

HOW TO ENROLL AT TUM

Infosession 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 Deutschlandticket)

Moodle and further student infrastructure

Student card (only with a German address)

TUMonline Enrollment Steps

- 
- 1 Accept the study place
 - 2 „Add data“:
Upload your documents for enrollment in TUMonline
 - 3 Pay the semester fee and/or tuition fees
Have your health insurance status digitally confirmed
 - 4 Upload application for enrollment and final documents

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 **15.03.2025**
- Legal deadline: 5 weeks after the lectures start (27.05.2025)

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 photo 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 German
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 German
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 TUMonline after Login.
- Every **active suspension is visible in your TUMonline account** right after Login in TUMonline.
- 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 Download 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 and sign the application for enrollment – a digital signature is sufficient

Next steps

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

Once you have added your data, download the **Application for enrollment**. You will receive an approval label and upload it in the document checklist within the enrollment deadline.

 **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: <https://www.tum.de/en/studies/degree-programs/>. Students registered for courses as auditors do not need to submit any documents for enrollment.

Please transfer the **Semester fees** by March 15th for the summer semester or until September 15th for the winter semester so that you can be enrolled before the semester begins. If you are an international student from a non-EU/EEA country, you also need to transfer the tuition fees for your degree program. Further information is available under: **Semester fees**. Transferred fees will appear in your TUMonline tuition fee account within approx. 5 working days. We ask you not to contact us unless your payment has not been posted to your account after at least one week. For participants of the Studienkolleg, differing enrollment deadlines apply: [Dates and Deadlines](#)

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 within the deadline. As soon as you have fulfilled all of the indicated enrollment requirements, you will be automatically enrolled within 24 hours, at the earliest from mid-January for the summer semester and from mid-July for the winter semester. **Please consider, that you must be enrolled to register for courses.**

Upload your enrollment documents

1. Please download and sign the „application for enrollment“ form

- You can download the document from your application status in TUMonline
- It is generated only **after** you finish and submit the „add Data“ menu
- A digital signature is sufficient

2. Upload the signed „application for enrollment“ form in TUMonline

The uploads can be accessed at any time in your application status:

<https://www.tum.de/en/studies/application/application-info-portal/online-application/application-status>

Upload your enrollment documents II

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

Bachelor's students:

Scanned PDF of your higher education entrance qualification
(secondary school diploma)

Master's students:

Scanned PDF of your bachelor's degree documents
(degree certificate or final transcript, diploma)

Our document requirements:

<https://www.tum.de/en/studies/application/application-info-portal/document-requirements>

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:	Matriculation number, Name, Semester (W21)
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 (SoSe25)*
- 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).

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**. It cannot be picked up in person.
- 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 to the correspondence address in TUMonline, 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 and the subject line "Sperrung Student Card".
- You can find detailed information on our webpage: www.tum.de/studentcard
- **Good alternative to the student card: Use the TUM Campus App (Android and iOS available!):**
<https://www.tum.dev/>

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
- For more details, you can ask your departmental student advisor

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

Hint: Check your degree program's study plan for mandatory courses and modules.

The study plan is available on the degree program homepage linked here:

<https://www.tum.de/en/studies/degree-programs/>

Tuition Fees

- For non-EU/EEA students
- 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 German bachelor's degree, you will be exempted from the tuition fees
→ upload your German bachelor's degree documents to receive the exemption.

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 information on this page:
<https://www.tum.de/en/studies/application/enrollment-info-portal/deferring-admission>
- Deferring is possible until the enrollment deadline (summer semester 2025: 27.05.2025)
- 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

Student Information
Phone
+49 89 289 222 45

Email
studium@tum.de

Departmental Student Advisors
www.tum.de/en/studies/degree-programs/

The background of the slide is a photograph of a modern building with a grey brick facade and many windows. A metal skybridge with a glass railing connects two parts of the building. Several students are walking across the bridge. The sky is clear and blue.

THANK YOU FOR YOUR ATTENTION