Trier University
of Applied Sciences

HOCHSCHULE TRIER

Information for International Students
Study Semester

(1) Academic Year

The academic year at the Hochschule Trier (Trier University of Applied Sciences) is divided into two semesters: as a rule, the lectures of the summer semester run from April to July.

(2) Application

Applications for places in the Study Semester "Computer Science" have to be submitted by **Oktober 1st of the previous year** for the following **summer semester**. Application forms can be downloaded at **www.hochschule-trier.de/go/studysemester**. Forms can be filled out on the PC. Please note that the application forms have to be signed personally by applicants and by the responsible university referees. They can be sent back via e-mail to **studysemester@informatik.hochschule-trier.de** and by regular mail to the following address:

Trier University of Applied Sciences
Study Coordinator "Study Semester Computer Science"
PO Box 1826
D-54208 Trier
Germany

In addition to the application form, the following documents must be included with each application:

- Statement of motivation
- Letter of reference
- Most recent grade transcript
- Certificate of English language proficiency (e.g. TOEFL, IELTS, TOEIC)

Please note that intermediate English skills are a prerequisite for this programme.

The applications will be screened by a selection committee. All applicants will subsequently be notified in writing of the decision of the selection committee. Every applicant will receive a notification either of admission to the course, a position on the waiting list, or of non-acceptance.

The notification of admission entitles the applicant to study at Trier University of Applied Sciences for the duration of the programme stated in the notification.

The notification of admission also includes a document for submission to the relevant German Consulate.

(3) Waiting List Procedure

Students whose applications cannot be considered in the first round will be awarded a position on the waiting list, which will give them the chance to be accepted in the event of additional places becoming available.

Every student on the waiting list will receive a written notification either of admission or of non-acceptance.

(4) Terms of Payment

The host institution does not charge a tuition fee for participation in the Study Semester. Students will be charged a general admissions fee of approx. €400,- per semester which also entitles them to eat at the cafeteria at subsidized prices and to free rail travel in the region.

(5) Legal Requirements pertaining to Foreign Nationals (Residence Permit/Visa)

It is recommended that students inquire at German diplomatic missions (embassies or consulates) abroad about the conditions for entering the country for educational purposes. A list of diplomatic missions is available at the German Federal Foreign Ministry's website:
https://www.auswaertiges-amt.de/en/about-us/auslandsvertretungen

In order to enter the Federal Republic of Germany as a foreign student or study applicant, foreign applicants require a **residence permit visa for study purposes** issued by the diplomatic or consular representative of the Federal Republic of Germa-

ny in their country of origin and entered into their passport, and a letter of admission from the university they will be attending. This regulation does not apply to students and study applicants from EU countries or from countries with which different regulations have been agreed. Information is available at the following website: https://www.auswaertiges-amt.de/en/visa-service/visabestimmungen-node. If students have not been able to contact the German university from their home country, the study applicant visa provides them with an initial opportunity to enter the country without formal application to or admis-sion from an institution of higher education. Application documents are available at the respective German mission or directly from the institution of higher education of their choice.

It is not possible to enter the Federal Republic of Germany on a tourist visa or without a visa and then apply for a residence permit. This can only be done at the respective German mission in the home country or the country of residence of the applicant. It is illegal to enter the Federal Republic of Germany for the purpose of study without a visa. Any violation of this regulation will lead to expulsion.

The entry visa will be issued for three months. After these initial three months, the Aliens Registration Authority will usually extend the visa on a yearly basis. A fee will be charged for both the entry visa and the visa extensions. **Before expiry, an extension of the residence permit must be submitted to the Aliens Registration Office.** As a matter of principle, an extension past the standard period of study (period of time within which a student must complete his studies) is not possible. The residence permit will be withdrawn if the student is in possession of an invalid passport, changes his/her citizenship or permanently leaves the Federal Territory. It is not possible to register at any institute of higher education without a Residence Permit for educational purposes.

(6) Health Insurance

All students are subject to compulsory health insurance until completion of their 14th full semester and up to a maximum age of thirty. Students from countries which have concluded social service agreements with the Federal Republic of Germany, including an insurance clause, can continue to be insured in their own country. They must present a certificate confirming adequate insurance cover (e.g. European Health Insurance card). This has to be approved by a public health insurance provider (statutory health insurance scheme). They will then be exempt from statutory health insurance and entitled to free public health care for medical reasons. Pharmacies will charge a minimum fee for prescription medication.

If students are not in possession of a valid health insurance, **we recommend to purchase a German statutory health insurance** at a public health insurance provider (e.g. AOK, TK, DAK, Barmer). The current monthly contribution for health insurance is approx. €130-150.

Alternatively, private health insurences can be taken, provided they cover at least compulsary health insurance benefits. Travel insurances are not valid.

Proof of health insurance coverage needs to be submitted to the institution of higher education together with the registration documents. **There will be no registration or registration renewal without submission of a certificate of insurance**.

If you decide to take out a health insurance in your home country for the period of your stay in Germany, please consider the following requirements of the Aliens Registration Office in Trier:

- Please bring a proof of health insurance (e.g. certificate) in **English**
- The certificate must prove a coverage for the entire duration of your stay (i.e. explicit time specification)
- We recommend an **insured sum** of approx. **€70,000**

Important: ***Physicians and hospitals invoice medical consultations and require advance payment.*** Only students from countries in the EU are exempt from advance payments if they are issued with a certificate by a German public health insurance provider (e.g. AOK etc. in Trier) after their arrival. Therefore, please consider the different policies between a private and a statutory health insurance. Private health insurances do not cover every therapy.

(7) Private Liability Insurance

According to general liability principles, you can be held liable for any damage to other people or property you have caused yourself. Expensive accidents can happen very quickly, for example breaking a pane of glass, knocking a vase over in a shop or causing a traffic accident as a pedestrian or cyclist. If you cause injury to another individual you will not only have to pay for any material damage but also compensation for pain and suffering, hospital fees, rehabilitation costs and the salary of the injured person. To reduce the risk of such events, it is possible to take out a liability insurance, which may cover costs incurred by accidental damage.

It is recommended that you check the internet for the services offered by different insurance companies for liability insurance.

(8) Proof of financial resources

Applicants are strongly advised to assess their financial resources before entering the Federal Republic of Germany. They should enter the country with sufficient funds and should not plan to support themselves through employment. **A residence permit is issued after proofs of financial resources (e.g. account statement) have been provided to the Aliens Registration Office**. The authorities must be convinced that students have sufficient financial funds at their disposal to cover costs of living for the entire study duration. At present, the monthly cost of living at the Campus amounts to approx. €950:

- Contributions for Health Insurance approx. €130-150
- Study materials and books approx. €60
- Accommodation approx. €350 - €500
- Food, clothes and miscellaneous items approx. €350

Trier University of Applied Sciences does not offer scholarships or grants. Students are advised to contact the appropriate local agencies regarding this matter. Exceptions are scholarships under the LLP/ERASMUS co-operation programme which can only be granted in accordance with the regulations of the home university.

In addition, there are several scholarship awarding institutions in Germany. The most extensive scholarship programme for foreign students is offered by the DAAD:

German Academic Exchange Service/
Deutscher Akademischer Austauschdienst (DAAD)
Kennedyallee 50,
D-53175 Bonn
https://www.daad.de/en/

Students must apply from their home country. The foreign diplomatic missions, the DAAD in Bonn/Germany and DAAD offices abroad will provide information on the possibilities of receiving a scholarship. Foreign students should not plan on financing their studies by working in Germany during the semester. The residence permit only allows students to study in Germany. It is not a work permit. During the semester breaks, it is possible to work a total of three months per year without a work permit.

(9) Student Accommodation

The Schneidershof Campus does not provide on-site student housing. There are several student dorms in Trier and the University will provide addresses for appartments at the private market.

Costs for the apartment range between €350 and €500 per month depending on the size of the apartment. It is common to pay a cleaning/renovation fee and a security deposit. The security fee is refundable if, at the end of the rental period, the apartment is left in good condition.

(10) Further information

For further information and individual questions on the Study Semester, please contact our coordinator at **studysemester@informatik.hochschule-trier.de**.

Useful online information sources about living and studying in Germany are:

- The official Germany website at **https://www.deutschland.de/de** (in German, English, French, Spanish, Russian and Arabic)
- The website of the German mission to the United States at **https://www.germany.info/Vertretung/usa/en/Startseite.html** (in English, German and Spanish)