

Partner Information Form

for Prospective Incoming Exchange Students

Address of TUM Technical University of Munich
Arcisstraße 21
08333 München
Germany

Head of Institution Prof. Dr. Thomas F. Hofmann

Internet address www.tum.de

Application Deadline

Nomination and Application period [Winter term \(or for an entire academic year at TUM\):](#)
March 15 - May 15 (**deadline May 15**)
[Summer term:](#)
September 15 - October 31 (**deadline October 31**)

Application Procedure

E-nomination & Required Application Documents The partner university selects students based on their performance, commitment and language skills and nominates them for the exchange semester stay via the web-based platform "moveonnet" (= e-nomination). After an acknowledgement-e-mail from TUM, students apply within our application period as mentioned on our homepage (see link below). Application need to be done online / via e-mail. No paper documents should be sent to TUM anymore! Applications should include the following documents:

- 1) Online application
- 2) One-page letter of motivation (either in German or in English)
- 3) Curriculum vitae (either in German or in English)
- 4) Study plan (courses students want to attend at TUM)
- 5) Transcript of records (all grades attained at university), signed and stamped by the student's home institution
- 6) Document listing the courses students are attending in their current semester (and therefore are not yet listed on the transcript)
- 7) Language certificate (can be issued by home institution or any language school)

Further Information **"TUMexchange":**
www.international.tum.de/en/comingtotum/tumexchange/

"Departmental Partnerships":
www.international.tum.de/en/exchangestudents/comingtotumdepartments/

TUM Departments Open to Exchange Students <https://tum.moveon4.de/publisher/1/eng>
Students select their home country under 'Country' and their home university under 'Institution' and click on 'Search'. Under the tab 'Relations' / 'Subject Area' a list of all TUM Departments open for exchange can be found.

General Information about TUM

School Transformation	<p>With TUM Agenda 2030, TUM is systematically further developing its transformation. While preserving the academic diversity and valuable specifics of individual subject cultures, today's departments are being transferred to larger TUM Schools to dynamize dormant interaction potential and create system-integrative networks.</p> <p>By the winter semester of 2023/24, 7 schools will be created. We will inform you and your students as soon as we have reliable information regarding these Schools.</p>
Locations	<p>TUM spans four large sites in Bavaria: Munich, Garching, Weihenstephan and Straubing. Since 2018 TUM also has a location in the state of Baden-Württemberg, in Heilbronn.</p> <p>Please note that, even after the School transformation, the different disciplines will remain spread over the different TUM locations. For more information: www.tum.de/en/about-tum/our-university/locations/</p> <p>Please note that not all partner can send students to all locations. See arranged agreement places.</p>

Academic Information

Semester Dates	<p>Winter term: October - March Summer term: April - September</p> <p>Refer to the current calendar for specific dates the relevant lecture period: www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/</p>
List of TUM Departments / Schools	<p>www.tum.de/en/about-tum/departments/</p>
Course Catalogue and Course Descriptions	<p>https://campus.tum.de/tumonline/ee/ui/ca2/app/desktop/#/login?\$ctx=lang=en Students should NOT login in TUMonline, only click button “continue without logging in”. Next, students need to choose the relevant TUM Department /School. The Module Catalog and Courses can be found under the section “Teaching and Research”. If there are no courses listed for the semester they want to study in (which usually is the case as they are planning their studies in advance of faculty timetabling), they should just choose the same semester for which they are planning to come but for the previous year (the offered courses in each semester usually stay the same).</p>
Languages of Instruction	<p>The number of courses offered in English is constantly increasing. About half of TUM's Master's programs are entirely conducted in English and some more are taught bilingually in German and English. Students are advised to check the language of instruction for the desired courses in advance.</p>

Language Proficiency	<p>Proof of language proficiency in the respective language of instruction of the chosen course is required, that is, German proficiency is required for courses taught in German, while proficiency in English is required for courses taught in English.</p> <p>While not mandatory for all TUMexchange students, some German proficiency is highly desirable even for students who are only taking courses held in English in order to fully participate in the wider community and student life.</p>
Language Courses	<p>TUM offers German (and many other) language courses for international students. For details please see: www.sprachenzentrum.tum.de/en/homepage/</p>
Semester Work Load	<p>15-20 ECTS credits recommended (Note: 60% of exchange students' TUM study load must be completed at their main host department.)</p>
Examinations and Academic Transcripts	<p>If the examination time does not fit into an exchange student's study plan at home, please note that <u>earlier or extra examinations for exchange students cannot be arranged</u> at TUM. Exchange students need to attend the exams on the official examination dates. Examination dates vary between TUM departments but generally take place between February and March (winter term) and between July and September (summer term). For the exact dates, please contact the relevant departmental coordinator(s).</p> <p>Transcripts can be downloaded online even after students have left TUM. Students who need to have an original transcript sent to their home institution are required to advise their respective TUM department of the relevant address prior to their departure.</p>
For questions regarding courses & examinations	<p>Please contact the TUM's International Affairs Delegates: www.international.tum.de/en/internationalaffairs/</p> <p>Or see here for TUMexchange and here for Departmental Partnerships in the section "Information on courses, exams, Learning Agreement/Study Program and other academic matters".</p>
Recognition of Courses	<p>Questions regarding recognition of the courses students wish to take at TUM need to be answered by the home university.</p>

Accommodation

Accommodation	<p>Accommodation in the cities with TUM locations is scarce and competition for housing high. Except from the city of Straubing, TUM Global & Alumni Office gets a limited number of dormitory offerings with a tutor supervision program (i.e. Service Package) from the Munich Student Union, which are primarily reserved for the 'TUMexchange' program participants. If there are enough dormitory rooms for all 'TUMexchange' program participants, students automatically receive an email from us with the Service Package offer. Please find further information here: www.international.tum.de/en/accommodation/#c5686</p>
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Please note: From the winter semester 2020/21 from the academic year 2021/22 students will have to transfer the rent for six months and the deposit in advance.

Dormitory rooms of the Munich Student Union are typically furnished single rooms with shared bathrooms and kitchens or furnished single apartments with kitchenettes and private bathrooms. Internet access is included in the monthly rent. Meals are not provided, but there are student cafeterias on all 3 campuses, where lunch is served for reasonable prices. Bed linen and dishes are usually not available.

If no accommodation is available due to a high number of applicants, students will be notified in time and get useful tips for accommodation search on the private market.

For exchange students of mobility programs such as departmental agreements or third party programs please see the information under 'Information for exchange students of other programs, e.g. Erasmus', which can be found at:
www.international.tum.de/en/accommodation/#c5698

Students studying in Weihenstephan and Straubing will be contacted by the advisors of these locations.

Orientation Program

Orientation Program The TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities are organized in cooperation with the student association ESN TUMi München. The program takes place the first two weeks of October (winter term) and the first two weeks of April (summer term). The program is divided into instructional units that are designed to not only help you get through the paper work upon arrival, but also acquaint you with the cultural possibilities in and around Munich:
<https://www.international.tum.de/campuslife/>

Estimated Costs of Living

Semester Fee	For all locations except Straubing: Administration fee (compulsory for all TUM students): in total €144.40€/ semester (the <u>Student union fee</u> and the <u>solidary contribution for the semester ticket</u> : € 75 plus €69.40) For Straubing: www.cs.tum.de/campus-straubing/internationales/student-mobility/
Food/Meals	€ 200 - € 300 per month
Books & Supplies	Approx. € 40 per month for books, lecture materials
Public Transportation	For all locations except Straubing: Solidarity fee 69,40€ /per semester (compulsory – see enrolment fee) & Semester Ticket 201,60€ / per semester (optional): www.tum.de/en/studies/semester-ticket/ (current status, fee could be changed) For Straubing: www.cs.tum.de/campus-straubing/internationales/student-mobility/
Personal Expenses:	€ 150 per month (according to individual needs -phone, clothing, leisure time, etc)
Health Insurance	Around € 110 per month (not for students with an EHIC-card)
Further Information	Refer to "To dos after admission": www.international.tum.de/en/exchangestudents/general-information-for-international-students/

Visa Requirements/Residence Permit Application

Entry Regulations	<p>Applicants from non-EU nations normally need a visa to study in Germany. Only Applicants from EU/EFTA nations as well as a few other nations do not need a visa to study in Germany.</p> <p>In order to find out if they need a visa and how to apply, they must contact the embassy or consulate of the Federal Republic of Germany in their home country. Application processing times can vary greatly depending on volume of applications and the applicant's home country. It is recommended to submit the complete application at least two months prior to the student's departure.</p> <p>Please note: Students cannot travel to Germany on a tourist visa. A tourist visa cannot be changed into a student visa retrospectively. Students that are in Germany on a tourist visa are not entitled to study there.</p>
Further Information	<p>Refer to "To dos after admission": www.international.tum.de/en/exchangestudents/general-information-for-international-students/</p>

Health Insurance

Are students required to get health insurance?	<p>Health insurance is compulsory in Germany. Students cannot register at TUM without proof of sufficient German national health insurance cover. It is recommended that students purchase a German medical insurance plan. Full coverage for students is around € 110 per month. Travel insurance is <u>not</u> accepted.</p>
Further Information	<p>Refer to "To dos after admission": www.international.tum.de/en/exchangestudents/general-information-for-international-students/</p>

Banking

Do students have to open a bank account while studying in Munich?	<p>It is highly advisable to open a bank account in Germany.</p> <p>German banks offer accounts free of charge for students. Debit cards from German banks are accepted throughout Europe.</p>
Tax-ID for opening a bank account	<p>Since 2018 it is obligatory to show a tax-ID for opening a bank account: When coming to Germany, students should bring their own tax-ID from their home country. Please help them with this matter!</p> <p>They could also get a German tax-ID. But this is much more difficult and needs a lot of time (6-8 weeks): this is often too late for opening a bank account, as e.g. landlords, TUM sports (if taking part) need bank data earlier. So it is not really an option.</p>
What are acceptable credit cards in Munich?	<p>In Munich all common credit cards are accepted. However, not all stores accept credit cards; some shops only accept cash payments.</p> <p>In smaller cities and towns outside of Munich credit cards are usually not accepted.</p>

Additional Information

TUM welcomes and supports students and staff with disabilities

Learn more at:
www.tum.de/en/studies/advising/barrier-free-education/

Contact Details

**TUM Global & Alumni Office
Director**

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Inbound Mobility

Questions regarding incoming nominations and applications

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deMier@zv.tum.de

Outbound Mobility

Questions regarding agreements

TUM Global & Alumni Outgoing
www.international.tum.de/en/contacts/tum-global-alumni-office-team/#c5051

TUM Departments

Questions regarding courses and exams
(For departmental partners: questions regarding agreements)

TUM's International Affairs Delegates
www.international.tum.de/en/internationalaffairs/

TUM Departments
www.tum.de/en/about-tum/departments/