Welcome to Aachen
Welcome Week Program
for new international students
Summer Semester 2023

RWTH welcomes all internationals

Participation highly recommended and free of charge
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Welcome!

Congratulations on being accepted to study at RWTH Aachen University! As one of Germany’s top technical universities and one of the best-ranked universities worldwide, you will soon be able to make the most of an academically stimulating environment as well as world-class teaching and research facilities.

With over 60,000 students from about 200 different countries, Aachen city has a vibrant, multi-cultural flair and offers everything you need for a comfortable student lifestyle. We believe that you will one day look back on your time in Aachen as not only an academically enriching experience, but also as a time that broadened your personal horizons, filled with international friendships, intercultural events, art, music, sport, culture and much more.

Why the Welcome Week?

Moving to a new city, a new country and beginning a new chapter in your education may also seem a little daunting. There are many hurdles – organizational, linguistic, and financial – that have to be overcome, before you can settle down and focus on your studies and making the most of your time in Aachen. We at the International Office have put together an orientation program and this guide to help you overcome these challenges and feel at home in Aachen as quickly and as smoothly as possible. Thanks to our multifaceted program, you will be able to enjoy all presentations concerning important procedures and services at the comfort of your home or from anywhere you like. Furthermore, diverse events will be organized on campus and will focus on getting to know the University, Aachen but foremost other peer students and RWTH services personally. We hope that through these events, we can support all students equally and help everyone settle down smoothly and in the safest way possible.

We look forward to welcoming you soon.

Your International Office Team

P.S.: Get some impressions of the Welcome Week events by looking back at our prior programs and remember to sign up for the BeBuddy Mentoring Program.
What have we got planned for you?

A program adapted to your needs

When:
Fit for RWTH (online) from Tuesday, 21 March to Thursday, 23 March, 2023
Welcome Week (on-site) from Tuesday, 28 March to Friday, 31 March, 2023

Target groups:
Some events are restricted to specific target groups only. Make sure to check the target group before attending them.

• Degree students: If you are enrolled to graduate and receive a Bachelor or Master’s degree from RWTH, you are a degree student.
• Exchange students: If you are enrolled at a University abroad while staying one or two semesters at RWTH as part of an exchange program (Erasmus, Partnership Worldwide, UNITECH or similar) or a project work (Visiting Project Students, Free Movers...) without graduating from RWTH, you are an exchange or visiting student.
• Double Degree students: If you are both enrolled in a University abroad and at RWTH to get a Master’s degree from both universities (e.g. Tsinghua or T.I.M.E. Double Degree), you are a double degree student and may participate both in events for degree and exchange students.

Where and when can you get a Welcome Week wristband?
You will get a Welcome Week wristband when checking into before the official Kick-Off event on Tuesday, 28 March, 2023.

You cannot attend some of Welcome Week events?
Check out our Latecomer page for the recorded zoom presentations at www.rwth-aachen.de/latecomer.

Important information about the Welcome Week events

Photo and video material
Please note that the photo and video material produced during the Welcome Week might be published later on our websites, in social media and in print media. Please contact the photographer directly or email us at welcomeweek@rwth-aachen.de if you either do not want to be photographed at all or do not want to be photographed in a certain situation.

Information for students with disabilities and chronic illnesses
The representation of students with disabilities and chronic illness (VORSCHUB) advocates for the interests of students - from barrier-free access to lecture halls to compensation for disadvantages and individual and confidential counselling. In addition, they provide students with study assistants who can accompany them in everyday university life.
In case you need support or have questions, do not hesitate to get in touch with VORSCHUB (www.asta.rwth-aachen.de/en/counseling/vorschub/)

Stay up-to-date
The latest updates and short-notice changes about the Welcome Week events will be published on our event page: www.rwth-aachen.de/welcomeweekprogram
Advice about unofficial orientation programs

We would like to offer some clarification and words of advice, in case there is any confusion between the official RWTH Welcome Week events and external offers organized by other organizations.

The official Welcome Week program is available at our website [www.rwth-aachen.de/welcomeweekprogram](http://www.rwth-aachen.de/welcomeweekprogram). Furthermore, the only official tutoring / mentoring program organized by the International Office is the BeBuddy program ([www.rwth-aachen.de/bebuddy](http://www.rwth-aachen.de/bebuddy)).

The International Office discourages any activities promoting heavy drinking and alcohol excess and strongly condemns any games that involve peer pressure or inappropriate / unwanted sexual activity. Please decline participation in any activities that make you feel pressured, uncomfortable or violate your personal boundaries in any way.

Please do not hesitate to reach out to the International Office Welcome Week team if you have any concerns: [welcomeweek@rwth-aachen.de](mailto:welcomeweek@rwth-aachen.de). Any queries will be handled confidentially. We hope that you enjoy the Welcome Week events and that you have a safe and smooth start in Aachen. We are here to help you if you have any problems you would like to discuss.
# Your Welcome Week Program

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<th>Day</th>
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<th>Wednesday</th>
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<td><strong>On-site event</strong></td>
<td>(Highlight!)</td>
<td>(limited spots or specific target group)</td>
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### Monday (20 March)
- **10am - 10.45am**
  - Enrolling online with RWTHonline
- **11am - 11.30am**
  - Health insurance with TK
- **2pm - 3.30pm**
  - Food on the Table and a roof over your head

### Tuesday (21 March)
- **10am - 10.45am**
  - Organizing your Stay as Exchange Student
- **11am - 11.30am**
  - Health insurance with AOK
- **2pm - 4pm**
  - Q&A with Faculty Advisors

### Wednesday (22 March)
- **11am - 11.30am**
  - Registering for Courses and Exams - the Basics
- **2pm - 4pm**
  - Registering for Language Courses
- **3pm - 2.45pm**
  - Applying for residence permit

### Thursday (23 March)
- **10am - 10.45am**
  - Applying for residence permit

### Friday (24 March)
- **10am - 12pm**
  - Open Consultation at the International Office Super C
- **2pm - 5pm**
  - Campus Tours
  - Library Tours
- **2pm - 5pm**
  - Freshers' Fair

### Additional Events
- **9am - 11am**
  - Check-in
  - Audimax Foyer
- **11am - 12.30pm**
  - Welcome to RWTH Aachen University: official Kick-off event
  - Audimax Large Lecture Hall
- **3pm - 6pm**
  - Talk Show, Humboldt Haus & Associations
  - Audimax Large Lecture Hall
- **6pm - 9pm**
  - German Dinner
  - Audimax Foyer
- **7pm - 9pm**
  - Board Games
  - Humboldt Haus
- **Admission: 7.45pm**
  - Movie: 8.15pm
  - Movie Night
  - RWTH main Building
- **11pm - open end**
  - International Newcomers Party
  - Apollo Kino&Bar
Fit for RWTH (online events)

Tuesday, 21 March, 2023

**Enrolling online with RWTHonline (degree students only)**  
From 10am to 10.45am  
with the Admissions Department  
_Zoom link_  
  
As a new international degree student, your enrollment at the university will give you access to many further services and processes you will have to complete at the beginning of your studies. The Admissions Department of the International Office will tell you about the enrollment procedure with RWTHonline.

Information about enrollment:  
[www.rwth-aachen.de/go/id/rcx/](http://www.rwth-aachen.de/go/id/rcx/)

**Health insurance**  
From 11am to 11.30am  
  
either with the Techniker Krankenkasse  
_Zoom link_  
or with AOK  
_Zoom link_  
  
The Welcome Week partners Techniker Krankenkasse and AOK will be happy to answer the questions you have about health insurance and guide you through the process of getting a policy in Aachen, e.g.: Why is health insurance necessary to complete my enrollment at RWTH? How does the health insurance system in Germany work? Where can I find an English-speaking doctor? And much more!

The Techniker Krankenkasse and AOK will be offering parallel information sessions in English. You have to choose which one you prefer to attend. We recommend checking their respective health insurance websites beforehand.

[www.tk.de/en](http://www.tk.de/en)  
[www.aok.de/kp/uni/information-for-international-students/](http://www.aok.de/kp/uni/information-for-international-students/)

**Onboarding for exchange students (exchange students only)**  
From 10am to 10.45am  
with the Incoming Student Services  
_Zoom link_ (code: 582643)  
  
The Incoming Student Services Team is offering a short introduction of the staff and presentation about important processes to complete, as exchange, visiting and program students.

[www.rwth-aachen.de/exchange-students](http://www.rwth-aachen.de/exchange-students)
Food on the table & a roof over your head
From 2pm to 3.30pm
with the Housing Advice Service & Studierendenwerk Aachen

Attending to student welfare is Studierendenwerk’s main task. They work to create a perfect social environment for successful studies considering different aspects such as dining, housing, financial support and childcare.

In their many different dining halls, cafeterias and coffee bars, they offer a wide range of healthy and wholesome food at fair prices. They also own most of the student dormitories in Aachen, offering different types of rooms from classic single rooms and apartments to shared apartments and family apartments for students with children.

However, you will soon find out that finding housing will be one of your biggest challenges as international student at the beginning of your stay in Aachen. Since the University does not own, nor manage accommodation, you will need to start applying and searching for yourself early, be very patient and persistent and possibly consider other options than planned. But do not give up! There are several services at RWTH and providers who are there to help you with this difficult task and this meeting is your chance to get to know them and adjust your expectations while receiving tips on house-hunting.

www.studierendenwerk-aachen.de
www.rwth-aachen.de/housing
Student Housing.  
Just Better.

Live, learn and relax: all of this works perfectly well at THE FIZZ Aachen. With our all-in living concept there is something for everyone: Move into one of our fully furnished apartments and enjoy the international flair in a vibrant community. Perfectly located between the city centre and one of Germany’s top universities, with every necessity you need close by.

- All-in price
- Fully furnished
- House Managers
- Events & activities
- Bicycle & car parking
- Parcel counter
- Free rental items
- Community areas
- CCTV & security
- Washing & drying

Scan. Book. Live.

THE FIZZ Aachen  
Kasernenstraße 16-20, 52064
the-fizz.com/en/contact
+49 89 - 88 96 90 - 300

Wednesday, 22 March, 2023

Registering for courses and exams - the basics
From 11am to 11.30am
with the AStA of RWTH
Zoom link

the Student Union AStA would like to help you take your first steps in the course and exams catalogue of RWTHonline and provide basic knowledge to simplify your academic integration. AStA also provides information on general exam regulations in English.

Important: AStA and the International Office are not able to provide course-specific information. For more detailed questions about the courses you should register for in your first semester, please reach out to your Faculty Advisor (degree students) or Departmental Coordinator (exchange students).

Information about teaching and examination law:
www.asta.rwth-aachen.de
Q&A with Faculty Advisors

From 2pm to 4pm

You are wondering about the content of your study course and asking yourself how to create your class schedule, register for courses and exams? Several academic advisors will be hosting virtual sessions to answer your subject-related questions. Be on time for your session and check the target group ahead.

In case your faculty coordinator or faculty student council is not available during this event, you should contact them directly:

- Departmental coordinators for exchange students
  www.rwth-aachen.de/departmental-coordinators
- Academic advisors for degree students
  www.rwth-aachen.de/fachstudienberatungen
- Faculty student councils
  www.rwth-aachen.de/fachschaften

Introduction events for exchange and degree students in Master of Applied Geosciences and Georesources Management

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<th>Advice for Bachelor or Master students</th>
<th>Zoom link</th>
<th>Password (if any)</th>
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<td>Wirtschaftsingenieurwesen, Werkstoff- und Prozesstechnik</td>
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<td>bachelor</td>
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<td>welcome</td>
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<td>master</td>
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<td>degree and exchange students</td>
<td>bachelor and master</td>
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Applying for residence permit
From 10am to 10.45am
with the Immigration Office of Städteregion Aachen
Zoom link

Students with a non-European nationality generally need to apply for visa to travel to Germany and apply for residence permit once they have settled in Aachen. The Immigration Office will be telling you everything you need to know regarding applying for and extending your residence permit. You will also have the chance to ask questions related to your own personal situation.

Further information about:
Entry visa and residence permit
www.staedteregion-aachen.de/auslaenderamt

Making use of IT Services
From 11am to 11.45am
with the RWTH IT Center
Zoom link

Home is where Wi-Fi is! During this meeting, staff from the IT ServiceDesk will guide you through important tasks such as getting your credentials and setting up your IT services, using self-service to change your passwords, connecting to University’s Wi-Fi and much more! In case of online courses, you will also learn how to get access to VPN and how to use it.

https://help.itc.rwth-aachen.de/

Registering for Language Courses
From 2pm to 2.45pm
with the RWTH Language Centre
Zoom link

Learning German or a foreign language are highly recommended to ensure the success of your studies at RWTH and foster your integration in Aachen. The RWTH Language Centre team will tell you about their language courses and registration requirements.

www.sz.rwth-aachen.de
Welcome Week (on-site events)

Tuesday, 28 March, 2023

Check-in
From 9am to 11am
In the Audimax Foyer, Wüllnerstraße 9

Get your Welcome Starter Pack composed of your Welcome Bag, your Welcome Week wristband and further goodies at one of the check-in tables before making yourself comfortable in Audimax Large Lecture Hall for the official welcome ceremony.

At Check-in you can also:
• Get a Movie Night ticket (see p. 28)
• Get a Campus Tour ticket (see p. 26)
• Get a Library Tour ticket (see p. 27)
• Register for an intercultural training (see p. 32)

Welcome to RWTH Aachen University: Official Kick-Off event
From 11am to 12.30pm
In the Large Lecture Hall of Audimax, 2nd floor, Wüllnerstraße 9

Meet our staff and other new international students during the official introduction to the University by the International Office. Our organization team will present itself as well as the program we have planned for you and will give you a short intercultural training to prepare you for the possible cultural hurdles you might have. Last but not least, the student representation ASStA, Representation of Foreign Students AV, the Equal Opportunities Project and the Representation of students with disabilities and chronic illnesses VORSCHUB will be introducing themselves.

www.rwth-aachen.de/welcomeweek
www.rwth-aachen.de/international
Talk Show, Humboldt-Haus & Associations
From 3pm to 6pm
In the Large Lecture Hall of Audimax, 2nd floor, Wüllnerstraße 9

What does it mean to be a student at RWTH? How do I avoid culture shock and get integrated quickly? What is there to see and do around Aachen? What students associations exist at RWTH and what exactly is the Humboldt Haus? Many RWTH students with international background had the same questions as you do now and some of them will tell you about their own experience and will give you valuable tips on how to adapt in Germany during live interviews. The Humboldt Haus coordinator will also present the large offer of student associations RWTH has and tell you why you should definitely make a stop at the Humboldt Haus during your stay. As part of the audience, you can ask anything you would like to know about every day and academic life.

www.rwth-aachen.de/io-faq
www.rwth-aachen.de/humboldt

German Dinner
From 6pm to 9pm
In the Audimax Foyer, Wüllnerstraße 9

After having heard and talked a lot about life in Germany, you will have the chance to taste some German specialties while getting to know other international students and having a chat with the Talk Show speakers. Please note that the food is for free but that the number of portions is limited.
Wednesday, 29 March, 2023

**Campus Tours (EN)**
Our Welcome Week volunteers will show you around the central RWTH campus, starting at the student services building “Super C”, passing by the Hauptgebäude (main building), the main library, various lecture halls and taking a coffee break on the way at the Humboldt Haus, before finishing in Pontstraße, the student district of Aachen! The spots in each Campus tour are limited and a tour takes approx. 90 minutes. Make sure to be in front of the Super C building approx. 10min before the time slot indicated on your ticket.

**Time slots**
- 1st Tour starting at 2pm
- 2nd Tour starting at 4pm

**Where can I get a Campus Tour ticket?**
You can get one of the limited Campus Tour tickets at Check-in before the official Kick-Off event on Tuesday, 28 March, 2023. Please note that the tickets are handed on the basis of „first come, first served“.

**Alternative for solo or self-tours**
Campus Tour audioguide and rallye available for free on our Campus Tour website: [www.rwth-aachen.de/campustours](http://www.rwth-aachen.de/campustours)

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**Library Tours (EN)**
As RWTH student, it is a must to know the University’s Library and the Library staff is happy to show you around and explain how to get access to the materials provided or book a seat in the Library. The tours have limited spots and last approx. 60 minutes. Make sure to be at the meeting point indicated on your ticket approx. 10min before the time slot indicated. You will also find information on their services at [www.ub.rwth-aachen.de](http://www.ub.rwth-aachen.de).

**Time slots**
- 1st Tour starting at 2.30pm
- 2nd Tour starting at 4pm
- 3rd Tour starting at 5.30pm

**Where can I get a Library Tour ticket?**
You can get one of the limited Library Tour tickets at Check-in before the official Kick-Off event on Tuesday, 28 March, 2023. Please note that the tickets are handed on the basis of „first come, first served“.

**Alternative for solo or self-tours**
In case you cannot participate in a library tour, we recommend having a look at the virtual tour of the University Library available on [YouTube](https://www.youtube.com).
Board Games
Admission starting 6.30pm
At the Humboldt-Haus, Pontstraße 41

Come join us at the Humboldt Haus to meet new people while playing a range of team, interactive and multilanguage board games, like Code Names, Letterjam, UNO and much more!

Movie Night with RWTH Filmstudio
Admission starting 7.45pm, Movie starting 8.15pm
At the Aula of the University Main Building, Templergraben 55

RWTH Filmstudio regularly organizes movie nights for a very small entrance fee. You get the chance to see most recent as well as classic movies in German or in original version while enjoying some time with your peers on campus.

Get one of the limited free movie ticket between 9am and 11am during Check-in on Tuesday, 28 March, 2023 to see one of the following movies:
- Get out (OV) on Tuesday, 28 March, 2023 at 8.15pm
- Operation Fortune (in German) on Wednesday, 29 March, 2023 at 8.15pm

www.filmstudio.rwth-aachen.de/en/

Freshers’ Fair
From 2pm to 5pm
In the Audimax Foyer, Wülkerstraße 9

The International Freshers’ Fair is one of the many highlights of the Welcome Week. On this day, we gather together various university services so that you can pick up information and get as many questions answered as possible on one day and all at one location. Don’t forget to try your luck at the International Office wheel of fortune.

At this event, you can meet the International Office and staff from many different RWTH services, the Immigration Office, our Welcome Week partners, diverse student associations and many more! Come and meet your faculty student council and/or advisor and find out how they can contribute to the success of your studies. A free buffet will be provided by the International Office.
Open Consultation at the International Office
From 10am to 12pm

By participating in all obligatory events of the online Welcome Week, you can be sure that most of your questions will be answered by the beginning of the semester. However, we know that some individual inquiries remain unanswered due to the high number of participants during the events. Therefore, we would like to invite you to get in touch with us during this open consultation and have your last doubts and question marks cleared with our different advisors.

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<th>Service</th>
<th>Where to find them?</th>
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<tr>
<td>Info Service Center</td>
<td>Super C, 3rd floor, Room 3.29</td>
</tr>
<tr>
<td>Incoming Student Services</td>
<td>Super C, 3rd floor, Room 3.28</td>
</tr>
<tr>
<td>BeBuddy Program</td>
<td>Super C, 3rd floor, Room 3.28</td>
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<tr>
<td>Housing Advice Service</td>
<td>Super C, 3rd floor, Room 3.28</td>
</tr>
<tr>
<td>Humboldt Haus, Scholarships &amp; Student Associations</td>
<td>Super C, 3rd floor, Room 3.28</td>
</tr>
<tr>
<td>Welcome Center for international researchers</td>
<td>Super C, 5th floor, Room 5.23</td>
</tr>
<tr>
<td>Admissions Department</td>
<td>Super C, 5th floor, Room 5.26 - 5.29</td>
</tr>
</tbody>
</table>

Further information about the services available at www.rwth-aachen.de/internationales

International Newcomers Party
Admission from 11pm

Let’s conclude this busy and exhausting Welcome Week with a night of dancing at one of Aachen most popular clubs, the Apollo Kino&Bar (Pontstraße 141-149). Apollo offers not only diverse parties with student-friendly prices at night in the student district of Pontstraße but also hosts dance events and a movie theater showing independant movies, sometimes in original language.

Admission fee: 5€
Intercultural Trainings during the Welcome Week (EN)

What are the norms of German culture? How are these different to those of your own country? What values influence behavior and communication? These are some of the key questions that are addressed in the intercultural competence training. We highly recommend new international students to take the opportunity to participate in one of the trainings to enhance their personal skillset and to help understand and ease into a new (and probably very different) culture. Intercultural expertise is a highly-sought skill that could also be an advantage for your future career.

Interested? Register for one of the following intercultural trainings:
- Wednesday, 29 March, 2023 from 10am to 12.30pm
- Thursday, 30 March, 2023 from 10am to 12.30pm

Where can I register for one of the intercultural trainings?
You can register for one of the intercultural trainings during Check-in before the official Kick-Off event on Tuesday, 28 March, 2023. Please note that the spots are limited and will be allocated on the basis of „first come, first served“. You will receive a ticket confirming your binding registration, including the location of the training.

Important
In case you cannot make it to the training you have been assigned to, please contact Ms. Dudzik by phone (02418090833) or email (dominika.dudzik@zhv.rwth-aachen.de) by 3pm on Tuesday, 28 March, 2023 to cancel and give another student the chance to fill in.
Let’s get started –
Get through your studies with TK health insurance

TK is a sponsor of RWTH Aachen Welcome Week and we support you to get through your enrollment and your studies. Just follow the steps to join TK health insurance.

**TK membership application form** Just send an email to your university advisor Rebecca Jennes if you want to become a member of TK. He will send you the membership application form. Please complete and send it signed back to him. For fast handling you can also use the online application. (Click to follow the link)

**SEPA form** You have the option to pay your health insurance contributions monthly. Using the SEPA transfer option we can debit the payment as agreed from a German bank account. If you do not have a German bank account, the whole contribution for the semester is due in advance.

**Passport picture** Please give your passport picture to Rebecca Jennes or simply upload it to tk.de after you have received your membership certificate.

**Insurance certificate** For your enrollment, your university requires an electronic notification from TK that you are covered by health insurance. We will send this to the university automatically as soon as we have received your membership application. As soon as you have received your proof of enrollment (Immatrikulationsbescheinigung), please send it to TK.

What’s next? Your online enrollment!

**Step 1** Accept your study place offer and complete the enrollment data entry in your RWTHonline account.
Once you have been admitted to RWTH Aachen University, make sure to accept your study place offer via **RWTHonline**. Then click on the blue button “Add Data”, enter the required information and upload the necessary documents as PDF. After submitting your data, you have the possibility to download the “Application for enrollment” form.

**Step 2** Provide a valid postal address in Germany
Please check if your current address on the “Application for Enrollment” form is valid. This address should be in either Germany, the Netherlands, Belgium or Luxembourg and should be the one that you use during your stay at RWTH Aachen. If you are still looking for accommodation, you can use the address of friends or a hotel in which you are staying at the moment. You can change your current and your home address by yourself in RWTHonline. Please use the application “Current/Home Address” that is available on your Business Card/Workplace. We do need a valid address to send you the semester ticket and your student ID card! Therefore, please always ensure that you are indeed reachable at the address you give us.

**Step 3** Complete your enrollment documents by upload
Scan the signed form “Application for Enrollment” that is equipped with the current address, convert it to a PDF file and upload it in your self-service in RWTHonline. After having uploaded all documents required for enrollment, we will check them within 3 weeks. Afterwards we will come back to you by email. Either in this email, you will be informed about your successful enrollment or you will be asked to correct wrong documents or to upload missing documents required for enrollment.
Transfer the semester fee
Please transfer the semester fee. You will find all necessary payment information in RWTHonline Self-service when clicking on “Tuition Fee”.

Please note
Please abstain from having your documents authenticated. This is not necessary. We reserve the right to check the original documents in individual cases during the semester. It is therefore indispensable to bring all required original documents with you to Aachen.
If you have any questions and/or would like to send additional documents for your enrollment, please use this email address: admissions@rwth-aachen.de.

In order to document your health insurance status (mandatory for enrollment), please get in contact with a German public health insurance provider. If you do not have a sufficient health insurance, please take out an appropriate insurance. If you already have a private or foreign health insurance deemed sufficient by the public health insurance, please ask for the confirmation of exemption from further insurance obligations.
Since this information will be transmitted electronically to us, please always notify the insurance on transmission no. (“Sendenummer”) of RWTH Aachen University. The transmission number or “Sendenummer” is H0000784. Further information about student health insurance can be found on this webpage: www.rwth-aachen.de/stud-kv.

INFORMATION FOR EXCHANGE STUDENTS:
Exchange students need to complete their online enrollment by following the instructions provided upon admission by the Incoming Student Services. If you have not received any information yet, please get in touch with incoming@rwth-aachen.de. If you experience any difficulties during the enrollment process, please contact the admissions department at admissions@rwth-aachen.de.

Certificate of insurance
Do you need a certificate of insurance to enable you to enrol at RWTH? Scan the QR code or visit our AOK student service:
Karlshof am Markt, 52062 Aachen, Germany

AOK Rheinland/Hamburg
Die Gesundheitskasse.
What’s next? Start of lectures!

Register for classes, prepare your timetable
When? From 27 March to 31 March, 2023!

Degree students: Get in touch with your Faculty Advisor & Faculty Student Council
Any questions regarding the course-specific organization of your stay have to be directed to your Faculty Advisor (Fachstudienberater*in). You can find their contact details at www.rwth-aachen.de/fachstudienberatung
Your Faculty Student Council is also there to help you prepare your first timetable. A full list of faculty student councils with links to their relevant websites can be found at www.rwth-aachen.de/fachschaft

Exchange and Double Degree Students: Get in touch with your departmental coordinator
Different procedures apply to exchange students when it comes to course and exam registration and credit point recognition. In each faculty, there is at least one person in charge of advising exchange students on academic matters. If you have questions about the content of the courses, the language requirements, the course registration and exam regulations, you need to get in touch with your Departmental Coordinator. This person will also be in charge of signing your Learning Agreement and issuing your Transcript of Records. You can find the contact details of your Departmental Coordinator at www.rwth-aachen.de/departmental-coordinators

What’s next? Language courses

Register for a German Language Course at RWTH Language Centre
Studying in Germany will give you the best opportunity to learn the German language and experience German culture. The Language Centre will introduce you to their course offering during the Welcome Week. If you are interested in registering for one of their German language courses, please make sure that you have your RWTH User ID at hand when taking the obligatory placement test and setting up your Language Centre user account, which is necessary if you want to check your placement test results, sign up for a course or want to know what grade you have been given at the end of term.

You will find the dates of the placement tests and the course registration at www.sz.rwth-aachen.de/go/id/lhix

Make sure that you have completed your enrollment at least two weeks before the placement test. Your enrollment will be complete once you have transferred the student service fee and the Admissions Office has accepted your enrollment documents. Afterwards, it can take up to one week to receive access to your Network Services and, thus, to your RWTH User-ID.
Please note that you will neither be able to participate in the placement test nor register for a German language course if your enrollment at RWTH has not been completed. Thank you for understanding.

Further information about the language courses can be found at www.sz.rwth-aachen.de
Further services for Internationals

BeBuddy Program

To support new international students in settling in, we offer a free of charge buddy program. This is a mentoring program where experienced RWTH students offer help to new students (mentees) like you by acting as their „buddy“. If you need help understanding something, if you need someone to pick up your room key, if you need someone to go with you to the city administration or just to the next supermarket: ask your Buddy! They will help you settling down. Buddies are student volunteers, who may also have other commitments, so it is best to make such arrangements as early as possible. Please register online for the BeBuddy program at least three weeks before your arrival in Germany. Unfortunately, however, we cannot guarantee that you will be matched online in time, as many international students come to Aachen during this period and are waiting for a buddy. We will do our best to provide you with a buddy as soon as possible and thank you for your understanding should this take a little longer.

Sign up online:
www.rwth-aachen.de/bebuddy

Intercultural Trainings during the semester

Participation in an intercultural workshop is highly recommended for new international students to enhance one’s personal skillset and to help understand and ease into a culture which may be very different to what one has been accustomed to. Intercultural expertise is a highly-sought skill, essential not only within your academic life, but also for your future career. If you would like to learn more on intercultural communication, we recommend you to sign up for a workshop during your stay in Aachen.

The intercultural trainings in English are offered regularly and you can check the upcoming dates and registration procedure on the related website.
Student Associations

Student Associations can be a great way to get to know new people as well as to spend your leisure time in a meaningful way. They offer a great variety of events or projects you can participate in, covering the areas: intercultural exchange, sports, culture, social and sustainable projects, engineering and sciences, career and professionalization.

If you are new to Aachen and do not yet know how to get in touch or to find the initiative, which would be interesting for you or if you would like to found a student association of your own, you are welcome to contact us. One of the many ways to get to know the association that fits you is to visit the events provided by the student associations throughout Welcome Week as well as to attend the Welcome Home Feast.

Contact details:
Mentoring of Student Associations
studini@rwth-aachen.de
www.rwth-aachen.de/engagement

The Humboldt Haus

They say that the Humboldt-Haus is the only house in which you can fit the entire world! And why is that? The Humboldt-Haus is the international community center of RWTH Aachen University. It is the main meeting place for many student initiatives and location of interesting and exciting international and intercultural events. If you are new to Aachen and want to meet local and international students, simply check out the diverse event program offered at Humboldt-Haus by the university and by various student initiatives. If you want to organize an intercultural event yourself, feel free to get in touch with the Humboldt-Haus Team.

If you want to learn more about Humboldt-Haus, visit the following website: www.rwth-aachen.de/humboldt
The International Office on Social Media

Facebook
The International Office has created a Facebook Group for new international students to network and find friends: RWTH welcomes Internationals

Instagram
Furthermore, we have an Instagram account where we like to post news about RWTH and Aachen, impressions of the international atmosphere of the University but also competitions! If you follow our Instagram account, you will stay informed about the international highlights of RWTH Aachen University. Photos taken during the Welcome Week will be posted via our Instagram account and you also have the chance to be part of it by sharing your Welcome Week experience with #RWTHWelcomeWeek or by tagging us with @rwthinternationaloffice!

www.instagram.com/rwthinternationaloffice

LinkedIn
Become part of the vast International Office network by following us on LinkedIn and discover news about visits of partner universities abroad, events taking place at RWTH related to Internationalization, services and programs offered by our International Office.

www.linkedin.com/company/rwth-international-office
Contacts in the International Office

Welcome Week Team
The Welcome Week Organization Team is happy to help you with any questions you have concerning the program, participation requirements and social events planned during the Welcome Week for new international students. Our team is lucky to be supported by volunteers who will try to guide you the best way possible during the different activities planned.

You have missed the Welcome Week events? All Welcome Week presentations materials and recorded sessions will be published on our Latecomer page!

Contact details
Welcome Week Team
SuperC, 3rd floor, room 327
Templergraben 57
52062 Aachen
Telephone: +49 (0)241 80 90667
Fax: +49 (0)241 80 90661
www.rwth-aachen.de/welcomeweek
welcomeweek@rwth-aachen.de

Please note:
During the Welcome Week, we have limited reachability due to our presence in the online and on-site events. In case you would like to reach out on very short-notice, you can also contact the Info Service Center for support.

Info Service Center
For general questions about organizing your stay and living in Aachen and what to do when you first arrive, contact the Info Service Center of the International Office. The ISC team will be able to point you to the right direction and is your first contact to your questions. Check out their Survival Guide for all the detailed information that will help you prepare for your arrival and stay in Aachen the best way possible! The ISC regularly offers web-seminars during the semester to help you out with unanswered questions even after the beginning of your studies. Further information is available at www.rwth-aachen.de/isc

Tip: The Survival Guide and the Frequently Asked Questions Website contain answers to many common questions regarding studies and life in Aachen: www.rwth-aachen.de/io-faq

Contact details
Info Service Center
SuperC, 3rd floor, room 329
Templergraben 57
52062 Aachen
Telephone: +49 (0)241 80 90660
Fax: +49 (0)241 80 90661
www.rwth-aachen.de/isc
international@rwth-aachen.de

Personal and virtual consultation:
If you are an international student, you are welcome to contact us during our personal and virtual office hours. You will find our current consultation hours at www.rwth-aachen.de/isc

Reach us by phone everyday from Monday to Friday from 8.30am to 12.30pm and from 1.30pm to 4pm
Incoming Student Services

The Incoming Student Services team supports exchange and other visiting or non-degree students with the administrative aspects of their stay. This includes the application and admission process, enrollment and extension of periods of stay as well as issuing various certificates such as “Certificate of Arrival” or “Certificate of Attendance”. For academic matters, please contact your departmental coordinator. You find the contact details of your departmental coordinator at www.rwth-aachen.de/departmental-coordinators.

Contact details
Incoming Student Services
SuperC, 3rd floor, room 328
Templergraben 57
52062 Aachen

Telephone: +49 (0)241 80 90832
Fax: +49 (0)241 80 90661
www.rwth-aachen.de/exchange-students
incomings@rwth-aachen.de

Personal and virtual consultation:
If you are an exchange or visiting student, you are welcome to contact us during our personal and virtual office hours. You will find our current consultation hours at www.rwth-aachen.de/exchange-students

Housing Advice Service

Finding accommodation in Aachen may be one of the biggest challenges at the beginning of your studies as international student. Even though the University does not own nor manage accommodation, the Housing Advice Service of the International Office is happy to support you and guide you in finding a place to stay. Our team collects offers from private owners and can inform you about further student dormitories located in and around Aachen. Have a look at our Housing Guide available at www.rwth-aachen.de/housing and register to our international housing Newsletter for regular updates about available offers, partnerships with private dorms, anti-scams and further housing-related tips and upcoming webinars and events related to housing.

Contact Details
Housing Advice Service
SuperC, 3rd floor, room 328
Templergraben 57
52062 Aachen

Telephone: +49 (0)241 80 90681
Fax: +49 (0)241 80 90661
www.rwth-aachen.de/housing
housing@rwth-aachen.de

Personal consultation:
every Thursday from 9.30am to 12.30pm

Virtual consultation:
upon request and availability
Where to find us?

1. Find the Mensa, AStA and Studierendenwerk

2. RWTH Shop

3. Super C Services:
   - IT Center (Ground Floor)
   - RWTH Branch of Immigration Office (info point on Ground Floor and offices 4th Floor)
   - Info Service Center, Housing Advice Service and Incoming Student Services (3rd Floor)
   - Welcome Center for international Researchers (5th Floor)
   - Admissions Office (5th Floor)

4. Find the Humboldt Haus and AV

5. Bürgeramt (Citizens’ Office)
Your Welcome Week Checklist

What should I bring with me?
- ID/passport
- Degree students: enrollment documents
- Documents for residence permit (if required)
- Waterproof jacket / umbrella

What should I do after I arrive?
- Attend the Welcome Week events planned
- Register to the BeBuddy program
- Contact our Housing Advice Service for help, if you have not found lodging yet
- Register your address in Aachen at the Citizens’ Office
- Open a bank account / activate your Sperrkonto (blocked bank account) if necessary
- Have your status checked by a German public health insurance for enrollment
- Enroll at the university with RWTHonline & pay the student service fee
- Activate your IT services (www.rwth-aachen.de/go)
- Create your BlueCard (www.rwth-aachen.de/selfservice)
- Create a timetable and register for courses using RWTHonline
- Apply for a residence permit at the Immigration Office (if required)
- Follow us on Instagram (www.instagram.com/rwthinternationaloffice/)

The Welcome Week Summer Term 2023 is kindly supported by

Techniker Krankenkasse - Welcome Week health partner

The Fizz and XIOR Welcome Week Housing partners