

# TGGS Exchange Student Procedure and Guideline to RWTH

## Application form

No.	Document	Remark	Self-check
<b>For TGGS Student</b>			
<b>Step 1: The students complete the TGGS Exchange Student Application Form to RWTH.</b>			
1. Complete the TGGS-RWTH Exchange Student Application Form. The form can be downloaded at <a href="https://tggs.kmutnb.ac.th/forms-downloads">https://tggs.kmutnb.ac.th/forms-downloads</a> 2. Submit the completed form in the document receiving basket in front of TGGS Academic Affairs Office.			
The students can use the following checklist to ensure they have included all documents necessary for their application before starting to fill out the TGGS Exchange Student Application Form to RWTH.			
1	Invitation letter from RWTH professor (if any).	Please contact your TGGS advisor for advice and assistance in obtaining the invitation letter from the RWTH professor.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2*	A copy of identification card (for Thai students) or Passport (for international students).	<i>The student is responsible to prepare it and submit to TGGS Academic Affairs.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3*	Proof of English test score.	- Depend on the agreement with RWTH Institute, except TGGS-DAAD Scholarship Student must have TOEFL 550+ or IELTS 6.0+. - <i>The student is responsible to prepare it and submit to TGGS Academic Affairs.</i>	<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/~bqtq/Exchange-Incomings/lidx/1/">https://www.rwth-aachen.de/cms/root/studium/Im-Studium/Internationales/~bqtq/Exchange-Incomings/lidx/1/</a>			
RWTH Staff may contact you afterwards, please follow their instructions.			

## For TGGS Academic Affairs Officer

The TGGS Academic Affairs for Exchange Student prepare the following document to the student:

1	TGGS Student Certification for Visa Application		<input type="checkbox"/> Yes <input type="checkbox"/> No
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## Time Frame and procedure for TGGs-DAAD Scholars for the RWTH winter semester (October to February each year)

Step	Process	Time Frame	Under the Supervision of
1	The students complete the TGGs-RWTH Exchange Student Application documents and send them to TGGs. (step 1 as aforementioned.)	February 1 – March 20 of each year <i>Remark: 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 Students
2	TGGs nominates candidate to RWTH Aachen University for the RWTH <b>winter semester</b> .	March 20 - 31 of each year.	TGGs Academic Affairs
3	The students complete the RWTH Exchange Worldwide Application. (step 2 as aforementioned.)	March 20 – May 31 of each year.	TGGs Students
4	RWTH Aachen University may contact the student for more information regarding the application.	After the student sending the RWTH Exchange Worldwide Application.	RWTH Aachen University
5	TGGs-DAAD Commission Meeting for the TGGs-DAAD Scholars first-year evaluation. <i>Remark: The student who fail the first-year evaluation will be informed by his/her advisor. If the student's advisor does not inform them, they have passed the first-year evaluation.</i>	First or second week of June each year.	TGGs Academic Affairs
6	RWTH Aachen University send the Award Letter to Dr. Ampol Likitchatchawankun and Dr. Ampol give it to the TGGs-DAAD Scholars who pass the first-year evaluation.	Approximately 1-3 working days after the commission meeting.	Dr. Ampol Likitchatchawankun, TGGs- RWTH Coordinator at TGGs
7	TGGs Academic Affairs issue the TGGs Student Certificate for the student who pass the first-year evaluation.	Approximately 1-3 working days after the commission meeting.	TGGs Academic Affairs
8	The student who pass the first-year evaluation collects the TGGs Student Certificate in the document basket in front of TGGs Academic Affairs office.	Approximately 4-5 working days after the commission meeting.	TGGs Students
9	The student makes reservation for an appointment for German Visa Application.	A day after the commission meeting.	TGGs Students
10	The students inform TGGs Academic Affairs of their visa appointment date.	After completing the visa application appointment.	TGGs Students

## Time Frame and procedure for non TGGs-DAAD Scholars for the RWTH winter semester (October to February each year)

Step	Process	Time Frame	Under the Supervision of
1	The students complete the TGGs-RWTH Exchange Student Application documents and send them to TGGs. (step 1 as aforementioned.)	February 1 – March 20 of each year <i>Remark: 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 Students
2	TGGs nominates candidate to RWTH Aachen University for the RWTH <b>winter semester</b> .	March 20 - 31 of each year.	TGGs Academic Affairs
3	The students complete the RWTH Exchange Worldwide Application. (step 2 as aforementioned.)	March 20 – May 31 of each year.	TGGs Students
4	RWTH Aachen University may contact the student for more information regarding the application.	After the student sending the RWTH Exchange Worldwide Application.	RWTH Aachen University
5	The students submit TG93 to request a student certificate for the visa application.	While gathering documents for the visa application.	TGGs Students
6	TGGs Academic Affairs issue the TGGs Student Certificate for the student.	Approximately 1-3 working days after receiving the TG93 from the students.	TGGs Academic Affairs
7	The students collect the TGGs Student Certificate in the document basket in front of TGGs Academic Affairs office.	Approximately 4-5 working days after the students submitting the TG93 form to TGGs Academic Affairs.	TGGs Students
8	The student makes reservation for an appointment for the German visa application.	After completing all required documents for the visa application.	TGGs Students
9	The students inform TGGs Academic Affairs of their visa appointment date.	After completing the visa application appointment.	TGGs Students

## Time Frame and procedure for non TGGs-DAAD Scholars for the RWTH summer semester (April to July each year)

Step	Process	Time Frame	Under the Supervision of
1	The students complete the TGGs-RWTH Exchange Student Application documents and send them to TGGs. (step 1 as aforementioned.)	September 1 – October 20 of each year <i>Remark: 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 Students
2	TGGs nominates candidate to RWTH Aachen University for the RWTH <b>summer semester</b> .	October 20 - 31 of each year.	TGGs Academic Affairs
3	The students complete the RWTH Exchange Worldwide Application. (step 2 as aforementioned.)	October 20 – January 31 of each year.	TGGs Students
4	RWTH Aachen University may contact the student for more information regarding the application.	After the student sending the RWTH Exchange Worldwide Application.	RWTH Aachen University
5	The students submit TG93 to request a student certificate for the visa application.	While gathering documents for the visa application.	TGGs Students
6	TGGs Academic Affairs issue the TGGs Student Certificate for the student.	Approximately 1-3 working days after receiving the TG93 from the students.	TGGs Academic Affairs
7	The students collect the TGGs Student Certificate in the document basket in front of TGGs Academic Affairs office.	Approximately 4-5 working days after the students submitting the TG93 form to TGGs Academic Affairs.	TGGs Students
8	The student makes reservation for an appointment for the German visa application.	After completing all required documents for the visa application.	TGGs Students
9	The students inform TGGs Academic Affairs of their visa appointment date.	After completing the visa application appointment.	TGGs Students

## RWTH Contact Information

**TGS is only responsible for nominating candidates 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.

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**General web page for exchange students to RWTH**

<https://www.rwth-aachen.de/cms/root/Studium/Im-Studium/Internationales/~bqtq/Exchange-Incomings/?lidx=1>

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**Entry Visa for Germany**

<https://www.rwth-aachen.de/cms/root/studium/Vor-dem-Studium/Internationale-Studierende/Organisation-des-Studienaufenthaltes/Visum-Aufenthaltsrecht/~bpsl/Beantragung-eines-Einreisevisums/?lidx=1>

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**Planning your stay at RWTH**

<https://www.rwth-aachen.de/cms/root/studium/Im-Studium/Internationales/Exchange-Incomings/~djt/Planung-des-Aufenthaltes/?lidx=1>

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**Accommodation in Aachen**

<https://www.rwth-aachen.de/go/id/egg/lidx/1>

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**BeBuddy Program**

<https://www.rwth-aachen.de/go/id/bqxb/lidx/1>

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**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:

[incomings@rwth-aachen.de](mailto:incomings@rwth-aachen.de)  
[elina.krause@zhv.rwth-aachen.de](mailto:elina.krause@zhv.rwth-aachen.de)  
[antonia.meister@zhv.rwth-aachen.de](mailto:antonia.meister@zhv.rwth-aachen.de)

Website: [www.rwth-aachen.de/internationales](http://www.rwth-aachen.de/internationales)

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**RWTH welcome weeks for new international students**

<https://www.rwth-aachen.de/cms/root/studium/Vor-dem-Studium/Internationale-Studierende/~bpqj/Welcome-Week-fuer-internationale-Studier/?lidx=1>

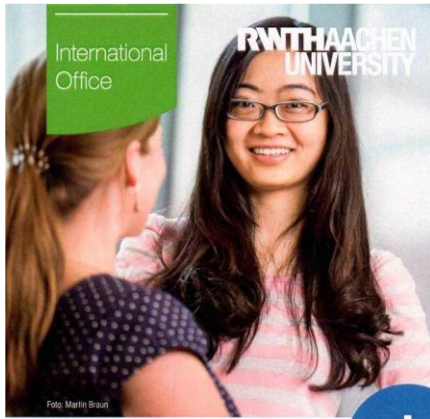
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**RWTH welcome week events**

<https://www.rwth-aachen.de/cms/root/studium/Vor-dem-Studium/Internationale-Studierende/Welcome-Week-fuer-internationale-Studier/~rlen/Programm/?lidx=1>

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# RWTH Contact Information (Continue)



International Office

RWTHAACHEN UNIVERSITY

Foto: Martin Braun

**Incoming Student Services**

Templergraben 57, 52062 Aachen  
Tel.: +49 241 80-90832  
Fax: +49 241 80-90661

[incomings@rwth-aachen.de](mailto:incomings@rwth-aachen.de)  
[www.rwth-aachen.de/incomings](http://www.rwth-aachen.de/incomings)



## Info Service Center

Eine Auswahl an unseren Standardservices:

- Informations- und Beratungsdienste zu Auslandsaufenthalten
- Grundsätzliche Informationen zur RWTH
- Orientierungsangebote für internationale Studierende
- Konkrete Hilfe bei Formalitäten zu Beginn Ihres Aufenthaltes

A selection of our standard services:

- Information and advice on foreign exchange possibilities
- General information about RWTH
- Orientation programmes for international students
- Assistance with formalities at the start of your stay



International Office  
Info Service Center  
Templergraben 57, 52062 Aachen  
Tel.: +49 241 80-90660  
Fax: +49 241 80-90661



[international@rwth-aachen.de](mailto:international@rwth-aachen.de)  
[www.facebook.com/IO.ISC](http://www.facebook.com/IO.ISC)  
[www.rwth-aachen.de/international](http://www.rwth-aachen.de/international)

## FAQ

### Haben Sie Fragen?

Auf der FAQ Seite des Info Service Centers finden Sie Antworten auf häufig gestellte Fragen zu folgenden Themen:

- Studium und Leben in Aachen
- Planung eines Auslandsaufenthaltes
- Bewerbung und Zulassung an der RWTH

### Do you have any questions?

On the Info Service Center FAQ page you will find answers to the most frequently asked questions about:

- Studies and Life in Aachen
- Planning a Stay Abroad
- Application and Admission to RWTH



FAQ (Deutsch):  
[www.rwth-aachen.de/io-faq](http://www.rwth-aachen.de/io-faq)



FAQ (English):  
[www.rwth-aachen.de/io-faq/en](http://www.rwth-aachen.de/io-faq/en)



Get in contact with us



Information on application process, language and subject-related preparations



Information for our partner universities



Interested in degree studies?



Welcome Center for international researchers and doctoral students





# Comments on the Visa Application Process

## For TGGGS-DAAD Scholars

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, TGGGS-RWTH Coordinator at TGGGS**. 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. TGGGS 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.

**TGGGS 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, TGGGS advises you to carry out the booking well in advance, for example in May or even earlier.

The visa application process is running by a service provider VFS.GLOBAL ([vfglobal.com](https://vfglobal.com)). Applications are processed in the order of receipt. Processing usually takes **15 business days** (ตอนนี้มากกว่านั้น ประมาณ 2-4 เดือน) from receipt by the Embassy of a complete application and may take longer during peak times and in exceptional circumstances. This estimate excludes the shipping of applications to the Embassy and the return of passports to applicants. Please check their website to learn about required documents and booking an appointment, which you have to do yourself.

Please inform VFS Global that you will be attending RWTH Aachen University in Germany **for a master's internship and thesis (or master courses if no optional master's internship and thesis are available because the internship and thesis are courses)**. **DO NOT** inform them that you will be visiting Germany for research purposes. The research is for Ph.D. and postdoctoral students, and you must sign the Aufnahmevereinbarung Hosting agreement.

RWTH Aachen University provides general information on how to apply for a visa to enter Germany. You can find it at <https://www.rwth-aachen.de/cms/root/studium/Vor-dem-Studium/Internationale-Studierende/Organisation-des-Studienaufenthaltes/Visum-Aufenthaltsrecht/~bpsi/Beantragung-eines-Einreisevisums/?lidx=1>

## For **non** TGGGS-DAAD Scholars

The visa application process is running by a service provider VFS.GLOBAL ([vfglobal.com](https://vfglobal.com)). Applications are processed in the order of receipt. Processing usually takes 15 business days from receipt by the Embassy of a complete application and may take longer during peak times and in exceptional circumstances. This estimate excludes the shipping of applications to the Embassy and the return of passports to applicants. Please check their website to learn about required documents and booking an appointment, which you have to do yourself.

If you are going to RWTH Aachen University, Germany **for a master's internship and/or thesis**, please inform **VFS Global that you will be attending RWTH Aachen University in Germany for a master's internship and thesis (or master courses if no optional master's internship and thesis are available because the internship**

and thesis are courses). **DO NOT** inform them that you will be visiting Germany for research purposes. The research is for Ph.D. and postdoctoral students, and you must sign the Aufnahmevereinbarung Hosting agreement.

RWTH Aachen University provides general information on how to apply for a visa to enter Germany. You can find it at <https://www.rwth-aachen.de/cms/root/studium/Vor-dem-Studium/Internationale-Studierende/Organisation-des-Studienaufenthaltes/Visum-Aufenthaltsrecht/~bpsi/Beantragung-eines-Einreisevisums/?lidx=1>