

Short guide

Request for change of enrollment

Quick guide "Request for change of enrollment"

You make a change of enrollment in the following cases:

- Change of degree program
- Bachelor/Master transition
- PO change

The application is made in digital form. If everything is in order, you will receive an admission letter. In this admission letter, you will be informed about the further procedure. The degree programme must be accepted and enrolment must be applied for.

1. enter the following URL in your browser: <https://studis.hochschule-trier.de> and log in to the system with your university ID.

2. call up the menu item "Studies offered"

Home

My Studies


Studies offered

Service

☐ Edit Datadictionary ☐ Show extended information

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

Your Deutschlandsemesterticket

 **D-TICKET**

From the winter semester 2024, you will receive your Deutschlandsemesterticket directly via the transport company apps.
How you obtain the ticket depends on your place of study:

Place of study is Trier: If you have not already done so, please install the Portazon app (iOS / Android). Via "D-Ticket" and "ÖPNV-Tickets" you will reach the menu item "Deutschlandsemesterticket". Enter your university ID and the corresponding password here. Further information is available [here](#) .

Place of study is Umwelt-Campus Birkenfeld or Idar-Oberstein: If you have not already done so, please install the NETINERA-Tickets app (iOS/Android). Further information is available [hier](#) .

Change of enrolment

Important hint!

If you want to change your enrolment (eg. change from one kind of degree to another, apply for a master degree, ...), please use the above menu Studies offered | Online application.

Please note: If you receive an error message, please log out and login in again. After your new login use the menu as stated above.

We apologise for any inconvenience.

Quicklinks

Student Service	QIS
Reregistration, certifications, personal data, payments	Register for an examination, transcript of records
OLAT	StudIP

My Messages

There are currently no reports available.

My communication channels

Default language

English

3. Call up the "Study application" function

Home

My Studies

Studies offered

Service

☐ Edit Datadictionary ☐ Show extended information

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

Studies offered

Application

Apply for admission to a course of study of your own choice.

4. Select the desired function at "'Enable e-mail notification?"

Home

My Studies

Studies offered

Service

☐ Edit Datadictionary ☐ Show extended information

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

Application : e-mail notifications and consents

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

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.




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

[Additional information...](#)

☐ I agree to the terms stated above.

☐ I reject the terms stated above.

Save selection

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Default language
English

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5. select the button "Add a request"

Home

My Studies

Studies offered

Service

☐ Edit Datadictionary

☐ Show extended information

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

Application

Application semester: winter term 2025/26

ⓘ

There are no documents in your inbox yet.

ⓘ

Unsubmitted requests

ⓘ

 Help

+

 Add a request

Personal Information

Applicant number
Registration number:
Username:

No postal address

No e-mail address

No phone number

E-mail notifications enabled

Disable ⓘ

Consent to receive emails with general information is given

Withdraw consent ⓘ

PDF

 Print data control sheet [PDF]

Help & Contact

For any further questions, please contact:
for studies at Site Trier: bewerbung-studium@hochschule-trier.de
for studies at Site Umwelt-Campus Birkenfeld: bewerbung-studium@umwelt-campus.de
for studies at Site Idar-Oberstein: 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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Default language

English

6. After you have selected "Add a request", enter the place of study, the subject and the semester in the next step and press the "Next" button.

Application

Application semester: winter term 2025/26


All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Advice on application

 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

 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.

Note on changing subjects: If you are currently studying a combined degree (i.e. a course of study with multiple subjects, e.g. teaching) and are looking to change your subject, then select the subject/subjects you want to continue your studies with and also the subject/subjects you want to study for the first time.

Note on changing degree program/double degree program: If you are looking to change your degree program or for a double degree program, you can apply for enrolment once you have been admitted. In doing so, you determine whether the request should be studied in addition to your previous studies (double degree program) or whether a previous degree should be completed and replaced by this request (change of degree program).

[illegible]

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Debug-Infos zu ausgefilterten Studiengängen:



Personal Information

Applicant number: 3
Registration number:
Username:

 No postal address

 No e-mail address

 No phone number

[Print data control sheet \[PDF\]](#)[Help & Contact](#)

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 Information on online application

7. Confirm the specified higher education entrance qualification with "Next" or add another higher education entrance qualification.

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Application - Request #1 B.Eng. Renewable Energy, 1. subject-related semester

Application semester: winter term 2025/26


All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Entrance qualification 1. Request

[Help](#)

Bachelor of Engineering Renewable Energy, 1. subject-related semester

* Please select an entrance qualification to take part in the admissions allocation procedure for the course of study Bachelor of Engineering Renewable Energy, 1. subject-related semester.



[Add further entrance qualification](#)

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Personal Information

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

Help & Contact

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for studies at Site Idar-Oberstein: bewerbung-studium-id@hochschule-trier.de.

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

[Information on online application](#)

8. Check the given information about the second study, correct it if necessary and confirm with the "Next" button.

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Application - Request #1 B.Eng. Renewable Energy, 1. subject-related semester

Application semester: winter term 2025/26

All fields marked with an asterisk (*) are required. Some input fields provide an info icon to display additional information.

Second degree

Please enter the total number of semesters you have studied at other German universities. Please do not enter any semesters that you have completed abroad.

Please also indicate whether you have already completed a degree programme at a German university.

* Semesters studied so far (including the current semester)

* Studies completed?

☐ Yes

☒ No

Vocational training

Have you already completed a vocational training? If so, check "yes", otherwise, check "no".

* Vocational training completed?

☐ Yes

☒ No

Service completed?

Please indicate whether you have performed a service (e.g. military service, civilian service, voluntary service (voluntary social year, etc.), development aid worker, or care of a biological or adopted child under 18 years of age or other dependents in need of care for up to three years.
If so, you are preferred over other applicants who would be ranked equally but haven't completed a service.

* Have you completed a service?

☐ Yes

☒ No

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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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9. For applications with additional language requirements, please upload proof of language proficiency.

10. Please check and confirm your details and submit your application.

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

Application - Request

Application semester: winter term 2025/26

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

Further career particulars

Have you completed a service?	
Have you finished a vocational training?	

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.

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[Submit request](#)

You can submit your application until Sep 15, 2025.

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for studies at Site Idar-Oberstein: 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](#)

11. If your application is approved by the university, you will receive an offer of admission via the portal.

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Application

Application semester: winter term 2025/26

There are no documents in your inbox yet.

Submitted requests

Request #1

Status: Admission offered

Bachelor of Engineering Renewable Energy, 1. subject-related semester

No admission restriction

Status: Admission offered

Accept offer

Show details

Relinquish university place

You can accept your offer until Sep 26, 2025.

Unsubmitted requests

To apply for a study place, click on "Add a request". 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 acquirement	Actions
Hochschule (allgemeine Hochschulreife)	2,7	03/10/2021	<div>EditDelete</div>

Personal Information

E-mail notifications enabled

Disable

Consent to receive emails with general information is given

Withdraw consent

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12. Accept the offer and apply for enrolment

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My Studies

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Application

Application semester: winter term 2025/26

There are no documents in your inbox yet.

Submitted requests

Request #1

Bachelor of Engineering Renewable Energy, 1. subject-related semester

No admission restriction

Status: Admission offered

Accept offer

Show university place

You can accept your offer until Sep 26, 2025.

Unsubmitted requests

To apply for a study place, click on "Add a request". 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 acquirement	Actions
Gesa			<div>EditDelete</div>

Do you really want to accept this admission offer?

Yes

No

Personal Information

E-mail notifications enabled

Disable

Consent to receive emails with general information is given

Withdraw consent

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Help & Contact

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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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13. Make your choice: change of degree programme or parallel studies, and submit your enrolment application.

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My Studies

Studies offered

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Application

Application semester: winter term 2025/26

Your request for enrolment

Would you like to study the degree program you are currently applying for in parallel with your enrolled degree program (parallel degree program) or would you like to change your degree program?

☐ Parallel degree program

☒ Change of degree program

Which enrolled degree program would you like to replace?

☒

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→ Submit request of enrolment

Help

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