

NEXT STEPS FOR ENROLLMENT AT TUM – WHAT AND WHEN TO DO?

IMPORTANT

Please do not forget any step! We know that our deadline is far. But our experience has shown that many students forget to complete the enrollment if not doing it right now! And to do it too late (what is possible – see TUM admission letter) will lead to a late enrollment only from mid of October (you cannot register for courses, will not get the TUM Student Card, cannot buy the semester ticket and will only be an official TUM student by that date)! This is why the best is to complete all right now!

Further information e-mails about TUM portals, semester ticket, TUM Student Card,... will be sent in August / September.

ACCOUNT IN TUMONLINE

As soon as you received access-data for TUMonline please log-in and change the password to your own one.

When you log-in TUMonline, in most cases a new online application form appears. Please DO NOT fill out this online application in TUMonline! DO NOT enter any personal data! Please ignore / cancel this step!

ENROLLMENT: DEADLINE → PHOTO – FEE - CONFIRMATION OF HEALTH INSURANCE

All steps (**transfer of money, confirmation of your German national insurance and photo upload**) need to be done **latest by September 1, 2021!** (If you cannot meet this deadline please read the e-mail sent with your TUM admission letter again or at the beginning of this pdf, where you can find further information about this case).

Hold on this deadline of TUM Global & Alumni office! You can find other deadlines in TUMonline, but for enrollment the deadlines mentioned in TUMonline are not for exchange students!

Arrange your health insurance

Please see here under “Obtain health insurance”:

<https://www.international.tum.de/en/exchangestudents/general-information-for-international-students/informationen-fuer-internationale-austauschstudierende/preparing-your-stay/#c7183>

For the following points please note: if you need to present an insurance:

- **Travel insurances are not accepted!**
- In Germany, there are private and national insurance companies. Take care of it and ask the company you will contact, as TUM needs the confirmation of a NATIONAL one (“Gesetzliche”).
- **Important:** *Some insurance companies (e.g.) AOK send it to you only **via ordinary post**. This could **last 2-3 weeks**, until you get it! Please take it into account when contacting the German national insurance company! If necessary, choose another company who still send it to you via e-mail (you need to find out by yourself, as, unfortunately, we do not have the updated information which company delivers confirmation on which way).*

➤ Do you have a European insurance card (EHIC card) or similar?

What is EHIC? → It is an insurance with which you are insured within Europe.

Normally all Europe students have it. If you are not sure about it, as you never used it before, asked your family / parents. They often know about it. It is a blue card with your personal data and a validation date. Make sure that the card is valid during your time in Germany.

(1) Make a copy of your insurance card.

(2) Scan it and send it via e-mail to one of the social state insurers you can find e.g. on our homepage (AOK, TK, Barmer, etc. For some you need to use a form which can also be found on our website. If using it and you have no German address so far, just write: “Not known yet”).

E-mail addresses of insurance companies see under the mentioned link “Addresses of German health insurance companies”.

- (3) The insurance company will check the copy of your insurance card.
- (4) If all is fine and accepted for enrollment at the university, the insurance company will send you a confirmation of release (called "Versicherungsbescheinigung"); you do not need to pay for it!
Again: Some insurance companies (e.g.) AOK only send it to you only via ordinary post (see above).
- (5) Check your name and birthday, so that all is correct! If something is wrong, ask the insurance company for a new confirmation.
- (6) Following please forward this confirmation ("Versicherungsbescheinigung") **by mentioning your name and registration number ("Matrikelnummer")** to ptassek@zv.tum.de
- (7) Make sure that the confirmation is **NOT password protected** and send it in a way we can open it without password.
- (8) You will get an e-mail confirming that we received your insurance confirmation (in case something should be wrong, we will also contact you!).

➤ Do you will be insured in Germany by another insurance?

- (1) Make a copy of your own insurance policy and send it to one of the German national insurance companies (see link above).
Note that normally only European health insurance cards (EHIC, see first point) are accepted to receive a confirmation of release!
Now follow step (2) – (8) of prior description.

➤ You still do not have an insurance for Germany and want to buy one?

Please see "Obtain health insurance" / "Students who are not insured in their home country"
<https://www.international.tum.de/en/exchangestudents/general-information-for-international-students/informationen-fuer-internationale-austauschstudierende/preparing-your-stay/#c7183>

Contact e.g. one of the insurance companies mentioned on our homepage (or another one, but it must be a national one, no private German insurance company!) and make a contract with them.
After you received the "Versicherungsbescheinigung" please follow step (5) – (8) of prior description.

➤ Do you have reached the age of 30 latest at start of TUM semester?

In this case you are not obliged to have health insurance for enrollment at TUM!

However, pursuant to the Aliens' law you have to be insured during your time in Germany, i.e. you must obtain private insurance. There are special regulations for several EU countries. In the case of any queries in this regard, it may be best to contact one of the statutory insurance companies.

Upload a photo

Any kind of passport photo can be uploaded in TUMonline:

- ➔ No official passport photo is necessary
- ➔ Your face need to be visible as main part (look into the camera).
- ➔ No free-time / fun photo (as it will be printed on your TUM Student Card)

Transfer the fee of 144,40€

(bank data see your TUM admission letter)

- **Registration number ("Matrikelnummer"):**
Find it in TUMonline under „Student Files“ / „Registration no.“ as well as under: „Tuition Fees“/ „Money Transferal“ / „Purpose“. (see e-mail about access data for TUMonline) or within the e-mail you just received ("Your TUM registration number ("Matrikelnummer")).
- **Amount for TUM: 144,40€**
Be sure that TUM receives the whole amount. Often there are charges which cannot be judged by TUM. Your home bank needs to inform you about it. If you are unsure you could transfer a much higher amount, as you would get back the difference when you are at TUM if it is higher than 5€.
Visa Card, Western Union, checks, etc. are not accepted for this payment, just a bank transfer!
It can last up to 2 weeks until TUM received and proceeded with your amount. Please consider this when transferring the amount to meet the deadline of September 1!

After you transferred the amount please **e-mail the transfer voucher (confirmation that you paid) by mentioning your name and registration number ("Matrikelnummer")** to ptassek@zv.tum.de