

## Partner Information Form

for Prospective Incoming Exchange Students

**Address** Technical University of Munich  
Arcisstraße 21  
80333 Munich  
Germany

**Head of TUM** Prof. Dr. Thomas F. Hofmann

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

### Application Deadline

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**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

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**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) Print-out of the 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 program (signed and stamped by a departmental coordinator of the student's home institution)
- 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)

**Further Information** **“TUMexchange”:**  
<https://www.international.tum.de/en/comingtotum/tumexchange/>

**“Departmental Partnerships”:**  
<https://www.international.tum.de/en/comingtotum/departments/>

**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.

## 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 the relevant 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> Student should not NOT to register on that platform but to use it without prior registration. 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 give them a list of all courses offered in English in a given semester.</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. 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 (and many other) 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 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 an exchange student's study plan at home, please note that <u>earlier or extra examinations for exchange students cannot be arranged at TUM</u>. 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><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 are required to advise their respective TUM department of the relevant address prior to their departure.</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 Munich is scarce and competition for housing high. 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. 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.

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.

For exchange students of mobility programs other than departmental 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: <https://www.international.tum.de/en/accommodation/>

## Orientation Program

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**Orientation Program** TUMi provides a program designed to help students gain orientation in Munich. This orientation program takes place during the first two weeks of October (winter term) and the first two weeks of April (summer term). It is divided into instructional units to help students get through the paper work upon arrival but also to acquaint themselves with the cultural life in and around Munich

**Further Information** <https://www.international.tum.de/en/tumi/>

## Estimated Costs of Living

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<b>Semester Fee</b>	Administration fee (compulsory for all TUM students). Currently: in total € 129,40 / semester ( <del>€ 62</del> plus € 67,40). But this will probably increase to 142,40€. As due to corona, these information could finally not be confirmed by colleagues in charge. But please expect an amount of circa 142€/semester.
<b>Food/Meals</b>	€ 200 - € 300 per month
<b>Books &amp; Supplies</b>	Approx. € 40 per month
<b>Public Transportation</b>	Solidarity fee 67,40€ /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 could be changed)
<b>Personal Expenses:</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>	Please refer to "Useful information about living in Munich": <a href="https://www.international.tum.de/en/exchangestudents/">https://www.international.tum.de/en/exchangestudents/</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 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>	Please refer to "Legal Requirements" at: <a href="https://www.international.tum.de/en/exchangestudents/">https://www.international.tum.de/en/exchangestudents/</a>

## Health Insurance

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**Are students required to get health insurance?** 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 € 90-95 per month. Travel insurance is not accepted.

**Further Information** Refer to "Legal Requirements" at: <https://www.international.tum.de/en/exchangestudents/>

## Banking

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**Do students have to 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.

**Tax-ID for opening a bank account** 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!  
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.

**What are acceptable credit cards in Munich?** In Munich all common 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 and supports students and staff with disabilities** Learn more at: <http://www.tum.de/en/studies/advising/barrier-free-education/>

## Contact Details

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### **TUM Global & Alumni Office Director**

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### **Inbound Mobility**

#### **Questions regarding incoming nominations and applications:**

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### **Outbound Mobility**

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

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TUMexchange: Africa, Asia, Middle East, Latin and Central America

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### **Agreements, Partnerships, Strategy**

Australia, Canada, New Zealand, USA

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