

Getting started: What do I have to do now?

You have just completed the first step for the enrolment at RWTH Aachen University. In order to finalize your enrolment please follow the steps explained below:

1. Finalizing the enrolment by paying the semester fees

Your enrolment is only valid after you have paid the semester fee (Student Body and Social Contribution Fee). In order to pay the fee, proceed as follows:

- Log into your RWTHonline account and open the application that resulted in your admission to an RWTH study program in “My Applications”.
- In the self-service area “Enrollment”, you will find the bank account details of RWTH Aachen University, the amount that you need to transfer and the reference that you should quote when making the payment. To see this information please click: “Tuition Fees”
- Please remember to state the payment reference in the appropriate field of your bank’s transfer form or in the online bank transfer form.
IMPORTANT: If you transfer the fee from a bank account outside the EU, please choose the option “OUR (our customer charged)”. By this you make sure that all additional fees will be charged during the bank transfer process and that the correct amount of money is credited on our bank account.
- Make sure that you update your postal address in the self service area of RWTHonline because your semester ticket will be sent to this address!

After you have made the payment you will receive a letter from ASEAG, the public transport provider in Aachen. In this letter you will find your ASEAG transport ticket (Semesterticket). More information on the validity of the ticket etc. can be found at www.rwth-aachen.de/go/id/jgyk. The ticket will be sent to you by post (to the address that you have entered in the self service area of your RWTHonline account) no sooner than 14 days before the start of the semester or later depending on the date of your payment. Please keep in mind that the ticket is valid from April 1 for Summer term and October 1 for Winter term.

2. The BlueCard - Your Student ID card

In order to receive a student identity card (the so-called BlueCard) you need to follow the following steps:

- Shortly after you have completed the first step in the enrolment process you will receive an email with a coupon code and a website address. Please go to the website and enter the coupon code to log into the website.
- You will now be guided through a configuration menu that will help you to set up a contact email address and create your official RWTH email address. Please make sure that you check both regularly for new emails since we will send important information concerning your studies to these email addresses!

- You will then receive “TIM” login data (user name and password) for accessing several online services of RWTH Aachen University. This access is very important for your studies and the administration of your student account. Please write down the login data in a safe place and do not share this with third parties!
- Next, you should go to www.rwth-aachen.de/selfservice and log in using the login data you just received.
- Under the menu item “BlueCard” you should now upload a photo of yourself in passport format. This photo is necessary to create your BlueCard. More Information about the photo requirements and this upload process can be found via: www.rwth-aachen.de/bluecard

Once you have finished these steps and your BlueCard has been printed, you will receive an email informing you about where you may collect your card. Usually the BlueCard will only be handed out to the owner who has to prove her or his identity with a valid passport. If you are unable to pick up the card personally you may send someone to collect it on your behalf. However, this person needs to show a written permission signed by you, a copy of your proof of identity (passport or personal ID) as well as their own personal identification documents.

3. Attend the Welcome Week

At the Welcome Week for international degree and exchange students, you will find out everything you need to know in order to get off to a successful start in Aachen and at RWTH Aachen University. The Welcome Week will guide you through your first steps at the university, introduce various advice services, faculties and student clubs and will help you to meet other new international students.

The full Welcome Week program and further information can be found on the following webpage:

<http://www.rwth-aachen.de/welcomeweek>

4. Register for BeBuddy

BeBuddy is a mentoring program provided by the International Office of RWTH Aachen University that offers new international students the opportunity to be matched up with a “buddy”. A buddy is an experienced student, often in the same faculty as you, who helps you to get to know the university and its surroundings and supports you in your first semester. We strongly recommend taking part in the BeBuddy program!

Further information on the BeBuddy program and the registration form can be found here:

<http://www.rwth-aachen.de/bebuddy>