

Student Information Management System for Saarland



Application Guide Winter semester 2024/25


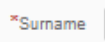
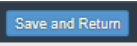
Key information at a glance:

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 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.

Table of contents

1.	REGISTERING WITH THE SIM APPLICATION PORTAL	4
1.1	I AM ALREADY ENROLLED AS A STUDENT AT HBKSAAR	4
1.2	I HAVE NOT YET ENROLLED AS A STUDENT AT HBKSAAR AND I AM NOT YET REGISTERED IN SIM	5
1.3	I AM NOT YET ENROLLED AS A STUDENT AT HBKSAAR, BUT I HAVE REGISTERED WITH SIM AND HAVE ALREADY SUBMITTED AN APPLICATION	7
2.	APPLYING FOR A PLACE ON A DEGREE PROGRAMME	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	10
2.5	INFORMATION ON LANGUAGE PROFICIENCY (WHEN APPLICABLE)	11
2.6	YOUR STUDY HISTORY/ EXAMINATIONS TAKEN	11
2.7	WORK EXPERIENCE, VOCATIONAL TRAINING AND EMPLOYMENT PRIOR TO UNIVERSITY (WHEN APPLICABLE)	12
2.8	UPLOADING FILES	12
2.9	VERIFICATION OF INPUT DATA	13
3.	WHAT HAPPENS AFTER I HAVE SUBMITTED MY APPLICATION?	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	16
3.3	ENROLMENT	17
3.3.1	PERSONAL INFORMATION	19
3.3.2	PRE-UNIVERSITY EDUCATION CREDENTIALS	19
3.3.3	INFORMATION ABOUT YOUR HIGHER EDUCATION ENTRANCE QUALIFICATION (HEEQ)	20
3.3.4	INFORMATION ON LANGUAGE PROFICIENCY (WHEN APPLICABLE)	20
3.3.5	YOUR STUDY HISTORY	20
3.3.6	WORK EXPERIENCE, VOCATIONAL TRAINING AND EMPLOYMENT PRIOR TO UNIVERSITY	21
3.3.7	EXAMINATIONS TAKEN	21
3.3.8	PARALLEL ENROLMENT	22
3.3.9	HEALTH INSURANCE INFORMATION	22
3.3.10	UPLOADING FILES	22
3.3.11	CONFIRM CHOICE OF INTENDED QUALIFICATION (WITH SUBJECT)	23
3.3.12	VERIFICATION OF INPUT DATA	24

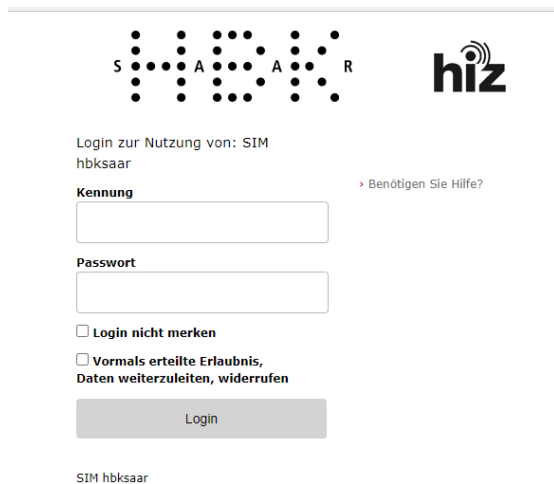
1. Registering with the SIM application portal

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.

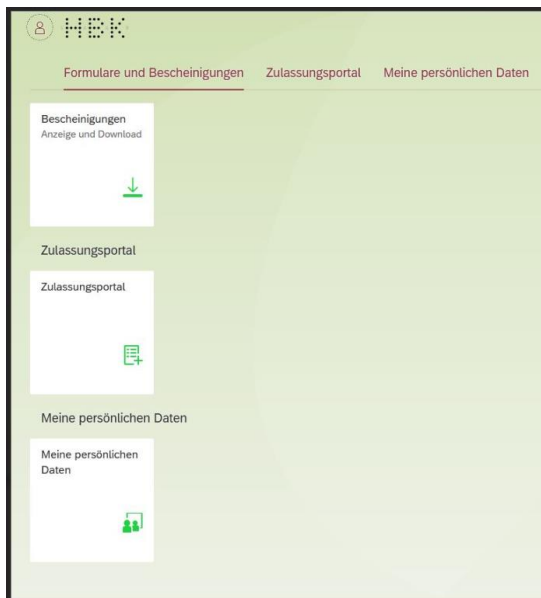
1.1 I am already enrolled as a student at HBKsaar

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**.



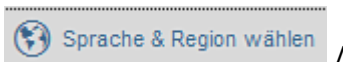
Click on .

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

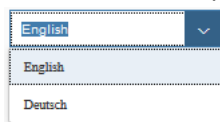
Please register using the following link:

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

Switch language by clicking on and then



. Choose 'English' 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 [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

Submit

Cancel

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

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

After receiving the verification email, you have 24 hours in which to click on the link in the email, enter your username and password and then click on

[Log In](#) to activate your user account. If you do not activate your account *within 24 hours*, you will

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

User

Password

Log In

Forgot Password

Don't have an account?

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

Create account

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:

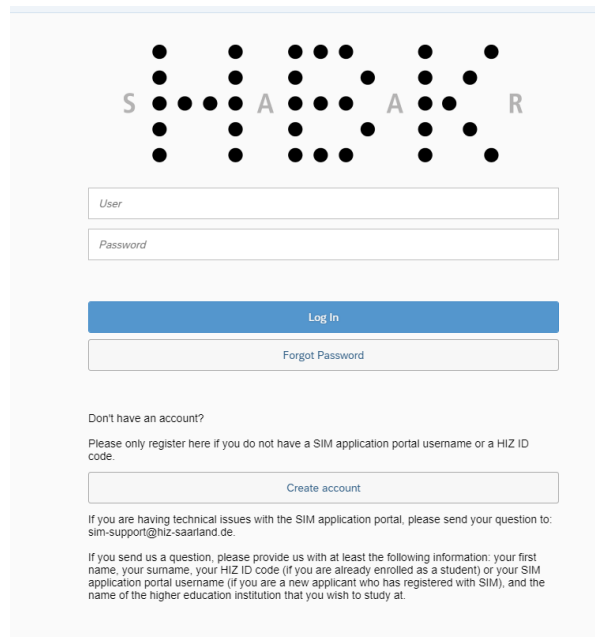
<https://sim.hbksaar.de/bewerbung/>

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



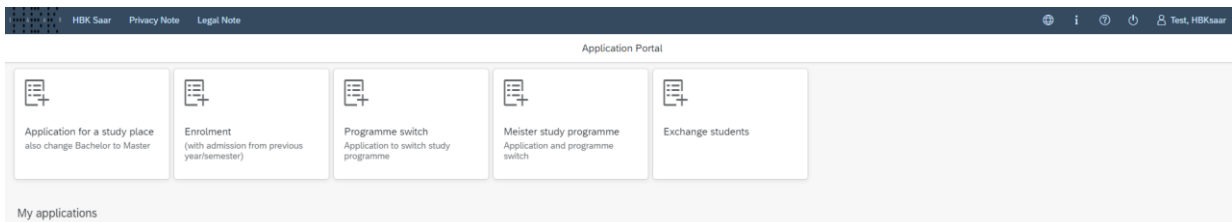
If you have forgotten your password, please click on the **Forgot Password** button.

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

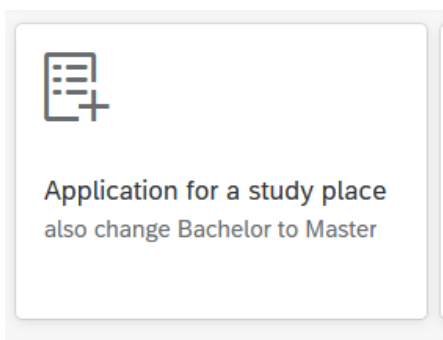


2. Applying for a place on a degree programme

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' form. It includes a back arrow, the title 'Preliminary Questionnaire', and a section titled 'List of academic programmes'. The form contains three dropdown menus: 'Application' (empty), 'Intended qualification (with subject)' (set to 'Select'), and '*Intended semester' (empty). A 'Please click Next to continue.' message is displayed below the fields.

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


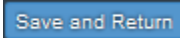
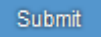
The screenshot shows the 'Preliminary Questionnaire' form with selections. The 'Application' dropdown is set to 'Master's degree programmes', 'Intended qualification (with subject)' is set to 'M.A. Media Art und Design', and '*Intended semester' is set to 'Winter semester 2024/2025'. A 'Please click Next to continue.' message is displayed below the fields. A 'Study semester' field with the value '1' is visible at the bottom.

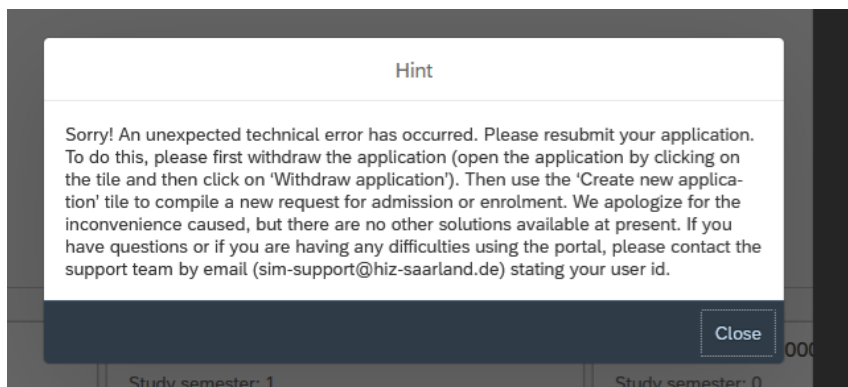
Note: If you cannot find your intended qualification and subject in the drop-down list, please carefully review the application information that you have already entered.


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. ***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 **logout 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.

2.4 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 - Media Art and Design (M.A.)
Personal details	<p>Information relating to your higher education entrance qualification that permits you to be admitted to study at HBK saar</p> <p>*In which country did you obtain your HEEQ? <input type="text"/></p> <p>*Higher education entrance qualification (HEEQ) <input type="button" value="+ Upload Document"/> i</p> <p>Higher education entrance qualification (HEEQ) - Page 2 <input type="button" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 3 <input type="button" value="+ Upload Document"/></p> <p>Higher education entrance qualification (HEEQ) - Page 4 <input type="button" value="+ Upload Document"/></p>
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history/Examinations taken	
File Upload	
Verification of input data	

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.

Section	Course Offering - Media Art and Design (M.A.)
Personal details	<p>Language proficiency</p> <p>*Language proficiency requirements <input type="text" value="None of the above"/></p> <p>Please provide details of your German language skills. If you have taken a higher education assessment test at a Studienkolleg (higher education preparatory institute) in Germany, please specify the type of course (e. g. M-Kurs/MF course) and the location of the Studienkolleg.</p> <p>*Proof of language proficiency in German <input type="button" value="+ Upload Document"/></p>
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history/Examinations taken	
File Upload	
Verification of input data	

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.

Section	Course Offering - Media Art and Design (M.A.)
Personal details	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 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 Transcript of records (incl. translations) Transcript of records (incl. translations) 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?
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history/Examinations taken	
File Upload	
Verification of input data	

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	Activities undertaken after obtaining your higher education entrance qualification *Proof of completion of a recognized apprenticeship or traineeship *Internship relevant to the programme to which you are seeking admission Applicants for <u>Media art & design, Communication design and Product design</u> 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.
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	

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’).

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

Please upload the following files under 'Personal statement/Representative samples of your work (portfolio) and/or research documentation'

- Master's programmes in Communication design, Product design, Fine arts, Media art & design, Public art/Public design and experimental media: Personal statement, a proposal for the Master's thesis and representative samples of your work (portfolio) in a PDF document (max. 100 MB, please attach external link for larger files such as videos, e.g. YouTube, Vimeo or cloud storage)
- Master's programmes in Museum education and Curating/Exhibition management: Personal statement, a proposal for the Master's thesis and representative samples of your work and/or research documentation (portfolio) in a PDF document (max. 100 MB, please attach external link for larger files such as videos, e.g. YouTube, Vimeo or cloud storage)

*CV with photograph

*Representative samples of your work (portfolio) and/or research documentation

*Personal statement

*Proposal for the Master's thesis

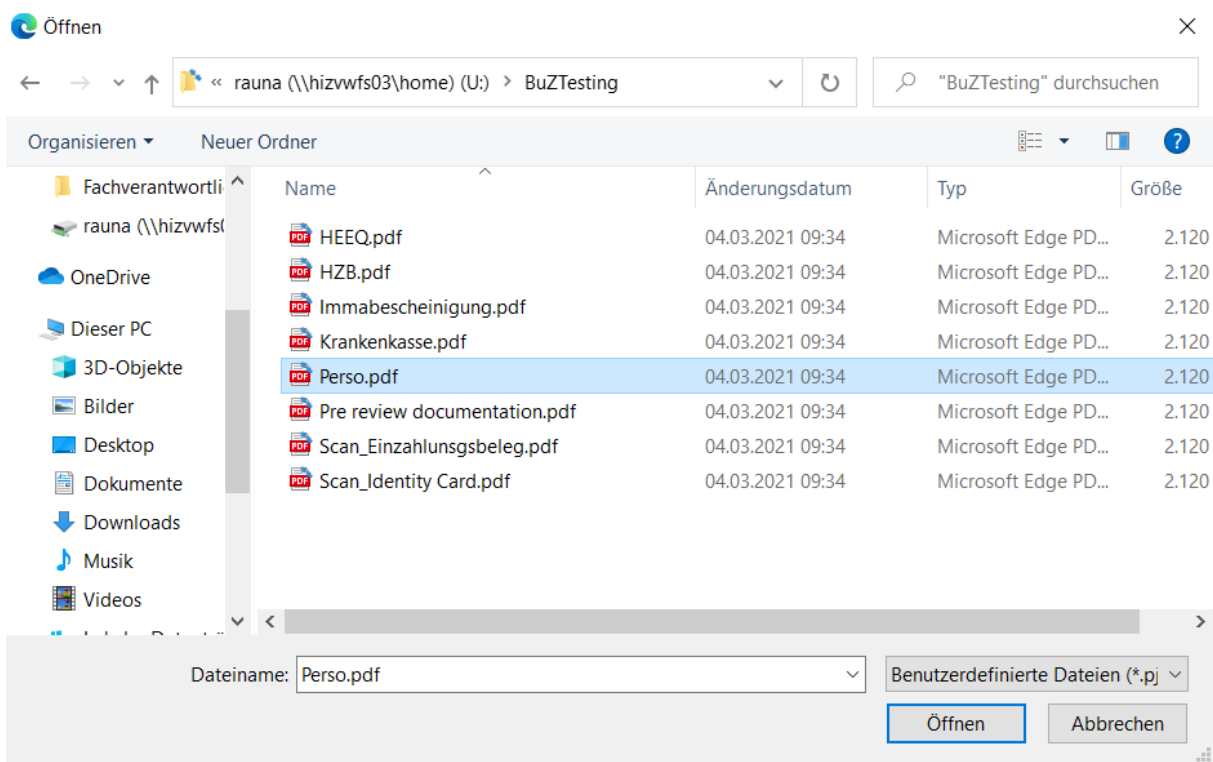
*Scan of identity card (front and back) or scan of passport

Documentary evidence of additional qualifications (professional experience, publication, internship)

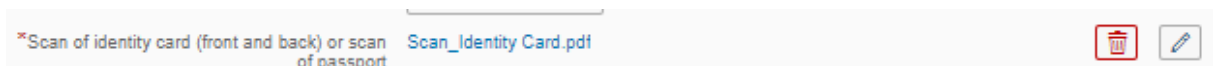
Other documents

Other documents

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

*I hereby confirm that the information that I have provided above is to the best of my knowledge, true, accurate and complete.

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

Declaration (in lieu of oath)

I hereby apply to be admitted to HBK 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 HBK 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. Furthermore, I affirm (in lieu of oath) that the attached artistic, creative or academic works are my own, independent work.

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


*Have you already failed to pass the aptitude test in this degree programme at the HBKsaar three times?

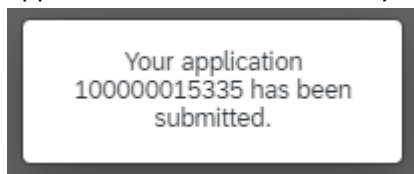
Yes

No

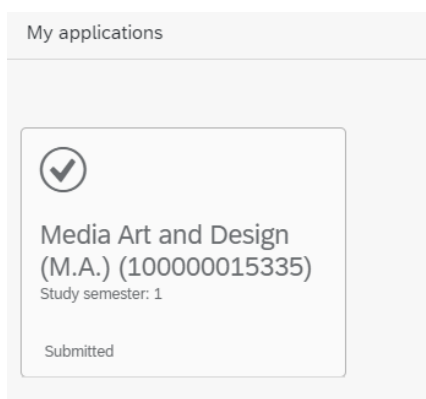
Save and Return Submit


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). 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.



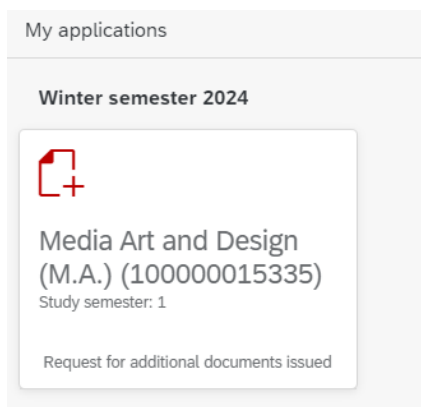
You should then receive email confirmation. If you do not receive confirmation by email, please check in good time before the application deadline expires that you did actually send your intended application via the  button and that you did not simply save your application without submitting it.

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.

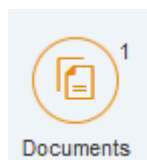
3. What happens after I have submitted my application?

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

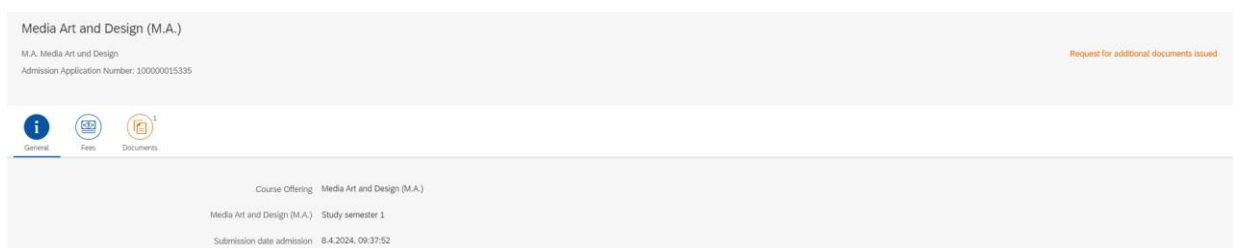
If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change to '**Request for additional documents issued**'.



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

General 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

General 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

Last 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
also change Bachelor to Master

Enrolment
(with admission from previous
year/semester)

Programme switch
Application to switch study
programme

Meister study programme
Application and programme
switch

Exchange students

My applications

Winter semester 2024

✓

Media Art and Design
(M.A.) (100000015335)
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:

My applications

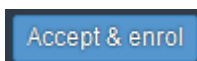
Winter semester 2024

✓

Media Art and Design
(M.A.) (100000015335)
Study semester: 1

Admission Offered

This opens the following window where you should click on



Application Details


Media Art and Design (M.A.)


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

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  to accept the offer of admission. You can only enrol once you have accepted your offer of admission.

 Confirm Registration

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

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>

Media Art and Design (M.A.)

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

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 form for 'Course Offering - Media Art and Design (M.A.)'. The left sidebar lists various sections, with 'Information about your higher education entrance qualification' selected. The main content area is titled 'Information relating to your higher education entrance qualification that permits you to be admitted to study at HBKsaar.' and contains several mandatory fields marked with an asterisk (*):

- *When did you obtain your HEEQ? (Date input field)
- *In which country did you obtain your HEEQ? (Dropdown menu)
- *Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2.0) (Text input field)

Below this, there is a section for 'Information about your previous higher education entrance qualification' with a list of conditions to complete fields if applicable:

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

Additional fields include: '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?', 'Overall grade', and 'Previous HEEQ/pre-university educational credentials' with an 'Upload Document' button.

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' selected. The main content area is titled 'Language proficiency' and contains the following text and field:

Please upload proof of your German language proficiency here.

*Proof of language proficiency in German

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.

Section	Course Offering - Media Art and Design (M.A.)
Personal details	Study history *Were you previously enrolled at a university (either in Germany or abroad)? <input type="radio"/> Yes <input checked="" type="radio"/> No
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.

Section	Course Offering - Media Art and Design (M.A.)
Personal details	Activities undertaken after obtaining your higher education entrance qualification *Proof of completion of a recognized apprenticeship or traineeship <input type="radio"/> Yes <input checked="" type="radio"/> No *Work experience or internship relevant to the programme to which you are seeking admission <input type="radio"/> Yes <input checked="" type="radio"/> 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.
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.

Section	Course Offering - Media Art and Design (M.A.)
Personal details	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. *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? <input type="text"/>
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	

3.3.8 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').

HBK Saar Privacy Note Legal Note

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

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) in .jpg format

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

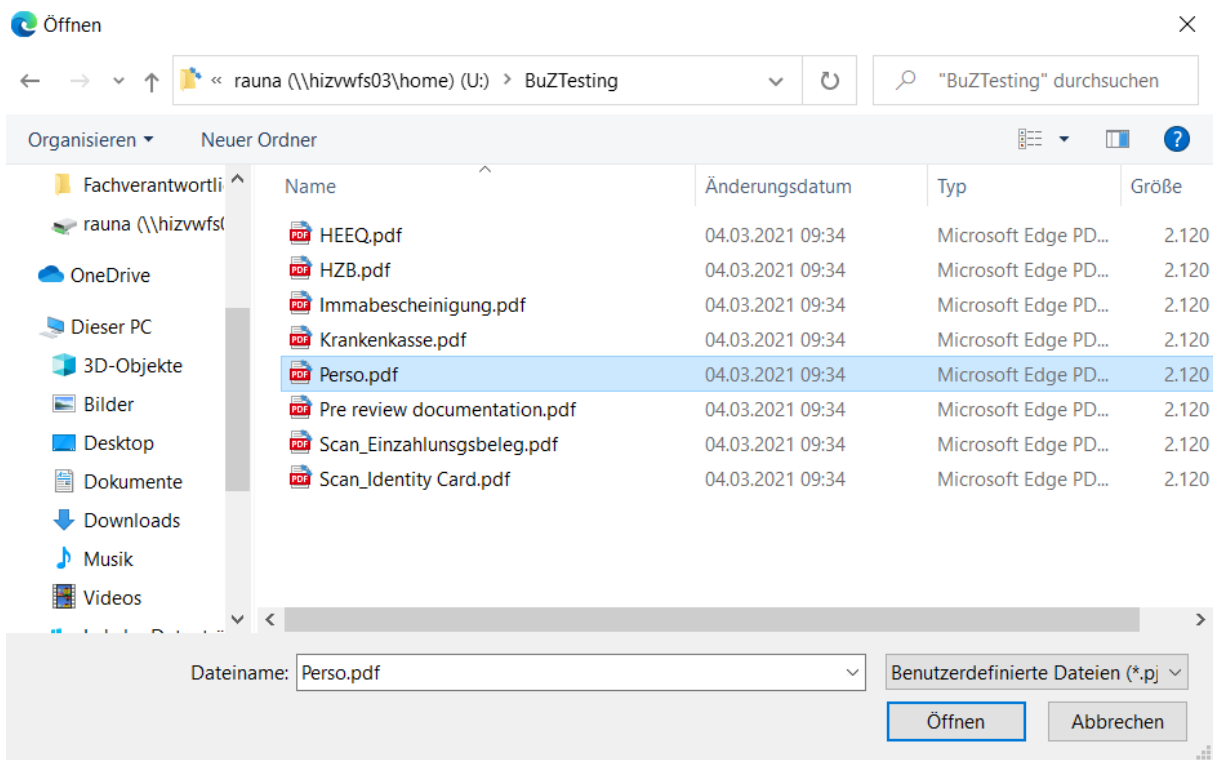
*Scan of identity card (front and back) or scan of passport

Other documents

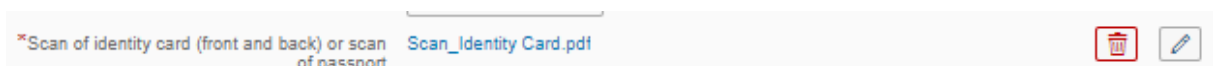
*Proof of payment for student ID card ((https://www.hbksaar.de/immatrikulation-informationen))

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.



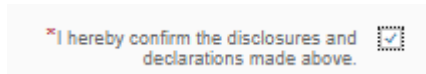
If you need to swap or replace a document, click on the pencil symbol and select a new file to upload.

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.

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 HBK 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:


Your application to register has been submitted with the confirmation number 100000015336. We will contact you soon by e-mail about the status of your application.

Once you have submitted your application, you should see a new tile in the section 'My applications' of your start page.

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 **logout button**  at the top right of the window.

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