

Getting started at TUM

# Checklist for exchange students



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Deutscher Akademischer Austauschdienst  
German Academic Exchange Service



Auswärtiges Amt

# Checklist

Things to do when you come to TUM as an international exchange student:

1. TUMonline account
2. Wireless internet access at TUM
3. Residence registration
4. Residence permit
5. License fee for public broadcasting
6. Public transport in Munich
7. Bank account
8. Safety information
9. Registration renewal
10. Exmatriculation
11. Residence deregistration
12. Know your contacts

# 1. TUMonline account

TUM's **central service portal** is very useful for course registration, finding documents, etc.

It can be accessed at: <https://campus.tum.de>

## How do I login?

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

**Note:** Please do not enter any personal data in TUMonline at this point. Just upload a photo and list your address. If problems occur: [it-support@tum.de](mailto:it-support@tum.de)

## What do I have to do after acceptance?

- **Update your address**  
(Under: [Admission](#) > [Current Address](#)) 1
- **Check your fees account**  
(Under: [Admission](#) > [Semester Fees](#)) 2
- **Set up your official @tum.de e-mail account**  
after you are enrolled at TUM  
(Under: [Account](#) > [E-mail Addresses](#)) 3

## What else can I find here?

Click [Admission](#) > [Documents](#) to find your 4

- **Confirmation of Enrollment**  
(Immatrikulationsbescheinigung)
- **Certificate of Progress of Studies**
- Other documents related to your studies

Click [Exams](#) to find 5

- **My Achievements** for all exam results
- **Transcripts** for your Transcript of Records

## Where can I find more information?

[www.it.tum.de](http://www.it.tum.de)



## Your TUMonline desktop

You can customize the desktop of TUMonline.

[More information](#)



**Studies and Courses**

- Study Status / Curriculum
- Courses
- Module Catalog
- Student Files
- Calendar

**Exams** 5

- Exam Dates
- Exams Registration - Exam Dates
- My Achievements
- Transcripts
- Recognitions / Achievement supplements

**Admission**

- Documents 4
- Tuition Fees 2
- Current Address 1
- TUMcard passport photograph upload
- My Applications

**Account**

- Login Log
- Change Password
- TUM ID
- E-mail Addresses 3
- StudiTUM Administration
- Token-Management

**Directory**

- Organisations & Responsibilities
- People & Responsibilities
- Degree Programmes
- Resources

**Other IT Services**

- Storage (NAS)
- Sync+Share
- Software
- Library
- ORCID ID

**Miscellaneous**

- Use Policies
- Tip of the week

## 2. Wi-Fi access at TUM

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

If your device automatically connects to eduroam with the login data of your home university, step 2 of this checklist (pages 6 - 7) is irrelevant to you.

### How it works

Visit the eduroam Configuration Assistant Tool

[More information](#)



CAT was recently upgraded to version 2.0.4. Please report any issues to the mailing list cat-users@lists.géant.org

**eduroam**  
Configuration Assistant Tool

Start page About Language Help Manage Terms of use

eduroam® installation made easy  
**Apple iOS devices**  
iPhone, iPad, iPod touch  
Custom built for your organisation  
Digitally signed by the organisation that coordinates eduroam®: GÉANT Association

Welcome to eduroam CAT  
**Connect your device to eduroam®**  
eduroam® provides access to thousands of Wi-Fi hotspots around the world, free of charge. [Learn more](#)

[Click here to download your eduroam® installer](#)

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Notice

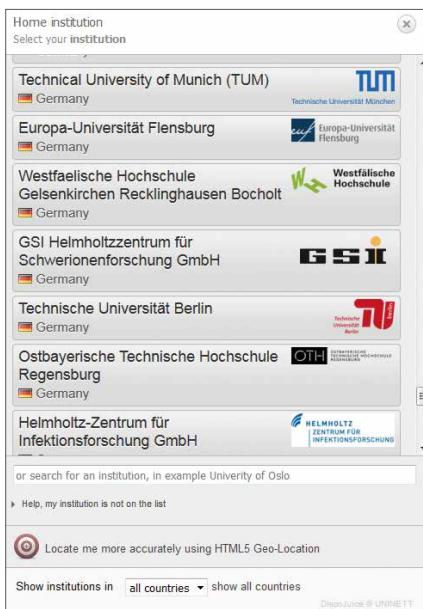
eduroam® logo

European Commission Communications Networks, Content and  
Technology

- Download the **configuration profile according to your operating system.**

**Note:** Android users do not need a configuration profile.

- Choose **Technical University of Munich as Home institution.**



- Activate the wireless network on your device and **select the eduroam network** access point.
- Enter your user name and password. You will need your **modified TUM-ID**. It consists of your regular TUM-ID, for example, **gu27cat** – **appended with @eduroam.mwn.de**.

#### Example of a modified TUM ID:

[gu27cat@eduroam.mwn.de](mailto:gu27cat@eduroam.mwn.de)

The password is your **TUMonline password**.

Follow these instructions to connect all your mobile devices to the eduroam network.

#### Bayern WLAN

As an alternative to eduroam, TUM offers the [Bayern WLAN](#) network. It is accessible without a password but, therefore, also unsecured.



## 3. Residence registration

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

**Register** at your local Citizens Advice Bureau (Bürgerbüro) **within two weeks** after moving in.

### Necessary documents

- **Passport** or, in some cases, **ID card**
- **Landlord's confirmation of residence**  
("Wohnungsgeberbestätigung", only available in German)

[Download form](#) or scan code



- **Registration form**

**Do I need an appointment for the registration?**

### Munich

If you live in **Munich**, you need to arrange an appointment at the **Citizens Advice Bureau**. Online registration is not possible if moving to Germany for your first time. You must go in person.

- Under the menu point **Dienstleistungen wählen**, select **Wohnsitz anmelden oder ummelden**. Indicate that you are not a bot, then click on **Weiter zur Terminauswahl**.
- Find the Citizens Advice Bureau closest to your home (though you can visit any Bürgerbüro), enter your personal data, then click **Weiter zum Abschluss der Reservierung**. You will receive an email that requires you to confirm your reservation.

[Online appointments for Munich residents](#)



- Download the **registration form for Munich residents** and bring the form to your appointment.

[Download form](#) or scan code



① Often, there are **appointments left for the current day**. The Bureaus publish those free slots on their websites about thirty minutes before office hours.

## Garching

If you live **in Garching**, you do not need an appointment on Thursdays. All other days require appointments.

- After choosing English as your preferred language, on the next page you will find the option **Anmeldung** (Registration).
- **Select one person, download the required forms**, then scroll to the bottom and click Next.
- Find a **suitable appointment**, enter your personal data, and click Submit.

[Online appointments for Garching residents](#)



## Freising

If you live **in Freising**, you need to arrange an appointment at the **Citizens Advice Bureau**.

- Under **Meldeangelegenheiten > Anmeldung in Freising**, select **1 Person** in the dropdown menu, and click on **Termin vereinbaren**.
- Check the boxes **Wohnungsgeberbescheinigung** (Landlord's confirmation) and **Personalausweis / Reisepass** (ID / passport), confirm by clicking on **Ich habe die Hinweise zur Kenntnis genommen**, and choose an appointment.

[Online appointments for Freising residents](#)



① In **other cities**, you can usually go to the local registration office **without an appointment**.

You need to **reregister your new address** when you move to another place and **notify the office** when you leave the city and move back to your home country.

## Munich

Kreisverwaltungsreferat (KVR)  
Ruppertstraße 19, 80337 München  
Tel +49 89 233 96000



### [Residents' registration office Munich](#)



**A** KVR München    ▲ Main Entrance

### Additional offices in Munich

Landsberger Str. 486

Riesefeldstr. 75

Leonrodstr. 21

Orleansstr. 50

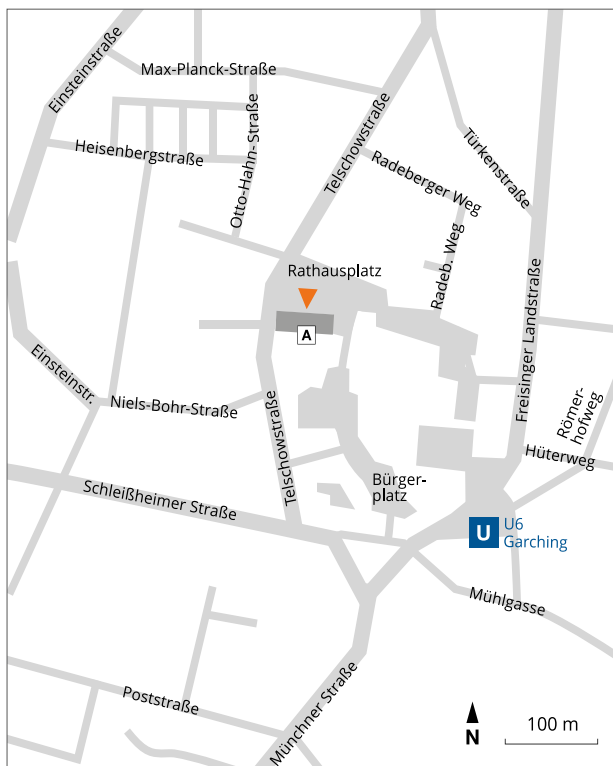
Forstenrieder Allee 61A

# Garching

Stadtverwaltung Garching  
Rathausplatz 3, 85748 Garching  
Tel +49 89 320 89 444



## [Residents' registration office Garching](#)



**A** Stadtverwaltung Garching    ▲ Main Entrance

## Freising

Stadtverwaltung Freising  
Marienplatz 1, 85354 Freising  
Tel +49 8161 544 3321



### [Residents' registration office Freising](#)



**A** Stadtverwaltung Freising ▲ Main Entrance

## Other locations

Contact persons for students at other TUM locations:

**Straubing** olivia.chia-leeson@tum.de

**Heilbronn** servicepoint@chn.tum.de

## 4. Application / extension of residence permit

### What do I have to do?

- **EU citizens** (incl. EFTA countries except Switzerland)  
After your residence registration (see point 3), no further steps are required.
- **Non-EU citizens whose home institution is in an EU country**  
You need to apply for a BAMF confirmation. After that, you only need to complete the residence registration (see point 3).
- **Non-EU citizens whose home institution is in a non-EU country**  
Apply for a residence permit at the Foreigners' Registration Office (Ausländerbehörde) of the city where you live at least six weeks before your entry visa expires.

### Necessary documents

- **Residence permit form**

[Download form](#) or scan code



Outside of Munich, forms may differ slightly.  
Please contact your local Citizens Advice Bureau.

- **Valid passport**
- **Confirmation of enrollment at TUM**  
See section 1. TUMonline account
- **Proof of health insurance**

- **Proof of finances**

You need to show proof of your finances – e.g., a blocked account or proof of scholarship – for each year of study in advance; 992 euros per month for at least one year.

If you receive a scholarship that is less than 992 euros per month, you will also need to provide proof that your parents or another sponsor will cover the monthly difference.

- **Proof of registration** in Germany
- **Biometric, passport-sized digital photograph**  
Photo booths are located at the registration offices.
- **Fee:** approximately 100 euros for the first permit, approximately 96 euros for the renewal.

## I live in Munich

Apply for your residence permit online:

[Website of the City of Munich](#)

[Guide for filling out the online form](#)



## I live outside of Munich

### • Places outside of Munich (Landkreis München)

Visit the website below, select **Ich möchte erstmalig eine Aufenthaltserlaubnis zum Zweck der Ausbildung beantragen**, enter the zip code of the town you are registered in, and click **Jetzt starten**.

Note: The form is only available in German and requires information from your passport, visa documents, and registration.

[Website of the Landratsamt Munich](#)



### • Freising

Find your contact at the Freising Foreigner's Office by clicking on **Ansprechpartner** on the right side of the page. See who is responsible for you according to your last name, and arrange an appointment via email or telephone.

[Website of the Foreigner's Office Freising](#)



## Other locations

Contact persons for students at other TUM locations:

**Straubing** olivia.chia-leeson@tum.de

**Heilbronn** servicepoint@chn.tum.de

## 5. License fee for public broadcasting

**Every household** has to pay a **license fee for public broadcasting services of 18.36 euros per month** regardless of if you have a TV, radio, or laptop. In a shared flat, the license fee only has to be paid by one person, not by each flatmate.

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

For more information, please see the website on the [license fee in Germany](#).



## 6. Public transport in Munich

### TUM locations in Bavaria

For TUM students at locations in Bavaria (Munich, Garching, Weihenstephan, Straubing), we recommend the discounted Deutschlandticket, which costs 43 euros per month. This subscription can be canceled monthly and is valid for all regional transport throughout Germany.

You can order it via the MVG customer portal and then use it digitally in the MVGO app, for example. Alternatively, the ticket is also available as a chip card.

[Purchase the Deutschlandticket via the MVG customer portal](#)



You will need to submit proof of student status to receive the discount.

[Download MVGO app](#)



## TUM Campus Heilbronn

TUM Heilbronn students can purchase a Deutschlandticket for 45 euros per month with proof of student status.

[Purchase the Deutschlandticket for TUM Heilbronn students](#)



## 7. Bank account

It is useful (but not required) to open a bank account in Germany, e.g. to transfer your rent and pay your health insurance.

### What do I have to do?

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

In addition, there are a number of online banks like n26, DKB, or ING, which have no physical branches.

### Necessary documents

- **Passport or ID card**
- **Proof of address in Germany**
- **Confirmation of enrollment at TUM**
- **Tax ID**

If you do not have a German tax ID, you can use one from your home country. If you do not know your tax ID, contact your home university or family.

Find more helpful information on the tax ID in the [OECD's Automatic Exchange Portal](#).



After registering your residence (section 3), you will receive a German tax ID. However, this may take six to eight weeks. Therefore, it is better to bring the existing tax ID from your home country.

## 8. Safety information

[Please read this safety information for your stay in Munich](#)



## 9. 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?**

Reregister **by transferring the semester fee** of your campus **by August 15** for the upcoming winter semester or **February 15** for the upcoming summer semester.

You can find the banking details on the [TUM website Fees and Scholarships](#).



Alternatively, you may pay the fee for reregistration at the cash payment office (Zahlstelle) at the campuses in Munich, Garching, or Freising.

Please note that you will not get a new **Student Card** but need to revalidate the one you already have. You may do so at the validation machines at TUM.

## 10. Exmatriculation

**I need a certificate of deregistration (e.g. for health insurance), because I am leaving TUM before the semester ends. What do I have to do?**

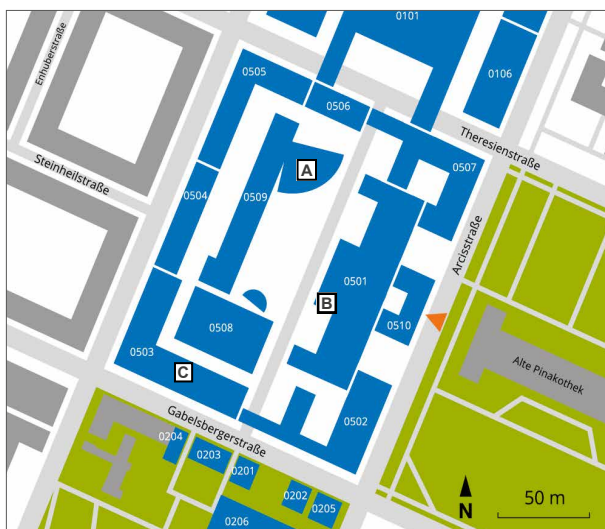
Usually, exchange students do not have to de-register (in German: “exmatrikulieren”). This will automatically be done by TUM at the end of your final exchange semester.

In case you need a certificate before the end of the semester, contact the TUM Center for Study and Teaching (CST) and ask for the Exmatriculation form.

You can also find this form in TUMonline under:  
**Admission > Documents** (see pages 4/5).

### Where do I find the CST?

Arcisstrasse 21, 80333 München, CST, room 0144



▲ Main Entrance    A Audimax    B CST    C TUM Global & Alumni Office

# 11. Residence deregistration

## I will leave Germany at the end of my stay. What do I have to do?

Before you leave Germany, you have to deregister your residence.

### Necessary documents

- **Passport** or, in some cases, **ID card**
- **Deregistration form**

[Download form](#) or scan code



Outside of Munich, forms may differ slightly.  
Please contact your local Citizens Advice Bureau.

## Do I need an appointment for the deregistration?

### Munich

If you live **in Munich**, you can **deregister your address online**. Visit the website and follow the instructions. You will need a **copy of your German ID** or passport and a **completed deregistration form**.

[Download form](#) or scan code



### Garching

If you live **in Garching**, you do not need an appointment on Thursdays. All other days require appointments.

- After choosing English as your preferred language, on the next page you will find the option **Abmeldung ins Ausland**.
- **Select one person, download the required forms**, then scroll to the bottom and click Next.
- Find a **suitable appointment**, enter your personal data, and click Submit.

[Online appointments for Garching residents](#)



## Freising

If you live in **Freising**, arrange an **appointment with the local registration office** (Einwohnermeldeamt).

- Go to **Meldeangelegenheiten**, choose **Abmeldung ins Ausland**, select **1 Person**, and click on the **Termin vereinbaren** button.
- Check the box **Personalausweis/Reisepass** (ID / passport), confirm by clicking on **Ich habe die Hinweise zur Kenntnis genommen**, and choose an appointment.

[Online appointments for Freising residents](#)



**i** In **other cities**, you can usually go to the local registration office **without an appointment**.

## 12. Know your contacts

### [School / Subject Area Advisors](#)



For **all academic** matters:

- Course selection & registration
- Exams
- (Online) Learning Agreement / Study Plan
- Confirmation of stay (if required)
- Signatures & transcripts

### [Program Managers at TUM Global & Alumni Office](#)



For **administrative and practical** questions:

- Enrollment & TUM Student Card
- Extending your exchange
- Living in Munich / Germany (general advice)
- Visa & residence permit
- Foreigner's office & local registration

### [International Campus Life Program Manager](#)



For **support and integration**:

- Orientation
- Social activities & events
- Student life programming

### **Accommodation Advisors**

Support with **housing** in:

- [Munich, Garching, and Freising](#)
- [Straubing and Heilbronn](#)

