# How to apply in TUMonline for a change of Study level (Fulltime, Part-time 66% or Part-time 50%) in your Master Informatics Studies

## Proceeding after

• login / study: application / enter new application

#### Online-application

- 1. Start of course: Select the Semester you would like to start in the new level
- 2. Select degree program:
  - Type of studies: Master's program
  - Intended degree: Master of Science
  - Degree Course: Informatics, Informatics (Parttime, 50%) or (Parttime, 66%)
  - Entrance semester: 1 Aptitude Assessment (will be corrected accordingly by admission office)
  - Form of studies: Consecutive master program

I have already studied at a university/college before.  $\rightarrow$  Continue

ONLINE APPLICATION			Help Support
Start of course	Select degree program		
Select degree program Reasons (part-time study) Personal data	Type of studies Intended degree	Master's program Master of Science	▼ ▼
Correspondence address Higher education entrance qualification	Degree program	Informatics (Parttime, 66%) Further information	•
Academic background entrance qualification for Master's programme	Entrance semester 🅡	1 - Aptitude assessment	
Further Information	I have already studied at a	a university/college before.	
	I have already applied one	ce for the selected degree program at TUM within the last year.	
			¥
Cancel Preview			Back Continue

3. Confirmation

You have selected a part-time degree program. Please contact your program's Departmental Student Advising Office. To register for examinations in part-time degree programs, you must prepare a degree plan to be presented to your Departmental Student Advising Office no later than the first day of the exam registration period.

To continue with the application process, please confirm receipt of this notification by clicking YES

ONLINE APPLICATION			Help Support
Start of course	Select degree program		
Select degree program     Reasons (part-time study)     Personal data	Type of studies Intended degree	Master's program Master of Science	•
Correspondence address Higher education entrance	Degree program	Informatics (Parttime, 66%)	
qualification Academic background entrance qualification for M programme Further Information	Confirmation You have selected a part-time degree Student Advising Office. To register fo prepare a degree plan to be presente the first day of the exam registration p To continue with the application proce (or confirmation).	e program. Please contact your program's Departmental or examinations in part-time degree programs, you must ed to your Departmental Student Advising Office no later than period. ess, please confirm receipt of this notification by clicking YES Yes No	
Cancel Preview			Back Continue

## 4. Reasons (part-time study):

for statistical reasons we kindly ask you to fill out the questionnaire below

ONLINE APPLICATION		Help Support
Start of course	Reasons (part-time study)	
Select degree program • Reasons (part-time study) Personal data Correspondence address	Please indicate why you have decided to pursue your degree in a pa voluntary and will be used exclusively for statistical purposes; they w personal data.	art-time program. Your responses are rill not be recorded in connection with your
Higher education entrance qualification Academic background entrance qualification for Master's programme Further Information	employment     self-employment or freelance work     to care for children     to care for a member of your immediate family     disability or chronic/severe illness     involvement in high-performance sports     participation in academic or student self-government     enrolled in a double degree program     other	
Cancel Preview		Back Continue

- 5. Personal data:
- 6. Correspondence address:
- 7. Higher education entrance qualification:
- 8. Academic background:
- 9. Entrance qualification for Master's program:
- 10. Further Information:

already available  $\rightarrow$  Continue 11. Passport:

Please upload either a copy of your current passport or your current Certificate of Enrolment

- 12. Analysis of curricula at: Please upload your current Certificate of Enrolment
- 13. Curriculum: Please upload your current Certificate of Enrolment
- 14. Essay:

Please upload your current Certificate of Enrolment

- 15. Subject and grade transcript of studies to date: Please upload your current Certificate of Enrolment
- 16. Complete and current Résumé (CV):

## Please upload a complete and updated current Résumé (CV)

- 17. Letter of Motivation: Please upload your current Certificate of Enrolment
- Evidence of English language skills:
   Please fill out the same evidence of English language skills you filled out originally. Then press "Continue"

In the next window you may upload your original evidence of English language skills or you may upload your current Certificate of Enrolment

19. Please check your application for admission and make changes if necessary. As soon as your application is correct, please confirm and send

Confirmation	
Please click "Back" in order to revise incorrect details. Check the box and click "Send" to transmit your application. After clicking " further correction of your details is possible any longer!	Send" no
I hereby declare that the statements contained herein are true and complete, and herewith allow the TUM to further process my internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrollment at un	data iversity.
The personal data collected here will be processed at TUM for the following purpose: Application for admission to the Technical of Munich.	University
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 universities of the Free State of Bavaria and also processed there for the purposes mentioned.	at the
Collected data is retained for one year, ten years in the case of admission or rejection and thirty years in the case of official enror	oliment.
My personal data collected for above-mentioned purposes will be processed in compliance with the European Data Protection C (DSGVO), the Bavarian Data Protection Act (BayDSG) and the Bavarian Higher Education Act (BayHSchG). In particular, Art. 6, e DSGVO, in connection with Art. 42, para. 4 BayHSchG apply here.	rdinance para. <mark>1, l</mark> it.
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 processing and the right to data transferability. In addition, there is a right of appeal to the Bavarian State Commissioner for Dat Protection.	to the a
If you have any questions, please contact studium@tum.de or our data protection official (www.datenschutz.tum.de).	
Cancel	Send

#### 20. Please remember to accept the change of studies after the admission!

21. After accepting the change of studies you need to generate and sign an application for enrollment. The signed application for enrollment has to be submitted by post or personally at the TUM Center for Study and Teaching.