

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](#)).

The screenshot shows the RWTHonline homepage. The header includes the RWTH Aachen University logo, the text "RWTHonline", a maintenance notice "Maintenance: 15.12.2021, 07:00 - , 09:00", and language options "DE" and "EN". Below the header is a navigation bar with a home icon, "Log in", and a search icon. The main content area is divided into two columns. The left column has a "Welcome to RWTHonline" heading, followed by "Information for students and employees of RWTH Aachen University" which states that users can log in with their username (e.g., ab123456) and password for RWTH Single Sign-On. Below this is "Information for Applicants" which instructs users to register if not currently studying at RWTH, provides a link for forgotten passwords, and mentions further information on the RWTH website. The right column has a "Login for students and employees" section with "Login Access" and "Continue without login" buttons. Below this is a "Login for applicants" section, which is highlighted with a red box. This section contains a "Username" input field, a "Password" input field with an eye icon for toggling visibility, and a "Log in" button.

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

RWTH AACHEN UNIVERSITY | **RWTHonline** | Maintenance: 24. November, 07:00 - 08:30 | Search | John Doe

Log-out | De/En | Help

Business card/Workplace

Mr Doe, John

Email john.doe@e-mail.com

Homepage -

Your picture could be displayed here

Studies

Applications

Resources

My Requested Documents

Services

- Edit current/home address
- Edit e-mail address
- Information about Application for Admission
- 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.

RWTH AACHEN UNIVERSITY | **RWTHonline** | Maintenance: 15.12.2021, 07:00 - , 09:00 | DE | EN

Log in

Welcome to RWTHonline

Information for students and employees of RWTH Aachen University

You can log in with your **username (e.g. ab123456)** and password for RWTH Single Sign-On.

Information for Applicants

If you are not currently studying at RWTH, you must first [register in RWTHonline](#).
 Did you forget your password or username to log in as applicant?
 You can find further information about applying [on the RWTH website](#).

Do you need help?

Visit the [RWTHonline documentation portal](#) (accessible from the RWTH network) for instructions and further information or contact our [support](#).

Login for students and employees

Login Access

Continue without login

Login for applicants

Username

Password

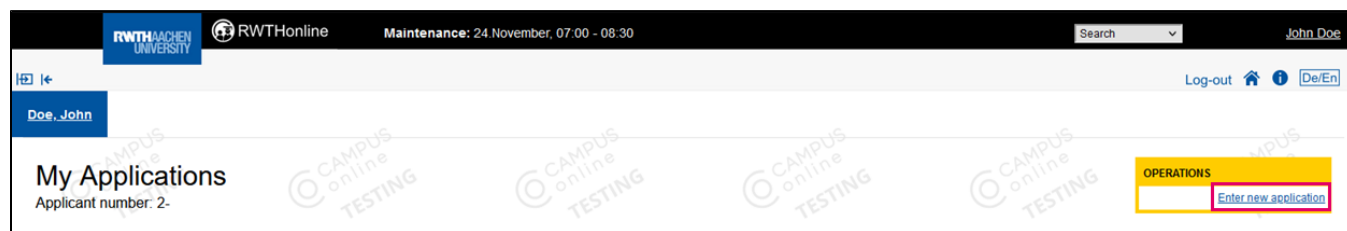
Log in

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"!

YES **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).

ONLINE APPLICATION

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

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 Winter semester 2021/22

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.

CANCEL

PREVIEW

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CONTINUE

1.2.2 Selecting a Degree Program

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

ONLINE APPLICATION

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

[Start of course](#)

Select degree programme

Personal data

Correspondence address

Academic background

Select degree programme

Type of studies

Please select...

Please select...

Bachelor programme

Master programme

Doctoral programme

Small Cross-Registration

Short-term programme

CANCEL

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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

Select degree programme

Type of studies
 Master programme

(1) Intended degree
 Master (1-Subject)

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

(3) Entrance semester ⓘ
 1 - Manual admission

(4) 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. ⓘ


CANCEL

PREVIEW

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(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)**.

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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

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

CANCEL PREVIEW

BACK CONTINUE

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)**.

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[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

CANCEL PREVIEW

BACK CONTINUE

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](#)

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

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 craftspersons or qualified professionals. ⓘ

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 ▾

(2)

(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).

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[Select degree programme](#)
[Personal data](#)
[Correspondence address](#)
[Higher education entrance qualification](#)

- Academic background

Academic background

University	Degree	Degree programmes	from	to
No entries.				

CANCEL

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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

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)

2nd subject according to statistics
Please select...

3rd subject according to statistics
Please select...

Semester

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

Status

Intermediate exam
not scheduled

Grade

Date

Final examination
not scheduled

Grade

Date

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).

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[Select degree programme](#)
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[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 Admi...	18W	21S

ADD DEGREE PROGRAMME

CANCEL

PREVIEW

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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).

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[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

Date

CANCEL

PREVIEW

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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).

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[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
English 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/?lidx=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)

CANCEL PREVIEW

BACK CONTINUE

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).

1.2.11 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. [i](#)

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) >

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.

