



## TUM School of Management – How to Apply

### Bachelor in Management and Technology – Summer Semester only

Please note that this process only applies to applications for the summer semester.

**Since the recognition process by the Chairs can take some time, we recommend you to apply as soon as possible!**

If you would like to apply to a higher subject semester during the regular application period from May 15<sup>th</sup> to July 15<sup>th</sup>, please contact us for more information about this at

[lateralentry\\_bachelor@mgt.tum.de](mailto:lateralentry_bachelor@mgt.tum.de).

#### GENERAL INFORMATION

- The application period for summer semester runs from November 15<sup>th</sup> until January 15<sup>th</sup>
- An application for summer semester is only possible if you have already completed at least 22 ECTS in previous studies that are recognized by TUM.
- At least one of the modules “Mathematics in Natural and Economic Science 1”, “Statistics for Business Administration”, “Economics 1” and “Management Science” has to be recognized.

#### STEPS FOR A SUCCESSFUL APPLICATION

1. To apply, please complete the application form via [TUMonline](#) within the application period (November 15<sup>th</sup> to January 15<sup>th</sup>) and upload all required documents
2. If you did not obtain your university entrance qualification in Germany, you have to apply via [Uni-Assist](#) on top of Step 1. This also applies for applicants with an IB Diploma who do not yet have a Notification of the Office for Certificate Recognition.

The following documents (or more) are necessary to upload during the application:

- Final secondary-school examinations
- [Proof of proficiency in either English or German](#) (not necessary if you are applying to Campus Heilbronn)
- Current CV
- Motivational letter (max. 2 A4 pages)
- Transcript of records of your current/previous studies
- The [form “Application for Credit Transfer and Grading System”](#) (more information below)

You will find the list of all documents that you need to upload on TUMonline once you start with your application.

Please note that additional documents may be required for enrollment (i.e. ID, proof of health insurance). You can upload them at a later point. The application process is 100% online. Hardcopies have to be sent to TUM only once you are enrolling.

3. Please fill out the form “Application for Credit Transfer and Grading System”, there are some points that will help you when filling out the form:



### Application for Credit Transfer

If your university has another credit system, please just enter those credits here.

Beginns with 1-00....

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Prior University: \_\_\_\_\_ Prior Degree Program: \_\_\_\_\_  
 Degree Program pursued at TUM: \_\_\_\_\_ TUMonline Application Number: \_\_\_\_\_

Please leave these checkboxes empty

Please fill it in exactly as it is stated on your transcript of records

Comparison of completed modules and modules at TUM					(processed by TUM)
	Name of the completed module	Number of the corresponding TUM module	ECTS credits of the completed module	Grade	recognized (preliminary)
1.	_____	_____	_____	_____	<input type="checkbox"/>
2.	_____	_____	_____	_____	<input type="checkbox"/>
3.	_____	_____	_____	_____	<input type="checkbox"/>
4.	_____	_____	_____	_____	<input type="checkbox"/>
5.	_____	_____	_____	_____	<input type="checkbox"/>

Please search for the corresponding or similar module in the program-specific academic and examination regulation and the module handbook. Please be sure you are checking the document corresponding to the location you are applying to ([Munich](#) or [Heilbronn](#)). Write the course code on the form, e.g. WI001058 (in case you are applying to Munich Campus) or WIHN1058 (in case you are applying to Heilbronn Campus).



Nr.	Modulnummer	Modulbezeichnung	Modulart	Lehrform SWS/ V Ü P S	Sem.	SWS	Credits	Prüfungsart	Prüfungsdauer	Unterrichtssprache
		<b>Betriebswirtschaftliche Grundlagen</b>								
	WIHN1058	Foundations of Entrepreneurial and Ethical Business	Pflicht	3,5 V + 0,5 Ü	2.	4	6	Klausur	120 - 180 min	Englisch
Nr.	Modulnummer	Modulbezeichnung	Modulart	Lehrform SWS/ V Ü P S	Sem.	SWS	Credits	Prüfungsart	Prüfungsdauer	Unterrichtssprache*
		<b>Betriebswirtschaftliche Grundlagen</b>								
	WI001058	Foundations of Entrepreneurial and Ethical Business	Pflicht	4 V	1.	4	6	Klausur	120 min	Deutsch/ Englisch

- PLEASE SUBMIT YOUR APPLICATION on TUMonline.
- After you have submitted your application, we will send you more information about the next steps. You will have to fill out forms for the specific modules and send the module descriptions. After these steps, the respective chairs will check if your modules can be recognized or not. **Please do not contact the chairs before we have given you any information about this!**

6. Once the respective chairs have accepted modules worth at least 22 ECTS, we can further process your application and follow our assessment procedure. Should the 22 ECTS not be approved or none of the above mentioned modules (Mathematics in Natural and Economic Science 1, Statistics for Business Administration, Management Science, Economics 1), we will contact you and unfortunately, your application will be rejected.