

Enrolment Information for University of Music and Theatre Munich

Master of Music & Master of Arts

Enrolment takes place on the 2nd floor of Arcisstraße 12, 80333 Munich, and is possible on one of the following days:

25.09. / 26.09. / 30.09. / 1.10. / 2.10. / 8.10. / 9.10 2024; from 9:00 am to 12:00 pm

To do in advance:

- **Transfer of €85**
(semester contribution)
until 01.09.2024
- **Digital confirmation of your health insurance status by 16.09.2024** (s. below.)

Account Holder:	Staatsoberkasse Bayern
IBAN:	DE63 7005 0000 3501 1903 15
Swift/BIC:	BYLADEMM
Bank:	Bayerische Landesbank München
Reference:	- Applicant number - First Name, Family Name - Enrolment WS 2024/25 - Name of Study Programme

Please bring the following documents with you to enrolment:

1. **Enrolment Application** (filled in and signed)*
2. **Proof of payment of semester contribution of €85** by bank statement
 - a. If you enrol in HMTM in more than one study programme, you only have to **pay the semester contribution once**.
 - b. Students who are enrolled at more than one university in Bavaria, pay the fee to the university at which the first enrolment took place. If you are already enrolled at another university in Bavaria and have paid the fees there, please enclose a payment certificate issued by the other university and a certificate of enrolment.
3. **Proof of health insurance** (digitally sent by a German health insurance provider):
You are...
 - a. **legally insured in Germany?**
Please request a **digital notification of your insurance status** from your health insurance company **by 16.09.2024** at the latest. In doing so, please explicitly state that you wish to enrol at the "Hochschule für Musik und Theater München (semester dates: 01.10.-14.03.)".
 - b. **privately insured or insured in a country of the European Union?**
Please request a digital notification of exemption from compulsory German student insurance **from a German statutory health insurance company** of your choice by

* available for download: <https://hmtm.de/en/studying/enrolment/>

16.09.2024 at the latest. In doing so, please explicitly state that you wish to enrol at the "Hochschule für Musik und Theater München (semester dates: 01.10.-14.03.)".

c. insured outside of the European Union?

Please contact a **German statutory health insurance company** to buy health insurance. If you have private health insurance valid for studying in Germany, please request a digital notification of exemption from compulsory student insurance. In both cases, a German statutory health insurance company must notify the "Hochschule für Musik und Theater München (semester dates: 01.10.-14.03.)" about your insurance status.

Without a digital notification of a German statutory health insurance, enrolment is not possible. A certificate of a private health insurance or your insurance card is not sufficient for enrolment!

4. **Declaration "Einräumung von Nutzungsrechten"** (granting of usage rights)*.
5. **Declaration regarding "Guidelines against the abuse of power, discrimination, sexual harassment and violence at the University of Music and Performing Arts Munich"***.
6. **Diploma or certificate of graduation** from a university or conservatory in **original** with a simple copy **or** as a **certified copy**.
 - a. **You don't have a certificate of graduation yet?**
Please bring with you: Certificate from your university stating that you have already completed ALL exams, but that you have not yet been issued a certificate.
 - b. **Applicants from the People's Republic of China:** a certificate from the Academic Examination Office (Akademische Prüfstelle APS) at the German Embassy in Beijing.
7. **Proof of German language skills**¹ (applies to persons who are not native speakers of German) in the **original** with a simple copy **or** as a **certified copy**.
8. **In case of change of university:** a certificate of exmatriculation
9. Valid **identity card or passport**

Important information:

Diplomas and certificates issued by a foreign institution will only be accepted in translation (exception: diplomas and certificates in English). The translation must be made and certified by a publicly appointed and sworn interpreter/translator for the respective language.

Upon enrolment, and after handing in all documents, you will receive your student ID, enrolment certificate, LRZ identification and transponder.

For questions regarding enrolment, please contact:	
Surname A-L: Steinert, Merike Standort Arcisstraße (A232) Tel.: 089 289 27430 Mail: merike.steinert@hmtm.de	Surname M-Z: Voigtländer, Cindy Standort Arcisstraße (A233) Tel.: 089 289 27444 Mail: cindy.voigtlaender@hmtm.de

¹ Information on the required language level for each study programme can be found online: https://hmtm.de/wp-content/uploads/PDF/akzeptierte-Sprachzertifikate_EN.pdf

*available for download: <https://hmtm.de/en/studying/enrolment/>