**Technische Universität Muenchen
D MUNCHEN02**

>>> Ptassek, Dörte<Ptassek@zv.tum.de> 18.3.2015 14:27 >>>

Dear partner,

We would like to inform you that the exchange application period for the winter term 2015-2016 at TUM starts on 23rd of March and students are welcome to **apply until 15th May 2015**.

(This is for students who want to start in winter term 15-16 and stay at TUM for one or two semesters. Students who only want to start at TUM in summer term 2016 need to meet the summer term deadline October 31st 2015 – an email about this application process will be sent out in September).

**Semester dates:** the winter term starts at October 1st, 2015 and will end at March 31st, 2016. Courses will be from October 12th 2015 until February 6th 2016. If you have questions about the time of examinations at TUM – if your students need to do examinations – please contact the TUM departmental coordinator (see point 4). Examinations depends on the TUM department, but often take place between February and end March, 2016.

<http://www.tum.de/studium/bewerbung/semestertermine-und-fristen/wintersemester-201516/>

The **deadline** for receiving your **e-nominations** and **your students’ completed application documents** is **15th May 2015**. Unfortunately we will not be able to consider applications that come in after this date.

For more detailed information regarding the application process please see the following link and TUM fact sheet attached:

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/>

**1. E-nomination**

Many of you are probably already familiar with the **e-nomination** procedure (nomination with the help of *"moveonnet"* *)* that we introduced some time ago. TUM can only consider your students’ applications if you nominate them in time using e-nomination. Once e-nominated, the students (and you) will be informed directly by email about the application procedure at our institution (see attached fact sheet):

To nominate your students, please follow the link and see attachment about short instruction of e-nomination: <http://www.moveonnet.eu/myinstitution/enomination>

a) Those of you who used e-nomination last year only have to log in with your user name and password to get into the portal.

b) New partners who have not used our e-nomination before need to register before they can proceed with the e-nomination. Registration is free! After registering, you will receive a confirmation email from *"moveonnet"* containing your user name and password for login. If you cannot register in moveonnet because a colleague of yours has already created an account for your institution, please contact the moveonnet coordinator (coordinator@moveonnet.eu) for further details.

To nominate a student, you will be asked to select your students’ “field of study.” Please make sure that the existing bilateral agreement between your university and TUM includes student exchanges in each student’s field. For the 13 TUM departments, please choose the following fields of study / codes (see attachment).

The E-nomination process is important both for our partners, to enable the real-time notification of students of their application status, and for TUM to maximize the speed of processing applications (which is good for your students too!).

**2 . Application documents**

Application forms and a list of supplementary documents can be found here: <http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/erasmus/>

After you have received your students’ completed application forms as well as their supplementary documents, please post them to arrive by the application deadline to the following address:

Technische Universitaet Muenchen

International Center /incoming
Arcisstr. 21
80333 Muenchen
Germany

Please DO NOT fax or email applications!

**3. German knowledge**

At TUM many of the classes offered are conducted in German. If your students undertake courses conducted in German and don't have a reasonable knowledge of German, they could have a problem studying here. Even if your students will be attending lectures in English at TUM, a basic knowledge of the German language is recommended to make the most of your stay and make daily life in Munich a smoother and more enjoyable experience.

Therefore, we always recommend that our incoming exchange students participate in German courses:

1. German courses at TUM: <http://www.sprachenzentrum.tum.de/en/home-language-center/>

2. German courses at other institutions in Munich: <http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/german-language-courses/#c1458>

3. online-courses (for Erasmus): <http://www.deutsch-uni.com/duo_webshop/portal/index.jsp>

**4. Courses and language requirements**

If your students have questions regarding courses and examinations dates at TUM, please have them contact their responsible departmental coordinator directly. Our coordinators all speak English too!  <http://www.international.tum.de/en/go-international/students/erasmus/erasmus-sms/beauftragte/>

All **courses that are** offered at TUM are listed under the following link: <https://campus.tum.de/tumonline/webnav.ini>   (important: students should NOT register at this page, just use it without registration!)

To access the course catalogue, your students can switch the language to English in the top right hand corner and select «courses» in the search bar. 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).

**The main number of courses (at least 60%) your students will attend at TUM need to be in the TUM department where they are registered in at TUM.**

**Please note:** many courses are **only** held in German – not in English – and it is very important for students to confirm the language of instruction for the courses they intend enrolling in! In addition, the fact that a course description is written in English does not necessarily mean that the course is also taught in English! You can find the course language within the course description.

* Please see the Erasmus agreement regarding requested language levels. It is very important to check the agreements, as the requested language level is different from TUM department to TUM department! Please hold on the level mentioned within the agreements, as acceptance cannot be guaranteed if disregarding it.

**Further steps: acceptance, admission letter,...**

-After receiving all students applications documents we will forward them to the concerned TUM department beginning of June, where the final decision of acceptance is made.

-After students are accepted by the TUM department, they will receive their official TUM admission letters via email. This will be **from July (not earlier)!** Within this admission letter they can find further information about next steps:

* Every student at TUM needs to pay an amount of 113€ / semester: 52€ "[Studentenwerksbeitrag](http://www.studentenwerk-muenchen.de/en/nc/about-the-student-union/student-union-fee/?sword_list%5B0%5D=studentenwerksbeitrag)" and 61€ [solidary fee for the Semesterticket](http://www.tum.de/en/studies/semester-ticket/)
* Additionally every student needs to have proof of a [German national insurance](http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511) to enroll at TUM (if students are over 30 years old, they do not need an insurance policy).

**Housing**

We have a very tense situation regarding accommodation in Munich. The application for the EU Erasmus Program at TUM does not enclose the supply of a hostel place offered by the Studentenwerk or TUM. Erasmus students need to search independently a lodging on the private market. Useful tips for finding rooms on the private market in Munich can be found at the following webpage (single rooms, appartments, "Wohngemeinschaften"):

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/tips/>

Important: please help us to support a housing platform (see attached flyer) which is just at the beginning; but… the more partners are taking part the more we can help in- and outgoing students:

<http://rooming.eu/partners/become-a-partner/?actionType=add>

All information about health insurance, German courses at TUM and in Munich,formalities in Germany.... can be found here:

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/>

[Attached you can find our fact sheet for the exchange program.](http://www.international.tum.de/en/welcome-at-tum/internationale-studierende/)

For further information and other questions please contact us: ptassek@zv.tum.de

We would be happy to be of assistance and to answer any questions that you might have.

Best regards,

Doerte Ptassek

**Technische Universität München**

International Center

Welcome Office (incoming)

Arcisstraße 21

80333 München

Tel.: +49 89 289-25017

Fax: +49 89 289-25458
ptassek@zv.tum.de

<http://www.international.tum.de/>

Öffnungszeiten/opening hours:

Raum / Room 0194

Montag, Dienstag, Donnerstag: 9:00–12:00, 14:00-15:30

Mittwoch: 14:00-15:30

Freitag: 9:00–12:00

>>> Incoming <Incoming@zv.tum.de> 12.3.2014 14:21 >>>

Dear partner,

We would like to inform you that the exchange application period for the winter term 14-15 at TUM starts on 15th March and students are welcome to apply until 31st May 2014.

**Semester dates:** the winter term starts at October 1st, 2014 and will end at March 31st, 2015. Courses will be from October 7th 2014 until January 31st 2015. If your students have questions about the time of examinations at TUM – if they need to do examinations – please contact the TUM departmental coordinator (see point 3). Examinations depends on your students TUM department, but often take place between end of January and end March 2015. <http://www.tum.de/en/studies/before-your-studies/application-and-acceptance/dates-and-deadlines/>

The **deadline** for receiving your **e-nominations** and **your students’ completed application documents** is **31st May**. Unfortunately we will not be able to consider applications that come in after this date.

For more detailed information regarding the application process please see the following link and TUM fact sheet attached:

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/>

**1. E-nomination**

Many of you are probably already familiar with the **e-nomination** procedure (nomination with the help of *"moveonnet"* *)* that we introduced some time ago. TUM can only consider your students’ applications if you nominate them in time using e-nomination. Once e-nominated, the students (and you) will be informed directly by email about the application procedure at our institution (see attached fact sheet):

To nominate your students, please follow the link and see attachment about short instruction of e-nomination: <http://www.moveonnet.eu/myinstitution/enomination>

a) Those of you who used e-nomination last year only have to log in with your user name and password to get into the portal.

b) New partners who have not used our e-nomination before need to register before they can proceed with the e-nomination. Registration is free! After registering, you will receive a confirmation email from *"moveonnet"* containing your user name and password for login. If you cannot register in moveonnet because a colleague of yours has already created an account for your institution, please contact the moveonnet coordinator (coordinator@moveonnet.eu) for further details.

To nominate a student, you will be asked to select your students’ “field of study.” Please make sure that the existing bilateral agreement between your university and TUM includes student exchanges in each student’s field. For the 13 TUM departments, please choose the following fields of study / codes (see attachment).

The E-nomination process is important both for our partners, to enable the real-time notification of students of their application status, and for TUM to maximize the speed of processing applications (which is good for your students too!).

**2 . Application documents**

Application forms and a list of supplementary documents can be found here: <http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/erasmus/>

After you have received your students’ completed application forms as well as their supplementary documents, please post them to arrive by the application deadline to the following address:

Technische Universitaet Muenchen

International Center /incoming
Arcisstr. 21
80333 Muenchen
Germany

Please DO NOT fax or email applications!

**3. German knowledge**

At TUM many of the classes offered are conducted in German. If your students undertake courses conducted in German and don't have a reasonable knowledge of German, they could have a problem studying here. Even if your students will be attending lectures in English at TUM, a basic knowledge of the German language is recommended to make the most of your stay and make daily life in Munich a smoother and more enjoyable experience.

Therefore, we always recommend that our incoming exchange students participate in German courses:

1. German courses at TUM: <http://www.sprachenzentrum.tum.de/en/home-language-center/>

2. German courses at other institutions in Munich: <http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/german-language-courses/#c1458>

3. online-courses (for Erasmus): <http://www.deutsch-uni.com/duo_webshop/portal/index.jsp>

**4. Courses and language requirements**

If your students have questions regarding courses and examinations dates at TUM, please have them contact their responsible departmental coordinator directly. Our coordinators all speak English too!  <http://www.international.tum.de/en/go-international/students/erasmus/erasmus-sms/beauftragte/>

All **courses that are** offered at TUM are listed under the following link: <https://campus.tum.de/tumonline/webnav.ini>

To access the course catalogue, your students can switch the language to English in the top right hand corner and select «courses» in the search bar. 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).

**The main number of courses your students will attend at TUM need to be in the TUM department where they are registered in at TUM.**

**Please note:** many courses are **only** held in German – not in English – and it is very important for students to confirm the language of instruction for the courses they intend enrolling in! In addition, the fact that a course description is written in English does not necessarily mean that the course is also taught in English! You can find the course language within the course description.

* For enrolling in German based courses, a German language level of at least B2 is recommended. If your students plan to enroll in English-based courses, then an English language level of B2 is recommended.

**Further steps: acceptance, admission letter,...**

-After receiving all students applications documents we will forward them to the concerned TUM department beginning of June, where the final decision of acceptance is made.

-After students are accepted by the TUM department, they will receive their official TUM admission letters via email. This will be **from July (not earlier)!** Within this admission letter they can find further information about next steps:

* Every student at TUM needs to pay an amount of 111€ / semester: 52€ "[Studentenwerksbeitrag](http://www.studentenwerk-muenchen.de/en/nc/about-the-student-union/student-union-fee/?sword_list%5B0%5D=studentenwerksbeitrag)" and 59€ [solidary fee for the Semesterticket](http://www.tum.de/en/studies/semester-ticket/)
* Additionally every student needs to have proof of a [German national insurance](http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511) to enroll at TUM (if students are over 30 years old, they do not need an insurance policy).

**Housing**

We have a very tense situation regarding accommodation in Munich especially in October when the semester starts and at the same time the Oktoberfest takes place.

The application for the EU Erasmus Program at TUM does not enclose the supply of a hostel place offered by the Studentenwerk or TUM. Erasmus students need to search independently a lodging on the private market. Useful tips for finding rooms on the private market in Munich can be found at the following webpage (single rooms, appartments, "Wohngemeinschaften"):

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/tips/>

Important: please help us to support a housing platform (see attached flyer) which is just at the beginning; but… the more partners are taking part the more we can help in- and outgoing students:

<http://rooming.eu/partners/become-a-partner/?actionType=add>

All information about health insurance, German courses at TUM and in Munich,formalities in Germany.... can be found here:

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[Attached you can find our fact sheet for the exchange program.](http://www.international.tum.de/en/welcome-at-tum/internationale-studierende/)

[For further information and other questions please contact us: incoming@zv.tum.de](http://www.international.tum.de/en/welcome-at-tum/internationale-studierende/)

We would be happy to be of assistance and to answer any questions that you might have.

Best regards,

Doerte Ptassek

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International Center

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Tel.: +49 89 289-23260 (Alagha)

Fax: +49 89 289-25458
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<http://www.international.tum.de/>

Öffnungszeiten/opening hours:

Raum / Room 0194

Montag, Dienstag, Donnerstag: 9:00–12:00, 14:00-15:30

Mittwoch: 14:00-15:30

Freitag: 9:00–12:00

>>> Incoming <Incoming@zv.tum.de> 7.3.2013 14:08 >>>

Dear partner,

We would like to inform you that the exchange application period for the winter term 2013-2014 at TUM started on 15th March and students are welcome to apply until 31st May 2013.

**Semester dates**: the winter term starts at October 1st, 2013 and will end at March 31st, 2014. Courses will be from mid October 2013 until mid February 2014. If you have questions about the time of examinations at TUM – if you need to do examinations – please contact your TUM departmental coordinator (see point 4). Examinations depends on your TUM department, but often take place between mid February and end March, 2014: <http://www.tum.de/en/studies/before-your-studies/application-and-acceptance/dates-and-deadlines/>

The **deadline** for receiving your **e-nominations** and **your students’ completed application documents** for the winter term 2013-2014 is **31st May**. Unfortunately we will not be able to consider applications that come in after this date.

For more detailed information regarding the application process please see the following link and TUM fact sheet attached:

<http://www.international.tum.de/en/welcome-at-tum/internationale-studierende/austauschstudierende/>

**1. E-nomination**

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Therefore we always recommend German courses to the exchange students:

1. german courses at TUM: <http://www.sprachenzentrum.tum.de/en/startseite/>

2. german courses at other institutions in Munich: <http://www.international.tum.de/en/welcome-at-tum/internationale-studierende/deutschkurse/>

3. online-courses (for Erasmus): <http://www.deutsch-uni.com/duo_webshop/portal/index.jsp>

**4. Courses**

If your students have questions regarding courses and examination dates at TUM, please have them contact their responsible departmental coordinator directly,

<http://www.international.tum.de/de/go-international/studierende/studium-erasmus/erasmus-sms/beauftragte/>

All **courses that were** offered at TUM **during the last semesters** are listed under the following link: <https://campus.tum.de/tumonline/webnav.ini>

To access the course catalogue, you can switch the language to English in the top right hand corner and select «courses» in the search bar. If there are no courses listed for the semester you want to study in (which usually is the case as you are planning your studies in advance of faculty timetabling), just choose the same semester for which you are planning to come but for the previous year (the offered courses in each semester usually stay the same).

**Please note:** many courses are **only** held in German – not in English – and it is very important for students to confirm the language of instruction for the courses they intend enrolling in! In addition, the fact that a course description is written in English does not necessarily mean that the course is also taught in English! You can find the course language within the course description. For enrolling in German based courses, a German language level of at least B2 is recommended. For enrolling in English based courses, an English language level of at least B2 is recommended.

**Further steps: acceptance, admission letter,...**

-After receiving all students applications documents we will forward them to the concerned TUM department beginning of June, where the final decision of acceptance is made.

-After students are accepted by the TUM department, they will receive their official TUM admission letters via email. This will be from **July (not earlier!!) !** Within this admission letter they can find further information about next steps:

* Every student at TUM needs to pay an amount of 42€ / semester "[Studentenwerksbeitrag](http://www.studentenwerk-muenchen.de/en/nc/about-the-student-union/student-union-fee/?sword_list%5B0%5D=studentenwerksbeitrag)" for enrollment. This amount is for the use of the cafeteria, library ...
* Additionally every student needs to have proof of a [German national insurance](http://www.international.tum.de/en/welcome-at-tum/internationale-studierende/krankenversicherung/) to enroll at TUM (if students are over 30 years old, they do not need an insurance policy).

**Housing**

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All information about health insurance, German courses at TUM and in Munich,formalities in Germany.... can be found here:

<http://www.international.tum.de/en/welcome-at-tum/internationale-studierende/>

Attached you can find our fact sheet for the exchange programme :

For further information and other questions please contact us: incoming@zv.tum.de

We would be happy to be of assistance and to answer any questions you might have.

Best regards,

Doerte Ptassek

Technische Universität Muenchen
International Office
Arcisstr. 21, Zi. 0194
D-80333 Muenchen

Tel.: +49 89 289-25017

Fax : +49 89 289-25474

incoming@zv.tum.de

[www.tum.de/international](http://www.tum.de/international)