

How to Apply to the Wavelab Incubator

Stand: 2026-08-20

Dear Applicant,

We're glad you'd like to participate in the Wavelab Incubator Program. Starting this fall, the program is an official university certificate program.

If you are accepted into the program, you'll have access to the university's resources and will receive an official certificate upon completion. Follow the steps to apply:

Step 1: Go to Application Portal:

- <https://zulassung.hmtm.de/SmartWe/campus/Portal/Start>
- Change the language to English on the top right corner (optional)
- Click the green button labeled „**Begin new application**“ on the left side of the landing page

Step 2: Selection of Subject:

- Now click on the list entry „**Wavelab Incubator**“ below

Step 3: User Account Registration:

- Email: Type in your Email address
- Terms of use accepted: Check the box
- Click „**Register applicant**“
- Single Subject Application „Wavelab Incubator“
 - Information about the degree program
 - Click „**Next**“ in the bar above

➔ **Please note:**

- ➔ Always **use the arrows within the platform** to move one step forward or back. Otherwise, the editing process will be canceled.
- ➔ You need to save your information manually by using „save“ or „next“.

Step 4: Fill out Application:

- Applicant detail:
 - Fill out all required data
 - Click „**Next**“ in the bar above

Step 5: Upload Documents

- Attach your CV (pdf)
- Attach an identity document (Copy of birth certificate **or** identity card **or** passport **or** residence permit as pdf)
- Passport photo/photo (gif, jpeg, jpg, png)
- Attach your pitch deck (pdf)
- Attach your financial plan (pdf)
- Letter of Motivation -> **IMPORTANT**: Click on the link on the right side, fill out the form and send it. In response, you will receive an Email with an attached PDF. Download this PDF and upload it here
 - Click "**Next**" in the bar above
 - Please note that you can submit your application only after you have uploaded all required documents.

Step 6: Add Multimedia Documents (optional)

- Upload your application video (**optional**)
- Fill in your team name in the field "Performed works"

Step 7: Submit application

- Check your application summary
- Agree on the closing notes by checking the box "**I accept the closing notes.**"
- Click "submit application" in the upper bar. Please note that you can't modify your application after pressing this button by yourself.
- Under the menu entry „My applications“ you can track the status of your application or recall it.

Step 8: Payment:

- Click in the top bar "Pay application fee". The fee is 50,00 €.
- You will be redirected to the ePayService Bayern website.
- Follow the payment instructions there.

➔ **After submitting your application will be formally checked.**

If any documents are missing, incomplete or incorrect, you will be informed by email. Subsequently, your application will go through various status transitions within the system. Each time the status changes, you will receive an automatically generated email. Please log in to the application portal and check how the status of your application has changed.

Timeline

- Applications are open from August 1 to September 22 (noon)
- **Invitation to interview:** September 25
- **Remote Interviews:** September 28 and 29
- **Notification of admittance:** September 30 to October 2
- **First onsite week in Munich:** November 16 to 20