



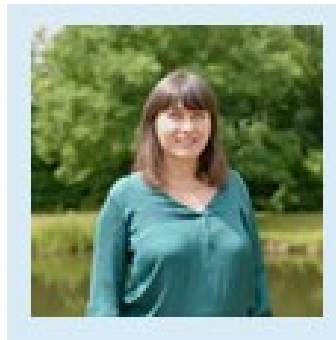
Willkommen an der Universität Trier

Welcome to Trier University

International exchange students – summer semester 2026

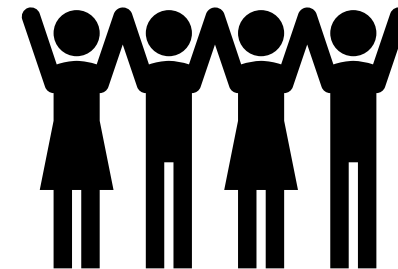
Team Orientation program

**Incomings coordinators,
International Office**



Janina Kröner & Leonie Wittke
exchangestud@uni-trier.de

**&
student tutors**



Celina, Julia, Batuhan

Topics

1. Housing and dormitories
2. Important next appointments
3. Student ID Card (TUNIKA) and public transport
4. General advice



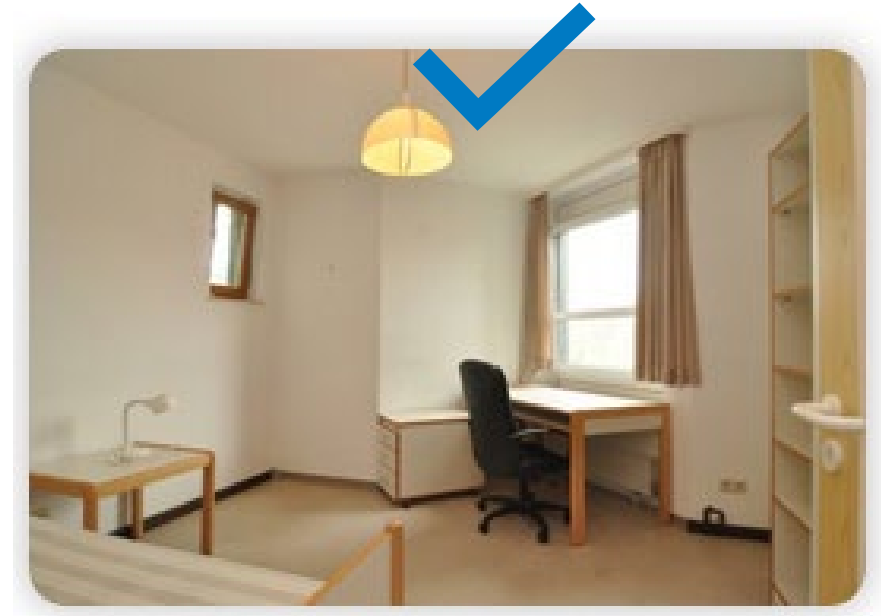
1. Housing and dormitories

- **Dormitory landlord: Studiwerk**
- Rental contract is with Studiwerk, not with Trier University
- Contact persons:
 - 1) For general questions (contract, rent payment, deposit return): Ms. María-Paula García, Maria.Garcia-Hincapie@studierendenwerk-trier.de
 - 2) In case you have social conflicts in the dormitory , social worker Ms. Petra Stolz-Wagner: Petra.Stolz-Wagner@studierendenwerk-trier.de
 - 3) To buy adapters, shower curtain, load cash on Tunika, return interim card: Studiwerk Office.
Attention, changed opening hours: 8-12:00 am

Location: Studihaus (next to C building), Studiwerk side-entrance

1. Housing and dormitories

- Remember/re-read housing information sent by email!
 - Check room after moving in (first week)
 - Report damages to janitor asap
 - Via Email or
 - Via www.online-troubleticket.de
(take pictures/videos if needed)
 - VERY IMPORTANT to receive the full deposit back!
- Don't lock yourself out (the door cannot be opened from the outside without a key if you close it)
- **Please do not lose the key!**
<https://youtube.com/shorts/qEpe966TyUU?is=ZzEHpaQmkcPzuiXa>



1. Housing and dormitories

Internet in the dormitory

- Cabel for the **internet connection**: Please look in drawers/wardrobe!
- Problems with internet: IT-Service it@studiwerk.de (Tel: 201-2983) – make an appointment via Studiwerk website :
[Internet in the residential complexes](#)

Housing Rules

- Buy bed sheets and duvet covers
- Buy a shower curtain (e.g. at Studiwerk Office in Studihaus)
- No parties in the dormitories/ no loud noises at nighttime
- No renting to others!
- If the fridge doesn't work, please check if it is plugged/turned on
- Do not change sanitary installations (showerheads and faucets)
- **Clean the room and bathroom regularly – buy cleaning products now!**



Wohnheiminfo

We warmly welcome you to the student residences, managed by the Studierendenwerk Trier. This accommodation is designed to support international and domestic students to study undisturbed and to exchange with one another.

To make it easier for you to deal with parts of the tenancy agreement (Mietvertrag), the general conditions of tenancy (Allgemeine Mietbedingungen) and the house rules (Hausordnung), you will find a summary of the most important points here:

Checking the accommodation when moving in

When moving in, the tenant must certify that the accommodation is in proper condition. (General Conditions of Tenancy, § 7, Damage when moving into the accommodation). If you notice any damage when you move in, you should inform the janitor immediately in writing. Any damage found at the end of your stay will be charged to the tenant.

Conduct in the residence

Living together in a student residence requires empathy and respect for others. Therefore, residents are required to avoid disturbances with other residents, and to notify their noisy neighbours of any issues in this area.

Quiet time is from 11:00 pm to 07:00 am:



Residents are obliged to regularly clean the rooms they use - with the exception of the common rooms - or have them cleaned. The residents themselves must also clean any excessive soiling outside the room.

Please refer to the house rules (Hausordnung). Violations of these rules may lead to the immediate termination of your tenancy agreement. (House rules, § 11, Violations of house rules)

Be sure to ventilate the rooms correctly!

See extra information sheet under: <http://www.studiwerk.de/hausordnungen/20024.pdf>

Avoidance of fire-fighting operations: Please note: Ventilation should always be to the outside, never into the hallway. The smoke alarms in the corridors are part of the fire alarm system and immediately trigger a fire department call-out in the event of an alarm. Most of the smoke alarms in the rooms can be switched off by yourself in the event of an alarm by pressing against the cover of the device from below (check / stop button). Negligent or grossly negligent behavior can lead to the costs of the fire department operation being passed on to the person responsible.

Washing machines and dryers

There are washing machines and dryers in every apartment complex. The contactless chip, which is also located on the TUNIKA, is used for payment. This chip can only be charged with euro banknotes. This chip can be recharged at the following locations:

- TUNIKA-Stationen
- An allen Mensakassen (Mensakasse)
- Studiwerk/Office

Students who **do not have a TUNIKA** will receive a special interim card for a deposit of € 10. It can be acquired during the opening hours of the Studiwerk/Office ☺, or charged with money at the payment stations (see above).

>> We recommend our new WELSCHEAPP at <http://app-in-den-keller.de> <<



Communal facilities: use and purpose

Showers, washing machines and similar facilities are for the exclusive use of residents. It is not permitted to allow other persons to use them. Facilities in the common rooms must remain there.

Tenants may not allow other people to stay in his room. Visitors may be received. Each tenant is responsible for the behavior of their guests. Any room rental outside of the rental rooms in this regard is prohibited. This also applies to the use of short-term accommodation of family members and other persons. Violation of this provision may result in termination of the rental agreement without notice.

Weekend emergency service

The Studierendenwerk Trier is improving the service in its student residences Kieburger Weg, Oeweg, Petrusberg and Torkort with an on-call service at weekends. You can call the janitor emergency number - Tel.: 0169 9002717 - to request help in urgent emergencies. This emergency service is available from 12:00 on Saturdays until 02:00 on Mondays. The emergency call center should only be used in really urgent emergencies (power failure, burst water pipe, etc.). The emergency service will also help with lockouts (loss of keys), but in this case the usual fee of € 60.00 will be charged. All other calls are free of charge. If the janitor has to be called out, due to incorrect information, a fee of € 60.00 will also be charged.

Waste disposal

As everywhere in Germany, waste is also separated in the Studierendenwerk's halls of residence. The following regulations apply to all residences:

You will find waste containers in various colours, or with various symbols or labels, on the grounds or in the immediate vicinity of your hall of residence.



- Blue containers: for paper packaging with the "Grüne Punkt" (Green Dot); newspapers, magazines, cardboard boxes and other waste paper.
- Glass containers: for glass bottles (green, brown, white). No cans!
- Yellow containers: only for plastic and metal packaging with the "Grüne Punkt" (Green Dot), e.g. yoghurt pots, foil packaging and dryfoam; also food and drink cans. The packaging should be clean.
- Please dispose of all other packaging in the general waste (Restmüll) container.

For additional information in various languages please see <http://www.wkt-trier.de/tran/eng/>

Correct ventilation:

- Never fully turn off the heating in winter
- Open window entirely for approx. 5-15 minutes
- Open the window min 2x a day (morning and evening)
- Ventilate after cooking and showering
- Do not dry your laundry in the room



Washing:

- [Instructions video waching machines and dryers](#)
- Washing app: [App in den Keller](#)
- [Washing machine and dryer manuals](#)
- Locations in Tarforst: House I, IV, VIII



Waste separation



Separate waste – show responsibility Trier les déchets – se montrer responsable

0651 949 1414

Löwenbrückener Str. 13/14
54290 Trier
www.art-trier.de

- Containers outside of the dormitories can be opened with room key.
- Yellow garbage bags for plastic: For free at pharmacies, post office near the university...)

Verpackungen Packaging Emballages	Altpapier Paper Papier	Altglas Glass Verres	Bioabfall Organic waste Déchets biodégradables	Restabfall Residual waste Autres déchets ménagers	Spezielle Abfälle Special waste Déchets spéciaux
					<p>0651 949 1414 www.art-trier.de</p>

Waste separation

- **Blue bins:** paper packaging with „Grüner Punkt“, newspapers, magazines, cardboard boxes and other waste paper
- **Glass bins:** for bottles (green, brown, white). No ceramic!
- **Yellow bins:** only for plastic and metal packaging with the „Grüne Punkt“ label, such as yogurt cups, foil packaging, Styrofoam, beverage cans, food cans. Packaging should be clean!
- Please dispose of (almost) everything else in the **general waste**
- **Videos from landlord:**
 - <https://www.youtube.com/watch?v=mtFuCEzWazA> (waste management)
 - <https://www.youtube.com/watch?v=boBYKKW1mSY> (plastic recycling)
- **„Pfand“:** plastic/ glass bottles with this symbol, you get money back!



2. Important next appointments during orientation program

Today: Eating at the canteen (Mensa) with tutors

12:00 in front of mensa (Forumsplatte)

- 1) Load your Tunika
- 2) Choose your meal option and enjoy your meal

Meal options are available on the Studiwerk website

- Vegan and vegetarian options
- Burger generator (pre-order online)
- Pizza, Bowls and Pasta (Oliva)

2:00 pm: Campus tour and meeting with International Centre
in front of mensa (Forumsplatte)



2. Important next appointments during orientation program

Guided city tour: **Saturday, 04.04.**

Meeting: 1:45 pm Porta Nigra, city center

Recommendation: Take an early bus (**1:00**) due to heavy traffic!

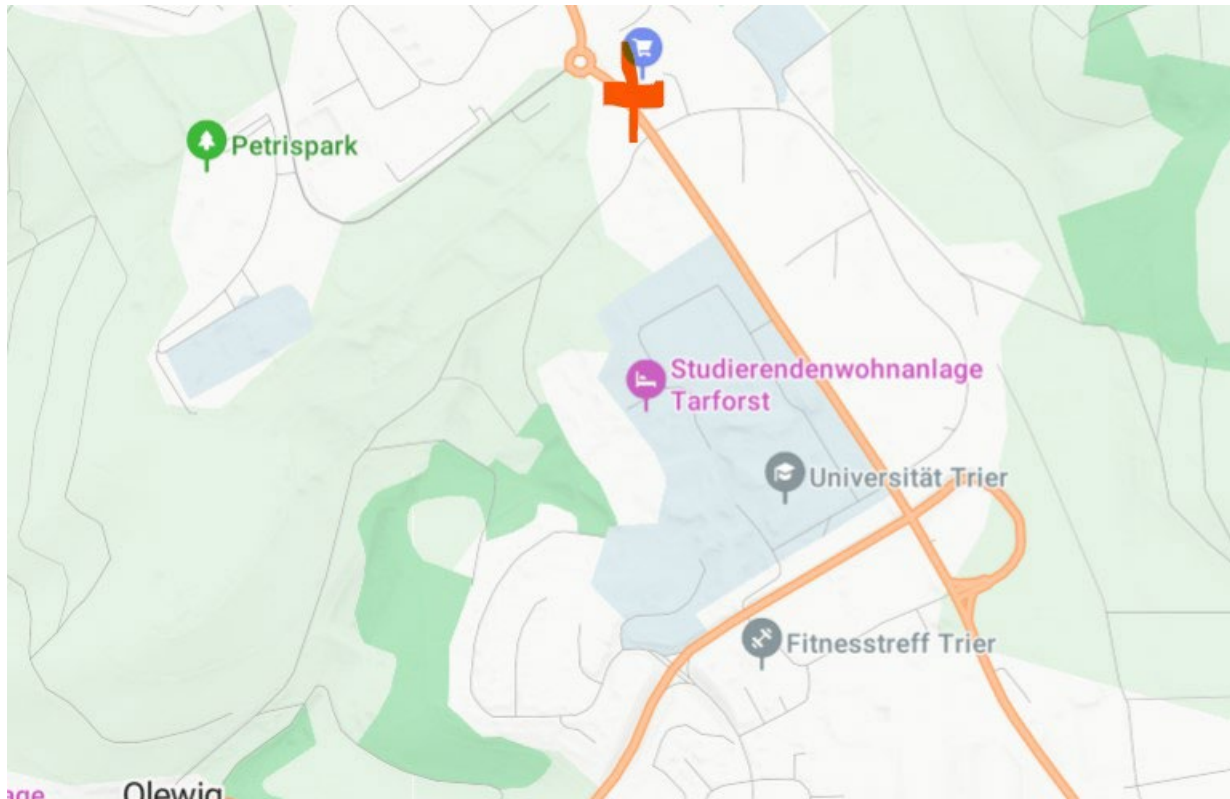
Non-scholarship holders City registration: **Tuesday, 07.04.**

Scholarship holders city registration: **Wednesday, 08.04.**

Meeting at 7:00 am Bus stop Kohlenstraße

- **Original passport or ID Card**
- Folder with your **rental contract** – especially page „**Wohnungsgeberbestätigung**“!
- **Last address in Germany** – if you have been registered before in Germany!

Meeting point city registration, documents for registration



Documents for the city registration:

- **Original passport or ID Card**
- Folder with your **rental contract** – **especially page** **„Wohnungsgeberbestätigung“!**
- **Last address in Germany** – if you have been registered before in Germany!

What will happen after registration?

- **Do not lose confirmation of registration!**
- **Receive German tax ID number: send** by post mail to dormitory (check your post box), valid for whole lifetime!
- Sign up **for broadcasting fee**



 Bundeszentralamt
für Steuern

ROCKSENDE-
ADRESSE Meldebehörde Musterstadt, 99999 Musterstadt
Karin Mustermann
Musterstr. 9
99999 Musterstadt

Persönliche Identifikationsnummer:
99 999 999 999

Allgemeine Informationen:
www.identifikationsmerkmal.de

01.08.2008

BETREFF **Zuteilung der Identifikationsnummer nach § 139b der Abgabenordnung (AO)**

Sehr geehrte Dame, sehr geehrter Herr,

das Bundeszentralamt für Steuern hat Ihnen die Identifikationsnummer 99 999 999 999 zugeteilt. Sie wird für steuerliche Zwecke verwendet und ist lebenslang gültig. Sie werden daher gebeten, dieses **Schreiben aufzubewahren**, auch wenn Sie derzeit steuerlich nicht geführt werden sollten.

Bitte geben Sie Ihre Identifikationsnummer bei Anträgen, Erklärungen und Mitteilungen zur Einkommen-/Lohnsteuer gegenüber Finanzbehörden immer an. Bitte geben Sie vorerst Ihre Steuernummer zusätzlich zur mitgeteilten Identifikationsnummer an.

Beim Bundeszentralamt für Steuern sind unter Ihrer Identifikationsnummer - nach den Angaben der für Sie im Regelfall zuständigen Meldebehörde - folgende Daten gespeichert:

01: **Mustermann**

What will happen after registration?



- Broadcasting fee registration
- Every household needs to pay: **18,36€/ month**
 - Single apartment: whole amount by yourself
 - 2 bedroom apartment/shared apartment: **amount can be shared**, 1 person registers & other person informs provider that first person is paying (once the first person has successfully registered and has received a client number)
- Register online yourself: [Presentation Media Licence Fee](#)
- With registration at city, the broadcasting fee service is informed
- They will contact you if you do not register by yourself (post mail make take long!)
- You can be penalized if you do not pay! Please see presentation above on how to register.
- Recommendation: **Do not allow direct debiting** but pay invoices once you receive them

2. Important next appointments during orientation program

Meeting for Scholarship Holders: Tuesday, 07.04.
09:00 am , Room V 7, V Building

Bring:

- hard copy of Grant Agreement
- passport

Pub crawl: Tuesday, 07.04., 6:00 pm at Porta Nigra

- Make sure to bring some cash money, some bars to not accept card payments or credit cards.

2. Important next appointments during orientation program

Scholarship holders city registration: **Wednesday, 08.04.**

Meeting at 7:00 am Bus stop Kohlenstraße

Bank account opening: **Wednesday, 08.04.**

Meeting 9:30 am with tutor bus stop

Documents:

- Original passport OR identity card
- Confirmation of registration from the city (you received with the registration on Monday) and your rental agreement
- German tax identification number – if already received by post. If not, this can be submitted later.

2. Important next appointments: Residence permit

Residence permit: Wednesday, 08.04. 2:00 pm

- Residence permit = visa after you arrived to Germany
- Only for Non-European students who did not need a Visa to enter Germany:
E.g. from US, Korea, Japan, UK, Ukraine **who do not have a visa yet**

Needed documents were already sent by email.



3. Student ID Card - TUNIKA

You have received your student ID card (called TUNIKA) on 31.03. or 01.04.

You need it for:

- Payment on campus (mensa, cafeteria)
- Library
- Washing machines/ dryers in dormitories

Tutors can help with loading the card!

If you only have cash money: The Studiwerk Service office can load the money on your card



3. Public transport

From 01.04 onwards:

Your student ID card does not work as bus/ trainticket!

You need to activate so called „Deutschlandticket“ in the Portazon App

- Free public transport, not only in the region but all over Germany (with the local busses/trains)

How to activate?

You will need to download **App Portazon**: <https://www.portazon.de/>

Log in with your student ID

Find more information see QR-Code in the welcome folder



Last minute...

Last minute course choice helpdesk

09.04., 11:00 am to 1:00 pm.

Please book an appointment by contacting us by email!

Please bring your Learning Agreement and Laptop!

Availability of Ms. Kroener and Ms. Wittke:

During the orientation week: 8:00 am – 2:00 pm (come by without appointment)

During the lecture period: We will announce office hours

4. General Advice

- Shops are closed on Sundays and bank holidays
- For shopping (kitchen items etc.): Ask student tutors during city tour
- Socialize! 😊
 - With help of **International Centre (IZ)**
 - With your student tutors
- In case of problems and questions, please talk to us! We cannot help if we do not know.
You find us in V building, room V20b, during orientation program
Ms. Kroener and Ms. Wittke are available from 8:00 am to 2:30 pm

4. General Advice

Counseling services at Trier University:

If you have other special needs or issues, there are various counseling services available at Trier University:

- [Psychosocial counselling](#)
- [Equal treatment](#)
- [Protection against sexual harassment, discrimination and violence](#)
- [Studying with a disability/chronic illness](#)
- [Studying with a mental illness](#)

Most important: Enjoy your time in Germany and at Trier University!

Questions





UNIVERSITÄT

TRIER
