

# STUDYING EDUTECH: APPLICATION AND ENROLMENT PROCEDURE CHECKLIST

## 1. BEFORE ENROLMENT / APPLICATION

### A) THE UDS (SAARLAND UNIVERSITY) APPLICATION PROCESS

- Fill out the application platform (see also step-by-step instruction slides) at <https://bewerbung4.uni-saarland.de/>
- Do NOT use uni-assist or anything else than the official Saarland University application platform! Please do not send your documents via mail!
- Applications are open from beginning of June to 15<sup>th</sup> July every year
- For uploading your documents (see below which are needed) please merge everything into one single PDF file and upload only this one!

### B) DOCUMENTS YOU NEED FOR EDUTECH

We need the following documents to be in your application (bold is required, italic only optional if applicable):

- **Application transcript** which you receive after using the application platform of UdS (see above)
- **CV**
- **Motivation letter** (why do you want to study EduTech and why do you think your (educational and vocational) experience so far makes you a good asset for our program?)
- **Bachelor certificate**: we need a scan of the original certificate and the **final grade** and **transcript!**
- If you have any *other degrees*, you need proof for them, too (*certificate + transcript*)
- If you do not finish your Bachelor until the date of application, we need a studies secretary's *approved transcript with temporary grade* and what is still missing until you finish – the certificate then needs to be *handed in later during the first semester* of EduTech!
- **English and German language certifications**: both needs to be at least at level B1. We accept any kind of proof, e.g. also confirmation of participation in language courses if they mention the language level. If you are in the middle of a course and have no certificate yet you can mention that in the letter and *hand it in later during the first semester* of EduTech
- *Any other skill or experience* with proof: any internship, professional experience, ... always with a letter, certificate or anything suitable as proof!

Everything must be – if necessary translated – in English or German and where possible a scanning of the original or notarized translations / copies

### C) IN YOUR HOME COUNTRY, IF NOT GERMANY

- Make sure to get a meeting in your embassy asap! It will definitely take time until you get an appointment date. You will probably need the official acceptance letter, which normally are not given out before the complete application process is finish (often around middle of August), however it is possible to get a preliminary, unofficial acceptance that helps in most cases.

- For some countries you are expected to have a German bank account before getting your visa. If so, start early as it takes a lot of paper work! Embassy should tell you exactly what they expect! Some banks are easier to use as others and not every bank is charge-free, so a comparison is sensible.
- If you want scholarships, you most likely will need to apply as early as possible, sometimes even before applying for EduTech! Please check that out in time, e.g. at the DAAD (<https://www.daad.de/en/>)
- Already check for accommodation! Saarbrücken can be full at the time of winter semester beginnings as most students start at that time. Also, if you want to stay in a student dorm (<http://www.studentenwerk-saarland.de/en/Wohnen>) you need to apply months before. So, plan ahead!

## 2. AFTER OFFICIAL ACCEPTANCE / ENROLMENT

### A) IN YOUR HOME COUNTRY

- Read the information leaflet for admitted students and enrolment (see <http://www.uni-saarland.de/en/campus/study/application-and-enrolment/bewerber-informationen-kompakt.html>)!
- Finalize issues with your embassy, finish the visa process
- Book flights which reach Germany on time: semester usually start around middle of October
- Finalize your accommodation plans. If you are too late and have to come to Germany with no assured place to stay we recommend to stay in hostels or the like for a start

### B) FOR UDS

- If accepted, you will get a letter to your home address, follow all steps there! If you have questions, please clarify them with the study secretary (= Studierendensekretariat) of UdS (<http://www.uni-saarland.de/en/campus/study/student-advisory-services/studierendensekretariat.html>)
- Fill out the enrolment documents and provide everything important (passport scan, photograph...) asap
- Pay the enrolment fee and keep the receipt from your bank! You need it as proof that you have already paid.

### C) ONCE IN GERMANY

- Visit the Kartenbüro and the Studierendensekretariat, they will tell you what else you need
- If you have a new address in Germany, tell the Studierendensekretariat to change that for your old one as all important letters will be sent there.
- Normally you will have issues with the health insurance. This can be handled once you are in Germany, the UdS will tell you what to do. The same goes for bank issues. You will
- Try to find out how the UdS network functions: you will need to register for courses and their exams online (in the so-called LSF system), you will get a student e-mail address (all e-mails from University will be sent to this one so make sure to forward your mails to your main address if you do not want to use the student mail address!)