

Step by Step: Online Registration and Application for Incomings

1. Creating the user account

- Create your personal user account
 1. Go to the [Incoming Online Portal](#)
 2. Create your personal user account by confirming your first name, family name, and email address
 3. Insert the characters shown in the picture and click on “register”
- Register at the Incoming Online Portal
 1. Upon creating your user account, you will receive an email providing a link. Click on this link
 2. Now you can register by inserting your email address and defining a password
 3. The password should contain at least 8 characters, including at least one special character and at least one letter
 4. Insert the characters shown in the picture (Captcha) and click on “log in”. Welcome to the Incoming Online Portal!

Forgot your password? You can easily get a new one by clicking on “forgot password”. You will automatically receive an email with a link. You can set a new password by clicking on that link.

2. Submitting your application

Once you have registered at the Incoming Online Portal you can start your application for your stay at RWTH Aachen University. **Important: this is a registration of your stay, and not an application for scholarship programs (like Fulbright, DAAD, KOSPIE).**

Choose the suitable Incoming Online Form:

Application: Exchange and Double Degree is for

Erasmus+ studies
Erasmus+ worldwide (from selected worldwide Erasmus-partner universities)
RWTH Exchange Worldwide, including Strategic Partnership with Tsinghua University
Faculty exchange partnerships
ENHANCE Thematic Paths
T.I.M.E. Double Master
Tsinghua Double Master
Other Double Degree programs
UNITECH
Free Movers (from non-partner universities)

Application: Non-Exchange Incoming Students is for

Erasmus+ traineeship
KOSPIE (DAAD)
IDEA League Research Grant
Visiting Project Students
DAAD RISE/WISE
Fulbright Scholarship
China Scholarship Council (CSC) (for Bachelor/Master degree students)
DAAD Scholarships (for Bachelor/Master degree students)

Click on “start” next to the relevant form. Please fill in the form completely.

At the bottom of each page, you must mark the page complete. In case a checkmark does not appear, some information is missing or incorrect, please correct the mistakes indicated with red. Once successful, a green checkmark will appear next to the corresponding page on the menu on the left. You can submit your application only after you have filled in all mandatory fields, and after having checked all pages as complete.

Upload of documents

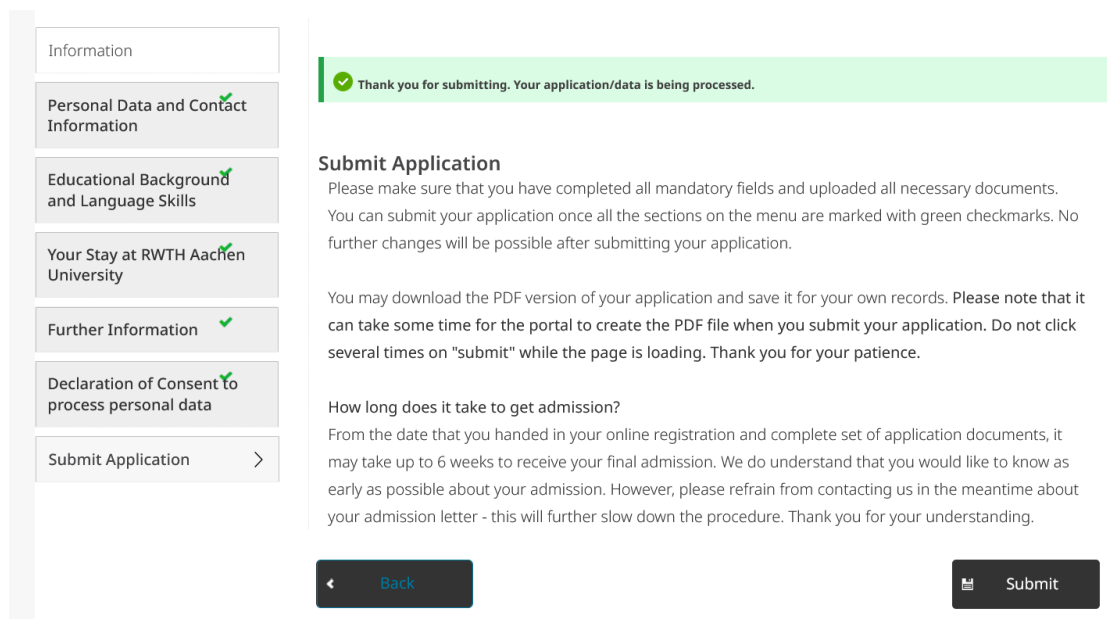
Depending on your program, it is mandatory to upload additional application documents to complete your application.

Submit the application

In case you have submitted all the information correctly, and marked all pages complete, you can submit your application.

Successful submission will be confirmed with a green information text appearing on the website as indicated below. You will also receive a confirmation e-mail.

You might not see the generated PDF file of your application right away, sometimes it takes a bit longer to be generated. In case it does not appear later in time, you can ask us to send you one by e-mail.



The screenshot shows a web interface for submitting an application. On the left is a vertical menu with seven items: 'Information', 'Personal Data and Contact Information' (with a green checkmark), 'Educational Background and Language Skills' (with a green checkmark), 'Your Stay at RWTH Aachen University' (with a green checkmark), 'Further Information' (with a green checkmark), 'Declaration of Consent to process personal data' (with a green checkmark), and 'Submit Application' (with a right-pointing arrow). At the top of the main content area is a green banner with a checkmark icon and the text: 'Thank you for submitting. Your application/data is being processed.' Below this is a section titled 'Submit Application' with the following text: 'Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks. No further changes will be possible after submitting your application.' This is followed by another paragraph: 'You may download the PDF version of your application and save it for your own records. Please note that it can take some time for the portal to create the PDF file when you submit your application. Do not click several times on "submit" while the page is loading. Thank you for your patience.' Below this is a question 'How long does it take to get admission?' with an answer: 'From the date that you handed in your online registration and complete set of application documents, it may take up to 6 weeks to receive your final admission. We do understand that you would like to know as early as possible about your admission. However, please refrain from contacting us in the meantime about your admission letter - this will further slow down the procedure. Thank you for your understanding.' At the bottom are two buttons: a dark grey 'Back' button with a left arrow and a dark grey 'Submit' button with a document icon.

3. What happens next

We will process your application as soon as possible, but it might take several weeks. We will keep you updated. If you have any questions or concerns, please contact incomings@rwth-aachen.de

We will be sending you information by e-mail, that you used in your application. Please read our e-mails carefully and follow the instructions given. Your registration process is not yet complete and next steps will follow by e-mails.