

Dear students

Today we want to give you important information about your time at TUM and our different TUM portals which will be essential during your stay at TUM.

### **TUMonline**

(Also see e-mail we already sent you: „TUMonline access data for exchange at TUM in summer term 2017“)

TUMonline is the **central service portal** of TUM where you can **administer your TUM studies (registration for courses /exams), change your address and download study documents and certificates.**

For this process you need a TUM e-mail address, which is available for all enrolled TUM students!

**Please do not register or enter any personal data in TUMonline by yourself and do not fill out a new online application (when you log in an online application appears, just cancel this step!).**

<https://campus.tum.de/tumonline/webnav.ini>

### Enrollment, TUM e-mail address, proof of enrollment

**Enrollment:** How and when do I know that I'm enrolled at TUM?

After your **payment and proof of German national health insurance have been processed** by TUM (you can check the status of your payment in TUMonline) **and** you uploaded a **photo**, you are enrolled at TUM.

In this case you will receive an automatic e-mail from TUM it-support from **mid of March!** Note that this process will take a while! So please be patient! Also if your friends received their enrollment data already, wait until you will get yours!

**TUM e-mail address:** When and how will I receive it and what is it used for?

**From mid of March** all enrolled students will receive an automatic e-mail from it-support with further information about the TUM e-mail address (see “How and when do I know that I'm enrolled at TUM?”).

With your TUM e-mail address you can register for **courses and exams** (also see “Courses, exams and your TUM department“) and will receive **important information** to this address as well.

So please do not forget to **forward your e-mails** from your tum-account to your private e-mail account (or the other way around), as e.g. the International Center is sending mails only to your private e-mail address, while TUM professors and the admission office are using your tum- address.

Further information can be found here: <http://www.it.tum.de/en/faq/it-services/e-mail/>

Please never change your private e-mail address without informing us! You are registered with the private e-mail address to which we are sending this e-mail about TUM portals.

You also have the possibility to terminate your enrollment upon your arrival in Germany

**Please note:** in this case to proceed with your enrollment will take around 2 more weeks. **Only if everything is complete (payment, insurance, photo upload) you can get your TUM Student Card and your TUM e-mail address.** Without a TUM e-mail address you **CANNOT register for any course in any TUM portal!** (→ see “Courses, exams and your TUM department“) **and without Student Card you cannot use the [semester ticket!](#)**

**Proof of enrollment** (“Immatrikulationsbescheinigung“: proof that you are **student of TUM**):

- Wait for the e-mail that you are enrolled (from mid of March on)
- Log in TUMonline with your access data – **please do not fill out a new online application in TUMonline, just ignore / cancel this step!**
- Download the document from your TUMonline account under “prints for students“: **“Proof of enrollment”** (e.g. necessary to apply for your residence permit, open a bank account, etc.)

## **Courses, exams and your TUM department**

**You will not be registered automatically for the courses you mentioned in your learning agreement! In general you need to register by yourself via TUMonline or moodle with your tum-e-mail address! Unfortunately, no guarantee can be given for courses in your learning agreement.**

Without a TUM e-mail address you **CANNOT register for any course in the mentioned TUM portal!**  
→ see “TUMonline” (payment of fee, health insurance, photo)

### Time and way to register for courses

This depends on your TUM department. In general, registration is possible via **TUMonline** or **moodle** ([www.moodle.tum.de/?lang=en](http://www.moodle.tum.de/?lang=en)) from April on.

### Exceptions

**Mechanical engineering:** normally you just need to attend the first lecture without registration.

**Medicine:** you do not need to register by yourself. You will receive access data from your TUM department for their own portal called “**mediTUM**” where you can find your timetable.

You will get information about the way and time of registration from your TUM department if it differs from the just mentioned information.

**Contacts in your TUM department:** If you have **any questions about courses, course registration, examinations, signatures**,....please always contact [TUM's International Affairs Delegates](#).

### **Place of your TUM department**

Munich: Electrical and Computer Engineering, Civil, Geo and Environmental Engineering, Architecture, School of Management, Sport and Health Sciences, TUM School of Medicine, TUM School of Education  
Garching: Mechanical Engineering, Chemistry, Physics, Informatics, Mathematics, Munich School of Engineering.

Freising: TUM School of Life Sciences Weihenstephan

- If you need information about the places of your courses, please contact [TUM's International Affairs Delegates](#).

## **Language courses**

The [TUM Language Center](#) offers German and other language courses. **Unfortunately, no guarantee can be given for places on TUM German or other language courses!**

Registering for German courses (intensive course and semester courses):

1. First you need to fill out a so-called placement test via moodle.
2. Afterwards you can register for courses and exams via TUMonline or moodle

Contact persons, deadlines and information:

Intensive courses: <http://www.sprachenzentrum.tum.de/en/languages/german-as-a-foreign-language/courses-during-the-semester-break/>

Semester courses: <http://www.sprachenzentrum.tum.de/en/languages/german-as-a-foreign-language/courses-during-the-semester/>

Further language courses (not from TUM):

-[Online courses](#) (for Erasmus)

-[www.study-in.de/de/deutschland-entdecken/deutsche-sprache/online-deutsch-lernen\\_41116.php](http://www.study-in.de/de/deutschland-entdecken/deutsche-sprache/online-deutsch-lernen_41116.php)

## **GENERAL PRELIMINARY INFORMATION**

**Obtaining TUM Student Card: April 3<sup>rd</sup> until April 21<sup>st</sup>, 2017**

→ Information mail regarding Student Card, etc. will follow in March (note: as April 1<sup>st</sup> and 2<sup>nd</sup> are a weekend (TUM is closed) obtaining Student Card will start April 3<sup>rd</sup>).

**Information meeting for exchange students:** probably on **April 11<sup>th</sup>, 2017** (time and place will follow within the e-mail about your Student Card). In the meeting you will get important information for your time at TUM and in Munich. Please take it into consideration when booking your flight and accommodation.

## Orientation weeks

<http://www.international.tum.de/en/coming-to-tum/tumi/event-program/> (page will be updated in March)  
During orientation weeks, which will take place at the beginning of the semester before lesson period starts, different activities will be offered to get to know TUM, Munich and other students. Participation is not obligatory, but recommended! You can take part at single or more activities. Many activities are free of charge, for others you need to pay a small amount (e.g. entry / travelling fees need to be paid; campus tour is free).

## Semester ticket (summary as pre-information)

In the enrollment fee (118,50€), which you need to transfer, the solidary fee for the semester ticket (66,50€) is included. After you have received your TUM Student Card this solidary fee allows you to use the Munich public transportation between 6 p.m. and 6 a.m. on working days and the whole day on weekends and public holidays within the whole MVV / MVG network.

In case you want to upgrade it (to use it the whole day, seven days a week), you need to buy the complete semester ticket ("IsarCard") for an additional amount of 193€ after you have received your TUM Student Card. To buy it in advance is not possible.

## Accommodation

As you were accepted to study at TUM as exchange student, please start with your search for accommodation right away. We have a very tense situation regarding accommodation in Munich. This is why your exchange program does not include the supply of a dormitory room/ Service Package offered by the Studentenwerk! You need to search for accommodation independently on the private market.

Useful tips can be found here (single rooms, appartments, "Wohngemeinschaften")

Your contact at TUM: Anna Kondratskaya: [incoming\\_help@zv.tum.de](mailto:incoming_help@zv.tum.de)

## TUM Semester dates

The summer term starts on April 1<sup>st</sup>, 2017 and ends on September 30<sup>th</sup>, 2017. Courses will start on April 24<sup>th</sup>, 2017 and last until July 30<sup>th</sup>, 2017.

The exam period depends on the respective TUM department, however usually lies between July and end of September 2017. **Earlier or extra exam dates for exchange students CANNOT be arranged!**

If you have questions regarding the courses and exam periods at TUM, please directly contact TUM's International Affairs Delegates.

<https://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/dates-and-deadlines-17/>

## Visa

Information - if you need to apply for a visa - can be found here under "Legal Requirements":

<http://www.international.tum.de/en/coming-to-tum/exchange-students/>

For all questions regarding visa application please contact the German Embassy in your home country (also see above mentioned link under "Legal Requirements"). Unfortunately, to fasten the visa process from our side is in general not possible (also not if the Embassy gives you other information!).

## A summary: Your contacts at TUM

- Courses, examinations, Learning Agreement, all signatures: [TUM's International Affairs Delegates](#)
- TUM language courses: [TUM Language Center](#)
- Accommodation: Anna Kondratskaya ([incoming\\_help@zv.tum.de](mailto:incoming_help@zv.tum.de))
- Visa: [the German Embassy in your home country](#)
- All other questions: Dörte Ptassek ([ptassek@zv.tum.de](mailto:ptassek@zv.tum.de))