INFOSESSION

How to Apply for a Master’s Degree Program at TUM
Event Overview

• Presentation
  1. Where to find key information on the TUM homepage
  2. How to find information about eligibility
  3. Language certificate requirements
  4. The VPD application process at uni-assist
  5. The TUMonline application portal
  6. Aptitude assessment
  7. Tuition fees, waivers and exemptions

• Questions and Answers
• After the presentation, we will try to answer your questions in the Q and A tool in Zoom
• Please wait until the presentation ends to send us your questions
• Please keep the questions as short as possible, no questions related to a specific application / no application numbers or other personal details
• This presentation will also be available to download
Where to find key info on the TUM homepage

https://www.tum.de/en/studies/degree-programs

• Application deadlines
• Language of instruction
• Binding regulations (FPSO/"Satzung"): contains admission criteria and credit requirements
• Application and admission (required documents, application period)
• Tution fees for international students
• Departmental Student Advisor
• Course Homepage
1. Do I qualify for graduate studies in Germany?
   • [https://anabin.de](https://anabin.de) (official government database)

2. What are the requirements for my degree program?
   • Visit Course Homepage
   • Read Academic and Examination Regulations (“FPSO”)
   • Contact Departmental Student Advisors
### Language Proficiency Requirements

<table>
<thead>
<tr>
<th>German:</th>
<th>English:</th>
</tr>
</thead>
<tbody>
<tr>
<td>German language certificate or previous German language degree</td>
<td>English language certificate or previous English language degree</td>
</tr>
</tbody>
</table>

**Mandatory Bilingual:** Both German AND English certificates are required

**Optionally Bilingual:** German OR English certificate is required. Applicants choose a language track

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Some degree programs have their own specific requirements – check details in the degree program database: [https://www.tum.de/en/studies/degree-programs](https://www.tum.de/en/studies/degree-programs)
Language Certificates

- Requirement for admission (no conditional admission possible)
- Upload in your online application before the application deadline
- Alternative proof of language proficiency (e.g. previous English/German degree, ECTS credits)
- Academic and Examination Regulations/Course Homepage
- List of accepted language certificates (e.g. TOEFL, IELTS/Goethe, Test DaF) available online:
  https://www.tum.de/en/studies/application/university-admission/languagecertificates/
Required if you obtained the qualification for graduate studies outside the EU/EEA/Switzerland

Preliminary Review Documentation ("Vorprüfungsdokumentation")

Converts your credits and grades to the ECTS system

Applying for VPD from uni-assist is a separate step in the application process

If you do not have your bachelor’s certificate at the time of application, use your transcript of records.

For details please read our info page: https://www.tum.de/en/studies/application/uni-assist/
How to Apply for VPD at Uni-assist

1. Apply online on uni-assist website
2. Upload documents (no hard copies required)
3. Pay the application fee to uni-assist

Uni-assist needs 4-6 weeks to issue a VPD, please apply in time

- You can apply before/during TUM application period (select any semester)
- VPD is valid for 3 years and can be re-used to apply again at TUM (even for another master’s degree program)
How to Submit a VPD in TUM Application

1. Upload your VPD in your TUM application
2. OR Upload a form confirming that you have applied for a VPD
3. You get a new extended deadline from TUM (status “incorrect”)
4. Upload your final VPD as soon as you get it (max. 6 weeks after deadline)
TUMonline Application

Register in TUMonline portal
https://campus.tum.de/
(one account for each user)

Application only possible during the application period
Please check if TUM Test required (MSPE, MSNB, a few others)

Upload documents until the application deadline
(one file only for each document)

Uploaded documents are checked automatically

Personalized list of required documents generated

If status is “incorrect”, you can upload a new document until the deadline

Mistakes in your application will only be corrected after the admission office has checked your documents
TUMonline Application – Suggestions and Hints

Apply as early as possible (VPD and TUMonline)
- You will get a list of required documents and have time to prepare them. Earlier applications are generally processed faster.
- You will have more time to replace incorrect documents.

Upload all documents and check them carefully
- Incomplete applications will not be considered at all
- Already accepted documents cannot be replaced (essay etc.)
- You can still upload missing documents until the deadline

TUMonline instructions
- Please read the instructions and notes in the online application
- https://www.tum.de/en/studies/application/online-application/application-status/

If you have questions
- TUM Student Information
  studium@tum.de
- Phone +49 89 289 22245

Student Information Team | TUM Center for Study and Teaching | March 2024
Aptitude Assessment

<table>
<thead>
<tr>
<th>STAGE 1</th>
<th>Amount of points accumulated from:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Bachelor’s degree (GPA and credits)</td>
</tr>
<tr>
<td></td>
<td>• Required documents submitted in application</td>
</tr>
<tr>
<td></td>
<td>• (Essay, Curricular Analysis, Portfolio, etc.)</td>
</tr>
<tr>
<td></td>
<td>• TUM test (for MSPE, MSNB, some degree programs)</td>
</tr>
<tr>
<td></td>
<td>Direct admission/rejection</td>
</tr>
<tr>
<td></td>
<td>or invitation to stage 2 (interview or test)</td>
</tr>
<tr>
<td>STAGE 2</td>
<td>Stage 2 (interview/written test/essay)</td>
</tr>
</tbody>
</table>

For details refer to the degree program database and the homepage of your department
https://www.tum.de/studium/bewerbung/infoportal-bewerbung/arten-der-zulassung
Approximate Processing Times – Formal Requirements

- **VPD processing time at uni-assist**: 3-6 weeks after complete document upload

- **Application processing time at TUM admissions office**: 3-4 weeks (March-April) or 4-6 weeks (May) after complete document upload in TUMonline

- Your application will be complete only after all the required documents including the final VPD have been uploaded

Incomplete applications are not processed at all – they will not be considered

Please make sure to upload all mandatory documents
Approximate Processing Times – Aptitude Assessment

**Aptitude assessment (stage 1) processing time:**
6-12 weeks (depending on degree program and date of application)

**Invitation to stage 2 (test/interview):**
Invitation sent out by the School/department responsible (about 2 weeks in advance)

**Please note:**
Processing times for late applications (last week of May) always take much longer. Please apply as early as possible!

**Please avoid sending status request e-mails during the processing time**
## Tuition Fees

<table>
<thead>
<tr>
<th>Who pays tuition fees</th>
<th>Exempt nationalities</th>
<th>Exempt groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>• International students with a non-EU/EEAnationality in a bachelor's or master's degree</td>
<td>• Citizens of member states of the EU + Iceland, Liechtenstein, Norway</td>
<td>• Non-EU students with a <strong>German school</strong> or <strong>bachelor’s degree</strong> (completed)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Students with an „<strong>established domestic connection to Germany</strong>“ (required 5+ years residency and employment)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Students with <strong>officially recognized disabilities</strong> (official medical proof required)</td>
</tr>
</tbody>
</table>
### Fee structure

Master’s degree programs are categorized in two fee categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee per Semester</th>
<th>Total Cost for 4 Semesters (Regular Duration)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category 1:</td>
<td>4,000€/semester</td>
<td>16,000€</td>
</tr>
<tr>
<td>Category 2:</td>
<td>6,000€/semester</td>
<td>24,000€</td>
</tr>
</tbody>
</table>

The semester fee (in Munich area currently 85€) also has to be paid every semester.

Please check the fee for your specific degree program: [https://www.tum.de/en/studies/fees/tuition](https://www.tum.de/en/studies/fees/tuition)
First payment: After admission to enrol for the first semester

Re-enrolment: Payment of the fees for the next semester

Payment deadlines: Identical to the semester fee deadline (February 15th / August 15th)

Waivers and scholarships application available starting early summer 2024

After admission, you will receive specific info and payment details through your TUMonline account and an official e-mail notification.
Waivers and Scholarships

All details about waivers, exemptions and scholarships are available here: https://www.tum.de/en/studies/fees/tuition/scholarships-and-waivers

Waivers
Tuition fees are waived due to special reasons (e.g. financial hardship, refugee status)

Exemptions
Tuition fees are waived due to your status (e.g. longtime German residency, disabilities)

Scholarships
Students with excellent grades can apply for a scholarship

Please note – we cannot precheck if you are eligible for a waiver, exemption or scholarship. After you apply online, you will receive a reliable result.
THANK YOU
FOR YOUR ATTENTION
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/