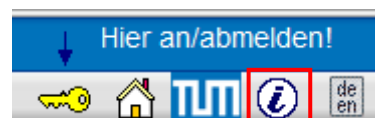


Technical notes on online applications

General

- If you have questions or problems relating to online applications, always contact our **IT support** by e-mail: it-support@tum.de. (Give your 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.
- For detailed information on application, admission and enrollment, see our information pages.
- We recommend you use **Mozilla, Mozilla Firefox or Netscape** as your browser. **Microsoft Internet Explorer is no longer supported by the system** so if you do use it, forms may be incorrectly displayed. Detailed information on system requirements are to be found by clicking on the **info symbol** at the top right of the TUMonline homepage.



Erroneous entry? Don't panic!

- **Please do not create a new applicant account.** Send an e-mail to it-support@tum.de giving your full name, applicant number and as precise a description of the problem as possible - screenshots are welcome.
- 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 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.

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.

Photo

- Please note if any problem occurs with the photograph: the photograph is **not a requirement for admission**, i.e. if it does not arrive in time or upload, this will not affect the success of your application.
- 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.
- The photograph will not appear in your summary as "OK" until it has been uploaded by you or a staff member at the Enrollment Office. It is better if you upload a photograph yourself. If you have sent in a paper photograph, it can take a while before it is scanned and uploaded.

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. Please find out about dates and deadlines on our websites dealing with application deadlines.

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 (e.g. high school leaving certificate) 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 as soon as you have it and submit the application. **(Please note: places are NOT assigned on a first come, first served basis but on the basis of suitability!)**

Application view

- If you wish to view your application once again or make changes **before submitting it**, select the link "Applications" in your TUMonline calling card and click on **Application number** (in blue letters).
- If you wish to view your application **when it has already been submitted** (it is no longer possible to make changes!), select the "Applications" link in your TUMonline calling card and click on the **"View"** link next to the application (to the far right).






[Mustermann, Mia](#)

My Applications

Applicant number:
2-00533410

Operation

[Enter new application](#)

	Application number	Degree Course	Intended degree	Type of admission
Wintersemester 2011/12				
	1-00094648	Biology	Master's program	Aptitude test
	1-00095290	Biochemistry	Master's program	Aptitude test
	1-00095809	Chemistry	Master's program	Aptitude test
Wintersemester 2010/11				
	1-00086872	Advanced Materials Science	Master's program	Manual admission
	1-00086876	Restoration, Art Technology and Preservation Science	Preparatory colleges	Manual admission

Submitting the application

- If you cannot click on the "**Send**" button, you must place a tick in the "Confirmation" box in check view, see below.
- Only applications which have been submitted can be processed by the Enrollment Office.
- If you do **not** wish to submit your application, click on the "Close" button. Your application will be saved and is available for later processing in your calling card under "Applications", see application view.

Confirmation

I hereby declare that the statements contained herein are true and complete, and herewith allow the TUM to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrolment at university.

Please, click on "**Back**" in order to correct faulty data. Please, click on "**Send**" in order to transmit your application. After clicking on "Send" no further correction of your data is possible any longer!

Back **Send** Close

Sending documents by post

After submitting your online application, please print out the **application for admission or enrollment** and send it in together with the **documents** specified in the document checklist for the winter semester by **July 15** of the given year and for the summer semester by **January 15** of the given year (these deadlines only apply to bachelor's, "Diplom" and "Staatsexamen" courses) For details of all other deadlines, please refer to the link "Application deadlines")

to Technische Universität München
Immatrikulationsamt
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D-80333 München
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