



Information for International Students

Study Semester

(1) Academic Year

The academic year at the Hochschule Trier, Umwelt-Campus Birkenfeld (Trier University of Applied Sciences, Environmental Campus Birkenfeld) is divided into two semesters: as a rule, the lectures of the winter semester run from September/October to January, and the lectures of the summer semester run from March/April to July.

(2) Application

Applications for places in the Study Semester "Principles of Sustainable Business" have to be submitted by **1 May** for the **winter semester** and by **1 November** for the **summer semester**. Application forms can be downloaded at www.umwelt-campus.de/studysemester. Forms can be filled out on the PC. Please note that the application forms have to be signed personally by applicants and by the responsible university referees. They have to be sent back via e-mail to studysemester@umwelt-campus.de and by regular mail to the following address:

Umwelt-Campus Birkenfeld
Study Coordinator "Principles of Sustainable Business"
PO Box 1380
55761 Birkenfeld
Germany

In addition to the application form, the following documents must be included with each application:

- Statement of motivation
- Letter of reference
- Most recent grade transcript
- Certificate of English language proficiency (e.g. TOEFL, IELTS, TOEIC)

Please note that intermediate English skills are a prerequisite for this program.



The applications will be screened by a selection committee. All applicants will subsequently be notified in writing of the decision of the selection committee. Every applicant will receive a notification either of admission to the course, a position on the waiting list, or of non-acceptance.

The notification of admission entitles the applicant to study at Trier University of Applied Sciences, Environmental Campus Birkenfeld for the duration of the program stated in the notification.

The notification of admission also includes a document for submission to the relevant German Consulate.

(3) Waiting List Procedure

Students whose applications cannot be considered in the first round will be awarded a position on the waiting list, which will give them the chance to be accepted in the event of additional places becoming available.

Every student on the waiting list will receive a written notification either of admission or of non-acceptance.

(4) Terms of Payment

The host institution does not charge a tuition fee for participation in the Study Semester. Students will be charged a €500 administration fee per semester that also covers excursion costs. In addition, students will be charged a general admissions fee of approx. €200 per semester which also entitles them to free rail travel in the region.

(5) Legal Requirements pertaining to Foreign Nationals (Residence Permit/Visa)

It is recommended that students inquire at German diplomatic missions (embassies or consulates) abroad about the conditions for entering the country for educational purposes. A list of diplomatic missions is available at the German Foreign Ministry's website <http://www.auswaertiges-amt.de/diplo/en/Startseite.html>.

In order to enter the Federal Republic of Germany as a foreign student or study applicant, foreign applicants require a **residence permit visa for study purposes** issued by the diplomatic or consular representative of the Federal Republic of Germany in their country of origin and entered into their passport, and a letter of admission from the university they will be attending. This regulation does not apply to students and study applicants



from EU countries or from countries with which different regulations have been agreed: The Dominican Republic, Honduras, Iceland, Liechtenstein, Monaco, Switzerland, and the USA. If students have not been able to contact the German university from their home country, the study applicant visa provides them with an initial opportunity to enter the country without formal application to or admission from an institution of higher education. Application documents are available at the respective German mission or directly from the institution of higher education of their choice.

It is not possible to enter the Federal Republic of Germany on a tourist visa or without a visa and then apply for a residence permit. This can only be done at the respective German mission in the home country or the country of residence of the applicant. It is illegal to enter the Federal Republic of Germany for the purpose of study without a visa. Any violation of this regulation will lead to expulsion.

The entry visa will be issued for three months. After these initial three months, the Aliens Registration Authority will usually extend the visa on a yearly basis. A fee will be charged for both the entry visa and the visa extensions. **Before expiry, an extension of the residence permit must be submitted to the Aliens Registration Office.** As a matter of principle, an extension past the standard period of study (period of time within which a student must complete his studies) is not possible. The residence permit will be withdrawn if the student is in possession of an invalid passport, changes his/her citizenship or permanently leaves the Federal Territory. It is not possible to register at any institute of higher education without a Residence Permit for educational purposes.

(6) Health Insurance

The German healthcare system with its dense network of highly qualified doctors is considered one of the best in the world. As a student in Germany, you benefit from optimum medical care and affordable insurance coverage. Either with an inexpensive compulsory student insurance policy with a German health insurance fund. Or with existing health insurance coverage policy from your home country which is recognized in Germany. Whatever the case: **You cannot register at a German university without health insurance.**

If you wish to study in Germany, you always need health insurance. All statutory health insurance funds in the country are obliged to insure students up to the age of 30 (or to the end of the 14th full study semester) at a favorable student rate. If you turn 30 (or study for longer than 14 semesters) in Germany, you can continue to be insured through a statutory health insurance fund by paying a higher premium. If you are already older than 29 when you start studying, you can only take out private health insurance.



Important: Find out before your departure whether your health insurance from your home country is also recognized in Germany. This is the case:

- if a social security agreement exists between your country and Germany. This applies, among others, to members of the European Union as well as Iceland, Liechtenstein, Norway, Switzerland and Macedonia. An updated list of countries to which this applies is available on the website of the German Liaison Office for Health Insurance Abroad.
- with certain German or foreign health insurance companies.

You come from a country which has a social security agreement with Germany?

Find out from your university's International Office in good time which papers you need to present as proof of your health insurance coverage. EU nationals usually require a European Health Insurance Card (EHIC) or an E 128/E 111 form.

Important: Foreign insurance companies do not always pay for all the costs of medical treatment in Germany. In such cases, you will be obliged to pay for additional expenses yourself.

Are you insured in your home country?

Find out from your health insurance company whether it is also recognized in Germany. If it is, you will require confirmation that you are exempt from statutory health insurance when you register at your German university. Such confirmation can be obtained from any of the many German health insurance funds.

Please note: If you have private health insurance, you may not switch to the statutory health insurance scheme during the course of your studies. **Also: Those with private insurance must pay for all medical treatment and medication in Germany in advance and then claim for reimbursement from their health insurance company.**

You do not have health insurance that is valid in Germany?

If the insurance coverage you have in your home country is not recognized in Germany, you must take out a health insurance policy in this country. Most students in Germany are insured with a statutory health insurance fund. In some cases, however, it is also possible to take out private insurance.

Insurance premium rates for students with statutory insurance funds are currently around €90 a month. This amount applies until the 14th semester and up to the age of 30. After this, rates increase to at least €160 a month.

Proof of health insurance coverage needs to be submitted to the institution of higher education together with the registration documents. **There will be no registration or registration renewal without submission of a certificate of insurance.**

If you decide to take out a health insurance in your home country for the period of your stay in Germany, please consider the following requirements of the Aliens Registration Office in Birkenfeld:

- Please bring a proof of health insurance (e.g. certificate) in **English or German**
- The certificate must prove an **adequate coverage** for the entire duration of your stay (i.e. explicit time specification)

Important: *Physicians and hospitals invoice medical consultations and require advance payment.* Only students from countries in the EU are exempt from advance payments if they are issued with a certificate after their arrival. Therefore, please consider the different policies between a private and a statutory health insurance.



(7) Private Liability Insurance

According to general liability principles, you can be held liable for any damage to other people or property you have caused yourself. Expensive accidents can happen very quickly, for example breaking a pane of glass, knocking a vase over in a shop or causing a traffic accident as a pedestrian or cyclist. If you cause injury to another individual you will not only have to pay for any material damage but also compensation for pain and suffering, hospital fees, rehabilitation costs and the salary of the injured person. To reduce the risk of such events, it is possible to take out a liability insurance, which may cover costs incurred by accidental damage.

It is recommended that you check the internet for the services offered by different insurance companies for liability insurance.

(8) Proof of financial resources

Applicants are strongly advised to assess their financial resources before entering the Federal Republic of Germany. They should enter the country with sufficient funds and should not plan to support themselves through employment. **A residence permit is issued after proofs of financial resources (e.g. account statement) have been provided to the Aliens Registration Office.** The authorities must be convinced that students have sufficient financial funds at their disposal to cover costs of living for the entire study duration. At present, the monthly cost of living at the Campus amounts to approx. €720:

- Contributions for Health Insurance approx. €90
- Study materials and books approx. €50
- Accommodation approx. €190 - €330
- Food, clothes, telephone, internet and miscellaneous items approx. €320

Trier University of Applied Sciences, Environmental Campus Birkenfeld does not offer scholarships or grants. Students are advised to contact the appropriate local agencies regarding this matter. Exceptions are scholarships under the LLP/ERASMUS cooperation program which can only be granted in accordance with the regulations of the home university.

In addition, there are several scholarship awarding institutions in Germany. The most extensive scholarship program for foreign students is offered by the DAAD:



German Academic Exchange Service/
Deutscher Akademischer Austauschdienst (DAAD)
Kennedyallee 50
D-53175 Bonn

<https://www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/>

Students must apply from their home country. The foreign diplomatic missions, the DAAD in Bonn/Germany and DAAD offices abroad will provide information on the possibilities of receiving a scholarship. Foreign students should not plan on financing their studies by working in Germany during the semester. The residence permit only allows students to study in Germany. It is not a work permit. During the semester breaks, it is possible to work a total of three months per year without a work permit.

The blocked account for foreign students:

All foreign students from non-EU countries (e.g. China, Cameroon, etc.) are required to meet their own living costs when studying in Germany. In order to enter Germany, non-EU students also need a valid visa. In some countries, this can only be issued once the student has deposited a specified amount of money in a German bank account (e.g. with Deutsche Bank) and blocked this sum with the Federal Republic of Germany as beneficiary. Please have a look at this website for more information:

<https://www.deutsche-bank.de/pk/konto-und-karte/konten-im-ueberblick/internationale-studenten1.html>

(9) Student Accommodation

The Environmental Campus Birkenfeld is a residential campus, and students can choose from several apartment styles. **The Study Semester coordination provides an apartment for the participants in this program.**

Costs for the apartment range between €190 and €330 per month depending on the size and availability of the apartment. Every tenant is required to pay a €100 cleaning/renovation fee and a security deposit equivalent to three months rent. The security fee is refundable if, at the end of the rental period, the apartment is left in good condition. Apartments have a bathroom and kitchen, and are equipped with bed, storage box, closet, desk, chair and shelves. Laundry facilities are available.

Please note that student apartments are only rented per semester (for 6 months):

- 1 March – 31 August
- 1 September – 28 February

The rent is usually paid in advance. You will receive an invoice from the landlord.

(10) Buddy Program

A buddy will be assigned to each international student at the Environmental Campus Birkenfeld to offer assistance during the first weeks after arrival.

A buddy is a student from the Environmental Campus Birkenfeld who will assist you during your stay in Germany. Your buddy will pick you up on arrival, accompany you to your room, offer help with practical matters and introduce you to the social life at the Environmental Campus. The idea behind the buddy system is to offer assistance to international students and to foster cultural exchange and friendship across national borders.

(11) Further information

For further information and individual questions on the Study Semester, please contact our coordinator at studysesemester@umwelt-campus.de.

Useful online information sources about living and studying in Germany are:

- The official Germany website at <http://www.deutschland.de/> [in German, English, French, Spanish, Russian and Arabic]
- A website by the DAAD that provides information to help you on your way to studying in Germany at <https://www.study-in.de/en/study/>