

Step by Step: Online Registration and Application for Incomings

Creating the user account

- Create your personal user account
 1. Go to the [Incoming Online Portal](#)
 2. Create your personal user account by confirming your first name, family name, and email address
 3. Insert the characters shown in the picture and click on “register”
- Register at the Incoming Online Portal
 1. Upon creating your user account you will receive an email providing a link. Click on this link
 2. Now you can register by inserting your email address and defining a password
 3. The password should contain at least 8 characters, including at least one special character and at least one letter
 4. Insert the characters shown in the picture (Captcha) and click on “log in”. Welcome to the Incoming Online Portal!

Forgot your password? You can easily get a new one by clicking on “forgot password”. You will automatically receive an email with a link. You can set a new password by clicking on that link.

Submitting your application

Once you have registered at the Incoming Online Portal you can start your application for your stay at RWTH Aachen University.

- Choose the suitable Incoming Online Form:

Application: Exchange and Double Degree is for

Erasmus+ studies

Erasmus+ worldwide (from selected worldwide Erasmus-partner universities)

European Education Pathways (within ENHANCE)

RWTH Exchange Worldwide, including Strategic Partnership with Tsinghua University

Faculty exchange partnerships

T.I.M.E. Double Master

Tsinghua Double Master

Other Double Degree programs

UNITECHInternational

BaHaMa

Free Movers (from non-partner universities)

Application: Non-Exchange Incoming Students is for

Erasmus+ traineeship

KOSPIE (DAAD)

IDEA League Research Grant

Visiting Project Students

DAAD RISE/WISE

Fulbright Scholarship

Sandwich PhD student (degree outside)

China Scholarship Council (CSC) (for Bachelor/Master degree students)

DAAD Scholarships (for Bachelor/Master degree students)

- Click on “start” next to the relevant form. Please fill in the form completely.

At the bottom of each page, you must mark the page complete. In case a checkmark does not appear, some information is missing or incorrect, please correct the mistakes indicated with red. Once successful, a green checkmark will appear next to the corresponding page on the menu on the left. You can submit your application only after you have filled in all mandatory fields, and after having checked all pages as complete.

- Upload of documents

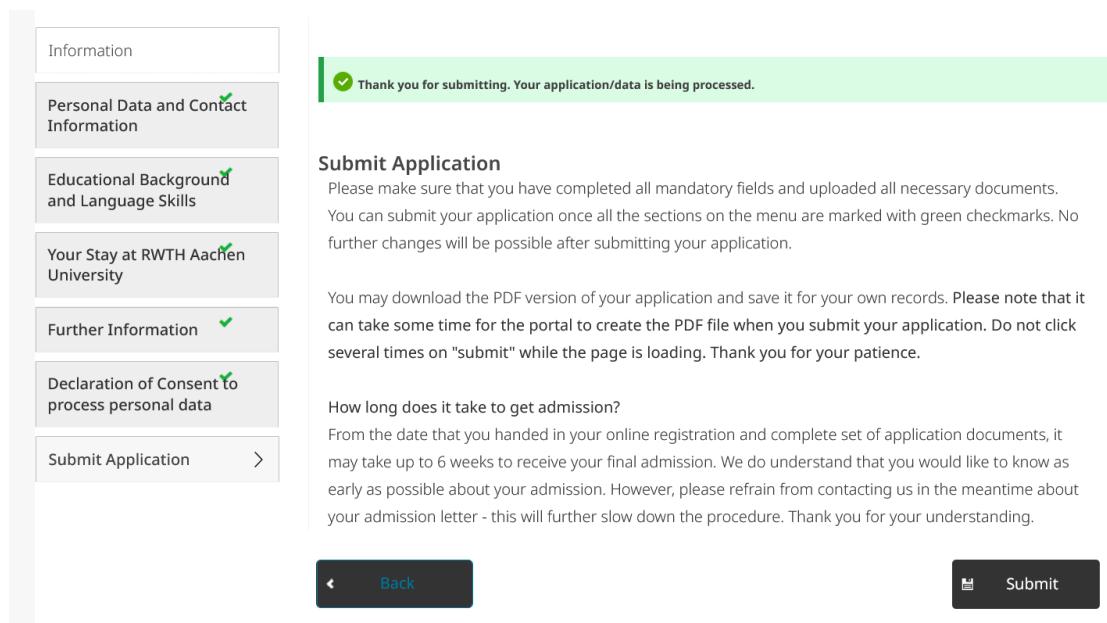
Depending on your program, it is mandatory to upload additional application documents to complete your application.

- Submit the application

In case you have submitted all the information correctly, and marked all pages complete, you can submit your application.

Successful submission will be confirmed with a green information text appearing on the website as indicated below. You will also receive a confirmation e-mail.

You might not see the generated PDF file of your application right away, sometime it take a bit longer to be generated. In case it does not appear later in time, you can ask us to send you one per e-mail.



The screenshot shows a web interface for submitting an application. On the left is a vertical menu with seven items: 'Information', 'Personal Data and Contact Information', 'Educational Background and Language Skills', 'Your Stay at RWTH Aachen University', 'Further Information', 'Declaration of Consent to process personal data', and 'Submit Application'. The first six items have a green checkmark to their right, while 'Submit Application' has a right-pointing chevron. At the top of the main content area is a green notification bar with a checkmark icon and the text: 'Thank you for submitting. Your application/data is being processed.' Below this is the heading 'Submit Application' followed by two paragraphs of text. The first paragraph says: 'Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks. No further changes will be possible after submitting your application.' The second paragraph says: 'You may download the PDF version of your application and save it for your own records. Please note that it can take some time for the portal to create the PDF file when you submit your application. Do not click several times on "submit" while the page is loading. Thank you for your patience.' Below the text is a section titled 'How long does it take to get admission?' with a paragraph: 'From the date that you handed in your online registration and complete set of application documents, it may take up to 6 weeks to receive your final admission. We do understand that you would like to know as early as possible about your admission. However, please refrain from contacting us in the meantime about your admission letter - this will further slow down the procedure. Thank you for your understanding.' At the bottom of the page are two buttons: a dark blue 'Back' button with a left-pointing chevron, and a dark grey 'Submit' button with a document icon.