Welcome to Aachen
Welcome Week Program
for new international students
Summer Semester 2022

RWTH welcomes all internationals

Participation highly recommended and free of charge.
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Welcome!

Congratulations on being accepted to study at RWTH Aachen University! As one of Germany’s top technical universities and one of the best-ranked universities worldwide, you will soon be able to make the most of an academically stimulating environment and world-class teaching and research facilities. With over 60,000 students from over 200 different countries, Aachen city has a vibrant, multi-cultural flair and offers everything you need for a comfortable student lifestyle. We believe that you will one day look back on your time in Aachen as not only an academically enriching experience, but also as a time that broadened your personal horizons, filled with international friendships, intercultural events, art, music, sport, culture and much more.

Why the Welcome Week?

Moving to a new city, a new country and beginning a new chapter in your education may also seem a little daunting. There are many hurdles – organizational, linguistic, and financial – that have to be overcome, before you can settle down and focus on your studies and making the most of your time in Aachen. We at the International Office have put together an orientation program and this guide to help you overcome these challenges and feel at home in Aachen as quickly and as smoothly as possible. Thanks to our multifaceted blended program, you will be able to enjoy all presentations concerning important procedures and services at the comfort of your home or from anywhere you like. Furthermore, diverse events will be organized on campus and will focus on getting to know the University, Aachen but foremost other peer students and RWTH services personally. We hope that through this blend, we can support all students equally and help everyone settle down smoothly and the safest way possible.

We look forward to welcoming you virtually soon.

Your International Office Team

P.S.: Get some impressions of the Welcome Week events by looking back at our prior programs and remember to sign up for the BeBuddy Mentoring Program.
What have we got planned for you?
A blended program adapted to your needs

When:
From Tuesday, 29 March 2022 to Friday, 1 April 2022
+ RWTH Starter Pack online on Tuesday, 15 March 2022

Understanding the program:

Online Event (via Zoom)

On-site Event (some with limited spots)

To which target group do you belong?
Some events are restricted to specific target groups only. Before attending them or registering for them, verify whether you belong to them thanks to the following descriptions.

Degree students
If you are enrolled at RWTH to graduate and receive a Bachelor or Master’s degree from this university after several years of studying, you are a degree student.

Exchange, double degree, visiting and program students
If you will be enrolled at a University abroad while staying one or two semesters at RWTH as part of an exchange (Erasmus, Partnership Worldwide, UNITECH or similar) or a project work (Visiting Project Students, Free Movers...) without graduating from RWTH, you are an exchange, visiting or program student.
Double degree students are both enrolled in a University abroad and at RWTH in order to get a Master's degree from both universities (e.g. Tsinghua or T.I.M.E. Double Degree).

How to access the Welcome Week events?
A blended program adapted to your needs

Access to online events:
Click on the Zoom links indicated for each online event to join the session.
Important: the sessions about health insurance on 15 March run parallel. You have to choose which one you prefer to attend.

Access to on-site events:
Due to the pandemic, some events have certain participation requirements fixed following the currently applying government restrictions, which therefore can change on short notice. The event spots are allocated on the basis of „first come, first serve“ at the respective meeting points and times indicated for each event. For indoor events, the 3G rule (vaccinated, recovered or tested) applies and mask is obligatory.

You cannot attend some of Welcome Week events?
Check out our Latecomer page for the recorded zoom presentations and further event dates after the Welcome Week at www.rwth-aachen.de/latecomer.

RWTH Starter Pack online program

When? On Tuesday, 15 March, 2022
Where? Zoom

<table>
<thead>
<tr>
<th>Time</th>
<th>Online sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>10am - 11am</td>
<td>Enrolling with RWTH [Link] For degree students only</td>
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<tr>
<td></td>
<td>Planning your stay as exchange student [Link] (205447) For exchange students only</td>
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<tr>
<td>11am - 11.30am</td>
<td>Health insurance with Techniker Krankenkasse [Link]</td>
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<td>Health insurance with AOK [Link] (205447)</td>
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<tr>
<td>11.30am - 1pm</td>
<td>Break</td>
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<td>1pm - 2.30pm</td>
<td>Food on the table and a roof over your head [Link]</td>
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<td>Day</td>
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### Arrival Day

- **Online Kick-Off Event**
  - 10am - 12pm

- **Central Campus Tour**
  - Meeting Point: SuperC
  - 2pm - 3.30pm

- **Central Campus Tour**
  - Meeting Point: SuperC
  - 4pm - 5.30pm

- **Library Tour**
  - Meeting Point: SuperC
  - 2pm - 3pm

- **Library Tour**
  - Meeting Point: SuperC
  - 5pm - 6pm

- **Library Tour**
  - Meeting Point: SuperC
  - 3.30pm - 4.30pm

### Wednesday

- **Applying for and extending your residence permit**
  - 10am - 11am

- **Intercultural Training**
  - 10am - 1.30pm
  - Further information p. 34

- **Central Campus Tour**
  - Meeting Point: SuperC
  - 12pm - 1.30pm

- **Making use of RWTH IT Services**
  - 10am - 12pm

### Thursday

- **Central Campus Tour**
  - Meeting Point: SuperC
  - 12pm - 1.30pm

- **Open Consultation at the International Office**
  - Super C
  - 10am - 12.30pm

- **Interultural Training**
  - 10am - 1.30pm
  - Further information p. 34

### Friday

- **Talk Show: How to survive in Germany**
  - 2pm - 4pm

- **Freshers’ Fair**
  - Tempelgraben
  - 2pm - 6pm

- **Welcome Home Feast**
  - Super C, 6th floor
  - 5pm - 9pm

- **Clash of the Nerds - Pubquiz with the AStA**
  - Café Chico Mendes
  - Admission starting 6pm
  - Quiz starting 7pm

You have missed some Welcome Week events? Check out our **Latecomer page** for the recorded Zoom presentations and further event dates after the Welcome Week!
Online Events

Let us welcome you virtually and guide you through the first processes you need to complete when being admitted to RWTH. Our online events are the gate to most systems you will have to use and processes you will have to go through as new international students. For our online events, you need a laptop or computer and a good internet connection.

RWTH Starter Pack online program

When? On Tuesday, 15 March, 2022 from 10am to 2.30pm

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>10am - 11am</td>
<td>Zoom: Enrolling with RWTHonline (for degree students)</td>
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<tr>
<td></td>
<td>Zoom: Planning your stay as exchange student (only for exchange, visiting and program students) (Code: 205447)</td>
</tr>
<tr>
<td>11am - 11.30am</td>
<td>either Zoom: Health Insurance with Techniker Krankenkasse</td>
</tr>
<tr>
<td></td>
<td>or Zoom: Health Insurance with AOK (Code: 205447)</td>
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<td>Important: you can choose which health insurance session you would like to attend.</td>
</tr>
<tr>
<td>11.30am - 1pm</td>
<td>Break</td>
</tr>
<tr>
<td>1pm - 2.30pm</td>
<td>Zoom: Food on the table and a roof over your head</td>
</tr>
</tbody>
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Who should attend this event?
All degree, exchange and double degree students who have received admission for RWTH Aachen University should make sure to join the RWTH Starter Pack program.

Content
The best way to start your studies at RWTH is to be all set up before lectures begin by having completed several administrative processes and ideally found a place to live before traveling to Aachen. The RWTH Starter Pack program will provide you with all necessary information about the enrollment process (make sure to refer to your target group to attend the appropriate session). Furthermore, health insurance companies Techniker Krankenkasse and AOK will be happy to answer your questions about health insurance in parallel sessions and guide you through the process of getting a policy in Aachen. You can check TK and AOK’s websites to choose the session you would like to attend.

After a break, find out how to look and apply for accommodation in Aachen with the help of Studierendenwerk Aachen, the Housing Advice Service of the International Office and the private dorm The Fizz.
Online Kick Off event

When? On Tuesday, 29 March, 2022, from 10am to 12pm
Link: Zoom
For whom? All new international degree and exchange students

Content
Make yourself comfortable for the official introduction to the University and to the Welcome Week program by the International Office. You will have the chance to meet other international students virtually and get to know more about what Aachen has to offer, even in times of COVID-19. After that, meet your student representations AStA, GSP and AV and try your chance at winning RWTH merchandise by participating in different games. Last but not least, the International Office will give an overview of their various services for international students and describe the current Corona situation in Aachen.

Website:
www.rwth-aachen.de/welcomeweek

Applying for and extending your residence permit

When? On Wednesday, 30 March, 2022, from 10am to 11am
Link: Zoom
For whom? All international non-EU students

Content
Students with non-European nationality mostly need to apply for visa to travel to Germany and apply for residence permit once they have settled in Aachen. The Immigration Office will be telling you everything you need to know regarding applying for and extending your residence permit. You will also have the chance to ask questions related to your own personal situation.

Websites:
Entry visa and Residence permit
www.staedteregion-aachen.de/auslaenderamt

Making use of RWTH IT Services

When? On Wednesday, 30 March 2022, from 11am to 12pm
Link: Zoom
For whom? All new international degree and exchange students

Content
Home is where Wi-Fi is! During this meeting, staff from the IT ServiceDesk will guide you through important tasks such as getting your credentials and setting up your IT services, using self-service to change your passwords, connecting to University’s Wi-Fi and much more! In case of online courses, you will also learn how to get access to VPN and how to use it.

Website:
www.rwth-aachen.de/it-center
Registering for...

When? On Wednesday, 30 March, 2022, from 2pm to 4pm
Link: Zoom
For whom? All new international degree and exchange students

2pm - 2.45pm:  ... Sports Activities at the University Sports Center
2.45pm - 3.30pm:  ... Language Courses at RWTH Language Center
3.30pm - 4pm:  ... Courses and exams - the basics by AStA

Content
Physical exercise and learning new skills like German or a foreign language are highly recommended, as they are important for a good work-life-balance and a great way to meet new people. The staff of the University Sports Center will tell you about their sport activities offer and registration procedure, before handing over to the RWTH Language Center team who will tell you about the language course catalogue and registration requirements considering the pandemic. Furthermore, getting an understanding of how the German academic system works is far from being intuitive. However, the Student Union AStA would like to help you take your first steps in the course and exams catalogue of RWTHonline and provide basic knowledge to simplify your academic integration. AStA also provides information on general exam regulations in English.

Important: AStA and the International Office are not able to provide course-specific information. For more detailed questions about the courses you should register for in your first semester, please reach out to your Faculty Advisor (degree students) or Departmental Coordinator (exchange students).

Websites:
www.hochschulsport.rwth-aachen.de
www.sz.rwth-aachen.de
www.asta.rwth-aachen.de

Talk Show: How to survive in Germany

When? On Friday, 1 April, 2022, from 2pm to 4pm
Link: Zoom
For whom? All new international degree and exchange students

Content
What does it mean to be a student at RWTH? What tips and tricks do I need when starting my studies here? How do I avoid culture shock and get integrated quickly? What is there to see and do around Aachen? Many RWTH students with international background had the same questions as you do now and some of them will tell you about their own experience and will give you valuable tips on how to adapt in Germany, in Aachen and at RWTH during live interviews. As part of the online audience, you will have the possibility to ask anything you would like to know about every day and academic life as new international students.

Important: The International Office and the guest speakers may not be able to provide course-specific information. For more detailed questions about the courses you should register for in your first semester, please reach out to your Faculty Advisor (degree students) or Departmental Coordinator (exchange students).

Website:
www.rwth-aachen.de/io-faq
On-site Events

Now that most of your questions and doubts have been cleared during the online sessions, you can lay back and relax a bit. Use the on-site events to discover the beautiful city of Oche (dialect for Aachen) while getting to know other international and local students.

Information for students with disabilities and chronic illnesses
The representation of students with disabilities and chronic illness (VORSCHUB) advocates for the interests of students - from barrier-free access to lecture halls to compensation for disadvantages and individual and confidential counselling. In addition, they provide students with study assistants who can accompany them in everyday university life.

In case you need support or have questions, do not hesitate to get in touch with VORSCHUB (www.astarwth-aachen.de/en/counseling/vorschub/)

Participation requirements: 3G and medical/FFP2 mask indoors!
Indoors events will have a COVID control at which valid proof of completed vaccination, recovery or negative test (<24 hours) needs to be provided. No exception can be made. Please note that the access regulations may change on short notice depending on the developments of the pandemic.

Lunch with the International Office

When? On Tuesday, 29 March, 2022, from 12.30pm to 2pm
Meeting point: in front of Mensa Academica at 12.30pm
For whom? All new international degree and exchange students

Content
Meet the Welcome Week staff in person for the first time during a relaxed lunch break. Hosted under the same roof as Studierendenwerk Aachen and AStA, the Mensa Academica is the biggest canteen at RWTH Aachen and very popular among RWTH students and staff. You can enjoy a wide range of healthy and wholesome food at reasonable prices. The International Office will offer a meal and a drink for up to 200 students. First come, first serve!

You can find the daily menus offered at the different Mensen in Aachen at www.studierendenwerk-aachen.de/en/eating-drinking/menus.html
**Campus Tours (EN)**

Meeting point: in front of Super C, 10 minutes prior to desired tour
For whom? All new international degree and exchange students

**Content**
Our Welcome Week volunteers will show you around the central RWTH campus. Starting at the student services building “Super C”, you will pass by the Hauptgebäude (main building), the main library, various lecture halls and take a coffee and tea break on the way at the Humboldt Haus, before finishing in Pontstraße where you will find various restaurants and cafes all tailored to student budgets! The spots in each Campus tour are limited. Therefore make sure to get a ticket at check-in for the wished time slot.

Alternative for solo or self-tours:
Campus Tour audioguide and rallye available for free on our [Campus Tour website](#).

**Library Tours (EN)**

Meeting point: in front of Super C, 20 minutes prior to desired tour
For whom? All new international degree and exchange students

**Library Tour dates:**
- Tuesday, 29 March, 2022 from 2pm - 3pm
- Tuesday, 29 March, 2022 from 3.30pm – 4.30pm
- Tuesday, 29 March, 2022 from 5pm - 6pm
- Thursday, 31 March, 2022, 10am - 11.30am
- Thursday, 31 March, 2022, 12pm - 1.30pm

**Content**
As RWTH student, it is a must to know the University’s library and the Library staff is happy to show you around and explain how to get access to the materials provided or book a seat in the library. The tours have limited spots. Therefore, make sure to get a ticket at the indicated check-in area in front of Super C and to be on time. You will also find information on their services and the applying COVID-19 regulations at [www.ub.rwth-aachen.de](http://www.ub.rwth-aachen.de).

Alternative for solo or self-tours:
In case you cannot participate in a library tour, we recommend having a look at the virtual tour of the University Library available on [YouTube](http://www.youtube.com).
Movie Night with RWTH Filmstudio

When? On Tuesday, 29 March, 2022, at 7pm (admission from 6.30pm)
Where? Aula of RWTH Main Building, Templergraben 55

Content
It has been an exciting and busy first Welcome Week Day! How about getting some sweets, a drink and just chill with your new friends while watching a movie in one of the University’s biggest and oldest lecture halls?
RWTH Filmstudio regularly organizes movie nights for RWTH students for a very small entrance fee. You get the chance to see very recent as well as classic movies in German or in original version while enjoying some time with your peers on campus. Believe us, it is worth it!
The movie Ghostbusters: Legacy will be played in English with German Subtitles. Get one of the limited free movie tickets at the entrance of RWTH main building from 6.30pm, buy drinks and snacks from Filmstudio at the checkroom and just enjoy the show.

Website:
www.filmstudio.rwth-aachen.de

3G rule!

Clash of the Nerds by AStA

When? On Wednesday, 30 March, 2022, at 7pm (admission from 6pm)
Where? Café Chico Mendes, Pontstraße 74-76

Content
Come join the Clash of the Nerds event organized by your student union AStA at Café Bar Zuhause on Wednesday from 6pm and with your team lead by one of our Welcome Week volunteers, try to find the most errors in the statements the host will make. Statements will be on a lot of topics from Star Wars to Anime and Manga. In the past events we have seen that all of you carry a bunch of nerd facts with them, so come and enrich your teams knowledge.
To sharpen your skill here is an old Statement with three errors in it: „With fifty Jackie Chan was sent to the China Drama Academy, a Peking Opera School, where he excels in renaissance arts and acrocounting."
Please note that bars and cafés in Germany usually do not offer any credit card payment. Therefore make sure to bring cash with you.

Website:
www.asta.rwth-aachen.de

3G rule!
Freshers’ Fair

When? On Thursday, 31 March, 2022, from 2pm to 6pm  
Where? Templergraben (in front of Super C and on Platanenplatz)

Content
During Freshers’ Fair, we gather together various university services so that you can pick up information and get as many questions answered as possible on one day and all at one location. At the Freshers’ Fair you can meet diverse International Office services but also further RWTH services like the Student Advice Center and Psychological Counselling team, the University Sports Center, the Immigration Office, our health insurance partners and many different student associations and local initiatives involved in diverse causes and projects.

Don’t forget to try your luck at the International Office wheel of fortune and to complete your Freshers’ Fair passport by getting information and completing challenges from the different booths offered. Get your passport at check-in, take a photo at our fotobooth and gather ten stamps to get a reward from the International Office. A free buffet will be provided by the International Office.

Website:  
www.rwth-aachen.de/beratung  
www.rwth-aachen.de/engagement/

Open Consultation at the International Office

When? On Friday, 1 April, 2022, from 10am to 12.30pm  
Where? Super C building and online

Content
By participating in all obligatory events of the online Welcome Week, you can be sure that most of your questions will be answered by the beginning of the semester. However, we know that some individual inquiries remain unanswered due to the high number of participants during the events. Therefore, we would like to invite you to get in touch with us during this open consultation and have your last doubts and question marks cleared with our different advisors:

<table>
<thead>
<tr>
<th>Service</th>
<th>Where to find them?</th>
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</thead>
<tbody>
<tr>
<td>Info Service Center</td>
<td>Super C, 3rd floor, Room 3.29</td>
</tr>
<tr>
<td>Incoming Student Services</td>
<td>Super C, 3rd floor, Room 3.28</td>
</tr>
<tr>
<td>BeBuddy Program</td>
<td>Super C, 3rd floor, Room 3.28</td>
</tr>
<tr>
<td>Housing Advice Service</td>
<td>Super C, 3rd floor, Room 3.28</td>
</tr>
<tr>
<td>Humboldt Haus &amp; Scholarships</td>
<td>Online: Zoom (code: 881659)</td>
</tr>
<tr>
<td>Student Associations</td>
<td>Online: Zoom (code: 576100)</td>
</tr>
</tbody>
</table>

Further information about the services available at  
www.rwth-aachen.de/internationales

3G rule!
Welcome Home Feast

When? On Friday, 1 April, 2022, from 5pm to 9pm
Where? Super C, 6th floor

Content
You should definitely not miss the Welcome Home Feast! This final networking event allows us to welcome you to Aachen as your new home but also to welcome back RWTH students to Aachen, who have just returned from their stay abroad. This is your chance to get in touch with local students and share experience from your home country and their host country, take photos with your new buddies at the photobooth and enjoy a free buffet provided by the International Office. Please note that the amount of food is based on one meal per expected participant and therefore might be out before the end of the event.

To make this event more fun, the International Office has planned a group karaoke in one of the lecture halls and will provide board games to help you make friends.
Due to the Coronavirus pandemic, the enrollment procedure for summer term 2022 will not include personal appointments but an online enrollment only. Please follow the steps below in order to complete your enrollment as degree student:

**Step 1**
Accept your study place offer and complete residual data entry.
Once you have been admitted to RWTH Aachen University, make sure to accept your study place offer via RWTHonline. Then click on the blue button "Add Data", enter the required information and upload the necessary documents as PDF. After submitting your data, you have the possibility to download the "Application for enrollment" form.

**Step 2**
Provide a valid postal address in Germany
Please check if your current address on the "Application for Enrollment" form is valid. This address should be in either Germany, the Netherlands, Belgium or Luxembourg and should be the one that you use during your stay at RWTH Aachen. If you are still looking for accommodation, you can use the address of friends or a hotel in which you are staying at the moment. You can change your current and your home address by yourself in RWTHonline. Please use the application "Current/Home Address" that is available on your Business Card/Workplace. We do need a valid address to send you the semester ticket and your student ID card! Therefore, please always ensure that you are indeed reachable at the address you give us.

**Step 3**
Complete your enrollment documents by upload
Scan the signed form "Application for Enrollment" that is equipped with the current address, convert it to a PDF file and upload it in your self service in RWTHonline. After having uploaded all documents required for enrolment, we will check them within 3 weeks. Afterwards we will come back to you by email. Either in this email, you will be informed about your successful enrollment or you will be asked to correct wrong documents or to upload missing documents required for enrollment.
Transfer the semester fee
Please transfer the semester fee. You will find all necessary payment information in RWTHonline Self-service when clicking on “Tuition Fee”.

Please note:
To avoid the risk of spreading the virus, please abstain from having your documents authenticated. This is not necessary. We reserve the right to check the original documents in individual cases during the semester. It is therefore indispensable to bring all required original documents with you to Aachen.

During the enrollment phase the personal office hours is likely to stay closed. Please send us your questions and/or your enrollment documents by email at admissions@rwth-aachen.de.

In order to prove your health insurance status (mandatory for enrollment), please get in contact with a German public health insurance provider. Either you may close a contract with this provider or you may be asserted that you are exempt from health insurance in Germany. As this information will be forwarded electronically to us, please always notify the “Sendenummer” of RWTH Aachen University to the health insurance provider. The “Sendenummer” is H0000784. Further information about student health insurance can be found on our www.rwth-aachen.de/stud-kv.

We ask persons who enter Germany from a foreign country to inform yourself on www.einreiseanmeldung.de about current entry regulations before your arrival in Aachen.

INFORMATION FOR EXCHANGE STUDENTS:
Exchange students need to complete their online enrollment by following the instructions provided upon admission by the Incoming Student Services. If you have not received any information yet, please get in touch with incoming@rwth-aachen.de. If you experience any difficulties during the enrollment process, please contact the admissions department at admissions@rwth-aachen.de.

Step 4

Let’s get started – Get through your studies with TK health insurance

TK is a sponsor of RWTH Aachen Welcome Week and we support you to get through your enrolment and your studies. Just follow the steps to join TK health insurance.

TK membership application form Just send an email to your university advisor Rebecca Jennes if you want to become a member of TK. He will send you the membership application form. Please complete and send it signed back to him. For fast handling you can also use the online application. (Click to follow the link)

Passport picture Please give your passport picture to Rebecca Jennes or simply upload it to tk.de after you have received your membership certificate.

Insurance certificate After sending us your signed membership application and SEPA mandate you will receive an insurance certificate that you have to submit to RWTH Aachen to complete your enrolment. Please send a certificate of matriculation to Rebecca Jennes when you have completed the process.

SEPA form You have the option to pay your health insurance contributions monthly. Using the SEPA transfer option we can debit the payment as agreed from a German bank account. If you do not have a German bank account, the whole contribution for the semester is due in advance.
What's next? Start of lectures!

Register for classes, prepare your timetable
When? The Welcome Week period is also the course registration phase!

Degree students: Get in touch with your Faculty Advisor & Faculty Student Council
Any questions regarding the course-specific organization of your stay have to be asked at your Faculty Advisor (Fachstudienberater*in). You can find their contact details at this website: www.rwth-aachen.de/fachstudienberatung
Your Faculty Student Council can also help you prepare your first timetable. A full list of faculty student councils with links to their relevant websites can be found here: www.rwth-aachen.de/fachschaft

Exchange and Double Degree Students: Get in touch with your departmental coordinator
Different procedures apply to exchange students when it comes to course and exam registration and credit point recognition. In each faculty, there is at least one person in charge of advising exchange students on academic matters. If you have questions about the content of the course, the language requirements, the course registration and exam regulations, you need to get in touch with your Departmental Coordinator. This person will also be in charge of signing your Learning Agreement and issuing your Transcript of Records.
You can find the contact details of your Departmental Coordinator at this website: www.rwth-aachen.de/departmental-coordinators
What’s next? Language courses
Register for a German Language Course at RWTH Language Center

Studying in Germany will give you the best opportunity to learn this beautiful language that is German. The Sprachenzentrum will introduce you to their course offer during the Welcome Week. If interested in registering for one of their German language courses, please make sure that you fulfill the requirements for a successful registration.

For instance, you will need your TIM-ID in order to take the obligatory placement test and create a user account, which is necessary for your placement test results, your course registration and your final grade.

You will find the dates of the placement tests and the course registration at www.sz.rwth-aachen.de/go/id/lhix

Make sure that you have completed your enrollment at least two weeks before the placement test you have registered for. Your enrollment will be complete once you will have transferred the student service fee and the Admissions Office will have accepted your enrollment documents. After that, it can take up to one week to receive access to your Network Services and thus, to your TIM-ID, which is necessary to take the placement test and create a user account at the Language Center.

Please note that you will neither be able to participate in the placement test nor register for a German language course if not completely enrolled at RWTH in due time. Thank you for understanding.

Further information about the language courses can be found at www.sz.rwth-aachen.de
Further services for Internationals

BeBuddy Program

To support new international students in settling in, we offer a free of charge buddy program. This is a mentoring program where experienced RWTH students offer help to new students (mentees) like you by acting as their „buddy“. If you need help understanding something, if you need someone to pick up your room key, if you need someone to go with you to the city administration or just to the next supermarket: ask your Buddy! He or she will help you settling down - of course within the framework of the applicable COVID-19 restrictions.

Buddies are student volunteers, who may also have other commitments, so it is best to make such arrangements as early as possible. Please register online for the BeBuddy program at least three weeks before your arrival in Germany. Unfortunately, however, we cannot guarantee that you will be matched online in time, as many international students come to Aachen during this period and are waiting for a buddy. We will do our best to provide you with a buddy as soon as possible and thank you for your understanding should this take a little longer.

Sign up online:
www.rwth-aachen.de/bebuddy

Intercultural Trainings

What are the norms of German culture? How are these different to those of your own country? What is considered polite in Germany? What values influence behavior and communication?
These are some of the key questions that are addressed in the intercultural competence workshops offered by our specialist intercultural trainer. Participation in an intercultural workshop is highly recommended for new international students to enhance your personal skillset and to help you understand and ease into life and a culture which may be very different to what you have been accustomed to. Intercultural expertise is a highly-sought skill, essential not only within your academic life, but also for your future career. If you would like to learn more on intercultural communication, we recommend you to sign up for a workshop during your stay in Aachen.

Interested? Register for the online intercultural training on Thursday, 31 March, 2022!

Send an email to Chiara Weber (chiara.weber@zhv.rwth-aachen.de) by 15 March with the following information: first name, last name, gender, country of origin, course of studies.

Please note that the training has very limited places and that the spots will be allocated on the basis of „first come, first serve“. The Zoom link will be provided approx. one week before the training via email upon successful registration.

The intercultural trainings in English are offered regularly and you can check the upcoming dates and registration procedure on the related website.
Student Associations

Student Associations can be a great way to get to know new people as well as to spend your leisure time in a meaningful way. They offer a great variety of events or projects you can participate in covering the areas: intercultural exchange, sports, culture, social and sustainable projects, engineering and sciences, career and professionalization.

If you are new to Aachen and do not yet know how to get in touch or to find the initiative, which would be interesting for you, or if you would like to found a student association of your own, you are welcome to contact us. One of the many ways to get to know the association that fits you is to visit the events provided by the student associations throughout Welcome Week as well as to attend the Global Village.

Contact details:
Saskia Wennmacher
Mentoring of Student Associations
Telephone: +49 (0)241 8090613
saskia.wennmacher@zhv.rwth-aachen.de
www.rwth-aachen.de/engagement

The Humboldt Haus

They say that the Humboldt-Haus is the only house in which you can fit the entire world! And why is that? The Humboldt-Haus is the international community center of RWTH Aachen University. It is the main meeting place for many international student associations and location of interesting and exciting international and intercultural events. If you are new to Aachen and want to meet local and international students, simply check the diverse event program offered at Humboldt-Haus by the university, as well as various student associations. If you want to present your country to other students or organize an event yourself, feel free to get in touch with the Humboldt-Haus Team.

If you want to learn more about Humboldt-Haus, visit the following website:
www.rwth-aachen.de/humboldt

Photo: Tamara Weber
International Office Facebook Group and Instagram

The International Office has created a Facebook Group for new international students to network and find friends: **RWTH welcomes Internationals**

Furthermore, we have an Instagram account where we like to post news about RWTH and Aachen, impressions of the international atmosphere of the University but also competitions! If you follow our Instagram account, you will stay informed about the international highlights of RWTH Aachen University.

www.instagram.com/rwthinternationaloffice

Photos taken during the Welcome Week will be posted via our Instagram account and you also have the chance to be part of it by sharing your Welcome Week experience with #RWTHWelcomeWeek!

Try your chance at winning one of three surprise gift bags containing RWTH Merchandise by joining the Facebook group „RWTH Welcomes Internationals“ between 29 March and 1 April, 2022 and posting a short message with the #RWTHWelcomeWeek.

You can also try your luck for one of three further surprise gift bags by following us on Instagram between 29 March and 1 April, 2022!
Contacts in the International Office

Welcome Week Team

The Welcome Week Organization Team is happy to help you with any questions you have concerning the program, participation requirements and social events planned during the week preceding the beginning of your studies. Our team is lucky to be supported by volunteers who will try to guide you the best way possible during the different events planned.

You have missed the Welcome Week events? All Welcome Week presentations materials and recorded sessions as well as further event dates after the Welcome Week will be published on our Latecomer page!

Contact details

Welcome Week Team
SuperC, 3rd floor, room 327
Templergraben 57
52062 Aachen
Telephone: +49 (0)241 80 90667
Fax: +49 (0)241 80 90661
www.rwth-aachen.de/welcomeweek
welcomeweek@rwth-aachen.de

Please note: during the event period, we have limited reachability due to our presence in the online and on-site events. In case you would like to reach out on very short-notice, you can also contact the Info Service Center for support.

Contacts in the International Office

Info Service Center

For general questions about organizing your stay in Aachen and what to do when you first arrive, contact the Info Service Center of the International Office. Whatever you need to know, the ISC team will be able to point you in the right direction. The ISC has created a Survival Guide to help you prepare for your arrival and stay in Aachen the best way possible and regularly offers web-seminars during the semester to help you out with unanswered questions even after the beginning of your studies. Further information is available at www.rwth-aachen.de/isc

Tip: The Frequently Asked Questions website contains information sheets and answers to many common questions regarding studies and life in Aachen: www.rwth-aachen.de/io-faq

Contact details

Info Service Center
SuperC, 3rd floor, room 329
Templergraben 57
52062 Aachen
Telephone: +49 (0)241 80 90660
Fax: +49 (0)241 80 90661
www.rwth-aachen.de/isc
international@rwth-aachen.de

Virtual Office hour
Monday to Friday: 11am - 12.30pm
link available at www.rwth-aachen.de/isc

Reach us by phone everyday from Monday to Friday from 8.30am to 12.30pm and from 1.30pm to 4pm
Contacts in the International Office
Incoming Student Services

The Incoming Student Services team supports exchange and other visiting or non-degree students with the administrative aspects of their stay. This includes the application and admission process, enrollment and extension of periods of stay as well as issuing various certificates such as “Certificate of Arrival” or “Certificate of Attendance”.

For academic matters, please contact your Departmental Coordinator. You find the contact details of your departmental coordinator at [www.rwth-aachen.de/departmental-coordinators](http://www.rwth-aachen.de/departmental-coordinators).

Contact details
Incoming Student Services
SuperC, 3rd floor, room 328
Templergraben 57
52062 Aachen

Telephone: +49 (0)241 80 90832
Fax: +49 (0)241 80 90661
[www.rwth-aachen.de/exchange-students](http://www.rwth-aachen.de/exchange-students)

[incoming@rwth-aachen.de](mailto:incoming@rwth-aachen.de)

Virtual Office hour
If you are an exchange or visiting student, you are welcome to contact us during our virtual office hour taking place every Tuesday from 10.30am to 11.30am via Zoom.

Link available at [www.rwth-aachen.de/exchange-students](http://www.rwth-aachen.de/exchange-students)

Contacts in the International Office
Housing Advice Service

Finding accommodation in Aachen may be one of the biggest challenge at the beginning of your studies as international student. Even though the University does not own nor manage accommodation, the Housing Advice Service of the International Office is happy to support you and guide you in finding a place to stay. Our team collects offers from private landlords and outgoing students and can inform you about further student dormitories located in and around Aachen.

Have a look at our Housing Guide and register for regular updates about incoming offers with our contact form available at [www.rwth-aachen.de/housing](http://www.rwth-aachen.de/housing)

Contact Details
Housing Advice Service
SuperC, 3rd floor, room 328
Templergraben 57
52062 Aachen
Telephone: +49 (0)241 80 90681
Fax: +49 (0)241 80 90661
[www.rwth-aachen.de/housing](http://www.rwth-aachen.de/housing)

[housing@rwth-aachen.de](mailto:housing@rwth-aachen.de)

Virtual Office hour
On Tuesdays from 1pm to 2pm
link available at [www.rwth-aachen.de/housing](http://www.rwth-aachen.de/housing)
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Call us!
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Visit our website
www.wohnenlinkatzensprung.de

Contact us!
vaals@xior.nl

*On our website you will find the requirements to take advantage of this offer.
Where to find us?

1. Find the Mensa, AStA and Studierendenwerk
2. RWTH Shop
3. Super C Services:
   - IT Center (Ground Floor)
   - RWTH Branch of Immigration Office (4th Floor)
   - Info Service Center and Incoming Student Services (3rd Floor)
   - Welcome Center for international Researchers (5th Floor)
   - Admissions Office (5th Floor)
4. Find the Humboldt Haus and AV
5. Bürgeramt

Please note:
At the moment, most services are closed to the public. Please do not visit the University buildings without appointment and contact the responsible services in advance in case you need personal consultation.
Your Welcome Week Checklist

What should I bring with me?
- ID/passport
- Degree students: enrollment documents
- Documents for residence permit (if required)
- Waterproof jacket / umbrella
- Valid proof of complete COVID vaccination or recovery

What should I do after I arrive?
- Attend Welcome Week events planned
- Contact our Housing Advice Service for help if you have not found lodging yet
- Register your address in Aachen at the Citizens’ Office with your „Wohnungsgeberbestätigung“
- Open a bank account / activate Sperrkonto (blocked bank account) if necessary
- Contact a German public health insurance provider and have your status checked for enrollment
- Enroll at the university with RWTHonline & pay the student service fee
- Activate your IT services (www.rwth-aachen.de/go)
- Create your BlueCard (www.rwth-aachen.de/selfservice)
- Create a timetable and register for courses using RWTHonline
- Apply for a residence permit at the Immigration Office (if required)
- Follow us on Instagram (www.instagram.com/rwthinternationaloffice/)

Where to find information about COVID-19?
Applying regulations in Aachen: www.rwth-aachen.de/io-faq
Quick and PCR test centers in Aachen (Bürgertest): map and appointment tool
Vaccination at RWTH: General information and appointment tool