

## Chronological sequence: from application via enrollment and course registration until transcript

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Here you can find information regarding the chronological sequence after successful application and admission to the TUM:

- Lecture periods, deadlines, time between terms and holidays → [Semester dates](#)
- Deadline for application and admission → [Application, acceptance and letter of admission](#)
- Formalities regarding enrollment → [Enrollment at TUM: semester contribution and health insurance](#)
- Would you like to purchase the semester ticket? → [Semester ticket](#)
- When you will get the student card and what it is for → [Student Card](#)
- You will not be automatically registered for the courses! → [Course registration](#)
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### [Semester dates](#)

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Here you can find all the information about the TUM [semester dates](#) (e.g. lecture periods, deadlines, times between terms and holidays)

### [Application, acceptance and letter of admission](#)

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After timely receipt of your application documents (winter semester: 15 May / summer semester: 31 October) and acceptance by TUM, you will be sent a letter of admission for exchange students at TUM by e-mail from July (winter semester) or from December (summer semester).

In the letter of admission you will find further important information about your enrollment at TUM.

### [Enrollment at TUM: semester contribution and health insurance](#)

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The enrollment with TUM becomes valid by transferring the semester contribution of 129,40€ (consisting of the [student union fee](#) of 62 € and the [solidarity contribution for the semester ticket](#) of 67,40 € - from summer term 2018 on – as of October 2017) and presentation of a German statutory health insurance (see leaflet “Legal requirements”).

Please only handle this matter at the request of the International Center of TUM!

A [semester ticket and the opportunity to purchase the IsarCard](#) is connected to your enrollment. It will be valid from October (for the winter semester) or from April (for the summer semester).

## Semester ticket

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Solidary fee for the semester ticket – basic ticket (67,40€ - included within the fee of 129,40€):

**Valid:** you can use the public transportation between 6 p.m. and 6 a.m. on working days and the whole day at week-ends and public holidays within the [whole MVV / MVG network](#)

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

Semester ticket upgrade (“IsarCard”):

**Costs:** extra 195,70€/semester. Buy at any [MVV/MVG office](#) / ticket machines at metro stations.

**Valid:** the whole day, seven days a week within the [whole MVV / MVG network](#)

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

The [semester ticket](#) is valid from October to March (winter semester) or April to September (summer semester), as long as you are enrolled at TUM.

Important information: When buying the “IsarCard” you will receive a payment voucher. Please keep this voucher separately from your “IsarCard”! Because in case you lose your “IsarCard” you only will receive a one-off replacement “IsarCards” if you can present this payment voucher!

*(Details regarding the semester ticket: as of November 2016)*

## Student Card

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Each student enrolled at TUM receives a [Student Card](#).

Information about time and place, when and where exchange students can pick up their Student Card, will follow in a separate e-mail from the International Center (in September for the winter semester, in March for the summer semester). Please wait for that e-mail.

However, before picking up your Student Card, you can already print out several study certificates via your TUMonline account, e.g. the TUM enrollment certificate.

## Course registration

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Together with your application as an exchange student, you will have to send us a form indicating the courses, which you would like to attend at TUM (the learning agreement / study program).

This is a pre-selection, as in common at the time of your application no final list of possible TUM course can be provided. So unfortunately there is no guarantee for free places.

Please note: After you have been accepted, you will not be registered for these courses at TUM automatically at the same time! You have to do the course registration by yourself. In a later e-mail, you will receive further information about the manner, method and time of registration from us. Please do not undertake anything independently until then!

## Examinations

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Unfortunately earlier / additional examination dates or sequences for exchange students at TUM cannot be arranged! Examinations depend on the respective TUM department and usually take place between February and March (winter semester) or July and September (summer semester).

## Reregistration

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Enrollment only applies for one semester; it is therefore particularly important that you [reregister in good time](#) for each semester.

However, you can only reregister if in your initial application you applied for more than one semester. If you only applied for one semester but would like to stay for another semester, then please contact the International Center of TUM.

**Attention: If you forget to reregister in due time you will be faced with de-registration!**

## De-registration

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Exchange students do not have to de-register, this will automatically be done by TUM at the end of the semester, which you have applied for.

However, if you require a certificate of de-registration, e.g. in order to terminate your health insurance in Germany, you have to [de-register](#) independently.

Please note that the date of de-registration must be after your last examination at TUM! If you apply for de-registration after your last examination, please take this into account when making a reservation for your return flight to have sufficient time for de-registration, termination of your health insurance, de-registration from the city of Munich, ...

## Transcripts of records / report – Certification of your stay at TUM

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### **Transcript**

If you have any queries regarding the **transcript**, you must contact your [TUM's International Affairs Delegates](#) in due time in order to make an appointment. In this regard the date for the end of the course in the middle of July / middle of February should be noted, and also, that some professors / coordinators will be difficult to reach in the period that follows. We recommend that you speak to them during the lecture period and not only shortly before your departure, in order to make sure that they will be available.

You will receive a mark for every examination taken. The mark will be entered in TUMonline by the departments / the professors. As soon as everything is complete, you will be able to print out the transcript directly from your TUMonline account! This will still be possible after you have been de-registered and returned to your home country.

### **Certification of your stay**

Please clarify with your home university if you require a **certification of your stay** signed by TUM and ask your home university to give you the respective form.

Signature of arrival: Will be signed by TUM departments only AFTER the first academic activity at TUM (e.g. Orientation weeks, language course)! Not earlier.

Signature of departure: Will be signed by TUM departments only at the time of the LAST academic activity at TUM (e.g. end of courses, exam, end of thesis)! Not earlier or later!



Please note that the International Center does not sign any documents. For any signatures (even if your form contains different information), please contact the responsible [TUM's International Affairs Delegates](#) in due time (see transcripts of records / report).