Information for International Applicants
Bachelor and Master at RWTH Aachen University
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Word of Welcome

Dear applicant,

I am pleased that you are interested in pursuing your studies at RWTH Aachen University. Our university is constantly aiming to attract the best students from all over the world. In return we offer top-level study and research opportunities in Engineering, Natural Sciences and other fields as well as important connections to German companies.

Certainly you know that RWTH Aachen University is one of Germany’s most renowned universities of technology. Due to its outstanding performance in the Excellence Initiative of the German federal and state governments, its reputation has increased even more. Top-level students from Asia, Africa, America and Europe already benefit from RWTH Aachen University’s very high standard of education and research. Numerous partnerships between RWTH Aachen University and international universities and companies give you great professional and academic perspectives.

Reading this brochure will provide you with detailed information related to the admission process. It will be a pleasure to welcome you as a member of RWTH Aachen University’s academic community.

Univ.-Prof. Dr. Ing. Ernst Schmachtenberg
Rektor of RWTH Aachen University
RWTH Aachen University – An Excellent Choice

Tradition – the Foundation of Excellence
RWTH Aachen University was founded in 1870. Originally a polytechnical institute, it subsequently became the Rheinisch-Westfälische Technische Hochschule Aachen (RWTH), i.e., the North-Rhine-Westphalian Institute of Technology, in 1900.

The Present – International Expertise
Today, RWTH Aachen University is one of the most renowned universities of technology in Europe. The University maintains an academic staff of more than 4,745. RWTH Aachen University’s long-standing reputation for research and educational distinction attracts students from all over the world: Out of a total of more than 42,000 students over 7,000 come from 140 different countries.

Partnerships – Sharing innovation and technology
Close cooperation in research and development between Engineering and Natural Sciences and numerous important companies contribute decisively to the RWTH Aachen University’s competitiveness at a national and international level. The settlement of international research institutions such as Microsoft, Ford, United Technologies and Philips as well as a large number of start-up companies in the Aachen region proves the university’s strength in innovation.

Ten good reasons to choose RWTH Aachen University
1. Academic excellence
2. Long-standing tradition in Engineering, IT and the Natural Sciences
3. Interdisciplinary research with external partners
4. Close cooperation with international companies
5. Research-oriented education
6. State-of-the-art facilities
7. International atmosphere and cooperation
8. Outstanding prospects for employment
9. Cultural diversity
10. A supportive and stimulating environment

Is RWTH Aachen University the rights choice for me
RWTH Aachen University is an Excellence University in the German educational system and one of the leading universities of technology in the world. We offer a world-class education that enables you to start a successful academic or professional career. Many of our international alumni now hold top positions in business, politics, administration and academia.

In return we expect our students to have shown an outstanding performance in their past studies (Bachelor’s degree studies as well as secondary education) and dedication to their field of study. Furthermore, you should be willing to integrate and become an active part in the university community, to learn German and to take part in university activities (starting with the orientation workshop, BeBuddy-program, etc.).

The German system of university education is quite different from the Anglo-American system. You are expected to be much more self-reliant. You need to organize your studies yourself and should show a willingness to make informed decisions.

In short, what we expect of our future students is: dedication to your studies, extraordinary intellectual abilities, a high degree of self-reliance, assertiveness, willingness to become part of the RWTH Aachen University community and the willingness to learn German.
1. Is this the right Information for me?

At RWTH Aachen University two separate entities process applications. The Registrar’s Office is the main administration unit which handles applications. However, there is a special unit for international admission within the International Office. Because of the legal circumstances in Germany a clear division between international applicants and local applicants is not possible. The following table shows you whether you have to apply at the Registrar’s Office or at International Admission:

<table>
<thead>
<tr>
<th>Group I belong to</th>
<th>I have to apply at</th>
<th>Is this brochure for me</th>
</tr>
</thead>
<tbody>
<tr>
<td>German citizens (including those with international education)</td>
<td>Registrar’s Office</td>
<td>no</td>
</tr>
<tr>
<td>Citizens of EU or EEC countries who would like to apply for a restricted study program</td>
<td>Registrar’s Office</td>
<td>no</td>
</tr>
<tr>
<td>Citizens of EU or EEC countries who would like to apply for a non-restricted study program</td>
<td>International Admission</td>
<td>yes</td>
</tr>
<tr>
<td>Citizens of Third-Party-Country (Non-EU/EEC) who do not have a German education</td>
<td>International Admission</td>
<td>yes</td>
</tr>
<tr>
<td>Citizens of Third-Party-Country (Non-EU/EEC) who do have a German education (so called „Bildungsinländer“)</td>
<td>Registrar’s Office</td>
<td>no</td>
</tr>
</tbody>
</table>

1) The Feststellungsprüfung at the end of a Studienkolleg does not constitute a German education. Graduates of a Studienkolleg have to apply at International Admission.

2. What are the application deadlines?

Currently, these deadlines have to be observed for application at RWTH Aachen University:

<table>
<thead>
<tr>
<th></th>
<th>Bachelor</th>
<th>Master</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WS</td>
<td>SS</td>
</tr>
<tr>
<td>NC open admission</td>
<td>NC</td>
<td>open admission</td>
</tr>
<tr>
<td>Citizens of EU and EEA states</td>
<td>15.07</td>
<td>15.07</td>
</tr>
<tr>
<td>Citizens of Third Countries</td>
<td>15.07</td>
<td>15.07</td>
</tr>
</tbody>
</table>

If you want to apply for a Numerus-Clausus-course of study with access into a higher semester, the deadlines are:

<table>
<thead>
<tr>
<th></th>
<th>Bachelor</th>
<th>Master</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WS</td>
<td>SS</td>
</tr>
<tr>
<td>Application for Numerus-Clausus-course of study with access into a higher semester (HNC)</td>
<td>15.09</td>
<td>15.03</td>
</tr>
</tbody>
</table>

As soon as you have decided to apply for a certain study program you should inform yourself about the relevant deadline. Deadlines are absolutely non-negotiable. Missing the deadline will lead to your exclusion from the selection process. Please be informed that the deadline denotes the date when your application must have arrived at our office! It is not sufficient to have posted the application on that date! Please time your application in such a way that it will be delivered to us in time.
3 Application to undergraduate studies at RWTH Aachen University

3.1 Where do I find information about the study programs that you offer?

The first step in your application should be to decide what subject you would like to study. RWTH Aachen University offers help in the process of finding the right field of study. In fact, we expect all of our undergraduate students to take part in an online self-assessment before they apply. It is mandatory that proof of taking part is submitted together with the other required application documents. The self-assessment is a questionnaire that you answer online. At the end you receive a recommendation which field of study suits the interests that you entered in the online questionnaire. The result of the self-assessment is only known to you. The university is not informed on the outcome. The online self-assessment can be found at:

http://www.rwth-aachen.de/cms/main/root/~eft/?lidx=1

A list of all study programmes offered by RWTH Aachen University you find at:

http://www.rwth-aachen.de/cms/main/root/~yev/?lidx=1

If a study program interests you, you should read the detailed information pages. Additionally, you may want to contact the study coordinator or advisor. They can give you detailed information about the content of your studies, organization of the program and career prospects. The list of advisors can be found at:

http://www.rwth-aachen.de/cms/root/~tmy/?lidx=1

Please also refer to the webpage of the International Office of RWTH Aachen University where you will find up-to-date information about the application process.

When browsing the list of study programs you will find that some are called “open admission” while others are marked as “restricted”. Restricted study programs are those programs in which considerably more applications are submitted each year than places of study can be offered. A typical example is Human Medicine. We can only offer about 200 places of study each year, but receive more than ten times the number of applications. Restricted subjects receive an exclusion grade (called »numerus clausus«). Only the applicants with the best grades have a chance to enter these programs. In the list of subjects you need to look under the column »NC First Semesters».

In open study programs all persons who are found to be qualified receive a place of study. Please note that a major difference from the point of view of an applicant is this: In restricted programs you cannot receive a conditional admission or an early admission! Furthermore, you must submit all required documents before the deadline! You may not submit, e.g., a language test result at a later time!

Before you apply for a place to study in a Bachelor’s degree program at RWTH Aachen University you need to check out whether you are entitled to start studies in Germany. Since the German secondary education ends at a rather high level, students from many other countries are expected to have studied a few semesters before they have reached the same level. Information about the conditions under which your high school degree qualifies you to enter a German university can be found at this website:

http://anabin.kmk.org/

Unfortunately, the website is offered in German only. Please choose on the starting page the link »Schulabschlüsse mit Hochschulzugang« which you find on the left hand side. Now click on the word “Suchen”. A drop down menu appears in which you may choose the country in which you received your education. As soon as you have made your selection a list will appear. Choose the appropriate entry.

RWTH Aachen University offers a world-class education with excellent career opportunities. The university is one of the Excellence Universities in the German system of higher education. Accordingly, we intend to attract exceptionally talented students.
We expect from our future students:

- an extraordinary willingness to achieve in their academic field
- an above-average intellectual capability
- the willingness to integrate into the university community (which includes the willingness to learn and continuously improve your German language skills)

To ensure that the right applicants are being chosen RWTH Aachen University has decided that only those applicants from countries outside of the EU or EEC who have performed above average in their school examinations will be accepted. We only admit applicants who have attained a grade 2,5 or better. 2,5 in the German system is the grade at the very middle of the grading scale. Only if you have performed better than this you do have a chance to be accepted.

You can yourself calculate which grade you have attained in the German system using the formula shown below:

\[
x = 1 + 3 \times \frac{N_{\text{max}} - \text{GCPA}}{N_{\text{max}} - N_{\text{min}}}
\]

\(N_{\text{max}}\) = maximum possible grade in the foreign grading system
\(N_{\text{min}}\) = minimal passing grade in the foreign grading system
\(\text{GCPA}\) = your accumulated average grade
\(x\) = the German grade equivalent to GCPA

If the value of your grade is between 2,6 and 4,0 your application will be turned down.
3.2 Language

Currently, all undergraduate programs at RWTH Aachen University are taught in German. Language proficiency is essential for successful studies. For this reason, we place great emphasis on the language skills of our future students. Future students need to read, speak, understand and be able to write well in German. All international applicants need to prove language proficiency with one of the tests below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Short</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deutsche Sprachprüfung für den Hochschulzugang</td>
<td>DSH</td>
<td>II or III</td>
</tr>
<tr>
<td>Test Deutsch als Fremdsprache</td>
<td>TestDaF</td>
<td>minimum 4 in all four categories</td>
</tr>
<tr>
<td>„Prüfungsteil Deutsch“ of the Feststellungsprüfung of a Studienkolleg</td>
<td>-</td>
<td>minimum grade 4</td>
</tr>
<tr>
<td>Deutsches Sprachdiplom der Kultusministerkonferenz Zweite Stufe</td>
<td>DSD</td>
<td>minimum II</td>
</tr>
<tr>
<td>Zeugnis über das bestandene Goethe-Zertifikat C 2: Großes Deutsches Sprachdiplom (GDS)</td>
<td>GDS</td>
<td>minimum passed</td>
</tr>
</tbody>
</table>

Tests are offered at TestDaF-Centers (www.testdaf.de) or Goethe-Institutes (www.goethe.de) all over the world.

Please note: When applying for a restricted study program you need to submit the result of your language test before the deadline. When applying for a freely accessible study program you may present the result of a successful language test at the time of your enrolment.

If you are a citizen of a country not belonging to either the EU or the EEC, you can apply for a visa only for a maximum of 12 months in order to learn German. If you need more than 12 months you might have problems with your residence permit. In order to avoid this we recommend starting to learn German in your home country. Please also keep in mind that language courses in Germany are often more expensive than at home.

Please inform yourself about your opportunities to learn German at home and in Germany. Usually, there are Goethe-Institutes in your home country that offer language courses (www.goethe.de). Deutsch-Uni-Online (DUO) also offers online language courses (www.deutsch-uni.com).

RWTH Aachen University offers preparatory courses for the DSH-test. Information on how to apply for these language courses you find at this webpage of the Language Center of our university:

http://www.sz.rwth-aachen.de/dsh-testdaf-vorbereitungskurs.html

Participants in the DSH preparatory language course may be enrolled as students during their participation in the course. In order to get enrolled you need to pay the course fees and come the International Admission Division at the International Office of RWTH Aachen University. Here you have to show your school or study certificates. We will check whether you formally qualify for admission into our university. If this is the case you may be enrolled for the time you stay in the language course. Please mind that this enrolment does not entitle you to receive a place of study later on. You will have to apply for a place of study separately.
3.3 Online-Application
All applications for undergraduate programs must be done using our online application platform! Please use the following link for your application:
http://www.rwth-aachen.de/ioa

In the left-hand side menu you find the button „Online bewerben“. Please click on this button. Then answer the questions you find on the following webpages. There are English translations of all questions just beneath the respective question. All help texts are also offered both in German and English.

First, you will be informed about deadlines and the address to which you need to send your application. Please press the button „Weiter“ at the lower end of your screen.

Now you need to choose the degree that you would like to receive. „Bachelor 2HF“ means that you would like to apply for a Bachelor’s degree with two major subjects. You have to choose this if you want to study certain programs in Humanities at RWTH Aachen University.

Next you have to inform us about the course of study you would like to choose. In the field „Fachsemester“ you should enter „1“ if this number does not already appear there. Only if you have studied quite a long time at another university in the same study program and are sure that some of your credits will be accepted in Aachen should you enter a number higher than 1. Please keep in mind that in many countries you have to study a few semesters to be eligible to enter studies in Germany. These semesters cannot be used to enter into a higher semester in Germany!

If you press „weiter“ you will see an information text. Please read this text carefully. After this page you may enter the starting semester. Usually, only one semester can be chosen. Please note that it is only possible to apply for the next winter respectively summer term.

After that you need to enter information about your German language proficiency. Provided that you already have a German language certificate, please enter all relevant information.

At this point you may indicate a second choice. We will try to admit you for your second choice study programme if you do not receive a place in your first choice. The entering of a second choice makes sense only if you are making application to a restricted study program (numerus clausus). In an unrestricted program you either receive a place of study or you are rejected and cannot be admitted for another program. If you do not want to choose a second subject, please continue without entering anything.

On the following page you are asked to provide information about yourself.

Next you will open the page on „Hochschulzugangsberechtigung“. In order to be allowed to enter a Bachelor’s degree program you need to have attained a certain level of schooling. On this page we require you to enter the appropriate information on your past schooling. If you have received a high school certificate in a country other than Germany, please choose in the field „Art der HZB“ the following entry: „aHR im Ausland erworben“. This means that you have received your school education in a foreign country. For most applications this will be correct. Please also enter the date when you received your school certificate. All information entered here should be on your secondary school education, i.e., the school you had to attend in order to qualify for entry into a university in your homeland.
Enter the grade of your school certificate in percent. The number does not need to be exact, an approximate value will be sufficient. If you cannot give an approximate value, please enter “99”.

In the field „Stadt/Kreis des Erwerbs der HZB im Inland“ you only need to enter information if you have received a German Abitur.

Information on your health insurance in Germany you should only enter if you have a German health insurance. Otherwise please do not complete the field related to health insurance.

On the following pages those applicants who took part in a university entrance exam should enter information about that exam or about their time in a Studienkollegsabschluss (Feststellungsprüfung). Please leave the fields empty if you have not taken part in an entrance exam or in a Studienkolleg.

The page on past studies should only be filled in by those who have already studied in Germany for some time.

On the page „Auslandsstudium“ and „Studienverlauf“ we ask you to enter all required information on your studies in countries other than Germany.

In case that you want to continue to study at another German university besides RWTH Aachen University you need to fill in the page „Parallelstudium“.

After another information page that you should read carefully, you will be directed to the final page. **Please write down the application number and the online-password that you receive and do not lose them. You will need both pieces of information for the further application process. Neither the application number nor password can be retrieved by us!**

Now you need to print out the application form. You may do this by clicking on the link „Bewerbungsbogen als HTML“. Please make sure that your printer is ready and has enough paper.

**Please keep in mind:** It is not sufficient to send the application by pressing the „Beenden“ button. This will only send the online information to us. In order to apply correctly you also need to send the signed application form together with all requested documents to us. Your application will be processed only after receipt of the paper component (requested documents). Applications that are not submitted completely at the time of the deadline will be rejected.

For all citizens of EU- or EEC-countries who would like to apply for a restricted course of study: Please remember to gather information about the correct application procedure from the Registrar’s Office!

**3.3.1 IMPORTANT:**

In order to apply successfully at RWTH Aachen University it is necessary to submit certain documents before the end of the appropriate deadline. Please read the following advice carefully:

1. Never send any original documents to us! Application documents will not be returned to you! We will compare the copies you have sent us with the originals at the enrolment. Please make sure to bring all of your original documents to the enrolment. For the application copies are sufficient. These do not need to be attested or certified.

2. If your documents are not in English or German you will need to submit a translation into one of these two languages together with the copies of the originals. The translation has to be done by an officially accredited translator who stamps the translation with an official seal. Please do not send the original of that translation as you may need it later. A copy of the translation is sufficient. Should we be in doubt about the status of the translator, the university reserves the right to name a translator and charge the costs to the applicant!

3. Please do not use any kind of folders or sheet protectors. Send your copies as an unbound collection of pages. This makes it easier for us to process your application (and of course saves you money).

4. Do remember to bring all originals to the enrolment. We need to compare the copies with the originals in order to ascertain the correctness of the copies. If you do not have your originals with you, you cannot be enrolled! The originals will not be stored by us during or after enrolment, but will be returned to you immediately.
3.3.2 List of Documents for restricted Subjects:

When applying you need to submit the following documents:

1. print-out of the online application form (remember to sign the application form!)
2. copies of those documents that are necessary to assess your eligibility to enter a German university
   (these usually include one or more of the following; please check at http://anabin.kmk.org which documents you need):
   • high school diploma with list of subjects and grades (we need the certificate that shows that you successfully finished secondary education in your home country; this certificate is the one that entitled you to join a university in your home country or to take part in examinations for joining university)
   • university entrance examination record (with subjects and grades)
   • copies of your transcript of records of academic studies (essential if previous academic studies are required to be eligible to study in Germany)
3. a curriculum vitae
   (the cv should include any of these following information: on your person, your education, work experience, interests, publications, practical experience, awards received, participation in student exchange, social activities, etc.)
4. motivational letter
   (please write a letter in which you explain your motivation to join RWTH Aachen University. Your letter should clearly address the following points:
   • why would you like to study in Germany?
   • why did you choose RWTH Aachen University?
   • why did you choose this particular course of study?
   • how did you hear about RWTH Aachen University?
   • how do you hope to further your career by studying in Aachen?)
5. copies of your language proficiency test results
6. proof of participation in the online self-assessment of RWTH Aachen University
7. additional documents that are requested by the coordinators of the study program you apply for (e.g., proof of internships, etc.)
   (please consult the webpage of your chosen study program to see if additional documents are required)
if applicable
8. Bachelor's degree certificate and transcript

3.3.3 Programs with open admission:

Please send the same documents as listed for restricted programs. The only difference is that you may hand in your language certificate until the date of enrollment. Citizens of countries of the European Union as well as Norway, Lichtenstein and Iceland may enroll directly in the International Office of RWTH Aachen University. Nonetheless, we recommend that citizens of these countries also apply first to have their papers checked beforehand.

Please note that all necessary documents must have reached the International Office before the deadline. It is not sufficient to send the documents before the end of the deadline, you also need to assure that they reach us before that time. We recommend that you send your application at least 3 weeks before the end of the deadline.

Our address is:
RWTH Aachen University
International Office – Abt. 2.1
Templergraben 57
52062 Aachen
Germany
3.4 After you handed in your application

If you have applied for a program with open admission, you will receive a letter from us a few weeks after your application has reached us. The letter contains either a rejection of your application or the admission to the program you have chosen.

If you have applied for a restricted program, you need to wait longer. The selection process starts only after the deadline has passed. Only then can we start to create a ranking list. As soon as the list is finished the applicants on top of the list are offered a place of study. If you receive an offer, you need to accept it within the next two weeks. If we do not get a reply in time, the place of study is offered to the next person on the ranking list. Only when all places have been accepted do we send the letters of rejection.

Please keep in mind that you need to make sure that we can reach you during this period (August for applicants for Winter Semester and February for applicants for Summer Semester) and that you can confirm your place of study in time.

With their letter of admission all applicants receive information on the next steps to take. Please read this information carefully and follow the instructions.

4 Application for Master's Degree Programs

4.1 Where do I find information about the study programs that you offer?

The first step in every application should be the gathering of relevant information. When you have found a study program that interests you, you should seek information on curricula, content of studies, job perspectives and specializations within the study program. The name of a study program – especially when translated – might be misleading. It is advisable to make sure that you have a clear idea about the content and goals of a study program.

A list of all study programs available at RWTH Aachen University can be found at this link:

http://www.rwth-aachen.de/cms/main/root/~yev/?lidx=1

You will find a short description of the study program and links that lead to more comprehensive information. If you should still have questions about the content of a study program, please contact the study advisor of the study program. The study advisor can counsel you on questions like available specializations within the program, obligatory and elective courses, content of studies, recognition of credits you already gained at another university etc. A list of study advisors can be found at:

http://www.rwth-aachen.de/cms/root/~tmy/?lidx=1

Since a Master's degree program at our university is considered to be a continuation of your Bachelor's studies, you need to have studied in a degree course that prepares you for the Master's degree. Bachelor's and Master's degree programs are consecutive at RWTH Aachen University. There are only few non-consecutive Master's degree study programs. In order to find out whether your Bachelor's degree studies qualify you for a chosen Master's degree program you need to look into the examination regulation of the study program. In §3 of the examination regulation you find the prerequisites for joining the program. The examination regulations can be found at:


For legal reasons examination regulations have to be in German!
4.2 What are the criteria for selecting applicants?

The most important prerequisite for acceptance is the compatibility of your Bachelor’s degree with the Master’s degree program that you would like to join. The Bachelor’s degree must prepare you for the advanced studies that you will encounter in your Master’s degree program. For this reason it is not possible that a person holding a Bachelor’s degree in e.g. Philosophy may continue in a Master’s degree program in a completely different field like Mechanical Engineering.

When you apply we will check in the first step that you have a suitable academic education. Your application will be submitted to an expert panel (Prüfungsausschuss) that will assess your previous education. Of course, we do consider the reputation of the university that awarded your Bachelor’s degree and we take a look at the grades that you achieved. As a rule of thumb you should have achieved a result at least above average.

Advice: To increase the chances to be accepted you should include in your application short descriptions of the content of the courses you attended (Transcript of Records). Most universities have these descriptions on their website or in module catalogues or in the diploma supplement.

Some study programs require additional tests or documents, e.g. GRE, letters of recommendation or documents comparing your Bachelor’s degree studies with the courses mandatory at RWTH Aachen University. Please inform yourself about these additional requirements. You find them on the web pages of the study programs.

4.3 What is the difference between restricted Study Programs (Numerus Clausus) and Freely Accessible Study Programs?

In the German academic educational system it is differentiated between restricted study programs (i.e. study programs with a Numerus Clausus) and freely accessible study programs. A «numerus clausus» is a restriction grade. In restricted study programs it is necessary to introduce a restriction grade because more eligible applicants seek admission than places of study can be provided. When applying for a restricted program the chance to receive a place of study is always slim. It is advisable to seek admission at more than one university.

Freely accessible study programs have enough places of study for all suitable and eligible candidates.

Since the admissions process is different for both types of program, you need to be aware that different application deadlines apply. Furthermore, when admitted to a restricted program you receive a place of study offer valid for two weeks. If you do not accept the offer within two weeks (by fax, email or letter) the offer is automatically revoked and your place given to a different person. When applying for a restricted program all documents must be submitted by the time of the application deadline. When applying for a freely accessible program, usually the final Bachelor’s degree certificate and the language proficiency proof may be submitted after the deadline.
4.4 Language proficiency

4.4.1 Application for a German Master

Most Master's degree programs at RWTH Aachen University are held in German. Language proficiency is essential for successful studies. For this reason we place great emphasis on the language skills of our future students. Future students need to read, speak, understand and be able to write well in German.

All international applicants need to prove language proficiency with one of the tests below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Short</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deutsche Sprachprüfung für den Hochschulzugang</td>
<td>DSH</td>
<td>II or III</td>
</tr>
<tr>
<td>Test Deutsch als Fremdsprache</td>
<td>TestDaF</td>
<td>minimum 4 in all four categories</td>
</tr>
<tr>
<td>„Prüfungsteil Deutsch“ of the Feststellungspprüfung of a Studienkolleg</td>
<td>-</td>
<td>minimum grade 4</td>
</tr>
<tr>
<td>Deutsches Sprachdiplom der Kultusministerkonferenz Zweite Stufe</td>
<td>DSD</td>
<td>minimum II</td>
</tr>
<tr>
<td>Zeugnis über das bestandene Goethe-Zertifikat C 2: Großes Deutsches Sprachdiplom (GDS)</td>
<td>GDS</td>
<td>minimum passed</td>
</tr>
</tbody>
</table>

Tests are offered at TestDaF-Centers (www.testdaf.de) or Goethe-Institutes (www.goethe.de) all over the world.

Please note: When applying for a restricted study program you need to submit the result of your language test before the deadline. When applying for a freely accessible study program you may present the result of a successful language test at the time of your enrolment.

If you are a citizen of a country not belonging to either the EU or the EEC, you can apply for a visa only for a maximum of 12 months in order to learn German. If you need more than 12 months you might run into problems with your residence permit. In order to avoid this we recommend starting to learn German in your home country. Please also keep in mind that language courses in Germany are often more expensive than at home.

Please inform yourself about your opportunities to learn German at home and in Germany. Usually, there are Goethe-Institutes in your home country that offer language courses (www.goethe.de). Deutsch-Uni-Online (DUO) also offers online language courses (www.deutsch-uni.com).

RWTH Aachen University offers preparatory courses for the DSH-test. Information on how to apply for these language courses you find at this webpage of the Language Center of our university:
http://www.sz.rwth-aachen.de/dsh-testdaf-vorbereitungskurs.html

Participants in the DSH preparatory language course may be enrolled as students during their participation in the course. In order to get enrolled you need to pay the course fees and come the International Admission Division at the International Office of RWTH Aachen University. Here you have to show your school or study certificates. We will check whether you formally qualify for admission into our university. If this is the case you may be enrolled for the time you stay in the language course. Please mind that this enrolment does not entitle you to receive a place of study later on. You will have to apply for a place of study separately.

4.4.2 Application for an English language Master’s Degree Program

In order to join an English language Master’s degree program at RWTH Aachen University you need to prove proficiency in the English language. Only persons who have acquired a higher education in one of the following countries are exempted from providing a proof of language proficiency: Australia, Canada, Great Britain, Ireland, New Zealand and the United States of America.

The following tests are accepted as proof of language proficiency:

- TOEFL
- IELTS
- Certificate of Advanced English (Cambridge ESOL)

Please note that different study programs require different minimum test results. Please inform yourself on the webpage of the program you are interested in what minimum score you need to get.

Please also note that it is not sufficient to have studied in an English language program in a country other than the six named above. We do not recognize certificates, letters of support or transcripts that state that the medium of your education was English.

Currently, RWTH Aachen University offers Master’s degree programs in which some modules are taught in German and some in English. When applying for such a program, you will be required to submit the language proof for both languages! It is not sufficient to show proficiency just in one language!
4.5 Online Application

As soon as you have gathered and read all relevant information on the program that you would like to join you may begin with the online application. RWTH Aachen University has two online-application platforms.

If you are interested in joining a Bachelor’s degree program, a Master’s degree program (in German) or would like to do doctoral studies, please go to this webpage: 
http://www.rwth-aachen.de/ioa

If you are interested in joining a Master’s degree program (in English), please go to this webpage:
http://www.rwth-aachen.de/ioam

Please answer the questions in the questionnaire. At the end you will be asked to confirm your answers and you will be able to print out the application form that will be generated from your answers. Please keep in mind that we do not accept application forms other than those generated in our online platform. If you find general applications forms for Germany (usually used by uniassist), do not use them!

4.5.1 Application for a Master’s Degree Program in German

Here you will find a more detailed explanation of the online application process. Please first go to this website:
http://www.rwth-aachen.de/ioa

You will receive a screen looking like this:

Please choose the link “Online Bewerben” on the left side of the screen.

Next you will see an information page. Please note that the main language on this platform is German. However, there are English translations provided next to the German text or when you hover with the cursor over a certain item. Additionally, there may be English help texts.

Please read the information carefully. At the bottom of the page you will be asked to choose one of four options. Usually, you should either belong to the group „keine der oben genannten Aussagen trifft auf mich zu (none of the above)” or „EU/ EWR Staatsbürger & ausländischer Bildungsnachweis (EU/ EEA national & foreign education)“. Should you not belong to one of these two categories you need to get in contact with the Registrar’s Office in order to inquire about the correct way to apply. The Department of Admission will not be responsible for your application then.

If you belong to one of the mentioned groups, please click on the “Weiter”-button. On the next page you will be asked for the degree you seek. This should be a Master’s degree.

On the following page you can choose the program that you would like to join. Under the heading of „Fachsemester“ you should choose „1“. Also don’t change the entry „Erststudium“.

Now you can choose the semester you would like to start in. It is not possible to apply for a semester not listed in the drop-down menu. The reason for this is that we do not process applications after certain deadlines and likewise not beforehand. It is e.g. not possible to reserve a place of study two years in advance.

Next you will be asked about your language proficiency.

On the next page you can choose a second course of study. Usually, it is only sensible to choose one study program. At RWTH Aachen University study programs are composed in such a way that you need 40 or more working hours per week in order to study successfully. If you do not want to choose a second study program, please simply press the „Weiter“-button.

Now you have to enter your personal data. Please use the normal way of spelling. Refrain from writing in capitals and please use a capital letter at the beginning of names, e.g.

John Doe, Washington

Please enter your name the way it appears in your passport. This is important
since you might get into trouble applying for a visa if the spelling of your name in our letter of admission varies from the spelling in your passport.

Next you will be asked for information on your school education. Here you need to fill in only the item „Staat des Erwerbs der HZB im Ausland“. Please enter the name of the country in which you finished your school education.

If you do not have a statutory German health insurance you may ignore the next questions on health insurance.

Next you will be asked for information on a possible exam to enter university in your home country and for time spent in a Studienkolleg in Germany. Both questions are irrelevant when applying for a Master’s degree program and may be ignored. On the following page you need to give us some information on your last studies (usually a Bachelor’s degree program). You need to change the information on this page only if you have already studied for some time in Germany.

On the next page you need to fill in information about your studies abroad. For most international students this page is relevant. Please enter the necessary information on your Bachelor’s studies in your home or a third country.

Now you will see a page on “parallel studies”. This is only relevant if you intend to study at two German universities simultaneously.

Finally, you will be asked to confirm the information you have given us. You will be informed that incorrect information may lead to a revocation of your admission or in worst case to a dis-enrolment.

The online-application-questionnaire is now finished. You will see a screen like this one:

Please click on „Application form as HTML“ and print out the application form. Sign the application form at the end and send it together with the required documents to us.

The required documents are:

- signed print-out of online-application-form
- curriculum vitae
- cover letter (detailing why you would like to study at RWTH Aachen University, why you chose this specific study program, why you would like to study in Germany, how you found out about the study program)
- copies of your transcripts of academic record (list of courses, grades and credits)
- copy of your final degree certificate (if already acquired)
- copy of language proficiency proof
- additional documents as required by the study program (e.g. diploma supplement, course descriptions etc.)
- translations (if your documents are not in German or English you need to submit translations from a certified translator)
Please mind the following advice:

1. Do NEVER send originals to us. Your application documents will be destroyed after the application process. You only need to send simple copies. We check the originals upon enrolment.
2. Remember to include translations if documents are not in German or English. Translations need to be made by a certified translator.
3. Refrain from using folders, sheet protectors etc. Please send your documents as simple sheets of paper. This way you help us speed up the processing of your application.
4. Please remember to bring the originals of your documents to the enrolment. That is the moment when we check the documents for authenticity. Without your originals you may not be enrolled. The authenticity check is performed at the enrolment itself and your originals will be returned to you immediately.

Some short information on the issue of handing in application documents later than the deadline:
When applying for an unrestricted study program you usually may hand in your proof of language proficiency, your final degree certificate and the final transcript upon enrolment.

When applying for a restricted program this is not possible. All documents have to be send to us before the end of the deadline. Please also note that some study programs require a language proficiency proof at the time of the application deadline. Inform yourself before you apply which regulations are in place for the study program you would like to apply for.

4.5.2 Application for an English Language Master’s Degree Program

Please go to this website:
http://www.rwth-aachen.de/ioam

You will now see this screen:

Press the button “start” to begin the online application.

Now you will enter into a short self-explaining interview. When answering questions please keep in mind to avoid special characters like §, $, %, & or letters with accents like ç, é, 1, ae etc. The character @ is okay though. Special characters might make it impossible to create the pdf-admission form that you need in order to finish the application.

To apply for an English language Master’s degree program you need the following documents. Please note that most documents have to be uploaded at the end of the online application. Some documents may be handed in later (until the enrolment!). Please make sure that you have the correct information which documents you need for your degree program. There is a variance in requirements!
These are the documents you need:

- transcript of academic records (list of courses, grades and credits)
- curriculum vitae
- cover letter (detailing why you would like to study at RWTH Aachen University, why you chose this specific study program, why you would like to study in Germany, how you found out about the study program)
- final degree certificate (if already acquired)
- proof of language proficiency
- additional documents as required by the study program (e.g. GRE, letters of recommendation etc.)
- translations (if your documents are not in German or English you need to submit translations from a certified translator)

Please make sure that the pdf-files you upload have a sufficient quality to be read online! Additionally, we need to inform you that an incomplete application is not possible. You can only finish the online application if you upload the required documents. Please do not upload “dummy” files. Incomplete and illegible applications will receive an invalid notice and will not enter the selection process!

At the end of the online application process you need to print out the application form and send it to the International Office of RWTH Aachen University. The address is already on the application form. Please keep in mind that the printed form must reach us before the end of the deadline. The date of giving your application into the mail is not considered to be relevant, only the arrival here at RWTH Aachen University. To ensure that your application is in time we recommend sending it at least three weeks before the end of the deadline.

You only need to send the application form. Please do not send any other documents.

4.6 Evaluation of Applications

After receiving your application the first step is the check of formal correctness:

- was the application submitted before the end of the deadline
- is the application complete
- is the university where the applicant received a Bachelor’s degree recognized
- is the degree recognized

If everything is correct, the application is transferred to the examination board of the study program. The examination board takes a look at the Bachelor’s degree program and assesses whether this program offers the necessary preparation for the Master’s degree program offered at RWTH Aachen University. The process of this assessment is called „Feststellung der fachlichen Eignung“ (assessment of academic qualification).

At RWTH Aachen University we consider Bachelor and Master studies to be consecutive. A suitable Bachelor’s degree is the prerequisite for a fitting Master’s degree. If e.g. you have received a Bachelor’s degree in Sociology you may not continue in a Master’s degree in Mechanical Engineering. Even if you have studied Mechanical Engineering in your Bachelor’s studies, but the content of your study program is too different from the studies expected here, your application has to be turned down.
### 4.7 Next Steps and Important Information

When receiving a letter of admission you may use it to apply for a visa in your home country. Do not enter Germany with a tourist visa, because then you would have to return home to have this changed into a student visa. Please apply directly for a student visa!

When you applied for an English language program you will receive a pdf that you can download from the application platform. You may use this to start the visa process. A hardcopy will also be send to you.

**Important Advice:** Do not forget to read your letter of admission carefully. Please make sure that you will be able to meet the conditions mentioned in the letter. For example, a condition might say that you need to submit a valid language test before enrolment. You may only be enrolled if you can present such test certificate. Your letter of admission will also include an information leaflet on the enrolment procedure. We kindly ask you to read it carefully and follow its advice. Thank you.
5 Further important Information

5.1 Study costs
Regarding the study costs, one has to differentiate between the semester fee amount which has to payed to the university and the costs of living.

Costs at RWTH Aachen University:
You can find the actual semester fee amount at the following link:
http://www.rwth-aachen.de/cms/root/Studium/Im-Studium/~egw/Rueckmeldung/?lidx=1

Costs of living:
Food/rent/clothes/consumable supplies
(You should calculate on a monthly amount of circa 700 euros to cover your costs of living.)

5.2 Financing
The following website is providing information about the possibilities to finance your studies through a scholarship:
http://www.rwth-aachen.de/cms/root/Studium/Im-Studium/~ehg/Stipendien-Foerderung/?lidx=1

On this website you will find a list of scholarships and funding programs. Please keep in mind to inform yourself about scholarships offered in your home country. Please contact the relevant institutions in your home country for further information.

5.3 Safety
Aachen is a city of circa 250,000 citizens. Due to its border location in the direct neighborhood to Belgium and the Netherlands, there dominates an atmosphere of tolerance and openness for foreign cultures. Besides, Germany is one of the safest countries worldwide. Should you, however, face a problem, you can contact the local police any time. The police in Germany is well organized and does not charge money for help.

5.4 Orientation during the first days
At the enrollment you will receive information about the orientation days at RWTH Aachen University. We absolutely recommend attending those orientation events. You will gain important information about the university, the structure of your studies, how to register for seminars and exams, etc. Moreover, the International Office of RWTH Aachen University operates the Info Service Center. You will find this center on the third floor of the SuperC building (Templergraben 57). During the office hours, there is the possibility to obtain help regarding all upcoming questions and problems.

6 Any more Questions?
We hope that this leaflet has answered most of your questions. If you have any additional questions, please feel free to contact us. You may reach us...

... via email:
int-zugang@rwth-aachen.de

... by phone:
0049 241 80 90674

... or during our office hours:
Monday, Tuesday, Thursday, Friday from 9:30 to 12:30
and Wednesday from 13:00 to 16:00

We look forward hearing from you!