

# Partner Information Form

For Prospective Incoming Exchange Students

**Address**

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



**Dean**

Professor Dr. Gunther Friedl

**Associate Dean of International Alliances**

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**TUM School of Management International Office**

- Campus **Munich**: Ms. Ute Helfers, Ms. Zuzana Zechovska, Ms. Gabriella Loparco, Ms. Anna-Lena Köttig, Ms. Josephina Buhr, Ms. Miriam Mahler
- Campus **Heilbronn**: Ms. Sabrina Huber, Ms. Anke Dautel
- Campus **Straubing**: Ms. Olivia Chia-Leeson

**Manager of International Affairs & Alliances**

Ms. Jamie Snow

**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>

**Main contact for partner universities  
Main contact for students**

- [abroad@mgt.tum.de](mailto:abroad@mgt.tum.de)
- [incoming@mgt.tum.de](mailto:incoming@mgt.tum.de)

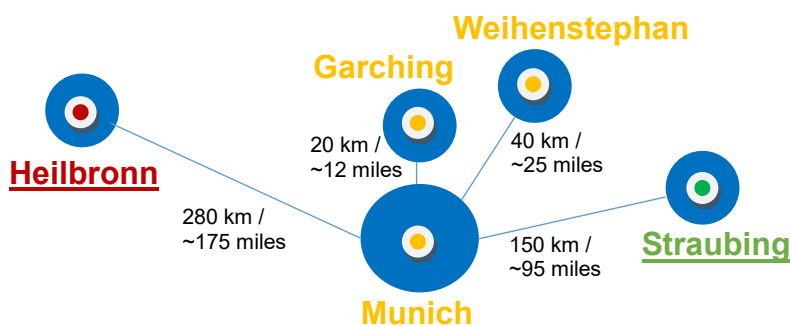
**Erasmus Code**

D MUNCHEN02

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## GENERAL INFORMATION for all campuses



## TUM Nomination and Application Deadline

**Deadline for nominations and applications**

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

**15<sup>th</sup> of May**  
**31<sup>st</sup> of October**

## TUM Nomination and Application Procedure

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### 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 the linked websites.

#### 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)
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](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 2024/25: 01 October 2024 – 31 March 2025  
Lecture Period: 14 October 2024 – 07 February 2025  
Exam Period: approx. 03 February 2025 – 28 Feb 2025

Summer Semester 2025: 01 April 2025 – 30 September 2025  
Lecture Period: approx. Mid-April 2025 – Mid-July 2025  
Exam Period: approx. Mid-July 2025 – Mid-August 2025

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.

### 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 Centers offers (intensive) German language courses 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 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.
<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 step 3: During your stay")

## Visa Requirements/ Residence Permit Application

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<b>Entry Regulations</b>	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. <b>Please note:</b> 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.
<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 insurance is 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 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

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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 step 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 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

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**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 €)

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<b>Student Dormitories:</b>	280 € – 650 € per month
<b>Private Apartments:</b>	500 € – 1200 € per month
<b>Food/Meals:</b>	350 € per month
<b>Public Transportation:</b>	Semester Ticket (Deutschlandticket for students): 29.00 € per month (optional)
<b>Academic Expenses:</b>	Approx. 40 € per month
<b>Personal Expenses:</b>	150 € per month (according to individual needs) (Telephone, clothing, leisure time, etc.)
<b>Health Insurance:</b>	Around 110 € per month (not for students with an EHIC card)
<b>Enrollment Fee:</b>	An administration fee of 85 € per semester (compulsory for all TUM students) – current status, the fee might change.

## Access to TUM School of Management – Campus Munich

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|------------------------------------|--|
| <b>from Munich Airport</b>         | <ul style="list-style-type: none"><li>• Suburban train S1 bound for “Ostbahnhof” to „Feldmoching“, change to metro U2 bound for “Messestadt Ost”, get off at “Theresienstraße” (approx. 1 hour)</li><li>• 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)</li></ul> |
| <b>from Munich Central Station</b> | <ul style="list-style-type: none"><li>• Metro U2 bound for “Feldmoching”, get off at “Theresienstraße” (approx. 3 minutes)</li><li>• Bus 100 bound for “Ostbahnhof”, get off at “Technische Universität” (approx. 5 minutes)</li></ul>   |



## SPECIAL INFORMATION for Campus HEILBRONN

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

## 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.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 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

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

## Estimated Costs of Living (in €)

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<b>Student Dormitories:</b>	290 € – 380 € per month
<b>Private Apartments/</b>	350 € – 750 € per month
<b>Student Dormitories:</b>	
<b>Food/Meals:</b>	300 € per month
<b>Public</b>	Semester Ticket: Semester Ticket: 199 € per semester (students 27 and older)
<b>Transportation:</b>	JugendticketBW (under 27) pay 165 € (optional)
<b>Academic Expenses:</b>	Solidarity Fee: 17 € per semester (compulsory – see enrolment fee)
<b>Personal Expenses:</b>	Approx. 40 € per month 150 € per month (according to individual needs)
<b>Health Insurance:</b>	(Telephone, clothes, leisure time, etc.)
<b>Enrollment Fee:</b>	90 – 95 € per month (not for students with an EHIC card) An administration fee of 102 € 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 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

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**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 €)

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<b>Student Dormitories:</b>	300 € – 450 € per month
<b>Private Apartments:</b>	400 € – 700 € per month
<b>Food/Meals:</b>	300 € per month
<b>Public Transportation:</b>	Semester Ticket (Deutschlandticket for students): 29.00 € per month (optional)
<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>	An administration fee of 72 € / 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**
- Train via „Neufahrn (Niederbayern)“, „Plattling“ or „Obertraubling“ (approx. 2 hours) to „Straubing Central Station“
- from Straubing Central Station**
- 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

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 **Visitor Address Campus Munich:**  
TUM main campus, building 0505, 1<sup>st</sup> floor, room 1554, access through the 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 Coordinators OUTGOING

- *for all inquiries from outgoing exchange students*

Ms. Gabriella LOPARCO  
Ms. Anke DAUTEL  
Ms. Anna-Lena KOETTIG  
Phone: +49 89 289 25036  
[outgoing@mgt.tum.de](mailto:outgoing@mgt.tum.de)



### Program Coordinator Joint International Programs

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

Ms. Josephina BUHR  
Ms. Miriam MAHLER  
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 International Office TUM School of Management

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