

## Partner Information Form

for Prospective Incoming Exchange Students

**Address of TUM** Technische Universität München  
Arcisstrasse 21  
80333 München / Germany

**Head of institution** Prof. Dr. Thomas Hofmann

**Internet address** <http://www.tum.de/>

### Application Deadline

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**Nomination and Application period** [Winter term \(or for an entire academic year at TUM\):](#)  
Mid of February – **May 15**  
[Summer term:](#)  
Mid of September - **October 31**

Nominations **and** applications need to be at TUM **latest by May 15 / October 31**

### Application Procedure

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**E-nomination & Required Application Documents** Partner university selects students according to performance, commitment and language skills and nominates them for the exchange semester stay via our **nomination platform**. TUM accepts students for a maximum of three exchange semesters (in their whole university career!) within the scope of the exchange agreement. After an acknowledgement-email from TUM, students apply within our application period as mentioned on our homepage (see link below). Applications need to be done online and via email! Applications should include the following documents:

- 1) Online application
- 2) One (max. two) page letter of motivation (either in German or English)
- 3) Curriculum vitae (either in German or English)
- 4) Learning Agreement / Study plan (courses students want to attend at TUM)
- 5) Transcript of records (all grades attained at university), signed and stamped by the students' home institution
- 6) Document listing the courses students attend in their current semester (and therefore are not yet listed in the transcript).
- 7) Language certificate (can be issued by home institution or any language school)

**Further Information** **"TUMexchange"**:  
[www.international.tum.de/en/comingtotum/tumexchange/](http://www.international.tum.de/en/comingtotum/tumexchange/)

**"School Partnerships"**:  
<https://www.international.tum.de/en/global/exchange-students/school-partnerships/>

**TUM Schools 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 Schools open for exchange can be found.

## General Information about TUM

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<b>School Transformation</b>	<p>With TUM Agenda 2030, TUM is systematically further developing its transformation. While preserving the academic diversity and valuable specifics of individual subject cultures, today's departments are being transferred to larger TUM Schools to dynamize dormant interaction potential and create system-integrative networks. By the winter semester of 2023/24, seven Schools are to be created.</p>
<b>TUM Schools</b>	<p>A list of all TUM Schools can be found here: <a href="https://www.tum.de/en/about-tum/organization">https://www.tum.de/en/about-tum/organization</a></p>
<b>Nominations</b>	<p>Currently, our partner universities still nominate for the former known TUM departments (in our student application form named as: subject area).</p>
<b>Overview of which subject area belongs to which School</b>	<p>School of Engineering &amp; Design (ED): Architecture; Civil, Geo and Environmental Engineering; Aerospace and Geodesy; Mechanical Engineering; Munich School of Engineering School of Natural Sciences (NAT): Chemistry; Physics School of Social Sciences and Technology (SOT): Education; Governance School of Computation, Information and Technology (CIT): Electrical and Computer Engineering; Informatics; Mathematics School of Medicine and Health (MH) (from Oct. 23): Sport &amp; Health Sciences; Medicine The TUM School of Life Sciences (LS) and the TUM School of Management (MGT) have kept their former subject areas.</p>
<b>Locations</b>	<p>TUM spans four large sites in Bavaria: Munich, Garching, Weihenstephan and Straubing. Since 2018 TUM also has a location in the state of Baden-Württemberg, in Heilbronn.</p> <p>Please note that, even after the School transformation, the different disciplines will remain spread over the different TUM locations. For more information: <a href="https://www.tum.de/en/about-tum/locations/">https://www.tum.de/en/about-tum/locations/</a></p> <p>Please note that not all partner can send students to all locations. See arranged agreement places.</p>

## 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>For specific dates please look under: <a href="https://www.tum.de/en/studies/application/application-info-portal/dates-periods-and-deadlines">https://www.tum.de/en/studies/application/application-info-portal/dates-periods-and-deadlines</a></p>
<b>Course Catalogue and Course Descriptions</b>	<p><a href="https://campus.tum.de/tumonline/ee/ui/ca2/app/desktop/#/login?\$ctx=lang=en">https://campus.tum.de/tumonline/ee/ui/ca2/app/desktop/#/login?\$ctx=lang=en</a></p> <p>Students should NOT login in TUMonline, only click button “<b>continue without login</b>”! Next, students need to choose the relevant TUM School. The Module Catalogue and Courses can be found under the section “Teaching and Research”. If there are no courses listed for the semester they want to study in (which usually is the case as they are planning their studies in advance of faculty timetabling), they should just choose the same semester for which they are planning to come but for the previous year (the offered courses in each semester usually stay the same).</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 Level &amp; Proficiency</b>	<p>In most cases, the required level is <b>at least B1 or B2</b>, this depends on the TUM School. Please check the webpage of the TUM School, which you can find under <a href="#">Information on courses or modules, exams, the study plan at TUM or (online) Learning Agreement and other academic matters at TUM</a>.</p> <p>Proof of language proficiency in the respective language of instruction of the chosen course is required: German proficiency for courses taught in German, while English proficiency for courses taught in English. While not mandatory for all exchange students, some German proficiency is highly desirable even for students who are only taking courses in English in order to fully participate in the wider community and 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/">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 subject area / School.)</p>
<b>Examinations and Academic Transcripts</b>	<p>If the examination time does not fit into your student’s plan at home, be aware that <u>earlier or extra <b>examinations</b> for exchange students cannot be arranged at TUM!</u></p> <p>Exchange students need to attend the exams at the official examination dates. Examination dates vary between the TUM Schools, but generally take place between February and March (winter term) and between July and September (summer term). For the exact dates, please contact the subject area’s / School’s coordinator.</p> <p><b>Transcripts</b> can be downloaded online, even after students have left TUM.</p>
<b>For questions regarding courses &amp; examinations</b>	<p><a href="https://www.international.tum.de/en/global/school-contacts/">https://www.international.tum.de/en/global/school-contacts/</a></p> <p>Or see <a href="#">here for TUMexchange</a> and <a href="#">here for School Partnerships</a> in the section “Information on courses, exams, the TUM study plan or (online) Learning Agreement...”</p>
<b>Course recognition</b>	<p>Need to be answered by the home university.</p>

## Accommodation

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### **Munich and Garching**

The accommodation situation on the private market is tense and competition for housing is high. TUM Global & Alumni Office gets a limited number of dormitory offerings (i.e. Service Package) from the Munich Student Union, which are reserved for the 'TUMexchange' program participants from the main campus in Munich and campus in Garching.

It is necessary to indicate the wish to accept this offer in the application form for the exchange at TUM in the 'Further Information' section. If no accommodation is available due to a high number of applicants, respective students will be notified in time and get useful tips for accommodation search on the private market. Please find the details about advance payment, furnishings, location of dormitory complexes etc. here: [www.international.tum.de/en/accommodation/#c5686](http://www.international.tum.de/en/accommodation/#c5686).

The participation in School Programs and other programs at TUM does not include any accommodation offer. For these exchange programs please see "Information for exchange students of other programs, e.g. Erasmus" on the following website: [www.international.tum.de/en/accommodation/#c5698](http://www.international.tum.de/en/accommodation/#c5698).

### **All other campuses**

Since campuses Weihenstephan, Straubing and Heilbronn are not situated in Munich, accommodation situations and procedures for finding suitable lodgings there differ from those in Munich and Garching. Further information:

#### Weihenstephan:

website: <https://www.wzw.tum.de/index.php?id=452&L=1>

e-mail: [accommodation.co@ls.tum.de](mailto:accommodation.co@ls.tum.de)

#### Straubing:

website: <https://www.cs.tum.de/prospective-students/housing/?lang=en>

e-mail: [studieren.straubing@tum.de](mailto:studieren.straubing@tum.de)

#### Heilbronn:

website: <https://www.wi.tum.de/student-life/living-in-heilbronn/#finding>

e-mail: [servicepoint@chn.tum.de](mailto:servicepoint@chn.tum.de)

## Orientation Program

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**Orientation Program** The TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities are organized in cooperation with the student association ESN TUMi München. The program takes place the first two weeks of October (winter term) and the first two weeks of April (summer term). The program is also open to students studying in Weihenstephan, Straubing and Heilbronn. Additional activities will though be organized on Straubing and Heilbronn Campus: <https://www.international.tum.de/en/global/campuslife/>

## Estimated Costs of Living (current status)

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### **Semester fee**

This fee **needs to be paid** per semester **by all TUM students incl. exchange students**: <https://www.tum.de/en/studies/fees>

It is divided into TUMs three campus: Munich, Garching, Weihenstephan / Straubing / Heilbronn. Please keep yourself updated, as this fee can also change on short notice before the semester starts.

<b>Accommodation</b>	Munich and Garching: Public dormitories of the Munich Student Union: 300 – 400 € / month Private housing market: 600 – 1.000 € / month  Weihenstephan, Straubing and Heilbronn: see <a href="#">respective accommodation websites</a>
<b>Food / meals</b>	Approx. € 300 per month
<b>Books and supplies</b>	Approx. € 40 per month for books, lecture materials
<b>Public transportation (“Deutschlandticket”)</b>	In 2023 the optional “Deutschlandticket” will be released and probably replace the current semester ticket. If all happens as planned: the ticket is valid for the whole public transportation and regional train within Germany (long distance trains are excluded). Currently, many information are still left, so exact information can only be given at a later point.
<b>Personal expenses</b>	€ 150 per month (according to individual needs as phone, clothing, leisure time, etc.)
<b>Health insurance</b>	Around € 120 per month (not for students with a European Health Insurance Card)
<b>Further information</b>	<a href="#">Preparing for your stay: to dos after admission – Calculate your cost of Living</a>

## Visa Requirements/Residence Permit Application

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<b>Entry Regulations</b>	<p>Applicants from non-EU nations normally need a visa to study in Germany. Only Applicants from EU/EFTA nations as well as a few other nations do not need a visa to study in Germany.</p> <p>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>	<a href="#">General information for international students at TUM – Preparing for your stay: to dos after admission</a>

## Health Insurance

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<b>Are students required to get health insurance?</b>	Yes, health insurance is compulsory in Germany. Students cannot register at TUM without proof of sufficient German national health insurance cover. To ensure that coverage is sufficient to meet German national standards, it is recommended that students purchase an in-country medical insurance plan. For the amount of full coverage for students please see under "Estimated Costs of Living (current status)". Travel insurances are <u>not</u> accepted.
<b>Further Information</b>	<u><a href="#">General information for international students at TUM – Preparing for your stay: to do after admission</a></u>

## Banking

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<b>Do students have to open a bank account while studying in Munich?</b>	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.
<b>Tax-ID for opening a bank account</b>	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.
<b>What are acceptable credit cards in Munich?</b>	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 not necessarily accepted.

## Signatures at TUM

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<b>Confirmation of stay</b>	Signature of arrival: Will be signed by TUM School only AFTER the first academic activity at TUM (e.g. Orientation weeks, language course). Not earlier.  Signature of departure: Will be signed by TUM School only at the time of the LAST academic activity at TUM (e.g. end of courses, exam, end of thesis). Not earlier or later.
<b>Study Plan</b>	Will be signed by the TUM School (not TUM Global & Alumni Office). 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 School 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.

## Additional Information

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<b>TUM welcomes students with disabilities and special needs</b>	Learn more at: <a href="https://www.international.tum.de/en/global/exchangestudents/offerings-for-students-with-special-needs-or-fewer-opportunities/">https://www.international.tum.de/en/global/exchangestudents/offerings-for-students-with-special-needs-or-fewer-opportunities/</a> Contact at TUM Global & Alumni Office: Amanda Gesang ( <a href="mailto:gesang@zv.tum.de">gesang@zv.tum.de</a> )
<b>Health and Safety Information</b>	Please find an overview of the most important health and safety aspects in Germany here: <a href="http://go.tum.de/625213">http://go.tum.de/625213</a>

## Contact Details

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<b>TUM Global &amp; Alumni Office Director</b>	Dr. Harald Olk Phone +49.89.289.25027 <a href="mailto:olk@zv.tum.de">olk@zv.tum.de</a>
<b>Questions regarding incoming nominations and applications</b>	Amanda Gesang Phone +49 89 289 25158 <a href="mailto:gesang@zv.tum.de">gesang@zv.tum.de</a>
<b>Questions regarding agreements</b>	TUM Global & Alumni Outgoing Division <a href="http://www.international.tum.de/en/contacts/tum-global-alumni-office-team/#c5051">www.international.tum.de/en/contacts/tum-global-alumni-office-team/#c5051</a>
<b>Institutional Erasmus Coordinator (Incomings, Outgoings, Bilateral Agreements, Internship, Staff Mobility)</b>	Tatjana Boos Phone +49.89.289.22868 <a href="mailto:boos@zv.tum.de">boos@zv.tum.de</a>  Sabine Viererbl Phone +49.89.289.25433 <a href="mailto:viererbl@zv.tum.de">viererbl@zv.tum.de</a>
<b>General Information</b>	PDF Flyer « <a href="#">Going to TUM on Exchange</a> »
<b>Contacts at the TUM Schools</b> (for questions regarding courses and examinations; for School partners: also questions regarding agreements)	<a href="https://www.international.tum.de/en/global/school-contacts/">https://www.international.tum.de/en/global/school-contacts/</a>
<b>List of all TUM Schools</b>	<a href="https://www.tum.de/en/about-tum/organization">https://www.tum.de/en/about-tum/organization</a>