International Office

RWTHAACHEN
UNIVERSITY

Step by Step: Online Registration for Incomings

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 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.

After registration

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

5. Choose the suitable Incoming Online Form:
- **Incoming Online Form, exchange and double degrees:** for applicants within ERASMUS+ study stay, RWTH Exchange Worldwide, T.I.M.E. Double Degree, and Tsinghua Double Degree
- **Incoming Online Form, non-exchange:** for applicants as Free Movers, Visiting Project Students, ERASMUS+ interns, DAAD RISE/WISE candidates, CSC scholarship holders (Bachelor/Master degree students) and DAAD scholarship holders (Bachelor/Master degree students), Sandwich PhD students (degree outside).

6. Click on "start new application" next to the relevant form. Please fill in the form completely.

At the bottom of each page you can mark the page complete. A green checkmark will appear next to the corresponding page in 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.