RWTHAACHEN UNIVERSITY

Necessary First Steps after Enrolment
(at the beginning of the semester)

At the end of your enrollment, the bank information necessary to pay the Student Service Fee (Studierenden-schafts- und Sozialbeitrag) will appear in your RWTHonline account.

Step 1: Pay the Student Service Fee, using the bank information online.
☐ Your enrollment will only become effective on the date the payment is deposited into the account of RWTH Aachen University.
☐ Payment per cash: available at any bank in Aachen, quickest method BUT additional fee.
☐ Payment per online-banking: remember to use the reference number ("Verwendungszweck") indicated in the bank information online

Step 2: Activate Your University Network Services after the money has been deposited into the account of RWTH Aachen University (approx. 2-3 working days after payment)
☐ Go to: www.rwth-aachen.de/go
☐ Activate by your activation code ("Freischaltcode"), which can be found in your RWTHonline account
☐ Upon successful activation you will receive your personal access data (user ID, password and RWTH-email address); make sure keep them safe.

Step 3: Create your BlueCard (www.rwth-aachen.de/bluecard)
☐ Go to: www.rwth-aachen.de/selfservice
☐ Upload a photograph of yourself
☐ Get informed by email about when and where you can pick up the card. Usually it needs to be fetched from the SuperC Info Point in the ground floor, entrance hall. (approx. 1-2 weeks after uploading the picture)
☐ It needs to be picked up personally, showing proof of ID

Step 4: Receive your public transportation ticket by postal mail (approx. 1-2 weeks after payment)
☐ Write your name clearly legible on your door bell and mail box!
☐ The public transportation ticket is sent by postal mail to your registered address in Aachen.
☐ Check the spatial validity of the public transportation ticket: www.asta.rwth-aachen.de/en/semesterticket
☐ You must have your semester ticket, BlueCard and personal ID with you when riding the bus/train!

Step 5: How to use the University email account
☐ Go to: www.mail.rwth-aachen.de
☐ Login with your user ID (e.g. ab123456@rwth-aachen.de) and password
☐ All official emails of the RWTH Aachen University will be sent to your university email account
☐ If there are some problems please contact the RWTH IT-Service Desk: servicedesk@itc.rwth-aachen.de