

Instructions  RWTHonline

Application for Master's Program

As of: 15.10.2019

1 Open RWTHonline Application Wizard

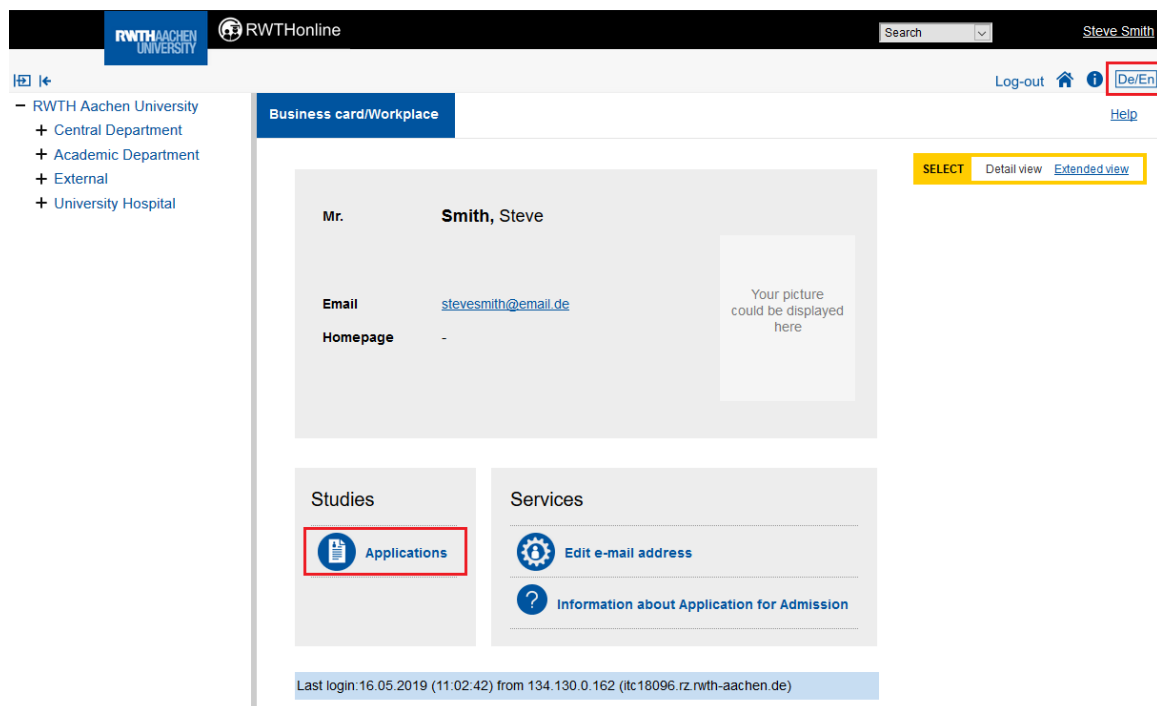
You can find information about how to register and log into RWTHonline in separate step-by-step instructions “Registration in RWTHonline,” which can be found in the download section of this page.

You will be taken to your business card/workplace after logging in.

Click on the link **Applications** in the Studies section.

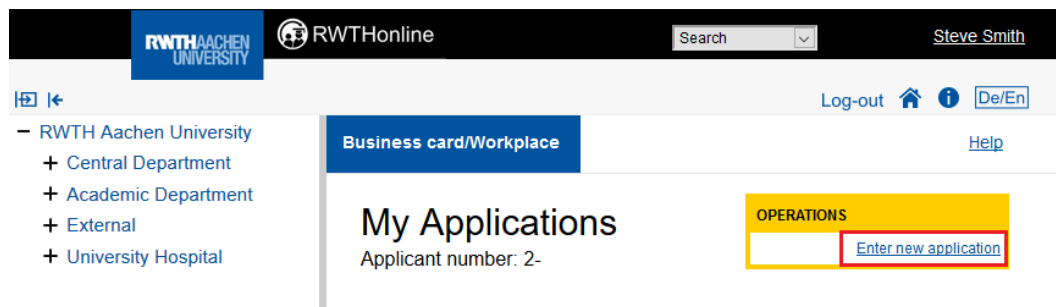
Information

You can change your language settings for the Application Wizard at any time by clicking **DE/EN**.



The page **My Applications** will open.

Click the link **Enter new application** in the yellow **OPERATION** box.



2 Submitting an Application via RWTHonline

You are now viewing the homepage of the RWTHonline Application Wizard.

Information

Please pay attention to the tips and warnings the Application Wizard gives you, so that your application is complete and valid!

Select your **Start of course**. Pay attention to the number of applications allowed.

Using the drop down menu, select the semester for which you are applying **(1)** and click **CONTINUE (2)**.

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

- Start of course**
 - Select degree program
 - 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).

1 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.

2

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

Describe the degree program, for which you are applying.

The screenshot shows the 'ONLINE APPLICATION' interface for 'Select degree program'. The left sidebar lists navigation options: Start of course, Select degree program (selected), Personal data, Correspondence address, Higher education entrance qualification, Academic background, and entrance qualification for Master's programme. The main form area contains the following steps:

- 1 Type of studies:** Master programme (dropdown menu)
- 2 Intended degree:** Master 1 Fach
- 3 Degree program:** Management a. Engineering in Prod. Syst. (dropdown menu)
- 4 Further information:** (blue link)
- 5 Entrance semester:** 1 - Manual admission (dropdown menu)
- 6 Form of studies:** Consecutive master program (dropdown menu)
- 7:**
 - I have already studied at a university/college before.
 - I have already applied once for the selected degree program at RWTH within the last year.

At the bottom, there are buttons for CANCEL, PREVIEW, BACK, and CONTINUE. A red '8' is visible in the bottom right corner of the form area.

- Select Type of studies: Master programme. **(1)**
- Your intended degree will appear. **(2)**
- Select the degree program, for which you are applying. **(3)**
- By clicking the link “Further information,” **(4)** you will be taken to the RWTH website. There you will find the key information about the program you have selected.
- Select the entrance semester **(5)**.
 - ① The entrance semester is the semester, in which you will begin or continue your studies in a subject. If you are applying for a higher course semester in a Master’s program, e.g. the 2nd course semester in a Master’s course of study, select “2 – Manual admission” from the drop-down menu. Here, manual admission refers to unrestricted admission course semesters.
- Select the form of studies: Consecutive master program **(6)**
 - ① Please always select “consecutive master program,” except for Master’s programs offered by the International Academy. Only select second degree, if you have already acquired a Master’s degree from a German university. (for assistance click **(i)**)

Please note that when you select a higher course semester to begin your studies, you must submit a placement certificate from the respective examination board at RWTH.
- Check off the boxes that apply to you **(7)**.
- Click **CONTINUE (8)**.

You will now be taken to the page **Personal data**. You already provided some of this information when you registered.

- Review and complete the information. Please enter your complete name as given in your identity card or passport.
- Click **CONTINUE**.

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

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

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

Personal data

First name

Last name affix

Surname

All first names

Date of birth

Gender

Place of birth

Country of birth

Maiden name

1st nationality

2nd nationality

CANCEL PREVIEW BACK CONTINUE

You will be taken to the page **Correspondence address**. The address you enter here will be used by RWTH to send you any necessary mail.

- Fill out the address information **(1)**. The fields with a yellow outline are mandatory.
- 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 program](#)
[Personal data](#)

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

Correspondence address

1 Correspondence address (semester address)

Mail delivery c/o

Street and number

Postal Code/City

Country/State

Region

Telephone number

E-mail address stevesmith@email.de

Confirmed e-mail address stevesmith@email.de

2 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**

- Select:
„I have obtained a foreign higher education entrance qualification.“ **(1)**
- Fill out the information about your secondary education degree. **(2)**
- Click **CONTINUE**. **(3)**

You will now be asked about your academic background. If you have already begun or completed university studies, click **ADD DEGREE PROGRAM (1)**. The screen **Edit academic background** will open (see below).

Fill it out. Then, click **CONTINUE (2)**:

Fill out the section **Edit academic background**. The fields with a yellow outline are mandatory.

Edit academic background

1 University/Subjects

Country of university

University

max. 100 characters

URL

Degree

max. 100 characters

Form of studies

Major (1st subject)

original name of 1st subject of studies

max. 110 characters

2nd subject

original name of 2nd subject of studies

max. 110 characters

3rd Subject

original name of 3rd subject of studies

max. 110 characters

2 Semester

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
<input type="text" value="WS2014/15"/>	<input type="text" value="WS2017/18"/>	<input type="text" value="7"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="Please select..."/>
			from 0 to 20	from 0 to 20	from 0 to 20	from 0 to 20	

3 Status

Intermediate exam

Final examination

Grade

max. 20 characters

Date

Format: DD.MM.YYYY

Grade


max. 20 characters

Date

Format: DD.MM.YYYY

SAVE AND CLOSE **CANCEL/CLOSE**

- Complete the information about the university where you studied and the subjects you studied **(1)**. If your university is not listed in the drop-down menu, please leave it blank and enter the name of your university in the free text field.
- Complete the information about the semesters you studied and any leaves of absence **(2)**.
- Complete the information about your status. Information about the final examination is required. **(3)**
- **SAVE AND CLOSE**


You will now see your academic background. (1). Click the pencil symbol  to edit the information (2).

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

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

- Academic background

Academic background

University	Degree	Degree programs	from	to
2  1 Technische Univers..	Test1234	European Stud..	14W	16W

[ADD DEGREE PROGRAM](#)

3

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

Click **CONTINUE**. (3)

Info



Applicants can make multiple entries for the academic background, e.g.

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

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

- Academic background
 entrance qualification for Master's programme

Academic background

University	Degree	Degree programs	from	to
 Hanze Hogeschool :..	Test 12345	Apparative Bl..	12W	14W
 Technische Univers..	Test1234	European Stud..	14W	16W

In these cases, you will be asked which Bachelor's course of study should be reviewed to check your academic qualifications. ① This information will be referred to later on in the letter of admission/rejection letter. The Bachelor's course of study you select will be then labeled with "entrance qualification for Master's programme."

If you have not completed the Bachelor's course of study, you will additionally be asked for the following information:

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

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

- **entrance qualification for Master's programme**

i entrance qualification for Master's programme

Academic background Hanzehogeschool - Hogeschool van Groningen - Test 12345 - Apparative Biotechnologie

Provisional grade

expected date Format: dd.MM.YYYY

ECTS credits obtained so far greater or equal to 0

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

If you have applied for a **restricted admission** (with a Numerus Clausus) **degree program**, you will now be asked for **Further Information**.

- Check off the boxes that apply to you. **(1)** If none of the boxes apply to you, leave them blank.
- Click **CONTINUE**. **(2)**

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

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

- **Further Information**

Further Information

1 I have completed military service, civilian service, voluntary service, development assistance, or a social or ecological year (only for applicants with German nationality).

Ich stelle einen Antrag auf bevorzugte Zulassung aufgrund der Ableistung eines Dienstes

I request to be considered in the quota for hardship cases.

CANCEL **PREVIEW** **BACK** **CONTINUE** 2

As soon as you have completed the section on your academic background, you will be prompted to upload documents necessary for admission and enrollment.

Information

You will not be able to submit your application until all the mandatory documents have been uploaded. Otherwise you will receive an error message:

Information

Mandatory documents are missing:

You have not uploaded all required documents. Please go through the application wizard again and upload all marked documents.

OK

In the left menu you will see a list of the necessary **documents**. **(1)** When filling out the Application Wizard certain documents are required before you can submit your application. You can see if a document is mandatory based on the warning text. The Wizard will guide you through how to upload the documents.

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

- [Start of course](#)
- [Select degree program](#)
- [Personal data](#)
- [Correspondence address](#)
- [Higher education entrance qualification](#)
- [Academic background entrance qualification for Master's programme](#)
- [Further Information](#) 1
- Transcript of Records**
- [Course description](#)
- [Other Proof of](#)
- [Performance/Assessments](#)
- [CV](#)
- [Evidence of Completion of Service](#)
- [Evidence of the Candidate Raising a Minor or Caring for a Close Relative](#)
- [Evidence of German language skills](#)
- [Translation of Documents to be](#)

Transcript of Records

Please upload your transcript of records of the academic degree that is used to verify that your application meets the admission requirements of your chosen Master's course of study. Typically, these are the transcripts of an undergraduate degree such as a Bachelor's degree or similar. If you are already enrolled in a Master's program (graduate level), please do not upload the transcript of records of the Master's program since this does not qualify as prerequisite for an RWTH Master's degree program.

If your documents were not issued in German or English, you must submit a copy of the originals together with a copy of a stamped translation into German or English done by an officially accredited translator. The copies do not need to be notarized.

Further information is available via the following link:
<http://www.rwth-aachen.de/cms/root/Studium/Vor-dem-Studium/~egg/Bewerbung-um-einen-Studienplatz/?lid=1>

Current document

File name	Type	File Size	Date	4	5
3 Muster Dokument.pdf	application/pdf	590,5	17.05.2019 09:18:50	✖	📄

New document

The following document types are accepted: **Portable Document Format (.pdf)**. You can only upload one file. **The maximum file size is 5 MB.**
Please do not use "&" in the file name!

If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 15.08.19. You will find an overview of all required application documents at the end of your online application.

2 File Keine Datei ausgewählt.

CANCEL
PREVIEW

BACK
CONTINUE 6

Click on **Durchsuchen ... (2)** under **New document** and upload the required the documents one after another as a **PDF**. You can delete an uploaded document from the list **(3)** using the ✖ symbol **(4)** and download it by clicking the 📄 symbol **(5)**. ⓘ The 📄 symbol will only appear once you have gone through the entire RWTHonline Application Wizard once. After each upload click **CONTINUE (6)**.

Select which of the certificates you will submit at the time of enrollment (1) and click **CONTINUE (2)**.

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

- [Start of course](#)
- [Select degree program](#)
- [Personal data](#)
- [Correspondence address](#)
- [Higher education entrance qualification](#)
- [Academic background](#)
- [Transcript of Records](#)
- [IMPORTANT INFORMATION](#)
- [ABOUT YOUR APPLICATION TO A HIGHER SEMESTER](#)
- [CV](#)
- [Proof of Completion TestAS](#)
- [University Entrance Qualification](#)
- [Aptitude test certificate](#)
- [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](#)
- [Health Insurance details](#)

Evidence of German language skills

1 *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.

- Certificate of a German higher education entrance qualification
- Diploma from a German-speaking educational institution in Germany or abroad (e.g. a German School abroad, German-speaking community of Belgium, Luxembourg, Austria)
- Certificate of the German Language Examination for university entrance for foreign applicants (DSH), stage 2
- TestDaF in all four sections at level 4 minimum
- Certificate of the final exam of university preparation college
- German language diploma of the Conference of German Ministers of Education (KMK II)
- Kleines Deutsches Sprachdiplom (KDS), Großes Deutsches Sprachdiplom oder Goethe-Zertifikat C1 des Goethe Institutes
- Evidence of having passed the "Deutsche Sprachprüfung II" of the Sprachen- und Dolmetscher-Institute, Munich
- telc Deutsch C1 Hochschule
- Befreiungsbescheinigung des Sprachenzentrums der RWTH Aachen

CANCEL
PREVIEW

BACK
CONTINUE

You will now be shown an **OVERVIEW – APPLICATION NUMBER**.

OVERVIEW - APPLICATION NUMBER: 1-00000066

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

Wintersemester 2018/19
 When applying, please consider the upper limit of

- max. 9 undergraduate programmes subject to NC for the first semester
- max. 5 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.

Select degree program

Type of studies	<input type="text" value="Master programme"/>
Intended degree	<input type="text" value="Master 1 Fach"/>
Degree program	<input type="text" value="Management a. Engineering in Prod. Syst."/>
Entrance semester	<input type="text" value="1 - Manual admission"/>
Form of studies	<input type="text" value="Consecutive master program"/>

I have already studied at a university/college before.

I have already applied once for the selected degree program at RWTH within the last year.

Review all of the information carefully and confirm that the information provided is accurate.

(1)

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 details is possible any longer!

1 I hereby declare that the statements contained herein are true and complete, and herewith allow the RWTH Aachen University to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrolment at university.

[CANCEL](#) [BACK](#) [SEND](#)²

Once you have reviewed the information and confirmed its accuracy, click **SEND**. (2)

You have now submitted your application for Master's studies at RWTH.

You will receive a confirmation. You can view the status of your application and your letter of admission/rejection letter in the RWTHonline Application - Status. You will be notified via email when the status changes.

ONLINE APPLICATION

Thank you for your application!

If you click on the "Next" button, you will be directed to the web page providing you with an overview of the status of your application. There you can find information on documents already submitted and those that are still missing. Under the heading of "Documents to be submitted," you can see which documents you have already submitted and those that still need to be provided. The detailed information on documents that need to be submitted tells you whether these documents can be uploaded or whether you must send them in paper form, together with the cover sheet provided here, via regular mail (using registered mail, if possible). Please note that you must follow the instructions on how to submit the various documents; documents that have been incorrectly submitted will not be taken into account. If the responsible administrative division changes the status of your application, as a rule, you will be notified via email. However, it remains your responsibility regularly to check the status of your application.

[LIST OF APPLICATIONS](#) [CONTINUE](#)

You can select your RWTHonline Application - Status directly from the application process by clicking on the link **LIST OF APPLICATIONS**.

3 Next Steps

The next steps after submitting the online application are:

- Check application status.
- Check admission status.
- Accept study place offer, if you have been admitted.
- Enroll

You can complete most of the steps in the RWTHonline Application - Status. Depending on the course of study, you enroll using the Application Wizard, via mail, or in person in the Registrar's Office or International Office

Open Application - Status

Log on to RWTHonline. Your profile will open. Click on the link **Applications**.

The screenshot shows the RWTHonline user interface. At the top, there is a navigation bar with the RWTH Aachen University logo, the text 'RWTHonline', a search bar, and the user's name 'Steve Smith'. Below the navigation bar, there is a sidebar with a tree view of the university structure: RWTH Aachen University, Central Department, Academic Department, External, and University Hospital. The main content area is titled 'Business card/Workplace' and contains a profile card for 'Mr. Smith, Steve'. The profile card includes an email address 'stevesmith@email.de' and a homepage field. Below the profile card, there are two sections: 'Studies' and 'Services'. The 'Studies' section has a link for 'Applications' which is highlighted with a red box. The 'Services' section has links for 'Edit e-mail address' and 'Information about Application for Admission'. At the bottom of the page, there is a footer with the text 'Last login: 16.05.2019 (11:02:42) from 134.130.0.162 (itc18096.rz.rwth-aachen.de)'. In the top right corner, there is a 'Log-out' button, a home icon, and a language selector 'De/En' which is also highlighted with a red box.

The page **My Applications** will open.

Click on the **magnifying glass**  **(5)** to open Application - Status.

Portland, Peter

My Applications






Applicant number: 2-00044076
Matriculation number: 000042

OPERATION

[Enter new application](#)

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
Wintersemester 2018/19						
1 1-00000066	Master 1 Fach Management a. Engineering in Prod. Syst. ▪ Entrance semester: 1 ▪ Type of admission: Manual admission	2  13.12.2017	3 	4 	-	5  6 

Legend for the example above

- **1** Application number
- **2**  The application documents have been checked and they are complete
- **3**  Admission granted
- **4**  Study place offer accepted
- **5**  Show status of application
- **6**  Show summary

Status Inquiry

In the Application - Status view you can find an overview of the status of your submitted application.

Portland, Peter

Application - Status

Applicant number 2-00044076
Application number 1-00000066
Matriculation number 000042
Course of study Master 1 Fach | Management a. Engineering in Prod. Syst. (1. FS)
Start of course Wintersemester 2018/19

Back to " [MY APPLICATIONS](#) "

Submission of application

Status

received electronically

Under **Admission** you can view the status of your admission.

As soon as you have accepted your study place offer and your acceptance has been processed, your letter of admission will be sent to you by mail.

Admission

Details of the admission procedure

Course of study **Master 1 Fach**
Management a. Engineering in Prod. Syst.

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

Status

- Formal entry requirements met
- Admission granted

Details -


Results of admission procedure

Download your notification here.

[DOWNLOAD NOTIFICATION](#)

Accept Study Place Offer

You will receive a study place offer as soon as you have been granted admission. You must accept the study place offer before the prescribed deadline, so that you can provide us with the information necessary for enrollment on time.

Click on the arrow in front of “ Study place offer” and accept the study place offer or reject it.

▼ Study place offer

Next steps

You have the option to accept the study place you are offered. Please, note the following:

- If you are still waiting for the results of a selection procedure, we recommend you accept this study place. Should you receive a further letter of acceptance, you may, upon simple demand, change your degree program before starting the semester.

 ACCEPT STUDY PLACE OFFER  DECLINE STUDY PLACE OFFER

The date of your study place acceptance/rejection will be displayed.

▼ Study place offer

Decision

Study place accepted on **13.12.2017**.

Download your notification here.

 DOWNLOAD NOTIFICATION

Next steps

You have the option to accept the study place you are offered. Please, note the following:

- The study place must be accepted until **20.12.2017**, otherwise you are no longer entitled to this place.
- Please click "Decline study place offer" if you are sure you do not want to accept the study place. We will then be able to offer the declined place to another applicant at an early stage.

 ACCEPT STUDY PLACE OFFER  DECLINE STUDY PLACE OFFER

Information

The download will be available in the system for some time after you have accepted your study place.

Enroll

After accepting the study offer you must provide us with additional information needed for enrollment and then fill out the application for enrollment and submit the required documents as specified either in the Application Wizard, via mail, or in person. Please pay attention to the information in the Application Wizard.

▼ Enrollment

Next steps

Please complete the details relevant for enrollment. Then, you will have access to your Application for Enrollment.

[ADD DATA](#)

Please complete the residual data entry. Check to make sure the information you entered is correct and click "SEND." You will then be able to download your application for enrollment and then you can submit the signed application.

[PRINT APPLICATION FOR ENROLLMENT](#)

Please enroll as soon as possible. Make note that the enrollment period ends **31.10.2019**. 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 int-zugang@rwth-aachen.de.

Detailed information about the student union and social contribution can be found by following the link: [Tuition fee](#)

Status

- 🟡 Enrollment requirements not fulfilled for the present
- 🔴 Tuition fees not (fully) paid
- 🟡 "Enrollment": not performed yet

The letter symbol indicates which documents you have already submitted. Documents you still need to submit are marked with a red **✖** and can be uploaded or submitted as a physical copy, depending on what is specified. When mailing your physical documents to us, please use our cover sheet.

Required documents (for enrollment)

Documents stated herein must be included in your application

- ▶ ✔ Application for Enrollment
- ▶ ✉ Identity Card/ Travel Passport
- ▶ ✔ Classification Certificate
- ▶ ✔ German language diploma of the Conference of German Ministers of Education (KMK II)
- ▶ ✔ Termination of Enrollment Certificate from Last German University, stating Semesters of Study, University Semesters, and Semesters of Leave

Documents stated herein may be included in your application

- ▶ ✖ Informal Authorization, including Copies of the ID Card of the Authorized Person and the Authorizer
- ▶ ✖ Certificate of Good Standing

Please find a cover sheet to submit documents at a later date via the following link: [cover sheet](#)

After you have successfully enrolled, you must pay the student body and social contribution fee. You can find more information about the payment options in the RWTHonline Application - Status. You can find further information [here](#).