

Partner Information Form

For Prospective Incoming TUMexchange Students at the TUM School of Management

Address

Technical University of Munich
TUM School of Management
Arcisstrasse 21
80333 München
Germany



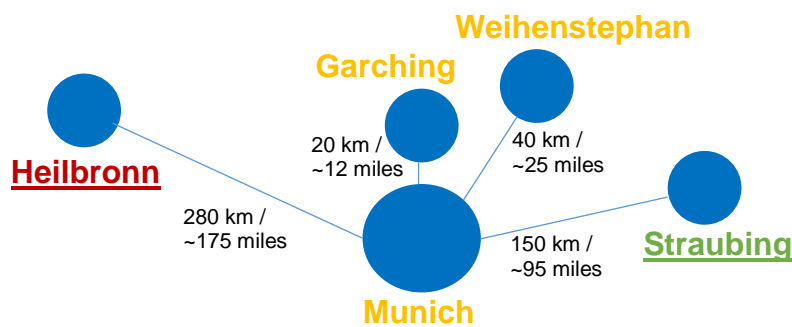
Internet Address

- <http://www.tum.de>
- <http://www.wi.tum.de>
- <http://www.wi.tum.de/student-life/incoming-students>
- <https://www.wi.tum.de/tum-campus-heilbronn/welcome-tum-campus-heilbronn/>
- <https://www.wi.tum.de/student-life/living-in-straubing/>

Social Media

- <https://www.facebook.com/TUM.School.of.Management/>
- <https://www.instagram.com/tum.school.of.management>

GENERAL INFORMATION for all campuses



TUM Nomination and Application Deadline

Deadline for nominations and applications

Winter Semester (or for entire year at TUM): **15th of May**
Summer Semester: **31st of October**

TUM Nomination and Application Procedure

Nomination for Partner Institutions

All relevant information with further instruction for the online nomination will be sent via email to our partners in March (for winter semester) and September (for summer semester). Your students are free to choose the campus. Please inform us about their decision via the nomination. It is not possible to change the campus during the exchange period.

Application Process for Prospective Incoming Exchange Students

After an acknowledgement-e-mail from TUM, students apply within our application period as mentioned on the [TUM Global & Alumni website for incoming students](#). You are free to choose one of our TUM SoM campus. We will be informed about your decision via your home university's nomination. However, it is not possible to change the campus during the exchange period. Applications need to be done online & via e-mail and should include the following documents:

The applications should include the following documents:

1. Online application form
2. When completing the online form in the applicant portal, please follow the instructions on the first page of the form. Important: Online applications submitted after the application deadline will not be considered.
3. One-page letter of motivation (either in German or English)
4. Curriculum vitae (either in German or English)
5. Study plan (courses students want to attend at TUM)
6. Transcript of records (all grades attained at university)
7. Document listing the courses students are attending in their current semester (and therefore are not yet listed in the transcript).
8. An official language certificate (confirmation) for English and/or German (B2 CEF). The home university can issue this confirmation.

Further information for TUMexchange students can be found [here](#).

Academic Information

Semester Dates	Winter Semester 2022/23: 01 October 2022 – 31 March 2023 Lecture Period: 17 October 2022 – 10 February 2023 Exam Period: approx. 31 January 2023 – 03 March 2023 Summer Semester 2022: 01 April 2023 – 30 September 2023 Lecture Period: 17 April 2023 – 21 July 2023 Exam Period: approx. 15 July 2023 – 11 August 2023 For specific dates please see: https://www.tum.de/en/studies/application/dates-and-deadlines/dates-periods-and-deadlines/
Course Catalogue	https://www.wi.tum.de/student-life/incoming-students/ (see blue box on the right). Please create your study plan/learning agreement based on the course catalogue and the different campus. It is not possible to change the campus during the exchange period.
Language Proficiency	Depending on the courses applicants intend to follow at 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 TUM for daily life in Munich. (Intensive) German language courses are offered by the TUM Language Center during 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. Detailed information will be sent to the students at the end of the exchange period via e-mail.
Covid-19 Information	https://www.international.tum.de/en/coronavirus-covid-19-information-regarding-your-stay-at-tum/ https://www.wi.tum.de/facing-corona-together/studying-in-times-of-corona/ https://www.tum.de/en/about-tum/news/coronavirus/
Grading System	https://www.wi.tum.de/student-life/incoming-students/ (see section 3: "During your stay")

Visa Requirements/ Residence Permit Application

Entry Regulations	Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Germany. Applicants from non-EU nations normally need a visa to study in Germany. In order to find out if they need a visa and how to apply, they must contact the embassy or consulate of the Federal Republic of Germany in their home country. Application processing times can vary greatly depending on volume of applications and the applicant's home country. It is recommended to submit the complete application at least two months prior to the student's departure. Please note: 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 there.
Further Information	General information for international students at TUM – refer to "preparing for your stay: To-Dos after admission. => #1

Health Insurance

Are students required to get 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.

Further Information

General information for international students at TUM – [refer to “preparing for your stay: To-Dos after admission.” => #2](#)

Banking

Do students have to open a bank account while studying in Germany?

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 Germany?

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.



SPECIAL INFORMATION for Campus MUNICH

<https://www.wi.tum.de/student-life/living-in-munich/>

Accommodation

Accommodation

For TUMexchange mobility program participants, the application at TUM School of Management includes an offer for a room in a dormitory. **Please note:** TUMexchange mobility program participants have to express their wish to reserve this accommodation in the application form. Otherwise, the dormitory places will not be reserved for them.

<https://www.international.tum.de/en/global/accommodation/#c5686> (see section: “Service Package of the Munich Student Union for TUMexchange students”)

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 exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

Orientation Program

Orientation Program

The central 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 starts 2 weeks before classes begin each semester. For more information, please see:

<https://www.international.tum.de/en/campuslife/>

Estimated Costs of Living (in €)

Student Dormitories: 280 € – 350 € per month

Private Apartments: 350 € – 700 € per month

Food/Meals: 300 € per month

Public Transportation: Semester Ticket: 201.60 € per semester (optional)

Solidarity Fee: 69.40 € per semester (compulsory – see enrollment fee)

Academic Expenses: Approx. 40 € per month

Personal Expenses: 150 € per month (according to individual needs)
(phone, clothing, leisure time, etc.)

Health Insurance: Around 110 € per month (not for students with an EHIC card)

Enrollment Fee: Administration fee of 75 € & Solidarity fee of 69.40 €: in total 144.40 € / per semester (compulsory for all TUM students) – current status, fee might change

Access to TUM School of Management – Campus Munich

- 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)



SPECIAL INFORMATION for Campus HEILBRONN

<https://www.wi.tum.de/student-life/living-in-heilbronn/>

Accommodation

Accommodation The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here:
<https://www.wi.tum.de/student-life/living-in-heilbronn/>

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 exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

Orientation Program

Orientation Program The orientation program starts 2 weeks before classes begin every semester. More information will be provided.

Estimated Costs of Living (in €)

Student Dormitories:	280 € – 350 € per month
Private Apartments:	350 € – 700 € per month
Food/Meals:	300 € per month
Public Transportation:	Semester Ticket: 171 € per semester (optional)
Academic Expenses:	Solidarity Fee: 17 € per semester (compulsory – see enrollment fee)
Personal Expenses:	Approx. 40 € per month
Health Insurance:	150 € per month (according to individual needs) (telephone, clothes, leisure time, etc.)
Enrollment Fee:	90 – 95 € per month (not for students with an EHIC card)
	Administration fee of 75 € & Solidarity fee of 17 €: in total 92 € / per semester (compulsory for all TUM students) – current status, fee might change

Access to TUM School of Management – Campus Heilbronn

- from Frankfurt airport**
- Train to “Heilbronn Hauptbahnhof” (approx. 2 hours)
- from Stuttgart airport**
- Suburban train S 23 bound for “Backnang” to “Stuttgart Hauptbahnhof” (approx. 25 minutes), change to regional train from “Stuttgart Hauptbahnhof” to “Heilbronn Hauptbahnhof” (approx. 45 minutes)
- from Heilbronn train station**
- 15 minutes walking distance
 - Bus 1 bound to “Heilbronn Trappensee” to “Heilbronn Harmonie/Kunsthalle” (approx. 5 minutes), change to Bus 42 bound to “Böckingen Schanz Süd” to “Heilbronn Europaplatz (Ost)” (approx. 3 minutes)

SPECIAL INFORMATION for Campus STRAUBING <https://www.wi.tum.de/student-life/living-in-straubing/>



Accommodation

Accommodation The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here:
<https://www.cs.tum.de/prospective-students/housing/?lang=en>

Buddy Program

Buddy Program TUM Campus Straubing has a buddy program for international students. The buddy will assist the exchange student in all regards of studying and living in Straubing. The contact between the incoming exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

Orientation Program

Orientation Program The central TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities take place in Munich and are organized in cooperation with the student association ESN TUMi München. The program starts 2 weeks before classes begin each semester. For more information, please see:
<https://www.international.tum.de/en/campuslife/>

Estimated Costs of Living (in €)

Student Dormitories:	280 € – 350 € per month
Private Apartments:	350 € – 700 € per month
Food/Meals:	300 € per month
Public Transportation:	10 € / weekly ticket 30 € / monthly ticket
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)
Enrollment Fee:	Administration fee of 62 € / per semester – current status, fee might change


Access to TUM School of Management – Campus Straubing

- | | |
|--|--|
| from Munich Airport / Central Station | <ul style="list-style-type: none">• Train via „Neufahrn (Niederbayern)“, „Plattling“ or „Obertraubling“ (approx. 2 hours) to “Straubing Central Station” |
| from Straubing Central Station | <ul style="list-style-type: none">• Bus 2 bound for “Fachmarktzentrum/Erletacker”, get off at “Stadtwerke/Universität” (approx. 8 minutes)• Walk following the signs “TUM” (approx. 15 minutes) |

Contact Details and Process

TUM School of Management - International Office

Arcisstrasse 21, 80333 München / Germany


-  **Visitor Address Campus Munich:**
TUM main campus, building 0505, 1st floor, room 1546, access through entrance at crossing Luisen-/Theresienstr.

**Program Coordinator
INCOMING**

- *for all inquiries from prospective incoming exchange students regarding academic matters*

Ms. Zuzana ZECHOVSKA
Phone: +49 89 289 28185
incoming@mgt.tum.de




-  **Visitor Address Campus Heilbronn:**
TUM Campus Heilbronn, Bildungscampus 9, 74076 Heilbronn, room L.1.30

**Program Manager
International Office Campus Heilbronn**

- *for all inquiries from exchange students on Campus Heilbronn regarding academic matters*

Ms. Sabrina HUBER
Phone: +49 7131 264 18606
internationaloffice_hn@wi.tum.de



-  **Visitor Address Campus Straubing:**
TUM Campus Straubing, building 3502, 1st floor, room 1.010, Schulgasse 22, 94315 Straubing

**Program Manager
International Office Campus Straubing**

- *for all inquiries from exchange students on Campus Straubing regarding academic matters*

Ms. Olivia CHIA-LEESON
Phone: +49 9421 187 164
olivia.chia-leeson@tum.de



TUM Global & Alumni Office

Arcisstrasse 21, 80333 München / Germany

<https://www.international.tum.de/en/exchangestudents/general-information-for-international-students/>

**Program Manager - Student Mobility Incoming
TUMexchange & Departmental programs**

- *for all inquiries from partner institutions and exchange students regarding the nomination, application and enrolment process as well as other administrative questions*

Ms. Alicia DE MIER
Phone: +49 89 289 25158
deMier@zv.tum.de



Process for a study exchange at the TUM School of Management via the TUMexchange Program:

1. Before applying

Question regarding mobility options, nomination and application

→ TUM Global & Alumni Office

Questions regarding academic matters like study programs, courses, language, exams, credits, ...

→ TUM School of Management - International Office

2. Nominations

→ TUM Global & Alumni Office

3. Applications

→ TUM Global & Alumni Office

Questions regarding academic matters like study programs, courses, language, exams, credits, ...

→ TUM School of Management - International Office

4. **After admission**

Enrollment and administrative steps, accommodation, orientation weeks

→ *TUM Global & Alumni Office*

Questions regarding academic matters like study programs, courses, language, exams, credits, ...

→ TUM School of Management - International Office

5. **End of stay**

Administrative questions (e.g. de-registration, cancellation, extension, ...)

→ *TUM Global & Alumni Office*

Signatures, grades, Transcript of Records, ...

→ TUM School of Management - International Office