



# RWTHonline

## Checklist Enrollment

### 1. Sign the following documents and send them back to us

- ▶ Participation Agreement
- ▶ Consent to the use of image and video material
- ▶ Duty to Inform
- ▶ Guidelines for Distribution of copyright protected material (M. Sc. Periodontology only)

### 2. Accept Study Place Offer in RWTHonline

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 DoSV 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.

### 3. Follow the steps in RWTHonline for enrollment (help can also be found [here](#))

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!

► Download, fill out and re-upload “**Application for Enrollment**”

**Please note:** You need to state an address in Germany, the Netherlands, Belgium, or Luxemburg as correspondence address so that your ID can be sent there. You can state the address of the hotel you plan to stay or of an acquaintance who will accept the mail for you. If you will move to Germany for the whole course, please state the address there.

The screenshot shows the 'Next steps' section of the RWTHonline enrollment process. It contains several paragraphs of text and buttons. Two orange circles with numbers '1' and '2' are overlaid on the page. Circle '1' is positioned over the 'ADD DATA' button and the text 'Please download your application for enrollment here and then upload it again'. Circle '2' is positioned over the text 'Here you will find information about the start of the re-registration period, on receiving your student ID and on the services of the IT Centre.' and the 'Tuition fee' link.

**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.

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**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**

**ADD DATA**

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

**PRINT APPLICATION FOR ENROLLMENT**

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 enrollment" for a summer semester and winter semester respectively. Here you will find information about the start of the re-registration period, on receiving your student ID and on the services of the IT Centre.

**2**

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 enrollment requirements have been met and the semester fee has been posted in full, you will be enrolled within 24 hours.

### 4. Transfer the first installment of the course tuition fee to RWTH International Academy

The amount and bank details are stated in the participation agreement.

### 5. Transfer the semester fee to RWTH Aachen University

By clicking on the link “**Tuition fee**” **(2)** 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 (Your Matriculation Number, Semester)** as payment reference.

**Tuition Fee Status**

Wintersemester 2022/23

Account information for: Wintersemester 2022/23

	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 payment of the semester fees have been registered, your status will change to **"Tuition fees paid"**

**Status**

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

## 6. Upload all other asked documents as well

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

Required documents (for enrollment)	
<b>Documents stated herein must be included in your application</b>	
▶	✘ Application for Enrollment
▶	✘ Identity Card/ Travel Passport
▶	✘ Receipt of the payment of the course fee
▶	✘ University Entrance Qualification
▶	✘ electronic health insurance message
▶	✘ Final Academic Transcript for Your Course of Study / Preliminary Certificate of Graduation (First Degree)
▶	✘ Receipt of the payment of the course fee
▶	✘ 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
▶	✘ Proof of English Qualification
▶	✘ IAPS Certificate
<b>Documents stated herein may be included in your application</b>	
▶	✘ Information for after enrollment for a winter semester

### Identity Card or Travel Passport

Please upload a copy of the front side of your identity card or passport here. This is required for the identity check during registration and for issuing your student ID card (BlueCard). The following information must be clearly visible on the copy: Photo, first name, surname, date and place of birth, and date of validity. All other details can be blacked out.

### University Entrance Qualification

Please upload your original high school certificate or proof of an equivalent degree, including your transcript of records.

### Electronic Health Insurance Message

You must have a confirmation from a German public health insurance provider that you either have public health insurance or are exempt from German public health insurance. Before enrolling you must therefore go to a health insurance provider and either purchase an insurance policy from them or be issued a confirmation from them that your current insurance is sufficient. You cannot enroll without this confirmation from a German public health insurance provider. The German insurance will inform the RWTH digitally, so your data will be sent directly to the system. Depending on your origin and age, different requirements apply to you.

Europeans can use their insurance. Please send your proof of European Health Insurance to us and we will forward it.

If you are over 30, please send us your passport so that we can forward it.

If you are not from the EU and under 30, there are two options. If you want to travel to Aachen just for the attendance phases, you need to prove that you have a sufficient insurance or international health insurance. Additionally, you need to apply for exemption from German Health Insurance. The easiest and fastest way is to apply for exemption is [online](#).

Our German insurance contact needs to check the complete insurance policy including the terms and conditions of your contract.

Please notice that you have to be covered by a health insurance (from the country you are living in or an international health insurance) that complies with the following requirements:

- ▶ outpatient medical treatment
- ▶ inpatient hospital treatment
- ▶ unlimited insured sum (no maximum benefit)

Treatments related to an existing chronic illness or communicable diseases should not be excluded.

You cannot reverse a decision to be exempted from compulsory health insurance. This means that insurees with private health insurance are not usually permitted to return to statutory health insurance after the decision has been made.

If you are not from the EU, under 30, and want to live in Germany for the whole study course, you need to get a German Health Insurance, private or public.



For more information, please check the following information video.

## Final Academic Transcript of Your Course of Study / Certificate of Graduation (First Degree)

Please upload your final Transcript of Records or Certificate of Graduation. If you are not able to present your final degree certificate at enrollment, you must present your provisional degree certificate and a confirmation letter stating that you have successfully completed your studies. If your documents were not issued in German or English, you must have an officially accredited translator translate them into either German or English. Please upload these stamped translations together with the copies of the originals. The copies do not need to be notarized.

## Receipt of the payment of the course fee

Please upload the invoice of the RWTH International Academy here, which will be sent to you after you paid the first instalment of the tuition fee to us. Bank information can be found in your participation agreement.

## Statutory Declaration in Lieu of an Oath

Please fill out the downloadable form, sign it, and upload it. If a certificate of good standing is required, please contact us. If you have not studied at a German University so far, you need to choose the first option and do not need to fill out the second page of the document.

## Termination of Enrollment Certificate

Please upload a Proof of termination of studies at a German university if you have previously been enrolled at a German university.

## Proof of English Qualification

For Master's courses of study mainly in English, adequate knowledge of English must be proven by non-native speakers of English who have not acquired their higher education entrance qualification at an English-language institution.

Applicants who have obtained their study qualification or an English-language academic degree in the United Kingdom, Ireland, Australia, New Zealand, Canada or the United States of America are exempt from providing proof.

The following certificates are recognized:

- ▶ Test of English as Foreign Language (TOEFL) "Internet-based" Test (IBT) with a score of at least 90 points,
- ▶ International English Language Testing Systems (IELTS) test with a score of at least 6.0,
- ▶ Cambridge Test – B2 First (formerly Cambridge English: First / FCE) with a grade of at least B,
- ▶ Cambridge Test – C1 Advanced (formerly Cambridge English: Advanced / CAE),
- ▶ Cambridge Test – C2 Proficiency (formerly Cambridge English: Proficiency / CPE),
- ▶ Pearson Test of English (PTE) Academic with a score of at least 60 points,
- ▶ UNlcert II or higher,
- ▶ a certificate that was obtained as part of the school education required by law in the respective country and that demonstrates English language proficiency at level B2 of the Common European Framework of Reference for Languages (CEFR). This proof is provided, for example, by submitting a German Abitur certificate which shows that English was taken continuously until the end of qualification phase 1 (year 11 for G8 Abitur, otherwise year 12) and completed with at least sufficient grades,
- ▶ Placement test result from the RWTH Language Centre at level B2.2.1 (formerly MK 7) or higher. This can only be taken by enrolled students or by RWTH or UKA staff.

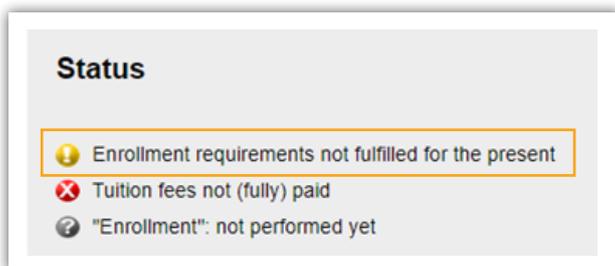
## APS Certificate (only relevant for applicants from China, India & Vietnam)

The Akademische Prüfstelle (APS) is an institution of the German Embassy in cooperation with the German Academic Exchange Service (DAAD). It exists in China, Vietnam and India. The APS checks whether submitted certificates are genuine and issues a certificate if the result is positive. The certificate is required if you apply for studies in Germany with certificates from these countries.

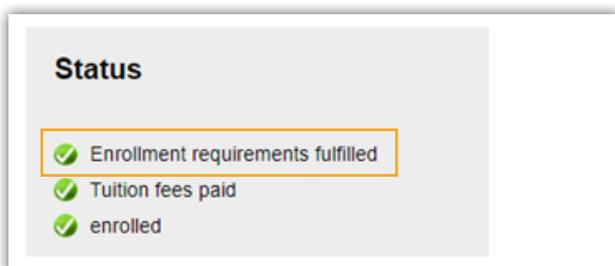
Please note that the documents under “Documents stated herein may be included in your application” are mainly for your information and do not need to be uploaded.

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



## 7. Congratulation!

You have now completed your online enrollment and are officially a student of RWTH Aachen University!



**Contact us!**



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