TUM International

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www.international.tum.de/en/coming-to-tum/tumi

Printed 09/2017

Funded by the German Academic Exchange Service (DAAD) with funds of the Federal Foreign Office.

Photo: Andreas Heddergott / TUM

DAAD
Checklist
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DONE :-)
1. TUMonline account

TUM’s **central service portal** which is very useful for e.g., course registration and downloading documents, can be accessed at: www.tumonline.de

**How do I get in?**

You can’t create a user account yourself. You will receive the log-in data **after** you have been accepted as an exchange student at TUM.

**Please note:** Please do not edit your personal data in TUMonline at this point. Just upload a photo and enter your address. If problems occur: it-support@tum.de

**What do I have to do next?**

- **Update your address** 1
  (Under Resources > Current Address)

- **Check your fees account** 2
  (Under Studies > Fees)

- **Set up your official @tum.de e-mail account**
  after you are enrolled at TUM 3
  (Under Resources > E-mail Addresses)

**What else can I find here?**

Click Print Documents to find 4
- Confirmation of enrollment (Immatrifikationsbescheinigung)
- Study progress certificate
- Other documents relating to your studies

Click Transcripts to find 5
- All exams (Examination report)
- Passed exams (Grade report)
Where can I find more information on this topic?
www.it.tum.de/en/tumonline
2. Wireless internet access at TUM

The eduroam Wi-Fi service (education roaming) is an easy option to get connected at TUM. Wi-Fi via eduroam is available for all enrolled students who have a TUMonline account.

**How it works**

In order to connect to the wlan of eduroam, first you need to download a wlan configuration profile from the website of LRZ: [http://www.lrz.de/services/netz/wlan_en/eduroam_en/](http://www.lrz.de/services/netz/wlan_en/eduroam_en/)

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1. Choose and download configuration profile

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![Configuration profile download](image-url)
2. Activate Wireless Network Adapter

Now activate the **Wireless Network Adapter** of your laptop and select the **eduroam** network access point.
3. Enter your TUM-ID

At this point you will need your modified TUM-ID. It consists of your regular TUM-ID – here, for example gu27cat (which is of course different for every user) – appended with @eduroam.mwn.de

This then has the following format:

gu27cat@eduroam.mwn.de

The password is your personal password.

4. Go online

Follow these instructions to connect all your mobile devices to the internet.
3. Residence registration

I have found a place to live. What do I have to do next?

Register at your local resident registration office (see map) within two weeks.

Necessary documents for residence registration:

- Passport or in some cases ID-Card
- Landlord’s Confirmation of Residence. Get the confirmation form:
  www.muenchen.de/rathaus/dms/Home/Stadtverwaltung/Kreisverwaltungsreferat/fachspezifisch/HA-II/Buergerbuero/Dokumente/Wohnungsgeberbestigung_Internet.pdf

You also need to re-register your new address when you move to another place and / or notify the office when you leave the city and move back to your home country. See also: 10. Residence de-registration.

- Registration form:
  https://www.muenchen.de/rathaus/dam/jcr:002cab0e-2206-4a43-8b61-0ff66da42b7e/Registration.pdf

Aside from the main office of KVR in the Ruppertstrasse, there are several branches of KVR all over the Munich. In any case: Be there as early as you can to avoid long queues.
Munich:
Kreisverwaltungsreferat (KVR)
Ruppertstraße 19, 80337 München
Tel +49 89 233 96000

https://www.muenchen.de/rathaus/home_en/Department-of-Public-Order.html
Garching:
Stadtverwaltung Garching
Rathausplatz 3, 85748 Garching
Tel +49 89 320 89 444

https://www.buergerserviceportal.de/bayern/garching/home
Freising:
Stadtverwaltung Freising
Marienplatz 1, 85354 Freising
Tel +49 8161 544 3321

http://www.freising.de/rathaus/buergerbuero.html
4. License fee for public broadcasting*

Every household has to pay a license fee for public broadcasting services of 17,50 € per month. Actual existence or usage of TV, radio or laptop do not matter. In a shared flat the license fee only has to be paid by one person, not by each flat mate.

There are no exceptions for international students, even if they receive a scholarship or are exchange students.

For more information, please see: https://www.rundfunkbeitrag.de/index_ger.html#collapse2516

*of ARD, ZDF and Deutschlandradio

5. Application / extension residence permit

What do I have to do?

- EU citizens (incl. EFTA countries except Switzerland)
  After your residence registration (see page 9), no further steps are required.

- Non-EU citizens
  Apply for a residence permit at least six weeks before your entry visa expires.
Necessary documents:

- **Completed residence permit form**
  [http://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Auslaenderwesen/Studium-Sprachkurse-und-Forscher/Neweinreisende-Studien.html](http://www.muenchen.de/rathaus/Stadtverwaltung/Kreisverwaltungsreferat/Auslaenderwesen/Studium-Sprachkurse-und-Forscher/Neweinreisende-Studien.html) (only available in German)

- **Valid passport**

- **Confirmation of enrollment at TUM**
  (Immatrikulationsbescheinigung, see 1. TUMonline account, Nr. 4)

- **Proof of health insurance**

- **Proof of finances**
  You need to show proof of your finances for each year of study in advance; 720€ per month for at least one year. If you receive a scholarship that is less than 720 € per month, you will also need to provide proof that your parents or another sponsor will cover the monthly difference.

- **Proof of registration in Munich**
  (see page 9)

- **Biometric, passport-sized photograph**
  Photo booths are located at the registration offices.

- **Fee** approx. 100 € for the first permit, approx. 93 € for the renewal
6. Public transport in Munich

Students can use the city’s public transport (MVV/MVG) at reduced rates by paying the compulsory solidarity fee and buying the optional IsarCard Semester.

**Solidarity fee**

All students are obliged to pay a basic fee for public transport of **66,50 € per semester**. This fee is collected together with the Student Union Fee of 62 € (128,50 € in total) upon enrollment. By bearing a valid student ID card all students are therefore entitled to use all forms of transportation within the entire MVV/MVG network on weekdays between the hours of 6 pm and 6 am (i.e. during the off-peak hours), as well as on weekends and holidays (all day). Your student ID card plus an official photo ID (e.g. passport, etc.) serves as your ticket.

**IsarCard Semester (optional)**

For an additional payment of **193 € per semester**, you can purchase the supplementary IsarCard Semester. It entitles students to unlimited travel within the entire MVV/MVG network 24 hours a day, seven days a week. The IsarCard Semester can be purchased at:

- MVG and DB ticket machines  
  (e.g. at U-Bahn stations, S-Bahn stations)
- Electronic ticket printers on MVV regional buses
- MVG customer service centers  
  (e.g. at Central Station, Poccistraße, Ostbahnhof)
- Private MVG points of sale (kiosks)

Only the combination of IsarCard Semester, a student ID card and an official photo ID constitute a valid ticket.

For further information, please see:  
www.tum.de/en/studies/semester-ticket
7. Bank account

It is useful to open a bank account in Germany for transferring your rent, paying your health insurance and for other occasions.

What do I have to do?

Open a “Girokonto” at a local bank. For students, this is free of charge. The Stadtsparkasse has the most branches in Munich. Other large banks are Postbank, HypoVereinsbank, Commerzbank and Deutsche Bank.

Necessary documents:

☐ Passport or ID

☐ Address in Germany

☐ Confirmation of enrollment at TUM
  (Immatrikulationsbescheinigung, see 1.
  TUMonline account, Nr. 4)
8. Registration renewal

I have been accepted to study at TUM for more than one semester. What do I have to do in order to renew my registration?

Re-register by transferring the fee of 128,50 € by February 15 for the upcoming summer semester, respectively August 15 for the upcoming winter semester to TUM. Please transfer the fee to the following account: https://www.tum.de/en/studies/fees-and-financial-aid/payment-of-fees/

Alternatively, you may pay the fee for re-registration at the cash payment office (Zahlstelle) at Arcisstrasse 21 in room 1157. Afterwards, please present your payment receipt at the Tuition Fees Management in room 0161.

Re-validate your StudentCard at the validation machines at TUM, e.g. in the entrance hall, main campus.
9. **Exmatriculation**

I need a certificate of de-registration (e.g. for the health insurance), because I leave TUM before the semester ends. What do I have to do?

Usually, exchange students do not have to de-register (in German: „exmatrikulieren“). This will automatically be done by TUM at the end of the semester you have applied for.

In case you need a certificate, just ask for the so-called “Exmatrikulation” at the TUM Admission Office in the Student Service Center (SSZ). They will give you a form you have to fill out and that’s all.

**Where do I find the SSZ?**

Arcisstrasse 21, 80333 München, SSZ, room 0140
10. Residence de-registration

I leave Munich at the end of my stay. What do I have to do?

Before you leave, you have to de-register your address in Munich (see also: 3. Residence registration).

Necessary documents for residence de-registration:

☐ Passport, or in some cases ID-Card

☐ De-registration form: https://www.muenchen.de/rathaus/dam/jcr:002ca-b0e-2206-4a43-8b61-0ff66da42b7e/Registration.pdf