How to enroll with RWTHonline
Receiving my BlueCard and my Semesterticket
Step-by-step towards your Enrollment

RWTHonline – your tool of communication and information

- Admission Notification
- Study Place Offer Acceptance
- Add your data for enrollment and upload missing documents
- Book an appointment for your personal enrollment
- Pay your Semester Fee
- Activate your Coupon Code and upload your photo for your BlueCard
RWTHonline SelfService

Log in with your applicant’s username and password

RWTHonline SelfService

Application - Status

Applicant number 2-00176948
Application number 1-000115/18
Course of study Degree Completed Abroad | Biology (1. FS)
Start of course Sommersemester 2018

Back to "MY APPLICATIONS"

- Submission of application

Status
- received electronically
- The application documents have been checked and they are complete.

Admission
- Details of the admission procedure
  - Course of study Degree Completed Abroad
    - Biology
      - Entrance semester: 1
      - Type of admission: Unrestricted admission
  - Status
    - Formal entry requirements met
    - Admission granted

RWTHonline SelfService

How to enroll with RWTHonline | drs Dominik Frantzen | International Office – Division 2.1 – International Admission | 20.09.2019
Admission and Study place offer

Have you received an admission notification via RWTHonline?

Study place offer

Next steps

You have the option to accept the study place you are offered. Please, note:

• If you are still waiting for the result of another admission process (for a topic in SelfService). Please note: This does not apply to courses or once you accept an offer for admission to a DoSV course of study, you cannot cancel the acceptance.

Enrollment

Next steps

Please complete the details relevant for enrolment.

1. ADD DATA

Please enrol as soon as possible. Make note that the enrollment period ends 30.06.2018. Enrollment Regulations (Einschreibungsordnung) provide information on which personal data are needed. Possible enrolment reasons, please contact us at irt-zugang@rwth-aachen.de.

Please pay the semester fee. Details can be found by following the link. Tuition fee
Add Data and upload missing documents

The „Add Data“ button generates your Application for Enrollment form

1. **ADD DATA**

Please complete the details relevant for enrollment.

Please enroll as soon as possible. Make note that the enrollment period ends 30.06.2018. 

Enrollment Regulations (Einschreibungsordnung) provide information on which personal data is reason, please contact us at int-zugang@rwth-aachen.de.

Please pay the semester fee. Details can be found by following the link: Tuition fee

→ Opens the Enrollment Wizard that requires...

…answering some questions (e.g. Health Insurance status)

…uploading missing documents (e.g. language proof)

…confirming your data entries

…sending your data electronically

→ Note: Only you can do that!
## Submission of required documents for enrollment

Some documents have to be submitted in paper form, others must be uploaded in your SelfService.

### Required documents (for enrollment)

<table>
<thead>
<tr>
<th>Documents stated herein must be included in your application</th>
</tr>
</thead>
<tbody>
<tr>
<td>↳ Application for Enrollment</td>
</tr>
<tr>
<td>↳ Identity Card/ Travel Passport</td>
</tr>
<tr>
<td>↳ University Entrance Qualification</td>
</tr>
<tr>
<td>↳ Final Academic Transcript for Your Course of Study / Preliminary Certificate of Graduation (First Degree)</td>
</tr>
<tr>
<td>↳ Proof of student health insurance</td>
</tr>
<tr>
<td>↳ Statutory Declaration in Lieu of an Oath</td>
</tr>
<tr>
<td>↳ Termination of Enrollment Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave</td>
</tr>
<tr>
<td>↳ Test of English as Foreign Language (TOEFL) &quot;Internet-based&quot; Test (IBT) with a minimum of 90 points</td>
</tr>
</tbody>
</table>
Submission of required documents for enrollment

By clicking on each document in the list you can check the required form of submission

1. Paper document

**Application for Enrollment**

- **Information**: Please complete the residual data entry. Check to make sure the information you entered is correct and click "SEND." You will then be able to download your application for enrollment and then you can submit the signed application.

- **Further information is available via the following link**: http://www.rwth-aachen.de/cms/root/ Studium/Vor-dem-Studium/- egh/Einschreibung/?id=1

- **Document templates**: Not available

- **Submit electronically**: Upload document

  You cannot upload or edit the document. The document has to be submitted as "Original."

- **Status**: Not provided
Submission of required documents for enrollment

2. Upload document

- **Proof of student health insurance**

  Relevant only for enrollment: The certificate of a statutory health insurance provider is to confirm by family health insurance, you have to get in touch with a statutory health insurance provider information, please refer to the university’s [Leaflet on Health Insurance](http://www.rwth-aachen.de/cms/root/Studium/Vor-dem-Studium/-egh/Einschreibung/?lidx=1).

  Further information is available via the following link:
  
  [http://www.rwth-aachen.de/cms/root/Studium/Vor-dem-Studium/-egh/Einschreibung/?lidx=1](http://www.rwth-aachen.de/cms/root/Studium/Vor-dem-Studium/-egh/Einschreibung/?lidx=1)

  - **Document templates**: not available
  - **Submit electronically**: Upload document
    
    You can upload or edit the document until 31.10.2019.

  - **Current document**: Download document

  - **Status**: not provided
Book an appointment for your personal enrollment

SelfService in RWTHonline

Documents stated herein may be included in your application

- IMPORTANT INFORMATION REGARDING THE REQUIRED LANGUAGE PROVES FOR ENROLLMENT AT RWTH AACHEN UNIVERSITY

- ?

- For the purpose of personal enrollment: Booking of an appointment

Information

Please make sure you enroll in person by the deadline specified in your admission letter. You can complete your personal enrollment as of 12.08.2019.

Further information is available via the following link:
http://www.rwth-aachen.de/cms/root/Studium/Vor-dem-Studium/-aeh/Einschreibung/?id=1

Document templates

cannot be uploaded

Submit electronically

Upload document

You cannot upload or edit the document. The document has to be submitted as "irrelevant".

Status

cannot be provided
Book an appointment for your personal enrollment

Booking Portal
(https://ecampus.rwth.aachen.de/units/io/termine/SitePages/Homepage.aspx#&panel1-1)

Welcome to the portal for reserving a fixed time slot for your enrollment of the International Office. Please
By receiving your study place offer you have mastered the first step of becoming a student of RWTH Aachen University.

In the interest of avoiding unnecessary waiting periods we offer you the opportunity of reserving a fixed time slot for enrollment.

Your personal appointment is booked after you have inserted your application number, your email address and your first and your last name. You can find your applicant number in your selfservice in RWTHonline and also on the first page of your admission notification. If you have any questions regarding your booking of an appointment, you may contact us by phone under +49 (0)241 80 90074.

We are looking forward welcoming you as a student of RWTH Aachen University.

Best regards
Your International Office of RWTH Aachen University

Step 1 of 3
Please select a date

<table>
<thead>
<tr>
<th>September</th>
<th>Oktober</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo</td>
<td>Di</td>
<td>Mi</td>
</tr>
<tr>
<td>26</td>
<td>27</td>
<td>28</td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td>30</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>
Book an appointment for your personal enrollment

Booking Portal
(https://ecampus.rwth.aachen.de/units/io/termine/SitePages/Homepage.aspx#&panel1-1)

Your appointment will be confirmed by email stating the place and time of your personal enrollment.
Semester Fees

Contains 3 different fees:

Mobility Fee
→ Busses, local and regional trains in whole NRW

Social Contribution Fee
→ Student Dormitories, Mensa

Student Union (AStA) Fee
→ Students‘ Representation by election
Semester Ticket

RWTHonline SelfService

Electronic Semester Ticket

→ Keep your address up-to-date!
  → Send us an email to: int-zugang@rwth-aachen.de
  → Drop by during our open office hours (www.rwth-aachen.de/go/id/rcx)
  → Change it in RWTHonline

→ Can be used as of 1st October

IMPORTANT: only possible with your TIM-username and password!
TIM-ID – your access to RWTH online services

RWTHonline SelfService

→ Receive your Coupon Code by email and follow the instructions
→ Go to: [https://www.rwth-aachen.de/connectMe](https://www.rwth-aachen.de/connectMe) and use your Coupon Code
Log in with your Username (e.g. ab123456) OR register as new user

CONNECTME - RWTHONLINE

Haben Sie bereits einen Benutzernamen?

Melden Sie sich mit Ihrem Benutzernamen (in der Form ab123456) des Identity Management (IdM) der RWTH Aachen University an.

Anmelden

Sollten Sie noch keinen Benutzernamen haben, können Sie sich registrieren.

Bei Fragen und Problemen wenden Sie sich bitte an das IT-ServiceDesk.
TIM-ID – your access to RWTH online services

→ Confirm the checkboxes and receive your Confirmation Code by email

CONNECTME - RWTHONLINE

Neu registrieren

Registrieren Sie sich nur, wenn Sie noch keinen Benutzernamen im Identity Management (IdM) der RWTH Aachen University haben (in der Form ab123456).

- Ich besitze noch keinen Benutzernamen.

Als Nutzer der Dienste der RWTH Aachen University sind Sie verpflichtet, die Regeln der Netzordnung zu befolgen.

- Ich stimme der Netzordnung zu.


pan@miemalsland.de  weitere

Bei Fragen und Problemen wenden Sie sich bitte an das IT-ServiceDesk.
TIM-ID – your access to RWTH online services

→ Enter your Confirmation Code and choose your RWTH Email Address

CONNECTME - RWTHONLINE

RWTH Service (RWTH E-Mail-Account)

Auswahl der RWTH-E-Mail-Adresse

- peter.pan@rwth-aachen.de

Zusätzliche Option

- Aufnahme dieser RWTH-E-Mail-Adresse in die globale Adressliste (FAQ)

weiter

Bei Fragen und Problemen wenden Sie sich bitte an das IT-ServiceDesk.
TIM-ID – your access to RWTH online services

→ Receive your Username and your Password

CONNECTME - RWTHONLINE
Fast geschafft - Was nun?
Ihre Accounts werden eingerichtet bzw. aktualisiert und Ihre persönlichen Daten werden übertragen.
Dies kann bis zu zwei Tage dauern.


Ihre Zugangsdaten zum Selfservice
(Login mittels RWTH Single Sign On)

Bitte notieren Sie die folgenden Zugangsdaten und behandeln Sie sie stets vertraulich. Geben Sie sie nie an Dritte weiter. Klicken Sie unten auf boenden, damit niemand Zugriff auf Ihre Zugangsdaten erhält.

<table>
<thead>
<tr>
<th>Benutzername</th>
<th>nn123456</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kennwort</td>
<td>byZf62v6wn</td>
</tr>
<tr>
<td>Kontakt-E-Mail-Adresse</td>
<td><a href="mailto:pan@niemalsland.de">pan@niemalsland.de</a></td>
</tr>
</tbody>
</table>
RWTH BlueCard

Use the RWTH SelfService (http://www.rwth-aachen.de/selfservice) for your photo upload

Your BlueCard Will be created.

You will be informed by email when and where to pick it up.
Congratulations!
You have successfully completed your enrollment! Please log in to RWTHonline as a student now.

Go to: online.rwth-aachen.de

→ Download study confirmations
→ Update your post address
→ Register your courses
→ Register your exams
Questions???
Thank you for your attention