

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.

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

Please note: General information is available on the RWTH web page "[Application Master for Internationals](#)".

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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](#)).

The screenshot shows the RWTHonline homepage. At the top, there is a navigation bar with the RWTH Aachen University logo, the text "RWTHonline", a maintenance notice ("Maintenance: 15.12.2021, 07:00 - , 09:00 DE EN"), and a search icon. Below the navigation bar, there is a "Log in" button. The main content area has a white background and features several sections: "Welcome to RWTHonline", "Information for students and employees of RWTH Aachen University" (with a note about Single Sign-On), "Information for Applicants" (with a note about registration), "Do you need help?" (with a link to the documentation portal), and a "Login for applicants" section. The "Login for applicants" section is highlighted with a red box and contains fields for "Username" and "Password" and a "Log in" button. Other options like "Login Access" and "Continue without login" are also visible.

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

The screenshot shows the RWTHonline Business card/Workplace page. At the top, there's a navigation bar with the RWTH Aachen University logo, the text "RWTHonline Maintenance: 24.November, 07:00 - 08:30", a search bar, and a user profile for "John Doe". Below the navigation is a sidebar with a tree view of "RWTH Aachen University" categories. The main content area has a header "Business card/Workplace". It displays personal information: "Mr" and "Doe, John", "Email" (john.doe@e-mail.com), and "Homepage" (link). To the right, there's a placeholder for a picture with the text "Your picture could be displayed here". Below this are three sections: "Studies" (with "Applications" highlighted with a pink border), "Resources" (with "My Requested Documents"), and "Services" (listing "Edit current/home address", "Edit e-mail address", "Information about Application for Admission", and "Support form").

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

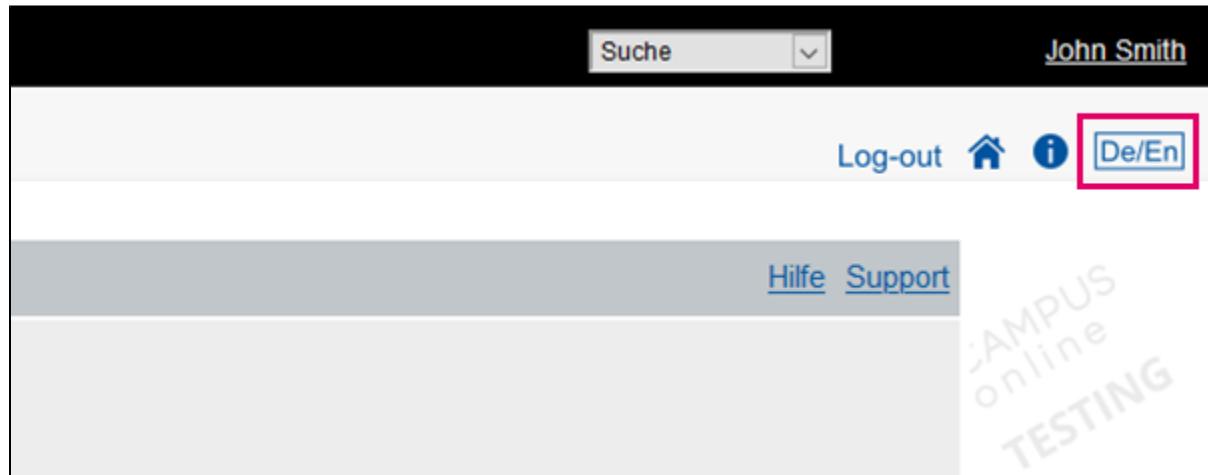
Log onto RWTHonline (website: <https://online.rwth-aachen.de>) by clicking on "Login Access" via RWTH Single Sign-On. Then navigate to the Applications option:

- 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.

The screenshot shows the RWTHonline login page. The left side features a "Welcome to RWTHonline" section with "Information for students and employees of RWTH Aachen University". It says you can log in with your **username (e.g. ab123456)** and password for RWTH Single Sign-On. Below this is an "Information for Applicants" section with instructions for non-students, a link to the applicant website, and a "Do you need help?" section with a link to documentation. The right side is a large blue "Login for students and employees" panel. It has two main buttons: "Login Access" (highlighted with a red box) and "Continue without login". Below these are fields for "Username" and "Password" with a "Forgot password?" link, and a final "Log in" button.

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.

Confirmation	
Do you have an academic degree from a German university that is RELEVANT for your application or are you going to obtain such a degree before the intended start of your studies?	
PLEASE NOTE: We consider a bachelor degree as relevant for your application, if you intend to apply for another bachelor degree or for a master degree. If you intend to apply for a doctoral degree, your master degree is considered as relevant for your application.	
Please ONLY answer this question with YES, if your degree that is considered as RELEVANT for your application is from a German university.	
If you answer this question with NO, please do not select "Second degree" on the next page under "Form of studies"!	
<input type="button" value="YES"/> <input type="button" value="NO"/>	

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).

- Start of course

Select degree programme
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)

BACK

CONTINUE

CANCEL

PREVIEW

1.2.2 Selecting a Degree Program

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

- Start of course

- Select degree programme
Personal data
Correspondence address
Academic background

Select degree programme

Type of studies

-
-
-
-
-
-

CANCEL

PREVIEW

BACK

CONTINUE

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 

ONLINE APPLICATION
Help Support

[Start of course](#)

- [Select degree programme](#)
- Personal data
- Correspondence address
- Higher education entrance qualification
- Academic background entrance qualification for Master's programme

① Select degree programme

(1) Type of studies Intended degree

(2) Degree programme [Further information](#)

(3) Entrance semester

(4) Form of studies

(5) I have already studied at a university/college before.
 I already applied for the selected degree programme at RWTH within the past year.
 I apply for admission as cross-registered student. 

[CANCEL](#)
[PREVIEW](#)
[\(6\) CONTINUE](#)

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)**.

ONLINE APPLICATION

[Help](#) [Support](#)

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

- Personal data

Correspondence address
 Higher education entrance qualification
 Academic background entrance qualification for Master's programme

Personal data

First name	John
Last name affix	
Surname	Doe
All first names	John
Date of birth	01.01.1999
Gender	male
Place of birth	New York
Country of birth	United States (USA)
Maiden name	
1st nationality	United States (USA)
2nd nationality	

(1)

BACK CONTINUE (2)

CANCEL PREVIEW

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).

ONLINE APPLICATION

[Help](#) [Support](#)

[Start of course](#)
[Select degree programme](#)
[Personal data](#)

- Correspondence address

Higher education entrance qualification
 Academic background entrance qualification for Master's programme

Correspondence address

Korrespondenzadresse (Studienadresse)

Mail delivery c/o	
Street and number	ItsAStreet 42
Postal Code/City	10001 New York
Country/State	United States (USA)
state	New York

Telephone number

Email address john.doe@e-mail.de
 Confirmed email address john.doe@e-mail.de

(1)

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

BACK CONTINUE (2)

CANCEL PREVIEW

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.

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

1 Higher education entrance qualification

(1) Please enter what type of higher education entrance qualification you hold and when and where you have obtained it. More information: [Link](#)

I have obtained a German Higher Education Entrance Qualification.
 I have obtained a foreign higher education entrance qualification. [?](#)
 I belong to the group of master craftsmen or qualified professionals. [?](#)

(2)

Type	School abroad [General university entrance qualification] [aHR]
Name of certificate (original name)	Example Certificate 1 to 100 characters
Date of certificate	20.06.2019 Format: DD.MM.YYYY
Average grade (gpa)	2,3
Name of school	Example School 1 to 100 characters
Location of school	New York 1 to 100 characters
Country of school	United States (USA)
state	New York

(3) < >

CANCEL PREVIEW BACK **CONTINUE**

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).

ONLINE APPLICATION

[Help](#) [Support](#)

① Academic background

University	Degree	Degree programmes	from	to
No entries.				

⊕ ADD DEGREE PROGRAMME

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

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).

Edit academic background

University/Subjects

(1) **Country of Educational Institution** United States (USA) **University** New York University **URL** https://www.nyu.edu/ **Degree** SampleDegree **Form of studies** First degree

1st subject according to statistics Business Administration (WBSTG)
original name of 1st subject of studies
2nd subject according to statistics Please select...
original name of 2nd subject of studies
3rd subject according to statistics Please select...
original name of 3rd subject of studies

Semester

(2) from to total Leaves of absence Internship Hospital internship Interruption Type of break
WS2018/19 SS2021 6 from 0 to 20 from 0 to 20 from 0 to 20 from 0 to 20 Please select...

Status

(3) Intermediate exam not scheduled Final examination not scheduled
Grade max. 20 characters Grade max. 20 characters
Date Format: DD.MM.YYYY Date Format: DD.MM.YYYY

(4) **SAVE AND CLOSE** **CANCEL/CLOSE**

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

ONLINE APPLICATION

Help Support

- [Start of course](#)
- [Select degree programme](#)
- [Personal data](#)
- [Correspondence address](#)
- [Higher education entrance qualification](#)
- Academic background**
entrance qualification for Master's programme

Academic background

(1)

University	Degree	Degree programmes	from	to
New York University	SampleDegree	Business Adm...	18W	21S

[ADD DEGREE PROGRAMME](#)

(2)

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

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).

ONLINE APPLICATION

Help Support

- [Start of course](#)
- [Select degree programme](#)
- [Personal data](#)
- [Correspondence address](#)
- [Higher education entrance qualification](#)
- [Academic background](#)
- entrance qualification for Master's programme**

entrance qualification for Master's programme

(1)

Academic background New York University - SampleDegree - Business Administration and Management

Grade	80
Date	16.01.2021

(2)

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

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).

ONLINE APPLICATION

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

- entrance qualification for Master's programme

entrance qualification for Master's programme

Academic background	<input type="text" value="Washington University in St. Louis - Unfinished Degree - Archeology"/>	<input type="button" value=""/>
Provisional grade	<input type="text"/>	<input type="button" value=""/>
expected date	<input type="text" value="15.01.2022"/>	<input type="button" value=""/>
Format:	dd.MM.YYYY	
ECTS credits obtained so far	<input type="text" value="42"/>	<input type="button" value=""/>
greater or equal to 0		

(1)

(2)

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

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)**.

- [Start of course](#)
- [Select degree programme](#)
- [Personal data](#)
- [Correspondence address](#)
- [Higher education entrance qualification](#)
- [Academic background](#)
- [entrance qualification for Master's programme](#)
- Transcript of Records**
 - Course description
 - Other Proof of Performance/Assessments
 - CV
 - Translation of Documents to be submitted (unless in German or English)
 - Supplementary Sheet Faculty of Civil Engineering
 - Sprachnachweis Deutsch Englisch Master mit Vertiefungsrichtung

(1)

Transcript of Records

Please submit your current transcript of grades. If your documents were not issued in German or English, you **must** have them translated into German or English by a certified translator. If your transcript of records does not contain **credit points**, please submit official proof from your university showing how the workload for one credit point is calculated.

Further information is available via the following link:

<http://www.rwth-aachen.de/cms/root/Studium/Vor-dem-Studium/~egg/Bewerbung-um-einen-Studienplatz/?idx=1>

Current document

File name	Type	File Size	Date	
Document.pdf	application/pdf	4.227,5	14.12.2021 15:31:00	

(3)

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 01.03.2022. You will find an overview of all required application documents at the end of your online application.

File No file selected.

(2)

(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).

ONLINE APPLICATION

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

Further Information

(1)

I request equality with German citizens in the selection procedure ("Gleichstellung").

You can submit a request to be classified as equivalent to a German citizen if you meet one of the following criteria. Please submit documents as a proof.

1. You live in Germany and at least one of your parents is a citizen of an EU or EEA member state and is currently or has previously been employed in Germany.
2. You live in Germany and your spouse or registered partner is an EU or EEA national who is employed in Germany.
3. You live in Germany and are the child/grandchild or step-child or step-grandchild of an EU or EEA national who is employed in Germany, and you are either under 21 years of age or you receive maintenance.
4. You live in Germany and your child/grandchild or stepchild/step-grandchild is an EU or EEA national, is employed in Germany, and provides you with maintenance.

I have completed military service, civilian service, voluntary service, development assistance, or a social or ecological year.

I submit a request for preferential admission due to the completion of a service according to § 19 VergabeVO NRW.

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

I apply for disadvantage compensation for improving overall average grade/waiting time.

I request to be considered in the preselection ("top athlete").

I request to be considered in the preselection ("person of non-age").

I request to be considered place-bound for reasons of public interest ("Ortsbindung im öffentlichen Interesse").

(2)

CANCEL PREVIEW BACK CONTINUE

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).

ONLINE APPLICATION

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[CV](#)
[Translation of Documents to be submitted \(unless in German or English\)](#)
[Supplementary Sheet Faculty of Civil Engineering](#)
• Sprachnachweis Deutsch Englisch Master mit Vertiefungsrichtung

Sprachnachweis Deutsch Englisch Master mit Vertiefungsrichtung

(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 für Deutsch-Muttersprachler
- I possess an entrance qualification for a master's program (e.g. Bachelor or equivalent) from an English speaking country. (These countries are: Australia, Great Britain, Ireland, Canada, New Zealand and the U.S.)
- Test of English as Foreign Language (TOEFL) "Internet-based" Test (iBT) with a minimum of 90 points
- IELTS-Test with overall band score of 5.5 minimum
- Cambridge Test - Certificate in Advanced English (CAE)
- First Certificate in English (FCE) with grade B or higher
- Evidence of level B2 of the "Gemeinsamen europäischen Referenzrahmens (GeR) e.g. by German Abitur
- Placement-Test of the Language Center of RWTH Aachen University with Level B 2 (MK7)

(2)

CANCEL PREVIEW BACK CONTINUE

1.2.11 Double-Checking Your Application

Please check all of the information listed in the application [overview](#).

OVERVIEW - APPLICATION NUMBER: 1-00272197

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

Winter semester 2021/22
When applying, please consider the upper limit of

- max. 9 undergraduate programmes subject to NC for the first semester (currently 1)
- 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.

Select degree programme

Type of studies	Master programme
Intended degree	Master (1-Subject)
Degree programme	Civil Engineering
Entrance semester	1 - Manual admission
Form of studies	Consecutive master program

I have already studied at a university/college before.
 I already applied for the selected degree programme at RWTH within the past year.
 I apply for admission as cross-registered student. [\(1\)](#)

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)**.

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 personal details is possible any longer!

(1) I hereby confirm that I have provided accurate, truthful and complete information and that I make them available to RWTH Aachen University (International Academy) for internal processing within the application and enrollment processes. I am aware that the provision of inaccurate or untruthful information may result in the cancellation of my admission and enrollment. Please note that due to legal regulations, we have to store your data for a period of two years.

(2) < (2) >

CANCEL BACK SEND

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.

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.

(1) LIST OF APPLICATIONS (2) CONTINUE

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.

