

FREEMOVER

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



- 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.
- Apply for Academic Leave at your home institution.
- If necessary register for the summer school in August and/or the language course in September. You must have achieved at least a C1.1 level in German PRIOR TO the start of the semester.

You are allowed to apply as a FREEMOVER, only if your home university has no cooperation agreement with RWTH Aachen University. In case of an existing agreement please apply through your University's International Office or Faculty.

Before mobility

Application Documents:

- Application Form for Incomings
- 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 C1 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)
- Confirmation of Academic Supervisor
- Transcript of Records (Home University)
- Matriculation Certificate of Home University
- Motivation Letter
- REIFF International* 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 original copy, for example to apply for a visa, please ask the International Office directly for one!).
- 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 at RWTH Aachen University.
 - Submit all the required documents to your home institution.

Please note:

As a FREEMOVER you are allowed to stay up to one academic year (two semesters) at our RWTH AACHEN Faculty of Architecture.

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.