Important Organizational Advice for Exchange/Visiting Students
From Your Incoming Student Services Team
International Office Structure 2/2

Division 2.1 - Admission and social affairs

Division 2.2 - International Student and Scholar Services

Division 2.3 - Mobility

Division 2.4 – International Strategy

2.0 International Office Central Services
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
Incomings: Target groups

**Exchange**
- **ERASMUS+ student mobility**
- **RWTH Exchange Worldwide**

**Non-exchange**
- **Free Mover**
- **ERASMUS+ Trainees / Visiting Project Students**

**Prerequisite:**
1. Student mobility agreement between universities
2. Nomination from home university

**Purpose of stay:** courses (and project work if applicable)
**Duration:** min. one, max. two semesters

**Self-organized stay**
(no exchange agreement)

**Purpose of stay:** project work only! No courses!
**Duration:** min. 2 months
max. 2 semesters

**application deadline:** 31 May (Winter) / 31 January (Summer)
Your first steps in Aachen

→ Step 1: Complete enrollment

**Apply** to RWTHonline with:
- Your RWTH admission letter
- A study certificate from your home university (in English or German & **valid for Winter Term 2019/20**)
- A copy of your ID card or passport

**Enroll** via RWTHonline:
- Get a health insurance certificate from public health insurance company & upload it via RWTHonline
- Pay for Student Service Fee

**Check** and **complete** final steps:
- Activate Network Services (coupon code by email)
- Create BlueCard
- Change address in SelfService
Your first steps in Aachen

→ Required documents: Admission letter
Your first steps in Aachen

→ Required documents: Study certificate

Study certificate must include following information:

- Family name
- First name
- Name of home university
- Must be official (e.g. stamped)
- Confirmation of enrollment for Winter Term 2019/20
- Academic year 2019/20

ID Card can be accepted if the two last information are clearly appearing. Study certificate must be in English or German.
Your first steps in Aachen

→ Required documents: Confirmation of health insurance

- Macronova
- HiLife
- Mawista
- TK
- AOK
- DAK
- Actimonda

*Image: European Health Insurance Card and logos of different health insurance providers.*
Your first steps in Aachen

→ What happens if…?

I applied for regular Bachelor/Master instead of „short-term program“:
Submit a new application via your RWTHonline account, this time for the right program. Your first application will be deleted.

My admission letter has been checked as „not okay“:
Make sure you have uploaded the correct document. Make sure that you have applied for the same course of study as in your admission letter. If not, submit a new application for the right course of study.

My health insurance document has been checked as „not okay“:
Make sure you have uploaded a waiver/document from a German public health insurance company.

My document is checked as „not okay“ but the upload button is inactive:
If not, try to replace the document yourself. If you can’t, send the correct document per email to incomings@rwth-aachen.de to upload and wait.

My documents have not been checked yet:
Please wait.
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)

Get your certificate of arrival from Incoming Student Services (Erasmus 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!

Register for language placement test and German language course at RWTH Sprachenzentrum
And before leaving?

→ Some more paperwork!

- Get your **certificate of stay** (Erasmus students) at the Incoming Student Services.

- **Make an appointment** with the janitor for moving out procedure (=Übergabeprotokoll). Moving out is only possible on working days!

- **De-register** from RWTH at the Registrar‘s office.

- Get your **Transcript of Records** from the Departmental Coordinator of your Faculty.

- **Close** your bank account.

- **De-register** from the Citizens‘ Office.

- **Cancel any contract** you might have signed (electricity, gas, water, mobile…) – remember to check the notice period!
And before leaving?

I would like to stay longer!

Take care of your extension request early: contact the Incoming Student Services.

Extension also possible as Free Mover, Visiting Project Student, Erasmus Trainee.

Free Mover: courses (and project work if applicable)
Visiting Project Students: project work at RWTH only, no courses

If your extension accepted by Incoming Student Services: re-enrollment for next semester

Interested in a degree at RWTH?

Contact the Info Service Center at international@rwth-aachen.de
Faculty International Office / Departmental Coordinator

What does the Faculty’s International Office do?
**Academic support** before, during and after your stay:

**Guidance** regarding choice of courses

**Support in:**
- registering for classes (if necessary) and exams
- organizing your timetable
- changing your of Learning Agreement, also called “Learning Agreement during mobility”, if necessary

**Signature** for change of Learning Agreement

**Transcript of Records**

Meet your **Departmental Coordinator** during Freshers’ Fair at 9.30 am
## Let’s sum up!

### Who does what?

<table>
<thead>
<tr>
<th>Central International Office (non-academic matters)</th>
<th>Faculty International Office (academic matters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Admission and enrollment at RWTH</td>
<td>• Registration for courses and exams</td>
</tr>
<tr>
<td>• Certificate of arrival, departure, attendance</td>
<td>• Checks and signs Learning Agreement</td>
</tr>
<tr>
<td>• In case of extension: unblocks student account</td>
<td>• Approves extension requests</td>
</tr>
<tr>
<td>• Information about housing, BeBuddy, Welcome Week</td>
<td>• Issues Transcript of Records</td>
</tr>
<tr>
<td>• Support for departure procedures (exmatriculation, final steps…)</td>
<td>• Support in choice of courses, course-specific questions</td>
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False facts

- I do not need to pay for the student service fee.
- I need to complete my enrollment in person.
- The International Office signs my Learning Agreement.
- I am automatically registered for classes thanks to my Learning Agreement.
- I need to register my Bachelor / Master Thesis at the Central Examination Office (ZPA).
- I receive my Transcript of Records from the International Office / the Central Examination Office (ZPA).
- My request will be answered earlier if I re-send it multiple times.
Contact your Incoming Student Services Team!

incomings@rwth-aachen.de
www.rwth-aachen.de/exchange-students

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SuperC, room 328 (3rd floor)
Monday, Tuesday, Thursday: 9.30 am – 12.30 pm
Wednesday: 1.00 pm – 4.00 pm
Friday: office closed

Friendly tip: no office hours = no office hours
Thank you for your attention!