



## International Center

# Partner Information Form

For Prospective Incoming Exchange Students

**Address** Technische Universität München  
Arcisstraße 21  
80333 München  
Germany

**Head of Institution** Professor Dr. Dr. h.c. mult. Wolfgang A. Herrmann

**Internet address** [www.tum.de](http://www.tum.de)

## Application Deadline

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**Closing Dates** **Winter term (or for an entire year at TUM):**  
31<sup>st</sup> of May  
**Summer term:**  
31<sup>st</sup> of October

## Application Procedure

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### Prospective Incoming Students

The partner university selects students according to performance, commitment and language skills and nominates them for the exchange semester stay via the web-based platform “moveonnet” (= eNomination). After an acknowledgement-email from TUM, the International Office of the home university sends the application documents to TUM. Applications should include the following documents:

- 1) Online application printed and signed by applicant and bearing a stamp and signature from the International Office of the partner university
- 2) One-page letter of motivation (either in German or English)
- 3) Curriculum vitae (either in German or English)
- 4) Study program (signed and stamped by a departmental coordinator of the students' home institution)
- 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) Passport photo
- 8) Language certificate (can be issued by home institution)

Application procedure and online application link for “TUMexchange” and “partner universities”:

[www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/](http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/)

## Course Registration and Academic Information

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<b>Semester Dates</b>	<b>Winter term:</b> October-March <b>Summer term:</b> April-September Refer to the current calendar for specific dates for the lecture period: <a href="http://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/">http://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/</a>
<b>List of Faculties</b>	<a href="http://www.tum.de/en/about-tum/faculties/">http://www.tum.de/en/about-tum/faculties/</a>
<b>Course Catalogue and Course Descriptions</b>	<a href="https://campus.tum.de/tumonline/webnav.ini">https://campus.tum.de/tumonline/webnav.ini</a> To use the course catalogue, students need to choose the desired language in the top right hand corner (de/en) then select «courses» in the search bar and click on «advanced search». Selecting «English» as the language of instruction will then give them a list of all the courses offered in English in a given semester. Lists of courses held in English and sorted by faculty are available here: <a href="http://www.international.tum.de/willkommen-an-der-tum/internationale-austauschstudierende/english-courses/">www.international.tum.de/willkommen-an-der-tum/internationale-austauschstudierende/english-courses/</a>
<b>Language of Instruction</b>	German and English. The number of courses offered in English is constantly increasing and TUM offers more than 25 Master's Programmes that are conducted entirely in English. Please confirm the language of instruction for courses of interest.
<b>Language Proficiency</b>	Proficiency in the language of course instruction is required, that is, German proficiency is required for courses taught in German, while proficiency in English is required for courses taught in English. 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. Language courses are available both prior to and during the semester.
<b>Semester Workload</b>	20 ECTS credits recommended
<b>Academic Transcripts</b>	All students should contact their TUM department. Students who need to have an original transcript sent to their home institution need to inform their TUM department of the relevant address.

## Accommodation

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<b>Accommodation</b>	<p>There is very high demand for accommodation in Munich. The "Studentenwerk" (Munich-based Student Association) only allocates a limited number of rooms to the International Center of TUM which can therefore only offer accommodation to one in nine exchange students. However, we try to send students coming under the "TUMexchange" program at least one room offer. In case we can offer a room to these students, they will automatically be placed on a list to receive a room offer, unless they specifically request that they do not want to live in student accommodation. In case we <u>cannot</u> offer a room due to high demand, we will send out an email in July (for winter term) / in January (for summer term).</p> <p>The rooms we offer are typically single or double bedroom apartments with kitchenettes and private bathrooms or shared double rooms with community showers and kitchens. Internet access is currently available at all student accommodation. Meals are not provided, but there are student cafeterias on all 3 campuses where lunch is served at very reasonable prices.</p> <p><i>For students from exchange programmes <u>not</u> included in "TUMexchange" (e.g. students coming under the agreement of "partner university", faculty agreements or third party programs): Please follow the information for "Erasmus program,...", which can be found under the following link:</i></p> <p><a href="http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/exchange-students/">www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/exchange-students/</a></p>
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## Orientation Programme

<b>Orientation Programme</b>	<p>TUMi provides an orientation program designed to help students find their way in Munich. The program usually takes place the first two weeks of October (winter term) and the first two weeks of April (summer term). In summer term 14 and winter term 14-15 there will be an earlier start of the program due to administrative reasons, students will be informed about it in advance by TUM. 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:</p> <p><a href="http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/tuminternational/#c2356">www.international.tum.de/en/welcome-to-tum/international-exchange-students/tuminternational/#c2356</a></p>
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## Estimated Expenses:

<b>Student Dormitories:</b>	€ 280 – € 350 (additionally a deposit of one month's rent has to be paid)	<b>Books and Lecture Materials:</b>	Approx. € 40 per month
<b>Private Dorms / Apartments:</b>	€ 250 – € 600	<b>Personal Expenses: (Telephone, Clothing, Recreation, etc.)</b>	Approx. € 150 per month
<b>Meals:</b>	€ 200 - € 300 per month	<b>Health Insurance:</b>	€ 76 - € 78 per month
<b>Public transportation</b>	Solidarity fee 59€ /per semester (compulsory) & Semester Ticket 141€ /per semester (optional)	<b>Student Union Fee:</b>	€ 52 per semester

## Visa Requirements/Residence Permit Application

<b>Entry Regulations</b>	<p>Applicants from non-EU nations require a student visa to study in Germany. Exempt from this regulation are applicants from the United States, Australia, Canada, New Zealand, Japan, the Republic of Korea as well as Israel. Students who need a visa must apply for this at least 2 months prior to their departure at the embassy or consulate of the Federal Republic of Germany in their home country. Students cannot travel to Germany on a tourist visa, since this cannot be changed into a student visa! Students that are in Germany on a tourist visa are not entitled to study there.</p> <p>Students who do not need a visa to enter Germany have to fill out a residence permit application after their arrival in Germany. This can be obtained at the local Registration Authority for International Residents:</p> <p><a href="http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/entry-regulations/#c1459">www.international.tum.de/en/welcome-to-tum/international-exchange-students/entry-regulations/#c1459</a></p>
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## Health Insurance

<b>Student Health Insurance</b>	<p>Health insurance is compulsory in Germany. Students cannot register at TUM without proof of German national insurance. 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 €76-78 monthly. Travel insurances are <u>not</u> accepted:</p> <p><a href="http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511">www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511</a></p>
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## Banking

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**Opening a Bank Account** 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. They are more widely accepted than major credit cards.

## Contact Details

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<b>Incoming Students Coordinator</b>	Petra Ritter Phone +49.89.289.25012 Fax +49.89.289. 25458 <a href="mailto:ritter@zv.tum.de">ritter@zv.tum.de</a>
<b>Questions regarding incoming nominations and applications</b>	Dörte Ptassek & Dalma Alagha Phone +49.89.289.25017 / 23260 Fax +49.89.289. 25458 <a href="mailto:incoming@zv.tum.de">incoming@zv.tum.de</a>
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