

REGISTRATION FORM FOR INCOMING EXCHANGE STUDENTS (non-Erasmus)

Dear Exchange Student,

please complete the Registration Form online and print the pages to obtain the necessary signatures.

The Registration Form and the documents listed below should be sent by the International Office of your home university to RWTH Aachen University.

We look forward to receiving your application!

Your RWTH Aachen University International Office Team

RWTH Aachen University
International Office
Templergraben 57
52062 Aachen, Germany

Home University

Complete Name:

Street / City:

Zip Code:

Department of Study:

International Program Coordinator:

Personal Data

Family Name:

male

female

First / Given Name:

Date and Place of Birth:

Nationality:

Personal Address at Home University:

Personal Phone (including Area & Country Code):

Main Email:

Emergency Contact Person:
Will only be used in Emergencies

Emergency Phone (including Country & Area Code):

Emergency Email:

Emergency Mobile Phone Number:

Study Program at RWTH Aachen University

Subject or Subject Area
chosen at RWTH:

University Exchange Agreement

Free Mover

Level of Studies at
Home University

Bachelor

Master

PhD

RWTH Aachen University:

Bachelor

Master

PhD

Form of Study Program at RWTH

Courses only

Project Work plus Courses

Project or Thesis Work only

Practical year (medicine only)

German Language Course

The German Language Course starts in the first week of September and lasts 4 weeks.
Please note: Not available for free movers.

I would like to participate in the German Language Course.

Yes

No

Please submit the Registration Form for the German Language Course and proof of A2 proficiency of German.

Academic Calendar

Winter semester: 01st October - 31st March

Summer semester: 01st April - 30th September

For additional information please check: www.rwth-aachen.de/go/id/egv/lidx/1/

Dates of intended stay at RWTH Aachen University

Please indicate the intended day of arrival as dd/mm/yy **including** the duration of the German Language Course if you have applied for participation.

from

until

Housing

Housing is offered through the Studentenwerk Aachen (Association of Student Affairs). Please check their website at: www.studentenwerk-aachen.de/en/wohnen

We recommend exchange students to register as soon as possible since the number of rooms in the student dormitories is limited. The International Office is **not** in charge of arranging accommodation and RWTH Aachen University cannot guarantee that every applicant will receive a room offer.

Financial Declaration

I assure that I have the necessary financial means of at least 750 Euro per month to support my exchange stay at RWTH Aachen University.

Health

I assure that I will obtain the necessary health insurance and that I will have coverage at all times during my enrollment at RWTH Aachen University.

I assure that I am healthy and in sufficient physical and mental condition to successfully complete an exchange stay.

Admission

Admission letters will be sent by email and/or postal service.

I agree, that my data will be passed on to the RWTH Alumni Team.

I hereby confirm that all my statements made on this form are correct and complete to the best of my knowledge.

Date: _____

Student's Signature: _____

International Program Coordinator at Home University (who guarantees academic recognition)

International Program Coordinator at RWTH Aachen University

Name: _____

Name: _____

Address: _____

Department: _____

Email: _____

Signature / Stamp:

Signature / Stamp:

CHECKLIST

Please send your complete application via your home university's International Office to the International Office of RWTH Aachen University. Please use the following checklist to ensure you have included all documents necessary for your application.

No	Document	Remark	Self-check	
1	RWTH Aachen University Registration Form	With signatures from the student and the coordinator	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Curriculum Vitae		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Motivation Letter	Max. 1 page	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Learning Agreement	Original version	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Transcript of Records	Original certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Registration Form: German Language Course	Must be sent to International Office	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Proof of English or German Language Proficiency (B1 level of CEFR) according to language of instruction	Certificate of Language Center of home university is sufficient	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Students from non-RWTH partner universities only: Proof of Enrolment at Home University	Copy of student identification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Registration Form: Housing Service Request	Must be sent to Studentenwerk www.studentenwerk-aachen.de/en/wohnen	<input type="checkbox"/> Yes	<input type="checkbox"/> No