

Checklist for exchange students

BEFORE coming to Trier

- Check our **course offer**¹.
- Have your International Office **nominate** you as an exchange student.
- Send us your **application form**.
- Send us your **learning agreement**.
- € NON-EU STUDENTS: Get a **visa**. Apply early on!
- € NON-EU STUDENTS: Get student **health insurance**.²
- € Look for **accommodation** (private / dormitory).
- Email us your **enrollment form**.
- € Transfer the **student services contribution** (about 290€).
- € Bring enough **cash** for the first weeks!
- Optional*: Sign up for the **International Buddy Program**.

The first week

- Attend our **orientation week**.
- Pick up your **student ID** and **immatriculation certificate**.
- Pick up your **username, password**, and university **email** address.
- If applicable*: Send your **certificate of arrival** to your home university.
- Sign up for your classes on stud.IP.
- Register at **Trier City Hall**.
- If applicable*: Open a bank account.
- NON-EU STUDENTS who only have a 3-month visa:
Register at the **Foreigners' Office**.

DURING the semester

- Attend your classes.
- Sign up for your exams via QIS.
- Take your exams.
- € Costs during the semester (see next page)

AFTER the end of classes

- If applicable: Send your **certificate of departure** to your home university.
- € Staying for 2 semesters? Pay the **student services contribution** to re-enroll and **revalidate** your student ID.
- De-register** from the city (online).
- Download your **transcript of records** from QIS.
- Have your classes accredited at your home university.

¹ Some courses are only offered in the summer / winter semester; the course offer is always subject to changes. Course descriptions are always available, but timetables are only published shortly before the beginning of the semester.

² EU students: Request your European Health Insurance card from your provider if you do not have it yet.