Your Application - Master

These step-by-step instructions will guide you through all the necessary steps in applying for admission to a Master's course of study at RWTH.

Please pay attention to all the pointers given to you by the RWTHonline application wizard. The exact steps you need to take and the information required of you, as well as any documents you must submit, may vary depending on your chosen degree program and your CV.

Please note: General information is available on the RWTH web page "Application Master for Internationals".

Instructions for Applicants

Instructions for Students

Instructions for Employees

Last updated: 08.09.2022

Downloads

- PDF version of these instructions
- PDF version of Application and enrollment deadlines

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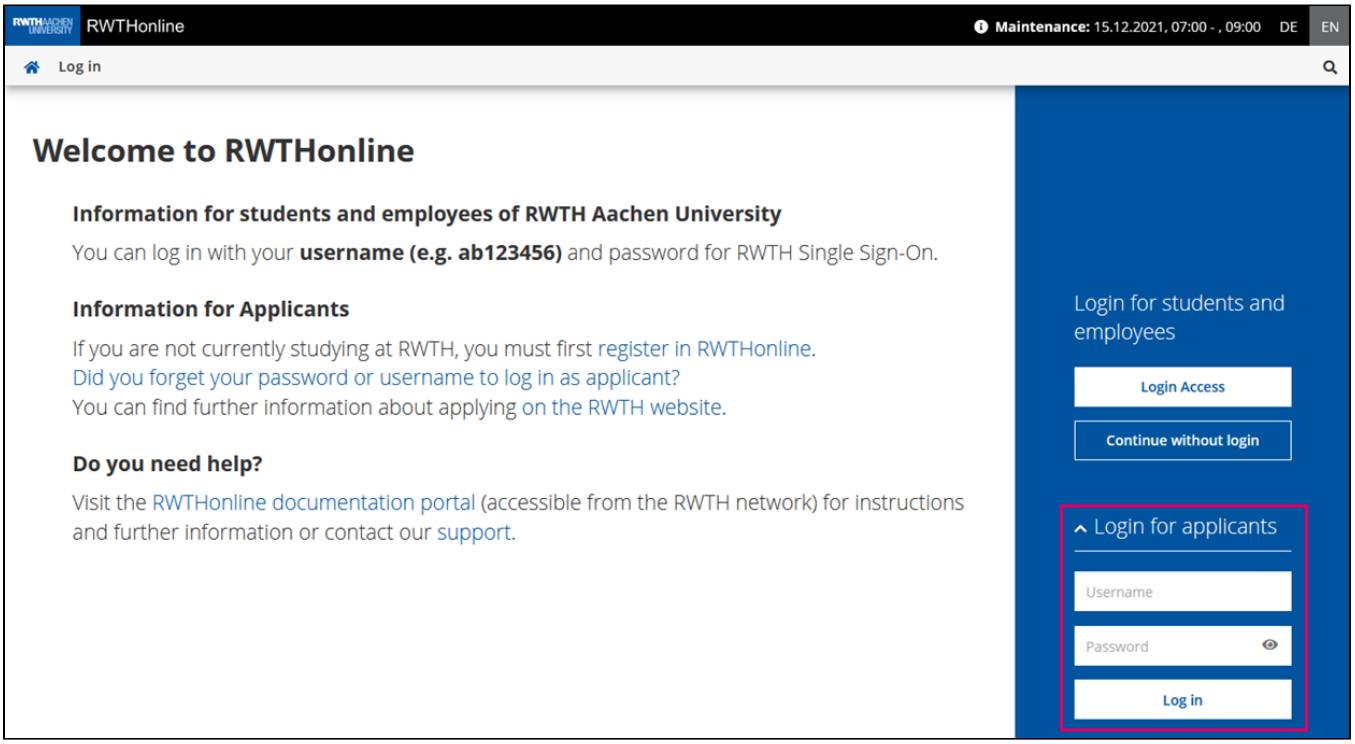
1 Step-by-Step Instructions

1.1 Opening "Applications"...

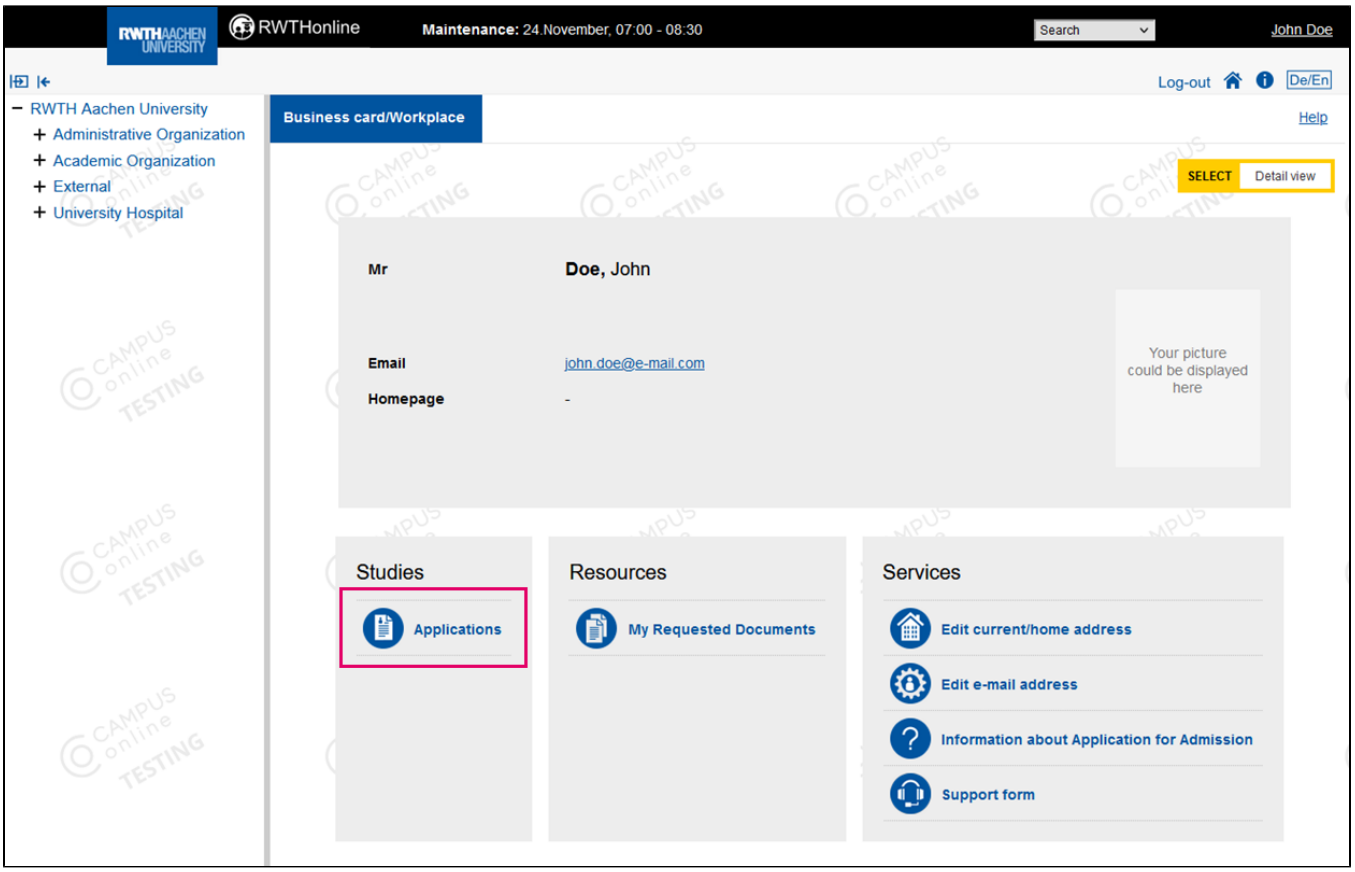
1.1.1 ...if you are applying to RWTH for the first time

Log onto the RWTHonline homepage (https://online.rwth-aachen.de) under "Login for applicants" using your username and password from the registration process.

Please note: If you have trouble logging in, you can click on the link in the left-hand text block under "Information for applicants" or contact the support team (website: RWTHonline Support).



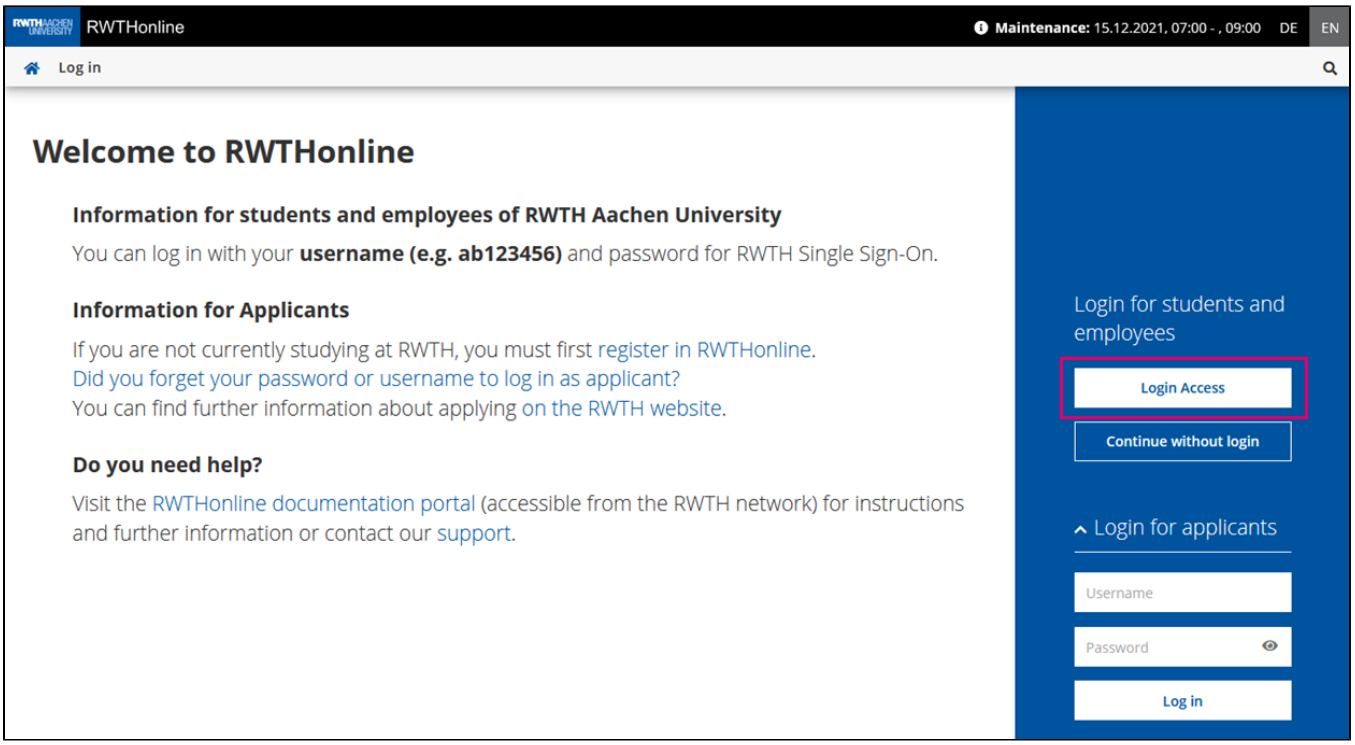
Open the "Applications" option via the business card/workplace tab.



1.1.2 ...if you are an enrolled student or an employee

Log onto RWTHonline (website: https://online.rwth-aachen.de) by clicking on "Login Access" via RWTH Single Sign-On. Then navigate to the Applications option:

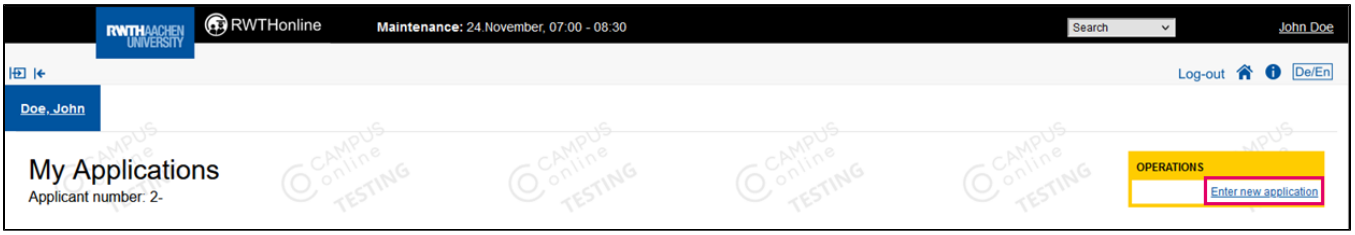
- If you are an enrolled student, click on the "Applications" option on the homepage.
- If you are an employee, click on the "My Applications" option on your business card/ workspace.



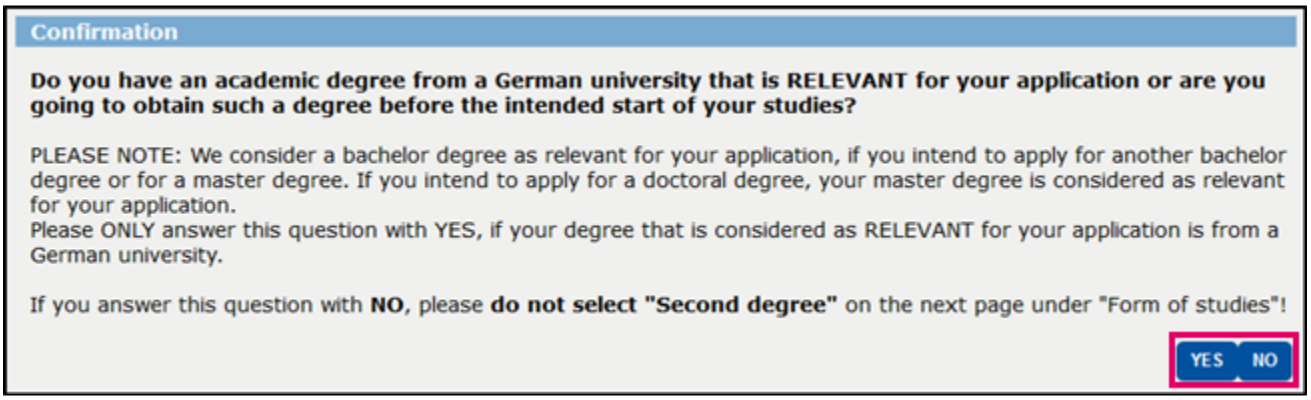
1.2 Launching the Application Wizard

Information: You can change your language settings at any time by clicking "De/En".

Click on "Enter new application" in the yellow box. The application wizard will open.



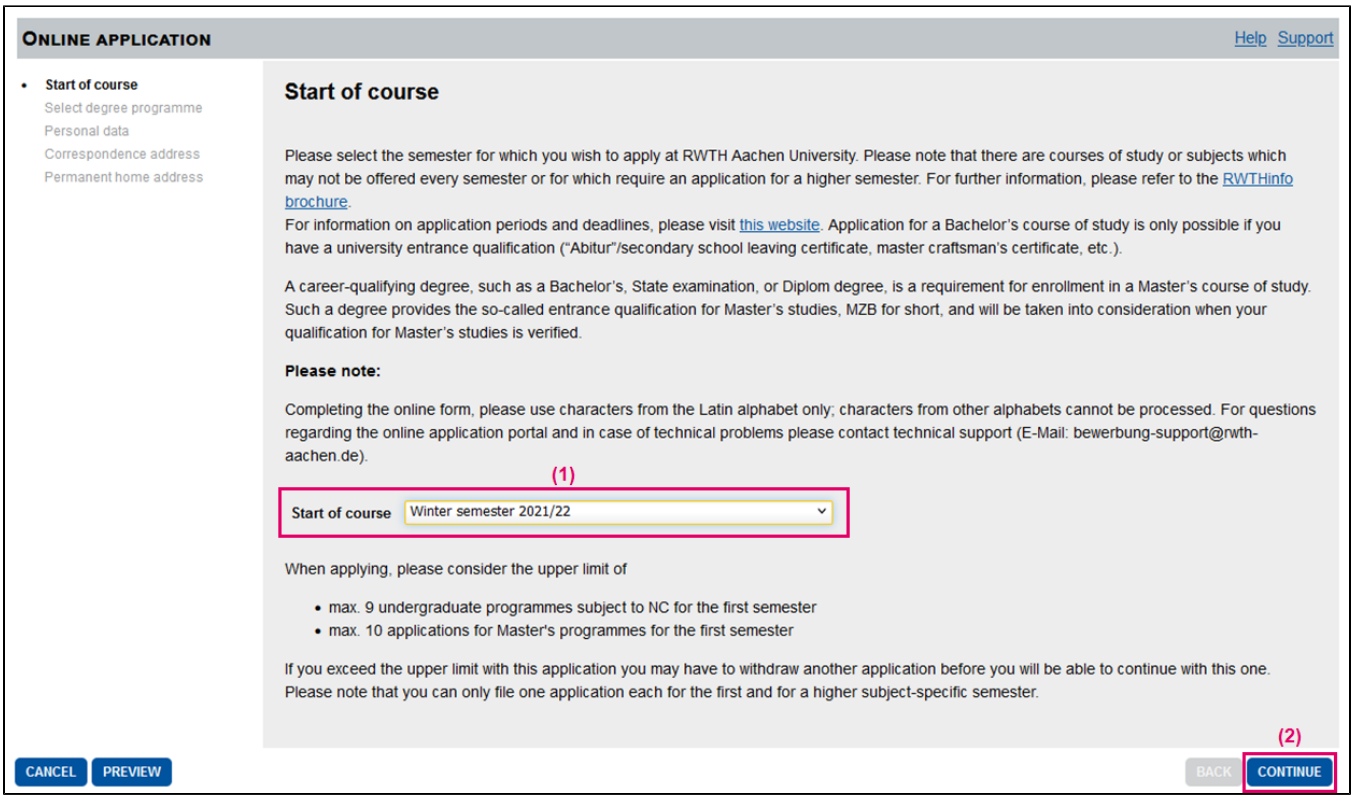
Applicants who are Non-EU/EEA nationals are asked if they have completed an academic degree at a German university. Please answer this question as it applies in your case.



1.2.1 Selecting a Semester to Start Your Studies

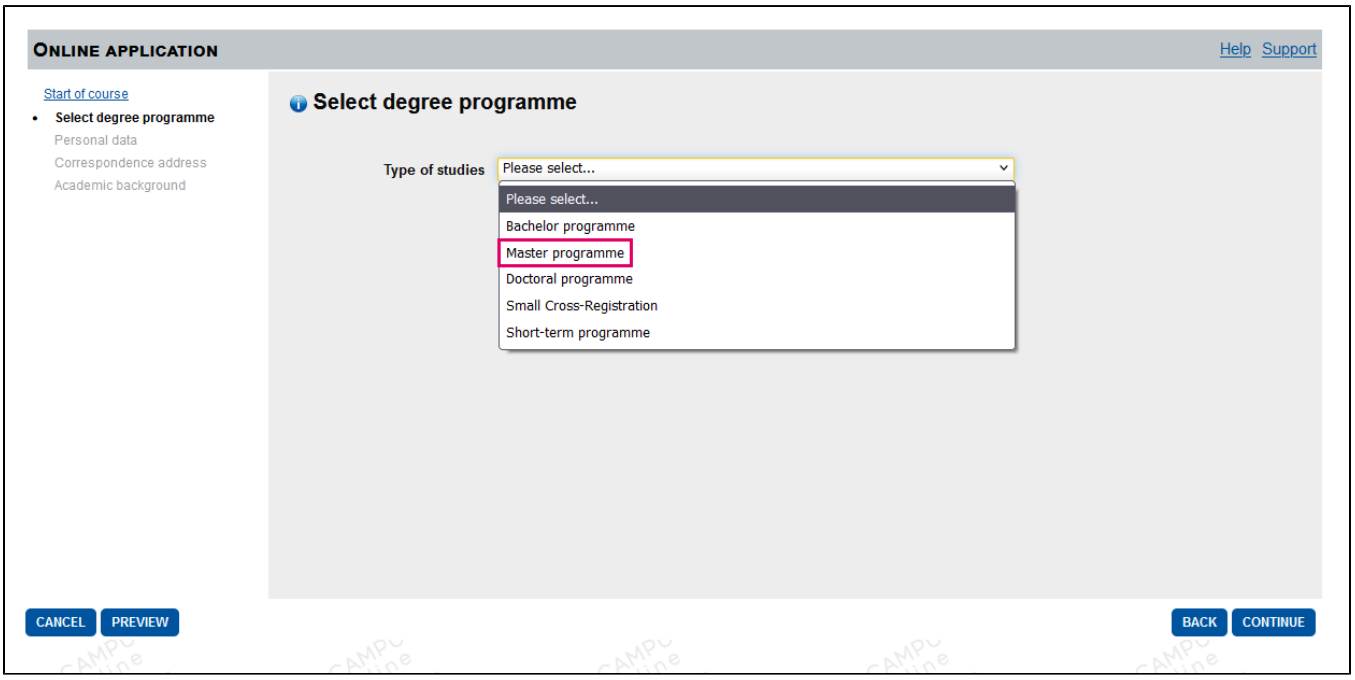
Please select the semester in which you wish to commence your studies **(1)** and apply for via the drop-down menu.

Confirm your selection by clicking on "Continue" **(2)**.



1.2.2 Selecting a Degree Program

Please select the type of course of study. Here: Master programme.

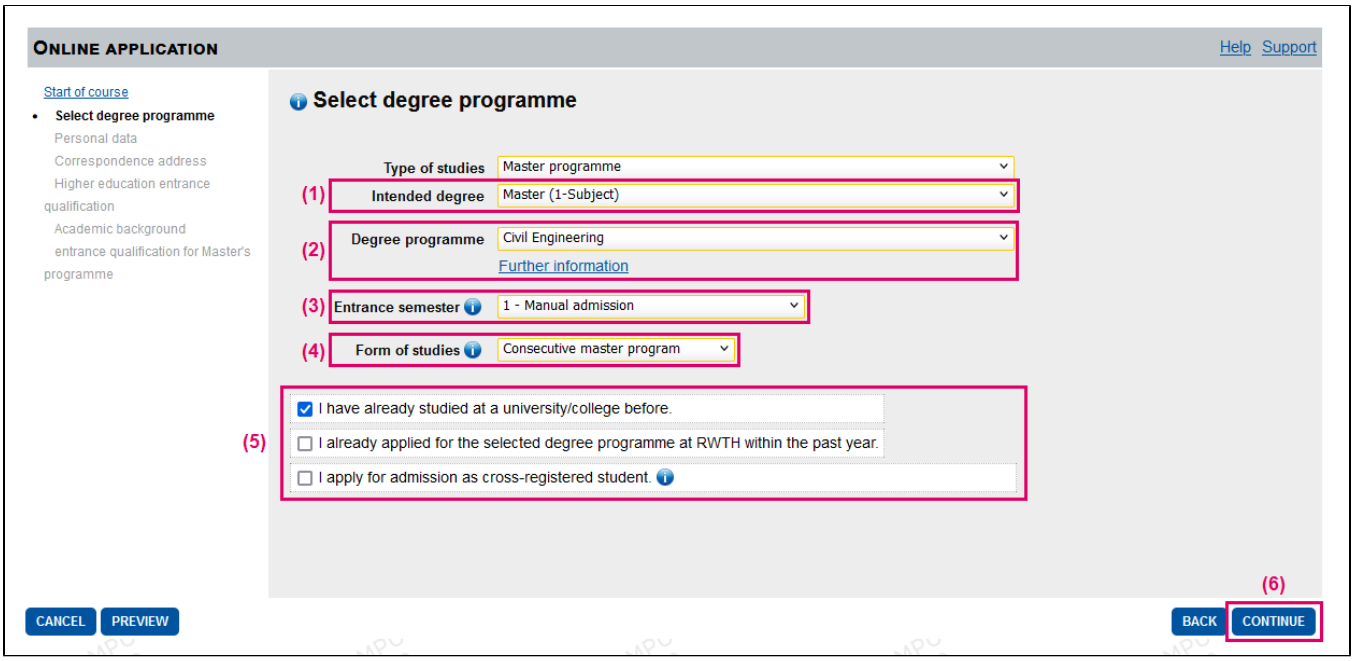


Please describe the degree program for which you are applying in more detail:

- Select the degree **(1)** you wish to attain.
- In the "Degree programme" section **(2)** you will need to decide on a subject. Clicking on "Further information" will take you to the information page for the program.
- Under Entrance semester **(3)** you must choose the semester in which you would like to start or continue your studies.

- Choose "Consecutive master program" as the Form of studies **(4)**. Exceptions are INTAC (International Academy) Master's degree programs and second degree programs.
- Please tick all the boxes that apply to you here **(5)**.
- Confirm your entries by clicking on "Continue" **(6)**.

Please note: For more information on the various options, click on the blue icon .

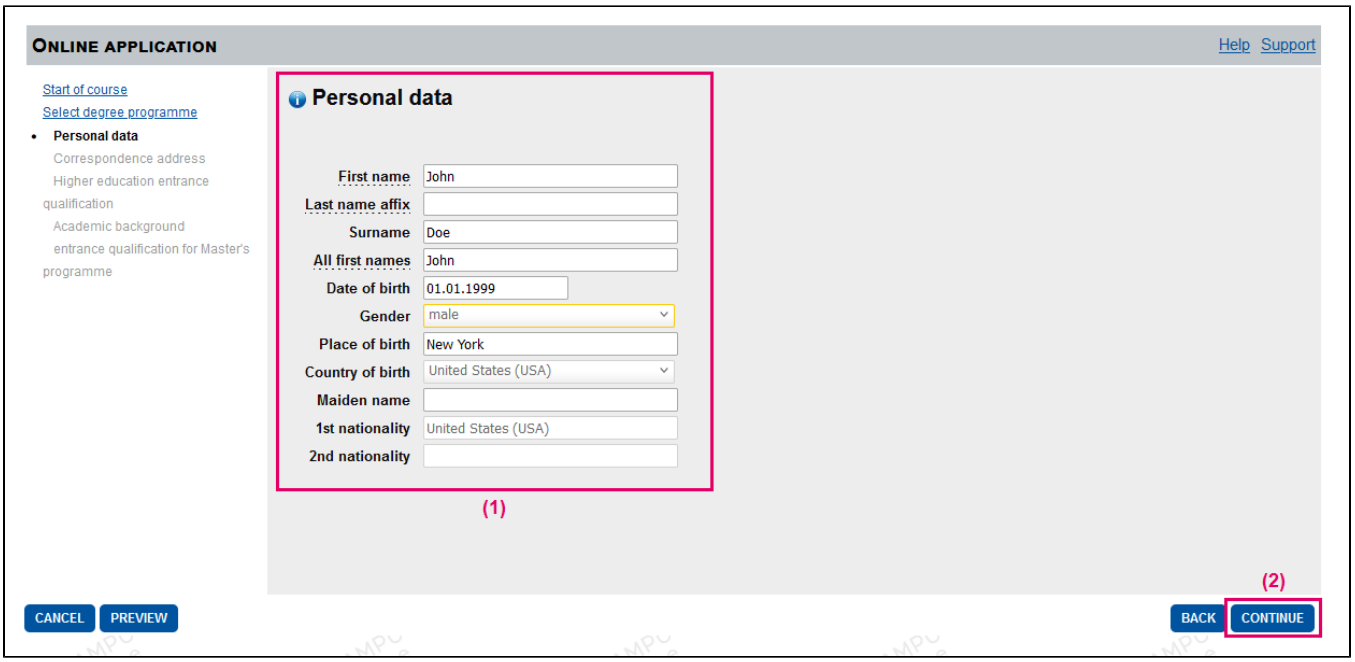


1.2.3 Entering Your Personal Details

Please enter your Personal data **(1)**. Click on the blue information icon for additional information.

Information: Any personal data already entered at the time of your registration or from any existing accounts will automatically be transferred. The submitted data has to match the information of your official IDs.

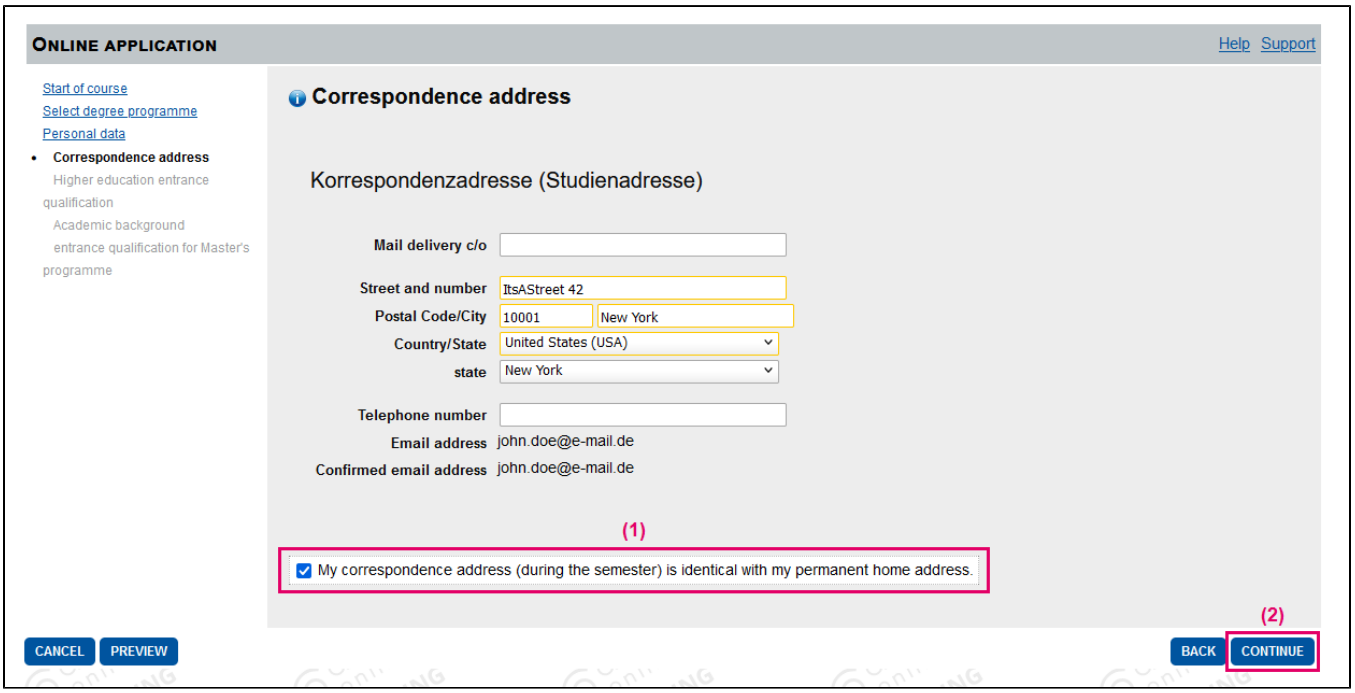
Confirm your data by clicking on "Continue" **(2)**.



1.2.4 Selecting a Correspondence Address

RWTH uses your correspondence address (term-time address) to get in touch with you.

If this is the same as your permanent home address, please tick the box **(1)** and confirm this information by clicking on "Continue" **(2)**.



1.2.5 Submitting Your University Entrance Qualification

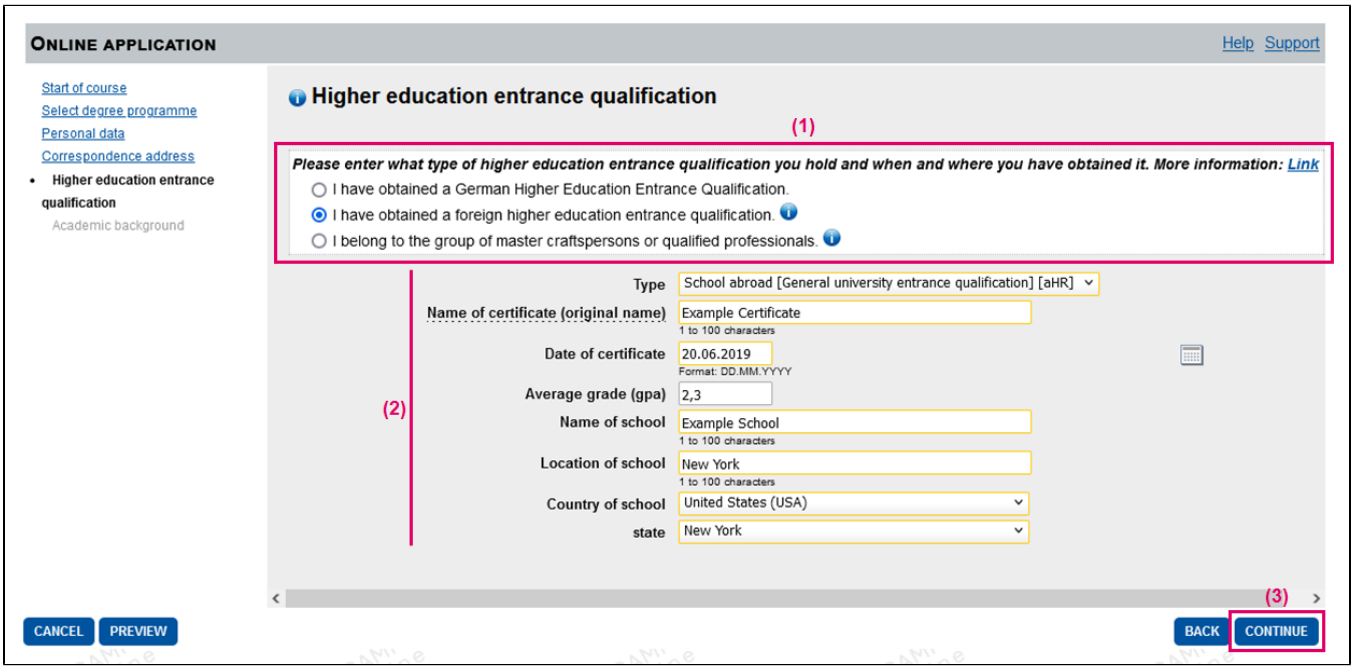
On this page, you will need to indicate, where, or how, you have obtained your university entrance qualification.

Please select: "I have obtained a foreign higher education entrance qualification" **(1)**.

Please fill out the required information about your higher education entrance qualification **(2)**.

Confirm your entries by clicking on "Continue" **(3)**.

Please note: If you have already applied for another degree program before and entered the information about your university entrance qualification, these fields will be prefilled by the system.

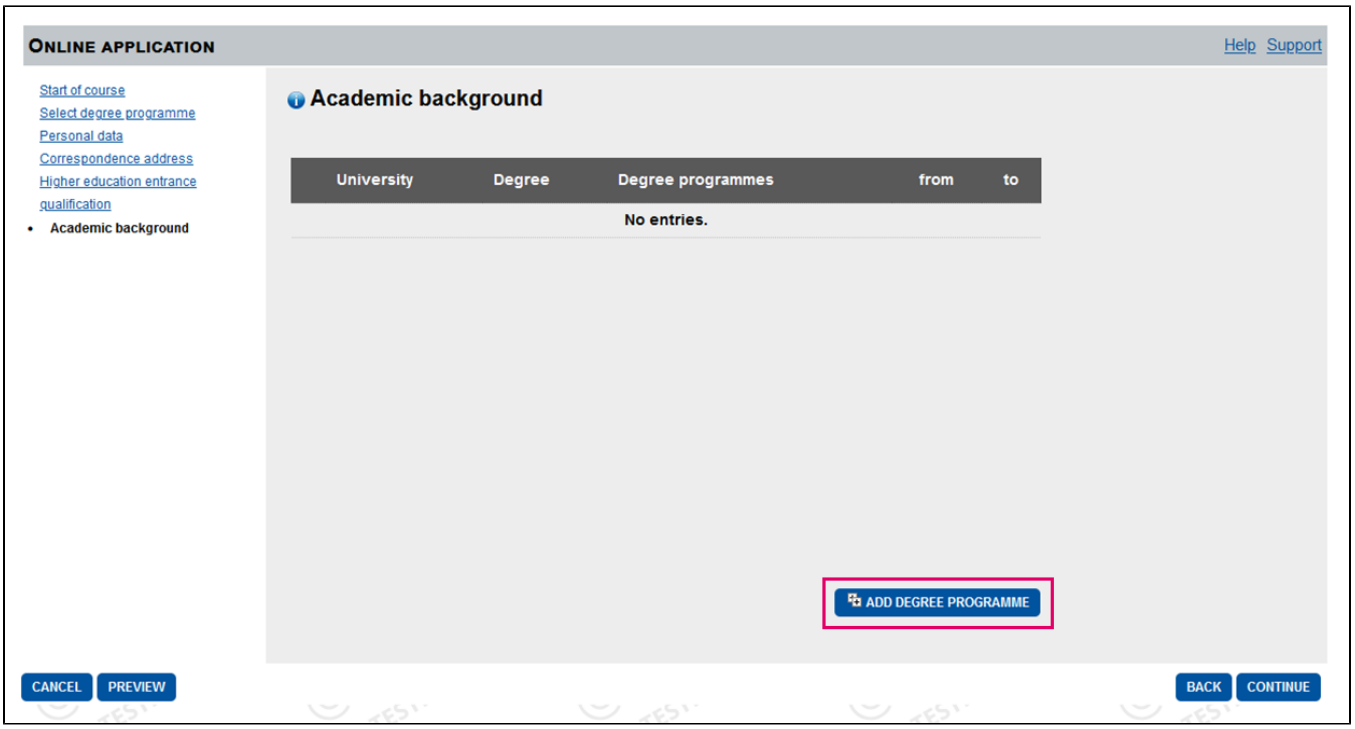


1.2.6 Submitting Your Academic Background Information

Please indicate all previous periods of study here. This includes all discontinued, current, and completed degree programs at other universities.

Click on "Add degree programme".

Please note: You can make multiple entries regarding your academic background on this page. In these cases, you will be asked in the next step which Bachelor's course of study should be used for the subject-specific review of prior education (Master's studies entrance qualification).



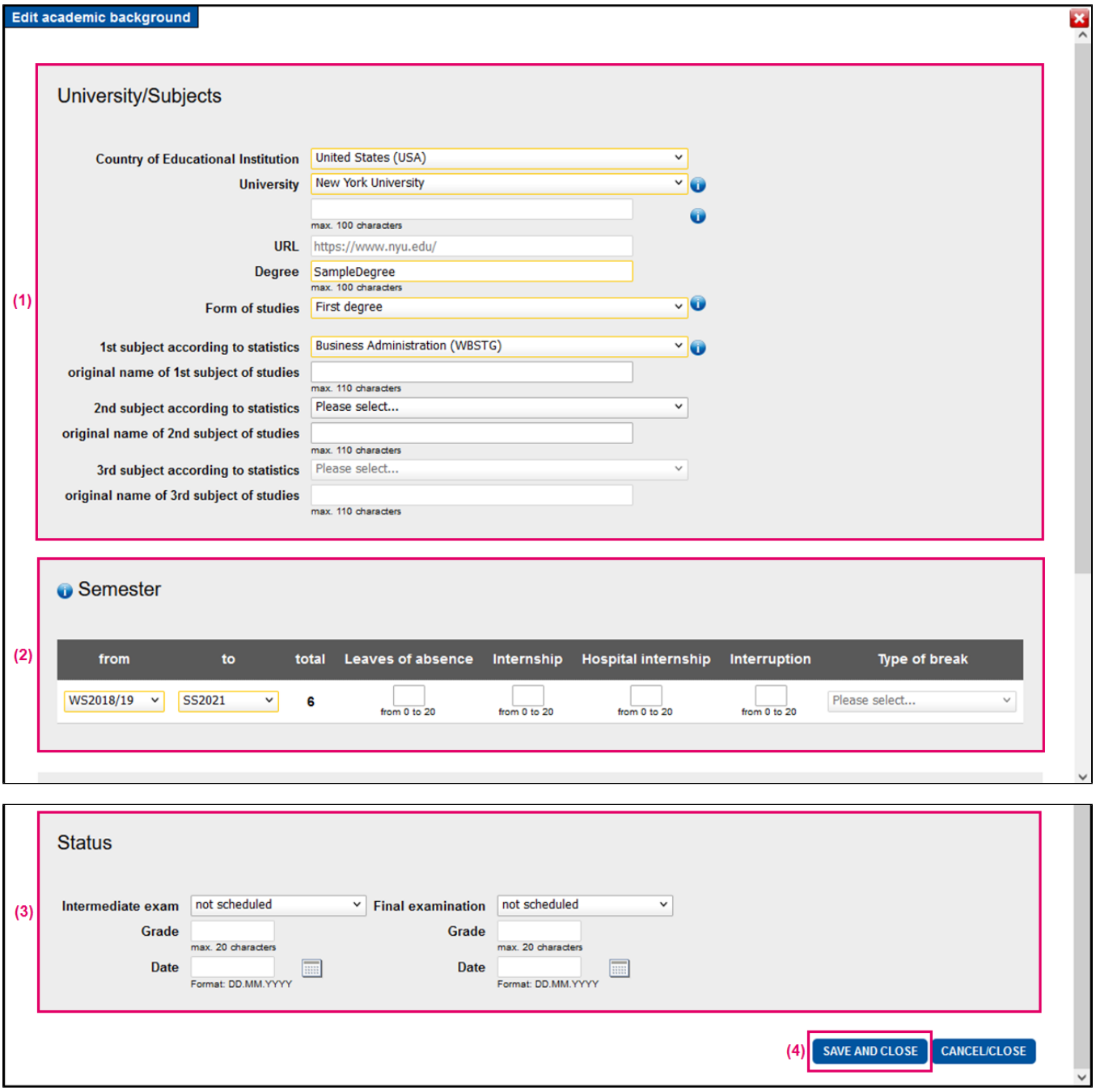
The window for editing the individual entries opens.

Under "University/Subjects"**(1)**, please enter the required information. The information on subjects is collected for statistical purposes. If you cannot find your field of study in the list of selections, please choose a course of study with similar content.

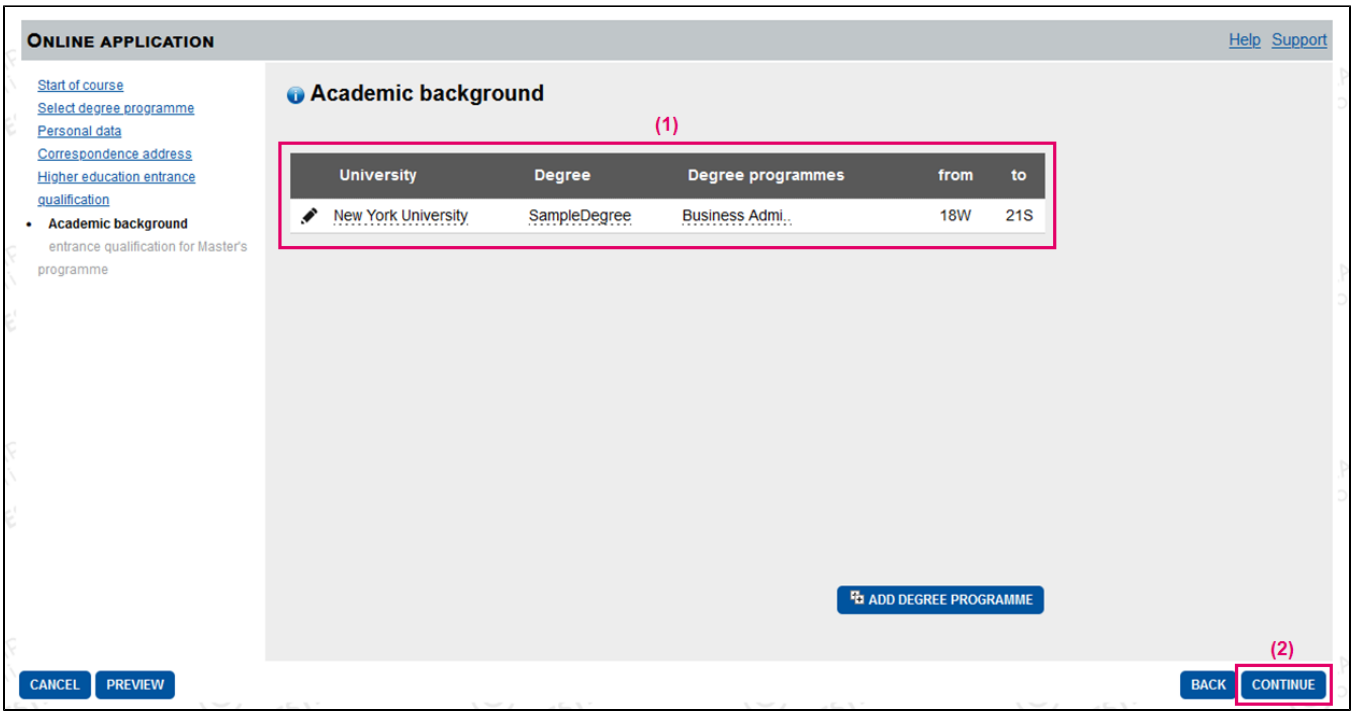
In the "Semester" field **(2)** please indicate which semesters you studied and whether there were any interruptions to your studies.

If you have already taken intermediate or final exams, please enter this information under "Status" **(3)**.

Finish by clicking the "Save and close" button **(4)**.



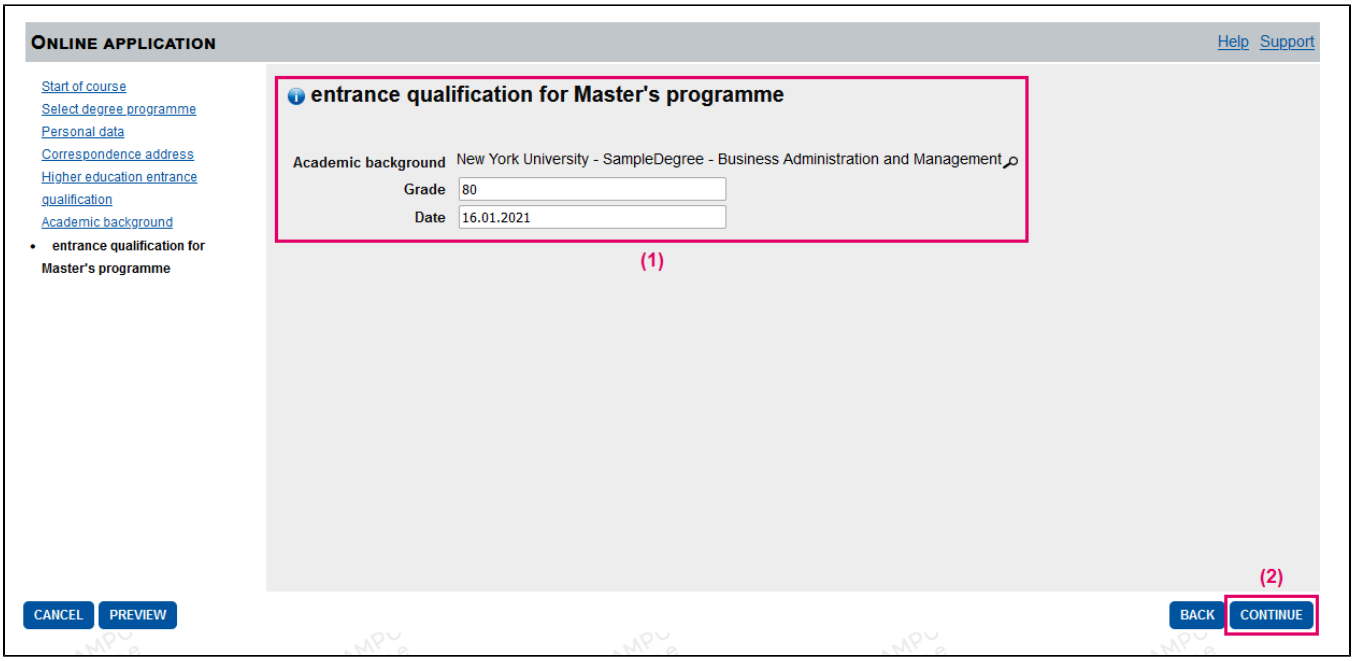
The information **(1)** now appears in the list and you can either add further entries or complete this step by clicking on "Continue" **(2)**.



1.2.7 Submitting Your Master's Entrance Qualification

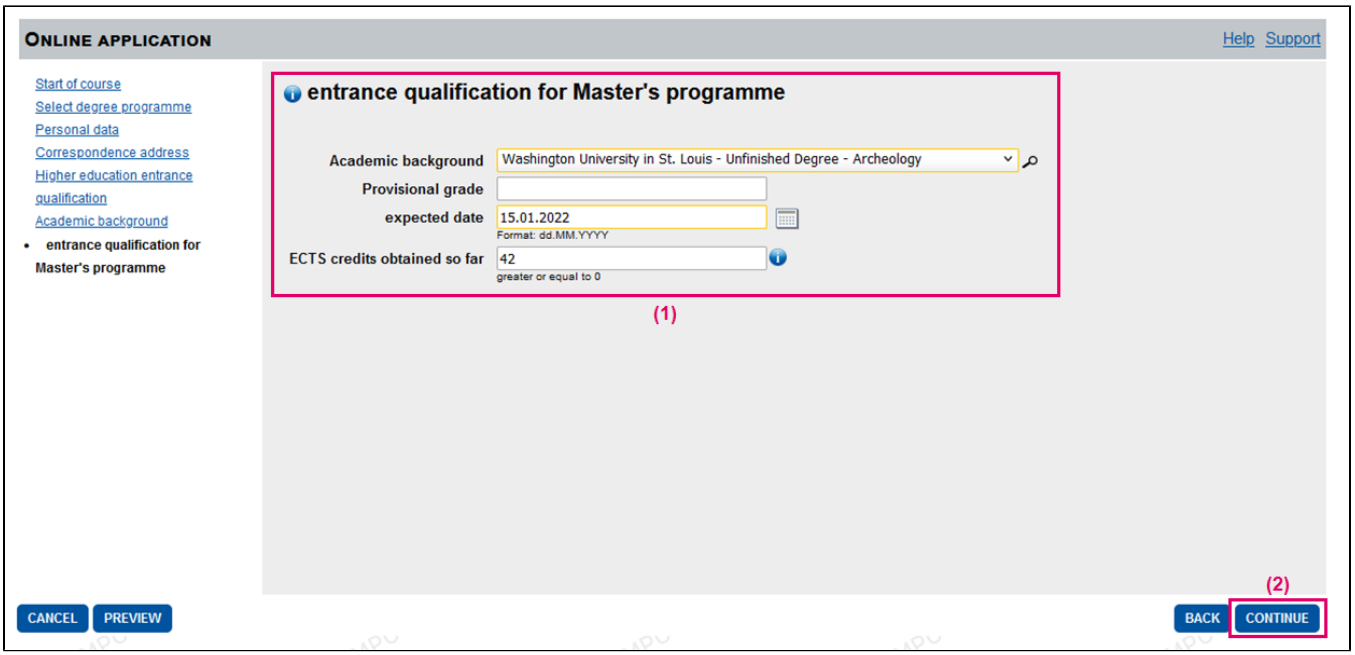
The entrance qualification for the Master's programme **(1)** is taken from the information provided in the "Academic background" section. If you have entered more than one academic qualification there, you must select the one you would like to have evaluated by the appropriate Master's studies examination board for the admission requirements review.

Confirm your entries by clicking on "Continue" **(2)**.



If you have not yet completed your first degree, you will be asked to provide additional information **(1)**.

Also confirm these entries by clicking on "Continue" **(2)**.

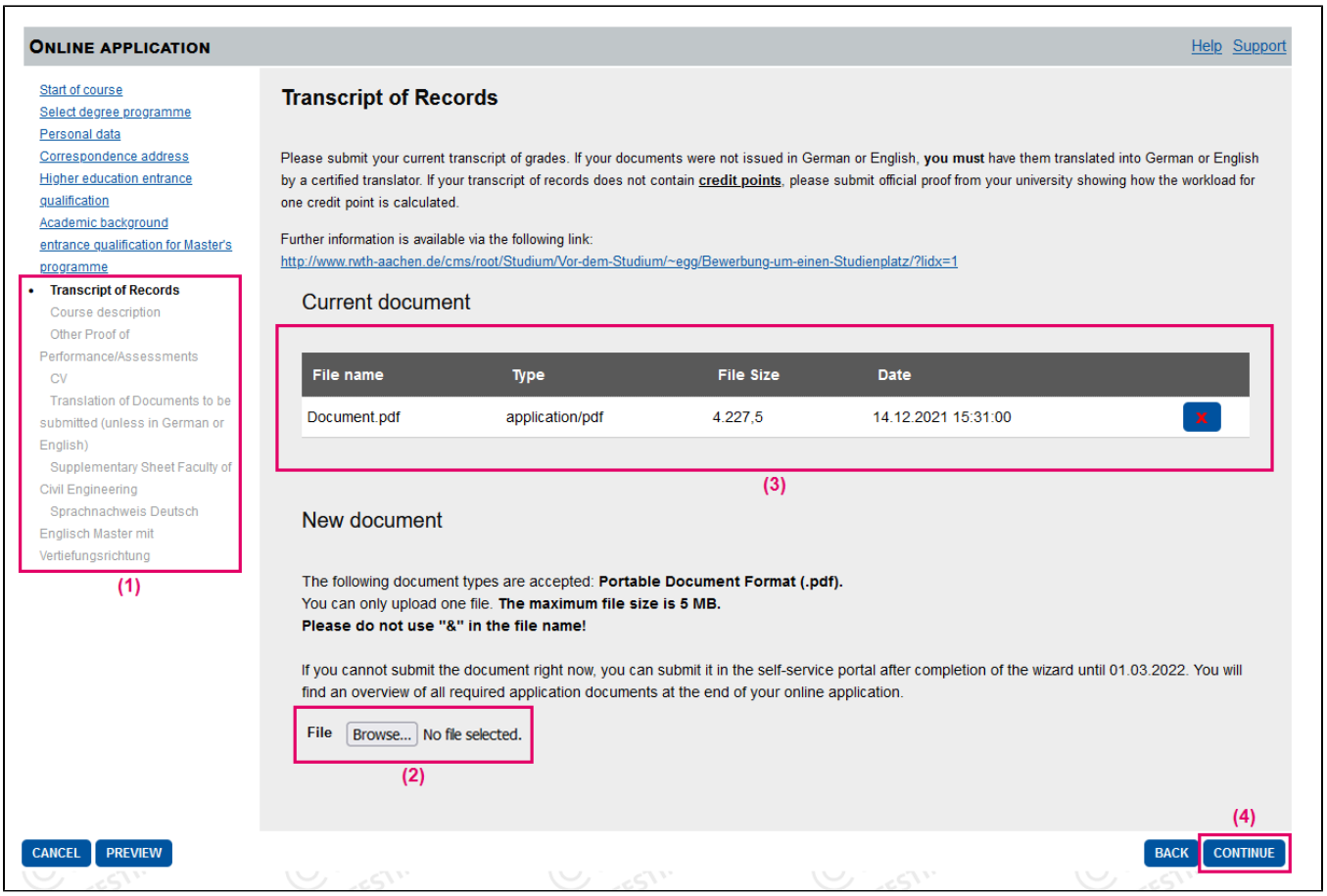


1.2.8 Uploading Documents

In the following steps, please upload the documents that are required **(1)** for admission and enrollment. Which documents are required depends on the information you have provided in the application process.

You can upload the certificates by clicking on "Browse" **(2)**. Once you have successfully uploaded the documents, you will be able to see them in the table on your screen **(3)**.

Confirm the information by clicking on "Continue" **(4)**.

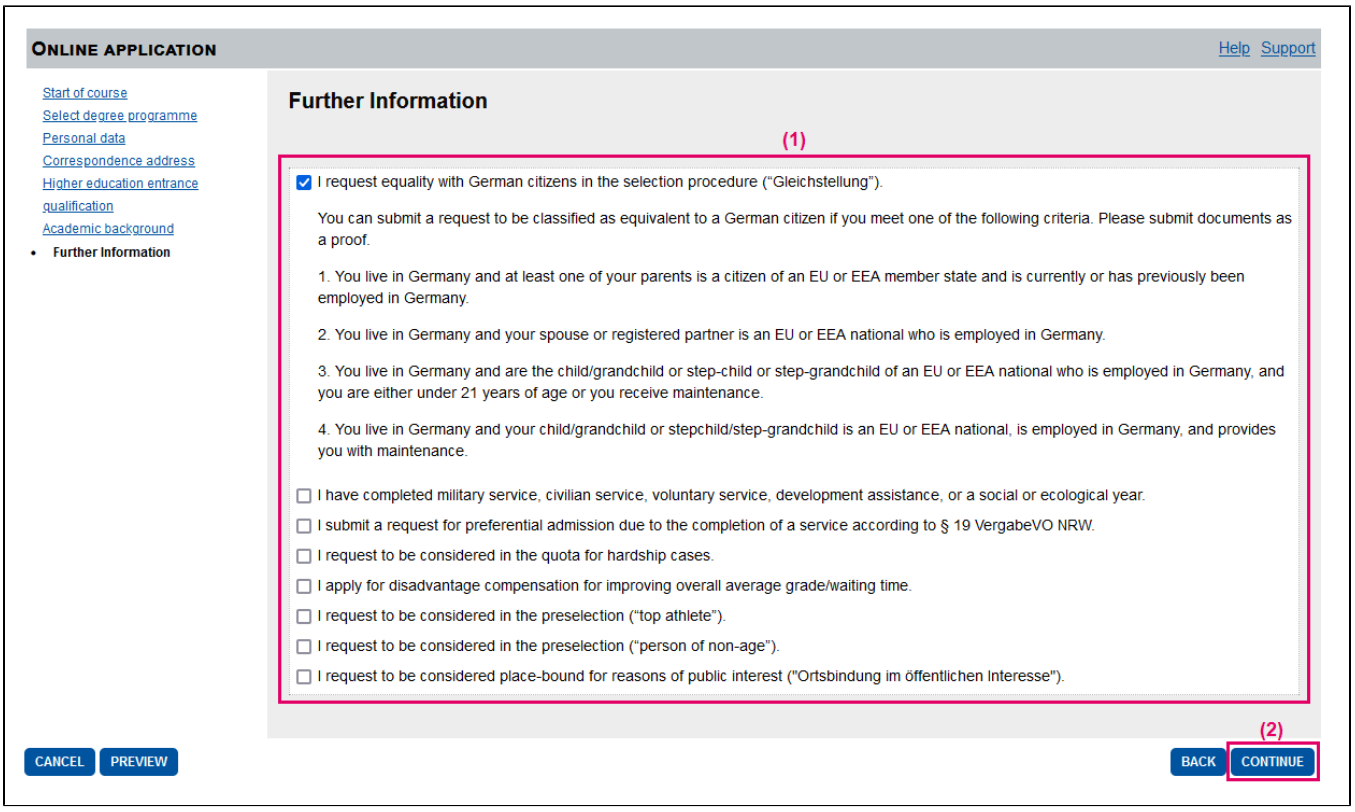


1.2.9 Providing Further Information

If you have applied for a degree program with restricted admission, you can provide further information to have exceptional circumstances taken into account that may improve your chances for admission in this step.

Tick the boxes **(1)** if they apply to you.

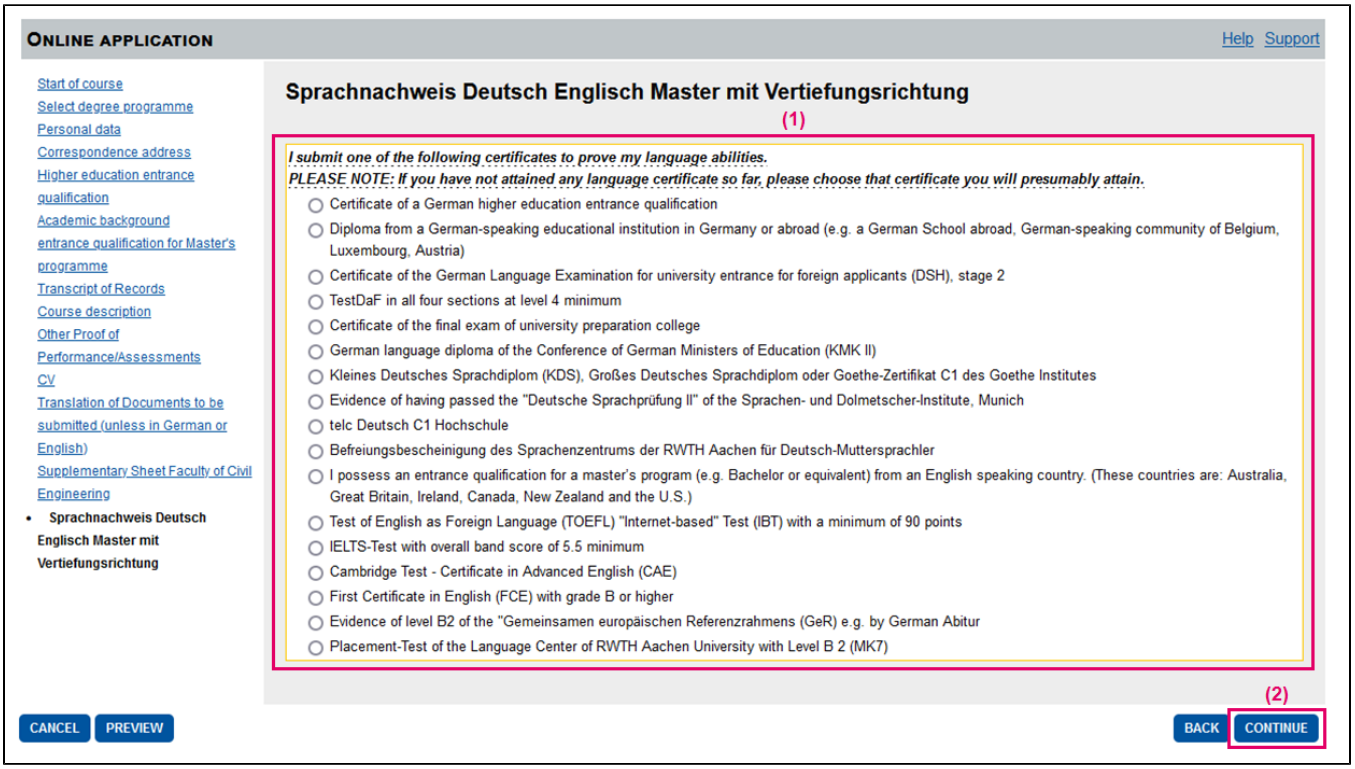
Confirm the information by clicking on "Continue" **(2)**.



1.2.10 Providing Proof of Language Skills

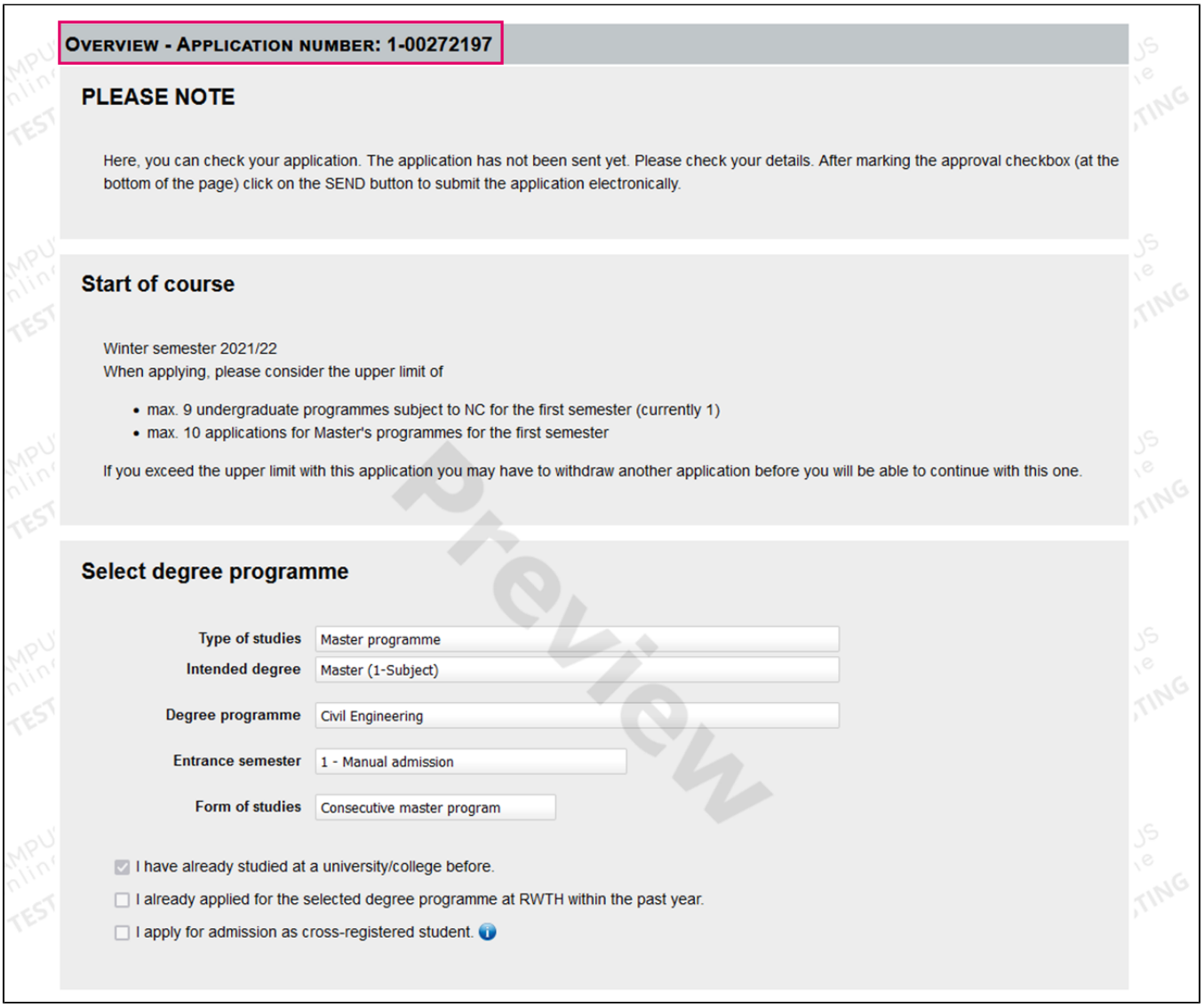
Tick the applicable box **(1)** to indicate the type of language proficiency proof. You will not need to provide proof of your language skills until you enroll. If you receive a notice of admission and accept the offer of a place, you will find a corresponding upload field in the "Enrollment" section.

Confirm the information by clicking on "Continue" **(2)**.



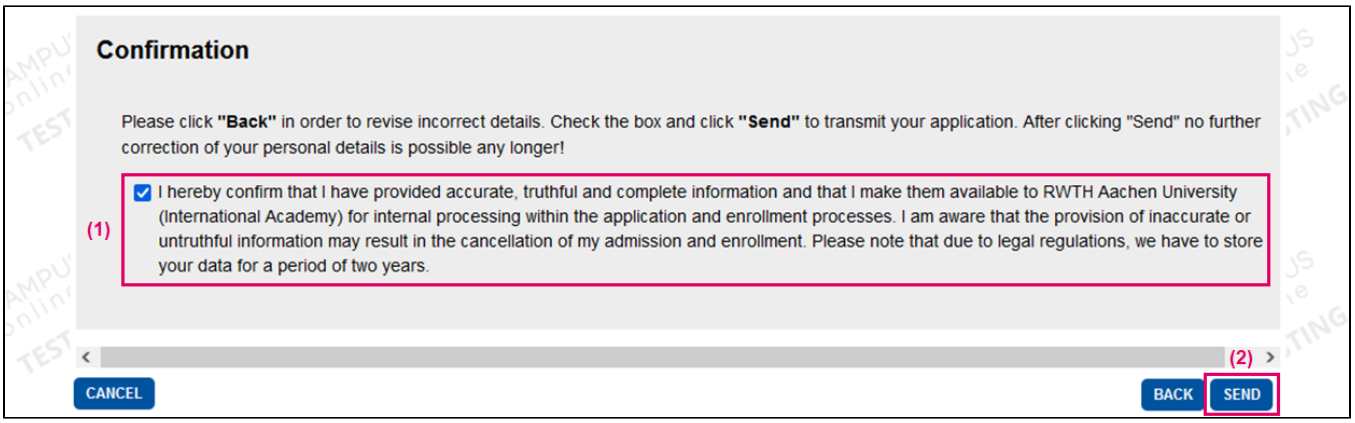
1.2.11 Double-Checking Your Application

Please check all of the information listed in the application overview.



Once you have checked that everything is correct, you can tick the box **(1)**. In doing so, you are confirming that the information you have provided is accurate and complete.

Submit your application by clicking on "Send" **(2)**.

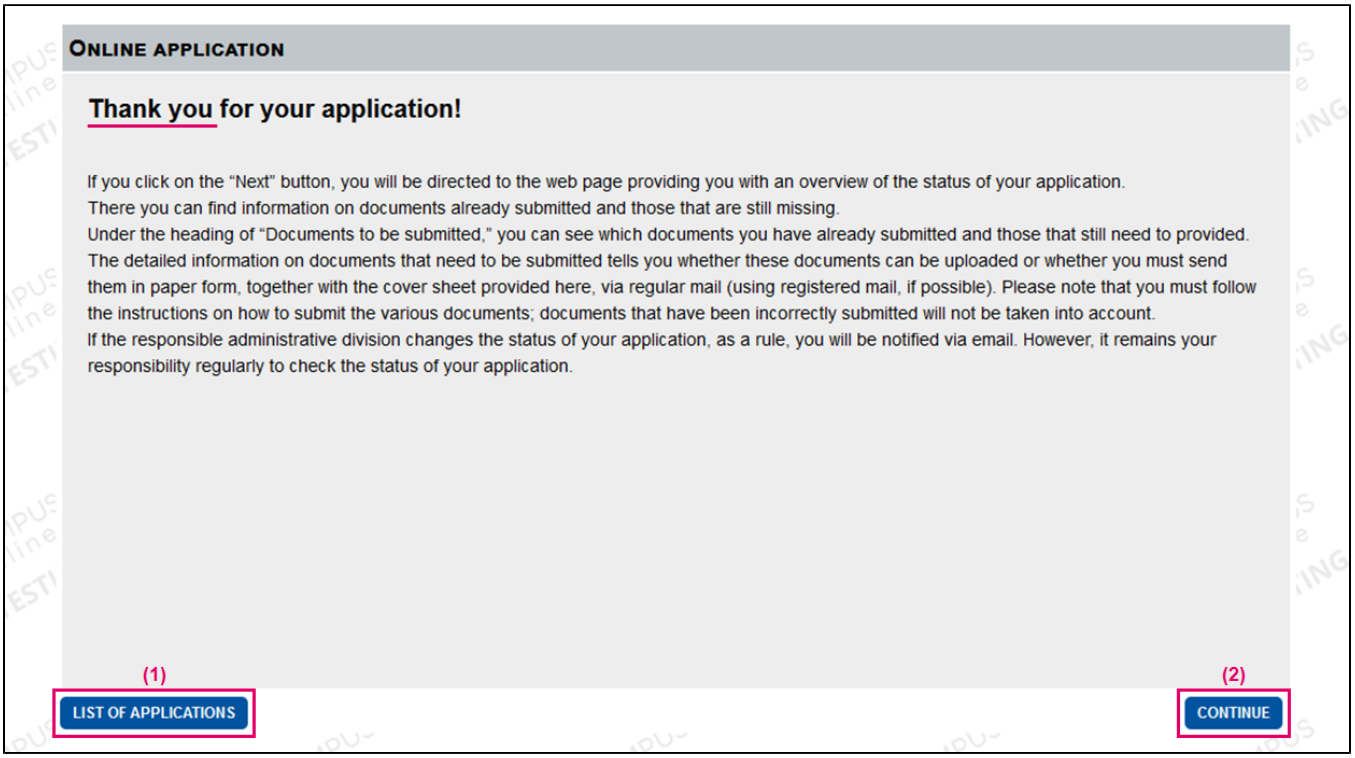


1.2.10 Receiving Confirmation of Your Application

Congratulations! Your application has now been received!

The "List of applications" button **(1)** will take you to the overview page of all your applications for admission at RWTH.

By clicking on "Continue" **(2)** you will be redirected to the status page of your completed application.



2 Summary

1. Open "Applications" via RWTHonline.
2. Follow the steps in the application wizard.
3. Upload all the required documents.
4. Check your details thoroughly.
5. Submit your application.