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ERASMUS+ -Programme with Partner Countries – Checklist for Incoming Students

Before your Stay at Trier University:

- ☐ hand in **application documents** ("Vor der Einreise/ Wichtige Dokumente)
- ☐ **apply for accommodation in student dorm** (optional). Further details: [Uni Trier: International - Accommodation \(uni-trier.de\)](#);
- ☐ apply for **Orientation Programme** (optional); Further information: [Uni Trier: International - Orientation Programme \(uni-trier.de\)](#);
- ☐ receive **Letter of Award** and proceed with the necessary steps. The Letter of Award is necessary in case you need to apply for a Visa.
- ☐ please inform yourself about **visa** regulations for your country and apply if necessary: www.auswaertiges-amt.de/en/visa-service/-/215870; contact: Janina Kroener & Leonie Wittke
- ☐ apply for **health insurance**: Further information: <https://www.uni-trier.de/international/wege-nach-trier/austauschstudierende>; contact: Janina Kröner
- ☐ send your **home university's certificate of enrolment** which covers the time you are at Trier University to erasmus.icm@uni-trier.de
- ☐ complete **Learning Agreement Part 1** and send it to erasmus.icm@uni-trier.de **5 weeks prior to the start of your mobility** if possible (see "Important Links/ Documents")
- ☐ Apply for **additional financial DAAD support** if eligible (information will follow)
- ☐ after you have completed the LA, you will receive the **Grant Agreement**: please check and send a digital copy to Erasmus.icm@uni-trier.de*
- ☐ **submit enrolment application**
- ☐ receive your log-in credentials after the enrolment is processed

During your Stay at Trier University:

- ☐ **register with Trier City and apply for residence permit**. Our Incomings Team will give you information about such administrative requirements during the orientation programme.
- ☐ **open a bank account** and forward your details to exchangestud@uni-trier.de as soon as possible.
- ☐ check whether the courses you listed in the Learning Agreement I are offered in reality or if the course plan was changed

- ☐ check with lecturer what you need to do to earn your credits and if this is possible during the period of your stay (e.g. check exam dates!)
- ☐ register any **changes to your course selection in the Learning Agreement Part II within 5 weeks after the beginning of the lecture period** (this is our recommendation; please check if your home university sets a different deadline.)
- ☐ **apply for an extension of stay** if you are leaving Trier University later than 5 days after the date on the Grant Agreement due to exams/ classes **at least 45 days prior to the original end of your stay**: [Uni Trier: SMS - Erasmus partner countries - STUDENT mobility \(uni-trier.de\)](#).
- ☐ apply for your **Transcript(s) of Records**. You will receive further information during the semester
- ☐ **collect your Confirmation of Stay** in person at the end of your stay
- ☐ **move out of dorm**. Information will be send at the end of the semester.

After your Stay at Trier University:

- ☐ submit Table C of the Learning Agreement part) **OR** your official **Transcript(s) of Records**
- ☐ submit Table D **OR** your home university's **recognition form** of the courses at Trier University
- ☐ **complete the EU survey within 10 days after your return** to finalise your mobility (you will receive the link to the survey via email)

Important Links:

Welcome Page [Uni Trier: International - Exchange Students \(uni-trier.de\)](#)

Information for Erasmus+ Students from Partner Countries: [Uni Trier: SMS - Erasmus partner countries - STUDENT mobility \(uni-trier.de\)](#)

[Learning Agreement](#)

[How to find classes on PORTA](#)

[How to sign up for classes on PORTA](#)

[FAQs Incomings](#)
