

HEALTH INSURANCE

- If you cannot find your **health insurance** in the list, select the point “I don’t know ...” and hand in your proof of insurance with the other documents.

GRADE ENTRY

- If you have not yet received your **final certificate** for university entrance qualification and have not entered your grades, there is little point in submitting the online application. Create an applicant account and prepare as much as you can, then you can enter the missing information quickly and send off the application. **(Please note: places are not assigned on a first come, first served basis, but on the basis of aptitude!)**

SUBMITTING THE APPLICATION

- Please check your details in the preview and scroll down to the bottom of the page. To submit your application, **confirm the following statement with a tick.**

“Click on **BACK** to correct incorrect entries. Click on **SEND** to submit your application electronically. After clicking on **SEND** it is no longer possible to correct your details!”

It is then possible to submit your application by clicking on **“SEND”!**

When you have submitted your application, your details can only be altered by the Enrollment Office. Please contact IT support by e-mail at it-support@tum.de

ONLINE APPLICATIONS TO TU MÜNCHEN

Important technical notes



We wish you all the best for your application to TU München!

We help you with all questions and problems: it-support@tum.de

GENERAL

If you have questions or problems relating to online applications, contact our IT support: it-support@tum.de (provide your last name, first name, detailed description of error, details of browser and operating system, applicant number).

Be sure to create no more than ONE applicant account! Creating additional accounts may mean that you are unable to submit an application.

APPLICANT ACCOUNT

- Create **one** applicant account at www.campus.tum.de. Use your private e-mail address as your user name, you have a free choice of password.
- As soon as you have created one account you will not be able to apply using another account. If you wish to apply for more than one course, please select the item „Applications - Create new application“ to submit additional applications.
- **If you already have a TUMonline user account** (e.g. because of a previous application to TU München or because you are working or studying at TUM), please do not create a new account but use the old one. If you have forgotten your access data, write to IT support at it-support@tum.de (giving your first name, last name and date of birth).

ERRONEOUS ENTRY? DON'T PANIC!

- **Please do not create a new applicant account.** If you have entered data incorrectly (e.g. name, e-mail address etc.) please report your error by e-mail to IT support: it-support@tum.de, giving your full name, applicant number and as detailed a description of the problem as possible, preferably with screenshots.
- If your application process is **interrupted** for whatever reason before you have been able to save it, you will have to start from the beginning again. It is not possible to continue with an existing application until it has been saved.
- If you wish to change the **photograph** for your application (as long as you have not yet sent off the application), you can upload a new one at the appropriate point in the application process. It is not necessary to save the new photograph. The existing photograph is replaced by the new one in the preview.
- If it is still not possible to **upload a new photo**, the Enrollment Office most likely already has a photograph of you (e.g. if you have already sent off your application or already hold a StudentCard with photo). In this event please send the new photo by e-mail to: it-support@tum.de.

PROBLEMS WITH UPLOADING AND DOWNLOADING DOCUMENTS

- If you are unable to **upload your own PDF files**, you can also send the documents to the Enrollment Office in paper form.
- Entries made directly in an **HTML field** in the online application may show incorrect characters when printed out. Please do not worry about this - it has no influence on your application.
- If you have any problems with **downloading the admission application**, please send a message to: it-support@tum.de. You will then receive the application by e-mail.

COURSES

- If you **cannot find a course**, the application deadline for this course has most probably passed or the application period has not started yet. For details of dates and deadlines see: http://portal.mytum.de/studium/bewerbung/bewerbung_inland