



## Partner Information Form

For Prospective Incoming Students

<b>Address</b>	Technische Universität München TUM School of Management International Office Arcisstrasse 21 80333 München Germany
<b>Dean</b>	Professor Dr. Gunther Friedl
<b>Vice Dean of International Affairs</b>	Professor Dr. Rainer Kolisch
<b>Student Exchange Coordinator (outgoing)</b>	Ms. Ute Helfers
<b>Student Exchange Coordinator (incoming)</b>	Ms. Manuela Sato
<b>Internet Address</b>	<a href="http://www.tum.de">http://www.tum.de</a> <a href="http://www.wi.tum.de">http://www.wi.tum.de</a> <a href="http://www.wi.tum.de/international">http://www.wi.tum.de/international</a>
<b>Erasmus Code</b>	D MUNCHEN02

## Application Deadline

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<b>Deadline for Applications</b>	Winter Semester (or for entire year at TUM): 15 <sup>th</sup> of May Summer Semester: 31 <sup>st</sup> of October
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## Application Procedure

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<b>Prospective Incoming Students</b>	<p>The partner university selects students for the exchange program and nominates them for the exchange semester stay via the web-based platform "moveonnet" (=eNomination). After an acknowledgement-email from TUM, the International Office of the home university sends the application documents to TUM. Application should include the following documents:</p> <ol style="list-style-type: none"> <li>1. Online application: <a href="http://moveonline.zv.tum.de/move/moveonline/incoming/welcome.php">http://moveonline.zv.tum.de/move/moveonline/incoming/welcome.php</a> printed and signed by applicant and bearing a stamp and signature from the International Office of the partner university.</li> <li>2. One page letter of motivation (either in German or English)</li> <li>3. Curriculum Vitae (either in German or English)</li> <li>4. Study Program (signed and stamped by a departmental coordinator)</li> <li>5. An official transcript of records</li> <li>6. 1 Passport photo (no scanned photo)</li> <li>7. Language certificate (confirmation) for English and/or German (B2 CEF). This confirmation can be issued by the home university or a language school.</li> </ol>
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The application documents need to be sent by ordinary post / courier (please do not fax or email it !!!) by the home university to the following address :

Technische Universität München  
International Center (incoming)  
Arcisstr. 21  
80333 München  
Germany

<b>Information for</b>	Please fill in the respective sections of the learning agreement as follows:
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**ERASMUS+ learning agreements****The Receiving Institution**

Name: TU Muenchen

Faculty: School of Management

Erasmus code: D MUNCHEN 02

Department: --

Address: Arcisstr. 21, 80333 Muenchen

Country: Germany

Contact person name: Manuela SATO

e-mail/phone: [abroad@wi.tum.de](mailto:abroad@wi.tum.de), +498928925080**Responsible person in the receiving institution**

Name: Manuela SATO

Function: Student Exchange Coordinator (incoming)

Phone number: +498928925080

E-mail: [abroad@wi.tum.de](mailto:abroad@wi.tum.de)

## Academic Information

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<b>Semester Dates</b>	Winter Semester 2015/16:	01 October 2015 – 31 March 2016 Lecture Period: 12 October 2015 – 06 February 2016 Exam Period: 08 February 2016 – 05 March 2016
	Summer Semester 2016:	01 April 2016 – 30 September 2016 Lecture Period: 11 April 2016 – 16 July 2016 Exam Period: 18 July 2016 – 13 August 2016

For specific dates please see:

<http://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/>**Course Catalogue** <http://www.wi.tum.de/international/incoming-exchange-students/#c1499>**Language Proficiency** Depending on the courses applicants intend to follow at the TUM School of Management, they are required to give proof of a B2 level command (or equivalent) in English and/or German. We recommend all students to gain some basic German language knowledge prior to their studies at the TUM for daily life in Munich. (Intensive) German language courses are offered by the TUM Language Center during and prior to the lecture period. For details please look at: <http://www.sprachenzentrum.tum.de/>.**Semester Workload** 15-20 ECTS Credits suggested (workload per semester for German Students: 30 ECTS)**Academic Transcript** Transcripts of Records will be issued by the TUM SOM International Office only on request. More detailed information will be sent to the students at the end of the exchange period via e-mail.

## Accommodation

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**Accommodation** The application at the TUM School of Management does not include an offer for a room in a dormitory. Students have to find a room themselves on the private market with the list of advice on finding accommodation: <http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/#c3274>  
<http://www.wi.tum.de/international/incoming-exchange-students/#c522>

## Mentoring Program

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**Mentoring Program** The TUM School of Management provides a German student mentor for every incoming exchange student. The mentor will assist the exchange student in all regards of studying and living in Munich. The contact between the incoming student and his mentor will be established prior to the arrival in Germany. Furthermore, the TUM School of Management organizes regulars' tables and excursions for incoming and local students.

## Orientation Program

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**Orientation Program** TUMi, the mentoring program of the whole TUM, provides an orientation program. The program starts 2 weeks before classes begin each semester. For more information please see: <http://www.international.tum.de/willkommen-an-der->



[tum/internationale-austauschstudierende/tuminternational/orientierungswochen/](http://tum/internationale-austauschstudierende/tuminternational/orientierungswochen/)

## Estimated Costs of Living (in €)

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<b>Student Dormitories:</b>	280 € – 350 €
<b>Private Apartments:</b>	300 € – 600 €
<b>Food/meals:</b>	300 € per month
	Semester Ticket: 146.50 € per semester (optional)
<b>Public transportation:</b>	Solidarity Fee: 59 € per semester (compulsory)
<b>Academic expenses:</b>	Approx. 40 € per month
<b>Personal expenses:</b>	150 € per month (according to individual needs) (telephone, clothes, leisure time, etc.)
<b>Health Insurance:</b>	76-78 € per month
<b>Student Union Fee:</b>	52 € per semester (compulsory)

## Visa Requirements/Residence Permit Application

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### Entry Regulations

All applicants from Non-EU nations need a visa to study in Germany. In order to get a visa, the students must apply for one at the embassy or consulate of the Federal Republic of Germany in their home country at least 2 months ahead of time. To travel to Germany on a tourist visa is not recommended, since it cannot be changed to a student visa. Students that are in Germany on a tourist visa are not entitled to study there. Students from the United States, Australia, Canada, New Zealand, Japan, the Republic of Korea, Israel as well as Switzerland who are allowed to enter Germany without a visa have to fill out a residence permit application after their arrival in Germany. This can be obtained at the local Registration Authority for International Residents.

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/entry-regulations/>

## Health Insurance

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Health insurance is compulsory in Germany. Student cannot register at TUM without proof of German national insurance. To ensure that coverage is sufficient to meet German national standards, it is recommended that students purchase an in-country medical insurance plan. Travel insurances are not accepted.

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/>

## Banking

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It is highly advisable to open a bank account in Germany. German banks offer accounts free of charge for students. Debit cards from German banks are accepted throughout Europe.

In Munich all major credit cards are accepted. However, not all stores take credit cards; in some shops the customer is obligated to pay with cash. In smaller cities and towns outside of Munich credit cards are not widely accepted.

## Access to the TUM School of Management

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|------------------------------------|---|
| <b>from Munich Airport</b>         | <ul style="list-style-type: none"><li>• Suburban train S1 bound for "Ostbahnhof" to „Feldmoching“, change to metro U2 bound for “Messestadt Ost”, get off at “Theresienstraße” (approx. 1 hour)</li><li>• Suburban train S8 bound for “Herrsching” to “Hauptbahnhof (Munich Central Station)”, change to metro U2 bound for “Feldmoching”, get off at Theresienstraße” (approx. 1 hour)</li></ul> |
| <b>from Munich Central Station</b> | <ul style="list-style-type: none"><li>• Metro U2 bound for “Feldmoching”, get off at Theresienstraße” (approx. 3 minutes)</li><li>• Bus 100 bound for “Ostbahnhof”, get off at “Technische Universität” (approx. 5 minutes)</li></ul>   |



## Contact Details

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### TUM School of Management - International Office

Arcisstrasse 21, 80333 München / Germany, Fax: +49 89 289-25070

**Visitor Address:** TUM main campus, building 0505, 1<sup>st</sup> floor, room no. 1547, access through entrance at crossing Luisenstrasse/Theresienstrasse

#### Student Exchange Coordinator (outgoing)

- *for all inquiries from European and non-Asian universities*

Ms Ute HELFERS  
Phone: +49 89 289-25083  
[ute.helfers@wi.tum.de](mailto:ute.helfers@wi.tum.de)  
[abroad@wi.tum.de](mailto:abroad@wi.tum.de)

#### Student Exchange Coordinator (incoming)

- *for questions from Asian universities and from all prospective incoming exchange students*

Ms Manuela SATO  
Phone: +49 89 289-25080  
[manuela.sato@wi.tum.de](mailto:manuela.sato@wi.tum.de)  
[abroad@wi.tum.de](mailto:abroad@wi.tum.de)

### TUM International Center

Arcisstrasse 21, 80333 München / Germany, Fax: +49 89 289-25474

**Visitor Address:** TUM main campus, building 0501, ground floor, room no. 0194, access through TUM main entrance

#### Welcome Office for incoming students

- *Accompanying the application procedure*

Ms Petra RITTER & Ms Dörte PTASSEK & Ms Dalma ALAGHA  
TUM International Center  
Phone: +49 89 289-25017 / -23260  
[incoming@zv.tum.de](mailto:incoming@zv.tum.de)