Partner Information Form

For Prospective Incoming Exchange Students

Address
Technical University of Munich
TUM School of Management
International Office
Arcisstrasse 21
80333 München
Germany

Dean
Professor Dr. Gunther Friedl

Associate Dean of International Alliances
Professor Dr. Thomas Hutzschenreuter

TUM School of Management
International Office

- Campus Munich: Ms. Ute Helfers, Ms. Zuzana Zechovska, Ms. Gabriella Loparco, Ms. Anna-Lena Kötting, Ms. Josephina Buhr
- Campus Heilbronn: Ms. Sabrina Huber, Ms. Anke Dautel
- Campus Straubing: Ms. Olivia Chia-Leeson

Manager of International Affairs & Alliances
Ms. Jamie Snow

Internet Address
http://www.tum.de
https://www.mgt.tum.de/
https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students
https://www.mgt.tum.de/campuses/heilbronn/explore-the-campus
https://www.mgt.tum.de/campuses/straubing/living-in-straubing

Social Media
https://www.instagram.com/tum.school.of.management
https://www.youtube.com/c/TUMSchoolofManagement

Main contact for partner universities
abroad@mgt.tum.de

Main contact for students
incoming@mgt.tum.de

Erasmus Code
D MUNCHEN02

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GENERAL INFORMATION for all campuses

<table>
<thead>
<tr>
<th>Location</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Munich</td>
<td></td>
</tr>
<tr>
<td>Heilbronn</td>
<td>~12 miles</td>
</tr>
<tr>
<td>Straubing</td>
<td>~25 miles</td>
</tr>
<tr>
<td>Garching</td>
<td>~95 miles</td>
</tr>
<tr>
<td>Weihenstephan</td>
<td>~175 miles</td>
</tr>
</tbody>
</table>

TUM Nomination and Application Deadline

Deadline for nominations and applications
- Winter Semester (or for entire year at TUM): 15th of May
- Summer Semester: 31st of October

updated in November 2022
TUM Nomination and Application Procedure

Nomination for Partner Institutions

All relevant information with further instruction for the online nomination will be sent via email to our partners in March (for winter semester) and September (for summer semester). Your students are free to choose the campus. Please inform us about their decision via the nomination. It is not possible to change the campus during the exchange period.

Application Process for Prospective Incoming Exchange Students

After an acknowledgement-e-mail from TUM, students apply within our application period as mentioned on the TUM Global & Alumni website for incoming students. You are free to choose one of our TUM SoM campus. We will be informed about your decision via your home university’s nomination. However, it is not possible to change the campus during the exchange period. Applications need to be done online & via e-mail and should include the following documents:

The applications should include the following documents:
1. Online application form
2. When completing the online form in the applicant portal, please follow the instructions on the first page of the form. Important: Online applications submitted after the application deadline will not be considered.
3. One-page letter of motivation (either in German or English)
4. Curriculum vitae (either in German or English)
5. Learning Agreement / Study plan (courses students want to attend at TUM)
6. Transcript of records (all grades attained at university)
7. Document listing the courses students are attending in their current semester (and therefore are not yet listed in the transcript).
8. An official language certificate (confirmation) for English and/or German (B2 CEF). The home university can issue this confirmation.

Further information for Erasmus+ and SEMP students can be found here.
Further information for students from NON-Erasmus+ countries can be found here.

Information for ERASMUS+ learning agreements

Please fill in the respective sections of the learning agreement as follows:

The Receiving Institution
Name: Technical University of Munich
Erasmus code: D MUNCHEN02
Address: Arcisstr. 21, 80333 Munich
Contact person: Zuzana ZECHOVSKA
Phone number: +49 89 289 28185

Faculty: School of Management
Department: / Country: Germany
Email: incoming@mgt.tum.de

Responsible person in the Receiving Institution
Name: Ute HELFERS
Phone number: +49 89 289 25083

Function: Team Lead International Office
Email: incoming@mgt.tum.de

Academic Information

Semester Dates
Winter Semester 2023/24: 01 October 2023 – 31 March 2024
Lecture Period: 16 October 2023 – 09 February 2024
Exam Period: approx. 30 January 2024 – 02 March 2024
Summer Semester 2024: 01 April 2024 – 30 September 2024
Lecture Period: 15 April 2024 – 19 July 2024
Exam Period: approx. 14 July 2024 – 10 August 2024
For specific dates please see: https://www.tum.de/en/studies/application/dates-and-deadlines/dates-periods-and-deadlines/

Course Catalogue
https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students (see Important Documents). Please create your study plan/learning agreement based on the course catalogue and the different campus. It is not possible to change the campus during the exchange period.

Language Proficiency
Depending on the courses applicants intend to follow at TUM School of Management, they are required to give proof of a B2 level command (or equivalent) in English and/or German. We recommend all students to gain some basic German language knowledge prior to their studies at TUM for daily life in Munich. (Intensive) German language courses are offered by the TUM Language Center during the lecture period. For details, please look at: http://www.sprachenzentrum.tum.de/en/homepage/.
### Semester Workload
15-20 ECTS credits suggested (workload per semester for German students: 30 ECTS)

### Academic Transcript
Transcripts of Records will be issued by the TUM School of Management International Office only on request. Detailed information will be sent to the students at the end of the exchange period via e-mail.

### Covid-19 Information

### Grading System
[https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students](https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students) (see section 3: “During your stay”)

### Visa Requirements/ Residence Permit Application

#### Entry Regulations
Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Germany. Applicants from non-EU nations normally need a visa to study in Germany. In order to find out if they need a visa and how to apply, they must contact the embassy or consulate of the Federal Republic of Germany in their home country. Application processing times can vary greatly depending on volume of applications and the applicant’s home country. It is recommended to submit the complete application at least two months prior to the student's departure.

**Please note:** Students cannot travel to Germany on a tourist visa, since this cannot be changed into a student visa. Students that are in Germany on a tourist visa are not entitled to study there.

#### Further Information
General information for international students at TUM – refer to “preparing for your stay: To-Dos after admission. => #1

### Health Insurance

#### Are students required to get health insurance?
Health insurance is compulsory in Germany. Students cannot register at TUM without proof of German national insurance. To ensure that coverage is sufficient to meet German national standards, it is recommended that students purchase an in-country medical insurance plan. Travel insurance are not accepted.

#### Further Information
General information for international students at TUM – refer to “preparing for your stay: To-Dos after admission. => #2

### Banking

#### Do students have to open a bank account while studying in Germany?
It is highly advisable to open a bank account in Germany. German banks offer accounts free of charge for students. Debit cards from German banks are accepted throughout Europe.

#### What are acceptable credit cards in Germany?
In Munich, all major credit cards are accepted. However, not all stores take credit cards; some shops only accept cash payments. In smaller cities and towns outside of Munich, credit cards are usually not accepted.

### Accommodation
The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here: [https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students](https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students) (see section 2: “Before you arrive”)

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**SPECIAL INFORMATION for Campus MUNICH**
[https://www.mgt.tum.de/campuses/munich/living-in-munich](https://www.mgt.tum.de/campuses/munich/living-in-munich)

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3/7 updated in November 2022
Buddy Program

The TUM School of Management provides a German student buddy for every incoming exchange student. The buddy will assist the exchange student in all regards of studying and living in Munich. The contact between the incoming exchange student and his/her buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

Orientation Program

The central TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities are organized in cooperation with the student association ESN TUMi München. The program starts 2 weeks before classes begin each semester. For more information, please see: https://www.international.tum.de/en/campuslife/

Estimated Costs of Living (in €)

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Dormitories</td>
<td>280 € – 350 € per month</td>
</tr>
<tr>
<td>Private Apartments</td>
<td>350 € – 700 € per month</td>
</tr>
<tr>
<td>Food/Meals</td>
<td>300 € per month</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>Semester Ticket: 201.60 € per semester (optional) Solidarity Fee: 69.40 € per semester (compulsory – see enrolment fee)</td>
</tr>
<tr>
<td>Academic Expenses</td>
<td>Approx. 40 € per month</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>150 € per month (according to individual needs) (phone, clothing, leisure time, etc.)</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Around 110 € per month (not for students with an EHIC card)</td>
</tr>
<tr>
<td>Enrollment Fee</td>
<td>Administration fee of 75 € &amp; Solidarity fee of 72 € in total 147 € per semester (compulsory for all TUM students) – current status, fee might change</td>
</tr>
</tbody>
</table>

Access to TUM School of Management – Campus Munich

from Munich Airport

- Suburban train S1 bound for “Ostbahnhof” to „Feldmoching“, change to metro U2 bound for “Messestadt Ost”, get off at “Theresienstraße” (approx. 1 hour)
- Suburban train S8 bound for “Herrsching” to “Hauptbahnhof (Munich Central Station)”, change to metro U2 bound for “Feldmoching”, get off at “Theresienstraße” (approx. 1 hour)

from Munich Central Station

- Metro U2 bound for “Feldmoching”, get off at “Theresienstraße” (approx. 3 minutes)
- Bus 100 bound for “Ostbahnhof”, get off at “Technische Universität” (approx. 5 minutes)

SPECIAL INFORMATION for Campus HEILBRONN

https://www.mgt.tum.de/campuses/heilbronn/living-in-heilbronn

Accommodation

The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here: https://www.mgt.tum.de/campuses/heilbronn/living-in-heilbronn

Buddy Program

The TUM School of Management provides a German student buddy for every incoming exchange student. The buddy will assist the exchange student in all regards of studying and living in Munich. The contact between the incoming exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.
Orientation Program

The orientation program starts 2 weeks before classes begin every semester. More information will be provided.

Estimated Costs of Living (in €)

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<tbody>
<tr>
<td>Student Dormitories</td>
<td>280 € – 350 € per month</td>
</tr>
<tr>
<td>Private Apartments</td>
<td>350 € – 700 € per month</td>
</tr>
<tr>
<td>Food/Meals</td>
<td>300 € per month</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>Semester Ticket: 171 € per semester (optional)</td>
</tr>
<tr>
<td>Academic Expenses</td>
<td>Solidarity Fee: 17 € per semester (compulsory – see enrollment fee)</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>Approx. 40 € per month</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>90 – 95 € per month (not for students with an EHIC card)</td>
</tr>
<tr>
<td>Enrollment Fee</td>
<td>Administration fee of 75 € &amp; Solidarity fee of 17 €: in total 92 € / per semester (compulsory for all TUM students) – current status, fee might change</td>
</tr>
</tbody>
</table>

Access to TUM School of Management – Campus Heilbronn

- **from Frankfurt airport**
  - Train to “Heilbronn Hauptbahnhof” (approx. 2 hours)

- **from Stuttgart airport**
  - Suburban train S 23 bound for “Backnang” to “Stuttgart Hauptbahnhof” (approx. 25 minutes), change to regional train from “Stuttgart Hauptbahnhof” to “Heilbronn Hauptbahnhof” (approx. 45 minutes)

- **from Heilbronn train station**
  - 15 minutes walking distance
  - Bus 1 bound to “Heilbronn Trappensee” to “Heilbronn Harmonie/Kunsthalle” (approx. 5 minutes), change to Bus 42 bound to “Böckingen Schanz Süd” to “Heilbronn Europaplatz (Ost)” (approx. 3 minutes)

Accommodation

The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here: https://www.cs.tum.de/prospective-students/housing/?lang=en

Buddy Program

TUM Campus Straubing has a buddy program for international students. The buddy will assist the exchange student in all regards of studying and living in Straubing. The contact between the incoming exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

Orientation Program

The central TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities take place in Munich and are organized in cooperation with the student association ESN TUMi München. The program starts in November before classes begin each semester. For more information, please see: https://www.international.tum.de/en/campuslife/
Estimated Costs of Living (in €)

<table>
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<tr>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Private Apartments</td>
<td>350 € – 700 € per month</td>
</tr>
<tr>
<td>Food/Meals</td>
<td>300 € per month</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>10 € / weekly ticket</td>
</tr>
<tr>
<td></td>
<td>30 € / monthly ticket</td>
</tr>
<tr>
<td>Academic Expenses</td>
<td>Approx. 40 € per month</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>150 € per month (according to individual needs) (telephone, clothes, leisure time, etc.)</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>90 – 95 € per month (not for students with an EHIC card)</td>
</tr>
<tr>
<td>Enrollment Fee</td>
<td>Administration fee of 62 € / per semester – current status, fee might change</td>
</tr>
</tbody>
</table>

Access to TUM School of Management – Campus Straubing

- **from Munich Airport / Central Station**
  - Train via „Neufahrn (Niederbayern)“, „Plattling“ or „Obertraubling“ (approx. 2 hours) to “Straubing Central Station”

- **from Straubing Central Station**
  - Bus 2 bound for “Fachmarktzentrum/Erletakker”, get off at “Stadtwerke/Universität” (approx. 8 minutes)
  - Walk following the signs “TUM” (approx. 15 minutes)

Contact Details – International Office TUM School of Management

**Visitor Address** Campus Munich:
TUM main campus, building 0505, 1st floor, room 1554, access through entrance at crossing Luisen-/Theresienstr.

**Program Coordinator**

- **INCOMING**
  - for all inquiries from prospective incoming exchange students
  - Ms. Zuzana ZECHOVSKA
  - Phone: +49 89 289 28185
  - incoming@mgt.tum.de

- **OUTGOING – ERASMUS**
  - for all inquiries from prospective outgoing exchange students (SW, FI, NO, IS)
  - Ms. Anke DAUTEL
  - Phone: +49 7131 26418612
  - outgoing@mgt.tum.de

- **OUTGOING – ERASMUS**
  - for all inquiries from prospective outgoing exchange students (all other countries)
  - Ms. Gabriella LOPARCO
  - Phone: +49 89 289 25036
  - outgoing@mgt.tum.de

- **OUTGOING – NON-ERASMUS**
  - for all inquiries from prospective outgoing exchange students
  - Ms. Anna-Lena Köttig
  - Phone: +49 89 289 25847
  - outgoing@mgt.tum.de

- **Joint International Programs**
  - for all inquiries from prospective Joint International Program students
  - Ms. Josephina BUHR
  - Phone: +49 89 289 25079
  - jip@mgt.tum.de
  - qtem@mgt.tum.de

- **Team Lead TUM School of Management International Office**
  - for all inquiries from (prospective) partner institutions concerning student exchange
  - Recognition of courses from abroad
  - Ms. Ute HELFERS
  - Phone: +49 89 289 25083
  - abroad@mgt.tum.de
  - qtem@mgt.tum.de

- **Manager for International Affairs & Alliances**
  - for all inquiries from (prospective) partner institutions concerning strategic issues
  - Ms. Jamie SNOW
  - Phone: +49 89 289 28177
  - jamie.snow@tum.de
Visitor Address Campus Heilbronn:
TUM Campus Heilbronn, Bildungscampus 9, 74076 Heilbronn, room L.1.30

Program Manager
International Office Campus Heilbronn
- for all general inquiries regarding Campus Heilbronn

Ms. Sabrina HUBER
Phone: +49 7131 264 18606
Internationaloffice_hn@mgt.tum.de

Program Coordinator
International Office Campus Heilbronn
- for all inquiries from incoming exchange students at Campus Heilbronn

Ms. Anke DAUTEL
Phone: +49 7131 264 18612
incoming@mgt.tum.de

Visitor Address Campus Straubing:
TUM Campus Straubing, building 3502, 1st floor, room 1.010, Schulgasse 22, 94315 Straubing

Program Manager
International Office Campus Straubing
- for all inquiries from exchange students at Campus Straubing

Ms. Olivia CHIA-LEESON
Phone: +49 9421 187 164
olivia.chia-leeson@tum.de

TUM Global & Alumni Office for all TUM incoming exchange students
- Accompanying the application procedure

Ms. Dörte PTASSEK, Ms. Larissa MEIER, Ms. Anita HAUZENBERGER
TUM Global & Alumni Office
Phone: +49 89 289-25017 / - 28198 / -25158
incoming@zv.tum.de
https://www.international.tum.de/en/exchangestudents/general-information-for-international-students/