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DEPARTMENT OF ELECTRICAL ENGINEERING AND  
INFORMATION TECHNOLOGY  
TECHNISCHE UNIVERSITÄT MÜNCHEN

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MASTER OF SCIENCE IN POWER ENGINEERING  
APPLICATION GUIDELINES FOR WINTER  
SEMESTER 2012/13

Last updated: 6 December 2011

<http://www.mspe.ei.tum.de>

# Preface

Dear applicants,  
this application guide is intended for providing you with all necessary information regarding the application process for the MSPE (Master of Science in Power Engineering) Programme. Please read everything carefully (including the footnotes).

We assume no liability for possible mistakes in this document. Solely the official regulations (in German language) are binding. The title page includes the date of the latest modification.

## 1 Admission Requirements

A Bachelor degree or diploma from a recognised university in electrical or mechanical engineering, physics, or a related field – preferably in the field of power or energy technology – as well as proficiency in the English language is required for admission to the MSPE programme at the Technische Universität München. If you have not received your Bachelor degree or complete transcript of records upon your application, but expect to receive it at least one month prior to your enrolment, you are also welcome to apply. In that case, please submit your latest transcript with your current average grade and – if possible – an official letter by your registrar, dean, or academic supervisor listing the remaining subjects. Please submit your degree certificate and final transcript as soon as you receive them.

## 2 General Application Information

To apply, create an applicant account at <http://www.tumonline.de> first. Next, add a new application and select the Power Engineering programme. In “Select degree program”, please set “Form of studies” to “Consecutive master program”. You will have to provide some general information first and you can already upload your CV, statement of purpose, and a passport photo (not a photo of your passport, but a photo that clearly shows you and that can be used for any ID – it will eventually be used for your student card if you get admission and enrol). But of course, you can submit these

documents later as well (in electronic or in paper form). The photo should be submitted in electronic form. If you attach a physical photograph to your paper application please write your name and applicant number on the reverse side.

You can click on “Save” after you have provided all information. You can edit your application any time you login until you click on “Send”. A short guide on how to carry out your online application is given in Section 3.

After submitting the online application, you have to submit certified copies of your documents in paper form to the admissions office. The documents to send are listed in the overview of your online application. Please do not send any documents that are not requested. This will only delay the processing of your application.

Official certification 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. Secondary or intermediate school certificates authenticated by your university cannot be accepted. In Germany, authentication can also be performed by the respective registration office (“Einwohnermeldeamt”) or a notary public. Some information about proper certification is available at <http://www.daad.de/deutschland/wege-durchs-studium/zulassung/06164.en.html>. Questions about the certification of your documents should be addressed to the TUM Student Service Centre at [http://portal.mytum.de/studium/ssz/index\\_html](http://portal.mytum.de/studium/ssz/index_html).

Please make sure that the grading system is explained on all documents (maximum possible grade, minimum passing grade, etc). In addition, the credit system of your university has to be explained, unless it is equivalent to the European Credit Transfer System (ECTS). One ECTS credit corresponds to 30 hours of workload, including presence in lectures, tutorials, and labs, as well as own studies and exam preparation.

If the original documents are not in English or German, officially authenticated translations in English or German have to be added. Application documents cannot be returned to the applicants, so please do not submit any original documents that can’t be re-issued easily.

Check the status of your application in TUMonline from time to time to see if some of your documents are still missing or if there is a problem with the certification. If you apply for more than one programme you have to send several sets of documents. Contact the Student Service Centre for details.

The official application deadline at TUM for all programmes starting in the winter semester is 31 May every year, but it could be changed to 15 March for international programmes. As soon as we know more, we will post this information. Applicants who need a visa to study in Germany, i.e., most non-EU citizens, are strongly advised to apply **no later than 29 February 2012**.

There will be two interview phases for applicants who pass the first step of the admission process. The first one will be held in March and April, the second one in July or maybe later. The first phase will be offered to students whose documents are forwarded to us before **20 March 2012**. Hence, it is not only important to apply early enough, but also to make sure that you submit your documents in the correct form.

If you are in the second phase, you will not receive your admission letter before July (maybe even later), making it harder for you to get a visa in time. In addition, the housing situation in Munich is tense. To apply for accommodation in a dormitory, you need an admission letter. Hence, please apply before 29 February 2012 in order to increase your chances of finding proper accommodation in time.

If the overall deadline for Master programmes is changed to 15 March 2012 (so far, we don't know whether this going to happen or not) then all applicants can apply until that date.

### 3 Online Application – A short Guide

After creating your applicant's account in TUMonline, select "Applications" in your profile and add a new application. If you have already created one or more online applications, they are listed in the next window and can be edited as long as you have not sent them. Please do not create more than one account, even if you already applied last year. Don't create more than one application for each programmes. In case you made mistakes, click on "Support" in order to send an email to the IT Support.

During the online application process, use the "Back" and "Continue" buttons to navigate through the steps. You can always cancel your current changes by clicking on the "Cancel" button. In this case, your application will not be created. If you are editing an existing application all changes will be discarded. Click on "Preview" to get an overview of your application

and to check the data you have provided so far. On the last page, click on “Save” to save your application or the changes you made. You can edit your application at your next login. On the next page, you will see the summary of your application and the list of documents to submit in paper form. Once you click on “Send”, you cannot make any further changes! Hence, make sure that all data you entered is correct before you submit your application. Otherwise, you have to contact the IT Support for further changes.

After clicking on “Send”, you will see the documents you need to send by regular mail. Please download and fill in the respective form and send it with your documents. You can always check the status of your application by logging in to TUMonline.

## **Step-by-step Guide**

In Section “Start of course”, select winter semester 2012/13. Next, you can edit your personal data that you provided when you created your applicant account. Enter your postal address in the next section. If your current address is not your home address, you have to provide your home address in the next step. In the “Country/State” selector, the names of the countries could be given in German. In the next step, you can upload a passport photo. After that, you have to provide information about your health insurance.

After these general steps, you can select the programme you want to apply for (“Select degree program”). Set “Type of studies” to “Master’s program”, “Intended degree” to “Master of Science”, and “Degree Course” to “Power Engineering”. “Form of studies” has to be set to “Consecutive master program” and “Entrance semester” to 1. If you already applied for the programme last year tick the respective check box.

In the following steps, you have to provide information about your university entrance qualification and your previous studies (“Academic background”).

In Section “Aptitude tests”, you can provide further information about extracurricular activities, trainings, or professional education. These fields are not relevant for your application for the Power Engineering Programme, so you can leave them blank.

In the next two sections, you can upload your CV (“Résumé”) and your statement of purpose (“Covering letter”). Finally, you can provide information

about your proficiency in the English language. If the medium of instruction in your Bachelor studies was English select “Degree certificate from an English-speaking educational establishment” and include a confirmation in your documents.

After providing all information, you can save your application. You will then see the summary of your application and the list of documents you have to submit in paper form. Click on the info buttons next to the documents to obtain more information. At this point, you can still edit your application. Once you click on “Send”, your application will be submitted and can only be edited by the IT Support from then on.

After sending your application, click on the link “Application for admission” and save the document. Once your documents in paper form are ready, print the letter, sign it and send it to the given address including your documents. If you have not uploaded a passport photo you can attach one to the letter. For legal reasons, the letter is in German.

When you go back to the list of your applications, click on “view” in the rightmost column to view the status of your application including the documents that are still missing. In addition, you can see your results of both steps of the admission procedure (if applicable). You can also download the document “Application for admission/enrolment” again. At the bottom of the page, you will find a form to submit documents at a later date. List the included documents in the form.

Important: Please check the status of your application in TUMonline from time to time. If a red cross appears somewhere it means, there is something wrong. Usually, the certification of at least one of your documents is not accepted. In that case, please contact the Student Service Centre including your application and applicant number.

**As long as the documents required for evaluation of your application are not complete, they are not forwarded to us and we can’t start evaluating them!**

## 4 Required Documents

All documents required for your application are listed in this section. Please note that you do not need any proof of professional experience. However, if

you tick “Professional training relevant to degree course” or “other completed professional education” in the online application, you might be asked to provide certified copies of documents that prove this (“Evidence of additional specialist qualification” or “Documentary evidence of completed vocational training course”). Since we do not ask for these documents you can simply ignore these requirements. Please list information about your professional experience or trainings in your CV instead.

You will also be asked to submit a confirmation of your health insurance. If you have a health insurance, please submit a document that confirms this. But you will not actually need any health insurance before enrolment. If you get admission and your health insurance is not accepted in Germany or you don’t have one at all, you have to apply for health insurance in Germany to be able to enrol. You can do this after your arrival in Germany.

The most important document you have to submit is the **application form** that you can print out in TUMonline after completing your online application. Don’t forget to sign it before sending it. If you have been unable to upload a photograph of yourself you can attach one to the application form. In addition, the following documents are required.

### **Detailed curriculum vitae in table form**

#### **\*Officially certified copy of your university degree**

Submit your Bachelor degree, diploma, or equivalent, including your aggregate mark or graduate average (at the latest when you enrol).

#### **\*Officially certified copy of your university transcript of records**

This must list your subjects and grades including your final or current overall grade (CGPA). Make sure that both the grading system (best grade, minimum passing grade, etc) and your credit system – if it is different from the ECTS – is explained.

#### **\*Statement of purpose (two pages, DIN A4 or letter format, 12pt, single spacing)**

Tell us about your motivation why you want to come to Germany and especially to TUM, why you are interested in power engineering in general and in the MSPE programme in particular. In addition, state why you think that you are qualified and why we should select you for the programme. You should also write about your background, i.e., your education, university and industry projects, extracurricular activity, things in your CV that are of particular importance, etc. Please

observe the requirements given in parentheses above. The statement of purpose has to be written in English, even if you speak German. In addition, you must include a declaration stating that you wrote the statement yourself without any auxiliary means other than the ones indicated.

There is a template available for download (Microsoft® Word format) on our website. The statement of purpose must be written in English.

**\*Two letters of recommendation from professors of your Bachelor studies who are acquainted with your work**

Download the official recommendation form from our website. Fill in part A yourself and send the form to your recommender. Ask your recommender to fill in part B and return the form to you in a sealed envelope. For the letter itself (Part B3), your recommender can also use an extra sheet of paper and put it into the envelope. But the first page of the form available on our website has to be filled in and put in the envelope as well. **Other forms or recommendation letters not arriving in sealed envelopes will not be accepted.**

The recommendation letters can be in English or German.

**Certified copy of TOEFL or IELTS, or Cambridge ESOL (CAE or CPE) score report<sup>1</sup>**

If your complete Bachelor education was conducted in English, the language test can be replaced by an official certificate by your university confirming that the medium of instruction during your Bachelor education was English. If you went to school in Germany, proof of language ability is also possible with good results in the German Abitur. The minimum score in this case is 10 out of 15 in a “Leistungs-” or “Grundkurs” in English.

TOEFL: The minimum score required for admission is 80 (internet based), 215 (computer based), or 560 (paper based) respectively. The TUM-wide institution code is 7806. More information can be found at <http://www.toefl.org>. IELTS: The minimum score required for admission is 6.0. The academic test is required. More information can be found at <http://www.ielts.org>. For the Cambridge ESOL test, your grade has to be A or B (CAE), or A,B, or C (CPE).

Please note that even if the medium of instruction during your Bachelor studies was English, the German embassy might still ask for additional proof when you apply for a visa. Make sure, you clarify this with the German embassy in your country in time.

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<sup>1</sup>Non-native English speakers only



### **A valid APS certificate<sup>2</sup>**

Applicants whose Bachelor degree was issued by a university in China, Mongolia, or Vietnam need a valid APS certificate. More information can be found at <http://www.peking.diplo.de>, <https://www.aps.org.cn/web>, <http://www.ulan-bator.diplo.de>, or <http://www.hanoi.diplo.de> respectively.

### **A valid ZAST certificate from the “Zeugnis- anerkennungsstelle für den Freistaat Bayern”<sup>3</sup>**

Information sheets (“Merkblätter”) and the application form (“Antragsformulare”) can be downloaded from <http://www.km.bayern.de/ministerium/schule-und-ausbildung/zeugnisanerkennung.html>. Read the instructions carefully, fill in the form, and send it to the ZAST together with your documents. You need to submit your high school leaving certificate and your university degree (as soon as it is available) together with your CV and a copy of your passport to the ZAST. Please note that it is not sufficient to send the application form to us. Contact the ZAST for any enquiries (“Kontakt-  
daten der Zeugnis-  
anerkennungsstelle”).

Applicants who graduated from a university in Iran do not have to submit the ZAST certificate any longer. However, their transcript of records must bear a “Legalisierungssiegel der Deutschen Botschaft” (authentication seal from the German Embassy). Please contact the German Embassy in Iran in order to get this seal or for further information.

Documents marked with \* will be taken into account for the evaluation of your application. As long as these documents are not complete, we will not receive your application. Make sure, they are complete before 20 March 2012. The other documents have to be submitted but will not affect your score in the evaluation process. Health insurance is not required before you enrol. In case you are not applying for the first time, you also have to submit your letter of acceptance or refusal that you received when you applied before. This does not apply if you applied online but did not send or complete your documents in paper form.

Don't forget to include the printed and signed application form available for download in TUMonline after completing your online application.

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<sup>2</sup>If your Bachelor or Diploma degree was issued by a university in China, Mongolia, or Vietnam.

<sup>3</sup>If your Bachelor or Diploma degree was issued by a university in Georgia.

## 5 Evaluation of your Application

Once we have received your documents from the admissions office, we will evaluate your application in a two-stage process. In the first stage, your documents will be evaluated. Applicants not passing the first stage, will be rejected immediately.

Usually all successful applicants have to pass the second stage – an interview where the applicants' qualification and motivation are probed further – as well in order to get admission.

It is up to the applicant to decide how the interview will be conducted, e.g., in person at TUM, by telephone, or by voice-over-IP, as long the technology is available to us. A TUM student can take part and assist in the interview if the applicants asks for this.

Applicants having been rejected will receive an official letter of refusal. They can apply once more for the Power Engineering Programme in the future. This does not apply if your application was rejected because you did not send all necessary documents in time.

## 6 Decision Process, Important Dates

Successful applicants will be notified as soon as the decision with regard to admission has been made. The official letter of admission from the Technische Universität München including the date of enrolment and possible restraints will be available for download from the TUMonline portal. Use the admission letter in order to apply for a visa. Please note that solely documents in German are legally binding. If the German embassy in your country does not accept the admission letter please contact the Student Service Centre immediately.

You can enrol online once all documents (including health insurance) are complete. But you can also enrol once you are in Munich. You must present yourself at the Technische Universität München in order to get your student card, usually during the first two weeks of October. Please make sure, you receive all necessary documents (e.g., visa) before. German student health insurance can be obtained after your arrival.

All important dates are listed in the following table.

|  |   |
|--|---|
| Application deadline   | 31 May 2012 (29 February 2012) <sup>4</sup> |
| Deadline for reception of applications to get into the first interview phase | 20 March 2012                               |
| Interview Phase I <sup>5</sup>   | March / April 2012                          |
| Interview Phase II <sup>6</sup>  | July 2012 or later                          |
| Official letter by TUM (download)  | shortly after notification                  |
| Enrolment  | late Sep. / early Oct. 2012                 |
| TUMi Orientation weeks (optional)  | early October 2012                          |
| Begin of lecture period  | 20 October 2012                             |

## 7 Financial Issues

The Technische Universität München is a German state university financed by taxes.

Please see <http://portal.mytum.de/studium/studienfinanzierung/studienbeitraege/index.html> for details.

At the moment, we are unable to offer scholarships ourselves. Information about scholarships can be found at <http://www.daad.de/en/>, for instance. There is also a “Scholarship for international students of TUM”. It is available to students who already are enrolled at the Technische Universität München, depending on their performance and financial situation. Information can be found at <http://portal.mytum.de/studium/stip/st20/index.html>.

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<sup>4</sup>Especially non-EU citizens are strongly advised to apply before 29 February 2012. If the general application date is changed to 15 March, this will be the deadline for all applicants.

<sup>5</sup>Solely for candidates whose documents arrived in correct form no later than on 20 March 2012

<sup>6</sup>For all other candidates

## 8 Miscellaneous

The MSPE programme is taught entirely in English. However, knowledge of the German language is of advantage in everyday life. A number of German language courses are offered by the Technische Universität München.

See <http://www.sprachenzentrum.tum.de> for details.

The TUM International Office (TUMi, <http://www.tumi-muenchen.de>) offers orientation weeks in order to help you to settle in and prepare for the semester. This elective programme contains a pick-up service from the airport, aid with enrolment and visits to the authorities, plus cultural and social activities.

The housing situation in Munich is tense. Successful applicants have to make sure they find a student room in a dormitory or a flat by the start of the programme. Some websites where to look for accommodation are available on our homepage.