Study Service
Saarstrasse 2
55743 Idar-Oberstein

Campus Gestaltung Idar-Oberstein | HOCHSCHULE TRIER Edelstein und Schmuck

Checklist for your Master's application

ATTENTION!!! Please apply only if you have previously passed the qualifying examination.

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?
Student Services: Tel. 06781/9463-27, e-mail studienservice-io@hochschule-trier.de

Checklist **for application to Master's programs** You will need the following documents for the digital application:		available
1.	Complete curriculum vitae in tabular form, including all periods up to the date of application	☐
2.	Certificate of higher education entrance qualification or technical college entrance qualification also practical part (e.g. proof of internship, certificate of vocational training, Certificate of a voluntary social / ecological year or similar), if this is provided for	☐
3.	**a)** Bachelor or diploma certificate in a related degree programme If the certificate cannot be submitted yet, please upload a **current grade certificate with ECTS and current average grade**.	☐
3.	**b) Applicants without a first university degree in a related degree programme** who do not belong to the group of persons under point 3 a of this checklist, please submit proof of at least three years of relevant professional activity. This must show sufficient content-related connections with the course of study.	☐

Process flow briefly summarized

Step 1: Registration and digital application

For a successful application to our university, you must register in our university application portal https://studis.hochschule-trier.de.
register with your personal data and apply for your desired degree 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

Admission to enroll in the Master of Fine Arts Gemstones and Jewellery program is subject to previously passing the qualifying examination. The application documents uploaded by you will be checked by us. Missing documents will be requested via the application portal as an upload. The notification of admission will be made available to you in your digital mailbox in the application portal. Rejections will be sent in writing by mail. In the letter of admission you will receive information about the further course of the procedure.

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

Step 3: Apply for 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. To do this, enter the sender number H0002131.
We require a digital insurance confirmation in any case (also from privately insured persons).
Further information: https://www.umwelt-campus.de/studium/bewerbung-zulassung/krankenkasse

Step 4: Online enrollment

After you have received the admission notice and accepted the admission offer digitally, you must go through the online enrollment digitally. The documents listed below must be uploaded.

Documents for online enrollment in master's programs	available
1. Copy of identity card (or passport for international applicants)	☐
2. Photo	☐
3. Visa / Residence Permit (only for international applicants from countries outside the European Union)	☐
4. Exmatriculation certificate(s) with details of semester, university semester, reason for exmatriculation (**of 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 online enrollment, you only need to transfer the semester fee as soon as possible, at the latest by the end of the enrollment period.

You will no longer receive an additional prompt!

The currently valid amount can be found on our homepage under
https://www.hochschule-trier.de/en/gestaltung/es/study/student-service-semester-info

Please use the following bank details:

Recipient: LHK Mainz/Environmental Campus Birkenfeld
Bank: Postbank Ludwigshafen
IBAN: DE 45 5451 0067 0009 6236 71
BIC: PBNKDEFF

Reason for payment: "Applicant number", "Last name", "First name", "MFA I-O", "Semester fee".

If the information on the purpose of payment is not clear and identifiable, automatic enrollment 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 the Umwelt-Campus Birkenfeld/Campus Idar-Oberstein, your total fee will be reduced by **23,00 €**. In case of withdrawal of the enrollment after the student ID (chip card) has been made
- **no** refund of the fee for the chip card in the amount of 23,00 €
can be made. -
the **fee for the withdrawal of the enrollment is 25,00 €**. This will be deducted directly from the refund.

Step 6: Enrollment

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 applicant portal. There you can download the certificate of enrollment.

You can find a quick guide here:
Note: If you have not yet activated the university ID, please use your applicant ID to log in → login applicant, no Shibboleth login).
https://www.umwelt-campus.de/fileadmin/Umwelt-Campus/Studienservice/Click_Anleitung_Studienbescheinigung.pdf