



Umwelt-Campus  
Birkenfeld

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

# Short guide for Application

1. Enter the following URL: [www.umwelt-campus.de](http://www.umwelt-campus.de) in your browser and click on "Application Portal" in the menu "Study".



STUDY PROGRAMMES & CONTINUING EDUCATION

Bachelor Degree Programmes

Master Degree Programmes

Dual Degree Programmes

Courses Taught in English

Part-time Study Programmes

Programs for refugees

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Registrar's Office

Examination office

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Study Entry

2. Select the button “StudIS-Hochschulportal” in the box “German higher education entrance qualification”. Detailed information about the application process can be found under “How to apply”

# Application Portal

[APPLICATION PORTAL](#) [ADMISSION REQUIREMENTS](#) [APPLICATION DEADLINES](#) [HEALTH INSURANCE](#) [CHECKLISTS/DOWNLOADS](#) [SEMESTER FEE](#) [DEUTSCHLANDSEMESTERTICKET](#)  
[STUDENT ID](#) [FAQS](#) [INFORMATION FOR APPLICANTS](#)

**GERMAN HIGHER EDUCATION ENTRANCE QUALIFICATION**

Apply here with **German** higher education entrance qualification

[STUDIS-HOCHSCHULPORTAL](#)

**HIGHER EDUCATION ENTRANCE QUALIFICATION FROM OUTSIDE GERMANY**

Apply here with a higher education entrance qualification **from outside Germany**

[UNI-ASSIST](#)

**CONTACT**

**E-Mail:** [studienervice@\[umwelt-campus\].de](mailto:studienervice@[umwelt-campus].de)  
**Tel.:** +49 6782 17-1826  
[Home Page Registrar's Office](#)

**Postal Address**  
Hochschule Trier, Umwelt-Campus Birkenfeld  
Studienservice  
Postfach 13 80  
55761 Birkenfeld

**APPLICATION SUSTAINABLE BUSINESS AND TECHNOLOGY (B.ENG.)**

Applicants for the Bachelor's degree programme Sustainable Business and Technology can find more information on the application process and the necessary application form here.

[HOW TO APPLY](#)

**APPLICATION SUSTAINABLE BUSINESS AND LAW (B.A.)**

Applicants for the Bachelor's degree programme Sustainable Business and Law can find more information on the application process and the necessary application form here.




[HOW TO APPLY](#)

### 3. Choose the language "English" and click the button "Applicants".

#### Application Portal of Trier University of Applied Sciences with Sites Trier, Umwelt-Campus Birkenfeld and Idar-Oberstein

- Start Page
- Applicants
- Students
- Lecturers

Choose your portal  
Choose your portal, please.

 <b>Applicants</b> You have decided to study and want to apply for an admission at one of three sites of the University of Applied Sciences Trier.	 <b>Students</b> You are already studying at the University of Applied Sciences Trier and want to change your enrolment, print your enrolment certificat or check your payments.
 <b>Lecturers</b> You are a lecturer and want to enter grades or maintain lectures.	

# 4. Click the button "Register now!" and start the registration.

## Application Portal of Trier University of Applied Sciences with Sites Trier, Umwelt-Campus Birkenfeld and Idar-Oberstein

- Start Page
- Applicants**
- Students
- Lecturers


### Registration

#### Perform self-registration

Dear applicants,

the online application is divided into two steps. First you have to enter your personal data. After entering your data, you will receive an e-mail with registration access. Please follow the instructions in the email to activate your access. In the second step, you can select the desired study program and provide additional information about yourself.

**ATTENTION:** Applications with foreign university entrance qualification or foreign university degree are only possible via uni-assist!!!



Register now!  
Here you register and receive your access data. Please make sure to write down your password!

### Trier University of Applied Sciences - Our Sites

Trier University of Applied Sciences offers courses of study at sites in Trier, Birkenfeld and Idar-Oberstein. Start your application with selecting your desired place of study. You will then receive an overview of the courses offered at this place of study.

5. Enter your personal data, agree with the data protection regulations and click on "Register".  
Don't forget to tick the data privacy policy and please make a note of your password!

**Personal data**

\* Last Name

\* First name

All first names  ⓘ

\* Gender  ⓘ

Name prefix  ⓘ

\* Date of birth  ⓘ

\* Place of birth

\* Country of birth

Birth name

\* Nationality  ⓘ

2. Nationality  ⓘ

**Contact information**

\* Country  ⓘ

Addition to address, i.e. room number  ⓘ

\* Street address

\* Post / zip / area code

\* City or town

Telephone number  ⓘ

Mobile phone number  ⓘ

\* E-mail address  ⓘ

\* E-mail address (repeat)  ⓘ

**Password**

ⓘ Your password must consist of at least 8 characters, including at least one special character, one number, one upper case letter and one lower case letter.

\* Password  ⓘ

\* Repeat password  ⓘ

**Security question**

ⓘ In order to ensure that the request was made by a person and not by a spam machine, please enter the letters or numbers from the query below in the answer field.  
Clicking on the arrows generates a new security question.

Security question (Captcha)  ⓘ

\* Response to the security question  ⓘ

**Data privacy policy**

\* I have read and accept the data privacy policies listed at the beginning of this page.  
→ [To the data privacy policies.](#)

6. Please enter the activation code from the welcome e-mail to activate your user account.

Home

You are here: [Home](#) > [Admission](#) > [Registration](#)

## Registration

**Thank you for registering!**  
We have sent you an email welcoming you to our campus. Please follow the instructions to activate your account. The email also tells your user account which you need to log in after you have activated your account.

**Enter the activation code from the welcome e-mail**

HISinOne

Default language [English](#)

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# 7. Check your e-mail account and use the activation code.

HOCHSCHULE TRIER  
Trier University of Applied Sciences

Home   Admission   Registration

Registration

Verification

*i* Please type in the unlock code from the registration mail.  
You have got the unlock code by e-mail.  
All fields marked with an asterisk (\*) are required. Some input fields have an information button behind where additional hints are provided.

\* Unlock code

OK

Service




Login for applicants  
Login for students and staff

# 8. Login with your user name and your password.

## Application Portal of Trier University of Applied Sciences with Sites Trier, Umwelt-Campus Birkenfeld and Idar-Oberstein


- Start Page
- Applicants
- Students
- Lecturers


Choose your portal  
Choose your portal, please.

 <b>Applicants</b> You have decided to study and want to apply for an admission at one of three sites of the University of Applied Sciences Trier. >	 <b>Students</b> You are already studying at the University of Applied Sciences Trier and want to change your enrolment, print your enrolment certificate or check your payments. >
 <b>Lecturers</b> You are a lecturer and want to enter grades or maintain lectures. >	

# 9. Start your application.

Your Applications ▾

 **Start Application**  
Apply to study at Trier University of Applied Sciences. >



**Notes on the application - Required documents** ▾  
In order to have all the required documents for your chosen degree program digitally available in the application process, please refer to the checklist for the respective degree program. You can find this and further information [here](#).

**Note on health insurance** ▾  
At the latest at the time of enrolment, we require an electronic notification of your insurance status from your health insurance company. In all Bachelor's and Master's degree programmes with open admission, the insurance status is already queried in the following application process.  
Therefore, please contact your health insurance company **as soon as possible** for admission-free degree programmes so that they can send us the required notification electronically. Please quote our **sender number H0002131** to your health insurance company.

10. If you wish to receive e-mail notifications about changes in the portal, click yes. The same applies to the next consent, if you agree to the data transfer to the departments. If you do not want either, click no.

The screenshot shows a web application interface for Trier University of Applied Sciences. The header includes the university logo, a search bar, and navigation icons. The main content area is titled "Application : e-mail notifications and consents". It contains two sections: "Enable e-mail notifications?" and "Consent to receive emails with general information". Both sections have radio button options, with the "Yes" and "I agree" options circled in red. A "Save selection" button is located at the bottom left of the form area.

Home **Studies offered** Service

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

### Application : e-mail notifications and consents

All fields marked with an asterisk (\*) are required. Some input fields have an information button behind where additional hints are provided.

#### Enable e-mail notifications?

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. Would you like to be informed about changes concerning your application and studies by e-mail?

Additional information

\* Enable e-mail notifications?

Yes, enable e-mail notifications

No, I inform myself independently

#### 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.

The departments may use this data for the following purposes:

Sending e-mails with

- general information about your chosen degree programme,
- Information on counselling services,
- invitations to information events and interviews,
- Information on preliminary courses,
- general reminders to submit your application.

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

I agree to the terms stated above.

I reject the terms stated above.

Save selection

# 11. Add your request.

The screenshot shows the application portal interface. At the top, there is a navigation bar with the university logo and a search bar. Below the navigation bar, the breadcrumb trail reads: Home > Studies offered > Application. The main heading is 'Application' with the subtext 'Application semester: winter term 2025/26'. A message states: 'There are no documents in your inbox yet.' Below this, the 'Unsubmitted requests' section contains a message: 'To apply for a study place, click on "Add application". Please note that you can submit a maximum of 3 applications.' A prominent teal button labeled '+ Add a request' is highlighted with a large red arrow pointing to it from the right. On the right side of the page, there is a sidebar with sections: 'Personal Information' (showing applicant number and name 'Mustermann, Max'), 'E-mail notifications enabled' (with 'Disable' and 'Withdraw consent' options), 'Print data control sheet [PDF]', and 'Help & Contact' (providing contact emails for different sites and a note to include applicant number and name in the subject line).

# 12. Choose your course of study – study location: Birkenfeld – Subject: Sustainable Business and Law

Home | **Studies offered** | Service

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 have an information button behind where additional hints are provided.


### Advice on application

**i** 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

**i** 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.

* Study location	Birkenfeld	<b>i</b>
* Subject	Sustainable Business and Law	<b>i</b> 
* Degree	Bachelor of Arts	<b>i</b>
* Course of Study	B.A. Sustainable Business and Law	<b>i</b>
* With which full study semester would you like to start your studies?	1. subject-related semester	<b>i</b>
Type of admission	No admission restriction	

**<< To overview** | **Next >>**

### Personal Information


Applicant number: [REDACTED]

Mustermann, Max

[REDACTED]

[REDACTED]

[REDACTED]

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

### Help & Contact

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

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

**i** [Information on online application](#)

# 13. Please enter your university entrance qualification.

Home | Studies offered | Application

## Application - Request #1 B.A. Sustainable Business and Law, 1. subject-related semester

Application semester: winter term 2025/26

All fields marked with an asterisk (\*) are required. Some input fields have an information button behind where additional hints are provided.

### Entrance qualification

Please enter your university entrance qualification here.  
For the field "Type of university entrance qualification", we offer you a completion guide [HERE](#).

\* Acquired at

\* County

\* Type of university entrance qualification

\* Average grade

\* Date of acquirement

### Personal Information

Applicant number:

Mustermann, Max

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

### Help & Contact

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

[To overview](#) [Next](#)

# 14. Please upload your current CV, university entrance qualification and passport here.

Home **Studies offered** Service

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

## Application - Request #1 B.A. Sustainable Business and Law, 1. subject-related semester

Application semester: winter term 2025/26

All fields marked with an asterisk (\*) are required. Some input fields have an information button behind where additional hints are provided.

### General application documents

- 1 All required 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 submitted unless all documents are received by the university within the given deadline.
- 1 Upload your current and complete resume as a PDF here.

\* Resume  ?
- 1 Upload all pages and components (school and practical parts, if applicable) of your university entrance qualification as a PDF here.

\* University entrance qualification  ?
- 1 Upload a copy of your passport as a PDF here.

\* Copy of passport  ?

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

### Personal Information

Applicant number: [REDACTED]

Mustermann, Max

[REDACTED]

[REDACTED]

[REDACTED]

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

### Help & Contact

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

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HISinOne

Default language: [English](#)

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# 15. Please upload your language certificate here.

Home **Studies offered** Service

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

## Application - Request #1 B.A. Sustainable Business and Law, 1. subject-related semester

Application semester: winter term 2025/26

All fields marked with an asterisk (\*) are required. Some input fields have an information button behind where additional hints are provided.

### 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

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

#### Personal Information

Applicant number: [REDACTED]

**Mustermann, Max**

[REDACTED]

[REDACTED]

[REDACTED]

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

#### Help & Contact

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

16. Here you will see an overview of your application and the uploaded documents. To submit the application, you have to tick the box at the bottom to confirm the information and then click on the Submit request button.

HOCHSCHULE TRIER  
Trier University of Applied Sciences

Browse menu

Home

You are here: Home > Studies offered > Application

Application - Request #1 B.A. Sustainable Business and Law, 1. subject-related semester

Application semester: winter term 2025/26

Studies offered

Service

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

### General application documents

All required 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 submitted unless all documents are received by the university within the given deadline.

Upload your current and complete resume as a PDF here.	
Resume	
Upload all pages and components (school and practical parts, if applicable) of your university entrance qualification as a PDF here.	
University entrance qualification	
Upload a copy of your passport as a PDF here.	
Copy of passport	

### 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, 2024.

### Personal Information

Applicant number: [REDACTED]

Mustermann, Max

[REDACTED]

[REDACTED]

[REDACTED]

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

### Help & Contact

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

# 17. You can see by the status that your application has been received by the university.

The screenshot shows the application portal interface for Hochschule Trier. The main content area is titled 'Submitted requests' and contains a table with one entry. The entry is for a 'Bachelor of Arts Sustainable Business and Law, 1. subject-related semester' with a 'No admission restriction' and a 'Status: Received' badge. A red circle highlights the 'Status: Received' badge. Below the table, there is a warning message: 'Your documents are now being reviewed by the university:' followed by a list of instructions. To the right, there is a 'Personal Information' sidebar with fields for 'Applicant number', 'Mustermann, Max', and 'E-mail notifications enabled'. At the bottom, there is an 'Entrance qualification' table with one entry.

Home | Studies offered | Application

Application semester: winter term 2025/26

There are no documents in your inbox yet.

### Submitted requests

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

Show details | Withdraw and edit request | Withdraw request

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

- Incorrect or incomplete documents are requested by the university via the application 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 application 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 if you have agreed to e-mail contact. E-mail notifications can be activated or deactivated at any time.
- You can trace the status of applications for admission-restricted degree programs at [hochschulstart.de](#). Please note that there may be some time delay in displaying changes at the main page [hochschulstart.de](#).

### Unsubmitted requests

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

Type of university entrance qualification	Average grade	Date of acquisition	Actions
			Edit   Delete

### Personal Information

Applicant number: [redacted]

Mustermann, Max

[redacted]

[redacted]

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](mailto:bewerbung-studium@hochschule-trier.de)  
for studies at Site Umwelt-Campus Birkenfeld: [bewerbung-studium@umwelt-campus.de](mailto:bewerbung-studium@umwelt-campus.de)  
for studies at Site Idar-Oberstein: [bewerbung-studium-io@hochschule-trier.de](mailto: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](#)