



Universität Trier

Name:

International Office

E-Mail:

Stefanie Morgen

E-Mail: morgenst@uni-trier.de

--- This letter is sent only via email. If you need a paper version, please inform us.---

Letter of Award/Invitation for the ERASMUS+ mobility with our University in the academic year **20**_____

Dear XXXXX,

we will be happy to welcome you at Trier University as scholarship holder in the framework of the Erasmus+ Programme!

Against the background of the **Corona pandemic**, you have decided to accept our offer for an hybrid semester with physical mobility and coming to our University.

Please read the Erasmus Student Charta at https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-student-charter-july2018_en.pdf

and our information documents for incoming exchange students at <https://www.uni-trier.de/index.php?id=66542>

The International Office of Trier University herewith confirms that you have been admitted to study at Trier University, Germany as an exchange student.

Start date of mobility:

Estimated end date of mobility (depending on exam dates):

For the duration of your whole study period at our institution, **accommodation** is provided at our students halls of residence (address: Studierendenwerk Trier, Universitätsring 12 a, 54296 Trier, Germany)

Trier University Erasmus Code: D TRIER01

Institutional Coordinator: Ms. Birgit Roser, International Office, E-Mail: erasmus-ic@uni-trier.de

Erasmus Coordinator at International Office: Ms. Stefanie Morgen, E-Mail: morgenst@uni-trier.de

Your Departmental Coordinators:

Important: Did you already receive Erasmus fundings?

If you previously already received any fundings from the erasmus programme, please send us scans/photos of your grant agreements (giving the exact amount of funding days from these mobilities) to morgenst@uni-trier.de.

1. Registration at Trier University

If not already done, please apply/register via our online form at <https://www.uni-trier.de/index.php?id=61243>. After you application you will receive informations and perhaps some

requests from our incoming team. If needed, please handle the requests always within the given period.

2. Certificate of enrolment

Please send us a certificate of enrolment (matriculation certificate) from your sending institution for the whole period of your planned Erasmus+ mobility via email to morgenst@uni-trier.de (as soon as possible, at the latest by submitting the Learning Agreement).

3. Grant Agreement

At <https://www.uni-trier.de/index.php?id=66542> you find a draft for the Erasmus "Grant Agreement Incoming", just to let you know about the payment conditions. You will receive an erasmus+ grant of xxx € per month (only for physical mobility periods) and a travel grant of xxx €. The grant for the first month will be paid after your arrival, either via transfer to a german bank account or via cash cheque after your arrival. We will fill out the grant agreement and send it to you after having received your learning agreement (see below).

4. Learning Agreement

Part of the Grant Agreement is the LEARNING AGREEMENT (=LA). (see <https://www.uni-trier.de/index.php?id=66542#c278176>). The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

To sign the Grant Agreement and to pay out your financial grant, we need the completely filled out Learning Agreement „**Before the mobility**“ (Part 1), signed by all three parties (the student, the sending institution and the receiving institution) as soon as possible or at the latest 4 weeks before your arrival. The guidelines (see website) will help you through.

For the signature of the receiving institution (= Trier University), please contact the departmental coordinator here at Trier University (see above). After having finished the Part I of the LA (this can be done by scanning and emailing), please send the complete Part I (as scan or foto) to Stefanie Morgen via email (morgenst@uni-trier.de).

The Part „During the mobility“ of the Learning Agreement: If you have changes to your LA, you have to fill out this part of the LA within 5 weeks after the start of the semester, and send it (filled out and signed by alle three parties) via email at Ms Morgen.

The part „After the mobility“ of the Learning Agreement: To prevent that we have to recall your grant, we need the complete filled out part „after the mobility“ and the transcript of records within 6 weeks after the end of your mobility.

If you have any further questions don't hesitate to contact us via email.

Kind regards,


