

# 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

# About today

- Introduction
- Information about enrollment
  1. Registration form
  2. Semester fee
  3. Health insurance
  4. Passport
  5. Photo
- Accommodation and further information
- Your questions

# Introduction International Office Staff

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# Enrollment 1 – Registration form

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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H O C H  
S C H U L E  
T R I E R  
Trier University  
of Applied Sciences

Sommersemester /  Wintersemester 201

Erasmus Programme  other programme or free mover

Dauer des Aufenthaltes / Duration of stay: \_\_\_\_\_ Semester

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

# Enrollment 1 – An example student ...

## Antrag auf Einschreibung / Application for enrolment

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THUAS  
The University  
of Applied Sciences  
H O C H  
S C H U L E  
T R I E R

Sommersemester /  Wintersemester 201

Erasmus Programme  other programme or free mover

Dauer des Aufenthaltes / Duration of stay: \_\_\_\_\_ Semester

<b>1. Persönliche Daten / Personal data</b>	
Nachname(n) <i>Surname(s)</i> <small>(as listed in the passport)</small>	Vorname(n) <i>First name(s)</i> <small>(as listed in the passport)</small>
Geburtsname <i>Maiden name</i>	Geburtsort <i>Place of birth</i>
Geburtsdatum <i>Date of birth</i>	Geschlecht <i>Gender</i>
<input type="checkbox"/> T <input type="checkbox"/> T <input type="checkbox"/> M <input type="checkbox"/> M <input type="checkbox"/> J <input type="checkbox"/> J	<input type="checkbox"/> M=Männl./Male <input type="checkbox"/> W=Weibl./Female
	Staatsbürgerschaft <i>Citizenship</i>
	Kfz-Kennzeichen <i>Licence plate</i>
<b>2. Postanschrift / Postal address</b>	
Straße/Nr. <i>Street/No.</i>	E-Mail
PLZ/Ort <i>Postcode/City</i>	Telefon-Nr.
<b>3. Hochschulzugangsberechtigung (HZB) / Higher education entrance qualification</b> <small>(Secondary school leaving certificate, e.g. Abitur, High School Diploma, Gaokao, Matura, A-Levels, Bachillerato)</small>	
Art der HZB	Ort der HZB <i>Place</i>
<input type="checkbox"/> 3 <input type="checkbox"/> 9	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Jahr der HZB <i>Year</i>	Kfz-Kennzeichen/Licence plate
<input type="checkbox"/> 2017	
<b>4. Studiengang / Course of study</b>	
<input type="checkbox"/> Bachelor <input type="checkbox"/> Master	Schlüssel / Code
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>5. Bisheriges Studium im Heimatland / Previous academic studies in your homecountry</b>	
5.1. Ersthochschule / 1 <sup>st</sup> enrolment at:	Example Uni
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	01/09/2018 <small>Date</small>
Kfz-Kennzeichen/Licence plate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.2. Heimathochschule / Sending institution:	University of Example
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master
Kfz-Kennzeichen/Licence plate	
Studiengang / Course of study at sending institution	6

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.

# Enrollment 2 - The semester fee

- **Every** student has to pay the semester fee (no exceptions!)
- The amount for Summer semester 2024 is **326 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 (326 €) 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)!**

**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

EUROPAISCHE KRANKENVERSICHERUNGSKARTE

Unterschrift/Signature  
Die Versichertenkarte ist nicht übertragbar

3. Name  
4. Vornamen  
5. Geburtsdatum  
6. Persönliche Kennnummer  
7. Kennnummer des Trägers  
8. Kennnummer der Karte  
9. Ablaufdatum



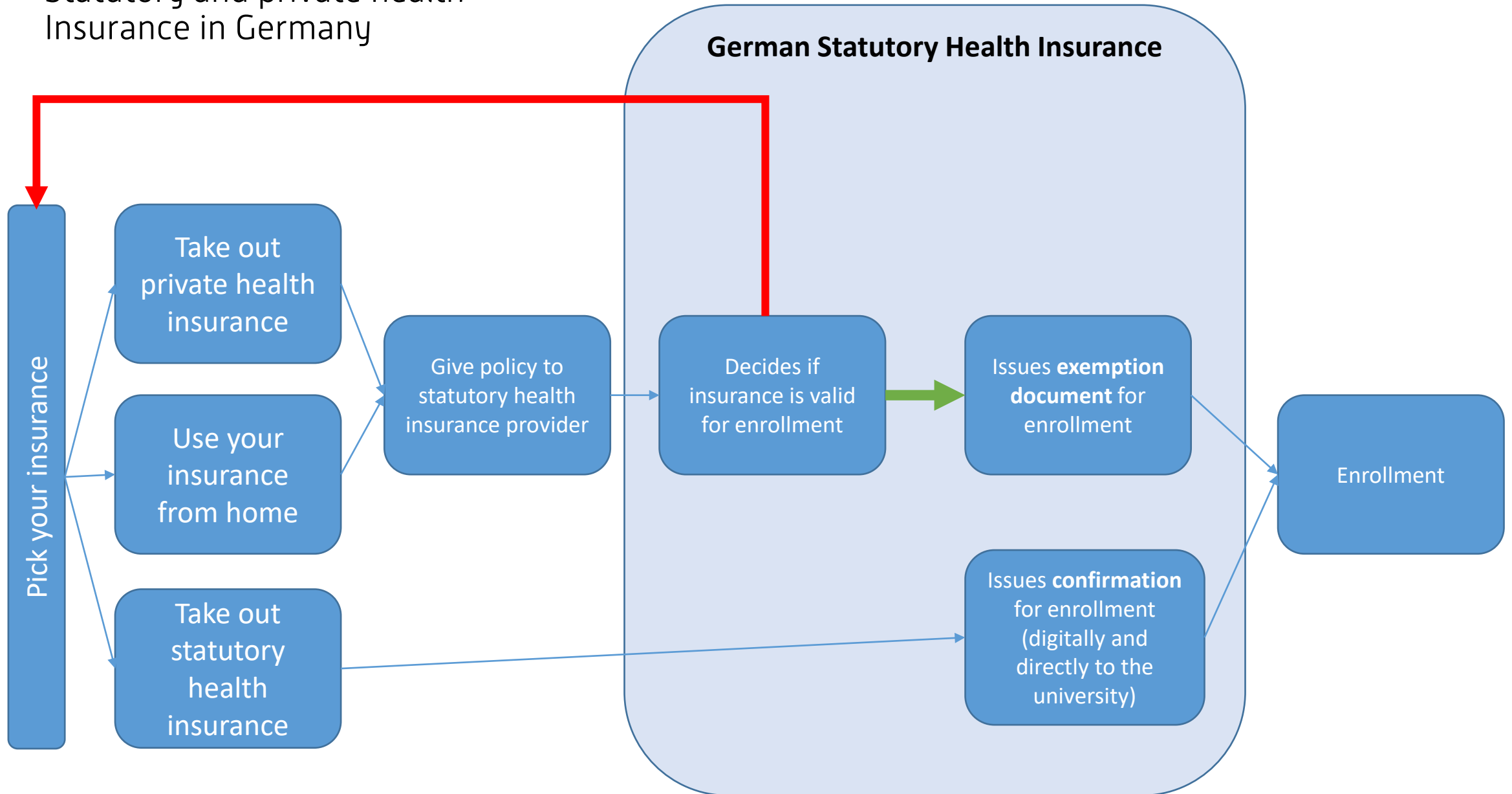
# Enrollment 3 – Health Insurance

## 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!

# Statutory and private health Insurance in Germany

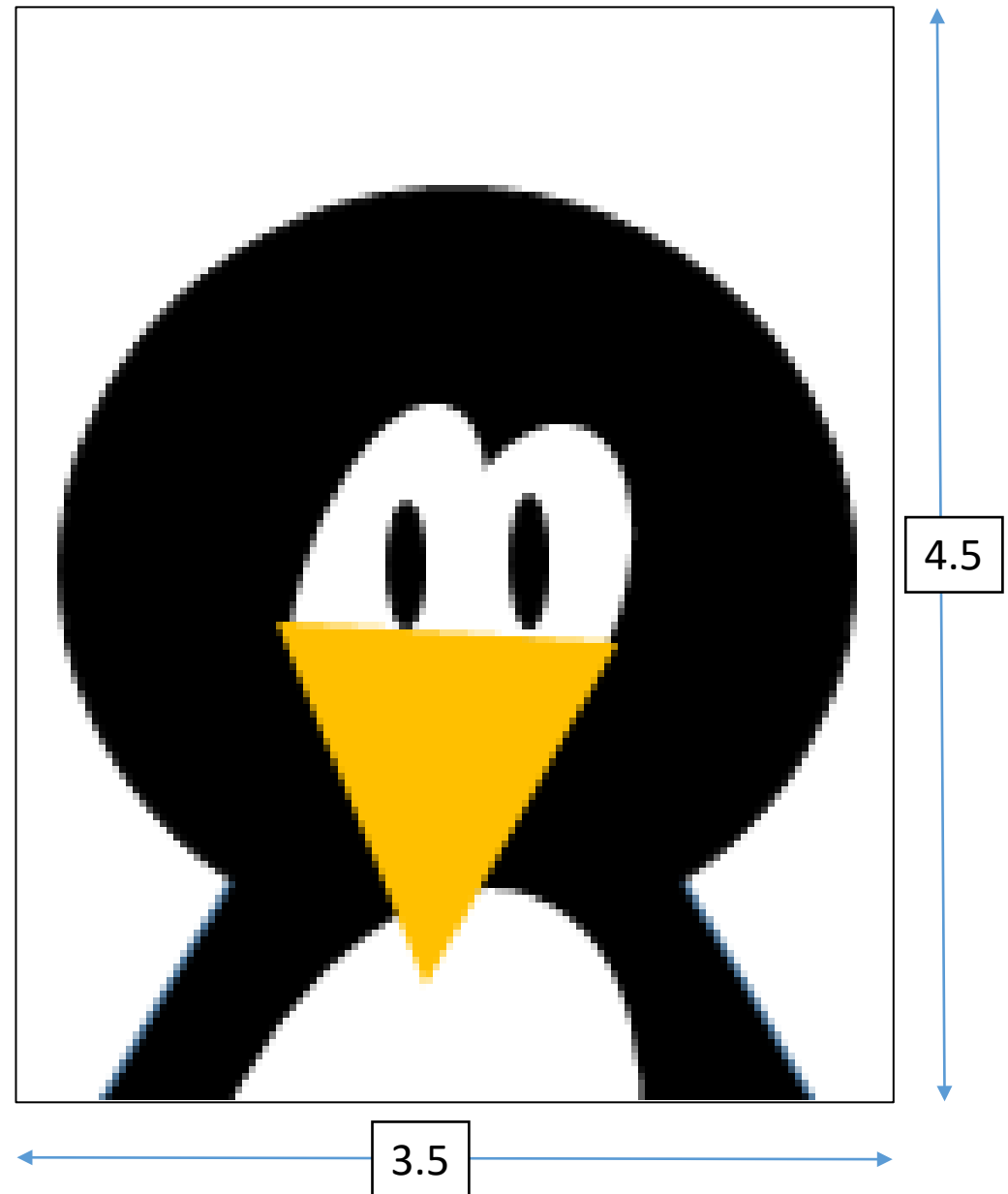


## Enrollment 4: Digital passportsize photograph

- Your photo needs to have the **aspect ratio** of a passport photograph (which is usually 4.5cm x 3,5cm). Please send a **colour 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)



# Accommodation in Trier

[https://www.hochschule-trier.de/fileadmin/Hochschule/Einrichtungen/Auslandsamt/Dateien/Incoming/Exchange/Finding\\_a\\_Room\\_in\\_Trier\\_-\\_Guide\\_to\\_finding\\_accomodation.pdf](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](http://www.hunderttausend.de)
- [www.ebay-kleinanzeigen.de](http://www.ebay-kleinanzeigen.de)
- [www.wg-gesucht.de](http://www.wg-gesucht.de)
- [www.immobilienscout24.de](http://www.immobilienscout24.de)

Any questions?