

HOCHSCHULE TRIER INTERNATIONAL OFFICE

ONLINE INFORMATION SESSION
for incoming students

Trier University
of Applied Sciences

H O C H
S C H U L E
T R I E R

- Introduction
- Information about enrollment
 - Registration form
 - Semester fee
 - Health insurance
 - Passport
 - Photo
- Accommodation and further information
- Your questions

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ENROLLMENT 1 – REGISTRATION FORM

Trier University
of Applied Sciences

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Fill in the registration form with your information and sign it.
Some points where students often have questions are explained here:

The year when you took the exam that allows you to study (e.g. „A-Levels“, „Bac“, High School leaving diploma ...)

Code can be found on attached list

The university where you first enrolled – relevant if you transferred from one university to another, e.g. after completing your bachelor's degree

Your current university at home

Antrag auf Einschreibung / Application for enrolment

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Sommersemester / Wintersemester 201

Trier University
of Applied Sciences

Erasmus Programme other programme or free mover

Dauer des Aufenthaltes / Duration of stay: _____ Semester

1. Persönliche Daten / Personal data																	
Nachname(n) <i>Surname(s) (as listed in the passport)</i>	Vorname(n) <i>First name(s) (as listed in the passport)</i>																
Geburtsname <i>Maiden name</i>	Geburtsort <i>Place of birth</i>																
Geburtsdatum <i>Date of birth</i>	Geschlecht <i>Gender</i>																
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T	T	M	M	J	J												
Staats- bürgerschaft <i>Citizenship</i>																	
Kfz-Kennzeichen <i>Licence plate</i>																	
2. Postanschrift / Postal address																	
Straße/Nr. <i>Street/No.</i>	E-Mail																
PLZ/Ort <i>Postcode/City</i>	Telefon-Nr.																
3. Hochschulzugangsberechtigung (HZB) / Higher education entrance qualification <i>(Secondary school leaving certificate, e.g. Abitur, High School Diploma, Gaokao, Matura, A-Levels, Bachillerato)</i>																	
Art der HZB <i>Year</i>	Ort der HZB <i>Place</i>																
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3	9																
4. Studiengang / Course of study																	
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master	Schlüssel / Code																
5. Bisheriges Studium im Heimatland / Previous academic studies in your homecountry																	
5.1. Ersthochschule / 1 st enrolment at:																	
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T	T	M	M	J	J												
5.2. Heimathochschule / Sending institution:																	
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Kfz-Kennzeichen/Licence plate																	
Studiengang / <i>Course of study at sending institution</i>																	

ENROLLMENT 1 – AN EXAMPLE

In Michael's home country, students must take a placement test to study at university. He took that test in 2017 and started his studies a year later.

He enrolled at Example Uni in 2018. He studied for a year at a university, but he didn't like it. So he enrolled at another university.

Since 2019, he's been a student at the University of Example, which is now sending him to study at TUAS.

Antrag auf Einschreibung / Application for enrolment

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Sommersemester / Wintersemester 201



Erasmus Programme other programme or free mover

Dauer des Aufenthaltes / Duration of stay: _____ Semester

1. Persönliche Daten / Personal data	
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<input type="text"/>	<input type="text"/>
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Straße/Nr. <i>Street/No.</i>	E-Mail
PLZ/Ort <i>Postcode/City</i>	Telefon-Nr.
<input type="text"/>	<input type="text"/>
3. Hochschulzugangsberechtigung (HZB) / Higher education entrance qualification <i>(Secondary school leaving certificate, e.g. Abitur, High School Diploma, Gaokao, Matura, A-Levels, Bachillerato)</i>	
Art der HZB	Ort der HZB <i>Place</i>
<input type="text"/>	<input type="text"/>
Jahr der HZB <i>Year</i>	<input type="text"/>
<input type="text"/>	<input type="text"/>
4. Studiengang / Course of study	
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master	<input type="text"/>
<input type="text"/>	Schlüssel / Code
<input type="text"/>	<input type="text"/>
5. Bisheriges Studium im Heimatland / Previous academic studies in your homecountry	
5.1. Ersthochschule / 1 st enrolment at:	Example University
<input type="text"/>	010918 Datum / Date
<input type="text"/>	<input type="text"/>
5.2. Heimathochschule / Sending institution:	University of Example
<input type="text"/>	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Studiengang / <i>Course of study at sending institution</i>	<input type="text"/>
<input type="text"/>	<input type="text"/>

- **Every student** has to pay the semester fee (no exceptions!)
- The amount for winter semester 2024 is **344,40 Euro €**
- The semester fee has to be **transferred** – you cannot pay in cash or by card.
 - You can transfer the money from home. However, there may be banking fees that are deducted – make sure to pay the full amount!
 - You can pay the money in cash at **Postbank Trier** and have them transfer the money (10€ fee). This is a good option if your banking fees would be very high.
 - Please note that you will only get your student ID once the money has arrived! If you want to pick it up on arrival, you have to transfer the money in advance.

ENROLLMENT 2 - THE SEMESTER FEE

- Please wire the student services contribution (344,40 €) to the following account:

Empfänger / Recipient: Hochschule Trier, Standort Trier
IBAN: DE 36 5451 0067 0009 5836 75
BIC: PBNKDEFF
Bank Name: Postbank Ludwigshafen am Rhein
Address: Rathauspl. 23, 67059 Ludwigshafen am Rhein

Verwendungszweck / Reason for payment

1. Please type : „Austauschstudent“
2. Please enter your >first name<, >surname<

ENROLLMENT 3 – HEALTH INSURANCE

EU Citizens: Just send in a scan of your European Health Insurance Card (EHIC)!

EUROPÄISCHE KRANKENVERSICHERUNGSKARTE

DE

Unterschrift/Signature
Die Versichertenkarte ist nicht übertragbar

3. Name	Musterfrau		
4. Vornamen	Veronika	5. Geburtsdatum	09/07/1986
6. Persönliche Kennnummer	F090719860	7. Kennnummer des Trägers	103456789 – LKK
8. Kennnummer der Karte	80276012349000500001	9. Ablaufdatum	31/12/2026

EU: Belgien, Bulgarien, Dänemark, Deutschland, Estland, Finnland, Frankreich, Griechenland, Irland, Italien, Kroatien, Lettland, Litauen, Luxemburg, Malta, Niederlande, Österreich, Polen, Portugal, Rumänien, Schweden, Slowakei, Slowenien, Spanien, Tschechien, Ungarn, Zypern
EWR: Island, Liechtenstein, Norwegen, Schweiz

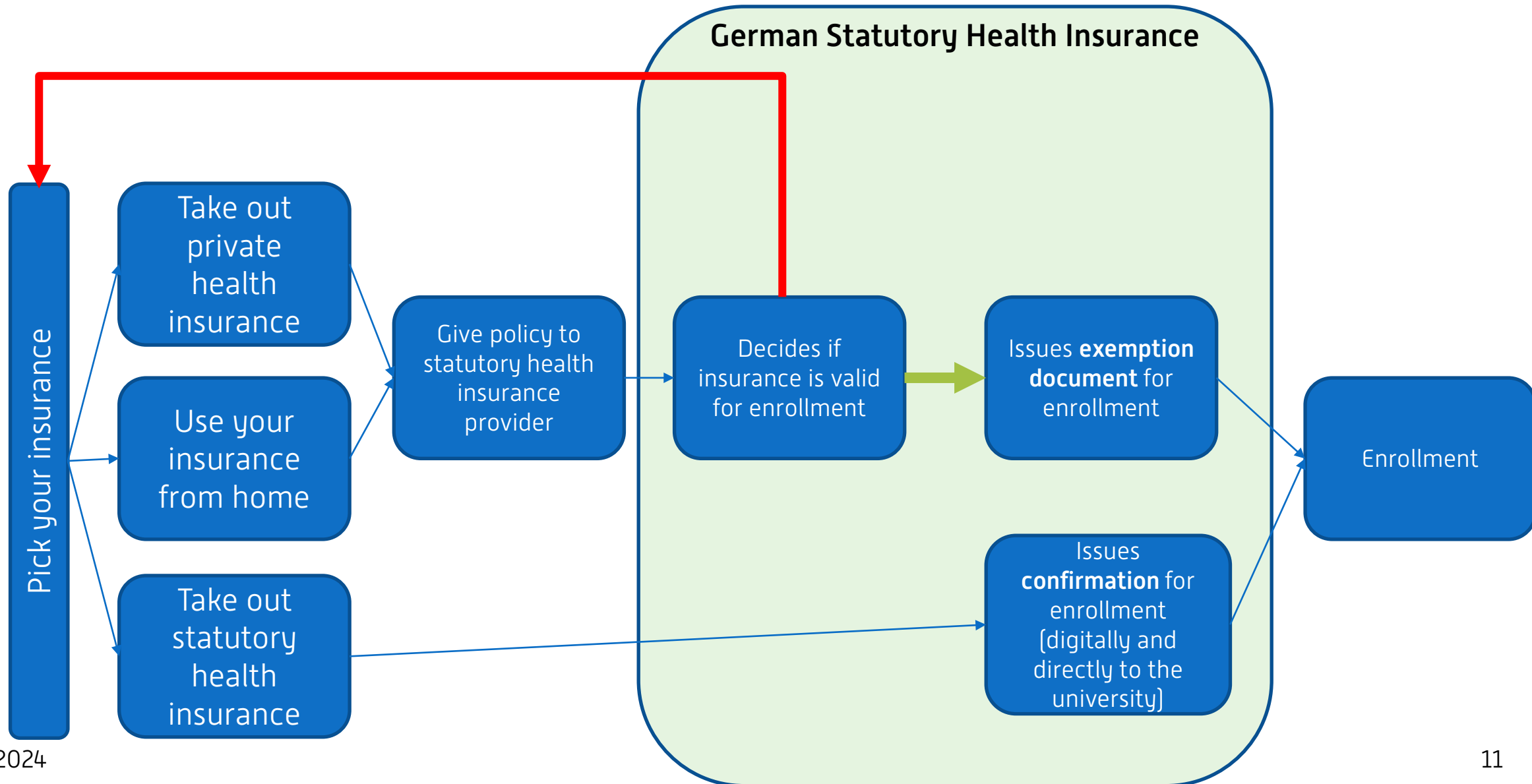


Non-EU Students

- Check if your insurance is already accepted in Germany (e.g. Turkey)
- Otherwise, you will likely have to take out **statutory health insurance** in Germany.
- You may take out **private health insurance**, but it has to be approved by a statutory health insurance office – this can be difficult, time-consuming and must be **checked in advance**.
- Make sure in any case to have a temporary insurance valid from the day of arrival in Germany!

Don't hesitate to contact us if you have any questions!

ENROLLMENT 3 – HEALTH INSURANCE



ENROLLMENT 4: DIGITAL PHOTOGRAPH

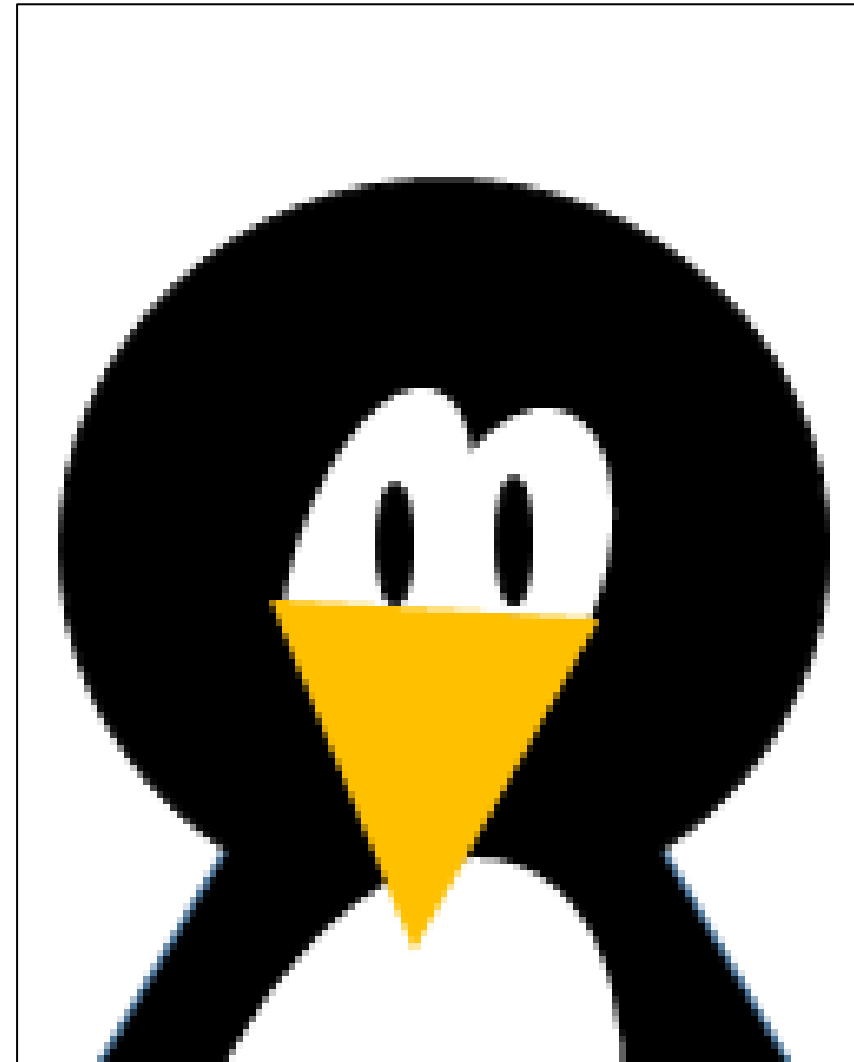
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Your photo needs to have the **aspect ratio** of a passport photograph (which is usually 4.5cm x 3,5cm). Please send a **color photo**. Use *.png or *.jpg or *.pdf. If you're sending us a digital photo, please make sure the **quality is sufficient for printing**.

Enrollment 5: Passport / ID

Send us a copy /scan of your Passport (non EU) or IdentityCard (EU, no driving licence)



https://www.hochschule-trier.de/fileadmin/Hochschule/Einrichtungen/Auslandsamt/Dateien/Incoming/Exchange/Finding_a_Room_in_Trier_-_Guide_to_finding_accomodation.pdf

Useful websites:

You can find room offers on the following websites:

- www.hunderttausend.de
- www.ebay-kleinanzeigen.de
- www.wg-gesucht.de
- www.immobilienscout24.de

THANK YOU FOR YOUR **ATTENTION!**

Any Questions?

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