

# HOW TO ENROLL AT TUM

Info Session for Prospective TUM students

## What exactly is enrollment?

Enrolling means getting your **legal status as a student** in Germany.  
Your TUMonline account switches from applicant to student features.

Only enrolled students have access and are entitled to:


Course and exam registration

Documents such as enrollment certificate  
(→ Bavaria: discounted train ticket)

Moodle and further student infrastructure

Student card (only with a German address)

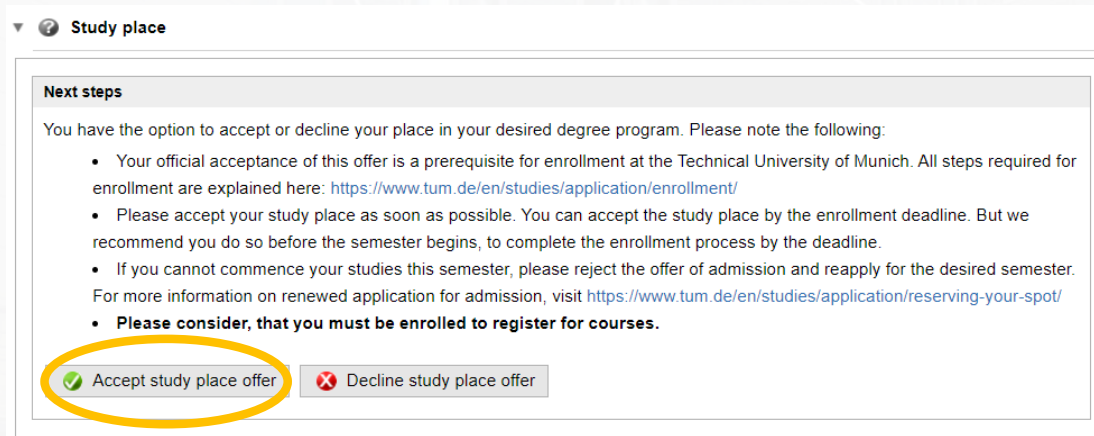
## TUMonline Enrollment Steps

- 
- Accept the study place
  - Add data  
Upload your documents for enrollment
  - Pay the semester fee and/or tuition fees  
Have your health insurance status digitally confirmed
  - Send in your documents by post



## Accepting Your Study Place in TUMonline

- The enrollment process starts after you have accepted the study place
- You can simply accept or decline the study place offer online in your [application status](#):



▼ ⓘ Study place

**Next steps**

You have the option to accept or decline your place in your desired degree program. Please note the following:

- Your official acceptance of this offer is a prerequisite for enrollment at the Technical University of Munich. All steps required for enrollment are explained here: <https://www.tum.de/en/studies/application/enrollment/>
- Please accept your study place as soon as possible. You can accept the study place by the enrollment deadline. But we recommend you do so before the semester begins, to complete the enrollment process by the deadline.
- If you cannot commence your studies this semester, please reject the offer of admission and reapply for the desired semester. For more information on renewed application for admission, visit <https://www.tum.de/en/studies/application/reserving-your-spot/>
- **Please consider, that you must be enrolled to register for courses.**

Accept study place offer  Decline study place offer

## Accepting Your Study Place in TUMonline

Until when can you accept the study place?

- As soon as possible
- Our recommendation: no later than **15.09.2024**
- Legal deadline: 5 weeks after the lectures start (15.11.2024)

Accepting the spot unlocks the „Add data“ dialogue

- „Add data“ to submit the documents for enrollment

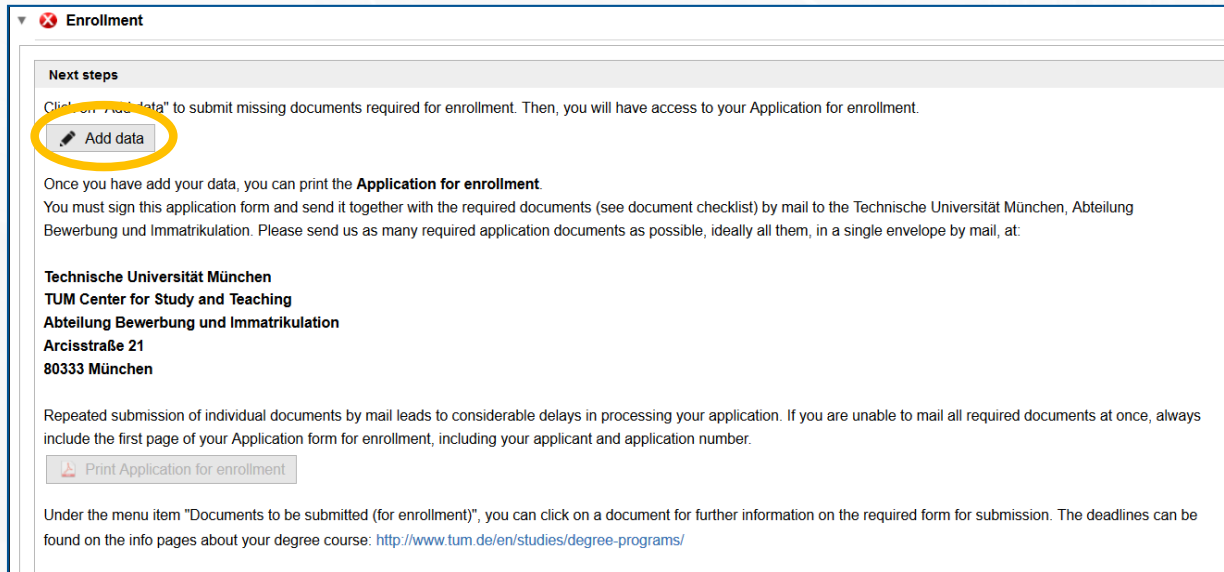
**Important:**

You still have to perform all other steps after this step

- Please allow yourself sufficient **time** to complete all the steps afterwards

# Complete Your Data and Upload Your Documents I

Click on „Add Data“ to upload your enrollment documents:



**Enrollment**

**Next steps**


Click on „Add data“ to submit missing documents required for enrollment. Then, you will have access to your Application for enrollment.

**Add data**

Once you have add your data, you can print the **Application for enrollment**.  
You must sign this application form and send it together with the required documents (see document checklist) by mail to the Technische Universität München, Abteilung Bewerbung und Immatrikulation. Please send us as many required application documents as possible, ideally all them, in a single envelope by mail, at:

**Technische Universität München**  
**TUM Center for Study and Teaching**  
**Abteilung Bewerbung und Immatrikulation**  
**Arcisstraße 21**  
**80333 München**

Repeated submission of individual documents by mail leads to considerable delays in processing your application. If you are unable to mail all required documents at once, always include the first page of your Application form for enrollment, including your applicant and application number.

 **Print Application for enrollment**

Under the menu item "Documents to be submitted (for enrollment)", you can click on a document for further information on the required form for submission. The deadlines can be found on the info pages about your degree course: <http://www.tum.de/en/studies/degree-programs/>

## Complete Your Data and Upload Your Documents II

Please upload a passport style picture for your student card.

Other documents may be requested (or not) depending on your previous studies.

**RESIDUAL DATA ENTRY** [Help](#) [Support](#)

- Information**
  - Passport style photo (as for ID)
  - Health Insurance details
  - Evidence of student health insurance (issued by a compulsory health insurance company)

**Information**

On the following pages, we request that you provide any missing information required for your enrollment. If some information or documents are not yet available to you, they can be submitted later by post or in person. Individual documents sent by post must be accompanied by the first page of your application form.

Once you have uploaded all missing information, you will find a list of the documents required for enrollment in your applicant account. Under the menu item "Documents to be submitted (for enrollment)", you can click on a document for further information on the required form for submission. The deadlines can be found on the info pages about your degree course: <http://www.tum.de/en/studies/degree-programs/>

You will be enrolled at TUM after all documents (see list of documents) have been entered in TUMonline as received and correct, you have been admitted and accepted the offer of admission, and you have transferred the semester fees.

## Health Insurance (only under 30 years of age)

You are insured  
by a German  
public health  
insurance  
company

You are insured  
by a private  
health insurance  
company

You are insured  
in your home  
country and the  
insurance is  
accepted in  
Germany

You are not  
insured or are  
unsure

→ Contact a German public health insurance provider



# Health Insurance: Digital Notification Process I

You are insured  
by a German  
public health  
insurance  
company

Enter your details in TUMonline (Company name, health insurance number).

**Contact the German public health insurance company  
for a digital notification.**

Ask them to submit a digital notification of your insurance status to TUM.  
(TUM recipient number: H0001558)

**No certificates are required – only the digital notification.**

## Health Insurance: Digital Notification Process II

You are insured  
by a private  
health insurance  
company

Select in TUMonline that you are privately insured.

**Contact a German public health insurance company (e.g. AOK, TK) for a digital notification.**

They will check your private health insurance (whether it is valid for studies in Germany) and will send a digital notification to TUM that you are exempt from German mandatory health insurance.

## Health Insurance: Digital Notification Process III

You are insured  
in your home  
country and the  
insurance is  
accepted in  
Germany

Both EU/non-EU insurance (Turkey, Switzerland, Tunisia, et. al.)

**Contact a German public health insurance company  
(e.g. AOK, TK) for a digital notification.**

They will check your foreign health insurance  
(whether it is valid for studies in Germany) and  
will send a digital notification to TUM that you are exempt from  
German mandatory health insurance.

## Health Insurance: Digital Notification Process IV

- Enrollment can only be completed after TUM received a valid digital health insurance notification.
- Until it has been received, you will see a **suspension („Rückmeldesperre“)** in your account.
- Every **active suspension is visible in your TUMonline account** right after logging-in.
- The suspension will be lifted when the digital notification of your health insurance is processed.
- The digital notification is processed within a few days (up to a week).
- If you have inserted **incorrect data** about your health insurance during the enrollment process  
→ the input will be overwritten by correct data after TUM received the digital notification.



# Generate and Print the Application Form

**Finishing „Add Data“ generates the „Application for enrollment“ PDF form.**

- **IMPORTANT:** You can skip uploads in „Add Data“ and generate the form, then upload documents later on.
- You can now download, print and sign the application for enrollment


## Next steps

Once you have add your data, you can print the **Application for enrollment**

You must sign this application form and send it together with the required documents (see document checklist) by mail to the Technische Universität München, Abteilung Bewerbung und Immatrikulation. Please send us as many required application documents as possible, ideally all them, in a single envelope by mail, at:

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 **Print Application for enrollment**

Under the menu item "Documents to be submitted (for enrollment)", you can click on a document for further information on the required form for submission. The deadlines can be found on the info pages about your degree course: <http://www.tum.de/en/studies/degree-programs/>

Please transfer semester fees by the deadline. Details can be found by following the link: [Semester fees](#). For degree programs with restricted admission (B.Sc. Health Sciences and B.Sc. Life Sciences Nutrition) other deadlines apply. Only for these two degree programs, the semester fee has to be received by TUM within 14 days after you receive the admission letter.

You will be enrolled at TUM after all documents (see list of documents) have been entered in TUMonline as received and correct, you have been admitted and accepted the offer of admission, and you have transferred the semester fees.

## Send in Your Documents by Post I

**Please print out and sign the „application for enrollment“ form**

- The mailing address is printed on the first page of the form (use a windowed envelope)
- Please mail the application for enrollment form and other documents together in one envelope

## Send in Your Documents by Post II

Your TUMonline application shows you a list of documents you need to mail in:

### Bachelor's students:

Notarized copies of your higher education entrance qualification  
(secondary school diploma)

### Master's students:

Notarized copies of your bachelor's degree documents  
(degree certificate or final transcript, diploma)

Our notarization guidelines: <https://www.tum.de/en/studies/application/application-info-portal/notarization>

# Paying the Semester Fees and/or Tuition Fees I

The payment deadline and details on the amount of the fee are in your [TUMonline account](#).

You can also find the bank details and fee info here: <https://www.tum.de/en/studies/fees-and-financial-aid/>

## PLEASE TRANSFER THE SEMESTER FEE TO THE FOLLOWING ACCOUNT:

Payment recipient:	Technische Universität München (TUM)
Bank details:	Bayerische Landesbank München / BLZ 700 500 00 Brienner Strasse 18, 80333 München
Bank account no:	390 11 903 15
Reason for payment:	<b>Matriculation number, Name, Semester (W21)</b>
IBAN:	DE 45700500003901190315
BIC:	BYLADEMMXXX



## Paying the Semester Fees and/or Tuition Fees II

### Important info about the fee payment:

- The payment has to be made via bank transfer (no credit cards) by any bank account.
- Please use the correct reason for payment: *Matriculation number, last name, semester (WS24)*
- Processing a payment takes 1 week after you have transferred the money.
- Contact us only if **more than 1 week** has passed after your bank transfer  
(please make sure to always include your matriculation number in your emails to us).

# TUM Student Card



**Payment function (chip payment):** Use in vending machines and Mensa cafeterias by the Studentenwerk

**Access and ID:** For all TUM libraries, StudiTUM houses, and identification at exams (+ valid ID/passport)

**Validity:** Your student card needs to be revalidated every semester after your re-enrollment

## Receiving Your TUM Student Card

- The card can only be mailed to a **German postal address**.
- You can use a friend's or family address with the "c/o" = "care of" option.
- The card is mailed out within a week. Please wait **at least 10 days** before asking for status updates.
- If your card could not be delivered, you will be notified by TUM.
- If you lose your card, please send an e-mail with your TUM matriculation number to [studium@tum.de](mailto:studium@tum.de) and the subject line "Sperrung Student Card".
- You can find detailed information on our webpage: [www.tum.de/studentcard](http://www.tum.de/studentcard)

# Register for Courses and Exams

## **Course registration (and exam registration):**

- Available in TUMonline.
- You need to register for each course AND each exam
- Please watch the YouTube tutorial: [www.youtube.com/watch?v=sk\\_2CCTEHjQ](https://www.youtube.com/watch?v=sk_2CCTEHjQ)
- For more details, you can ask your departmental student advisor

**Important: Without the being enrolled, you cannot register for any course or exam**



## Tuition Fees

- For non-EU students (starts at TUM from winter semester 2024/25).
- Information about tuition fees and tuition navigator available on our website:  
<https://www.tum.de/en/studies/fees/tuition>
- Scholarship, waivers and exemptions  
<https://www.tum.de/en/studies/fees/tuition/scholarships-and-waivers>
- If you have completed a German bachelor's degree, you are exempt from tuition fees  
→ submit your German bachelor's degree documents to receive the exemption.
- For more information about financing your studies → info session on Thursday 05.09.

## Deferring admission

- If you cannot arrive in Munich (e.g. due to visa issues) or have to postpone your studies, you can defer your admission. Please read the online info:  
<https://www.tum.de/en/studies/application/enrollment-info-portal/deferring-admission>
- Deferring is possible until the enrollment deadline (winter semester 2024/25: 15.11.2024)
- Your admission generally stays valid (i.e. if the admission requirements have not changed) and you can reapply during the official application deadlines.
- If you defer until the enrollment deadline, you can also apply for a refund of your fees.
- Please note: Deferring admission is not possible if the degree program is discontinued.

# Contacts

Website  
[www.tum.de](http://www.tum.de)

Student Information  
Phone  
+49 89 289 222 45

Email  
[studium@tum.de](mailto:studium@tum.de)

Departmental Student Advisors  
[www.tum.de/en/studies/degree-programs/](http://www.tum.de/en/studies/degree-programs/)



# Fit for TUM

Digital service fair  
for freshers from  
7 to 11 October 2024

Info sessions for a successful start  
to your Bachelor's or Master's program

Program & registration:  
[www.tum.de/fit-for-tum](http://www.tum.de/fit-for-tum)



Technical University of Munich  
TUM Center for Study and Teaching  
Student Advising and Information Services







**THANK YOU  
FOR YOUR ATTENTION**