Study Service
PO Box 18 26
54208 Trier

Trier University
of Applied Sciences

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

Checklist for your Master application
Interdisciplinary Engineering (English)

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.

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 documentation	
1. complete curriculum vitae in tabular form, including periods after obtaining the university entrance qualification up to the time of application	
2. copy of identity card or passport for international applicants	
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.	
4. Bachelor's or diploma certificate with the required overall average. If the transcript cannot yet be submitted, please upload a current grade certificate with ECTS and current average grade	
5. documents on **all previous periods of study** at a German university. **(only for applicants who are or were already enrolled at a German university)** • 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 enrol online) **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.	
Specific documents: language skills English and German; module selection	
1. **The degree programme can be studied in German or English. Proof of language skills in English can be provided by one of the following:** • Abitur certificate (advanced course with at least 10 out of 15 points in the average of the last two school years, the Abitur grade also counts) • Abitur certificate (basic course with at least 12 out of 15 points in the average of the last two school years) • TOEFL (Test of English as a Foreign Language) (minimum 75 points internet based) • Cambridge C1 Advanced (at least 170 points) or Cambridge Certificate of Proficiency in English (CPE) • IELTS (International English Language Testing System) at least overall band score 6.0 points • TELC (The European Language Certificates) at least C1 level • Acquisition of a university entrance qualification in English • Completion of a bachelor's degree programme in English • Recognition of proof of English language proficiency at the partner university in the case of a double-degree programme	

2. **Proof of language skills in German can be provided by one of the following:** • Goethe-Zertifikat B1 • Zertifikat Deutsch / telc Deutsch B1 • TestDaF TDN 3 • UNIcert I DaF • Deutsches Sprachdiplom (DSD) der Kultusministerkonferenz – Erste Stufe (DSD I) B1 in all fields • DSH B1 • Completion of a bachelor's degree programme in German	
3. **module selection:** One step in this process is to compose the modules you want to study. The module selection has to be generated via an automated internet tool: https://www.hochschule-trier.de/en/main-campus/engineering/study/study-further-education/master-degree-programmes/interdisciplinary-engineering-msc	

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 university 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 listed below must be uploaded.

Documents for online enrolment	
1. photo	
2. visa/residence permit **(only for international applicants from countries outside the European Union)**	
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)**	

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 / Tr University**
Bank:	**Postbank Ludwigshafen**
IBAN:	**DE36 5451 0067 0009 5836 75**
BIC:	**PBNKDEFF**
Intended use:	**Applicant number, Name and Surename**

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 enroled. You will receive a status message about this in your application portal. There you can download the certificate of study. You will also receive your study certificates and an information letter by mail.
- 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