




## Partner Information Form

For Prospective Incoming Students

<b>Address</b>	Technical University of Munich TUM School of Management International Office Arcisstrasse 21 80333 München Germany	  
<b>Dean</b>	Professor Dr. Gunther Friedl	
<b>Vice Dean of International Affairs</b>	Professor Dr. Rainer Kolisch	
<b>TUM School of Management International Office</b>	Ms. Ute Helfers, Ms. Gabriella Loparco, Ms. Rebecca Otte, Ms. Sanne Verheij	
<b>Internet Address</b>	<a href="http://www.tum.de">http://www.tum.de</a> <a href="http://www.wi.tum.de">http://www.wi.tum.de</a> <a href="http://www.wi.tum.de/student-life/incoming-students">http://www.wi.tum.de/student-life/incoming-students</a>	
<b>Main contact for partner</b>	<a href="mailto:abroad@wi.tum.de">abroad@wi.tum.de</a>	
<b>Main contact for students</b>	<a href="mailto:incoming@wi.tum.de">incoming@wi.tum.de</a>	
<b>Erasmus Code</b>	D MUNCHEN02	

## Application Deadline

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<b>Deadline for Applications</b>	Winter Semester (or for entire year at TUM): 15 <sup>th</sup> of May Summer Semester: 31 <sup>st</sup> of October
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## Application Procedure

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**Partner Institutions** First, our partner universities select students for the exchange program and nominate them for the exchange semester stay via the web-based platform “moveonnet” (=eNomination) well before the application deadline. Applications cannot be accepted without prior nomination. Our partners will receive more information on how to nominate their students via moveonnet by email on time.

**Prospective Incoming Students** Applicants can then register in the below-mentioned portal, fill out the online form that appears after registration, upload all necessary documents and submit the data via our portal to TUM. Afterwards they should send a confirmation mail together with their PDF documents via e-mail to TUM. Please do NOT send any documents via post / courier to TUM!

The applications should include the following documents:

1. Online Form: <https://tum.moveon4.de/locallogin/54d8a5d80f9d30e60e000000/eng>.  
When completing the online form in the applicant portal, please follow the instructions on the first page of the form. Important: Online applications submitted after the application deadline will not be considered!
2. One page letter of motivation (either in German or English)
3. An official transcript of records (all grades attained at university), signed and stamped by the students' home institution
4. Document listing the courses students are attending in their current semester (and therefore are not yet listed in the transcript).
5. Curriculum Vitae (either in German or English)
6. Photocopy of your passport/ID card
7. Learning Agreement / Study Plan (signed and stamped by a departmental coordinator of the students' home institution)
8. An official language certificate (confirmation) for English and/or German (B2 CEF). The home university can issue this confirmation.

**Information for ERASMUS+ learning agreements**

Please fill in the respective sections of the learning agreement as follows:

**The Receiving Institution**

Name: Technical University of Munich	Faculty: School of Management
Erasmus code: D MUNCHEN 02	Department: --
Address: Arcisstr. 21, 80333 Munich	Country: Germany
Contact person: Gabriella LOPARCO	E-mail: <a href="mailto:incoming@wi.tum.de">incoming@wi.tum.de</a> ,
Phone number: +498928925036	

**Responsible person in the receiving institution**

Name: Ute HELFERS	Function: Teamlead International Office
Phone number: +498928925083	E-mail: <a href="mailto:abroad@wi.tum.de">abroad@wi.tum.de</a>

## Academic Information

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<b>Semester Dates</b>	Winter Semester 2019/20: 01 October 2019 – 31 March 2020 Lecture Period: 14 October 2019 – 07 February 2020 Exam Period: 03 February 2020 – 01 March 2020  Summer Semester 2020: 01 April 2020 – 30 September 2020 Lecture Period: 20 April 2020 – 24 July 2020 Exam Period: 20 July 2020 – 16 August 2020  For specific dates please see: <a href="https://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/dates-and-deadlines-19/">https://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/dates-and-deadlines-19/</a>
<b>Course Catalogue</b>	<a href="https://www.wi.tum.de/student-life/incoming-students/">https://www.wi.tum.de/student-life/incoming-students/</a> (see blue box on the right)
<b>Language Proficiency</b>	Depending on the courses applicants intend to follow at TUM School of Management, they are required to give proof of a B2 level command (or equivalent) in English and/or German. We recommend all students to gain some basic German language knowledge prior to their studies at TUM for daily life in Munich. (Intensive) German language courses are offered by the TUM Language Center during and prior to the lecture period. For details, please look at: <a href="http://www.sprachenzentrum.tum.de/en/homepage/">http://www.sprachenzentrum.tum.de/en/homepage/</a> .
<b>Semester Workload</b>	15-20 ECTS Credits suggested (workload per semester for German Students: 30 ECTS)
<b>Academic Transcript</b>	Transcripts of Records will be issued by the TUM School of Management International Office only on request. Information that is more detailed will be sent to the students at the end of the exchange period via e-mail.
<b>Grading System</b>	<a href="https://www.wi.tum.de/student-life/incoming-students/">https://www.wi.tum.de/student-life/incoming-students/</a> (see section 3: During your stay)

## Accommodation

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<b>Accommodation</b>	The application at TUM School of Management does not include an offer for a room in a dormitory. Students have to find a room themselves on the private market with the list of advice on finding accommodation: <a href="http://www.wi.tum.de/student-life/incoming-students/#1476095398817-1c96805e-fe07">http://www.wi.tum.de/student-life/incoming-students/#1476095398817-1c96805e-fe07</a>
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## Buddy Program

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<b>Buddy Program</b>	The TUM School of Management provides a German student buddy for every incoming exchange student. The buddy will assist the exchange student in all regards of studying and living in Munich. The contact between the incoming student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes regulars' tables and excursions for incoming and local students.
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## Orientation Program

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**Orientation Program** TUMi, the buddy program of the whole TUM, provides an orientation program. The program starts 2 weeks before classes begin each semester. For more information, please see: <http://www.international.tum.de/en/coming-to-tum/tumi/event-program/>

## Estimated Costs of Living (in €)

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**Student Dormitories:** 280 € – 350 € per month  
**Private Apartments:** 350 € – 700 € per month  
**Food/meals:** 300 € per month  
**Public transportation:** Semester Ticket: 195,70 € per semester (optional)  
 Solidarity Fee: 67,40 € per semester (compulsory – see enrollment fee)  
**Academic expenses:** Approx. 40 € per month  
**Personal expenses:** 150 € per month (according to individual needs)  
 (telephone, clothes, leisure time, etc.)  
**Health Insurance:** 90 – 95 € per month (not for students with an EHIC card)  
**Enrollment fee:** Administration fee of € 62 & Solidarity fee of € 67,40: in total € 129,40 / per semester (compulsory for all TUM students) – current status, fee might change

## Visa Requirements/ Residence Permit Application

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**Entry Regulations** Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Germany. 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.

**Further Information** <http://www.international.tum.de/en/coming-to-tum/exchange-students> (See under “Legal Requirements”)

## Health Insurance

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**Are students required to get health insurance?** 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. Travel insurances are not accepted.

**Further Information** <http://www.international.tum.de/en/coming-to-tum/exchange-students> (See under “Legal Requirements”)

## 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 take credit cards; some shops only accept cash payments. In smaller cities and towns outside of Munich, credit cards are usually not accepted.

## Access to TUM School of Management

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| <b>from Munich Airport</b>         | <ul style="list-style-type: none"> <li>• Suburban train S1 bound for “Ostbahnhof” to „Feldmoching“, change to metro U2 bound for “Messestadt Ost”, get off at “Theresienstraße” (approx. 1 hour)</li> <li>• Suburban train S8 bound for “Herrsching” to “Hauptbahnhof (Munich Central Station)”, change to metro U2 bound for “Feldmoching”, get off at Theresienstraße” (approx. 1 hour)</li> </ul> |
| <b>from Munich Central Station</b> | <ul style="list-style-type: none"> <li>• Metro U2 bound for “Feldmoching”, get off at Theresienstraße” (approx. 3 minutes)</li> <li>• Bus 100 bound for “Ostbahnhof”, get off at “Technische Universität” (approx. 5 minutes)</li> </ul>   |

## Contact Details

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### TUM School of Management - International Office

Arcisstrasse 21, 80333 München / Germany, Fax: +49 89 289-25070

**Visitor Address:** TUM main campus, building 0505, 1<sup>st</sup> floor, room 1546, access through entrance at crossing Luisen-/Theresienstr.

**Program Coordinator  
Student Exchange Programs  
(INCOMING)**

- *for all inquiries from prospective incoming exchange students*

Ms. Gabriella LOPARCO  
Phone: +49 89 289-25036  
[incoming@wi.tum.de](mailto:incoming@wi.tum.de)



**Program Coordinator  
Student Exchange Programs  
(OUTGOING)**

- *for all inquiries from prospective outgoing exchange students*

Ms. Rebecca OTTE  
Phone: +49 89 289-25847  
[outgoing@wi.tum.de](mailto:outgoing@wi.tum.de)



**Program Coordinator  
Joint International Programs  
(IN and OUT)**

- *for all inquiries from prospective DD and Joint Program students*

Ms. Sanne VERHEIJ  
Phone: +49 89 289-25079  
[sanne.verheij@tum.de](mailto:sanne.verheij@tum.de)



**Teamlead TUM-SoM International  
Office**

- *for all inquiries from our partner institutions*

Ms. Ute HELFERS  
Phone: +49 89 289-25083  
[ute.helfers@wi.tum.de](mailto:ute.helfers@wi.tum.de)



### TUM International Center

Arcisstrasse 21, 80333 München / Germany, Fax: +49 89 289-25474

**Visitor Address:** TUM main campus, building 0501, ground floor, room no. 0194, access through TUM main entrance

**Welcome Office for incoming  
students**

- *Accompanying the application procedure*

Ms Dörte PTASSEK & Ms Lucia CELINKOVIC  
TUM International Center  
Phone: +49 89 289-25017 / -23260 / - 22536  
[incoming@zv.tum.de](mailto:incoming@zv.tum.de)