

Important Contacts

Department of Student Affairs/ Studierenden Service

For further information: <https://www.rwu.de/en/university-uas/institutions/student-administration-office>

Admission Office/ Zulassungsamt

- Application & Admission
- Confirmation letter of admission for visa application
- Loan confirmation letter (confirmation of living expenses), extension letter, etc.
- Any questions about visa and/ or residence permits
- Enrolment/ Registration
- Enrolment-Certificates, log-in details, student id card, etc.
- Any questions about health insurance and other enrolment prerequisites
- Any kind of confirmation letters e.g. internship, lecture period, etc.
- Applications for a semester of leave
- Application for de-registration

✉ [Application RWU](#)

Fees/ Gebühren

- Official Notification of Tuition Fee + confirmation of payment
- Application for an exemption from paying the tuition fee during a semester of leave or a mandatory practical semester
- Application for the reimbursement of the tuition fee

✉ [Studiengebühren](#)

Examination Office/ Prüfungsamt

- Study & Examination Regulations (SPO)
 - Registration and de-registration of exams
 - Module Manuals, incl. compulsory, elective and supplementary subjects
 - Recognition/ Transfer of previous courses and credits
 - Registration for the final thesis, issuance of final degree certificate
- ✉ [Ms. Irma Krasovec](#): B.Eng. Electrical Engineering & Information Technology
B.Eng. E-Mobility & Green Energy
M.Sc. Mechatronics
- ✉ [Ms. Silke Vielhaber](#): M.Eng. Electrical Engineering & Embedded Systems
- ✉ [Ms. Anja Mayr](#): B.Eng. Mechatronics
B. Eng. Mech. Eng. / International Project Engineering
- ✉ [Ms. Monika Huber](#): holiday replacement for
M.Sc. Mechatronics
M.Eng. Electrical Engineering & Embedded Systems

International Office

For further information: <https://www.rwu.de/en/university-uas/institutions/international-office>

Before & Upon Arrival

- Webinars, Arrival, Welcome & Orientation Program
- Intensive German Language Courses
- Buddy Program
- Any questions about accommodation/ dormitories
- Any questions about bank accounts/ financing
- Any questions about the city registration

✉ [Ms. Ramona Herrmann](#)

✉ [Student helpers/ Assistants](#)

✉ [Your Student Buddies](#)

During your Stay

- Excursions & Events e.g. international country nights
- Coaching for individual study success
- Peer-to-Peer Counseling
- Scholarships

✉ [Ms. Ramona Herrmann](#)

- Career Service, individual counseling & application advice
- International Student Marketing
- Brother & Sister Program

✉ [Ms. Birgit Demuth](#)

Faculty/ Fakultät

For further information: <https://www.rwu.de/hochschule/fakultaeten/elektrotechnik-und-informatik#kontakt>

Dean of Study Program

- For any questions about the study program and specific course content
- Recognition/ Transfer of previous courses and credits

✉ [Prof. Pfeil](#): B.Eng. Electrical Engineering & Information Technology
B.Eng. E-Mobility & Green Energy

✉ [Prof. Pfeffer](#): B.Eng. Mechatronics

✉ [Prof. Stetter](#): B.Eng. Mech. Eng./ International Project Engineering

✉ [Prof. Ruf](#): M.Sc. Mechatronics

✉ [Prof. Berger](#): M.Eng. Electrical Engineering & Embedded Systems

Secretary's Office

- For any questions about the semester schedule
- Registration and de-registration of courses

✉ [Ms. Priska Urban \(E\)](#): B.Eng. Electrical Engineering & Information Technology
B.Eng. E-Mobility & Green Energy
M.Sc. Mechatronics
M.Eng. Electrical Engineering & Embedded Systems

✉ [Ms. Gudrun Stärk \(T\)](#): B.Eng. Mechatronics (Sem 1-3)

✉ [Ms. Sabine Fleischer and Ms. Brigitte Fischinger](#): B.Eng. Mechatronics (Sem 4-7)
B.Eng. Mech. Eng./ International Project Engineering