Examples of how to describe and prove extraordinary family circumstances, social/voluntary commitment, etc.

Please always describe your situation further in your motivation letter. The selection committee can only take your situation into consideration if you describe it properly.

Awards
Please specify: title of the competition, your place/rank, year of your entry.
!!!Please make sure to upload the certificates before sending your application (mandatory)!!!

Voluntary commitment (unpaid) at a university organization
Please specify: organization, your position, est. hours spent per month, time/period of your commitment.
!! Only relevant to the application if time/period of commitment does not date back more than 3 years.
    e.g.: speaker of the student council, 10 hours/month, 2009-2012
Please write about your work in your motivation letter AND make sure to upload certificates before sending your application.

(Unpaid) voluntary social commitment and readiness to take on responsibility
Please specify: organization, your position, your tasks, est. working-hours/week, time/period of your commitment.
!! Only relevant to the application if time/period of commitment does not date back more than 36 months.
    e.g.: Coaching a soccer team of under privileged kids in Munich-Neuperlach, 2005-now, 15 hours/month.
Please write about your voluntary work etc. in your motivation letter AND make sure to upload certificates before sending your application. Please be aware that the selection committee can only take your statements into consideration if they are proven adequately.

Parenting (your own children!)
Please specify: number & age of your children; do you have any kind of help (e.g. from other family members) and who exactly is involved in the parenting; what is your living situation etcetera.
    e.g.: 1 kid, 4 years old, me and my partner (married) are full-time students, living on our own.
Please describe your situation further in the motivation letter.

„First generation students“/Non-academic family background
Please specify: what kind of education did your parents receive?
!!!This only applies if NEITHER of your parents has an academic/university degree!
    e.g.: mother: high school, father: carpenter.
Please describe your parents’ educational background further in the motivation letter.

Migration background
Please specify: who emigrated, from/to?, generation (parents or yourself), reason for and year of migration.
    e.g.: both Parents, political reasons, from Iran to Germany, 1978
Please describe the situation further in the motivation letter.

Psychological or physical limitations
Short reference in the online application form (e.g.: „Cancer, Therapy 2012-2013, see medical certificate“) and description in the motivation letter or in an extra document.
!! Psychological and physical limitations can only be taken into consideration when the applicant proves it with a medical certificate (not older than 24 months) or a reference from a counseling service, e.g.: psychological counselling service of the Studentenwerk, TUM KHG or EHG, or a similar organization.
Please make sure to upload the certificate/letter with your application!

Care for close relatives:
Please specify: person taken care of, how many hours per month do you spend taking care of them, who else is helping/involved, living situation...
    e.g.: home care, grandmother, care is being shared with other relatives, grandmother lives with my parents, my involvement: 30 hours/month, 2012-now.
Please describe the situation further in the motivation letter.

Death of a close relative, (half-)orphans
Please name relation/person and year.
    e.g.: mother, 2011
Please try to describe your situation in the motivation letter.