

Guide for Incoming Students

1



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Information: Covid-19 and its effects on your mobility

As the past has shown, it is very difficult to plan ahead in times of Covid-19. Nevertheless, we would like to provide you with some information about the winter semester 2022-23 at Trier University of Applied Sciences.

- First of all, we are happy to accept exchange students!
- If possible, we intend to offer classes in presence teaching. However, if need be, the teaching will be conducted in a blended mode with both presence and online teaching as the situation requires.
- Depending on their course of study, most exchange students have to be present in Trier. In some classes, exams will most likely take place in presence.
- Exchange students should watch the situation carefully and only book flights once they know that there won't be any travel restrictions [legal or from their home university].

Please also note that

- procedures such as visa applications might be delayed due to the pandemic.
- the rules for entry into the country (entry restrictions and possibly compulsory quarantines) may differ depending on your home country.
- restrictions may also affect life outside the university (obligation to wear face masks, opening hours, etc.).

News on the situation can be found on the following websites:

Hochschule Trier: <https://www.hochschule-trier.de/en/university/news-publications/corona-virus-current-information>

Robert Koch Institute: <https://www.rki.de/EN/Home>

Auswärtiges Amt: <https://www.auswaertiges-amt.de/en>

I Academic Calendar and Contact Information

Academic Calendar

Please see: <https://www.hochschule-trier.de/hauptcampus/studium/informationen-service/semestertermine/> for up-to-date information

Winter semester 2022-23

Deadline for application

15.05.2022 (Business students and non-EU students)
15.06.2022 (EU-citizens from other departments)

Start of orientation week	Monday	26.09.2022
Start of classes	Tuesday	04.10.2022
Last day of classes before Christmas	Wednesday	21.12.2022
First day of classes after Christmas	Wednesday	04.01.2023
End of classes	Saturday	28.01.2023

Exams often take place after the end of the class period!

Summer semester 2023

Deadline for application

15.11.2022 (Business students and non-EU students)
15.12.2022 (EU-citizens from other departments)

Start of classes	Monday	27.03.2023
Last day of classes before Easter break	Wednesday	05.04.2023
First day of classes after Easter break	Wednesday	12.04.2023
Last day of classes before Whitsun break	Friday	26.05.2023
First day of classes after Whitsun break	Monday	05.06.2023
End of classes	Saturday	08.07.2023

Exams often take place after the end of the class period.

Contact

Hochschule Trier / Trier University of Applied Sciences (ERASMUS+ ID Code: D TRIER02)

Schneidershof
D-54293 Trier

Your contacts at the International Office (Akademisches Auslandsamt)

E-Mail: international@hochschule-trier.de

Campus Schneidershof: Building G, Room 108

Christoph Lex (+49 651 8103-515 or 378; c.lex@hochschule-trier.de)

Campus Irminenfreihof: Building Q, Room 12

Berndt Werner (+49 651 8103 824; b.werner@hochschule-trier.de)

Emergency Phone Numbers

Police: 110

Fire, Ambulance: 112

II 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 300€).
- ☐ € Bring enough **cash** for the first weeks!

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.

III What does it cost?

On average, students in Trier have to spend around 800 € / month to cover all of their expenses.

NON-EU STUDENTS:		see page
visa	visa fee: ~ 70 euros proof of adequate funds (e.g. a blocked account- from January 2020 about 850€ / month!)	7
health insurance	statutory health insurance: ~105€ / month private health insurance: differs	8
ALL STUDENTS:		
accommodation	~ 360 € / month + a refundable deposit (usually two months' rent) for most apartments	9
food	~ 200 € / month	-
GEZ fee (radio & television)	~ 18,36 € / month and household	9
phone, internet	~ 30 € / month	-
student services contribution	~ 300 € / semester	9
miscellaneous	~ 100€ / month	-

Please check the pages given in the column on the right for more detailed information.

IV Before coming to Trier

1 Send us your application

STEP 1 Make sure your home university has an exchange agreement with Trier University of Applied Sciences and contact your international office.

STEP 2 See our [degree programs](#) to make sure they meet the requirements of your university career. Talk to your professor to make sure you'll get credit points for the classes you take here.

STEP 3 Send us your [Application form](#)

As soon as we receive your application, the appropriate department(s) for your study will decide on your acceptance. You will soon receive a reply from us. Non-EU students will also receive a formal **letter of acceptance**; you will need it to apply for a visa.

2 Arrange your timetable

STEP 1 Contact your faculty at Trier University of Applied Sciences.

Each faculty has one or more [contact persons for exchange students](#) who will help you select your classes.

STEP 2 Write the selected classes on your [learning agreement](#).

The learning agreement must be signed by two department coordinators: one from Trier and one from your home university. Then email a scan to us.

3 Non-EU students only: Get a student visa

Depending on your nationality, you might have to apply for a student visa. On the website of the German Foreign Office ([Auswärtiges Amt](#)), you can find out whether you need a visa to enter Germany. Make sure to apply on time!

Required documents usually include:

- a valid passport,
- the letter of acceptance from the host university,
- proof of adequate funds for living expenses (e.g. a blocked bank account, a scholarship certificate, parental income – as of 2020, 850 € / month!)
- health insurance coverage letter.

Requirements may differ slightly from embassy to embassy, so make to get in touch with the one responsible for your area. You can find further information on the [DAAD's website](#).

4 Health insurance

All students at German universities need to have health insurance. It has to be an appropriate student health insurance (a travel insurance won't work!) that covers the entire period of your stay.

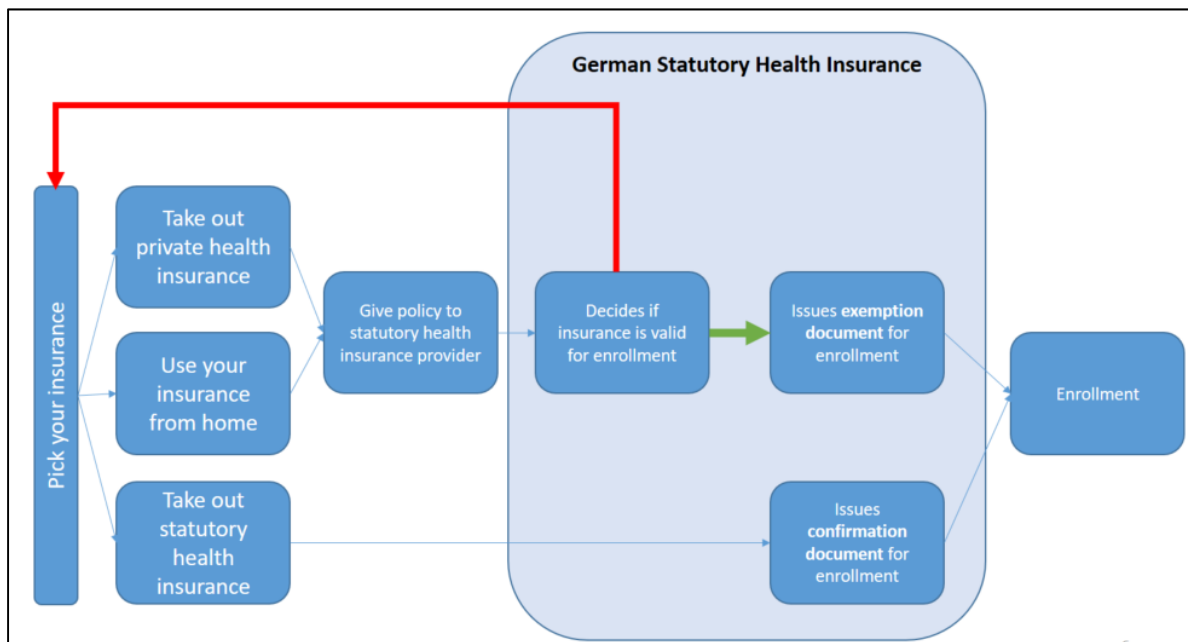
EU students can simply use their European Health Insurance Card (EHIC). If you don't have it yet, please request it from your health insurance provider.

Non-EU students have three options:

- 1) **Check if your current health insurance is also valid in Germany.** This is the case, for example, with statutory health insurance in Turkey.
- 2) **Get German statutory health insurance** (e.g. AOK, DAK, Techniker Krankenkasse ...) will cost you about 105 euros / month and covers all important expenses. Also, you won't have to pay in advance.
- 3) **Private health insurance** may be cheaper, but be careful to check if the insurance's coverage suits your needs. You will also have to get an additional exemption document from German statutory health insurance to be enrolled. If you're planning to take out private health insurance, please contact us before concluding a policy!

Important: **Starting from 2020, international private health insurances will usually not be accepted for enrollment anymore³.** You will either have to get statutory health insurance or a private German health insurance.

Your insurance company will then send you a certificate which you will need to enroll. You can find more information about health insurance on the [DAAD's](#) website.



1 Health insurance and enrollment in Germany

³ If you believe that your insurance is valid for enrollment, please have it checked by a statutory health insurance provider; if the coverage is sufficient, they will issue a certificate for your enrollment. **At any rate, do not buy insurance without making sure it is actually valid!**

5 Register

For more information, visit <https://www.hochschule-trier.de/en/international/incomings/students/studentin-incoming-exchange-student/>

You should complete your registration at Trier University of Applied Sciences **before** you come to Trier. We will send you a reminder about this on time.

- Fill in the [registration for enrolment form](#) and send it to the International Office.
- With the form, also send
 - o a **passport photograph** for your student ID,
 - o proof that you have **health insurance**,
 - o a copy of your **passport** or identity card.
- Transfer the student services contribution (see below).

6 Transfer the student services contribution

Every student (no exceptions!) has to pay the student services contribution (about 300 euros, the exact amount differs and will be given in the registration form) to be enrolled. The payment includes a free bus and train ticket for Trier and the surrounding area.

Wire the student services contribution to the account given in the enrolment form. Make sure you send the full amount – **sometimes bank fees are deducted!**

You cannot pay the contribution in cash or by credit card – it has to be transferred. Doing this from home will save you time and hassle during your first week.

If you're already in Germany, but don't have a bank account yet, it is currently possible to pay the money in cash at **Postbank Trier** and have them transfer it for a small fee (about 10-20 euros). **You should consider this option if your bank charges very high fees for the transfer**, but please be aware that your enrollment process will be delayed a couple of days.

7 Find accommodation

More information at [Living](#)

Trier University of Applied Sciences has a few rooms/apartments to allocate to students. Unfortunately, there are not enough dorm rooms for all exchange students, so you might have to find private accommodation.

OPTION 1 Contact the international office at international@hochschule-trier.de. We'll try to find a dorm room for you or help you find private accommodation. If you're interested in a dorm room, please contact us **early on**.

OPTION 2 Find a private room. This can be difficult in Trier, so it's best to start looking soon. The following websites can help you:

- On [wg-gesucht.de](#), [hunderttausend.de](#), and [ebay-kleinanzeigen.de](#) students look for roommates and landlords offer their apartments.
- You can also search for rooms on the [Trier Student Services](#) website.
- The **Studierturm** (<http://www.studierturm.de/>) is an apartment complex that specializes in student living.

Some important points to consider:

- Don't forget to make an appointment with your landlord or the caretaker at your dorm so you can pick up your key. There are **no reception desks** in our dormitories and **moving in is only possible during the caretakers' office hours**. So please announce your arrival in advance to the caretaker and the International office.
- Ask in advance what the apartment is equipped with. Usually, flats in Germany are unfurnished! Dormitory rooms are furnished, but often **won't include items like bedding or dishes**. The easiest option is to look for an **interim lease**, as these rooms are usually already furnished.
- **Make sure you know what the full price is**. Rent is usually broken up into "Kaltmiete" (basic rent for the apartment) and "Nebenkosten" (additional costs for gas, water, trash, cleaning ...). If you find an offer that seems very cheap, make sure that the additional costs are included!
- In addition, all residents in Germany have to pay a **fee for radio and television ("GEZ-Gebühr", "Rundfunkbeitrag")**; this is currently 18,36€ per month and household (so if you live with a roommate, each of you will only pay half).
- Check what the **rental period and conditions for cancellation** are. You will usually have to cancel your rental contract three months in advance.

If you haven't found accommodation yet, you can stay at hostels such as [Jugendherberge Trier](#), [Jugendgästehaus Warsberger Hof](#) or [Evergreen Hostel](#).

We also recommend reading our [guide to finding accommodation](#) beforehand.

V Your first days

1 Find your way to Trier

Airports in the area include:

Luxemburg Airport (ca. 40km)
Frankfurt Hahn Airport (ca. 70 km)
Frankfurt Main Airport (ca. 175 km)

Transfer from the airport to Trier (Hauptbahnhof / main station) is easiest by **bus**.
You can book tickets online on www.flibco.com or <https://meinfernbus.de>.

You can also book a train ticket to **Trier Hauptbahnhof** on bahn.de.

2 Find your way to the Hochschule

To get the University of Applied Sciences (Campus Schneidershof), it's easiest to go by bus.

from	bus line	direction	exit at stop
Hauptbahnhof	12	Trier, Hochschule Trier	Hochschule Trier

You can access the bus schedule online at www.vrt-info.de/fahrplanauskunft.

CAREFUL – AVOID THESE TRAPS!

- Please note that the University of Applied Sciences has several campuses, two of which (Birkenfeld and Idar-Oberstein) are not in Trier.
- There are two universities in Trier: the **University of Trier** (*Universität Trier*) and **Trier University of Applied Sciences** (*Hochschule Trier*). Please keep this in mind when asking for the way or taking the bus / taxi.

3 See us at the International Office

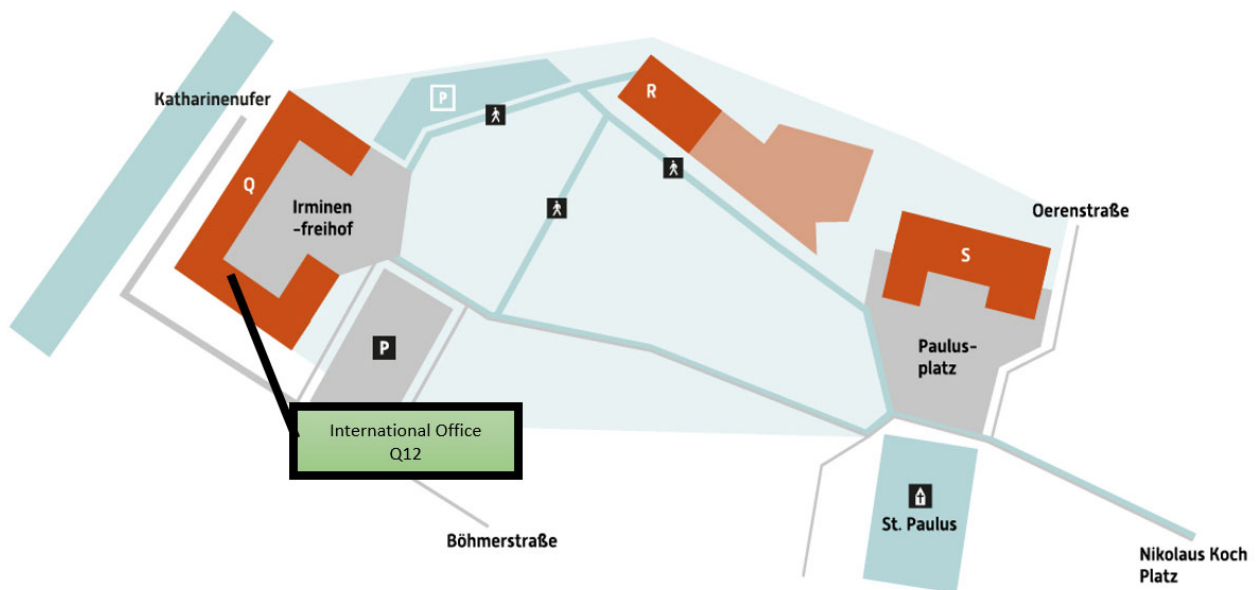
Once you arrive at the University of Applied Sciences, find us at the International Office.

CAMPUS SCHNEIDERSHOF



On this campus, you can find the International Office in Building G, Room 108.

CAMPUS GESTALTUNG (DESIGN)



If you're a design student, you'll find your international office on the **Design Campus (Room Q12)**.

4 Pick up your student ID and enrollment certificate

If you have already completed your registration, you can pick up your student ID and your login data at the Student Services office. You have to **show your passport** to receive it. The **student ID** is very important because you also need it to

- take the bus / train,
- buy food at the cafeteria,
- use the library,
- access the parking lot and the PC pools,
- access the university on weekends.



On the student ID, you find

- your **"Matrikelnummer"** (student identification number), which you will need for all kinds of formalities.
- the **validity date**. After this date, you won't be able to use your ID. If you are staying for longer than one semester, you have to **re-validate** it at the validation stations in building G/H (main campus) or near Room Q11 (Design Campus).

Your **enrollment certificate** is an official document that proves your student status; you can send it to your home university as proof of arrival. You will also need it to open a student bank account.

5 Activate your username, email and password at the IT Service Point (G9)

Once you're enrolled, you can activate your username and email account online. An activation link will be provided along with your student ID and enrollment certificate. Alternatively, you can pick it up at the IT Service Point (room G9).

You need your username and password to

- access your university email account,
- sign up for classes and access course materials,
- connect to the university Wi-Fi ("eduroam"),
- use the computers in the PC pools.

6 Learn more during Orientation Week

During our Orientation Week, we'll help you with organizational matters such as registering at Trier City Hall. You'll also receive information about the university and meet your fellow international students.

Orientation usually takes place **the week before classes start**; you'll be informed about the exact dates and the schedule a few weeks in advance. Participation is not compulsory, but recommended.

7 Register at City Hall

All new citizens have to register at City Hall within the first two weeks after arrival. To register, you need your **passport** and a document called **Wohnungsgeberbescheinigung** ("housing certificate"). You will receive it from your landlord or dormitory.

After registering, you'll receive your **Meldebescheinigung** ("registration certificate"). You will need this document to open a bank account in Germany, so we recommend registering as soon as you can. For further information on registering, please see the [DAAD's website](#).

Don't forget to **de-register** again when you leave Germany; this can be done online ([Rathaus Trier](#))! Otherwise, you'll keep receiving **GEZ bills** (please see https://www.rundfunkbeitrag.de/welcome/englisch/students_and_apprentices/index_ger.html for further information).

8 Open a bank account

Many students decide to open a bank account in Germany, which is very useful and (for students) usually free of charge.

Call beforehand to make an appointment, especially if you want to talk to an English-speaking bank employee. Also, ask which documents are required. Usually you need to take the following with you:

- a passport,
- your official address in Germany,
- your *Meldebescheinigung* (see **7 Register at City Hall**)
- your immatriculation certificate (see **4 Pick up your student ID**)

VI Studying

1 User name, email, home drive

Once you have your student ID, you can pick up your user name and password at **the IT service point in G9**. Alternatively, you can [activate your account online](#). For safety reasons, you should change your password after that.

With your user name and password, you can access your [university email account](#). Use this address for communication at the university and remember to check it daily!

To use the **university Wi-Fi**, connect to the network **eduroam** and fill in your user name and password. Visit the [university website](#) for more information.

On your **home drive**, you have 1GB of storage space. You can access it from all university PCs or from your own laptop if it is connected to the university Wi-Fi. You can also access it from home using a VPN connection.

2 PC pools, printers, copiers

There are five PC pools in Building G (Rechenzentrum).

Ground floor :	Poolraum G12	Basement:	Poolraum G01
	Poolraum G13		Poolraum G03
			Poolraum G04

In the rooms or nearby, you'll find printers and scanners. To print, first charge your printing account at the machine in the lobby of Building G.

Note: The location of the Rechenzentrum in Building G is **under construction** in 2021. Please visit <https://www.hochschule-trier.de/rzht> for updates:

3 Online Platforms

Stud.IP

On **Stud.IP**, you can sign up for classes and find course materials. You can find detailed [instructions on how to Stud.IP](#) on the website of the International Office.

QIS

On [QIS](#), you can see the dates of exams, sign up for them and see your grades.

Application Portal

On the [application portal](#), you can print your enrollment certificate or check your payment of the semester fee.

OpenOLAT

[OpenOlat](#) is an e-learning platform where you can find online / blended learning courses.

4 The library

Where?

Building B



When?

During the semester:

9-18 (Mo-Thu)

8-13 (Fr)

Semester break:

9-15 (Mo-Thu)

8-13 (Fr)

What?

- borrow books and magazines
- access e-books, journals, databases and online trainings
- do courses and online trainings

5 Cafeteria and "Mensa"

Where?

"Mensa"

(canteen)

- Building E

When?

During the

semester:

11.15-13.45 (Mo-

Thu) 11.15-13.30

(Fr).

Semester break:

11.30-13.30

What?

Lunch:

Find today's menu online:

<https://www.studiwerk.de/schneidershof>

Cafeteria

- Building E

During the

semester:

8.45-16.00 (Mo-

Thu) 8.45-14.30

(Fr).

Semester break:

8.45-14.30

Snacks and drinks

How do I pay?

You have to use your student ID to pay. You can charge it at the machine in the Mensa lobby.

6 German courses

The University of Applied Sciences offers German courses for students, which you can find on *stud.IP*.

More courses are offered at language schools such as [Volkshochschule Trier](#) or [TASI](#) [external links]; however, you have to pay a fee to attend them.

The [International Centre \(IZ\)](#) at Trier University offers a language evening and a tandem program (where you can sign up to be matched with a German student who wants to learn your language); students from Trier University of Applied Sciences can participate as well!

VII Living in Trier

1 Semester ticket

Your student ID is also your bus and train ticket. It has your picture on it and cannot be transferred to another person.

You can take public buses in this area... ... and the train on the following routes:



For more detailed information, please see
http://www.studiwerk.de/eo/cms?_bereich=artikel&_aktion=detail&_sprache=en&idartikel=200354

Find **schedules** here:

Trains: reiseauskunft.bahn.de

Buses: vrt-info.de/fahrplanauskunft

2 Mobile phone

You can get a SIM card and/or a cell phone contract at discounters or specific shops.
Examples:

Aldi

Nagelstraße
54290 Trier

Vodafone Shop

Fleischstraße 62
54290 Trier
0172 9403767

O2 Shop

Grabenstraße 20
54290 Trier
0651 4679149

3 Internet cafés

At the university, you can use the [eduroam Wi-Fi](#) for free. Most dorms also provide internet access.

The map below shows internet cafés in the city.

<http://www.google.de/maps/search/internetcafe+trier/@49.7593926,6.6402886,14z>



4 Hospitals, doctors, pharmacies, emergency numbers

If you should get sick, there are several hospitals and doctors where you can get help. Some examples:

Krankenhäuser / Hospitals

1 Brüderkrankenhaus Trier
Nordallee 1
54292
Tel: 0651/2080

2 Mutterkrankenhaus
Feldstraße 16
54290 Trier
Tel: 0651/9470

Ärzte / Doctors (general medicine)

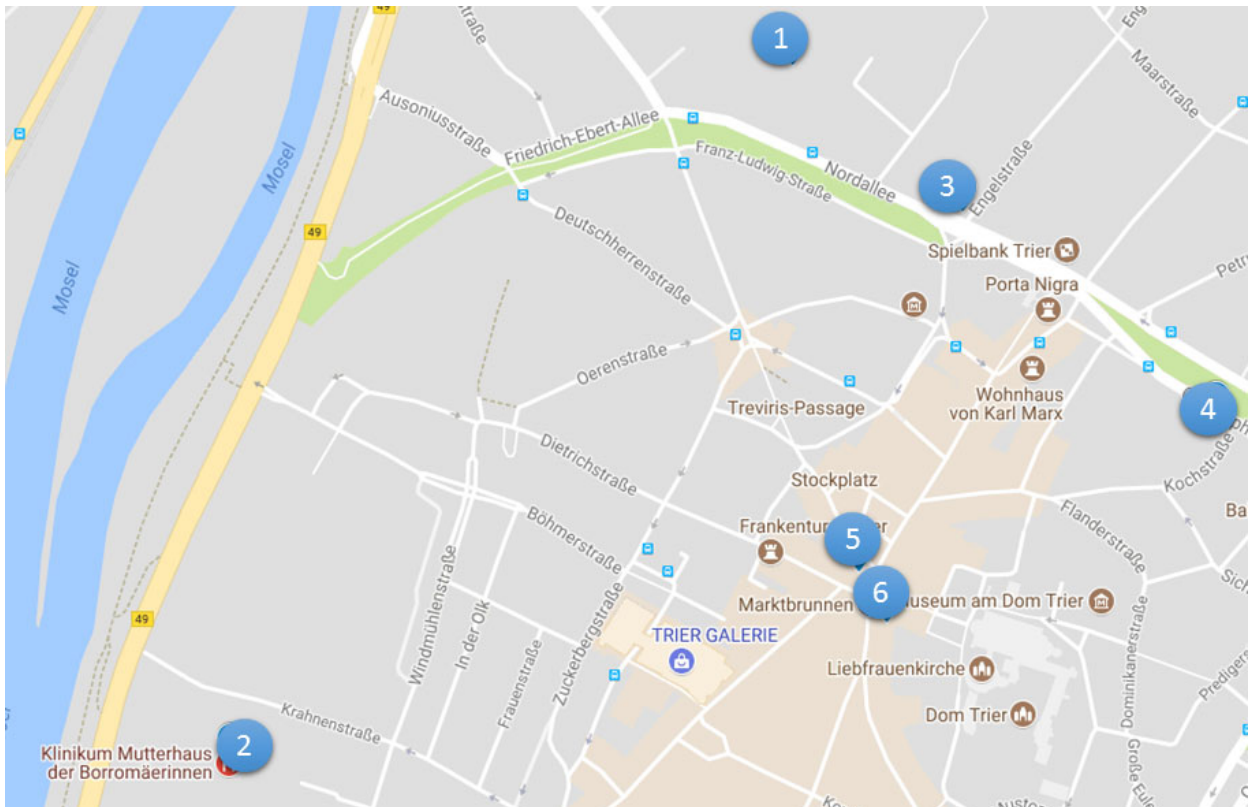
3 Arzt für
Allgemeinmedizin
Klaus Meiners
Nordallee 12
54292 Trier
Tel.: 0651/26683

4 Facharzt für
Allgemeinmedizin
Dr.med. Paul Liethen
Kochstraße 13
54290 Trier
Tel.: 0651/4367616

Apotheken / Pharmacies

5 Apotheke Zur Steipe
Hauptmarkt 16
54290 Trier
Tel.: 0651/975220

6 Löwen Apotheke
Hauptmarkt 6
54290 Trier
Tel.: 0651/42679



Notfallnummern / Emergency numbers

<http://www.trier.de/leben-in-trier/gesundheit/notdienste/aerztlicher-notfalldienst/>

5 Police / Polizei

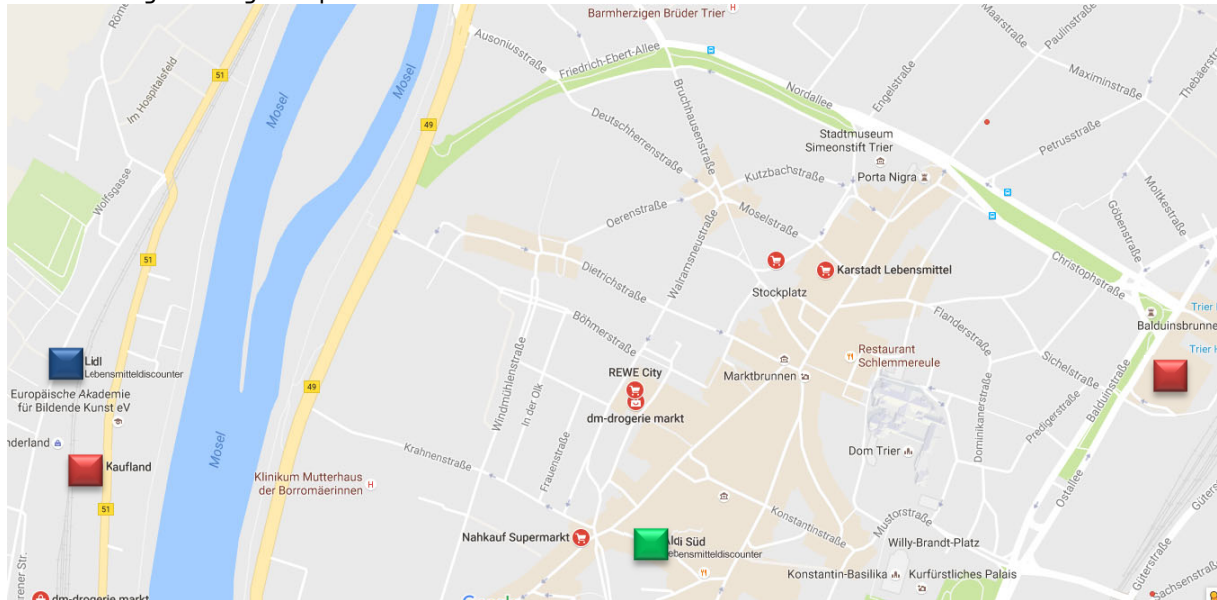
Polizeipräsidium Trier - Salvianstraße 9, 54290 Trier

<https://www.google.de/maps/search/polizei/@49.7480829,6.6333363,14z>

6 Shopping for groceries

You can buy cheap groceries at discount supermarkets, e.g. **Aldi**, **Lidl**, **Netto**, **Norma**, **Kaufland**.

You can also buy groceries at shops like **Rewe** or **Edeka**, which are more expensive but offer a larger range of products.



Lidl

Hornstr.
54294 Trier
08004353361

Kaufland

Aachenerstr. 58
54294 Trier
0651/99375980

Aldi Süd

Nagelstr.
54290 Trier

Kaufland

Ostallee 3-7
54920 Trier
0651/460280

[For more grocery stores, please click here.](#)

VIII Free time activities

1 Events in Trier

Altstadtfest
Moselfest
Music Festival
Weinfest
Trier spielt
Christmas market

You can find information on upcoming events on these websites:

- www.trier-info.de/veranstaltungen-in-trier
- www.kulturbeute.info
- www.hunderttausend.de

2 Eating out

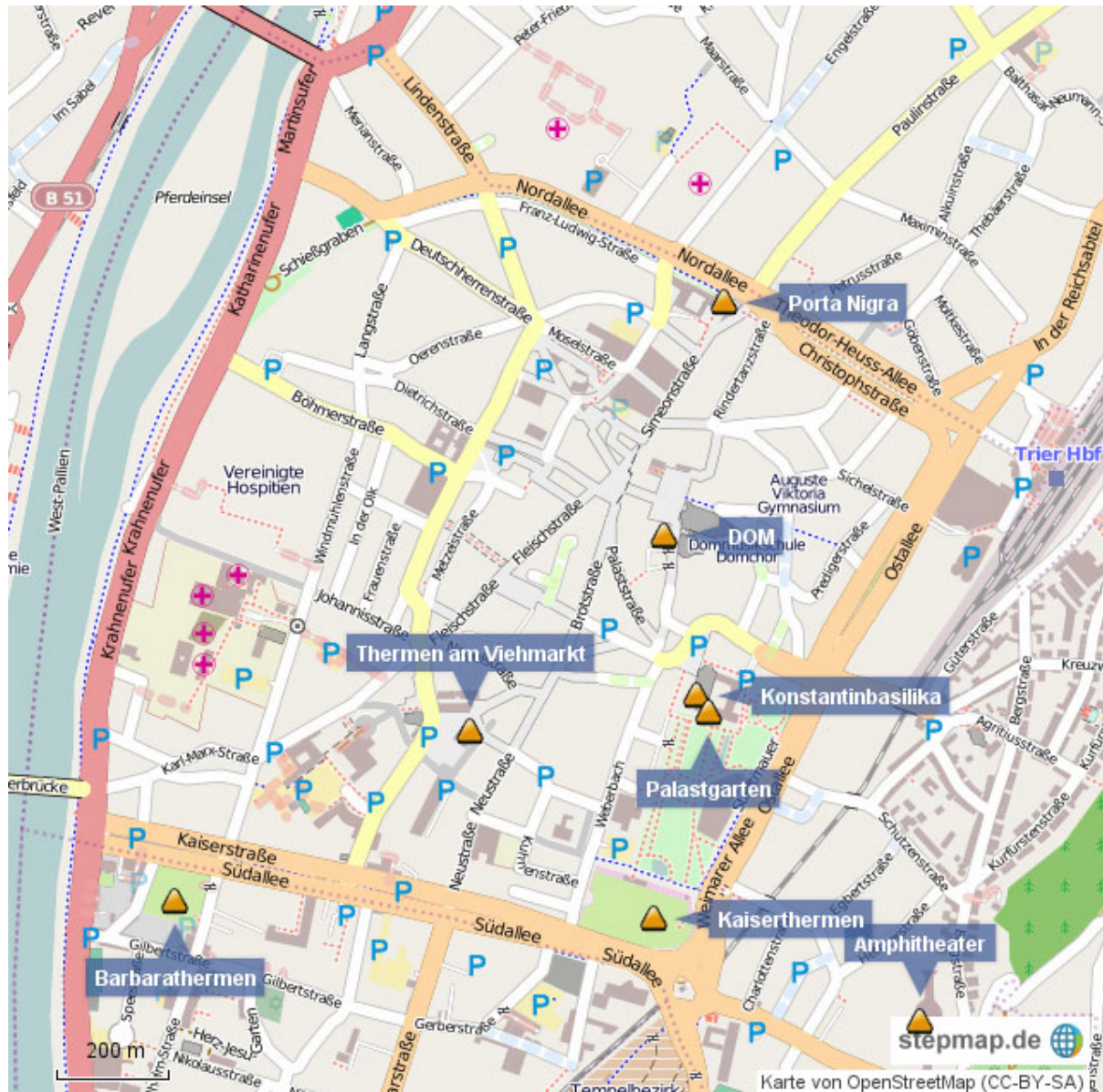
You can find some nice places to eat, drink or sit outside in the city center or at the "Zurlaubener Ufer" by the river. A few examples:

- Cubiculum: Hosenstr. 2
- New Minton's, Jakobstraße 13
- MC Donald's, Hauptmarkt 18
- Burger King, Fabrikstr. 3-5 (Alleencenter, Train Station)
- Subway, Hauptmarkt 13
- Kartoffelkiste, Fahrstr. 13 - 14
- Pizza Hut, Brotstraße 40
- Pizzeria Da Franco, Palaststr. 7
- Ratskeller Zur Steipe, Hauptmarkt 14
- Schlemmereule, Domfreihof 1b
- Café 1900, Brotstr. 27

3 Sights in the city

Trier is the oldest city of Germany. It has many sights and Roman monuments such as the Porta Nigra, Trier Cathedral (German: *Trierer Dom*) and the Roman Imperial Baths.

For more information, see: <http://www.planetware.com/tourist-attractions-/trier-d-rh-tri.htm>.



If you are interested, you can book a guided tour (fuehrungen@trier-info.de). For further information see <http://www.trier-info.de/fuehrungen-fuer-einzelgaeste>.

4 Tourist attractions in the area



[Blick über den Bockfelsen auf die Oberstadt](#), By Streppel, [CC BY-SA 3.0](#).

[Luxembourg](#)



[The castle at Cochem, Germany](#) by Peulle - [CC BY-SA 4.0](#)

[Cochem](#)



[Burg Eltz](#), by Stefan Kühn - [CC BY 3.0](#)

[Burg Eltz](#)



[Sicht auf Bernkastel-Kues an der Mosel, Deutschland](#) by Berthold Werner – PD

[Bernkastel-Kues](#)

5 Bike/Fahrrad

You can try to buy a used bike online. Try the websites hunderttausend.de or ebay-kleinanzeigen.de.

6 Sports

OPTION 1 Sports courses at Trier University

As the gyms at the University of Applied Sciences are being renovated, it's not possible to do sports there. However, a large number of sports courses are offered at Trier University, where you can participate for a small fee. Find more information at <https://www.uni-trier.de/index.php?id=9458>.

OPTION 2 Join the PST

As a student at the University of Applied Sciences, you can join the PST (Post-Sportverein Trier) for free. The PST is a club that offers a large variety of sports: www.pst-trier.de

OPTION 3 Find a club or sports facilities in the city

There are lots of sport clubs and sports facilities such as swimming pools, gyms or climbing halls in Trier. You can find an overview on the city's official website: <https://www.trier.de/kultur-freizeit/sport/>.

On this map, you can see a few gyms in Trier:



<https://www.google.de/maps/search/fitnessstudio/@49.7529076,6.6251824,14z>