Your Application - Bachelor

These step-by-step instructions will show you how to use the RWTHonline application wizard. It will help you easily apply for admission at RWTH via the internet.

Please pay attention to all the pointers given to you by the wizard. The exact steps you need to take and the information required of you, as well as any documents you must submit, may vary depending on your chosen degree program and your CV.

Please note: General information is available on the RWTH web page "Application Bachelor / State Examinations for Internationals".

Contents

- 1 Step-by-Step Instructions
  - 1.1 Opening "Applications"
    - 1.1.1 ...if you are applying to RWTH for the first time
    - 1.1.2 ...if you are an enrolled student or an employee
  - 1.2 Launching the Application Wizard
    - 1.2.1 Selecting a Semester to Start Your Studies
    - 1.2.2 Selecting a Degree Program
    - 1.2.3 Entering Your Personal Details
    - 1.2.4 Selecting a Correspondence Address
    - 1.2.5 Submitting Your University Entrance Qualification
    - 1.2.6 Submitting Your Academic Background Information
    - 1.2.6 Adding Further Information
    - 1.2.7 Uploading Documents
    - 1.2.8 Double-Checking Your Application
    - 1.2.9 Receiving Confirmation of Your Application
- 2 Summary
1. Step-by-Step Instructions

1.1 Opening "Applications"...

1.1.1...if you are applying to RWTH for the first time

Log onto the RWTHonline homepage (https://online.rwth-aachen.de) under "Login for applicants" using your username and password from the registration process.

**Please note:** If you have trouble logging in, you can click on the link in the left-hand text block under "Information for applicants" or contact the support team (website: RWTHonline Support).

Open the "Applications" option via the business card/workplace tab.
1.1.2 ...if you are an enrolled student or an employee

Log onto RWTHonline (website: [https://online.rwth-aachen.de](https://online.rwth-aachen.de)) by clicking on "Login Access" via RWTH Single Sign-On. Then navigate to the "Applications" option:

- If you are an enrolled student, click on the "Applications" option on the homepage.
- If you are an employee, click on the "My Applications" option on your business card/ workspace.
1.2 Launching the Application Wizard

Information: You can change your language settings at any time by clicking "De/En".

Click on "Enter new application" in the yellow box. The application wizard will open.

Applicants who are Non-EU/EEA nationals are asked if they have completed an academic degree at a German university. Please answer this question as it applies in your case.

1.2.1 Selecting a Semester to Start Your Studies

Please select the semester in which you wish to commence your studies (1) and want to apply for via the drop-down menu.

Confirm your selection by clicking on "Continue" (2).
1.2.2 Selecting a Degree Program

Please select the type of course of study. Here: the Bachelor's programme.

Please note: You can click on the blue icon for additional information about the respective options.

Choose the type of degree program you wish to study. For this example, we will be using the "Bachelor (1 Subject)" degree.
Information: "1 Subject", or "2 Subject" refers to the number of majors.

Using the drop down menu, select the subject for which you are applying.

After you have selected the course of study, you must specify some further details (see below for an example):

- Under entrance semester (1), you will have to choose the semester in which you would like to commence or continue the desired program. For example, if you want to apply to study "Civil Engineering", please select "1 - Unrestricted admission".
Select the form of studies (2): In this example, studies leading to a “first degree.” For more information on the various options, click on the blue information icon.

Please check all boxes (3) that apply to you here. Depending on the selections you make, the documents and evidence you need to submit with your application will change accordingly.

Confirm your entries by clicking on “Continue” (4).

Important: Please note that if you choose a higher course semester, you will have to provide proof of having completed prior academic courses at a university and submit a formal record of recognition of prior learning from the relevant RWTH examination board.

Please note: If you choose a higher course semester for an admission-restricted subject, you must observe the following issue: You must select whether this choice is due to a placement in a higher course semester (Höherstufung), a transfer from another university in the same course of study (Ortswechsel), or a transfer from another university to a different course of study (Quereinstieg). In addition, please note the application and enrollment deadlines.

1.2.3 Entering Your Personal Details

Please note: Any personal data already entered at the time of your registration or from any existing accounts will automatically be transferred. The submitted data has to match the information of your official IDs.

Please enter your personal data (1). Click on the blue icon for additional information.

Confirm your data by clicking on “Continue” (2).
1.2.4 Selecting a Correspondence Address

RWTH uses your correspondence address (term-time address) to get in touch with you. If this is the same as your permanent home address, please tick the checkbox (1) and confirm this information by clicking on “Continue” (2).

1.2.5 Submitting Your University Entrance Qualification

On this page, you will need to indicate, where, or how, you have obtained your university entrance qualification.

Please select: “I have obtained a foreign higher education entrance qualification” (1).

Fill out the required information about your university entrance qualification (2).

Confirm your entries by clicking on “Continue” (3).
Please note: If you have already applied for another degree program before and entered the information about your university entrance qualification, these fields will be prefilled by the system.

1.2.6 Submitting Your Academic Background Information

Important: This step is only necessary if you are applying to higher course semesters!

Please indicate all previous periods of study here. This includes all discontinued, current, and completed degree programs at other higher education institutions.

Click on "Add degree programme".

Information: You can make multiple entries regarding your academic background on this page. You will be asked in the next step which Bachelor’s course of study should be used for the subject-specific review of prior education.
The window for editing the individual entries opens.

Under University/Subjects (1), please enter the required information. The information on subjects is collected for statistical purposes. If you cannot find your field of study in the list of selections, please choose a course of study with similar content.

In the "Semester" (2) field please indicate which semesters you studied and whether there were any interruptions to your studies.

If you have already taken intermediate or final exams, please enter this information under "Status" (3).

Finish by clicking the "Save and close" (4) button.
The information (1) now appears in the list and you can either add further entries or complete this step by clicking on "Continue" (2).
1.2.6 Adding Further Information

If you are applying for a degree program with restricted-admission, you will now be asked for additional information.

Check the applicable boxes (1) and confirm by clicking on "Continue" (2).

1.2.7 Uploading Documents
In the following steps, please upload the documents that are required (1) for admission and enrollment. Which documents are required depends on the information you have provided in the application process. Confirm each step by clicking on "Continue" (2).

You can upload the certificates by clicking on "Browse" (1). Once you have successfully uploaded the documents, you will be able to see them in the table on your screen (2).

Confirm the information by clicking on "Continue" (3).
1.2.8 Double-Checking Your Application

Check all of the information now displayed in the application overview.

Once you have checked that everything is correct, you can tick the box (1). In doing so, you are confirming that the information you have provided is accurate and complete.

Submit your application by clicking on “Send” (2).
1.2.9 Receiving Confirmation of Your Application

Congratulations! Your application has now been received!

The "List of applications" (1) button will take you to the overview page of all your applications for admission at RWTH.

By clicking on "Continue" (2) you will be redirected to the status page of your completed application.

2 Summary

1. Open "Applications" via RWTHonline.
2. Follow the steps in the application wizard.
3. Upload all the required documents.
4. Check your details thoroughly.
5. Submit your application.