

Your Online TUMexchange Application - Step by Step

Technical University of Munich

TUM Global & Alumni Office

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Zoom Etiquette

Interaction via **Q&A Button** in the ZOOM Menu

- Q&A / F&A Box: Questions regarding the exchange programs:
 - Please write your questions during the webinar in the **Q&A / F&A Box**
 - You can upvote the most interesting questions in order for us to answer them first
 - The best voted questions will be answered at the end of the presentation

The PowerPoint slides will be published on the TUMexchange website

Agenda

TUMexchange in Short

Orientation on the TUMexchange Website

Scholarships – Erasmus+

Application form – Step by Step

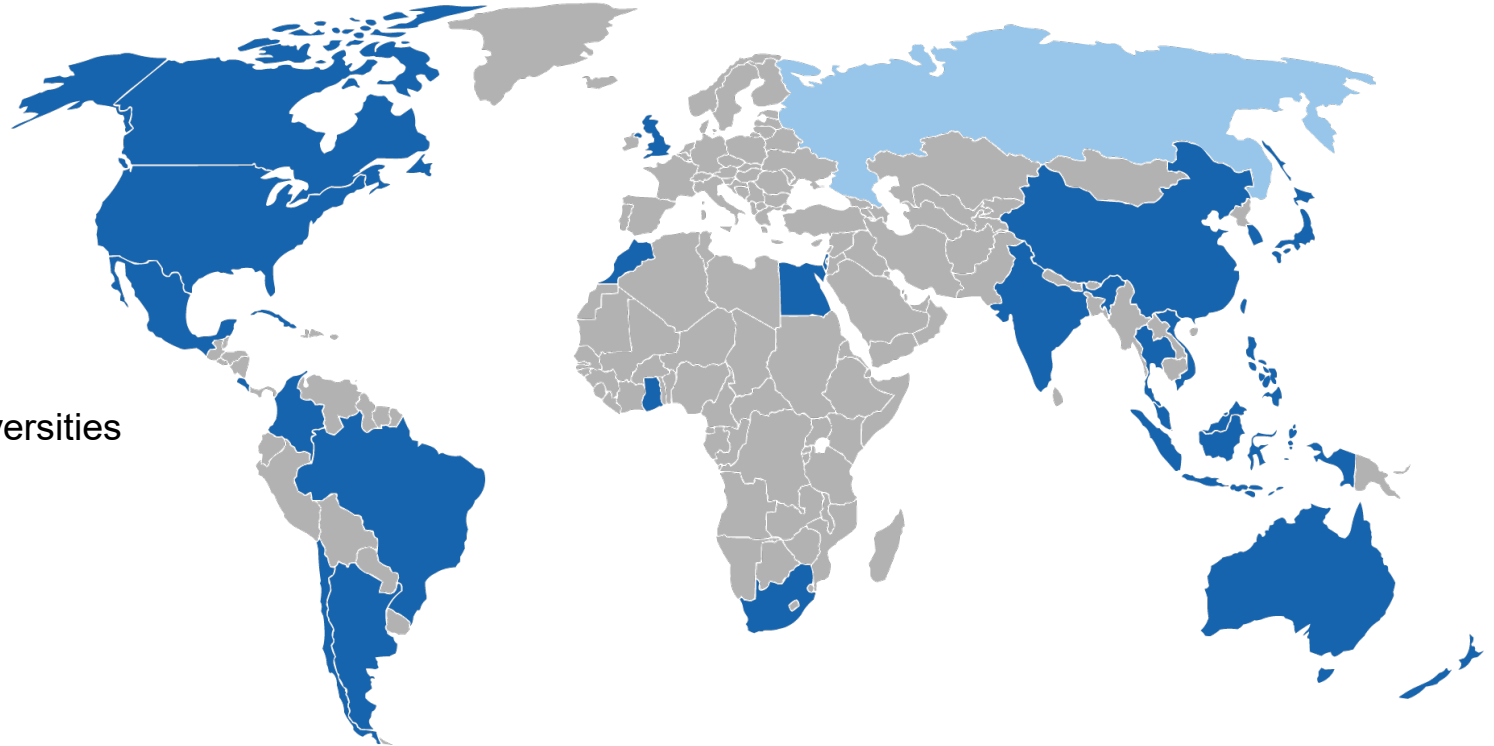
TUMexchange – Study Stays Worldwide



TUMexchange – Study Stays Worldwide

29 Countries

120 Partner Universities



TUMexchange benefits

- **Exemption from tuition fees** at the partner universities
- **Recognition** of study achievements abroad
- **Erasmus+ scholarships**
- 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 your 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 average grade (= Notendurchschnitt) 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:**
 - Current average grade 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 2024**

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

Application period for a stay in winter term 2025/26 or summer term 2026:

Tuesday, October 22th 2024 from 10:00 a.m. to Tuesday, November 5th 2024 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

- It is your own responsibility to take care of visa application, up-to-date passport, insurances, flights, accommodation, scholarships etc.

Information on the TUMexchange 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**
- **Download Section** for templates

Internal Application Process



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 weighted 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

For the internal selection process we accept the following language certificates

- Internationally recognized language certificates (TOEFL, IELTS, etc.)
- Language certificates from private language schools and test centers
- DAAD Language Certificate, offered by the TUM Language Center
- Proof of a language course taken at TUM Language Center or at another European university
- German Abitur certificate with explicit statement of the language level (A1-C2). A language level "B2+/C1" shown on the certificate is classified as B2.
- Enrollment in a study course in which the language of instruction is 100% English
- Enrollment for at least one year at a high school or a university where the respective language is the language of instruction

Check the download-section of our website for the detailed list of valid certificates!

Language Certificate

- Certificates must also be handed in **by native speakers, multilingual students** as well as **students with the citizenship of the host university's country**
- 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
- Accepted language certificates by TUM (internal) and host university (external) **might differ!**

Scholarships for TUMexchange



Erasmus+ scholarships

- Students selected for certain eligible partner universities automatically receive the scholarship
- Information about necessary documents for the scholarship sent via email from G&A
- Individual support: 700€/month
- Funded stay duration between 2 months and 12 months

Scholarships for TUMexchange participants

TUMexchange partner universities eligible for Erasmus+

- **Argentina:** [Universidad Nacional del Sur](#)
- **Brazil:** [Universidade Estadual de Campinas](#)
- **Brazil:** [Universidade Estadual Paulista 'Júlio de Mesquita Filho' \(UNESP\)](#)
- **Chile:** [Universidad de Concepción](#)
- **India:** [Indian Institute of Technology Madras](#)
- **India:** [Indian Institute of Technology Kharagpur](#)
- **Colombia:** [Universidad de los Andes](#)
- **Morocco:** [Al Akhawayn University](#)
- **South Korea:** [Pohang University of Science and Technology](#)
- **South Korea:** [Pusan National University](#)

Online Application Form



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 2025/26 or summer term 2026:

Tuesday, October 22th 2024 from 10:00 a.m. to Tuesday, November 5th 2024 10:00 a.m.

Online Application Form - Registration

- **Register EARLY** on the online application portal and get familiar with the portal and the application form
- Use the **TUM-Account that you usually use for other TUM web applications (i.e. Moodle, etc.)** to register in the portal.
- Please make sure to **keep your login data in a safe place**. You will need it until you finished your semester abroad.
- **Do not** register several times in the online application portal and do not start several applications with different accounts - otherwise your data will not be imported correctly and we cannot process them!

Online Application Form - Registration



Web Anmeldedienst

Anmeldung mit Ihrem TUM Account an

Technische Universität München MoveON

Mit Moveon können Hochschulen in der stark internationalisierten Welt der Hochschulbildung erfolgreich sein. Internationale Büros können alle Internationalisierungsaktivitäten einfach steuern und verwalten, den täglichen Verwaltungsaufwand reduzieren und Zeit und Geld sparen.

[Website](#) | [Datenschutzerklärung](#)

Benutzername

z.B. go42tum / muster@tum.de

Passwort

angemeldet bleiben ⁽¹⁾

zu übertragende Daten anzeigen ⁽²⁾

LOGIN

[Passwort vergessen?](#)

Login mit:

- TUM-Kennung oder
- @tum.de bzw. @mytum.de E-Mail-Adressen

Portal2 for Mobilities - Outgoing

Welcome to the portal for outgoing mobilities.

Here you can find **all** kind of **forms for your stay abroad** - before, during and after your mobility.

Open procedures

To **open** and fill out any form please click on "**Start**".

Please take care to select the correct form: the program is usually named in the title. After you have opened an "after mobility" form, you can select your completed stay abroad from a drop-down list.

Form	Status
Application for Erasmus+ SMS, Switzerland - SEMP Studies, Double Degree and Departmental Program 2024/25	Start
Erasmus Online Learning Agreement (OLA) - Before Mobility	Start
Erasmus Online Learning Agreement (OLA) - During Mobility	Start
Erasmus - Changes of Stay	Start
After Mobility Documents - Swiss European Mobility Program "Study"	Start
After Mobility Documents (Erasmus Study, Double Degree) - only for stays that began no later than June 2023	Start
After Mobility Documents (Erasmus study, Double Degree) - only for stays beginning July 2023 or later	Start
Application for Erasmus+ SMP ("internship") - 2024/25	Start
Application Form for the TUMexchange Program 2025/26	(Not available)
After Mobility - Blended Intensive Programme (BIP)	Start
EuroTeQ Learning Experience - Outgoing Form 2024/25	(Not available)
Application for PROMOS scholarship	Start
Scholarship Application - Erasmus+ Blended Intensive Programme (BIP)	Start



Your applications

Here you can find all your applications from start until submission and acceptance.

Important Information: If the PDF will not generate after you have submit the online form, please go back to this applicant portal and download the PDF in the field of applications!

Form	Status	Started on	Last changed on	Link
Application Form for the TUMexchange Program 2025/26	Submitted	08.07.2024 15:35	10.10.2024 08:16	View application

Offers of stay

You will find here the list of the stay you are selected for. Please select the one you want or explain why you decline our offer.

E-Mail: Application sent

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 sent **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.

Notification of the application results

- **Please, do not contact us** in order to inquire about your **application status**
- Every applicant will receive an email before Christmas when the **offers are published in the application portal**
- You have to **log-in into your account**
- If your application was **successful, you will see an offer** and you are **obliged to confirm or reject** the offer within the set **deadline**
- Please, note that **you can not change the offered semester** anymore
- If your application was **unsuccessful for both of your wishes, you will not see any offer**

Online consulting hours and online Information sessions

- Online consultations carried out by the TUMexchange coordinators, thrice weekly, until 31 October
- Online Info session on October 17, 2 p.m.: Study abroad at the University of California Irvine, learn about how we can help you enhance the value of your degree, update your skills and knowledge, advance your career. Moderator: Christian Eno, Senior Academic Advisor, UC Irvine
- Online Info session on October 22, 4 p.m.: Study abroad at the University of Queensland, Moderator: Clare Scoble, Manager: Internships and Global Experiences, Student Enrichment and Employability Development, University of Queensland

Your TUMexchange Team



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China, Indonesien, Japan,
Malaysia, Philippinen, Südkorea,
Taiwan (China), Thailand,
Vereinigtes Königreich



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Singapur, USA, Vietnam



Sabine Pascale

Argentinien, Ägypten, Brasilien,
Chile, Costa Rica, Ghana,
Kenia, Kolumbien, Israel,
Marokko,
Mexiko, Peru, Südafrika

Good luck with your TUMexchange application!

A wide-angle landscape photograph showing a person in a blue jacket standing on a rocky, brownish path, looking out over a vast, green, hilly landscape. The terrain is covered in vibrant green moss or lichen, with a winding river or stream cutting through the valleys. In the background, there are more hills and a body of water under a cloudy sky.

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<https://www.international.tum.de/global/tumexchange/>