Dear students,

We are looking forward to meeting you in winter term 22-23!
Herein we want to give you important information about your time at TUM.

## Coronavirus/COVID-19

Here you can find important information about

- The situation in Munich and Germany in general.
- Entry requirements, Corona tests, risk areas, quarantine, etc.


Please understand that we do not answer any further questions related to quarantine, entry requirements etc.

Please read this website carefully and regularly as information could change in accordance with the development of Coronavirus/COVID-19. The information only shows the current status (August 2022).

## TUMonline

(Also see e-mail: „TUMonline access data for exchange at TUM in winter term 22-23“)

**TUMonline** is the **central service portal for students** of TUM.

**What it is for:** administration of your TUM studies, registration for courses / exams, change of address, download of study documents and certificates. Also see: [https://wiki.tum.de/display/docs/Students](https://wiki.tum.de/display/docs/Students)

**Access:** with your TUM e-mail address (see next point), which is available for all enrolled TUM students.

Please **do not** register in TUMonline by yourself and **do not** fill in a new online application. When you log in and an online application appears, just ignore this step!

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

**WHAT YOU HAVE TO DO AND HOW TO KNOW THAT YOU ARE ENROLLED AT TUM**

**For students who have not completed the enrollment, yet:**

**What to do for enrollment:** Pay the fee, send proof of a German national health insurance, upload a photo, order TUM Student Card (see TUM admission letter and email „Winter term 22-23_Your TUM admission letter_ English translation / further information concerning covid-19“).

**Until when:** latest by September 1, 2022

**How and when you know that your enrollment is complete:**

After TUM finalized the enrollment process, you will receive an automatic e-mail that you are enrolled.

▶ Note that this process will take a while, so please be patient. Even if your friends have received their enrollment data already, wait until you get yours!
**When will you receive your TUM e-mail address and what is it for?**

**When:** as soon as you are enrolled.

**What it is for:** register for courses and exams, receive important information, download documents.

**What else you have to do:** Please do not forget to forward your e-mails from your TUM-account to your private e-mail account (or the other way round). The TUM Global & Alumni Office sends mails only to your private e-mail address. TUM professors and the admission office send e-mails to your TUM e-mail address. Further information in this regard can be found here.

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

**If you have not managed to terminate your enrollment until September 1, 2022**

Please note: in this case, processing 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 courses in any TUM portal! (see “Courses, exams and your TUM department / School”). Without a TUM Student Card, you CANNOT use the semester ticket!

**Proof of enrollment (“Immatriculationsbescheinigung”: proof that you are a TUM student)**

- Wait for the e-mail that you are enrolled after you completed the necessary steps.
- Log in to TUMonline with your access data. **Please do not fill in a new online application in TUMonline, just cancel this step!**
- Download the “Certificate of Enrolment” from your TUMonline account under “Documents” (e.g. to apply for your residence permit, open a bank account, etc.).

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**Semester dates**

**Semester term:** October 1, 2022 – March 31, 2023

**Course period:** October 17, 2022 – February 10, 2023

**Examination period:** usually between February and end of March 2023. As examinations depend on your TUM department / School, please contact your TUM departmental / School coordinator in case you need to do examinations and have questions regarding this matter. Unfortunately, earlier or extra exams for exchange students cannot be arranged.

**Your arrival:** up to you (organize it respecting the just mentioned semester dates).

TUM Student Card

To get your TUM Student Card, you have to order it. As you need to do so before your arrival in Germany, please only use the address data below! This is important! If you use your German address, the card will be sent to that address, and as either you are still not living there or have no German address, the card will get lost.

Can only be done after you have completed all three steps for enrollment and after you received an automatic email that you are enrolled!

Mail delivery c/o: TUM Global & Alumni Office (Incoming)
Street and number: Arcisstrasse 21
Postal code / city: 80333 Muenchen
Country / state: Germany
Province: Bayern
Phone number & Email address & Temporary email: leave it as it is, do not change it!

IMPORTANT: By end of September, you will receive all information on how to obtain your TUM Student Card from us. Please wait for this email. For all questions regarding this card only write to ptassek@zv.tum.de.

Information meeting for your time at TUM and in Munich

On October 5, 2022 at 1 p.m., we have an information meeting for all exchange students who start in winter term 22-23, where we give you important information about your time at TUM and in Germany. If we can offer this meeting on campus, hybrid or online can only be decided at a later point, when we can assess the Covid situation in autumn. Therefore, you will receive another e-mail about this event by end of September.

Additionally, many TUM departments / Schools offer their own information meetings to inform you about topics that are relevant for the department / School (e.g. courses, exams, etc.). Your TUM department / School will inform you about it.

Orientation weeks

When: October 1, 2022 – October 16, 2022
Program (will be updated in September): Program
Contact: bergmann@zv.tum.de
The program is also open to students studying in Weihenstephan, Straubing and Heilbronn.
Orientation weeks will take place in a hybrid form. Different activities will be offered to get to know TUM, Munich and other students. Participation is not mandatory, but recommended. Most activities will be offered more than once, so you can pick a time slot that suits you. Orientation weeks will include activities organized by the TUM Global & Alumni Office on the one hand and events by the student association ESN TUMi München (https://tumi.esn.world/page/about) on the other.

Courses, exams and your TUM department / School

In order to know if your courses and / or exams will be online, hybrid or in presence, please directly see the department / School you are accepted for under “Information on courses or modules, exams, the study plan at TUM or (online) Learning Agreement and other academic matters at TUM”. You can also find contacts there.

You will not be automatically registered for the courses you listed in your learning agreement / study plan! In general, you have 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 / study plan, as already noted before! Please check with your TUM department which courses you can attend. Additionally, some laboratory activities can be subjects to limited availability.

Without a TUM e-mail address, you CANNOT register for any courses in the aforementioned TUM portal! (see “What you have to do and how to know that you are enrolled at TUM?”).

Time and method to register for courses

This depends on your TUM department / School. In general:

How: via TUMonline or Moodle
When: from October on

Exceptions known by TUM Global & Alumni Office

IMPORTANT for Medicine students: you do not need to register by yourself. You will receive access data from the Medicine department for their own portal called "mediTUM", where you can find your timetable.

You will get information concerning the method and time of registration by your TUM department / School if it differs from the just mentioned information.

Location and contacts at your TUM department / School

Munich:
Electrical and Computer Engineering (CIT), Civil, Geo and Environmental Engineering (ED), Architecture (ED), School of Management (MGT), Sport and Health Sciences (MH), Medicine (MH), School of Education (SOT), School of Governance (SOT), Aerospace and Geodesy (ED; courses of Aerospace take place in Garching / courses of Geodesy in Munich)

Garching:
Mechanical Engineering (ED), Chemistry (NAT), Physics (NAT), Informatics (CIT), Mathematics( CIT), Munich School of Engineering (ED), Aerospace and Geodesy (ED; courses of Aerospace take place in Garching / courses of Geodesy in Munich)

Freising:
School of Life Sciences Weihenstephan (LS)
Ottobrunn: The department “Aerospace and Geodesy (ED)” itself is located in Ottobrunn, but courses of Aerospace take place in Garching / courses of Geodesy in Munich

Heilbronn: School of Management Campus Heilbronn (MGT-HB)

Straubing: Campus Straubing (CS), School of Management Campus Straubing (MGT-CS)

If you have any questions about courses, course registration, examinations, Learning Agreement / study plan, signatures, place of courses, etc., please directly see the department / School you will study at under “Information on courses or modules, exams, the study plan at TUM or (online) Learning Agreement and other academic matters at TUM”. There you can find contacts as well.

NEW STRUCTURE AT TUM: SCHOOL TRANSFORMATION

TUM is developing its transformation: today’s departments are transferred to larger TUM Schools. The assignments of the TUM departments to the new Schools can be found here:

School of Engineering & Design (ED): Architecture; Civil, Geo and Environmental Engineering; Aerospace and Geodesy; Mechanical Engineering; Munich School of Engineering
School of Natural Sciences (NAT): Chemistry; Physics
School of Social Sciences and Technology (SOT): Education; Governance
School of Computation, Information and Technology (CIT): Electrical and Computer Engineering; Informatics/Computer Science; Mathematics
School of Medicine and Health (MH): Sport & Health Sciences; Medicine (from Oct. 23 on)
TUM School of Life Sciences (LS)
TUM School of Management (MGT)
Campus Straubing (MGT-CS)
Campus Heilbronn (MGT-HB)

Please note that, even after the School transformation, the different disciplines will remain spread over the different TUM locations (see point “Location of and contacts at your TUM department / School”).

Looking for help / Studying with special needs

Students with special needs (e.g. physical or mental disability, chronic illness, learning disorder, studying with child(ren)) should get in touch with us as soon as possible if you didn’t mention it in the online application form for exchange at TUM. Please let us know about any special arrangements you might have at your home university. TUM G&A will facilitate contacts between you and the responsible persons / units regarding disadvantage compensation or support measures at TUM. In case your special needs affect your courses / examinations, please contact your TUM department / School right now when getting this e-mail because some arrangements need to be started in advance!

Contact for exchange students with special needs at TUM G&A: Anita Hauzenberger (hauzenberger@zv.tum.de)


The student union also offers help: https://www.studentenwerk-muenchen.de/en/advisory-network/studying-with-a-disability
Green Travel - Climate change is affecting every country on every continent

You want to commit yourself to protecting the environment? On our webpage, we provide you with information and tips on how to make your trip to Germany (and your stay abroad) as sustainable as possible. After your arrival, we would love to know if and how sustainable your journey was: for example, if you have opted against flying and instead took the train or other green means of transportation. You will have the opportunity to share your story by sending photo(s) and a short text to campuslife.global@tum.de and win attractive prices.

TUM Library – online service

All information can be found here: https://www.ub.tum.de/en or https://www.ub.tum.de/en/information.

In general (also important in case the TUM library should be closed due to the Coronavirus/COVID-19 situation), it is possible to receive scans of books or magazines via e-mail by dokumentUM. To order it, you need a library number.

How to receive your library number

This number is printed on your TUM Student Card. You need to activate your number in TUMonline. A small "Walkthrough" shows how it works: https://mediatum.ub.tum.de/1277992?id=1277992

Language courses

The TUM Language Center offers German and other language courses. Unfortunately, no guarantee can be given for places in TUM German or other language courses.

Registering for language courses

Be fast, as there are less places than students who want to take a language course! Winter term 22-23 students can only attend German intensive courses offered from October on.

- First, you need to do a so-called placement test via Moodle.
- Afterwards, you can register for courses and exams via TUMonline or Moodle

Contacts, deadlines, information

- TUM German courses
- German course offered during the semester
- Other languages

Further language courses (not by TUM)

- Online courses (for Erasmus students only)
- Online courses offered by the DAAD
Semester ticket

**BASIC TICKET - SOLIDARY FEE FOR THE SEMESTER TICKET**

**Costs:** no further costs. Already included in the enrollment fee (138€) you need to pay for TUM.

**Valid:** between 6 p.m. and 6 a.m. on working days and the whole day on weekends and public holidays.

**How to use:** if requested, present your valid TUM Student Card and your ID card or passport.

**“IsarCard Semester” - Upgrade**

**Costs:** extra 209,30€ / semester. Buy at any MVV/MVG office / ticket machine in metro stations in Munich.

**Valid:** the whole day, seven days a week (24/7)

**How to use:** if requested, present your valid Student Card, the “IsarCard”, and your ID card or passport.

Both tickets are valid from **October to March** (if you are enrolled at TUM) within the entire MVV / MVG network.

**Important information:** When buying the “IsarCard semester” (available only after your arrival in Munich), you will receive a payment voucher. Please keep this voucher separate from your “IsarCard semester”! In case you lose your “IsarCard semester”, you will only receive a one-off replacement card if you can present this payment voucher. Further information can be found here.

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**Legal requirements / visa**

In autumn, it could be that in some offices the registration is possible via ordinary post / online as well. Please check on the websites of the responsible authorities for their way to register:

1. Once you have found a room or apartment and moved in, you must **register your local address at your local residence registration office within two weeks:** see “**Arrival & stay at TUM**”

2. If you need to apply for a **(temporary) residence permit** in Germany, you have to do so after your arrival in Germany, see: “**Arrival & stay at TUM**”

All information (registration, residence permit, visa) can be found here at “**To dos after admission**” and “**Arrival & stay at TUM**” and especially regarding the current Covid-19 situation: [https://www.international.tum.de/en/Coronavirus-covid-19-information-regarding-your-stay-at-tum](https://www.international.tum.de/en/Coronavirus-covid-19-information-regarding-your-stay-at-tum)

For all questions regarding **visa applications**, please contact the [German Embassy in your home country](https://www.international.tum.de/en/Coronavirus-covid-19-information-regarding-your-stay-at-tum) (from our side, it is not possible to speed up the visa process (even if the embassy gives you other information!))

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**Opening a bank account**

It is obligatory to show a tax-ID for opening a bank account.

- **When coming to Germany, please bring your own tax-ID from your home country with you!**
- **Where to find it?** See [here](https://www.international.tum.de/en/Coronavirus-covid-19-information-regarding-your-stay-at-tum) or ask your home university / family.
You can also get a German tax-ID:

- Find a room & register at your local residence registration office (see previous section).
- Around 6-8 weeks later, you will receive it via post.

**Important:** Be aware that 6-8 weeks are often too late for opening an account, as e.g. your landlord, TUM sports etc. need your bank data earlier. This is why it’s better to bring the one of your home country.

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**Confirmation of stay (if necessary)**

Confirms your stay at TUM. To know if you need it or not, please ask your home university, as this form is in the responsibility of your home university (not of TUM).

**Signature of arrival:**
Only AFTER the FIRST academic activity at TUM from October on (e.g. Orientation weeks, language course)! Not earlier.

**Signature of departure:**
Only at time of LAST academic activity at TUM (e.g. end of courses / thesis, exam)! Not later!

**All documents will be signed by your TUM department / School, NOT by the TUM G&A Office.**
For all signatures, **please directly see the department / School you are accepted for under "Information on courses or modules, exams, the study plan at TUM or (online) Learning Agreement and other academic matters at TUM".** There you can find contacts as well.

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**Learning Agreement / study plan (if necessary)**

**In your Learning Agreement / study plan, you chose courses you want to attend at TUM.**
You will not be automatically registered for the courses you listed in your learning agreement / study plan! **In general, you have 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 / study plan, as already noted before! Please check with your TUM department / School which courses you can attend. Additionally, some laboratory activities can be subjects to limited availability.

The **contact person** you need to enter on the OLA / Learning Agreement / study plan must be from your TUM department / School (see link above).

**CHANGES**

If you need to **make changes**, you need to contact your TUM department / School as well. This can also be done after you arrival.

**SIGNATURES**

**All documents will be signed by your TUM department / School, NOT by the TUM G&A Office.**
**Please directly see the department / School you are accepted for under "Information on courses or modules, exams, the study plan at TUM or (online) Learning Agreement and other academic matters at TUM".** There you can find contacts as well.
Settling abroad: registering with the embassy or consulate

Telling your home country where you are might not be the first thing you will think of when settling abroad. But depending on your home country, registering with the embassy might allow you to access a number of services as:

- assistance in the event of an emergency (natural disasters, dangerous situations in your country of residence…) or an accident abroad,
- travel alerts and warnings, voting deadlines, etc.

See here: https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/vertretungen-anderer-staaten

Additional information

EXPENSES / CONTRACTS

Note again that no reimbursements / refunds etc. are made by TUM (doesn’t matter if you, TUM or the Coronavirus/COVID-19 situation in general decide for a cancellation or alteration of the exchange). The only exception is the enrollment fee of 138 €. In case of a cancellation (see next point), you will get it back. Deadline for informing us about your cancellation to get your payment back is October 31, 2022.

CANCELLATION OF YOUR EXCHANGE PROGRAM

We hope everything will go well and you can arrive in Germany! But if you decide to cancel your complete exchange with TUM, note:

- This decision is final!
- A later change back to winter term 22-23 is not possible anymore!

Accommodation

For all questions regarding accommodation, see here: https://www.international.tum.de/en/global/accommodation/

A summary: Your contacts at TUM

- Courses, examinations, Learning Agreement / study plan, all signatures: see your TUM department / School under "Information on courses or modules, exams, the study plan at TUM or (online) Learning Agreement and other academic matters at TUM".
- Language courses: TUM Language Center
- Orientation weeks: Thomas Bergmann (bergmann@zv.tum.de)
- Accommodation:
  - Studying in Munich/Garching: Anna Kondratskaya (incoming_help@zv.tum.de)
  - Studying in Freising/Weihenstephan: accommodation.co@ls.tum.de
Visa: [German Embassy in your home country]

All other questions: Dörte Ptaskek (ptaskek@zv.tum.de)

Safety information for your stay in Munich

See “Arrival and stay at TUM” for various points just mentioned and further information like sports at TUM, opening a bank account, etc.

We are looking forward to meeting you soon at TUM!

Best Regards,

Your Incoming Office team

Technical University Munich, TUM Global & Alumni Office, Incoming Office for exchange students, Arcisstr. 21, D-80333 München