

Instructions  RWTHonline

# Enrollment for Doctoral Studies

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 screenshot shows the RWTHonline interface. At the top, there is a search bar and the user's name 'Steve Smith'. Below the navigation bar, the 'Business card/Workplace' section is active. It displays the user's name 'Mr. Smith, Steve', email 'stevesmith@email.de', and homepage '-'. There is a placeholder for a profile picture. Below this, there are two columns: 'Studies' and 'Services'. In the 'Studies' column, the 'Applications' link is highlighted with a red box. In the 'Services' column, there are links for 'Edit e-mail address' and 'Information about Application for Admission'. At the bottom, there is a 'Last login' timestamp. In the top right corner, the 'De/En' language selector is highlighted with a red box. A yellow box highlights the 'SELECT' button and 'Detail view'/'Extended view' options.

The page **My Applications** will open.

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

The screenshot shows the RWTHonline interface. At the top, there is a search bar and the user's name 'Steve Smith'. Below the navigation bar, the 'Business card/Workplace' section is active. The main content area is titled 'My Applications' and shows 'Applicant number: 2-'. On the right side, there is a yellow box labeled 'OPERATIONS' which contains the 'Enter new application' link highlighted with a red 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
  - Academic background

### 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](#). Please also note that you can submit only one application for a higher semester of a restricted-admission course of study. 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.

**1** Start of course

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. Please note that you can only file one application per study programme.

**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.

**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

**Select degree program**

1 **Type of studies**

2 **Intended degree**

3 **Degree program**

4 [Further information](#)

5 **Entrance semester**

6 **Form of studies**

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.  
 I apply for admission as cross-registered student.

**8**

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

- Select Type of studies: Doctoral 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)**.  
 ⓘ The entrance semester is the semester, in which you will begin or continue your studies in a subject. Please select 1 - Unrestricted admission!
- Select the form of studies: Doctoral studies **(6)**.
- 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)**. If not you can enter a second (home) address in the next window.
- 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**

**Confirmed e-mail address**

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

CANCEL PREVIEW BACK CONTINUE 3

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)**
- ⓘ This section refers to your secondary education you have completed before entering university for the first time.
- Click **CONTINUE**. **(3)**

You will now be asked about your academic background. 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. Please fill out this section for each university degree you have already obtained or you will obtain (Bachelor and Master).

**Edit academic background**

**1 University/Subjects**

Country of university: Netherlands

University: Technische Universiteit Delft

URL: http://www.tudelft.nl/

Degree: Test1234

Form of studies: First degree

Major (1st subject): European Studies in Technology and Business (ETB)

original name of 1st subject of studies: [empty]

2nd subject: Please select...

original name of 2nd subject of studies: [empty]

3rd Subject: Please select...

original name of 3rd subject of studies: [empty]

**2 Semester**

from	to	total	Leaves of absence	Internship	Hospital internship	Break	Type of break
WS2014/15	WS2017/18	7	from 0 to 20	from 0 to 20	from 0 to 20	from 0 to 20	Please select...

**3 Status**

Intermediate exam: not scheduled


Final examination: passed on the whole

Grade: 1.5

Date: 01.12.2018

**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**  
entrance qualification for Master's programme

### Academic background

2	University 1	Degree	Degree programs	from	to
	Hanzehogeschool ..	Test 12345	Apparative Bl..	12W	14W
	Technische Univers..	Test1234	European Stud..	14W	16W

[ADD DEGREE PROGRAM](#)

3

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

Click **CONTINUE**. (3)

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 navigation menu you can see which **documents** are required. **(1)** Certain documents must already be uploaded to the Application Wizard before you can submit your application. The additional information will state whether a document is mandatory. The Wizard will guide you through the upload process.

The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with a red box around the 'Proof of Completion of SelfAssessment' item, labeled with a red '1'. The main content area is titled 'Proof of Completion of SelfAssessment' and contains instructions, a list of 'Current document' items, and a 'New document' section. The 'Current document' section has a table with one entry: 'Muster Dokument.pdf' (application/pdf, 590,5 KB, 16.05.2019 13:42:31). This entry has a red '3' next to it. To its right are icons for deletion (a red 'x' in a blue box, labeled '4') and download (a printer icon, labeled '5'). The 'New document' section has a red box around the 'Durchsuchen...' button, labeled with a red '2'. At the bottom right, there are 'BACK' and 'CONTINUE' buttons, with 'CONTINUE' labeled with a red '6'. At the bottom left, there are 'CANCEL' and 'PREVIEW' buttons.

Click on **Durchsuchen ... (2)** under **New document** and upload the required 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)**.

You will be asked about your Health Insurance details. Please read the fact sheet linked at the top (1). Select the option that applies to you and if necessary enter the needed information (2).

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

[Transcript of Records](#)  
[IMPORTANT INFORMATION](#)  
[ABOUT YOUR APPLICATION TO A HIGHER SEMESTER](#)  
[CV](#)  
[Proof of Completion Test/AS](#)  
[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**  
  Proof of student health  
  insurance  
  Evidence of German language skills  
  Translation of Documents to be submitted (unless in German or English)

### Health Insurance details

As a student you are required to be insured. Please, read the [Health insurance fact sheet](#) carefully.

I am insured through the German public health insurance system:

**Group**  
Please select...

**Public health insurance provider**  
Please select...

**Insurance number**  
\_\_\_\_\_

I am exempt from compulsory health insurance or am otherwise insured, i.e. through a private health insurance provider.  
 I do not know. / I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies.

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

Click CONTINUE (3).

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

**OVERVIEW - APPLICATION NUMBER: 1-0000068**

### 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

Sommersemester 2018

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	Doctoral programme
Intended degree	Promotion
Degree program	Chemical Engineering
Entrance semester	1 - Unrestricted admission
Form of studies	Doctoral studies

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 <sup>2</sup> SEND

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

You have now submitted your application for doctorals 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 for Steve Smith. The top navigation bar includes the RWTH Aachen University logo, the RWTHonline logo, 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 displays a business card for Mr. Steve Smith. The card includes an email address 'stevesmith@email.de' and a homepage field. A placeholder for a profile picture is present with the text 'Your picture could be displayed here'. Below the business card, there are two sections: 'Studies' and 'Services'. In the 'Studies' section, the 'Applications' link is highlighted with a red box. In the 'Services' section, there are links for 'Edit e-mail address' and 'Information about Application for Admission'. At the bottom of the page, a status bar shows the last login information: 'Last login: 16.05.2019 (11:02:42) from 134.130.0.162 (itc18096.rz.rwth-aachen.de)'. The 'De/En' language selector in the top right corner 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
<b>Sommersemester 2018</b>						
<b>1</b> 1-00000068	<b>Promotion</b> <b>Chemical Engineering</b> ▪ Entrance semester: 1 ▪ Type of admission: Unrestricted admission	<b>2</b>  14.12.2017	<b>3</b> 	<b>4</b> 	-	<b>5</b>  <b>6</b> 

### 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 1-00000068  
 Matriculation number 000042  
 Course of study Promotion | Chemical Engineering (1. FS)  
 Start of course Sommersemester 2018

Back to " [MY APPLICATIONS](#) "

Submission of application

#### Status


-  received electronically
-  "Application documents": not checked yet.

#### Required documents (for admission)

Documents stated herein must be included in your application

-  CV

Documents stated herein may be included in your application

-  Translation of Documents to be submitted (unless in German or English)

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



As soon as you have been admitted, you can download your official admission letter in the section "Results of admission procedure".

Admission

#### Details of the admission procedure

Course of study **Promotion**  
**Chemical Engineering**


- Entrance semester: 1
- Type of admission: Unrestricted 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


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**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.

Once you have accepted your place offer the status will be updated.

▼  Study place offer

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**Decision**

Study place accepted on **13.12.2017**.

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**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.

## 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 [inf-zugang@rwth-aachen.de](mailto:inf-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 submitting paper 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
- ▶ ✉ Admission to Doctoral Studies (Certificate from the Doctoral Committee)
- ▶ ✔ Final Academic Transcript for Your Course of Study / Preliminary Certificate of Graduation (First Degree)
- ▶ ✔ 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

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](#).