International Office

Partner Information Form
For Prospective Incoming Exchange Students

Address
Technische Universität München
Arcisstraße 21
80333 München
Germany

Head of Institution
Professor Dr. Dr. h.c. mult. Wolfgang A. Hermann

Internet address
http://www.tum.de

Application Deadline

Closing Dates
Winter term (or for an entire year at TUM):
31st of May
Summer term:
31st of October

Application Procedure

Prospective Incoming Students
The partner university selects students for the exchange programmes according to performance, commitment and language skills and nominates them for the exchange semester stay. Only applications sent through the international office of the partner university can be considered. Applications should include the following documents:

1) Online application printed and signed by applicant and bearing a stamp and signature from the international office of the partner university

2) One-page letter of motivation (either in German or English)

3) Curriculum vitae (also either in German or English)

4) Study programme (signed and stamped by a departmental coordinator)

5) Transcript of records (all grades attained at university), signed and stamped by registrar of university

6) Passport photo (original, no scanned or copied version)

Application procedure and online application link for TUMexchange and Partner universities:
http://portal.mytum.de/studium/bewerbung/incomings/Austauschstudenten/Incoming_TUMexchange

Study programme:
http://portal.mytum.de/archiv/form_studium/archive_folder.2006-08 17.6792463385/20070425_155927/0
## Course Registration and Academic Information

| Semester Dates | Winter term:  
| October–March  
| Summer term:  
| April–September  
| Refer to the current calendar for specific lecture period:  
| http://portal.mytum.de/studium/semestertermine  
| List of Departments,  
| http://portal.mytum.de/fakultaeten/index.html  
| Course Catalogue and Course Descriptions  
| https://campus.tum.de/tumonline/webnav.ini  
| To access the course catalogue, please switch the language to English in the top right hand corner and select « courses » in the search bar.  
| Language Proficiency  
| Applicants should have a sufficient command of German to be able to follow lectures without difficulty. German proficiency is recommended, but not required for TUMexchange applicants. English skills, however, are required.  
| Language of Instruction  
| German, although there are some courses offered in English  
| Language Courses  
| TUM offers German language courses for international students; intensive courses are offered in the two weeks immediate before the start of lectures. View course details at: http://portal.mytum.de/studium/sprachenzentrum/index.html  
| Semester Workload  
| 20 ETCS credits suggested  
| Academic Transcripts  
| Exchange students from USA, New Zealand, Australia and Canada are responsible for having their grades sent to the TUM International Office so that these can be forwarded to the home institution. All other students need to contact their TUM departments.  

### Accommodation

| Accommodation  
| As there is such a high demand for housing in Munich, the International Office has reserved a number of dormitory rooms for TUMexchange students. Unless students specifically request that they do not want to live in the dorm, they will automatically be assigned a place in a student resident hall. Dormitory rooms are typically single or double apartments with kitchenettes and private bathrooms or shared double rooms with community showers and kitchens. All dorms in Munich currently have internet access. Meals are not provided in the dorms, but there are student cafeterias on all 3 campuses where noon meals are served at very reasonable prices.  

For students from *exchange programmes not included in TUMexchange*: Please follow the information for “Erasmus program,...”, which can be found under the following link: http://portal.mytum.de/studium/soziales/wohnen/wohnraumvermittlung_austauschstudenten_en/  
| Cost of Housing in Munich  
| Student dormitory:  
| 250€ – 400€  
| Off-campus:  
| 400€ – 600€  


Orientation Programme

TUMi provides an orientation programme to help newly arrived international students. The programme starts each semester 2 weeks before classes begin. It is divided into instructional units that are designed not only to help newcomers get through the paper work upon arrival, but also to acquaint students with the cultural attractions in and around Munich.

For more information please see: http://portal.mytum.de/international/tumi/index_html

Airport Reception

If requested well in advance at tumi@.zv.tum.de, TUMi staff will meet newly arrived international students at the Munich airport.

Estimated Costs of Living

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Cost Range</th>
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</thead>
<tbody>
<tr>
<td>Student Dormitories</td>
<td>250 € – 400 €</td>
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<tr>
<td>Private Apartments</td>
<td>400 € – 600 €</td>
</tr>
<tr>
<td>Food/meals</td>
<td>200 € - 300 € per month</td>
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<tr>
<td>Local transportation</td>
<td>30 € – 65 € per month</td>
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<tr>
<td>Expenses for lecture materials</td>
<td>Approx. 40 € per month</td>
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<tr>
<td>Personal expenses (telephone, clothes, leisure time, etc.)</td>
<td>150 € per month (according to individual needs)</td>
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<tr>
<td>Health Insurance</td>
<td>65 € per month</td>
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<tr>
<td>Administrative fee</td>
<td>42 € per semester</td>
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</tbody>
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Visa Requirements/Residence Permit Application

Entry Regulations

Applicants from non-EU nations require a student visa to study in Germany. Exempt from this regulation are applicants from the United States, Australia, Canada, New Zealand, Japan, the Republic of Korea as well as Israel. Students who need a visa must apply for this at least 2 months prior to their departure at the embassy or consulate of the Federal Republic of Germany in their home country. A tourist visa cannot be changed to a student visa once the student has arrived in Germany. Students who do not need a visa to enter Germany have to fill out a residence permit application after their arrival in Germany. This can be obtained at the local Registration Authority for International Residents: http://portal.mytum.de/studium/bewerbung/incomings/aufenthaltstitel

Health Insurance

Health insurance is compulsory in Germany. One 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. Full coverage for students is around € 65 monthly. Travel insurances are not accepted: http://portal.mytum.de/studium/bewerbung/krankenversicherung
Banking

Opening a Bank Account

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. They are more widely accepted than major credit cards.

Contact Details

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**Website for incoming students**  For TUMexchange and partneruniversities:  
[http://portal.mytum.de/studium/bewerbung/incomings/Austauschstudenten/Incoming_TUMexchange_en](http://portal.mytum.de/studium/bewerbung/incomings/Austauschstudenten/Incoming_TUMexchange_en)