Study Abroad at RWTH Aachen University
Manual for Incoming Exchange Students
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Welcome to Aachen – welcome to RWTH Aachen University

Herzlich Willkommen an der RWTH Aachen University!

RWTH Aachen University cordially welcomes you! You have decided to spend part of your education as an international exchange student with us and gain a unique experience. We will do our best to make your arrival smooth and your foreign exchange a success.

You have applied and have been admitted to study at one of Germany’s top-ranking technical universities. You may find it difficult to adapt to the new surroundings, to a completely different academic environment, and communicate in a strange language. This guide will help you at the beginning and during your stay by providing step-by-step advice.

The International Office works closely with international students clubs, e.g. AEGEE and INCAS, who welcome you and introduce you to student life in Aachen - you will meet them during the Welcome Week! AEGEE also provide you with their own handbook, “Key to Aachen” which tells you everything you need to know about life in Aachen from a student’s perspective!

We will do our best to help you feel at home in Aachen. Do not hesitate to contact us with any questions or problems that you might have.

Wir wünschen Ihnen einen spannenden und erfolgreichen Aufenthalt an der RWTH Aachen University!

Your International Office Team
Welcome Week
Do not miss out on our Welcome Week for new international students at the beginning of each semester (September and April). A programme packed with information about your first steps in Aachen, how the university works, leisure activities and a lot more awaits you! Find information about the orientation program at www.rwth-aachen.de/welcomeweek.

Enrollment and Payment of Fees
The enrollment is the official registration as a student of RWTH Aachen University. After completing your online enrollment, you will be provided with your matriculation number (student ID number) and an official study certificate, which you can use for visa procedure or for opening a bank account.

By enrolling you acquire a student status, which includes accident insurance in university facilities. You will receive a student ID (BlueCard) and student transportation ticket. This ticket allows free use of buses and regional trains/public transport in the federal state of North Rhine-Westphalia. As a student you can eat at student prices in the cafeterias on campus. Also, students may get reduced prices in some cinemas, swimming pools, theaters and museums in Aachen – just ask about student discounts when buying your ticket!

If your institute would like to employ you as a student assistant (Hiwi), you must be enrolled.

Paying the Student Service Fee
Payment of the Social Contribution for Student Services (Student Service Fee) is obligatory to complete your enrollment. During the online enrollment, you will get access to all important details for the payment, such as your student ID number (Matrikelnummer), semester, amount to be paid and account details of the university. Your enrollment will only become effective on the date the payment reaches the RWTH account, and not earlier than the start of the corresponding semester. It is therefore extremely important that you pay the fee early enough so that it is
transferred to the RWTH account before the enrollment deadline (31.12 in winter term, 30.06 in summer term).

The BlueCard
The RWTH Aachen University BlueCard is your official student ID. At [www.rwth-aachen.de/blue-card](http://www.rwth-aachen.de/blue-card) you can see how it looks. If you have any questions concerning the BlueCard, this web page provides you with contact details of university staff that will be glad to assist you.

In order for your BlueCard to be processed you need to do the following:

- You need to be enrolled and have paid the Student Service Fee.
- Activate your user account at [www.rwth-aachen.de/go](http://www.rwth-aachen.de/go) as described below.
- Log in at [www.rwth-aachen.de/selfservice](http://www.rwth-aachen.de/selfservice) with your new access data; then upload a photo of yourself using the photo submission application. For further information please visit [www.rwth-aachen.de/bluecard](http://www.rwth-aachen.de/bluecard)
- After a few days please collect the BlueCard personally at the IT Service Point on the ground floor in SuperC. Be prepared to show proof of identity (e.g. your passport) in order to obtain the BlueCard.

Semester Ticket
Your RWTH Aachen University semester ticket will be sent by post to the address in Aachen that you supply during your enrollment. The ticket will only be issued by the bus company ASEAG after RWTH Aachen University has received your Student Service Fee. Please check whether your address details in your RWTHonline account under “personal data” are correct.

This ticket allows you to use public buses and regional trains in the federal state of North Rhine-Westphalia. Make sure to have it with you whenever using public transportation in Aachen and show it along with your BlueCard and personal ID if asked.
Activation of Network Services
The IT Center offers a variety of network services to enrolled RWTH students such as internet access (stationary and mobile), personal email account, access to user administration (TIM) and RWTHonline, which is a private, web-based organizer with functions such as changing your address and re-enrolling (Rückmeldung) for further semesters. Services can be activated at www.rwth-aachen.de/go after you have paid the Student Service Fee. The menu will take you through the activation procedure. At the prompt, please type in your student ID number (Matrikelnummer) and your personal coupon-code (Freischaltcode), which will be both given to you during online enrollment. Upon successful activation, you will receive your personal access data.

Registration at the Citizens’ Service (Bürgerservice)
It is compulsory for all students to register within the first two weeks from the starting date of your lease contract. You can do so at the Citizens’ Service which is located behind Katschhof (Johannes-Paul-II.-Str. 1). You will need to present your passport (including visa for non-EU students) as well as a so-called „Wohnungsgeberbestätigung“, which is a document provided on the Bürgerservice website, which your landlord needs to sign.

Registration at the Immigration Office (Ausländerbehörde)
For all non-EU students it is compulsory to also register with the Immigration Office (Ausländerbehörde). Please visit the Immigration Office at the latest one month before the expiry of your visa, and a few days after you have registered your address at the Citizens’ Service. A branch of the Immigration Office is located at SuperC, Templergraben 57, 4th floor. To register you will need:

- Application form (application for residence permit will be given to you upon registration with the Citizens’ Service)
- Passport and visa documents
- Biometric passport photo
- Study certificate (download from RWTHonline)
- Proof of scholarship or other means of finance
- €110.00 (registration/administration fee, cash payments only!)

During the Welcome Week we will provide further information about how and when to apply for your residence permit.

Your Address in Aachen
Please do not forget to put your name on the mailbox and door bell, otherwise your post including the Semester Ticket may not be delivered. If your address changes during your stay in Aachen please let us know as soon as possible. You may also change your address in Aachen yourself via your RWTH-Online Account [https://online.rwth-aachen.de/] (Studien-/Heimatadresse).

Confirmation of Arrival
Most exchange students (especially ERASMUS+ students) need a “confirmation of arrival” for their home university in order to let the home university know that their study period in Aachen
has started. Most universities provide their students with such a form but if you do not have one, please ask the Incoming Student Services to provide one. It needs to be signed by the Incoming Student Services and sent back to your home university.

**Changes to Learning Agreement**

After you have picked your courses and exams it is possible that your actual choices differ from your originally proposed Learning Agreement. In this case it is necessary to fill in the form “Changes to originally proposed Learning Agreement”, have it first signed by your departmental coordinator, then by the Incoming Student Services (Institutional Coordinator) if necessary. It needs to be sent to your home university for approval. Make sure that you know the deadlines for submitting the changes to your faculty and to use the template from your home university, if available.
During your Stay – Student Support and Services

WLAN on campus and IT services
RWTH Aachen University provides WLAN at different locations on campus. You can access WLAN via Eduroam or MoPS. After your enrollment you can easily access the network. All information on this is provided by the IT Center of RWTH Aachen University at www.itc.rwth-aachen.de.

Your email address is usually firstname.lastname@rwth-aachen.de. Please read the emails sent to this address regularly, as all information regarding your studies will be sent to you by email and only to the RWTH email address.

Please make sure you use the most up-to-date virus scanning software before logging on to the RWTH network and to keep the virus scanner updated. You may download the Sophos virus scanner and updates at www.itc.rwth-aachen.de/sophos free of charge! For more information on the services of the IT Center and on account activation, please go to: www.itc.rwth-aachen.de/studis. If you have any problems, please call the IT Center Helpdesk at 0241/80-24680 or send an email to: helpdesk@itc.rwth-aachen.de

RWTHonline
RWTHonline serves as your application manager and your private web-base study organizer. You can use RWTHonline to compose your schedule or use other services such as downloading study certificates. Degree students can also manage their registration for courses and exams and view their exam results via RWTHonline. Exchange students cannot use this service but should contact their departmental coordinator with any questions concerning course and exam registration. You can find the RWTH course catalogue on Campus-Office at www.rwth-aachen.de/campus.

University Library (Universitätsbibliothek)
The University Library’s task is to supply RWTH Aachen University with the required literature and electronic information for teaching, research, undergraduate and graduate studies, and further education programs. In addition, it is available for use by members of the general public. The University Library loans books and other media, obtains books and documents from other libraries and providers, and supplies IT services such as research facilities linked to various databases, or full-text electronic resources (journals and dissertations). Currently the RWTH University Library holds around 1.2 million books, and subscribes to 4,700 scientific journals. www.ub.rwth-aachen.de

Language Center (Sprachenzentrum)
The Language Center offers German language courses at different levels throughout the year. During the semester it is possible to register online for German courses after taking a placement test. Before each winter semester they offer an intensive German language course for new incoming exchange students who need to reach the required B1 level in German.

For further information on costs, dates and deadlines please go to www.sz.rwth-aachen.de.

University Sports Center (Hochschulsportzentrum)
University Sports is a service and an educational offer for all students, employees and trainees at
RWTH Aachen University and the Aachen University of Applied Sciences. The goal is to provide a wide range of qualified sports and workout classes which are able to meet individual needs. There are a great variety of courses on offer and many are also free of charge. You can choose your favorites from approx. 70 different types of sports and from more than 300 different classes. You will have many opportunities to enjoy a workout at RWTH Aachen University. More than 250 certified trainers, most of them students, are responsible for organising the classes which cover leisure and tournament sports from aerobics to water sports to yoga. www.hsz.rwth-aachen.de.

**Student Canteens (Mensa)**
The Mensa is run by Studierendenwerk which also offers accommodation for students and other services. All canteens are located within close range of the university buildings. Studierendenwerk uses a cashless payment system which allows you to pay with your BlueCard. You can find out how that works at www.studierendenwerk-aachen.de/en/essen/bluecard.asp.
Costs are low if you present your student ID as the food is subsidized by student fees (and state
Menus, locations, and opening hours of the campus cafes and cafeterias can be viewed online at www.studierendenwerk-aachen.de.

International Office Services

The International Office provides information and advice about studying abroad, student mobility programs, scholarship programs etc. International students are supported from their application through to enrollment, and also during their entire period of study at RWTH Aachen University. The International Office is your first contact for all issues related to your stay in Aachen, except for academic and visa related questions.

Info Service Center

The Info Service Center offers a wide range of information materials and leaflets for various topics. Whenever you need general information about RWTH Aachen University, accommodation, sports, jobs, etc. you can visit the Info Service Center. www.rwth-aachen.de/isc

Incoming Student Services

All exchange students (i.e. ERASMUS+ students, exchange students from our worldwide partners, students within structured programs e.g. DAAD programs) but also visiting students (i.e. Visiting Project students, ERASMUS+ trainees and Free Mover) are welcome to contact the Incoming Student Services for advice about the application and admission process, enrollment, and for general advice during their stay. You can reach us at incomings@rwth-aachen.de. Further contact details can be found at the end of this manual. We can give you advice on all administrative matters regarding your stay as an incoming exchange or program student.

Housing Advice Service

If you have questions about housing you can contact our housing advice service at housing@rwth-aachen.de. They cannot organise accommodation for you directly, but give you useful advice as to where to look for accommodation on the private market. More information on housing can be found in the pre-departure chapter.

SuperC Building

The International Office is located at the centre of the campus, right next to the university’s Main Building. You can find the International Office in the SuperC building, which is the central student service building. The Registrar’s Office, Central Examination Office and a branch of the Immigration Office are also located in this building on Templergraben 57.

Humboldt-Haus

Humboldt-Haus is part of the International Office and plays a central role in international life at RWTH Aachen University. It is an international meeting place for students and offers a broad program for cultural exchange and social activities. It is situated right in the old city center, close to the university’s Main Building. The rooms in Humboldt-Haus are available for bookings by student groups. Typical activities at Humboldt-Haus include film screenings, national and international cooking classes, foreign language courses, discussion groups, dance courses and photo exhibitions.
Academic Advice

Course and exam registration
Course and exam registration differs from faculty to faculty. In general, students need to contact the corresponding lecturer to register for a certain course, the same goes for exam registration. The faculties of Civil Engineering, Electrical Engineering, Mechanical Engineering and Business and Administration have their own course and registration online system. Contact the according coordinator for more information. Any other faculty does not offer any online registration. In this case, exchange students need to contact every professor and lecturer to get registered manually for the class or exam and get access to the L2P classroom. To find out how you should register for courses and exams, please contact your corresponding departmental coordinator. You can find the list of all departmental coordinators at www.rwth-aachen.de/departmental-coordinators.
If you need to change your Learning Agreement or would like to receive your transcript of records, please also contact your departmental coordinator in due time.

Student Life

Being an exchange student in Aachen also means enjoying student life! Although your main goal should be to study and achieve credits, you should not forget to leave your desk for a social event in the evening or to go on an excursion at the weekend!
A lot of fun events are organized by RWTH student clubs. It is a good idea to join one of those clubs or find out what they have on offer for students, and especially international students. There is a huge variety of student clubs and organizations – too many to mention in this manual. However, two student clubs which are especially dedicated to make your stay in Aachen worthwhile are AEGEE and INCAS. Both offer regular activities, events and excursions especially, but not exclusively, for international exchange and degree students. You can meet them during the Welcome Week! See their events and activities at www.aegee.org or www.incas.rwth-aachen.de!

The student body is represented by AStA (Allgemeiner Studierendenausschuss) – the students’ union executive committee. AStA is elected by the students annually and you also have the right to vote! Visit AStA at www.ast.a.rwth-aachen.de to find out about their services and offers for students from housing, jobs, legal advice, financial advice, reimbursement for the student transport ticket and a lot more.
Towards the End of Your Stay

Transcript of Records
Shortly before the end of your exchange period make sure to contact your departmental coordinator regarding the Transcript of Records. In general you need to collect single examination certificates from each course you have taken an exam in. These single documents must be presented to the departmental coordinator. The departmental coordinator is in charge of issuing the transcript for you.

Confirmation of Study Abroad Period
Most exchange students (e.g. ERASMUS+ students) need a Confirmation Letter, signed by the International Office, in which the exact period of stay is certified. Most universities provide their students with a form which can be filled and signed by the Incoming Student Services. If you are lacking such a form and did not get one from your home university, we can provide one for you. The document might also be called confirmation of stay, confirmation of departure, etc.

Partial Reimbursement for the Student Ticket
If you finish your study period at RWTH Aachen University at least two months before the end of the semester, or if you start your study period at RWTH Aachen University in the middle of the semester, you can apply for partial reimbursement for the bus and rail ticket at AStA. It is not possible to get reimbursement for the sixth month of the semester (i.e. March and September). All important details of the reimbursement procedure can be found on the AStA website at www.asta.rwth-aachen.de/semesterticket.

Exmatriculation
You need to close your foreign exchange with us by officially terminating your enrollment, which is also called exmatriculation. This needs to be done at the Registrar’s Office in the SuperC. The application for termination of enrollment can be downloaded at www.rwth-aachen.de/exmatriculation and submitted by email or personally. You will need a confirmation of exmatriculation when applying for partial reimbursement for the student transportation ticket.

Deregister with the Citizens’ Service
At the beginning of your stay you had to register your address in Aachen at the Citizens’ Service. Before you leave Aachen, you need to do the reverse thing and deregister with them. For that you just need to go to the Citizens’ Service with your personal ID card.
Extending your Stay

If you intend to stay longer than one academic year (or longer than you actually applied for), you are urgently requested to get in touch with the Incoming Student Services and provide a written confirmation from your RWTH supervisor / RWTH supervising department stating that they approve your plan. The Incoming Student Services will then be able to take further action i.e. re-registering you for the following semester. Of course, the Student Service Fee for the next semester needs to be paid by the deadline.

In principle, it is not possible for an exchange student to extend her/his academic stay for more than two academic years (i.e. one “regular” academic year plus a maximum of two extensions). Remember to also let your home university know about your plan to extend the stay.

Please note that the full responsibility for finding accommodation for the extended period lies with you. The International Office housing advice service might give advice as to where and how you can look for accommodation.

Re-Enrollment for the Following Semester

It is necessary to re-enroll for each new semester. As a basic rule, re-enrollment is carried out by paying the Student Service Fee. You will receive further information by email, so please check your RWTH Aachen email account regularly!

Please make sure that the payment is received by RWTH Aachen University in time by making the payment at least two weeks before the deadline (01.09. for winter term, 01.03. for summer term), as transfers may take longer than expected.

A fee of €7,60 will be charged for late payments in accordance with the study account and financing law from 28 January 2003 and in accordance with statutes for fees of RWTH Aachen University from 13 November 2003. This fine will be added to the re-enrollment fee.

How to Become a Degree Student

We do hope that you have enjoyed your time as a foreign exchange student in Aachen. Maybe you would like to stay here longer and even complete a degree at RWTH Aachen University? It is generally possible for exchange students to apply for Bachelor or Master degree programmes at RWTH Aachen University. However, the application process and regulations differ depending on your nationality, where you completed your schooling and whether or not you have previously studied at a university. We recommend that you have a close look at the web pages regarding the admission requirements and application process which are relevant for you. You can find the information at www.rwth-aachen.de/go/id/dedx. In the section for international applicants you can find a useful information brochure.

Our Division for Admissions and Social Affairs is in charge of providing information about the admission and application process for international students applying for degree studies. Their contact details can be found at www.rwth-aachen.de/go/id/bxip. We would be happy to welcome you again as a degree student!
Join the Alumni Network!

You are welcome to join the RWTH Aachen University Alumni Network! This is a central, multidisciplinary, and international network for all former students, researchers and employees of our university and as a former exchange student you can also become a member. The Alumni Network is very useful if you would like to keep in touch with your Alma Mater Aquensis and with other alumni of RWTH Aachen University. Benefit from establishing valuable, professional contacts via the Network!

The Alumni Network Team organizes regional alumni get-togethers, promotes worldwide alumni networking and publishes the magazine “keepintouch” and a monthly newsletter. Are you interested? You can register your free membership at www.rwth-aachen.de/alumni or search for them on social media platforms such as XING, LinkedIn and Twitter.
Checklists

Things to do upon arrival
- Complete online enrollment if not done yet
- Get your health insurance confirmation if not done yet
- Pay the Student Service Fee
- Activate your student services (www.rwth-aachen.de/go)
- Create your BlueCard (www.rwth-aachen.de/selfservice)
- Register at the Citizens’ Service (Bürgerservice) (everyone) and Immigration Office (only if you need a residence permit)
- Make sure that the Incoming Student Service has your complete postal address and contact information in Aachen. Write your family name on the mail box and door bell
- Check if you need a confirmation of arrival signed by the Incoming Student Services of RWTH Aachen University

Things to do during your stay
- Inform the Incoming Student Services if you want to extend your stay for one more semester
- Re-enroll for the next semester if you are staying more than one semester (www.rwth-aachen.de/re-enrollment)

Things to do at the end of your stay
- Exmatriculate at the Registrar’s Office (www.rwth-aachen.de/exmatriculation)
- Apply for partial reimbursement of the student transport ticket at ASTA (if applicable) (www.asta.rwth-aachen.de/semesterticket)
- Check whether you need a confirmation of departure/confirmation of stay/study period abroad and contact the Incoming Student Services, if necessary
- Let the Citizens’ Service of Aachen know that you are leaving
- Inform the caretaker of your student dorm (if you are living in one) that you are moving out
- Obtain the Transcript of Records directly from your departmental coordinator (www.rwth-aachen.de/departmental-coordinator)
- Join the Alumni Network of RWTH Aachen University (www.rwth-aachen.de/alumni)
- Enjoy your journey home and fondly remember your time at RWTH Aachen University!
Useful Contacts and Addresses

**University**

RWTH Aachen International Office
Info Service Center (3rd floor)
Templergraben 57, 52062 Aachen
Phone: +49 (0)241 80-90660
Fax: +49 (0)241 80-92662
Email: international@rwth-aachen.de
www.rwth-aachen.de/isc
Opening hours:
Mon/Tue/Thu/Fri: 09:30am-12:30pm
Wed: 09:30am - 12:30pm & 01:00pm-04:00pm

Humboldt-Haus
Pontstrasse 41, 52062 Aachen
Phone: +49 (0)241 80-99152
Fax: +49 (0)241 80-92155
Email: international@zhv.rwth-aachen.de
www.rwth-aachen.de/humboldt-haus
Opening hours:
Mon-Fri 09.00am-04:00pm

RWTH Aachen International Office
Incoming Student Services
Room No. 327 (3rd floor), SuperC
Templergraben 57, 52062 Aachen
Phone: +49 (0)241 80-90831
Fax: +49 (0)241 80-92662
Email: incomings@rwth-aachen.de
Opening hours:
Mon/Tue/Thu: 09:30am-12:30pm
Wed: 01:00pm-04:00pm, Fri: closed

Sprachenzentrum
(Language Center RWTH Aachen University)
Info Center: Karman-Auditorium, SFo12
Eilfschornsteinstr. 15, 52062 Aachen
Phone: +49 (0)241 80-90170
Email: info@sz.rwth-aachen.de
www.sz.rwth-aachen.de
Opening hours:
Mon-Fri: 12:00am-13:45pm
Tue & Thu: 09:00am-11:00am

Studierendenwerk Aachen
(Studend Services Accommodation Office)
Turmstrasse 3, 52072 Aachen
Phone: +49 (0)241 80-93262, -93264, -93265
Email: wohnen@stw.rwth-aachen.de
Opening hours:
Mon-Fri 8.00am-11.30am

Universitätsbibliothek
(University Library)
Templergraben 61, 52062 Aachen
Phone: +49 (0)241 80-94445
Email: iz@ub.rwth-aachen.de
www.ub.rwth-aachen.de
Opening hours:
Mon-Fri: 08:00am-24:00pm
Sat: 9:00am-24:00pm Sun: 11:00am-24:00pm

Studierendensekretariat der RWTH Aachen
(Registrar’s Office)
1st floor, SuperC
Templergraben 57, 52056 Aachen
Phone: +49 (0)241 80 94214
Email: StudSek@zhv.rwth-aachen.de

Hochschulkasse (University Bursar)
Templergraben 55, Room 38
Phone: +49 (0)241 80-94117
Opening hours:
Mon-Fri 09:00am-12:00pm

Hochschulsportcenter (HSZ)
(University Sports Center)
Mies-van-der-Rohe-Strasse, 52074 Aachen
www.hochschulsport.rwth-aachen.de
### Administration

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<tr>
<th>Ausländerbehörde (Immigration Office)</th>
<th>Bürgerbüro (Citizens’ Service)</th>
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<tbody>
<tr>
<td>Templergraben 57 (4th floor)</td>
<td>Johannes-Paul-II.-Str. 1 (near Katschhof)</td>
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<td>Opening hours:</td>
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<td>Mon &amp; Tue: 08:00am-12:15pm</td>
<td>Mon &amp; Wed: 08:00am-06:00pm</td>
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<td>Wed: 08:00am-12:15pm and 02:00pm-04:45pm</td>
<td>Tue/Thu/Fri: 08:00am-12:30pm</td>
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<td>Fri: 08:00am-12:00am, Thu: closed</td>
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<th>Bürgerbüro (Citizens’ Service)</th>
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<tr>
<td>Johannes-Paul-II.-Str. 1 (near Katschhof)</td>
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<td>Mon &amp; Wed: 08:00am-06:00pm</td>
<td>Tue/Thu/Fri: 08:00am-12:30pm</td>
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### Health Insurances (examples)

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<tr>
<th>Techniker Krankenkasse Campus (TK)</th>
<th>Allgemeine Ortskrankenkasse (AOK)</th>
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<tr>
<td>Marienbongard 24-26, 52062 Aachen</td>
<td>Pontstr. 14, 52062 Aachen</td>
</tr>
<tr>
<td>Phone: +49 (0)241 8870-777</td>
<td>Phone: +49 (0)241 4640</td>
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### Student Organizations

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<thead>
<tr>
<th>AStA of RWTH Aachen University</th>
<th>Interkulturelles Centrum Aachener Studierender</th>
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<tbody>
<tr>
<td>Pontwall. 3, 52072 Aachen</td>
<td>c/o Humboldt-Haus, Pontstr. 41, 52062 Aachen</td>
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<tr>
<td>Phone: +49 (0)241 80-93792</td>
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<tr>
<td>Fax: +49 (0)241 80-92394</td>
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<tr>
<td>Email: <a href="mailto:asta@asta.rwth-aachen.de">asta@asta.rwth-aachen.de</a></td>
<td><a href="http://www.incas.rwth-aachen.de">www.incas.rwth-aachen.de</a></td>
</tr>
<tr>
<td><a href="http://www.asta.rwth-aachen.de">www.asta.rwth-aachen.de</a></td>
<td>Opening hours:</td>
</tr>
<tr>
<td>Opening hours:</td>
<td>available on website</td>
</tr>
<tr>
<td>Mon-Fri: 10:00am-2:00pm</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AEGEE Aachen</th>
<th>Ausländervertretung (Foreigner’s Representative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rochusstr. 2-14</td>
<td>c/o Humboldt-Haus, Pontstr. 41</td>
</tr>
<tr>
<td>52062 Aachen</td>
<td>52062 Aachen, Room no. 107</td>
</tr>
<tr>
<td>Phone: +49 (0)241 80-97121</td>
<td>Phone: +49 (0)241 80-9153</td>
</tr>
<tr>
<td>(no permanent service)</td>
<td>Email: <a href="mailto:av@asta.rwth-aachen.de">av@asta.rwth-aachen.de</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:info@aegee-aachen.org">info@aegee-aachen.org</a></td>
<td><a href="http://www.av.rwth-aachen.de">www.av.rwth-aachen.de</a></td>
</tr>
<tr>
<td><a href="http://www.aegee.rwth-aachen.de">www.aegee.rwth-aachen.de</a></td>
<td>Opening hours:</td>
</tr>
<tr>
<td>Opening hours:</td>
<td>Mon &amp; Fri: 08:00am-10.00am</td>
</tr>
<tr>
<td></td>
<td>Tue &amp; Wed: 10:00am-12:00pm</td>
</tr>
</tbody>
</table>

### Medical / Emergency Services

<table>
<thead>
<tr>
<th>Emergency Medical Service</th>
<th>Dental Emergency Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: +49 (0)241 19292</td>
<td>Phone: +49 (0)241 709616</td>
</tr>
<tr>
<td>07:00pm-07:00am</td>
<td>06:00pm-06:00am</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contamination Service Number, 24h emergency service</th>
<th>Psychological counseling service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: +49 (0)228 19240</td>
<td>Phone: +49 (0)241 80-94049 (Tue-Thu 12:00pm-12.30pm)</td>
</tr>
<tr>
<td></td>
<td>+49 (0)241 80-99411 (Mon-Fri from 07:30am)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire, Accident</th>
<th>Police, Robbery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 112</td>
<td>Phone: 110</td>
</tr>
</tbody>
</table>

Police Department in Aachen City Center
Im Mariental 14, 52064 Aachen
Phone: +49 (0)241 95770
Enjoy your stay at RWTH Aachen University!