



Exchange students - summer semester 2026

First online meeting - Welcome to Trier University

Team exchange students

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Topics

1. Important information & Timeline
2. Room Offer
3. Enrolment
4. Course Choice
5. Next steps – summary
6. Time for your questions



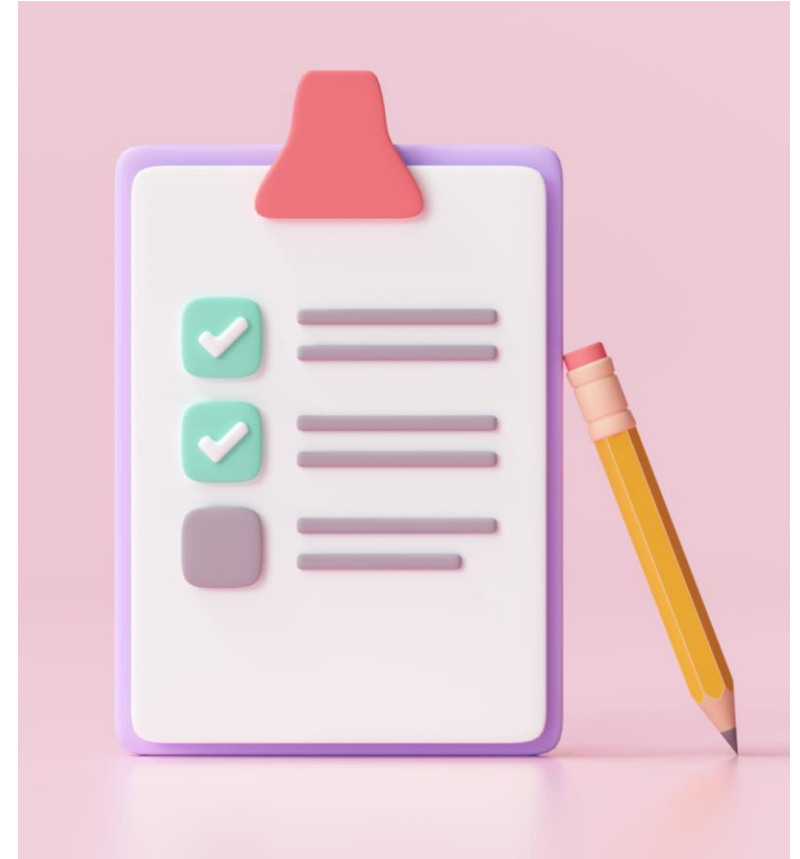
1. Important information and timeline

Please (re-)check the application website

- Timeline (click on the picture)
- Brochure for exchange students!
- Health insurance information – deadline approaching!
- Enrolment procedure
- Accommodation in Trier

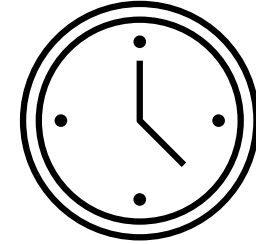
Please also check the [follow up website!](#)

= record of general information sent by email



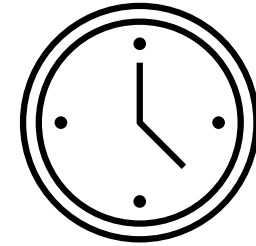
1.1 Important deadlines

Timeline:



- Room offer (if available) sent to you: **30 January 2026**
- Deadline for acceptance of room offer (incl. payment of room deposit + 1st rent): **6 February 2026**
- Deadline for sending health insurance: **6 February 2026! Take care of this step immediately!**
- Enrolment application (incl. payment of social fee): started earlier – **23 January AND ends earlier: 6th February**
- Confirmation of enrolment (incl. Login for university systems): **until arrival**

1.2 Cost before arrival



Payments to be made until 6th February:

- Payment of room deposit + 1st rent:
600 Euro + rent for the 1st month (approx **400 Euro**)
or half of the first month for participants in the German language beginners course
approx 200 Euro
- payment of social fee (for enrolment): **375,80 Euro**
- → **sums up to approx. 1375 Euros/1175 Euros**
- **Exemption of the social fee only for scholarship holders (fee is paid by Trier University): ISEP, Tunesia, Georgia, Ukraine, Georgetown, Manitoba**



2. Room Offer

- Room offer will be sent to you: **30.01.2026**
- We send **only 1 room offer!** You can either accept or refuse the offer.
- Room offer includes e.g. address, amount of rent, duration of contract, **instructions on how to accept offer, information on the equipment, when to move in ect. > is valid/sufficient for the Visa application!**
- How to accept the room offer:
 - Sign room offer acceptance form
 - Pay deposit and 1st rent > **Important: reason of payment, no bank charges!**
 - **Send us signed acceptance form + confirmation of payment via email**
- Deadline for acceptance of room offer: **6 February 2026 – do not miss it – we will immediately offer the room to the next student on our waiting list**

2. Room Offer

- Room confirmation with move-in instructions: **End of February**
- **Rental contract:** to be signed on day of arrival
- **Keys:** to be collected from the janitors/tutors of the dormitories on arrival day (will be explained during online info session shortly before arrival)
- In case we cannot offer a room:
A guide on how to find accommodation in Trier will be sent!
- You should start looking for accommodation as soon as possible in this case




3. Enrolment

Start: Today, **23 January 2026** (you receive an email with all details)

New deadline: 6 February 2026

Documents needed (checklist):

- **Enrolment form** (= „Antrag auf Einschreibung“)
 - **Payment of semester fee** (not needed for scholarship holders)
 - **Health insurance confirmation**
 - Signed **checklist**
-
- Enrolment will be confirmed **until arrival**: you will receive an email incl. log-in details to Trier University systems, e.g. PORTA)

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TRIER

UNIVERSITÄT TRIER - INTERNATIONAL OFFICE
CHECKLIST ENROLMENT AT TRIER UNIVERSITY

To enrol at Trier University for the upcoming **winter semester 2024/25** send us the following documents via email to exchangestud@uni-trier.de by latest **30th of August 2024**:

Check

Antrag auf Einschreibung (Angelegen) – attached form

- Check your personal data on the **attached form** (address, date of birth etc.)
- Change your personal data in handwriting, if necessary
- Add your mobile phone number (including the international call prefix)
- Sign and date the document (Datum: **11.08.2024**)

The grey box below will be completed by Trier University!

Payment of semester fee

- Check the **precise** amount, bank account and transfer details on "**11.08.2024** auf **11.08.2024**."
- Transfer the full (!) amount. No banking fees should be charged!
- **Do not forget the reference (11.08.2024/2025)**, it is **very important!**
- Double check the payment confirmation regarding possible fees which **have to** be covered by you. If your bank asks for a complete address to transfer the money:
Account Holder: **11.08.2024/2025, Mainz - Address: 11.08.2024 Trier, 11.08.2024/2025, 54296 Trier, Germany**
Name of the Bank: Postbank Ludwigshafen
- Safe a confirmation of payment, e.g. online bank transfer or copy of bank statement.
- Send us payment confirmation.

Confirmation of health insurance

- Did you already send it? Perfect, no action is needed.
- Attention! If you did not send it yet, please do so until **1st August!** (see document "Health insurance information")

This checklist enrolment at Trier University
Complete it and sign it below

General information concerning the enrolment procedure:

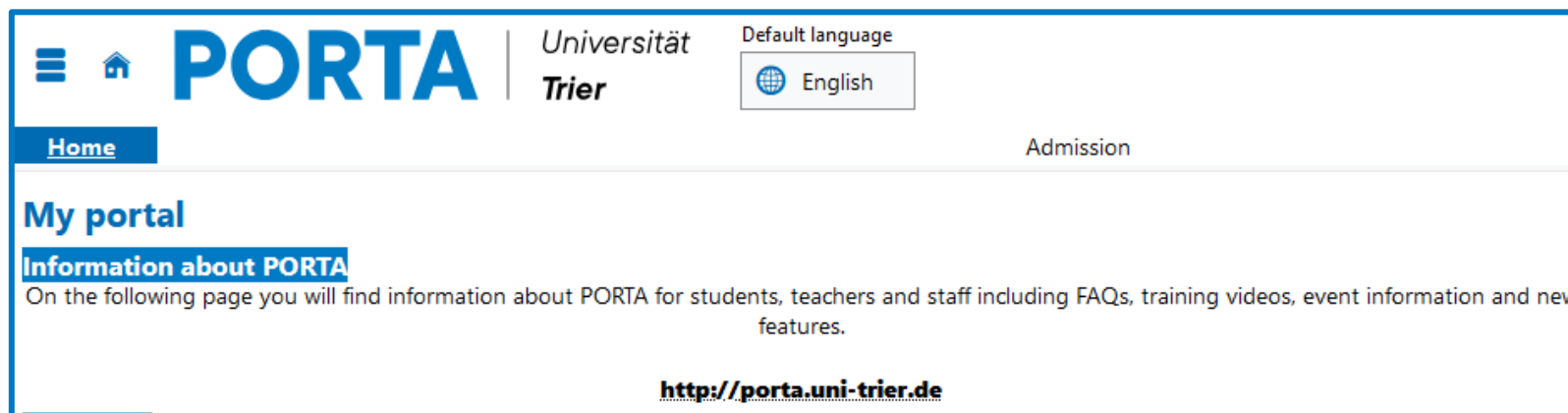
- It is **absolutely necessary** that we have received your documents as requested above by the given deadline!
- Your student ID card (TUNIKA) will not be sent to you by mail. It will be given to you **after your arrival** in Trier. If you need a visa to enter Germany, you need to provide us with a hard copy of your visa to receive the TUNIKA.

Important information regarding data protection:
By signing your application to study at Trier University, you have given your consent to Trier University to send the login credentials for your student account in PORTA (Trier University E-Mail address, my user-ID and my password) to the E-Mail address provided by you in the application form.

Place _____ Date _____ **SIGNATURE** _____

4. Course Choice

- Course catalogue for summer semester: available from 3rd February
- PORTA: campus management system to search, register and deregister for courses
- You can already look for courses without your log-in details!
- Log-In details will be sent together with enrolment confirmation → only then you can register for courses (Learning Agreement is not sufficient)



4. Course Choice

How to find courses at Trier University:

1. Via **PORTA** (guide [Finding Classes on PORTA](#))
 - Go to <http://porta.uni-trier.de>
 - Click on „Search for courses“.
 - Click on „Show all possible search criteria“.
 - Define your search criteria, e.g. language of instruction and organizational unit (field of study).
 - Overview of German (and other!) **language courses** at the language center available [here](#). For German courses higher than beginner level: Placement test on 10th April on campus. For other languages : consult website for placment test dates

Academic advice

Contact with departmental coordinators before arrival is obligatory!

Websites for exchange students of the departments
and contact details of the departmental coordinators

ects.uni-trier.de

- Please make sure to check the „Information“ links on the website! You will find instructions/contact details there´!
- Look for departments´ course lists or catalogues on the linked websites.

Academic advice – announced information sessions emails

The following departments have announced their procedures for a first, obligatory contact with students:

- **Germanistik and German as a foreign language:** An email will be sent to all admitted exchange students by the coordinator!
- Erasmus+ **English** Studies Incoming Students information session
Time: Jan 26, 2026 11:30 AM
<https://uni-trier.zoom-x.de/j/68925899637?pwd=xTaHSbn5bbaecdsPjxs6fnLokd1oTl.1>
- **Economics and Business, Psychology:** Will offer an online meeting (to be announced by email)
- **Media science:** Will offer a website for exchange students soon (linked on ects.uni-trier.de)
- **Educational Science, Slavic studies:** Students should send a course “wish-list” to the departmental coordinators, Dr. Julia Langhof: julia.langhof@uni-trier.de. Prof Stahl (Slavic studies) stahl@uni-trier.de
Please include course numbers, titles (see Porta) and ECTS credits (if possible)!
- All other subjects/departments: Please check information websites under ects.uni-trier.de. If no information website is available, please send a short email to the departmental coordinators of the subjects you are planning to take courses from!

4. Course Choice

- **Important:** ECTS credits are not listed in PORTA!> Please check the websites for exchange students or contact the departmental coordinators!
- Full semester workload: 30 ECTS (no minimum credit requirement from our side, please ask your home university how many credits they expect you to achieve).
- Further and more detailed information:
 - Brochure for exchange students (on application website)
 - Website for exchange students [Course selection](#)
New: how to search [for your subject's module handbook!](#)

Learning Agreement (Erasmus students)

- Fill it after course catalogue is published (3rd February)
- Send it to exchangestud@uni-trier.de (signed by you and your home university) or use the online platform.
Deadline: 20th February.
- We will send it to the departmental coordinators to confirm – only then we can sign the document! Minimum processing time: 1 week

5. Next steps - summary

- Room offer will be sent 30.01.2025
- Enrolment starts to today
- Enrolment confirmation and course registration in March

To be sent by email/second online meeting:

- Further information about learning agreement procedure/course choice
- Pre arrival information (where to pick up the keys, register ect.)
- Information by email about: orientation program
- First glance: [Virtual campus tour](#)
- [New campus/city map for exchange students!](#)
- Private WhatsApp group for exchange students – not hosted by Trier University!
<https://chat.whatsapp.com/HxhOo9xtIAYALiapBH8HoG>

Questions





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