HOW TO ENROLL AT TUM

Infosession for prospective TUM students

Photo: Andreas Heddergott / TUM

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

Photo: Andreas Heddergott / TUM

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:

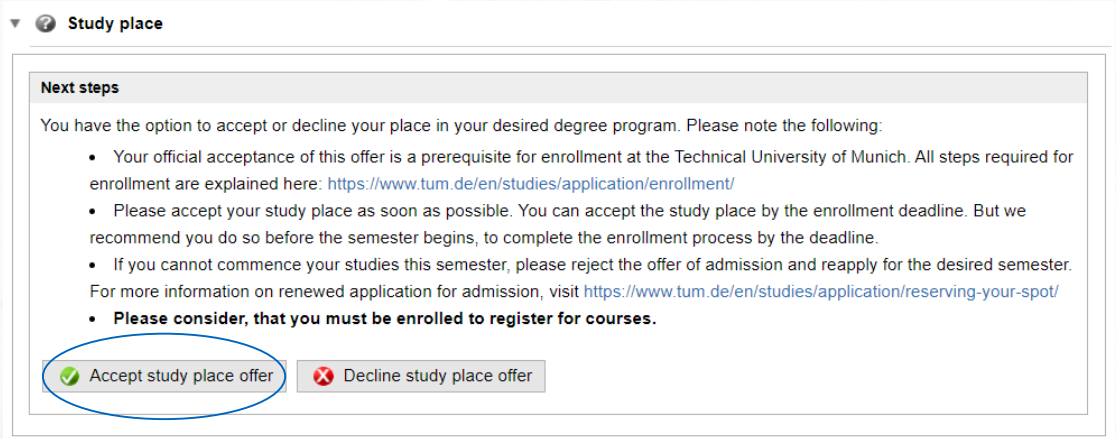


Photo: Andreas Heddergott / TUM

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 (18.11.2022)
- Our recommendation:
  no later than **15.09.2022**

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

Photo: Andreas Heddergott / TUM

Complete Your Data and Upload Your Documents I

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

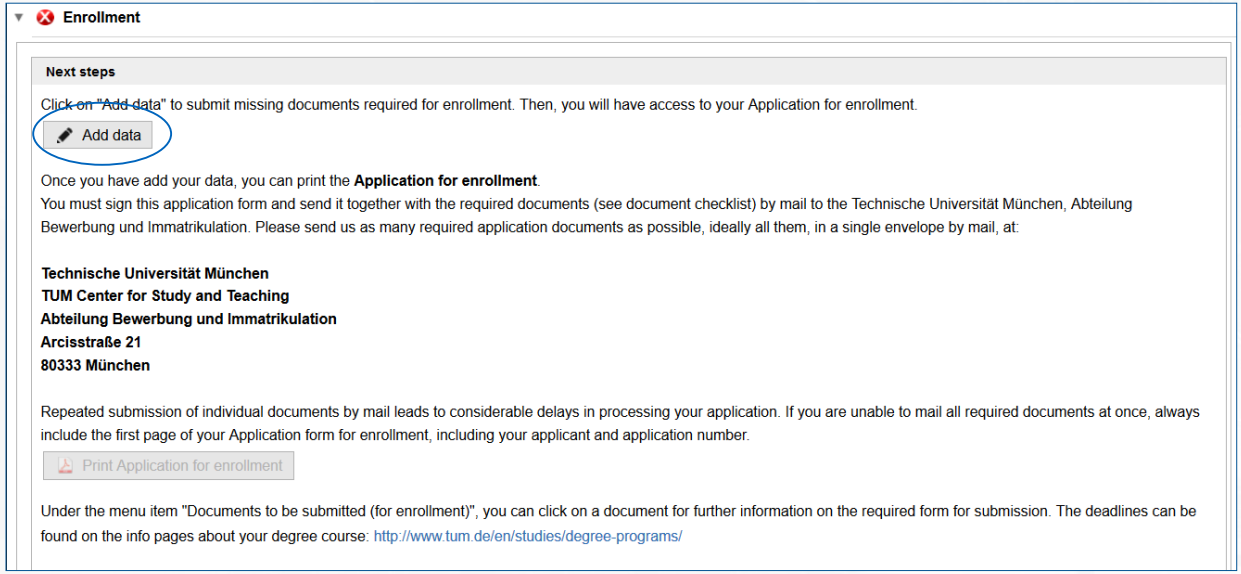


Photo: Andreas Heddergott / TUM

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

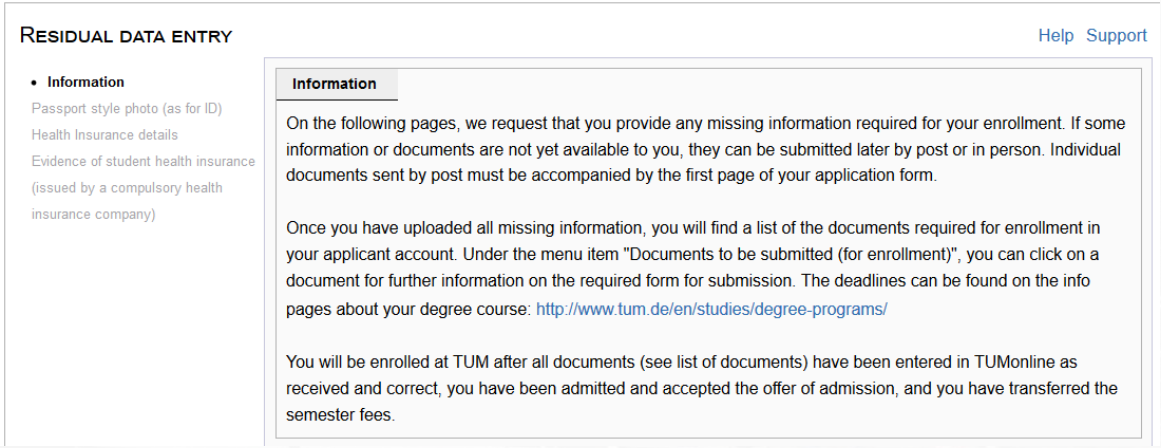


Photo: Andreas Heddergott / TUM

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

Photo: Andreas Heddergott / TUM

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

Photo: Andreas Heddergott / TUM

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 valid for studies in Germany) and send a digital notification to TUM that you are exempt from the insurance obligation

Photo: Andreas Heddergott / TUM

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

Photo: Andreas Heddergott / TUM

Health Insurance: Enrollment Supensions

Suspensions in TUMOnline:

- Until a digital notification has been received, you will receive a suspension („Rückmeldesperre“) in your TUMonline account

  → 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 4 weeks**
- Uploading a health insurance certificate in TUMonline is optional and does not replace the notification
- **Even if you upload a certificate, a digital notification by your health insurance company is still mandatory**

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

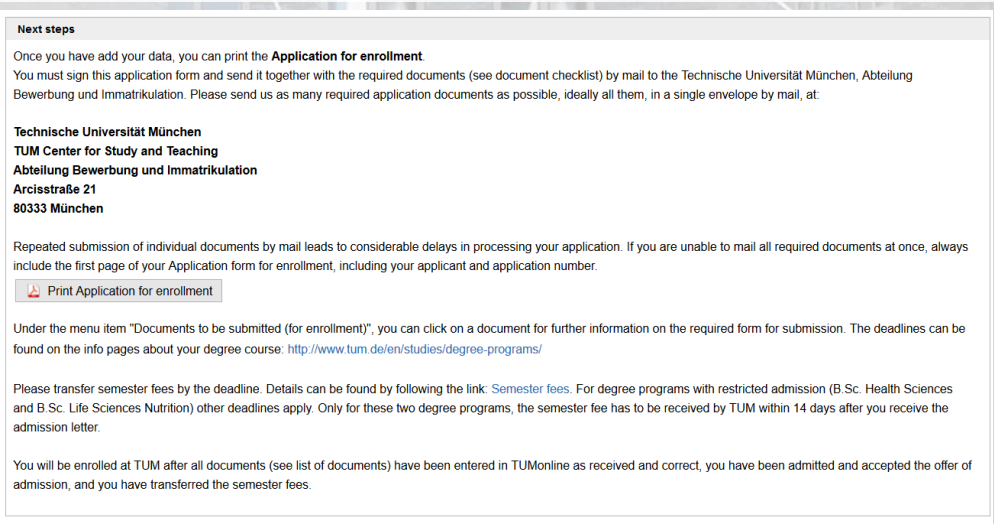
A correct digital notification is the only way to lift the suspension (no emails or calls required)

Photo: Andreas Heddergott / TUM

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:

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/

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.

Photo: Andreas Heddergott / TUM

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

Photo: Andreas Heddergott / TUM

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

- If you have applied with a VPD from uni-assist, you don‘t need to mail your school documents to TUM
- If you have applied with a German school certificate / without a VPD, you will now need to mail your diploma to TUM as a certified copy

Photo: Andreas Heddergott / TUM

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 will show 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 (1 semester provisional enrollment only)

Photo: Andreas Heddergott / TUM

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:	**Matriculation number**, Name, Semester (W21)
IBAN:	DE 45700500003901190315
BIC:	BYLADEMMXXX

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

Photo: Andreas Heddergott / TUM

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 (WS22)*
- 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

Photo: Andreas Heddergott / TUM

TUM Student Card

Payment function (chip payment): Use in vending machines and Mensa cafeterias by the Studentenwerk

Public transport: Valid as a basic ticket for Munich public transport between 6 pm and 6 am.

For full daily transport ticket, please buy the MVV Semesterticket (current cost: 201,60 Euro)

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

Photo: Andreas Heddergott / TUM

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, starting in September
  - 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”

Photo: Andreas Heddergott / TUM

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

Photo: Andreas Heddergott / TUM

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