HOW TO ENROLL AT TUM

Infosession for prospective TUM students
• 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 spot starts the enrollment process

You can simply accept or decline your spot (= the admission offer) online in your application status:
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
Complete Your Data and Upload Your Documents!

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

- **Next steps**
  - Click on „Add data“ to submit missing documents required for enrollment. Then, you will have access to your Application for enrollment.

**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 Immatriculation. 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 Immatriculation**
**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.

- **Click to 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/](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
Health Insurance: Digital Notification Process

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.
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 Suspensions

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)
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.
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
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
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)
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/

![Bank transfer details](image-url)
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
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)
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”
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](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**
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/