

## Step by Step: Online Registration for Incomings

### 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 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.

### After registration

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

5. Choose the suitable Incoming Online Form:
  - **Incoming Online Form, exchange and double degrees:** for applicants within ERASMUS+ study stay, RWTH Exchange Worldwide, T.I.M.E. Double Degree, and Tsinghua Double Degree
  - **Incoming Online Form, non-exchange:** for applicants as Free Movers, Visiting Project Students, ERASMUS+ interns, DAAD RISE/WISE candidates, CSC scholarship holders (Bachelor/Master degree students) and DAAD scholarship holders (Bachelor/Master degree students)
6. Click on “start new application” next to the relevant form. Please fill in the form completely.

At the bottom of each page you can mark the page complete. A green checkmark will appear next to the corresponding page in 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

In some programmes it is mandatory to upload application documents to complete your application. You can find further information on the corresponding web pages.

This applies to applicants within the following programmes: ERASMUS+ study stay, RWTH Exchange Worldwide, T.I.M.E. Double Degree, ERASMUS+ Internship, Free Mover, Visiting Project Students.

## **What to do with your application PDF?**

After submitting your application your application PDF will be displayed to you. Please download the PDF and save it for your files.

- We request students in the following programmes to have the application PDF signed by their departmental coordinator at the home institution: ERASMUS+ study stay, RWTH Exchange Worldwide and T.I.M.E. Double Degree.  
Students in these programmes please send us the signed form by email.  
Your application is only complete if you send us the signed application PDF by Email before the deadline has passed.
- You are Free Mover, a Visiting Project Student or would like to conduct an internship within ERASMUS+? Please print your application PDF and send it to us by email. It does not need to be signed. Your application is only complete if you send us the application PDF by email. Free Movers must have done so before the deadline has passed.