

## Partner Information Form

for Prospective Incoming Exchange Students

**Address of TUM** Technische Universität München  
Arcisstrasse 21  
80333 München / Germany

**Head of institution** Prof. Dr. Thomas Hofmann

**Internet address** <http://www.tum.de/>

### Application Deadline

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

Nominations **and** applications need to be at TUM **latest by May 15/ October 31**

### Application Procedure

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**E-nomination & Required Application Documents** Partner university selects students according to performance, commitment and language skills and nominates them for the exchange semester stay via our **new nomination platform**. TUM accepts students for a maximum of three exchange semesters (in their whole university career!) within the scope of the exchange agreement. After an acknowledgement-e-mail from TUM, students apply within our application period as mentioned on our homepage (see link below). Applications need to be done online & via e-mail! Applications should include the following documents:

- 1) Online application
- 2) One-page letter of motivation (either in German or English)
- 3) Curriculum vitae (either in German or English)
- 4) Learning Agreement / Study plan (courses students want to attend at TUM)
- 5) Transcript of records (all grades attained at university), signed and stamped by the students' home institution
- 6) Document listing the courses students are attending in their current semester (and therefore are not yet listed in 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/](http://www.international.tum.de/en/comingtotum/tumexchange/)

**"Departmental Partnerships"**:  
[www.international.tum.de/en/exchangestudents/comingtotumdepartments/](http://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

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<b>School Transformation</b>	<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>
<b>Locations</b>	<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: <a href="http://www.tum.de/en/about-tum/our-university/locations/">www.tum.de/en/about-tum/our-university/locations/</a></p> <p>Please note that not all partner can send students to all locations. See arranged agreement places.</p>
<b>TUM departments &amp; Schools</b>	<p>A list of all TUM departments &amp; Schools can be found here: <a href="http://www.tum.de/en/about-tum/departments/">www.tum.de/en/about-tum/departments/</a></p>

## Academic Information

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<b>Semester Dates</b>	<p><b>Winter term:</b> October - March <b>Summer term:</b> April - September</p> <p>For specific dates please look under: <a href="https://www.tum.de/en/studies/application/application-info-portal/dates-periods-and-deadlines">https://www.tum.de/en/studies/application/application-info-portal/dates-periods-and-deadlines</a></p>
<b>Course Catalogue and Course Descriptions</b>	<p><a href="https://campus.tum.de/tumonline/ee/ui/ca2/app/desktop/#/login?\$ctx=lang=en">https://campus.tum.de/tumonline/ee/ui/ca2/app/desktop/#/login?\$ctx=lang=en</a> Students should NOT login in TUMonline, only click button “<b>continue without login</b>”! 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>
<b>Languages of Instruction</b>	<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>

<b>Language Proficiency</b>	<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 exchange 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>
<b>Language Courses</b>	<p>TUM offers German (and many other) language courses for international students. For details please see: <a href="http://www.sprachenzentrum.tum.de/en/homepage/">www.sprachenzentrum.tum.de/en/homepage/</a></p>
<b>Semester Work Load</b>	<p>15-20 ECTS credits recommended (Note: 60% of exchange students' TUM study load must be completed at their main host department.)</p>
<b>Examinations and Academic Transcripts</b>	<p>If the examination time does not fit into your students plan at home, be aware that <u>earlier or extra examinations for exchange students cannot be arranged</u> at TUM! Exchange students need to attend the exams at the official examination dates. Examination dates vary between the TUM departments/School but generally take place between February and March (winter term) and between July and September (summer term). For the exact dates please contact the departmental/School coordinator.</p> <p><b>Transcripts</b> can be downloaded online, even after students have left TUM.</p>
<b>For questions regarding courses &amp; examinations</b>	<p>Please contact the departments or Schools: <a href="https://www.international.tum.de/en/global/departmentalcontacts/">https://www.international.tum.de/en/global/departmentalcontacts/</a></p> <p>Or see <a href="#">here for TUMexchange</a> and <a href="#">here for Departmental Partnerships</a> in the section "Or see here under "Information on courses, exams, the TUM study plan or (online) Learning Agreement and other academic matters".</p>
<b>Recognition of Courses</b>	<p>Questions regarding recognition of the courses students wish to take at TUM need to be answered by the home university.</p>

## Accommodation

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**Accommodation** 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](http://www.international.tum.de/en/accommodation/#c5686)

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.

The application for the Departmental Program and other programs at TUM does not include a room offer / Service package in a dormitory of Munich Student Union ("Studentenwerk"). For these exchange programs please see the information under "Information for exchange students of other programs, e.g. Erasmus":  
[www.international.tum.de/en/accommodation/#c5698](http://www.international.tum.de/en/accommodation/#c5698)

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

## Orientation Program

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**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

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<b>Enrolment Fee</b>	For all locations except Straubing:  Administration fee (compulsory for all TUM students): in total €144.40€/ semester (the Student union fee and the solidary contribution for the semester ticket: € 75 plus €69.40)  For Straubing: <a href="https://www.cs.tum.de/campus-straubing/internationales/student-mobility/">https://www.cs.tum.de/campus-straubing/internationales/student-mobility/</a>
<b>Food/meals</b>	€200 - €300 per month
<b>Books and supplies</b>	Approx. €40 per month for books, lecture materials
<b>Public transportation</b>	For all locations except Straubing Solidarity fee €69.40 /per semester (compulsory – see enrolment fee) & Semester Ticket €201,60 / per semester (optional): <a href="http://www.tum.de/en/studies/semester-ticket/">www.tum.de/en/studies/semester-ticket/</a> (current status, fee could be changed)  For Straubing: <a href="https://www.cs.tum.de/campus-straubing/internationales/student-mobility/">https://www.cs.tum.de/campus-straubing/internationales/student-mobility/</a>
<b>Personal expenses</b>	€150 per month (according to individual needs as phone, clothing, leisure time, etc.)
<b>Health insurance</b>	Around €110 per month (not for students with an EHIC-card)
<b>Further information</b>	<a href="#"><u>General information for international students at TUM – Preparing for your stay: to do after admission</u></a>

## Visa Requirements/Residence Permit Application

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<b>Entry Regulations</b>	<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><b>Please note:</b> 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>
<b>Further Information</b>	<p><u><a href="#">General information for international students at TUM – Preparing for your stay: to do after admission</a></u></p>

## Health Insurance

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<b>Are students required to get health insurance?</b>	<p>Yes, health insurance is compulsory in Germany. Students cannot register at TUM without proof of sufficient German national health insurance cover. To ensure that coverage is sufficient to meet German national standards, it is recommended that students purchase an in-country medical insurance plan. Full coverage for students is around €110 monthly. Travel insurances are <u>not</u> accepted.</p>
<b>Further Information</b>	<p><u><a href="#">General information for international students at TUM – Preparing for your stay: to do after admission</a></u></p>

## Banking

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<b>Do students have to open a bank account while studying in Munich?</b>	<p>It is highly advisable to open a bank account in Germany. German banks offer accounts free of charge for students. Debit cards from German banks are accepted throughout Europe.</p>
<b>Tax-ID for opening a bank account</b>	<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>
<b>What are acceptable credit cards in Munich?</b>	<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>

## Signatures at TUM

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<b>Confirmation of stay</b>	Signature of arrival: Will be signed by TUM only AFTER the first academic activity at TUM (e.g. Orientation weeks, language course). Not earlier.  Signature of departure: Will be signed by TUM only at the time of the LAST academic activity at TUM (e.g. end of courses, exam, end of thesis). Not earlier or later.
<b>Study Plan</b>	Will be signed by the TUM department / School (not TUM Global & Alumni Office). Signatures are available at earliest after students received their TUM admission letter (winter term from July / summer term from December). Students need to contact their TUM department / School to receive the signed version, as in most cases it will not be done automatically. This can be done via e-mail or when students are at TUM.

## Additional Information

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<b>TUM welcomes students and staff with disabilities and special needs</b>	Learn more at: <a href="https://www.tum.de/en/studies/support-and-advice/wellbeing/">https://www.tum.de/en/studies/support-and-advice/wellbeing/</a>
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## Contact Details

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<b>TUM Global &amp; Alumni Office Director</b>	Dr. Harald Olk Phone +49.89.289.25027 <a href="mailto:olk@zv.tum.de">olk@zv.tum.de</a>
Questions regarding incoming nominations and applications	Alicia de Mier Phone +49 89 289 25158 <a href="mailto:deMier@zv.tum.de">deMier@zv.tum.de</a>
Questions regarding agreements	TUM Global & Alumni Outgoing Division <a href="http://www.international.tum.de/en/contacts/tum-global-alumni-office-team/#c5051">www.international.tum.de/en/contacts/tum-global-alumni-office-team/#c5051</a>
For questions regarding courses and examinations please contact the TUM departments / Schools (For departmental partners: also questions regarding agreements)	<a href="https://www.international.tum.de/en/global/departmentalcontacts/">https://www.international.tum.de/en/global/departmentalcontacts/</a>
A list of all TUM departments / Schools can be found here	<a href="http://www.tum.de/en/about-tum/departments/">www.tum.de/en/about-tum/departments/</a>