Application for a Higher Course Semester

As of: 15.10.2019
1 Open RWTHonline Application Wizard

You can find information about how to register and log into RWTHonline in separate step-by-step instructions “Registration in RWTHonline,” which can be found in the download section of this page.

You will be taken to your business card/workplace after logging in.

Click on the link Applications in the Studies section.

Information

You can change your language settings for the Application Wizard at any time by clicking DE/EN.

The page My Applications will open.

Click the link Enter new application in the yellow OPERATION box.
2 Submitting an Application via RWTHonline

You are now viewing the homepage of the RWTHonline Application Wizard.

Information

Please pay attention to the tips and warnings the Application Wizard gives you, so that your application is complete and valid!

Select your **Start of course**. Pay attention to the number of applications allowed.

Using the drop down menu, select the semester for which you are applying (1) and click **CONTINUE (2)**.
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### Fill out the Type of studies.

Describe the degree program, for which you are applying, in more detail.

- Using the drop down menu, select the degree program for which you are applying (1).
- By clicking the link “Further information,” (2) you will be taken to the RWTH website. There you will find the key information about the program you have selected.
- Select the entrance semester (3).
  - The entrance semester is the semester, in which you will begin or continue your studies in a subject. For example, if you would like to continue the restricted admission business administration course of study, e.g. in the third semester, select “3 – Restricted admission”.
- Select the form of studies: First degree (4) (for assistance click 📚)
  - Please note that when you select a higher course semester to begin your studies, you must submit proof of academic performance at a university or a placement certificate from the respective examination board at RWTH Aachen University.
- Check off the boxes that apply to you (5).
- Click **CONTINUE (6)**
If you selected a restricted admission higher course of study, you must select whether you are applying for an upgrade, change of location, or lateral entry. (1) Then click CONTINUE. (2) Please take note of the application and enrollment periods and deadlines on the RWTH website.

You will now be taken to the page **Personal data.** You already provided some of this information when you registered.

- Review and complete the information. Please enter your complete name as given in your identity card or passport.
- Click CONTINUE.
You will be taken to the page **Correspondence address**. The address you enter here will be used by RWTH to send you any necessary mail.

- Fill out the address information (1). The fields with a yellow outline are mandatory.
- If your permanent home address and correspondence address are identical, check the box (2).
- Click **CONTINUE (3)**.

On the next page you will be asked about your **higher education entrance qualification**

- Select: „I have obtained a foreign higher education entrance qualification.“ (1)
- Fill out the information about your secondary education degree. (2)
- Click **CONTINUE. (3)**
You will now be asked about your academic background. Click **ADD DEGREE PROGRAM (1)**. The screen **Edit academic background** will open (see below). Fill it out. Then, click **CONTINUE (2)**:
Fill out the section **Edit academic background.** The fields with a yellow outline are mandatory.

- Complete the information about the university where you studied and the subjects you studied (1). If your university is not listed in the drop-down menu, please leave it blank and enter the name of your university in the free text field.
- Complete the information about the semesters you studied and any leaves of absence (2).
- Complete the information about your status. Information about just the final examination is sufficient but has to be filled in. (3)
- **SAVE AND CLOSE (4)**
You will now see your academic background. (1) Click the pencil symbol 🖋️ to edit the information (2).

Click CONTINUE. (3)
As soon as you have completed the section on your academic background, you will be prompted to upload documents necessary for admission and enrollment.

Information

You will not be able to submit your application until all the mandatory documents have been uploaded. Otherwise you will receive an error message:

In the left menu you will see a list of the necessary documents. (1) When filling out the Application Wizard certain documents are required before you can submit your application. You can see if a document is mandatory based on the warning text. The Wizard will guide you through how to upload the documents.

Click on Durchsuchen …(2) under New document and upload the required documents one after another as a PDF. You can delete an uploaded document from the list (3) using the symbol (4) and download it by clicking the symbol (5). The symbol will only appear once you have gone through the entire RWTHonline Application Wizard once.

After each upload click CONTINUE (6).
Please read the prompting information carefully and testify by writing **YES** in the given field.

You will be asked about your Health Insurance details. Please read the fact sheet linked at the top (1). Select the option that applies to you and if necessary enter the needed information (2).

Click **CONTINUE** (3).
Select which of the certificates you will be submitting at the time of enrollment (1) and click CONTINUE (2).

When completing the wizard you will now be shown an OVERVIEW – APPLICATION NUMBER.

Review all of the information carefully.

**Evidence of German language skills**

- Certificate of a German higher education entrance qualification
- Diploma from a German-speaking educational institution in Germany or abroad (e.g. a German School abroad, German-speaking community of Belgium, Luxembourg, Austria)
- Certificate of the German Language Examination for university entrance for foreign applicants (DSH), stage 2
- TestDaF in all four sections at level 4 minimum
- Certificate of the final exam of university preparatory college
- German language diploma of the Conference of German Ministers of Education (KMK) I
- Evidence of having passed the "Deutsche Sprachabteilung" of the Sprach- und Kulturzentrum der Bochum University
- Evidence of having passed the "Deutsche Sprachabteilung" of the Sprach- und Kulturzentrum der Düsseldorf University
- Evidence of having passed the "Deutsche Sprachabteilung" of the Sprach- und Kulturzentrum der Mannheim University
- Evidence of having passed the "Deutsche Sprachabteilung" of the Sprach- und Kulturzentrum der Münster University

**PLEASE NOTE:** If you have not obtained any language certificate so far, please choose that certificate you will presumably obtain.

**Start of course**

- Sommersemester 2019
- When applying, please consider the upper limit of
  - max. 9 undergraduate programmes subject to NC for the first semester
  - max. 5 applications for Master's programmes for the first semester

If you exceed the upper limit with this application you may have to withdraw another application before you will be able to continue with this one.

**Select degree program**

- Type of studies: Bachelor programme
- Intended degree: Bachelor 1 Fach
- Degree program: Chemistry
- Entrance semester: 3 - Unrestricted admission
- Form of studies: First degree

☐ I have already studied at a university/college before.

☐ I have already applied once for the selected degree program at RWTH within the last year.
Confirm that the information provided is accurate. (1)

Once you have reviewed the information and confirmed its accuracy, click SEND. (2)

You have now submitted your application for Bachelor’s studies at RWTH.

You will receive a confirmation. You can view the status of your application and your letter of admission/rejection letter in the RWTHonline Application - Status. You will be notified via email when the status changes.

You can select your RWTHonline Application - Status directly from the application process by clicking on the link LIST OF APPLICATIONS.
3 Next Steps

The next steps after submitting the online application are:

- Check application status.
- Check admission status.
- Accept study place offer, if you have been admitted.
- Enroll

You can complete most of the steps in the RWTHonline Application - Status. Depending on the course of study, you enroll using the Application Wizard, via mail, or in person in the Registrar’s Office or International Office.

Open Application - Status

Log on to RWTHonline. Your profile will open. Click on the link Applications.

The page My Applications will open.
Click on the magnifying glass \(\textcolor{red}{6}\) to open Application - Status.

Legend for the example above

- **1** Application number
- **2** The application documents have been checked and they are complete.
- **3** Admission granted
- **4** Study place offer accepted
- **5** Not enrolled.
- **6** Show status of application
- **7** Show summary

Status Inquiry

In the Application - Status view you can find an overview of the status of your submitted application.

Under "Required documents (for admission)" you can see if your application documents were completely uploaded or submitted and if you need to make any changes.

Under **Admission** you can view the status of your admission.
As soon as your processed admission has been granted, your letter of admission will be available to download under Results of admission procedure.
Accept Study Place Offer

You can accept or reject the study place offer as soon as you have been granted admission. You must accept the study place offer before the prescribed deadline, so that you can provide us with the information necessary for enrollment on time.

Click on the arrow in front of “Study place offer” and accept the study place offer or reject it.

The date of your acceptance/rejection of the study place offer will then be displayed.

Information

The download will be available in the system for some time after you have accepted your study place.
Enroll

After accepting the study offer you must provide us with additional information needed for enrollment and then fill out the application for enrollment and submit the required documents as specified either in the Application Wizard, via mail, or in person. Please pay attention to the information in the Application Wizard.

The letter symbol indicates which documents you have already submitted. Documents you still need to submit are marked with a red 🟥 and can be uploaded or submitted as a physical copy, depending on what is specified. When mailing your documents to us, please use our cover sheet.

After you have successfully enrolled, you must pay the student body and social contribution fee. You can find more information about the payment options in the RWTHonline Application - Status. You can find further information here.
### 4 Allocation Process for NC Courses of Study

In the higher course semesters there is a limited number of study placements available in every restricted admission course of study and every corresponding course semester. The number of students who re-enroll during the re-enrollment period is subtracted from this number.

If there are still placements available after the re-enrollment deadline, they are allocated to applicants in each respective subject and course semester through a selection process.

#### Information

You will only receive a notification after the application deadline, if you have been admitted. Rejection letters are not sent. You can find the enrollment dates and deadline in the letter of admission. We will announce for which courses of study we held an allocation process approximately 10 business days after the application deadline on this website.