

Instructions  RWTHonline

# Bachelor's Application 1st Course Semester

As of: 15.10.2019

# 1 Open RWTHonline Application Wizard

You can find information about how to register and log into RWTHonline in separate step-by-step instructions “Registering in RWTHonline,” which can be found in the download section of this page.

You will be taken to your business card/workplace after logging in. Click on the link **Applications** in the Studies section.

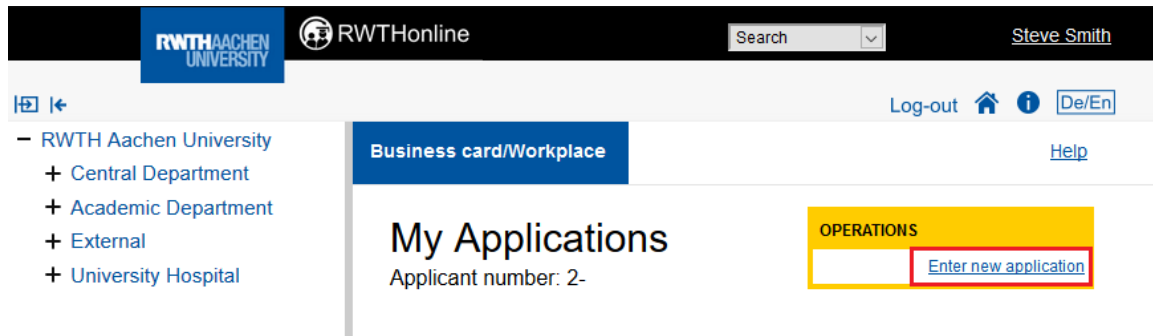
## Information

You can change your language settings for the Application Wizard at any time by clicking **DE/EN**.

The screenshot displays the RWTHonline user interface. At the top, there is a navigation bar with the RWTH Aachen University logo, the text 'RWTHonline', a search box, and the user's name 'Steve Smith'. Below the navigation bar, there is a sidebar with a tree view of the university structure: RWTH Aachen University, Central Department, Academic Department, External, and University Hospital. The main content area is titled 'Business card/Workplace' and contains a user profile card for 'Mr. Smith, Steve'. The profile card shows the email 'stevesmith@email.de' and a placeholder for a picture. Below the profile card, there are two sections: 'Studies' and 'Services'. The 'Studies' section has a red box around the 'Applications' link. The 'Services' section has links for 'Edit e-mail address' and 'Information about Application for Admission'. At the bottom of the page, there is a footer with the text 'Last login: 16.05.2019 (11:02:42) from 134.130.0.162 (lrc18096.rz.rwth-aachen.de)'. There are also several UI elements highlighted with red boxes: the 'De/En' language selector in the top right, the 'Applications' link in the 'Studies' section, and the 'SELECT' button in the top right of the main content area.

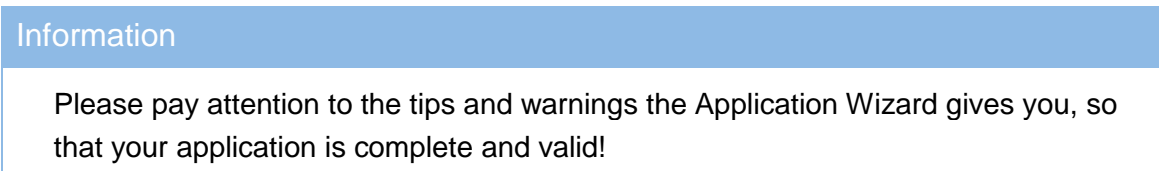
The page **My Applications** will open.

Click the link **Enter new application** in the yellow **OPERATIONS** box.



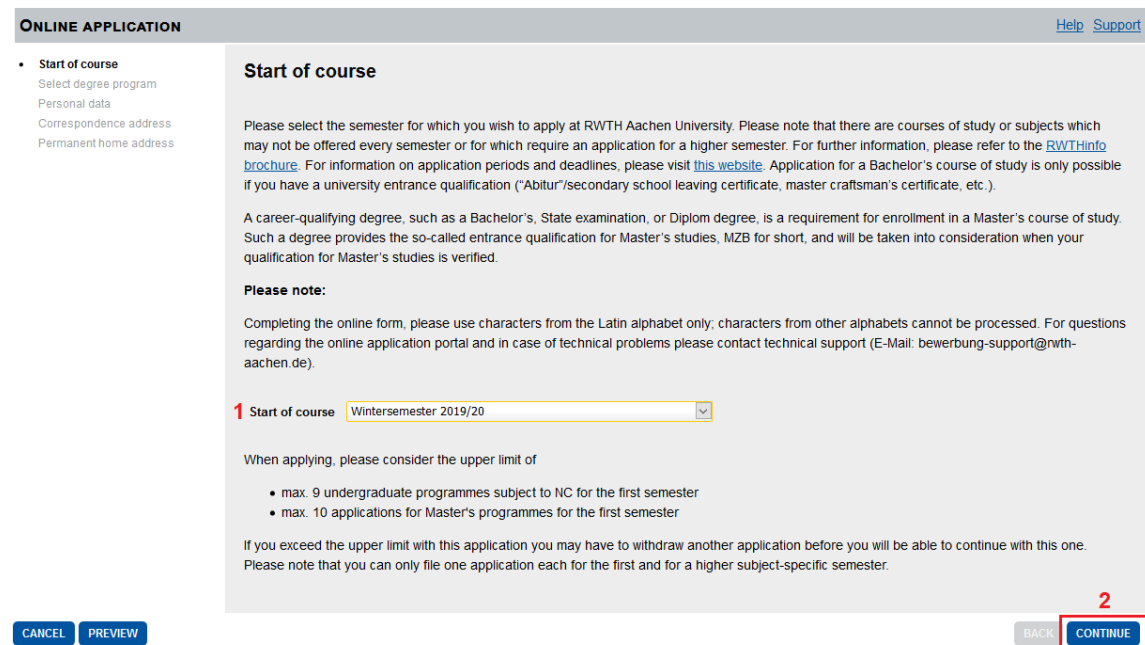
## 2 Submitting an Application via RWTHonline

You are now viewing the homepage of the RWTHonline Application Wizard.



Select your **Start of course**. Pay attention to the number of applications allowed.

Using the drop down menu, select the semester for which you are applying **(1)** and click **CONTINUE (2)**.



Fill out the **Type of studies**.

Describe the degree program, for which you are applying, in more detail.

The screenshot shows the 'ONLINE APPLICATION' interface. On the left, a sidebar lists navigation options: 'Start of course', 'Select degree program' (highlighted), 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'Academic background'. The main content area is titled 'Select degree program' and contains several numbered fields:

- 1** Type of studies: Bachelor programme
- 2** Intended degree: Bachelor (1-Subject)
- 3** Degree program: Civil Engineering
- 4** Further information: [Further information](#)
- 5** Entrance semester: 1 - Unrestricted admission
- 6** Form of studies: First degree
- 7** Three checkboxes:
  - I have already studied at a university/college before.
  - I have already applied once for the selected degree program at RWTH within the last year.
  - I apply for admission as cross-registered student.

At the bottom, there are buttons for 'CANCEL', 'PREVIEW', 'BACK', and 'CONTINUE' (highlighted with a red box and the number 8).

- Example: Type of studies: Bachelor programme **(1)**
- Select your Intended degree you are applying for **(2)**.
- Using the drop down menu, select the degree program for which you are applying **(3)**.
- By clicking the link “Further information,” **(4)** you will be taken to the RWTH website. There you will find the key information about the program you have selected.
- Select the entrance semester **(5)**.
  - ① The entrance semester is the semester, in which you will begin or continue your studies in a subject. For example, if you would like to begin the unrestricted admission civil engineering course of study, select “1 – Unrestricted admission.”
- Select the form of studies: First degree **(6)** (for assistance click **(1)**).
- Check off the boxes that apply to you **(7)**. If you have not yet completed studies or have not already applied for the selected degree program at RWTH within the last year, do not check the boxes.
- Click **CONTINUE (8)**.

You will now be taken to the page **Personal data** (see the example with the applicant Peter Portland). You already provided some of this information when you registered.

- Review and complete the information. Please enter your complete name as given in your identity card or passport.
- Click **CONTINUE**.

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)

- **Personal data**
  - Correspondence address
  - Permanent home address
  - Higher education entrance qualification
  - Academic background

### Personal data

<b>First name</b>	<input type="text" value="Steve"/>
<b>Last name affix</b>	<input type="text"/>
<b>Surname</b>	<input type="text" value="Smith"/>
<b>All first names</b>	<input type="text" value="Steve"/>
<b>Date of birth</b>	<input type="text" value="01.01.1990"/>
<b>Gender</b>	<input type="text" value="Male"/>
<b>Place of birth</b>	<input type="text" value="Los Angeles"/>
<b>Country of birth</b>	<input type="text" value="United States (USA)"/>
<b>Maiden name</b>	<input type="text"/>
<b>1st nationality</b>	<input type="text" value="United States (USA)"/>
<b>2nd nationality</b>	<input type="text" value="Please select..."/>

You will be taken to the page **Correspondence address**. The address you enter here will be used by RWTH to send you any necessary mail.

- Fill out the address information **(1)**. The fields with a yellow outline are mandatory.
- If your permanent home address and correspondence address are identical, check the box **(2)**.
- Click **CONTINUE (3)**.

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
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[Personal data](#)  
**• Correspondence address**  
 Higher education entrance qualification  
 Academic background

**1 Correspondence address (semester address)**

Mail delivery c/o

Street and number

Postal Code/City

Country/State

Region

Telephone number

E-mail address stevesmith@email.de  
 Confirmed e-mail address stevesmith@email.de

**2**  My correspondence address (during the semester) is identical with my permanent home address.

**3**

On the next page you will be asked about your **higher education entrance qualification**.

- Select:  
 “I have obtained a foreign higher education entrance qualification.” **(1)**
- Fill out the information about your secondary education degree. **(2)**
- Click **CONTINUE (3)**.

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
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[Personal data](#)  
[Correspondence address](#)  
**• Higher education entrance qualification**  
 Academic background

**Higher education entrance qualification**

*Please enter what type of higher education entrance qualification you hold and when and where you have obtained it. More information: [Link](#)*

I have obtained a German Higher Education Entrance Qualification.  
**1**  I have obtained a foreign higher education entrance qualification.  
 I belong to the group of master craftsmen or qualified professionals.

**2** Type

Number of sem. at preparatory college   
from 1 to 20

Name of certificate (original name)   
1 to 100 characters

Date of certificate   
Format: DD.MM.YYYY

Average grade (gpa)   
from 1.0 to 4.0

Name of school   
1 to 100 characters

Location of school   
1 to 100 characters

Country of school   
 state

**3**

You will now be asked about your academic background. If you have already begun or completed university studies, click **ADD DEGREE PROGRAM (1)**. The screen **Edit academic background** will open (see below).

Fill it out. Then, click **CONTINUE (2)**:

ONLINE APPLICATION [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
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[Correspondence address](#)  
[Higher education entrance qualification](#)

- Academic background

### Academic background

University	Degree	Degree programs	from	to
No entries.				

**1**  
ADD DEGREE PROGRAM

**2**  
CONTINUE

CANCEL PREVIEW BACK CONTINUE

Fill out the section **Edit academic background**. The fields with a yellow outline are mandatory.

### 1 University/Subjects

Country of university: Netherlands

University: Technische Universiteit Delft

URL: http://www.tudelft.nl/

Degree: Test1234

Form of studies: First degree

Major (1st subject): European Studies in Technology and Business (ETB)

original name of 1st subject of studies: [empty]

2nd subject: Please select...

original name of 2nd subject of studies: [empty]

3rd Subject: Please select...

original name of 3rd subject of studies: [empty]

### 2 Semester

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
WS2014/15	WS2016/17	5	[empty]	[empty]	[empty]	[empty]	Please select...

**3** Status

Intermediate exam	<input type="text" value="not scheduled"/>	Final examination	<input type="text" value="not finished"/>
Grade	<input type="text"/>	Grade	<input type="text"/>
	<small>max. 20 characters</small>		<small>max. 20 characters</small>
Date	<input type="text"/>	Date	<input type="text"/>
	<small>Format: DD.MM.YYYY</small>		<small>Format: DD.MM.YYYY</small>

**4**

- Complete the information about the university where you studied and the subjects you studied **(1)**. If your university is not listed in the drop-down menu, please leave it blank and enter the name of your university in the free text field.
- Complete the information about the semesters you studied and any leaves of absence **(2)**.
- Complete the information about your status. Information about just the final examination is sufficient. **(3)**
- **SAVE AND CLOSE (4)**

As soon as you have completed the section on your academic background, you will be prompted to upload documents necessary for admission and enrollment. (→ *continued on page 10*)

#### Information

You will not be able to submit your application until all the mandatory documents have been uploaded. Otherwise you will receive an error message.

If you have applied for a **restricted admission** (with a Numerus Clausus) **degree program**, you will now be asked for **Further Information**.

- Check off the boxes that apply to you. **(1)** If none of the boxes apply to you, leave them blank.
- Click **CONTINUE**. **(2)**



**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)

- **Further Information**

### Further Information

1  I have completed military service, civilian service, voluntary service, development assistance, or a social or ecological year (only for applicants with German nationality).

I submit a request for preferential admission due to the completion of a service according to § 19 VergabeVO NRW.

I request to be considered in the quota for hardship cases.

I apply for disadvantage compensation for improving overall average grade/waiting time.

I request to be considered in the preselection ("top athlete").



I request to be considered in the preselection ("person of non-age").


I request equality with German citizens in the selection procedure ("Gleichstellung").

**2**

In the left menu you will see a list of the necessary **documents**. **(1)** When filling out the Application Wizard certain documents are required before you can submit your application. You can see if a document is mandatory based on the warning text. The Wizard will guide you through how to upload the documents.

The screenshot shows the 'ONLINE APPLICATION' interface. On the left, a navigation menu lists various document types, with 'Proof of Completion of SelfAssessment' highlighted and circled in red, labeled with a red '1'. The main content area is titled 'Proof of Completion of SelfAssessment' and includes instructions for enrollment, a list of document types, and a 'Current document' table. The table has columns for 'File name', 'Type', 'File Size', and 'Date'. One document, 'Muster Dokument.pdf', is listed with a file size of 590,5 and a date of 16.05.2019 13:42:31. To the right of this entry are two icons: a red 'X' (labeled '4') and a download icon (labeled '5'). Below the table, there is a 'New document' section with instructions on accepted file formats (PDF) and a maximum file size of 5 MB. A file upload button is labeled with a red '2'. At the bottom right, there are 'BACK' and 'CONTINUE' buttons, with 'CONTINUE' circled in red and labeled with a red '6'. At the bottom left, there are 'CANCEL' and 'PREVIEW' buttons.

Click on **Durchsuchen ... (2)** under **New document** and upload the required the documents one after another as a **PDF**. You can delete an uploaded document from the list **(3)** using the  symbol **(4)** and download it by clicking the  symbol **(5)**.

ⓘ The  symbol will only appear once you have gone through the entire RWTHonline Application Wizard once.

After each upload click **CONTINUE (6)**.

You will now be shown an **OVERVIEW – APPLICATION NUMBER** (in this example: Application Number: 1 -00000117 ).

- Review all of the information carefully.
- Confirm that the information provided is accurate. **(1)**
- Once you have reviewed the information and confirmed its accuracy, click **SEND**. **(2)**

OVERVIEW - APPLICATION NUMBER: 1-00000117

### PLEASE NOTE

Here, you can check your application. The application has not been sent yet. Please check your details. After marking the approval checkbox (at the bottom of the page) click on the SEND button to submit the application electronically.

### Start of course

Wintersemester 2018/19

When applying, please consider the upper limit of

- max. 9 undergraduate programmes subject to NC for the first semester
- max. 5 applications for Master's programmes for the first semester

If you exceed the upper limit with this application you may have to withdraw another application before you will be able to continue with this one.

### Select degree program

Type of studies Bachelor programme

Intended degree Bachelor 1 Fach

Degree program Civil Engineering

Entrance semester 1 - Unrestricted admission

Form of studies First degree

I have already studied at a university/college before.

XXXXXXXXXXXXXXXXXX

### Confirmation

Please click "**Back**" in order to revise incorrect details. Check the box and click "**Send**" to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

- 1  I hereby declare that the statements contained herein are true and complete, and herewith allow the RWTH Aachen University to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrolment at university.

CANCEL

BACK SEND <sup>2</sup>

You have now submitted your application for Bachelor's studies at RWTH.

You will receive a confirmation. You can view the status of your application and your letter of admission/rejection letter in the RWTHonline Application - Status. You will be notified via email when the status changes.

You can select your RWTHonline Application - Status directly from the application process by clicking on the link [LIST OF APPLICATIONS](#).

**ONLINE APPLICATION**

**Thank you for your application!**

If you click on the "Next" button, you will be directed to the web page providing you with an overview of the status of your application. There you can find information on documents already submitted and those that are still missing. Under the heading of "Documents to be submitted," you can see which documents you have already submitted and those that still need to be provided. The detailed information on documents that need to be submitted tells you whether these documents can be uploaded or whether you must send them in paper form, together with the cover sheet provided here, via regular mail (using registered mail, if possible). Please note that you must follow the instructions on how to submit the various documents; documents that have been incorrectly submitted will not be taken into account. If the responsible administrative division changes the status of your application, as a rule, you will be notified via email. However, it remains your responsibility regularly to check the status of your application.

[LIST OF APPLICATIONS](#)

[CONTINUE](#)

### 3 Next Steps

The next steps after submitting the online application are:

- Check application status
- Check admission status
- Accept study place offer, if you have been admitted.
- Enroll

You can complete most of the steps in the RWTHonline Application - Status. Depending on the course of study, you enroll using the Application Wizard, via mail, or in person in the Registrar's Office or International Office.

#### Open Application - Status

Log on to RWTHonline. Your profile will open. Click on the link **Applications**.

The screenshot displays the RWTHonline user interface. At the top, there is a navigation bar with the RWTH Aachen University logo, the text 'RWTHonline', a search box, and the user's name 'Steve Smith'. Below this is a secondary navigation bar with 'Log-out', a home icon, a user icon, and 'De/En'. The main content area is titled 'Business card/Workplace' and contains a profile card for 'Mr. Smith, Steve'. The profile card lists 'Email: stevesmith@email.de' and 'Homepage: -'. To the right of the profile card is a 'SELECT' button and links for 'Detail view' and 'Extended view'. Below the profile card are two sections: 'Studies' and 'Services'. The 'Studies' section contains a link for 'Applications' which is highlighted with a red rectangular box. The 'Services' section contains links for 'Edit e-mail address' and 'Information about Application for Admission'. At the bottom of the page, a status bar shows the last login information: 'Last login: 16.05.2019 (11:02:42) from 134.130.0.162 (ltc18096.rz.rwth-aachen.de)'.

The page **My Applications** will open.



Click on the **magnifying glass**  **(6)** to open Application - Status.

Portland, Peter



## My Applications

Applicant number: 2-00044112  
Matriculation number: 000062

OPERATION [Enter new application](#)

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
Wintersemester 2018/19						
<b>1</b> 1-00000117	<b>Bachelor 1 Fach Civil Engineering</b> ▪ Entrance semester: 1 ▪ Type of admission: Unrestricted admission	<b>2</b> ✓ 23.11.2017	<b>3</b> ✓	<b>4</b> ✓	<b>5</b> ⚠	<b>6</b>  <b>7</b> 

### Legend for the example above

- **1** Application number
- **2** ✓ The application documents have been checked and they are complete.
- **3** ✓ Admission granted
- **4** ✓ Study place offer accepted
- **5** ⚠ Enrollment incomplete
- **6**  Show status of application
- **7**  Show summary

### Status Inquiry

In the Application - Status view you can find an overview of the status of your submitted application, e.g.

Portland, Peter

## Application - Status

Applicant number 2-00044112  
Application number 1-00000117  
Course of study Bachelor 1 Fach | Civil Engineering (1. FS)  
Start of course Wintersemester 2018/19

Back to " [MY APPLICATIONS](#) "


▼ ✓ Submission of application

**Status**

✓ received electronically

Under  **Admission** you can view the status of your admission.



As soon as your processed admission has been granted, your letter of admission will be available to download here.

▼  **Admission**

### Details of the admission procedure

Course of study **Bachelor 1 Fach**  
**Civil Engineering**

- Entrance semester: 1
- Type of admission: Unrestricted admission

Status  Formal entry requirements met  
 Admission granted

Details -


### Results of admission procedure


Download your notification here.

 **DOWNLOAD NOTIFICATION**

## Accept Study Place Offer

You will receive a study place offer as soon as you have been granted admission. You must accept the study place offer before the prescribed deadline, so that you can provide us with the information necessary for enrollment on time.


Click on the arrow in front of “ Study place offer” and accept the study place offer or reject it.


▼  **Study place offer**

### Next steps

You have the option to accept the study place you are offered. Please, note the following: Please note that in addition to accepting your study offer, you must also enroll before the given deadline.

- If you are still waiting for the result of another admission process (for another course of study or subject), we advise you to accept the present admission offer. Should you be admitted to another course/subject, you can make the necessary changes via RWTHonline. Please carefully read the information on this topic in RWTHonline (“Applications”). **Please note:** This does not apply to courses of study which are administered through the Dialogue-oriented Service Process (DoSV). Any offers for admission to a DoSV course of study can only be viewed using your DoSV user account at the Stiftung für Hochschulzulassung. Please note that once you accept an offer for admission to a DoSV course of study, any other applications you have submitted to DoSV will no longer participate in the DoSV application process.

 **ACCEPT STUDY PLACE OFFER**


 **DECLINE STUDY PLACE OFFER**


The date of your study place acceptance/rejection will be displayed.


## Application - Status

**Applicant number** 2-00044112  
**Application number** 1-00000117  
**Matriculation number** 000062  
**Course of study** Bachelor 1 Fach | Civil Engineering (1. FS)  
**Start of course** Wintersemester 2018/19

Back to " [MY APPLICATIONS](#) "

▶  **Submission of application**

▶  **Admission**

▼  **Study place offer**

### Decision

Study place accepted on **23.11.2017**.

Download your notification here.

 [DOWNLOAD NOTIFICATION](#)

### Next steps

You have the option to accept the study place you are offered. Please, note the following:

- If you are still waiting for the results of a selection procedure, we recommend you accept this study place. Should you receive a further letter of acceptance, you may, upon simple demand, change your degree program before starting the semester.

 [ACCEPT STUDY PLACE OFFER](#)  [DECLINE STUDY PLACE OFFER](#)

## Information

The download will be available in the system for some time after you have accepted your study place.



## Enroll

After accepting the study offer you must provide us with additional information needed for enrollment and then fill out the application for enrollment and submit the required documents as specified either in the Application Wizard, via mail, or in person. Please pay attention to the information in the Application Wizard.

▼ Enrollment

### Next steps

Please complete the details relevant for enrollment. Then, you will have access to your Application for Enrollment.

[ADD DATA](#)

Please complete the residual data entry. Check to make sure the information you entered is correct and click "SEND." You will then be able to download your application for enrollment and then you can submit the signed application.

[PRINT APPLICATION FOR ENROLLMENT](#)

Please enroll as soon as possible. Make note that the enrollment period ends **31.10.2019**. Your status has changed from that of "applicant" to that of "admitted student." Your personal data, as far as relevant for enrollment, will be retrieved from the Application Wizard. The [Enrollment Regulations \(Einschreibungsordnung\)](#) provide information on which personal data are required for enrollment. Please enroll now and provide us with any data that we still need. Please note that you must enroll at the RWTH Aachen University within the enrollment period. If you are not able to do so for any reason, please contact us at [nt-zugang@rwth-aachen.de](mailto:nt-zugang@rwth-aachen.de).

Detailed information about the student union and social contribution can be found by following the link: [Tuition fee](#)

### Status

- 🟡 Enrollment requirements not fulfilled for the present
- 🔴 Tuition fees not (fully) paid
- 🟡 "Enrollment": not performed yet

### Required documents (for enrollment)

Documents stated herein must be included in your application

▶ <input checked="" type="checkbox"/> Application for Enrollment
▶ <input checked="" type="checkbox"/> Identity Card/ Travel Passport
▶ <input checked="" type="checkbox"/> Proof of Completion of SelfAssessment
▶ <input checked="" type="checkbox"/> University Entrance Qualification
▶ <input checked="" type="checkbox"/> Proof of Internship (4 Weeks) or Exemption Certificate from the Internship Office
▶ <input checked="" type="checkbox"/> Proof of student health insurance
▶ <input checked="" type="checkbox"/> Statutory Declaration in Lieu of an Oath
▶ <input checked="" type="checkbox"/> Termination of Enrollment Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave
▶ <input checked="" type="checkbox"/> Befreiungsbescheinigung des Sprachenzentrums der RWTH Aachen

Documents stated herein may be included in your application

▶ <input checked="" type="checkbox"/> IMPORTANT INFORMATION REGARDING THE REQUIRED LANGUAGE PROVES FOR ENROLLMENT AT RWTH AACHEN UNIVERSITY
▶ <input checked="" type="checkbox"/> For the purpose of personal enrollment: Booking of an appointment
▶ <input checked="" type="checkbox"/> opening hours

Please find a cover sheet to submit documents at a later date via the following link: [Cover sheet](#)

The green checkbox symbol indicates which documents you have already submitted. Documents you still need to submit are marked with a red X and can be uploaded or submitted as a physical copy, depending on what is specified. When mailing your physical documents to us, please use our cover sheet.

After you have successfully enrolled, you must pay the student body and social contribution fee. You can find more information about the payment options in the RWTHonline Application - Status.