

Instructions  RWTHonline

Application for a Higher 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 "Registration 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 shows the 'Business card/Workplace' page in RWTHonline. The user is Steve Smith. The page includes a navigation menu on the left with options like 'Central Department', 'Academic Department', 'External', and 'University Hospital'. The main content area displays the user's profile information and a list of services. The 'Applications' link in the 'Studies' section is highlighted with a red box. The 'Services' section contains links for 'Edit e-mail address' and 'Information about Application for Admission'. A yellow box highlights the 'SELECT' button and the 'Detail view' and 'Extended view' options. The 'Last login' message at the bottom indicates the user last logged in on 16.05.2019.

The page **My Applications** will open.

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

The screenshot shows the 'My Applications' page in RWTHonline. The user is Steve Smith. The page displays the user's application status, including the applicant number '2-'. A yellow box labeled 'OPERATIONS' contains a link 'Enter new application' which is highlighted with a red box. The page also includes a navigation menu on the left and a search bar at the top.

2 Submitting an Application via RWTHonline

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

Information

Please pay attention to the tips and warnings the Application Wizard gives you, so that your application is complete and valid!

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)**.

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

- Start of course**
 - Select degree program
 - Personal data
 - Correspondence address
 - Permanent home address

Start of course

Please select the semester for which you wish to apply at RWTH Aachen University. Please note that there are courses of study or subjects which may not be offered every semester or for which require an application for a higher semester. For further information, please refer to the [RWTHinfo brochure](#). For information on application periods and deadlines, please visit [this website](#). Application for a Bachelor's course of study is only possible if you have a university entrance qualification ("Abitur"/secondary school leaving certificate, master craftsman's certificate, etc.).

A career-qualifying degree, such as a Bachelor's, State examination, or Diplom degree, is a requirement for enrollment in a Master's course of study. Such a degree provides the so-called entrance qualification for Master's studies, MZB for short, and will be taken into consideration when your qualification for Master's studies is verified.

Please note:

Completing the online form, please use characters from the Latin alphabet only; characters from other alphabets cannot be processed. For questions regarding the online application portal and in case of technical problems please contact technical support (E-Mail: bewerbung-support@rwth-aachen.de).

1 Start of course

When applying, please consider the upper limit of

- max. 9 undergraduate programmes subject to NC for the first semester
- max. 10 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. Please note that you can only file one application each for the first and for a higher subject-specific semester.

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', 'Higher education entrance qualification', and 'Academic background'. The main content area is titled 'Select degree program' and contains several dropdown menus and checkboxes:

- Type of studies:** Bachelor programme
- Intended degree:** Bachelor (1-Subject)
- 1 Degree program:** Chemistry
- 2 Further information:** A blue link labeled 'Further information'.
- 3 Entrance semester:** 3 - Unrestricted admission
- 4 Form of studies:** First degree
- 5** Two 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.

At the bottom, there are buttons for 'CANCEL', 'PREVIEW', 'BACK', and 'CONTINUE' (which is highlighted with a red box and labeled with a red '6').

- Using the drop down menu, select the degree program for which you are applying **(1)**.
- By clicking the link “Further information,” **(2)** you will be taken to the RWTH web-site. There you will find the key information about the program you have selected.
- Select the entrance semester **(3)**.
 - 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 continue the restricted admission business administration course of study, e.g. in the third semester, select “3 – Restricted admission”.
- Select the form of studies: First degree **(4)** (for assistance click ⓘ)

Please note that when you select a higher course semester to begin your studies, you must submit proof of academic performance at a university or a placement certificate from the respective examination board at RWTH Aachen University.
- Check off the boxes that apply to you **(5)**.
- Click **CONTINUE (6)**

Info

If you selected a restricted admission higher course of study, you must select whether you are applying for an upgrade, change of location, or lateral entry. **(1)** Then click **CONTINUE**. **(2)** Please take note of the application and enrollment periods and deadlines on the [RWTH website](#).

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

[Start of course](#)

[Select degree program](#)

- **NC selection criteria for higher academic semesters**
 - Personal data
 - Correspondence address
 - Higher education entrance qualification
 - Academic background

NC selection criteria for higher academic semesters

Additional information is required for NC-restricted applications for higher academic semesters. Please choose one of the following selection criteria for every application concerned:

- Upgrade / Höherstufung
Applicants who have been admitted/enrolled for the first semester prior to the start of the move-up procedure and whose transferable credits from previous studies in another course of study have been recognized.
- Change of Location / Ortswechsel
Applicants who are enrolled at another university in a EU/EEA state for the same course of study at the time of application.
- Lateral Entry / Quereinstieg
Applicants whose transferable credits from previous studies in another course of study have been recognized, but who have not been admitted/enrolled for the first semester.

1

Molekulare u. Angewandte Biotechnologie: Upgrade / Höherstufung

CANCEL **PREVIEW**

BACK **CONTINUE**

You will now be taken to the page **Personal data**. 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

First name

Last name affix

Last name

All first names

Date of birth

Gender

Place of birth

Country of birth

Maiden name

1st nationality

2nd nationality

CANCEL **PREVIEW**

BACK **CONTINUE**

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

Correspondence address

1 Correspondence address (semester address)

c/o (if necessary)

Street and number

Postal Code/City

Country/State

Region

Telephone number

Temporary email

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

3

CANCEL **PREVIEW** **BACK** **CONTINUE**

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](#)
[Select degree program](#)
[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](#)

1

I have a German higher education entrance qualification.

1 I have obtained a foreign higher education entrance qualification. [?](#)

I belong to the group of master craftpersons or qualified professionals. [?](#)

2

Type

Name of certificate (original name)
1 to 100 characters

Date of certificate
Format: DD.MM.YYYY

Average grade (gpa)

Name of school
1 to 100 characters

Location of school
1 to 100 characters

Country of school

province

3

CANCEL **PREVIEW** **BACK** **CONTINUE**

You will now be asked about your academic background. 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](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)
• Academic background

Academic background

University	Degree	Degree programs	from	to
No entries.				

1
ADD DEGREE PROGRAM

2
BACK CONTINUE

CANCEL PREVIEW

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

Edit academic background

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: [max. 110 characters]

2nd subject: Please select...

original name of 2nd subject of studies: [max. 110 characters]

3rd Subject: Please select...

original name of 3rd subject of studies: [max. 110 characters]

2 Semester

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
WS2014/15	WS2017/18	7	[] from 0 to 20	[] from 0 to 20	[] from 0 to 20	[] from 0 to 20	Please select...

3 Status

Intermediate exam: passed on the whole

Final examination: passed on the whole

Grade: 2.0 (max. 20 characters)

Date: 25.03.2016 (Format: DD.MM.YYYY)


Grade: 1.5 (max. 20 characters)

Date: 01.12.2017 (Format: DD.MM.YYYY)

4

SAVE AND CLOSE CANCEL/CLOSE


- 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 but has to be filled in. **(3)**
- **SAVE AND CLOSE (4)**

You will now see your academic background. (1). Click the pencil symbol  to edit the information (2).

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

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

Academic background

	University	Degree	Degree programs	from	to
2 	1 Technische Univers...	Test1234	European Stud..	14W	16W

[ADD DEGREE PROGRAM](#)

3

[CANCEL](#) [PREVIEW](#) [BACK](#) [CONTINUE](#)

Click **CONTINUE**. (3)

As soon as you have completed the section on your academic background, you will be prompted to upload documents necessary for admission and enrollment.

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:

Information

Mandatory documents are missing:

You have not uploaded all required documents. Please go through the application wizard again and upload all marked documents.

OK

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.

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

[Start of course](#)
[Select degree program](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)
[Academic background](#) **1**

- **Proof of Completion of SelfAssessment**
- CV
- Proof of Completion TestAS
- University Entrance
- Qualification
- Aptitude test certificate
- Statutory Declaration in Lieu of an Oath
- Termination of Enrollment
- Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave
- Proof of Internship (4 Weeks) or Exemption Certificate from the

Proof of Completion of SelfAssessment

Relevant only for enrollment:

SelfAssessments are tests which should assist you in choosing a suitable course of study by providing feedback on your academic strengths and weaknesses. Please [register](#) for a SelfAssessment, answer a set of questions, and you will automatically receive feedback. You must take part in a self-assessment as a prerequisite for admission; please present a signed self-assessment printout for enrolment.

For further information, please read our [RWTH-Info](#).

Further information is available via the following link:
<http://www.rwth-aachen.de/cms/root/Studium/Vor-dem-Studium/Studienentscheidung/~ef/SelfAssessments/?lidx=1>

Current document

File name	Type	File Size	Date	4	5
3 Muster Dokument.pdf	application/pdf	590,5	16.05.2019 13:42:31		

New document

The following document types are accepted: **Portable Document Format (.pdf)**.
 You can only upload one file. **The maximum file size is 5 MB.**
Please do not use "&" in the file name!

The submission of this document is optional. If you cannot submit it right now, there is no further possibility of electronically submitting the document. However, non-submission does not have any legal consequences regarding admission.

2 File Keine Datei ausgewählt.

6

CANCEL PREVIEW BACK **CONTINUE**

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)**. **(1)** The symbol will only appear once you have gone through the entire RWTHonline Application Wizard once.

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

Please read the prompting information carefully and testify by writing **YES** in the given field.

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

- [Start of course](#)
- [Select degree program](#)
- [Personal data](#)
- [Correspondence address](#)
- [Higher education entrance qualification](#)
- [Academic background](#)
- [Transcript of Records](#)
- **IMPORTANT INFORMATION ABOUT YOUR APPLICATION TO A HIGHER SEMESTER**
 - CV
 - Proof of Completion TestAS
 - University Entrance
 - Qualification
 - Aptitude test certificate
 - Statutory Declaration in Lieu of an Oath
 - Termination of Enrollment
 - Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave

IMPORTANT INFORMATION ABOUT YOUR APPLICATION TO A HIGHER SEMESTER

You are applying for a place of study in a **higher** semester.

In order to be enrolled into a higher semester of a study program you need a placement certificate of the examination board of the study program. This placement can only be issued to you if you have sufficient credits from another course of study. You need to request the placement certificate several weeks before the enrolment directly at the examination board. If you do not have sufficient credit points for the placement in the requested higher semester by the time of enrolment, please discontinue this application and start – if still possible – an application for the study program starting at first semester.

Please be informed that enrolment will be denied if you do not have the required placement certificate for the chosen semester! If you want to continue the application, please confirm that you are aware of these regulations and enter YES in the field below. Then press **CONTINUE.**

max. 12000 characters
12000 characters left
0 words

CANCEL
PREVIEW
BACK
CONTINUE

You will be asked about your Health Insurance details. Please read the fact sheet linked at the top **(1)**. Select the option that applies to you and if necessary enter the needed information **(2)**.

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

- [Transcript of Records](#)
- [IMPORTANT INFORMATION ABOUT YOUR APPLICATION TO A HIGHER SEMESTER](#)
- [CV](#)
- [Proof of Completion TestAS](#)
- [University Entrance Qualification](#)
- [Aptitude test certificate](#)
- [Statutory Declaration in Lieu of an Oath](#)
- [Termination of Enrollment](#)
- [Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave](#)
- **Health Insurance details**
 - Proof of student health
 - Insurance
 - Evidence of German language skills
 - Translation of Documents to be submitted (unless in German or English)

Health Insurance details

As a student you are required to be insured. Please, read the [Health insurance fact sheet](#) carefully. 1

I am insured through the German public health insurance system: 2

Group

Please select...

Public health insurance provider

Please select...

Insurance number

I am exempt from compulsory health insurance or am otherwise insured, i.e. through a private health insurance provider.

I do not know. / I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies.

3

CANCEL
PREVIEW
BACK
CONTINUE

Click **CONTINUE (3)**.

Select which of the certificates you will be submitting at the time of enrollment (1) and click **CONTINUE** (2).

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

[Start of course](#)

[Select degree program](#)

[Personal data](#)

[Correspondence address](#)

[Higher education entrance qualification](#)

[Academic background](#)

[Transcript of Records](#)

[IMPORTANT INFORMATION](#)

[ABOUT YOUR APPLICATION TO A](#)

[HIGHER SEMESTER](#)

[CV](#)

[Proof of Completion Test/AS](#)

[University Entrance Qualification](#)

[Ability test certificate](#)

[Statutory Declaration in Lieu of an Oath](#)

[Termination of Enrollment](#)

[Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave](#)

[Health Insurance details](#)

Evidence of German language skills

1 **Submit one of the following certificates to prove my language abilities.**
PLEASE NOTE: If you have not attained any language certificate so far, please choose that certificate you will presumably attain.

- Certificate of a German higher education entrance qualification
- Diploma from a German-speaking educational institution in Germany or abroad (e.g. a German School abroad, German-speaking community of Belgium, Luxembourg, Austria)
- Certificate of the German Language Examination for university entrance for foreign applicants (DSH), stage 2
- TestDaF in all four sections at level 4 minimum
- Certificate of the final exam of university preparation college
- German language diploma of the Conference of German Ministers of Education (KMK II)
- Kleines Deutsches Sprachdiplom (KDS), Großes Deutsches Sprachdiplom oder Goethe-Zertifikat C1 des Goethe Institutes
- Evidence of having passed the "Deutsche Sprachprüfung II" of the Sprachen- und Dolmetscher-Institute, Munich
- telc Deutsch C1 Hochschule
- Befreiungsbescheinigung des Sprachenzentrums der RWTH Aachen

CANCEL PREVIEW
BACK **CONTINUE**

When completing the wizard you will now be shown an **OVERVIEW – APPLICATION NUMBER**.

Review all of the information carefully.

OVERVIEW - APPLICATION NUMBER: 1-00000063

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

Sommersemester 2018
 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	<input type="text" value="Bachelor programme"/>
Intended degree	<input type="text" value="Bachelor 1 Fach"/>
Degree program	<input type="text" value="Chemistry"/>
Entrance semester	<input type="text" value="3 - Unrestricted admission"/>
Form of studies	<input type="text" value="First degree"/>

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.

Confirm that the information provided is accurate. (1)

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**

Once you have reviewed the information and confirmed its accuracy, click **SEND**. (2)

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.

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**

You can select your RWTHonline Application - Status directly from the application process by clicking on the link **LIST OF APPLICATIONS**.

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 shows the RWTHonline user interface. At the top, there is a search bar and the user's name 'Steve Smith'. The navigation menu on the left includes 'RWTH Aachen University', 'Central Department', 'Academic Department', 'External', and 'University Hospital'. The main content area is titled 'Business card/Workplace' and displays the user's name 'Mr. Smith, Steve', email 'stevesmith@email.de', and homepage '-'. There is a placeholder for a profile picture. Below the business card, there are two sections: 'Studies' and 'Services'. The 'Applications' link in the 'Studies' section is highlighted with a red box. The 'Services' section includes links for 'Edit e-mail address' and 'Information about Application for Admission'. At the bottom, there is a footer showing the last login information: 'Last login: 16.05.2019 (11:02:42) from 134.130.0.162 (itc18096.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: 2-00044076
Matriculation number: 000042

OPERATION

[Enter new application](#)

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
Sommersemester 2018						
1	Bachelor 1 Fach Chemistry	2	3	4	5	6 7
1-00000063	<ul style="list-style-type: none"> ▪ Entrance semester: 3 ▪ Type of admission: Unrestricted admission 	✓ 12.12.2017	✓	✓	✗	 

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** ✗ Not enrolled.
- **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.

Under “Required documents (for admission)” you can see if your application documents were completely uploaded or submitted and if you need to make any changes.


✓ Submission of application

Status

- ✓ received electronically
- ✓ The application documents have been checked and they are complete.


Required documents (for admission)

Documents stated herein must be included in your application

▶  University Entrance Qualification

▶  CV


Documents stated herein may be included in your application

▶  Translation of Documents to be submitted (unless in German or English)

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

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 under **Results of admission procedure**.

▼  Admission

Details of the admission procedure

Course of study **Bachelor 1 Fach**
Chemistry

- Entrance semester: 3
- 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 can accept or reject the 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:

- 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

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

✔ 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 pt-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

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

Required documents (for enrollment)

Documents stated herein must be included in your application

- ▶ Application for Enrollment
- ▶ Identity Card/ Travel Passport
- ▶ Classification Certificate
- ▶ German language diploma of the Conference of German Ministers of Education (KMK II)
- ▶ Termination of Enrollment Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave

Documents stated herein may be included in your application

- ▶ Informal Authorization, including Copies of the ID Card of the Authorized Person and the Authorizer
- ▶ Certificate of Good Standing

Please find a cover sheet to submit documents at a later date via the following link: [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. You can find further information [here](#).

4 Allocation Process for NC Courses of Study

In the higher course semesters there is a limited number of study placements available in every restricted admission course of study and every corresponding course semester. The number of students who re-enroll during the re-enrollment period is subtracted from this number.

If there are still placements available after the re-enrollment deadline, they are allocated to applicants in each respective subject and course semester through a selection process.

Information

You will only receive a notification after the application deadline, if you have been admitted. Rejection letters are not sent. You can find the enrollment dates and deadline in the letter of admission. We will announce for which courses of study we held an allocation process approximately 10 business days after the application deadline on this website.