

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!)*
- Enrolment 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 the of the semester.

Important Links:

Welcome Page [Uni Trier: International - Exchange Students \(uni-trier.de\)](#)

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