



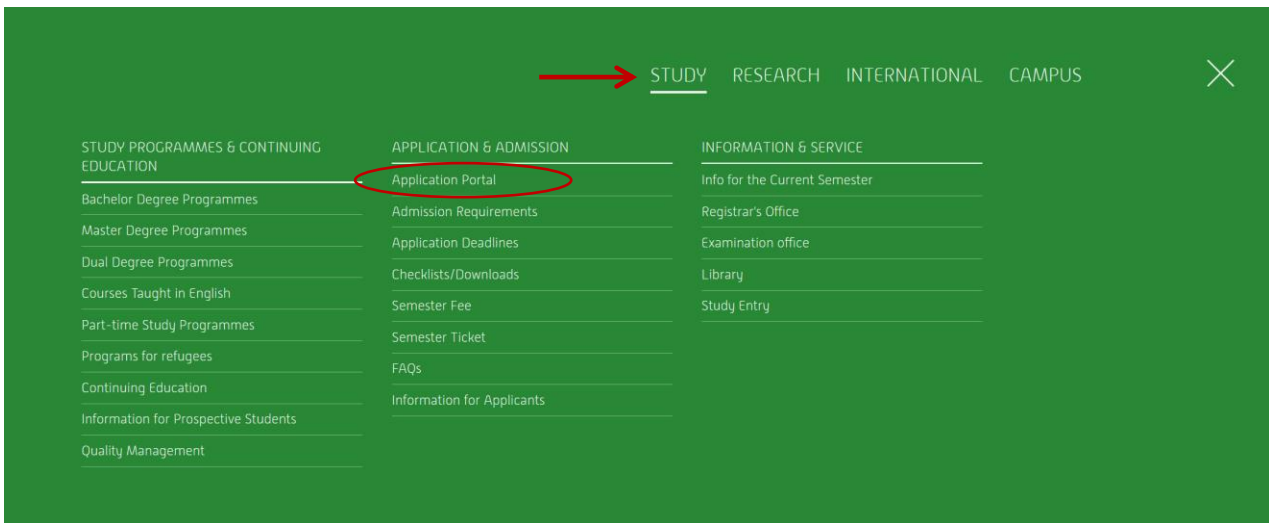
Umwelt-Campus  
Birkenfeld

H O C H  
S C H U L E  
T R I E R

# Short guide

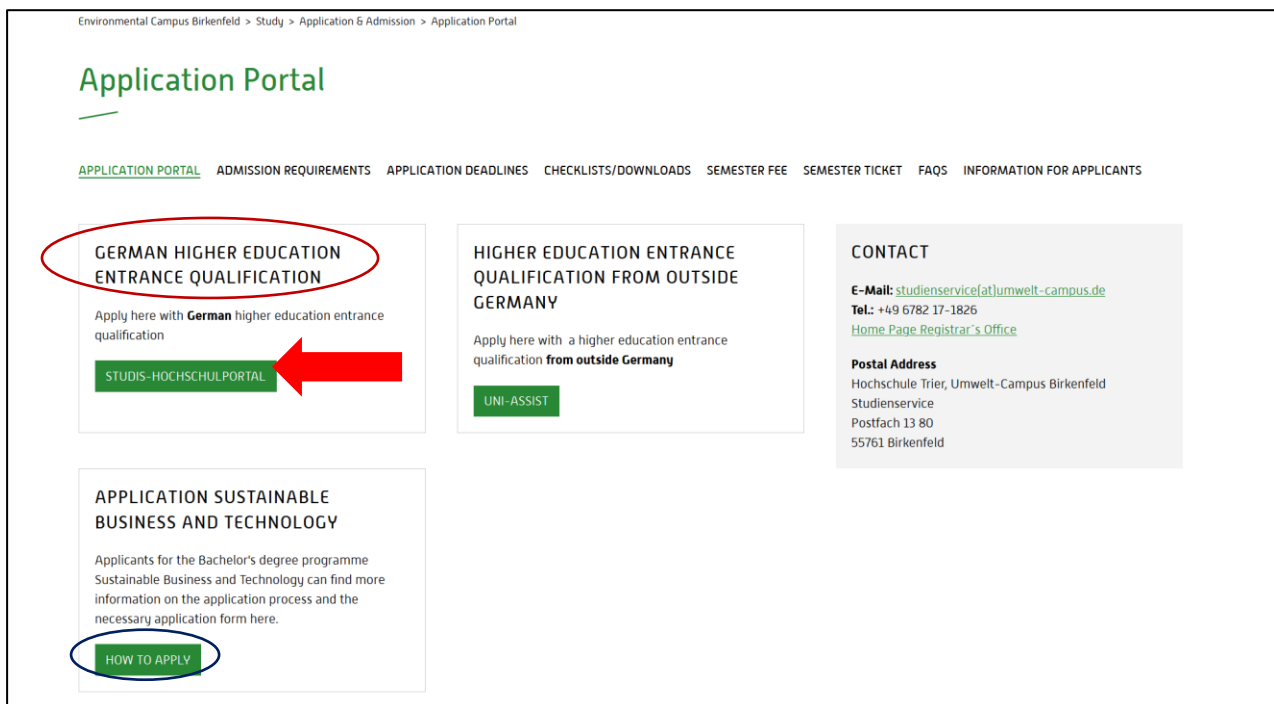
**Application for Sustainable Business  
and Technology**

1. Enter the following URL: [www.umwelt-campus.de](http://www.umwelt-campus.de) in your browser and click on "Application Portal" in the menu "Study".

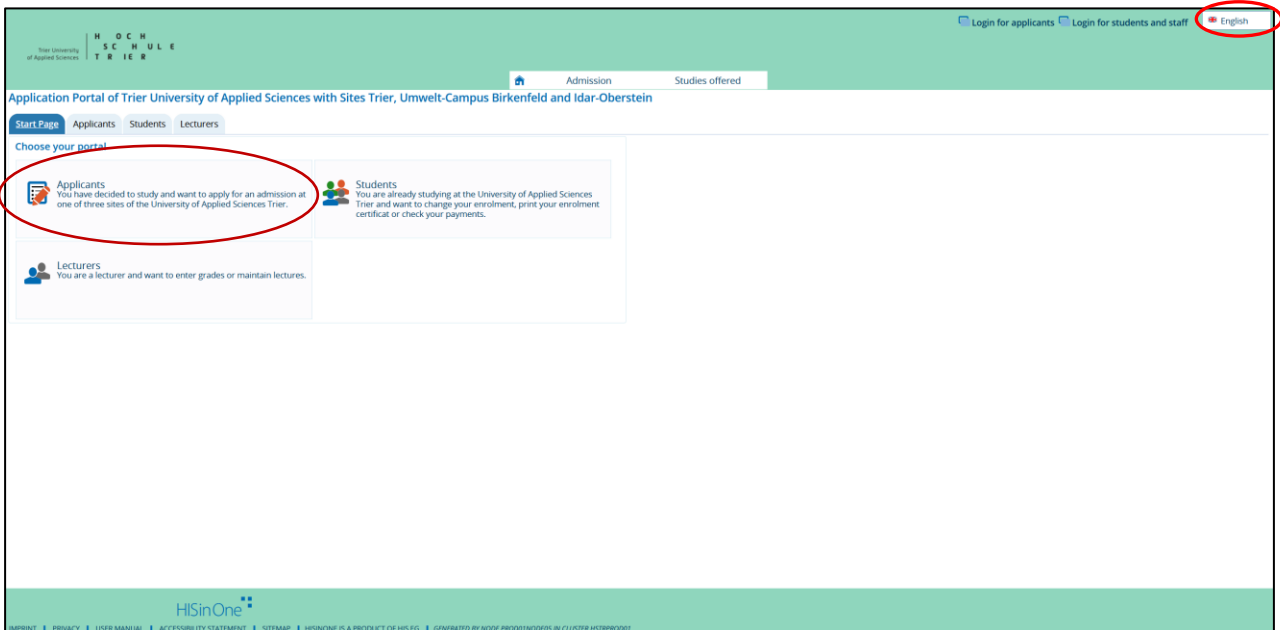


2. Select the button "StudIS-Hochschulportal" in the box "German higher education entrance qualification".

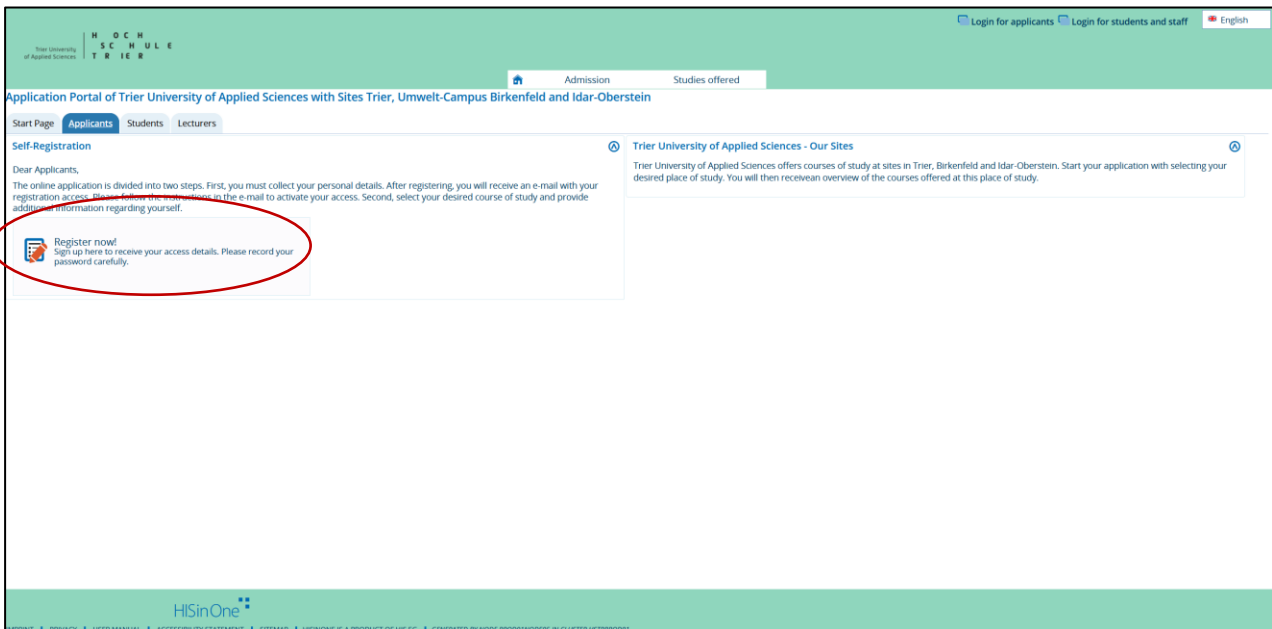
Detailed information about the application process can be found under "How to apply"



3. Choose the language "English" and click the button "Applicants".



4. Click the button "Register now!" and start the registration.



5. Enter your personal data, agree with the data protection regulations and click on "Register".

Don't forget to tick the data privacy policy and please make a note of your password!

The screenshot shows the 'Self-Registration' form on the HISinOne portal. The form is divided into several sections: 'Personal details', 'Contact information', and 'Password'. The 'Personal details' section includes fields for Last Name, First Name, Given names, Gender, Name prefix, Date of birth, Place of birth, Country of birth, Name at birth, Nationality, and 2. Nationality. The 'Contact information' section includes Country (set to Germany), Addition to address, Street address, Post / zip / area code, City or town, Telephone number, Mobile phone number, E-mail address, and E-mail address (repeat). The 'Password' section includes Password and Repeat password fields, a security question (Please sum 11 and 6 up), and a response to the security question. A checkbox for 'I have read and accept the data privacy policy mentioned below' is checked and circled in red. A 'Register' button is located at the bottom of the form. On the right side, there is an 'Information' section with contact details and a warning about remembering user identification and password.

6. Follow the instructions to verify your e-mail after the registration.

The screenshot shows the 'Self-Registration' confirmation page on the HISinOne portal. The page has a green header with navigation links for 'Home', 'Admission', and 'Self-Registration'. The main content area contains a message: 'Thank you for registering. We have sent you an email welcoming you to our campus. Please follow the instructions to activate your account. The email also tells you user account which you need to log in after you have activated your account.' Below the message is a link labeled 'verify your E-Mail' with a red arrow pointing to it. The footer contains the HISinOne logo and a list of links: IMPRINT, PRIVACY, USER MANUAL, SITEMAP, HISINONE IS A PRODUCT OF HIS EG, and GENERATED BY NODE PRODUKTION IN CLUSTER HSTRPRODUKTION.

## 7. Check your E-Mail account and use the verification link.

Welcome, Mr Mustermann,

Welcome to Trier University of Applied Sciences with sites at  
- Trier  
- Umwelt-Campus Birkenfeld and  
- Idar-Oberstein.

We have reserved the following user data for you:  
User ID: f-staudt94@web.de  
Password: Your created password

In order to confirm your e-mail address using the following link:  
[https://www.studis.hochschule-trier.de/gisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?\\_flowId=selfRegistrationVerification-flow&token=db66027d-222f-483e-b57f-e912b930c365&navigationPosition=functions.mailVerification](https://www.studis.hochschule-trier.de/gisserver/pages/psv/selbstregistrierung/pub/mailverifizierung.xhtml?_flowId=selfRegistrationVerification-flow&token=db66027d-222f-483e-b57f-e912b930c365&navigationPosition=functions.mailVerification)

If your e-mail program does not display a direct reference, please copy the complete line into the address line of your browser window.

Alternatively, you may enter the following activating code which you find in the menu item 'e-mail verification': db66027d-222f-483e-b57f-e912b930c365

Please save this e-mail until the end of the admission process!

**Important additional information:**  
After verification of the applicant account, please apply at the portal for the desired course of study. Please note that you must print, sign, and submit the application to the university in due time, otherwise, your application is deemed invalid.

Any questions?  
If you have any questions concerning studies at Umwelt-Campus Birkenfeld or Idar-Oberstein please contact us at Student Service, Umwelt-Campus Birkenfeld.  
Phone: +49 6782 17-1826  
E-Mail: studienservice@umwelt-campus.de

If you have questions concerning studies at Trier, please contact the student service at  
Phone: +49 651 8103-335  
E-Mail: studienservice@hochschule-trier.de

Sincerely, Trier University of Applied Sciences

This is an automated message. Please do not reply.

## 8. Login with your user name and your password.

You are here: Home > Admission > E-Mail Verification

### E-Mail Verification

Your verification has been successful.  
Please sign in with the username (your e-mail address) and your password.

User name:   
Password:   
  
[Login for students and staff](#)

**Information**

**Welcome**  
The self-chosen account was mailed to you.

**IMPORTANT**  
Please remember your user data, you will need them once in a while to log in to the application portal.

HISinOne  
PRINT | PROXY | USER MANUAL | ACCESSIBILITY STATEMENT | SITEMAP | HISINONE IS A PRODUCT OF HIS-EG | GENERATED BY NODE SCHUBIN00001 IN CLUSTER HTBRSCHUB1

## 9. Start your application.

search menu

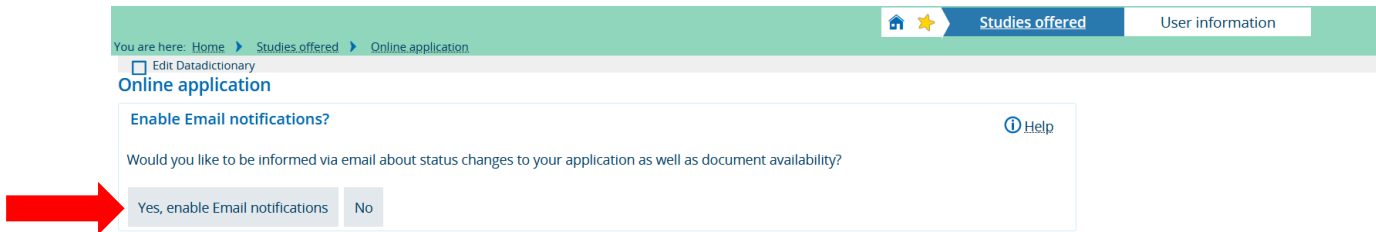
Studies offered | User information | Bookmarks

Application Portal of Trier University of Applied Sciences with Sites Trier, Umwelt-Campus Birkenfeld and Idar-Oberstein

Your Applications

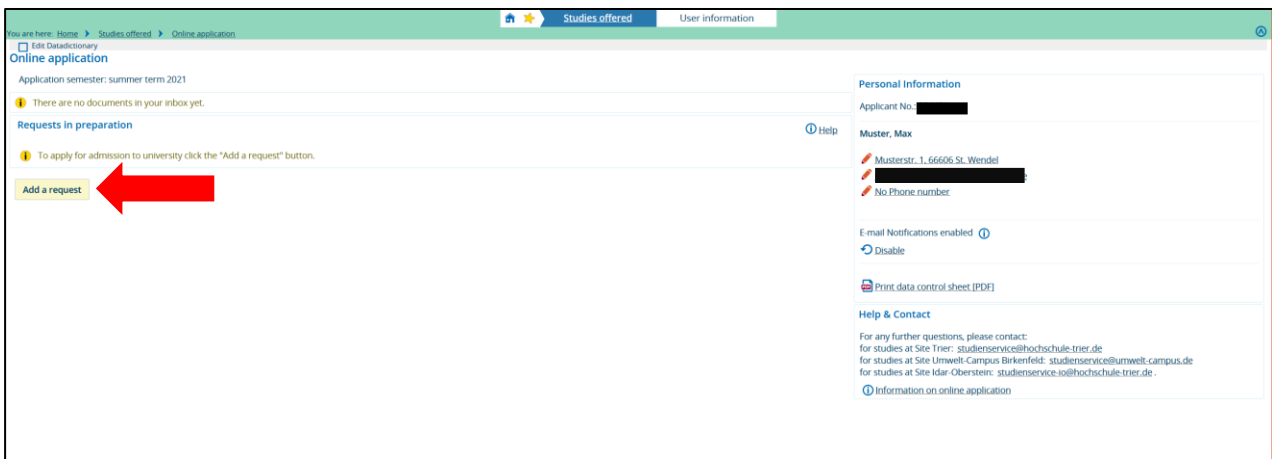
## 10. Enable your Email notifications

If you would like to be informed via email about status changes to your application as well as document availability, please enable the email notifications



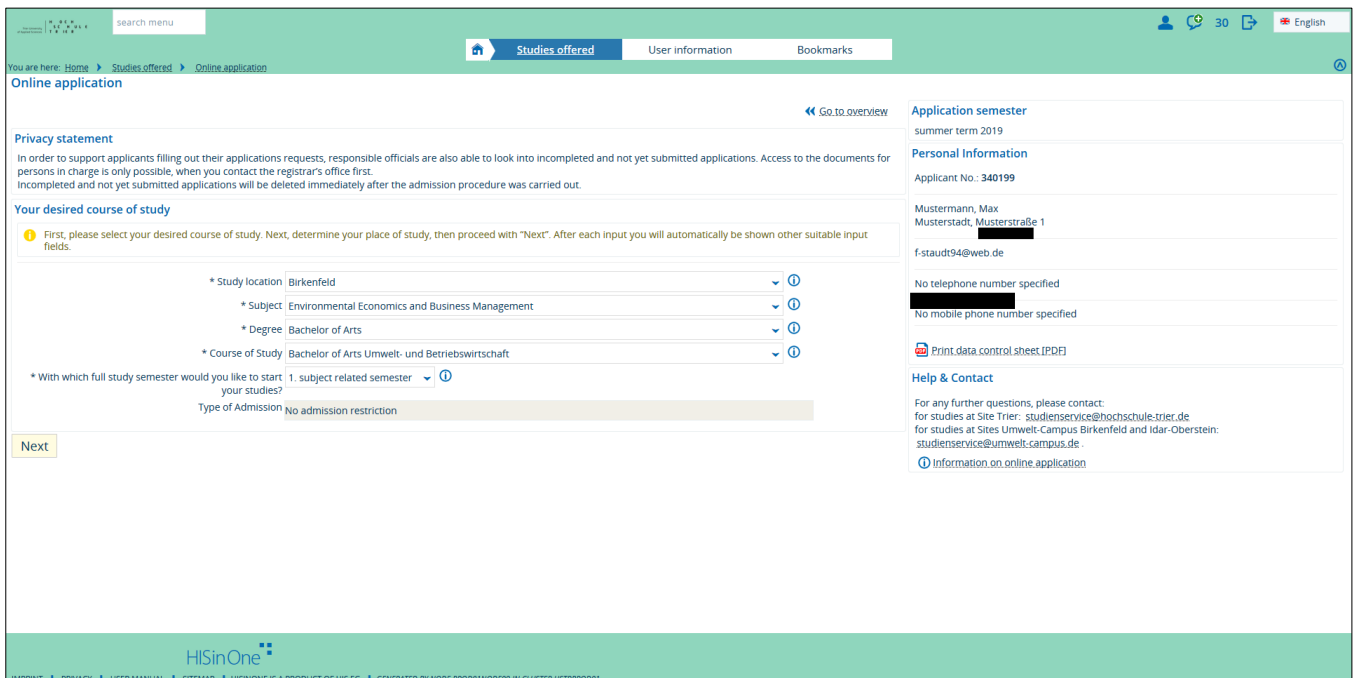
The screenshot shows the 'Enable Email notifications?' form. At the top, there is a breadcrumb trail: 'You are here: Home > Studies offered > Online application'. Below this, there is a link to 'Edit Datadictionary' and the title 'Online application'. The main question is 'Would you like to be informed via email about status changes to your application as well as document availability?'. There are two buttons: 'Yes, enable Email notifications' and 'No'. A red arrow points to the 'Yes' button. A 'Help' icon is located in the top right corner of the form.

## 11. Add your request.



The screenshot shows the 'Requests in preparation' section. At the top, there is a breadcrumb trail: 'You are here: Home > Studies offered > Online application'. Below this, there is a link to 'Edit Datadictionary' and the title 'Online application'. The main section is 'Requests in preparation'. There is a message: 'There are no documents in your inbox yet.' Below this, there is a message: 'To apply for admission to university click the "Add a request" button.' There is a yellow button labeled 'Add a request'. A red arrow points to this button. On the right side, there is a 'Personal Information' section with fields for 'Applicant No.', 'Muster, Max', 'Musterstr. 1, 66606 St. Wendel', and 'No Phone number'. There is also a 'Help & Contact' section with contact information for Site Trier, Site Umwelt-Campus Birkenfeld, and Site Idar-Oberstein.

## 12. Choose your course of study – study location: Birkenfeld – Subject: Sustainable Business and Technology.



The screenshot shows the 'Your desired course of study' form. At the top, there is a search menu and a breadcrumb trail: 'You are here: Home > Studies offered > Online application'. Below this, there is a link to 'Edit Datadictionary' and the title 'Online application'. The main section is 'Your desired course of study'. There is a message: 'First, please select your desired course of study. Next, determine your place of study, then proceed with "Next". After each input you will automatically be shown other suitable input fields.' There are several dropdown menus: '\* Study location' (Birkenfeld), '\* Subject' (Environmental Economics and Business Management), '\* Degree' (Bachelor of Arts), and '\* Course of Study' (Bachelor of Arts Umwelt- und Betriebswirtschaft). There is also a dropdown for '\* With which full study semester would you like to start your studies?' (1. subject related semester). Below this, there is a 'Type of Admission' field (No admission restriction). At the bottom, there is a yellow button labeled 'Next'. On the right side, there is an 'Application semester' section (summer term 2019), a 'Personal Information' section (Applicant No.: 340199, Mustermann, Max, Musterstadt, Musterstraße 1, f-staudt94@web.de), and a 'Help & Contact' section with contact information for Site Trier, Site Umwelt-Campus Birkenfeld, and Site Idar-Oberstein.

13. Please enter your university entrance qualification – Use the

Confirm that your data is correct and submit the request.

The screenshot shows the 'Online application' page for a Bachelor of Arts program. The page is divided into several sections:

- Your Application Request - Request #1**: Includes a 'Go to overview' link and two warning icons: 'Check your data before submitting' and 'The application is possible to Mar 24, 2019'.
- Your desired course of study**: Lists 'Bachelor of Arts Umwelt- und Betriebswirtschaft', 'Begin term of study submitted 1', 'Status In preparation', and 'Type of Admission No admission restriction'.
- Immatrikulationszeiträume Bachelor of Arts Umwelt- und Betriebswirtschaft 1. Fachsemester:** '1.-6. Semester: from Dec 17, 2018 to Mar 24, 2019'.
- Confirm statements and submit application request**: A checkbox labeled 'I hereby confirm that the data entered is correct' is checked and highlighted with a red box. Below it is a 'Submit request' button with a red arrow pointing to it.
- Application semester**: 'summer term 2019'.
- Personal Information**: 'Applicant No.: 340199', 'Mustermann, Max', 'Musterstadt, Musterstraße 1', 'f-staudt94@web.de', 'No telephone number specified', and 'No mobile phone number specified'.
- Print data control sheet (PDF)**: A link to a PDF document.
- Help & Contact**: Contact information for the study service at Site Trier and Sites Umwelt-Campus Birkenfeld and Idar-Oberstein.

The footer contains the 'HISinOne' logo and technical information: 'IMPRINT | PRIVACY | USER MANUAL | SITEMAP | HISINONE IS A PRODUCT OF HIS EG | GENERATED BY NODE PRO001/MODE09 IN CLUSTER HSTRPRO001'.

Please print out the application, sign it and send it to us by scan with a copy of your identity card or passport and a photo as jpg.