

# Summer Course at the University of Silesia in Katowice, Poland

## Information about the Application Process

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. Programme list: *not applicable*

### 3. Signed application form

(link: <https://www.uni-trier.de/en/international/going-abroad/moveon-outgoing> )

Please complete the application form, submit it online, then print the PDF available after submission, sign it and upload a scan of the signed version in the portal. A photo is not required.

### 4. Current certificate of enrollment (including details of your programme of study)

The certificate is available as a pdf document in the PORTA system.

### 5. Curriculum Vitae

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.

### 6. Letter of motivation (= "study project")

Please write a letter explaining the subject-specific and personal motivation for your application (not more than one page).

### 7. Reference

You can hand in the reference according to the form provided (<http://www.ins-ausland-downloads.uni-trier.de>) or in any other format in German or in English. The reference should be written by a professor / lecturer with a doctorate who has 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 lecturer whom you would like to ask for the reference. For this purpose, we strongly recommend that you arrange an appointment with the lecturer concerned and provide him/her 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 sent directly to the International Office (either by post or by e-mail to [freihoff@uni-trier.de](mailto:freihoff@uni-trier.de) ).

### 8./9. List of completed courses with study results

You can find a list of your previous grades in the PORTA system – please upload this pdf document. Master students in addition please upload a copy of their Bachelor's degree certificate.

#### **10. Language certificate**

If you already have Polish language skills, you can upload any documents attesting to these under "Other".

**Please upload your application documents (except reference, see 7.)**

**by May 18.2025**

**in the International Office's application portal, which is to be found here:**

<https://www.uni-trier.de/en/international/going-abroad/study-abroad/download-application-documents-for-exchange-programmes/upload-portal-applications-outgoings>

**Important:** Under *Exchange region* please select "European Programmes", and under *Programs* "Summer School at University of Silesia, Katowice" to make sure your application will be seen.

The application results will be communicated via e-mail by May 22, 2025.