

RWTH International Academy gGmbH | Campus-Boulevard 30 | 52074 Aachen | GERMANY

Engineering & Natural Sciences

Campus-Boulevard 30
Cluster Produktionstechnik
52074 Aachen
GERMANY
Telefon: +49 241 80-96663
Fax: +49 241 80-92525

masters@academy.rwth-aachen.de
www.academy.rwth-aachen.de

Enrollment Information

Please read the following information very carefully and follow the guidelines given below. In order to enroll at RWTH Aachen University in the study program you have been admitted to, you will need to present the following documents during enrollment:

1. a **valid passport**.
2. a print-out of your **letter of admission** from RWTH International Academy gGmbH.
3. **originals of your university degree certificate(s) and academic transcripts**.
4. **originals of the translations of your university degree certificate(s) and academic transcripts** in case your documents were not issued in German or English (please note that the translations need to be carried out by a certified translator).
5. **original of your English language test certificate** (not older than 2 years on 01.08.2018) with the following minimum scores: TOEFL internet-based 90 pts. / paper-based 577 pts., IELTS overall score 5.5 pts., Cambridge Test – Certificate in Advanced English (CAE), or First Certificate in English (FCE) completed with B.
6. **original of proof of work experience** letter(s).
7. **originals of additional documents** that you have to submit (e.g. GRE score card, if applicable to your Master's degree program; APS certificate for students with Chinese degree documents).
8. VERY IMPORTANT: a **written confirmation from a German statutory health insurance** that you are either insured with a German statutory health insurance provider or that you are exempted from statutory health insurance because you have sufficient coverage from another insurance provider.
It is very important that you have either the proof of German statutory health insurance or the proof of exemption. Both can only be issued by a German statutory health insurance provider.

Gesellschafter | Partners:
Rheinisch-Westfälische Technische
Hochschule (RWTH) Aachen
proRWTH-Freunde und Förderer der
RWTH Aachen e.V.
Geschäftsführer | Managing Director:
Dr. Helmut Dinger

Bankverbindung | Bank Details:
Sparkasse Aachen
Konto 438 374
BLZ 390 500 00
SWIFT-BIC: AACSD33
IBAN:
DE90 3905 0000 0000 4383 74

Handelsregistereintrag | Incorporation:
Amtsgericht Aachen
HRB-Nr. 8099
USt.-ID | VAT-ID-No.:
DE 209 849 580
Steuernummer | Tax Number:
201/5902/3987

For legal reasons we cannot enroll any student who cannot present one of these two proofs. In order to get such proof, you need to visit a German statutory health insurance provider and ask for a written confirmation called “*Versicherungsbescheinigung für die Einschreibung an Universitäten und Hochschulen*”.

Statutory health insurance organizations are e.g. the **Techniker Krankenkasse** - Marienbongard 24-26 - 52062 Aachen - Phone 0241/8870-777, or the **Allgemeine Ortskrankenkasse (AOK)** - Karlshof am Markt - 52062 Aachen - Phone 0241/4640, or the **Barmer GEK** - Theaterstr. 35-39 - 52062 Aachen - Phone 0800 332060 64-0.

If you enter into a contract with one of these health insurance providers, they will issue a special confirmation intended for enrollment at universities that states that you are fully insured.

If you a) are older than 30 years or b) will begin your 14th semester of studies or c) have the European Health Insurance Card (EHIC) or d) already have private health insurance from an accepted and recognized insurance provider from outside Germany and do not wish to take out additional insurance, the health insurance provider will issue a confirmation that states that you are exempted from statutory health insurance in Germany.

Please arrange a visit to the statutory health insurance provider BEFORE coming to enrollment at RWTH Aachen University. Ask for the “*Versicherungsbescheinigung*” explaining that you need this document for enrollment at the university.

Please bring this confirmation to enrollment. Without providing this confirmation you cannot be enrolled at RWTH Aachen University.

8. a **proof of ex-matriculation** (if you have already been enrolled at a German university before).

You can only be enrolled if you present all necessary documents on the day of enrollment and comply with all enrollment conditions!

During the Introduction Weeks, we will inform you about the next steps that you need to take in order to successfully start your studies.

During the enrollment session, you will also receive instructions on how to pay the semester fee (social contribution fee of about EUR 260).

Please do NOT make any payments for the semester fee before enrollment! The semester fee payment can only be registered in your name when you have received your RWTH student ID number (matriculation number). Information about the semester fee can be found here: www.rwth-aachen.de/rueckmeldung.

Please check your admission letter for information about the location and time of enrollment.