Step by Step: Online Registration and Application for Incomings

Creating the user account

- Create your personal user account
    1. Go to the Incoming Online Portal
    2. Create your personal user account by confirming your first name, family name, and email address
    3. Insert the characters shown in the picture and click on "register"
- Register at the Incoming Online Portal
    1. Upon creating your user account you will receive an email providing a link. Click on this link
    2. Now you can register by inserting your email address and defining a password
    3. The password should contain at least 8 characters, including at least one special character and at least one letter
    4. Insert the characters shown in the picture (Captcha) and click on "log in". Welcome to the Incoming Online Portal!

Forgot your password? You can easily get a new one by clicking on "forgot password". You will automatically receive an email with a link. You can set a new password by clicking on that link.

Submitting your application

Once you have registered at the Incoming Online Portal you can start your application for your stay at RWTH Aachen University.

- Choose the suitable Incoming Online Form:

Application: Exchange and Double Degree is for
Erasmus+ studies
Erasmus+ worldwide (from selected worldwide Erasmus-partner universities)
European Education Pathways (within ENHANCE)
RWTH Exchange Worldwide, including Strategic Partnership with Tsinghua University
Faculty exchange partnerships
T.I.M.E. Double Master
Tsinghua Double Master
Other Double Degree programs
UNITECHInternational
BaHaMa
Free Movers (from non-partner universities)

Application: Non-Exchange Incoming Students is for
Erasmus+ traineeship
KOSPIE (DAAD)
IDEA League Research Grant
Visiting Project Students
DAAD RISE/WISE
Fulbright Scholarship
Sandwich PhD student (degree outside)
China Scholarship Council (CSC) (for Bachelor/Master degree students)
DAAD Scholarships (for Bachelor/Master degree students)

- Click on "start" next to the relevant form. Please fill in the form completely.

At the bottom of each page, you must mark the page complete. In case a checkmark does not appear, some information is missing or incorrect, please correct the mistakes indicated with red. Once successful, a green checkmark will appear next to the corresponding page on the menu on the left. You can submit your application only after you have filled in all mandatory fields, and after having checked all pages as complete.

- Upload of documents
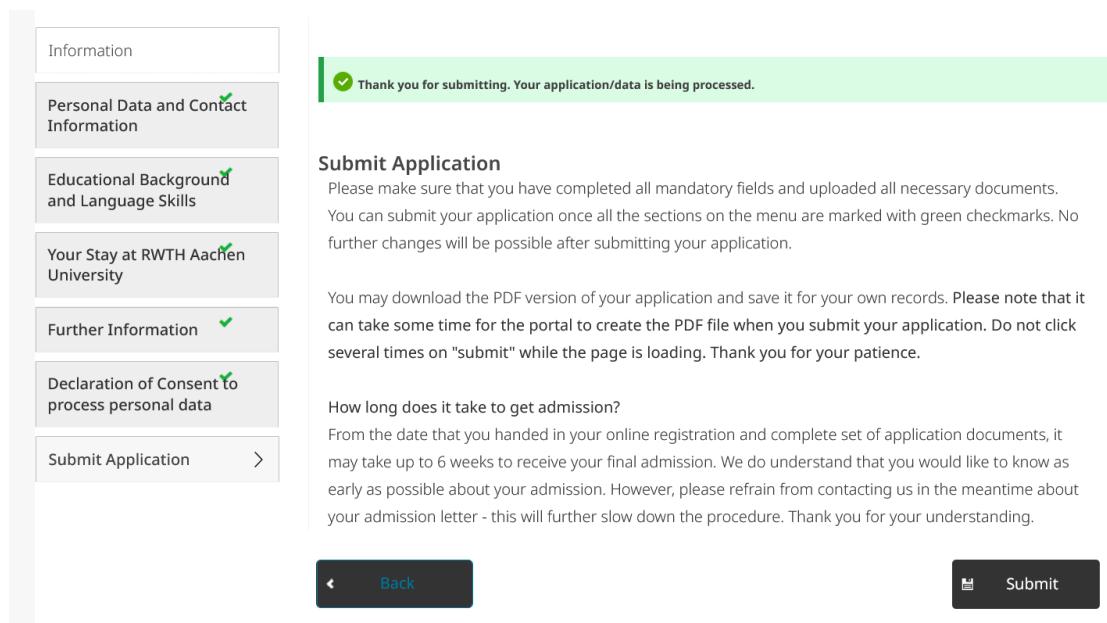
Depending on your program, it is mandatory to upload additional application documents to complete your application.

- Submit the application

In case you have submitted all the information correctly, and marked all pages complete, you can submit your application.

Successful submission will be confirmed with a green information text appearing on the website as indicated below. You will also receive a confirmation e-mail.

You might not see the generated PDF file of your application right away, sometime it take a bit longer to be generated. In case it does not appear later in time, you can ask us to send you one per e-mail.