



International Office

Partner Information Form

For Prospective Incoming 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

Deadline for Course	Winter term (or for an entire year at TUM):
Work Applications	31 st of May Summer term: 31 st of October

Application Procedure

Prospective Incoming Students

The partner university selects students for the TUMexchange /LAOTSE programmes according to performance, commitment and language skills and nominates them for the exchange semester stay. Then the International Office of your home university sends your application documents to TUM. Applications sent directly to the TUM International Office will not be accepted. Nominated Students should submit in the following documents:

- 1) Online application printed and signed by applicant and in addition bearing stamp and signature of the International Office of the partner university.
- 2) One page letter of Motivation stating your reasons for applying to TUM (either in German or English)
- 3) Curriculum Vitae, also either in German or English
- 4) Study Program (signed and stamped by your departmental coordinator)
- 5) Transcript of records (all the grades you have attained at your university so far, signed and stamped by your university)
- 6) Passport Photo

Application Procedure and online application link for TUMexchange/LAOTSE:

<http://sportan.zhs.ze.tu-muenchen.de/moveonline/incoming/start.php? language=EN& version=incoming>

Study Program: http://portal.mytum.de/archiv/form_studium/archive_folder.2006-08-17.6792463385/20070425_155927/0

Course Registration and Academic Information

Semester Dates	<p>Winter term: October-April</p> <p>Summer term: April-August</p> <p>For specific dates please look under: http://portal.mytum.de/studium/semestertermine</p>
List of Departments	<p>http://portal.mytum.de/fakultaeten/index.html</p>
Course Catalogue and Course Descriptions	<p>http://univis.tum.de/form?s=22&dsc=anew/tlecture&anonymous=1</p>
Language Proficiency	<p>Applicants should have sufficient command of German to be able to follow lectures without difficulty. German proficiency is recommended, but not required for LAOTSE applicants. English skills, however, are required.</p>
Language of Instruction	<p>German, although there are some courses offered in English</p>
Language Courses	<p>TUM offers German language courses for foreigners. For details please look at: http://portal.mytum.de/studium/sprachenzentrum/deutsch</p>
Semester Workload	<p>20 ETCS credits suggested</p>
Academic Transcripts	<p>Exchange students are responsible for having their grades sent to the TUM International Office so that these can be forwarded to the home institution.</p>

Accommodation

Accommodation	<p>As there is a such a high demand for housing in Munich, the International Office has taken over placement for exchange students.</p> <p>Unless you notify us that you do not want to live in the dorms, we will automatically reserve a place for you. 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.</p>
Cost of Housing in Munich	<p>Student dormitory: 180€ – 350€</p> <p>Off-campus: 250€ – 500€</p>

Orientation Programme

Orientation Programme	TUMi provides an orientation programme designed to help students find their way in Munich. The programme starts 2 weeks before classes begin each semester and is divided into about 36 instructional units that are designed to not only help you get through the paper work upon arrival, but also acquaint you with the cultural possibilities in and around Munich. You can attend an introductory German course for € 45. For more information please see: http://www.tumi-muenchen.de/
Is airport pick-up available?	Yes. Upon timely request at tumi@zv.tum.de

Estimated Costs of Living (in €)

Student Dormitories:	180 € – 350€
Private Apartments:	250 € – 600 €
Food/meals:	300€ per month
Local transportation:	30 € – 65 € per month
Academic expenses:	Approx. 20 € per month
Personal expenses: (telephone, clothes, leisure time, etc.)	150 € per month (according to individual needs)
Health Insurance:	60 € per month
Administrative fee:	42 € per semester

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, you must apply for one at the embassy or consulate of the Federal Republic of Germany in your home country. You must apply for your visa at least 2 months ahead of time. Please do not travel to Germany on a tourist visa, 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, which can be obtained at the local Foreigner's Registration Authority.
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Health Insurance

Are students required to purchase insurance?	Yes, in Germany health insurance is mandatory. One cannot register at TUM without proof of insurance. We recommend purchasing medical insurance in Germany. Full coverage for students is only around € 60 monthly.
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Banking

Must I 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; in some shops you are obligated to pay with cash. In smaller cities and towns outside of Munich credit cards are not widely accepted.

Contact Details

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Coordinators for Incoming Students TUMexchange	Petra Ritter & Dörte Ptassek Phone +49.89.289.25012 Fax +49.89.289.25474 stassek@zv.tum.de
LAOTSE exchange programme Southeast Asia (Incoming and Outgoing students)	Larissa Danschina Phone +49.89.289.22133 Fax +49.89.289.25474 danschina@zv.tum.de
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TUMexchange Russia	Sabine Toussaint Phone +49.89.289.25473 Fax +49.89.289.25474 toussaint@zv.tum.de
Website for incoming students	For TUMexchange: http://portal.mytum.de/studium/bewerbung/incomings/Austauschstudenten/Incoming_TUMexchange_en For LAOTSE: http://portal.mytum.de/studium/bewerbung/incomings/Austauschstudenten/Incoming_Laotse/document_view?