Your Online TUMexchange Application - Step by Step

Technical University of Munich

TUM Global & Alumni Office

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For academic stays during the winter semester 2027/28 and summer semester 2028

Webinar Etiquette

Interaction via **Q&A Button** in the Teams 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 first part of the presentation and at the very end

The PowerPoint slides will be published on the TUMexchange website

Agenda

TUMexchange in Short

Orientation on the TUMexchange Website

Scholarships – Erasmus+ / Equity

Q & A (part 1) – answers to the most voted questions

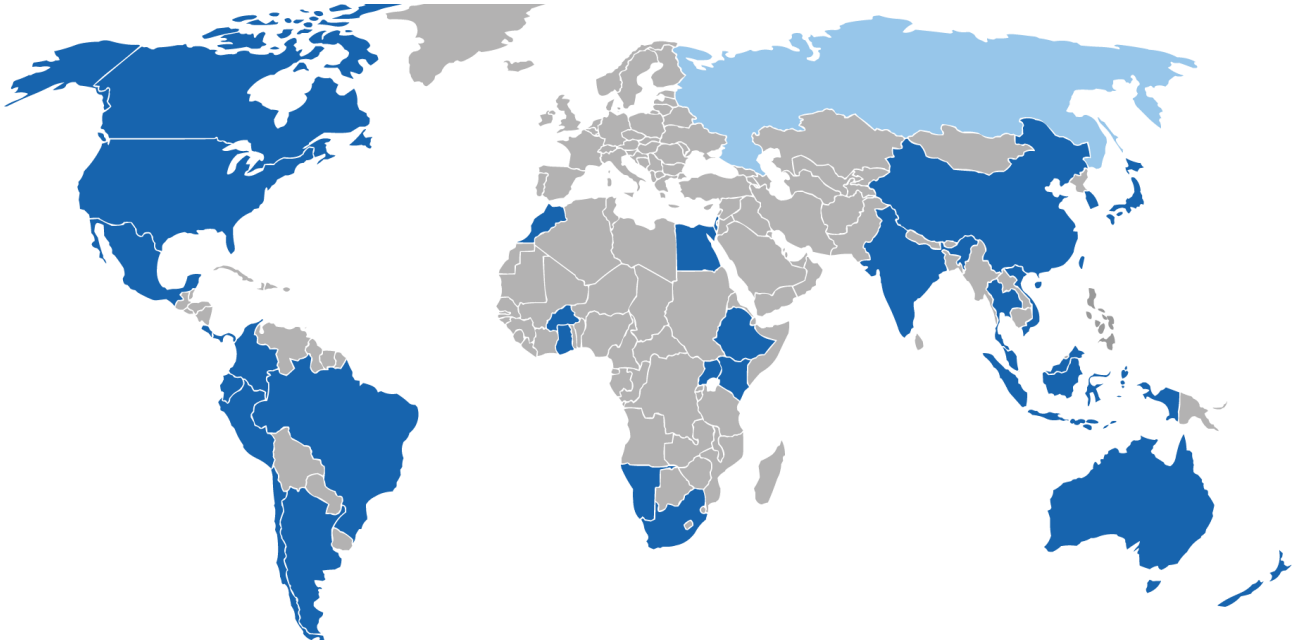
Application form – Step by Step

Q & A (part 2) – answers to the most voted questions

TUMexchange – Study Stays Worldwide

TUMexchange – Study stays worldwide

- 34 Countries
- 130+ Partner universities



TUMexchange benefits

- **Exemption from tuition fees** at the partner universities
- **Recognition** of study achievements abroad
- **Diploma Supplement entry**
- **Erasmus+ scholarships** for selected partner universities
- **Scholarship for equity** for students with exceptional circumstances
- Training courses on **intercultural communication** at TUM Language Center

Application criteria

- **Enrollment in a TUM degree program** at the time of application and throughout the duration of your stay abroad
- **Field of study and level (Bachelor or Master) are available.** Please check the online database.
- Successful completion of **at least four semesters of your bachelor's degree program or** successful **completion of your pre-diploma** prior to the beginning of your stay at the host university
- **Sufficient knowledge of the language of instruction** in the host country
- **Good to excellent grades**
- **Motivational letter**

Important: It is not possible to go abroad with TUMexchange and Erasmus+ during the same AY!

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 / Do not submit your application on the last day!!!**
- **Selection Criteria**:
  - ➢ Current average grade of bachelor studies / TUM semester ranking (if available)
  - ➢ Letter of motivation (including academic plan)
- Acceptance/Rejection by TUM G&A **by the end of November 2026 / 2nd round mid-December**

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

Application period for a stay in winter term 2027/28 or summer term 2028:

Tuesday, October 20th 2026 from 10:00 a.m. to Tuesday, October 29th 2026 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
- Make sure to have the **language proof required** by the partner institution (**student's own responsibility**) at the time of the partner's application deadline
- 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.

Preparing your TUMexchange application

- **Specific information** about your preferred partner university
- **Experience reports** from former exchange students
- Information about **scholarship options**
- **Download Section** for **Chances** and **Motivation letter template**
- **International Coordinators at your TUM School (counselling on academic matters)**

Internal Application Process

Application documents

- Online Application Form
- Grade reports (Leistungsnachweise) / Bachelor Certificate (if applicable)
- TUM semester ranking (for TUM students from **CIT, ED, LS** and **NAT**)
- Motivational Letter (use of our template mandatory)
- CV (no photograph)
- **No submission of Language Certificates!!!**

Grade Report

Bachelor students

- Current transcript of records (Leistungsnachweis) with GPA

Master students

- Bachelor's degree certificate with GPA and transcript
- Current Master's transcript of records (Leistungsnachweis) with GPA (if available)

Medicine students (Considered as master students)

- Hand in "Physikum“ (first state examination) with the GPA

Grades earned outside of Germany

- **Conversion** according to the “**modified Bavarian formula**” (Download section –TUMexchange Website)

Motivational Letter

- **Only ONE document** including both desired universities
- Mandatory to write it **in English**
- Your **academic plan**: Check the course and program offers of your preferred host universities carefully and make sure that it fits your study plan at TUM well.
- Please, be aware that some partner universities allow only to take Bachelor courses, others only Master courses.
- If applying for Universities in **Latin America or Quebec**: Describe in detail how you are planning to achieve the required **Spanish/Portuguese/French** level until the host university's application deadline

Language Certificate only required after official nomination

1.) For the TUMexchange application in October we do NOT need any language certificates

2.) Once the TUMexchange Team has officially nominated you at the partner university:

- Your full responsibility to submit the required language proof at the partner university by the deadline
- Make sure to familiarise yourself already now with the language requirements and the deadlines through the fact sheets and links in our partner university database

Scholarships for TUMexchange

Erasmus+ scholarships

- Eligible partner universities (very limited number of scholarships)
  - **Australia:** University of Queensland (UQ)
  - **China:** Tsinghua Shenzhen International Graduate School (Tsinghua SIGS)
  - **Japan:** University of Tokyo (UTokyo)
  - **Mexico:** Instituto Tecnológico y de Estudios Superiores de Monterrey (ITESM)
  - **Singapore:** National University of Singapore (NUS)
  - **Singapore:** Nanyang Technological University (NTU)
  - **South Africa:** Stellenbosch University (SU)
- Call for the Erasmus+ scholarship will be sent by the scholarships team in spring 2027
- Budget only for a small number of scholarships, no guarantee
- Individual support: 700€/month of max. 140 days

Scholarship for equity

TUMexchange nominees with a special socio-economic background are eligible for this scholarship

- Call for the Equity scholarship will be sent by the scholarships team in spring 2027
- Selection according to personal and socio-economic criteria
- Monthly rate of 400€ for a stay duration up to 6 months
- Due to the short-notice nature of our funding and budget confirmations, we are only able to provide **final scholarship approvals shortly before the start of the stay**. We therefore kindly ask you to ensure that you have sufficient financial resources available, as we would like to avoid any cancellations caused by potential non-award of a scholarship.

Q & A (part 1)

Answers to your most upvoted questions

Online Application Form

Online Application Form

The online application form is available on our website **only during the application period!**

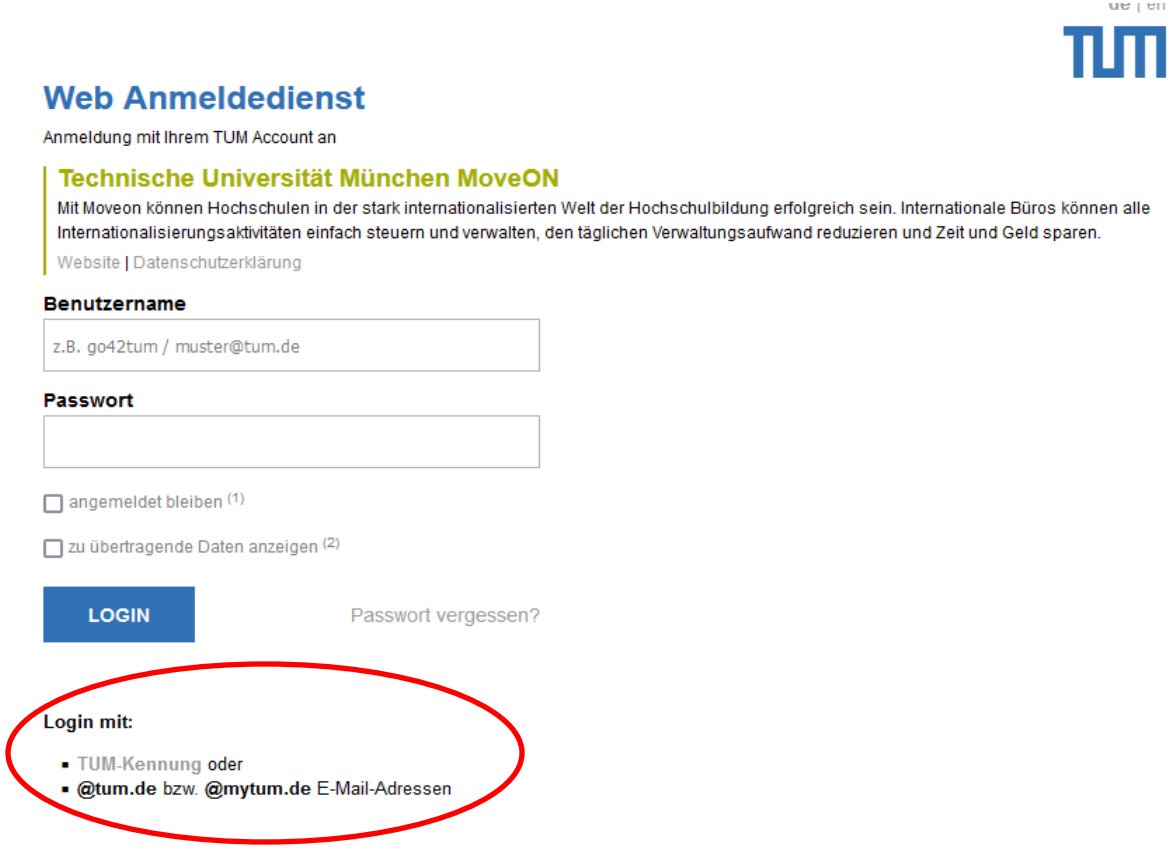
Application period for a stay in winter term 2027/28 or summer term 2028:

Tuesday, October 20th 2026 from 10:00 a.m. to Thursday, October 29th 2026 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



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!**

Important notes

• You can **save** your application **and complete it later**. To continue, log in again and **scroll to the very bottom of the portal page**. Under "Your Application", you can reopen your saved application.

• Don't worry if you see **"Maximum number of applications reached"**. This simply means you already have an application in progress. Scroll down to the very bottom to "Your Application" to continue.

• **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 send **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 end of November/beginning of December 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 cannot change the offered semester** anymore
- If your application was **unsuccessful for both of your wishes, you will not see any offer**

Second round of applications

- If you were rejected in the first application round despite submitting a qualified application
- You can apply again for the remaining unfilled spots beginning of December (results mid-December)
- Email at the end of November/Beginning December explaining necessary steps and providing information about the available partner institutions.
- Those of you, who received and rejected an offer in the first round, will not be eligible to participate in the second round.

Next steps

If you got selected for TUMexchange:

- In January we will invite you to join a Moodle-course explaining what to do next

If your application was unsuccessful:

- We strongly encourage you to consider other study abroad programs like Erasmus+ or School programs

https://www.global.tum.de/en/global/going-abroad/

Q & A (part 2)

Answers to your most upvoted questions

Further questions

Last Q&A sessions
in the week from October 19th to 23rd

Please, check our TUMexchange website for the final dates!

Your TUMexchange Team

Amanda Gesang
Africa, Latin America, Near East, Southeast Asia

Sabine Pascale
Australia, Canada, New Zealand, USA

Andreas Mayer
China, India, Japan, Republic of Korea, Taiwan (China)

https://www.global.tum.de/en/global/tumexchange/

Good luck with your TUMexchange application!

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