This are important information you should know when selecting your students for TUM!

As you know there is a new EU Directive (2016/801/EU) enacted on May 23, 2018 by all EU member states, which affects all third-country national students studying in an EU/EFTA member state with a residence permit for study purposes.

This new Directive includes some points we want to share with you by giving you these pre-information to avoid troubles for your students.

**What does it mean?**
The new directive says that if staying less than 360 days at TUM, instead of students, TUM needs to apply for their residence permit at the Federal Office for Migration (BAMF) in Germany.

**What to do / what to keep in mind?**
As some students are excepted from this new directive, first of all please contact the German Embassy in your country in order to find out if your students need to follow this new process or not. Inform the embassy about their residence permit, their nationality and if they want to stay less or more than 360 days at TUM.

If students already have a permit related to this new Directive they are normally released from a visa and the new process. Please check this with the office in charge in your country.

In case the embassy informs you that students need to apply for a visa (and do not need to follow the new directive / BAMF process):

⇒ The embassy needs to inform you what to do.

**In case the embassy informs you that the new process for receiving a BAMF confirmation is necessary for your students:**

⇒ Please read the following important pre-information!

**Important pre-information**
In order to apply for a BAMF confirmation, TUM needs different documents, above others:

**Needed documents (a selection)**

- Valid residence permit for purpose of studying (no long term, short term, family etc. reason) in the country of studying
- Valid passport (ID)
- Valid health insurance for Germany (e.g. EHIC card)
- Confirmation of living costs while being in Germany (at least 861€ / month)

**Validation of documents**

Already when thinking about applying for exchange, students need to check the validation of these documents! They need to be a valid during the whole study period at TUM!

If the requested documents expire earlier, students immediately need to apply for new ones early in advance! Only with a new residence permit / ID / EHIC card (confirmations of order etc. are not accepted), valid for the whole time they are at TUM, TUM can apply for the BAMF confirmation! Confirmation that a student applied for a new permit are not accepted.

In some countries to apply for a new residence permit / ID / EHIC card can last weeks or even months or it is even only possible to apply for new ones after the old ones expired.
Example - summer term

- Students want to study at TUM in summer term (April - September).
- Documents expire in March.
- Students can only apply for new documents after expiration and will receive the new ones in e.g. May.
- Only following TUM could apply for the BAMF confirmation that last 6 weeks. Students would receive it only in June.
- The problem: courses started already in April and end by mid of July.
- These students would have no legal permission to enter Germany and start studying at TUM until June.

Example - winter term

- Students want to study at TUM in winter term (October - March).
- Documents expire e.g. in September.
- Students can only apply for new documents after expiration and will receive the new ones in November-December.
- Only following TUM could apply for the BAMF confirmation that last 6 weeks. Students would receive it only in December/January.
- The problem: courses started already in October and last until mid of February.
- These students would have no legal permission to enter Germany and start studying at TUM until December/January.

Living costs

**Further students need to be aware about the expected living costs / month.**

The living costs (at least 861€/ month) can be proved by:

- scholarship
- Blocked account
- Declaration of the earning capacity and financial circumstances of your parents
- Sponsor
- Commitment
- educational load / credit

Combination of these proves is possible, e.g. scholarship and blocked account, etc.

TUM will inform your students about the whole process regarding this new directive as well. As we can only do so after acceptance (winter term in July / summer term in December) this is far too late to arrange new documents in time to start studying in the chosen semester.

So please take all this information into consideration in your selection process when deciding for which semester concerned students should apply for TUM.

Further information you can find here “Clarify entry requirements and apply for visa (if applicable)”: [https://www.international.tum.de/en/global/exchangestudents/general-information-for-international-students/preparing-your-stay/#c7178](https://www.international.tum.de/en/global/exchangestudents/general-information-for-international-students/preparing-your-stay/#c7178)

As the rules can be changed without notifying us, this is the current status (January 2022).
Partner Information Form
For Prospective Erasmus – and Swiss European Mobility Incoming Students

Address of TUM
Technische Universität München
Arcisstrasse 21
80333 München / Germany

Head of institution
Prof. Dr. Thomas Hofmann

Internet address
http://www.tum.de/

Erasmus code
D MUNCHEN02

Application Deadline

Application period
Winter term (or for an entire year at TUM):
Mid February – May 15
Summer term:
September 15 - October 31

Nominations and applications need to be at TUM latest by May 15/ October 31.

Application Procedure

Partner university selects students according to performance, commitment and language skills and nominates them for the exchange semester stay via our new nomination platform. TUM accepts students for a maximum of three exchange semesters (in their whole university career!) within the scope of the exchange agreement. After an acknowledgement-e-mail from TUM, students apply within our application period as mentioned on our homepage (see link below). Applications need to be done online & via e-mail! Applications should include the following documents:

1) Online application
2) One-page letter of motivation (either in German or English)
3) Curriculum vitae (either in German or English)
4) Learning Agreement / Study plan (courses students want to attend at TUM)
5) Transcript of records (all grades attained at university), signed and stamped by the students’ home institution
6) Document listing the courses students are attending in their current semester (and therefore are not yet listed in the transcript).
7) Language certificate (can be issued by home institution or any language school)

Further information
**General Information about TUM**

**School Transformation**
With TUM Agenda 2030, TUM is systematically further developing its transformation. While preserving the academic diversity and valuable specifics of individual subject cultures, today’s departments are being transferred to larger TUM Schools to dynamize dormant interaction potential and create system-integrative networks.

By the winter semester of 2023/24, seven Schools will be created. We will inform you and your students as soon as we have reliable information regarding these Schools.

**Locations**
TUM spans four large sites in Bavaria: Munich, Garching, Weihenstephan and Straubing. Since 2018 TUM also has a location in the state of Baden-Württemberg, in Heilbronn.

Please note that, even after the School transformation, the different disciplines will remain spread over the different TUM locations.


Please note that not all partner can send students to all locations. See arranged agreement places.

**TUM department & Schools**
A list of all TUM department & Schools can be found here: [www.tum.de/en/about-tum/departments/](http://www.tum.de/en/about-tum/departments/)

**Academic Information**

**Semester dates**
- **Winter term:** October - March
- **Summer term:** April - September


**Course catalogue and descriptions**

https://campus.tum.de/tumonline/ee/ui/ca2/app/desktop/#/login?

Students should NOT login TUMonline, only click button "continue without login"!

Next, students need to choose the relevant TUM department /School. The Module Catalogue and Courses can be found under the section “Teaching and Research”. If there are no courses listed for the semester they want to study in (which usually is the case as they are planning their studies in advance of faculty timetabling), they should just choose the same semester for which they are planning to come but for the previous year (the offered courses in each semester usually stay the same).

**Language proficiency**

Proof of language proficiency in the respective language of instruction of the chosen course is required, that is, German proficiency is required for courses taught in German, while proficiency in English is required for courses taught in English.

While not mandatory for all exchange students, some German proficiency is highly desirable even for students who are only taking courses held in English in order to fully participate in the wider community and student life.
Language of instruction: The number of courses offered in English is constantly increasing. About half of TUM’s Master’s programs are entirely conducted in English and some more are taught bilingually in German and English. Students are advised to check the language of instruction for the desired courses in advance.

Language courses: TUM offers German language courses for international students during the semester. For details please see: http://www.sprachenzentrum.tum.de/en/homepage/

Semester workload: 15-20 ECTS credits recommended (Note: 60% of exchange students’ TUM study load must be completed at their main host department/School.)

Examinations and academic transcripts: If the examination time does not fit into your student’s plan at home, be aware that earlier or extra examinations for exchange students cannot be arranged at TUM! Exchange students need to attend the exams at the official examination dates. Examination dates vary between the TUM departments/Schools but generally take place between February and March (winter term) and between July and September (summer term). For the exact dates one has to contact the departmental/School coordinator.

Transcripts can be downloaded online, even after students have left TUM.

For questions regarding courses & examinations: Please contact the departments or Schools:
https://www.international.tum.de/en/global/departmentalcontacts/

Or see here under “Information on courses, exams, the TUM study plan or (online) Learning Agreement and other academic matters”:
https://www.international.tum.de/en/global/exchangestudents/study-at-tum-with-erasmus-or-semp/#c9055

Recognition of courses: Questions regarding recognition of the courses students wish to take at TUM need to be answered by the home university.

Accommodation

In general: For all locations except Straubing, Heilbronn and Weißenstephan: The participation in Erasmus and SEMP does not include any accommodation offer. For further details please see “Information for exchange students of other programs, e.g. Erasmus” on the following website: www.international.tum.de/en/accommodation/#c5698.

For Weißenstephan: https://www.wzw.tum.de/index.php?id=452&L=1
E-mail: accommodation.co@ls.tum.de

For Straubing: https://www.cs.tum.de/prospective-students/housing/?lang=en
E-mail: studieren.straubing@tum.de

For Heilbronn: https://www.wi.tum.de/student-life/living-in-heilbronn/#finding
E-mail: servicepoint@chn.tum.de

Rents: For Munich & Garching: average price € 650 / month (single room with utilities included) / € 1000 / month (studio apartment with utilities included)

For all other campuses: Please check the accommodation website of the respective campus.
Orientation Program

The TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities are organized in cooperation with the student association ESN TUMi München. The program takes place the first two weeks of October (winter term) and the first two weeks of April (summer term). The program is also open to students studying in Weihenstephan, Straubing and Heilbronn.

Additional activities will though be organized on Straubing and Heilbronn Campus.
https://www.international.tum.de/campuslife/

Estimated Costs of Living (current status)

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost Range</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment fee</td>
<td>For all locations except Straubing and Heilbronn: Administration fee (compulsory for all TUM students): in total €147/semester (Student Union fee and solidarity contribution for the semester ticket: €75 and €72) For Straubing: <a href="https://www.cs.tum.de/campus-spraubing/internationales/student-mobility/">https://www.cs.tum.de/campus-spraubing/internationales/student-mobility/</a> For Heilbronn: <a href="https://www.wi.tum.de/student-life/living-in-heilbronn/">https://www.wi.tum.de/student-life/living-in-heilbronn/</a></td>
<td></td>
</tr>
<tr>
<td>Food/meals</td>
<td>€200 - €300 per month</td>
<td></td>
</tr>
<tr>
<td>Books and supplies</td>
<td>Approx. €40 per month</td>
<td>for books, lecture materials</td>
</tr>
<tr>
<td>Personal expenses</td>
<td>€150 per month (according to individual needs as phone, clothing, leisure time, etc.)</td>
<td></td>
</tr>
<tr>
<td>Health insurance</td>
<td>Around €110 per month (not for students with an EHIC-card)</td>
<td></td>
</tr>
<tr>
<td>Further information</td>
<td>General information for international students at TUM – Preparing for your stay: to dos after admission: <a href="https://www.international.tum.de/en/global/exchangestudents/general-information-for-international-students/preparing-your-stay/">https://www.international.tum.de/en/global/exchangestudents/general-information-for-international-students/preparing-your-stay/</a></td>
<td></td>
</tr>
</tbody>
</table>
Visa Requirements/Residence Permit Application

Entry regulations to study in Germany

Applicants from EU/EFTA nations as well as some other nations do not need a visa.

Applicants without EU/EFTA citizenship that study in an EU/EFTA member state with a valid residence permit for study purposes in that EU/EFTA member state if coming on exchange to TUM for up to 360 days: those students either need to obtain a confirmation of the German BAMF (done by TUM) or need to apply for a visa (by their own). If applying for a visa this is necessary at least 2 months ahead of time. Students cannot travel to Germany on a tourist visa, since this cannot be changed into a student visa! Students that are in Germany on a tourist visa are not entitled to study.

Applicants from 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.

Further information
https://www.international.tum.de/en/global/exchangestudents/general-information-for-international-students/preparing-your-stay/#c7178

Health Insurance

Are students required to purchase health insurance?

Yes, in Germany health insurance is mandatory. Students need proof of a German national health insurance to register at TUM. Students originating from countries in the European Union (EU/EFTA) nations must obtain the International Health Insurance Certification (former E111 or E128) or EHIC-Card from their insurer in their home country and present it to a German national insurer to get proved. Students originating from countries outside the EU: 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 €110 monthly. Travel insurances are not accepted.

Further information
https://www.international.tum.de/en/global/exchangestudents/general-information-for-international-students/preparing-your-stay/#c6930
## Banking

**Must students 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.

**Tax-ID**

It is obligatory to show a tax-ID for opening a bank account: When coming to Germany, students should bring their own tax-ID from their home country. Please help them with this matter! They could also get a German tax-ID. But this is much more difficult and needs a lot of time (6-8 weeks); this is often too late for opening a bank account, as e.g. landlords, TUM sports (if taking part) need bank data earlier. So it is not really an option.

**What are acceptable credit cards in Munich?**

In Munich all major credit cards are accepted. More and more stores (but not all) take credit cards; some shops only accept cash payment.

In smaller cities and towns outside of Munich credit cards are not widely accepted.

## Signatures of TUM

**Confirmation of stay**

Signature of arrival:
Will be signed by TUM department/ School only AFTER the first academic activity at TUM (e.g. Orientation weeks, language course). Not earlier.

Signature of departure:
Will be signed by TUM department/ School only at the time of the LAST academic activity at TUM (e.g. end of courses, exam, end of thesis). Not earlier or later.

**Learning Agreement / OLA**

Will be signed by the TUM department/ School (not TUM Global & Alumni Office). Signatures are available at earliest after students received their TUM admission letter (winter term from July / summer term from December). Students need to contact their TUM department/ School to receive the signed version, as in most cases it will not be done automatically. This can be done via e-mail or when students are at TUM.

## Additional Information

**TUM welcomes students and staff with disabilities and special needs**

Learn more at: [https://www.tum.de/en/studies/support-and-advice/wellbeing/](https://www.tum.de/en/studies/support-and-advice/wellbeing/)

**Health and Safety Information**

Please find an overview of the most important health and safety aspects in Germany here: [http://go.tum.de/305356](http://go.tum.de/305356)
Contact Details

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For questions regarding courses and examinations please contact the TUM departments/ Schools
https://www.international.tum.de/en/global/departmenalcontacts/

A list of all TUM departments/ Schools can be found here
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