

Please ignore this message if your institution is a former partner of the Technical University of Munich (which means that the agreement between our universities has not been renewed).

Dear Partner,

Greetings from the Technical University of Munich (TUM).

We would like to inform you about the incoming exchange **nomination and application period for winter term 2023/24** at TUM.

The nomination and application period **starts now**. The **deadline** for receiving your **e-nominations** **and your students' complete application documents** is **May 15, 2023**.

1. Semester dates

Winter term: October 1, 2023 – March 31, 2024

Courses: October 16, 2023 – February 9, 2024

Examinations: mostly between February and end of March 2024 (depending on [School / subject area](#))

Orientation weeks / obtaining TUM Student Card: beginning of October before the lectures start.

Semester dates – general overview: <https://www.tum.de/en/studies/application/application-info-portal/dates-periods-and-deadlines/>

2. E-Nomination

Nomination form: <http://go.tum.de/016203>

Please only nominate your student(s) **within existing agreements and agreed exchange spaces** between your university and TUM. In the nomination form, you will be asked to select your student's "area of study at TUM". Please make sure that the existing bilateral agreement between your university and TUM includes student exchanges in the selected areas of study. You can also look this up on our [International Opportunities website](#): Select your country and institution and click 'Search'. Under the tab 'Relations' / 'Subject Area', you can find a list of all TUM Schools / subject areas open for exchange.

3. Application

The link to the **online application portal** and information about necessary application documents can be found on our [website under "Apply at TUM"](#). Nominated students will receive an explanation from us on how to use the application portal.

The application process:

1. Fill in the **application form** in the online portal (the portal is open **from mid-September**)
2. **Upload all necessary documents** and finalize the process in the application portal as requested there (uploaded documents should not be write protected)
3. **Submit the data** to TUM via the application portal
4. **Send an e-mail to hauzenberger@zv.tum.de and attach the PDF version of the "Full application PDF"/"Ganze PDF".**

Important: This “Full application” PDF will be automatically generated by the application portal. It **includes the application form and all uploaded documents in one PDF**. If we do not receive this e-mail or receive it after the deadline, this will lead to a rejection of the application.

Deadline: Students must submit their documents via the portal and send the just mentioned “Full application PDF” via e-mail latest by **May 15, 2023!**

4. Language Skills / Requested Levels and Confirmations

Our languages of instruction are **German** and **English**. If your students would like to attend courses taught in German at TUM, proficient German skills are key. If they want to attend courses in English, they should have proficient English skills.

Depending on the language of instruction, TUM Schools request a German and/or English certificate of **at least B1 or B2** (please check the [webpage of the respective TUM School](#)). The required language skills are also stated in the agreements between our universities.

Valid language proficiency certificates / confirmations:

- Certificate / confirmation issued and signed by the home university or a language school
- Language Proficiency can also be included in the official transcript (e. g. language courses)
- If studies at the home university are in English or German, this must be mentioned in the transcript or in an additional certificate issued by the home university.
- If the student's mother tongue is German or English: Students need to mention this in the online application form. In this case, no further certificate is necessary for the mother tongue.
- Official certificates such as Goethe, TOEFL, etc. can be used as well, but are not obligatory and can be replaced by one of the above mentioned language confirmations.

Invalid language proficiency certificates / confirmations:

- Self-assessment tests (e.g. Europass, OLS test) without signature of the home university
- Self-written statements of students without signature of the home university

5. Campuses, Courses & Modules, Examinations

TUM Campus Locations: 3 locations in / near Munich (Munich, Garching, Weihenstephan); Campus Straubing for Biotechnology and Sustainability; Campus Heilbronn (part of the TUM School of Management) – not all campuses may be open to your students (see exchange agreement)

List of all TUM Schools

Where to find courses?

- ➔ **Courses overview:** All **courses** that are offered at TUM are listed [here](#). (**Important:** Students are urgently asked **NOT to log in to TUMonline** by themselves – just click “**continue without login**”. TUM will register all exchange students automatically after they are accepted.)
- ➔ **Course and module catalog:** Select the relevant TUM School in the list of [TUM Schools](#). In the section “Teaching and Research”, your students can find the module catalog and courses.
- ➔ If there are no courses listed for the desired semester, they should choose the previous summer / winter semester (the courses usually stay the same). **Important:** Incoming exchange students have to attend **at least 60 % of their courses at the TUM subject area they are registered for**.

Date of examinations?

- ➔ Examination periods depend on the TUM School, but often take place after the lecture period – see [1. Semester dates](#)
- ➔ Unfortunately, **earlier or extra examination dates for exchange students cannot be arranged**. They need to take part in the regular examinations like all other TUM students.

Can students write a thesis at TUM instead of attending courses?

- ➔ **Yes.** If your students are planning to write a thesis, they can only do so at the TUM School / subject area they are assigned to (within agreement places). They cannot do it at any other TUM School or any external company / institution. They also need to find a TUM supervisor by themselves before the application deadline. When applying, they should upload the **confirmation of supervision and research proposal** instead of a study plan.

Questions regarding courses and examination dates at TUM?

- ➔ Please contact the [respective TUM School](#).

6. German Courses

Even if your students plan to attend lectures in English at TUM, a basic knowledge of the German language is recommended to make the most of the stay and make daily life in Munich a smoother and more enjoyable experience.

Therefore, we always recommend that our incoming students participate in German courses:

1. **German courses at TUM:** <https://www.sprachenzentrum.tum.de/en/languages/german-as-a-foreign-language/> (exchange students cannot attend intensive courses starting before April)
2. **Online courses:** <https://www.deutsch-uni.com/gast/duo/info/index.do?do=index&lang=en>
3. Some **tips and links:** https://www.study-in-germany.de/en/discover-germany/german-language/german-language_41118.php

7. Housing

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 incoming 'TUMexchange' program participants from the main campus in Munich and campus in Garching. Students shall express their interest in a place in a student dormitory from the Munich Student Union when filling in the application form for an exchange at TUM. Please find further information about the Service Package dormitory offer here: <https://www.international.tum.de/en/accommodation/#c5686>

All information for students studying at the campuses of Weihenstephan, Straubing or Heilbronn as well as further detailed information and useful tips for finding rooms on the private market in Munich can be found here: <https://www.international.tum.de/en/global/accommodation/>

8. Tax-ID for opening a bank account

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 can also get a German tax-ID, but this is much more difficult and needs a lot of time (6-8 weeks), which could cause problems, as e. g. landlords and TUM sports (if taking part) need bank details earlier.

9. Further steps: acceptance, admission letter,...

After receiving all students' application documents, we will forward them to the respective TUM Schools, where the final decision of acceptance is made.

After students are accepted by their TUM host School, they will receive their official **TUM admission letter** via e-mail by the TUM Global & Alumni Office **from July on**. In the admission letter, they can find further information about next steps and enrollment at TUM (for details about the necessary German health insurance and the semester fee etc., please see the attached fact sheet as well as our [general information website](#)).

10. Signatures

Study plan (only if necessary):

Will be signed by the [TUM School](#) (not the TUM Global & Alumni Office).

Signatures are available at earliest after students received their TUM admission letter.

Confirmation of stay:

Will be signed by the [TUM School](#) (not the TUM Global & Alumni Office)

- Signature of arrival: only AFTER the first academic activity at TUM (e.g. Orientation weeks, language course). Not earlier.
- Signature of departure: only at the time of the LAST academic activity at TUM (e.g. end of courses, exam, end of thesis). Not earlier or later.

All detailed information regarding the application process, German health insurance, German language courses at TUM and in Munich, formalities in Germany, etc., can also be found in our attached **Fact Sheet** or on our website: <https://www.international.tum.de/en/global/exchangestudents/>

For further information or questions, please contact us: hauzenberger@zv.tum.de

We will be happy to assist.

Best wishes from Munich,

Anita

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