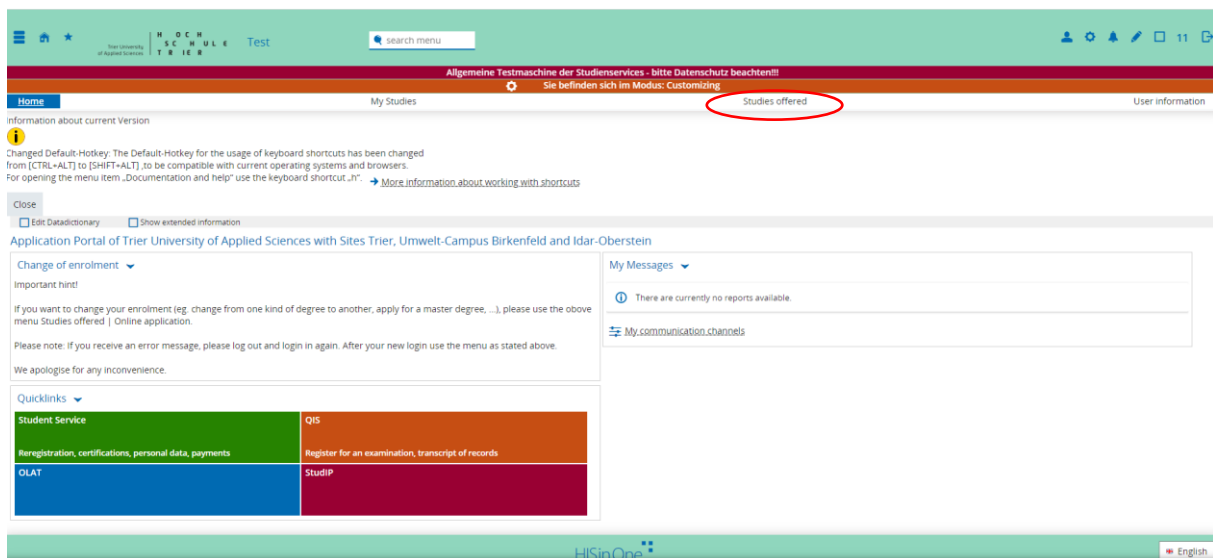Quick guide "Request for change of enrollment"

You make a change of enrollment in the following cases:
- Change of degree program
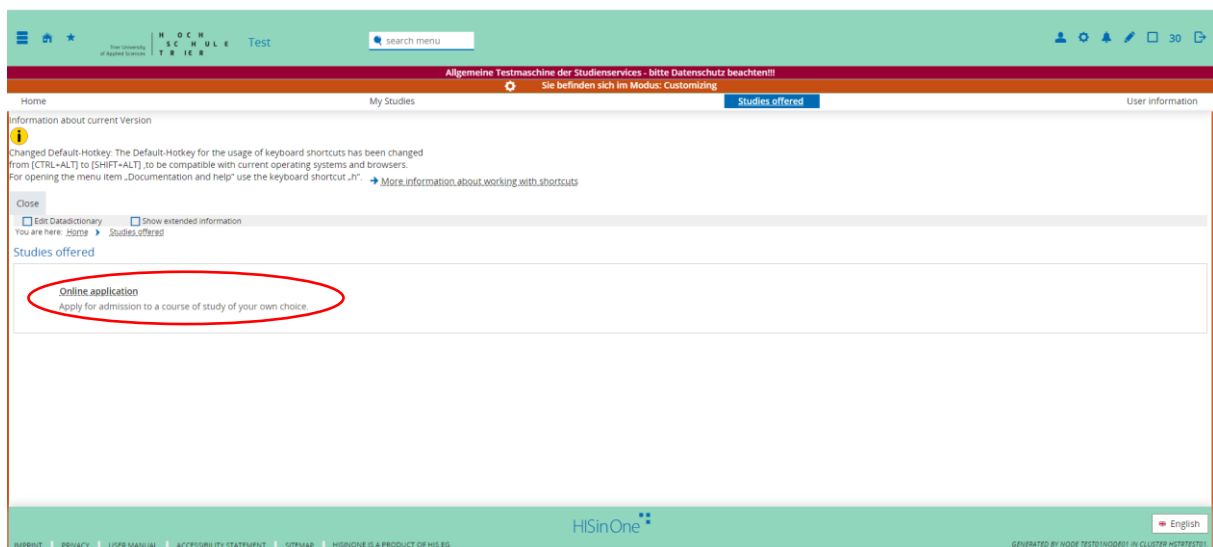- Bachelor/Master transition
- PO change

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"

3. Call up the "Study application" function

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

5. select the button "Add a request"

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.

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

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

9. Fill in the matriculation number and confirm with the "Next" button.

10. Click on "yes/no selection" and "Next" button to confirm consent

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.Make selection in which program(s) of study enrollment will occur.

12. Check and confirm the data and submit the application.

If the university's review is positive, you will receive an admission letter via the portal with details on how to proceed.

Home | My Studies | Studies offered

☐ Edit Datadictionary   ☐ Show extended Information
You are here: Home ▶ Studies offered ▶ Online application

Online application

📅 Application semester: summer term 2023

ⓘ There are no documents in your inbox yet. ⓘ

Submitted requests   ⓘ Help

Request #1   Status: Received

Bachelor of Engineering Angewandte Naturwissenschaften und Technik, 1. subject related semester   Local admissions restriction (manual admission)   Status: **Received**

🔍 Show details   ✏️ Withdraw and edit request   ← Withdraw request

⚠️ **Your documents are now being reviewed by the university:**

- Incorrect or incomplete documents are requested by the university via the portal and can be uploaded via an upload link.
- As far as the admission requirements have been met and proven, you will receive an admission notice via the portal with information on enrollment.

Additional information:

- Use the link **Print data control sheet** on the right side of „Personal Information", to check all data entered in the application for study.
- You will be informed regarding the **processing status** of the applications you have submitted, directly in this application portal. In addition, you will receive a separate e-mail regarding a change of status.
- You can trace applications for service study courses at hochschulstart.de. Please note that there may be some time delay in displaying changes at the main page hochschulstart.de

Unsubmitted requests   ⓘ Help

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

⊕ Add a request

Entrance qualification   ⓘ Help