Application Guide for Double Degree students to MSc Informatics

More information and contacts at www.in.tum.de/double-degrees-incomings
1. Applicants may apply via [https://campus.tum.de/tumonline/webnav.ini](https://campus.tum.de/tumonline/webnav.ini).
   a. Please create only ONE applicant account!
   b. Choose your [language](English or German) and take care of [capitalization].
   c. Fill in all your names as they are written in your [passport].
   d. Choose an [e-mail account] that you check [regularly], if you do not receive a password, please check your spam.

2. After registering you can create your application.
   a. You cannot edit personal data after creating a TUMonline account but errors and typos will be corrected once we review your documents.
   b. The application documents will be uploaded within the online application. Once you submit your online application, uploaded documents may no longer be exchanged.
   c. You do not have to submit hardcopies of your documents until you receive an offer of admission. Only after admission you will have to submit hardcopies of certain documents for
3. Choose the right semester.

4. Select the Master of Science Informatics (only this program is open for double degrees at TUM Informatic). The picture below is only an example from a generic overview.

- The entrance semester should be the first semester.
- You apply for a consecutive master program.
- Very important: Please click this checkbox!
5. In the next step please choose your Double Degree Program

TUM Informatics’ double degree partners are listed on our departmental double degree website: www.in.tum.de/double-degrees-incomings

The correct drop-down will appear automatically if you have chosen MSc Informatics before.
6. Please mark your school leaving certificate and your academic background. Use the information buttons if you have any questions.
7. The application for admission will be generated as a PDF document in your applicant account once the online application has been submitted electronically.

**Note:** You can only download it then. It is therefore not possible to upload the application for admission at this point. Please move on to the next page. After sending the online application, please print out and sign the application for admission and upload it to your TUMonline applicant account. Only then your application will be complete.

8. Please upload the **letter of eligibility** priorly issued by TUM Informatics as proof of your participation in our Double Degree Program. If you are uncertain which document should be uploaded, contact your Double Degree coordinator.

Check TUM Informatics Double Degree Website for Incomings about the **specific list of documents** you need to provide as a double degree applicant to MSc Informatics: [www.in.tum.de/double-degrees-incomings](http://www.in.tum.de/double-degrees-incomings). Please note that, your TUMonline document checklist may show more documents than you actually have to submit as a double degree applicant.
9. Document Upload: Please complete the following forms by uploading any remaining documents. **Only complete applications will be processed.** An application is complete when all documents have been uploaded in time. Once you upload all documents, the data you entered will be saved.

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10. Overview and Sending: This is only a preview of your application which has not yet been electronically submitted. You can still exchange uploaded documents before sending the application. At this point they may no longer be exchanged.

Please review the data you have entered and ensure that you have uploaded the correct documents. Should you have selected the wrong degree program or the wrong semester, you will have to start a new application.

Once you are certain and after you have ticked the appropriate box (at the bottom of the page), click the SEND button to submit your application electronically. If you cancel at this point, the incomplete application will be saved and you are free to submit it at a later point in time.
11. Status View and Application for Admission: Sending the online application is the first step towards starting a degree program 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.

In the next step, please print out and sign the application for admission and upload it to your TUMonline applicant account. At this point you can also upload any missing documents until the end of the application deadline. Click on the individual documents to display the upload deadlines. An application is complete when all documents have been uploaded in time.

Only complete applications can be processed. A green symbol means everything is correct, a yellow one the document is incorrect, please upload a new one and the red one marks a missing document.

12. Once you have sent your online application and uploaded all documents, your application will be reviewed. After checking the information and documents you provide, we will contact you by email. If there are any incorrect documents, we will inform you about how to proceed. As soon as your application has been processed, you will receive an offer of admission. All relevant updates will be sent by email, so be sure to regularly check your inbox and your spam folder.

13. Upon receiving your acceptance, please click the accept button in your TUMonline account. As soon as you accept your spot, you will be able to submit the required documents for enrollment and a list of the required documents will be displayed in your TUMonline account.

To complete your enrollment, we need a signed printout of the application for enrollment and notarized hardcopies of your certificates. All documents not originally issued in German or English need to be translated by a certified translator. Please hand in these documents via mail or in person.
14. Officially certified copies – best practice examples
Detailed information can be found at https://www.tum.de/en/studies/application-and-acceptance/notarization/

Incorrect authentification: rubber stamp

Correct authentification: including the official round seal

Correct Bachelor's degree diploma equivalent
15. All students in Germany are required to have health insurance. You must therefore provide proof of equivalent health insurance in order to enroll at a German university. If you do not have a German health insurance policy or if you are certain that you are exempt from the compulsory health insurance, please select the last option and be prepared to provide this information later for enrollment. Detailed information is available at https://www.tum.de/en/studies/application-and-acceptance/mandatory-health-insurance/

16. After accepting your admission offer, please transfer your student union fees. All information you need about these fees and the bank transfer process can be found in your TUMonline account.

17. As soon as (1) all documents are registered and designated as correct in your TUMonline account, (2) you accepted the offer of admission and (3) transferred your student union fees, you will be enrolled at TUM and notified by email. Please remember to check your TUMonline account regularly to keep up-to-date. After enrollment you can download your student documents from your TUMonline account.

18. If you need help at some point during the application process please contact your double degree coordinator. Please note that, your TUMonline document checklist may show more documents than you actually have to submit as a double degree applicant.

For detailed information, check out the information given by TUM Informatics or contact your double degree coordinator, see www.in.tum.de/double-degrees-incomings