TUM School of Management – How to Apply
Bachelor in Management and Technology – Summer Semester only

GENERAL INFORMATION

○ Application period for the summer semester runs from November 15 until January 15 for the so called “Quereinstieg”
○ Applicants can only apply for the summer semester if they have previously studied at a university and obtained a minimum of 15 ECTS that are recognized by us (more info below)

STEPS FOR A SUCCESSFUL APPLICATION

1. To apply, please complete the application form via TUMOnline https://campus.tum.de/tumonline/webnav.ini within the application period and upload all required documents (see information below)

2. If you did not obtain your qualification for studying (final secondary-school examinations) in Germany, you have to apply via Uni-Assist on top of Step 1: https://www.tum.de/en/studies/application-and-acceptance/uni-assist

This list of documents may include the following (or more):

For applying:

- Signed application form
- Final secondary-school examinations
- Proof of proficiency in English or German https://www.tum.de/studium/bewerbung/zulassungsvoraussetzungen/sprachnachweise/
- Current CV
- Motivational letter (2 DINA pages max.)
- Transcripts of your current/previous studies
- The form “Application for Credit Transfer and Grading System” (more on how to fill out the form below): https://bit.ly/2P9DExi

Please note that additional documents may be required for enrolment (i.e. ID, proof of health insurance). You can upload them at a later point. Please also keep in mind, that although the application process is paperless, you may have to provide hard copies later to complete the enrolment.

3. Please fill out the form “Application for Credit Transfer and Grading System “. It can be found here: https://bit.ly/2P9DExi

FILLING OUT THE FORM “APPLICATION FOR CREDIT TRANSFER AND GRADING SYSTEM”

Please only choose courses from your transcript amounting to a minimum but not much more than 15 ECTS credits from your transcript (more credits can only be transferred once you are fully enrolled). Please upload the Application for Credit Transfer and Grading System - the recognition of the courses will be done after you have submitted your application.
4. PLEASE SUBMIT YOUR APPLICATION

5. After your you have submitted your application we will send you a Credit Transfer Form which we will ask you to fill out for the courses of up to 15 ECTS have from your Application for Credit Transfer and send to the respective chairs along with the module description. Please do not contact the chairs before you have received the email with the list of chairs and form!
6. If a chair has accepted a module they will send the **Credit Transfer Form** to you (or sometimes also directly to us). If you receive back a **Credit Transfer Form** please forward it to us. **Otherwise we will not** know, that the module has been accepted and hence your application will be rejected!

7. Once your modules of 15 ECTS have been accepted by the respective chairs, we can further process your application. From the point of having uploaded all your documents, you will receive feedback regarding your application after roughly 1 to 2 months. Please do not ask about the status of your application since the process of recognizing credits can sometimes take a while. If there are any questions, we’ll contact you.

8. Should the 15 ECTS not get approved, we will contact you and you unfortunately cannot get admission to TUM for the summer semester and will have to apply for the general intake starting May 15.

**Last Step:**

If the 15 ECTS are approved we will follow our assessment procedure (see picture below) and you’ll either get a direct admission or you will be invited for an in-person interview. Should you still have any questions, please contact us via lateralentry_bachelor@wi.tum.de

**ASSESSMENT PROCEDURE**

<table>
<thead>
<tr>
<th>German Abitur / Other University Entrance Qualification</th>
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<tbody>
<tr>
<td>Overall Grade 65% + German or English Mathematics (2x) 35%</td>
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...and convert it to a scale of 0 to 100 points. If you have reached...

- ≥ 88 points **Direct Admission**
- < 88 points **Admission Interview**

Where we consider your...

<table>
<thead>
<tr>
<th>Overall Grade 50% + Interview Result 50%</th>
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</thead>
<tbody>
<tr>
<td>Admission with 70 points or more</td>
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