Welcome at RWTH Aachen University!

T.I.M.E. Double Degree Programme 2019/20
Welcome Meeting
**International Office Structure**

**Division 2.2 - International Student and Scholar Services**

- **Incoming Student Services**
- **Housing Advice Service**
- **BeBuddy Program**
- **Welcome Week / Info Service Center**
International Office

What does the central International Office do?
Non-academic support before, during and after your stay:

Incomings Student Services
- Application to RWTH
- Information about and guidance during enrollment
- Issuance of certificates
- Guidance about first steps in Aachen

Housing Advice Service
- Application for quota room
- Information about house hunting
- Support in finding offers on private market

BeBuddy Team
- Matching between Buddy and Mentee
- Information about intercultural trainings
Your first steps in Aachen

→ Step 1: Complete your enrollment

- The International Office created your student account in RWTHonline.
  - Upon payment, you will receive/received further details about your student account, student ID (BlueCard) and student semester ticket
  - **Check** and **complete** final steps:
    - Activate Network Services (coupon code by email)
    - Create BlueCard
    - Change address in SelfService

- Any questions?
Your first steps in Aachen

→ Step 2: Organize your accommodation

**Sign** your lease contract at Studierendenwerk (room in student dorm).
**Contact** your janitor to move in (only possible on working days).
**Change** your address in RWTHonline.

If you do not understand the conditions of your contract, **ask for help**!
**Check** the room for damages and report them to the janitor.
If necessary, **take pictures**!

Note for quota rooms:
→ for e.g. extension or cancellation of your contract, you need to get in contact with the Housing Advice Service at least 2 months beforehand!

Questions about housing may be addressed to Housing Advice Service during Freshers’ Fair.
Your first steps in Aachen

→ **Step 3: Do your Paperwork!**

**Register** at Citizen Office with:
- Personal ID / Passport
- Wohnungsgeberbestätigung (confirmation from landlord)

**Open** a bank account (optional) with:
- Personal ID
- Study certificate from RWTH
- Confirmation of address registration

**Apply** for residence permit (non-EU students)

Meet the Citizens’ Office, Immigration Office and Incoming Student Services during Freshers’ Fair!
Your first steps in Aachen

→ Step 4: Extracurricular activities

- Register for language placement test and German language course at RWTH Sprachenzentrum
- Register for the BeBuddy Programme
- Inform yourself about social activities organized by student associations
- Take a Campus or Library Tour
- Register for an intercultural training

Further information available at Freshers’ Fair!
**Welcome Week – making the most of it**

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<tbody>
<tr>
<td><strong>Day 2 – Dienstag</strong></td>
<td><strong>Day 3 – Mittwoch</strong></td>
<td><strong>Day 4 – Donnerstag</strong></td>
<td><strong>Day 5 – Freitag</strong></td>
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<td><strong>Auditium</strong></td>
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<tr>
<td><strong>Exchange / Double Degree</strong></td>
<td><strong>Reception for TIME Double Degree</strong> 9:00am – 9:30am</td>
<td><strong>Getting and extending your residence permit</strong> 9:00am – 9:30am</td>
<td><strong>Teambuilding for Welcome Games</strong> 10:00am – 10:30am</td>
<td><strong>Library Tour</strong> 10:00am – 10:30am</td>
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<td><strong>Coffee Break</strong></td>
<td><strong>International Freshers’ Fair and Breakfast with the Faculty Student Councils</strong> 9:30am – 12:30pm</td>
<td><strong>Lunch Break</strong> 12:00pm – 1:00pm</td>
<td><strong>Welcome Games</strong> 11:00am – 12:00pm</td>
<td><strong>Library Tour</strong> 11:00am – 12:00pm</td>
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<td><strong>Learning Languages</strong> 8:00am – 8:45am</td>
<td><strong>Library Tour</strong> 8:30am – 9:00am</td>
<td><strong>Library Tour</strong> 9:00am – 9:30am</td>
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<td><strong>Lunch Break</strong> 1:00pm – 2:00pm</td>
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<td><strong>Reading Room</strong></td>
<td><strong>Campus Tour Central</strong> 2:00pm – 2:30pm</td>
<td><strong>Campus Tour Central</strong> 2:00pm – 2:30pm</td>
<td><strong>Library Tour</strong> 1:00pm – 1:30pm</td>
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<td><strong>Global Village</strong> 3:00pm – 4:00pm</td>
<td><strong>Library Tour</strong> 1:00pm – 1:30pm</td>
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<td><strong>German Country Evening</strong> 5:30pm – 6:30pm</td>
<td><strong>Library Tour</strong> 9:00am – 9:30am</td>
<td><strong>Library Tour</strong> 3:00pm – 4:00pm</td>
<td><strong>Library Tour</strong> 1:00pm – 1:30pm</td>
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<td><strong>Fresher’s Fair and Lunch with the Faculty Student Councils</strong> 9:30am – 12:30pm</td>
<td><strong>Library Tour</strong> 10:00am – 10:30am</td>
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<td><strong>Mini Olympic Games</strong></td>
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<td><strong>Intercultural Trainings</strong></td>
<td><strong>Library Tour</strong> 10:00am – 10:30am</td>
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<td><strong>Many, many more</strong></td>
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**T.I.M.E. Double Degree Welcome Meeting** | **Shari Uszynski** | **Dez. 2.0 – Abteilung**
**2.2 Betreuung** | **24.09.2019**

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**Highly recommended:**
- „Making use of your IT Services“
- „Getting and extending your residence permit“ (for non-EU students)

**Tip:** German Country Evening!
T.I.M.E. Double Degree Programme – Welcome Meeting

T.I.M.E. at RWTH Aachen University

• This year we receive 29 T.I.M.E. students from 3 Faculties, 6 countries and 12 universities:
  
  – Faculty 3: Civil Engineering
    • 2 students from Czech Republic (CVUT)
  
  – Faculty 4: Mechanical Engineering
    • 8 students from France (Mines de Douai, EC Lille, EC Lyon, EC Nantes)
    • 4 students from Poland (Politechnika Wrocławska)
    • 3 students from Spain (Universidad Politécnica de Valencia)
  
  – Faculty 6: Electrical Engineering and Information Technology
    • 4 student from Brazil (Universidade de São Paulo)
    • 3 students from France (CentraleSupélec)
    • 2 students from Poland (Politechnika Wrocławska)
    • 2 students from Russia (Bauman Moscow State Technical University)
    • 1 students from Spain (Universidad Pontificia Comillas)
Meeting Faculty staff

Faculty 3 – Civil Engineering

• Nathaly Bejarano Serrano  
  – Departmental Coordinator, Faculty of Civil Engineering  
  • Consultation hours:  
    - Wednesdays-Thursdays, 10.00 – 12.00  
    - Where: Room 106.1, Mies-van-der-Rohe-Str. 1, 52074 Aachen
Meeting Faculty staff

Faculty 4 – Mechanical Engineering

- **Sabrina Grübener**
  - T.I.M.E. Coordinator, Faculty of Mechanical Engineering
  - Consultation hours:
    - By appointment
    - Where: Kackertstrasse 9, House C, Room C 228
    - [Further information](#)
Faculty 6 - Electrical Engineering and Information Technology

- **Kerstin Jenkes**
  - Departmental Coordinator
  - Consultation hours (please make an appointment!):
    - Monday – Thursday: 8.30 p.m. and 2.30 p.m.
    - Where: UMIC Research Center, room 022, Mies-van-der-Rohe-Str. 15, 52074 Aachen
And before leaving?

Please write an e-mail to shari.uszynski@zhv.rwth-aachen.de to receive information and FAQs about pre-departure and departure!
Thank you for your attention!