

Employment of foreign university degree holders at RWTH Aachen University

If you want to be employed at RWTH Aachen University and you hold an academic degree from a higher education institution outside Germany, your foreign degree has to be assessed in order to determine to which German degree your foreign degree is equivalent.

The human resource departments of RWTH Aachen University or of the RWTH Aachen University Clinic are responsible for the general employment procedure. The Division 2.1 of the International Office, however, assesses your foreign degree.

The following documents have to be submitted to the Division 2.1 of the International Office:

1. a curriculum vitae in tabular form
2. a copy of all university degree certificates together with a copy of the translation into German or English made by an officially recognized translator (if the originals were not issued in German or English)
3. a copy of the academic records of all academic degrees listing subjects and grades (academic transcripts) together with a copy of the translation into German or English made by an officially recognized translator (if the originals were not issued in German or English)

For submitting the required documents please use our online platform for certificates of equivalence for foreign degrees (www.rwth-aachen.de/gleichwertigkeitsgutachten). On this platform you can indicate the person's credentials and upload all relevant documents. This information will be forwarded to Division 2.1 of the International Office then. We will automatically issue the certificate of equivalence and provide it to you by email. Please note that this process may take up to 10 working days.

Please be aware that you need to show your original documents to the representatives of the human resource departments to finalize the employment process. For this reason keep the original documents at hand.

Contact:

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International Office – Div. 2.1
SuperC, Room 527-529
Templergraben 57
52062 Aachen

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Email: int-zugang@rwth-aachen.de

Our open office hours can be found on: <http://www.rwth-aachen.de/cms/root/~fhtd/lidx/1/>