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"

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3. Call up the "Study application" function

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

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## 5. select the button "Add a request"

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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.

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

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

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

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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.

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

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