

Checklist for TUMexchange Students

What has to be done?	Until when?	Done!
<u>Before the stay (after successful TUMexchange nomination)</u>		
<p>Nominations by TUM for the host institutions</p> <p>The nomination is done by the Global & Alumni Office. We will inform you as quickly as possible about your nomination at the host institution.</p>	<p>Feb/Mar/April for stays in Fall Term</p> <p>Aug/Sep/Nov for stays in Spring Term (Deadlines of the host institutions)</p>	<input type="checkbox"/>
<p>Application at the host institutions</p> <p>Please read up in our Online-Database as well as on the website of the host institution about important topics like application process, submission dates, course program, registration for accommodation and your arrival dates.</p> <p>Please keep in mind that you have to obtain language certificates with costs (TOEFL/IELTS) for some partner universities.</p>	As early as possible	<input type="checkbox"/>
<p>Scholarships</p> <p>There is no scholarship included with a TUMexchange nomination. In some cases, stays at chosen partner institutions can be funded through Promoting equality and inclusion through Erasmus+ grants.</p> <p>On the TUM Global & Alumni Office website you can find additional funding opportunities from external partners in the category scholarships which could eventually be adequate for your study abroad.</p>	As early as possible	<input type="checkbox"/>
<p>Vaccination</p> <p>Please make enquiries in advance about the medical advice regarding the travel and the necessary vaccinations for your destination. Be sure to consult local health agencies such as the Department of Infectious Diseases & Tropical Medicine</p>	As early as possible	<input type="checkbox"/>

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<p>Check of the validity of your passport / Application for a new passport</p> <p>A passport which is valid for at least 6 months after the scheduled departure date out of the target country is required for entry into the respective target country.</p> <p>Important: Your ID-Card is not a valid replacement for your passport. Some host institutions require a copy of your passport as a part of the required application documents which you have to submit.</p>	<p>As early as possible</p>	<input type="checkbox"/>
<p>Academic leave of absence</p> <p>It is your decision to apply for an academic leave of absence during your study abroad. If you opt for a leave of absence you have to apply in due time at the student registration office.</p>	<p>As early as possible</p>	<input type="checkbox"/>
<p>Letter of Acceptance</p> <p>The final decision about your acceptance will be made by the host institution. The TUM Global & Alumni Office has no influence on this decision and is not involved in this evaluation process.</p> <p>Once you receive the Letter of Acceptance you are officially accepted by the partner university.</p>	<p>Normally two month before the start of your exchange semester</p>	<input type="checkbox"/>
<p>International health insurance</p> <p>Please make enquiries about international health insurance and get the plan which fits best to your requirements. You should also check with your current health insurance if it is possible to extend your national health insurance for overseas.</p>	<p>At the latest after the receipt of your Letter of Acceptance</p>	<input type="checkbox"/>
<p>Visa application</p> <p>Check with the relevant consulates and embassies about the visa requirements of your target country. The TUM Global & Alumni Office does not manage visa issues or provide information about entry requirements.</p> <p>A letter of acceptance from the host institution and a valid passport are required for the visa application.</p>	<p>After receipt of the Letter of Acceptance</p>	<input type="checkbox"/>
<p>Plane ticket</p> <p>Please handle the booking of your flight yourself. If you do not book a direct flight please consider the visa specifications of the country where you have the transfer.</p>	<p>After receipt of the Letter of Acceptance</p>	<input type="checkbox"/>
		<input type="checkbox"/>

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<p>Accommodation</p> <p>Most of the host institutions (especially in North America and Asia) provide accommodation on campus. Cases where there is no student residence provided on campus (such as in Latin America) the host institution will help you find an accommodation. You can find information regarding this topic in our online database of Global & Alumni Office, on the institution websites or in the admission packages.</p> <p>Just as you need a room abroad, many exchange students are also looking for an accommodation. If you want to sublet your room or apartment in Munich or in Garching during your stay abroad, please send your offer to the responsible person in the TUM Global & Alumni Office. You can find the contact details and further information on our website: https://www.international.tum.de/en/go-international/#c3956. Regarding accommodation offers for Freising, please write an email to the International Office at the TUM School of Life Sciences (international@wzw.tum.de).</p>	<p>Before the stay abroad</p>	
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<u>During the stay</u>		
<p>Confirmation of Stay</p> <p>Submitting the Confirmation of Stay is mandatory. All students participating in the TUMexchange program must submit the Confirmation of Stay after completing their mobility. Have the exact dates of your study visit confirmed by the host institution. To include your stay abroad in your Diploma Supplement, it is necessary to hand in the Confirmation of Stay and your study report at Global & Alumni Office.</p> <p>Pre-dated certifications without exacts dates will not be accepted. Furthermore, it is not permitted to add private stays or vacation subsequent to the study abroad into this time period.</p>	<p>At the end of your stay</p>	<input type="checkbox"/>
<p>Transcript of Records</p> <p>Please check to which address your Transcript of Records should be sent, before your departure. Collect detailed course descriptions of the taken courses (in English) and an overview about the grade and credit system of the partner university. This information facilitates the acknowledgement of your courses at TUM.</p>	<p>At the end of your stay</p>	<input type="checkbox"/>

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<u>After your stay</u>		
<p>Confirmation of Stay and Study Report These two documents are necessary for the entry of your stay abroad into the final certificate of your studies (Diploma Supplement).</p> <p>Upload the Confirmation of Stay and your field report into the Online Portal and use the form with the name „TUMexchange - Erfahrungsbericht und weitere einzureichende Dokumente nach der Mobilität“.</p>	<p>As soon as you return</p>	<input type="checkbox"/>
<p>Acknowledgment of your work performed abroad Your faculty is responsible for the acknowledgment of your courses. You can obtain more information about this topic at your International Affairs Delegate from your faculty.</p>	<p>Depends on your faculty, generally as soon as you return</p>	<input type="checkbox"/>

Leave of absence

[On the website of TU München](#) you will find all information regarding this topic.

Please note:

- The Student Union Fee and the solidarity contribution for the semester ticket must be paid also during a leave
- The application for leave has to be submitted before the first day of lecture
- The acceptance letter of the partner university has to be submitted at the matriculation office at the latest five weeks after the start of lecture period. If you do not receive the letter on time, the TUM Global & Alumni Office can give you a replacement confirmation.
- During your studies a leave is only possible for two semesters
- Leaves of absence do not count as upper division semesters. However a stay abroad in which more than 22 CP are recognized, will count as an upper division semester.
- Existing deadlines for retake exams are not influenced by your leave. For a potential extension an application must be submitted to the examinations board

Diploma Supplement

The Diploma Supplement (DS) was issued in the course of the Bologna Reform and is an English-speaking addition to your university degree. It describes according to consistent standards your qualifications related to your studies. It aims to facilitate the evaluation and classification of academic degrees for study and for work purposes – in the home country and abroad.

After submitting your confirmation of stay and up loading the field report through the online-portal of the TUM International Center the entry will appear in the Diploma Supplement.

Data is imported into TUMonline four times a year (March, June, September and December). After the data has been successfully imported the student will receive an e-mail from the TUM Global & Alumni Office. Completed and confirmed stays are listed in the Diploma Supplement.

The entry in the Diploma Supplement contains the following information:

Study related stay abroad - „kind of stay“

DD-MM-YYYY – DD-MM-YYYY: “attended university/ institution” in „country”

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Your contact partners

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Leave of absence

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International Affairs Delegates

Please contact the [International Affairs Delegates](#) for professional counselling and questions regarding the acknowledgment of your work performed abroad.