Enrollment

These step-by-step instructions will walk you through two essential steps after you have submitted your application: accepting the offer of admission to an RWTH program and completing the enrollment process.

Please note: For current deadlines and more information, please visit the following RWTH web page: Enrollment.

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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) 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 Getting an Overview

In this overview you can see all the applications you have submitted to RWTH. Shown among others are:

- (1) the application number of each application
- (2) the submission status of your applications
- (3) your admission status
- (4) whether you have received an offer for a place in the program
- (5) a button you can click to see the status of your application in more detail (see Chapter 1.3)
- (6) a button you can click to see a summary of all the information you provided in your application

The status entry will be one of the following:

- not yet submitted
- received, not checked yet
- checked, but the documents are not acceptable in this form. For details, please refer to the status entry for the respective documents
- checked and complete
- no document submitted

1.3 Viewing Details

To view the specific details about your applications, click the magnifying glass icon in the "Operations" column on the "My Applications" page.

You now have the option of accessing the following information:

- details about the submission status of your application (1)
- details about the status of the admission procedure (2) and further information on the results of the admission procedure (3)
- details about the offer of a place in an RWTH program (4)
- details about enrollment (5)
1.4 Accepting Your Offer of Admission to an RWTH Program

Once the review of your application for admission is complete and you are offered a place in an RWTH program, you can accept it by clicking on “ACCEPT STUDY PLACE OFFER” before the deadline.

Now you can start the enrollment process.

1.5 Completing Your Account Details
Under "Status" (2) you will see a summary of the current status of your application. The actual state of your application may differ from the information listed here.

Upload all documents listed under "Required documents (for enrollment)" (3) as PDF files via the application wizard.

In addition, you must pay the student body and social contribution fees via bank transfer.

1.6 Enrolling in an RWTH Program

Once you have successfully completed all the steps, you must then download and sign the application for enrollment (1) and upload it once again to complete the enrollment process.
2 Summary

1. Open "Applications" in RWTHonline.
2. Navigate to the detailed view.
3. Accept your offer for admission to an RWTH program.
4. Complete all application and enrollment documents.
5. Enroll at RWTH.