



## STUDENT EXCHANGE 2017/18

### How to Apply

A complete application includes all of the following documents. Please submit one copy of each document, completed in either German or English (unless otherwise stated). You can find all of the necessary forms online at: [http://www.uni-trier.de/downloads\\_aaa.htm](http://www.uni-trier.de/downloads_aaa.htm)

#### 1. Choice of Host Institution (“Programme List According to Field of Study”)

Please number the institutions you are applying for in the order of your order of priorities.

Please submit **two copies** of this form.

#### 2. Application Form

Please complete the application form online, and also print and sign two copies (e.g. one original and one photocopy) to submit in paper form along with a passport photo.

**Personal Details / Addresses:** The term-time address that you provide here will be used to contact you during the term time (i.e. whilst lectures are going on), and the second / home address will be used during the semester break as well as during your time abroad. Please inform us immediately of any changes in your contact details – particularly your email address – so that we can contact you about any changes or important dates at your host institution.

**Priorities:** Please write in here the programme (=Erasmus) and the field of study/subject for which you are applying (i.e. the subject which is responsible for the exchange with that partner institution), as well as your first choice of partner institution (further choices can be listed in order of priority on the paper forms) The second and third fields for priorities should only be filled in if you wish to apply simultaneously for partner institutions coordinated by different subjects. If this is the case, you should write in here the subjects and your choice of partner institution in order of priority. If you are applying for partner institutions coordinated by different subjects, you must submit **a separate copy of your application for each subject**. Please mark on the various copies which subject the forms should be passed on to.

**Duration of the stay abroad:** Please write here the duration of your planned stay at the partner institution you have listed as your first choice (specific dates are not necessary).

**Bank Details:** We need the details of your bank account in order to pay you the Erasmus scholarship money. This is usually paid in two instalments: one at the start of your time abroad (= around 75-80% of the total financial support), and one at the end of the time abroad. It is therefore very important that your bank details are correct! You should not close this bank account before September 2018! (If you must change your bank account, please inform Ms Hauer-Schuster or Ms Kröner as soon as possible by email to [aaa@uni-trier.de](mailto:aaa@uni-trier.de)).

#### 3. C.V.

Your C.V. should be detailed and in tabular format). By ‘detailed’, we mean you should include information about your degree progress (including any changes in subject or university, breaks from studying, etc). You should also include details of your particular interests within your degree subject(s), your career plans, etc. Please remember to sign your C.V.

#### 4. Letter of Motivation

Please write a letter explaining the subject-specific and personal motivations for your application to study abroad and for your choice of partner institution. Please present your plans for studying at the partner institution (e.g. specific courses or research). If you have chosen several possible partner institutions, you should focus on your plans to study at your first choice, unless your plans are very different according to the partner institution you attend. (Applicants from English Studies should write their letter of motivation in English).

## 5. List of previously completed courses

You can find a list of your previous grades in the PORTA system – please print out this pdf document and include it with your application. This suffices for your initial application. If your host institution later requires a more detailed transcript, it will usually need to be a list in English. You will be informed about how to obtain an English version in your acceptance letter, if your application is successful.

Master students should moreover submit a copy of their Bachelor's degree certificate, which can be certified in room V 20a of the International Office upon presentation of the original document.

## 6. Language Tests

You need to take a test in the language of instruction at your chosen host institution(s). These tests are coordinated by the University's Language Centre\*, the next ones will take place in late April 2017 (English, French and Spanish) We will accept the results of these tests even if they come after the application deadlines. More details can be found here: <https://www.uni-trier.de/index.php?id=42358>. Your test results will be communicated to the International Office directly by the Language Centre, so you will not need to do this yourself. However, your application should include a note about the date of the language test you are planning to take. If you have already passed a language test in the relevant language within the last 12 months, please also indicate in your application the date of that test – you do not need to take the language test again. If you have a recent TOEFL or IELTS result (not older than 2 years), you can submit this instead of taking the English test at the Language Centre.

\*Italian language test: This test will be administered by Dr. Onasch, room B 229 (dates will be announced here shortly)

Unfortunately, we are unable to offer Portuguese language tests. Please include a self-evaluation and any relevant language course certificates with your application.

If you are applying to study at an institution in a non-English-speaking country but where courses are offered in English, the Language Centre's English test is sufficient, even if the native language of the country is different. If you do speak the native language of the country in which you are applying to study, please document this in your application.

In the following subjects there are special regulations:

**English Studies, Romance Studies, Slavic Studies:** If you have successfully completed practical language courses ("sprachpraktische Übungen") in the relevant language, you do not need to do a language test. (However, if you are applying for an exchange coordinated by another subject, please consult the Departmental Erasmus Coordinator there.)

### **Please note:**

If you participated in the ERASMUS programme (study or internship) before, you should enquire at the International Office (contact: Anne Freihoff, room V 21) whether you can be granted funding for the stay you are planning now.

### **Extra Note on Applications:**

Please fill out your application forms on a computer and put your papers in the order indicated above. Please use a paper clip to keep your papers together – not folders, plastic wallets or similar. Please use the information above to ensure that your application is complete – due to the high number of applications we receive, it is not possible for us to check each application individually. The International Office does not accept responsibility for any disadvantages originating from incomplete applications.

### **Contact person at the International Office:**

Anne Freihoff, room V 21 (office hours: Tuesdays and Wednesdays, 2 - 4 p.m.)

### **Submitting your Application:**

You should hand your application in at the International Office, in room V 20a. (Exceptions: Political Science, Business Studies, Economics, Sociology, MEST and Law – you should submit your application to the relevant coordinator in your faculty.)

For application deadlines, please see: <https://www.uni-trier.de/index.php?id=850#c147656>