

## Application Guidelines

### Dear Applicant:

Thank you for your interest in the International Graduate Program Master of Science in Computational Mechanics at the Technische Universität München.

### Admission requirements:

A bachelor degree or diploma from a recognized university in engineering, natural science or a related field as well as a very good previous academic performance is required for admission to the come.tum program at the Technische Universität München (TUM).

Admission to the come.tum program requires a strong background in both Mechanics and Mathematics.

In addition to that, admission to the come.tum program requires a proven track record of outstanding academic and personal achievements. Candidates for the come.tum program are generally expected to hold a bachelor degree, diploma or equivalent in the upper 30% of their class.

The come.tum program is completely taught in English. However a basic knowledge of the German language is helpful for everyday life. A range of German language courses are offered by the TUM (check <http://portal.mytum.de/studium/sprachenzentrum> for details).

### Documents of application:

If you wish to apply for admission to the Master of Science program in Computational Mechanics at the TUM, 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 are some further information about the required documents:

- *Application form:*  
You should only use the form provided at the end of the online application in TUMonline. Do not forget to sign the form, and attach a recent photograph.
- *Detailed curriculum vitae* (one or two pages):  
particularly including your academic education, research or teaching experience and skills in the field of Computational Mechanics.
- *Statement of purpose* (one to two pages):  
including your reasons for undertaking graduate work in Computational Mechanics.
- optional: copy of *university entrance qualification*

Depending on your country's educational system, this could be

- general certificate of secondary education or
- high school leaving certificate or
- college diploma

or equivalent, including your aggregate mark or graduate average, **with explanation of grading system** (maximum grade, minimum passing grade, etc.)

Please also include documents about your university entrance test, if existing in your country.

- Officially authenticated copy of *bachelor, master's or diploma degree*

or equivalent including you aggregate mark or graduate average and your overall rank in class **with explanation of grading system** (maximum grade, minimum passing grade, etc.)

- Officially authenticated copy of *complete university transcript of records* (semester mark sheets), listing your subjects and grades.

- If not native English speaker:

Official TOEFL score report or equivalent (institution code **7806**). If your complete education has been conducted in English, TOEFL can be replaced by an official certificate of your university, confirming that the medium of instruction is english. The minimum TOEFL scores for admission to the come.tum program are 220 (computer based), 550 (paper based) and 80 (internet based). For further information see [www.toefl.org](http://www.toefl.org).

A valid IELTS score report will also be accepted. The minimum scores for admission to the come.tum program is 6.0. Further information on IELTS is available at [www.ielts.org](http://www.ielts.org)

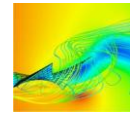
A Cambridge EFL CAE or CPE will also be accepted. More information can be found at [www.cambridge-efl.org](http://www.cambridge-efl.org).

Adequate language skills may be proven through a good grade in English (corresponding to at least 10 out of 15 points) awarded by a German higher education entrance qualification (Abitur). Please hand in an officially authenticated copy of your "Abiturzeugnis".

- One or two *letters of recommendation*

One of the letters must be submitted from faculty members, acquainted with your work in the major area of your graduate study. If that work occurred some time ago, a recommendation from those people familiar with your professional performance is acceptable.

Please use the recommendation form enclosed only. Fill in part *A* yourself and send it to your recommender. Ask the recommender to fill in part *B* and to return the form to you in a sealed envelope.



- Applicants with a degree from an Indian university have to submit their recent GATE (Graduate Aptitude Test in Engineering) results of papers in either:
  - Civil Engg. (CE)
  - Mechanical Engg. (ME)
  - Engineering Sciences (XE) in all combinations of sections except for those including (C) or (G)
- Applicants with a degree from a Vietnamese, Chinese or Mongolian university have to submit a valid APS certificate from the German Embassy in Beijing.
- Applicants with a degree from a Georgian university have to submit a valid ZAST certificate from the "Zeugnisankennungsstelle für den Freistaat Bayern."

Further information about GATE, APS and ZAST are given at [www.come.tum.de](http://www.come.tum.de) in the section "applying". Authentication of all documents will be accepted only if performed by the German Embassy or Consulate in your home country, or by the institution that has issued the original document. In Germany authentication can also be performed by the respective citizens registration ("Einwohnermeldeamt").

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

**Documents of application cannot be returned to the applicants, so please do not submit any original documents.**

Please note that incomplete applications and applications containing documents that have not been properly authenticated cannot be considered.

### Deadline for application:

The application deadline for the come.tum program is **March 15<sup>th</sup>** for Non-European and **May 15<sup>th</sup>** for European applicants.

If your final degree certificate and final year transcripts are not yet available, you are kindly requested to submit an official letter of your registrar, dean or academic supervisor, listing the remaining subjects and the prospective final grade average and provide us with your degree certificate and the missing transcripts as soon as possible.

The proof of proficiency in the English language (TOEFL, etc.) has to be handed in until the application deadline. Just in special cases and upon application the deadline can be extended until May 31<sup>st</sup>.

The APS, GATE score report has to be handed in as soon as it is available.

### Submitting the application:

The application procedure requires you to gather all application documents and submit them as one

complete mailing to the admission office using the following address:

**Technische Universität München  
Immatrikulationsamt  
Arcisstraße 21  
80333 München  
Germany**

Please do not submit your application through mediators like educational consultants or agencies, as those will not be considered. Applications or documents of application submitted by fax or e-mail cannot be accepted. come.tum confirms the receipt of application or documents of application by e-mail.

### Admission:

Admission to the come.tum program is highly competitive. Selection for the Master of Science course in Computational Mechanics will be made by the examination board on the basis of the documents of application. In addition to that, telephone interviews, usually carried out in the home country of the student can be held.

Candidates will be notified by mail as soon as the decision with regard to admission has been taken.

On admission, you will get an official "letter of admission" 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 tell you further details on the enrolment.

### Financial Aspects:

The standard study contributions for studying at the Technische Universität München are **€ 500,-** per semester and have to be paid with **€ 42,-** for the student union. The whole amount has to be paid at the enrolment or during registration renewal.

**TUM does not grant financial support** to its students in any way. For further information about scholarships, check the internet ([www.daad.de](http://www.daad.de)).

### Start of the program:

The lectures at the Technische Universität München usually start in October. For foreign students, the International Centre offers an orientation month at the beginning of each semester (October), which shall help you to settle in and to prepare for the semester. The elective program contains aid with the walks to the public authorities (e.g. Aliens Department, Health Authority, Banks etc.) and the matriculation, cultural and social activities (e.g. city guide, hikes in the mountains, festivals etc.) and a three-week German language course.

### Further information:

If you have any questions regarding the admission procedure for the come.tum program, please consult the FAQ on [www.come.tum.de](http://www.come.tum.de) or contact the Course Director.

## Application Checklist

- Signed application form
- 1 photograph (attached to the application form)
- Detailed curriculum vitae
- [Statement of purpose](#)
- (**optional**) Copy of university entrance qualification incl. translation
- [Authenticated copy](#) of bachelor, diploma degree together with
  - authenticated copy of university transcripts including translation
  - ranking list (if possible)
  - description of the grading system
  - authenticated copy of the translation (if documents are not in German or in English)
- [TOEFL/IELTS](#) score report or equivalent (TOEFL institution code 7806)
- One letter of recommendation from a professor (please use our recommendation form and see the [instructions](#) given there for further detail)
- Copy of the passport
- [GATE](#) results (applicants with a degree from an Indian university)
- [APS](#) certificate (applicants with a degree from a Chinese/Vietnamese/Mongolian university)
- [ZAST](#) certificate (applicants with a degree from a Georgian university)

## Schedule:

March 15 <sup>th</sup> /May 15 <sup>th</sup> :	<a href="#">Application deadline</a>
April – May:	Possible telephone interview
May – June:	Decision mail of COME
July:	Official admission letter of TUM
end of July:	Apply for student visa
September:	Orientation month (optional)
October:	Enrolment
mid October:	First day of class

# Letter of Reference

## A. To be Completed by the Applicant

Please fill in your name, sign the form, and give this form to a professor or other person who is well acquainted with your academic work. Ask your recommender to mail the completed form back to you in a sealed envelope. You should then send the envelope to TUM with the rest of your application materials.

Family Name	First Name
Signature of the Applicant	
Month / Date / Year	

## B. To be Completed by the Recommender

The person whose name appears above is applying for admission to the Master of Science in Computational Mechanics (come.tum) program at the Technische Universität München, Germany.

We would appreciate your personal impressions of the applicant's intellectual ability, aptitude in research or professional skill, and his or her ability to carry on advanced study and research. Please comment on the applicant's character and his or her capacity to adapt to a foreign culture. Please mail the form back to the applicant in a sealed envelope.

We thank you for the time and effort you take to complete this form. If you have questions, please email to [come@bv.tum.de](mailto:come@bv.tum.de).

Last Name	First Name
Institution/University, Location	
Address	
Position	
Signature	
Month / Date / Year	

1. Among approximately \_\_\_\_ students I have known in comparable fields, I rank this student as follows:

Exceptional (top 3%)	Outstanding (top 10%)	Very Good (top 20%)	Good (top third)	Somewhat above average (top 50%)	Below average (bottom 50%)
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6

2.  I hereby certify that he/she is among the top 30% of his/her class.

3. How long and in what capacity have you known the applicant?

4. Your Letter of Recommendation (**the recommender also can use the own institutional letter paper**):