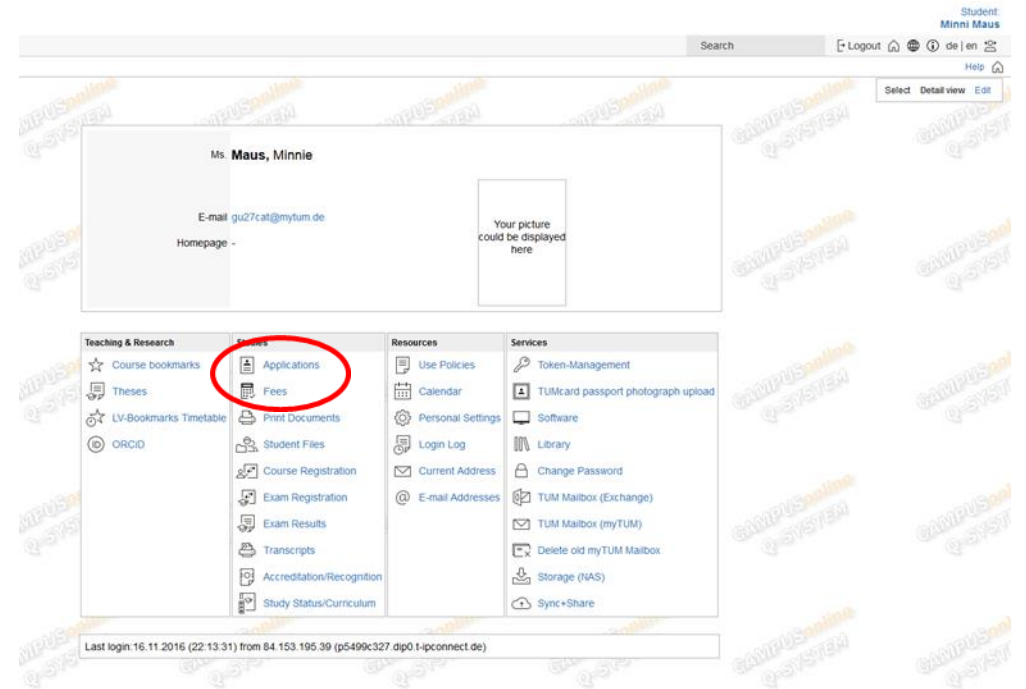
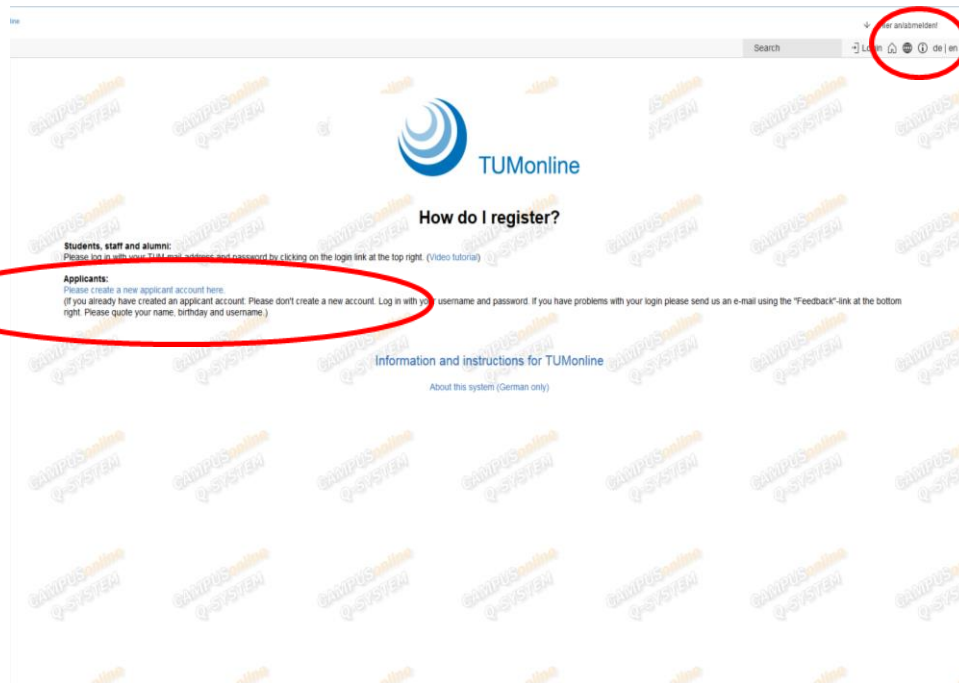


Application Guide for Double Degree students to MSc Informatics

More information and contacts at
www.in.tum.de/double-degrees-incomings

1. **Applicants may apply via <https://campus.tum.de/tumonline/webnav.ini>.**
 - 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.

ONLINE APPLICATION Help Support

- **Start of course**
 - Select degree program
 - Personal data
 - Correspondence address
 - Academic background

Start of course

Please choose the semester for which you wish to apply at the Technical University of Munich. The menu item Select degree program displays only those programs offered in the selected semester.

Information on application periods and deadlines can be found here: <https://www.tum.de/en/studies/degree-programs/>

First-semester students may begin a bachelor's degree program in the winter semester ONLY.

The winter semester lasts from October 01 to March 31.
The summer semester lasts from April 01 to September 30.

Start of course

You may only submit one application per degree program.
Fill in the fields on the following pages and upload the required documents.

Please note that if you are applying for summer semester 2020 your application cannot be processed until you have uploaded all required documents!

For more information on the application process and how to complete the online application, visit:

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.

ONLINE APPLICATION Help Support

- Start of course
- **Select degree program**
 - Partnerschaftsabkommen
 - Personal data
 - Correspondence address
 - Higher education entrance qualification
 - Academic background
 - entrance qualification for Master's programme
 - Further Information

Select degree program

Type of studies

Intended degree

Degree program

[Further information](#)

Entrance semester *The entrance semester should be the first semester.*

Form of studies *You apply for a consecutive master program.*

I have already studied at a university/college before.

I have already applied once for the selected degree program at TUM within the last year.

I want to apply for a degree program at the TUM within the scope of a partnership agreement (Double Degree, Joint Degree, etc.) and will provide corresponding confirmation from the partner university. *Very important: Please click this check box!*

5. In the next step please choose your Double Degree Program

ONLINE APPLICATION

[Start of course](#)

[Select degree program](#)

• **Partnerschaftsabkommen**

[Personal data](#)

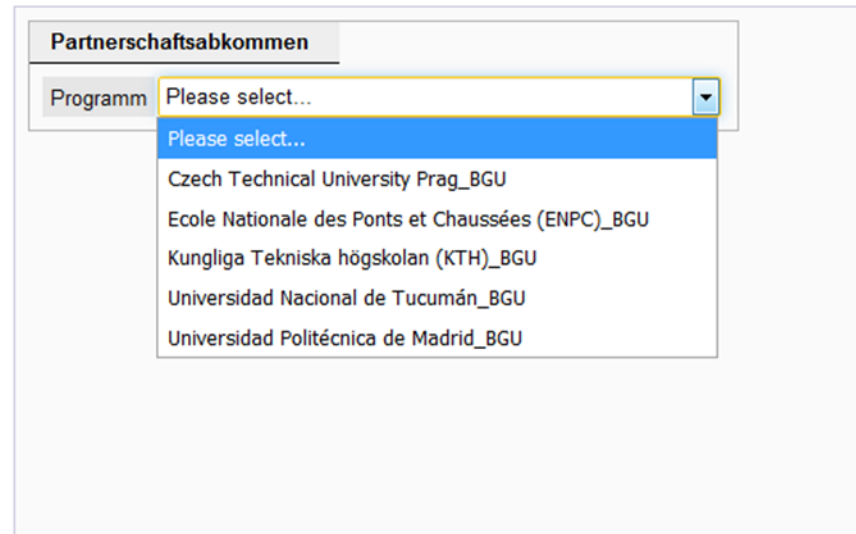
[Correspondence address](#)

[Higher education entrance qualification](#)

[Academic background](#)

[entrance qualification for Master's programme](#)

[Further Information](#)



The screenshot shows a web form titled "Partnerschaftsabkommen". Below the title is a dropdown menu labeled "Programm". The menu is currently open, displaying a list of options. The first option is "Please select...", which is highlighted in blue. Below it are five other options: "Czech Technical University Prag_BGU", "Ecole Nationale des Ponts et Chaussées (ENPC)_BGU", "Kungliga Tekniska högskolan (KTH)_BGU", "Universidad Nacional de Tucumán_BGU", and "Universidad Politécnica de Madrid_BGU".

Programm
Please select...
Czech Technical University Prag_BGU
Ecole Nationale des Ponts et Chaussées (ENPC)_BGU
Kungliga Tekniska högskolan (KTH)_BGU
Universidad Nacional de Tucumán_BGU
Universidad Politécnica de Madrid_BGU

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.

ONLINE APPLICATION Help Support

Start of course
 Select degree program
 Personal data
 Correspondence address
 • **Higher education entrance qualification**
 Academic background
 Further Information

Higher education entrance qualification

Please enter what type of higher education entrance qualification you hold and when and where you have obtained it. [More information: Higher education entrance qualification](#)

I have a German higher education entrance qualification.
 I have obtained a foreign higher education entrance qualification. This includes an International Baccalaureate Diploma (even if awarded by an international school in Germany).
 I belong to the group of master craftsmen or qualified professionals (vocational degree).

Type: Please select...

Name of certificate (original name):
1 to 100 characters

Date of certificate:
Format: DD.MM.YYYY

Average grade (gpa):

Name of school:
1 to 100 characters

Location of school:

ONLINE APPLICATION Help Support

Start of course
 Select degree program
 Partnerschaftsabkommen
 Personal data
 • **Academic background**

University	Degree	Degree programs	from	to
Universität Münche...	Bachelor's de...	African Studies	16W	19W

Edit academic background

University/Subjects

Country of Educational Institution: Germany

Place of university/college: München

University: Universität München (LMU) in München

Degree: Bachelor's degree at universities

Form of studies: First degree

Matriculation number:

1st subject according to statistics: African Studies

2nd subject according to statistics: Please select...

3rd subject according to statistics: Please select...

Semester

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
WS2016/17	WS2019/20	7	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	Please select...

Status

Intermediate exam: not scheduled

Grade:
max. 20 characters

Date:
Format: DD.MM.YYYY

Final examination: not finished

Grade:
max. 20 characters

Date:
Format: DD.MM.YYYY

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.

ONLINE APPLICATION Help Support

Start of course
Select degree program
Personal data
Correspondence address
Higher education entrance qualification
Academic background
entrance qualification for Master's program
Further information

- **Application for admission**

Passport
Curriculum (e.g. module description)
Subject and grade transcript of studies
Transcript Form to find at
<https://www.mw.tum.de/de/studium/st>
Complete and current Résumé (CV)
Letter of Motivation
Ranking certificate (20 per cent of be
Evidence of German language skills

Application for admission

The application for admission will be generated as a PDF document in your applicant account once the online application has been submitted electronically. You can only download it then.

It is therefore not possible to upload the application at this point. Please skip this page!

Further information is available via the following link:
<https://www.tum.de/nc/en/studies/application-and-acceptance/glossary-of-documents/>

File name	Type	File Size	Date
No document uploaded			

New document

The following file types are accepted: Portable Document Format (.pdf).
You can only upload one document. The maximum file size is 50 MB.

If the document is not available for upload at this time, you can upload it to your applicant account after submission of the online application until 15.11.19.

Once the online application has been electronically submitted, the uploaded document may no longer be exchanged. Please make sure you select the correct document to upload.

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 Please note that, your TUMonline document checklist may show more documents than you actually have to submit as a double degree applicant.

ONLINE APPLICATION Help Support

Application for admission
Passport
Analysis of curricula at: <http://www.prospective-students/apply-for-admission/programs.html>
Curriculum (e.g. module description)
Essay
Subject and grade transcript of studies
integrative Deutschkenntnisse
<https://www.sprachenzentrum.tum.de/als-fremdsprache/integrativer-sprachnachweis>
ich bin internationaler Studierende
über grundlegende Deutschkenntnisse
entsprechenden Sprachnachweis
Complete and current Résumé (CV)
Letter of Motivation

- **Confirmation of nomination for the Double Degree Program**

Evidence of English language skills
Preliminary review documentation
Confirmation that the application form has been submitted in due form at

Confirmation of nomination for the Double Degree Program

Further information is available via the following link:
<https://www.tum.de/nc/en/studies/application/double-degree/>

File name	Type	File Size	Date
No document uploaded			

New document

The following file types are accepted: Portable Document Format (.pdf).
Make sure your documents are in the correct format.
You can only upload one document. The maximum file size is 50 MB.

If the document is not available for upload at this time, you can upload it to your applicant account after submission of the online application until 30.11.19.

Once the online application has been electronically submitted, the uploaded document may no longer be exchanged. Please make sure you select the correct document to upload.

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 uploaded all documents, the data you entered will be saved.

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

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.

OVERVIEW - APPLICATION NUMBER: 1-00541063

PLEASE NOTE

This is only a preview of your entries. The application has not yet been electronically submitted.
You can still exchange uploaded documents before sending! Once the documents have been sent, however, they may no longer be exchanged.

Please ensure that you have uploaded the correct documents and click the SEND button to submit your application electronically, after you have ticked the Confirmation box (at the bottom of this page).

-

Start of course

Sommersemester 2020

Select degree program

Type of studies	Master's program
Intended degree	Master of Science
Degree program	Informatics
Entrance semester	1 - Aptitude assessment
Form of studies	Consecutive master program

I have already studied at a university/college before.
 I have already applied once for the selected degree program at TUM within the last year.
 I want to apply for a degree program at the TUM within the scope of a partnership agreement (Double Degree, Joint Degree, etc.) and will provide corresponding confirmation from the partner university.

Confirmation

Please click "**Back**" in order to revise incorrect details. Check the box and click "**Send**" to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

I hereby declare that the statements contained herein are true and complete, and herewith allow the TUM to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrollment at university.

The personal data collected here will be processed at TUM for the following purpose: Application for admission to the Technical University of Munich.

In the case of applications to degree programs employing the dialogue-oriented service procedure and for applications to the Studienkolleg, personal data will also be passed on or transmitted to the University Admissions Foundation or the Studienkolleg at the universities of the Free State of Bavaria and also processed there for the purposes mentioned.

Collected data is retained for one year, ten years in the case of admission or rejection and thirty years in the case of official enrollment.

My personal data collected for above-mentioned purposes will be processed in compliance with the European Data Protection Ordinance (DSGVO), the Bavarian Data Protection Act (BayDSG) and the Bavarian Higher Education Act (BayHSchG). In particular, Art. 6, para. 1, lit. e DSGVO, in connection with Art. 42, para. 4 BayHSchG apply here.

By law, there is a right to information, as well as to correction or deletion or to restriction of the processing or a right of objection to the processing and the right to data transferability. In addition, there is a right of appeal to the Bavarian State Commissioner for Data Protection.

If you have any questions, please contact studium@tum.de or our data protection official (www.datenschutz.tum.de).

Cancel Back Send

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.

Application - Status
Applicant number 2-01881923
Application number 1-00541063
Course of study Master of Science | Informatics (1. FS)
Start of course Sommersemester 2020

Back to "My Applications"

Submission of application

Next steps
Please print out the application for admission, sign it and upload it in the menu item "Documents to be submitted (for admission)" under "Application for admission". Complete missing documents. Below you will find a list of all the documents you need to upload to complete your application for admission. Click on the individual documents to display the respective upload deadlines.
Only complete applications can be processed. An application is complete when all documents have been uploaded on time.
Please upload your application documents even if
• you have already been admitted,
• you are already studying at TUM,
• or you were already admitted in a previous semester
The application for admission is only valid if it has been uploaded with your signature.

Status
✔ received electronically
✘ Your application documents have been reviewed. Some items are not correct. For details, please refer to the document status information for each of the required documents.

Required documents (for admission)
The following documents must be submitted by the respective deadline. Click on a document for more details

- ✔ Application for admission
- ✘ Passport
- ✘ Analysis of curricula at: <http://www.in.tum.de/en/for-prospective-students/apply-for-admission/masters-programs.html>

Application - Status
Applicant number 2-01881923
Application number 1-00541063
Course of study Master of Science | Informatics (1. FS)
Start of course Sommersemester 2020

Back to "My Applications"

- ✔ Submission of application
- ✔ Admission
- 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.
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/>

Enrollment

14. 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

EURECOM
UNIVERSITY OF ELECTRONICS, COMMUNICATIONS AND TELECOMMUNICATIONS

UNIVERSITY OF ELECTRONICS, COMMUNICATIONS AND TELECOMMUNICATIONS
190 Avenue de France - 13126 Marseille Cedex 09 - France
T +33 (0)4 91 83 30 00 - F +33 (0)4 91 83 30 01
www.eurecom.fr

Year	Exam	Grade	Obtained Credits	Max Points	Remark
Bachelor's degree	2010-2011	12.0	120	120	120/120
	2011-2012	12.0	120	120	120/120
Master's degree	2012-2013	12.0	120	120	120/120
	2013-2014	12.0	120	120	120/120
PhD	2014-2015	12.0	120	120	120/120
	2015-2016	12.0	120	120	120/120

Authentication: [Rubber Stamp]

Centrale Nantes
UNIVERSITY OF NANTES

UNIVERSITY OF NANTES
41 Boulevard de l'Université - 44300 Nantes - France
T +33 (0)2 40 00 00 00 - F +33 (0)2 40 00 00 01
www.centrale-nantes.fr

Year	Exam	Grade	Obtained Credits	Max Points	Remark
Bachelor's degree	2010-2011	12.0	120	120	120/120
	2011-2012	12.0	120	120	120/120
Master's degree	2012-2013	12.0	120	120	120/120
	2013-2014	12.0	120	120	120/120
PhD	2014-2015	12.0	120	120	120/120
	2015-2016	12.0	120	120	120/120

Authentication: [Official Round Seal]

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

Authentication: [Official Round Seal]

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

Versicherungsbescheinigung

Diese Bescheinigung ist mit den Unterlagen für die Einschreibung an der Hochschule einzureichen.

Name, Vorname

Krankenversicherungsnummer

Geburtsdatum

Matrikelnummer

Straße, Hausnummer

Postleitzahl, Wohnort

ist bei uns versichert.

ist versicherungsfrei, von der Versicherungspflicht befreit oder nicht versicherungspflichtig.

Name der Krankenkasse

Betriebsnummer

Straße, Hausnummer

oder Postfach

Datum

Stempel, Unterschrift