**TUM 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  

**Important Information – Change of Links**

Currently, we are working on the relaunch of our website. This is why it could happen that some of the mentioned links will not work anymore. If this is the case, please use the link to our main page as this will not be changed. From this link you also will find all other information just within another structure:

www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/

**Application Deadline**

| Closing Dates          | Winter term (or for an entire year at TUM):  
|                        | 15th of May  
|                        | Summer term:  
|                        | 31st of October  

**Application Procedure**

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
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). 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/
Course Registration and Academic Information

Semester Dates

Winter term: October-February
Summer term: March-August

Refer to the current calendar for specific dates for the lecture period:

List of Departments


Course Catalogue and Course Descriptions

https://campus.tum.de/tumonline/webnav.ini (important: students should NOT register at that page! Please just use it without 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 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:
www.international.tum.de/willkommen-an-der-tum/internationale-austauschstudierende/english-courses/

Language of Instruction

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.

Language Proficiency

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.

Semester Workload

20 ECTS credits recommended

Examinations and academic Transcripts

If the examination time does not fit into your study plan at home, be aware that earlier or extra examinations for exchange students can normally not be arranged at TUM!

Examinations and academic Transcripts

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.

Transcripts can be downloaded online, even after students have left TUM. Students who need to have an original transcript sent to their home institution need to inform their respective TUM department about the relevant address early in advance.
Accommodation

There is very high demand for accommodation in Munich. The “Studentenwerk” (Munich-based Student Association) only allocates a limited number of rooms to the TUM International Center which can therefore only offer accommodation to one in nine exchange students. However, we try to provide students coming under the “TUMexchange” program at least one room offer. If we can offer a room to incoming TUMexchange students, they will be automatically placed on a list to receive a room offer, unless they specifically informed us that they do not want to live in student accommodation.

In case we cannot offer a room due to high demand, we will send out an email in July (for winter term)/ in January (for summer term).

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 reasonable prices.

For students from exchange programmes not 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:

www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/exchange-students/

Orientation Programme

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

http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/tuminternational/
## Estimated Costs of Living

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrolment fee</strong></td>
<td>Administration fee of € 52 &amp; solidarity fee of € 62,50 = € 114,50 per semester (compulsory for all TUM students)</td>
</tr>
<tr>
<td><strong>Food/meals</strong></td>
<td>€ 200 - € 300 per month</td>
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<tr>
<td><strong>Expenses for books, lecture materials</strong></td>
<td>Approx. € 40 per month</td>
</tr>
<tr>
<td><strong>Public transportation</strong></td>
<td>Solidarity fee € 62,50 per semester (compulsory – see enrolment fee) &amp; Semester Ticket € 152 per semester (optional): <a href="http://www.tum.de/en/studies/semester-ticket/">www.tum.de/en/studies/semester-ticket/</a></td>
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<tr>
<td><strong>Personal Expenses:</strong></td>
<td>€ 150 per month (according to individual needs)</td>
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<tr>
<td>(Telephone, Clothing, Recreation, leisure time, etc.)</td>
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<tr>
<td><strong>Health Insurance</strong></td>
<td>€ 76 - € 78 per month</td>
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<tr>
<td><strong>Student Dormitories</strong></td>
<td>€ 280 – € 350 (additionally a deposit of one month’s rent has to be paid)</td>
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<tr>
<td><strong>Private Dorms / Apartments</strong></td>
<td>€ 350 – € 600</td>
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<tr>
<td><strong>Further Information</strong></td>
<td><a href="http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/cost-of-living/">www.international.tum.de/en/welcome-to-tum/international-exchange-students/cost-of-living/</a></td>
</tr>
</tbody>
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Visa Requirements/Residence Permit Application

**Entry Regulations**
Applicants without EU citizenship 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. Students who do not need a visa to enter Germany and Students with a visa only valid for 90 days, 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:

http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/entry-regulations/#c1459

Students with a visa valid for their whole stay at TUM, do not need to apply for a residence permit.

Health Insurance

**Student Health Insurance**
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 not accepted:

http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511

Banking

**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.

Additional Information

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

### Inbound Mobility

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming Students Coordinator</td>
<td>Petra Ritter</td>
<td>+49.89.289.25012</td>
<td>+49.89.289.25458</td>
<td><a href="mailto:ritter@zv.tum.de">ritter@zv.tum.de</a></td>
</tr>
<tr>
<td>Questions regarding incoming nominations</td>
<td>Dalma Alagha</td>
<td>+49.89.289.23260</td>
<td>+49.89.289.25458</td>
<td><a href="mailto:alagha@zv.tum.de">alagha@zv.tum.de</a></td>
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### Outbound Mobility

<table>
<thead>
<tr>
<th>TUMexchange: Australia, Canada, India, New Zealand, Russia, Southeast Asia, USA</th>
<th>Larissa Danschina</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>+49.89.289.22133</td>
<td>+49.89.289.25458</td>
<td><a href="mailto:danschina@zv.tum.de">danschina@zv.tum.de</a></td>
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<tr>
<th>TUMexchange: Africa, China, Israel, Japan, Latin and Central America, Taiwan</th>
<th>Sabine Pascale</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>+49.89.289.25438</td>
<td>+49.89.289.25458</td>
<td><a href="mailto:pascale@zv.tum.de">pascale@zv.tum.de</a></td>
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### Agreements, Partnerships, Strategy

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<thead>
<tr>
<th>Australia, Canada, New Zealand, USA</th>
<th>Philip Miessner</th>
<th>Phone</th>
<th>Fax</th>
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<tr>
<td></td>
<td></td>
<td>+49.89.289.22393</td>
<td>+49.89.289.22507</td>
<td><a href="mailto:miessner@zv.tum.de">miessner@zv.tum.de</a></td>
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<tr>
<th>Africa, Latin America, Middle East</th>
<th>Vanessa Grünhagen</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>+49.89.289.22165</td>
<td>+49.89.289.22507</td>
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<tr>
<th>China, India, Japan, East and Southeast Asia</th>
<th>Dorothea Brödnow</th>
<th>Phone</th>
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<tr>
<td></td>
<td></td>
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