Application Guide for Double Degree students

1. Please apply via [https://campus.tum.de/tumonline/webnav.ini](https://campus.tum.de/tumonline/webnav.ini). Do not create more than ONE applicant account! Choose your language (English or German). Please fill out all fields correctly. Take care of capitalization. Fill in all your names as they are written on your passport. Choose an e-mail account that you check regularly. If you did not receive a password, please check your spam folder.
2. After being registered you can start your application. Please note: all information you fill in, cannot be changed by yourself after sending the online application! If you entered wrong personal data, please make a hand-written correction on the application form you need to print out at the end of the application. We will correct the data in our Campus Management system as soon as we check your application.
3. Choose the right semester.
4. Select degree program

The application periods for the Master’s program in Informatics (Before this date you cannot select the corresponding degree program):

For the winter semester: January 1 - May 31 (compulsory deadline) – if you need a visa, apply as soon as you have received the letter of eligibility!

For the summer semester: September 1 - November 30 (compulsory deadline) – if you need a visa, apply as soon as you have received the letter of eligibility!
5. Please fill out your higher education entrance qualification and your entire academic background. Use the information buttons if you are uncertain.
6. Please upload a digital passport-style photo in which you can be easily identified! This photo will be used for your StudentCard. If you have already uploaded a photo in TUMonline, you cannot change it here, but only via contacting study@tum.de.
7. Health Insurance Certificate:

All students in Germany are required to have health insurance. You must therefore provide proof of sufficient health insurance in order to enroll at a German university. If you do not have a German health insurance or know for sure that you are exempt from the compulsory health insurance, please select the last point and provide this information later for enrollment.

8. Please fill in the following forms (e.g. by uploading your CV etc). **Important note on exceptions:** The documents for regular applicants - curricular analysis, letter of motivation and essay - are not required for double degree applications! Please upload the letter of eligibility instead. As a double degree applicant you may have other language certificates as the options given in the application form, but of equivalent level. In this case, please choose any or the most suitable option.

9. **Once you have filled out the final screen Evidence of language skills, you have completed the online application.** By clicking the *Continue* button at the bottom right-hand corner, your application is saved. You still need to submit it.
10. Completing your Online Application:

This overview allows you to check the data you have given. To make changes, go back through the application using the back button. Certain entries, such as your personal data and the chosen degree program, cannot be changed at this point. Please confirm that the information given is correct by checking the box. You can then send your online application. If you cancel the process at this point, your entries are saved and you can submit the online application at a later time. **You need to submit -> “send” your online application for TUM to consider it.**
11. By sending your online application you have completed the first step towards studying at TUM. You can view the status of your application in your TUMonline account. Here you can also download and print your Application for admission or for enrollment.

You need to download, print and sign this application, and send it together with the required documents from the checklist in your account to your double degree coordinator. Please add the written notation “double degree” on the first page of your application form.
Please note that as a double degree applicant, your document checklist may show more documents than you have to submit. For detailed information, check out the information given by the department [http://www.in.tum.de/en/double-degree-incomings](http://www.in.tum.de/en/double-degree-incomings) or contact your double degree coordinator.

![Required documents (for admission)](image)

If you receive an E-mail that documents have been checked as incorrect, please have a look in your TUM Online Account. If you click on the grey left arrow next to the concerned document, you can see the information why the document is not correct. In most cases, the notarization is not as requested.
12. Officially certified copies – best practice examples
Detailed information can be found at https://www.tum.de/en/studies/application-and-acceptance/notarization/

**Incorrect** authentication: rubber stamp:

**Correct** authentication: including the official round seal:
Correct Bachelor's degree diploma equivalent:

Ecoles Centrales Group
Centrale Graduate School

This is to certify that
(date and place of birth:)
- France

has obtained 180 European Credits in Science and Engineering,
thus fulfilling the requirements
of Centrale Graduate School for the

Certificate of Bachelor of Science in Engineering

Date: 21/11/2014
Director of the Ecole Centrale de Nantes,
Arnaud POITOU