



Umwelt-Campus
Birkenfeld

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

Short guide

Request for change of enrollment

Quick guide "Request for change of enrollment"

You make a change of enrollment in the following cases:

- Change of degree program
- Bachelor/Master transition
- PO change

The application is made in digital form. If everything is in order, you will receive an admission letter. In this admission letter, you will be informed about the further procedure. The degree programme must be accepted and enrolment must be applied for.

1. enter the following URL in your browser: <https://studis.hochschule-trier.de> and log in to the system with your university ID.

2. call up the menu item "Studies offered"

The screenshot shows the application portal interface. At the top, there is a navigation bar with 'Home', 'My Studies', 'Studies offered' (circled in red), and 'Service'. Below the navigation bar, there are checkboxes for 'Edit Datadictionary' and 'Show extended information'. The main header reads 'Application Portal of Trier University of Applied Sciences with Sites Trier, Umwelt-Campus Birkenfeld and Idar-Oberstein'. The main content area is divided into several sections:

- Your Deutschlandsemesterticket:** Features the 'D-TICKET' logo and text explaining that from the winter semester 2024, tickets are distributed via transport company apps. It provides instructions for users at Trier (using Portazon app) and Umwelt-Campus Birkenfeld or Idar-Oberstein (using NETINERA-Tickets app).
- Change of enrolment:** Includes an 'Important hint!' and instructions to use the 'Studies offered' menu item for online applications. It also includes a note about logging out and back in if an error occurs.
- Quicklinks:** A grid of colored buttons for 'Student Service', 'OLAT', 'QIS', and 'StudIP', each with a brief description of the service.

On the right side, there is a 'My Messages' section with a dropdown arrow, showing 'There are currently no reports available.' and a link for 'My communication channels'.

3. Call up the "Study application" function

Home My Studies Studies offered Service

Edit Datadictionary Show extended information

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

Studies offered

Application
Apply for admission to a course of study of your own choice.

4. Select the desired function at "Enable e-mail notification?"

Home My Studies **Studies offered** Service

Edit Datadictionary Show extended information

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

Application : e-mail notifications and consents

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Consent to receive emails with general information

The university would like to inform you about studying at the university. We need your consent for this.
If you agree, your contact details, the degree programme you have chosen, the semester you have applied for and the status of your application will be sent to the relevant departments.

Do you agree that the university may send you such information about your degree programme application via e-mail?

[Additional information...](#)

I agree to the terms stated above.

I reject the terms stated above.

Save selection



5. select the button "Add a request"

Home My Studies Studies offered Service

Edit Datadictionary Show extended information

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

Application

Application semester: winter term 2025/26

ⓘ There are no documents in your inbox yet. ⓘ

Unsubmitted requests ⓘ Help

ⓘ To apply for a study place, click on "Add a request". Please note that you can submit a maximum of 3 applications.

+ Add a request

Personal Information

Applicant number:
Registration number:
Username:

✂ No postal address
✂ No e-mail address
✂ No phone number

E-mail notifications enabled
↻ Disable ⓘ

Consent to receive emails with general information is given
↻ Withdraw consent ⓘ

🖨 Print data control sheet [PDF]

Help & Contact

For any further questions, please contact:
for studies at Site Trier: bewerbung-studium@hochschule-trier.de
for studies at Site Umwelt-Campus Birkenfeld: bewerbung-studium@umwelt-campus.de
for studies at Site Idar-Oberstein: bewerbung-studium-io@hochschule-trier.de.

Please always include your applicant number and your name in the subject line of any application questions!

ⓘ [Information on online application](#)

HiSinOne Default language English

6. After you have selected "Add a request", enter the place of study, the subject and the semester in the next step and press the "Next" button.

Home My Studies **Studies offered** Service

Edit Datadictionary Show extended information

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

Application

Application semester: winter term 2025/26

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Advice on application

You can interrupt your application at any time and continue later.

Data privacy notice: Incomplete and unsubmitted application requests are saved for the time being. In order to support applicants with filling out their application requests, incomplete and unsubmitted application requests can also be viewed by the staff of the Registrar's Office. Your request will only be viewed if you contact the Registrar's Office.

Your desired course of study

Please select the course of study you would like to apply for. First, please select the study location.
After selecting your course of study and clicking on "Next", you will be asked for all the necessary information for the application in the further steps.

Note on changing subjects: If you are currently studying a combined degree (i.e. a course of study with multiple subjects, e.g. teaching) and are looking to change your subject, then select the subject/subjects you want to continue your studies with and also the subject/subjects you want to study for the first time.

Note on changing degree program/double degree program: If you are looking to change your degree program or for a double degree program, you can apply for enrolment once you have been admitted. In doing so, you determine whether the request should be studied in addition to your previous studies (double degree program) or whether a previous degree should be completed and replaced by this request (change of degree program).

* Study location	<input type="text"/>	
* Subject	<input type="text"/>	
* Degree	<input type="text"/>	
* Course of Study	<input type="text"/>	
* With which full study semester would you like to start your studies?	<input type="text"/>	
Type of admission	No admission restriction	

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[Information on online application](#)

[← To overview](#) [Next →](#)

Debug-Infos zu ausgefilterten Studiengängen:

7. Confirm the specified higher education entrance qualification with "Next" or add another higher education entrance qualification.

Home My Studies **Studies offered** Service

Edit Datadictionary Show extended information

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

Application - Request #1 B.Eng. Renewable Energy, 1. subject-related semester

Application semester: winter term 2025/26

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Entrance qualification 1. Request Help

Bachelor of Engineering Renewable Energy, 1. subject-related semester

* Please select an entrance qualification to take part in the admissions allocation procedure for the course of study Bachelor of Engineering Renewable Energy, 1. subject-related semester.

[Add further entrance qualification](#)

[← To overview](#) [Next →](#)

Personal Information

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[Information on online application](#)

8. Check the given information about the second study, correct it if necessary and confirm with the "Next" button.

Home My Studies **Studies offered** Service

Edit Datadictionary Show extended information

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

Application - Request #1 B.Eng. Renewable Energy, 1. subject-related semester

Application semester: winter term 2025/26

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Second degree

i Please enter the total number of semesters you have studied at other German universities. Please do not enter any semesters that you have completed abroad.
Please also indicate whether you have already completed a degree programme at a German university.

* Semesters studied so far (including the current semester)

* Studies completed? Yes No **i**

Vocational training

i Have you already completed a vocational training? If so, check "yes", otherwise, check "no".

* Vocational training completed? Yes No

Service completed?

i Please indicate whether you have performed a service (e.g. military service, civilian service, voluntary service (voluntary social year, etc.), development aid worker, or care of a biological or adopted child under 18 years of age or other dependents in need of care for up to three years.
If so, you are preferred over other applicants who would be ranked equally but haven't completed a service.

* Have you completed a service? Yes No

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Please always include your applicant number and your name in the subject line of any application questions!

i [Information on online application](#)

[← To overview](#) [← Back](#) [→ Next](#)

9. For applications with additional language requirements, please upload proof of language proficiency.

Home My Studies Studies offered Service

DataDictionary bearbeiten Erweiterte Informationen anzeigen

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

Application - Request

Application semester: winter term 2025/26

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Additional application documents for study programs with additional language requirement

 Upload your specific documents here. All requested documents must be uploaded individually as PDFs in the corresponding upload fields. Incorrect or incomplete documents can be uploaded to the portal upon request within the application deadline. An application for admission is considered not to have been submitted unless all documents have been received by the university within the specified deadline.

 You only need to upload the required language certificate.

* Language certificate Choose file (click here or drop in here, max 10 file or files) 

← To overview ← Back → Next

Personal Information

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 [Information on online application](#)

10. Please check and confirm your details and submit your application.

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

Application - Request

Application semester: winter term 2025/26

Your application request - Request #1

Many Thanks. You have entered all the information required for your application. Please check your data before submitting. If your entries are complete and correct, you can submit the request at the bottom of the page using the "Submit request" button.

You can submit your application until Sep 15, 2025.

Request #1		Status: In preparation
Bachelor of Arts Sustainable Business and Law, 1. subject-related semester	No admission restriction	Status: In preparation

Entrance qualification

Type of university entrance qualification _____
Average grade _____
Date of acquirement _____
Acquired at _____
County _____

Second degree

Previous semesters in higher education: _____
Studies completed? _____

Further career particulars

Have you completed a service? _____
Have you finished a vocational training? _____

Additional application documents for study programs with additional language requirement

Upload your specific documents here. All requested documents must be uploaded individually as PDFs in the corresponding upload fields. Incorrect or incomplete documents can be uploaded to the portal upon request within the application deadline. An application for admission is considered not to have been submitted unless all documents have been received by the university within the specified deadline.

You only need to upload the required language certificate.

Language certificate _____

Confirm statements and submit application request

I hereby apply for enrollment in the above-mentioned degree program in the above-mentioned semester. I am aware that persons who do not submit their applications to the university on time, do not submit them in full or submit them incorrectly will be denied enrollment. I certify that I have not yet lost the right to take examinations in the chosen course of study in the Federal Republic of Germany. I hereby confirm that the information I have provided is correct and complete. I am aware that negligently or intentionally false information is an administrative offense and can lead to the revocation of my enrollment.

[To overview](#) [Back](#) [Submit request](#)

You can submit your application until Sep 15, 2025.

Personal Information

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[Information on online application](#)

11. If your application is approved by the university, you will receive an offer of admission via the portal.

Home My Studies **Studies offered** Service

Edit Datadictionary Show extended information

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

Application

Application semester: winter term 2025/26

There are no documents in your inbox yet.

Submitted requests

Request #1 Status: Admission offered

Bachelor of Engineering Renewable Energy, 1. subject-related semester	No admission restriction	Status: Admission offered
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[Accept offer](#) [Show details](#) [Relinquish university place](#)

You can accept your offer until Sep 26, 2025.

Unsubmitted requests

To apply for a study place, click on "Add a request". Please note that you can submit a maximum of 3 applications.

[Add a request](#)

Entrance qualification

Type of university entrance qualification	Average grade	Date of acquirement	Actions
Carmerhochschule (Allgemeine Hochschulreife)	2,7	03/18/2021	Edit Delete

Personal Information

E-mail notifications enabled

[Disable](#)

Consent to receive emails with general information is given

[Withdraw consent](#)

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

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Please always include your applicant number and your name in the subject line of any application questions!

[Information on online application](#)

12. Accept the offer and apply for enrolment

Home My Studies Studies offered Service

Edit Datadictionary Show extended information

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

Application

Application semester: winter term 2025/26

There are no documents in your inbox yet.

Do you really want to accept this admission offer?

Submitted requests

Request #1 Status: Admission offered

Bachelor of Engineering Renewable Energy, 1. subject-related semester	No admission restriction	Status: Admission offered
---	--	---

You can accept your offer until Sep 26, 2025.

Unsubmitted requests

To apply for a study place, click on "Add a request". Please note that you can submit a maximum of 3 applications.

Entrance qualification

Type of university entrance qualification	Average grade	Date of acqirement	Actions
Gesa			<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Personal Information

E-mail notifications enabled

Consent to receive emails with general information is given

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Please always include your applicant number and your name in the subject line of any application questions!

[Information on online application](#)

13. Make your choice: change of degree programme or parallel studies, and submit your enrolment application.

Edit Datadictionary Show extended information

You are here: Home > Studies offered > Application

Application

Application semester: winter term 2025/26

Your request for enrolment Help

Would you like to study the degree program you are currently applying for in parallel with your enrolled degree program (parallel degree program) or would you like to change your degree program?

- Parallel degree program
- Change of degree program



Which enrolled degree program would you like to replace?



[← To overview](#) [→ Submit request of enrolment](#)

