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
- Complete your enrollment by email
- 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
Have you received an admission notification via RWTHonline?

Next steps

You have the option to accept the study place you are offered. Please note: This does not apply to courses of study for which you have applied for a place but may not have yet been notified. Please wait for the result of the selection of candidates process. You will be informed of your admission to the DoSV course of study by email. You can accept the study place only after you have enrolled.

Next steps

Please complete the details relevant for enrollment. Then, you will have access to your Application for Enrollment. You will then be able to download your application for enrollment and then you can submit the signed application.

Please enroll as soon as possible. Make note that the enrollment period ends 30.04.2020. Your status has changed for the Application Wizard. The Enrollment Regulations (Einschreibungsvorschrift) provide information on which personal data you need to enroll at the RWTH Aachen University within the enrollment period. If you are not able to do so for any reason, please contact the International Office. Detailed information about the student union and social contribution fee 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

Next steps

1. **ADD DATA**

   Please complete the details relevant for enrollment. Then, you will have access to your Application for Enrollment.

2. **Print Application for Enrollment**

   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.

3. **Tuition fee**

   Detailed information about the student union and social contribution fee can be found by following the link.

→ 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 as pdf files by email, 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 → to be submitted by email!!!

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

You cannot upload or edit the document. The document has to be submitted as "Original".
Submission of required documents for enrollment

2. Upload document

Termination of Enrollment Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave

Information

Relevant only for enrollment:

Further information is available via the following link:

http://www.rwth-aachen.de/cms/root/Studium/Vor-dem-Studium/-egh/Einschreibung/?jtlx=1

Document templates

Download template

Submit electronically

Upload document

You can upload or edit the document until 30.04.2020.
Send pdf files of the paper documents by email to complete your enrollment

SelfService in RWTHonline

Required documents (for enrollment)

Documents stated herein must be included in your application

- Application for Enrollment
- Identity Card/ Travel Passport
- University Entrance Qualification
- Final Academic Transcript for Your Course of Study / Preliminary Certificate of Graduation (First Degree)

→ Send to: int-zugang@rwth-aachen.de
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

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Amount within admission deadline (C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fee</td>
<td>0.00</td>
</tr>
<tr>
<td>Social contribution fee</td>
<td>88.00</td>
</tr>
<tr>
<td>Administrative expenses</td>
<td>0.00</td>
</tr>
<tr>
<td>Auditing student fee</td>
<td>0.00</td>
</tr>
<tr>
<td>Mobility fee</td>
<td>182.29</td>
</tr>
<tr>
<td>AStA – Students’ Committee</td>
<td>11.19</td>
</tr>
<tr>
<td>Late fee</td>
<td>0.00</td>
</tr>
<tr>
<td>Small cross-registered student fee</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>291.48</strong></td>
</tr>
</tbody>
</table>

Payment deadline: **30.04.2020**
Semester Ticket

RWTHonline SelfService

- Keep your address up-to-date!
  - Send us an email to: int-zugang@rwth-aachen.de
  - Call us via +49 (0)241 80 90674
  - Change it in RWTHonline → IMPORTANT: only possible with your TIM-username and password!

- Electronic Semester Ticket

  → Confirmation by email

  → Sent by regular post
  → Can be used as of 1st April

  → Send us an email to: int-zugang@rwth-aachen.de
  → Call us via +49 (0)241 80 90674
TIM-ID – your access to RWTH’s online services

RWTHonline SelfService

→ Receive your Coupon Code by email and follow the instructions
→ Go to: https://www.rwth-aachen.de/connectMe and use your Coupon Code
TIM-ID – your access to RWTH online services

→ Log in with your Username (e.g. ab123456) OR register as new user
TIM-ID – your access to RWTH online services

→ Confirm the checkboxes, enter an email address 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@normalisland.de weiter

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
TIM-ID – your access to RWTH online services

→ Receive your Username and your Password

To use your login data may take up to 2 days!!!
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???

Please write down your questions and join our Skype Meeting: Enrolling with RWTHonline on Tuesday, 31.03.2020 from 10:00 to 11:00 a.m. (you will be invited by email to this meeting soon)
Thank you for your attention and have a good start at RWTH Aachen University