


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	Professor Dr. Rainer Kolisch	
TUM School of Management International Office	Ms. Ute Helfers, Ms. Judith Pramsöhler, Ms. Gabriella Loparco, Ms. Holly Hoffmann, Ms. Rebecca Otte	
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): 15 th of May Summer Semester: 31 st of October
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Application Procedure

Prospective Incoming Students The partner university selects students for the exchange program and nominates them for the exchange semester stay via the web-based platform “moveonnet” (=eNomination). After an acknowledgement-email from TUM, the International Office of the home university sends the application documents to TUM. Application should include the following documents:

1. Online application: Will be released here approximately one month prior to the application deadline: <https://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/>; 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 (either in German or English)
4. Study Program (signed and stamped by a departmental coordinator of the students' home institution)
5. An official transcript of records
6. 1 Passport photo (no scanned photo)
7. Language certificate (confirmation) for English and/or German (B2 CEF). The home university or a language school can issue this confirmation.

The application documents need to be sent by ordinary post / courier (please do not fax or email it!) by the home university to the following address:

Technical University of Munich
 International Center (incoming)
 Arcisstrasse 21
 80333 München
 Germany

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: incoming@wi.tum.de,
 Phone number: +498928925036

Responsible person in the receiving institution

Name: Ute HELFERS Function: Head of International Office
 Phone number: +498928925083 E-mail: abroad@wi.tum.de

Academic Information

Semester Dates	Winter Semester 2018/19: 01 October 2018 – 31 March 2019 Lecture Period: 15 October 2018 – 09 February 2019 Exam Period: 11 February 2019 – 04 March 2019 Summer Semester 2019: 01 April 2019 – 30 September 2019 Lecture Period: 23 April 2019 – 27 July 2019 Exam Period: 29 July 2019 – 16 August 2019 For specific dates please see: https://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/dates-and-deadlines-19/
Course Catalogue	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 the 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 the 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/ .
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.

Accommodation

Accommodation	The application at the 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/#1476095398817-1c96805e-fe07
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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, the TUM School of Management organizes regulars' tables and excursions for incoming and local students.
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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 €)

Student Dormitories:	280 € – 350 €
Private Apartments:	350 € – 650 €
Food/meals:	300 € per month
	Semester Ticket: 195,70 € per semester (optional)
Public transportation:	Solidarity Fee: 67,50 € per semester (compulsory)
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)
Student Union Fee:	62 € per semester (compulsory)

Visa Requirements/ Residence Permit Application

Entry Regulations All applicants from Non-EU nations need a visa to study in Germany. In order to get a visa, the students must apply for one at the embassy or consulate of the Federal Republic of Germany in their home country at least 2 months ahead of time. To travel to Germany on a tourist visa is not recommended, since it cannot be changed to a student visa. Students that are in Germany on a tourist visa are not entitled to study there. Students from the United States, Australia, Canada, New Zealand, Japan, the Republic of Korea, Israel as well as Switzerland who are allowed to enter Germany without a visa 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.
https://www.international.tum.de/fileadmin/w00bwe/www/Wege_an_die_TUM/Studierende/Legal_requirements_Gesetzl_Vorgabe_EN.pdf

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.
https://www.international.tum.de/fileadmin/w00bwe/www/Wege_an_die_TUM/Studierende/Legal_requirements_Gesetzl_Vorgabe_EN.pdf

Banking

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. 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 the 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, rooms no. 1547 (Ms HELFERS & Ms LOPARCO), 1543 (Ms SATO) and 1546 (Ms HOFFMANN), access through entrance at crossing Luisenstrasse/Theresienstrasse

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

- *for all inquiries from prospective incoming exchange students*

Ms. Gabriella LOPARCO
Phone: +49 89 289-25036
incoming@wi.tum.de



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

- *for all inquiries from prospective outgoing exchange students*

Ms. Holly HOFFMANN
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**Program Assistant
Student Exchange Programs
(OUTGOING)**

- *for all inquiries from prospective outgoing exchange students*

Ms. Rebecca OTTE
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outgoing@wi.tum.de



**Head of the TUM School of
Management International Office**

- *for all inquiries from European partner institutions*

Ms. Ute HELFERS
Phone: +49 89 289-25083
ute.helfers@wi.tum.de



**Division Director
B.Sc. M.Sc. Programs**

- *for all inquiries from non-European partner institutions*

Ms. Judith PRAMSOHLER
Phone: +49 89 289-25246
judith.pramsohler@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 Dalma ALAGHA & Ms Anna SCHWARK
TUM International Center
Phone: +49 89 289-25017 / -23260 / - 22536
incoming@zv.tum.de