

## TGGGS-RWTH Exchange Student Procedure and Guideline

No.	Document	Remark	Self-check
<b>For TGGGS Student</b>			
<b>Step 1: Complete the TGGGS-RWTH Exchange Student Application Form</b>			
<p>1. Complete the TGGGS-RWTH Exchange Student Application Form. The form can be downloaded at <a href="https://tgggs.kmutnb.ac.th/forms-downloads">https://tgggs.kmutnb.ac.th/forms-downloads</a></p> <p>2. Submit the completed form in the document receiving basket in front of TGGGS Academic Affairs Office.  <b>The deadline to submit the form is <u>March 20, 2023 at 16.00 hrs., BKK, Thai time ONLY!</u></b>  <b>Late submission is not permitted. Submitting the completed form after the deadline implies that the student waives the right to apply as an exchange student at RWTH Aachen University. There are no exemptions to this rule because TGGGS must submit the student list to RWTH by the RWTH deadline.</b></p>			
You can use the following checklist to ensure you have included all documents necessary for your application before you start to fill out the TGGGS Exchange Student Application Form.			
1	Invitation letter from RWTH professor (if any).	Applicable for TGGGS-DAAD scholarship students.  For advice and assistance in obtaining the invitation letter from the RWTH professor, contact your TGGGS advisor.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2*	A copy of identification card (for Thai students) or Passport (for international students).	<b><i>The student is responsible to prepare it and submit to TGGGS Academic Affairs.</i></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3*	Proof of English test score.	- Depend on the agreement with RWTH Institute, except TGGGS-DAAD Scholarship Student must have TOEFL 550+ or IELTS 6.0+. <b><i>- The student is responsible to prepare it and submit to TGGGS Academic Affairs.</i></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Goethe Basic German Course Certificate ( <b>A1.1 and A1.2</b> ) (if any).	The certificate showing that the basic German courses were completed successfully.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>(*) the document is mandatory and must be submitted.</b>			
<b>Step 2: RWTH Exchange Worldwide Application:</b>			
Follow the RWTH Exchange Worldwide Application Process at <a href="https://www.rwth-aachen.de/cms/root/Studium/Im-Studium/Internationales/Incoming/Austauschprogramme/~ipep/RWTH-Exchange-Worldwide/lidx/1/">https://www.rwth-aachen.de/cms/root/Studium/Im-Studium/Internationales/Incoming/Austauschprogramme/~ipep/RWTH-Exchange-Worldwide/lidx/1/</a>			
RWTH Staff may contact you afterwards, please follow their instructions.			

<b>For TGGGS Academic Affairs Officer</b>			
<b>The TGGGS Academic Affairs for Exchange Student prepare the following document to the student:</b>			
1	TGGGS Student Certification		<input type="checkbox"/> Yes <input type="checkbox"/> No

**TGGS is only responsible for nominating candidates who pass the first-year evaluation of the TGGS-DAAD Scholarship to RWTH Aachen University.**

If you have any inquiries about the application process, accommodation booking, or other information about the RWTH Exchange Program, please directly contact RWTH Aachen University according to the information below.

General web page for exchange students to RWTH	<a href="https://www.rwth-aachen.de/cms/root/Studium/Im-Studium/Internationales/~bqtq/Exchange-Incomings/?lidx=1">https://www.rwth-aachen.de/cms/root/Studium/Im-Studium/Internationales/~bqtq/Exchange-Incomings/?lidx=1</a>
Planning your stay at RWTH	<a href="https://www.rwth-aachen.de/cms/root/studium/Im-Studium/Internationales/Exchange-Incomings/~djt/Planung-des-Aufenthaltes/?lidx=1">https://www.rwth-aachen.de/cms/root/studium/Im-Studium/Internationales/Exchange-Incomings/~djt/Planung-des-Aufenthaltes/?lidx=1</a>
Accommodation in Aachen	<a href="https://www.rwth-aachen.de/go/id/egp/lidx/1">https://www.rwth-aachen.de/go/id/egp/lidx/1</a>
BeBuddy Program	<a href="https://www.rwth-aachen.de/go/id/bqxb/lidx/1">https://www.rwth-aachen.de/go/id/bqxb/lidx/1</a>
Contact persons for Incoming exchange students	Ms. Elina Krause / Ms. Antonia Meister Incoming Student Service  Div. 2.2 – International Student and Scholar Services Department 2.0 - International Office RWTH Aachen University Gebäude ehemalige Verfahrenstechnik, Raum 206 Turmstraße 46 52062 Aachen Tel.: +49 241 80-90831 Fax: +49 241 80-92661 Email: <a href="mailto:incomings@rwth-aachen.de">incomings@rwth-aachen.de</a> <a href="mailto:elina.krause@zhv.rwth-aachen.de">elina.krause@zhv.rwth-aachen.de</a> <a href="mailto:antonia.meister@zhv.rwth-aachen.de">antonia.meister@zhv.rwth-aachen.de</a> Website: <a href="http://www.rwth-aachen.de/internationales">www.rwth-aachen.de/internationales</a>
RWTH welcome weeks for new international students	<a href="https://www.rwth-aachen.de/cms/root/studium/Vor-dem-Studium/Internationale-Studierende/~bpgj/Welcome-Week-fuer-internationale-Studier/?lidx=1">https://www.rwth-aachen.de/cms/root/studium/Vor-dem-Studium/Internationale-Studierende/~bpgj/Welcome-Week-fuer-internationale-Studier/?lidx=1</a>
RWTH welcome week events	<a href="https://www.rwth-aachen.de/cms/root/studium/Vor-dem-Studium/Internationale-Studierende/Welcome-Week-fuer-internationale-Studier/~rlen/Programm/?lidx=1">https://www.rwth-aachen.de/cms/root/studium/Vor-dem-Studium/Internationale-Studierende/Welcome-Week-fuer-internationale-Studier/~rlen/Programm/?lidx=1</a>

**Time Frame**

Process	Time Frame	Under the Supervision of
Complete the exchange student application form and documents (step 1 and 2 as aforementioned).	February 1 – March 20 of each year <i>* By submitting after the deadline, the student waives the right to apply as an exchange student at RWTH Aachen University. No exceptions to this regulation. Requesting for late submission is not permitted.</i>	TGGS Student
TGGS nominate candidate to RWTH Aachen University.	March 20 - 31 of each year	TGGS Academic Affairs
RWTH Aachen University may contact the student for more information regarding the application.		RWTH Aachen University
TGGS-DAAD Commission Meeting for the Second Year Scholarships.	First or second week of June each year	TGGS Academic Affairs

Process	Time Frame	Under the Supervision of
RWTH Aachen University send the Award Letter to Dr. Ampol Likitchatchawankun, TGGs-RWTH Coordinator at TGGs	Around 1-3 working days after the commission meeting	Dr. Ampol Likitchatchawankun, TGGs-RWTH Coordinator at TGGs
The student makes reservation for an appointment for German Visa Application	A day after the commission meeting	TGGs Student

## Comments on the Visa Application Process

One of the most important documents for your Visa-Application is the "Award Letter" issued by RWTH Aachen University **directly send to Dr. Ampol Likitchatchawankun, TGGs-RWTH Coordinator at TGGs**. It declares that you are funded by a DAAD scholarship. The DAAD regulations require that only a formal commission can decide if you will be awarded. This commission will meet and decide on the beginning to middle of June each year. TGGs Academic Affairs will notify you once we know the exact meeting date. The Award Letter can only be issued 1-3 working days after the commission meeting. Dr. Ampol Likitchatchawankun will send the letter to the German Embassy in Thailand to accompany your German Visa Application.

TGGs advises you to book an appointment for German Visa Application a day after the commission meeting. For example, the commission meeting holds on June 10 so you can make reservation for an appointment for June 11 or later. However, TGGs advises you to carry out the booking well in advance, for example in May or even earlier.

However, the visa application process is running by a service provider VFS.GLOBAL ([vfsglobal.com](http://vfsglobal.com)). Please check their website to learn about required documents and booking an appointment, which you have to do yourself.

Piyatida Rakangthong (Ms.)  
TGGs Academic Affairs