

## 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” (= 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:</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). Language certificate (can be issued by home institution)</li></ol>
<b>Further Information</b>	<p>“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></p>

## 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. Lists of courses held in English and sorted by faculty are available here:  <a href="http://www.international.tum.de/willkommen-an-der-tum/internationale-austauschstudierende/english-courses/">www.international.tum.de/willkommen-an-der-tum/internationale-austauschstudierende/english-courses/</a></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. Intensive courses take place two weeks before the start of lectures.</p> <p>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 can normally not be arranged at TUM!</u> 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 one has to contact the departmental coordinator.</p> <p><b>Trancripts</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>

## Accommodation

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**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 e-mail 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 every 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 see the information under ‘Help for exchange students of other mobility programs (e.g. Erasmus, bilateral agreement etc.)’, which can be found under the following link: <https://www.international.tum.de/en/coming-to-tum/exchange-students/accomodation/>*

## Orientation Programme

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**Orientation Program** 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

**Further Information** <http://www.international.tum.de/en/coming-to-tum/tumi/>

## Estimated Costs of Living

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<b>Enrolment fee</b>	Administration fee of € 52 & Solidarity fee of 65€: in total 117€ / per semester (compulsory for all TUM students) – current status, fee could be changed
<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 65€ /per semester (compulsory – see enrolment fee) & Semester Ticket 189€ / 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: (Phone, Clothing, leisure time, etc.)</b>	€ 150 per month (according to individual needs)
<b>Health Insurance</b>	€ 76 - € 78 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. 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.</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 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 <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**

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### **Inbound Mobility**

#### **Incoming Students Coordinator**

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#### **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, China, Israel, Japan, Latin and Central America, Taiwan**

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

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

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