

**information for
degree seeking students**

<http://www.international.uni-trier.de>

uni
trier



WELCOME TO TRIER

Dear international students,

The city of Trier and Trier University are delighted that you have chosen to study in Trier for your exchange programme and we look forward to welcoming you to one of the most beautiful regions of Germany.

In order to make preparation for your stay easier, the **International Office** has put together this brochure for you, which contains some essential information about studying in Trier.

If you have any further questions, please feel free to contact the appropriate member of staff at the International Office. We will be happy to help you.

We wish you a safe journey to Trier and a rewarding experience during your stay, both personally and academically.

Your International Office Team, Trier University



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D-54286 Trier
Deutschland

Visitor address:

[Universität Trier](#)
Campus I
V-Building
Room V 9

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1. STUDYING AT TRIER UNIVERSITY

1.1. TRIER UNIVERSITY



Trier has a long tradition as a university city. The original University was founded in 1473 before being forced to close in 1798. It was then re-established in 1970. Today, it is home to around 15,000 students, of which 11% are international students.

www.uni-trier.de

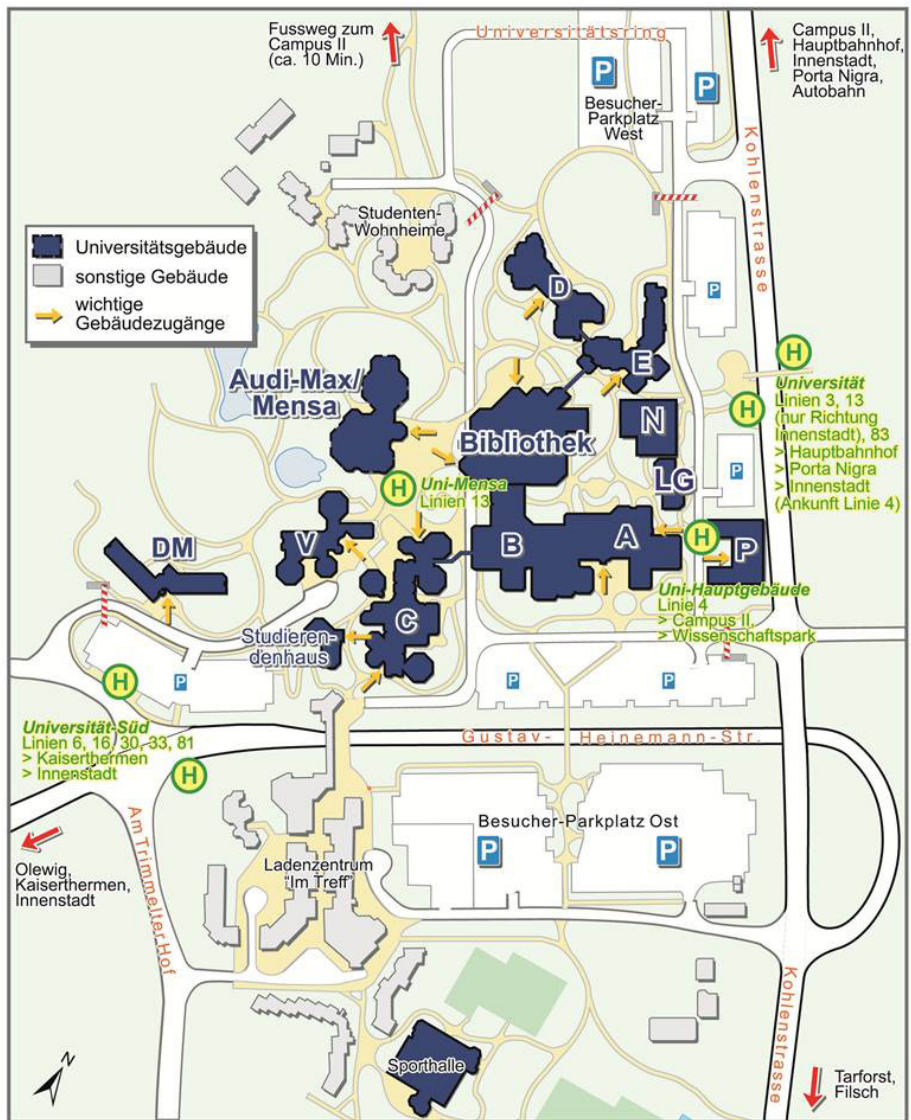
Geographically, the University looks down from its position on the Tarforst mountainside on the Moselle valley and also the city of Trier. Connections between the University and city are very regular, with buses running throughout the day (on workdays, every 10 minutes, with the journey taking 15 to 20 minutes) and in the evening.

Trier University is a campus university, meaning that all of its buildings and facilities are concentrated in a relatively small area and are easily accessible by foot. The main campus (Campus I) and Campus II are situated about ten minutes walk from each other and there is also a shuttle bus between the two.

The buildings on Campus I are surrounded by landscaped parkland and lakes, with sport, leisure and shopping facilities

all available nearby. Campus II also has its share of greenery and borders onto Trier's science and technology park.

CAMPUS I



CAMPUS II



You can find more information on the individual faculties and departments under www.faecher.uni-trier.de

1.2. FACULTIES AND DEPARTMENTS

Trier University is subdivided into six **faculties** and an additional theological faculty. Each faculty is then assigned a range of **departments**. Within each department, there are several different **study programmes**, e.g. Bachelor and Master programmes.

FACULTY I:

Education, Philosophy, Psychology

FACULTY II:

English Studies, German as a Foreign Language (DaF), German Studies, Japanese Studies, Yiddish Studies, Classics (Latin and Greek), Computational Linguistics, Media Studies, Phonetics, Romance Studies, Slavonic Studies, Chinese Studies

FACULTY III:

Egyptology, History, Classical Archeology, Art History, Papyrological Studies, Political Science

FACULTY IV:

Business Studies, Computer Science, Mathematics, Sociology, Economics, Business Information Systems

FACULTY V:

Law

FACULTY VI:

Geography, Geoscience

THEOLOGICAL FACULTY:

Catholic Theology

1.3. STUDY PROGRAMMES

You can find the study programmes offered at Trier University on the university's homepage in the section for prospective students.

www.studienangebot.uni-trier.de

Clicking on the Study Programmes button in the left column will provide you with an alphabetical list of all available study programmes. The study programmes are pre-sorted by degrees. Please find the desired study programme by searching with the appropriate criteria.

The database provides a summary of the study contents for the individual study programmes as well as the admission prerequisites and possible course combinations.

1.3.1. BACHELOR'S DEGREE PROGRAMMES

The three-year bachelor's degree at Trier University will qualify for a first entry into a profession. Admission prerequisite is the higher education entrance qualification. Differing rules and possible special prerequisites (e.g. language requirements) are included in the respective examination regulations.

Please find the general examination regulations for bachelor's degrees here: www.ordnungen.uni-trier.de

IMPORTANT: *There are so-called one-subject degree programmes with 180 ETCS each. Furthermore, there are degree programmes which include a main subject with 120 ETCS and a minor subject with 60 ETCS. Additionally, the teacher training programme being offered requires graduating in two equivalent subjects as well as in educational sciences including an internship.*

Students who have completed the bachelor's degree successfully with a bachelor's thesis will be awarded the academic title of either Bachelor of Arts (B.A.) in the arts and humanities study programmes or Bachelor of Science (B.Sc.) in the natural and social science study programmes. The teacher training programme awards a Bachelor of Education (B.Ed.).

1.3.2. MASTER'S DEGREE PROGRAMMES

List of all subject-specific student advisors: www.fsb.uni-trier.de

The Master's Degree at University Trier is the second step within the study system and provides a second-level degree. Admission prerequisite is the first job-oriented qualification, e.g. a Bachelor's degree. Please consult the subject-specific student advisors of the respective study programme to learn if your Bachelor's or other degree is eligible for admission to a specific Master's programme.

Additional prerequisites such as a certain grade point average are listed in the individual examination regulations

Please find the general examination regulations for master's degrees here: www.ordnungen.uni-trier.de

The Master's degree takes 2 years and requires 120 ECTS. Just like the Bachelor's degree, the Master's degree can either be one-subject degree programmes with 120 ECTS or degree programmes with a main (80 ECTS) and a minor subject (40 ECTS).

The Master's degree can be either directly based on the content of the preceding Bachelor's degree (e.g. a Master's in history following a bachelor's in history) or only on certain aspects (e.g. Master's in North American Studies following a Bachelor's in English Philology).

After completing the Master's degree successfully, students are awarded the academic title of either Master's of Arts (M.A.) in the Arts and Humanities study programmes or Master's of Science in the Natural and Social study programs. The teaching training programme awards a Master's of Education (M.Ed.).

Additionally to the study programmes in German, there are two study programmes in English: "Master's of Science in Economics – European Political Economy" and "Master's of Science in Environmental Sciences".

Potential students applying for the Master's degree programmes in English and whose native language is not English must have sufficient language skills in English and must present an internationally accepted language test (e.g., TOEFL). In this case the German language proficiency test is not needed. Additional information on these Master's degrees can be found here:

www.degreeseeking.uni-trier.de

1.3.3. THE DOCTORAL PROGRAMME

Graduates with specific research interests that have finished their graduate studies with good to very good results can gain a doctoral degree

The doctoral programme is subject to the doctoral regulations of the faculties. The Deans' offices of the faculties at Trier University are responsible for the doctoral examinations.

The Dean's office of the relevant faculty examines if a foreign higher education degree entitles for admission to a doctoral degree program. Prerequisites for awarding the doctoral degree are rather the dissertation (written thesis) and the oral defense or the disputation, the independent scientific work and to gain new conclusion in their area of science and therewith the promotion of research.

Depending on the subject matter, the topic of the dissertation and the educational background of the doctoral student, the doctoral degree takes between two to six years. It is usually done under the guidance of a professor, the doctoral supervisor (Doktormutter or Doktorvater).

Foreign potential doctoral students should first choose the research area in which they want to do their dissertation, then approach a professor in that research area and apply to him/her to act as the doctoral supervisor. At this point, you should already provide conceptual as well as theoretical preliminary considerations concerning the topic of the dissertation.

Information on the specific teaching and research field of the professors at the University Trier can be found on the respective websites.

Besides the subject-content-based support by the doctoral supervisor, doctoral candidates can also get access to the interdisciplinary International Graduate Centre (Internationales Graduiertenzentrum – IGZ) at Trier University.

Important: Trier University offers target group focused advice, courses and social-cultural events to international doctoral students and potential students. Specific information can be found in the flyer for international doctoral students and is also available on the websites of the International Office. Contact the advisor for international doctoral candidates here: phd@uni-trier.de

For more information:
www.promotion.uni-trier.de

To start your research
use: www.faecher.uni-trier.de

Information on the
Graduate Centre: www.graduiertenzentrum.uni-trier.de

www.international.uni-trier.de > International Graduates

1.4. THE ACADEMIC YEAR

Please find the dates
here: [www.termine.
uni-trier.de](http://www.termine.uni-trier.de)

The academic year is divided into two semesters: the winter semester (WS), which runs from the 1st October to the 31st March and the summer semester (SS), running from the 1st April until the 30th September.

The lecture period for the winter semester starts around mid-October and finishes mid-February, lasting about 15 weeks. For the summer semester, the lecture period starts mid-April, finishes mid-July and lasts about 13 weeks.

No courses take place from mid-July until mid-October or from mid-February until mid-April.



2. PREREQUISITES FOR STUDYING

To study at Trier University, you must have a higher education entrance qualification as well as sufficient language skills.

2.1. HIGHER EDUCATION ENTRANCE QUALIFICATION

2.1.1. FOR THE BACHELOR'S DEGREE

To study at a German university you must either have a high school graduation certificate/ A-levels or a certificate from your home country that entitles the applicant to study at a higher education institution and is equivalent to the German high school graduation certificate.

The assessment and placement are based on uniform measures that are set by the Central Office for Foreign Education (Zentralstelle für ausländisches Bildungswesen) in Bonn. They reflect the latest findings but can change frequently. Binding information can be found in the database "anabin" which is accessible on the internet.

More information:
www.anabin.de

Direct university admission

A direct university admission is possible with all high school diplomas that are equivalent to the German high school graduation certificate.

University admission based on the Assessment Test

Applicants whose foreign high school diploma is not equivalent to the German high school graduation certificate must pass the Assessment Test (Feststellungsprüfung) before being admitted to study.

Preparing for the Assessment Test

a) Public preparatory course ("Studienkolleg")

The public preparatory course in Mainz offers classes to prepare applicants with certificates not equivalent to the German high school graduation certificate for the Assessment Test (Feststellungsprüfung).

The classes start either in April or in October. They last one year and finish with the Assessment Test. Additional information as well as the examination regulation can be obtained directly at the preparatory course in Mainz:

Staatliches Studienkolleg Mainz (Public Preparatory Course Mainz)
Saarstraße 52
D-55122 Mainz
Phone: 0049 (0) 6131 39 374 00
Fax: 0049 (0) 6131 39 374 44
Email: studienkolleg@uni-mainz.de
www.studienkolleg.uni-mainz.de

To participate in the public preparatory course, potential students must apply within the application deadline through Trier University using the "Application to study" which is applicable at all German higher education institutions (see paragraph 3). As the public preparatory course has limited capacity, not all applicants can be admitted. The public preparatory course in Mainz selects the applicants.

A direct application at the public preparatory course is not possible. During the length of the course, public preparatory course attendants are also regular students at Trier University.

b) Independent preparation

It is not mandatory to participate in the public preparatory course. The assessment test can be taken independently but requires a thorough preparation which is only successful in a few cases. Nevertheless, the application must be turned in through Trier University (see paragraph 3). Please contact the public preparatory course Mainz for specifics.

Exemption from the assessment test

Exemption from the assessment test is possible if the applicant has studied at an accredited foreign university for at least one or two year(s). Transcripts or official documents must be presented to prove that the academic study was properly completed.

2.1.2. FOR THE MASTER'S DEGREE

Prerequisites for the master's degree studies are a suitable bachelor's degree as well as sufficient language skills. The respective faculty examination board will assess the incoming application documents.

2.2. LANGUAGE PROFICIENCY

International potential students can only get accepted to study at German universities if their language skills are sufficient.

Applicants can be exempt from the German language proficiency test only for study programmes completely in English or in individual doctoral degree programmes

German language skills are tested in an examination based on uniform regulations.

The German language test for admission to higher education **"Sprachprüfung für den Hochschulzugang (DSH)"** usually takes place in Trier prior to matriculation.

Exemption from the DSH:

According to paragraph 1, section 5 of the DSH- statutes of the University Trier the following people can be exempt from the DSH:

- Applicants who have already passed the DSH at another university or at the public preparatory course ("Studienkolleg")
- Applicants who can provide evidence that they gained the necessary language skills through a degree which is equivalent to a German higher education entrance certification
- Applicants who have the "Deutsches Sprachdiplom (Stufe II) - German Language Diploma (Level II) by the Standing Conference of the Ministers of Education and Cultural Affairs (Kultusministerkonferenz)
- Applicants who have the certificate „Zentrale Oberstufenprüfung" (ZOP) by the Goethe-Institute
- Applicants who have the "Kleines deutsches Sprachdiplom" - Small German Language Diploma or the "Großes deutsches Sprachdiplom" - Big German Language Diploma" by the Goethe Institute under the order of the Ludwig-Maximilian-University Munich.
- Applicants who have successfully completed all four parts of the examination „Test Deutsch als Fremdsprache" (TestDaF) with the result TDN4

- Applicants who have passed the German Language Test under the preceptor concerning content and organization of the preparatory course ("Studienkolleg") or the field of study German as a foreign language at a different German or foreign university
- German-speaking applicants from countries such as Liechtenstein, Luxembourg, Austria or Switzerland

DSH-Examination Contents:

The DSH consists of a written and an oral part:

a) Written Examination

The written examination:

1. Comprehension and analysis of a reading text
2. Comprehension and written tasks of scientific structures
3. Comprehension and analysis of a listening text
4. Text creation to specifications

The written examination has a total length of four hours.

b) Oral Examination

The oral examination takes about 20 minutes. The candidate must prove that he/she is capable of understanding processes, facts and chain of thoughts independently and can analyze as well as discuss them appropriately.

Registering for the German language test for admission to higher education (DSH)

To start studying, the language test must be successfully passed. The DSH test should be done at the beginning of the semester for which the application for admission was turned in (see paragraph 3). If you fail the test, you must re-apply for admission for the next semester in time.

- Apply for a place to study with the student office
- Provide proof of advanced knowledge of German
- Have received an invitation for the placement test and the DSH by the student office
- Participate in the placement test by the University Trier and therein apply sufficient German language skills that prove that you have a chance to successfully pass the DSH.

Important: Inquire about dates and deadlines before you arrive! Be advised that you can only participate in the DSH test in Trier if you applied to study in Trier.

www.daf.uni-trier.de

German Courses for study preparation

If your German language skills are not sufficient to pass the DSH, you can participate in German courses preparing for studies by the Student Union (AStA) of Trier University. Courses are offered on a regular basis.

German courses are offered from Monday to Friday at Trier University. The fee is Euros 300 per semester (as of October 2012). There are courses for beginners (A1/A2), advanced (B1/B2) and to prepare immediately for the DSH (C1). All classes prepare for studies and include projects, excursions and social-cultural events additionally to teaching the language. Contents of the German course are reading and listening exercises, grammar, text creation and oral communication.

Current information about these courses can be found at the AStA homepage: www.asta-sprachkurs.uni-trier.de

Participants in the German class by the AStA of Trier University can only get the status of a Trier University student if they have put in their application at the Student Administration in time before the semester starts and that have been accepted (see paragraph 3).

Important: If you have not applied for a place to study before the beginning of the studies, you do not have student status as a participant in the AStA German class.

3. APPLICATION AND ADMISSION TO STUDY AT TRIER UNIVERSITY

You can only study at Trier University if you turn in an application and if you receive an admission letter to study at Trier University.

The application must also be turned in if the assessment test (see paragraph 2.1.) and/or the DSH (see paragraph 2.2.) have not yet been passed.

The Student Administration Office of Trier University is responsible for the application and admissions process.

For more information on the process as well as application documents, please contact:

Frau Karin Raatz

Email: raatz@uni-trier.de
Phone: 0049 (0) 651 201 2715
Room V 26
Building V, Campus I
For applicants whose last name starts with the letter A to M

Frau Brigitte Meyer

Email: meyerb@uni-trier.de
Phone: 0049 (0) 651 201 2814
Room V 27
Building V, Campus I
For applicants whose last name starts with the letter N to Z

Office Hours:

Monday – Friday: 10.00 am to 12.00 pm
Thursday: 1:30 pm to 3:30 pm

Please send your application documents by regular mail to:

Universität Trier
Studentensekretariat
D-54286 Trier

A complete application includes:

- Application for admission to study
(online application: www.bewerbung.uni-trier.de)
- an officially certified copy of the higher education entrance certification of your home country and the associated list of individual grades as well as an officially certified translation of such documents in German
- should you have already completed a degree at a different university
– please provide evidence of the degree and the completed exams as an officially certified copy and translation
- proof of German language skills B2 – C1 (see paragraph 2.2.)

Further information
is available as a pdf
document: www.degreeseeing.uni-trier.de

Trier University charges a fee of Euros 50 for the processing of admission applications and the evaluation of transcripts.

The admission application will not be processed unless the fee has been received by Trier University. The complete application must arrive within the deadline.

Application deadline for the winter semester: July 15

Application deadline for the summer semester: January 15

Please do not send applications for the winter semester before the middle of May or for the summer semester before the middle of November to the above address as application cannot be processed prior to these dates.

Upon receiving the admission letter, the applicant can get matriculated at Trier University (see paragraph 5.1.) and begin to study.

4. AFTER ADMISSION TO STUDY – INSTRUCTIONS TO PREPARE FOR STUDYING

Now that you received the admission letter you are one step closer to studying at Trier University. However, before you can attend any lectures, you need to take of many other things prior to and after entering Germany.

BEFORE DEPARTING TO TRIER

4.1. ENTRY AND VISA REQUIREMENTS

International students and applicants who are citizens of any of the following countries do not require a visa to enter Germany: European Union member states, Iceland, Norway, Switzerland, Australia, Israel, Japan, Canada, Korea, New Zealand and the USA.

Applicants from other countries require a visa that entitles the holder to enter and study in Germany.

In order to apply for a study visa at a German embassy or consulate in your home country, you must present, amongst other things, your **admission letter** from Trier University.

For information about further requirements for a visa application please contact one of the diplomatic institutions representing Germany in your home country, or alternatively visit the **Federal Foreign Office** website.

Important: Please note that a tourist visa does not entitle you to study in Germany and a tourist visa cannot be converted into a study visa after entering the country!

4.2. FINANCING YOUR STAY

Important: Please make sure to organize financing before you arrive. Make sure that you have least Euros 680 per months available. This is the amount necessary to cover the average monthly cost of living (rent, health insurance, food, clothing, study materials, etc.) for students.

In some cases, you must provide proof that sufficient funds to study in Germany are available to you when applying for a Visa. It is absolutely mandatory to provide such proof when applying for a residence permit (see paragraph 4.6.). If you can't provide such proof, you will not get a residence permit.

The German Academic Exchange Service (DAAD) as well as other institutions in science, commerce and politics grant scholarships to international students. Please refer to the DAAD homepage for a comprehensive database on the diverse programs.

[www.daad.de/
stipendien](http://www.daad.de/stipendien)

Please pay attention to the funding terms and the application deadlines which are often far in advance of the stay abroad.

Due to time and legal restrictions, the sole financing of your studies through working additionally to your studies is not possible. Your studies will be so time-consuming that you possibly won't have the opportunity to take up one or even several jobs. Legally you are only allowed to work within a limited time frame. Non-EU citizens and citizens from new EU accession countries can only work 120 days annually. There is no restriction for citizens from EU countries.

4.3. FINDING ACCOMMODATION

There are three different options available for accommodation:

You can either apply for a room at one of the student dormitories that belong to the Student Services Trier (SWT) or rent a room in a privately owned student dormitory or you can rent a room or apartment in the private housing market.

Information on the dormitories of the SWT can be found by clicking on the headline "Wohnen" (Accommodation) on the website www.studiwerk.de

www.studiwerk.de

Besides the dormitories of the SWT, there are several privately owned student dormitories:

[Wohnheim „Cusanus Haus“](http://www.cusanushaus.de)

www.cusanushaus.de, Phone: 0049 (0) 651 435 72 04

Wohnheim „Am Weidengraben“

Phone: 0049 (0) 651 24 691

Wohnheim „Trimmelter Hof“

www.vegis-immobilien.de, Phone: 0049 (0) 651 17 724

Wohnheim „Regenbogenviertel“

www.studibude.de, Phone: 0049 (0) 651 460 87 60

Wohnheim „The Flag“

www.theflag-trier.de, service@theflag-trier.de

Phone: 0049 (0) 651 91 81 090

Here are the options available on the private housing market:

To reach the online-room market for private accommodation, please click on "Wohnen" on www.studiwerk.de

www.hunderttausend.de

The website www.hunderttausend.de is commonly frequented by students to rent a room or apartment on the private housing market. Please click on "Kleinanzeigen" on that website.

www.volksfreund.de

The regional newspaper in Trier „Trierischer Volksfreund“ publishes real estate ads every Saturday under "Immobilienanzeigen".

You can also check the black boards in Trier. Black boards are walls that display information including ads for accommodation.

Student Service Black Board:

The SWT accommodation service is located in the student centre on Campus I (room ST09).

AStA Black Board:

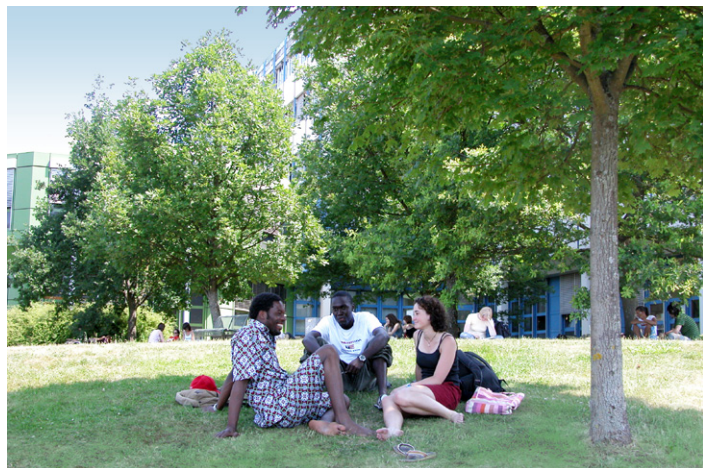
The AStA accommodation service is located in building B on Campus I (room B 15).

Information pillars at the University.

There are information walls throughout the University where students can offer their room and apartment offers (e.g. seeking a roommate or interim respectively subsequent tenant)

astamiet@uni-trier.de

The AStA offers legal advice if you should have rental law problems.



4.4 TRAVELLING TO AND ARRIVING IN TRIER

THE JOURNEY

TRAVELLING BY PLANE AND TRAIN

If you are travelling from North America, South America, Asia, Australia and New Zealand or Africa, we recommend that you fly to Frankfurt/Main (FRA) or Luxembourg (LUX) airport.

www.bahn.de
www.delux-express.de

From Frankfurt/Main airport you can travel by **train** to Trier **main station**.

Important: There is no direct connection between the train station at Frankfurt/Main airport and Trier main station. You must change at least once, depending on your connection.

<http://www.lux-airport.lu/en/Access--park/By-bus.4.html>

From Luxembourg airport there are **bus and train connections via Luxembourg city centre**. For further information please see the **website of Luxembourg airport**.

Important: The bus connections operate only a few times per day, so you will possibly need to use the regular city bus service from Luxembourg airport to Luxembourg train station and then complete your onward journey to Trier main station by train.

If you are flying from within Europe, we also recommend flying to Frankfurt/Hahn (HHN) or Cologne-Bonn (CGN) airport. Low cost carriers such as Ryanair (to/from Frankfurt/Hahn) or Germanwings (to/from Cologne-Bonn) fly from all over Europe to these airports.

www.flibco.com

From Frankfurt/Hahn airport there is a **bus connection to Trier**.

Important: This bus connection only goes to "Nells Park" bus stop, which is in the north part of Trier. If you arrive very late at night or early the morning, it is possible that there will not be any buses running to the city centre. It is about 2.5km to the main station and 3km to the pedestrian area in the centre of Trier by foot. You could also order a taxi by calling + 49/651/12012 from your mobile phone.

From Cologne-Bonn airport you can travel by **train** to Trier **main station**.

Important: There are no direct train connections from the train station at Cologne-Bonn airport to Trier main station. You must change at least once, depending on your connection.

Informationen zum
Busfahrplan innerhalb
der Stadt Trier:
www.vrt-info.de

If you are travelling solely by train from within Europe, train connections and general information can be found at **www.bahn.de** or on the corresponding website of the rail company in your home country.

TRAVELLING BY CAR

For students from Belgium, France, the Netherlands, and Luxembourg, making the trip using your own car may be a favourable option. Please plan your route beforehand.



OVERNIGHT ACCOMMODATION AT SHORT NOTICE

Should you, for various reasons:

- still have no accommodation for the length of your study visit in Trier,
- have accommodation, but it is unavailable on the day of your arrival, or
- have accommodation, but you arrive in Trier on a day (weekends or on bank holidays) or at a time (late afternoon, in the evening or at night) at which your landlord or other representative – for example the caretaker – cannot hand over the keys,

it is possible you may then be in need of accommodation for one or several nights at short notice and at a low cost. Such overnight accommodation is offered at the following addresses:

Jugendgästehaus Warsberger Hof

Dietrichstraße 42

54290 Trier

Phone: 0651/975250

www.warsberger-hof.com

Jugendherberge Trier

An der Jugendherberge 4

54292 Trier

Phone: 0651/146620

www.jugendherberge.de

Hilles Hostel Trier

Gartenfeldstraße 7

54290 Trier

Phone.: 0651/7102785

www.hilles-hostel-trier.de

AStA Couchbörse

www.asta.uni-trier.de

astasozi@uni-trier.de

4.5. REGISTERING WITH THE RESIDENTS' REGISTRATION AUTHORITY

You must register with the municipal office of the city of Trier within two weeks of moving into your lodging (apartment, dormitory or private room) by presenting your identity card or passport and your rental agreement.

Die Internetseite
finden Sie unter
www.trier.de

Bürgeramt/Einwohnermeldeamt
Augustinerhof
54290 Trier

Office hours:

Monday, Thursday, Friday 7 am to 6.30 pm
Tuesday, Wednesday 7 am to 1 pm

4.6. APPLYING FOR THE RESIDENCE PERMIT

EU-citizens and citizens of new EU accession countries do not need a residence permit. Students from these countries must register at the Bürgeramt and simultaneously apply for the Freizügigkeitsbescheinigung (see paragraph 4.2.). Prerequisite for the Freizügigkeitsbescheinigung is that your subsistence is assured and that you have adequate health insurance (see paragraph 4.7.).

Students from all other countries – even those that can enter Germany without a Visa (e.g. from Japan or the USA) must apply for a residence permit at the Amt für Ausländerangelegenheiten of the city of Trier within 90 days of entering the country or before the Visa expiration

Amt für Ausländerangelegenheiten
Thyrusstraße 17-19
54292 Trier

Office hours:

Monday, Tuesday, Friday 8 am to 12 pm
Wednesday, Thursday 2 pm to 4 pm

The residence permit is available upon the Public Preparatory Course (Studienkolleg – see paragraph 2.1.) or when presenting the admission to study – provided all additional prerequisites are met.

There is a list of the documents that must be presented together with the application at the Amt für Ausländerangelegenheiten.

The issuance of the residence permit is subject to a fee. During the studies it is usually valid for two years. The extension of the residence permit must be requested in due time before it expires; the validity is noted in your passport. In case of exception, an extension beyond the length of the studies is possible. After finishing your studies, you can apply for a residence permit for up to 18 months to find employment.

When applying for an extension it is examined if the prerequisites for the residence permit are still in place

Important: The residence permit expires immediately when the student does not have a valid passport anymore, changes or loses her/his citizenship or leaves Germany for more than 6 months without having obtained a Rückkehrerlaubnis (return permit).



4.7. HEALTH INSURANCE

In order to be able to enrol at Trier University and to receive a **residence permit**, you must be able to produce proof of your healthcare coverage.

Students from member states of the European Union, the European Economic Area or countries with which Germany has a social security/national insurance agreement can all prove their healthcare entitlements with a **European Health Insurance Card (EHIC)**, an E111 form or other appropriate forms. For detailed information please contact the respective health insurance agency in your home country.

Insurance premium rates for students with statutory insurance funds are currently around 80 euro a month. This amount applies until the 14th semester and up to the age of 30. After this, rates increase to at least 160 euro a month.

Important to know: Spouses and children of the insured person are included in the insurance for free if they have no (or only a minimal) income of their own. Make sure you pay your health insurance premiums regularly, otherwise you will be struck off the university register.

In case you are insured in your home country: Find out from your health insurance company whether it is also recognised in Germany. If it is, you will require confirmation that you are exempt from statutory health insurance when you register at your German university. Such confirmation can be obtained from any of the many German health insurance funds.

Please note: If you have private health insurance, you may not switch to the statutory health insurance scheme during the course of your studies. Also: Those with private insurance must pay for all medical treatment and medication in Germany in advance and then claim for reimbursement from their health insurance company.

4.8. OPENING A DIRECT DEPOSIT ACCOUNT AT THE BANK

To manage all money transactions (e.g. transferring the monthly rent) smoothly and cost-effectively, you should open a direct deposit account at a bank in Trier.

Upon presentation of your identity card or passport and the certificate of residence registration (see paragraph 4.5.) as well as your student enrolment certificate (see paragraph 5.1.) you can open a student direct deposit account that is free of charge at most banks.

There are branches of pretty much all big and well-known German but also some foreign banks in the centre of Trier.

5. FIRST STEPS AT TRIER UNIVERSITY

5.1. ENROLLMENT AND TUNIKA (STUDENT ID)

After receiving the admission letter from the student office (see paragraph 3.) you must enroll (register).

The admission letter tells you what needs to be done by which deadline for the enrolment.

The employees in the student office (see paragraph 3.) are responsible for the enrolment just like for your application.

Important: When enrolling, you must pay the semester fee of currently Euros 230. Please consider this in your budget. Please do also consider that the semester fee is due for each additional semester.

The fee for re-registering is currently Euros 220.

The semester fee is not a tuition fee! It is rather a solidarity contribution by all students to the Studierendenwerk Trier and the student union – the AStA, which also covers the costs for the semester ticket for bus and train.

About two weeks after enrolment (normally before the end of the orientation programme), you will receive your Trier student ID card, the "TUNIKA". Along with this, you will receive authorisation to use the computers at the University, including instructions on how to access the internet and your own email address.

Important: Enrolment and the TUNIKA are initially only valid for one semester. If you are studying for two semesters at the University, you must confirm your second semester near the end of your first. More information on this process will be posted on the bulletin boards of the Admissions Office nearer the time.

The TUNIKA has the following basic functions:

- You can use it to borrow books from the **University Library**.
- You can use it to pay in the **canteens** on both Campus I and II, which offer food at cheap student prices.
- The TUNIKA is your Trier bus pass for the whole semester. You can also travel as far as Koblenz, Saarbrücken, Jünkerath (Cologne direction) and Igel (Luxembourg direction) for free, as long as you travel using the Deutsche Bahn (DB) regional trains and not the IC trains or the ICE.

5.2. STUDY GUIDANCE OPPORTUNITIES AT TRIER UNIVERSITY

It is highly recommended to all beginning students to use the various study guidance opportunities. These offers are especially meant to provide orientation on entering university and support a meaningful planning of your studies.

Central Study Advisory Service - International Office

The International Office (Akademisches Auslandsamt) is the contact point for international students of the University Trier or potential students. You can find answers to all questions regarding studying and study choice here. General study advice and information on courses offered at the university. Mr. Aziz Yüsek (Email: yueksek@uni-trier.de) from the International Office (AAA) is responsible for international students and potential students.

The Academic Counseling (Fachstudienberatung)

A list of the academic counselors can be found at www.fsb.uni-trier.de

Academic counseling is provided by the lecturers of the respective departments. The academic counselors will especially answer questions in regards to scheduling your classes and to exams as well as detailed questions to study programs.

The Student Society Counseling (Fachschaften)

A list of the study societies can be found at www.uni-trier.de/index.php?id=20334

While the academic counselors are lecturers of the respective departments, the Student Society Counseling is offered by students of the study programs. It is "from students for students". The Student Society Counseling can help you as the other students use their personal experience to provide guidance.



5.3. GENERAL OFFERS FOR FIRST-TIME STUDENTS AT TRIER UNIVERSITY

The Zentrale Studienberatung (ZSB) and the Allgemeine Studierenden-ausschuss (AStA) as well as the Student Societies are offering specific orientation events for first-time students two weeks prior to the start of the winter semester. Please contact the academic counselors concerning the summer semester.

List of orientation events: www.studien-anfang.uni-trier.de

You should really participate in the orientation week. You will get important information which will make your start at the university easier.

Besides other things, you will learn how to register for exams, what the computer centre has to offer, how to use the university library, what kind of financing is available and how to plan a semester abroad. Representatives of the different subjects offer consultation as well as introductory events. Advanced students provide advice on planning your studies. Furthermore, you will learn about sports programmes and can take guided tours of the campus and the city of Trier.

5.4. INTRODUCTORY EVENTS FOR INTERNATIONAL STUDENTS

Introductory course

The introductory course is an orientation programme for international students in the first three weeks of the semester offered by the International Office. It is meant to facilitate the integration in Trier and getting to know Trier University.

Please contact
Carsten Kluger, Incomings Coordinator,
email: kluger@uni-trier.de,
Tel.: +49 (0)651 201 2808
about questions on the introductory course.

The introductory course has four parts: the German class, taking care of important administrative formalities, diverse information events and a social and cultural program. (The complete schedule will be announced on the first day of the introductory course).

The language class is carried out by lecturers from the subject German as a Foreign language (DaF) from Monday to Friday (mornings, four lecture hours each).

Student tutors will be available to you within the whole three weeks. They will help you in taking care of administrative formalities in the afternoons of the first week:

- Enrolling at Trier University
- Registering with the residents' registration authority
- Applying for a resident permit at the Amt für Ausländerangelegenheiten
- Opening a direct deposit account
- Confirmation of health insurance provider if your policy is recognized in Germany or – if necessary – getting German health insurance

The social and cultural programme on weekends and evenings includes a welcome event, a guided city tour, two excursions, a wine tasting, movie evening, joint dinners (with international food), pub crawls and parties.

Participating fee is currently Euros 180. It is due in cash on the first day of the introductory course.

The registration form and a list of the exact dates of the introductory course are being sent by the student office together with the admission letter.

Orientation course "Quick Start" for degree seeking students

The international office also offers a two-day, free-of-cost orientation course before the start of each semester for new graduating students. Attendance in this course is vital in facilitating the start of your studies. It is taking place just before the general orientation week.

Content of the "Quick Start" program:

- Information on the structures of the university
- Presentation of the professional, social and cultural services and offers for international students at Trier University
- Workshop: Living and Learning in Germany
„Understanding cultural similarities and differences“
- Informational sessions (Residence and work permit in Germany, Information on DSH exam, Financing your studies/scholarship)

- Help figuring out the necessary formalities
- Joint dinner and opportunity to meet other students

The international office will send the information on the "Quick Start" programme and its exact date together with the admission letter.

Please find information on the programme shortly before the start of the semester at www.degreeseeking.uni-trier.de, Contact: Mr. Aziz Yüksek (yueksek@uni-trier.de)

6. CULTURAL AND OTHER ACTIVITIES WHILE STUDYING

6.1. LANGUAGE CLASSES OFFERED BY GERMAN AS A FOREIGN LANGUAGE

International students that have started their academic studies can participate in language practice modules at intermediate and advanced level offered by Deutsch als Fremdsprache (DaF) "German as a Foreign Language" while studying.

Please find more information at www.daf.uni-trier.de

A graded certification for each language practice module can be obtained upon regular attendance. Additionally, there is the possibility to get a combined certificate of attendance in a language course for all graded individual certificates while studying.



Important: We strongly recommend you to participate in one or the other language course during each semester. Your language proficiency will improve and your chances to complete your studies successfully are increased. Please be aware that even though you established with the TestDaF or DSH that you have the necessary language skills to start studying in Germany, writing a bachelor's or master's thesis requires a much higher language skill level.

6.2. CULTURE AND SPORT AT THE UNIVERSITY

Outside of your studies you will have the opportunity to take advantage of a wide range of cultural activities.

www.cine-asta.de

CineASTA: a lively and varied film programme by students, for students. It includes original versions with subtitles, experimental and mainstream films as well as the classics. This takes place on Tuesdays and Wednesdays during the lecture period.

www.collegiummusicum.uni-trier.de

The **Collegium Musicum**, consisting of the university orchestra and the university choir. Both welcome new players/singers, regardless of instrument or voice type.

www.englishdrama-trier.de

The **Activities of the English Drama Group Trier** include theater games, playreading, acting and directing exercises, the preparation of small scenes to be presented in lectures and the production of full-length plays. Members are encouraged to take part regularly and also to take the initiative in all of the above activities.

Please find further information on cultural events in Trier here:
www.kultur.uni-trier.de

To offer physical activities besides the mental efforts, the Trier University's centre for Sports provides a diverse sports program. The flyer SportINFO gives an overview on all indoor and outdoor activities.

www.unisport.uni-trier.de

6.3 INTEGRATION OF FOREIGN AND GERMAN STUDENTS

THE INTERNATIONAL CENTRE (I.C.)

The **I.C.** is a student initiative that offers international students a varied and intercultural mentoring programme each semester, as well as advice and guidance. The I.C. is not only there to help with all aspects of your studies, but also organises international country-themed evenings and film nights, relaxed language practice evenings and language tandems. Furthermore, the extensive programme is rounded off by several day excursions and one short-break excursion per semester to a variety of German and European destinations.

The I.C. will host a session during the orientation programme, where it will introduce itself and what it has to offer.

www.iz-trier.de

THE “CAMPUS INTERNATIONAL” PROJECT



Through the “Campus International” Project, Trier University seeks to further the integration of international students and to promote intercultural exchange in general.

Please find further
information here:
[www.campus-
international-trier.de](http://www.campus-international-trier.de)

- **Buddy Programme:** International students are paired with a German student as their own personal contact, their so-called “buddy”
- **Individualized counseling (sessions) for language learning:** Advanced students of German as a Foreign Language give international students help and advice on learning the language
- **Fremde werden Freunde - Make friends in Trier:** International students are given the opportunity to meet with people from Trier to take part in a range of activities, from going on excursions, celebrating public holidays and experiencing typical German everyday life.

6.4. STUDIERENDENVERTRETUNG ASTA (GENERAL STUDENT UNION)

Please find additional information on the AStA and RASSt here: www.asta.uni-trier.de

The AStA represents the interests of all students of Trier University. The AStA is also involved in political education and organizes political and cultural events for students. The AStA is divided in thematically oriented units.

One important unit is the „Referat Ausländischer Studierender“ (RASSt) – „International Student Unit“. The RASSt is an autonomic unit that is politically independent and represents all international students. The representatives of the RASSt are elected by the general assembly of international students – you!

7. LIVING IN TRIER

7.1. THE CITY OF TRIER

The city of Trier, founded around 16 B.C. by the Romans as Augusta Treverorum, looks back on a history of over 2.000 years and thus counts as the oldest German city. Its long history can be seen and experienced first-hand, particularly thanks to the many architecturally interesting sites still standing since Roman times, the Middle Ages and the Renaissance. A total of eight of these architectural legacies are designated UNESCO sites of world cultural heritage.

The geographical significance of Trier can be viewed in a number of ways:



At a local level, Trier is the centre of one of the most famous and well-established wine growing regions in Germany. Seen nationally, Trier lies on the outskirts of Germany, in the most south-western corner and quite remote from the metropolises that are Berlin, Hamburg or Munich. Internationally, however, Trier is in the centre of Europe, in direct proximity to Luxembourg, France and Belgium.

Trier's long history, its significance as centre of the Moselle wine-growing region and its proximity to its European neighbours all make the city a popular tourist destination for visitors from all over the world.

With around just 100,000 inhabitants, Trier is quite a small city so it does not take long to get to know your way around. The city centre has plenty of shopping centres, sports facilities, public amenities and civil authority offices, which are all within a short distance from each other.

Für weitere Informationen:
Tourist-Information
Trier
An der Porta Nigra
54290 Trier
[www.trier.de/
tourismus](http://www.trier.de/tourismus)

7.2. HISTORIC SIGHTS IN TRIER

To help you attune to living in Trier, we would like to introduce the city's most important historic sights.

THE PORTA NIGRA

The Porta Nigra (Latin for black gate) is the emblem of Trier. It is a large Roman city gate, built around 180 AD as the north entrance to the city. The name Porta Nigra, however, originated from the Middle Ages, with the original Roman name no longer used.





THE CATHEDRAL OF ST. PETER

The Cathedral is the oldest episcopal church in Germany. The most prominent relic in the Cathedral is the 'Holy Robe of Jesus Christ', which is kept in a sacred chamber and is rarely opened for public viewing.



THE BASILICA (AULA PALATINA)

The Basilica of Constantine was built in the 4th Century AD by the Roman Emperor Constantine. Today it is a World Heritage Site and contains the largest existing hall from the ancient world. In 1856 it started being used by the Protestant Church for holy worship.



THE ELECTORAL PALACE

The Electoral Palace was the seat of power of the Electorate of Trier. Nowadays this highly ornamented palace is home to the Supervisory and Service Directorate of Rhineland-Palatinate.



THE KAISERTHERMEN (IMPERIAL BATHS)

The Kaiserthermen are the remains of an extensive Roman bath complex, which was built in the 4th Century AD. Today you can still see the remains of the east wall and look around some of the underground passages. In the summer, the ruins are often the site for cultural events.



THE AMPHITHEATRE

The Amphitheatre, built around 100 BC, used to form part of the city wall during Roman times and served as a venue for gladiatorial contests. After the end of Roman occupation, it began to be used as a quarry. The Amphitheatre now hosts Germany's largest Roman festival "Bread and Games" and is also occasionally used as a venue for concerts, musicals and other cultural events.

More information can be found by visiting www.hunderttausend.de

7.3. CULTURE AND SPORT IN TRIER

Below is a list of the main cultural and sports activities that are offered outside of the university.

CULTURE:

Rheinisches Landesmuseum
Weimarer Allee 1
54290 Trier
www.landmuseum-trier.de

Theater Trier
Am Augustinerhof
54290 Trier
www.theater-trier.de

Stadtmuseum Simeonstift
(next to the „Porta Nigra“)
54290 Trier
www.museum-trier.de

Tuchfabrik e.V. (TuFa)
Weberbach/Wechselstraße
54290 Trier
www.tufa-trier.de

CINEMAS:

Broadway
Paulinstraße 18
54292 Trier
www.broadway-trier.de

Cinemaxx
Moselstraße 17
54290 Trier
www.cinemaxx.de

SPORT:

TBB Trier
National League Basketball (men)
www.trierer-basketball.de

MJC Trier
National League Handball (women)
www.mjc-trier.de

The home games for the basketball and handball teams are held in the "Arena Trier", Herzogenbuscher Straße (near the roundabout "Verteiler-kreis"), 54292 Trier.

Last but not least, Trier has, despite its modest size, many pubs, cafes, restaurants, clubs and discos on offer to suit every taste.

8. USEFUL ADRESSES AND CONTACT INFORMATION

AT TRIER UNIVERSITY

Akademisches Auslandsamt - International Office

Mr. Aziz Yükses, Liason for Integration

Phone.: 0049 (0)651 201 3597

Fax: 0049 (0)651 201 3914

Internet: www.incomings.uni-trier.de

Email: yuekses@uni-trier.de

Studentensekretariat - Student Administration Office

Ms.. Karin Raatz (students last name starts with the letter A to M)

Phone: 0049 (0)651 201 2715

Email: raatz@uni-trier.de

Ms. Brigitte Meyer (students last name starts with the letter N to Z)

Phone: 0049 (0)651 201 2814

Email: meyerb@uni-trier.de

Zentrale Studienberatung – Central Student Advisory Services

Internet: www.zsb.uni-trier.de

Phone: 0049 (0) 651 201 2805

Email: zsb@uni-trier.de

Deutschkurse - AstA German Courses

Internet: asta-sprachkurse.uni-trier.de

Mr. Marc Borkam

Email: deutschkurse.asta@gmail.com

Studierendenwerk - Student Services Trier

Internet: www.studiwerk.de

Email: welcome@studiwerk.de

Deutsch als Fremdsprache - German as a Foreign Language

Internet: www.daf.uni-trier.de

Phone: 0049 (0)651 201 3150

Email: daf@uni-trier.de

Internationales Zentrum (IZ) - International Centre (I.C.)
Internet: www.iz-trier.de
Phone: 0049 (0)651 99 636 79
Email: info@iz-trier.de

RASt - Department of the Student Executive Committee (AStA) for Foreign Students
Internet: www.asta.uni-trier.de
Email: astarast@uni-trier.de

Legal Services of AstA for International Students
Internet: www.asta.uni-trier.de
Mr. Marc Borkam
Email: deutschkurse.asta@gmail.com

Career Service/Jobpassage
Internet: www.career-service.uni-trier.de
Phone: 0049 (0)651 201 4951
Email: career-service@uni-trier.de

Family Services at the University of Trier
Women's Office
Phone: 0049 (0)651 201 3197
Internet: www.familie.uni-trier.de and www.frauenbuero.uni-trier.de

International Student Groups
Internet: www.uni-trier.de/index.php?id=16188

ESG - Protestant Student Community
Internet: www.esg-trier.de
Phone: 0049 (0)651 16 051
Email: esg@uni-trier.de

KHG - Catholic Student Community
Internet: www.khg-trier.de
Phone: 0049 (0)651 97 59 10
Email: khg-trier@bistum-trier.de

IN THE CITY OF TRIER

City Hall/Municipal Office/Resident's Registration

Am Augustinerhof, 54290 Trier

Phone: 0049 (0)651 718-0

Internet page at www.trier.de, click on Bürger > Rathaus> Bürgeramt

Office for Foreign National Services

Thyrususstraße 17-19, 54292 Trier

Phone: 0049 (0)651 718 1339

Email: auslaenderbehoerde@trier.de

Ärztliche Notdienstzentrale Trier - Emergency Room, Trier

Phone: 0651/45555

Wednesdays 14.00 to 22.00, Weekends, Holidays, Saturday 08.00 to Monday 06.00

Emergency Pharmacy Number

Phone: 0800-00-22833

Barmherzigen Brüder Hospital

Nordallee 1, 54292 Trier

Phone: 0651/208-0

Protestant Elisabeth Hospital

Theobaldstraße 12, 54292 Trier

Phone.: 0651/2092-0

Main Post Office (Near the Main Train Station)

Moltkestraße 21-23, 54292 Trier

Lost and Found Office

Hindenburgstraße 2, 54290 Trier

Emergency Phone numbers:

Police : 110

Fire Department/ ER: 112

Toll free from all Deutsche Telekom phone booths and cell phones

NOTES

NOTES

IMPRINT

Publisher: Trier University
International Office
D-54286 Trier

Editing: Birgit Roser, Aziz Yüsek, Agnes Schindler

Photos: Press Office Trier University

The picture of the main market on page 38 is based on the picture "Hauptmarkt Trier SK.jpg" from Wikimedia Commons by Stefan Kühn and is available from Creative Commons Attribution 2.5. The picture of Trier Cathedral on page 40 is based on the picture "Dom und Liebfrauen trier.jpg" from Wikimedia Commons by Berthold Werner and is available from Creative Commons Attribution 2.5.

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Printing: Schmekies Medien und Druck

Edition: 300

Year: 2013

Supported by funds from the Foreign Office through the German Academic Exchange Service's STIBET programme.

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