

Checklist for your Bachelor application International Business

Please note that your online application must be received by the application portal of Trier University of Applied Sciences by the **end of the application deadline**, otherwise it will not be possible to consider you in the application process.

It is only possible to start the programme in the winter term.

Do you have questions about the application or the checklist?

Phone: + 49 651 8103-335

E-mail: bewerbung-studium@hochschule-trier.de

Please always include your applicant number, if available, name and degree programme in the subject line of any application questions.

General documents	
1. complete curriculum vitae in tabular form, including periods <u>after</u> obtaining the university entrance qualification up to the time of application	<input type="checkbox"/>
2. copy of identity card or passport for international applicants	<input type="checkbox"/>
3. certificate of higher education entrance qualification including practical part (e.g. internship certificate, certificate of a voluntary social / ecological year or similar), in case of vocationally qualified persons the journeyman's certificate, skilled worker's certificate or IHK examination certificate and the final certificate of the vocational school or master craftsman's certificate.	<input type="checkbox"/>
<p>4. documents on all previous periods of study at a German university. (only for applicants who are or were already enrolled at a German university)</p> <ul style="list-style-type: none"> • Performance record with all (passed and failed) examination performances • Link to the module manual or individual module descriptions • Clearance certificate (only if you were already enrolled in the chosen or a related course of study) • Certificate of exmatriculation with details of the subject and university semesters and the reason for exmatriculation (only if you already have this, otherwise it will be requested when you enroll online) <p>Note: If you have already studied, you are required to submit certificates of achievement with attempt counts, module descriptions of the modules and clearance certificate(s) of all subjects studied so far. This is done against the background that, if applicable, according to the applicable examination regulations, failed attempts must be credited according to § 25 HochSchG. Important: All other previously passed examinations from your previous studies will only be recognized upon application. You can find the appropriate application form on the following website: www.hochschule-trier.de/go/Anerkennung. Please submit this application together with your application documents to the Student Services.</p>	<input type="checkbox"/>

Specific documents	
<p>Information on the language requirements for admission to the Bachelor's degree programme in International Business at Trier University of Applied Sciences</p> <p>Applicants for the International Business degree programme must demonstrate high language skills in English and language skills in German: https://www.hochschule-trier.de/fileadmin/Hauptcampus/Fachbereich_Wirtschaft/Studiengaenge/B.A_International_Business/Sprachvoraussetzungen_IB_2021_en_aktuell_03_2024.pdf</p>	<input type="checkbox"/>

Process flow briefly summarized

Step 1: Registration and online application

For a successful application at Trier University of Applied Sciences you have to register in our application portal <https://studis.hochschule-trier.de> with your personal data and apply for your desired study program. An application is possible for several study programs. **Please register only once.**
The application takes place exclusively online. You must upload the required documents in the application portal.

Step 2: Review of your documents and admission decision

The application documents uploaded by you will be checked by the Student Services. Missing documents will be requested as an upload via the application portal. The notification of admission will be made available to you in your digital mailbox in the application portal. You will receive information on the further course of the procedure with the notification of admission.

Have you received your letter of admission? Here's how to proceed

Step 3: Apply for the digital health insurance certificate

Please apply for a digital insurance certificate from your statutory health insurance. For this, you only need to inform the health insurance company you have selected that you would like to start your studies at Trier University. For this purpose, please indicate the **sender number H0002131**. Further information: <https://www.hochschule-trier.de/hauptcampus/studium/bewerbung-zulassung/krankenversicherung>

Step 4: Online enrolment

After you have received the admission notice and accepted the admission offer digitally, you must go through the online enrolment digitally. The documents, among other things, must be uploaded there or, if necessary, afterwards.

Documents for online enrolment	
1. photo	<input type="checkbox"/>
2. visa/residence permit (only for international applicants from countries outside the European Union)	<input type="checkbox"/>
3. exmatriculation certificate with details of subject and university semesters as well as reason for exmatriculation from all previous periods of study! (only for applicants who are or were already enrolled at a German university)	<input type="checkbox"/>

Step 5: Transfer semester fee

After completing the online enrolment, you only need to transfer the semester fee as soon as possible, at the latest by the end of the enrolment period. The currently valid amount of the semester fee can be found on our homepage: <https://www.hochschule-trier.de/hauptcampus/studium/bewerbung-zulassung/semesterbeitrag>

Recipient:	LHK Mainz / Trier University of Applied Sciences
Bank:	Postbank Ludwigshafen
IBAN:	DE36 5451 0067 0009 5836 75
BIC:	PBNKDEFF
Intended use:	Applicant number, first and last name

If the information on the purpose of payment is not clear and identifiable, automatic enrolment will not take place. You are then obliged to prove the transfer of the amount. Please note that the transfer may take up to 3 days.
If you already have a student ID (chip card) from a previous study at Trier University, your total fee will be reduced by **23.00 euros**. If you withdraw your enrolment after the student ID (chip card) has been made
- no refund of the chip card fee of 23,00 euros can be made.
- the **fee for the withdrawal of the enrolment is 25,00 euros**. This will be deducted directly from the refund.

Step 6: Enrolment

As soon as we have received the semester fee and all documents are complete, you will be enrolled. You will receive a status message about this in your application portal. There you can download the certificate of study.

- Quick instructions for downloading the certificate of study: https://www.hochschule-trier.de/fileadmin/Hochschule/Einrichtungen/Studienservice/Vordrucke/Click_Anleitung_Studienbescheinigung.pdf
- Enrolment information: https://www.hochschule-trier.de/fileadmin/Hochschule/Einrichtungen/Studienservice/Checklisten/Infoschreiben_Trier_deutsch.pdf

Note: If you have not yet activated the university ID, please use your applicant ID to log in: Login with applicant account