

Student Information Management System for Saarland



Application Guide Summer semester 2023/24



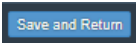
Key information at a glance:

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

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

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

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

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

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 (Kommunikations-, Produktdesign, Public Art/Public Design und Experimental Media)
- s.giese@hbksaar.de (Kunsterziehung, Museumspädagogik und Kuratieren/Ausstellungswesen)

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.

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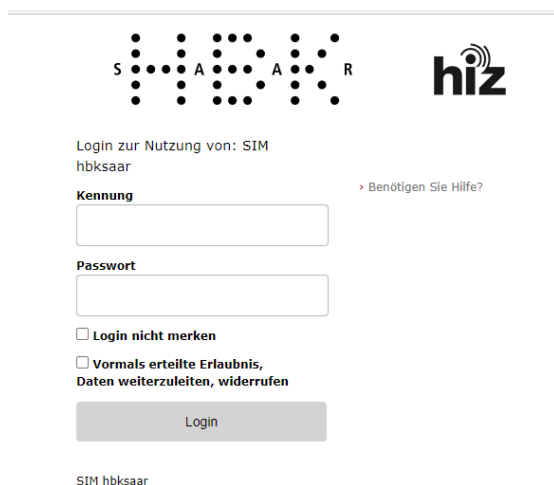
1. Registering with the SIM application portal

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

1.1 I am already enrolled as a student at HBKsaar?

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

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



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



Click on .

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

Please register using the following link:

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

Switch language by clicking on and then

/

. Choose 'Eng-

lish' from the drop-down menu

and then click /

.

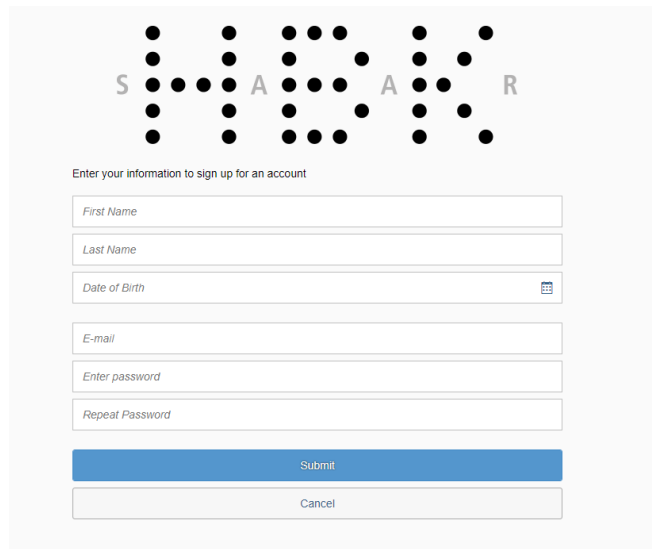
Note: The language you set here is your language of communication. This means that you will receive future mail messages in this language.

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 [Submit](#).



Enter your information to sign up for an account

First Name

Last Name

Date of Birth

E-mail

Enter password

Repeat Password

[Submit](#)

[Cancel](#)

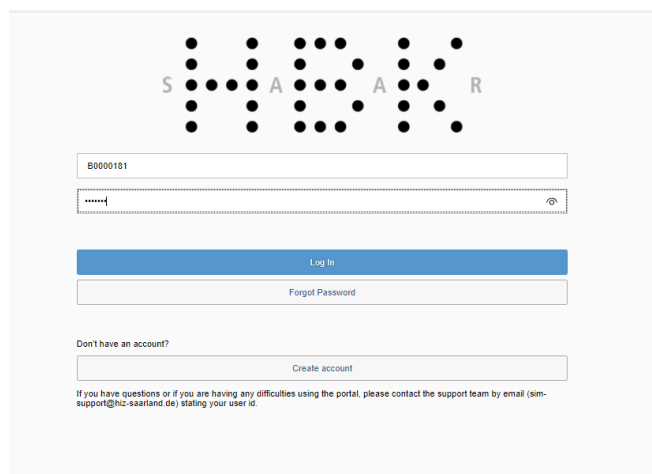
After a few minutes you should receive an automatic verification email at the email address you specified. The email will ask you to use your existing login ID or to log in using the username specified in the email.

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.



80000181

.....

[Log In](#)

[Forgot Password](#)

Don't have an account?

[Create account](#)

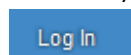
If you have questions or if you are having any difficulties using the portal, please contact the support team by email (sim-support@hnc-saarland.de) stating your user id.

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

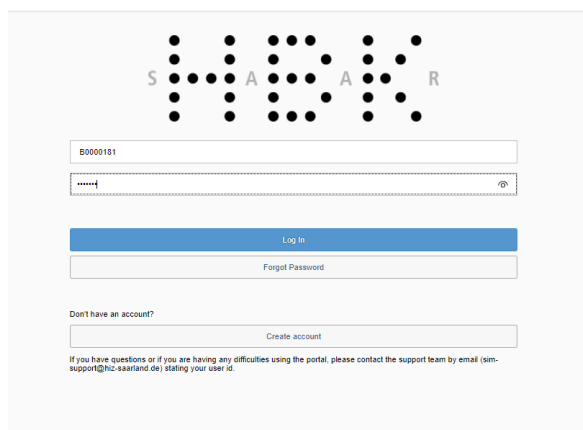
Please use your existing user account, which you can access here:

<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.

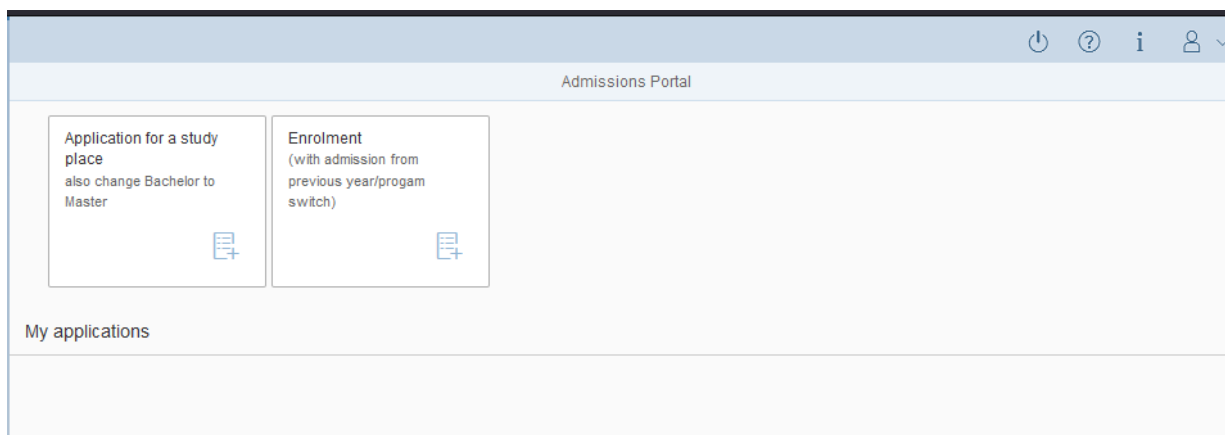


The screenshot shows the SIM login interface. At the top is the HBK Saar logo. Below it are two input fields: the first for the username (containing 'B0000181') and the second for the password (masked with dots). There are two buttons: a blue 'Log In' button and a 'Forgot Password' link. Below these is a 'Don't have an account?' section with a 'Create account' link. At the bottom, there is a small disclaimer: 'If you have questions or if you are having any difficulties using the portal, please contact the support team by email (sim-support@hb-saarland.de) stating your user id.'

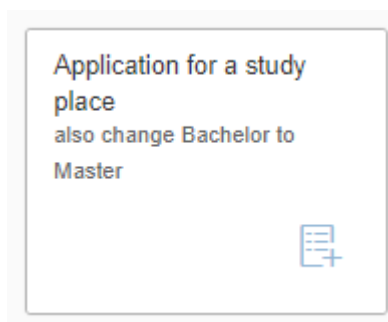
Note: If the window does **not** appear as shown here, please clear your browser cache using CTRL+F5 and restart the browser.

2. Applying for a place on a degree programme

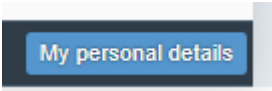
You are now on your start page in the SIM application portal.



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.

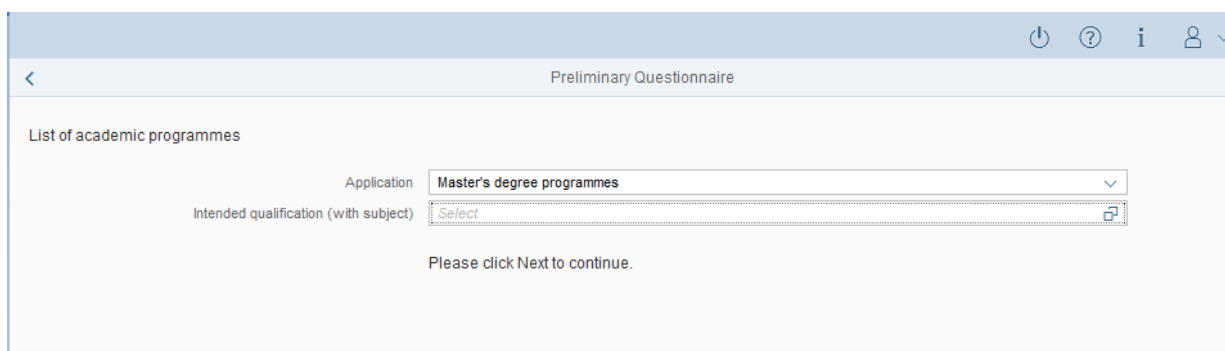
2.1 Preliminary Questionnaire

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.

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







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

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

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

General information:

- You may experience a delay while the system processes your selection. Please be patient and do not cancel your application.
- Select the individual sections of the navigation bar on the left of the window and enter the required information. Depending on the particular degree programme and subject chosen, the precise appearance of the application form may differ from the screenshots shown in this user guide.
- Mandatory fields are indicated by a red asterisk (e.g. ***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.
- 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 (default setting: 'Non-binary / Prefer not to say').

Course Offering - Media Art and Design (M.A.)	
Personal details	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	
	<div><div>*Surname</div><div>Surname at birth</div><div>*First name/s (as shown on your identity card or passport)</div><div>*Gender<div><div>male</div><div>female</div><div>diverse</div></div></div><div>*Date of birth</div><div>*Place of birth</div><div>*Nationality</div><div>Second nationality</div></div>
	Your address and contact details
	<div><div>*Street name</div><div>*House number</div><div>c/o details/additional address information</div><div>*Postal code</div><div>*Place of residence (town/city)</div><div>*Country of residence</div><div>Phone number (landline)</div><div>*Mobile/Cell number</div><div>*Email address</div></div>
	<div>Save and Return Submit</div>

2.3 Pre-university education credentials

Pre-university educational credentials

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

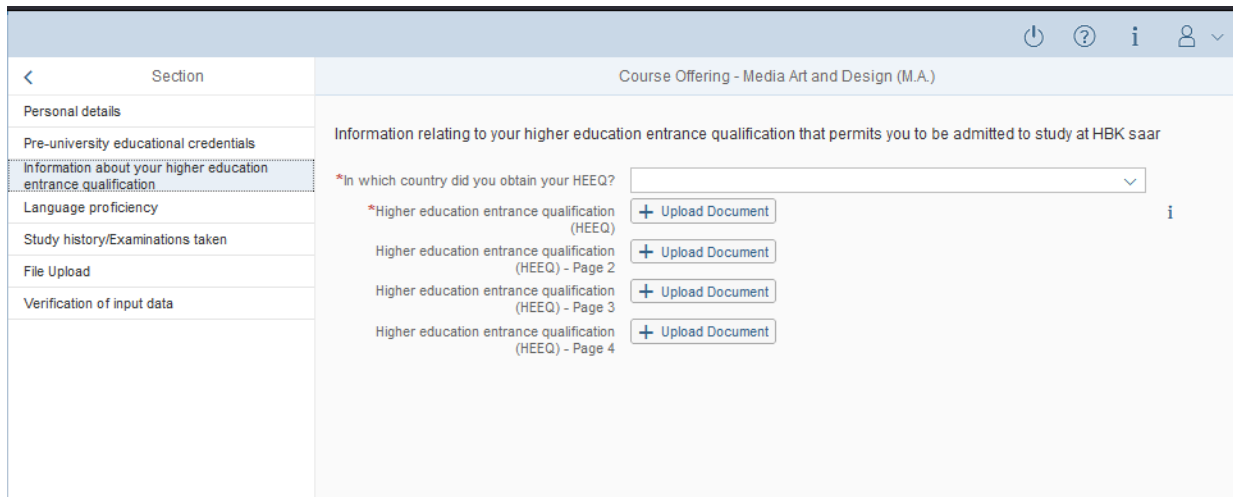
Course Offering - Media Art and Design (M.A.)	
Personal details	Pre-university educational credentials
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history/Examinations taken	
File Upload	
Verification of input data	
	<div><div>*Where did you obtain your higher education entrance qualification?</div><div><div>Germany</div><div>Not in Germany</div></div></div>

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').

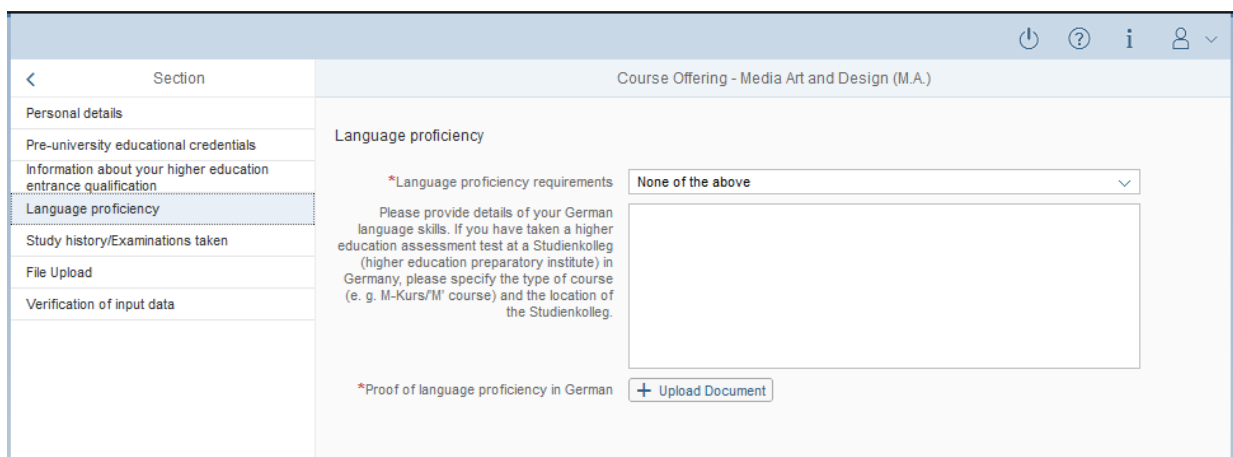


The screenshot shows a web application interface for 'Course Offering - Media Art and Design (M.A.)'. On the left is a sidebar with a list of sections: Personal details, Pre-university educational credentials, Information about your higher education entrance qualification (highlighted), Language proficiency, Study history/Examinations taken, File Upload, and Verification of input data. The main content area is titled 'Information relating to your higher education entrance qualification that permits you to be admitted to study at HBK saar'. It contains a dropdown menu for 'In which country did you obtain your HEEQ?' and four 'Upload Document' buttons for 'Higher education entrance qualification (HEEQ)' and its pages 2, 3, and 4.

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.



The screenshot shows the 'Language proficiency' section of the application form. The sidebar is identical to the previous screenshot, with 'Language proficiency' highlighted. The main content area is titled 'Language proficiency'. It includes a dropdown menu for '*Language proficiency requirements' set to 'None of the above', a text area for providing details of German language skills, and an 'Upload Document' button for '*Proof of language proficiency in German'.

2.6 Your study history/ Examinations taken

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

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

Personal details

Pre-university educational credentials

Information about your higher education entrance qualification

Language proficiency

Study history/Examinations taken

File Upload

Verification of input data

Study history/Examinations taken

At which university were you first enrolled?

*Country in which you were first enrolled at a university

*Year in which you were first enrolled at a university: 2023/2024

*Semester in which you were first enrolled: Summer semester

*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

+ Upload Document

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

Transcript of records (incl. translations) + Upload Document

Transcript of records (incl. translations) + Upload Document

Last university degree qualification/loss of right of examination

*Have you already completed the final academic assessment stage/final examinations at a university in Germany or abroad, or have you already lost the right of assessment or examination at such a university?

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

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

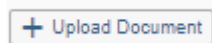
[**Note:** This section only appears in certain questionnaires.]

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

Section	Course Offering - Kommunikationsdesign (B.A.)
Personal details	<p>Activities undertaken after obtaining your higher education entrance qualification</p> <p>*Proof of completion of a recognized apprenticeship or traineeship <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>*Internship relevant to the programme to which you are seeking admission <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Applicants for <u>Media art & design</u>, <u>Communication design</u> and <u>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.</p>
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

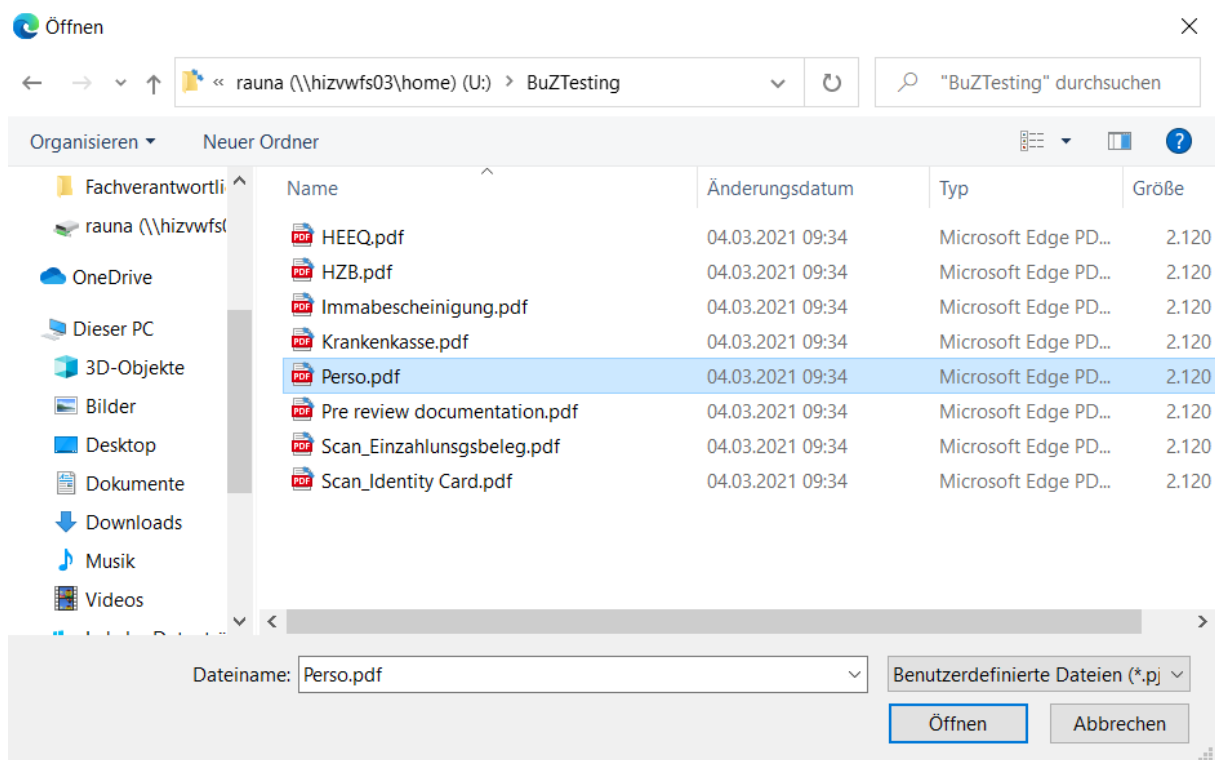


button next to the relevant field. Please take care to ensure that you assign each document to its relevant upload field.

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	<p>Please upload the following files under 'Personal statement/Representative samples of your work (portfolio) and/or research documentation'</p> <ul style="list-style-type: none"> • 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)
Pre-university educational credentials	
Information about your higher education entrance qualification	
Language proficiency	
Study history/Examinations taken	
File Upload	
Verification of input data	
	<p>*Representative samples of your work (portfolio) and/or research documentation + Upload Document</p> <p>*CV with photograph + Upload Document</p> <p>*Personal statement + Upload Document</p> <p>*Scan of identity card (front and back) or scan of passport + Upload Document</p> <p>Documentary evidence of additional qualifications (professional experience, publication, internship) + Upload Document</p> <p>Other documents + Upload Document</p> <p>Other documents + Upload Document</p>

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



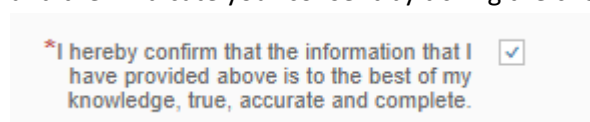
If the file was uploaded successfully, this will be indicated accordingly.



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

2.9 Verification of input data

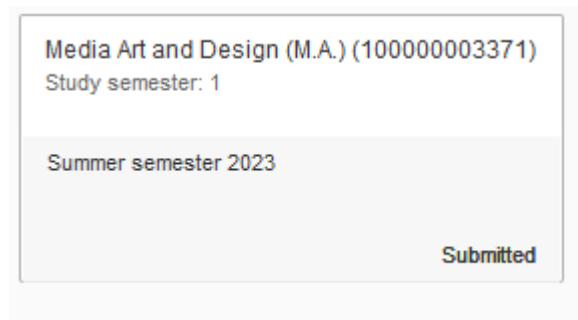
Please click on [Verification of input data](#). In this final section, you are required to provide a declaration (in lieu of oath) [*Eidesstattliche Erklärung*] before submitting your application. Read the text carefully and then indicate your consent by ticking the checkbox before you submit your application




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

Your application
100000003371 has been
submitted.

Seite 16 von 32



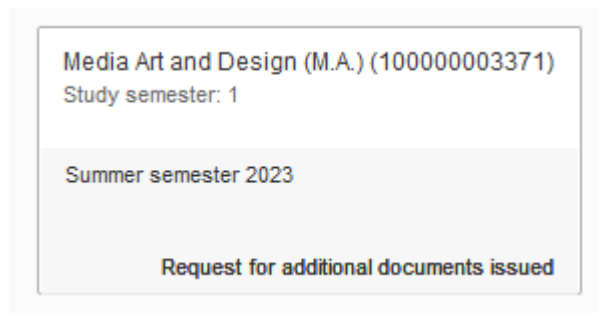
You should then receive email confirmation. If you do not receive confirmation by email, please check in good time before the application deadline expires that you did actually send your intended application via the  button and that you did not simply save your application without submitting it.

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.

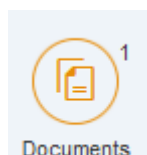
3. What happens after I have submitted my application?

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

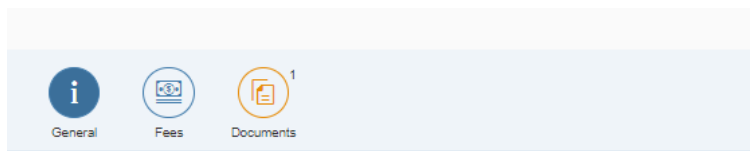
If after inspecting your application we discover that you need to send us additional supporting documentation, we will send you an email explaining what we need. The status of your application will change to '**Request for additional documents issued**'.



To reopen your application, click on the tile

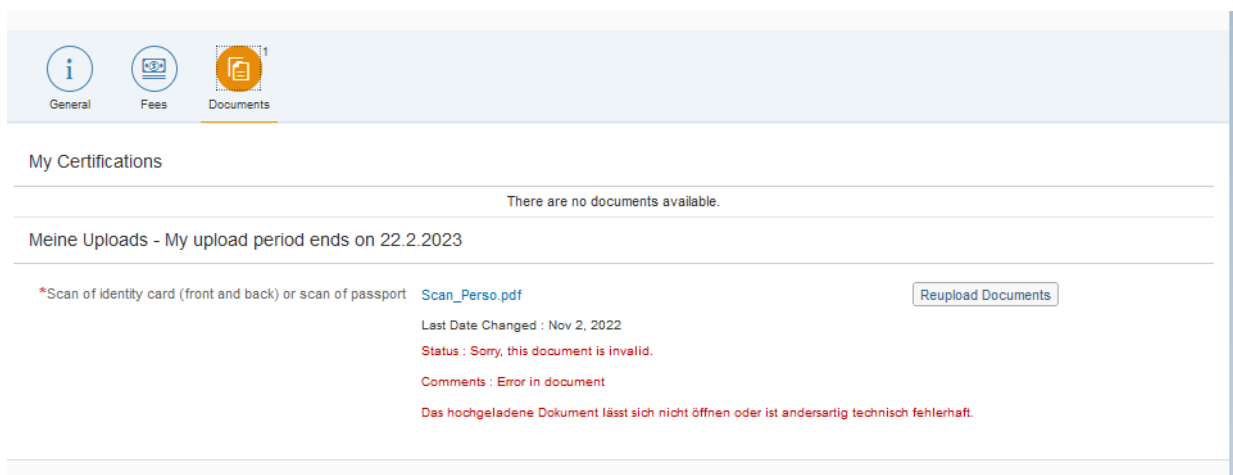


Click on the icon '**Documents**', to read the message indicated by the superscript '**1**'.

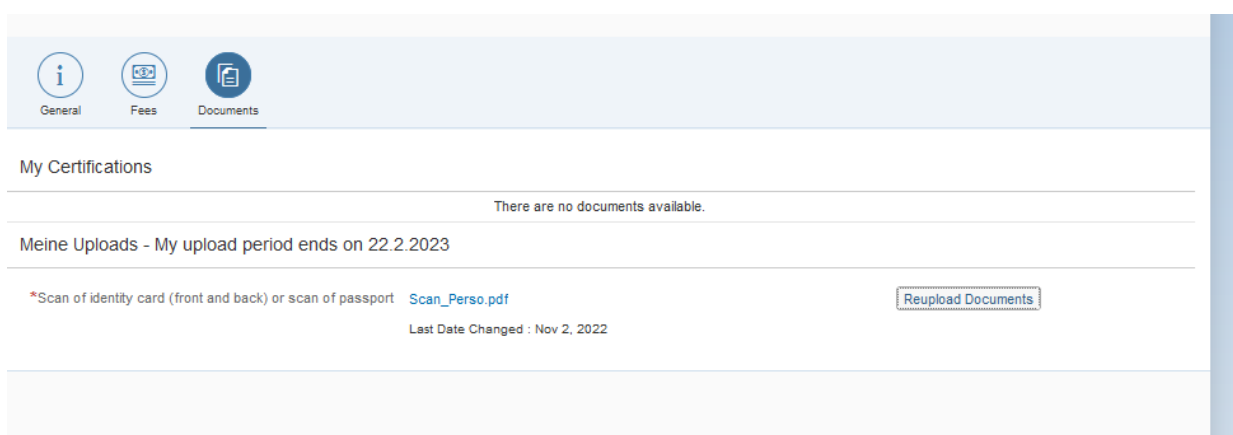


Course Offering Kommunikationsdesign (B.A.)
Submission date admission 30.3.2022, 11:06:13

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.

The screenshot shows a web application interface for 'Application Details'. At the top, there's a navigation bar with icons for power, help, information, and user profile. Below this, the page title is 'Application Details'. The main content area shows 'Media Art and Design (M.A.)' with subtext 'M.A. Media Art und Design' and 'Admission Application Number: 100000003371'. A status message 'Request for additional documents issued' is displayed in orange. Below this is a tabbed interface with 'General', 'Fees', and 'Documents' tabs. The 'Documents' tab is active, showing 'My Certifications' with a message 'There are no documents available.' and 'Meine Uploads - My upload period ends on 22.2.2023'. A note indicates a scan of identity card or passport is required, with a link to 'Scan_Perso.pdf' and a 'Reupload Documents' button. At the bottom, there's a footer with 'Resubmit', 'Withdraw', 'Print', and 'Preview' buttons.

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

3.2 Result of the application review process

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

Media Art and Design (M.A.)

M.A. Media Art und Design

Admission Application Number: 100000003371

Admission Offered

General

Fees

Documents

My Certifications

There are no documents available

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.

Admissions Portal

Application for a study place
also change Bachelor to Master

Enrolment
(with admission from previous year/program switch)

My applications

Media Art and Design (M.A.) (100000003371)
Study semester: 1

Summer semester 2023

Admission Offered

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

Media Art and Design (M.A.) (100000003371)
Study semester: 1

Summer semester 2023

Admission Offered

This opens the following window where you should click on

Accept & enrol

The screenshot shows a web interface for 'Application Details'. At the top, there's a header with icons for power, help, information, and user profile. Below this, a navigation bar contains a back arrow and the title 'Application Details'. The main content area displays 'Media Art and Design (M.A.)' with the subtitle 'M.A. Media Art und Design' and 'Admission Application Number: 100000003371'. A green status 'Admission Offered' is visible on the right. Below this is a section with three icons: 'General' (selected), 'Fees', and 'Documents'. Further down, a table lists details: 'Course Offering Media Art and Design (M.A.)', 'Media Art and Design (M.A.) Study semester 1', and 'Submission date admission 2.11.2022, 09:39:37'. At the bottom, a dark blue bar contains buttons: 'Accept & enrol' (circled in red), 'review', 'Withdraw', and 'Print'.

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

The screenshot shows a 'Confirm Registration' dialog box. It has a title bar with an information icon and the text 'Confirm Registration'. The main text asks 'Do you want to confirm your registration to Media Art and Design (M.A.)?'. At the bottom right, there are two buttons: 'Yes' (highlighted with a dashed border) and 'No'.

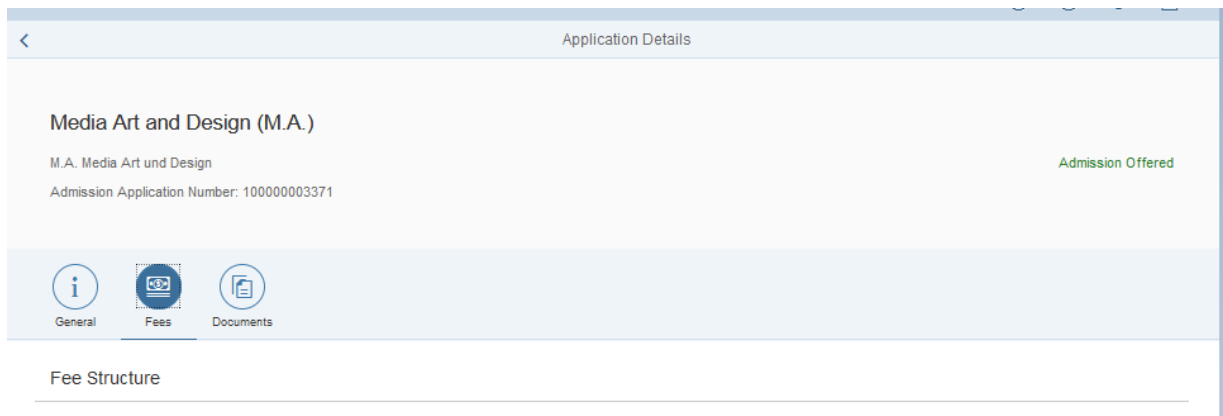
Important note: In order to enrol, you will need to provide proof that your semester fee has been paid.



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

For more information on how to pay your fees by bank transfer, please visit the following page:

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



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

Information regarding applicant's pre-university education credentials

Section	Course Offering - Media Art and Design (M.A.)
Personal details	
Information regarding applicant's pre-university education credentials	Pre-university educational credentials
Information about your higher education entrance qualification	<p>*Where did you obtain your higher education entrance qualification?</p> <p> <input type="radio"/> Germany <input type="radio"/> Not in Germany <input type="radio"/> Higher education assessment test at a Studienkolleg in Germany </p>
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	

3.3.3 Information about your higher education entrance qualification (HEEQ)

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

Section	Course Offering - Media Art and Design (M.A.)
Personal details	
Information regarding applicant's pre-university education credentials	
Information about your higher education entrance qualification	<p>Information relating to your higher education entrance qualification that permits you to be admitted to study at HBKsaar.</p> <p>*When did you obtain your HEEQ? <input type="text" value="Enter date"/></p> <p>*In which country did you obtain your HEEQ? <input type="text"/></p> <p>*Please enter the average grade specified on your HEEQ certificate (expressed as the equivalent grade on the German grading scale, e.g. 2,0) <input type="text"/></p> <p>Information about your previous higher education entrance qualification</p> <p>Please complete the following fields, if you</p> <ul style="list-style-type: none"> 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). <p>When did you obtain your higher education entrance qualification/pre-university educational credentials? <input type="text" value="Enter date"/></p> <p>Where did you obtain your higher education entrance qualification/pre-university educational credentials? <input type="text"/></p> <p>Overall grade <input type="text"/></p> <p>Previous HEEQ/pre-university educational credentials <input type="button" value="Upload Document"/></p>
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	

3.3.4 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.

Section	Course Offering - Media Art and Design (M.A.)
Personal details	<p>Language proficiency</p> <p>Please upload proof of your German language proficiency here.</p> <p>*Proof of language proficiency in German + Upload Document 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	

3.3.5 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	<p>Study history</p> <p>At which university were you first enrolled?</p> <p>If you have not been previously enrolled at a university, please enter 'Germany' and then specify 'Saarbrücken, H der Bildenden Künste' as the university. In this case, please enter 0 for the number of semesters studied.</p> <p>*Country in which you were first enrolled at a university <input type="text"/> i</p> <p>*Year in which you were first enrolled at a university <input type="text" value="2023/2024"/> i</p> <p>*Semester in which you were first enrolled <input type="text" value="Summer semester"/> i</p> <p>*Enter the number of semesters that you have already studied at a German university in total. <input type="text"/> i</p> <p>Enter the total number of semesters for which you were granted leave of absence at a German university. <input type="text"/> i</p> <p>Total number of semesters in which you undertook practical training or work experience while still being enrolled at university. <input type="text"/> i</p> <p>Number of semesters studied at a Studienkolleg <input type="text"/> i</p> <p>*Have you interrupted your studies and now want to recommence studying? <input type="radio"/> Yes <input type="radio"/> No i</p> <p>Were you studying at a university last semester?</p> <p>*Were/Are you enrolled in the semester immediately preceding the semester you are currently applying for? <input type="radio"/> Yes <input 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.

Section		Course Offering - Media Art and Design (M.A.)	
Personal details	<p>Activities undertaken after obtaining your higher education entrance qualification</p> <p>*Proof of completion of a recognized apprenticeship or traineeship <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>*Work experience or internship relevant to the programme to which you are seeking admission <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><u>Information for applicants for the Bachelor's and Diplom programme in Communication design, Product design and Media art & design</u></p> <p>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.</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.

Section	Course Offering - Media Art and Design (M.A.)
Personal details	<p>Examinations taken</p> <p>Last university degree qualification/loss of right of examination</p> <p>*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" value="Yes"/></p> <p>*Country in which you completed the examinations <input type="text"/></p> <p>*Type of study <input type="text"/></p> <p>*Degree/Qualification <input type="text"/></p> <p>*First subject <input type="text"/></p> <p>Second subject <input type="text"/></p> <p>Third subject <input type="text"/></p> <p>*Date of examination <input type="text" value="Enter date"/></p> <p>*Examination status <input type="text"/></p> <p>*Overall grade <input type="text"/></p> <p>Please enter your overall grade in the format X,X (e.g. 2,0). (Please note the use of a comma as the decimal separator.) In the case of an irrevocable fail (i.e. after all retakes), please enter 9,0.</p> <p>If you have academic records from studying in a country other than Germany but you do not know what your grade is equivalent to in the German grading system, please enter 8,0. Please submit these academic records with your other documents. Your equivalent German grade will be determined by the university.</p> <p>If you have already graduated from a university or you have lost the right of examination in a particular subject area ('irrevocable fail'), please upload the relevant documents (incl. translations in the case of international certificates).</p> <p>A translation is required if the original documents are not in German, English or French.</p> <p>*If you passed the final examinations, please submit your graduation documents (e.g. graduation certificates); if you failed the final examinations, please submit proof of your irrevocable loss of right to further examination (incl. translation). <input type="button" value="+ Upload Document"/></p> <p>Transcript of records (incl. translations) <input type="button" value="+ 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	

3.3.8 Parallel enrolment

Please click on **Parallel enrolment** and answer the mandatory question. If you respond with 'Yes', you will be presented with several further questions to answer.

Section	Course Offering - 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	<p>Parallel enrolment</p> <p>If you will still be enrolled at another university in the semester in which you plan to start studying at HBKsaar please state the name of the other university.</p> <p>HBKsaar will assess your application and decide whether you can be admitted for parallel enrolment. Please include detailed reasons for wishing to undertake parallel studies at two universities in Germany and submit relevant supporting documentation from your first university, such as your certificate of enrolment, academic transcripts, etc</p>	
Health insurance information	<p>*Will you still be enrolled at another university in the semester in which you plan to start studying at HBKsaar?</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	
File Upload		
Confirm choice of intended qualification (with subject)		
Verification of input data		

3.3.9 Health insurance information

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

Section	Course Offering - 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	<p>Health insurance information</p> <p>Information for applicants who have statutory health insurance</p> <p>If you have statutory health insurance, please select 'insured' when specifying your 'Status code for student health insurance data'. You will need to ask a German statutory health insurance provider to send an electronic record of your student status to hbksaar. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Hochschule für bildende Künste, Saarbrücken'. We currently recommend that you include the German text when contacting your HI provider.</p> <p>Information for applicants who have private health insurance</p> <p>If you would like to continue to be covered by private health insurance while you are studying, you must apply to a statutory health insurance provider for exemption to statutory health insurance cover. You will need to ask a German statutory health insurance provider to send an electronic record of your student status to hbksaar. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Hochschule für bildende Künste, Saarbrücken'. We currently recommend that you include the German text when contacting your HI provider.</p> <p>Please select the option 'not insured' when specifying your 'Status code for student health insurance data'.</p> <p>If you have statutory health insurance cover in a Member State of the European Union (other than Germany) or the European Economic Area (EEA), you must ask your home insurance provider to issue you with a European health insurance card (EHIC).</p> <p>You should present your EHIC to a German statutory health insurance fund (e.g. AOK, IKK, BARMER) located in the town or city in which you are studying in Germany. You will need to ask a German statutory health insurance provider to send an electronic record of your student status to hbksaar. Note: The electronic record is referred to in German as 'Datensatz für die Einschreibung an der Hochschule für bildende Künste, Saarbrücken'. We currently recommend that you include the German text when contacting your HI provider. Please select the option 'not insured' when specifying your 'Status code for student health insurance data'.</p> <p>Important information for all applicants</p> <p>We strongly recommend that you refer to the electronic record using its German name 'Datensatz für die Einschreibung an der Hochschule für bildende Künste, Saarbrücken' when contacting a statutory health insurance fund. Please state the following reference code for HBKsaar which the statutory health insurance fund needs to transfer the electronic record. H0001180</p>	
File Upload		
Confirm choice of intended qualification (with subject)		
Verification of input data		

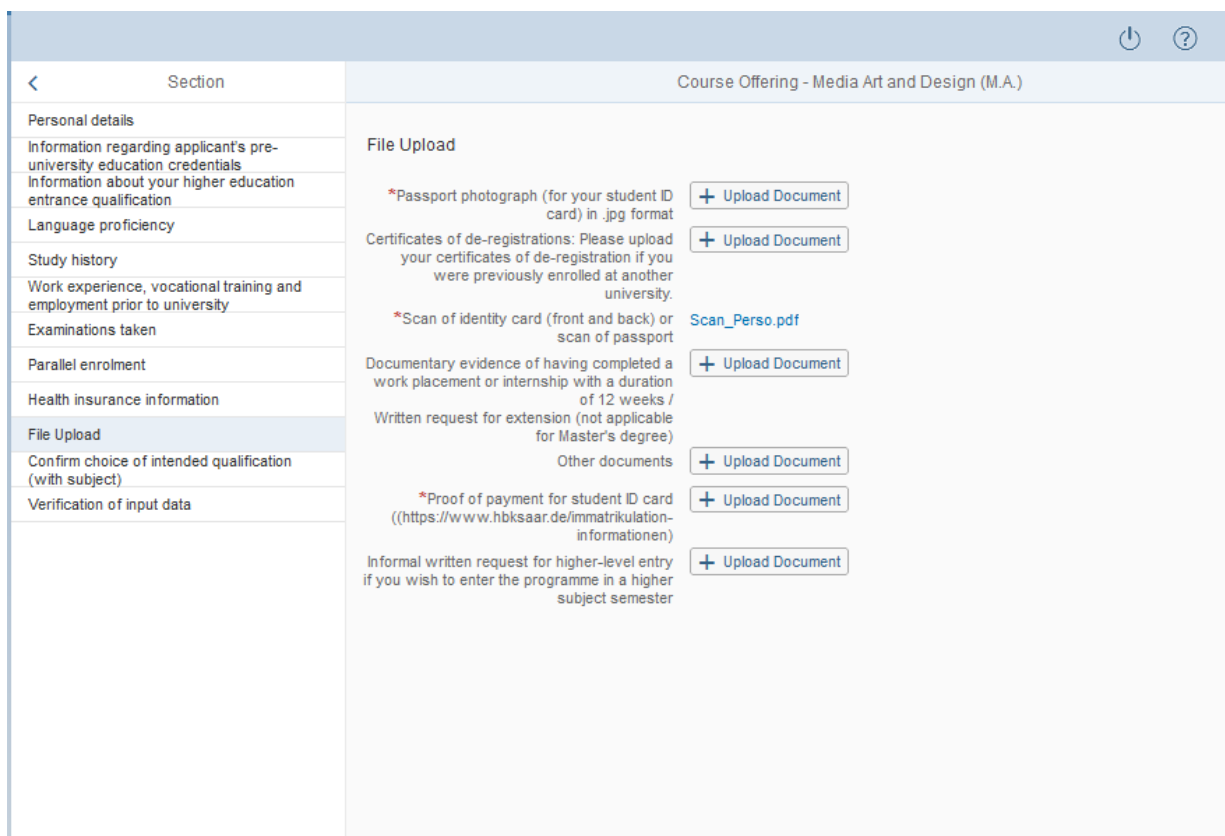
3.3.10 Uploading files

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

 Upload Document

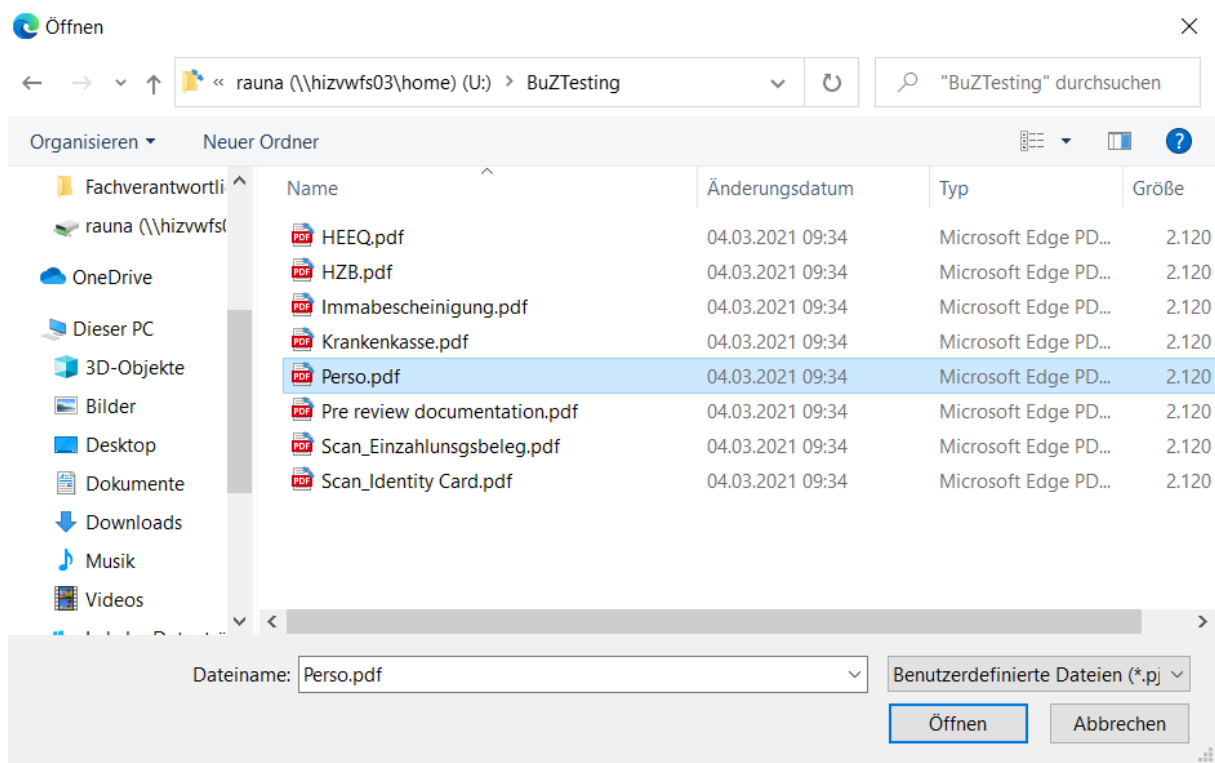
button next to the relevant field. Please take care to ensure that you assign each document to its relevant upload field.

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

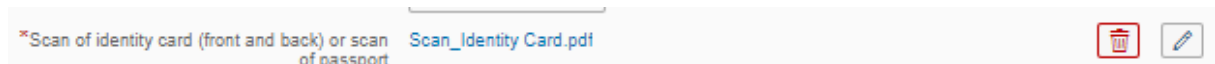


The screenshot shows a web interface for uploading documents. On the left is a sidebar with a list of sections: Personal details, Information regarding applicant's pre-university education credentials, Information about your higher education entrance qualification, Language proficiency, Study history, Work experience, vocational training and employment prior to university, Examinations taken, Parallel enrolment, Health insurance information, **File Upload** (highlighted), Confirm choice of intended qualification (with subject), and Verification of input data. The main area is titled 'Course Offering - Media Art and Design (M.A.)' and contains a 'File Upload' section. It lists several mandatory documents, each with an 'Upload Document' button. The documents are: *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 (with a link to Scan_Perso.pdf); Documentary evidence of having completed a work placement or internship with a duration of 12 weeks / Written request for extension (not applicable for Master's degree); Other documents; *Proof of payment for student ID card ((https://www.hbksaar.de/immatrikulation-informationen)); and 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.



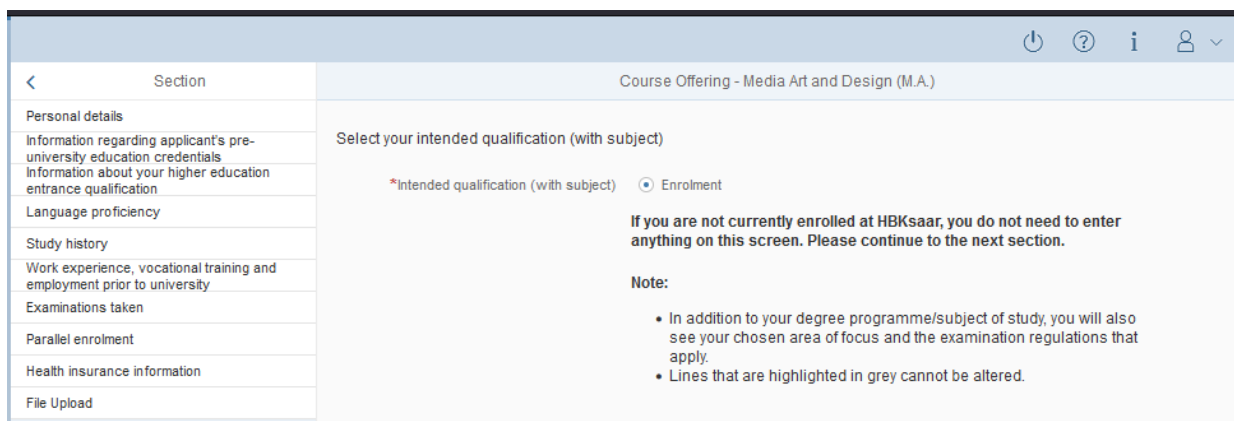
If the file was uploaded successfully, this will be indicated accordingly.



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

*I hereby confirm the disclosures and declarations made above.

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

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

Declaration (in lieu of oath)

I hereby apply to be admitted to HBKsaar on the basis of the information I have provided above.

I hereby declare that the information provided in my application is true, correct and complete.

I am aware that any incorrect information that I supply, either negligently or intentionally, is in contravention of the regulations of HBKsaar and will lead to the revocation of my admission status and - should such misrepresentation be identified after enrolment - to the revocation of my enrolment status.

I also affirm (in lieu of oath) that I have given true information regarding periods of previous academic study and any academic degrees or university qualifications attained.

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

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

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

*Proof of payment of fees

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

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

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

The corresponding regulations can be found here:

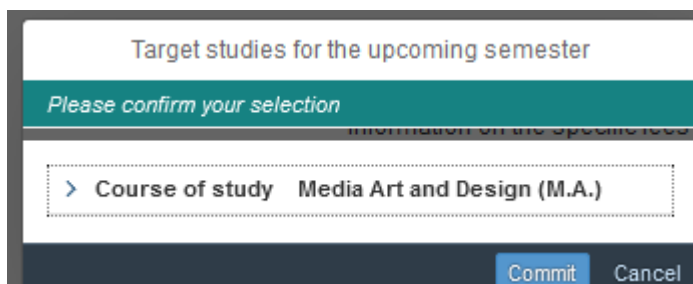
<https://hbksaar.de/service/hochschulrecht>

*I acknowledge and agree to the above.

Save and Return Submit

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

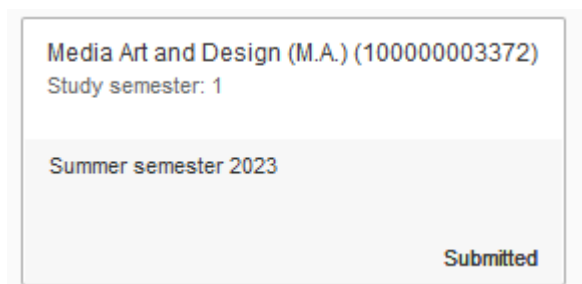
At the end of the process, you will asked to reconfirm the information you have supplied.



Your application to register has been submitted with the confirmation number 100000000090. 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. If you do not see a new tile, please clear your browser cache using the key combination CTRL+F5.

Please check on your start page that the tile for this application displays the status message 'Application submitted'.



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

If the status of your application is still not showing as 'Application submitted', please contact the Admissions Office by email (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!