Your TUMexchange Online Application – Step by Step

14 October 2019
Larissa Danschina and Frauke Schweinsberg-Denniger

Technical University of Munich
TUM International Center
Overview

- TUMexchange in Short
- Orientation on the TUMexchange Website
- Application form – Step by Step
TUMexchange – Countries & Partner University

150 partners in 26 countries

International Center
TUMexchange – Application requirements

- Matriculation at TUM at the moment of application as well as during your whole stay abroad

- Successful completion of at least four semesters of you Bachelor studies by starting your exchange semester

- Sound knowledge of the language of instruction at the partner university

- Good or very good course achievements. The required GPA (Numerus Clausus) can vary depending on the university’s popularity and cannot be determined explicitly
TUMexchange – Application procedure

Phase 1: Internal application at TUM International Center (Online)

- Application for maximum two universities
- Punctual completion of the online application for autumn term 2020/21 and spring term 2021
  
  **Application period:** Mo, 21.10.2019 from 10:00 am to Mo, 04.11.2019 10:00 am

- Criteria: overall average grade of your Bachelor studies, knowledge of the language of instruction, motivation letter
- Acceptance/rejection by IC by the end of December 2019

Phase 2: External application at the partner university

- After the official nomination by TUM IC: Direct application at the partner university
- Acceptance by partner university

Phase 3: Preparation for the stay abroad

- Visa, up-to-date passport, insurance, flight, accommodation, scholarship etc. is your own responsibility
Where can I find…?

- Special information about my preferred partner university: Fact sheets and application information in the online database
- Experience reports of former exchange students in the online database
- Chances – rates of selected students from the last years
- Information about financing options
- Checklist
Please select three criteria: program TUMexchange, your subject area and country of your desired university

Select your desired university

- Canada-Bishop’s University
- Canada-École Polytechnique de Montréal
- Canada-Université Laval
- Canada-University of Waterloo
- Canada-Concordia University
- Canada-McGill University
- Canada-Université du Québec à Montréal
- Canada-University of British Columbia
- Canada-École de Technologie Supérieure (ETS)
- Canada-Université de Montréal
- Canada-Université du Québec à Trois-Rivières
- Canada-University of Manitoba
- Canada-University of Sherbrooke
## University of British Columbia

<table>
<thead>
<tr>
<th>Country</th>
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<tbody>
<tr>
<td>City</td>
<td>Vancouver</td>
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<tr>
<td>Website</td>
<td><a href="http://www.ubc.ca">http://www.ubc.ca</a></td>
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<td>Summerschool</td>
<td><a href="https://www.ubcsummerprogram.ubc.ca/">https://www.ubcsummerprogram.ubc.ca/</a></td>
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### Exchange Information
- Fact Sheet UBC 19/20
- Forschungspraktika, Selbstorganisierte Praktika in Nordamerika (Schwerpunkt USA)
- Affidavit für finanzielle Unterstützung

### TUMexchange
#### Bewerbungsinformationen

Austauschplätze sehr stark nachgefragt
Der Aufenthalt ist auf ein Semester beschränkt. An der School of Management ist das Austauschstudium auf das undergraduate Level beschränkt.


Sprachvoraussetzungen für die Bewerbung an der Partneruniversität können fakultätsbedingt unterschiedlich sein. Um möglichst vielen TUM Studierenden einen Austauschplatz anbieten zu können, ist an allen kanadischen Universitäten nur ein Aufenthalt von einem Semester möglich.

### Relations
- [TUMexchange](#)
- [University of British Columbia](#)
- [BGU](#)
- [CH](#)
- [EI](#)
- [GOV](#)
- [IN](#)
- [MA](#)
- [MSE](#)
- [MW](#)
- [PH](#)
- [SG](#)
- [WI](#)
- [WZW / Out](#)

### Subject Area
- (WZW) Landscape Architecture and Landscape Planning / Landschaftsarchitektur und Landschaftsplanung
- (W1) Business Administration / Wirtschaftswissenschaften
- (WZW) Nutrition / Ernährungswissenschaften
- (WZW) Biosciences / Biowissenschaften
- (PH) Physics / Physik
- (MA) Mathematics / Mathematik
- (EI) Electrical and Computer Engineering / Elektrotechnik und Informationstechnik
- (MSE) Munich School of Engineering
- (WZW) Forest Science and Resource Management / Forstwissenschaft und Ressourcenmanagement
- (BGU) Civil and Environmental Engineering / Bau- und Umweltingenieurwesen
- (WZW) Brewing and Food Technology / Brau- und Lebensmitteltechnologie
- (GOV) School of Governance, (SG) Sport and Health Science / Sport- und Gesundheitswissenschaft
- (MW) Mechanical Engineering / Maschinenwesen
- (IN) Informatics (Computer Science) / Informatik
- (CH) Chemistry / Chemie

### Program
- TUMexchange

### Institution
- Canada - University of British Columbia

### Study Level
- Undergraduate / Bachelor, Postgraduate / Master
Important information about exchange opportunities at TUMexchange partner universities are available from the Online Database:

- Please open the Online Database.
- Select the program ("TUMexchange") and country of your choice.
- Select the university of your choice from the list shown.
- You will find important information about your stay at the institution of higher education in question under the label “TUMexchange Application Information”.
- You will find the Fact Sheet of each partner university under the label "Exchange Information".

Please note that a monthly stipend or a special scholarship from TUM is NOT part of the program TUMexchange. Stays at a few selected partner universities however can be funded with Erasmus+ International. Moreover you can find useful information about scholarships from external providers that might fit for your stay abroad in our Scholarship section.

Please also note that there are numerous exchange agreements between individual departments in addition to the centrally managed TUMexchange program. For further advice, please contact the International Affairs Delegates of your TUM department.

**Important notice:** If you are considering a position in the weapons industry, the military or intelligence, residing in one of the countries included on the attached list could limit your career options. The list of countries considered dangerous can change, more information on this topic can be found (in German) in the Handbuch des Bundesministeriums für Wirtschaft und Energie.
TUMexchange – Application documents

1. Online form
2. Grade report
3. Letter of motivation
4. Verification of language of instruction
5. Curriculum vitae
2. Grade Report

Bachelor students
- Current online transcript (TUMonline)
- Grade sheet (Excel template online)
  → to calculate average grade for selection
  → include all passed, graded, validated and ECTS-weighted assignments from your online transcript
  → not important, if these grades will be counted towards your final result or if they are weighed differently in your degree program

Master students
- Bachelor's degree certificate with average grade and transcript

Medicine students
- Considered master students
- Hand in "Physikum“ (first state examination) with the average grade and transcript
3. Letter of motivation

• Only one document for your max. two preferred host universities at max. two pages.

• Please describe why and which study program you would like to study at the chosen partner university/ universities.

• Study carefully the course offer of your preferred host universities and make sure that it fits well your study plan.

• You can also list ways in which you are actively involved in social activities (optional).
TUMexchange – Application documents

Verification of language of instruction

- See document of “eligible verifications of language skills” on the website under application documents: 4. Verification of language skills in the language of instruction
- Language level certified at time of internal deadline may be lower than required level by host university
- Certificate of language level required by host university has to be presented at the external application deadline of the host university
- You may describe in point 2. of the letter of motivation how you plan to receive the required language level until the host universities application deadline
- Accepted language certificates by TUM (internal) and host university (external) might differ
- Certificates must also be handed in by native speakers, multilingual students as well as students with the citizenship of the country of their host university
TUMexchange online form

The Online form is available on our website only during the application period under „Application procedure“ and „Application documents“.

Application period: Mo, 21.10.2019 from 10:00 am to Mo, 04.11.2019 10:00 am
International Center

Registration

Authentifizierung
Bitte bei Login Ihrer Email-Adresse nur Kleinbuchstaben verwenden, auch wenn Sie bei der Registrierung Großbuchstaben verwendet haben.

Anmeldung
E-Mail* 

Passwort* 

Bitte geben Sie die Zeichen ein, die in dem Bild dargestellt sind.*

anderes Bild anzeigen
Code anhören

Das Captcha ist notwendig um Spam-Login zu vermeiden.

Anmelden

Passwort vergessen?

Registrierung
Bitte registrieren Sie sich hier mit Ihrer "@tum.de" E-Mail-Adresse: jede Person sollte sich nur EINMAL in diesem System registrieren.

Vorname* 

Nachname* 

E-Mail* 

Bitte geben Sie die Zeichen ein, die in dem Bild dargestellt sind.*

anderes Bild anzeigen
Code anhören

Das Captcha ist notwendig um Spam-Login zu vermeiden.

Registrieren
TUMexchange online application - Hints

Registration

• Use your TUM E-Mail address. Only register with this one single e-mail address.

• Write your e-mail address in lowercase letters

• Registration confirmation e-mail with registration link is sent immediately. Please check all your spam folders!

• If you did not get the registration e-mail, please write a short e-mail to one of the TUMexchange Program managers.

• Do not try to register with another e-mail address before that.
Liebe Student(in), Liebe Wissenschaftler,

um Ihre Registrierung abzuschließen und Ihr Passwort* zu definieren, klicken Sie bitte auf den folgenden Link:

Konto aktivieren

*Für das Passwort benötigen Sie mindestens 10 Zeichen, davon mindestens eine Ziffer, ein Sonderzeichen und einen Buchstaben.

Bitte bewahren Sie die Zugangsdaten unbedingt sorgfältig auf, weil Sie sich für jede weitere Bewerbung oder für Folgeformulare zwingend mit diesen Daten anmelden müssen.

Bitte achten Sie darauf, dass Sie beim nachfolgenden Login für die email-Adresse nur Kleinbuchstaben verwenden.

Mit freundlichen Grüßen,

Moveon-Support
TUM International Center

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Dear student,

Dear researcher,

to complete your registration and to define your password*, please click on the link below:
activate account

* For the password you will need at least 10 characters: at least one number, one letter and one special character!

Please keep in mind your registration data - you will need these data for any changes in your application, for further other applications and follow-up forms.

Please use only lowercase letters for your email-address in the following login.

Best regards,

Moveon-Support
TUM International Center
Application Form: Information

Information

Welcome to the Online Application for the TUMexchange program.

Application deadlines
October 19th (9 am), 2018 until November 2nd, 2018 (5 pm)

Practical information

In order to complete the application for an exchange program, please pay attention to the following points. The different sections of the application are listed in the menu on the left. All sections should be completed. The fields marked with red stars are mandatory and must be completed. By dragging your cursor over the yellow „r“, you will find information on how to complete the corresponding field.

You have the option to complete and save your application in multiple sessions. When a section is completely filled out, please tick the box next to „Mark page as completed“. A green checkmark will appear next to the completed section in the menu on the left. You can submit your application once all the sections on the menu are marked with green checkmarks. It is not possible to change your application after you have sent it.

Technical requirements

The online application has been optimized to work with Firefox 5 or higher and Google Chrome. We cannot guarantee that it will function correctly with other browsers. You will need Adobe Acrobat Reader to print the application form. Adobe Acrobat Reader should be installed before beginning the application process.

(Download Acrobat Reader). For the application process, your browser must enable cookies and JavaScript. For security reasons, your login session will automatically be timed-out after 60 minutes, if you have not entered data during this time.

Your contact at the TUM
If you require help or have any questions, please contact us: tumexchange@zv.tum.de

- Online session expires after 60 minutes, if you do not introduce anything & the form is not saved automatically

→ make sure to save the form regularly
Application Form: Current Studies

- Click on all yellow info buttons to make sure not to miss any important information
- Press „Save progress“ after filling in each section/page
- Click „Mark page as complete“ → a green checkmark will appear for the section in the left menu
- TUM Department: choose the department you are registered in at this moment
You can give one or two „Wishes of stay“, to add a second university klick on the „+ wish of stay“-button

Startsemester: In which semester do you want to go abroad? If the stay abroad starts in 2020 -> Wintersemester, in 2021 -> Sommersemester

Other start semester possible: If you apply for a stay of 1 semester, let us know if you are flexible regarding which semester you go abroad

Department: Usually the TUM Department you are registered in at TUM. If you want to take courses of a different department abroad, choose the corresponding TUM Department here (only possible with prior knowledge).
International Center

Application Form: Language Skills

Language Skills

It is mandatory to hand in a certificate which proofs your proficiency of the language of instruction at the respective hosting university. The document cannot be handed in later. Please indicate your current level of the university’s language of instruction (only the level that you are able to prove with an appropriate certificate).

Your current level can be lower than demanded by the partner university - please be aware that you have to be able to submit a language certificate with the demanded level at the time of the application deadline at the partner university. You can find more information in our online database, especially in the factsheets of the partner universities. Language certificates are also obligatory for native speakers, multilingual applicants as well as applicants who have the citizenship of the country of destination.

- Only the language of instruction is obligatory to proof by an certificate
- Level (language of instruction): Enter your current level which you can proof with a certificate
- If you already have knowledge of the language of the country of our partner university, you can let us know here
International Center

Application Form: International Networking

Please click „Yes“ in this section to make sure that we can share your e-mail address with the students who will stay at the same host university as you. In this case you will be able to communicate with the students from your target group regarding accommodation, course choice, visa issue etc.
Application Form: Documents to upload

Documents to upload

You can upload only one document in each section of the documents mentioned below. If your document contains several pages, please merge the document to one single file before you upload it.

- Letter of Motivation (written in English) *
- CV (written in English) *
- Language Certificate - Language of Instruction *
- Language Certificate - Language of the country
- Are you currently enrolled in a bachelor program at TUM? *
- Grade sheet *
- Transcript *
- Are you currently enrolled in a master program at TUM? *

- Only PDF files accepted
- One file per section
- All documents in total must not exceed 8 MB! otherwise the PDF file of your application cannot be created.
- Remind that you have to hand in different documents to proof your grade as bachelor or as master student
Double and triple check that you filled in each section completely and correctly

You can only hand in one application and after sending it no changes will be possible anymore

No documents can be handed in later, after your application has been sent!
Application Form: Submit application 2

Submit Application

1. Please make sure that you have completed all mandatory fields and uploaded all necessary documents.
2. You can submit the form only once.
3. No further changes can be made after submitting.
4. Important Information: If you have already submitted your application, you cannot submit the online form now, please go back to the applicant portal and edit your application.

Are you sure you want to submit the form?

OK Abbrechen
Application Form: Submit application 3

Application Form for the TUMexchange program 2019/20

- Your form has been submitted successfully. You can use the link below to view your file.

- Your file is being generated. This can take a few minutes. Please wait a moment.

Submit Application

1. Please make sure that you have completed all mandatory fields and uploaded all necessary documents.
2. You can submit your application once all the sections on the menu are marked with green checkmarks.
3. No further changes will be possible after submitting your application.
4. Important Information: If the PDF will not generate after you submit the online form now, please go back to the applicant portal and download the PDF in the field of applications!
Your form has been submitted successfully. You can use the link below to view your file.

Submit Application

1. Please make sure that you have completed all mandatory fields and uploaded all necessary documents.
2. You can submit your application once all the sections on the menu are marked with green checkmarks.
3. No further changes will be possible after submitting your application.
4. Important Information: If the PDF will not generate after you submit the online form now, please go back to the applicant portal and download the PDF in the field of applications!
You can also find the pdf file of your application in the online portal (first side with different application forms) at the bottom under “Your applications”.

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<td>Start new application</td>
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<td>Application form for the TUMexchange program 2019/20</td>
<td>Maximum application reached</td>
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<td></td>
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<tr>
<td>Application for Erasmus+ SMP (“Internship”)</td>
<td>Start new application</td>
<td></td>
<td></td>
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<tr>
<td>Application for financial support (PROMOS, Auslandsstipendium, TUM without borders)</td>
<td>Start new application</td>
<td></td>
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</tr>
<tr>
<td>Registration for other stays abroad (free mover, SEMP-Switzerland)</td>
<td>Start new application</td>
<td></td>
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<tr>
<td>After Mobility Documents (Erasmus SMS and SMP, SEMP, Double Degree)</td>
<td>Start new application</td>
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<td></td>
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<tr>
<td>After Mobility Documents (TUMexchange and non-Erasmus Double Degree)</td>
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<td>02/10/2016 10:03</td>
<td>View application</td>
</tr>
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</table>
Liebe(n) Studierende(n),

Ihre Online-Bewerbung für das Programm TUMexchange ist bei uns eingegangen - vielen Dank.

Ihre Unterlagen werden nun von uns bearbeitet und Sie erhalten vor Weihnachten eine verbindliche Rückmeldung per E-Mail, ob Sie für einen Austauschplatz nominiert werden konnten. Bitte sehen Sie in der Zwischenzeit von Nachfragen zum Stand Ihrer Bewerbung ab, da die Bearbeitungszeit dadurch verzögert wird!


Bitte beachten Sie, dass wir die von Ihnen angegebene Wunschsemesterzeit leider nicht in allen Fällen berücksichtigen können. Seien Sie sich deshalb genau an, für welches Semester Sie nominiert wurden. Qualifizierte Studierende, die nicht für ihren Erst- oder Zweitwunsch platziert werden konnten, erhalten in Einzelfällen ein Angebot für eine dritte Universität. Prüfen Sie in diesem Fall bitte genau, ob die Universität und das Kurzangebot passend für Sie sind.

Mit freundlichen Grüßen

Ihr TUMexchange Team (tumexchange@tum.de)

TUM International Center

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Dear student,

This is to confirm the receipt of your online application for the TUMexchange program – thank you.

We are now processing your application and you will receive the definite result of the selection process via email before Christmas. Meanwhile, please do not contact us in order to ask about the status of your application as this will delay the notification of the selection results.

If your application was successful and you are nominated for an exchange spot, you have to confirm/reject the acceptance of this nomination through the Online Portal. Please make sure that you have access to your email account you used for your TUMexchange application at any time until the end of the selection process. Do not forget to check all SPAM folders too, as serial e-mails are often sorted there.

It might not always be possible to nominate you for the semester that you chose in your application so please check closely for which semester you have actually been nominated. Qualified students who we could not nominate for their first or second priority, might get an offer for a third university. In this case please examine carefully, if the university and the course offer are appropriate for your studies.

Kind regards

Your TUMexchange Team (tumexchange@tum.de)

TUM International Center

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You will receive a confirmation e-mail within few minutes. Please check all your spam folders!
TUMexchange online application – Hints 2

Hand in your application early preferably in the first week. Most students hand in last minute which may cause technical overloads and it will take us longer to answer the many questions.

Sent Application

• Do not upload more than 8 MB in total, otherwise the PDF file of your application cannot be created.

• The creation of the PDF file takes a moment.

• Download the PDF file right away or find it in the online portal (first side with different application forms) at the bottom under “Your applications”.

• You will receive a confirmation e-mail within few minutes. Please check all your spam folders!

• You can only sent one application and cannot change anything after you have sent it. No documents can be handed in later after you have sent the application.
TUMexchange – Funding through Erasmus+
International

• Since 2015: Erasmus scholarships also for stays outside of Europe (! limited number !)

• Applies only for selected partner universities. This year: Universities in Australia, Israel, Japan, Russia

Check http://www.international.tum.de/erasmusglobal/

• Financial support = Individual support (700€/month) + Travel cost support (varies by country (Russia: 275,- €; Israel: 360,- €; Australia, Japan: 1.500,-€)).

Application and nomination procedure:

• After selection of students through TUMexchange: Students will be contacted per mail by IC (Feb. 2020)

• Socio-economic criteria will be considered during the selection of students (such as earning capacity, cultural and social background, special circumstances etc.)
TUMexchange Team at International Center

**Larissa Danschina**
Australia, Canada, India, Indonesia, Malaysia, New Zealand, Philippines, Russia, Singapore, Thailand, South Korea, USA, Vietnam

Consultation hours: Tuesday 10.00 am-12.00 pm
Appointment: phone +49 89 289 22133 or e-mail: Danschina@zv.tum.de

**Frauke Schweinsberg-Denniger**
Argentina, Brazil, Chile, Columbia, Costa Rica, Cuba, Israel, Mexico, Morocco, South Africa, China, Japan, Taiwan.

Consultation hours: Book an appointment via phone or E-Mail
Appointment: phone +49 (89) 289 – 22582 or e-mail: Denniger@zv.tum.de
Good Luck with your TUMexchange application!

www.international.tum.de/tumexchange/

Larissa Danschina
TUMexchange

Frauke Schweinsberg-Denniger
TUMexchange