

Quick guide "Request for change of enrollment"

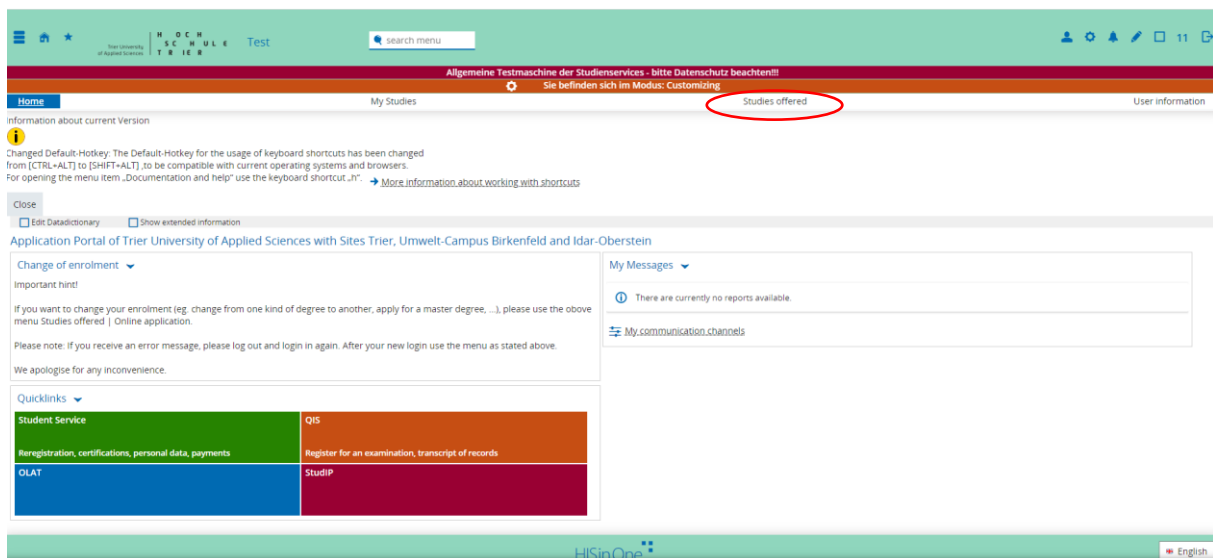
You make a change of enrollment in the following cases:

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

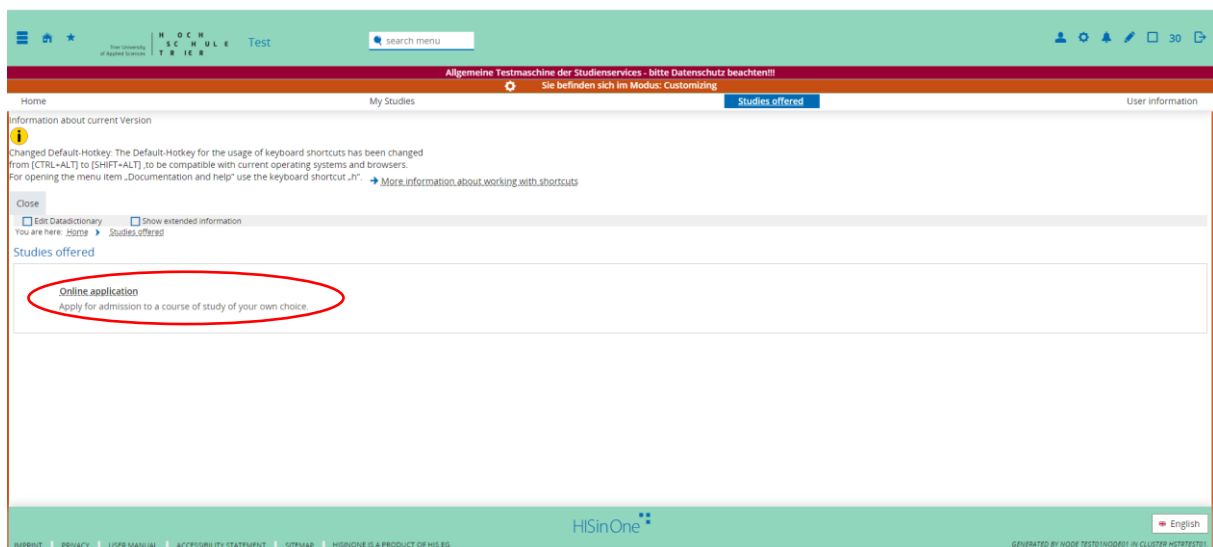
The application is made in digital form. If everything is in order, you will receive an admission letter. In this admission letter, you will be informed about the further procedure. The degree programme must be accepted and enrolment must be applied for.

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?"

The screenshot shows a web interface for 'Hochschule Trier'. A dialog box titled 'Enable e-mail notifications?' is open. It contains the following text: 'Here you can specify whether we should inform you about changes in the portal (e.g. status change, provision of admission letter and other documents) by e-mail. Attention: Please note that you will not receive a change e-mail from us if you refuse consent and you will have to track the status of your application (and later your studies) in the portal yourself! Would you like to be informed about changes to your application (and later to your studies) by e-mail?'. Below this text are two radio buttons: 'Yes, enable e-mail notifications' and 'No, I inform myself independently'. A red arrow points to the 'Yes' option. There is also a 'Save selection' button at the bottom left of the dialog.

5. select the button "Add a request"

The screenshot shows the 'Online application' page. On the left, under 'Unsubmitted requests', there is a button labeled 'Add a request' which is circled in red. On the right, there is a 'Personal Information' section with fields for 'Applicant no.: 1', 'Matriculation n', and 'User name:'. Below these are three red error messages: 'No postal address', 'No email address', and 'No phone number'. At the bottom right, there is a 'Help & Contact' section with contact information for different study locations.

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.

The screenshot shows the 'Your desired course of study' page. It contains several dropdown menus for selecting 'Study location', 'Subject', 'Degree', and 'Course of Study'. Below these is a 'Type of admission' dropdown. At the bottom left, there is a blue button labeled 'Next' which is circled in red. Below the 'Next' button is a link that says 'Geh zu ausgewählten Studiengängen'. On the right, there is a 'Personal Information' section with fields for 'Applicant no.: 34', 'Matriculation no', and 'User name:'. Below these are three red error messages: 'No postal address', 'No email address', and 'No phone number'. At the bottom right, there is a 'Help & Contact' section with contact information for different study locations.

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

The screenshot shows the 'Online application' page for Hochschule Trier. The 'Entrance qualification 1. Request' section is active, showing the request for a Bachelor of Engineering. Below this, there is a section for 'Add further entrance qualification' with a 'Next' button highlighted by a red circle. The right sidebar contains 'Personal Information' fields (Applicant no., Matriculation no., User name) and 'Help & Contact' information.

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

The screenshot shows the 'Second degree' section of the application form. It includes questions about previous degrees, vocational training, and service completion. At the bottom left, the 'Next' button is highlighted with a red circle. The right sidebar remains the same as in the previous screenshot.

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

The screenshot shows the 'Matrikelnummer' section of the application form. It prompts the user to enter their matriculation number. Below the input field, the 'Weiter' button is highlighted with a red circle. The right sidebar contains 'Persönliche Informationen' (Bewerbernummer, Matrikelnummer, Benutzerkennung) and 'Hilfe & Kontakt' information.

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

The screenshot shows the 'Declaration of consent' section of the online application form. It includes a dropdown menu for 'yes/no selection' with 'yes' selected. A red arrow points to this selection. Below the dropdown are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red circle and another red arrow. The right sidebar contains personal information and contact details.

11

The screenshot shows the 'Change of enrollment' section of the online application form. It includes a dropdown menu for 'Would you like to keep your current course of study?'. A red arrow points to this dropdown. Below the dropdown are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red circle and another red arrow. The right sidebar contains personal information and contact details.

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

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

The screenshot shows the 'Confirm statements and submit application request' section of the online application form. It includes a checkbox for 'I hereby apply for enrollment...' which is checked. Below the checkbox are 'Back' and 'Submit request' buttons, with the 'Submit request' button highlighted by a red circle and a red arrow. The right sidebar contains personal information and contact details.

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

Trier University
of Applied Sciences

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

Test

search menu

Allgemeine Testmaschine der Studienservices - bitte Datenschutz beachten!!!

Sie befinden sich im Modus: Customizing

Home

My Studies

Studies offered

Edit Databictionary

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