

Guidelines for Issuing University Identification Cards

RWTH Aachen employees are issued a university ID card after submitting the Application for a University ID card. This card identifies the cardholder as an employee of RWTH Aachen.

Individuals eligible for a university ID card are those who have full-time employment status at RWTH Aachen.

In this case, full-time employment is understood as an employment contract for at least half of the regular working hours.

Temporary employees, who are only employed for up to 6 months, student and academic assistants, and apprentices are not issued a university ID card.

In special, individual cases, the above guideline can be waived at the request of the head of an institution.

The employee must submit the Application for a University ID Card and required documents with the information below to Division 5.1 – Internal Management in the Central University Administration:

- Last name, first name, any name affixes, and academic degree
- Date of birth
- University institution, reference number, and phone number
- Employment status (e.g. academic staff, non-academic civil servant), contract status (temporary or permanent)
- Digital passport photo in jpg format, 90 (height) x 75 (width) pixel

The application form can be found in RWTH's electronic form database.

The issued ID is valid for 5 years; if an employee's employment contract is for a period shorter than 5 years, the card is valid till the end of employment.

A new application must be submitted once the card has expired.

The university ID card should be stored carefully and protected against misuse. It is not a replacement for official identification, e.g. personal identity card or passport.

The university ID card must be returned to the respective human resources department if the employment contract is terminated early.

In the event of loss, immediately inform Division 5.1 – Internal Management.

A new, corresponding university ID card can be issued to emeritus or retired professors upon submission of the application.