

HOCHSCHULE TRIER INTERNATIONAL OFFICE

ONLINE INFORMATION SESSION
for incoming students

06 August, noon

Trier University
of Applied Sciences

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T R I E R

ABOUT TODAY

Trier University
of Applied Sciences

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

31.07.2025



INTERNATIONAL OFFICE STAFF

Trier University
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Werner

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(Incomings)

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International Partnerships,
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Careglio

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[Mr.] Dr.
Felix
Bentgens

Strategic Coordinator,
general support for
incoming students

Contact:
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5 important documents:

1 Enrollment Form

2 Student contribution
Transfer Voucher

3 Proof of valid Health Insurance

4 Passport Photo

5 Scan of Passport
/ EU ID Card

<https://www.hochschule-trier.de/en/international/incomings/students/studentin-incoming-exchange-student>



ENROLLMENT 1 – ENROLLMENT FORM

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Fill in the **application for enrollment** 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

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☐ Erasmus Programme ☐ other programme or free mover

Dauer des Aufenthaltes / Duration of stay: _____ Semester

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

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

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☐ Erasmus Programme ☐ other programme or free mover

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3	9												
Jahr der HZB <small>Year</small>	Kfz-Kennzeichen/Licence plate												
<table border="1"><tr><td>2</td><td>0</td><td>1</td><td>7</td></tr></table>	2	0	1	7									
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Schlüssel / Code													
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5.1. Ersthochschule / 1 st enrolment at:													
Example University													
Kfz-Kennzeichen/Licence plate	Datum / Date												
<table border="1"><tr><td>0</td><td>1</td><td>0</td><td>9</td><td>1</td><td>8</td></tr></table>	0	1	0	9	1	8	<table border="1"><tr><td>T</td><td>T</td><td>M</td><td>M</td><td>J</td><td>J</td></tr></table>	T	T	M	M	J	J
0	1	0	9	1	8								
T	T	M	M	J	J								
5.2. Heimathochschule / Sending institution:													
University of Example													
Kfz-Kennzeichen/Licence plate	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master												
Studiengang / Course of study at sending institution													

ENROLLMENT 2 - THE SEMESTER CONTRIBUTION

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- **Every student** has to pay the semester contribution fee (no exceptions!)
- The amount for winter semester 2025 is **€377,80**

Benefits of the semester contribution:

- bus and (many) train tickets at no extra charge
- free entry in many events in Trier
- reduced prices at the cafeterias
- „Deutschland-Ticket“



How to pay

- You need to **transfer** the semester fee – 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 upon arrival, you need to transfer the money in advance.

ENROLLMENT 2 - THE SEMESTER FEE

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Please wire the student services contribution (377,80 €) to the following account:

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

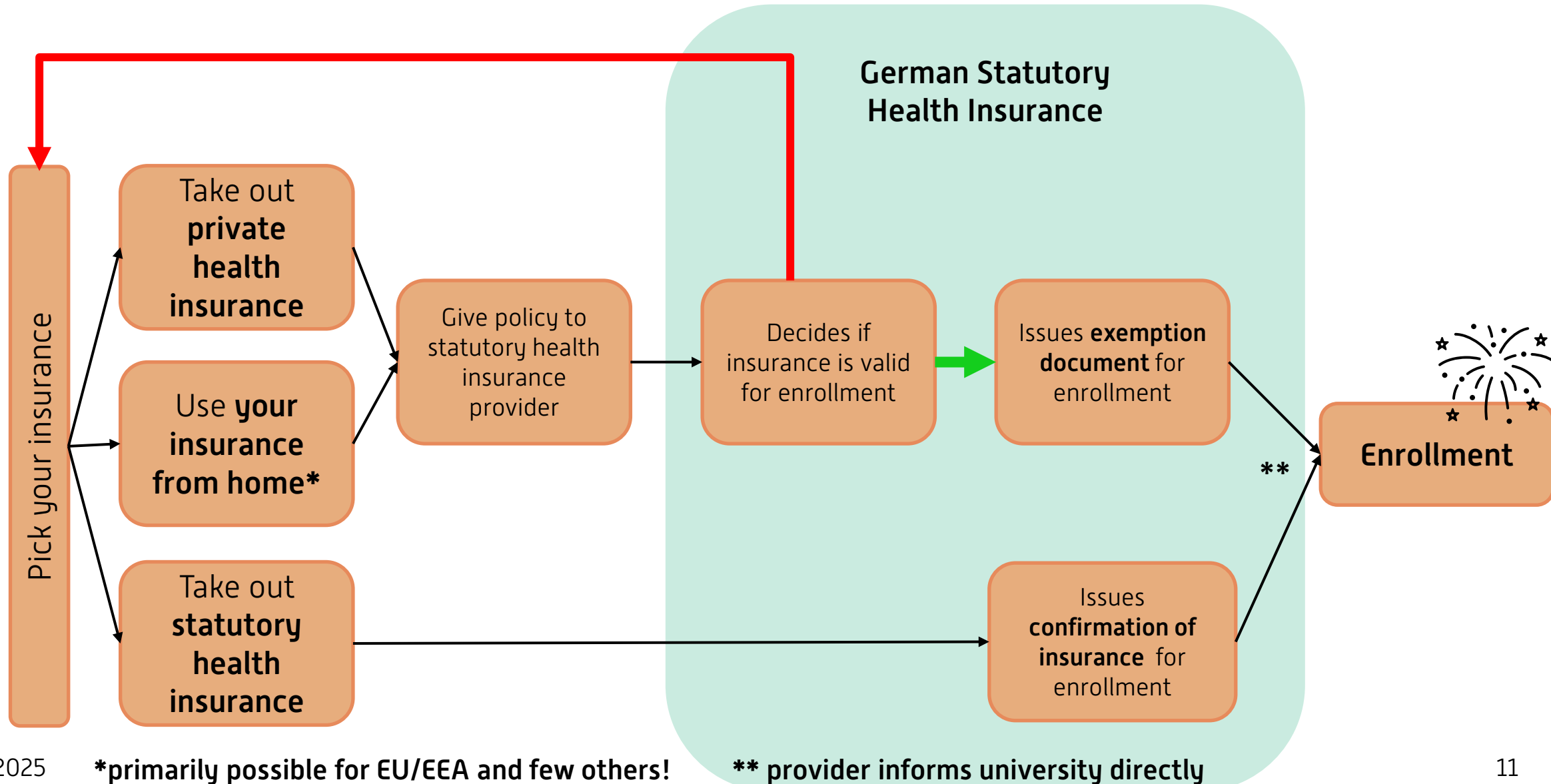
Reason for payment (Verwendungszweck):

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

ENROLLMENT 3 – HEALTH INSURANCE

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Do you have an EHIC? Or does your country have a social security agreement with Germany? (And are you younger than 30?)

If yes, you can use it to get an exemption letter and do not need to take out German Statutory Health Insurance (GSHI).

Reach out to a GSHI Provider for this!

EUROPÄISCHE KRANKENVERSICHERUNGSKARTE

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:

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Sweden, Slovakia, Slovenia, Spain

EEA:

Iceland, Liechtenstein, Norway, Switzerland

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 can get this insurance already from abroad together with other services (blocked account and regular German bank account) via service organisations (**Expatrio.com** , Fintiba, etc.)
- 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 (e.g. travel insurance) valid from the day of arrival in Germany!

Find a German Statutory Health Insurance Provider

To take out GSHI or get a letter of exemption from taking out GSHI, you need to contact one of the many providers in Germany.

List of GSHI Providers

Some examples: TK – AOK – DAK – Expatrio

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

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)



Guide for finding accommodation in Trier

Further 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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