

Partner Information Form

For Prospective Incoming Exchange Students

Address

Technical University of Munich
TUM School of Management
International Office
Arcisstrasse 21
80333 München
Germany



AACSB
ACCREDITED



EQUIS
ACCREDITED



ASSOCIATION
AMBA
ACCREDITED

QTEM

Dean

Professor Dr. Christoph Kaserer

Associate Dean Internationalization

Professor Dr. Johannes Sauer

International Office

Team Lead: Ute Helfers (she/her)



Campus **Munich**: Zuzana Zechovska (she/her), Eva Schmidhuber (she/her),
Selina Schwarz (she/her), Josephina Buhr (she/her), Veronica Botter (she/her)



Campus **Heilbronn**: Anke Dautel (she/her)



Campus **Straubing**: Olivia Chia-Leeson (she/her)

Internet Address



<http://www.tum.de>



<https://www.mgt.tum.de/>



<https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students>



<https://www.mgt.tum.de/campuses/heilbronn/explore-the-campus>

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

Social Media

<https://www.facebook.com/TUM.School.of.Management/>

<https://www.instagram.com/tum.school.of.management>

<https://www.youtube.com/c/TUMSchoolofManagement>

<https://www.tiktok.com/@tum.school.of.mgt>

Main contact for partner universities

international@mgt.tum.de

Main contact for students

incoming@mgt.tum.de

Erasmus Code

D MUNCHEN02

Content

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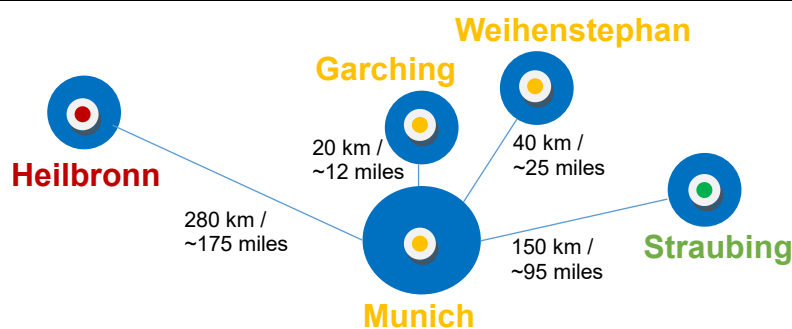
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GENERAL INFORMATION for all campuses



TUM Nomination and Application Deadline

Deadline for nominations

Winter Semester (or for an entire year at TUM):
Summer Semester:

30th of April
17th of October

Deadline for application

Winter Semester (or for an entire year at TUM):
Summer Semester:

10th of May
31st of October

TUM Nomination and Application Procedure

Nomination for Partner Institutions

All relevant information with further instructions for the online nomination will be emailed to our partners in March (for winter semester) and September (for summer semester). The students are free to choose the campus. The home university informs TUM School of Management about the campus choice via the nomination. It is not possible to change the campus during the exchange period.

Application Process for Prospective Incoming Exchange Students

After an acknowledgment email from TUM, students apply within our application period, as mentioned on the [TUM Global & Alumni website for incoming students](#). Students are free to choose one of our campuses. The home university will inform us about the campus choice. We want to point out that changing the campus during the exchange period is impossible. Only applications submitted before the application deadline will be considered. Detailed application information for incoming exchange students from Erasmus+/SEMP countries OR NON-Erasmus+ countries (school partnerships) can be found on this [website](#) under program overview.

The application process is as follows:

1. A complete application must be done via the [online application portal](#).
2. Necessary documents have to be uploaded.

Required documents to be uploaded:

1. One-page letter of motivation (either in English or German)
2. Curriculum vitae (either in English or German)
3. (preliminary) Learning Agreement / Study Plan (courses students want to attend at TUM; at least 60% of the courses have to be from TUM School of Management)
4. Transcript of records (all grades attained at home university)
5. Document listing the courses that students attend in their current semester (and therefore are not yet listed in the transcript).
6. An official language certificate for English (B2 CEF) (and German (B2) if the student likes to follow German-taught courses). We also accept an official confirmation about the language level from the home university.

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
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

Academic Information

Semester Dates

Winter Semester 2026/27:	01 October 2026 – 31 March 2027 Lecture Period: 12 October 2026 – 05 February 2027 Exam Period: 01 February 2027 – 26 February 2027
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Summer Semester 2027:	01 April 2027 – 30 September 2027 Lecture Period: 12 April 2027 – 16 July 2027 Exam Period: 12 July 2027 – 06 August 2027
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For specific dates, please see:

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

Course Catalogue

The TUM School of Management's course catalogue is published on the [incoming website](#) (refer to "important documents"). This course overview summarizes the most common courses regularly offered by TUM School of Management (minor changes may occur) on our three different campuses. It is not possible to change the campus during the study abroad period. A complete list of courses will be released through TUMonline (<https://campus.tum.de/>) a few weeks before the beginning of the lecture period. You can even follow courses at other schools of the Technical University of Munich, including the Language Center (at least 60% of your course choice and ECTS have to be from TUM School of Management)

Language Proficiency

Depending on the courses applicants intend to follow at TUM School of Management, they have to give proof of a B2 level command (or equivalent) in English and/or German. We

recommend that all students gain some basic German language knowledge before their studies at TUM for daily life. The TUM Language Center offers (intensive) German language courses during the lecture period. For details, please look at: <https://www.sprachenzentrum.tum.de/en/sz/homepage/>.

Semester Workload	15-20 ECTS credits suggested (workload per semester for German students: 30 ECTS)
Academic Transcript	Transcripts of Records will only be issued by the TUM School of Management International Office on request. Detailed information will be sent to the students at the end of the exchange period via e-mail.
Grading System	https://www.mgt.tum.de/programs/international-exchange-programs/incoming-exchange-students (see step 4: "After your stay")

Visa Requirements/ Residence Permit Application

Entry Regulations	Applicants from EU/EFTA countries and some other nations do not need a visa to study in Germany. Applicants from non-EU nations typically need a visa to study in Germany. 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 the volume of applications and the applicant's home country. Submitting the complete application at least two months before the student's departure is recommended. Please note: Students cannot travel to Germany on a tourist visa since this cannot be changed into a student visa. Students in Germany on a tourist visa are not entitled to study there.
Further Information	General information for international students at TUM – refer to "preparing for your stay: To-Dos after admission. => #1

Promoting Equity

Do you have special needs?	On this website , we provide information for international TUM students with various needs who would like to come to TUM for an exchange. These needs may include diverse physical and learning abilities and familial situation. Find out about the various programs on offer, contact persons, accessibility at TUM, special services, and possible arrangements to promote equitable opportunities.
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Health Insurance

Are students required to get health insurance?	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 insurance is not accepted.
Further Information	General information for international students at TUM – refer to "preparing for your stay: To-Dos after admission. => #2

Banking

Do students have to open a bank account while studying in Germany?	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.
What are acceptable credit cards in Germany?	In Munich, all major credit cards are accepted. However, not all stores accept credit cards; some shops only accept cash payments. Credit cards are usually not accepted in smaller cities and towns outside of Munich.



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

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/programs/international-exchange-programs/incoming-exchange-students> (see step 2: "Before you arrive")

Buddy Program

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 their buddy will be established before they arrive in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.

Orientation Program

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

Estimated Costs of Living (in €)

Student Dormitories:	300 € – 650 € per month
Private Apartments:	500 € – 1200 € per month
Food/Meals:	350 € per month
Public Transportation:	Semester Ticket (Deutschlandticket for students): 43.00 € per month (optional)
Academic Expenses:	Approx. 40 € per month
Personal Expenses:	150 € per month (according to individual needs) (Telephone, clothing, leisure time, etc.)
Health Insurance:	Around 110 € per month (not for students with an EHIC card)
Enrollment Fee:	An administration fee of 97 € per semester (compulsory for all TUM students) – current status, the fee might change.

Access to TUM School of Management – Campus Munich

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

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 Heilbronn. The contact between the incoming exchange student and their buddy will be established before they arrive in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.
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Orientation Program

Orientation Program	The orientation program starts two weeks before classes begin every semester. More information will be provided.
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Estimated Costs of Living (in €)

Student Dormitories:	290 € – 380 € per month
Private Apartments/Student Dormitories:	350 € – 750 € per month
Food/Meals:	300 € per month
Public Transportation:	Semester Ticket: 199 € per semester (students 27 and older) JugendticketBW (under 27) pay 165 € (optional)
Academic Expenses:	Solidarity Fee: 17 € per semester (compulsory – see enrolment fee)
Personal Expenses:	Approx. 40 € per month 150 € per month (according to individual needs) (Telephone, clothes, leisure time, etc.)
Health Insurance:	90 – 95 € per month (not for students with an EHIC card)
Enrollment Fee:	An administration fee of 97 € per semester (compulsory for all TUM students) – current status, fee might change.

Access to TUM School of Management – Campus Heilbronn

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

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/de/tumcs/straubing/wohnen
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Buddy Program

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 their buddy will be established before they arrive in Germany. Furthermore, TUM School of Management organizes get-togethers and excursions for incoming exchange students and their buddies.
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Orientation Program

Orientation Program The central TUM Global and Alumni Office provides an orientation program 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 two weeks before classes begin each semester. For more information, please see:
<https://www.international.tum.de/en/campuslife/>

Estimated Costs of Living (in €)

Student Dormitories:	350 € – 450 € per month
Private Apartments:	400 € – 700 € per month
Food/Meals:	300 € per month
Public Transportation:	Semester Ticket (Deutschlandticket for students): 43.00 € per month (optional)
Academic Expenses:	Approx. 40 € per month
Personal Expenses:	150 € per month (according to individual needs) (Telephone, clothes, leisure time, etc.)
Health Insurance:	90 – 95 € per month (not for students with an EHIC card)
Enrollment Fee:	An administration fee of 82 € / per semester – current status, the fee might change.

Access to TUM School of Management – Campus Straubing

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

Contact Details – International Office TUM School of Management

 **Visitor Address Campus Munich:**
TUM main campus, building 0505, 1st floor, School Office, access through the entrance at crossing Luisen-/Theresienstr.

Program Coordinators

INCOMING

- *for all inquiries from (prospective) incoming exchange students*

Zuzana ZECHOVSKA (she/her)
Eva SCHMIDHUBER (she/her)
Phone: +49 89 289 28185
incoming@mgt.tum.de



Program Coordinators

OUTGOING

- *for all inquiries from outgoing exchange students*

Selina SCHWARZ (she/her)
Anke DAUTEL (she/her)
Eva SCHMIDHUBER (she/her)
Phone: +49 89 289 28188
outgoing@mgt.tum.de



Program Coordinators

Joint International Programs

- *for all inquiries from Joint International Program - and QTEM students*

Josephina BUHR (she/her)
Veronica BOTTER (she/her)
Phone: +49 89 289 25079
jip@mgt.tum.de
qtem@mgt.tum.de



Team Lead International Office

- *for all inquiries from (prospective) partner institutions*
- QTEM IOC

Ute HELFERS (she/her)
Phone: +49 89 289 25083
international@mgt.tum.de
qtem@mgt.tum.de



**Visitor Address Campus Heilbronn:**

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

Program Coordinator**International Office Campus Heilbronn**

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

Anke DAUTEL (she/her)

Phone: +49 7131 264 18612

incoming@mgt.tum.de

**Visitor Address Campus Straubing:**

TUM Campus Straubing, building 3502, 1st floor, room 1.010, Schulgasse 22, 94315 Straubing

Program Manager**International Office Campus Straubing**

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

Olivia CHIA-LEESON (she/her)

Phone: +49 9421 187 164

olivia.chia-leeson@tum.de

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

- *Accompanying the application procedure*

Larissa MEIER, Gabriella VIGNOLI, Antonia HEROK

TUM Global & Alumni Office (incoming)

Phone: +49 89 289 -28198 / -25471 / -25017

incoming@tum.de

<https://www.international.tum.de/en/exchangestudents/general-information-for-international-students/>

Information form for TUM partners and prospective incoming exchange students

Address	Head of institution	Erasmus+ code
Technische Universität München Arcisstr. 21 80333 München	Prof. Dr. Thomas Hofmann Main website http://www.tum.de/	D MUNCHEN02 TUM is connected to Erasmus Without Paper (EWP).

Semester dates	Winter term	Summer term
More on dates and deadlines	October - March	April – September
Exam dates	Winter term	Summer term
	February - March	July - September
Announcement of exam grades	Winter term 2026/2027	Summer term 2027
	Latest until April 30, 2027	Latest until November 5, 2027

No earlier or extra exams for exchange students will be arranged (official examination dates only!)

Nomination period*	Winter term 2026/2027	Summer term 2027
	Mid of March - April 30	Mid of September - October 17
Application period*	Winter term 2026/2027	Summer term 2027
	Mid of March - May 10	Mid of September – October 31

- Nominations or applications beyond these deadlines are not possible
- Only full and correct applications will proceed in the acceptance
- An exchange student can stay a maximum of two semesters at TUM
- An application is not possible if a student only wants to do an internship outside of TUM, e.g. at an external company.

* We reserve the right to amend the deadlines in exceptional cases. Therefore, please always refer to the deadlines given in our emails.

Course catalogue	Note: Please do not register . Students will receive access data after admission!
Check the course catalogue	

- Click on Degree programs, scroll to the bottom and then click on '98 Exchange programs' to view the offers of the respective subject areas OR
- Click on Courses and browse the offers according to your subject area
- Option to filter for English-only courses in the TUMonline course catalogue.

Advising for courses and academic matters	Contacts at the Schools
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Nomination and application procedure

- 1) **Pre-selection** by partner universities according to [TUM criteria](#) for the subject area
- 2) **Nomination** via nomination platform (not via email): [Check TUM Incoming Publisher](#)
Please make sure to enter the correct School and subject area, for detailed structure, please see [here](#) and please note that "subject area and specific subject area" need to be identical. Exception: School of Life Sciences
- 3) **TUM checks** nomination and **confirms** to partner and student (including application information)
- 4) **Submission of application documents**

Going to TUM on exchange

Please see our website [Information for exchange students](#)

TUM Schools and subject areas

[All campus locations](#)

Languages of instruction and proficiency

[Minimum scores for language certificates](#)

Students must demonstrate proficiency in the chosen language of instruction at TUM (German / English)
For Master's students: Many programs are held in English or bilingually (German / English)

Accommodation for students in Munich, Garching and Freising

The [TUM Global Office](#) receives a limited number of dormitory offerings (Service Package) from Munich Student Union. Students wishing to be considered for this Service Package **must check the relevant box in the application form**.

Priority of allocation by exchange program:

1. TUMexchange program → 2. Students with differing abilities → 3. Erasmus+ program → 4. School programs

Please be aware that the private market is tense and competition for housing in Munich is high.

Accommodation contacts for Straubing and Heilbronn

[Check information](#)

Estimated living costs per month

Food / meals	€300
Books / supplies	€40
Public transportation	'Deutschlandticket'
Personal expenses (e.g. phone, leisure time)	€150
Health insurance (non-EHIC)	€150 approximately
Accommodation costs (Munich and Garching)	
Dormitory of Munich Student Union	€350 - 500
Private housing market	€650 - 1000

Semester fee

Mandatory payment (no tuition fee!), for all students including exchange students. [Amount depends on campus / location](#)

Language courses

Learn German and other languages at [TUM Language Center](#).

Scholarships

TUM does not have any funding or financial aid you can apply for.
Check [DAAD Database](#)

Orientation weeks

Integration and socializing in Munich. [Check the activities](#)

Signatures and transcripts

Must be issued by [TUM School / respective subject area](#)

- Study plan / Learning Agreement / OLA (earliest signature **after admission**)
- Confirmation of stay for arrival and departure **after first academic activity** (e.g. orientation weeks, language course) and at the time of the **last academic activity** at TUM (e.g. exam, thesis submission)
- Transfer of transcript from TUM to home university by proactive request from the student

Note: The TUM Global Office **is not allowed to sign** any of these documents.

Visa / Entry documents for Germany

[Contacts for visa / APS application forms](#)

Students with a citizenship of the EU / EFTA states as well as Australia, Brazil, Canada, Israel, Japan, New Zealand, Republic of Korea, Switzerland, UK & Northern Ireland, USA	No entry visa required We highly recommend students without EU / EFTA citizenship to apply for a student visa in the country of studies due to several months of waiting time at the German authorities (currently up to 12 months in the city of Munich!)
Students without EU / EFTA citizenship who study in a EU member state with a valid visa / residence permit for study purposes	Either apply for a student visa at the German embassy or obtain a confirmation from the German BAMF . We will contact the concerned students after the admission.
All other students	Apply for a student visa at the German embassy in the country of studies. The TUM Global Office is not allowed to give any legal advice and cannot offer support for the visa application. Tourist visas are not accepted for an exchange stay!

Health insurance coverage

[Details and relevant procedure](#)

Students with differing abilities

TUM welcomes students with differing abilities and students with children. We provide need-based arrangements, disadvantage compensations for medical disorders, and give you the best possible support for the exchange experience at TUM. [Find more information](#)

Your contacts at the TUM Global & Alumni Office

Erasmus+

Bulgaria, Croatia, Czech Republic, Estonia, France, Greece, Hungary, Latvia, Lithuania, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey and in case of **differing abilities** (all exchange students)

Larissa Meier

larissa.meier@tum.de

Erasmus+ and SEMP

Austria, Belgium, Denmark, Finland, Iceland, Ireland, Italy, Liechtenstein, Luxemburg, Netherlands, Norway, Sweden, Switzerland

Antonia Herok

antonia.herok@tum.de

TUMexchange, School partnerships, all other programs

Gabriella Vignoli

gabriella.vignoli@tum.de