Welcome

With this detailed RWTHonline step-by-step instruction guide we want to make an application for a Master's Degree program offered by RWTH International Academy as easy as possible for you!

We have documented every step in our online application portal RWTHonline, starting with the registration, to setting up an account, entering your personal data and submitting your application for our Master programs.

You will also find a detailed description of the different steps your application will go through during our evaluation process, which you can check anytime in the Self Service section of RWTHonline.

This comprehensive guide also includes instructions for all formalities to be done after a successful admission. Find out how to accept your study place and perform the online enrollment to become an official student at RWTH International Academy.

Should you still encounter any questions, please feel free to contact us anytime - we are happy to help!

We wish you a good time!

Your INTAKE Team

The following topics are covered in this guide:

▶ Registration as an Applicant
▶ Submitting an Application for Master program
▶ Next Steps
  ▶ Check Application status
  ▶ Check Admission status
  ▶ Accept study place offer
  ▶ Enrollment
Registration as an Applicant
Open your browser and go to RWTHonline (https://online.rwth-aachen.de). Click on the link register in RWTHonline.

Fill Out and Confirm your Registration
You will be taken to the form Registration – Basic User. The fields with a yellow outline are mandatory. Please enter your information:

- Your Master data (1) including title, name, date of birth and nationality
- Account data (2) including your preferred language for any correspondence and an email address. You can change this email as soon as you have created a student user account and you have access to your RWTHonline account.
- Click Confirm DATA (3).
Registration - basic user

Master data

First name
Last name
Gender
Date of birth
Maiden name
Nationality

Account data

Email address
Preferred language

By registering as part of your application to RWTH Aachen University/INTAC, an applicant account will be created. All data collected as part of this process will be exclusively used for the application process. All fields surrounded by a yellow frame are obligatory fields. Please make sure you have a working access to the given email address throughout the application process. By entering your data and clicking on "Confirm Data", you confirm that you have read and accept the Privacy Policy for the Application Process at RWTH Aachen University.

CONFIRM DATA
Review Information
A control window will appear. Please review your personal data carefully before submitting the registration.

- If you would like to correct an entry, click BACK (1), make the changes and then click on CONFIRM DATA again.
- Is everything correct, click SUBMIT DATA (2)
- You will receive an email confirmation!
Email Confirmation

Please check your Mailbox (as well as SPAM / JUNK Folder) for this email confirming your registration data for RWTHonline (1). The email also includes a link to activate your account (2).

> You must activate your account within 7 days. After that time the link becomes invalid (3).

After clicking on the activation link from this email, your personal email address has been verified.

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Dear [Name],

You have successfully entered the following registration data in RWTHonline:

- First name: [Name]
- Last name: [Surname]
- Date of birth: 25.05.2000

To activate your account please click on the following link: https://online.rwth-aachen.de/RWTHonline/ee/rest/pages/account/baseaccount-token/redeem?pToken=3hNzh1j3uQ904t0scX0eKLXkXhennfYfB0U/MhAdXe0kUlulUIcWu+pmQyDO38vmpdOA

The activation must be completed by the 01.11.2022 11:43 at the latest.

On the activation page you will be asked to enter a password for your account. After successful activation you can use the password to log in on https://online.rwth-aachen.de

If you have questions about registration, please use the Support form: https://online.rwth-aachen.de/support

Kind regards,

your RWTHonline team

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Please do not reply to this automatically generated e-mail. For questions please use the Support form: https://online.rwth-aachen.de/support

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Activate Login

You will see the following message:

Click CONTINUE.
A registration page with your username will appear now.

- Create a password and click complete registration.

Once you have finished your registration, you will be taken to RWTHonline automatically. The message "The account has been created!" will appear:
Congratulations! You are ready to start your application in RWTHonline! By clicking on CONTINUE you will be taken to your Business card / workplace. From here you can apply to RWTH Aachen study programs by clicking on Applications in the Studies section and access your SelfService.

You can change your language settings at any time by clicking DE/EN in the top right corner of your Business card / workplace.
Submitting an Application

After logging in RWTHonline, click on the link Applications in the Studies section.

You are now seeing the application menu and can start submitting your Master's application.

- At first you will be prompted with the following pop-up message:

**Confirmation**

Do you have an academic degree from a German university that is RELEVANT for your application or are you going to obtain such a degree before the intended start of your studies?

PLEASE NOTE: We consider a bachelor degree as relevant for your application, if you intend to apply for another bachelor degree or for a master degree. If you intend to apply for a doctoral degree, your master degree is considered as relevant for your application.

Please ONLY answer this question with YES, if your degree that is considered as RELEVANT for your application is from a German university.

If you answer this question with NO, please do not select "Second degree" on the next page under "Form of studies"!
Applicants with a Non-EU/EER citizenship are being asked, if they possess an academic degree from a German university. Please answer this question appropriately with YES or NO. Then continue with the first section of the application and select your **Start of course** by using the drop-down menu (1) and click **CONTINUE** (2).

You will now be guided through selecting your master's degree program. The yellow fields are mandatory.
Be sure to select **Further training studies** as “Form of studies”

- In the next step, you will be asked to provide your personal data and click CONTINUE.

- Review and complete the information before clicking CONTINUE.

You will then be taken to the page **Correspondence address**.

- The address you enter here will be used by RWTH to send you any necessary mail (1).
- If your permanent home address and correspondence address are identical, check the box (2).
- Click CONTINUE (3).
On the next page you will be asked about your higher education entrance qualification – please enter your school leaving qualification here NOT your university degree!

- Please select: „I have obtained a foreign higher education entrance qualification.“ (1) when you do own a Non-EU citizenship.

- If you graduated from a German High School and have received a German “Abitur”, please select “I have a German higher education entrance qualification.”

- Fill out the information about your secondary / high school education (2)

- Click CONTINUE (3).
Now you need to provide details about your academic background.

- Click **ADD DEGREE PROGRAM** to enter your data
- The screen **Edit academic background** will open – please enter your university degree(s) here
- The fields with a yellow outline are mandatory
Complete the information about the semesters you studied as well as your status (1).

Make sure to fill the „Grade“ field in out of total format 8/10: enter your final GPA and the maximum grade possible according to your university's grading system (2).

Finish the entry with SAVE AND CLOSE.
After your input, you will now see your academic background.

- If you wish to edit the information, click the pencil symbol.
- Click CONTINUE.

Pease note that you can make multiple entries for your academic background e.g. Bachelor, Master, PhD.

Just click on ADD DEGREE PROGRAM to enter more data.

Once you have completed the section on your academic background, you will then be prompted to upload all necessary application documents!
In the left menu you will see a list of the required documents. You can see if a document is mandatory based on the warning text. The menu will guide you through the uploading process.

- Click on Datei auswählen under New document and upload the required documents one after another as PDF file.
- After each upload click CONTINUE.
- You can delete an uploaded documents from the list using the symbol and download it by clicking the symbol.
In the category **Other Proof of Performance** you will be able to submit your English language certificate OR extracurricular activities.

- The category **Supplementary Sheet** is special. This is an internal document that you need to fill in. Download the Supplementary Sheet onto your desktop and fill in the requested information, name it and save the file as **PDF**. Now upload your personal Supplementary Sheet to RWTHonline using the same steps as with the previous documents.

In the next step you will be asked for the “Evidence of English Language”. Please select your individual English test format here.

- If you did not take an English test yet, you have time until enrollment to submit the English certificate.
After submitting all mandatory documents, you will see an OVERVIEW of your application data:

**OVERVIEW - APPLICATION NUMBER: 1-00334907**

**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**

Winter semester 2022/23
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 (currently 6)

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 programme**

<table>
<thead>
<tr>
<th>Type of studies</th>
<th>Master programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intended degree</td>
<td>Master (1-Subject)</td>
</tr>
<tr>
<td>Degree programme</td>
<td>Robotic Systems Engineering</td>
</tr>
<tr>
<td>Entrance semester</td>
<td>1 - Manual admission</td>
</tr>
<tr>
<td>Form of studies</td>
<td>Further training studies</td>
</tr>
</tbody>
</table>

- [ ] I have already studied at a university/college before.
- [ ] I already applied for the selected degree programme at RWTH within the past year.

Please review your application thoroughly - you will not be able to edit your data afterwards! Confirm that the information provided is accurate.
Once you have reviewed the information and confirmed its accuracy, click SEND

**Evidence of English Language Skills for Master’s courses of study (Level B2)**

IELTS-Test with overall band score of 5.5 minimum

**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 personal details is possible any longer!

I hereby confirm that I have provided accurate, truthful and complete information and that I make them available to RWTH Aachen University (International Academy) for internal processing within the application and enrollment processes. I am aware that the provision of inaccurate or untruthful information may result in the cancellation of my admission and enrollment. Please note that due to legal regulations, we have to store your data for a period of two years.

CONGRATULATIONS! You have now submitted your application for a Master’s program at RWTH International Academy and will receive a confirmation email.

► The Admission Office at RWTH International Academy will check your application now. This can take a few weeks so please be patient until you receive further feedback! You can check the status of your application in the RWTHonline Self Service anytime and will be notified via email when the status changes.
Next Steps

The next steps after submitting your online application are:

1. Check application status
2. Check admission status
3. Accept study place offer, after you have been admitted
4. Enrollment

You can complete all these steps in your RWTHonline SelfService.

- After logging into your applicant account, you will be taken to your business card / workplace.
- From here you click on "Applications" in the "Studies" section

You will now see your list of submitted application(s)
1. Check application status

After submission, the status of your application will state "The application has been send electronically, the application documents have not been checked yet".

This is indicated by a yellow question mark

Once your application has been checked and everything is OK and complete, the application status will change to: "The application documents have been checked and they are complete."

This is indicated with a green check mark

Should your application documents be incomplete, the status in your SelfService will show: "The application documents have been checked. The form, however, in which they were provided is not entirely acceptable"

This status is clearly marked with a red cross

- You will be notified by email and must take action!

- Select the application marked with a red cross from your list and click on the magnifying glass on the right-hand side, to open the SelfService view for this application
Check the list “Required documents (for admission)” for the document that is clearly marked with a red cross.

- Click on the arrow left to it and upload a new document following the menu shown.
Please note: you can only upload missing application documents within the regular application period. After March 1st for Non-EU applicants and July 15th for EU applicants, you will not be able to submit any documents! Your application will be incomplete and not processed further.

Once all required documents have been checked and found formally OK, your application status will show a green check mark.

CONGRATULATIONS! “All formal entry requirements are met” and your application will now be forwarded for the academic review!
Should your submitted application documents be not sufficient, your application will be declined and the official application status shows “Formal entry requirements not met.”

2. Check admission status

Once your application documents have passed the second evaluation process and all academic entry requirements are met, then your application was successful and you will receive an admission notification via RWTHonline.

▶ Your application status in the Self Service View will change to Admission.

Please disregard the message “Results of admission procedure” - there will be NO admission offers send out by post.

CONGRATULATIONS! In addition to the RWTHonline email notification, you will receive a digital Admission Offer from RWTH International Academy containing a participation agreement for the Master’s program.
3. Accept Study Place Offer

After having received our admission offer, you must accept the study place offer to be able to perform your online enrollment.

- Click “Study place offer” and accept the study place offer.

4. Enrollment

In the section “Enrollment”, you will find important information regarding the enrollment deadline (1) and the Enrollment Regulations of RWTH Aachen University.

If not yet done, please contact your private health insurance provider or a German statutory health insurance provider to report your insurance status to RWTH Aachen University. Detailed information concerning this process can be found on our website: www.rwth-aachen.de/stud-kv You must provide proof of health insurance in order to be enrolled as a student - this is required by German law.

By clicking on the link “Tuition fee” you can see the amount due to be paid for the RWTH Aachen University's semester fees (student union and social contribution fee).
Please transfer this amount to RWTH Aachen University's bank account and state the information shown under purpose as payment reference.

After your semester fees have been paid, your status will change to “Tuition fees paid”
For the enrollment process you must submit several documents, which are listed here:

### Required documents (for enrollment)

<table>
<thead>
<tr>
<th>Documents stated herein must be included in your application</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅ Application for Enrollment</td>
</tr>
<tr>
<td>✅ Identity Card/ Travel Passport</td>
</tr>
<tr>
<td>✅ Receipt of the payment of the course fee</td>
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<tr>
<td>✅ University Entrance Qualification</td>
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<tr>
<td>✅ Proof of Professional Experience of at least 12 Months</td>
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<tr>
<td>✅ Electronic health insurance message</td>
</tr>
<tr>
<td>✅ Final Academic Transcript for Your Course of Study / Preliminary Certificate of Graduation (First Degree)</td>
</tr>
<tr>
<td>✅ Letter of Admission from International Academy</td>
</tr>
<tr>
<td>✅ Statutory Declaration in Lieu of an Oath</td>
</tr>
<tr>
<td>✅ Termination of Enrollment Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave</td>
</tr>
<tr>
<td>✅ IELTS-Test with overall band score of 5.5 minimum</td>
</tr>
</tbody>
</table>

### Documents stated herein may be included in your application

| Information for after enrollment for a winter semester |

Please use the upload option in the self-service to submit your documents later.

After providing all **required documents (for enrollment)** from the list shown in this section, the documents will be checked automatically within 3 weeks. If you do have any questions regarding the enrollment process, please contact this email ID: int-zugang@rwth-aachen.de

- In the meantime your status will show “Enrollment requirements not fulfilled for the present”

- You will receive a notification via RWTHonline either about successful enrollment OR about wrong or missing documents.

- Once all documents are **complete and successfully checked** your enrolment status will change to “Enrollment requirements fulfilled” and you are enrolled.

**Congratulations!** You have now completed your online enrollment and are officially a student of RWTH Aachen University!
Contact - Your INTAKE Team

Lea Heckelsberg
Head of Intake

Nadine Maschke
Applications and Admissions Manager

Johanna Uciechowski
Study Advisor

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