



## RWTHonline

# A guide for your successful Registration, Application & Enrollment

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!

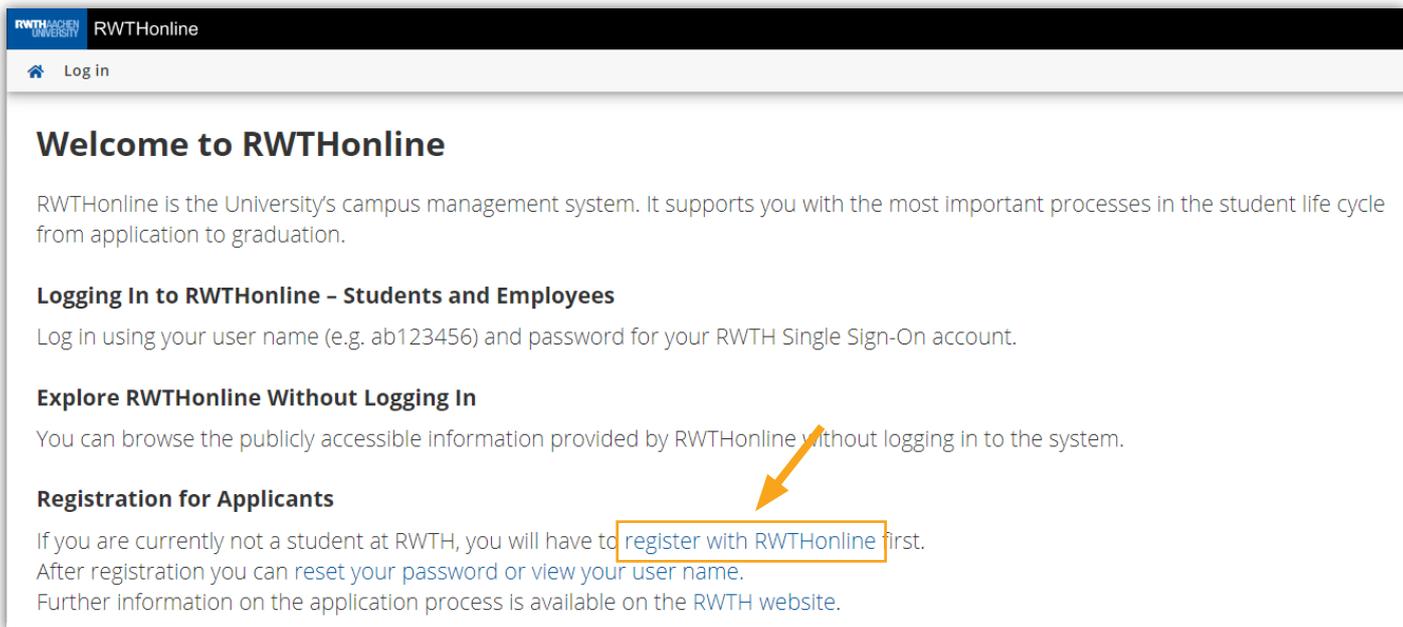
**Your INTAKE Team**

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.



The screenshot shows the RWTHonline homepage. At the top left, there is a navigation bar with the RWTH Aachen University logo and the text 'RWTHonline'. Below this is a 'Log in' button. The main content area is titled 'Welcome to RWTHonline' and contains several sections: 'Logging In to RWTHonline - Students and Employees', 'Explore RWTHonline Without Logging In', and 'Registration for Applicants'. The 'Registration for Applicants' section includes a link 'register with RWTHonline' which is highlighted with a yellow box and an orange arrow pointing to it from the right.

**Welcome to RWTHonline**

RWTHonline is the University's campus management system. It supports you with the most important processes in the student life cycle from application to graduation.

**Logging In to RWTHonline - Students and Employees**

Log in using your user name (e.g. ab123456) and password for your RWTH Single Sign-On account.

**Explore RWTHonline Without Logging In**

You can browse the publicly accessible information provided by RWTHonline without logging in to the system.

**Registration for Applicants**

If you are currently not a student at RWTH, you will have to [register with RWTHonline](#) first. After registration you can [reset your password](#) or [view your user name](#). Further information on the application process is available on the [RWTH website](#).

## 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

1

First name

Last name

Gender  ?

Date of birth    
Format: DD.MM.YYYY

Maiden name

Nationality

### Account data

2

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](#).

3

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!

RWTHonline

### Registration - basic user

#### Master data

**First name** Niu  
**Last name** Hanyu  
**Gender** female      **Date of birth** 25.05.2000  
**Maiden name** Hanyu  
**Nationality** China

#### Account data

**Email address**  
**Preferred language** Englisch

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](#).

BACK

SUBMIT DATA

1

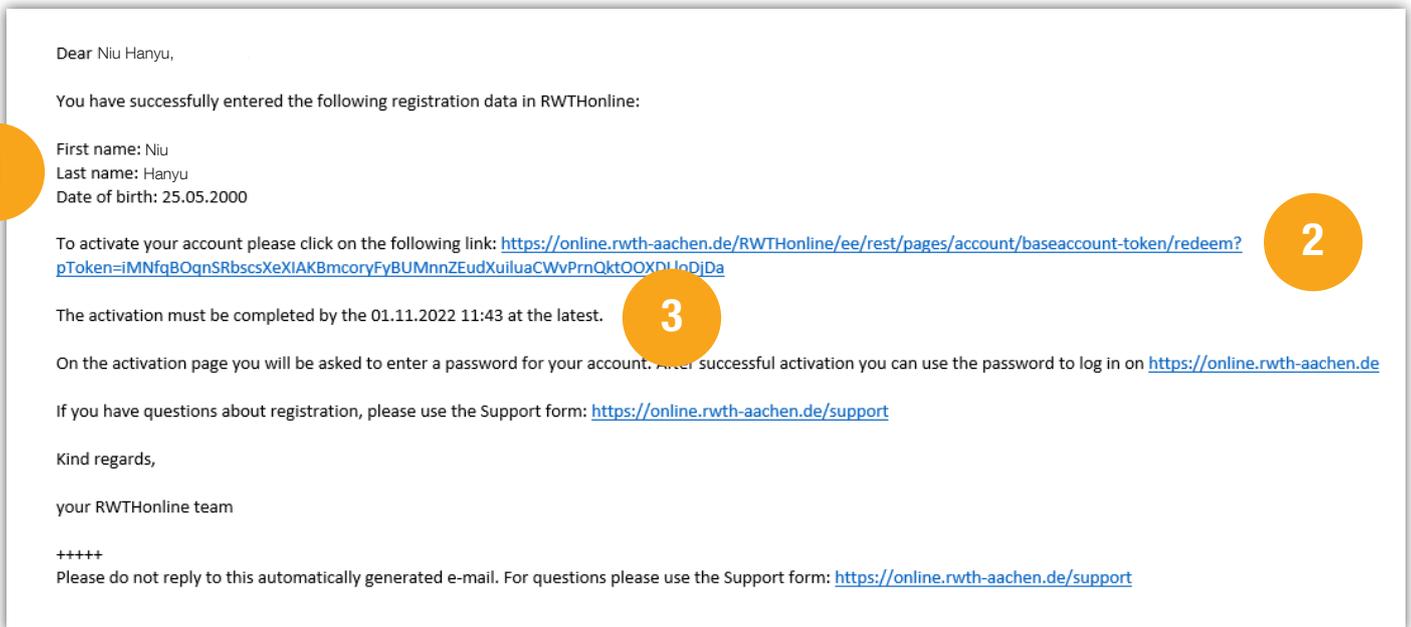
2

## 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).

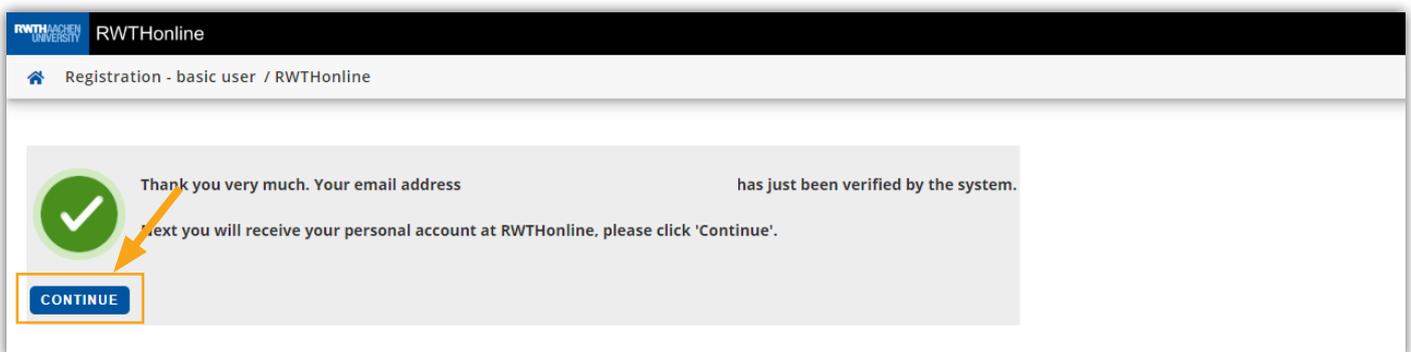
► You **must activate your account within 7 days**. After that time the link becomes invalid (3).

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



## 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.

The screenshot shows the 'Registration - basic user / RWTHonline' page. The username 'vjp8ruq8' is entered. The password and confirm new password fields are masked with dots. Below the fields, there are instructions and criteria for password selection:

- Required
  - min 8, max 40 characters
  - letters **only in lower case**
  - at least 3 letters
  - at least 1 number
  - at least 1 special character (without numbers and letters) from !#\$%&()\*+,-./:;<=>@[N^\_{}]~
  - must not contain your first name, last name, username or day of birth
- Recommendations
  - Also parts of first or last names should not be used.
  - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

At the bottom right, there are two buttons: 'Complete registration' and 'Cancel'.

Once you have finished your registration, you will be taken to RWTHonline automatically. The message “**The account has been created!**” will appear:

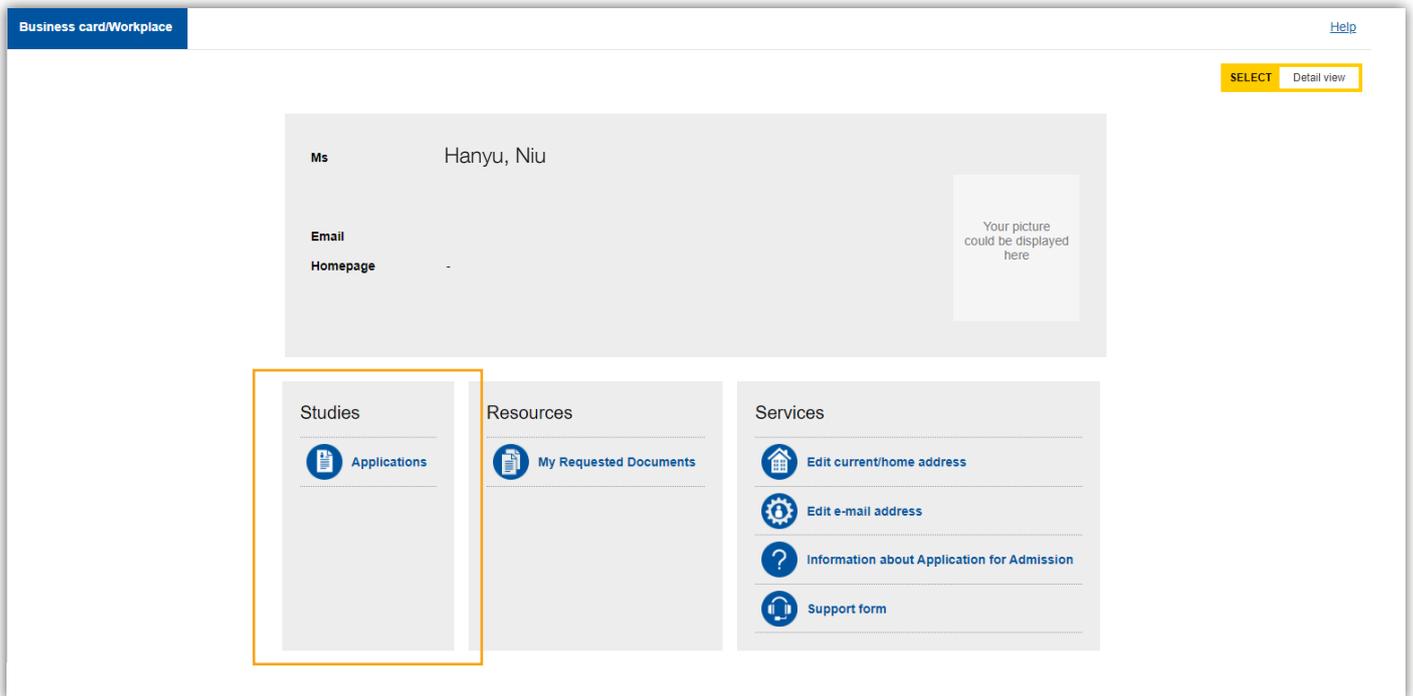
The screenshot shows the 'Create/change account - Confirmation / Hanyu, Niu' page. It displays the following information:

Username	vjp8ruq8
Alternative login option - your verified email address	
Account valid until	21.Oktober 2023
Password changed on	
Service	Status
CAMPUSonline	✓

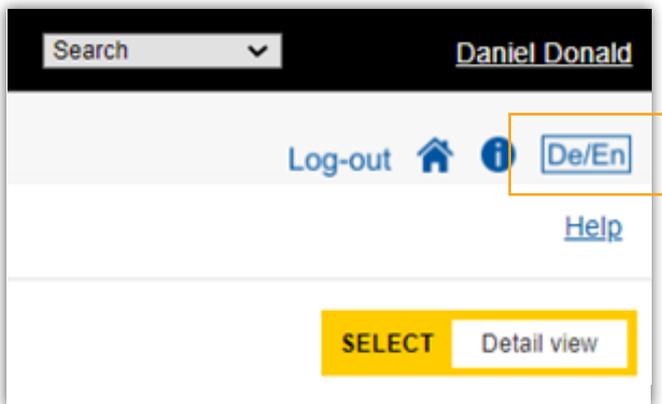
Below the table, a message box says 'User account has been created.' with an arrow pointing to a 'Continue' button.

**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.

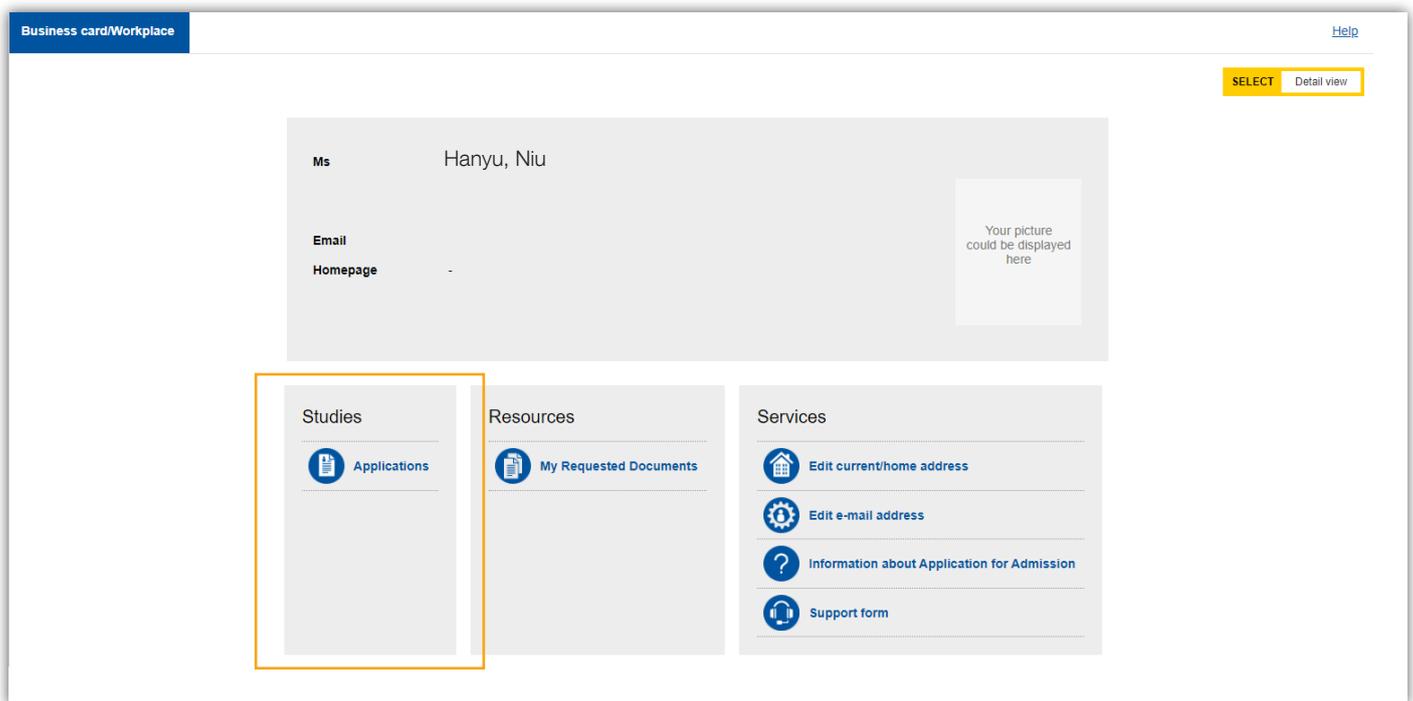


You can change your language settings at any time by clicking DE/EN in the top right corner of your Business card / workplace.



## Submitting an Application

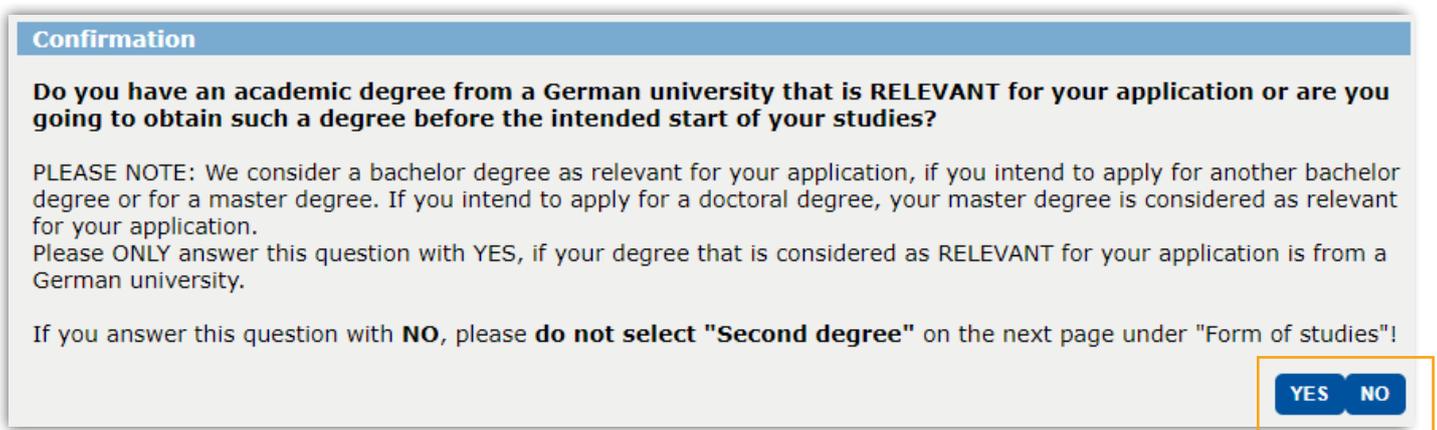
After logging in RWTHOnline, click on the link **Applications** in the **Studies** section.



The screenshot shows a user profile page for 'Ms Hanyu, Niu'. The profile includes fields for 'Email' and 'Homepage'. Below the profile are three main sections: 'Studies', 'Resources', and 'Services'. The 'Studies' section contains a link for 'Applications', which is highlighted with an orange box. The 'Resources' section contains a link for 'My Requested Documents'. The 'Services' section contains links for 'Edit current/home address', 'Edit e-mail address', 'Information about Application for Admission', and 'Support form'. In the top right corner, there are buttons for 'SELECT' and 'Detail view'.

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"!

**YES NO**

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).

**ONLINE APPLICATION** [Help](#) [Support](#)

- **Start of course**
  - Select degree programme
  - Personal data
  - Correspondence address
  - Permanent home address

### Start of course

Please select the semester for which you wish to apply at RWTH Aachen University. Please note that there are courses of study or subjects which may not be offered every semester or for which require an application for a higher semester. For further information, please refer to the [RWTHinfo brochure](#). For information on application periods and deadlines, please visit [this website](#). Application for a Bachelor's course of study is only possible if you have a university entrance qualification ("Abitur"/secondary school leaving certificate, master craftsman's certificate, etc.).

A career-qualifying degree, such as a Bachelor's, State examination, or Diplom degree, is a requirement for enrollment in a Master's course of study. Such a degree provides the so-called entrance qualification for Master's studies, MZB for short, and will be taken into consideration when your qualification for Master's studies is verified.

**Please note:**

Completing the online form, please use characters from the Latin alphabet only; characters from other alphabets cannot be processed. For questions regarding the online application portal and in case of technical problems please contact technical support (E-Mail: [bewerbung-support@rwth-aachen.de](mailto:bewerbung-support@rwth-aachen.de)).

Start of course

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

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. Please note that you can only file one application each for the first and for a higher subject-specific semester.

**CANCEL** **PREVIEW** **BACK** **CONTINUE**

You will now be guided through **selecting your master's degree program**. The yellow fields are mandatory.

**ONLINE APPLICATION** [Help](#) [Support](#)

- **Select degree programme**
  - Personal data
  - Correspondence address
  - Higher education entrance qualification
  - Academic background
  - entrance qualification for Master's programme

### Select degree programme

Type of studies

Intended degree

Degree programme  [Further information](#)

Entrance semester

Form of studies

I have already studied at a university/college before.

I already applied for the selected degree programme at RWTH within the past year.

I apply for admission as big cross-registered student. [i](#)

**CANCEL** **PREVIEW** **BACK** **CONTINUE**

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.

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree programme](#)

- **Personal data**
  - Correspondence address
  - Permanent home address
  - Higher education entrance qualification
  - Academic background

**Personal data**

**First name** Niu

**Last name affix**

**Surname** Hanyu

**All first names** Niu

**Date of birth** 25.05.2000

**Gender** female

**Place of birth**

**Country of birth** Please select...

**Maiden name** Hanyu

**1st nationality** China

**2nd nationality** Please select...

**CANCEL** **PREVIEW** **BACK** **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)**.

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree programme](#)  
[Personal data](#)

- **Correspondence address**
  - Permanent home address
  - Higher education entrance qualification
  - Academic background

**Correspondence address**

Correspondence address (semester address)

**Mail delivery c/o**

**Street and number**

**Postal Code/City**

**Country/State** Please select

**Region** Please select...

**Telephone number**

**Email address**

**Confirmed email address**

My correspondence address (during the semester) is identical with my permanent home address.

**CANCEL** **PREVIEW** **BACK** **CONTINUE**

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)**.

The screenshot shows the 'ONLINE APPLICATION' interface for 'Higher education entrance qualification'. On the left, a navigation menu includes 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address', and 'Higher education entrance qualification' (which is selected and has a sub-item 'Academic background'). A large orange circle with the number '1' highlights the radio button selection area. The main form area has a title 'Higher education entrance qualification' and a sub-header 'Please enter what type of higher education entrance qualification you hold and when and where you have obtained it. More information: [Link](#)'. Below this are three radio button options: 'I have obtained a German Higher Education Entrance Qualification.', 'I have obtained a foreign higher education entrance qualification.' (which is selected), and 'I belong to the group of master craftspersons or qualified professionals.'. A large orange circle with the number '2' highlights the input fields for 'Name of certificate (original name)', 'Date of certificate', 'Average grade (gpa)', 'Name of school', 'Location of school', 'Country of school', and 'Region'. At the bottom right, a large orange circle with the number '3' highlights the 'CONTINUE' button, with an arrow pointing to it from the right. At the bottom left, there are 'CANCEL' and 'PREVIEW' buttons.

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

The screenshot shows a web interface for an online application. The main heading is 'Academic background'. Below it is a table with columns: University, Degree, Degree programmes, from, and to. The table is currently empty, with the text 'No entries.' centered below the header. A blue button with a plus icon and the text 'ADD DEGREE PROGRAMME' is highlighted with a yellow border. At the bottom of the form, there are buttons for 'CANCEL', 'PREVIEW', 'BACK', and 'CONTINUE'. On the left side, there is a navigation menu with links: 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address', and 'Higher education entrance qualification'. The 'Academic background' link is selected. In the top right corner, there are links for 'Help' and 'Support'.

University	Degree	Degree programmes	from	to
No entries.				

**ADD DEGREE PROGRAMME**

**CANCEL** **PREVIEW** **BACK** **CONTINUE**

- ▶ 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.

**Edit academic background**

University/Subjects

Country of Educational Institution: China

University: Beijing Forestry University

URL: http://www.bjfu.edu.cn/english/

Degree: B.Tech

Form of studies: First degree

1st subject according to statistics: Allgemeiner Maschinenbau

original name of 1st subject of studies: [max. 110 characters]

2nd subject according to statistics: Algorithmische Mathematik

original name of 2nd subject of studies: [max. 110 characters]

3rd subject according to statistics: Please select...

original name of 3rd subject of studies: [max. 110 characters]

**Semester**

from	to	total	Leaves of absence	Internship	Hospital internship	Interruption	Type of break
WS2015/16	SS2019	8	[ ] from 0 to 20	Please select...			

**Status**

Intermediate exam: not scheduled

Final examination: passed on the whole

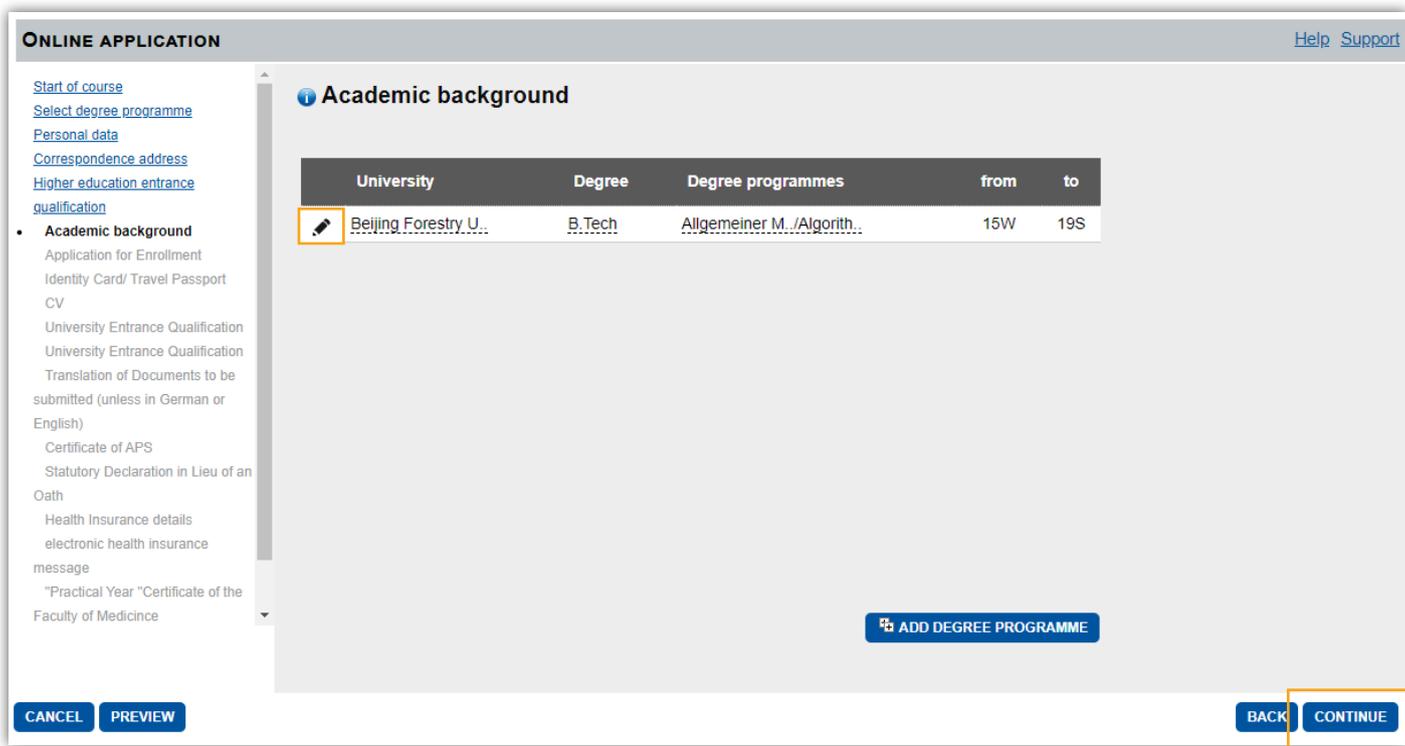
Grade: 8.75/10  
max. 20 characters

Date: 18.08.2019  
Format: DD.MM.YYYY

**SAVE AND CLOSE** **CANCEL/CLOSE**

After your input, you will now see your academic background.

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



**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree programme](#)  
[Personal data](#)  
[Correspondence address](#)  
[Higher education entrance qualification](#)

- **Academic background**
  - Application for Enrollment
  - Identity Card/ Travel Passport
  - CV
  - University Entrance Qualification
  - University Entrance Qualification
  - Translation of Documents to be submitted (unless in German or English)
  - Certificate of APS
  - Statutory Declaration in Lieu of an Oath
  - Health Insurance details
    - electronic health insurance message
  - "Practical Year" Certificate of the Faculty of Medicine

### Academic background

University	Degree	Degree programmes	from	to
 Beijing Forestry U..	B.Tech	Allgemeiner M./Algorith..	15W	19S

[ADD DEGREE PROGRAMME](#)

[CANCEL](#) [PREVIEW](#) [BACK](#) [CONTINUE](#)

- ▶ Please 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.

The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with 'Transcript of Records' selected. The main content area is titled 'Transcript of Records' and contains instructions for uploading a transcript of records, including a note that it must include credit points. Below the instructions is a table for 'Current document' with columns for 'File name', 'Type', 'File Size', and 'Date'. The table is currently empty, displaying 'No document uploaded'. Underneath is a 'New document' section with instructions on accepted file formats (PDF) and a maximum file size of 5 MB. At the bottom, there is a file selection area with a 'Datei auswählen' button highlighted by an orange box.

- ▶ 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.

**ONLINE APPLICATION**

- [Start of course](#)
- [Select degree programme](#)
- [Personal data](#)
- [Correspondence address](#)
- [Higher education entrance qualification](#)
- [Academic background](#)
- [entrance qualification for Master's programme](#)
- [Application for the scholarship "RWTH International Academy - High Potential Student Grant"](#)
- [Application for the scholarship "RWTH International Academy - Women in Engineering Scholarship"](#)
- [Transcript of Records](#)
- [IMPORTANT INFORMATION](#)

### Evidence of English Language Skills for Master's courses of study (Level B2)

*I submit one of the following certificates to prove my language abilities.*  
**PLEASE NOTE: If you have not attained any language certificate so far, please choose that certificate you will presumably attain.**

- I possess an entrance qualification for a master's program (e.g. Bachelor or equivalent) from an English speaking country. (These countries are: Australia, Britain, Ireland, Canada, New Zealand and the U.S.)
- Test of English as Foreign Language (TOEFL) "Internet-based" Test (IBT) with a minimum of 90 points
- IELTS-Test with overall band score of 5.5 minimum
- Cambridge Test - Certificate in Advanced English (CAE)
- First Certificate in English (FCE) with grade B or higher
- Evidence of level B2 of the "Gemeinsamen europäischen Referenzrahmens (GeR) e.g. by German Abitur"
- Placement-Test of the Language Center of RWTH Aachen University with Level B 2 (MK7)

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

Type of studies Master programme

Intended degree Master (1-Subject)

Degree programme Robotic Systems Engineering

Entrance semester 1 - Manual admission

Form of studies Further training studies

- 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.

**CANCEL** **BACK** **SEND**

**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.

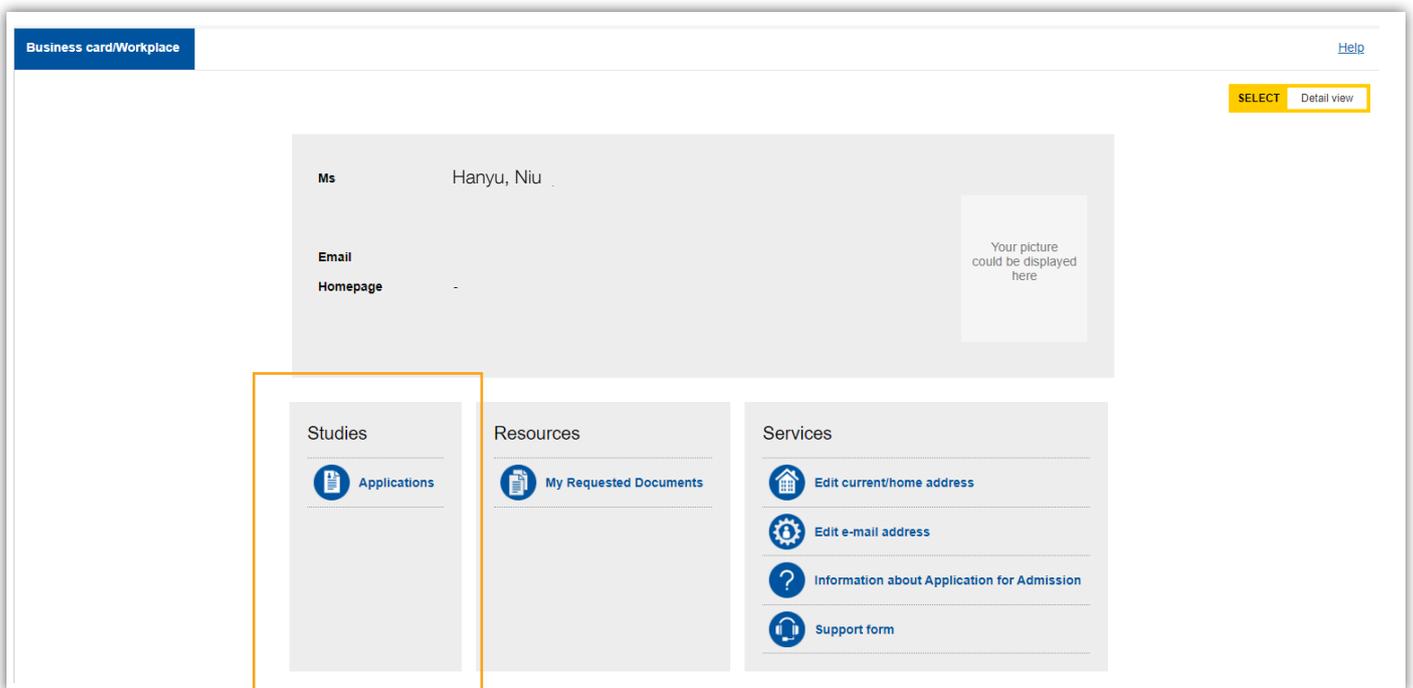
# Next Steps

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)

Application number	Degree programme	Submission of application	Admission	Study place offer	Enrollment	Operations
<b>Winter semester 2022/23</b>						
1-00272832	<b>Master (1-Subject)</b> <b>Computer Aided Conception and Production in Mechanical Engineering</b> <ul style="list-style-type: none"><li>Entrance semester: 1</li><li>Type of admission: Manual admission</li></ul>	✔ 02.12.2021	?	-	-	
1-00272844	<b>Master (1-Subject)</b> <b>Smart Production Engineering</b> <ul style="list-style-type: none"><li>Entrance semester: 1</li><li>Type of admission: Manual admission</li></ul>	✘ 02.12.2021	?	-	-	
1-00272849	<b>Master (1-Subject)</b> <b>Management and Engineering in Computer Aided Mechanical Engineering</b> <ul style="list-style-type: none"><li>Entrance semester: 1</li><li>Type of admission: Manual admission</li></ul>	✔ 02.12.2021	?	-	-	
1-00272854	<b>Master (1-Subject)</b> <b>European Studies</b> <ul style="list-style-type: none"><li>Entrance semester: 1</li><li>Type of admission: Manual admission</li></ul>	🕒 02.12.2021	?	-	-	

# 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 

1-00272854	<b>Master (1-Subject)</b> <b>European Studies</b> <ul style="list-style-type: none"><li>Entrance semester: 1</li><li>Type of admission: Manual admission</li></ul>	 02.12.2021		-	-	  
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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 

1-00272849	<b>Master (1-Subject)</b> <b>Management and Engineering in Computer Aided Mechanical Engineering</b> <ul style="list-style-type: none"><li>Entrance semester: 1</li><li>Type of admission: Manual admission</li></ul>	 02.12.2021		-	-	  
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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!

1-00272844	<b>Master (1-Subject)</b> <b>Smart Production Engineering</b> <ul style="list-style-type: none"><li>Entrance semester: 1</li><li>Type of admission: Manual admission</li></ul>	 02.12.2021		-	-	  
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▶ 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

## Application - Status

**Applicant number** 2-01973436  
**Application number** 1-00272844  
**Matriculation number** 385231  
**Degree programme** Master (1-Subject) | Smart Production Engineering (1. FS)  
**Start of course** Winter semester 2022/23

Back to " [MY APPLICATIONS](#) "

▼  **Submission of application**

### Status

-  received electronically
-  The application documents have been checked. The form, however, in which they were provided is not entirely acceptable. For details refer to the status of each individual document.

Check the list “**Required documents (for admission)**” for the document that is clearly marked with a red cross.

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

- ▶ ❌ Application for the scholarship "RWTH International Academy - High Potential Student Grant"
- ▶ ❌ Application for the scholarship "RWTH International Academy - Women in Engineering Scholarship"
- ▶ ❌ Other Proof of Performance/Assessments
- ▶ ✅ Supplementary Sheet Smart Production Engineering (SPE) M.Sc.
- ▶ ❌ Translation of Documents to be submitted (unless in German or English)
- ▶ ⚠️ Motivation Letter
- ▶ ⚠️ Two Letters of Recommendation
- ▶ ❌ Final Academic Transcript for Your Course of Study / Preliminary Certificate of Graduation (First Degree)

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

▶ Click on the arrow left to it and **upload a new document** following the menu shown.

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

▼ ❌ Application for the scholarship "RWTH International Academy - High Potential Student Grant"

**Information** ⓘ The High Potential Student Grant was created to enable highly qualified students to complete their Master's degree program at RWTH Aachen University, offered by RWTH International Academy. This scholarship grants a reduction of up to 50% of the tuition fees charged by RWTH International Academy to Master of Science admittees. Scholarship applications must be submitted and uploaded through the [RWTH International Academy Forms portal](#).

**Document templates** 📄 not available

**Submit electronically** 📄 Upload document  
The deadline (01.03.2022) for a subsequent upload and for editing this document has already passed.

**Current document** 📄 Download document

**Status** ❌ not provided

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 

1-00272849    **Master (1-Subject)**  
**Management and Engineering in Computer Aided Mechanical Engineering**     02.12.2021

- Entrance semester: 1
- Type of admission: Manual admission

### Application - Status

**Applicant number** 2-01973436  
**Application number** 1-00272849  
**Matriculation number** 385231  
**Degree programme** Master (1-Subject) | Management and Engineering in Computer Aided Mechanical Engineering (1. FS)  
**Start of course** Winter semester 2022/23

Back to " [MY APPLICATIONS](#) "

▼  **Submission of application**

#### Status

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

**CONGRATULATIONS!** "All formal entry requirements are met" and your application will now be forwarded for the academic review!

### Details of the admission procedure

Degree programme **Master (1-Subject)**  
**Management and Engineering in Computer Aided Mechanical Engineering**

- Entrance semester: 1
- Type of admission: Manual admission

**Status**  **Formal entry requirements met**

-  "Academic entry requirements": not checked yet.
-  "Admission": not performed yet

Details -

Should your submitted application documents be not sufficient, your application will be declined and the official application status shows **“Formal entry requirements not met.”**

**Application - Status**  
Applicant number 2-01973436  
Application number 1-00278714  
Matriculation number 385231  
Degree programme Master (1-Subject) | Management and Engineering in Production Systems (1. FS)  
Start of course Winter semester 2022/23

Back to ["MY APPLICATIONS"](#)

- Submission of application
- Admission**

**Details of the admission procedure**

Degree programme **Master (1-Subject)**  
**Management and Engineering in Production Systems**

- Entrance semester: 1
- Type of admission: Manual admission

Status **Formal entry requirements not met**  
**Academic entry requirements not met**  
denied

Details -

## 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**.

**Application - Status**  
Applicant number 2-01069057  
Application number 1-00322893  
Matriculation number 421424  
Degree programme Master (1-Subject) | Smart Production Engineering (1. FS)  
Start of course Winter semester 2022/23

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- Submission of application
- Admission**

**Details of the admission procedure**

Degree programme **Master (1-Subject)**  
**Smart Production Engineering**

- Entrance semester: 1
- Type of admission: Manual admission

Status **Formal entry requirements met**  
**Academic entry requirements met**  
**Admission granted**

Details -

- 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.

**Study place offer**

**Next steps**

You have the option to accept the study place you are offered. Please, note the following: Please note that in addition to accepting your study offer, you must also enroll before the given deadline.

- If you are still waiting for the result of another admission process (for another course of study or subject), we advise you to accept the present admission offer. Should you be admitted to another course/subject, you can make the necessary changes via RWTHonline. Please carefully read the information on this topic in RWTHonline ("Applications"). **Please note:** This does not apply to courses of study which are administered through the Dialogue-oriented Service Process (DoSV). Any offers for admission to a DoSC course of study can only be viewed using your DoSV user account at the Stiftung für Hochschulzulassung. Please note that once you accept an offer for admission to a DoSV course of study, any other applications you have submitted to DoSV will no longer participate in the DoSV application process.

### 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](http://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!

**Next steps**

As soon as you have completed the residual data collection (complete data), you will have access to the application for enrollment. If you do not have a document at hand yet, you can skip this point within the remaining data entry and still upload the document until the end of the enrollment period, even if the remaining data entry has already been completed.

If you do not have a document at hand yet, you can skip this point within the remaining data collection and still upload the document until the end of the enrollment period, even if the remaining data collection has already been completed.

**Important:** Please note that the receipt of the electronic notification of the statutory health insurance will only be checked if you have also uploaded the application for enrollment. You can therefore skip this point in the context of the residual data entry and complete the residual data entry without any problems. Information on the electronic student reporting process can be found [here](#).

**1**

Please download your application for enrolment here and then upload it again.

Please enroll as soon as possible. Make note that the enrollment period ends **31.10.2022**. Your status has changed from that of 'applicant' to that of 'admitted student.' Your personal data, as far as relevant for enrollment, will be retrieved from the Application Wizard. The [Enrollment Regulations \(Einschreibungsordnung\)](#) provide information on which personal data are required for enrollment. Please enroll now and provide us with any data that we still need. Please note that you must enroll at the RWTH Aachen University within the enrollment period. If you are not able to do so for any reason, please contact us at [studsek@zhv.rwth-aachen.de](mailto:studsek@zhv.rwth-aachen.de).

The language of instruction in all Bachelor's and Master's courses of study at RWTH is German or English, with only a few exceptions. Upon enrollment you must prove you have achieved the required language skills for your chosen course of study – usually with a recognized language certificate. You can find out which language certificates are accepted for your chosen course of study in the document that can be downloaded below. Please note that you will be refused the opportunity to enroll if you cannot provide proof of the required language skills during the usual enrollment period. Further information regarding the language requirements and the possible cases for exemption from these is available on our [website](#).

For further information on the delivery of the semester ticket or the issuing of the RWTH Aachen University student ID card, please see [here](#).

On the [page](#) in the download area you will find the documents "Information after enrolment" for a summer semester and winter semester respectively. Here you will find information on the start of the re-registration period, on receiving your student ID and on the services of the IT Centre.

Detailed information about the student union and social contribution fee for the Winter term 2022/23 can be found from July 1st by following the link [Tuition fee](#). As soon as the enrolment requirements have been met and the semester fee has been posted in full, you will be enrolled within 24 hours.

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.

**Tuition Fee Status**

## Wintersemester 2022/23

Account information for: Wintersemester 2022/23 ▼

### Invoice

	Amount within admission deadline (€)
Tuition fee	0.00
Social contribution fee	98.00
Administrative expenses	0.00
Auditing student fee	0.00
Mobility fee	201.05
Student contribution fee	11.10
Late fee	0.00
Small cross-registered student fee	0.00
<b>Total</b>	<b>310.15</b>
Payment deadline	31.10.2022

### Payment information

Please transfer the amount due to:

RWTH Aachen University

Account number	0000014522
Bank code	39050000
IBAN	DE34390500000000014522
BIC	AACSDE33XXX
<b>Purpose</b>	448321, 22W

- ▶ After your semester fees have been paid, your status will change to **"Tuition fees paid"**

### Status

- ✔ Enrollment requirements fulfilled
- ✔ Tuition fees paid
- ✔ enrolled

For the enrollment process you must submit several documents, which are listed here:

**Required documents (for enrollment)**

Documents stated herein must be included in your application

- ▶ ❌ Application for Enrollment
- ▶ ❌ Identity Card/ Travel Passport
- ▶ ❌ Receipt of the payment of the course fee
- ▶ ❌ University Entrance Qualification
- ▶ ❌ Proof of Professional Experience of at least 12 Months
- ▶ ❌ electronic health insurance message
- ▶ ❌ Final Academic Transcript for Your Course of Study / Preliminary Certificate of Graduation (First Degree)
- ▶ ❌ Letter of Admission from International Academy
- ▶ ❌ Statutory Declaration in Lieu of an Oath
- ▶ ❌ Termination of Enrollment Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave
- ▶ ❌ IELTS-Test with overall band score of 5.5 minimum

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”**

**Status**

- ⚠️ Enrollment requirements not fulfilled for the present
- ❌ Tuition fees not (fully) paid
- 🕒 "Enrollment": not performed yet

- ▶ 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.

**Status**

- ✅ Enrollment requirements fulfilled
- ✅ Tuition fees paid
- ✅ enrolled

**Congratulation!** 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

[Intake@academy.rwth-aachen.de](mailto:Intake@academy.rwth-aachen.de)