Instructions RWTHonline

Enrollment for Doctoral Studies

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).**
Submitting an Application via RWTHonline

You will now be guided through selecting your degree program. The yellow fields are mandatory.

Describe the degree program, for which you are applying.

- Select Type of studies: Doctoral programme. (1)
- Your intended degree will appear. (2)
- Select the degree program, for which you are applying. (3)
- By clicking the link “Further information,” (4) 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 (5).
  - The entrance semester is the semester, in which you will begin or continue your studies in a subject. Please select 1 - Unrestricted admission!
- Select the form of studies: Doctoral studies (6).
- Check off the boxes that apply to you (7)
- Click CONTINUE (8).
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). If not you can enter a second (home) address in the next window.
- 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)

(1) This section refers to your secondary education you have completed before entering university for the first time.
- 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):
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Fill out the section Edit academic background. The fields with a yellow outline are mandatory. Please fill out this section for each university degree you have already obtained or you will obtain (Bachelor and Master).

1. University/Subjects

- Country of university
- University
- URL
- Degree
- Form of studies
- Major (1st subject)
- original name of 1st subject of studies
- 2nd subject
- original name of 2nd subject of studies
- 3rd Subject
- original name of 3rd subject of studies

2. Semester

- from
- to
- total
- Leaves of absence
- Internship
- Hospital internship
- Break
- Type of break

3. Status

- Intermediate exam
- Final examination
- Grade
- Date

- 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 the final examination is required. (3)
- SAVE AND CLOSE
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.

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 navigation menu you can see which **documents** are required. (1) Certain documents must already be uploaded to the Application Wizard before you can submit your application. The additional information will state whether a document is mandatory. The Wizard will guide you through the upload process.

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).
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).
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You will now be shown an OVERVIEW – APPLICATION NUMBER.

Review all of the information carefully and 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 doctoral 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 (5) 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** ➡ Show status of application
- **6** ☐ Show summary
Status Inquiry

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

Under **Admission** you can view the status of your admission.

As soon as you have been admitted, you can download your official admission letter in the section “Results of admission procedure”.

Download your notification here.

**DOWNLOAD NOTIFICATION**
Accept Study Place Offer
You will receive a 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.

Once you have accepted your place offer the status will be updated.

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 submitting paper 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.