Admission and Enrollment at RWTH Aachen University
Admission procedure

You have applied for a place of study but no admission notification yet?

- Admission in bachelor courses of study
  - Unrestricted vs. Restricted (NC)
- Admission in master courses of study
  - Formal and subject-specific entry requirements
- Admission in a higher course semester
  - Unrestricted vs. Restricted (NC)
  - Bachelor vs. Master
Step-by-step towards your Enrollment

RWTHonline – your tool of communication and information

- Admission Notification
- Study Place Offer Acceptance
- Add your data for enrollment and upload missing documents
- Pay your Semester Fee
- Activate your Coupon Code and upload your photo for your BlueCard
RWTHonline SelfService

Log in with your applicant’s username and password

Business card/Workplace

Mr. Portland, Peter

Email -
Homepage -

Studies

Applications

Application - Status

Applicant number: 201179364
Application number: 1-009115/16
Course of study: Degree Completed Abroad (Biology (1. FS))
Start of course: Sommersemester 2018

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

Admission

Details of the admission procedure
- Course of study: Degree Completed Abroad Biology
- Entrance semester: 1
- Type of admission: Unrestricted admission

Status
- Formal entry requirements met
- Admission granted
Have you received an admission notification via RWTHonline?

Next steps

You have the option to accept the study place you are offered. Please, note:
- If you are still waiting for the result of another admission process for another topic in SelfService. Please note: This does not apply to courses once you accept an offer for admission to a DoSV course of study.

1. **Accept Study Place Offer**
2. **Decline Study Place Offer**

Next steps

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

1. **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.

2. **Tuition Fee**

   Detailed information about the student union and social contribution fee can be found by following the link.
Add Data and upload missing documents

The „Add Data“ button generates your Application for Enrollment form

1. Add Data

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

2. PRINT APPLICATION FOR ENROLLMENT

Please enroll as soon as possible. Make note that the enrollment period ends 30.04.2020. Your status has changed from the Application Wizard. The Enrollment Regulations (Einschreibungsvorschrift) provide information on which personal data you need to enroll at the RWTH Aachen University within the enrollment period. If you are not able to do so for any reason, please contact the International Office.

Detailed information about the student union and social contribution fee can be found by following the link Tuition fee.

→ Opens the Enrollment Wizard that requires...

...answering some questions (e.g. Health Insurance status)

...uploading missing documents (e.g. language proof)

...confirming your data entries

...sending your data electronically

→ Note: Only you can do that!
Submission of required documents for enrollment

All documents have to be submitted as pdf files in your SelfService

<table>
<thead>
<tr>
<th>Required documents (for enrollment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents stated herein must be included in your application</td>
</tr>
<tr>
<td>- Application for Enrollment</td>
</tr>
<tr>
<td>- Identity Card/ Travel Passport</td>
</tr>
<tr>
<td>- Higher Institution Entrance Qualification</td>
</tr>
<tr>
<td>- Final Academic Transcript for Your Course of Study / Preliminary Certificate of Graduation (First Degree)</td>
</tr>
<tr>
<td>- Termination of Enrollment Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Documents stated herein may be included in your application</th>
</tr>
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<tbody>
<tr>
<td>- Information for after enrollment for a summer semester</td>
</tr>
</tbody>
</table>

Please use the upload option in the self-service to submit your documents later.
Submission of required documents for enrollment

1. Upload documents

- Termination of Enrollment Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave

  Information
  Relevant only for enrollment:
  Further information is available via the following link:
  http://www.rwth-aachen.de/cms/root/Studium/Vor-dem-Studium/~egh/Einschreibung/?idx=1

  Document templates
  Download template

  Submit electronically
  Upload document
  You can upload or edit the document until 30.04.2020.
Completion of your enrollment

You have finished the upload and provided all documents?

→ We will check your documents automatically within 3 weeks!
→ BUT not earlier than February 1, 2022!

Afterwards we will come back to you by email
→ Either about your successful enrollment
→ Or about wrong or missing documents
Semester Fees

Contains 3 different fees:

Mobility Fee
- Busses, local and regional trains in whole NRW

Social Contribution Fee
- Student Dormitories, Mensa

Student Union (AStA) Fee
- Students’ Representation by election
Semester Ticket

RWTHonline SelfService

Status

- Enrollment requirements fulfilled
- Tuition fees paid
- Enrolled

Confirmation by email

Electronic Semester Ticket

Sent by regular post
Can be used as of 1st April

Keep your address up-to-date!
- Change it in RWTHonline or
- Send us an email to: admissions@rwth-aachen.de
- Call us via +49 (0)241 80 90674
TIM-ID – your access to RWTH’s online services

RWTHonline SelfService

- Receive your Coupon Code by email and follow the instructions
- Go to: https://www.rwth-aachen.de/connectMe and use your Coupon Code
TIM-ID – your access to RWTH online services

→ Receive your Username and your Password

To use your login data may take up to 2 days!!!
RWTH BlueCard

Use the RWTH SelfService (http://www.rwth-aachen.de/selfservice) for your photo upload

Your BlueCard will be created and sent to you by post to the mailing address you have entered in RWTHonline.
RWTHonline – As a Student

Congratulations!
You have successfully completed your enrollment! Please log in to RWTHonline as a student now.

Go to: online.rwth-aachen.de

→ Download study confirmations
→ Update your post address
→ Register your courses
→ Register your exams
Questions???
Thank you for your attention and have a good start at RWTH Aachen University