

Necessary First Steps after Enrolment

During the enrolment, you have received a temporary enrolment certificate (vorläufige Studienbescheinigung) and a bank transfer form to pay the Student Services Fee (Studierendenschafts- und Sozialbeitrag). With the enrolment certificate you can show that you have been enrolled, e.g. if this is requested by the Foreigner's Office. Attached to the bank transfer form you find a small slip of paper at the bottom. This slip contains your student id number (Matrikelnummer) and your password for online registration (Freischaltcode). Please do not lose the enrolment certificate and the slip with your id number and password.

Step 1: Pay the Student Service Fee

- Your enrolment will only become effective on the date the payment is deposited into the account of RWTH Aachen University. You can choose between a cash payment at any bank, a bank transfer or an online banking transaction. For cash payment or bank transfer, please use the bank transfer form that you have received from us. If you decide to transfer the money online, please remember to quote the customer number (Kunden-Referenznummer) in your online transaction. This number is needed to identify your payment. Please be informed that banks usually charged a high fee for cash payment and that a direct cash payment at the University Exchequers is not possible.

Step 2: Activate Your University Network Services

- Go to: www.rwth-aachen.de/go
- Activate your account by logging in with your student id number (Matrikelnummer) and your activation code (Freischaltcode). Both can be found on the slip of paper below your bank transfer form.
- After successful activation you will receive your personal access data (user ID, password and RWTH-email address). Please keep this data confidential and do not lose it!

Step 3: Initiate the Creation of Your Permanent Student ID Card (Blue Card)

- Have a digital photograph of yourself at hand. The photo should confirm to the standard norms for pictures used in ID cards.
- Go to: www.rwth-aachen.de/selfservice
- Upload the digital photograph of yourself
- Pick up your card. After uploading your photograph you will be informed after a few days where and when to pick up your Blue Card. Don't forget to bring a passport when picking up your Blue Card. The Blue Card will only be handed over to you personally.

Step 4: Receiving Your Ticket for Free Public Transport (Semesterticket)

- Don't forget to write your name on your mail box! The transportation ticket will be sent to the address you have given in your enrolment form or if you have notified us about an address change to the last address you have given us. For this reason it is important to remember to keep us informed about any address changes.
- Before using the ticket we recommend that you get information about the boundaries of the area in which you may use the ticket. This information can be found at this website: www.asta.rwth-aachen.de/semesterticket
- Please always remember that you need both the transportation ticket and the Blue Card when using a bus or train.