Your TUMexchange Online Application - Step by Step

Technical University of Munich
TUM Global & Alumni Office
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Interaction via **Q&A Button** in the ZOOM Menu

- **Q&A / F&A Box**: Questions regarding the exchange programs:
  - Please write your questions during the webinar in the **Q&A / F&A Box**
  - You can upvote the most interesting questions in order for us to answer them first
  - The best voted questions will be answered at the end of the presentation

The PowerPoint slides will be published on the TUMexchange website
Agenda

**TUMexchange** in Short

**Orientation** on the TUMexchange Website

**Scholarships** – Promoting equality and inclusion

**Application form** – Step by Step
TUMexchange – Study Stays Worldwide
TUMexchange – Study Stays Worldwide

30 Countries
150+ Partner Universities
TUMexchange benefits

• Exemption from tuition fees at the partner universities

• Recognition of study achievements abroad

• Scholarship for equal opportunities

• Erasmus+ scholarships

• Training courses on intercultural communication at TUM Language Center
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 your Bachelor studies when starting your exchange semester

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

- **Good or very good course achievements**. The required average grade (= Notendurchschnitt) can vary depending on the university’s popularity and cannot be determined explicitly
Application procedure

Phase 1: Internal application at TUM Global and Alumni Office (Online)

- Application for a maximum of two universities
- Timely submission of online application
- Selection Criteria:
  - Current average grade of bachelor studies
  - Language proficiency in the teaching language
  - Letter of motivation (academic plan)
- Acceptance/Rejection by TUM G&A by the end of December 2023

Please note: Acceptance mail by TUM G&A ≠ Nomination!

Application period for a stay in winter term 2024/25 or summer term 2025:

Tuesday, October 17th 2023 from 10:00 a.m. to Tuesday, October 31st 2023 10:00 a.m.
Application procedure

Phase 2: External application at the partner university
- After the official nomination by TUM G&A Office: Direct application at the partner university
- Acceptance by partner university

Phase 3: Preparation for the stay abroad
- It is your own responsibility to take care of visa application, up-to-date passport, insurances, flights, accommodation, scholarships etc.
Information on our Website

- **Specific information** about your preferred partner university
- **Experience reports** from former exchange students
- **Chances** – Rates of selected students from the last years
- Information about **scholarship options**
- **Download Section** for templates
Internal Application Process
Application documents

- Online Application Form
- Grade report
- Motivational Letter
- Language Certificate(s)
- CV
Grade Report

**Bachelor students**
- Current transcript with GPA
  
  OR
  
  - Grade sheet (template on our website)
    - Has to include all passed, graded, validated and ECTS-weighted assignments from your online transcript
    - Not important, whether these grades will be counted towards your final result or whether they are weighed differently in your degree program

**Master students**
- Bachelor's degree certificate with GPA and transcript

**Medicine students** (Considered as master students)
- Hand in "Physikum“ (first state examination) with the GPA and transcript
Motivational Letter

• **Only ONE document** including your motivation for both desired universities

• **Please up to 2 pages** written in English

• **Focus on your academic goals.** Check the course offers of your preferred host universities carefully and make sure that it fits your study plan at TUM well

• If applicable: Describe how you are planning to achieve the required language level until the host university’s application deadline (=“Sprachlernplan”)
Language Certificate

For the internal selection process we accept the following language certificates

- Internationally recognized language certificates (TOEFL, IELTS, etc.)
- Language certificates from private language schools and test centers
- DAAD Language Certificate, offered by the TUM Language Center
- Proof of a language course taken at TUM Language Center or at another European university
- German Abitur certificate with explicit statement of the language level (A1-C2). A language level "B2+/C1" shown on the certificate is classified as B2.
- Enrollment in a study course in which the language of instruction is 100% English
- Enrollment for at least one year at a high school or a university where the respective language is the language of instruction

Check the download-section of our website for the detailed list of valid certificates!
Language Certificate

- Certificates must also be handed in by native speakers, multilingual students as well as students with the citizenship of the host university’s country.

- Language level certified at time of TUM-internal application 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.

- Accepted language certificates by TUM (internal) and host university (external) might differ!
Scholarships for TUMexchange
Scholarship for equal opportunities

TUMexchange nominees with a special socio-economic background are eligible for that scholarship

- After confirming their TUMexchange offer, students automatically receive the application link via email
- Application in March (for the winter term), in October (for the summer term)
- Selection according to personal and socio-economic criteria
- Monthly rate of 400€ plus travel allowance of 1000€
- Funded stay duration up to 6 months
Erasmus+ scholarships

- Students selected for certain eligible partner universities automatically receive the scholarship
- Information about necessary documents for the scholarship sent via email from G&A
- Individual support: 700€/month
- Funded stay duration between 2 months and 12 months
Scholarships for TUMexchange participants

TUMexchange partner universities eligible for Erasmus+

- Argentina: Universidad Nacional del Sur
- Brazil: Universidade Estadual de Campinas
- Brazil: Universidade Estadual Paulista 'Júlio de Mesquita Filho' (UNESP)
- Chile: Universidad de Concepción
- India: Indian Institute of Technology Madras
- India: Indian Institute of Technology Kharagpur
- Colombia: Universidad de los Andes
- Mexico: Universidad Autónoma del Estado de México
- Morocco: Al Akhawayn University
- South Korea: Pohang University of Science and Technology
- South Korea: Pusan National University
Online Application Form
The online application form is available on our website only during the application period!

Application period for a stay in winter term 2024/25 or summer term 2025:
Tuesday, October 17th 2023 from 10:00 a.m. to Tuesday, October 31st 2023 10:00 a.m.
Online Application Form - Registration

• **Register EARLY** on the online application portal and get familiar with the portal and the application form.

• Use the **TUM-Account that you usually use for other TUM web applications (i.e. Moodle, etc.)** to register in the portal.

• Please make sure to **keep your login data in a safe place**. You will need it until you finished your semester abroad.

• **Do not** register several times in the online application portal and do not start several applications with different accounts - otherwise your data will not be imported correctly and we cannot process them!
Online Application Form - Registration

Web Anmeldedienst
Anmeldung mit Ihrem TUM Account an

Technische Universität München MoveON
Mit Moveon können Hochschulen in der stark internationalisierten Welt der Hochschulbildung erfolgreich sein. Internationale Büros können alle Internationalisierungsaufgaben einfach steuern und verwalten, den täglichen Verwaltungsaufwand reduzieren und Zeit und Geld sparen.

Benutzername
z.B. go42tum / muster@tum.de

Passwort

☑ angemeldet bleiben (1)
☑ zu übertragende Daten anzeigen (2)

Login mit:
- TUM-Kennung oder
- @tum.de bzw. @mytum.de E-Mail-Adressen
**Portal2 for Mobilities - Outgoing**

Welcome to the portal for outgoing mobilities. Here you can find all kinds of forms for your stay abroad - before, during and after your mobility.

### Open procedures

To open and fill out any form please click on "Start".

Please take care to select the correct form: the program is usually named in the title. After you have opened an "after mobility" form, you can select your completed stay abroad from a drop-down list.

<table>
<thead>
<tr>
<th>Form</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Erasmus+ SNS, Switzerland - SEMP Studies, Double Degree and Departmental Program 2023/24</td>
<td>Start</td>
</tr>
<tr>
<td>Application Form for the TUMexchange Program 2024/25</td>
<td>Start</td>
</tr>
<tr>
<td>Erasmus Online Learning Agreement (OLA) - Before Mobility</td>
<td>Start</td>
</tr>
<tr>
<td>Erasmus Online Learning Agreement (OLA) - During Mobility</td>
<td>Start</td>
</tr>
<tr>
<td>Erasmus - Changes of Stay</td>
<td>Start</td>
</tr>
<tr>
<td>After Mobility Documents (Erasmus Study / Double Degree)</td>
<td>Start</td>
</tr>
<tr>
<td>After Mobility Documents - Swiss European Mobility Program &quot;Study&quot;</td>
<td>Start</td>
</tr>
<tr>
<td>Application for Blended Intensive Programme (BIP)</td>
<td>Start</td>
</tr>
<tr>
<td>After Mobility - Blended Intensive Programme (BIP)</td>
<td>Start</td>
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### Your applications

Here you can find all your applications from start until submission and acceptance.

Important Information: If the PDF will not generate after you have submitted the online form, please go back to this applicant portal and download the PDF in the field of applications.

### Offers of stay

You will find here the list of the stay you are selected for. Please select the one you want or explain why you decline our offer.
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 reconfirm/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 (tunexchange@tum.de)

TUM Global & Alumni Office

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

- **No last-minute-applications** – Technical problems cannot be solved “one hour before the deadline”.

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

- You can only sent **one application** and cannot change anything after you have sent it.

- **No documents can be handed in after you have sent the application.**

- We won’t accept any applications after the deadline.
Your TUMexchange Team

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China, Indonesien, Japan, Malaysia, Philippinen, Südkorea, Taiwan (China), Thailand, Vereinigtes Königreich

Larissa Danschina
Australien, Indien, Kanada, Neuseeland, Russland, Singapur, USA, Vietnam

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www.international.tum.de/tumexchange/
Good luck with your TUMexchange application!

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TUM Global & Alumni Office
https://www.international.tum.de/global/tumexchange/