



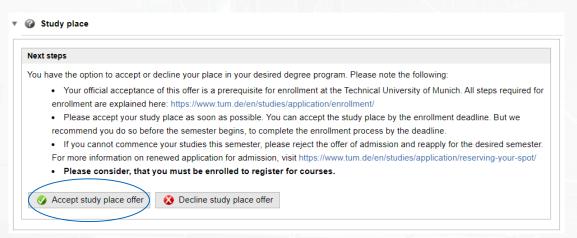
TUMonline Enrollment Steps

- 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 <u>application status</u>:





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 (19.May 2023)
- Our recommendation: no later than

31.March 2023

Accepting the spot unlocks the "Add Data" dialogue

 "Add data" to submit the documents for enrollment

Important:

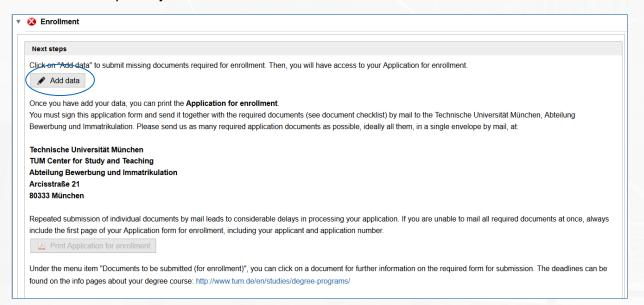
You still have to perform other steps after this step

 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:





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 Supensions

- 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)

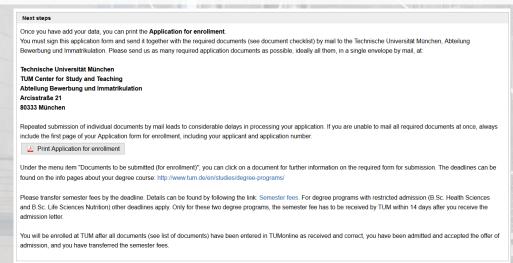
In case of errors in input from your side: The digital notification overwrites the data entered



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





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: 01 April – 01 May 2023, validated Student Card with MVV logo for travel on the entire MVV network at all times; from 01 May – Deutschlandticket (49 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

