

## TUM International Center

# Partner Information Form

For Prospective Incoming Exchange Students

<b>Address</b>	Technical University of Munich Arcisstrasse 21 80333 Munich Germany
<b>Head of Institution</b>	Professor Dr. Dr. h.c. mult. Wolfgang A. Herrmann
<b>Internet address</b>	<a href="http://www.tum.de">www.tum.de</a>

## Application Deadline

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<b>Closing Dates</b>	Winter term (or for an entire year at TUM): 15 <sup>th</sup> of May Summer term: 31 <sup>st</sup> of October
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## Application Procedure

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<b>E-Nomination &amp; necessary application documents</b>	<p>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” (= e-nomination). After an acknowledgement-e-mail from TUM, the International Office of the home university sends the application documents to TUM. Applications should include the following documents:</p> <ol style="list-style-type: none"><li>1) Online application</li><li>2) One-page letter of motivation (either in German or English)</li><li>3) Curriculum vitae (either in German or English)</li><li>4) Study program (signed and stamped by a departmental coordinator of the students' home institution)</li><li>5) Transcript of records (all grades attained at university), signed and stamped by the students' home institution</li><li>6) Document listing the courses students are attending in their current semester (and therefore are not yet listed in the transcript).</li><li>7) Language certificate (can be issued by home institution)</li></ol>
<b>Further Information</b>	“TUMexchange”: <a href="https://www.international.tum.de/en/coming-to-tum/exchange-students/tumexchange/">https://www.international.tum.de/en/coming-to-tum/exchange-students/tumexchange/</a> “Departmental Partnerships”: <a href="https://www.international.tum.de/en/coming-to-tum/exchange-students/departmental-partnerships/">https://www.international.tum.de/en/coming-to-tum/exchange-students/departmental-partnerships/</a>
<b>Possible TUM Departments for the exchange</b>	<a href="https://tum.moveon4.de/publisher/1/eng">https://tum.moveon4.de/publisher/1/eng</a> Please choose your home country under ‘Country’ and your home university under ‘Institution’ and click on ‘Search’. Under the tab ‘Relations’ under ‘Subject Area’ you can now find all possible TUM Departments for your exchange.

## Course Registration and 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>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></p>
<b>List of Departments</b>	<p><a href="http://www.tum.de/en/about-tum/departments/">http://www.tum.de/en/about-tum/departments/</a></p>
<b>Course Catalogue and Course Descriptions</b>	<p><a href="https://campus.tum.de/tumonline/webnav.ini">https://campus.tum.de/tumonline/webnav.ini</a> (important: students should NOT register on that platform! Please only use it without registration)</p> <p>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.</p>
<b>Language of Instruction</b>	<p>German and English. The number of courses offered in English is constantly increasing and TUM offers more than 25 Master's Programmes entirely conducted in English. Please confirm the language of instruction for your courses of interest.</p>
<b>Language Proficiency</b>	<p>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.</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>
<b>Language Courses</b>	<p>TUM offers German language courses for international students. For details please see: <a href="http://www.sprachenzentrum.tum.de/en/homepage/">http://www.sprachenzentrum.tum.de/en/homepage/</a></p>
<b>Semester Workload</b>	<p>20 ECTS credits recommended</p>
<b>Examinations and academic Transcripts</b>	<p>If the examination time does not fit into your study 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 on the official examination dates. Examination dates vary between the 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 departmental coordinator.</p> <p><b>Transcripts</b> can be downloaded online, even after students have left TUM. Students who need to have an original transcript sent to their home institution have to inform their respective TUM department about the relevant address early in advance.</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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<b>Accommodation</b>	<p>Accommodation in Munich is scarce and the competition for it is high. TUM International Center gets a very limited number of dormitory offerings with a tutor supervision program (= 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, they automatically receive an e-mail from us with the Service Package offer. If it is not the case due to a high number of students, they will also be informed about it on time and get useful tips for accommodation search on the private market.</p> <p>Due to the strict rules of the Munich Student Union regarding age limit of the tenants, TUM International Center is not able to offer the Service package dormitory accommodation to any exchange student over the age of 29. However, TUM International Center will assist 'TUMexchange' program participants over 29 in the search for other accommodation.</p> <p>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.</p> <p><i>For exchange students of other mobility programmes like "partner university", faculty agreements or third party programs please see the information under 'Information for Erasmus, bilateral agreement and exchange students of other mobility programs', which can be found at the following link:</i></p> <p><a href="https://www.international.tum.de/en/coming-to-tum/exchangestudents/accommodation/">https://www.international.tum.de/en/coming-to-tum/exchangestudents/accommodation/</a>.</p>
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## Orientation Programme

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<b>Orientation Program</b>	<p>TUMi provides an orientation program designed to help students to gain an orientation in Munich. The program takes place during 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 not only to help you get through the paper work upon arrival, but also to acquaint you with the cultural offerings in and around Munich</p>
<b>Further Information</b>	<p><a href="http://www.international.tum.de/en/coming-to-tum/tumi/">http://www.international.tum.de/en/coming-to-tum/tumi/</a></p>

## Estimated Costs of Living

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<b>Enrolment fee</b>	Administration fee of € 62 & Solidarity fee of € 67,40: in total € 129,40 / per semester (compulsory for all TUM students) – current status, fee might change
<b>Food/meals</b>	€ 200 - € 300 per month
<b>Expenses for books, lecture materials</b>	Approx. € 40 per month
<b>Public transportation</b>	Solidarity fee € 67,50 / per semester (compulsory – see enrolment fee) & Semester Ticket € 195,70 / per semester (optional): <a href="http://www.tum.de/en/studies/semester-ticket/">www.tum.de/en/studies/semester-ticket/</a> (current status, fee might change)
<b>Personal Expenses: (Phone, Clothing, leisure time, etc.)</b>	€ 150 per month (according to individual needs)
<b>Health Insurance</b>	€ 90 - € 95 per month (not for students with an EHIC-card)
<b>Further Information</b>	See under "Useful information about living in Munich": <a href="http://www.international.tum.de/en/coming-to-tum/exchange-students/">http://www.international.tum.de/en/coming-to-tum/exchange-students/</a>

## Visa Requirements/Residence Permit Application

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<b>Entry Regulations</b>	<p>Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Germany.</p> <p>Applicants from Non-EU nations normally need a visa to study in Germany. In order to get a visa and the information if they need a visa, they must contact the embassy or consulate of the Federal Republic of Germany in their home country to ask and apply for it. Application for visa is necessary at least 2 months ahead of time. 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>
<b>Further Information</b>	See under "Legal Requirements": <a href="http://www.international.tum.de/en/coming-to-tum/exchange-students">http://www.international.tum.de/en/coming-to-tum/exchange-students</a>

## Health Insurance

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<b>Are students required to get health insurance?</b>	Health insurance is compulsory in Germany. Students cannot register at TUM without proof of German national health 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 € 90-95 monthly. Travel insurances are <u>not</u> accepted:
<b>Further Information</b>	See under "Legal Requirements": <a href="http://www.international.tum.de/en/coming-to-tum/exchange-students">http://www.international.tum.de/en/coming-to-tum/exchange-students</a>

## Banking

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**Must students open a bank account while studying in Munich?** 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.

**What are acceptable credit cards in Munich?** In Munich all major credit cards are accepted. However, not all stores accept credit cards; some shops only accept cash payments. In smaller cities and towns outside of Munich credit cards are usually not accepted.

## Additional Information

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**TUM welcomes students and staff with disabilities** Learn more at: <http://www.tum.de/en/studies/advising/barrier-free-education/>

## Contact Details

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**International Center  
Director**

Dr. Harald Olk  
Phone +49.89.289.25027  
Fax +49.89.289.25474  
[olk@zv.tum.de](mailto:olk@zv.tum.de)

### Inbound Mobility

**Questions regarding incoming  
nominations and applications**  
(All non-European countries except Asia,  
but including China)

Dalma Alagha  
Phone +49.89.289.23260  
Fax +49.89.289.25458  
[alagha@zv.tum.de](mailto:alagha@zv.tum.de)

**Questions regarding incoming  
nominations and applications**  
(Asia except China)

Anna Schwark  
Phone +49.89.289.22536  
Fax +49.89.289.25458  
[schwark@zv.tum.de](mailto:schwark@zv.tum.de)

### Outbound Mobility

**TUMexchange: Australia, Canada,  
India, New Zealand, Russia, Southeast  
Asia, USA**

Larissa Danschina  
Phone +49.89.289.22133  
Fax +49.89.289.25458  
[danschina@zv.tum.de](mailto:danschina@zv.tum.de)

**TUMexchange: China, Japan, Taiwan,  
Africa, Israel, Latin and Central  
America**

Frauke Denniger  
Phone +49.89.289.22582  
Fax +49.89.289.25458  
[denniger@zv.tum.de](mailto:denniger@zv.tum.de)

**Agreements, Partnerships, Strategy**

**Australia, Canada, New Zealand, USA**

Layla Eberle  
Phone +49.89.289.22393  
Fax +49.89.289.22507  
[eberle@zv.tum.de](mailto:eberle@zv.tum.de)

**Africa, Latin America, Middle East**

Vanessa Grünhagen  
Phone +49.89.289.22165  
Fax +49.89.289.22507  
[gruenhagen@zv.tum.de](mailto:gruenhagen@zv.tum.de)

**China, India, Japan, East and South-East Asia**

Philip Miessner  
Phone +49.89.289.25431  
Fax +49.89.289.25431  
[miessner@zv.tum.de](mailto:miessner@zv.tum.de)