

Exchange between Trier University and Jesus College Oxford: Information about the Application Process

Unless indicated otherwise, the listed documents below can be submitted in German or English. Please download the documents and fill them in on your computer (<http://www.ins-ausland-downloads.uni-trier.de>).

1. Checklist and Query on Fewer Chances (if applicable)

The personal information provided on the form *Query on Fewer Chances* may be taken into account favorably in the selection process. Submitting this form is not required but entirely up to your decision. (If you decide to submit it, please upload it together with the check list in a single PDF file.)

2. Online Application Form

(<https://www.uni-trier.de/index.php?id=61282>)

Please complete and submit the application form online. Additionally, download the form as PDF, sign it and add it to your application.

Personal data/ addresses: Please always inform us immediately of any changes in your contact details – particularly your email address. We do not have access to any changes you make on Porta or with the registrar's office.

3. **Current Certificate of Enrolment** with exact details of your course studies/ combination of subjects

4. Curriculum Vitae in Tabular Form

Please choose a tabular layout and include your academic/ professional career as well as your personal interests. Do not forget to sign the document.

5. Reason for Your Application, Study Project

Describe the academic and personal reasons for your application as well as your project at the host university. In particular, please describe in how far your project will profit from the specific research and study opportunities Jesus College and/or the University of Oxford offer. (Scope: one to two pages maximum).

6. Two references

You can hand in the two references according to the form provided (or in any other format) in German or in English. The two references should be written by two professors/ lecturer's with a doctorate who have taught one or more of the subject-specific classes (no language teaching classes!) you attended. Please submit the forms as early as possible to the lecturers whom you would like to ask for the reference. For this purpose, we strongly recommend that you arrange an appointment with the lecturers concerned and provide them with your previous study results and the written description of your project plan as a basis for their assessment.

The references should be handed to you in a sealed and stamped envelope or be posted or e-mailed directly to the International Office (freihoff@uni-trier.de).

7. List of Courses Attended to Date

a) applicants pursuing a Master's degree

In Porta, you can download a certificate of your previous scores/grades as a pdf document – please add this to your application. If your application is successful, you will need to provide an English transcript to be forwarded to the host university, in this case your confirmation letter will include further information about this.

Students in Master's programmes should also submit a copy of their Bachelor's diploma (uncertified copy is sufficient – the successful applicant will be required to present the original document at a later date).

b) applicants pursuing a PhD

Please submit copies of your diplomas (Bachelor/ Master, etc.).

(Uncertified copies are sufficient – the successful applicant will be required to present the original documents at a later date).

8. English Language Test

Trier University's Language Centre offers language tests regularly; information on the test dates can be found here: <http://www.uni-trier.de/index.php?id=42358>. Please take the test by 16 January 2025 at the latest (an oral examination is **not** required). Please note that you have to register for the test –make sure you do this as early as possible. The results will be forwarded directly from the Language Centre to the International Office, i.e. you merely need to mention the test date on the check list.

These test results provide an assessment of your language skills in the selection process; if successful, you will need one of the following language certificates for the admission to Jesus College **in addition** in spring 2025: TOEFL, IELTS or Cambridge Certificate (CAE or CPE)

If you have successfully taken a TOEFL, IELTS, Cambridge or UNICERT language test within the last two years, it is not necessary to take the Language Centre's test. Please add a copy of your results to your application (to be uploaded under "Other").

Students of English at Trier University who have completed language classes should contact their instructor in the English department and ask him/her to fill out the necessary form (https://www.daad.de/medien/ausland/dokumente/daad-sprachnachweis_deutsche.pdf) rather than taking the Language Centre's test. In case of admission to the exchange, the TOEFL, IELTS or Cambridge Certificate is required.

Please upload all documents required in our [application portal](#) by:

Application deadline: 12 January 2025

Late applications will not be considered.