



## International Office

# Partner Information Form

For Prospective Erasmus Incoming Students

<b>Address</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>Erasmus code</b>	D MUNCHEN02

## Application Deadline

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<b>Deadline for Applications</b>	<b>Winter term (or for an entire year at TUM):</b> 31 <sup>st</sup> of May <b>Summer term:</b> 31 <sup>st</sup> of October
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## 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-email from TUM, the International Office of the home university sends the application documents to TUM. Applications sent directly to the TUM International Office will not be accepted. Nominated Students should submit in the following documents:

- 1) Online application printed and signed by applicant and in addition bearing stamp and signature of the International Office of the home university
- 2) One page letter of Motivation stating the reasons for applying at TUM
- 3) Curriculum Vitae
- 4) Study Program (signed and stamped by the departmental coordinator)
- 5) Transcript of records (all grades you have attained at home university so far, signed and stamped by the university)
- 6) Document including the courses students are attending at the moment in their current semester (and so are still not listened in the transcript).
- 7) Passport Photo (original, no scanned or copied photo)
- 8) language certificate (can be issued by home institution)

## Course Registration and Academic Information

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<b>Semester Dates</b>	<p>Winter term: October-March</p> <p>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/">http://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/</a> </p>
<b>List of Departments</b>	<a href="http://www.tum.de/en/about-tum/faculties/">http://www.tum.de/en/about-tum/faculties/</a>
<b>Course Catalogue and Descriptions</b>	<p><a href="https://campus.tum.de/tumonline/webnav.ini">https://campus.tum.de/tumonline/webnav.ini</a></p> <p>To access the course catalogue, please select « courses » in the search bar.</p>
<b>Language Proficiency</b>	Applicants should have sufficient command of German (at least B2) to be able to follow lectures without difficulty (see “e-Nomination & necessary application documents”).
<b>Language of Instruction</b>	Most of the classes are held in German.
<b>Language Courses</b>	<p>TUM offers German language courses for international students. Intensive courses are offered in the two weeks immediate before the start of lectures.</p> <p>For details please look at: <a href="http://www.sprachenzentrum.tum.de/en/home-language-center/">www.sprachenzentrum.tum.de/en/home-language-center/</a></p>
<b>Semester Workload</b>	15-20 ETCS credits suggested
<b>Academic Transcripts</b>	All students should contact their TUM department.

## Accommodation

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<b>Accommodation</b>	The application for the Erasmus program at TUM does not include an offer for a room in a dorm. Students have to find a room themselves on the private market with the list of hints on finding accommodation:
<b>Further Information</b>	<a href="http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/tips/">www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/tips/</a>

## Orientation Programme

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<b>Orientation Program</b>	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) and is divided into about 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:
<b>Further Information</b>	<a href="http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/tuminternational/#c2356">www.international.tum.de/en/welcome-to-tum/international-exchange-students/tuminternational/#c2356</a>

## Estimated Costs of Living

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<b>Private Dorms / Apartments</b>	€ 350 – € 600
<b>Food/meals</b>	€ 200 - € 300 per month
<b>Expenses for lecture materials</b>	Approx. € 20 per month
<b>Public transportation</b>	Solidarity fee 59€ /per semester (compulsory) & Semester Ticket 141€ / per semester (optional)
<b>Personal expenses: (telephone, clothes, 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>Administrative fee</b>	€ 52 per semester
<b>Further Information</b>	<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>

## 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>All applicants from Non-EU nations need a visa to study in Germany. In order to get a visa, you must apply for one at the embassy or consulate of the Federal Republic of Germany in your home country. You must apply for your visa at least 2 months ahead of time. Please do not travel to Germany on a tourist visa, since it cannot be changed to 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>
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**Further Information:** [www.international.tum.de/en/welcome-to-tum/international-exchange-students/entry-regulations/#c1459](http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/entry-regulations/#c1459)

## Health Insurance

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<b>Are students required to purchase health insurance?</b>	<p>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 must also present a certificate entitling them to German health insurance coverage. Students who are not insured in their home countries, obtain German insurance through a German national health insurer of their choice. Full coverage for students is around € 76-78 monthly.</p>
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**Further Information** [www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511](http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511)

## Banking

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<b>Must I 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>What are acceptable credit cards in Munich?</b>	In Munich all major credit cards are accepted. However, not all stores take credit cards; in some shops you are obligated to pay cash. In smaller cities and towns outside of Munich credit cards are not widely accepted.

## Contact Details

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**Website for incoming students** [www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/](http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/)

**TUM Departments:** <http://www.tum.de/en/about-tum/faculties/>

**Institutional Coordinators / Departmental Coordinators:**

<b>TUM Department</b>	<b>Depart. Coordinator</b>	<b>Phone number (☎)</b>	<b>Email (✉)</b>
<b>Architecture</b>	Yolande Hoogendoorn	+49 89 289-22317	<a href="mailto:hoogendoorn@tum.de">hoogendoorn@tum.de</a>
<b>Chemistry</b>	Prof. Dr. Fritz E. Kühn Contact: Dr. Julia Hauk	/	<a href="mailto:julia.hauk@tum.de">julia.hauk@tum.de</a> (from April 2013)
<b>Civil Engineering and Surveying</b>	Nadin Klomke	+49 89 289-22427	<a href="mailto:n.klomke@bv.tum.de">n.klomke@bv.tum.de</a>
<b>Electrical Engineering and Information Technology</b>	Prof. Dr. Eckehard Steinbach contact Heike Roth	+49 89 289-28235	<a href="mailto:abroad@lkn.ei.tum.de">abroad@lkn.ei.tum.de</a>
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<b>TUM School of Education</b>	Prof. Dr. phil. Doris Lewalter	+49 89 289-24370	<a href="mailto:doris.lewalter@tum.de">doris.lewalter@tum.de</a>
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