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 22 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 (not necessary if you are applying to Campus Heilbronn) https://www.tum.de/studium/bewerbung/zulassungsvoraussetzungen/sprachnachweise/
   - Current CV
   - Motivational letter (2 DINA pages max.)
   - Transcripts of your current/previous studies

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” (the blue form). 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 of 22 ECTS and a maximum of 27 ECTS (more credits can only be transferred once you are fully enrolled).
Please upload the Application for Credit Transfer and Grading System (the blue form). The recognition of the courses will be done after you have submitted your application.

If your university has another credit system, please just enter those credits here. We will do the conversion for you.

Please leave those checkboxes empty.

Please search for the corresponding or similar module in the program-specific academic and examination regulation https://bit.ly/2N7EKq (pages 11-21) and put the number, e.g. WI001058. If cannot find a similar module, leave the space blank.
4. **PLEASE SUBMIT YOUR APPLICATION**

5. After you have submitted your application, we will send you a Credit Transfer Form (the green form) which we will ask you to fill out for each of the courses to a minimum of 22 ECTS and a maximum of 27 ECTS and send them 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!**
Please note that the Admission Office cannot influence in any way the recognition process by the Chairs. It is your responsibility to contact them and, if necessary, to follow-up the process until our office receives the respective forms.

6. If a chair has accepted a module they will send the Credit Transfer Form (the green 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!

**Important:** The deadline for the submission of the Credit Transfer Forms is until **February 15** each year.

7. Once your modules in amount of minimum 22 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.

**Since the recognition process by the Chairs can take some time, we recommend you to apply as soon as possible**

8. Should the 22 ECTS not get approved, we will contact you and unfortunately your application cannot get admission to TUM for the summer semester and you will have to apply for the general intake starting May 15.

9. Last Step: If the 22 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