

INSTRUCTIONS FOR THE APPLICATION PROCEDURE

I. Nomination

The TUM established a procedure for nominations of incoming students called **e-nomination!** This is an electronic procedure which supports the complete nomination process of all incoming students with the help of **moveonnet**.

Important: Applications from your students to the TUM can only be taken into account if you nominate them using e-nomination!!

How does the e-nomination works?

To proceed with the e-nomination you will be asked to register. This is free of charge.

Further information can be found under the following link: www.moveonnet.eu

Now all steps concerning students coming to TUM (from the nomination until the acceptance) are made via moveonnet:

1. **Nomination:** to nominate your students, please follow the link <http://www.moveonnet.eu/institutions/myinstitution/enomination> the partneruniversity informs the TUM about the nominated students with some important students data (name, sex, birthday, Email, Subject, level of study and number of semesters the student want to study at the TUM). If you are already working with the database moveon you can just export the students data from moveon via moveonnet to the TUM. For those who are working with other databases more information can be found under the link mentioned above
2. **Acknowledgement:** once nominated, TUM confirms the receipt of the nomination(s) by sending an email to the partneruniversity *and* the student with further information about the application procedure (please note that this acknowledgment does not guarantee acceptance!)
3. **Acceptance:** after the TUM has accepted a student, TUM informs the student and the partneruniversity about the students acceptance

There are two further possible steps

4. **Refusal:** if TUM can not accept a student, the student and the partneruniversity will receive an email
5. **Cancellation:** if a student withdraws from the program, the partneruniversity needs to inform TUM

The advantage of this new procedure is that for every reached step there is an automatic email which will be send to the partner *and* the student. This automates the workflow between partner institutions and reduces unnecessary paper work.

E-nomination simplifies the student nomination process for the International Office and keeps students updated about the status of their nomination.

An detailed explanation can be found here: <http://www.moveonnet.eu/institutions/support>

II. Deadlines

The **deadline** for receiving your **e-nominations and the complete applications** of your students is

for the winter term: May, 31st,

for the summer term : October 31st

III. How do your students get the information about the application documents

TUM is sending students further information about the application process (see under I. Nomination, point 2. Acknowledge)

IV. application documents

this information will be send to the student with the acknowledgement mail:

A. Online application form: all students need to complete the online form as written below

- complete this online application form by filling in all the boxes on the form
- click on the save ("Speichern") button
- Check your entries one last time and click on the submit ("weiter") button to forward your data to us
- click on create pdf file ("PDF-Dokument erzeugen")
- print the pdf-application form, sign it and ask your coordinator to sign and stamp it, too

B. The print-out of the online application must be accompanied by the 5 documents listed below:

1. A **one-page letter of motivation** in German stating the reasons for applying to TUM
2. **Curriculum vitae** in German
3. **Study Program** Students need to contact the Erasmus representative at their home university and the responsible Erasmus representative at the TUM to discuss the proposed exchange visit. The study program should be signed and stamped by the Erasmus representative at the home university!
4. **Transcript of records** (all grades students have attained at their university so far, signed and stamped by the homeuniversity)
5. **one original passport photo** (no scanned photo!)

V. Sending applications to TUM

The homeuniversity need to post the complete application (fax will not be accepted !) within the application period to:

Technische Universität München
International Office
incoming
Arcisstr. 21
80333 München
Germany

We would be very glad to welcome your students. Should any questions arise, please do not hesitate to contact us.

Important:

- **we only can accept complete applications send within the application period!**