

RWTH arch WORLDWIDE

Study Abroad INCOMING STUDENTS Roadmap



Faculty of Architecture
REIFF International Office

I. Application at RWTH Aachen

until 31.05 for winter term or 31.01 for summer term

- Nomination by home institution via e-mail to international@rwth-aachen.de.
- Fill in, print and sign the online application form.
- Submit the application documents (see next page) to the *RWTH International Office* (Ms. Antonia Vietz).
All the documents are to be submitted via e-mail.
- If necessary register for the summer school in August and/or the language course in September. You must have achieved at least a B1.1 level in German PRIOR TO the start of the semester.

Before mobility

Application Documents:

- Application Form for Incomings
(Non-Erasmus, online registration)
- DRAFT Learning Agreement (Study Proposal)
(this is not your final Learning Agreement)
- Learning Agreement* (we do NOT need this form prior to the start of the semester as our courses can be selected only AFTER the start of the semester)
- Language Certificate German B1 or higher
(must be submitted before the start of the semester)
- Application for the Language Course (if necessary)
- Health Insurance of Home Country
(After your arrival you will need a German Health Insurance)
- Curriculum Vitae and Motivation letter
- Transcript of Records (Home University)
- Matriculation Certificate of Home University
- REIFF International Office Application

Please submit the application documents within the deadline. No application will be admitted after the deadlines mentioned below!

Deadline Summer Term: 31.01

Deadline Winter Term: 31.05

You can download the application documents on the website of the *REIFF International Office /Incomings*. Examples and information about how to fill in the documents can also be found on this website. For further information please contact the *REIFF International Office*.

II. Registration at RWTH Aachen

June to August



- Confirmation e-mail by *RWTH International Office*.
(If you need an official confirmation letter to apply for a visa e.g. please contact the *RWTH International Office*.)
- Welcoming e-mail by *REIFF International Office*.
- Apply for a visa if necessary.
- Receive a personal appointment for enrolment through your contact person at *RWTH International Office* (Ms. Antonia Vietz).
- Apply for the German Language Course.
- Apply for a dormitory room (Studentenwerk).
(Application form can be found on the website.)
- Apply for the BeBuddy Program.
(Application form can be found on the website.)
- Book your flight!

Before mobility

III. Studying at RWTH Aachen

September - end of semester/academic year



- Personal enrolment at the *RWTH International Office* (before the start of the semester).
- Register at the *REIFF International Office* and take part in the orientation week.
- Extend your Visa at Auslandsamt (location Super C).
(check deadline!)
- Register for the German Language Course.
(check deadline!)
- Attend the presentation of design projects and seminars at the Faculty of Architecture.
- Choose your courses in our online system *Campus Office*. (check deadline!)

During mobility

III. Certificates of Mobility


end of Semester/academic year

- At the end of your stay get your date of arrival and departure certified on the Certificate of Study Period Abroad Form at the *RWTH International Office*.
- Send an e-mail to *REIFF International Office* confirming the correctness and completeness of your grades and personal data in myREIFF for the completion of your Transcript of Records.
- The Transcript of Records (original document) will be sent to your home address whereas a PDF copy will be sent via mail to you and your home university.

Please note:

If you stay for a complete academic year (two semesters), you will receive only ONE Transcript of Records for the whole year and not for each semester.

End of mobility

- 
- After your departure you will automatically be exmatriculated from the RWTH Aachen University.
 - Submit all the required documents to your home institution.

Please note:

After your stay at RWTH Aachen as RWTH arch Worldwide Exchange Student you are allowed to extend your stay at RWTH for up to 2 semesters provided you can prove a B2 Level in the German language and the confirmation of an academic supervisor (Betreuungszusage).

Do not hesitate to contact us in case you should have any queries!

Your *REIFF International Office* team!

After mobility

For further information please contact the *REIFF International Office* or consult the following website:

<http://arch.rwth-aachen.de/cms/Architektur/Studium/Ansprechpartner/~nut/International-Office-Arch/>

REIFF International Office
Susanne Rupprecht-Reinke
Head of Office

Tel.: +49 241 80 95 818
international@arch.rwth-aachen.de

RWTH Aachen University
Faculty of Architecture
REIFF International Office
Schinkelstraße 1
52062 Aachen
Germany

Coordination: M. Liehner
Layout: P. Liehner, S. Shukina, L. Voßmerbäumer
© August 2014

You are most welcome to contact international@arch.rwth-aachen.de for any suggestions you might have.