Instructions for filling out the online application in TUMonline for international applicants to a master’s degree program at the Technische Universität München

1. Start of course

Select the semester for which you are applying.

2. Select degree program

Under Type of studies select master’s program.

Under Intended degree, select the type of degree corresponding to the degree program for which you are applying.

Under Degree program, select the name of the program for which you are applying. Below is an example of someone who is applying for the Communications Engineering program. You must select the name of your specific program.

Under Entrance semester, we would like to know which semester of study you are beginning at TUM. For master’s programs, this is in most cases 1-apptitude test. If your desired program requires aptitude assessment, this option will be displayed automatically.

Under Form of studies, select Consecutive master program.
3. Personal data

This screen displays the personal data you input when you created your TUMonline account. This information cannot be changed at this point. If there is an error in your personal data, it will be corrected at a later date by the Registrar’s Office.
4. Correspondence address

This screen asks you to input the address at which you can be currently reached. If your current address is the same as your home address, indicate this by marking the field below the input mask.

5. Higher education entrance qualification

This screen asks for information about your secondary school qualifications.

If you are an international student, please select the option *I have obtained a foreign higher education entrance qualification*...

Under **Type**, select *Subject-specific qualification for university entrance*.

Please fill out the remaining information as it appears on the official document of your entrance qualification (e.g. high school diploma, A-levels, or equivalent from your country).
6. Edit academic background

This screen asks for information about your studies up to this point; in most cases, this concerns your bachelor’s degree. If you hold more than one degree, you must fill out a mask for each degree. A new mask will open to provide this option Add degree program, after you select save.

Under Country, enter the name of the country where you received your degree.

Under University, enter the name of the degree-awarding university.

Under Intended degree, enter the type of degree you hold or are to be awarded upon graduation (e.g. Bachelor of Science, Bachelor of Arts, etc).

Under Form of studies, select First degree.

Under Major, enter in 1st subject the name of your degree program. Leave the other fields empty.

Under Semester, enter the dates in which you completed this degree program, i.e. the semester/year in which you began under from and the semester/year in which you completed your studies under to. Leave the other fields (Leaves of absence, practicum, clinic internship, interruptions) empty.

Under Status, fill out the section Final examination. Here, select passed on the whole.

Under Grade, enter your final grade point average as indicated on your degree transcript.

Under Date, enter the date of issue of your transcript or degree.
7. Further Information

The information on this screen is optional. Here, you have the opportunity to provide us with additional information relevant to your application and your suitability for the degree program for which you are applying.
8. Completing entry

Continue with the remaining screens (e.g. CV, Letter of Motivation, etc.), which vary according to your desired degree program.

Once you have filled out the final screen *Evidence of language skills*, you have completed the online application.

NB: Click the *Continue* button at the bottom right-hand corner to save your online application.
9. Preview

You will be taken to a preview of your application to review for errors. To make changes, click the Back button and go through each screen again to enter the new information where necessary.

If you click Cancel, your online application will not be submitted and you can make desired changes at a later time. Only by checking the box and clicking Send is your online application officially submitted to the university.

10. Submission

After clicking Send, a confirmation of your submission will be displayed. Click Continue to print the application form.