

# How to find a supervisor at RWTH Aachen University

Any exchange, program or visiting student at RWTH Aachen University needs to find a supervisor independently.

**Step 1:** Identify your area of interest and try to find a matching RWTH institute. Check the faculty's web pages in order to find out about ongoing research activities and fields of research. You can find all our faculties on the [RWTH Aachen homepage](#) in the right on top of the page at "faculties and institutions".

**Step 2:** Find a RWTH supervisor in one of your fields of interested. Prepare following documents:

- Motivation letter for each institute you are applying for, addressing your interest in working at that particular chair and in that specific research field. Also indicate a period of time to conduct your project.
- Research plan addressing your learning goals. Many labs required research stay of at least six months.
- CV
- Support letter from one of your home university supervisors.
- Copy of your student certificate. Indicate if you are studying at one of our official partner universities.
- Transcript of records from your current and/or previous studies

Tip: In Germany it is common to address people, especially professors, in a very formal way, at least when first contacting them. Therefore, the appropriate address for a professor is "Prof. xy" and for a person holding a PhD "Dr. xy".

**Step 3:** Send your application directly to the secretariat of the respective chairs and wait for feedback. If a chair is interested in your application, they will contact you. Please do not forget that professors are usually rather busy persons who receive a lot of emails and inquiries such as yours. Therefore it is advisable to write in due time and not to get impatient if you do not receive a reply within a few days.

If you have difficulties in finding a supervisor, please contact the corresponding [exchange coordinator](#) in the faculty in charge of you.

**Step 4:** You have been accepted by an institute? Request an invitation letter or a [confirmation of supervision](#) and contact our Incoming Team regarding your official application.

You should start organizing your stay at RWTH Aachen University approx. six months before your date of arrival. Take into consideration visa processing duration (up to six months) and the [enrollment deadlines](#) at RWTH Aachen.

**You have received your invitation letter or confirmation of supervision? Congratulations, you can now apply at the [Incoming Student Services](#).**