Application Guide

Dear Applicant,

Thank you for your interest in the Master’s Program in Computational Science and Engineering (CSE) at the Technical University of Munich (TUM).

Be aware that CSE is not Computer Science. TUM also offers a corresponding study program called Informatics. Also be aware that CSE is not a Big Data or Machine Learning course. TUM also offers here study programs (Data Engineering and Analytics, Mathematics in Data Science).

The following application guidelines are intended to help you prepare a competitive application for CSE. Please read them carefully.

Documents of application

To apply for admission to CSE you first have to register and apply in TUMonline (https://campus.tum.de). Print out the form provided at the end of the online application, sign it and include the documents listed at the end of the form.

Here is additional information about the required documents:

- **Application form:**
  Use the form provided at the end of the online application in TUMonline. Do not forget to sign the form.

- **Curriculum vitae (CV):**
  The CV should list your previous activities (education and professional). If you have done internships, projects you can also list them. Please don’t forget to specify the CSE related details of your stations. You will have to enter your CV electronically in TUMonline. We highly recommend to also attach a printed CV.

- **Letter of purpose**
  The letter of motivation is one of the most important documents of your application. It can give us an impression of you as a person, and, above all, it’s supposed to tell us why you want to take part in CSE (and why the program fits in with your previous academic career).
  Please do us a favour: Do not rewrite your CV, don’t praise the TUM / Munich / Germany at great length and, above all, keep it short and concise (one page is far better than two).

- **Officially authenticated copy of Bachelor, Diploma, or Master Degree:**
  It should include your (final) average grade and an explanation of the grading system. If possible, attach your overall rank in class. The degree diploma is only necessary if you have already completed your studies.

- **Officially authenticated copy of complete university transcript of records:**
  Also called semester mark sheets. They should list all your subjects and the corresponding grades.

- **Analysis of the Curriculum:**
  One (of many) admission criteria is the GPA. To make students with unfinished studies and already graduated students comparable, we require to hand in the Analysis of the Curriculum. Please enter there your best 120 ECTS of your bachelor degree. Follow carefully the instructions given in the Excel sheet which can be found here:
  
  [https://www.in.tum.de/fileadmin/user_upload/Studienangebote/MSc_CSE/application/Curricularanalyse_CSE.xls](https://www.in.tum.de/fileadmin/user_upload/Studienangebote/MSc_CSE/application/Curricularanalyse_CSE.xls)

  You will not have to submit this sheet online, but we need to get the printed and signed copy of it with your application documents. Note, that additionally you have to submit your transcript containing all your grades.

- **English proficiency test:**
  You have to proof your English proficiency. This is either possible by providing a language certificate or if the instruction language during (one of) your former studies was English or your thesis was written in English. Please carefully read information regarding language certification on this page:
  

  Please send your TOEFL results electronically via ETS. Use the institution code 7806 and the department code 99.

- **German proficiency:**
  This Master’s program can be completed in English and knowledge of the German language is not relevant for your admission. Nevertheless, as you are...
living in Germany at least for the time of your studies. Therefore you should acquire at least a basic level of German language knowledge in your study time. In case you already have knowledge of the German language, please submit the proof as part of the application. The certificate must indicate the highest level of your acquired German language skills and must be submitted in original or as a certified copy.

Students who did not provide a proof of proficiency in German, are admitted on condition to complete one module providing integrative knowledge of the German language within the first two semesters of their studies.

- **Two letters of recommendation:**
  Please submit two letters, not less and not more. Ideal persons to ask for a recommendation letter are faculty members who know you well and can judge your skills in the field of CSE. Please ask your recommenders to use the form provided here: [https://www.in.tum.de/fileadmin/user_upload/Studienangebote/MSc_CSE/application/recommendation_letter.pdf](https://www.in.tum.de/fileadmin/user_upload/Studienangebote/MSc_CSE/application/recommendation_letter.pdf). Attach the letters to the rest of your documents. Note that we do not accept recommendation letters via eMail.

- **uni-assist:**
  If you did not obtain your Bachelor’s degree in a country within the EU/EEA, you have to submit a preliminary record evaluation from uni-assist. This can take up to 4 weeks, we highly recommend to send the necessary documents to uni-assist very early. For more information refer to [https://www.tum.de/en/studies/application-and-acceptance/uni-assist/](https://www.tum.de/en/studies/application-and-acceptance/uni-assist/)

- **Special regulations for certain countries:**

  - Applicants with a degree from **Bangladesh, China, India, Iran, or Pakistan** have to submit a GRE General Test - the Subject Test does not suffice. The required score from September 2017 on is **157 in Quantitative reasoning** and **3.5 in Analytical writing**. Verbal reasoning is not going to be considered. Please send your GRE results electronically via ETS. Use the institution code **7806** and the department code **5199**.

  - Alternatively to the GRE, **Indian** applicants may submit a recent GATE result of papers in either **engineering** (codes XE, CE, CH, CS, EC, EE, GG, IN, ME, MN, MT, PH), **mathematics and natural sciences** (codes MA, CY, PH), or **life sciences** (code XL, sections I, J, K, and M, only).

  - Applicants with a degree from **China** have to submit an APS certificate from the German Embassy in Beijing.

  - **Officially authenticated copy of university entrance qualification (optional):** Depending on your country’s educational system, this could be:
    - a general certificate of secondary education, or
    - a high school leaving certificate, or equivalent. The certificate has to include your **aggregate mark** or **graduate average** (with explanation of grading system). Please, also include documents about your university entrance test (if existing in your country).


If your documents are not in English or German, officially authenticated translations have to be added. Note that the authentication must be performed in English or German language.

**Do not submit any original documents** (except for recommendation letters and wherever specified). Note that **incomplete applications** or applications containing **improperly authenticated documents** will not be considered.

**Deadline for application:**

The application deadline for **all** applicants is **May 31st**. All required documents must be **received** by this date.

We process applications on a first-come, first-served basis, so we recommend international applicants to send their documents as early as possible in order to have enough time to deal with time-consuming bureaucratic issues (particularly the **visa**).

All applications are considered equally, independently of the point in time they reach us. Early applications are not treated differently since we do not have a maximum number of study places in CSE.

If your final degree certificate and final year transcripts are not yet available at the time of applying, please submit the most recent transcript of records containing all your available individual results. If you are admitted to CSE you will have to hand in your degree certificate and the missing transcripts by mid November, at latest.

**Submitting the application:**

Gather all application documents and submit them as one complete package to the Student Service Center of TUM:

Technical University of Munich
Student Service Center
Arcisstr. 21
80333 München
Germany

You will get a confirmation by eMail as soon as your application has reached us. Please refrain from contacting us via eMail or other regarding your application status. You can always check your application status using TUMonline.

Your application is forwarded to the Admission Board after checking the documents for completeness and validity. This means: as long as your application is incomplete it will not be forwarded to the Admission Board and stay at the Student Service Center.

On TUMonline you can also check whether your documents are complete, and if they are incomplete or invalid check the details. We, the Admission Board, cannot answer any questions regarding incomplete documents. Please contact the Student Service Center if you have questions about incomplete documents; only after checking TUMonline.

Applications or documents submitted by fax or eMail will not be accepted. Please reduce the use of packaging and binding material (folders, transparent covers, separate envelopes, pins, etc.) to an absolute minimum (recommendation letters and official transcripts excepted).

Do not submit your application through mediators like educational consultants or agencies, as those will not be considered.

**Admission:**

The decision about admission for CSE will be made by the Admission Board on the basis of your application documents. In some cases, an additional telephone interview is scheduled.

You will be notified by eMail as soon as your admission has been decided. Upon admission you will receive an official letter from TUM and you will be asked to accept the university place via TUMonline. Please do so in time (there will be a deadline for acceptance)! The admission letter will contain further details on the enrollment process.

**Financial Aspects & Accommodation:**

Have a look at this website for further information on financial issues: [http://www.in.tum.de/en/for-prospective-students/apply-for-admission/costs-and-funding.html](http://www.in.tum.de/en/for-prospective-students/apply-for-admission/costs-and-funding.html)

At the moment TUM can offer only a very small amount of scholarships. Further details can be found under [http://www.tum.de/en/studies/fees-and-financial-aid/scholarships/](http://www.tum.de/en/studies/fees-and-financial-aid/scholarships/)

Finding an accommodation in Munich is unfortunately not easy and you should organize this in time. For information on accommodation in and around Munich refer to [https://www.tum.de/en/university-life/accommodations/](https://www.tum.de/en/university-life/accommodations/)

**Start of the program:**

The academic year at TUM usually starts in mid October. Make sure that you arrive in Munich in time.

If you are admitted you will receive an eMail with further information and useful links in time before the start of your studies.

**Further information:**

If you have any questions regarding the admission procedure for the CSE program, please consult our website on [http://www.in.tum.de/en/for-prospective-students/apply-for-admission/masters-programs/computational-science-and-engineering.html](http://www.in.tum.de/en/for-prospective-students/apply-for-admission/masters-programs/computational-science-and-engineering.html).