

Dear Partner,

We would like to inform you about the nomination procedure for future exchange students at RWTH Aachen University. We have implemented a new online nomination system available to all RWTH partners. The procedure is quite simple:

1. Verify that the exchange agreements you are nominating your students for are valid
2. Submit your nomination via our [online portal](#)
3. Send your nomination form to incomings@rwth-aachen.de with the [departmental coordinator\(s\)](#) in copy

As soon as we receive the nomination form duly filled, we will make sure to inform your students about our application procedure.

Tips for the perfect nomination

- You will have the possibility to nominate up to 5 students per online form. For more nominations, you will need to submit an additional form.
- In order to smooth out the procedure, kindly separate the nominated students by academic year and semester. Example:
Students 1 / 2 are nominated for summer term 2019
Student 3 is nominated for winter term 2019/20
- Use two different nomination forms for each semester. This way, we can guarantee that your students receive appropriate information depending on the start semester and will receive a reminder in due times to apply at RWTH.
- Nominate your students for an exchange agreement according to their course of studies at their home institution. If the exchange agreement does not appear in the list, please contact us at incomings@rwth-aachen.de.
- We kindly ask you do not nominate your students for other agreements if not agreed on with our International Office previously. This is to avoid possible problems once your students will be applying to RWTH Aachen University.

Nomination deadlines:

31.10. for summer term

31.03. for winter term or full academic year

If you have any questions regarding the nomination procedure, do not hesitate to contact us. We are looking forward to meeting your students and to further fruitful cooperation between our universities!

We wish you a very nice day with warm regards from Aachen!

Your Incoming Student Service Team

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Incoming Student Services

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Office Hours:

Mo, Tue, Thu: 9:30 - 12:30 p.m.

Wed: 1:00 - 4:00 p.m.