

HOW TO ENROLL AT TUM

Info Session for Prospective TUM students

What exactly is enrollment?

Enrolling grants you **legal student status** 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 an enrollment certificate

(→ Bavaria: **discounted Deutschlandticket**)

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 in TUMonline
- Pay the semester fee and/or tuition fees
Have your health insurance status digitally confirmed
- 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 accept or decline the study place offer in your [application status](#) in TUMonline:

▼ ⓘ 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 **15.03.2026**
- Legal deadline: 5 weeks after the lectures start (15.05.2026)

Accepting the spot unlocks the „Add data“ option


- „Add data“ to submit the documents for enrollment

Important:
This step is followed by additional actions

- Allow **sufficient time** to complete the remaining steps


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, download the **Application for enrollment**.
You must sign this application digital 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.

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 have public health insurance in Germany

You are covered by a German private health insurance provider

Your home country's health insurance is valid in Germany

You are either not insured or unsure about your insurance status

→ Contact a public German health insurance provider

Health Insurance: Digital Notification Process I

You have public
health insurance
in Germany

Enter your insurance details in TUMonline:

Include the company name and your health insurance number

Contact your **German public health insurance provider**
and request a **digital notification** of your insurance status.

This will be sent directly to TUM (TUM recipient number: H0001558)

No certificates are required – only the digital notification.

Health Insurance: Digital Notification Process II

You are covered
by a German
private health
insurance
provider

Select in TUMonline that you are privately insured.

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

They will verify whether your private health insurance meets the requirements for studying in Germany.

If approved, they will send a digital notification to TUM confirming your exemption from mandatory public health insurance.

Health Insurance: Digital Notification Process III

Your home
country's health
insurance is valid
in Germany

For both EU and non-EU insurance holders (e.g. Turkey, Switzerland, Tunisia)

Contact a German public health insurance provider (such as AOK or TK) **to request a digital notification.**

They will assess whether your foreign insurance is valid for studying in Germany. If approved, they will send a digital notification to TUM confirming your exemption from mandatory German health insurance.

Health Insurance: Digital Notification Process IV

- Enrollment can only be finalized once TUM receives a valid digital health insurance notification.
- Until then, you will see a **suspension („Rückmeldesperre“)** in your TUMonline account after login.
- All **active suspensions are visible** immediately upon logging in.
- The suspension will be lifted once the digital health insurance notification is processed.
- This typically takes a few days (up to one week).
- If **incorrect health insurance data** was entered during the enrollment process, it will be automatically corrected once TUM receives the valid digital notification.

Generate and Download the Application Form

Completing „Add Data“ section in TUMonline generates the „Application for Enrollment“ PDF.

- **IMPORTANT:** You can skip document uploads during this steps and still generate the form. Uploads can be completed later.

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, download the Application for enrollment

You will receive the application form as a PDF 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 the Application for Enrollment Form

1. Download and sign the form – a digital signature is sufficient

- After completing „Add Data“ section in TUMonline, the „Application for Enrollment“ PDF will be generated
- A digital signature is sufficient

2. Upload the signed form

- You can access the upload section 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 provides a binding list of documents that 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 fee payment:

- Payment must be made via bank transfer – credit cards are not accepted.
- You can transfer the fee from any bank account (not necessarily yours).
- Make sure to use the correct payment reference:

Matriculation number, last name, semester (e.g. WiSe25)

- Payments are typically processed within one week after the transfer.
- Only contact us if **more than one week** has passed since your transfer.

Always include your matriculation number in your email.

TUM Student Card – Functions and Validity



Payment function (chip payment):

Use your student card at vending machines and Mensa cafeterias operated by the Studierendenvork

Access and ID:

Your card grants access to TUM libraries, StudiTUM houses, and serves as identification during exams

Validity:

Your student card **needs to be revalidated every semester** after your re-enrollment to remain active

Student Card Delivery

- The card can be mailed only to a **German postal address** – personal pickup is not possible.
- You may use a friend's or family member's address with the "c/o" (care of) option.
- The cards are sent out shortly before/at the start of the semester. Please wait **at least 10 days** before asking about the status. If the card could not be delivered to your correspondence address from TUMonline, TUM will notify you.

Lost Student Card?

Email studium@tum.de with your matriculation number and the subject line "Sperrung Student Card".

Alternative option

Use the TUM Campus App:
<https://www.tum.dev/>
(available for Android and iOS):

- For more information visit our webpage: www.tum.de/studentcard

TUM Student Card – Heilbronn and Straubing

App-only:

Use the TUM Campus App:

<https://www.tum.dev/>

(available for Android and iOS):

Access and ID:

Use the app for all purposes

Alternative:

If you do not own a smartphone, you can still request a physical TUM card to be mailed to you.

Course & Exam Registration

- Registration is done via TUMonline.
- You need to register separately for each course and each exam.

Need help?
Watch the official
[YouTube tutorial](#)

- For more details, you can ask your departmental student advisor.
- **IMPORTANT: You must be enrolled before you can register for any course or exam.**
- 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/>

Deferring Your Admission

- If you are unable to arrive in Munich (e.g. due to visa issues) or need to postpone your studies, you can defer your admission. Please read the details on our webpage:

<https://www.tum.de/en/studies/application/enrollment-info-portal/deferring-admission>

- Deferring is possible until the enrollment deadline (15.05.2026)

What happens after deferral?

- Your admission generally remains valid, as long as the admission requirements haven't changed)
- You can reapply during the official application periods.
- If you defer before the enrollment deadline, you may also apply for a refund of your fees.
- **Note:** Deferring admission is not possible if the degree program is discontinued.

Contacts

Website
www.tum.de

Email
studium@tum.de

Student Information
Phone
+49 89 289 222 45

Digital Service Desk
<https://www.tum.de/en/studies/support-and-advice/support-during-studies/student-information>

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

Late Arrivals Info Session

- **Tuesday 28 April, 2:00 p.m. (CEST)**

Have you been admitted to a degree program at TUM shortly before or even after the start of the semester?

Is there little time left to take care of enrollment, finding accommodation, and registering for courses?

The TUM Student Information team will present the most important topics for late applicants in an online lecture (English, approx. 30 minutes).

Afterwards, we will answer your questions about the most common issues during an open Q&A session. The topics include enrollment, finding accommodation, registering for courses, visa and entry issues, contact persons for important topics, and deferral of admission.

The infosession will take place online, the link will be published here: <https://www.tum.de/en/studies/support-and-advice/support-during-studies/student-information/>

The background image shows a modern, multi-story building with a dark facade and many windows. A prominent feature is a wide, elevated walkway or bridge with a metal railing, where a group of about ten people are walking. The sky is clear and blue. A large, semi-transparent white rectangular box is overlaid in the center of the image, containing the text.

THANK YOU FOR YOUR ATTENTION