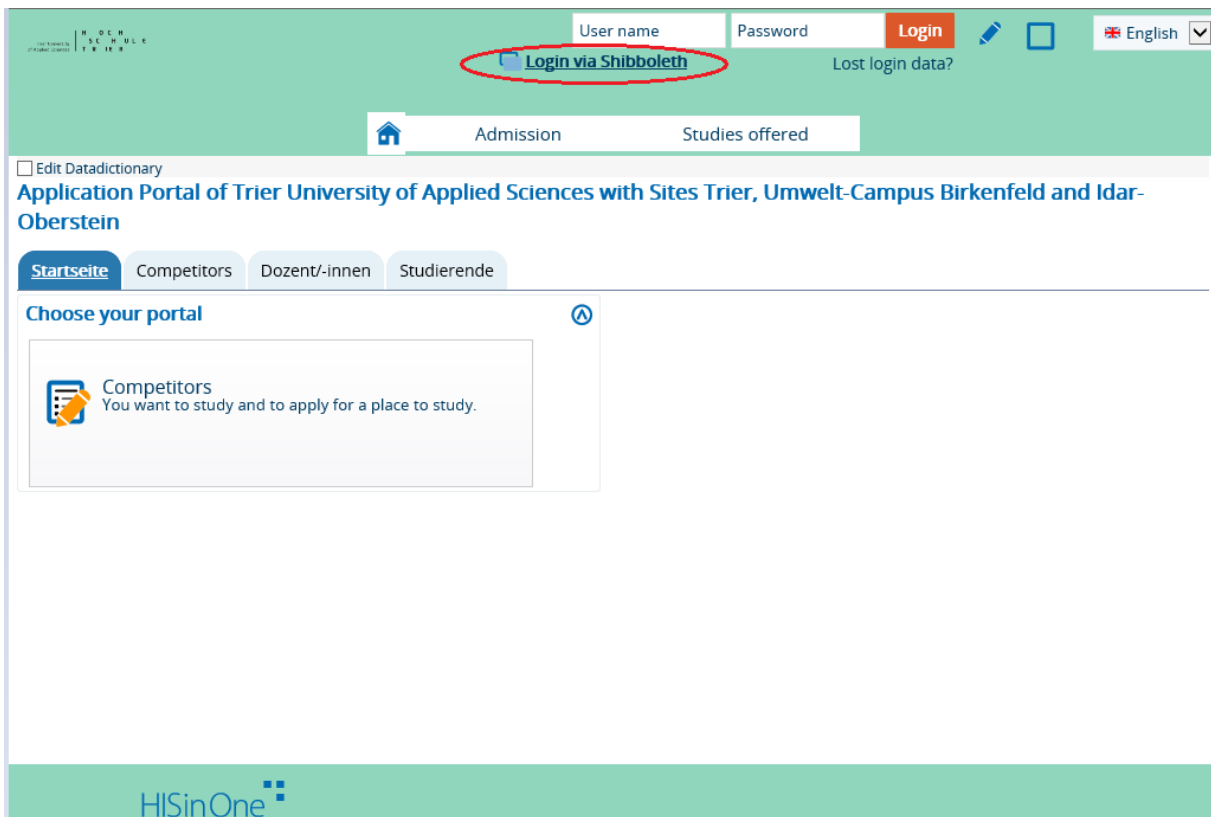
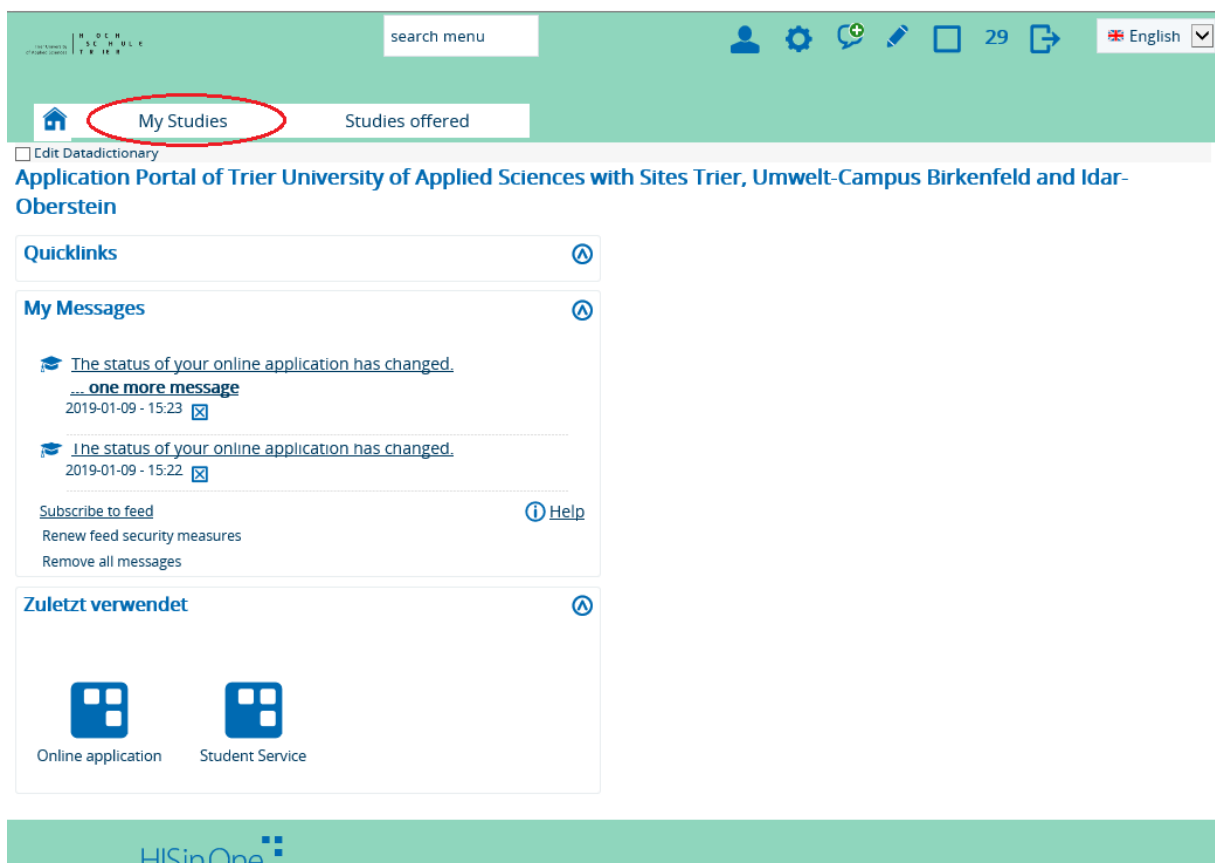


Short guide „Print immatrikulation certificate“

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 „My Studies“



3: Switch to the submenu "Student Service"



The screenshot shows the 'My Studies' page in the HISinOne system. The top navigation bar includes a search menu, user profile, settings, and a notification bell with '29' alerts. The main navigation tabs are 'My Studies', 'Studies offered', 'Organisation', 'User information', and 'Bookmarks'. The breadcrumb trail reads 'You are here: Home > My Studies'. The 'My Studies' section contains several links: 'Planner Of Studies with module plan', 'Register for examinations', 'Register for electives', 'module handbook', 'Student Service' (circled in red), and 'My course plan'. The 'Student Service' link is described as 'Get an overview of your status, contact details, invoices and payments. Create reports, reregistration'.

4: Switch to tab "Reports"

The screenshot shows the 'Student Service' page in the HISinOne system. The top navigation bar is similar to the previous screenshot. The main navigation tabs are 'My Studies', 'Studies offered', 'Organisation', and 'User inf'. The breadcrumb trail reads 'You are here: Home > My Studies > Student Service'. The 'Student Service' section has a sub-navigation bar with tabs: 'Student status', 'Contact data and documents', 'Bills and payments', and 'Reports' (circled in red). Below the tabs, the user's status is displayed: 'Mrs. Maria Lubimow | Matriculation No. 966670 | full time student | Reregistration for winter term 2018'. The 'Course of studies' section shows 'Bachelor of Arts International Business / Englisch - Erststudium' with 'International Business' and 'studysemester: 5.0'. A 'Help' link is visible in the top right of the course section.

5: Print the immatriculation certificate (=Studienbescheinigung) via "Icon Printer"

The screenshot shows a web interface for a university portal. At the top, there is a search menu and user profile icons. The main navigation bar includes 'My Studies', 'Studies offered', 'Organisation', and 'User'. Below this, a breadcrumb trail reads 'You are here: Home > My Studies > Student Service'. The 'Student Service' section has tabs for 'Student status', 'Contact data and documents', 'Bills and payments', and 'Reports'. Under 'Control sheet', there is a link to 'Print data control sheet [PDF]'. The 'Requested Reports' section contains a table with the following data:

report type	semester	Outputtype	Executiontime	Actions
Studienbescheinigung	Winter 2018/19	PDF-Dokument	09.01.2019 15:41:18	 

Below the table, there is a 'My course of studies' section with a 'Berichtscener anzeigen' button. The 'Reports' section includes a dropdown menu for 'Winter 2018/19' and a list of 'Bescheinigungen' (Certificates) with PDF links: 'Antrag auf Beurlaubung [PDF]', 'Antrag auf Exmatrikulation [PDF]', 'Antrag auf Rückerstattung von Gebühren [PDF]', and 'Bescheinigung nach §9 BAFöG [PDF]'.