TUM Global & Alumni Office
Technical University of Munich

Getting started at TUM

Checklist for exchange students

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Photo: Sam Edwards / iStock

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DAAD
Deutscher Akademischer Austauschdienst
German Academic Exchange Service

Auswärtiges Amt

Checklist

Things to do when you come to TUM as an international exchange student:

- [ ] 1. TUMonline account
- [ ] 2. Wireless internet access at TUM
- [ ] 3. Residence registration
- [ ] 4. Residence permit
- [ ] 5. License fee for public broadcasting
- [ ] 6. Public transport in Munich
- [ ] 7. Bank account
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1. TUMonline account

TUM's **central service portal** is very useful for course registration, finding documents, etc.
It can be accessed at: https://campus.tum.de

How do I login?

You can't create a user account yourself. You will receive the login data **after you have been accepted** as an exchange student at TUM.

Note: Please do not enter any personal data in TUMonline at this point. Just upload a photo and list your address. If problems occur: it-support@tum.de

What do I have to do after acceptance?

- **Update your address**
  (Under: Admission > Current Address) 1
- **Check your fees account**
  (Under: Admission > Semester Fees) 2
- **Set up your official @tum.de e-mail account**
  after you are enrolled at TUM
  (Under: Account > E-mail Addresses) 3

What else can I find here?

Click Admission > Documents to find your 4

- **Confirmation of Enrollment**
  (Immatrikulationsbescheinigung)
- **Certificate of Progress of Studies**
- Other documents related to your studies

Click Exams to find 5

- **My Achievements** for all exam results
- **Transcripts** for your Transcript of Records

Where can I find more information?

www.it.tum.de

Your TUMonline desktop

You can customize the desktop of TUMonline.

More information

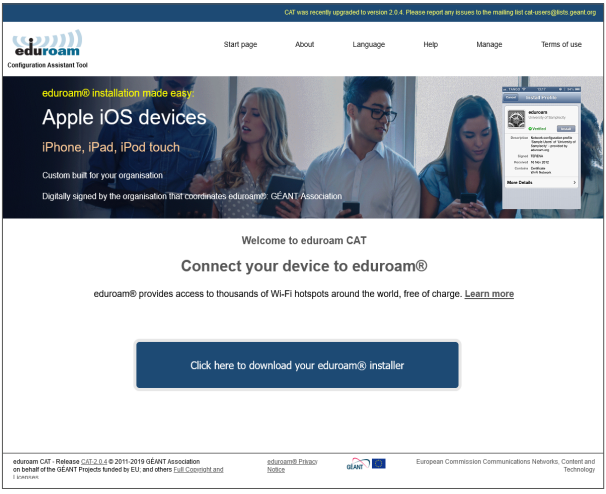
2. Wi-Fi access at TUM

The **eduroam** Wi-Fi service is an easy option to get connected at TUM. Wi-Fi via eduroam is available for all enrolled students who have a TUMonline account.

If your device automatically connects to eduroam with the login data of your home university, step 2 of this checklist (pages 6 - 7) is irrelevant to you.

How it works

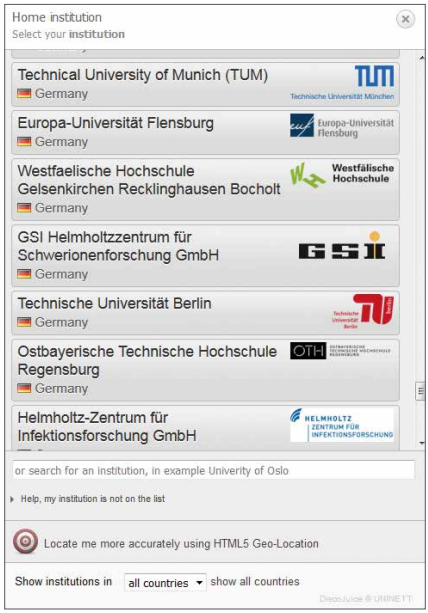
Visit the eduroam Configuration Assistant Tool
More information



- Download the **configuration profile according to your operating system**.

Note: Android users do not need a configuration profile.

- Choose **Technical University of Munich** as **Home institution**.



- Activate the wireless network on your device and **select the eduroam network** access point.
- Enter your user name and password. You will need your **modified TUM-ID**. It consists of your regular TUM-ID, for example, **gu27cat – appended with @eduroam.mwn.de**.

Example of a modified TUM ID:
gu27cat@eduroam.mwn.de

The password is your **TUMonline password**.

Follow these instructions to connect all your mobile devices to the eduroam network.

Bayern WLAN

As an alternative to eduroam, TUM offers the Bayern WLAN network It is accessible without a password but, therefore, also unsecured.

3. Residence registration

I have found a place to live. What do I have to do next?

Register at your local Citizens Advice Bureau (Bürgerbüro) **within two weeks** after moving in.

Necessary documents

- **Passport** or, in some cases, **ID card**
- **Landlord's confirmation of residence** ("Wohnungsgeberbestätigung", only available in German)
  Download form or scan code
- **Registration form**

Do I need an appointment for the registration?

Munich

If you live in **Munich**, you need to arrange an appointment at the **Citizens Advice Bureau**. Online registration is not possible if moving to Germany for your first time. You must go in person.

- Under **Leistung**, select **Wohnsitz-Anmeldung** Indicate that you are not a bot, then click on **Weiter**.

- Find the Citizens Advice Bureau closest to your home (though you can visit any Bürgerbüro), select a date and time, then click **Weiter**. Enter your contact information on the next page, and click **Weiter.**
  Online appointments for Munich residents

- Download the **registration form for Munich residents** and bring the form to your appointment.
  Download form or scan code

ⓘ Often, there are **appointments left for the current day**. The Bureaus publish those free slots on their websites about thirty minutes before office hours.

Garching

If you live **in Garching**, you do not need an appointment on Thursdays. All other days require appointments.

- After choosing English as your preferred language, on the next page you will find the option **Anmeldung** (Registration).
- **Select one person**, **download the required forms**, then scroll to the bottom and click Next.
- Find a **suitable appointment**, enter your personal data, and click Submit.

Online appointments for Garching residents

Freising

If you live **in Freising**, you need to arrange an appointment at the **Citizens Advice Bureau**.

- Under **Meldeangelegenheiten > Anmeldung in Freising**, select **1 Person** in the dropdown menu, and click on **Termin vereinbaren**.
- Check the boxes **Wohnungsgeberbescheinigung** (Landlord's confirmation) and **Personalausweis / Reisepass** (ID / passport), confirm by clicking on **Ich habe die Hinweise zur Kenntnis genommen**, and choose an appointment.

Online appointments for Freising residents

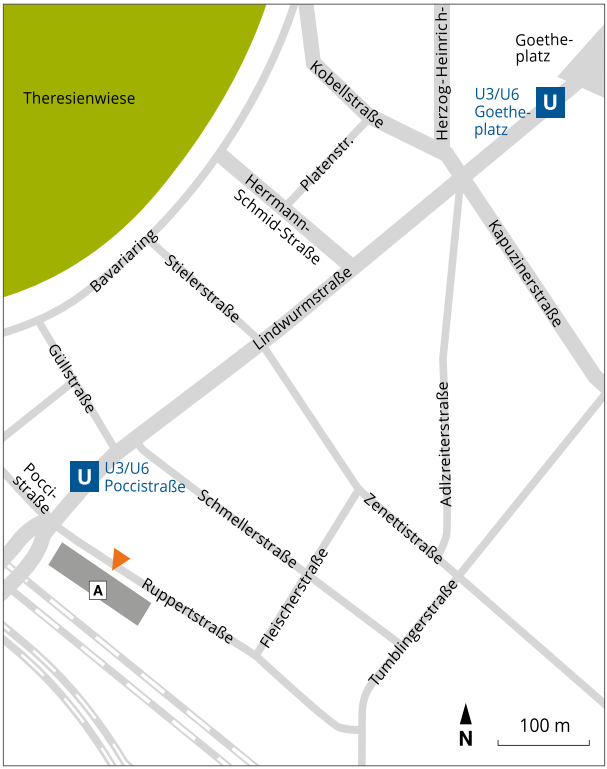
ⓘ In **other cities**, you can usually go to the local registration office **without an appointment**.

You need to **reregister your new address** when you move to another place and **notify the office** when you leave the city and move back to your home country.

Munich

Kreisverwaltungsreferat (KVR)
Ruppertstraße 19, 80337 München
Tel +49 89 233 96000

[Residents' registration office Munich]



A KVR München ▲ Main Entrance

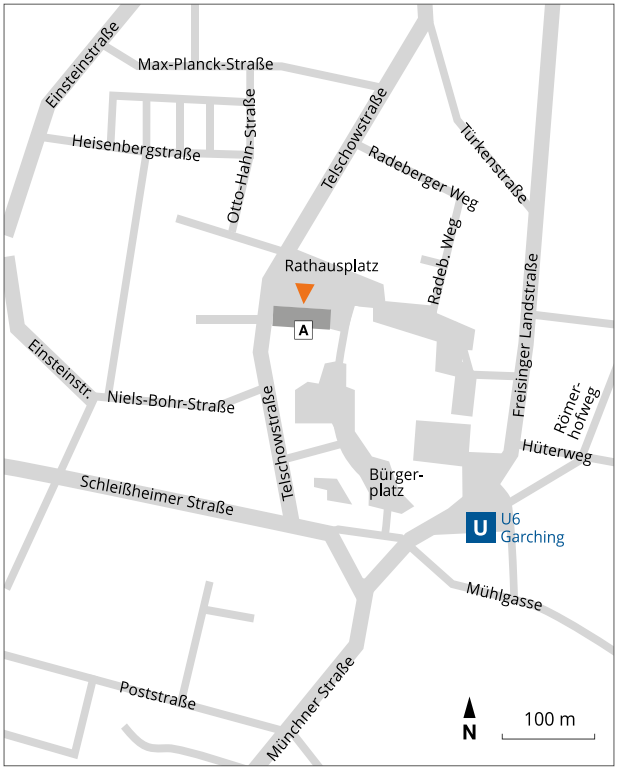
Additional offices in Munich

Landsberger Str. 486	Riesenfeldstr. 75
Leonrodstr. 21	Orleansstr. 50
Forstenrieder Allee 61A	

Garching

Stadtverwaltung Garching
Rathausplatz 3, 85748 Garching
Tel +49 89 320 89 444

[Residents' registration office Garching]

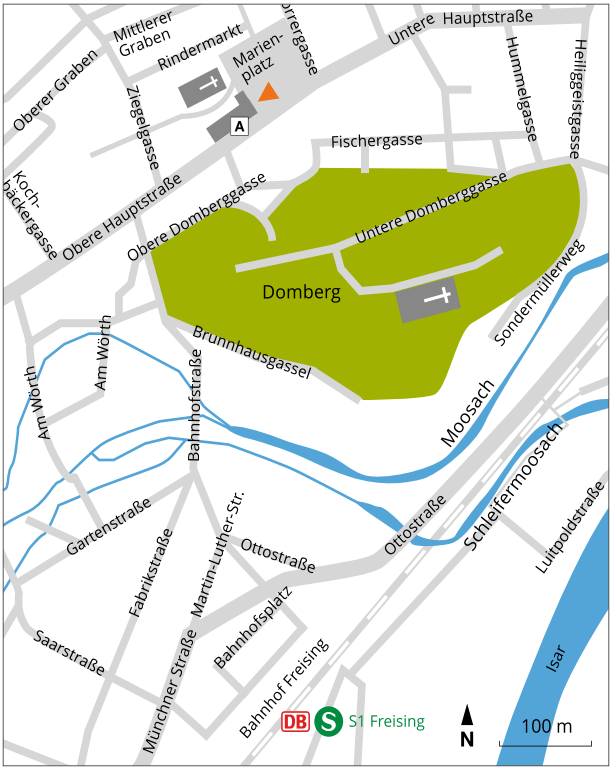


A Stadtverwaltung Garching ▲ Main Entrance

Freising

Stadtverwaltung Freising
Marienplatz 1, 85354 Freising
Tel +49 8161 544 3321

[Residents' registration office Freising]



A Stadtverwaltung Freising ▲ Main Entrance

Other locations

Contact persons for students at other TUM locations:

Straubing	olivia.chia-leeson@tum.de
Heilbronn	servicepoint@chn.tum.de

4. Application / extension of residence permit

What do I have to do?

- **EU citizens** (incl. EFTA countries except Switzerland)
  After your residence registration (see point 3), no further steps are required.
- **Non-EU citizens whose home institution is in an EU country**
  You need to apply for a BAMF confirmation. After that, you only need to complete the residence registration (see point 3).
- **Non-EU citizens whose home institution is in a non-EU country**
  Apply for a residence permit at the Foreigners' Registration Office (Ausländerbehörde) of the city where you live at least six weeks before your entry visa expires.

Necessary documents

- **Residence permit** form

  Download form or scan code

  Outside of Munich, forms may differ slightly.
  Please contact your local Citizens Advice Bureau.
- Valid **passport**
- **Confirmation of enrollment** at TUM
  See section 1. TUMonline account
- **Proof of health insurance**
- **Proof of finances**
  You need to show proof of your finances – e.g., a blocked account or proof of scholarship – for each year of study in advance; 992 euros per month for at least one year.

  If you receive a scholarship that is less than 992 euros per month, you will also need to provide proof that your parents or another sponsor will cover the monthly difference.

- **Proof of registration** in Germany
- **Biometric, passport-sized digital photograph**
  Photo booths are located at the registration offices.
- **Fee:** approximately 100 euros for the first permit, approximately 96 euros for the renewal.

I live in Munich

Apply for your residence permit online:

Website of the City of Munich

Guide for filling out the online form

I live outside of Munich

- **Places outside of Munich (Landkreis München)**

  Visit the website below, select **Ich möchte erstmalig eine Aufenthaltserlaubnis zum Zweck der Ausbildung beantragen**, enter the zip code of the town you are registered in, and click **Jetzt starten**.

  Note: The form is only available in German and requires information from your passport, visa documents, and registration.

  Website of the Landratsamt Munich

- **Freising**

  Find your contact at the Freising Foreigner's Office by clicking on **Ansprechpartner** on the right side of the page. See who is responsible for you according to your last name, and arrange an appointment via email or telephone.

  Website of the Foreigner's Office Freising

Other locations

Contact persons for students at other TUM locations:

Straubing	olivia.chia-leeson@tum.de
Heilbronn	servicepoint@chn.tum.de

5. License fee for public broadcasting

Every household has to pay a **license fee for public broadcasting services of 18.36 euros per month** regardless of if you have a TV, radio, or laptop. In a shared flat, the license fee only has to be paid by one person, not by each flatmate.

There are **no exceptions for international students**, even if they receive a scholarship or are exchange students.

For more information, please see the website on the license fee in Germany.

6. Public transport in Munich

TUM locations in Bavaria

For TUM students at locations in Bavaria (Munich, Garching, Weihenstephan, Straubing), we recommend the discounted Deutschlandticket, which costs 43 euros per month. This subscription can be canceled monthly and is valid for all regional transport throughout Germany.

You can order it via the MVG customer portal and then use it digitally in the MVGO app, for example. Alternatively, the ticket is also available as a chip card.

Purchase the Deutschlandticket via the MVG customer portal

You will need to submit proof of student status to receive the discount.

Download MVGO app

TUM Campus Heilbronn

TUM Heilbronn students can purchase a Deutschlandticket for 45 euros per month with proof of student status.

Purchase the Deutschlandticket for TUM Heilbronn students

7. Bank account

It is useful (but not required) to open a bank account in Germany, e.g. to transfer your rent and pay your health insurance.

What do I have to do?

Open a “Girokonto” at a local bank. For students, this is free of charge. The Stadtsparkasse has the most branches in Munich. Other large banks are Postbank, HypoVereinsbank, Commerzbank and Deutsche Bank.

In addition, there are a number of online banks like n26, DKB, or ING, which have no physical branches.

Necessary documents

- **Passport** or **ID card**
- Proof of **address in Germany**
- **Confirmation of enrollment at TUM**
- **Tax ID**

If you do not have a German tax ID, you can use one from your home county. If you do not know your tax ID, contact your home university or family.

Find more helpful information on the tax ID in the OECD’s Automatic Exchange Portal.

After registering your residence (section 3), you will receive a German tax ID. However, this may take six to eight weeks. Therefore, it is better to bring the existing tax ID from your home country.

8. Safety information

Please read this safety information for your stay in Munich

9. Registration renewal

I have been accepted to study at TUM for more than one semester. What do I have to do in order to renew my registration?

Reregister **by transferring the semester fee** of your campus **by August 15** for the upcoming winter semester or **February 15** for the upcoming summer semester.

You can find the banking details on the TUM website Fees and Scholarships.

Alternatively, you may pay the fee for reregistration at the cash payment office (Zahlstelle) at the campuses in Munich, Garching, or Freising.

Please note that you will not get a new **Student Card** but need to revalidate the one you already have. You may do so at the validation machines at TUM.

10. Exmatriculation

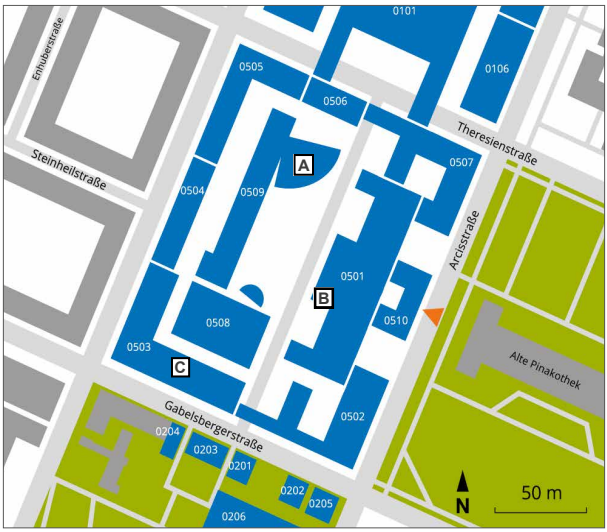
I need a certificate of deregistration (e.g. for health insurance), because I am leaving TUM before the semester ends. What do I have to do?

Usually, exchange students do not have to de-register (in German: “exmatrikulieren”). This will automatically be done by TUM at the end of your final exchange semester.

In case you need a certificate before the end of the semester, contact the TUM Center for Study and Teaching (CST) and ask for the Exmatriculation form.

You can also find this form in TUMonline under: **Admission > Documents** (see pages 4/5).

Where do I find the CST?
Arcisstrasse 21, 80333 München, CST, room 0144



▲ Main Entrance A Audimax B CST C TUM Global & Alumni Office

11. Residence deregistration

I will leave Germany at the end of my stay. What do I have to do?

Before you leave Germany, you have to deregister your residence.

Necessary documents

- **Passport** or, in some cases, **ID card**
- **Deregistration** form
  Download form or scan code

Outside of Munich, forms may differ slightly.
Please contact your local Citizens Advice Bureau.

Do I need an appointment for the deregistration?

Munich

If you live **in Munich**, you can **deregister your address online**. Visit the website and follow the instructions. You will need a **copy of your German ID** or passport and a **completed deregistration form**.

Download form or scan code

Garching

If you live **in Garching**, you do not need an appointment on Thursdays. All other days require appointments.

- After choosing English as your preferred language, on the next page you will find the option **Abmeldung ins Ausland**.
- **Select one person**, **download the required forms**, then scroll to the bottom and click Next.
- Find a **suitable appointment**, enter your personal data, and click Submit.

Online appointments for Garching residents

Freising

If you live **in Freising**, arrange an **appointment with the local registration office** (Einwohnermeldeamt).

- Go to **Meldeangelegenheiten**, choose **Abmeldung ins Ausland**, select **1 Person**, and click on the **Termin vereinbaren** button.
- Check the box Personalausweis/Reisepass (ID / passport), confirm by clicking on **Ich habe die Hinweise zur Kenntnis genommen**, and choose an appointment.

Online appointments for Freising residents

ⓘ In **other cities,** you usually go to the local registration office **without an appointment**.

12. Know your contacts

School / Subject Area Advisors

For **all academic** matters:

- Course selection & registration
- Exams
- (Online) Learning Agreement / Study Plan
- Confirmation of stay (if required)
- Signatures & transcripts

Program Managers at TUM Global & Alumni Office

For **administrative and practical** questions:

- Enrollment & TUM Student Card
- Extending your exchange
- Living in Munich / Germany (general advice)
- Visa & residence permit
- Foreigner's office & local registration

International Campus Life Program Manager

For **support and integration**:

- Orientation
- Social activities & events
- Student life programming

Accommodation Advisors

Support with **housing** in:

- Munich, Garching, and Freising

- Straubing and Heilbronn