

Dear students,

We are looking forward to meeting you at TUM in summer term 2019!
Herein we want to give you important information about your time at TUM.

TUMonline (also see e-mail: „TUMonline access data for exchange at TUM in summer term 2019“)

TUMonline is the **central service portal for students** of TUM.

What is it for: administration of your TUM studies, registration for courses /exams, change of address, download of study documents and certificates.

Access: with your TUM e-mail address (see next point), which is available for all enrolled TUM students!
Please do not register or enter any personal data in TUMonline by yourself and do not fill out a new online application. When you log in and an online application appears, just cancel this step!

Enrollment, TUM e-mail address, proof of enrollment

What to do for enrollment: pay your fee, send proof of German national health insurance, upload a photo (see TUM admission letter).

Until when: latest by March 1st, 2019!

When and how do I know that I'm enrolled at TUM?

When: from mid-March – after TUM finalized the enrollment process for all exchange students.

How do I know it: you will receive an automatic e-mail from TUM IT-support.

→ **Note that this process will take a while so please be patient! Also if your friends have received their enrollment data already, wait until you get yours!**

When will I receive my TUM e-mail address and what is it for?

When: from mid-March

What is it for: register for courses and exams, receive important information, download documents.

What else do I need to do: Please do not forget to **forward your e-mails** from your TUM-account to your private e-mail account (or the other way around). The International Center sends mails only to your private e-mail address. TUM professors and the admission office send e-mails to your TUM e-mail address. Further information in this regard can be found [here](#).

Please never change your private e-mail address without informing us! You are registered with the e-mail address to which we are sending this e-mail about your stay at TUM.

You also have the possibility to terminate your enrollment upon your arrival in Germany

Please note: in this case, processing your enrollment will take around 2 more weeks. Only if everything is complete (payment, insurance, photo upload) you can get your TUM Student Card and your TUM e-mail address. Without a TUM e-mail address you CANNOT register for courses in any TUM portal! (see [“Courses, exams and your TUM department”](#)). Without a TUM Student Card, you CANNOT use the [semester ticket!](#)

Proof of enrollment (“Immatrikulationsbescheinigung”: proof that you are a TUM student)

- Wait for the e-mail that you are enrolled (from mid- March on)
- Log in on TUMonline with your access data - **please do not fill out a new online application on TUMonline, just cancel this step!**
- Download the **“proof of enrollment”** from your TUMonline account under “prints for students” (e.g. to apply for your residence permit, open a bank account, etc.).

TUM Student Card

Your **TUM Student Card** needs to be picked up:

When: April 1st, 2019 - April 18th, 2019 → Please respect these dates!*

Time: Monday - Thursday: 9 a.m. - 12 p.m. and 1 p.m. - 4 p.m., Friday: 9 a.m. - 12 p.m.

Where: [Room 0120](#), Arcisstrasse 21, Munich

What do I need to bring: Your passport / National ID Card

In addition to your Student Card, you will receive a **Welcome Package** containing a variety of information.

Please bear in mind that due to the information meeting on April 9th 2019 (see next point) you can only collect your Student Card from 9 a.m. - 12 a.m. on that day!

Note that April 19th – 22nd is the Easter break: offices and TUM are closed.

**(If you can only come later, you surely will also get your Student Card then. Please refrain from e-mails about the time of your arrival and just come to our office - room 0194 - after your arrival).*

Information meeting for your time at TUM and in Munich

When: Tuesday, April 9th, 2019

Time: 2 p.m. - 3 p.m.

Where: Room 2750, [Karl Max von Bauernfeind Hörsaal](#)

This meeting is organized by the Incoming Office of the TUM International Center. We will be available to answer any special individual questions after the meeting.

Additionally, many TUM departments offer their own information meetings to inform you about topics that are relevant for the department (e.g. courses, exams, etc.). In this case, your TUM department will inform you about the place and time. **Please attend both information meetings!**

Please bear in mind that due to this meeting you can only collect your Student Card from 9 a.m. - 12 a.m. on that day!

Orientation weeks

When: April 8th, 2019 – April 22nd, 2019

Program (will be updated in March): → [Program](#)

Contact: tumi@zv.tum.de (organized by TUMi, Mentoring program for exchange students)

During orientation weeks different activities will be offered to get to know TUM, Munich and other students. Participation is not obligatory, but recommended! You can take part in a single or multiple activities. Many activities are free of charge (e.g. campus tours), for others you need to pay a small amount (e.g. entry-, travelling fees).

TUM Semester dates

Summer term: April 1st, 2019 – September 30th, 2019

Lecture period: April 23rd, 2019 – July 27th, 2019

Exam period: depends on the respective TUM department, however usually lies between mid-July and the end of September 2019. **Earlier or extra exam dates for exchange students CANNOT be arranged!**

If you have questions regarding the courses and exam periods at TUM, please directly contact [TUM's International Affairs Delegates](#).

All dates and deadlines at TUM can be found [here](#).

Courses, exams and your TUM department

You will not be registered automatically for the courses you named in your learning agreement! In general you need to register by yourself via TUMonline or Moodle with your TUM e-mail address! Unfortunately, no guarantee can be given for courses in your learning agreement.

Without a TUM e-mail address you **CANNOT register for any course in the aforementioned TUM portal!** (see [“When and how do I know that I’m enrolled at TUM?”](#)).

Time and method to register for courses

This depends on your TUM department. In general:

How: via [TUMonline](#) or [Moodle](#)

When: from April on

Exceptions known by TUM IC

Mechanical Engineering: for courses offered by the TUM department of mechanical engineering, usually you just need to attend the first lecture without registration.

Medicine: you do not need to register by yourself. You will receive access data from your TUM department for their own portal called "[mediTUM](#)" where you can find your timetable.

You will get information concerning the method and time of registration from your TUM department if it differs from the previously mentioned information.

Location of your TUM department / Contacts in your TUM department

Munich: Electrical and Computer Engineering, Civil Geo and Environmental Engineering, Architecture, School of Management, Sport and Health Sciences, Medicine, School of Education, School of Governance

Garching: Mechanical Engineering, Chemistry, Physics, Informatics, Mathematics, Munich School of Engineering.

Freising: School of Life Sciences Weihenstephan

If you have **any questions about courses, course registration, examinations, signatures, location of courses**, etc. please always contact [TUM's International Affairs Delegates](#).

Contacts for students of Mechanical Engineering

- Signatures (for the Learning Agreement/study program, arrival, etc.): TUM departmental advisor
- Academic questions: chair responsible for the course (name see course description in TUMonline)
- Questions regarding results, transcripts, examinations: → "[Bachelor or Master Examination Board](#)"

Language courses

The [TUM Language Center](#) offers German and other language courses. **Unfortunately, no guarantee can be given for places in TUM German or other language courses!**

Registering for language courses

- First, you need to fill out a so-called placement test via Moodle.
- Afterwards, you can register for courses and exams via TUMonline or Moodle

Contacts, deadlines, information

- For summer term students: intensive German courses before semester starts cannot be offered.
- [German course offered during the semester](#)
- [Other languages](#)

Further language courses (not from TUM)

- [Online courses](#) (for Erasmus students only)
- [Online courses offered by the DAAD](#)

Semesterticket

Solidary fee for the semester ticket - basic-ticket (67,40€ - included in the fee of 129,40€)

Valid: between 6 p.m. and 6 a.m. on working days and the whole day on weekends and public holidays within the [entire MVV / MVG network](#).

How to use: if requested, present your valid TUM Student Card and your ID Card or passport.

Semester ticket upgrade - supplementary ticket ("IsarCard")

Costs: extra 195,70€ / semester. Buy at any [MVV/MVG office](#) / ticket machine in metro stations **in Munich**.

Valid: the whole day, seven days a week within the [entire MVV / MVG network](#)

How to use: if requested, present your valid Student Card, the "IsarCard", and your ID Card or passport.

The semester ticket is valid from **April to September** (for the time you are enrolled at TUM).

Important information: When buying the “IsarCard” (to buy only after your arrival in Munich!) you will receive a payment voucher. Please keep this voucher separate from your “IsarCard”! In case you lose your “IsarCard”, you will only receive a one-off replacement card if you can present this payment voucher! Further information will be given to you in our information meeting, in the Welcome Package, and [here](#).

Legal requirements / visa

1. Once you have found a room or apartment and moved in, you must [register at your local resident registration office](#) **within two weeks**.

2. If you need to apply for a **(temporary) residence permit** in Germany (see link below), you need to do so after your arrival in Germany.

All information (register, permit, if you need a visa) can be found here under “[Legal Requirements](#)”.

For all questions regarding **visa applications**, please contact [the German Embassy in your home country](#) (Unfortunately, to hastening the visa process from our side is generally not possible (nor if the Embassy gives you other information!))

Open a bank account

Since 2018 it is obligatory to show a tax-ID for opening a bank account.

- When coming to Germany, please bring with you your own tax-ID from your home country!
- **Where to find it?** See [here](#) or ask your home university / family.

You can also get a German tax-ID:

- Find a room in the city / environment of Munich.
- Register at your local resident registration office (see former point).
- Around 6-8 weeks later you will receive it via post.

Important: Be aware that 6-8 weeks are often too late for opening a bank account, as e.g. landlords, TUM sports (if taking part) need your bank data earlier. So it's better to use the one from your home country.

A summary: Your contacts at TUM

- Courses, examinations, Learning Agreement, all signatures: [TUM's International Affairs Delegates](#)
- Language courses: [TUM Language Center](#)
- Accommodation: Anna Kondratskaya (incoming_help@zv.tum.de)
- Visa: [the German Embassy in your home country](#)
- All other questions: until end of February: Dalma Alagha (alagha@zv.tum.de)

From 1st of March: incoming@zv.tum.de

These aforementioned points and other information like **sports at TUM**, **opening a bank account**, etc. can also be found here → “[Useful Information about living in Munich](#)”

We are looking forward to meeting you soon at TUM!

Best Regards,
Your Incoming Office team

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