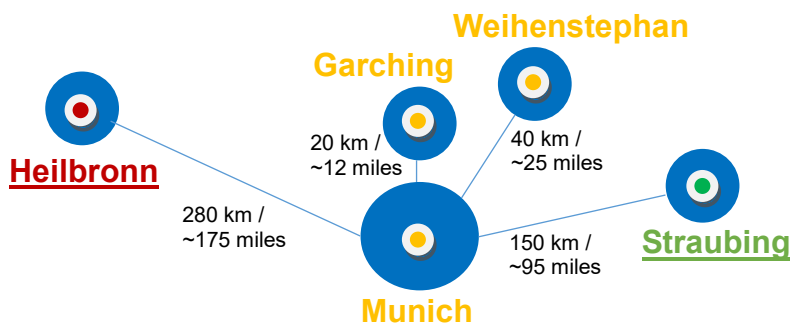


# Partner Information Form

For Prospective Incoming Exchange Students

<b>Address</b>	Technical University of Munich TUM School of Management International Office Arcisstrasse 21 80333 München Germany	  
<b>Dean</b>	Professor Dr. Gunther Friedl	
<b>Associate Dean of International Affairs</b>	Professor Dr. Thomas Hutzschenreuter	
<b>Manager of International Affairs &amp; Alliances</b>	Ms. Jamie Snow	
<b>TUM School of Management International Office</b>	<ul style="list-style-type: none"> <li> Campus <b>Munich</b>: Ms. Ute Helfers, Ms. Zuzana Zechovska, Ms. Gabriella Loparco, Ms. Anna-Lena Köttig, Ms. Josephina Buhr</li> <li> Campus <b>Heilbronn</b>: Ms. Sabrina Huber, Ms. Anke Dautel</li> <li> Campus <b>Straubing</b>: Ms. Olivia Chia-Leeson</li> </ul>	
<b>Internet Address</b>	<ul style="list-style-type: none"> <li> <a href="http://www.tum.de">http://www.tum.de</a></li> <li> <a href="https://www.mgt.tum.de/">https://www.mgt.tum.de/</a></li> <li> <a href="https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students">https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students</a></li> <li> <a href="https://www.mgt.tum.de/campuses/heilbronn/explore-the-campus">https://www.mgt.tum.de/campuses/heilbronn/explore-the-campus</a></li> <li> <a href="https://www.mgt.tum.de/campuses/straubing/living-in-straubing">https://www.mgt.tum.de/campuses/straubing/living-in-straubing</a></li> </ul>	
<b>Social Media</b>	<ul style="list-style-type: none"> <li><a href="https://www.facebook.com/TUM.School.of.Management/">https://www.facebook.com/TUM.School.of.Management/</a></li> <li><a href="https://www.instagram.com/tum.school.of.management">https://www.instagram.com/tum.school.of.management</a></li> <li><a href="https://www.youtube.com/c/TUMSchoolofManagement">https://www.youtube.com/c/TUMSchoolofManagement</a></li> </ul>	
<b>Main contact for partner universities</b> <b>Main contact for students</b>	<ul style="list-style-type: none"> <li><a href="mailto:abroad@mgt.tum.de">abroad@mgt.tum.de</a></li> <li><a href="mailto:incoming@mgt.tum.de">incoming@mgt.tum.de</a></li> </ul>	
<b>Erasmus Code</b>	D MUNCHEN02	
<b>Content</b>	<ul style="list-style-type: none"> <li><a href="#">General Information</a> for all campuses .....page 1</li> <li>Special Information for <a href="#">Campus Munich</a>.....page 3</li> <li>Special Information for <a href="#">Campus Heilbronn</a>.....page 4</li> <li>Special Information for <a href="#">Campus Straubing</a>.....page 5</li> <li><a href="#">Contacts Details</a>.....page 6</li> </ul>	

## GENERAL INFORMATION for all campuses



## TUM Nomination and Application Deadline

<b>Deadline for nominations and applications</b>	Winter Semester (or for entire year at TUM): <b>15<sup>th</sup> of May</b> Summer Semester: <b>31<sup>st</sup> of October</b>
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## TUM Nomination and Application Procedure

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### Nomination for Partner Institutions

All relevant information with further instruction for the online nomination will be sent via email to our partners in March (for winter semester) and September (for summer semester). Your students are free to choose the campus. Please inform us about their decision via the nomination. It is not possible to change the campus during the exchange period.

### Application Process for Prospective Incoming Exchange Students

After an acknowledgement-e-mail from TUM, students apply within our application period as mentioned on the [TUM Global & Alumni website for incoming students](#). You are free to choose one of our TUM SoM campus. We will be informed about your decision via your home university's nomination. However, it is not possible to change the campus during the exchange period. Applications need to be done online & via e-mail and should include the following documents:

The applications should include the following documents:

1. Online application form
2. When completing the online form in the applicant portal, please follow the instructions on the first page of the form. Important: Online applications submitted after the application deadline will not be considered.
3. One-page letter of motivation (either in German or English)
4. Curriculum vitae (either in German or English)
5. Learning Agreement / Study plan (courses students want to attend at TUM)
6. Transcript of records (all grades attained at university)
7. Document listing the courses students are attending in their current semester (and therefore are not yet listed in the transcript).
8. An official language certificate (confirmation) for English and/or German (B2 CEF). The home university can issue this confirmation.

Further information for Erasmus+ and SEMP students can be found [here](#).

Further information for students from NON-Erasmus+ countries can be found [here](#).

### Information for ERASMUS+ learning agreements

Please fill in the respective sections of the learning agreement as follows:

#### The Receiving Institution

Name: Technical University of Munich Faculty: School of Management  
Erasmus code: D MUNCHEN02 Department: /  
Address: Arcisstr. 21, 80333 Munich Country: Germany  
Contact person: Zuzana ZECHOVSKA Email: [incoming@mgt.tum.de](mailto:incoming@mgt.tum.de)  
Phone number: +49 89 289 28185

#### Responsible person in the Receiving Institution

Name: Ute HELFERS Function: Team Lead International Office  
Phone number: +49 89 289 25083 Email: [incoming@mgt.tum.de](mailto:incoming@mgt.tum.de)

## Academic Information

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### Semester Dates

Winter Semester 2022/23: 01 October 2022 – 31 March 2023  
Lecture Period: 17 October 2022 – 10 February 2023  
Exam Period: approx. 31 January 2023 – 03 March 2023  
Summer Semester 2023: 01 April 2023 – 30 September 2023  
Lecture Period: 17 April 2023 – 21 July 2023  
Exam Period: approx. 15 July 2023 – 11 August 2023

For specific dates please see:

<https://www.tum.de/en/studies/application/dates-and-deadlines/dates-periods-and-deadlines/>

### Course Catalogue

<https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students> (see *Important Documents*). Please create your study plan/learning agreement based on the course catalogue and the different campus. It is not possible to change the campus during the exchange period.

### Language Proficiency

Depending on the courses applicants intend to follow at TUM School of Management, they are required to give proof of a B2 level command (or equivalent) in English and/or German. We recommend all students to gain some basic German language knowledge prior to their studies at TUM for daily life in Munich. (Intensive) German language courses are offered by the TUM Language Center during the lecture period. For details, please look at:

<http://www.sprachenzentrum.tum.de/en/homepage/>.

<b>Semester Workload</b>	15-20 ECTS credits suggested (workload per semester for German students: 30 ECTS)
<b>Academic Transcript</b>	Transcripts of Records will be issued by the TUM School of Management International Office only on request. Detailed information will be sent to the students at the end of the exchange period via e-mail.
<b>Covid-19 Information</b>	<a href="https://www.international.tum.de/en/coronavirus-covid-19-information-regarding-your-stay-at-tum/">https://www.international.tum.de/en/coronavirus-covid-19-information-regarding-your-stay-at-tum/</a> <a href="https://www.tum.de/en/about-tum/news/coronavirus/">https://www.tum.de/en/about-tum/news/coronavirus/</a>
<b>Grading System</b>	<a href="https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students">https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students</a> (see section 3: "During your stay")

## Visa Requirements/ Residence Permit Application

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<b>Entry Regulations</b>	Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Germany. Applicants from non-EU nations normally need a visa to study in Germany. In order to find out if they need a visa and how to apply, they must contact the embassy or consulate of the Federal Republic of Germany in their home country. Application processing times can vary greatly depending on volume of applications and the applicant's home country. It is recommended to submit the complete application at least two months prior to the student's departure. <b>Please note:</b> Students cannot travel to Germany on a tourist visa, since this cannot be changed into a student visa. Students that are in Germany on a tourist visa are not entitled to study there.
<b>Further Information</b>	General information for international students at TUM – <a href="#">refer to "preparing for your stay: To-Dos after admission.</a> => #1

## Health Insurance

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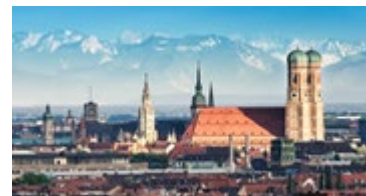
<b>Are students required to get health insurance?</b>	Health insurance is compulsory in Germany. Students cannot register at TUM without proof of German national insurance. To ensure that coverage is sufficient to meet German national standards, it is recommended that students purchase an in-country medical insurance plan. Travel insurances are not accepted.
<b>Further Information</b>	General information for international students at TUM – <a href="#">refer to "preparing for your stay: To-Dos after admission.</a> => #2

## Banking

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<b>Do students have to open a bank account while studying in Germany?</b>	It is highly advisable to open a bank account in Germany. German banks offer accounts free of charge for students. Debit cards from German banks are accepted throughout Europe.
<b>What are acceptable credit cards in Germany?</b>	In Munich, all major credit cards are accepted. However, not all stores take credit cards; some shops only accept cash payments. In smaller cities and towns outside of Munich, credit cards are usually not accepted.

### **SPECIAL INFORMATION for Campus MUNICH** <https://www.mgt.tum.de/campuses/munich/living-in-munich>



## Accommodation

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<b>Accommodation</b>	The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here: <a href="https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students">https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students</a> (see section 2: "Before you arrive")
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## Buddy Program

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**Buddy Program** The TUM School of Management provides a German student buddy for every incoming exchange student. The buddy will assist the exchange student in all regards of studying and living in Munich. The contact between the incoming exchange student and his/her buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

## Orientation Program

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**Orientation Program** The central TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities are organized in cooperation with the student association ESN TUMi München. The program starts 2 weeks before classes begin each semester. For more information, please see:  
<https://www.international.tum.de/en/campuslife/>

## Estimated Costs of Living (in €)

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<b>Student Dormitories:</b>	280 € – 350 € per month
<b>Private Apartments:</b>	350 € – 700 € per month
<b>Food/Meals:</b>	300 € per month
<b>Public Transportation:</b>	Semester Ticket: 201.60 € per semester (optional) Solidarity Fee: 69.40 € per semester (compulsory – see enrolment fee)
<b>Academic Expenses:</b>	Approx. 40 € per month
<b>Personal Expenses:</b>	150 € per month (according to individual needs) (phone, clothing, leisure time, etc.)
<b>Health Insurance:</b>	Around 110 € per month (not for students with an EHIC card)
<b>Enrollment Fee:</b>	Administration fee of 75 € & Solidarity fee of 72 €: in total 147 € per semester (compulsory for all TUM students) – current status, fee might change

## Access to TUM School of Management – Campus Munich

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- from Munich Airport**
- Suburban train S1 bound for “Ostbahnhof” to „Feldmoching“, change to metro U2 bound for “Messestadt Ost”, get off at “Theresienstraße” (approx. 1 hour)
  - Suburban train S8 bound for “Herrsching” to “Hauptbahnhof (Munich Central Station)”, change to metro U2 bound for “Feldmoching”, get off at “Theresienstraße” (approx. 1 hour)
- from Munich Central Station**
- Metro U2 bound for “Feldmoching”, get off at “Theresienstraße” (approx. 3 minutes)
  - Bus 100 bound for “Ostbahnhof”, get off at “Technische Universität” (approx. 5 minutes)



## SPECIAL INFORMATION for Campus HEILBRONN

<https://www.mgt.tum.de/campuses/heilbronn/living-in-heilbronn>

## Accommodation

---

**Accommodation** The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here:  
<https://www.mgt.tum.de/campuses/heilbronn/living-in-heilbronn>

## Buddy Program

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**Buddy Program** The TUM School of Management provides a German student buddy for every incoming exchange student. The buddy will assist the exchange student in all regards of studying and living in Munich. The contact between the incoming exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

## Orientation Program

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**Orientation Program** The orientation program starts 2 weeks before classes begin every semester. More information will be provided.

## Estimated Costs of Living (in €)

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<b>Student Dormitories:</b>	280 € – 350 € per month
<b>Private Apartments:</b>	350 € – 700 € per month
<b>Food/Meals:</b>	300 € per month
<b>Public Transportation:</b>	Semester Ticket: 171 € per semester (optional)
<b>Academic Expenses:</b>	Solidarity Fee: 17 € per semester (compulsory – see enrollment fee)
<b>Personal Expenses:</b>	Approx. 40 € per month (telephone, clothes, leisure time, etc.)
<b>Health Insurance:</b>	150 € per month (according to individual needs)
<b>Enrollment Fee:</b>	90 – 95 € per month (not for students with an EHIC card) Administration fee of 75 € & Solidarity fee of 17 €: in total 92 € / per semester (compulsory for all TUM students) – current status, fee might change

## Access to TUM School of Management – Campus Heilbronn

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- from Frankfurt airport**
- Train to “Heilbronn Hauptbahnhof” (approx. 2 hours)
- from Stuttgart airport**
- Suburban train S 23 bound for “Backnang” to “Stuttgart Hauptbahnhof” (approx. 25 minutes), change to regional train from “Stuttgart Hauptbahnhof” to “Heilbronn Hauptbahnhof” (approx. 45 minutes)
- from Heilbronn train station**
- 15 minutes walking distance
  - Bus 1 bound to “Heilbronn Trappensee” to “Heilbronn Harmonie/Kunsthalle” (approx. 5 minutes), change to Bus 42 bound to “Böckingen Schanz Süd” to “Heilbronn Europaplatz (Ost)” (approx. 3 minutes)



## SPECIAL INFORMATION for Campus STRAUBING

<https://www.mgt.tum.de/campuses/straubing/living-in-straubing>

### Accommodation

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**Accommodation** The application at TUM School of Management does not include an offer for a room in a dormitory. Most exchange students have to find a room themselves on the private market. Please find more information and advice on finding accommodation here:  
<https://www.cs.tum.de/prospective-students/housing/?lang=en>

### Buddy Program

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**Buddy Program** TUM Campus Straubing has a buddy program for international students. The buddy will assist the exchange student in all regards of studying and living in Straubing. The contact between the incoming exchange student and his buddy will be established prior to the arrival in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

### Orientation Program

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**Orientation Program** The central TUM Global and Alumni Office provides an orientation program designed to help students find their way. Most activities take place in Munich and are organized in cooperation with the student association ESN TUMi München. The program starts 2 weeks before classes begin each semester. For more information, please see:  
<https://www.international.tum.de/en/campuslife/>

## Estimated Costs of Living (in €)

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<b>Student Dormitories:</b>	280 € – 350 € per month
<b>Private Apartments:</b>	350 € – 700 € per month
<b>Food/Meals:</b>	300 € per month
<b>Public Transportation:</b>	10 € / weekly ticket 30 € / monthly ticket
<b>Academic Expenses:</b>	Approx. 40 € per month
<b>Personal Expenses:</b>	150 € per month (according to individual needs) (telephone, clothes, leisure time, etc.)
<b>Health Insurance:</b>	90 – 95 € per month (not for students with an EHIC card)
<b>Enrollment Fee:</b>	Administration fee of 62 € / per semester – current status, fee might change


## Access to TUM School of Management – Campus Straubing

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- |                                              |                                                                                                                                                                                                                        |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>from Munich Airport / Central Station</b> | <ul style="list-style-type: none"><li>• Train via „Neufahrn (Niederbayern)“, „Plattling“ or „Obertraubling“ (approx. 2 hours) to “Straubing Central Station”</li></ul>                                                 |
| <b>from Straubing Central Station</b>        | <ul style="list-style-type: none"><li>• Bus 2 bound for “Fachmarktzentrum/Erletacker”, get off at “Stadtwerke/Universität” (approx. 8 minutes)</li><li>• Walk following the signs “TUM” (approx. 15 minutes)</li></ul> |

## Contact Details – International Office TUM School of Management

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 **Visitor Address Campus Munich:**  
TUM main campus, building 0505, 1<sup>st</sup> floor, room 1554, access through entrance at crossing Luisen-/Theresienstr.

### Program Coordinator INCOMING

- for all inquiries from prospective incoming exchange students

Ms. Zuzana ZECHOVSKA  
Phone: +49 89 289 28185  
[incoming@mgt.tum.de](mailto:incoming@mgt.tum.de)



### Program Coordinator OUTGOING – ERASMUS

- for all inquiries from prospective outgoing exchange students (SW, FI, NO, IS)

Ms. Anke DAUTEL  
Phone: +49 7131 26418612  
[outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)



### Program Coordinator OUTGOING – ERASMUS

- for all inquiries from prospective outgoing exchange students (all other countries)

Ms. Gabriella LOPARCO  
Phone: +49 89 289 25036  
[outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)



### Program Coordinator OUTGOING – NON-ERASMUS

- for all inquiries from prospective outgoing exchange students

Ms. Anna-Lena Köttig  
Phone: +49 89 289 25847  
[outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)



### Program Coordinator Joint International Programs

- for all inquiries from prospective Joint International Program students

Ms. Josephina BUHR  
Phone: +49 89 289 25079  
[jip@mgt.tum.de](mailto:jip@mgt.tum.de)  
[qtem@mgt.tum.de](mailto:qtem@mgt.tum.de)



### Team Lead TUM School of Management International Office

- for all inquiries from (prospective) partner institutions concerning student exchange
- Recognition of courses from abroad
- QTEM IOC

Ms. Ute HELFERS  
Phone: +49 89 289 25083  
[abroad@mgt.tum.de](mailto:abroad@mgt.tum.de)  
[qtem@mgt.tum.de](mailto:qtem@mgt.tum.de)



### Manager for International Affairs & Alliances

- for all inquiries from (prospective) partner institutions concerning strategic issues

Ms. Jamie SNOW  
Phone: +49 89 289 28177  
[jamie.snow@tum.de](mailto:jamie.snow@tum.de)





 **Visitor Address Campus Heilbronn:**

TUM Campus Heilbronn, Bildungscampus 9, 74076 Heilbronn, room L.1.30

**Program Manager  
International Office Campus Heilbronn**

- *for all general inquiries regarding Campus Heilbronn*

Ms. Sabrina HUBER  
Phone: +49 7131 264 18606  
[Internationaloffice\\_hn@mgt.tum.de](mailto:Internationaloffice_hn@mgt.tum.de)



**Program Coordinator  
International Office Campus Heilbronn**

- *for all inquiries from incoming exchange students at Campus Heilbronn*

Ms. Anke DAUTEL  
Phone: +49 7131 264 18612  
[incoming@mgt.tum.de](mailto:incoming@mgt.tum.de)



 **Visitor Address Campus Straubing:**

TUM Campus Straubing, building 3502, 1<sup>st</sup> floor, room 1.010, Schulgasse 22, 94315 Straubing

**Program Manager  
International Office Campus Straubing**

- *for all inquiries from exchange students at Campus Straubing*

Ms. Olivia CHIA-LEESON  
Phone: +49 9421 187 164  
[olivia.chia-leeson@tum.de](mailto:olivia.chia-leeson@tum.de)



## TUM Global & Alumni Office for all TUM incoming exchange students

- *Accompanying the application procedure*

Ms. Dörte PTASSEK, Ms. Larissa MEIER, Ms. Anita HAUZENBERGER  
TUM Global & Alumni Office  
Phone: +49 89 289-25017 / - 28198 / -25158  
[incoming@zv.tum.de](mailto:incoming@zv.tum.de)  
<https://www.international.tum.de/en/exchangestudents/general-information-for-international-students/>