

# HOW TO ENROLL AT TUM

Infosession for prospective TUM students

## What is enrollment exactly?

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

You Accept Your Spot in TUMonline

Complete your data and  
upload your documents for enrollment

Pay the semester fee

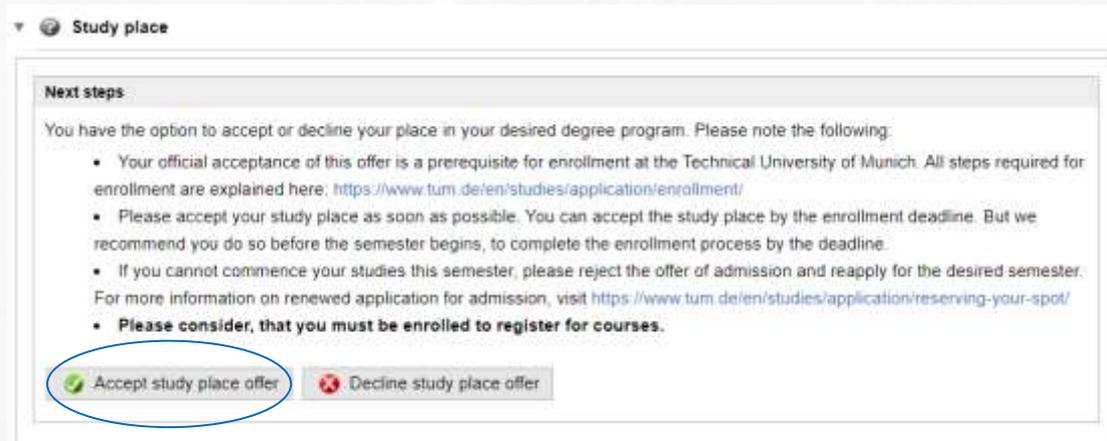
Mail in enrollment documents to TUM

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. 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!**

## 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 (17.05.2024)
- Our recommendation: no later than **15.03.2024**



Accepting the spot unlocks the „Add Data“ dialogue

- „Add data“ to submit the documents for enrollment

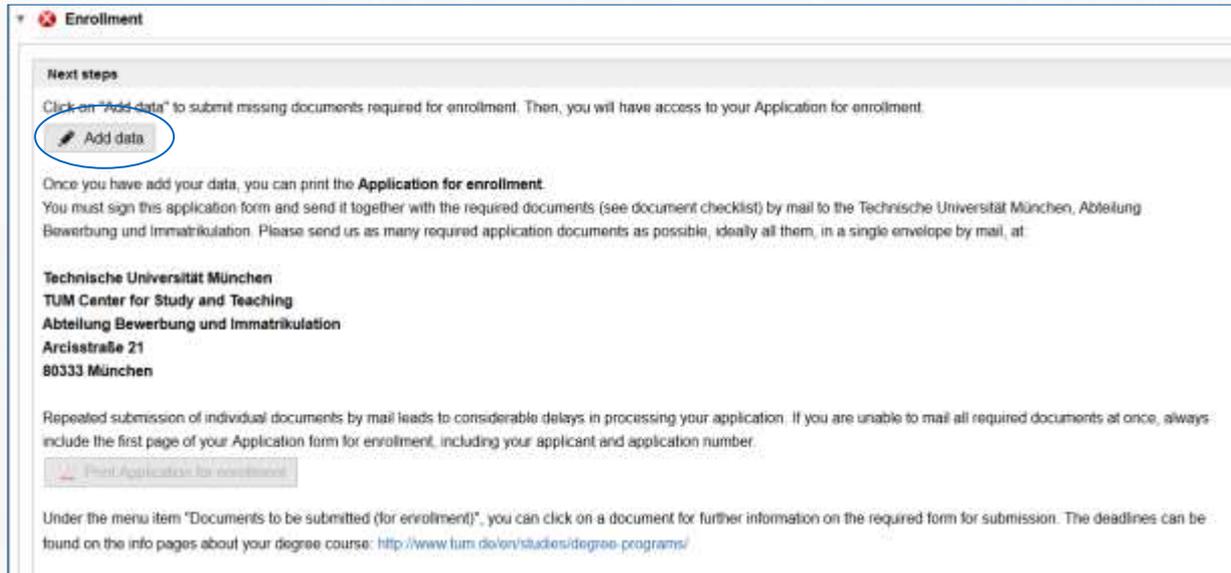


**Important:** You still have to perform all other steps after this step

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

# 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.

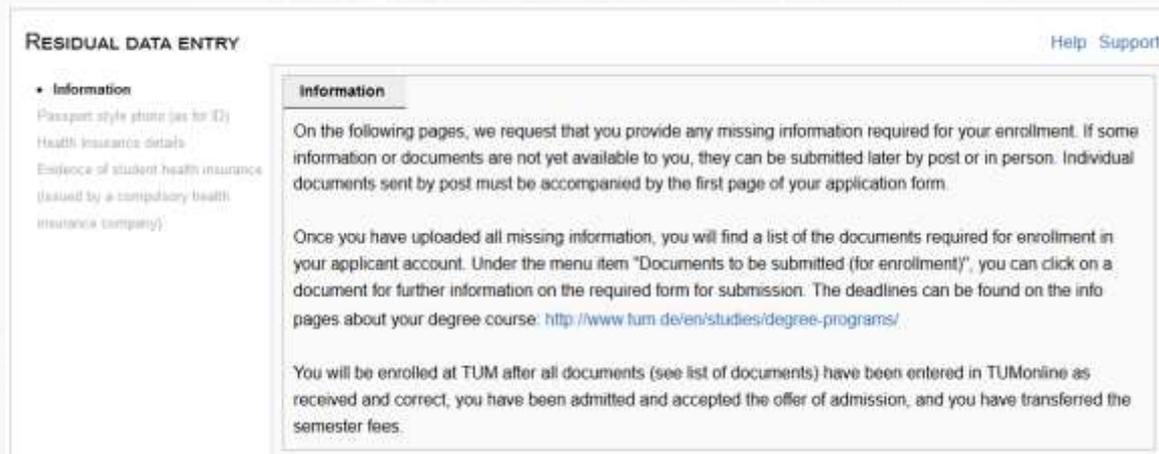
[Print Application for enrollment](#)

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.



The screenshot shows a web interface for 'RESIDUAL DATA ENTRY'. On the left, there is a sidebar menu with the following items: 'Information' (selected), 'Passport style photo (as for ID)', 'Health insurance details', 'Evidence of student health insurance (issued by a compulsory health insurance company)'. The main content area has a sub-header 'Information' and contains the following text:

On the following pages, we request that you provide any missing information required for your enrollment. If some information or documents are not yet available to you, they can be submitted later by post or in person. Individual documents sent by post must be accompanied by the first page of your application form.

Once you have uploaded all missing information, you will find a list of the documents required for enrollment in your applicant account. 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/>.

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.

## 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.**

## Health Insurance: Digital Notification Process

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.

## Health Insurance: Digital Notification Process

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.**

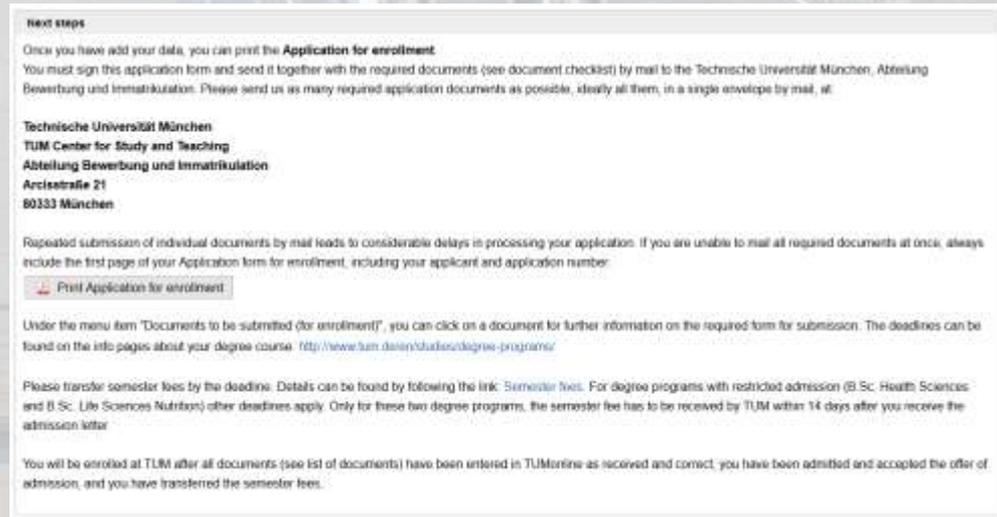
**The suspension will be lifted when the digital notification of your health insurance is processed.**

The digital notification by a German health insurance is received at TUM and **processed within 4 weeks.**

## Generate and print the application form

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



**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 items, in a single envelope by mail, at:

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**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-programme/>

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)

## 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:**

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

## 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 Universität München (TUM)
Bank details:	Bayerische Landesbank München / BLZ 700 500 00 Brienner Strasse 18, 80333 München
Bank account no:	390 11 903 15
Reason for payment:	<b>Matriculation number, Name, Semester (W21)</b>
IBAN:	DE 45700500003901190315
BIC:	BYLADEMMXXX

If you are making a bank transfer from a non-EU country, please send us a copy of your proof of payment by e-mail to [studium\(at\)tum.de](mailto:studium(at)tum.de).

## Paying the semester fees

### 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

## The TUM student card



**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”

## Register for courses and exams

### **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](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**

## Tuition fees (after winter semester 2024/25)

[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.

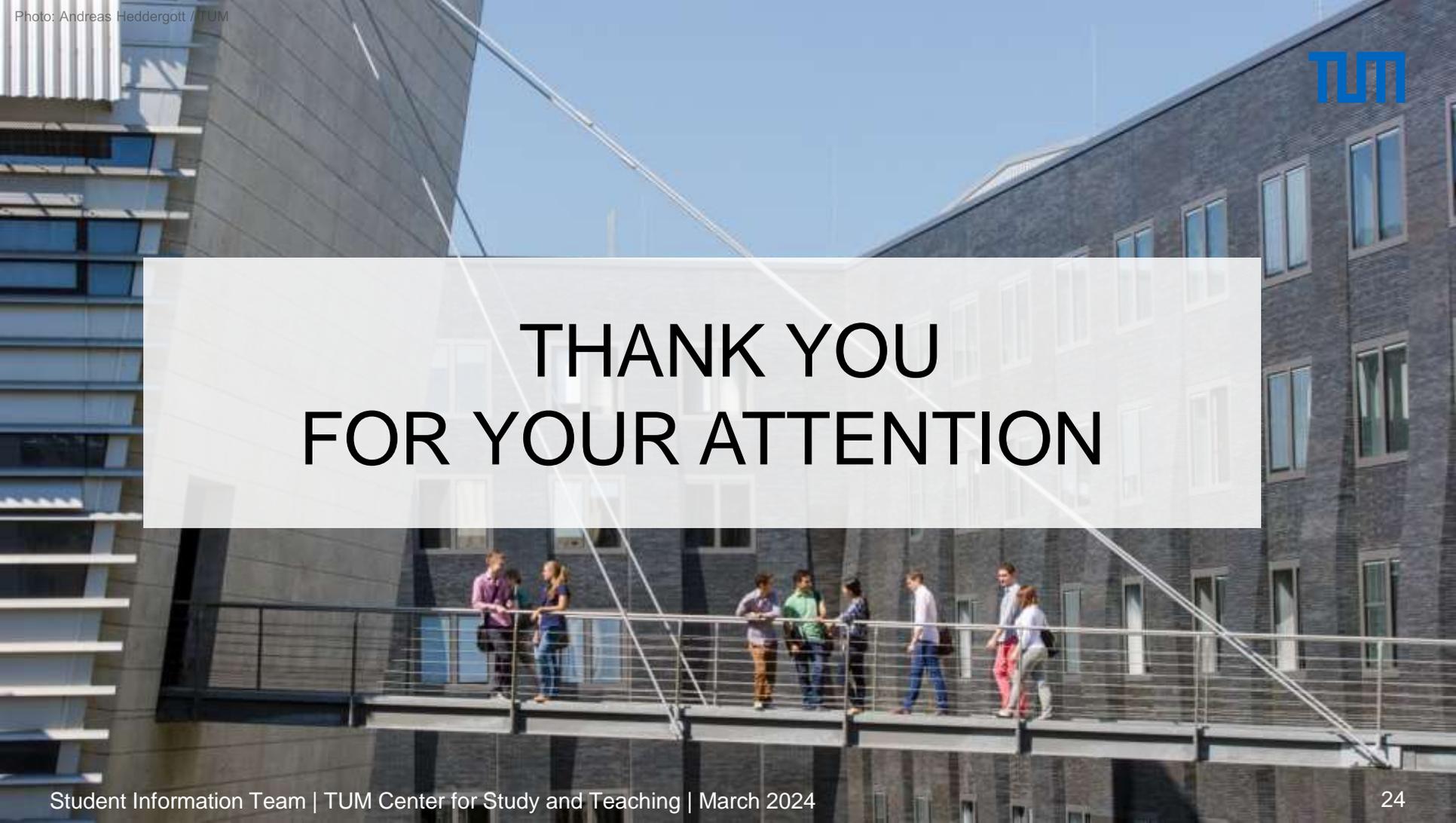
## Contacts

**Website**  
[www.tum.de](http://www.tum.de)

**Student Information**  
**Phone**  
+49 89 289 222 45

**Email**  
[studium@tum.de](mailto:studium@tum.de)

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

The background image shows a modern, multi-story building with a grey facade and large windows. A prominent feature is a wide, elevated walkway or bridge structure with a metal railing, where several people are walking. The sky is clear and blue. A large, semi-transparent white rectangular box is overlaid in the center of the image, containing the text.

# THANK YOU FOR YOUR ATTENTION