

# FAQ ONLINE WELCOME WEEK SUMMER TERM 2020

## ENROLLMENT AT RWTH AACHEN UNIVERSITY AS A DEGREE STUDENT

Link to the presentation Enrolling with RWTHonline: [https://www.youtube.com/watch?v=yKmFL\\_cgM58](https://www.youtube.com/watch?v=yKmFL_cgM58)

Link to Facebook Group "RWTH Welcomes Internationals:

[https://www.facebook.com/groups/708655583228602/learning\\_content/](https://www.facebook.com/groups/708655583228602/learning_content/)

Link to the list of departmental advisors (Please contact your departmental advisor in case you have a course-related questions): <https://www.rwth-aachen.de/cms/root/Studium/Beratung-Hilfe/~tmy/Fachstudienberatungen/?lidx=1>

Download the recorded zoom session "Enrolling with RWTHonline" at <https://gigamove.rz.rwth-aachen.de/d/id/xdURbG3hJRoxEp> (Password: EnrollingRWTH)

- **What is a University Entrance Qualification?**  
University Entrance Qualification is what gives you the right to study at a German University: either only your school degree or your school degree plus e.g. Studienkolleg degree, or one (or more) successful year at a University in your home country.  
In case you apply for a Bachelor degree it is obligatory to provide your University Entrance Qualification. In case you are applying for a Master degree your Bachelor degree is sufficient to apply with and enroll. In case of a Master application you will have to just enter where you have got your University Entrance Qualification (school degree) for statistics purposes.
- **How long does it take to check the documents and get an admission after I submit my application?**  
This is very individual and depends on how many applications have to be processed at a particular moment. Master applications take longer in general, as they have to be checked also by the faculty examination boards.
- **I don't have a German address to receive the semester ticket, which address do I put in RWTHonline?**  
You can use an address of a friend in Germany who can receive the Semesterticket for you. If you do not have any German address, please contact a student club (for example one of the international student clubs) and ask them if it is possible that the semester ticket is sent to them. In case you send it to a friend or a student club, do not forget to put c/o and the name of your friend / club.
- **How do I change my correspondence address?**  
Before you finalize your enrollment and have your TIM ID you can only send us an e-mail or give us a phone call, then we can change it for you. After you receive your TIM ID and log in as a student, you can change the address in RWTHonline yourself.
- **Will I still receive my semester ticket if I provide an address in Belgium or Netherlands?**  
Yes, this is no problem.
- **How do I get a German health insurance if I am not in Germany yet?**  
Please contact a health insurance company of your choice and ask them to do the whole process per e-mail. This solution works for most health insurance companies.
- **Health insurance waiver: how to send it to the admissions office and when?**  
You can upload the documents for the enrollment which you already have and contact the health insurance company afterwards. In this case you can upload the health insurance waiver later, but please make sure to do so before the deadline, otherwise your enrollment will not be possible.
- **If I apply for health insurance for summer semester and enroll but I am not able to travel to Aachen, will I have to still pay for it?**  
Normally you should pay for your health insurance from the first day of your enrollment. However, some health insurance companies provide some reimbursement. Please contact your health insurance company for more information.

- Which status in RWTHonline about the health insurance should I choose, insured or not insured?  
It depends what is written on the letter of the public health insurance company which you receive (insured, not insured).
- Do the documents for the enrollment need to be sent per post or per e-mail?  
Please upload your documents for the enrollment at RWTHonline. The documents which cannot be uploaded can be sent per e-mail at [int-zugang@rwth-aachen.de](mailto:int-zugang@rwth-aachen.de).
- If my language certificate expires shortly before the deadline or it will be expired after I postpone my admission, do I need to provide a new language certificate?  
If you already have an admission and you defer it, we will accept the certificate even if it has expired in the last months.
- What is a statutory declaration in lieu of an oath?  
It is a confirmation where you state that you have not failed an exam three times in a German University before. Thus, if you have not studied in Germany before, or if you have studied in Germany but haven't failed, just put a cross on the first option and upload the document again.
- Test Centers for language certificates: what if my language exams have been cancelled?  
There is no general answer to the question. Please send an e-mail to [int-zugang@rwth-aachen.de](mailto:int-zugang@rwth-aachen.de) and we will find individual solutions to your problems. Thank you!
- When uploading the passport document, do we need to upload the visa as well?  
No, there is no need for us to see your visa. As it is not possible to upload your passport in RWTHonline, please send a picture of your passport per e-mail.
- How many days does it take to get the TIM ID after the enrollment?  
First of all you have to transfer the fee and complete the enrollment by uploading all required documents at RWTHonline. After both processes are complete (receiving the fee to our RWTH account and finalizing the enrollment), it takes a few days (usually three) or up to a week to receive the e-mail with the TIM ID which will provide you with all student services.
- Is it possible to extend the deadline for paying the semester fee so I can pay it when I arrive to Aachen (due to high fees for transferring money from abroad)?  
Payment should be completed before the enrollment deadline (30 April). You can ask a friend with a German bank account to transfer the fee for you. Don't forget to add your matriculation number as a reference when transferring the money!
- Is it possible to pay for the student service fee after I arrive to Aachen?  
Yes, if you arrive before the enrollment deadline (30 April).
- I forgot to use my matriculation number in the reference number while transferring the fee.  
The Registrar's Office checks those cases. If you cannot see the changed status one week after you transferred the money, please send us an e-mail to [int-zugang@rwth-aachen.de](mailto:int-zugang@rwth-aachen.de), best with a screenshot of the bank transfer.
- Can I pay the fee before my whole enrollment process has been completed?  
Yes, you can pay the fee directly after you get an admission.
- How long does it take to finish the enrollment after I have uploaded all my documents and paid the fee?  
It might take up to a few days. Please be patient as we check every application one by one and cannot check all documents at the same time.
- What if I have already enrolled but I'm not arriving to Aachen at all?  
A reimbursement of the semester ticket after the enrollment is handled by AStA: <https://www.asta.rwth-aachen.de/>, <https://www.asta.rwth-aachen.de/beratung/asta/semesterticket/>

- Is it possible to extend / postpone / defer the summer term admission to the next semester (winter term 2020/2021)?  
All degree students who have an admission for a non-NC study courses can postpone the admission to the next semester. Unfortunately, you cannot postpone the admission for the NC courses. In case you have an admission for an NC course and you are not arriving to Aachen this semester, you can apply for winter semester again.
- How do I know if my course of study has NC (restricted admission) or not?  
There is a list of all study programs on our website, there you can find the information about the NC of the courses by clicking on the particular course: <https://www.rwth-aachen.de/go/id/yev>
- What is the deferment deadline? Until when should I decide whether I want to postpone my admission to the winter semester?  
Please do so until 30<sup>th</sup> April.
- What happens with the payment of the fee in case I postpone the admission to the winter semester?  
The fee for the winter semester may be different, so if you had already paid for the student service fee, we will reimburse you the fee for summer semester and you can transfer the amount of the new fee in winter semester.
- What if I am enrolled at another German University and I am not able to deregister there due to the current situation?  
It is not possible to be enrolled at two German Universities at the same time. In this case please contact us per e-mail at [int-zugang@rwth-aachen.de](mailto:int-zugang@rwth-aachen.de) so we can find a solution.
- If I enroll at the University but I do not come physically are there any consequences?  
For this question please contact your departmental advisor. You will find a list of all departmental advisors here: <https://www.rwth-aachen.de/cms/root/Studium/Beratung-Hilfe/~tmy/Fachstudienberatungen/?lidx=1>
- My BlueCard is ready to be picked up, where can do so, as SuperC is closed?  
Usually BlueCards are handed in to students personally. In this case you will get information from the InfoPoint at SuperC (which is also the BlueCard service desk) on how to proceed on this matter.
- Is the username of RWTHonline the same thing as the TIM-ID?  
It is not the same - the username which you get by registering at RWTHonline is used to check your application status. After you complete your enrollment you will get a TIM-ID which will be used for all your student services in the future (looks like aa123456).
- I have not received my semester ticket. What now?  
The status of the enrollment has to be green which means completed. When you complete the enrollment it can take up to two weeks to receive the semester ticket per post. Please note you have to provide a German address (or an address in Belgium or Netherlands) so you can receive your semester ticket.  
If these requirements are fulfilled but you still haven't received your ticket please contact us per e-mail at [int-zugang@rwth-aachen.de](mailto:int-zugang@rwth-aachen.de). You can also contact ASEAG (the public transport company which issues the semester tickets) <https://www.aseag.de/service/kunden-center/> .
- I need a proof that classes are starting on 20th April so I can cross the border. Can I get it at the International Office of RWTH?  
This is possible, please send an e-mail to [int-zugang@rwth-aachen.de](mailto:int-zugang@rwth-aachen.de) and we can issue a confirmation in case it is not enough for the authorities that you refer to our website.
- What if I have been admitted to an NC Program and I don't get my visa in time?  
Please enroll online and contact your departmental advisor for a solution on visiting the courses: <https://www.rwth-aachen.de/cms/root/Studium/Beratung-Hilfe/~tmy/Fachstudienberatungen/?lidx=1>  
Please note that you can reapply for an NC course for the winter semester until 15th July.
- Can the summer semester count as a leave of absence in case I cannot come to Aachen?

In this case please contact the Registrar's office per e-mail at [StudSek@rwth-aachen.de](mailto:StudSek@rwth-aachen.de) for more information.

- Is it possible to change the course of study after the enrollment?  
You can switch if you have already applied for the course you want to switch to and received an admission for both courses. If not, then you will have to reapply again for the other program in the regular deadline.
- Can you (as International Office) negotiate with the embassy in order to help me with the issuing of the visa?  
We are sorry but we cannot influence the visa application process.
- How to join the Sports Center of RWTH?  
The registration is not possible at the moment. The University Sports Center will announce the registration start on their website. The registration for sports courses has nothing to do with the enrollment itself. So please check the website of the Sports Center regularly:  
<https://hochschulsport.rwth-aachen.de/cms/~icqi/HSZ/?lidx=1>
- Should we enroll in summer semester or defer our admission to winter semester? Can you give me some advice?  
It is an individual decision that everyone must take themselves. If you can complete your enrollment now, we would advise you to do it. In this case you will then be enrolled a student and have access to all information and services. You must consider also side decisions such as: Can I afford it? etc. But in case it is possible to complete the enrollment, please do so.  
Of course, the deferment is not problematic in case, so this is your choice.