

# Application to Executive Education Programmes

Updated January 2019

# **Steps to Submitting an Application**

# Our Admission Portal

Go to [www.tum-asia.edu.sg/adm](http://www.tum-asia.edu.sg/adm)

**TUM Asia** Help | Search | Log In

Study in Asia with Technical University of Munich

**Welcome To Our Admissions Portal**

The Technical University of Munich (TUM) was founded in 1868 and is regarded as one of Europe's leading technical universities. Consistently ranked among the top universities in Germany, TUM has strived to create sustainable solutions for society through excellence in education and research. Since 2002, TUM Asia was built as the first academic branch campus of a German university. With 15 years of presence in Asia offering German higher education fused with Asian relevance, TUM Asia offers Bachelor and Master degrees by TUM, in partnership with universities in Singapore.

[Apply for Bachelor Degree](#)

[Apply for Postgraduate Studies](#)

**Where will the lectures be held?**  
Your coursework may be held in different campuses, depending on...

[Read more >](#)

**Will TUM Asia apply for a Student Pass for me to study in Singapore?**  
If you are an international student looking to study at...

[Read more >](#)

**What scholarships are available for the Master degree programmes?**  
TUM Asia offers a limited number of scholarships for students...

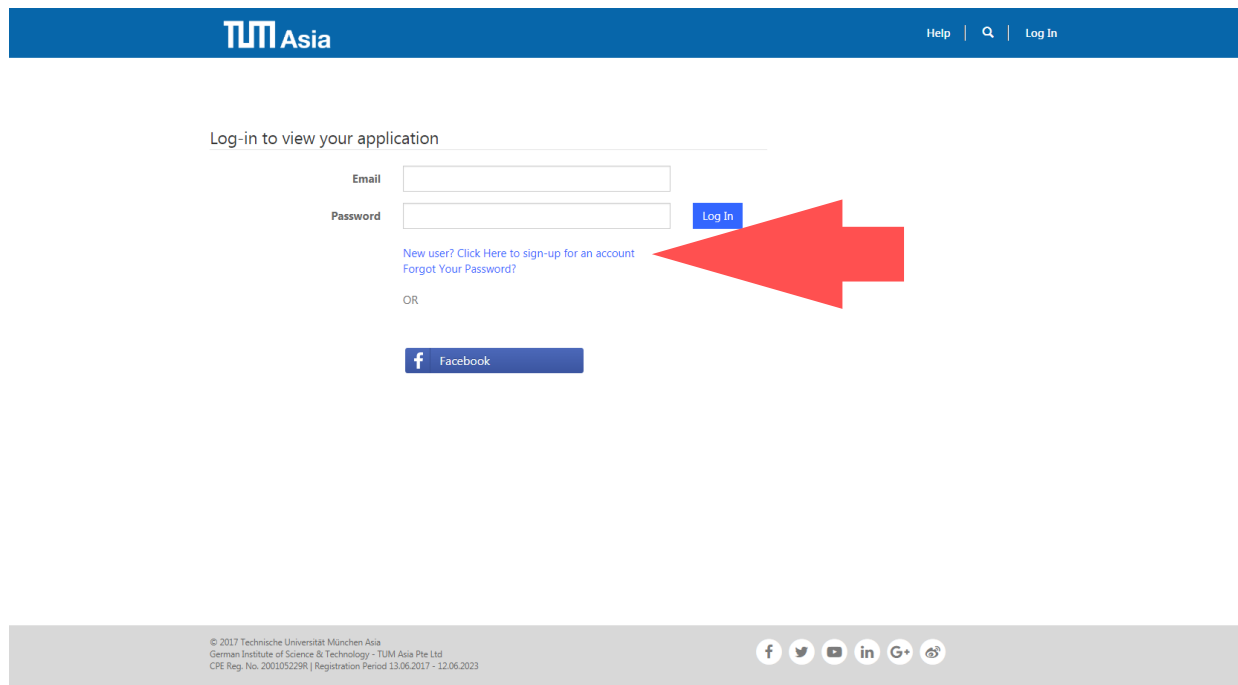
[Read more >](#)


© 2017 Technische Universität München Asia  
German Institute of Science & Technology - TUM Asia Pte Ltd  
CPE Reg. No. 200105229R | Registration Period 13.06.2017 - 12.06.2023

Click on 'Apply for Postgraduate Studies'.

# Our Admission Portal

If you have not created an account with us, click on 'New user? Click Here to sign-up for an account'.




[Help](#) | [Q](#) | [Log In](#)


Log-in to view your application

Email







Password  [Log In](#)

[New user? Click Here to sign-up for an account](#)  
[Forgot Your Password?](#)

OR

 Facebook

© 2017 Technische Universität München Asia  
 German Institute of Science & Technology - TUM Asia Pte Ltd  
 CPF Reg. No. 200105229R | Registration Period 13.06.2017 - 12.06.2023

# Create an Account

Fill in all required fields and click on 'Submit'.

Sign-up for an account

First Name \*

Last Name

E-mail Address \*

Confirm Your E-mail Address \*


Password \*

Confirm Password \*

\* Required Field

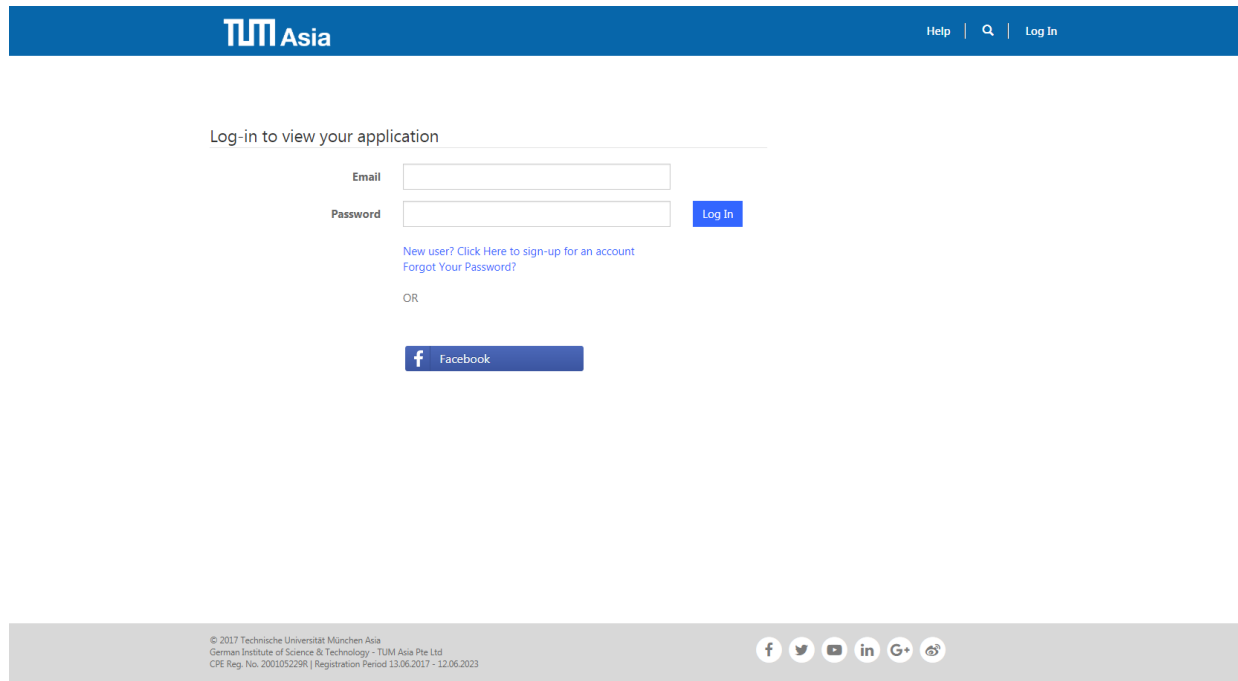
By signing up for an account, I give my consent to TUM Asia to use the information that I have provided for the purpose(s) of contacting me with regard to the activities conducted by TUM Asia. You may change your consent in your account at any time.

© 2017 Technische Universität München Asia  
German Institute of Science & Technology - TUM Asia Pte Ltd  
CPE Reg. No. 2001052298 | Registration Period 13.06.2017 - 12.06.2023




# Log In

Log in using your e-mail address and password.



The screenshot shows the login interface for TUM Asia. At the top, there is a blue navigation bar with the TUM Asia logo on the left and links for 'Help', a search icon, and 'Log In' on the right. Below the navigation bar, the main content area is white. It starts with the heading 'Log-in to view your application'. Underneath, there are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a blue 'Log In' button. Below the input fields, there are two links: 'New user? Click Here to sign-up for an account' and 'Forgot Your Password?'. Below these links, the text 'OR' is centered. At the bottom of the login section, there is a blue button with the Facebook logo and the text 'Facebook'. At the very bottom of the page, there is a grey footer bar containing copyright information on the left and a row of social media icons (Facebook, Twitter, YouTube, LinkedIn, Google+, and Instagram) on the right.

TUM Asia

Help |  | Log In


Log-in to view your application

Email







Password  [Log In](#)

[New user? Click Here to sign-up for an account](#)  
[Forgot Your Password?](#)

OR

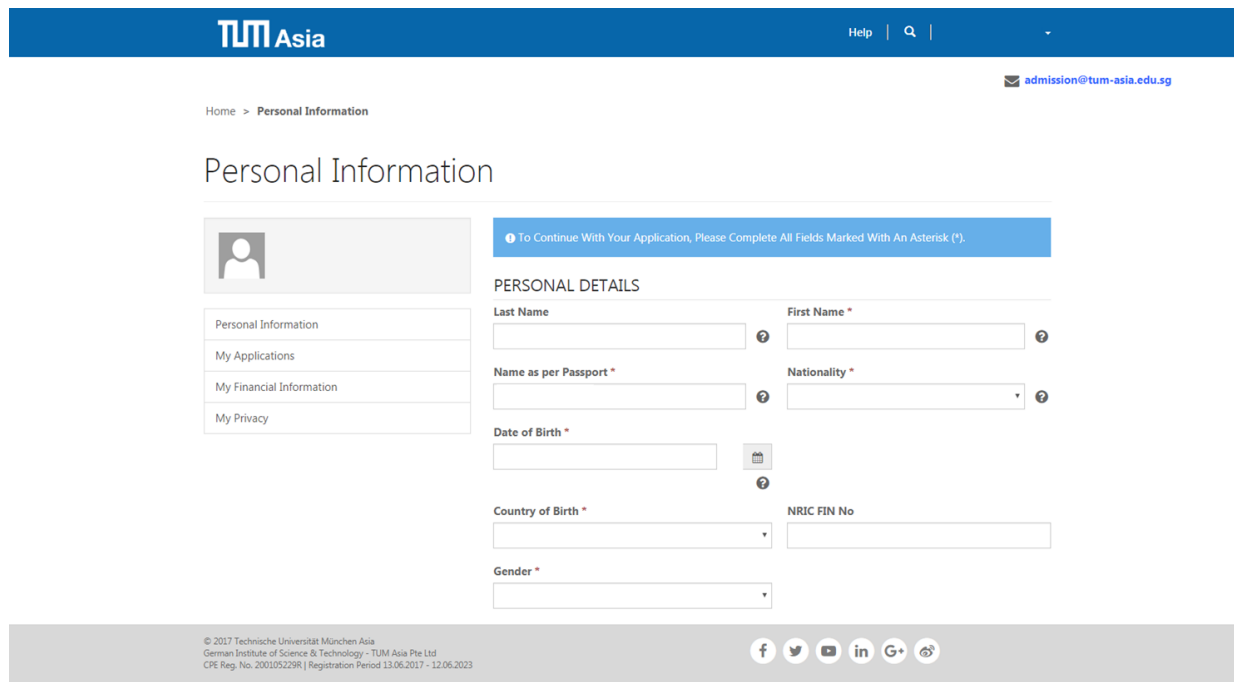
 Facebook

© 2017 Technische Universität München Asia  
German Institute of Science & Technology - TUM Asia Pte Ltd  
CPE Reg. No. 200105229R | Registration Period 13.06.2017 - 12.06.2023

# Confirm E-mail Address

Check your e-mail to confirm your e-mail address. After which, fill in your personal information, which will also be used in your application.



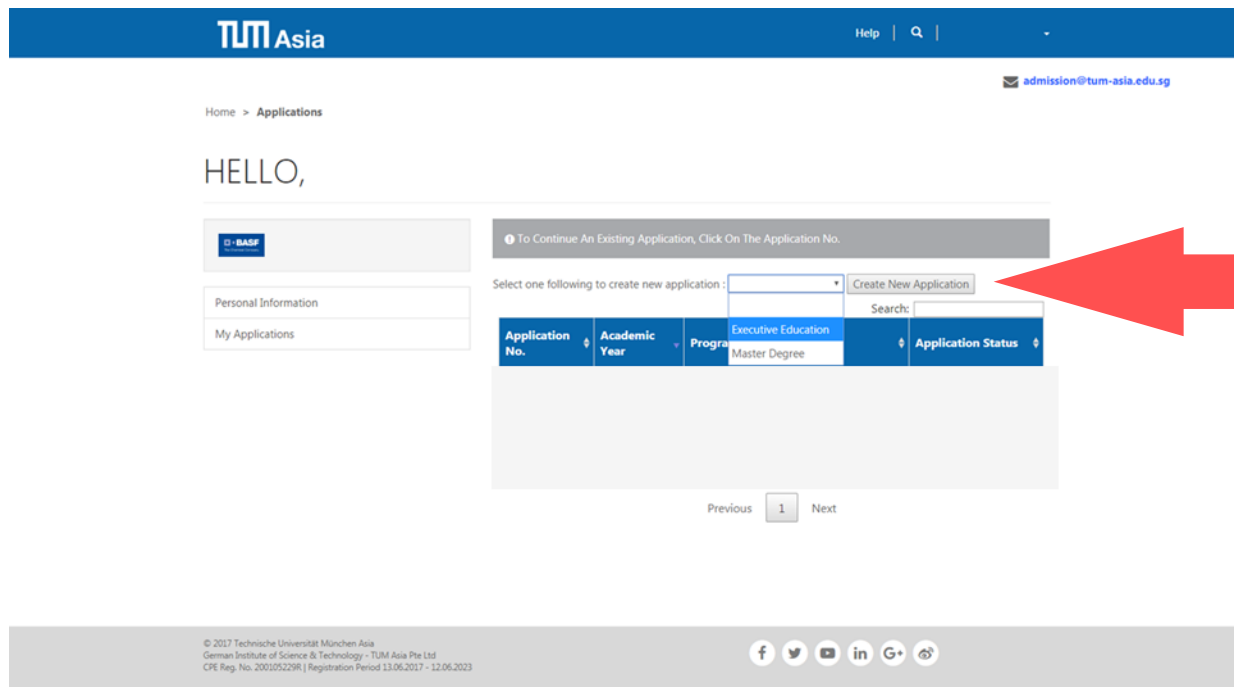
The screenshot shows the 'Personal Information' page on the TUM Asia website. The page has a blue header with the TUM Asia logo, a search icon, and a help link. Below the header, there is a navigation breadcrumb 'Home > Personal Information' and an email address 'admission@tum-asia.edu.sg'. The main content area is titled 'Personal Information' and features a profile picture placeholder on the left. A blue notification bar states: 'To Continue With Your Application, Please Complete All Fields Marked With An Asterisk (\*)'. The form is titled 'PERSONAL DETAILS' and contains the following fields:

- Last Name**: Text input field
- First Name \***: Text input field with an asterisk indicating it is required
- Name as per Passport \***: Text input field with an asterisk indicating it is required
- Nationality \***: Dropdown menu with an asterisk indicating it is required
- Date of Birth \***: Date input field with an asterisk indicating it is required
- Country of Birth \***: Dropdown menu with an asterisk indicating it is required
- NRIC FIN No**: Text input field
- Gender \***: Dropdown menu with an asterisk indicating it is required

At the bottom of the page, there is a footer with copyright information: '© 2017 Technische Universität München Asia German Institute of Science & Technology - TUM Asia Pte Ltd CPE Reg. No. 200105229R | Registration Period 13.06.2017 - 12.06.2023' and social media icons for Facebook, Twitter, YouTube, LinkedIn, Google+, and Instagram.

# Create an Application

Select 'Executive Education' and click on 'Create New Application'.




The screenshot shows the TUM Asia application portal interface. At the top, there is a blue header with the TUM Asia logo, a 'Help' link, a search icon, and a dropdown arrow. Below the header, the breadcrumb 'Home > Applications' is visible, along with the email 'admission@tum-asia.edu.sg'. The main content area starts with 'HELLO,' followed by a sidebar on the left containing 'Personal Information' and 'My Applications'. The main content area features a grey box with the instruction 'To Continue An Existing Application, Click On The Application No.' and a 'Create New Application' button. Below this, there is a section for selecting a program to create a new application, with a dropdown menu set to 'Executive Education' and a 'Create New Application' button. A red arrow points to this button. Below the selection area is a table with columns for 'Application No.', 'Academic Year', 'Program', and 'Application Status'. The table shows one entry for 'Executive Education' with 'Master Degree' as the program. At the bottom of the page, there is a footer with copyright information and social media icons for Facebook, Twitter, YouTube, LinkedIn, and Google+.



# Fill up Application Form

Select courses for which you wish to apply.



My Account

My Applications

Executive Education Application No  
[Input field]

Academic Year \*  
2019

Enrolment Number  
[Input field]


Status \*  
Draft

Online Submission Date  
[Input field]

Code  
[Input field] Apply Code

- Summary
- Academic Qualification
- Work Experience
- Supporting Document
- Sponsorship
- Post Diploma
- Declaration

Specialist Diploma in Advanced Digital Manufacturing		
Post Diploma Certificate 1 in Advanced Manufacturing		Course Required : 3
Course	Periods	Selection
Manufacturing Management	18 Feb 2019 to 22 Feb 2019	<input checked="" type="checkbox"/>
Advanced Manufacturing Project	17 Apr 2019 to 26 Apr 2019	<input type="checkbox"/>
Post Diploma Certificate 2 in Digital Manufacturing		Course Required : 3
Course	Periods	Selection
Cyber Physical Systems	08 Jul 2019 to 12 Jul 2019	<input type="checkbox"/>
Industrial Internet of Things	19 Aug 2019 to 23 Aug 2019	<input type="checkbox"/>
Digital Manufacturing Project	16 Sep 2019 to 24 Sep 2019	<input type="checkbox"/>



© 2017 Technische Universität München Asia  
 German Institute of Science & Technology - TUM Asia Pte Ltd  
 CPE Reg. No. 200105229R | Registration Period 13.06.2017 - 12.06.2023



# Fill up Application Form

If you are applying for a private course that is conducted only for your organization, please first enter the code provided by TUM Asia and click on Apply Code. If you have more than one code, please separate them with a comma (,).

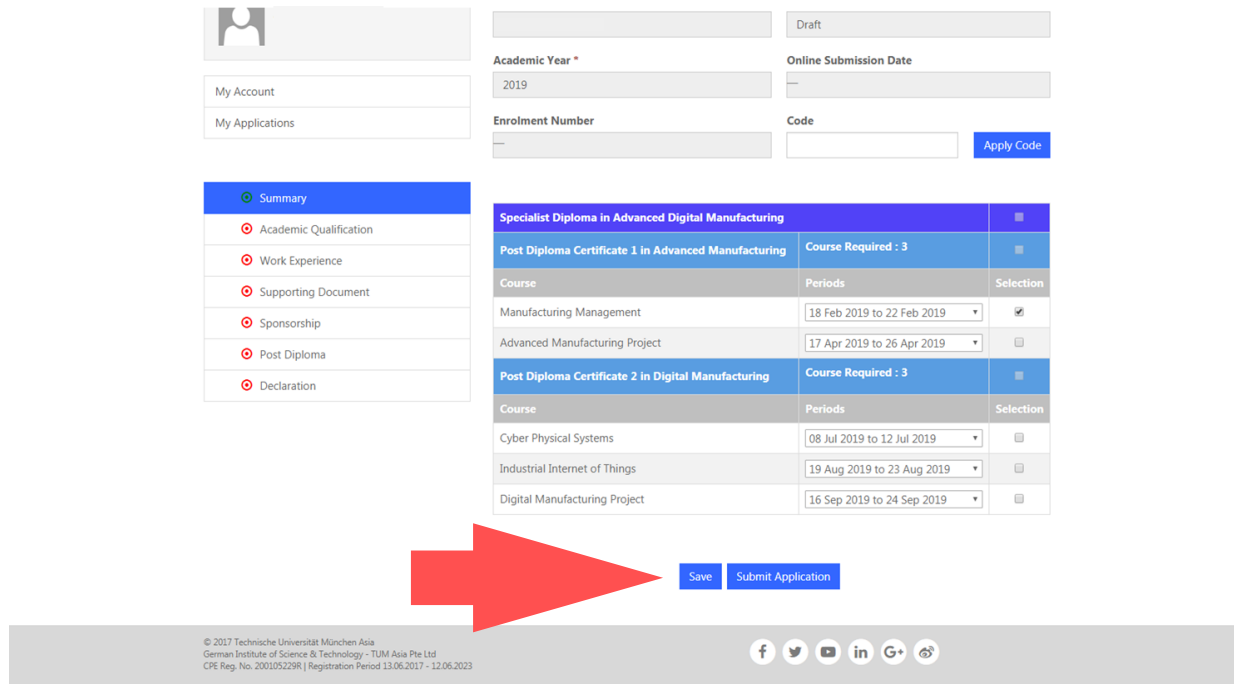
The screenshot shows the application form interface. On the left, there is a sidebar with a profile picture placeholder and navigation links: 'My Account' and 'My Applications'. Below this is a list of sections: 'Summary' (selected), 'Academic Qualification', 'Work Experience', 'Supporting Document', 'Sponsorship', 'Post Diploma', and 'Declaration'. The main content area contains several input fields: 'Executive Education Application No', 'Academic Year \*' (set to 2019), 'Enrolment Number', 'Status \*' (set to Draft), 'Online Submission Date', and 'Code'. A blue 'Apply Code' button is located to the right of the 'Code' field, with a red arrow pointing to it. Below the input fields is a table of selected courses.

Specialist Diploma in Advanced Digital Manufacturing		
<b>Post Diploma Certificate 1 in Advanced Manufacturing</b>	<b>Course Required : 3</b>	
Course	Periods	Selection
Manufacturing Management	18 Feb 2019 to 22 Feb 2019	<input checked="" type="checkbox"/>
Advanced Manufacturing Project	17 Apr 2019 to 26 Apr 2019	<input type="checkbox"/>
Post Diploma Certificate 2 in Digital Manufacturing		
<b>Course</b>	<b>Periods</b>	<b>Selection</b>
Cyber Physical Systems	08 Jul 2019 to 12 Jul 2019	<input type="checkbox"/>
Industrial Internet of Things	19 Aug 2019 to 23 Aug 2019	<input type="checkbox"/>
Digital Manufacturing Project	16 Sep 2019 to 24 Sep 2019	<input type="checkbox"/>

© 2017 Technische Universität München Asia  
 German Institute of Science & Technology - TUM Asia Pte Ltd  
 CPE Reg. No. 200105229R | Registration Period 13.06.2017 - 12.06.2023

# Fill up Application Form

After you have selected all the courses, please click on 'Save' to continue.



The screenshot shows a web application interface for filling out an application form. On the left, there is a navigation menu with a 'Summary' tab selected. The main content area contains several form fields: 'Draft', 'Academic Year' (2019), 'Online Submission Date', 'Enrolment Number', and 'Code'. Below these fields is a table of selected courses. A large red arrow points to the 'Save' button at the bottom of the form.

Course	Periods	Selection
<b>Specialist Diploma in Advanced Digital Manufacturing</b>		
<b>Post Diploma Certificate 1 in Advanced Manufacturing</b>		<b>Course Required : 3</b>
Manufacturing Management	18 Feb 2019 to 22 Feb 2019	<input checked="" type="checkbox"/>
Advanced Manufacturing Project	17 Apr 2019 to 26 Apr 2019	<input type="checkbox"/>
<b>Post Diploma Certificate 2 in Digital Manufacturing</b>		<b>Course Required : 3</b>
Cyber Physical Systems	08 Jul 2019 to 12 Jul 2019	<input type="checkbox"/>
Industrial Internet of Things	19 Aug 2019 to 23 Aug 2019	<input type="checkbox"/>
Digital Manufacturing Project	16 Sep 2019 to 24 Sep 2019	<input type="checkbox"/>

Buttons: Save, Submit Application

© 2017 Technische Universität München Asia  
 German Institute of Science & Technology - TUM Asia Pte Ltd  
 CPE Reg. No. 200105229R | Registration Period 13.06.2017 - 12.06.2023

# Fill up Application Form

Continue filling up the rest of the application form.

The screenshot shows the 'Application Detail' page for TUM Asia. The page has a blue header with the TUM Asia logo and navigation links. Below the header, there is a breadcrumb trail: Home > Applications > Application Detail. On the right side of the header, there is a 'Help' link, a search icon, and an email address: admission@tum-asia.edu.sg.

The main content area is divided into two columns. The left column contains a profile picture placeholder, a 'My Account' section with a 'My Applications' link, and a vertical list of application sections: Summary (selected), Academic Qualification (highlighted in blue), Work Experience, Supporting Document, Sponsorship, Post Diploma, and Declaration.

The right column contains a heading: 'Please list all Academic Qualifications from pre-University and above.' Below this heading is a blue 'Add' button, which is pointed to by a red arrow. Below the 'Add' button is a table with the following columns: Highest Qualification Achieved (with an upward arrow), Awarding Type, Awarding Institution, Country, Start Date, Name of Programme, and Affiliated Institute. Below the table, there is a yellow message box that says 'There are no records to display.' At the bottom of the right column, there are two blue buttons: 'Save' and 'Submit Application'.

At the bottom of the page, there is a footer with copyright information: © 2017 Technische Universität München Asia, German Institute of Science & Technology - TUM Asia Pte Ltd, CPE Reg. No. 200105229R | Registration Period 13.06.2017 - 12.06.2023. To the right of the footer are social media icons for Facebook, Twitter, YouTube, LinkedIn, Google+, and Instagram.

# Upload Application Documents

You are required to upload application documents during your application. Not all documents are mandatory for application. However, if you intend to obtain the WTS Subsidy, uploading a valid WTS letter is mandatory for your application.

The screenshot shows the 'Application Detail' page on the TUM Asia portal. On the left, there is a sidebar with a navigation menu where 'Supporting Document' is selected. The main content area features a table of documents to be uploaded. A red arrow points to the upload icon (a square with a circular arrow) in the 'Action' column for the 'Workfare Training Support (WTS) Letter' row.

Document	Softcopy Mandatory ↑	Received	Remark (for Official Use only)	Action
Workfare Training Support (WTS) Letter	No	No		
Front & Back Scans of Singapore IC (NRIC/ Work Pass/ Passport (for foreigners only))	Yes	No		
CV/ Resume	Yes	No		
Passport-sized Photograph	Yes	No		
Academic Documents (Certificates & Transcripts)	Yes	No		

Click on the arrow then on 'Upload Document'

# Upload Application Documents

Once you have uploaded a document, the Received column will be updated to 'Yes'.

The screenshot displays the 'Application Detail' page on the TUM Asia portal. The page features a navigation menu on the left with options like 'My Account', 'My Applications', and a list of application sections including 'Supporting Document' (which is highlighted in blue). The main content area shows a table of application documents with columns for 'Document', 'Softcopy Mandatory', 'Received', and 'Remark (for Official Use only)'. A red arrow points to the 'Received' column, which contains the word 'Yes' for the 'Front & Back Scans of Singapore IC (NRIC/ Work Pass/ Passport (for foreigners only))' document.

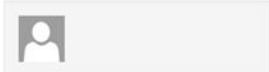
Document	Softcopy Mandatory ↑	Received	Remark (for Official Use only)
Workfare Training Support (WTS) Letter	No	No	
Front & Back Scans of Singapore IC (NRIC/ Work Pass/ Passport (for foreigners only))	Yes	Yes	
CV/ Resume	Yes	No	
Passport-sized Photograph	Yes	No	
Academic Documents (Certificates & Transcripts)	Yes	No	

© 2017 Technische Universität München Asia  
 German Institute of Science & Technology - TUM Asia Pte Ltd  
 CPE Reg. No. 200105229R | Registration Period 13.06.2017 - 12.06.2023

# Submit Application

Upon completion of each section, the radio button will change to green. You may submit your application after you have completed all sections.

Home > Applications > Application Detail admission@tum-asia.edu.sg



My Account

My Applications

- Summary
- Academic Qualification
- Work Experience
- Supporting Document
- Sponsorship
- Post Diploma
- Declaration

**Important: Please read the information below and select the declaration below only if you are agreeable to all the terms and conditions below**

Refund and Cancellation

Date of Cancellation	Amount of Course Fees Received Refundable
14 days or more before commencement of the course/subject	50%
Less than 14 days preceding commencement of the course/subject	0%

Only withdrawals communicated via the application portal are accepted. There will be a full refund if the course/subject is cancelled or postponed by TUM Asia.

I have read and understood the privacy statement at <https://tum-asia.edu.sg/media/privacy-policy/>. I consent to TUM Asia's use of my data for facilitating administrative matters and for sharing with other Government or non-Government agencies which have been authorized to carry out specific Government services.

I understand that:

- The information provided will be used as a basis of consideration for my application.
- I will be liable for removal from my course without refund of fees and other disciplinary actions if I am admitted on the basis of any false or inaccurate information.

I agree to abide by the decision of TUM Asia concerning this application and accept that TUM Asia reserves the right to withdraw any course/subject if there are insufficient applicants and amend any other information without prior notice.

I agree to the above terms and conditions and declare that the information given is true and accurate to my best knowledge.

© 2017 Technische Universität München Asia  
 German Institute of Science & Technology - TUM Asia Pte Ltd  
 CPF Reg. No. 200105229R | Registration Period 13.06.2017 - 12.06.2023

# Deadline for Submitting Applications

Application period closes 14 calendar days before the course commencement date, or when the course is full, whichever is earlier.



# Check Document Comments

After you submit your application, we will take some time to check through the documents you have uploaded and we will give our comments. If all the documents have been marked as 'OK' or 'Not required', your application is complete and we will proceed to assess whether you are suitable for the course.

The screenshot displays a user interface for managing an application. On the left, there is a sidebar with a profile picture placeholder and a menu containing 'My Account', 'My Applications', and a list of document categories: Summary, Academic Qualification, Work Experience, Supporting Document (highlighted in blue), Sponsorship, Post Diploma, and Declaration. The main content area shows a 'Softcopy Complete Date' field and a table of document requirements. A red arrow points to the 'OK' status in the 'Remark' column for the 'Front & Back Scans of Singapore IC' document.

Document	Softcopy Mandatory	Received	Remark (for Official Use only)
Workfare Training Support (WTS) Letter	No	No	Not required
Front & Back Scans of Singapore IC (NRIC/ Work Pass/ Passport (for foreigners only))	Yes	Yes	OK
CV/ Resume	Yes	No	Missing
Passport-sized Photograph	Yes	No	Missing
Academic Documents (Certificates & Transcripts)	Yes	No	Missing

At the bottom of the main content area, there are two buttons: 'Save' and 'Submit Application'.

# Check Document Comments

If any of the comments are not marked as 'OK' nor 'Not required', please upload the correct copy by clicking on the small arrow and selecting 'Upload document' again. Once you upload a new document, it will overwrite the previous document. After which, do let us know at [admission@tum-asia.edu.sg](mailto:admission@tum-asia.edu.sg) that you have uploaded a new document, so we can do a check again.

Document	Softcopy Mandatory	Received	Remark (for Official Use only)
Workfare Training Support (WTS) Letter	No	No	Not required
Front & Back Scans of Singapore IC (NRIC/ Work Pass/ Passport (for foreigners only))	Yes	Yes	OK
CV/ Resume	Yes	No	Missing
Passport-sized Photograph	Yes	No	
Academic Documents (Certificates & Transcripts)	Yes	No	Missing

Click on the arrow then on 'Upload Document'

# Offer and Payment

# Offers

- If your application is successful, you will be issued an offer letter with a proforma invoice. You will be given 7 calendar days to accept the offer and 14 calendar days to make the payment of the course fees.
- To accept the offer, please click on 'Accept Offer' on the portal ([www.tum-asia.edu.sg/adm](http://www.tum-asia.edu.sg/adm))

# Payment

- After you have made the payment of the course fee, please enter details of the transaction on the portal [www.tum-asia.edu.sg/adm](http://www.tum-asia.edu.sg/adm). It will help us very much in identifying your payment correctly.
- Each successful application comes with **one offer letter and one proforma invoice with the same payment terms**. This means that if you applied for more than one course, the proforma invoice will include payment for all courses, even if not all the courses are commencing yet. If you do not wish to make the payment for all courses at one go, you may submit separate applications for each of the courses.