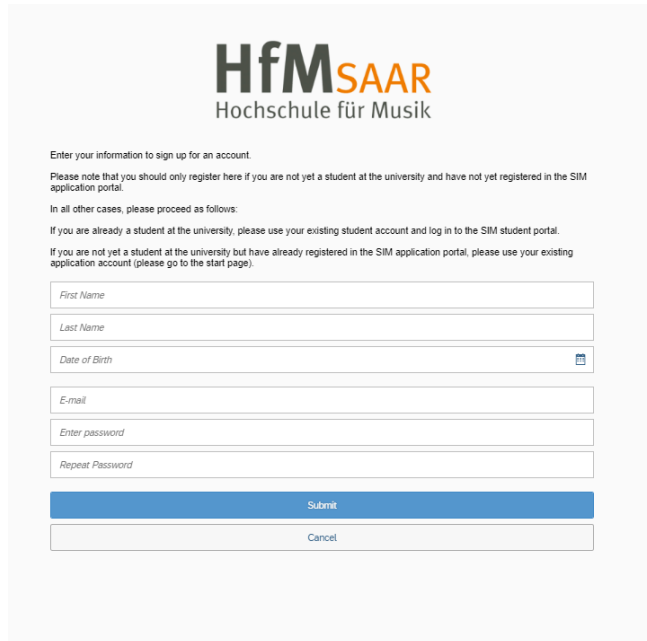
Click on



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 .




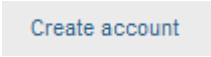
The registration form for the HfM SAAR SIM application portal includes the following fields and options:

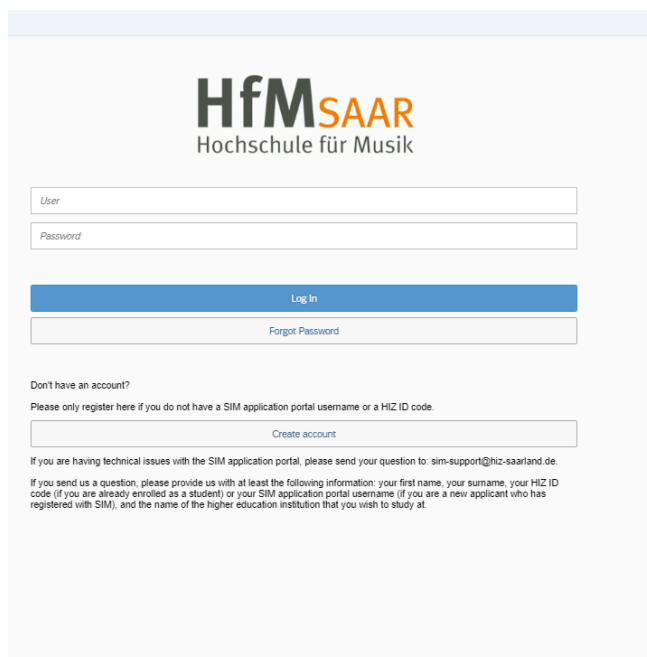
- First Name
- Last Name
- Date of Birth
- E-mail
- Enter password
- Repeat Password
- Submit button
- Cancel button

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

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

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

need to go through the  process from the start.



The login and account creation form for the HfM SAAR SIM application portal includes the following fields and options:

- User
- Password
- Log In button
- Forgot Password button
- Don't have an account? section with a Create account button

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

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

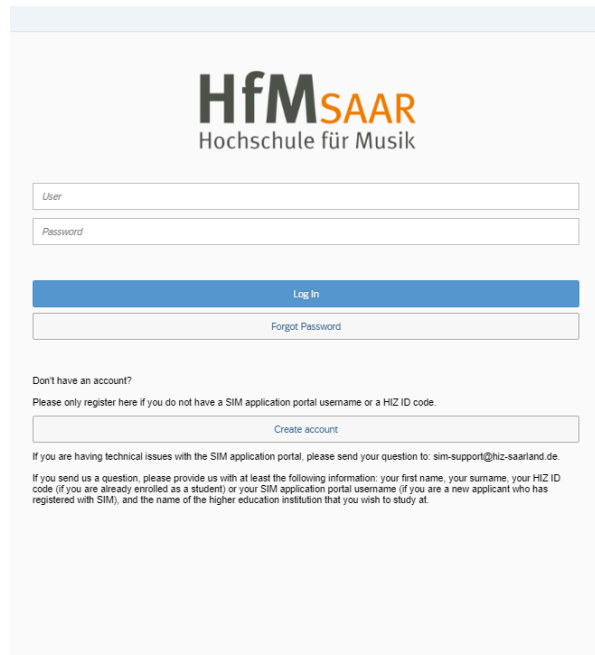
sim.hfmsaar.de/bewerbung/Logon

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



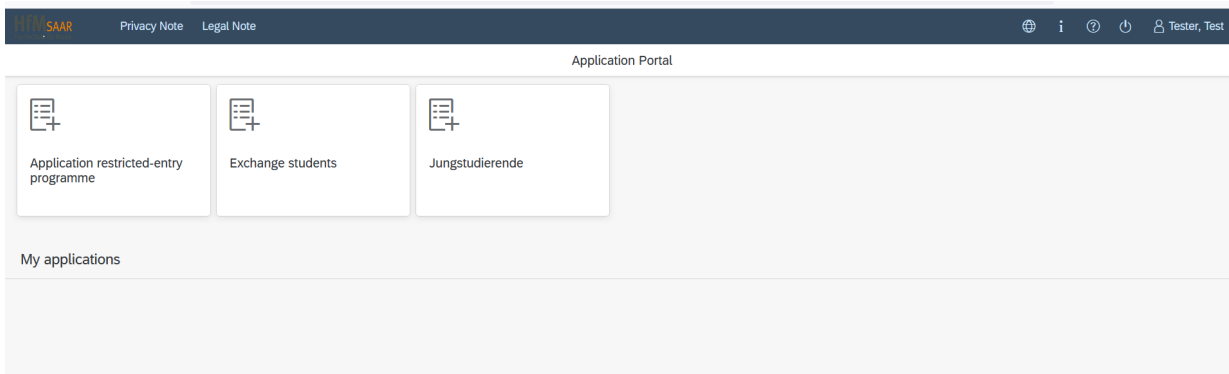
If you have forgotten your password, please click on the **Forgot Password** button.

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

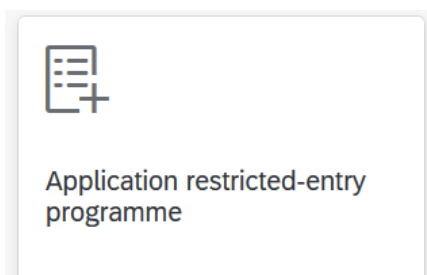


2. Applying for a place on a degree programme

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’.


My personal details

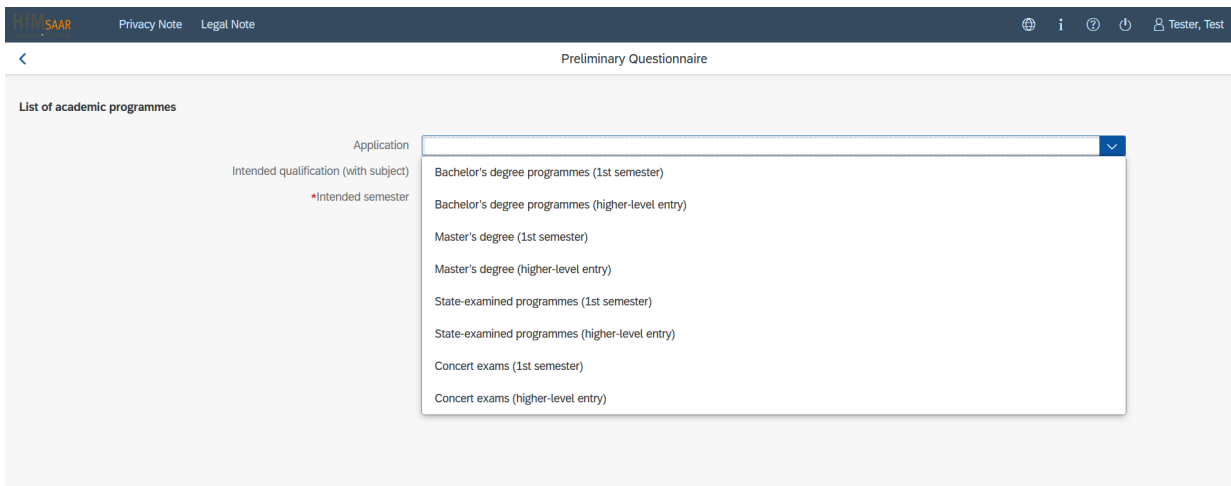
You can edit your personal details or upload your passport photo by clicking on at the bottom right of the window, but only after you have submitted an application.

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

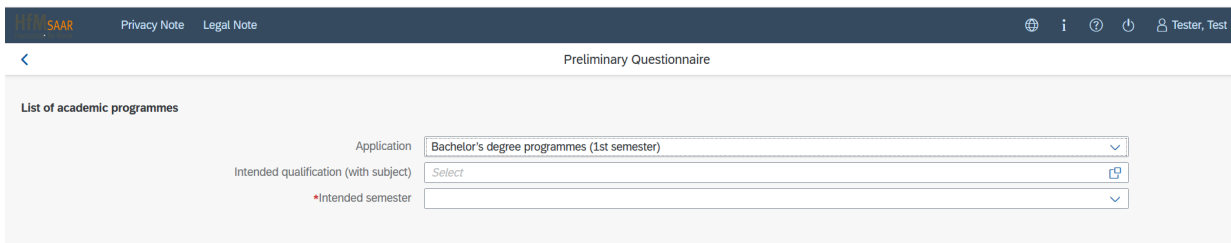
 to see the list of options.



The screenshot shows the 'Preliminary Questionnaire' page. The 'Application' dropdown menu is open, displaying the following options:

- Bachelor's degree programmes (1st semester)
- Bachelor's degree programmes (higher-level entry)
- Master's degree (1st semester)
- Master's degree (higher-level entry)
- State-examined programmes (1st semester)
- State-examined programmes (higher-level entry)
- Concert exams (1st semester)
- Concert exams (higher-level entry)

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



The screenshot shows the 'Preliminary Questionnaire' page with the 'Application' dropdown menu selected. The selected option is 'Bachelor's degree programmes (1st semester)'. The 'Intended qualification (with subject)' field is currently empty and shows a 'Select' button. The 'Intended semester' field is also empty.

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 (e.g. ‘1’ if you are starting a study programme in the first semester)
The default setting ‘2’ when applying for higher-level entry can be replaced by a later semester, where appropriate.
- 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.

- For multiple-subject degree programmes: please specify your main, subsidiary and, if applicable, supplementary subject.
- Depending on your chosen study programme, certain subjects may be fixed, in which case these fields will be greyed out and cannot be altered.

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.

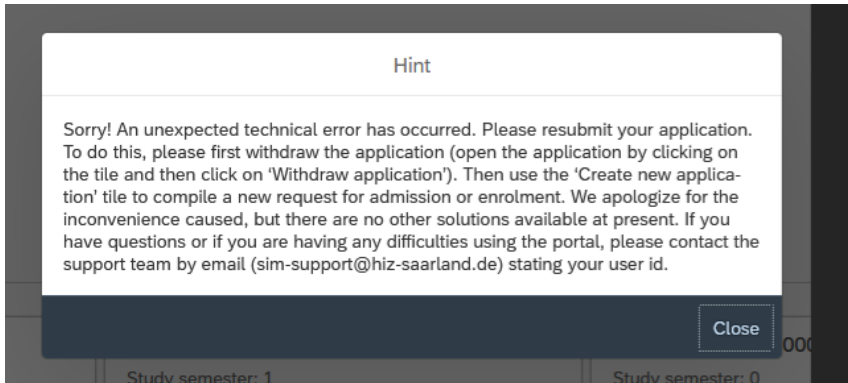
Click on **Next** to automatically open the online application form for your chosen degree programme and subject.


The screenshot shows a web interface for a 'Preliminary Questionnaire'. At the top, there are links for 'Privacy Note' and 'Legal Note', and a user profile 'Tester, Test'. The main content area is titled 'List of academic programmes' and contains several dropdown menus and text boxes. The 'Application' dropdown is set to 'Bachelor's degree programmes (1st semester)'. The 'Intended qualification (with subject)' dropdown is set to 'BOM Künstlerisches Profil Instrument'. The 'Intended semester' dropdown is set to 'Winter semester 2024/2025'. Below these, there is a paragraph of text: 'The degree programme 'BOM Künstl. Profil Instrument' provides you with a qualified programme of training in preparation for a career as a professional soloist. If you intend to join an orchestra after graduating, you are advised to apply for the degree Programme 'BOM Künstl. Profil Orchester- und Ensemblemusik.''. Further down, the 'Core subject' dropdown is set to 'BOM Künstlerisches Profil Instrument', 'Study semester' is '1', 'Main artistic subject' is 'Klavier', and 'Subsidiary artistic subject' is 'Klavier Korrepetition'. At the bottom right, a blue 'Next' button is circled in red.

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 **i** symbol.
- To save the data entered in your application so far and go back to your start page, click on **Save and Return**. You can continue with your application at a later date by clicking on the relevant tile.
- You may only submit your application once all of the required fields have been completed and all of the required documents have been uploaded. To submit your enrolment application to HfM Saar, click on **Submit**. Please do not send paper documents after submitting your online application. You should be aware that any incorrect information you supply may lead to your exclusion from the enrolment process.

- If you change the language in the form, you will be automatically redirected back to the application portal start page. To continue your application, please click on your application tile. The information you have entered so far has been saved.
- If technical problems occur during your application, the following message will be displayed and “Technical error” message will be displayed on your application tile. In this case, please follow the instructions in the message. To do this, please first withdraw the application and then use the ‘Create new application’ tile to compile a new request for admission or enrolment.



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

2.2 Personal details

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

2.3 Pre-university education credentials

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

Section: Course Offering - BOM K.Pr. Instrument

Personal details

Pre-university educational credentials

Information about your higher education entrance qualification

Language proficiency

Study history

Examinations taken

Teacher preference

Uploads

Verification of input data

Pre-university educational credentials

*Where did you or where will you obtain your university entrance qualification (HEEQ)?

Germany (or in another German-speaking country)

Not in Germany

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').

Section: Course Offering - BOM K.Pr. Instrument

Personal details

Pre-university educational credentials

Information about your higher education entrance qualification

Language proficiency

Study history

Examinations taken

Teacher preference

Uploads

Verification of input data

Information relating to your higher education entrance qualification that permits you to be admitted to study at University of Music Saar

*In which country did you or in which country will you obtain your HEEQ?

*Higher education entrance qualification / last end-of-year school report

+ Upload Document

If you do not yet have your higher education entrance qualification, please upload your last end-of-year school report.

2.5 Information on language proficiency (when applicable)

Language proficiency

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

Section: Course Offering - BOM K.Pr. Instrument

Personal details

Pre-university educational credentials

Information about your higher education entrance qualification

Language proficiency

Study history

Examinations taken

Teacher preference

Uploads

Verification of input data

Language proficiency

*Please provide information about your proficiency in German and/or other languages. Please indicate your level using the Common European Framework of Reference for Languages (e.g. A1, B1, etc.).

Proof of language proficiency in German

+ Upload Document

2.6 Your study history

Study history

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

The screenshot shows the 'Study history' section of the application form. The left sidebar contains a menu with options: Personal details, Pre-university educational credentials, Information about your higher education entrance qualification, Language proficiency, **Study history**, Examinations taken, Teacher preference, Uploads, and Verification of input data. The main content area is titled 'Course Offering - BOM K.Pr. Instrument' and contains the following questions and input fields:

- Question: ***Are you currently or were you previously enrolled at a higher education institution (university, conservatory, academy, college, etc.)?** with radio buttons for Yes and No.
- Question: ***Where are you currently studying or where did you previously study? (Please include dates, number of semesters studied and the degree course or study programme).** with a large text input box.
- Text: **Additional information concerning your study history (if required)** with another large text input box.
- Question: ***Are you transferring from another higher education institution?** with radio buttons for Yes and No.
- Text: ***Certificates of enrolments: Please upload your certificates of enrolment if you were previously enrolled at another university.** with an **+ Upload Document** button.

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 Examinations taken

Examinations taken

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

The screenshot shows the 'Examinations taken' section of the application form. The left sidebar is the same as in the previous screenshot, with **Examinations taken** highlighted. The main content area is titled 'Course Offering - BOM K.Pr. Instrument' and contains the following question and input field:

- Question: ***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?** with a dropdown menu.

2.8 Teacher preference

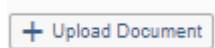
Teacher preference

Please click on **Teacher preference**. Please enter the surname of your preferred teacher.

The screenshot shows a web interface for 'Course Offering - BOM K.Pr. Instrument'. On the left is a navigation menu with items: Personal details, Pre-university educational credentials, Information about your higher education entrance qualification, Language proficiency, Study history, Examinations taken, **Teacher preference**, Uploads, and Verification of input data. The main content area is titled 'Teacher preference' and contains the text: 'If you have a teacher preference for your main subject, please state your preference here.' Below this text is a large empty rectangular box. At the bottom of the main area, it says: 'Please note that we are unable to guarantee that you will be assigned to your preferred teacher.'

2.9 Uploading files

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



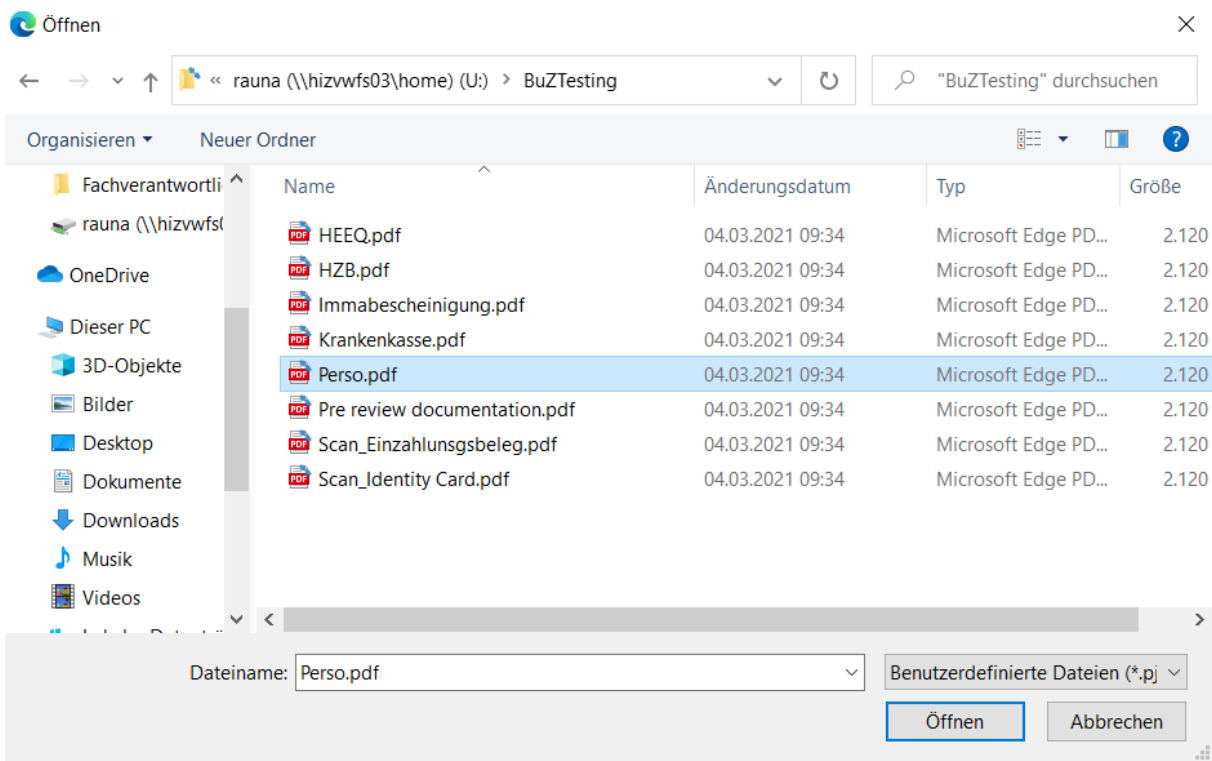
button next to the relevant field. Please take care to ensure that you assign each document to its relevant upload field.

One file can be uploaded per required document; permissible file 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').

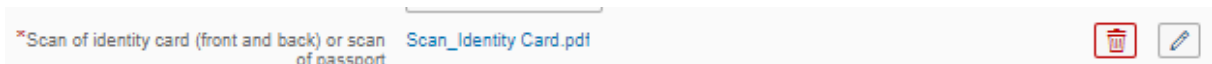
The screenshot shows the 'Uploads' section of the same web interface. The navigation menu is the same, but 'Uploads' is now selected. The main content area is titled 'Uploads' and lists several document requirements, each with a corresponding '+ Upload Document' button:

- 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
- *Audition repertoire
- Other documents
- *CV (in tabular form and containing your details about your education history)
- Credit transfer certificate/Formal record of recognition of prior learning

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

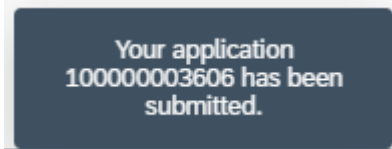
Please click on [Verification of input data](#). In this final section, you are required to provide a declaration (in lieu of oath) [*Eidesstattliche Erklärung*] before submitting your application. Read the text carefully and then indicate your consent by ticking the checkbox before you submit your application

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

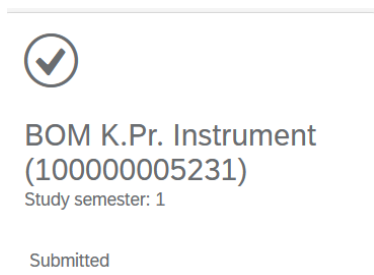
Your application
100000005231 has been
submitted.


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.



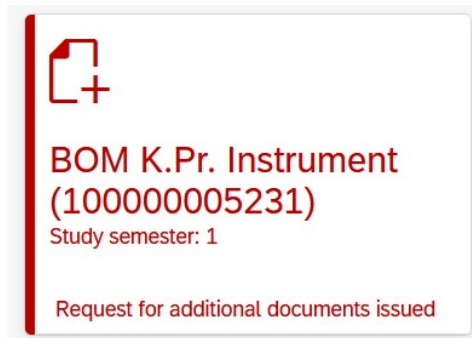
You should then receive email confirmation. If you do not receive confirmation by email, please check in good time before the application deadline expires that you did actually send your intended application via the  button and that you did not simply save your application without submitting it.

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 b.hartz@hfm.saarland.de.

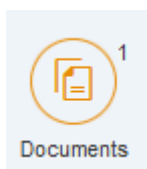
3. What happens after I have submitted my application?

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

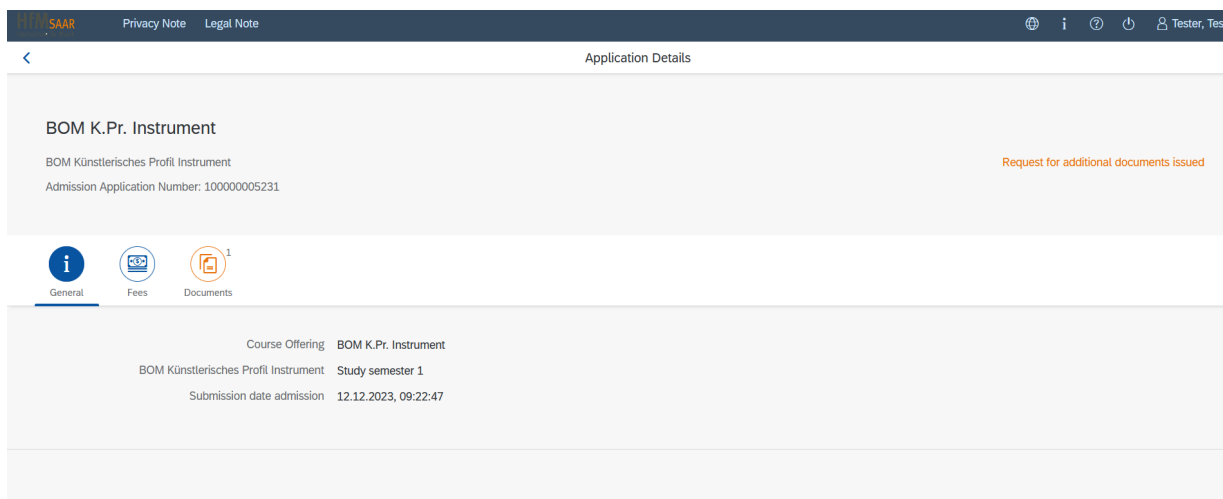
If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change to **'Request for additional documents issued'**.



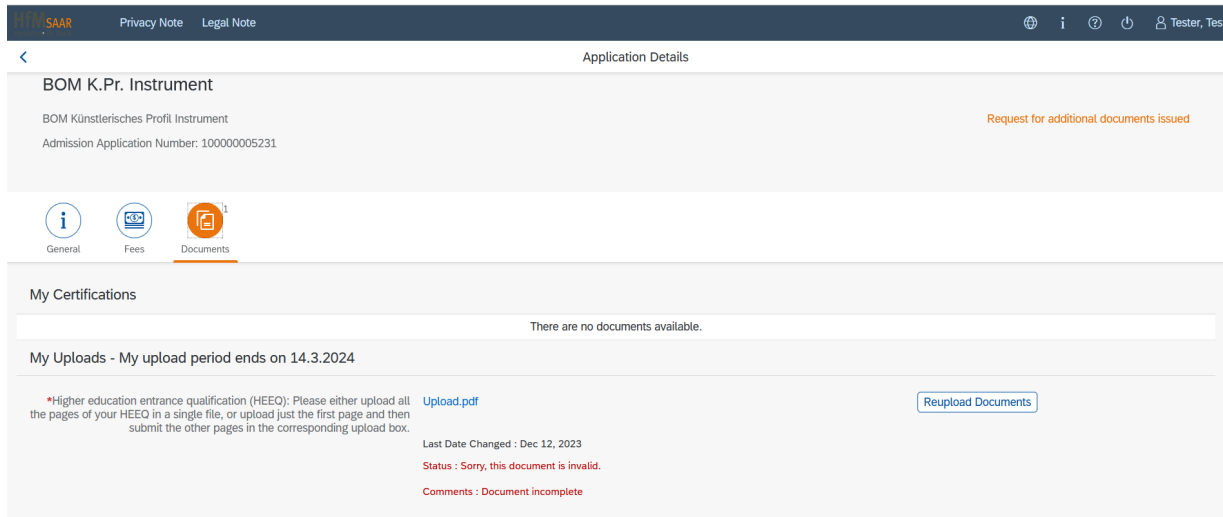
To reopen your application, click on the tile



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



In the example shown here, the higher education entrance qualification (HEEQ) uploaded during the application process has the status '**Document invalid**' and the explanatory comment '**Document damaged or corrupted**'.



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

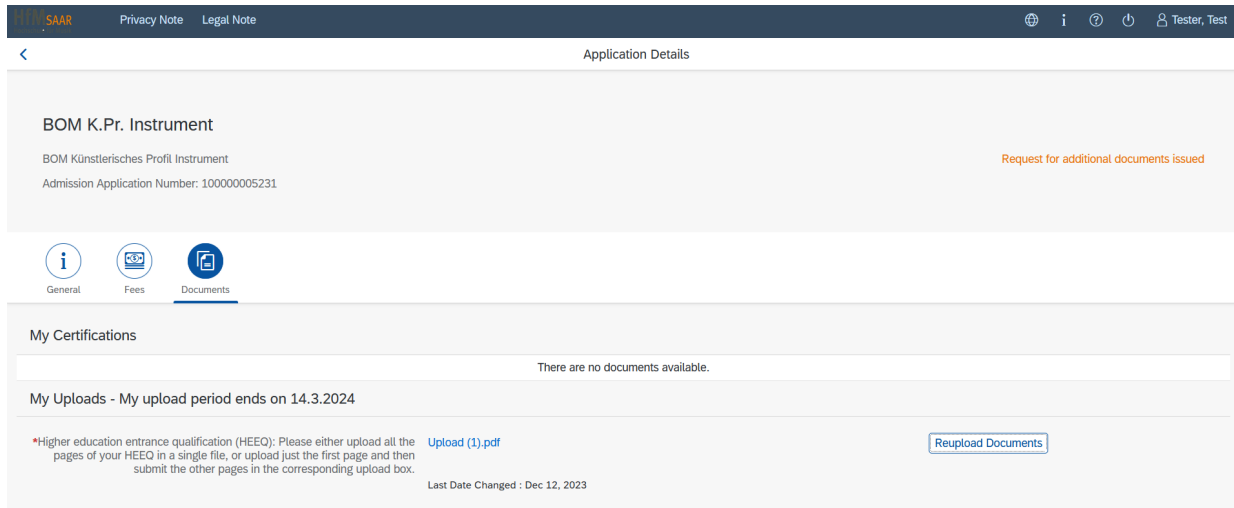
A new window will open so that you can select a new document. Choose the file you want to upload and then click on **open**.

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

Documents have been submitted.

You will receive an on-screen notification message

and the explanatory comment will be deleted.

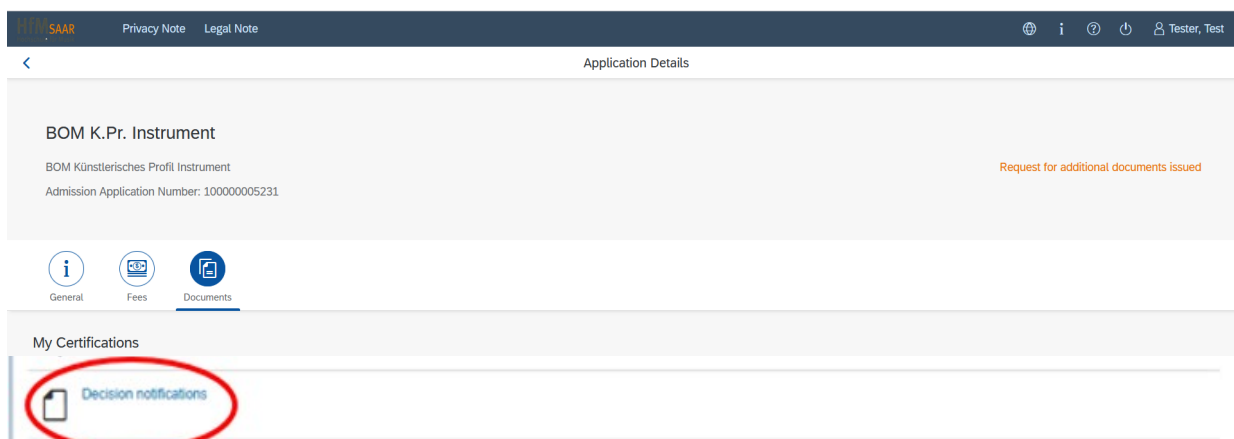


Note: Please check under 'My applications' that the status message 'Additional documents required' no longer appears on the tile. You may need to refresh the view with F5. If the status message is unchanged, please re-upload the document.

3.2 Result of the application review process

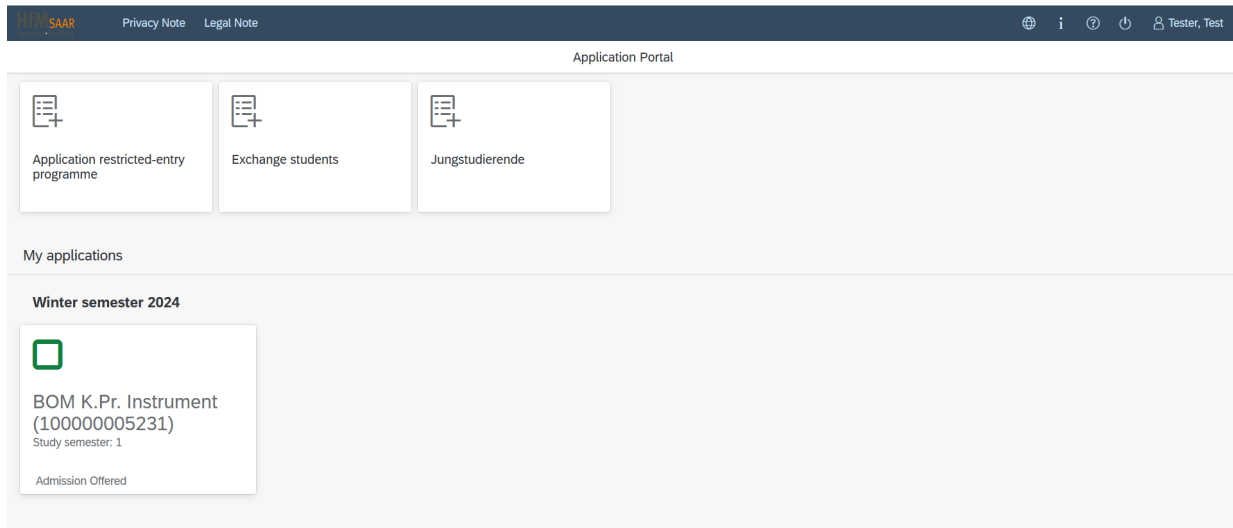
HfM Saar (University of Music Saar) will assess the applications submitted. If your application is positively assessed, you will receive an invitation to attend an aptitude test.

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.

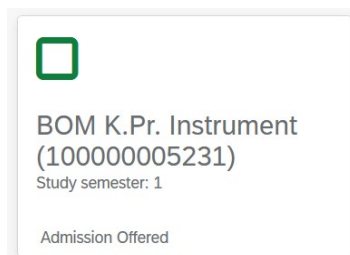


3.3 Enrolment

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:

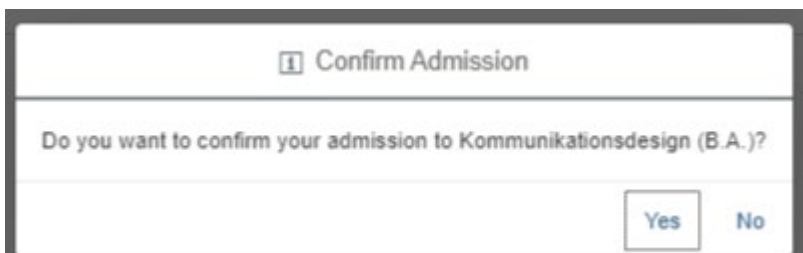


This opens the following window where you should click on

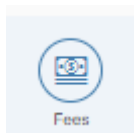
[Accept & enrol](#)

The screenshot shows the 'Application Details' page for 'BOM K.Pr. Instrument'. At the top, there are navigation links for 'Privacy Note' and 'Legal Note', and a user profile 'Tester, Test'. The main content area displays the course name 'BOM K.Pr. Instrument', the subject 'BOM Künstlerisches Profil Instrument', and the 'Admission Application Number: 10000005231'. Below this, there are three tabs: 'General', 'Fees', and 'Documents'. The 'General' tab is active, showing details for 'Course Offering BOM K.Pr. Instrument', 'BOM Künstlerisches Profil Instrument(Core subject) Study semester 1', and 'Submission date admission 12.12.2023, 09:22:47'. At the bottom right, there is a blue button labeled 'Accept & enrol' which is circled in red, along with 'Preview', 'Decline offer', and 'Print' options.

Please confirm the prompt with 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 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:
www.hfm.saarland.de/online-immatrikulation.

The screenshot shows the 'Application Details' page for 'BOM K.Pr. Instrument'. The page header includes 'HfM SAAR', 'Privacy Note', and 'Legal Note'. The main content area displays 'BOM K.Pr. Instrument', 'BOM Künstlerisches Profil Instrument', and 'Admission Application Number: 10000005231'. A green status indicator 'Admission Offered' is visible on the right. Below the main content, there are three icons: 'General', 'Fees', and 'Documents'. At the bottom, a 'Fee Structure' section is partially visible.

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 HfM 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

The screenshot shows the 'Personal details' form in the application system. The form is titled 'Section' and 'Course Offering - BOM K.Pr. Instrument'. It contains several sections: 'Personal details', 'Home address and contact details', and 'Semester address'. The 'Personal details' section includes fields for 'Surname', 'Surname at birth', 'First names', 'Gender' (Male, Female, Nonbinary, Not specified), 'Date of birth', 'Place of birth', 'Nationality', and 'Second nationality'. The 'Home address and contact details' section includes fields for 'Street name', 'House number', 'Country of residence', 'Postal code', 'Place of residence (town/village)', 'Phone number (landline)', 'Mobile/Cell number', and 'Email address'. The 'Semester address' section includes fields for 'Street name', 'House Number', 'Country of residence', 'Postal code', and 'Place of residence (town/village)'. There are 'Save and Return' and 'Submit' buttons at the bottom right.

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.

SAAR Privacy Note Legal Note 🌐 i ? 🔌 🧑 Tester, Test

< Section Course Offering - BOM K.Pr. Instrument

Personal details	<p>Language proficiency</p> <p>Please continue to the next section.</p> <p><small>*Please provide information about your proficiency in German and/or other languages. Please indicate your level using the Common European Framework of Reference for Languages (e.g. A1, B1, etc.).</small></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p><small>If you received a conditional letter of admission because your language proficiency was not yet at the required level, but you have now acquired the necessary language skills, you can upload the relevant certificate of language proficiency here.</small></p> <p>Proof of language proficiency in German + Upload Document</p>
Information regarding applicant's pre-university education credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Work experience, vocational training and employment prior to university	
Examinations taken	
Parallel enrolment	
Health insurance information	
File Upload	
Confirm choice of intended qualification (with subject)	
Verification of input data	

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.

SAAR Privacy Note Legal Note 🌐 i ? 🔌 🧑 Tester, Test

< Section Course Offering - BOM K.Pr. Instrument

Personal details	<p>Study history</p> <p>Were you already enrolled at a university in Germany or abroad (excluding vocational academies)? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
Information regarding applicant's pre-university education credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Work experience, vocational training and employment prior to university	
Examinations taken	
Parallel enrolment	
Health insurance information	
File Upload	
Confirm choice of intended qualification (with subject)	
Verification of input data	

3.3.6 Work experience, vocational training and employment prior to university

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

SAAR Privacy Note Legal Note 🌐 i ? 🔌 🧑 Tester, Test

< Section Course Offering - BOM K.Pr. Instrument

Personal details	<p>Activities undertaken after obtaining your higher education entrance qualification</p> <p><small>*Proof of completion of a recognized apprenticeship or traineeship</small> <input type="radio"/> Yes <input checked="" type="radio"/> No i</p> <p><small>*Work experience or internship relevant to the programme to which you are seeking admission</small> <input type="radio"/> Yes <input checked="" type="radio"/> No i</p>
Information regarding applicant's pre-university education credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history	
Work experience, vocational training and employment prior to university	
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.

3.3.9 Health insurance information

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

SAAR Privacy Note Legal Note

Section Course Offering - BOM K.Pr. Instrument

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Language proficiency

Study history

Work experience, vocational training and employment prior to university

Examinations taken

Parallel enrolment

Health insurance information

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

Health insurance information

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 für Musik Saar, Saarbrücken' when contacting a statutory health insurance fund. Please state the following reference code for University of Music Saar which the statutory health insurance fund needs to transfer the electronic record. **H0001709**

Information for applicants who already have statutory health insurance in Germany:
If you already have statutory health insurance in Germany, please select the option 'Insured' when specifying your 'Status code for student health insurance'. Please contact your German statutory health insurance fund and request that they submit an electronic record to University of Music Saar confirming your insurance status.

Information for applicants who have statutory health insurance in a Member State of the European Union or the European Economic Area:
If you have statutory health insurance cover in a Member State of the European Union (other than Germany) or the European Economic Area, you must ask your home insurance provider to issue you with a European health insurance card (EHIC) or issue a certificate of insurance as proof of your health insurance cover. If you have foreign health insurance, you will also need to provide proof of exemption from statutory health insurance in Germany. Please contact a statutory health insurance fund in Germany and request that they submit an electronic record to University of Music Saar confirming your insurance status or issue an exemption certificate. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Hochschule für Musik Saar, Saarbrücken'. You can request an electronic record verifying your insurance status or proof of exemption from a German statutory health insurance fund of your choice by presenting proof of your private health insurance cover to any statutory health insurance fund. Please select the option 'Not insured' when specifying your 'Status code for student health insurance'.

Information for applicants who have private health insurance:
If you already have private health insurance and you would like to continue to be privately insured while you are studying, you will need to provide proof of exemption from statutory health insurance in Germany (exemption certificate). Please contact a statutory health insurance fund in Germany and request that they submit an electronic record to University of Music Saar confirming your insurance status or issue an exemption certificate. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Hochschule für Musik Saar, Saarbrücken'. You can request an electronic record verifying your insurance status or an exemption certificate from a German statutory health insurance fund of your choice by presenting proof of your private health insurance cover to any statutory health insurance fund. Please select the option 'Not insured' when specifying your 'Status code for student health insurance'.

3.3.10 Uploading files

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



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

One file can be uploaded per required document; permissible file 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').

SAAR Privacy Note Legal Note

Section Course Offering - BOM K.Pr. Instrument

Personal details

Information regarding applicant's pre-university education credentials

Information about your higher education entrance qualification

Language proficiency

Study history

Work experience, vocational training and employment prior to university

Examinations taken

Parallel enrolment

Health insurance information

File Upload

Confirm choice of intended qualification (with subject)

Verification of input data

File Upload

*Passport photograph (for your student ID card) **+ Upload Document**

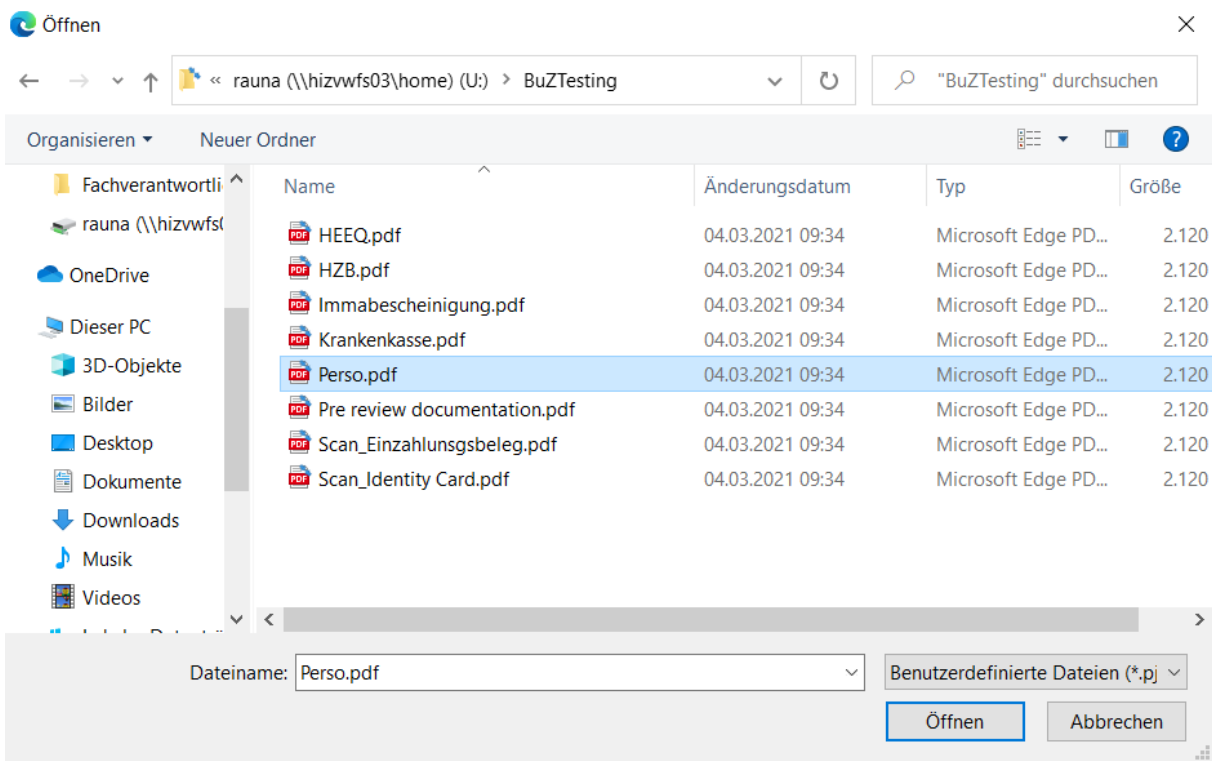
Certificates of de-registrations: Please upload your certificates of de-registration if you were previously enrolled at another university. **+ Upload Document**

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

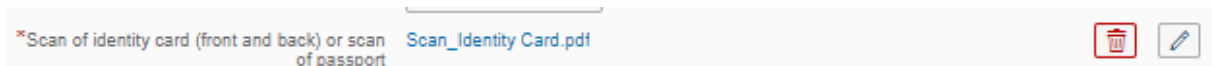
Other documents **+ Upload Document**

Credit transfer certificate/Formal record of recognition of prior learning **+ 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.



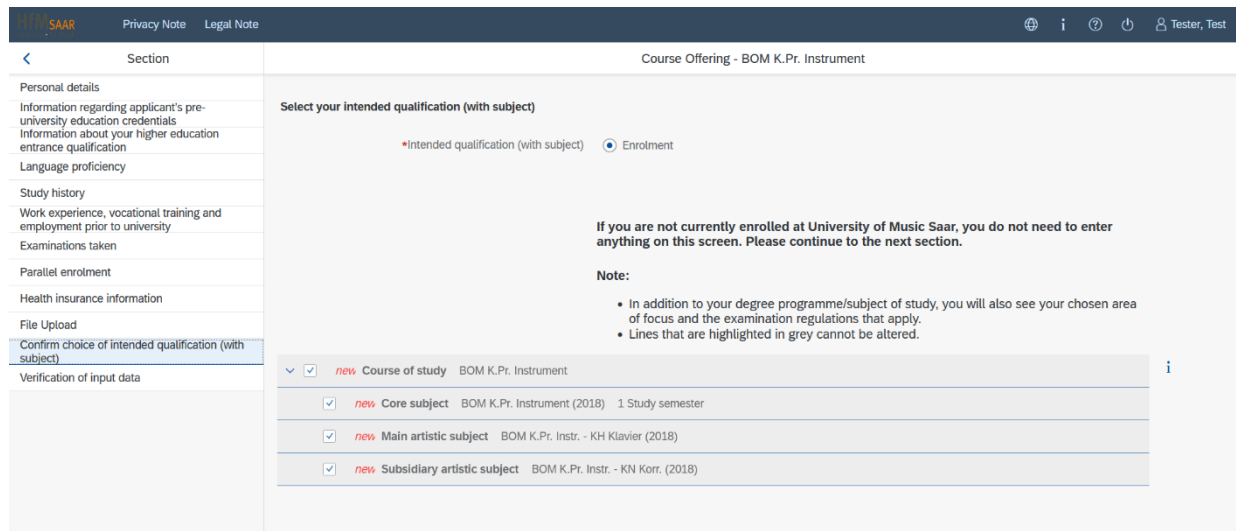
If the file was uploaded successfully, this will be indicated accordingly.



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.**

Declaration (in lieu of oath)

I hereby give my consent that my full name (first name and surname) and my subject area may be published in the HfM Saar magazine 'Alta Breve' when I graduate.

I also consent that my name, subject area and, if applicable, photographs of me may be published in 'Alta Breve' as well as on the HfM Saar website when reporting on my performances, prizes that I may have been awarded or other noteworthy accomplishments.

I also understand that that there may be special circumstances in which HfM Saar has a legitimate interest in publication.

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

***I hereby permit my email address to be disclosed to the General Student Committee (ASTA) at HfM Saar.**

***Please confirm your registration for the assessments and examinations completed during the degree programme in accordance with Section 7 of the Framework Regulations for Bachelor's and Master's Degree Programmes (Rahmenordnung der HfM).**

I hereby apply to be admitted to University of Music 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 University of Music 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.**

Due to your requested enrolment, payment of fees and any other applicable charges is now due. Further information about payment details (fee rates and bank details) can be found online at <https://www.hfmsaar.de/online-immatrikulation>.

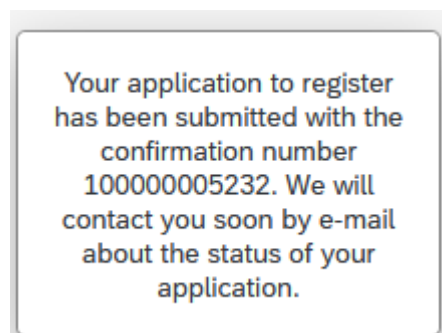
Save and return **Submit**

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

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


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

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  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 (b.hartz@hfm.saarland.de) 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 HfM Saar!