

Exchange Programs of Trier University for the USA and Kanada for all Students/Subjects

Application information for the academic year 2022/23

This document provides information on the different exchange programs between Trier University and partner universities in the USA and Kanada (p. 1-6) and also provides some important information about the application procedures (p. 6-10). Please read this information carefully before compiling your application documents.

A. What programs are available?

I. Exchange via the International Student Exchange Program (ISEP) www.isep.org

Please note: The ISEP program also allows exchanges at the **University of Puerto Rico** - if this is your interest, please apply within the framework of the **procedure for partner universities in Latin America** (For further information see: Jan-Patrick Proost, V 28).

Within this worldwide program, in which Trier University participates with a total of 5-10 exchange study places per year can be arranged at about 130 US universities. An overview of the participating universities can be found in the ISEP brochure available from the International Office or at www.isep.org. Please consider only universities in the USA and Kanada, and only those in the "ISEP Exchange" as the "ISEP Direct" program is not available. Details on the courses offered by the respective university can be found by clicking on the university and then clicking on *Learn More* at the end of the university introduction page *under Flexible Course Enrollment - ISEP Exchange*.

Since the program is based on the principle of 1:1 exchange, your placement at one of the universities of your choice depends both on the number of places available there and on the number of other interested parties for the respective university, i.e. a specific university location cannot be guaranteed in advance. You can specify up to 10 preferences on the attached program list. The ISEP - Head Office in Arlington, Virginia, to which we will forward the documents of the successful applicants after the selection procedure, will then place you at one of the universities you have specified. This procedure usually takes three to four months, i.e. in April 2022 you can expect more detailed information about your future American host university.

Within the framework of ISEP, you can apply for both undergraduate and graduate studies. Please refer to the ISEP website to find out which programs are offered at the individual universities. Please note that for admission to a graduate program, a bachelor's degree is required. In addition, at some universities admission in a graduate program is only possible after passing an entrance examination (GRE / GMAT). Depending on the degree program, it is therefore advisable to apply for both the graduate and the undergraduate program in order to increase your chances of being placed. If you are not interested in an undergraduate program, please note this in your application.

Financial regulation of the exchange: Each program participant, co-finances the study stay of their exchange partner at their home university - in your case Trier - and receives corresponding benefits at the host university. Specifically, this means that you will receive a place at the American host university pre-financed by your American exchange partner, which includes tuition fees, accommodation and meals. Travel expenses are not covered. (For financing information see section B)

Additionally, you are responsible for your pocket money, books, and health insurance in the amount of approx. \$95 US per month. Since we do not charge tuition fees, you are in a comparatively favorable position: You only have to pay part of the cost of living (board and lodging as well as the semester fee (*Semesterbeitrag*) of your

American exchange partner, amounting to a total of 3,500 EUR for 9 - 10 months. This amount is topped up with funds from the state of Rhineland-Palatinate to a full monthly scholarship for the American participant. Roughly calculated, you thus do not have to spend more for the study stay in the USA than for a study year in Trier.

II. Exchange with Trier University's partner universities in the USA and Kanada

Please note that the exchange agreements listed below with individual partner universities are independent of the ISEP exchange, i.e. they are separate programs.

1. Exchange Agreement with Clark University in Worcester, Massachusetts (www.clarku.edu)

Within the framework of this agreement, only graduate courses are available. Admission in courses in the undergraduate program is not possible. The English Department of Clark University is not involved in this program, i.e. courses in the English Department cannot be taken. As with the ISEP program, Clark University provides a free tuition at the university as well as board and lodging at a cost sharing of EUR 3,500. (For financing information see section B)

2. Exchange agreement with Hamline University, St. Paul, Minnesota (www.hamline.edu)

The undergraduate studies program is open to exchange participants. The extent to which courses can also be taken at master's level will be determined on a case-by-case basis. Accommodation and meals in a student dormitory (usually in a double room) are provided at a cost sharing of 3,500 EUR. (For financing information see section B)

There is close cooperation with Hamline University in the field of media studies, so a study stay for students enrolled in Media Studies is particularly suitable.

3. Tuition free placement at the Appalachian State University, Boone, North Carolina

2022/2022 not available!

4. Tuition free placement at Gardner Webb University, Boiling Springs, North Carolina

(<http://gardner-webb.edu>)

Undergraduate studies available; graduate studies may be available; please check with Anne Freihoff, International Office, before applying.

Travel and living expenses including health insurance are to be paid by the exchange participant (For financing information see section B) **(Teaching assistantship see below)**

5. Tuition free placement at Francis Marion University, Florence, South Carolina (www.fmarion.edu)

Undergraduate studies; regarding graduate studies please check with Anne Freihoff, International Office, before applying. (Master of Business Administration - program is only offered online!)

Travel and living expenses including health insurance are to be paid by the exchange participant. (For financing information see section B)

In addition to the regular courses offered by Francis Marion University, the exchange student can also take a one-year certificate course in theatre studies and practice, which in addition to courses in literary studies also includes courses in drama and direction, stage design and technology, etc., as well as theatre internships. Interested parties can request more information from Anne Freihoff (freihoff@uni-trier.de).

6. Tuition free placement at Webster University, St. Louis, Missouri (www.webster.edu)

Undergraduate studies; graduate studies may be possible - please check with Anne Freihoff, International Office, before applying. Travel and living expenses including health insurance as well as the application fee charged by Webster University are to be paid by the exchange participant. (For financing information see section B).

7. Tuition free placement at Saint Martin's University, Lacey, Washington <http://www.stmartin.edu>

Undergraduate and graduate studies. Travel and living expenses including health insurance are to be paid by the exchange participant; please note that Saint Martin's University will moreover charge social and activity fees of about 700 USD for the year (somewhat less for a semester). (For financing information see section B)

8. Tuition free placement at Bloomsburg University, Pennsylvania (www.bloomu.edu)

Undergraduate studies only. Travel and living expenses are to be paid by the student. (For financing information see section B)

9. Tuition free placement at the University of Manitoba <http://umanitoba.ca>

Undergraduate studies only. Travel and living expenses are to be paid by the student. (For financing information see section B)

III. Teaching assistantships and studying in the USA

⇒ for native speakers of German, for detailed information please see "Bewerbungshinweise" in german

The duration of all exchange programs is one regular academic year, i.e. two semesters or three quarters of a year without summer school. It is not possible to extend the scholarships or to shorten them to one semester at a later date.

Some of the exchange places can also be allocated for a one-semester stay starting in August/September, however this does not apply to teaching assistantships. If you would like to apply for a one-semester stay, please enclose a **statement of reasons** on a separate sheet with your application. Please note that it is not possible to extend your application at a later date.

Cost sharing for a one-semester stay: Clark University, ISEP, Hamline University: **2.500,00 EUR.**

When planning your studies, please note that the academic year in the USA/Kanada begins in August or September at the latest, depending on the university, and that it is not possible to plan your arrival after program start date!

In the Campus News of Trier University, you can find the blogs from some of the former participants at http://campusnews.uni-trier.de/?page_id=30598

B. Financing Options

You have the opportunity to submit an application for a partial scholarship from the DAAD PROMOS program together with your application for participation in the exchange. It is sufficient to fill in the relevant form and enclose it with your application (the procedure differs in the case of language assistantships; see p. 7, #11). General information on this scholarship can be found at www.promos.uni-trier.de .

For **language assistants** the procedure differs: Please hand in a separate PROMOS application in May 2022 (details: www.promos.uni-trier.de)

Furthermore, it is possible to apply for a travel scholarship for the USA at the Fulbright Commission in Berlin (if you are studying full-time in the USA and have German citizenship). For students of the humanities, partial scholarships are also available via the Zeit-Stiftung Arnold Heidsieck. Information on both scholarship programs can be obtained from the International Office in December.

Other financing possibilities:

BAföG – funding for studies abroad (<http://www.bafög.de/de/441.php>),

Education loan: www.bildungskredit.de ; comparison of different loan possibilities:

https://www.che.de/wp-content/uploads/upload/CHE_AP_224_Studienkredit_Test_2019.pdf

C. Information on the courses offered by American universities

Before you create your preference list, please check on the Internet pages indicated whether the subjects and priorities you are interested in are offered at the respective universities.

An overview of the study programs and courses offered by the universities participating in the ISEP program can be found on the following website <http://www.isep.org>. In addition, we suggest you review the information provided by the DAAD and the US State Department available at:

<https://www.daad.de/de/laenderinformationen/amerika/vereinigte-staaten-von-amerika/>

<https://www.daad.de/de/laenderinformationen/amerika/kanada/>

and <https://educationusa.state.gov>

D. Recognition of academic achievements

Academic results achieved during your stay at the host university can generally be recognized in agreement with the respective department at Trier University. It is recommended that you clarify this with the academic advisor in your department before your departure.

E. Application requirements

Prerequisite for participation in the exchange program (unless otherwise stated) requires at least three completed semesters prior to the start of your studies at the host university (in the bachelor's programs). In addition, a TOEFL (Test of English as a Foreign Language) score of at least 80 points is usually required for admission to the American university.

F. Application procedure

After reviewing the documents submitted, a selection of applicants will be invited to an interview with Trier University's Committee on International Affairs at the end of November or in December. Here you will have the opportunity to comment on your study plans while being abroad. You may also be asked about your previous studies and your knowledge level of the host country and Germany. To prepare for the interview, we recommend that you go beyond your academic study intentions and learn about regional topics (history, politics, literature, geography, etc.) and that you keep up to date with current political events. Following the selection interviews, the committee will decide on your application on the basis of your documents and your interview. We will inform you of the committee's decision before the start of the Christmas holidays.

For the teaching assistantships, the selection interviews are conducted separately from the other programs by a smaller committee.

G. Application documents

The successful ISEP applicants will be asked after the selection process to submit the documents required by the ISEP central office for the placement by the end of January. You will be asked to include your course preferences for the universities you have selected, so please ensure you have reviewed the overviews of the respective courses offered. The overviews can be found online as previously mentioned.

The following documents must be included in your application:

(You can download the forms from the Internet and fill them out **on your computer**: <http://www.ins-ausland-downloads.uni-trier.de>)

Please make sure that your name appears on all pages of the documents submitted and number the pages of multi-page documents; also make sure that spelling and punctuation are correct.

1. Checklist

Please mark on the checklist which documents are enclosed with your application and arrange them in the order indicated. If necessary, make a note if individual documents are to be submitted separately. Please note that your application must be submitted in full by the closing date in order for it to be considered.

2. Program list

Please indicate which of the exchange programmes/universities you are applying for and in which order.

3. Application form

Please fill out the online form (available at: <https://www.uni-trier.de/index.php?id=61282>) and submit electronically. Additionally, download the form in PDF format. Please attach a printout of this form with your signature to your application.

Personal data / addresses: We will use the semester address you enter here during the lecture period, the second correspondence or home address during the semester break and during your stay abroad. Please inform us immediately of any changes so that we can contact you at any time (this also applies to your e-mail address).

4. Current certificate of enrolment with exact details of your course of studies / combination of subjects

5. Curriculum vitae in tabular form

The curriculum vitae should be detailed, i.e. you should also state your professional and personal interests. Do not forget your signature. Scope: one to a maximum of two pages.

6. Reason for your application, study project

Describe the academic and personal reasons for your application. Here you can provide more information about the courses at the university you have selected as your first choice. You can explain how the content of the courses at the host university relates to your previous and/or future studies. Scope: one to two pages maximum. Please address the letter to the Committee on International Affairs of Trier University. If you are interested in the teaching assistant programs, you should also consider your interests and abilities in this regard.

7. List of courses attended to date

In Porta, you can download a certificate of your previous scores/grades as a pdf document - please print it out and enclose the printout with your application.

Students in master's programs should also submit a copy of their bachelor's diploma (uncertified copy is sufficient – successful applicants will be required to present the original document at a later date).

8. Photocopy of your secondary school diploma (no certification necessary)

9. Two references

The references should be from university professors or lecturers with a doctorate. 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 study plan for the host country as a basis for assessing the report.

If possible, the references should be written in English, as they will be forwarded to the American host university as an essential part of your application. If necessary, however, they can also be prepared in German.

The references should be handed to you in a sealed and stamped envelope or sent directly to the International Office.

10. English as a Foreign Language (TOEFL) – Results (Score Report)

Please submit proof of your English proficiency with your application. In case you do not have any document attesting to your English level, you can take a language test at Trier University's Language Centre (duration: approx. 1.5 - 2 hours; an oral examination is not required). Further information and the next test dates can be found at <http://www.uni-trier.de/index.php?id=42358> . Please take the test in November 2021 at the latest (prior registration via PORTA required). The results will be forwarded directly from the Language Centre to the International Office, i.e. you do not have to worry about this. If you have already taken this test within the past 12 months, there is no need to take the test again. In this case, please simply state the test date in the checklist. This test is preliminary proof that your language skills meet the requirements to study in the USA/Kanada.

Students of English Studies can present the results of their previous language courses instead of this test (please have these confirmed by the relevant course instructors if they are not listed in the Porta printout).

Most partner universities will require a current TOEFL (or IELTS) result, however - also in the case of English studies – which must be available at the latest when we nominate you at the American host university, i.e. by the beginning of February 2022. Please note that several weeks may elapse between registration for the TOEFL, the test date and the evaluation - so please register for the test in December 2021, i.e. immediately after receiving the result of your application. You can look up the registration information from the Internet at www.toeflgoanywhere.org.

More detailed information on the test can be found at <https://www.ets.org/s/toefl/flash/35929> [TOEFL-talk-germany.html](https://www.ets.org/s/toefl/flash/35929)

Practice material is available in the self-study centre of the Media Languages Centre (Medienzentrum Sprachen) (B 311/B 313), to help you prepare for the test.

If you are applying for the ISEP program, please indicate on the registration form the following information: **ISEP - Destination Code Number (DI): 9250**

A copy of the result will then be forwarded by TOEFL Services directly to ISEP – Centre. The destination code - numbers of the partner universities can be found on: <http://www.toeflgoanywhere.org/asu-advanced-search>

The cost for the test is about \$250.- US. Please refer to the above Internet page for payment methods, information on the test centres and further information.

11. Application for funding within the framework of the DAAD/PROMOS program for study stays abroad (if applicable)

If you would like to apply for a PROMOS partial scholarship, please fill in the relevant form and enclose it with your application. Further information on the scholarship can be found at www.promos.uni-trier.de

Language assistants are required to hand in a separate application in May 2022.

Please note:

- The deadline for applications is **November 21, 2021** (complete documents must be submitted to the International Office, room V 20 a). Applications received late cannot be considered!
- Please submit all documents in single copy in the order listed above. Staple them together only with paper clips and do not use loose-leaf binders, application folders, transparent sheets or similar. The documents are intended to remain with us, i.e. they cannot be returned after the application process has been completed. Therefore, please make a photocopy for your own use before submitting it.
- The completeness of your application is your sole responsibility! We do not accept incomplete applications and cannot request missing documents!

We wish you every success with your application!

Your International Office

Stefanie Morgen, Email: morgenst@uni-trier.de, Tel.: 0651-201-3398

Further programs in the USA, which will be tendered separately (parallel application for several programs is possible):

For students and graduates of German Studies, an exchange placement at the German Department of Georgetown University, Washington, D.C. is available. Further information will be available in mid-November 2021 at www.ins-ausland-downloads.uni-trier.de

For advanced students of English Studies, there is also the possibility of completing one academic year at Clark University, Worcester, MA, within the framework of a partnership agreement for the subject of English Studies, and acquiring an additional master's degree there. Further information: please consult the International Office, V 21

Advanced mathematics students can apply for a graduate study program at Virginia Polytechnic Institute and State University (Virginia Tech, <http://www.vt.edu/>) and for a paid teaching assistantship. Further information: Prof. Sachs, FB IV - Mathematics.