

## TUM International Center

### Partner Information Form

For Prospective Erasmus – and Swiss European Mobility Incoming Students

<b>Address of TUM</b>	Technische Universität München Arcisstrasse 21 80333 München 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/">http://www.tum.de/</a>
<b>Address of International Center (incoming office)</b>	Technische Universität München International Center (incoming) Arcisstrasse 21 80333 München Germany
<b>Erasmus code</b>	D MUNCHEN02
<b>Website for incoming exchange students</b>	<a href="http://www.international.tum.de/en/coming-to-tum/exchange-students/">www.international.tum.de/en/coming-to-tum/exchange-students/</a>

### Application Deadline

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<b>Application period</b>	<b>Winter term (or for an entire year at TUM):</b> March 15 <sup>th</sup> - <b>15<sup>st</sup> of May</b> <b>Summer term:</b> September 15 <sup>th</sup> - <b>31<sup>st</sup> of October</b>
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**Nominations & applications need to be at TUM latest by May 15<sup>th</sup>/October 31<sup>st</sup>!**

### Application Procedure

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**e-Nomination & necessary application documents**

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-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. Not 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 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) Language certificate (can be issued by home institution)

**Further Information** [www.international.tum.de/en/coming-to-tum/exchange-students/erasmus/](http://www.international.tum.de/en/coming-to-tum/exchange-students/erasmus/)

## Course Registration and Academic Information

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<b>Semester Dates</b>	<p>Winter term: October-March          Summer term: April-September</p> <p>For specific dates please look under:  <a href="http://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/dates-and-deadlines-19/">www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/dates-and-deadlines-19/</a>  <a href="http://www.tum.de/en/about-tum/departments/">www.tum.de/en/about-tum/departments/</a></p>
<b>List of Faculties</b>	<p><a href="https://campus.tum.de/tumonline/webnav.ini">https://campus.tum.de/tumonline/webnav.ini</a> (important: students should NOT register at that page! Please just 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>Course Catalogue and Descriptions</b>	
<b>Language Proficiency</b>	<p>Level of proficiency according to agreement (B1 or B2), so that applicants should have sufficient command of German / English to be able to follow lectures without difficulty.</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 Courses</b>	<p>TUM offers German language courses for international students <u>during the semester</u>. 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>15-20 ETCS credits suggested</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 but generally take place between February and March (winter term) and between July and September (summer term). For the exact dates one has to contact the departmental coordinator. <b>Trancripts</b> can be downloaded online, even after students have left TUM.</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>The application for the Erasmus and SEMP program at TUM does not include a room offer/ Service package in a dormitory of Munich student union ("Studentenwerk"). Students have to find a room by themselves on the private market with the help of our tips for accommodation search in Munich.</p>
<b>Rooms / Apartments</b>	<p>€ 450 – € 600</p>
<b>Further Information</b>	<p>See "Information for Erasmus, bilateral agreement and exchange students of other mobility programs":  <a href="http://www.international.tum.de/en/coming-to-tum/exchangestudents/accommodation/">www.international.tum.de/en/coming-to-tum/exchangestudents/accommodation/</a></p>

## Orientation Programme

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**Orientation Program** TUMi provides an orientation program designed to help students find their way in Munich. 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:

**Further Information** [www.international.tum.de/en/coming-to-tum/tumi/](http://www.international.tum.de/en/coming-to-tum/tumi/)

## Estimated Costs of Living

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**Enrolment fee** Administration fee of € 62 & Solidarity fee of 67,40€: in total 129,40€ / per semester (compulsory for all TUM students) – current status, fee could be changed

**Food/meals** € 200 - € 300 per month

**Expenses for books, lecture materials** Approx. € 40 per month

**Public transportation** Solidarity fee 67,40€ /per semester (compulsory – see enrolment fee) & Semester Ticket 195,70€ / per semester (optional): [www.tum.de/en/studies/semester-ticket/](http://www.tum.de/en/studies/semester-ticket/) (current status, fee could be changed)

**Personal Expenses: (Phone, Clothing, leisure time, etc.)** € 150 per month (according to individual needs)

**Health Insurance** € 90 - € 95 per month (not for students with an EHIC-card)

**Further Information** See under "Useful information about living in Munich": [www.international.tum.de/en/coming-to-tum/exchange-students/](http://www.international.tum.de/en/coming-to-tum/exchange-students/)

## Visa Requirements/Residence Permit Application

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**Entry Regulations** Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Germany.  
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. Students from Switzerland who are allowed to enter Germany without a visa have to fill out a residence permit application, which can be obtained at the local Foreigner's Registration Authority.

**Further Information** See "Legal Requirements": [www.international.tum.de/en/coming-to-tum/exchange-students](http://www.international.tum.de/en/coming-to-tum/exchange-students)

## Health Insurance

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**Are students required to purchase health insurance?** Yes, in Germany health insurance is mandatory. One cannot register at TUM without proof of a German national insurance. Students originating from countries in the European Union (EU/EFTA) nations must obtain the International Health Insurance Certification (former E111 or E128) or EHIC-Card from their insurer in their home country and present it to a German national insurer to receive the demanded proof. Students originating from countries outside the EU: 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 not accepted:

**Further Information** See under "Legal Requirements":  
[www.international.tum.de/en/coming-to-tum/exchange-students](http://www.international.tum.de/en/coming-to-tum/exchange-students)

## 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.

**Tax-ID** 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 major credit cards are accepted. However, not all stores take credit cards; some shops only accept cash payment.  
 In smaller cities and towns outside of Munich credit cards are not widely accepted.

## Additional Information

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

## Signatures of TUM

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- Confirmation of stay**    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!
- Learning Agreement**    Will be signed by the TUM department (not the TUM International Center). 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 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.

## Contact Details

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**International Center Director**    Dr. Harald Olk  
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**Questions regarding incoming nominations and applications**    Dörte Ptassek  
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 (all other countries beside the ones mentioned at next coordinators name)

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 (outgoings, Bilateral Agreements, Internship)

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**TUM Departments:** [www.tum.de/en/about-tum/departments/](http://www.tum.de/en/about-tum/departments/)

**Departmental Coordinators:** [www.international.tum.de/en/contact-and-counseling/international-affairs-delegates/](http://www.international.tum.de/en/contact-and-counseling/international-affairs-delegates/)

<b>TUM Department of</b>	<b>Depart. Coordinator</b>	<b>Phone number</b>	<b>E-mail (✉)</b>
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