

The enrolment process at Technische Universität München



Technische Universität München

Dear applicant,

We are writing you to familiarize you with the enrolment process at Technische Universität München (TUM). If you have any further questions, please contact it-support@tum.de.

Thank you for your interest in studying at Technische Universität München – we wish you the best of luck with your application.

TUMonline

The enrolment process is supported by our Campus Management System TUMonline (<http://campus.tum.de>). If you would like to apply for a course of study, you must create an applicant account in this system. For further information on this point, please see: <http://portal.mytum.de/studium/onlinebewerbung>.

In order to create an account you require a valid e-mail address. Please note that we will handle all communication with you via this e-mail address. Once you have entered your personal details, an initial password will be sent to the e-mail address you have given us. This allows you to activate your applicant account and start the application process.

During the enrolment process, you can follow the current process status of your application. You will also find all the necessary application forms and notification messages there.

Online application

If you wish to study at the TUM you must apply from May 15th and no later than July 15th for a place on your chosen course of study (this deadline only applies to Bachelor's and Diploma courses). The application is submitted online via TUMonline. Please note that the deadline applies to the date of **receipt of the documents** by TU München.

Once you have activated your applicant account in TUMonline, you will automatically be directed to our electronic application assistant. This assistant takes you step-by-step through the process of entering all details required for the application. At the end of this process you will be provided with an overview of all the details you have entered, after which you click to send these details to TU München.

Documentary evidence must be provided for all details submitted, so please ensure you enter your details truthfully and accurately. If inaccuracies are discovered later, your admission and enrolment may be invalidated.

Application for more than one course of study

Your applicant account gives you the option to apply for several courses of study. Due to the fact that we have differing types of admission, it might well be that you are accepted more quickly for one course than for another (see <http://portal.mytum.de/studium/bewerbung/zulassungsarten>). In this event we recommend you secure your place at TU München and accept the first place you are offered. If you are accepted for another course at TU München later, it will be no problem for you to change.

Admission procedures

After the electronic receipt of your application, we start by checking you have fulfilled the formal entry requirements. Subsequent to this, many courses also have a selection process (aptitude test or local enrolment limitation). There are two different types of admission:

a. Direct admission

In certain cases we are able to decide on the basis of your application details whether or not you can be admitted to the course of your choice. If so, you will receive an offer of a place on the course by e-mail within a few days of submitting your application (sometimes it can take a little longer to process your application). You can accept the offer immediately through your applicant account (see "Accepting offers").

After accepting the offer, please print out the "Application for admission/enrolment" in your applicant account, **sign it** and send it to the following address along with the documents listed in the document checklist (also to be found in your applicant account).

Technische Universität München
Immatrikulationsamt
Arcisstraße 21
80333 München

b. Application for admission

In many cases it is not possible to make an immediate decision on acceptance. Here again we would ask you to print out the "Application for admission/enrolment" in your applicant account, **sign it** and send it in to us with the required documents to the above address.

Consult the document checklist at the end of the admission application to find out which documents we require from you.

Once your admission application has been received by mail, we verify that you satisfy the general requirements for university entrance and carry out the selection procedure. In this connection we may invite you to Munich (Garching/Weihenstephan) for a personal interview.

Once the admission process is complete, we notify you by e-mail whether we are able to offer you a place on your chosen course. If so, you can accept the place via your applicant account and then download the admission notification. If not, you will find a notification to this effect on your account.

Acceptance of a place on a course of study

Once you have been informed by e-mail of your admission to the course you have applied for, you should accept the place as soon as possible. **Please note:** In case of Numerus Clausus courses the limit is reduced to 10 days, after that the place will be given to other applicants. Use your applicant account to notify us of your acceptance.

If you have applied for more than one course, please note that you can only accept one place through your user account. If you are planning to enroll on two courses simultaneously or if you wish to change a selection you have already made, please contact the TU München Student Registration Office (Immatrikulationsamt).

Course fees

Transfer the sum of **542 EUR** (42 EUR if fee exemption has already been approved by TU) to the account shown below. In order to ensure that your payment is correctly attributed, you must take care to ensure that all the details shown below are included in the transfer note:

In Germany

Recipient	Technische Universität München
Bank	Bayerische Landesbank München BLZ: 700 500 00
Account number	390 11 903 15
Reason for payment ("Verwendungszweck")	Matriculation number, name, semester W11

From abroad

Recipient	Technische Universität München
Bank	Bayerische Landesbank München BLZ: 700 500 00
Account number	390 11 903 15
Reason for payment ("Verwendungszweck")	Matriculation number, name, semester W11
IBAN:	DE 45700500003901190315
BIC:	BYLADEMM

You will find your matriculation number on your notification of admission.

You can track the current status of your fee payments in your applicant account under the menu item "Application status".

Fee exemption: For information on this point, please see:

<http://portal.mytum.de/studium/studienfinanzierung/studienbeitraege/beitragsbefreiung>

Please note that the exemption application must be submitted to us according to the specified deadlines (WS 31.10./ SS 30.04.). Documents and certificates can be submitted at a later stage if necessary. Please turn in your application for fee exemption separately to the Beitragsmanagement.

Bayerisches Studienbeitragsdarlehen (student loan for the State of Bavaria): If you have difficulties in paying the course fees, you can apply for a student loan. For further details see:

http://portal.mytum.de/studium/studienfinanzierung/studienbeitraege/darlehen_en.

Loans are offered on the KfW website (Kreditanstalt für Wiederaufbau). Loan applications can be made for the winter semester 2011/12 on the KfW website:

http://www.kfw.de/kfw/en/Domestic_Promotion/Our_offers/Students_and_professionals.jsp

Before applying for a loan, please contact us – though not before you have been assigned a matriculation number: Beitragsmanagement@zv.tum.de.

Course papers

As soon as we are in full receipt of your documents and your payment, you will be enrolled on the course by the end of July and receive an e-mail with more information from us. You can then download your course papers directly from your applicant account at TUMonline. The course papers include an enrolment certificate, written confirmation for the MVV and Deutsche Bahn and a polling card.

StudentCard

The StudentCard, the student ID card of Technische Universität München, is a multifunctional chipcard (further details: http://portal.mytum.de/studium/formalia/studentcard_en/). It is credit-card sized and to produce one for you we require a current passport photo in digital format. You can upload a passport photo either during the application process or in your applicant account in the applications menu under "StudentCard Image Upload". As soon as your passport photo has been submitted and your enrolment has been finalized we will issue your StudentCard.

You can collect your StudentCard beginning of October at the information office of Technische Universität München (<http://portal.mytum.de/displayRoomMap?0140@0501>) on submission of a photo ID card or passport.

Any more questions? If so, please contact our Service-Desk (it-support@tum.de).