

How-To accredit an initiative

If you have any questions, please contact us: eigenini@asta.rwth-aachen.de

You want to form an accredited student initiative at the RWTH Aachen?
We summarized all the steps you need to follow.

Student Initiative

Accredited Student initiatives are student organizations, which are eligible in the eyes of the RWTH. As student initiative you are not dependent on the RWTH, but you have many advantages which you can use and act under the name of the RWTH. An accreditation has a validity for two years. After that you have to hand in your application for re-accreditation independently. If you are not a registered association, you can request an accreditation on trial for one year.

Requirements

The University does not give the title to everybody. Your association will be checked in terms of form and content. You have to meet the following conditions:

- You have to be registered in the club register (for accreditation on trial not necessary)
- At least half of your members must be matriculated students of the RWTH Aachen
- You need a patron (a patron is an idealistic supporter and has no legally or content associated obligations. The patron is in conflict situations the contact person for the RWTH. To become a patron the person has to have a continuous binding to the RWTH (e.g. a professor)
- All students must have the right to join your initiative regardless of their sex, ancestry, race, language, religion, or origin.

The work of your association has to follow some main principles. You cannot reach for anti-constitutional goals or discriminate against people in any way. You have to act religiously and political neutral, that means on the one hand that your association is not allowed to support any political party. On the other hand, religious associations are just allowed to get the accreditation title if their actions support the interreligious and intercultural exchange. Further informations are listed on the Website of the RWTH

(Infos:

[https://www.rwth-](https://www.rwth-aachen.de/cms/root/Studium/Im-Studium/Engagement-Freizeit/~seimb/Unterstuetzung-und-Angebote/Guidelines)

[aachen.de/cms/root/Studium/Im-](https://www.rwth-aachen.de/cms/root/Studium/Im-Studium/Engagement-Freizeit/~seimb/Unterstuetzung-und-Angebote/Guidelines)

[Studium/Engagement-](https://www.rwth-aachen.de/cms/root/Studium/Im-Studium/Engagement-Freizeit/~seimb/Unterstuetzung-und-Angebote/Guidelines)

[Freizeit/~seimb/Unterstuetzung-und-Angebote/](https://www.rwth-aachen.de/cms/root/Studium/Im-Studium/Engagement-Freizeit/~seimb/Unterstuetzung-und-Angebote/Guidelines)

[Guidelines:](https://www.rwth-aachen.de/global/show_document.asp?id=aaaaaaaaaasjwon)

[https://www.rwth-](https://www.rwth-aachen.de/global/show_document.asp?id=aaaaaaaaaasjwon)

[aachen.de/global/show_document.asp?id=aaaaaaaaa](https://www.rwth-aachen.de/global/show_document.asp?id=aaaaaaaaaasjwon)

[aasjwon](https://www.rwth-aachen.de/global/show_document.asp?id=aaaaaaaaaasjwon)).

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Advantages

If your association is listed as accredited initiative, you can take advantage of the following:

- Reservation and usage of rooms in the university building
- Requests for financial support through the funds of the student schemes
- Participation in events as the Tag-der-Studentischen-Initiativen and others
- IT-services of the RWTH
- Leave of absence for time intense jobs in your association
- For international associations: financial support for intercultural events (through DAAD and the Auswärtiges Amt)

- A contact person and a correspondence address

According to your associations main purpose you can get accredited as international or national initiative. Depending on that Dezernat 2.0 or 1.0 will be responsible for you.

To Do's

First of all, please **contact** the support for student initiatives (<mailto:studini@rwth-aachen.de>). For an accreditation you have to submit a **request** (<https://formular.zhv.rwth-aachen.de/lip/form/display.do?%24context=43472946C30F61878EB8>) After receiving a positive answer, your organization gets an accreditation letter and an institution-number from the RWTH.

For the request you need the following:

- List of all your members (separated in RWTH students and others)
- Short confirmation of your patron
- Abstract out of the club register

Allgemeiner Studierendenausschuss

Pontwall 3, 52062 Aachen

Phone.: +49 241 80-93792

Opening-/Service hours:

Mon – Wen, Fri: 10:00 – 14:00

Thu (Lecture Time): 12:00 – 16:00

Thu (Lecture free time): 14:00 – 18:00

Consulting hours: <http://asta.ac/beratung>

Legal advice: on request

Beglaubigung:

Mon-Fri: 10:00 – 13:00