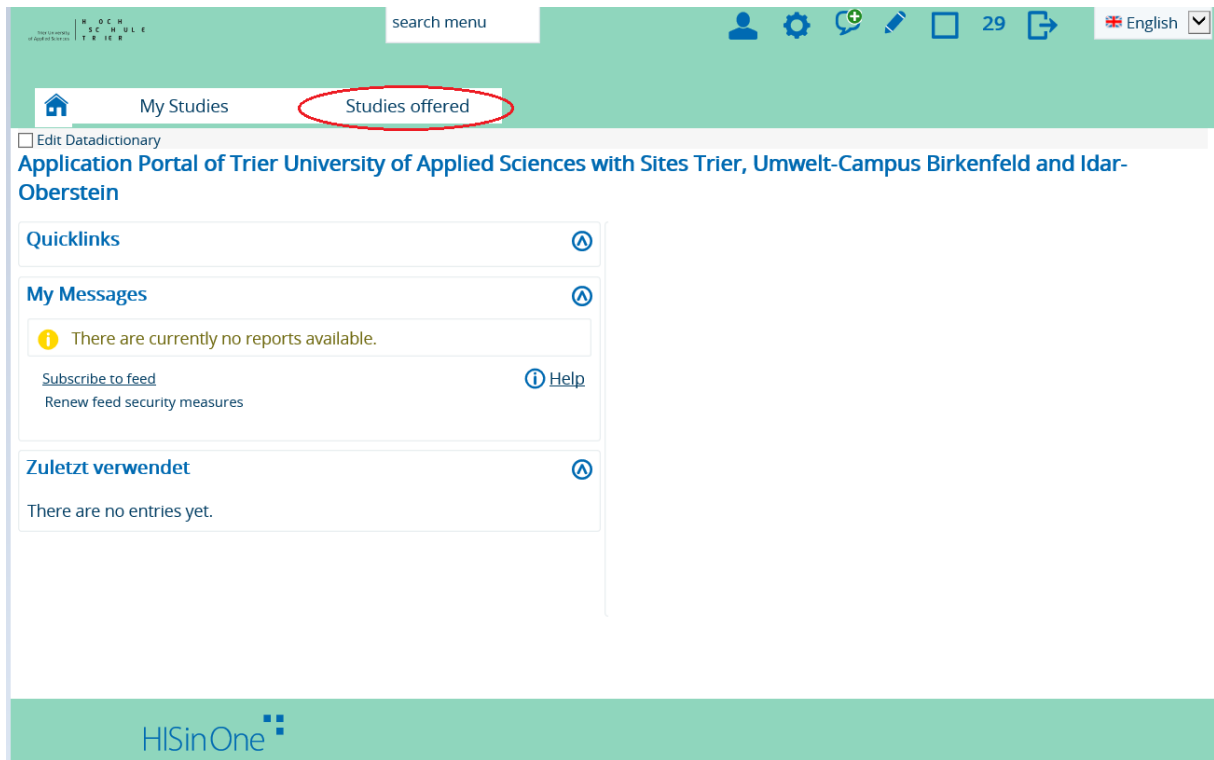# Short guide „Request Change of Enrollment"
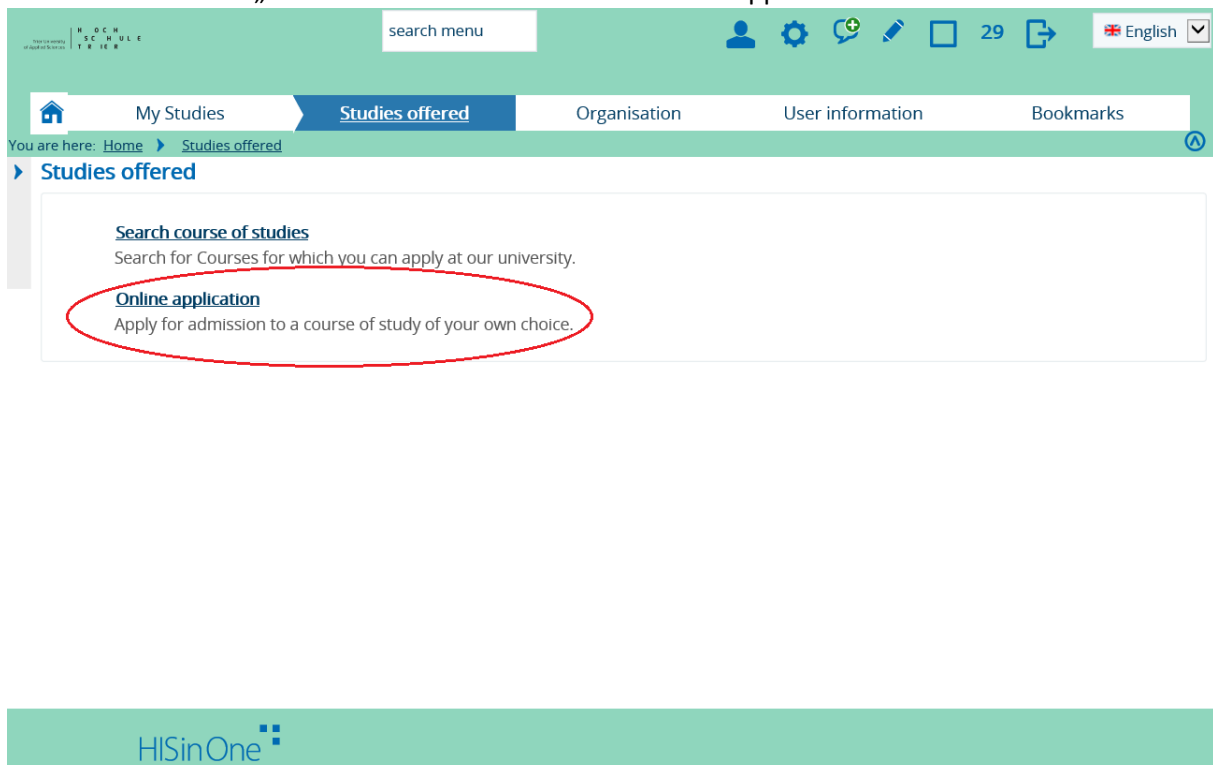
You change the enrollment in the following cases:

- **Change of degree program**
- **Transition Bachelor-Master**
- **Change of examination regulations**

1: Enter the following URL: https://studis.hochschule-trier.de in your browser and login with a click on "Login via Shibboleth".

2: View menu item „Studies offered" and submenu "Online application"

3: Before you now submit an application using the "Add a request" button, you must first update or confirm your address and e-mail address.

4: After you have selected "Add a request", you have to select the study location and subject in the next step and press the "Next" button.

5: You finish the application process with the function "Submit request".

6: Finally, you have to push the button "Request for enrollment".

7: Now you can print the PDF "Print the enrollment request". Please follow the instructions on the first page of the PDF document.

You are here: Home ▶ Studies offered ▶ Online application

☐ Edit Datadictionary

Online application

Requests for enrollment   ⓘ Help

Status of my application / missing documents

What is the status of my application?

All your requests are listed on this page. You will see the status of each request right next to the request.

What's the status?

Status: request for enrollment submitted
You have filled out the online application. The next steps are:
1. Print out the enrollment request (cover letter).
2. Attach the documents listet here in section "missing documents" . (Please note: if link doesn't work, please try to login again).
3. Submit the signed cover letter and the missing documents to the address printed in the enrollment request.
As soon as we have received the written request for enrolment, the status of the request changes to "*request for enrollment in process*".

Status: request for enrollment in process
We check your documents. Check here if your documents have been accepted and submit the missing documents. If all documents are complete you get a request of payment for the semester fee. If any document will be missed, we will send you a request via e-mail.

Status: request for enrollment accepted
After receipt of the money on our account, the status of the application changes to "*request for enrollment accepted*" and you will receive a letter with the enrolment documents to your home address. You are now student at the Trier University of Applied Sciences with Sites Trier, Umwelt-Campus Birkenfeld and Idar-Oberstein.

Request #1		**Status: request for enrollment submitted**
Bachelor of Arts Business Management (Co-operative Studies), 1. subject related semester	No admission restriction	Status: request for enrollment submitted

ⓘ Info
You are or were already enrolled. Please direct your entry of a new degree program to the registrar's office.

📄 print the enrollment request   🔍 Show details   ← Relinquish university place

Application semester
summer term 2019

Personal Information

Applicant No.:
Matriculation No.:

➔ Edit address

➔ Edit e-mail

No telephone number specified
➔ Edit phone number

No mobile phone number specified
➔ Edit mobile number

📄 Print data control sheet [PDF]

Help & Contact

For any further questions, please contact:
for studies at Site Trier: studienservice@hochschule-trier.de
for studies at Sites Umwelt-Campus Birkenfeld and Idar-Oberstein: studienservice@umwelt-campus.de .

ⓘ Information on online application