HOW TO ENROLL AT TUM

Infosession for prospective TUM students
Enrolling means starting your legal status as a student in Germany. Your TUMonline account switches from applicant to student features.

Only enrolled students can access:

- Course and exam registration
- Downloading and printing your student papers
- Moodle and other student infrastructure
- Student card (only with a German address)
TUMonline Enrollment Steps

1. You Accept Your Spot in TUMonline
2. Complete your data and upload your documents for enrollment
3. Pay the semester fee
4. Mail in enrollment documents to TUM
5. 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:

![Accept study place offer](Image)
Accepting Your Study Place in TUMonline

Until when can you accept the study place?

As soon as possible. Our recommendation: No later than 15.03.2024

The last legal deadline to accept the study place is 5 weeks after the lectures start.

(summer semester 2024: 17 May 2024)

Accepting the spot unlocks the „Add Data“ dialogue

After this step, you still have to perform all other steps, so please do this early enough!
Until when can you accept the study place?

- As soon as possible
- Legal deadline: 5 weeks after the lectures start (17.05.2024)
- Our recommendation: no later than **15.03.2024**

Accepting the spot unlocks the „Add Data“ dialogue

- „Add data“ to submit the documents for enrollment

**Important:**
You still have to perform all other steps after this step

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

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/](http://www.tum.de/en/studies/degree-programs/)
Please upload a passport style picture for your student ID.

Other documents may be requested depending on your previous studies.
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
- 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)

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.
You are insured by a private health insurance company

Select in TUMonline that you are privately insured.

Please contact a German public health insurance company (e.g. AOK, TK) for a digital notification.
They will check your private health insurance (whether it is valid for studies in Germany)
They will send a digital notification to TUM that you are exempt from German mandatory health insurance.
Health Insurance: Digital Notification Process

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

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 it is valid for studies in Germany).

They will send a digital notification to TUM that you are exempt from German mandatory health insurance.
Enrollment can only be completed after a valid digital health insurance notification has been received by TUM.

If no digital notification has been received yet, you will see a suspension („Rückmeldesperre“) in your TUMonline account.

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

The digital notification by a German health insurance is received at TUM and processed within 4 weeks.
Finishing „Add Data“ generates the „Application for enrollment“ PDF form.

- Important: You can skip uploads in „Add Data“ and generate the form, then upload documents later on.
- You can now download, print and sign the application for enrollment
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)
Send in your documents by post

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

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

**Bachelor's students:**

- Notarized copies of your higher education entrance qualification (secondary school diploma)

**Master's students:**

- Notarized copies of your bachelor’s degree documents (degree certificate or final transcript, diploma)

Please check our notarization guidelines:

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/
Important info about the semester fee payment:

- The payment can be made via bank transfer (no credit cards) by any bank account.
- Please use the correct reason for payment: *Matriculation number, last name, semester (SS24)*
- 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
**Payment function (chip payment):** Use in vending machines and Mensa cafeterias by the Studentenwerk

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

Please use the “my TUM Card” application in TUMonline

• The card can only be mailed to a German postal address

• You can use a friend’s or family address with the “c/o” = “care of” option

• The card is mailed out within a week. Please wait at least 10 days before asking for status updates.

• If you lose / damage your card, please send an e-mail with your TUM matriculation number to “studium@tum.de”
Course registration (and exam registration):

- This is available 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

**Important:** Without the full enrollment status, you cannot register for any course or exam
TUM has introduced tuition fees for non-EU students starting winter semester 2024/25.

All degree programs started before winter semester 2024/25 remain tuition free for the entire duration. Even if you interrupt your enrollment, you may re-enroll and finish the degree tuition free. Please note there is one exception:

If you switch majors/degree programs and enroll in a different one after winter semester 24/25, you will have to pay tuition fees for that degree program.
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