Checklist for Incoming Students

Before your Stay at Trier University:

☐ Application: Here you can find information about the required documents you need to submit once your stay at Trier University is confirmed. DONE!

☐ Accommodation: check the relevant box in the online application form if you would like to apply for a room in one of our student dorms. Further details: Uni Trier: International - Accommodation (uni-trier.de); DONE!

☐ Orientation Programme: complete the relevant form in the online application (optional); Further information: Uni Trier: International - Orientation Programme (uni-trier.de); DONE!

☐ Visa: please inform yourself about the regulations for your country and apply for a visa if necessary: www.auswaertiges-amt.de/en/visa-service/-/215870

☐ Room offer acceptance: Make sure to accept your room offer until the deadline 12 August 2022 (this includes payment of the room deposit and the first rent)

☐ Health Insurance: For your stay at Trier University, you are required to have sufficient health insurance coverage. Further information: Uni Trier: International - Required documents (uni-trier.de);

☐ * Only Erasmus-Students - Learning Agreement Part 1 (LA): the LA part 1 needs to be signed by all parties and sent to exchangestud@uni-trier.de. (Deadline Trier Univ. = 21 October)

Here you find information about how to find classes on PORTA.

Here you find information on how to sign up for classes on PORTA. (Please be aware that a) you can only sign up for classes AFTER your LA1 is confirmed and you are enrolled at Trier University; b) for on-site courses, the signed Learning Agreement is no guarantee that free seats are available!)

☐ Enrollment application: Wait for the personalized Application of Enrolment to be sent to you, then proceed with the necessary steps – starts 19 August 2022, ends 02 September 2022

☐ Log-In Credentials: Receive your Log-In Credentials from the International Office after the enrolment is processed

☐ Course Registration: After having received your Log-In Credentials make sure to register for the courses you want to take. Make sure if there are special registration requirements.

☐ Rental Contract: Receive and return the signed rental contract until latest 09 September 2022

During your Stay at Trier University:

☐ Collection of Room Keys: if you are living in one of the student dorms, you need to pick up your keys during the allotted times.

☐ Confirmation of Arrival: If you are required to submit an arrival certificate, please send the form of your home university to exchangestud@uni-trier.de.

☐ Registration with Trier City and application of residence permit. During the orientation programme.

☐ Bank Account: After you have been registered with the Resident’s Registration Office, you will be able to open a bank account on your own.

☐ * Only Erasmus-Students - Learning Agreement Part 2: Any changes to your LA part I need to be registered in the LA Part 2. This needs to be signed by all parties and send to exchangestud@uni-trier.de within the first 5 weeks of the lecture period (our recommendation; please check if your home university sets a different deadline). Information on how to complete the LA, part 2: https://www.uni-trier.de/index.php?id=66542#c278176 (Deadline Trier Univ. = 25 November)

☐ Course choice confirmation: you need to check whether the courses you listed in the LA1 are offered in reality or if the course plan was changed after your LA 1 was signed

☐ Exam confirmation: check with lecturer what you need to do to earn your credits and if this is possible during the period of your stay (e.g., check exam dates!)

☐ Transcript of Records: you need to apply for your Transcript(s) on time! Our Incomings team will send further information towards the end of the semester.

☐ Confirmation of Stay (CoS): you need to get a confirmation of your mobility period from the Incomings Team.

☐ Moving out of Dorm: Information will be sent by the Incomings Team towards the end of the semester.

Important Links:

Welcome Page Uni Trier: International - Exchange Students (uni-trier.de)

FAQs Incomings Uni Trier: International - FAQ & Study Information (uni-trier.de)