Your TUMexchange Online Application – Step by Step

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Zoom-Netiquette

• Please turn off your microphones and keep them mute during the entire presentation

• Use of webcam is not necessary

• Please do not use the hand raise function

• Asking questions during the presentation
  ➢ Only use the F/A-Button to ask your questions, please DO NOT use the chat
  ➢ Ask your questions via the Q/A-Section during the presentation and rate them as the questions will be ranked and answered accordingly
  ➢ Questions will be answered at the end of each topic
Agenda

Corona and Stays Abroad

TUMexchange in Short

Orientation on the TUMexchange Website

Scholarships – Promoting equality and inclusion

Application form – Step by Step

International Campus Life
Corona and Stays Abroad

Experiences of former corona-affected semesters
• Cancellation of face-to-face exchange semester by many partner universities
• Partner universities sometimes offered online exchange semester as an alternative

Useful information for your planning
• Application and selection procedures for the year 2022/23 will take place as usual
• Flexibility in your curriculum may make it easier to postpone the semester abroad
• Withdrawal from your exchange place is possible at any time
• Last-minute-switching to Erasmus+ program is not possible
• Independent research into the situation in your host country as a basis for decision-making

TUM Global & Alumni Office is in close contact with all nominees and strives to find the best possible alternatives!
TUMexchange – Study beyond Europe
TUMexchange – Study beyond Europe

26 Countries
152 Partner Universities
TUMexchange benefits

- **Exemption from tuition fees** at the partner universities
- **Recognition** of study achievements abroad
- **Promos scholarship** for stays to promote equality and inclusion
- 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 you 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 GPA (Numerus Clausus) 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:
  ➢ Grade point average 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 2021

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

Application period for a stay in winter term 2022/23 or summer term 2023:
Tuesday, October 19th 2021 from 10:00 a.m. to Tuesday, November 2nd 2021 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

• Visa, up-to-date passport, insurances, flight, accommodation, scholarship etc. is your own responsibility
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**
- **Checklist**
- **Download Section** for templates
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

- Check the list of "Valid Language Certificates" on our website.

- 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 (early 2022).

- 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 host university’s country.
Scholarships for TUMexchange
Funding through PROMOS

Some PROMOS-scholarships will be awarded to TUMexchange nominees with a special socio-economic background.

Financial support: Approx. 300€ / month + Travel allowance of approx. 1000€

Application and selection procedure:

• After successful nomination for TUMexchange: students will be contacted per E-Mail by TUM G&A

• Application deadline in February for TUMexchange stays in the following academic year

• Socio-economic criteria will be considered during the selection of students (such as financial, cultural and social background, special circumstances etc.)
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 2022/23 or summer term 2023:**

*Tuesday, October 19th 2021 from 10:00 a.m. to Tuesday, November 2nd 2021 10:00 a.m.*
Online Application Form - 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

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
Online Application Form - Registration

- Use your **TUM email 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.
Online Application Form – Registration Confirmation

Liebe(r) Studentin, Liebe(r) Wissenschaftlerin,

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 swingend 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

Dear student,
Dear researcher,

to complete your registration, 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
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 send **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.
International Campus Life
Orientation and support for international students at TUM

Join the events (open to all TUM students, not just internationals):
- Diverse semester program for internationally-minded people. Discover Munich, Bavaria, Germany, Europe.
- Event calendar in the TUMi app

Get involved as a volunteer: Join the student association ESN TUMi München e.V.
- Experience an international atmosphere in Munich
- Develop language skills, intercultural, organizational skills
- After a stay abroad: give something back; continue to live in an international environment
Your TUMexchange Team

Axel Gumann
Chile, China, Columbia, Indonesia, Japan, Malaysia, Mexico, Philippines, South Korea, Taiwan, Thailand

Larissa Danschina
Argentina, Australia, Brazil, Canada, Costa Rica, Cuba, India, Israel, New Zealand, Russia, Singapore, USA, Vietnam

Sabine Viererbl
Africa

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