



Checklist and Contacts

Within the first week of learning of your placement at RWTH Aachen University

- Review the topics on this site.
- Consider the semester dates of RWTH Aachen University and decide when (and for how long) you will be in Aachen. The semester dates can be found [on this site](#).

Within the next three weeks

- Submit your registration. You will receive an email with a link to your online registration. Please register via the [Incoming Online Portal](#).
 - Note: your registration will only be processed when you completed the registration. After that you will be provided with a link to the Housing Portal, information on the Language Classes, the BeBuddy Program, etc.
- Submit your housing registration online, in case you choose to stay in a room of a student dorm on campus offered by the Studierendenwerk Aachen.
- Draft your Learning Agreement (a template of the learning agreement can be downloaded with your online registration). To seek approval or in case you have questions regarding course availability, please get in touch with the RWTH faculty contacts as listed below. After you have drafted your learning agreement please send it [via email](#) to the RWTH Coordinators of UNITECH.

By the end of July

- You will receive your letter of enrollment from the International Office at RWTH Aachen University.

By mid-August

- You will be notified by the Studierendenwerk Aachen whether you could be considered for a room in a student dorm.
 - Note: They will ask for a deposit to be paid at the latest 10 days prior to the beginning of your housing contract.

Within your first 10 days in Aachen

- Purchase a German health insurance policy or file for an exemption and submit necessary paperwork
- Take your rent contract and register your address with the city of Aachen.
- Make an appointment with your RWTH faculty contact to review your schedule and discuss practicalities (exam timeframes, how you will collect grades).

Before you leave Aachen

- Make an appointment with your RWTH faculty contact (important!), submit your grades and request that a transcript be generated and sent to the International Office.
- Exmatriculate and, if necessary, file for a partial reimbursement of your semester fee.
- Deregister your address with the city.
- Confirm closure of your German insurance policy, in case you purchased one.

UNITECH-affiliated	
Benjamin Pietsch and Birgit Thun-Vié	Benjamin and Birgit are the Local Office Coordinators at RWTH Aachen University. Their position is associated to the International Office. Please direct forms and questions that you may have to them.
Prof. Heinz Pitsch	Professor Gries is the local Academic Director and heads the Institut für Technische Verbrennung , ITV, here at RWTH Aachen.
UNITECH Alumni Association	Get in touch with the Local Chapter Coordinators of the UNITECH Alumni Association in order to obtain more information from previous participants.

RWTH Faculty Contacts		
Faculty 1: Mathematics	General Information	Prof. Dr. Eva Zerz
Faculty 1: Biology	General information	Prof. Henner Hollert and Dr. Thomas Benjamin Seiler
Faculty 1: Computer Science	General Information	Dr. Dirk Thißen
Faculty 3: Civil Engineering	General Information	Nathaly Bejarano Serrano
Faculty 4: Mechanical Engineering	General Information	Vera Mattner and Farah Jumpertz
Faculty 6: Electrical Engineering	General Information	Heike Hagen and Kerstin Jenkes
Faculty 8: Business & Economics	General Information	Stefanie Spatafora

These persons of contact in the respective faculties can assist you in your course selection and in finalizing your learning agreement. If you should require supplemental information or syllabi for your home universities, for example, to discuss credit transfer or recognition, it will be good to contact these persons first concerning these issues.