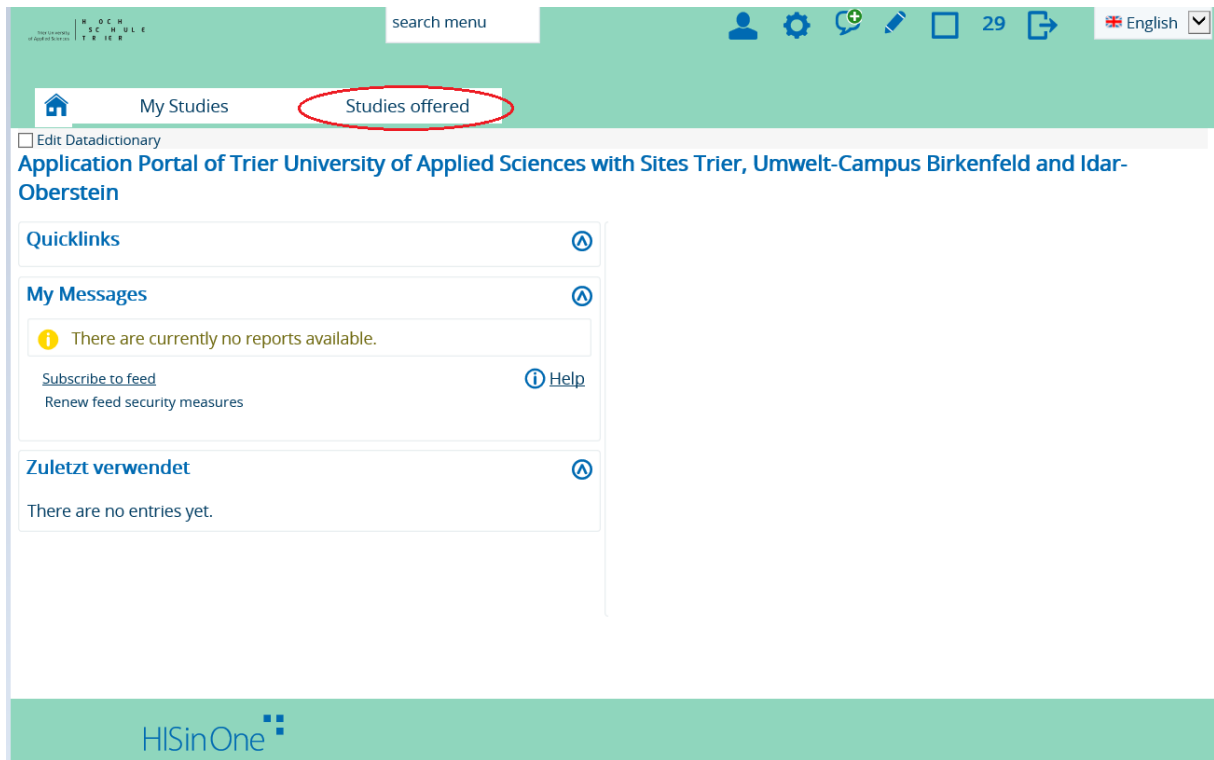


Short guide „Request Change of Enrollment“

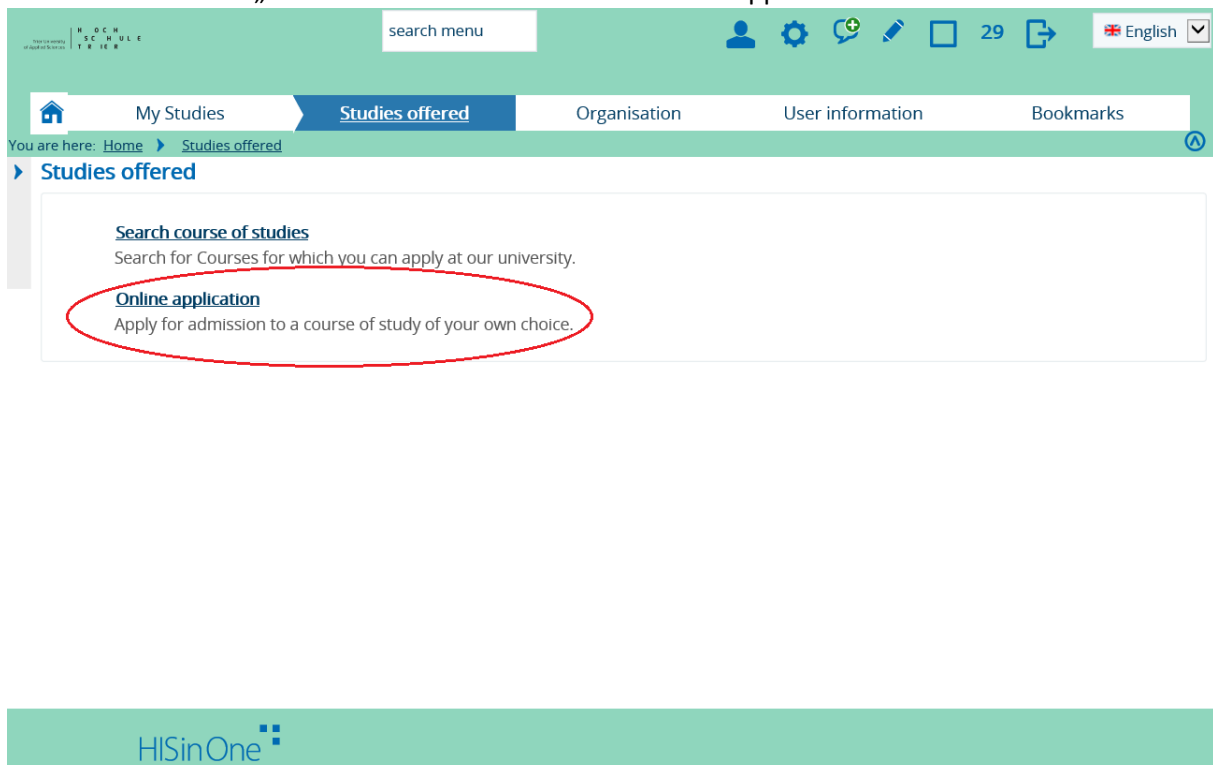
You change the enrollment in the following cases:

- Change of degree program
- Transition Bachelor-Master
- Change of examination regulations

1: Enter the following URL: <https://studis.hochschule-trier.de> in your browser and login with a click on “Login via Shibboleth”.



2: View menu item „Studies offered“ and submenu “Online application”



3: Before you now submit an application using the "Add a request" button, you must first update or confirm your address and e-mail address.

The screenshot shows the 'Online application' page. The 'Add a request' button is circled in red. The right sidebar contains several warning messages, with 'Edit address' and 'Edit e-mail' links also circled in red.

search menu

English

My Studies Studies offered Organisation User information Bookmarks

You are here: Home > Studies offered > Online application

Online application

Requests in preparation

To apply for admission to university click the "Add a request" button.

Add a request

Application semester
summer term 2019

Personal Information

Applicant No.:
Matriculation No.:

Please add a postal correspondence address.
Edit address

Please add an e-mail address.
Edit e-mail

No telephone number specified
Edit phone number

4: After you have selected "Add a request", you have to select the study location and subject in the next step and press the "Next" button.

The screenshot shows the 'Online application' page at the 'Your desired course of study' step. The 'Next' button is circled in red. The right sidebar shows the same warning messages as in the previous screenshot.

search menu

English

My Studies Studies offered Organisation User information Bookmarks

You are here: Home > Studies offered > Online application

Online application

Go to overview

Privacy statement

In order to support applicants filling out their applications requests, responsible officials are also able to look into incomplected and not yet submitted applications. Access to the documents for persons in charge is only possible, when you contact the registrar's office first. Incomplected and not yet submitted applications will be deleted immediately after the admission procedure was carried out.

Your desired course of study

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.

* Study location Trier

* Subject Please select...

Next

Application semester
summer term 2019

Personal Information

Applicant No.:
Matriculation No.:

Please add a postal correspondence address.

Please add an e-mail address.

No telephone number specified

No mobile phone number specified

Print data control sheet [PDF]

Help & Contact

5: You finish the application process with the function "Submit request".

The screenshot shows the 'Online application' page. The 'Requests in preparation' section contains one request, 'Request #1', for 'Bachelor of Arts Business Management (Co-operative Studies), 1. subject related semester'. The status is 'in preparation'. A red circle highlights the 'Submit request' button. Below the request, there is an information icon and the text 'The application is possible to Jan 31, 2019.' To the right, the 'Application semester' is 'summer term 2019'. The 'Personal Information' section includes fields for 'Applicant No.' and 'Matriculation No.', with links to 'Edit address', 'Edit e-mail', 'Edit phone number', and 'Edit mobile number'. A 'Help' icon is visible in the top right of the request section.

6: Finally, you have to push the button "Request for enrollment".

The screenshot shows the 'Online application' page after the request has been submitted. The 'Submitted requests' section now contains 'Request #1' with a status of 'Open admission'. A red circle highlights the 'Request for enrollment' button. Below the request, there is an information icon and the text 'The enrollment is possible to Jan 31, 2019.' To the right, the 'Application semester' remains 'summer term 2019'. The 'Personal Information' section is the same as in the previous screenshot. A 'Help' icon is visible in the top right of the request section. Below the 'Submitted requests' section, there is a 'Requests in preparation' section with an information icon and the text 'To apply for admission to university click the "Add a request" button.' and an 'Add a request' button.

7: Now you can print the PDF "Print the enrollment request". Please follow the instructions on the first page of the PDF document.

You are here: [Home](#) > [Studies offered](#) > [Online application](#)

Edit Datadictionary

Online application

Requests for enrollment Help

Status of my application / missing documents

What is the status of my application?

All your requests are listed on this page. You will see the status of each request right next to the request.

What's the status?

Status: request for enrollment submitted
You have filled out the online application. The next steps are:
1. Print out the enrollment request (cover letter).
2. Attach the documents listed [here in section "missing documents"](#). (Please note: if link doesn't work, please try to login again).
3. Submit the signed cover letter and the missing documents to the address printed in the enrollment request.
As soon as we have received the written request for enrolment, the status of the request changes to "request for enrollment in process".

Status: request for enrollment in process
We check your documents. Check [here](#) if your documents have been accepted and submit the missing documents. If all documents are complete you get a request of payment for the semester fee. If any document will be missed, we will send you a request via e-mail.

Status: request for enrollment accepted
After receipt of the money on our account, the status of the application changes to "request for enrollment accepted" and you will receive a letter with the enrolment documents to your home address. You are now student at the Trier University of Applied Sciences with Sites Trier, Umwelt-Campus Birkenfeld and Idar-Oberstein.

Request #1 Status: request for enrollment submitted

Bachelor of Arts Business Management (Co-operative Studies), 1. subject related semester	No admission restriction	Status: request for enrollment submitted
--	--------------------------	--

Info
You are or were already enrolled. Please direct your entry of a new degree program to the registrar's office.

[print the enrollment request](#) [Show details](#) [Relinquish university place](#)

Application semester

summer term 2019

Personal Information

Applicant No.:
Matriculation No.:

[Edit address](#)

[Edit e-mail](#)

No telephone number specified
[Edit phone number](#)

No mobile phone number specified
[Edit mobile number](#)

[Print data control sheet \(PDF\)](#)

Help & Contact

For any further questions, please contact:
for studies at Site Trier: studien-service@hochschule-trier.de
for studies at Sites Umwelt-Campus Birkenfeld and Idar-Oberstein: studien-service@umwelt-campus.de

[Information on online application](#)