

TUM School of Management
Bachelor in Management & Technology
Application guidelines for international students

Application process:

Please visit our website for more detailed guidelines:

<http://www.tum.de/en/studies/application-and-acceptance/international-applicants-to-bachelor-programs/>

Application period: 1 April 2017 - 15 July 2017 (submission deadline)
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STEP 1: Uni-Assist

Your documents are verified by uni-assist e.V. on behalf of TU München (preliminary documentation, known as "Vorprüfungsdocumentation" VPD).

- Please apply for your documents to be verified by uni-assist:
<http://www.tum.de/en/studies/application-and-acceptance/uni-assist/>
You need to apply before the application deadline, but may submit your preliminary documentation after the deadline.
Please note: The verification via uni-assist needs 3 or 4 weeks. Please send your documents as soon as possible. The verification via uni-assist is possible the whole year and can be sent to uni-assist before the starting of the application period (1st April)

STEP 2: Online Application

- Apply via the TUMonline portal: <http://www.tum.de/en/studies/application-and-acceptance/filling-out-an-online-application/>
- The online application wizard will guide you step-by-step through the application process
- Submit the data to TUM online

Please check your TUMonline application account on a regular basis, every update on your application status (also the mail reception or missing documents) will be published here!

STEP 3: Submit your documents in hardcopy

You must submit all documents in hard copy, please mind that in most cases you have to submit originals or notarized copies. Please find our notarization guidelines here:

<http://www.tum.de/en/studies/application-and-acceptance/notarization/>

Please mind that TUM does not return documents and will not assume any liability for unsolicited original certificates. Please note that all submitted documents will be digitalized and afterwards destroyed.

Documents in languages other than German or English, must be translated by a sworn (court registered) translator.

The required documents include:

Please mind this is not a final list, the needed documents depend on your personal data and status, you will receive a final list after your online application!

- signed application form
- university entrance qualification (Abiturzeugnis, A-level diploma etc.)
- preliminary documentation, known as "Vorprüfungsdokumentation" from uni-assist
- language certificate in **German** (please see: <http://www.tum.de/en/studies/application-and-acceptance/german-language-skills/>)
or English (please see: <http://www.tum.de/en/studies/application-and-acceptance/german-language-skills/english-language-skills/>)
- letter of motivation stating why you would like to study Technology & Management at Technical University of Munich and which personal skills, interests and capabilities would qualify you for the study program (max. 2 A4 pages), please add an official declaration, that the letter has been written solely on your own and every parts of the text which constitute quotes in original wording or in its essence have been explicitly referred by using official marking and proper quotation
- Curriculum Vitae
- where applicable proof of internships, community service, other educational background, trainings etc.

Send your application documents to:

Technische Universität München
Immatrikulationsamt
Arcisstraße 21
80333 München