

HOW TO ENROLL AT TUM

Infosession For Prospective TUM Students

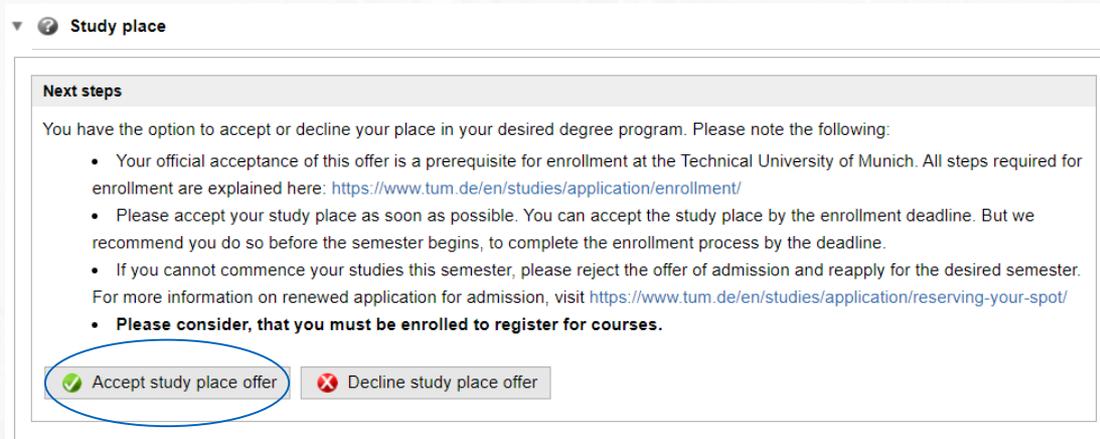
TUMonline Enrollment Steps

- Accept Your Spot in TUMonline
- Complete your data and upload your documents for enrollment
- Pay the semester fee
- Mail in enrollment documents to TUM
- + Ask health insurance for digital notification



Accepting Your Study Place in TUMonline

- Accepting your spot starts the enrollment process
- You can simply accept or decline your spot (= the admission offer) online in your [application status](#):



▼ ⓘ Study place

Next steps

You have the option to accept or decline your place in your desired degree program. Please note the following:

- Your official acceptance of this offer is a prerequisite for enrollment at the Technical University of Munich. All steps required for enrollment are explained here: <https://www.tum.de/en/studies/application/enrollment/>
- Please accept your study place as soon as possible. You can accept the study place by the enrollment deadline. But we recommend you do so before the semester begins, to complete the enrollment process by the deadline.
- If you cannot commence your studies this semester, please reject the offer of admission and reapply for the desired semester. For more information on renewed application for admission, visit <https://www.tum.de/en/studies/application/reserving-your-spot/>
- **Please consider, that you must be enrolled to register for courses.**

Accept study place offer Decline study place offer

Accepting Your Study Place in TUMonline

Until when can you accept the study place?

- As soon as possible
- Legal deadline: 5 weeks after the lectures start (17. November 2023)
- Our recommendation: no later than **01. October 2023**

Accepting the spot unlocks the „Add Data“ dialogue

- „Add data“ to submit the documents for enrollment

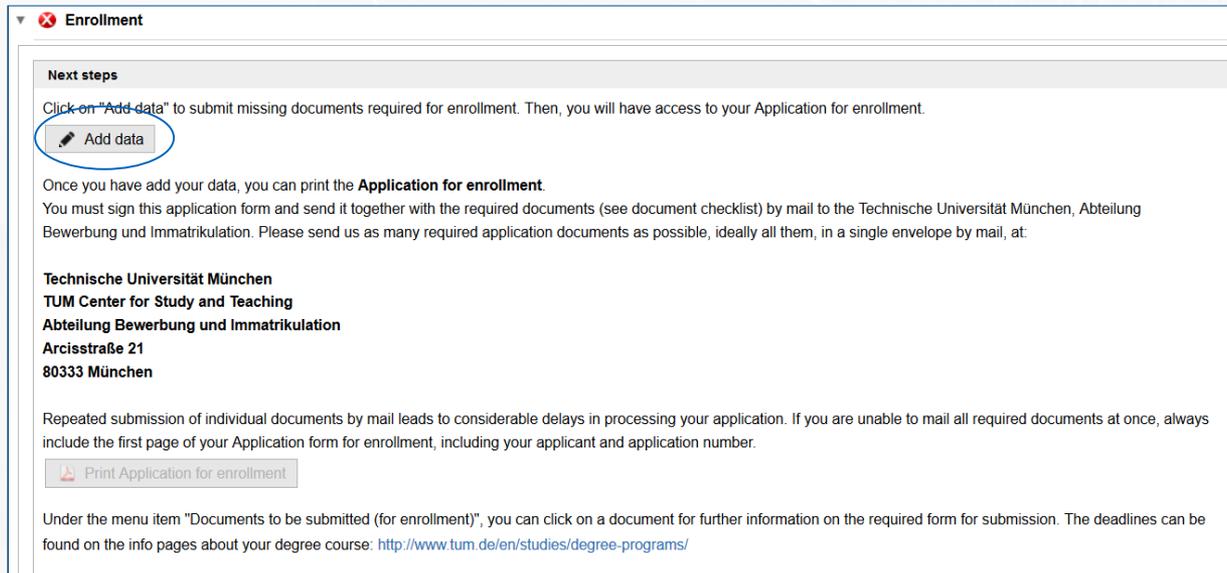
Important:

You still have to perform other steps after this step

- Please allow yourself sufficient **time** to complete all the steps afterwards

Complete Your Data and Upload Your Documents I

Click on „Add Data“ to upload your enrollment documents:



Enrollment

Next steps

Click on "Add data" to submit missing documents required for enrollment. Then, you will have access to your Application for enrollment.

Add data

Once you have add your data, you can print the **Application for enrollment**. You must sign this application form and send it together with the required documents (see document checklist) by mail to the Technische Universität München, Abteilung Bewerbung und Immatrikulation. Please send us as many required application documents as possible, ideally all them, in a single envelope by mail, at:

Technische Universität München
TUM Center for Study and Teaching
Abteilung Bewerbung und Immatrikulation
Arcisstraße 21
80333 München

Repeated submission of individual documents by mail leads to considerable delays in processing your application. If you are unable to mail all required documents at once, always include the first page of your Application form for enrollment, including your applicant and application number.

Print Application for enrollment

Under the menu item "Documents to be submitted (for enrollment)", you can click on a document for further information on the required form for submission. The deadlines can be found on the info pages about your degree course: <http://www.tum.de/en/studies/degree-programs/>

Complete Your Data and Upload Your Documents II

Please upload a passport style picture for your student ID

Other documents may be requested depending on your previous studies – please see the list of the required documents in your TUMonline application

Health Insurance (Only Under 30 Years of Age)

You are insured
by a German
public health
insurance
company

You are insured
by a private
health insurance
company in
Germany

You are insured
in your home
country and the
insurance is
accepted in
Germany

You are not
insured or are
unsure

Health Insurance: Digital Notification Process

You are insured
by a German
public health
insurance
company

Enter your details in TUMonline (Company name, health insurance number)

Please contact the German public health insurance company
(e.g. AOK, TK) for a **digital notification**

Ask them to submit a digital notification of your insurance status to TUM
(TUM recipient number: H0001558)

No certificates are required – only the digital notification

Health Insurance: Digital Notification Process

You are insured
by a private
health insurance
company
in Germany

Select in TUMonline that you are privately insured in Germany

Please contact a German public health insurance company
(e.g. AOK, TK) for a **digital notification**

They will check your private health insurance (whether valid for studies in Germany)
and send a digital notification to TUM that you are exempt from
the insurance obligation

Health Insurance: Digital Notification Process

You are insured
in your home
country and the
insurance is
accepted in
Germany

For both EU/non-EU insurance (Turkey, Switzerland, Tunisia, et. al.)

Please contact a German public health insurance company
(e.g. AOK, TK) for a **digital notification**

They will check your foreign health insurance (whether valid for studies in Germany) and send a digital notification to TUM that you are exempt from the insurance obligation

Health Insurance: Enrollment Suspensions

- **Suspension („Rückmeldesperre“)** in your TUMonline account until a digital notification has been received
→ You are not able to enroll until your health insurance has been checked
- The digital notification from German health insurance provider is received at TUM and **processed within 1 week**
- No health insurance certificate is required by TUM

The suspension will be lifted when the digital notification of your health insurance is processed

A correct digital notification is the only way to lift the suspension (no emails or calls required)

In case of errors in input from your side: **The digital notification overwrites the data entered**

Generate and Print the Application Form

Finishing „Add Data“ generates the „Application for enrollment“ PDF form.

- If you skip some uploads in „Add Data“ and generate the form, you can still upload the documents later on
- You can now download, print and sign the application for enrollment

Next steps

Once you have add your data, you can print the **Application for enrollment**.

You must sign this application form and send it together with the required documents (see document checklist) by mail to the Technische Universität München, Abteilung Bewerbung und Immatrikulation. Please send us as many required application documents as possible, ideally all them, in a single envelope by mail, at:

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Arcisstraße 21
80333 München

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 [Print Application for enrollment](#)

Under the menu item "Documents to be submitted (for enrollment)", you can click on a document for further information on the required form for submission. The deadlines can be found on the info pages about your degree course: <http://www.tum.de/en/studies/degree-programs/>

Please transfer semester fees by the deadline. Details can be found by following the link: [Semester fees](#). For degree programs with restricted admission (B.Sc. Health Sciences and B.Sc. Life Sciences Nutrition) other deadlines apply. Only for these two degree programs, the semester fee has to be received by TUM within 14 days after you receive the admission letter.

You will be enrolled at TUM after all documents (see list of documents) have been entered in TUMonline as received and correct, you have been admitted and accepted the offer of admission, and you have transferred the semester fees.

Send in Your Documents by Post

Please print out and sign the „application for enrollment“ form

- Important: In this step, digital signatures are not permitted by Bavarian law. It needs to be a **„wet“ signature**
- The mailing address is printed on the first page of the form (use a windowed envelope)
- Mailed documents are only checked if the application for enrollment form has been received

Send in Your Documents by Post

Which documents do you need to mail in as hardcopy documents?

Enrollment for bachelor's degrees:

The TUMonline system shows you a list of documents you need to mail in:

„**Higher education entrance qualification**“ = your school diploma and other documents you uploaded to uni-assist

They have to be submitted as **notarized / certified copies**:

<https://www.tum.de/en/studies/application/application-info-portal/notarization>

Send in Your Documents by Post

Which documents do you need to mail in as hardcopy documents?

Enrollment for master's degrees:

The TUMonline system shows you a list of documents you need to mail in:

- Bachelor's degree certificate or final grade transcript (**notarized copy**)
- Bachelor's degree diploma (**notarized copy**)
- OR: Provisional bachelor's degree certificate (**notarized copy**, 1 semester provisional enrollment only)

Paying the Semester Fees

The payment deadline and details on the amount of the fee can be found in your [TUMonline account](#)

- You can also find the bank details and fee info here: <https://www.tum.de/en/studies/fees-and-financial-aid/>

Please transfer the semester fee to the following account:

Payment recipient:	Technische Universitaet Muenchen (TUM)
Address of the Payment recipient:	Arcisstrasse 21, 80333 Muenchen
Bank:	Bayerische Landesbank Muenchen / BLZ 700 500 00
Bank address:	Brienner Strasse 18, 80333 München
Bank account number:	390 11 903 15
BIC:	BYLADEMMXXX
IBAN:	DE 45700500003901190315
Purpose of payment:	Student number, Name, Semester (23S)

Paying the Semester Fees

Important info about the semester fee payment:

- The payment may be made via **bank transfer** (no credit cards) by any bank account
(please inquire at your bank if any extra fee is charged if transferring from abroad)
- Please use the correct reason for payment: *Matriculation number, last name, semester (SuSe23)*
- Processing a payment takes 1 week after you have transferred the money
- Please contact us only if **more than 1 week** has passed after your bank transfer

TUM Student Card



Payment function (chip payment): Use at vending machines and Mensa cafeterias of [Studierendenwerk](#)

Public transport: You can purchase the discounted [Deutschlandticket](#) (29 Euro/month)

Access and ID: For all TUM libraries, StudiTUM houses, and identification at exams (+ valid ID/passport)

Receiving your TUM Student Card

The Student Card is sent automatically to your German postal address after you have been enrolled

- The card can only be sent to a **postal address within Germany** (your correspondence address in TUMonline)
- You can use a friend's or family address with the "c/o" = "care of" option
- The card should be mailed out before the semester begins, please only contact us about student card if you have not received your student card after this date

In case of loss, theft, or defect, you can get a new card at the Service Desk of Admissions and Enrollment department (Mondays, Wednesdays and Fridays, 9:00 – 12:00)

Register for Courses and Exams

Course registration (and exam registration):

- Possible in TUMonline – you need to register for each course AND each exam
- Please watch the YouTube tutorial: https://www.youtube.com/watch?v=sk_2CCTEHjQ
- For more details, you can ask your departmental student advisor / course coordinator

Important: Without the full enrollment status, you cannot register for any course or exam

Contacts

Website
www.tum.de

Student Information
Phone
+49 89 289 222 45

Email
studium@tum.de

Departmental Student Advisors
<https://www.tum.de/en/studies/degree-programs/>



THANK YOU FOR YOUR ATTENTION