

WELCOME

Guide for International Degree-seeking Students

International Office / Akademisches Auslandsamt



Trier University
of Applied Sciences

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

Contact Information



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1

Information on application and admission



1 Information on application and admission

At the Trier University of Applied Sciences, as at almost all universities in Germany, there are a certain dates for enrolment that must be observed.

There are specific application deadlines and enrollment deadlines for each semester.

For almost all programmes there is a fixed date, although there may be exceptions such as Wirtschaftspsychologie and Bachelor Architecture.

Also, application deadlines differ for international and domestic applicants.

You can find more information about application and admission on the website of the [Study Service](#).

Any questions regarding your future degree program?

Our [academic counsellors](#) can help you.



2

Checklist for International Degree-seeking Students



3 Checklist for international degree-seeking students

BEFORE coming to Trier

- NON-EU STUDENTS: Get a **visa**. Apply early on!
- NON-EU STUDENTS: Get student **health insurance**.
- Look for **accommodation** (private / dormitory).
- Transfer the **student services contribution** (about 303 €).
- Bring enough **cash** for the first weeks!

The first week

- Attend the **orientation session for international students by the International Office**.
- Attend the **orientation sessions by your department**. Here you will learn about your degree program, how to sign up for classes, etc.
- Pick up your **student ID** and **matriculation certificate**.
- Pick up your **username, password**, and university **email** address.
- Register at **Trier City Hall**.
- If applicable*: Open a bank account.
- NON-EU STUDENTS who only have a 3-month visa:
Extend your visa at the [Foreigners' Office](#) as soon as possible.

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Before coming to Trier



4 Before coming to Trier

Non-EU students only: Get a student visa

Depending on your nationality, you might have to apply for a student visa. On the website of the German Foreign Office ([Auswärtiges Amt](#)), you can find out whether you need a visa to enter Germany. Make sure to apply on time!

Required documents usually include:

- a valid passport,
- letter of acceptance,
- proof of adequate funds for living expenses (e.g. a blocked bank account, a scholarship certificate, parental income – as of 2023, 934 € / month!)
- health insurance coverage letter

Requirements may differ slightly from embassy to embassy, so make to get in touch with the one responsible for your area.

Read more on the [DAAD's website](#).

Health Insurance

All students at German universities need to have health insurance. It must be an appropriate student health insurance (a travel insurance won't work!).

Students from the EU can simply use their European Health Insurance Card (EHIC). If you don't have it yet, please request it from your health insurance provider.

Non-EU students have three options:

1. **Check if your current health insurance is also valid in Germany.** This is the case, for example, with statutory health insurance in Turkey.
2. **Get German statutory health insurance** (e.g. AOK, DAK, Techniker Krankenkasse, Barmer,...) will cost you about 120 euros / month and covers all important expenses. Also, you won't have to pay in advance.
3. **Private health insurance** may be cheaper, but be careful to check if the insurance's coverage suits your needs. You will also have to get an additional exemption document from German statutory health insurance to be enrolled. If you're planning to take out private health insurance, please contact us before concluding a policy!

For both EU– and NON-EU Students:

If you do not take out German statutory health insurance, you will need to send your alternative health insurance plan to a German statutory health insurance provider. They will check your policy and—provided the coverage is equivalent to German statutory health insurance—they can exempt you.. They will then send you a certificate which you will need for enrollment.

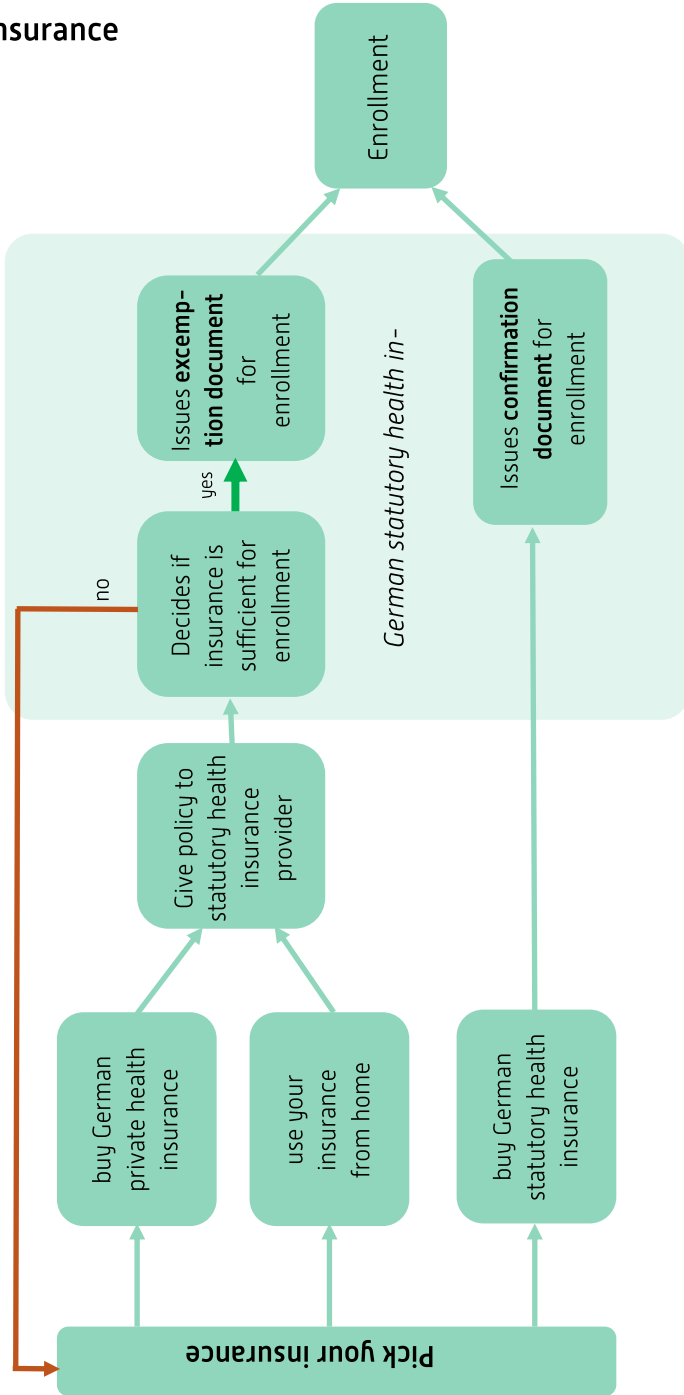
Important: International private health insurances will usually not be accepted for enrollment anymore. You either must get statutory health insurance or a private German health insurance.

Read more on the [DAAD's website](#).

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At any rate, do not buy insurance without making sure it is actually valid!

Health Insurance



Enrollment

Once you receive your admission letter, you can enroll at the Trier University of Applied Sciences. The Study Service will send you detailed information on the enrollment process, which documents to provide, and which deadlines to adhere to.

To start the enrolment process, you need to pay the student services contribution fee and send the legally attested copies of the necessary documents by mail to the university.

You should complete your enrollment before you come to Trier.

Transfer the student contribution fee

The student contribution is a solidarity fee that every student (no exceptions!) must pay the student services (about € 300) before being enrolled. The exact amount differs and will be given in the enrollment form.

Your benefits:

Trough this payment, all students receive a free bus and train ticket for Trier and the surrounding area and can eat at the campus Mensa and cafeterias at reduced prices.

How to pay:

Wire the student services contribution to the account given in the enrolment form. Make sure you send the full amount – **sometimes bank fees are deducted!**

You cannot pay the contribution in cash or by credit card – it must be transferred. Doing this from home will save you time and hassle during your first week.

If you're already in Germany, but don't have a bank account yet, it is currently possible to pay the money in cash at **Postbank Trier** and have them transfer it for a small fee (about 10-20 euros). **You should consider this option if your bank charges very high fees for the transfer**, but please be aware that your enrollment process will be delayed a couple of days.

Find accommodation

Dormitories

Apply for a room at one of the [dormitories of Studierendenwerk](#).

Dorm rooms usually are quite competitive and an early application is recommended.

Private housing

This can be difficult in Trier, so it's best to start looking early on. The following websites can help you:

On [wg-gesucht.de](#), [immowelt.de](#), [immoscout24](#), and [kleinanzeigen.de](#) students look for roommates and landlords offer their apartments.

The [Studierturm](#) is an apartment complex that specializes in student living.

Important points to consider:

Read more in our guide to [finding accommodation!](#)

- Make a move-in appointment so you can pick up your key. There are no reception desks in the dormitories and moving in is only possible during the caretakers' office hours.
- Usually, flats in Germany are unfurnished! Dormitory rooms are furnished, but often won't include items like bedding or dishes.
- Make sure you know what the full price is. Rent is usually broken up into "Kaltmiete" (basic rent for the apartment) and Nebenkosten" (additional costs for gas, water, trash, cleaning, etc.). If you find an offer that seems very cheap, make sure that the additional costs are included!
- All residents in Germany have to pay a fee for radio and television ("[Rundfunkbeitrag](#)"); this is currently ~ 18,50€ per month and household.
- Check what the rental period and conditions for termination are. You will usually have to terminate your rental contract three months in advance.

Short-term accommodation: [Jugendherberge Trier](#), [Jugendgästehaus Warsberger Hof](#) [Evergreen Hostel](#).

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Your first days in Trier



4 Your first days in Trier

Find your way to Trier

Airports in the area include: Luxembourg Airport (ca. 40 km)
Frankfurt Hahn Airport (ca. 70 km)
Frankfurt Main Airport (ca. 175 km)

Transfer from the airport to Trier (Hauptbahnhof / main station) is easiest by bus. You can book tickets online on [fernbusse.de](https://www.fernbusse.de).

You can also book a train ticket to Trier Hauptbahnhof on [bahn.de](https://www.bahn.de). This is especially suitable if you arrive at the Frankfurt Main Airport. The most frequent bus line between Luxembourg Airport and Luxembourg Airport is [Emile Weber](https://www.emileweber.de). Please note that there are direct lines, such as number 302 and with stops (lines 16, 26 and 303).

Find your way to Hochschule Trier

You can easily go to the main campus of Hochschule Trier by bus:

You can access the bus schedule online at [vrt-info.de](https://www.vrt-info.de). You can also download

From	Bus line	Direction	Exit at stop
Hauptbahnhof	12 and 14	Hochschule Trier	Hochschule Trier

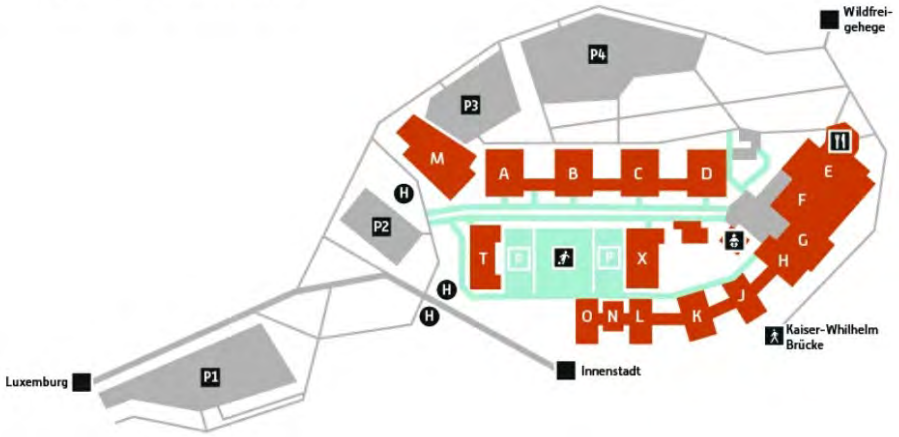
the [VRT-App](https://www.vrt-app.de) in an app store to find out about public traffic connections in Trier.

CAREFUL – AVOID THESE TRAPS!

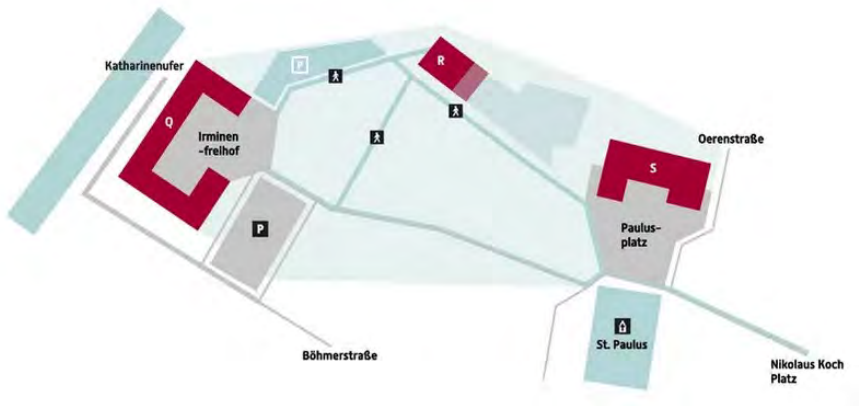
- Please note that the University of Applied Sciences has several campuses, two of which (Birkenfeld and Idar-Oberstein) are not in Trier.
- There are two universities in Trier: the University of Trier (Universität Trier) and Trier University of Applied Sciences (Hochschule Trier). Please keep this in mind when asking for the way or taking the bus / taxi.

Two campus locations in Trier:

Schneidershof (Main Campus)



Irminenfreihof (Campus of Art and Design)



Pick up your student ID and enrollment certificate

If you already have completed your enrollment, you can pick up your student ID and your login data at the Student Services office. You have to show your passport to receive it.

The student ID is very important because you also need it to

- take the bus / train,
- buy food at the cafeteria,
- use the library,
- access the
- parking lot and the PC pools
- access the university on weekends.



On your student ID, you will find:

- your **Matrikelnummer** (“student identification number”), which you will need for all kinds of formalities.
- the **validity date**. After this date, you won’t be able to use your ID. If you are staying for longer than one semester, you must re-validate it at the validation stations in building G/H (main campus) or near Room Q11 (Design Campus).

Your **enrollment certificate** is an official document that proves your student status. You may need to provide it to your health insurance provider or for extending your visa.

Activate your username, email, and password

Once you’re enrolled, you can activate your username and email account online. An activation link will be provided along with your student ID and enrollment certificate. You need your username and password to

- access your university email account,
- sign up for classes and access course materials,
- connect to the university Wi-Fi (“eduroam”),
- use the computers in the PC pools.

Participate in the Orientation Days

During our Orientation Days, you'll receive important information on the start of your studies, get to know your new campus, and get help with organizational matters. You'll also have a chance to connect with your fellow students during these days.

Next to the **orientation session by the International Office**, where many of your questions regarding life in Trier and Germany will be answered, it is strongly recommended to participate in the **orientation program by your department**. Here, you will receive important information on your degree program, exam regulations, etc. and get to know students of higher semesters. You will either receive an email about this or find information on the website of your department.

When? Orientation usually takes place the week before classes start. Therefore, please try to arrive a week before classes start.



Registration as a resident

In Germany, all new residents have to register at City Hall within the first two weeks after their arrival. To register, you need your **passport** (ID card for EU citizens) and a document called **Wohnungsgeberbestätigung** (confirmation by your landlord/-lady). You will receive this document from your landlord/-lady or your dormitory.

After registering, you'll receive your **Meldebescheinigung** ("registration certificate"). You will need this document to open a bank account in Germany and to extend your visa (if applicable), so we recommend registering as soon as you can. For further information on registering, please see the [DAAD's website](#).

If you leave Germany at the end of your studies, don't forget to [de-register!](#) Otherwise, you will keep receiving [Rundfunkbeitrag](#) bills. This can easily be done online ([city hall/Rathaus Trier](#)).

Open a bank account

Many students decide to open a bank account in Germany, which is very useful and (for students) usually free of charge.

Call beforehand to make an appointment, especially if you want to talk to an English-speaking bank employee. Also, ask which documents are required.

Usually, you need to take the following with you: a passport,

- your official address in Germany,
- your *Meldebescheinigung* (see "Register at the City Hall")
- your immatriculation certificate (see "Pick up your student ID")

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Studying in Trier



5 Studying in Trier

Academic Calendar

At the Trier University of Applied Sciences, as at almost all universities in Germany, the academic years are divided into two semesters:

- Winter semester: from 1 September to 28 February
- Summer semester: from 1 March to 31 August

Each of the semesters has a lecture period, exam period, and a lecture-free period.

Current information can be found [here](#).

User name, email, home drive

Activate your student account:

Once you have your student ID, you can pick up your user name and password at the IT service point in G9. Alternatively, you can [activate your account online](#). For safety reasons, you should change your password after that.

Email account:

With your user name and password, you can access your [university email account](#). Use this address for communication at the university and remember to check it daily!

Wi-Fi on campus:

To use the university Wi-Fi, connect to the network [eduroam](#) and fill in your user name and password.

Home drive:

On your home drive, you have 1GB of storage space. You can access it from all university PCs or from your own laptop if it is connected to the university Wi-Fi. You can also access it from home using a VPN connection.

PC pools, printers, copiers

There are five PC pools in Building G (*Rechenzentrum*, temporarily in the basement of Building D).

In the rooms or nearby, you'll find printers and scanners. To print, first charge your printing account at the machine in the lobby of Building G.

Note: The location of the Rechenzentrum in Building G is under construction.

TUAS IT department
(Rechenzentrum)

Online Platforms

A number of different online platforms are used to facilitate learning and help you with the organizational matters of your studies:

- Stud.IP** On Stud.IP, you can sign up for classes, and find course materials. You can find detailed [instructions on how to Stud.IP](#) on the website of the International Office.
- QIS** On [QIS](#), you can see the dates of exams, sign up for them and see your grades.
- Application portal** On the [application portal](#), you can print your enrollment certificate or check your payment of the semester fee.
- OpenOLAT** [OpenOlat](#) is an e-learning platform where you can find online / blended learning courses.

Library

Opening hours:

During the semester: 9-18 (Mo-Thu)
8-13 (Fr)

Lecture-free period: 9-14 (Mo-Thu)
8-13 (Fr)



In the library, you can borrow books and magazines, while also accessing e-books, journals, databases, and online trainings. Our library staff regularly offers courses and (online) trainings on how to best use the library, how to cite sources, etc.

Cafeteria and Mensa

There is a *Mensa* („canteen“) both on [Schneidershof](#) campus as well as on the [Arts and Design](#) campus. At the *Mensa*, you can buy warm meals during lunch hours for reduced student prices. Usually, there are several meals to choose from and there is always a vegan or vegetarian option.

The Schneidershof campus also has a cafeteria, where you can buy coffee, sandwiches, cake, icecream, and other snacks.

In the cafeteria and Mensas, you need to pay with your student ID card. You can charge it the machine in the *Mensa* lobby.

German courses

The University of Applied Sciences offers German courses for students, which you can find on Stud.IP. Please check with your department, which language courses are available to you in your degree program.

More courses are offered at language schools such as [Volkshochschule Trier](#) or [TASI](#) (external links); however, you have to pay a fee to attend them.

The [International Centre](#) (IZ) at Trier University offers a language evening and a tandem program (where you can sign up to be matched with a German student who wants to learn your language); students from Trier University of Applied Sciences can participate as well!

Counselling Services

At Trier University of Applied Sciences, various counselling offers are available to you.

- [Subject-specific study guidance](#): For all questions regarding your degree program and studies.
- [General Student Advisory Service](#) by the Study Service: If you are thinking about changing your degree program, have questions about the start of your studies, etc.
- [International Office](#): For all non-academic questions regarding your studies in Germany
- Finding jobs and internships: [Career Service](#) of Trier University of Applied Sciences
- [Psycho-social counselling](#) by the Studierendenwerk Trier (website only in German, but counselling is possible in English as well)
- [Legal advice](#) by the Studierendenwerk Trier on daily legal matters. (website only in German)
- Further resources and [counselling services in Trier and the region](#)

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Living in Trier



6 Living in Trier

Semester ticket

Your student ID is also your bus and train ticket. It has your picture on it and cannot be transferred to another person.

Take public busses in this area:



and the train on the following routes:



For more detailed information on your semester ticket, please see [here](#).

schedules for [trains](#) and [buses](#)

Non-EU students: extending your visa / residence permit

Students from outside the EU and EFTA require a residence permit after their entry, regardless of whether they needed a visa in order to enter Germany.

After registering at the residents' registration office, please make an appointment with the [foreigner's office](#) about two months before the expiration of your visa.

Please bring the following documents to the appointment:

- Enrollment certificate
- Tenancy agreement for your apartment
- Proof of financial resources
- Membership confirmation of health insurance provider
- Passport
- Biometric passport picture
- The application fee has to be paid directly at the appointment.

Important advice:

Two weeks after you have completed your studies, your residence permit for the purpose of studying will automatically expire, even if it would have been valid beyond that date. If you are planning to stay in Germany after your studies, you need to apply for a new residence permit.

If you live in Trier, you need to extend your residence permit here:

Thyrusstr. 17 / 19
54292 Trier

Phone: 115 or 0651/718-0

Living costs

On average, students in Trier have to spend around 950 € / month to cover all of their expenses.

NON-EU STUDENTS

Visa	Visa fee: ~ €80 proof of adequate funds [e.g. a blocked account - from september 2023 about 950€ / month!]
Health Insurance	statutory health insurance: ~120€ / month private health insurance: differs

ALL STUDENTS

Accommodation	~ €350 - €450 / month + a refundable deposit (usually two months' rent) for most apartments
Food	~ 300 € / month
<u>Rundfunkbeitrag</u> (radio & television)	~ 18,50 € / month and household
phone, internet	~ 30 € / month
student services contribution	~ 303,4€ / semester. More info here .
miscellaneous	~ 100€ / month

Mobile phone

You can get a SIM card and/or a cell phone contract at discounters (such as Lidl, Aldi, Netto, etc.) or specific shops (Telecom, Vodafone, etc.). Please always make sure to know the duration of the contract, payment plan, and cancellation deadlines!

Hospitals, doctors, pharmacies, emergency numbers

Hospitals (Krankenhäuser)

1 Brüderkrankenhaus Trier

Nordallee 1
54292 Trier
Tel: 0651/2080

2 Mutterkrankenhaus

Feldstraße 16
54290 Trier
Tel: 0651/9470

Doctors /general practitioners

3 Arzt für Allgemeinmedi- zin Klaus Meiners

Nordallee 12
54292 Trier
Tel.: 0651/26683

4 Facharzt für Allgemein- medizin Dr.med. Paul Liethen

Kochstraße 13
54290 Trier
Tel.: 0651/4367616

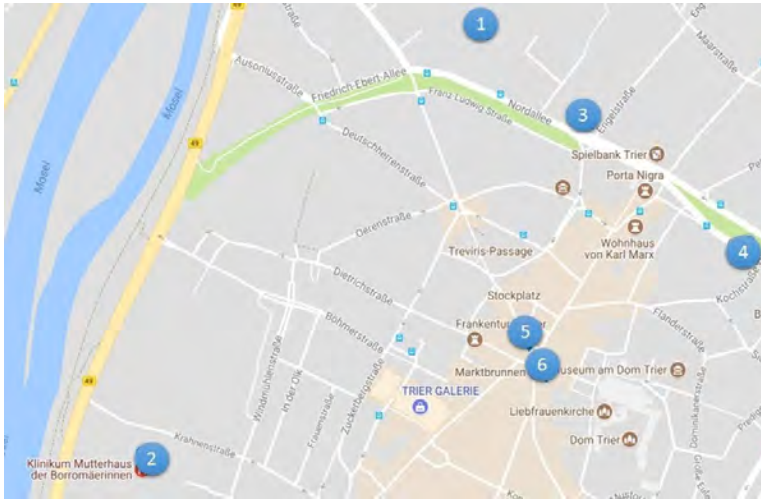
Pharmacies (Apotheken)

5 Apotheke Zur Steipe

Hauptmarkt 16
54290 Trier
Tel.: 0651/975220

6 Löwen Apotheke

Hauptmarkt 6
54290 Trier
Tel.: 0651/42679



Police (Polizei)

Emergency number: **110**

Address of the police in Trier:

[Polizeipräsidium Trier](#)

Salvianstraße 9
54290 Trier

**Emergency
numbers**

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Shopping for groceries

You can buy groceries at low costs at **discount supermarkets**, such as Aldi, Lidl, Netto, Norma, Kaufland.

You can also buy groceries at **supermarkets** like Rewe or Edeka, which are more expensive but offer a larger range of products.

For more grocery stores, please click [here](#).

Sports

OPTION 1 [Sports courses at Trier University](#)

As the gyms at the University of Applied Sciences are being renovated, it's not possible to do sports there. However, many sports courses are offered at Trier University, where you can participate for a small fee.

OPTION 2 [Join the PST](#)

As a student at the University of Applied Sciences, you can join the PST (Post-Sportverein Trier) for free. The PST is a club that offers a large variety of sports and is located close to the University of Applied Sciences.

OPTION 3 Find a club or sports facilities in the city

There are lots of sport clubs and sports facilities such as swimming pools, gyms or climbing halls in Trier. You can find an overview on Trier's official [website](#).

[On this map](#), you can see a number of gyms in Trier.