Partner Information Form
For Prospective Incoming Students

Address
Technical University of Munich
TUM School of Management
International Office
Arcisstrasse 21
80333 München
Germany

Dean
Professor Dr. Gunther Friedl

Vice Dean of International Affairs & Alliances
Professor Dr. Thomas Hutzschenreuter

TUM School of Management
International Office
Ms. Ute Heilfers, Ms. Solveig Koch, Ms. Gabriella Loparco,
Ms. Rebecca Otte, Ms. Sanne Verheij

Internet Address
http://www.tum.de
http://www.wi.tum.de
http://www.wi.tum.de/student-life/incoming-students

Main contact for partner
abroad@wi.tum.de
Main contact for students
incoming@wi.tum.de

Erasmus Code
D MUNCHEN02

Application Deadline

Deadline for Applications
Winter Semester (or for entire year at TUM): 15th of May
Summer Semester: 31st of October

Application Procedure

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.
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: Solveig KOCH  
E-mail: incoming@wi.tum.de, Phone number: +49 89 289-28185

**Responsible person in the receiving institution**
Name: Ute HELFERS  
Function: Teamlead International Office  
Phone number: +49 89 289-25083  
E-mail: abroad@wi.tum.de

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**Academic Information**

**Semester Dates**
- Winter Semester 2020/21: 01 October 2020 – 31 March 2021  
  Lecture Period: 02 November 2020 – 12 February 2021  
  Exam Period: approx. 08 February 2021 – 07 March 2021
- Summer Semester 2021: 01 April 2021 – 30 September 2021  
  Lecture Period: 12 April 2021 – 16 July 2021  
  Exam Period: approx. 12 July 2021 – 08 August 2021


**Course Catalogue**
[https://www.wi.tum.de/student-life/incoming-students/](https://www.wi.tum.de/student-life/incoming-students/) (see blue box on the right)

**Language Proficiency**
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: [http://www.sprachenzentrum.tum.de/en/homepage/](http://www.sprachenzentrum.tum.de/en/homepage/)

**Semester Workload**
15-20 ECTS Credits suggested (workload per semester for German Students: 30 ECTS)

**Academic Transcript**
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.

**Grading System**
[https://www.wi.tum.de/student-life/incoming-students/](https://www.wi.tum.de/student-life/incoming-students/) (see section 3: During your stay)

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**Accommodation**

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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: [http://www.wi.tum.de/student-life/incoming-students/](http://www.wi.tum.de/student-life/incoming-students/) (see section 2: Before you arrive)

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**Buddy Program**

**Buddy Program**
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.
Orientation Program

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 €)

<table>
<thead>
<tr>
<th>Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Dormitories</td>
<td>280 € – 350 € per month</td>
</tr>
<tr>
<td>Private Apartments</td>
<td>350 € – 700 € per month</td>
</tr>
<tr>
<td>Food/meals</td>
<td>300 € per month</td>
</tr>
</tbody>
</table>
| 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 75 € & Solidarity fee of 67,40 €; in total 142,40 € / per semester  
                               | (compulsory for all TUM students) – current status, fee might change |

Visa Requirements/ Residence Permit Application

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

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

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**

**from Munich Airport**
- Suburban train S1 bound for “Ostbahnhof” to „Feldmoching“, change to metro U2 bound for “Messestadt Ost”, get off at “Theresienstraße” (approx. 1 hour)
- 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)

**from Munich Central Station**
- Metro U2 bound for “Feldmoching”, get off at Theresienstraße“ (approx. 3 minutes)
- Bus 100 bound for “Ostbahnhof”, get off at “Technische Universität” (approx. 5 minutes)

**Contact Details**

**TUM School of Management - International Office**  
Arcisstrasse 21, 80333 München / Germany, Fax: +49 89 289-25070

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

**Program Coordinator**  
**Student Exchange Programs (OUTGOING)**  
Ms. Gabriella LOPARCO  
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**Program Coordinator**  
**Student Exchange Programs (INCOMING)**  
Ms. Solveig KOCH  
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**Program Coordinator**  
**Joint International Programs (IN and OUT)**  
Ms. Rebecca OTTE  
Phone: +49 89 289-25847  
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**Program Coordinator**  
**Joint International Programs**  
Ms. Sanne VERHEIJ  
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**Teamlead**  
**TUM SOM International Office**  
Ms. Ute HELFERS  
Phone: +49 89 289-25083  
abroad@wi.tum.de

**TUM Global & Alumni Office**  
Arcisstrasse 21, 80333 München / Germany

**Visitor Address:** TUM main campus, building 0503, 1st floor, room no. 1332, access through Luisenstr./Gabelsbergerstr.

**TUM Welcome Office for all TUM incoming students**  
Ms. Dörte PTASSEK & Ms. Lucia CELINKOVIC  
TUM Global & Alumni Office  
Phone: +49 89 289-25017 / -28198  
incoming@zv.tum.de

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updated in August 2020