

STUDYING EDUTECH: APPLICATION AND ENROLMENT PROCEDURE CHECKLIST

1. BEFORE ENROLMENT / APPLICATION

A) THE UDS (SAARLAND UNIVERSITY) APPLICATION PROCESS

- Complete the [official application form](#) (see also step-by-step instruction slides)
- Do NOT use uni-assist or anything else than the official Saarland University application form. Do not send your documents via (e)mail.
- Applications are open from beginning of June to 15th 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 (in **bold**: always required; in *italics*: only if applicable):

- **Applicant petition (“Antrag auf Zulassung”)** which you receive after using the application form of UdS (see above), do not forget to sign it!
- **Bachelor’s degree certificate** including the **final grade** and the **transcript** of the courses you completed
- **Motivation letter** (one page) with a focus on the following key topics: Describe potential prior knowledge and experiences with research methods and/or programming. Why do you want to study EduTech? What do you expect from this program? Critically reflect on your prior experiences with designing learning environments and using technologies for teaching and learning
- Proof of **English** language skills on at least level B2 (CEFR)
- If you have any *other relevant degrees*, you need proof for them too (*certificate + transcript*)
- If your Bachelor’s degree is not completed yet at the date of application, you will need to give *proof of your study progress* so far (transcript of records with temporary grade) and further, give proof that you are *registered for all missing exams*. This proof needs to be signed and stamped by your university’s examination office. The final documents then need to be *handed in* until the end of the first semester the latest.

All documents must be in **English or German language**. For any other language, you need to provide certified translations along with scans of the original documents.

C) IN YOUR HOME COUNTRY, IF NOT GERMANY

- If you need a visa, make sure to get an appointment with your embassy as soon as possible (it often takes a lot of time to get an appointment). You will probably need the official admission letter for your appointment. The official admission / rejection letters are sent after all applications have been checked, normally in August. However, if you urgently need it, we can possibly give you a preliminary, unofficial acceptance letter for your appointment.
- 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. The embassy should tell you exactly what they expect. Some banks are easier to use as others and not every bank is free of charge, 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](#)

- Already check for accommodation! Saarbrücken can be rather crowded at the time when the winter semester begins as most students start their studies at that time and are looking for housing. Also, if you want to stay in a [student dorm](#), you need to apply months before. So, plan ahead!

2. AFTER OFFICIAL ACCEPTANCE / ENROLMENT

In general, the [Welcome Center](#) of UdS provides lots of information and support, for example for finding accommodation.

A) IN YOUR HOME COUNTRY

- Read the [information for admitted students](#) and enrolment
- Finalize issues with your embassy, finish the visa process
- Book flights which reach Germany in time. The [winter semester](#) usually start around middle of October.
- Finalize your accommodation plans. If you have not found a place to live yet, we recommend to stay in hostels or the like for a start

B) FOR UDS

- If accepted, you will get an admission letter to your home address; follow the required [steps](#). If you have questions, please clarify them with the "[Studierendensekretariat](#)" (admissions office) of UdS.
- Fill out the enrolment documents and provide all required documents everything important (passport scan, photo, ...)
- 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](#)" (handling the student IDs) and the "[Studierendensekretariat](#)" (admissions office), they will tell you what else you need
- If you have a new address in Germany, tell the Studierendensekretariat to update that 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.
- 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)

Don't worry – the first days may feel overwhelming, but everything will work out eventually. Our tutors also prepare an introductory event at the beginning of the semester that will help you orienting yourself.