



University of Stuttgart
Germany

Master of Science Program
Study Program in Information Technology (INFOTECH)

Online Enrollment via C@MPUS

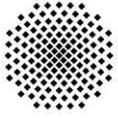
Winter Semester 2019/20

| | |
|---------------------------|-------------------------|
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Introduction

Congratulations again on being admitted to the International MSc Study Program in Information Technology (INFOTECH) at the University of Stuttgart.

So far, you have already used the Campus Management Portal of the University of Stuttgart which is also known as C@MPUS by applying to the program. As a registered student, C@MPUS provides you with various functionalities in order to organize your individual studies. Amongst others, you will be able to:

- download and print your certificate of enrollment
- change your address
- view the semester fee and your status of payment for registration and re-registration
- organize your personal schedule
- register for classes and exams

HOWEVER, before you are able to do all this, you need to become a registered student at the University of Stuttgart. **Please note:** To enroll at the university, you need to present a number of documents at the Students Affairs Office (House of Students- see page 12). You will do this once you arrive in Stuttgart in autumn. Enrollment at the Student Affairs Office starts in September and ends with the deadline for enrollment which is November 15 (as stated in your admission letter). You won't be able to complete the enrollment process via C@MPUS prior to your arrival fully since for some required documents your personal presence in Stuttgart is necessary: We advise **Non-EU students** not to transfer the tuition and administration fees (1676.40 Euros) before coming here. You can transfer the fees once you arrive in Stuttgart. The same applies to the student health insurance which C@MPUS asks you to upload: You will be able to purchase a German statutory health insurance once in Stuttgart.

Technical Requirements

In order to complete the enrollment successfully you should have some basic devices at your disposal:

- A computer with Internet access
- A printer and a scanner in order to upload documents if required.

Furthermore, consider that each document **must not exceed 2 MB.**

In order to achieve this file size, please follow these few suggestions:

- Use small-size pictures and graphics in your files, preferably JPG, PNG and PDF
- If the file is still too big, reduce the final size of your PDF using e.g. <http://smallpdf.com>

Indications

Please follow indications in order to enroll successfully. There are indications right in the text next to the field you have to fill, further information can to be found by clicking on the blue *i* or on the blue highlighted links.

VERY IMPORTANT:

While you are working with C@MPUS, **please never go back in your browser** because then you have to start over again. Always use the *Back* button in C@MPUS in case you want to go back.



Let's get started.

Please download your letter of admission.

The screenshot shows the 'Application - Status' page for 'Erna-Screenshots Teststu'. The header includes the University of Stuttgart logo and the text 'Applicants: Erna-Screenshots Teststu'. The main content area displays the following information:

| | |
|---------------------------|-------------------------------------------|
| Applicant number | 2-00139162 |
| Application number | 1-00015132 |
| Course of study | Bachelor of Science Mathematics (1. FS) |
| Start of course | Wintersemester 2015/16 |

Below the application status, there is a section for 'Decision' with the following text:

Study place accepted on 17.07.2015.
Download your letter of admission.

A button labeled 'Download notification' with a download icon is highlighted by a red box, and a red arrow points to it from the right.



Enrollment at the University

STEP 01 / ENROLLMENT – ADD DATA → RESIDUAL DATA ENTRY

Unfold the sub-menu “Enrollment” (in case it is not unfolded yet) by clicking on the triangle. In order to start the enrollment process, please hover your mouse to the **Enrollment box** (please see orange box) and click on **Add data**.

The screenshot shows a web browser window with the URL <https://schulung.campus.uni-stuttgart.de/uv/bewerbungSelfService.showStatus?pBewerbungNr=48469>. The page displays the application status for a student named **Stvoeather, Lea, B.Sc.** with the following details:

- Applicant number: 2-00357559
- Application number: 1-00048469
- Course of study: Master of Science | Air Quality Control, Solid Waste and Waste Water Process Engineering (1. FS)
- Start of course: Wintersemester 2015/16

The navigation menu includes:

- Back to "My Applications"
- Submission of application
- Admission
- Study place offer

The **Study place offer** section shows a decision: "Study place accepted on 25.08.2015." The next steps section provides instructions and a note: "If you are still waiting for the results of a selection procedure, we recommend you not to accept this study place yet." Buttons for "Accept the %ANGEBOT_NAME% offer" and "Decline the %ANGEBOT_NAME% offer" are visible.

The **Enrollment** section is highlighted with an orange border. It contains the following text and buttons:

Next steps
Wenn Sie diesen Studiengang tatsächlich studieren möchten, ergänzen Sie bitte noch die für die Einschreibung relevanten Daten. Then, you will have access to your Application for enrollment.

Add data (indicated by an orange arrow)

Application for enrollment

Print Application for enrollment

STEP 02 / ENROLLMENT – INFORMATION

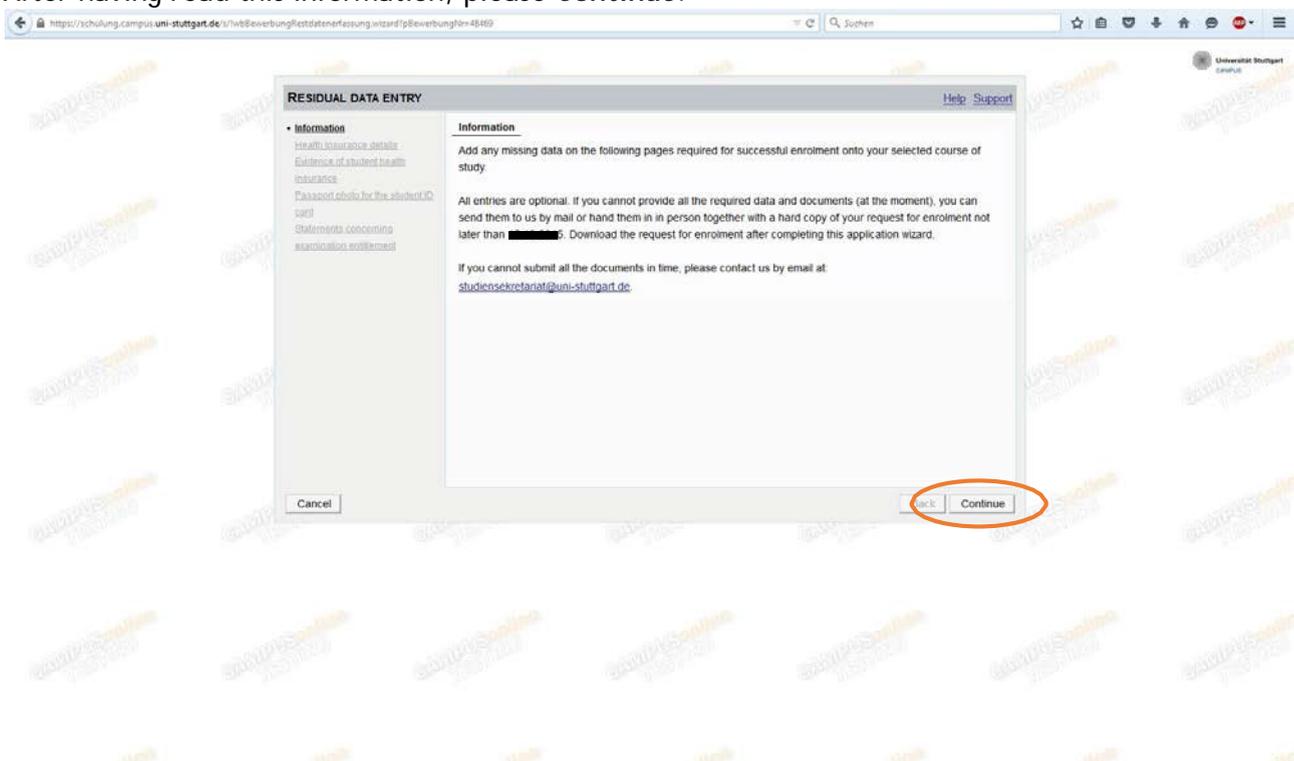
Add any missing data on the following pages required for successful enrollment onto your selected course of study.

All entries are optional. If you cannot provide all the required data and documents (at the moment), please submit them later on to the Students Affairs Office (preferably, no later than **Tuesday, October 31, 2019**). Download the request for enrollment after completing this wizard.

If you cannot provide the documents in time, please contact the Students Affairs Office by email:

admissionsoffice@uni-stuttgart.de

After having read this information, please *Continue*.





STEP 03 / ENROLLMENT – HEALTH INSURANCE DETAILS

As a student in Germany, you are required to be insured. Please tick

- *I am insured through the German public health insurance system*
→ if you are a citizen from a non EU-countries and under age 30.
Please note: In case you chose Techniker Krankenkasse (TK) as your public health insurance provider, you need to select Group → EKK - Ersatzkrankenkasse
- *I am exempt from compulsory health insurance or am otherwise insured, i.e. through a private health insurance provider*
→ If you are a citizen from a non EU-countries and older than 30 years of age.
- *I do not know. I currently have a foreign social security and will present according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies*
→ If you are a EU citizen

Please note: In this case, you should have taken your European Health Insurance Card (EHIC) to a public health insurance provider in Germany (such as AOK, TK, etc.) and have them issue you a **proof of health insurance** (Krankenversicherungsbescheinigung).

Please *continue*.

RESIDUAL DATA ENTRY

Information

- Health Insurance details
- Evidence of student health insurance
- Passport photo for the student ID card
- Statements concerning examination enrolment

Health Insurance details

As a student you are required to be insured. Please, read the [Health insurance fact sheet](#) carefully.

I am insured through the German public health insurance system.

Group:

Public health insurance provider:

Insurance number:

I am exempt from compulsory health insurance or am otherwise insured, i.e. through a private health insurance provider.

I do not know / I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies.

Cancel Back Continue



STEP 04 / ENROLLMENT – EVIDENCE OF STUDENT HEALTH INSURANCE

Please upload your confirmation of health insurance or exemption certificate.

The following document types are accepted:

Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 2 MB.

As soon as the upload is complete, please *Continue*.

The screenshot shows a web browser window with the URL <https://schulung.campus.uni-stuttgart.de/u/wb/Bewerbung/Restdatenerfassung.wizard?pBewerbungNr=48469>. The page title is "RESIDUAL DATA ENTRY" and it features a navigation menu on the left with options like "Information", "Health insurance details", "Evidence of student health insurance", "Passport photo for the student ID card", "Statements concerning examination enrollment", "Help", and "Support".

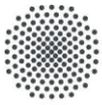
The main content area is titled "Evidence of student health insurance" and contains the instruction: "Please upload your confirmation of health insurance or exemption certificate." Below this, there are two sections: "Current document" and "New document".

The "Current document" section contains a table with the following structure:

| Name | Type | Size [KB] | Date |
|----------------------|------|-----------|------|
| No document uploaded | | | |

The "New document" section contains the text: "The following document types are accepted. Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 01.10.2015 at the latest)." Below this text is a file selection interface with a "File" button, a "Durchsuchen..." button, and the text "Keine Datei ausgewählt.". The "File" button is circled in orange in the original image.

At the bottom of the form, there are "Cancel", "Back", and "Continue" buttons.



STEP 05 / ENROLLMENT – PASSPORT PHOTO FOR THE STUDENT ID CARD

For the student identity card please upload a recent passport size photo with the following measurements: 45 x 35 mm

Please respect the following requirements for the upload:

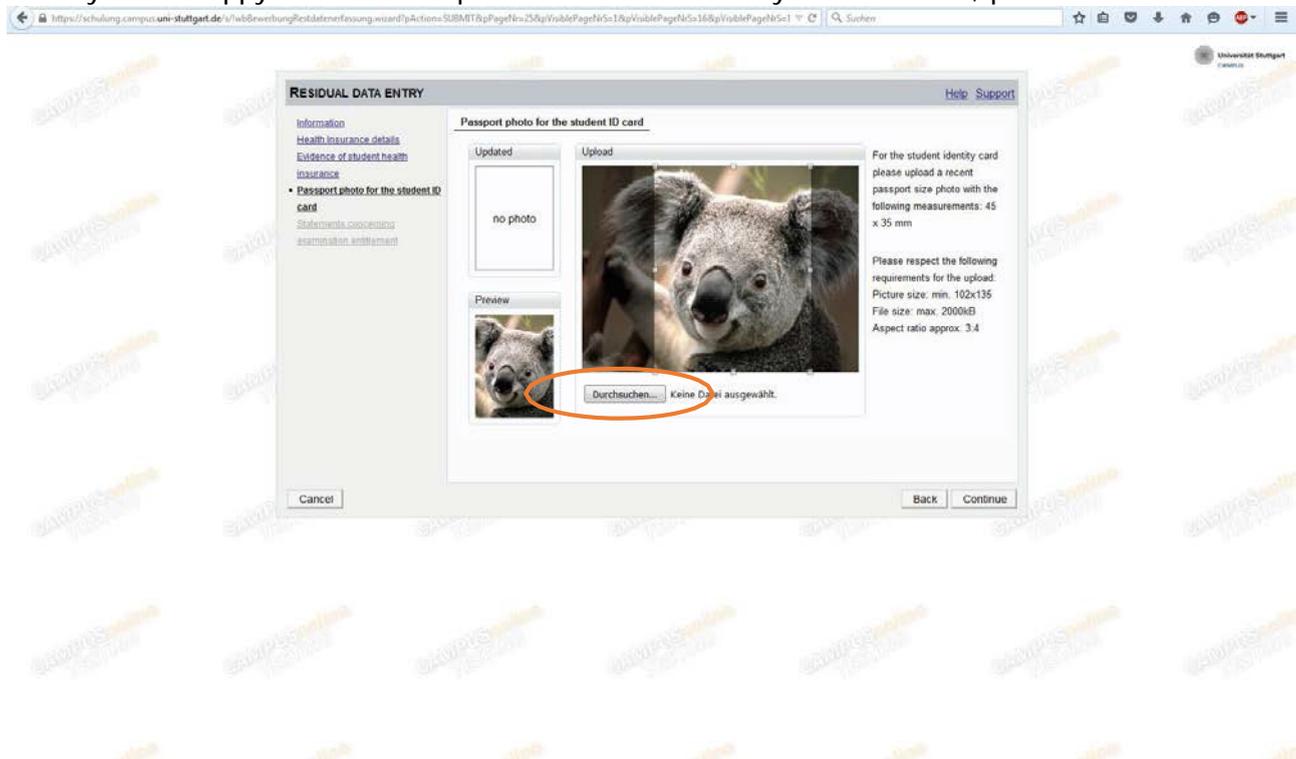
Picture size: min. 102x135

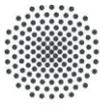
File size: max. 2000kB

Aspect ratio approx. 3:4

Please also see the information on [Sample Photos](#).

When you are happy with how the picture will look like on your student ID, please *continue*.





STEP 06 / ENROLLMENT – STATEMENTS CONCERNING EXAMINATION ENTITLEMENT

Please write **No** in the box or specific information on why you have lost the examination entitlement and **Finish**.

The screenshot shows a web application interface for 'Universität Stuttgart'. The main content area is titled 'RESIDUAL DATA ENTRY' and contains a section for 'Statements concerning examination entitlement'. The text in this section asks: 'Have you ever lost your examination entitlement in a degree program in Germany? Especially, did you finally failed an exam at a german university?'. Below this, there are two conditional instructions: 'If no, please state no.' and 'if yes, please state the module, the subject and the level of the the degree program as well as the university'. A text input box contains the word 'no'. At the bottom of the form, there are 'Cancel', 'Back', and 'Finish' buttons. The 'Finish' button is circled in red. On the left side of the interface, there is a navigation menu with various university departments listed, such as 'Architecture and Urban Planning', 'Civil- and Environmental Engineering', 'Chemistry', etc. The top right corner shows the user's name 'Applicants: Bella Block' and a 'Log-out' button.



STEP 07 / ENROLLMENT – PRINT APPLICATION FOR ENROLLMENT

The application for enrollment must be *printed* and *signed* by you!

The screenshot shows a web browser window displaying the application status page for the University of Stuttgart. The page is titled "Application - Status" and contains the following information:

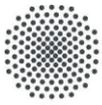
- Application - Status**
- Applicant number: 2-00357559
- Application number: 1-00048469
- Course of study: Master of Science | Air Quality Control, Solid Waste and Waste Water Process Engineering (1. FS)
- Start of course: Wintersemester 2015/16

Below the application details, there is a section titled "Back to 'My Applications'" with a list of application stages:

- Submission of application
- Admission
- Study place offer
- Enrollment

The "Study place offer" section is expanded, showing a decision: "Study place accepted on 25.08.2015." Below this, there are "Next steps" instructions and two buttons: "Accept the %ANGEBOT_NAME% offer" and "Decline the %ANGEBOT_NAME% offer".

The "Enrollment" section is also expanded, showing "Next steps" instructions and a button labeled "Print Application for enrollment", which is circled in orange. Below this button, there is a link for "Tuition fee".



STEP 08 / ENROLLMENT – SUBMISSION OF DOCUMENTS

Documents stated herein must be submitted **personally** at the Students Affairs Office:

- ✓ Application for enrollment printed and signed (Original)
- ✓ Bachelor's degree certificate (Copy - certified)
- ✓ For students from China, Vietnam and Mongolia: APS certificate (Original)
- ✓ Higher education entrance qualification (Copy - certified)
- ✓ For German students OR students that have completed their Bachelor's degree in Germany: notification of de-registration from the German University (Copy)
- ✓ Valid visa or residence permit for Germany (Original)
- ✓ Evidence of German student health insurance (Original - upload in C@MPUS necessary)
- ✓ Passport size photo for student ID card (Original - upload in C@MPUS necessary)

PLEASE NOTE: the evidence of German student health insurance and the passport size photo have to be uploaded to C@MPUS only!

Submission of documents to:

University of Stuttgart
House of Students (Haus der Studierenden)
Pfaffenwaldring 5c, 1. floor, Room 1.026 + 1.027
70569 Stuttgart

[House of Students \(Haus der Studierenden\)](#)

Office Hours: Tu./Th./Fr.: 9:00 to 12:00 p.m. and Mo./We. 1:30 to 3:30 p.m



STEP 09 / ENROLLMENT – PAY SEMESTER FEE

Please make sure to pay the tuition fee ASAP! Otherwise, your enrollment is not valid!

Check your C@MPUS account for the correct amount, the bank details of the University of Stuttgart and the reference details to be included into the bank transaction form/mask by clicking on **Tuition fee** (orange circle) once you are here in Stuttgart.

The screenshot shows a web browser window displaying the application status page for the University of Stuttgart. The page is titled "Application - Status" and contains the following information:

- Application - Status**
- Applicant number: 2-00357559
- Application number: 1-00048469
- Course of study: Master of Science | Air Quality Control, Solid Waste and Waste Water Process Engineering (1. FS)
- Start of course: Wintersemester 2015/16

Below this information, there are sections for "Submission of application", "Admission", and "Study place offer". The "Study place offer" section shows a decision: "Study place accepted on 25.08.2015." and "Next steps" instructions.

The "Enrollment" section is expanded, showing "Next steps" for enrollment. It includes a button "Print Application for enrollment" and a text prompt: "Please pay the semester fee. Details can be found by following the link: [Tuition fee](#)". The link "Tuition fee" is circled in orange.



Application - Status

Applicant number 2-00357559
Application number 1-00048469
Course of study Master of Science | Air Quality Control, Solid Waste and Waste Water Process Engineering (1. FS)
Start of course Wintersemester 2015/16

Back to "My Applications"

- Submission of application
- Admission
- Study place offer

Decision
Study place accepted on **25.08.2015**.

Next steps
You have the option to accept the study place you are
• If you are still waiting for the results of a selection

Accept the %ANGEBOT_NAME% offer

Enrollment

Next steps
Application for enrollment

Print Application for enrollment

Please pay the semester fee. Details can be found by following the link: [Tuition fee](#)

Semester contribution status

Wintersemester 2015/16

Account information for: Wintersemester 2015/16

| Invoice | Amount within admission deadline (€) |
|--------------------------|--------------------------------------|
| Studentenwerksbeitrag | 55.00 |
| Verwaltungskostenbeitrag | 60.00 |
| Solidarbeitrag VVS | 44.50 |
| Beitrag | |
| Studierendenvertretung | 7.00 |
| Universität Stuttgart | |
| Säumnisgebühr | 0.00 |
| Total | 166.50 |

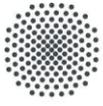
\$stud_gewverw_bezahlen_sie_sembetrag_fruehzeitig

| Payments | Booking date | Type of payment | Amount (€) |
|----------|--------------|--------------------|---------------|
| | | outstanding | 166.50 |

Payment via bank transfer

Please transfer the outstanding amount to:
Universität Stuttgart

| | |
|----------------|----------------------------|
| Account number | 7871521656 |
| Bank code | 60050101 |
| IBAN | DE15600501017871521656 |
| BIC | SOLAEST600 |
| Purpose | 15W 3157400 Skywalker, Lea |



How to activate your student account

Upon receiving your complete application for enrollment and the correct payment of the semester fee, you will be enrolled by the Students Affairs Office. A message in your C@MPUS account will eventually inform you about your new student email address (account-ID). Make sure that you also enter your new postal address in Stuttgart in C@MPUS right after receiving this message in order for your **student ID card to be sent to your German address**. You may also download a matriculation certification from this date on.

PLEASE NOTE: The generation of your student account and the activation link can be delayed up to 24h after enrollment. Please wait accordingly before placing support requests.

Your **student ID card** will be sent to you by post. In a separate mailing you will receive a **card which validates the student ID for the respective semester**. It also shows the **VVS icon** that you must show when using public transportation in the Stuttgart region (valid during the semester after 6 p.m. on weekdays, and 24 hours on weekends and public holidays). If you wish to use the VVS before 6 p.m. you will have to buy a Verbundpass and Studi-Ticket.



STEP A / ACCESS THE C@MPUS PORTAL

Please follow the link (<https://campus.uni-stuttgart.de>) to access the C@MPUS portal.

The screenshot shows the C@MPUS portal homepage. At the top, there is a navigation bar with the University of Stuttgart logo, the text 'Universität Stuttgart', and a 'Hier an/abmelden!' button. Below the navigation bar is a search bar and a 'Log-in' button. The main content area features the University of Stuttgart logo and the text 'C@MPUS'. To the left of the main content is a sidebar menu with a tree structure of navigation items. The main content area contains several sections of text, including instructions for students and staff, a section for applicants, and a link to the FAQ. At the bottom of the page, there is a footer with copyright information and a link to the system.

Universität Stuttgart

Hier an/abmelden!

Suche

Log-in

Universität Stuttgart

de/en

Universität Stuttgart

Rektorat

Organe

Fakultäten

- Architektur und Stadtplanung
- Bau- und Umweltingenieur
- Chemie
- Energie-, Verfahrens- und E
- Informatik, Elektrotechnik u
- Luft- und Raumfahrttechnik
- Konstruktions-, Produktions
- Mathematik und Physik
- Philosophisch-Historische F
- Wirtschafts- und Sozialwiss
- Interfakultäre Einrichtungen

Zentrale Verwaltungen

- Zentrale Einrichtungen
- Vertretungen
- Sonstige Einrichtungen

Please click on the symbol "de/en" for switching the language settings from German to English in C@MPUS. You find the symbol "de/en" on the far right at the top of this page (close to the Log-in button).

Studierende und Angestellte der Universität Stuttgart:

Studierende melden sich bitte mit ihrer Benutzerkennung für die studentischen Dienste (st123456@stud.uni-stuttgart.de) an. Angestellte melden sich bitte mit ihrem AC-Account (ac123456@uni-stuttgart.de) an. Der Log-in Link befindet sich oben rechts auf dieser Seite.

Bewerberinnen und Bewerber:

Wenn Sie weder über ein Studierenden- noch ein Mitarbeiterkonto verfügen, [legen Sie sich bitte ein Bewerberkonto an](#). Wir möchten darauf hinweisen, dass je Person nur ein Konto zulässig ist. Das System verhindert andernfalls die Bewerbungsabgabe. Bitte wenden Sie sich ggf. an support@campus.uni-stuttgart.de um auf ihr Bewerberkonto oder ehemaliges Studierendenkonto wieder Zugriff zu erlangen.

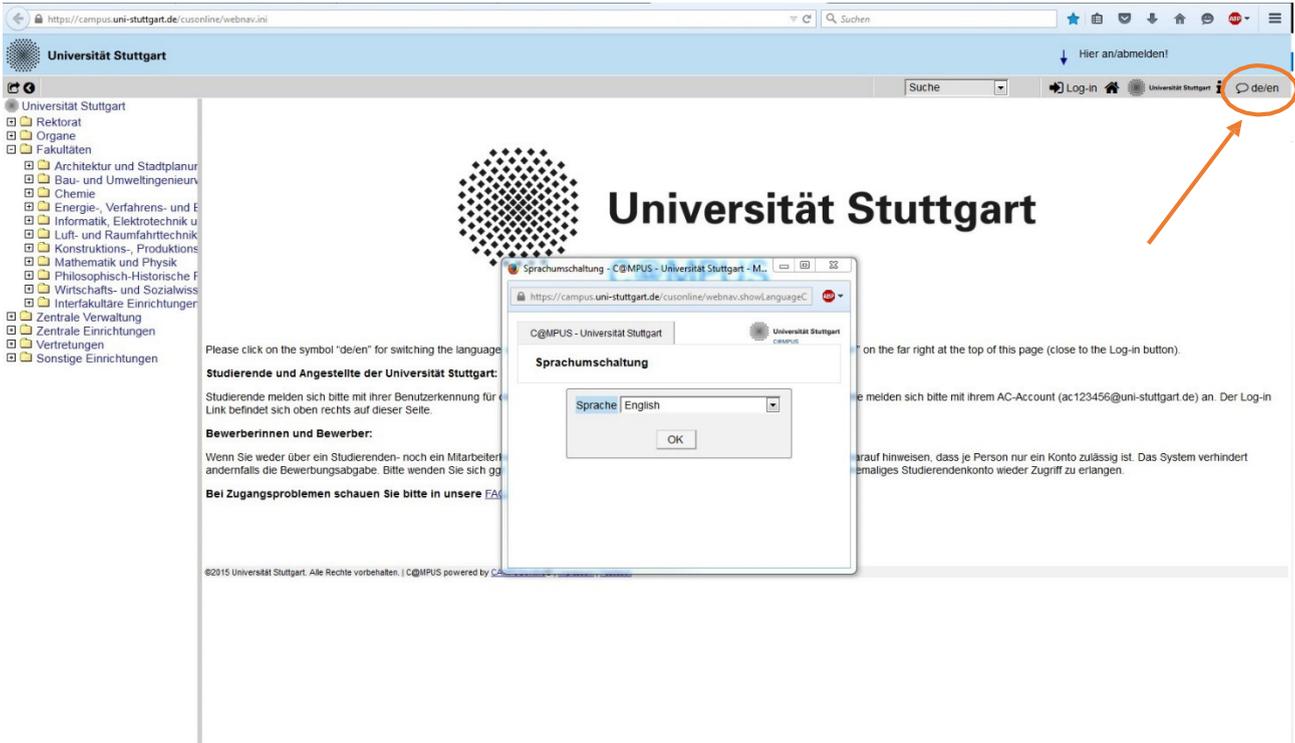
Bei Zugangsproblemen schauen Sie bitte in unsere [FAQ](#).

[Über dieses System](#)

©2015 Universität Stuttgart. Alle Rechte vorbehalten. | C@MPUS powered by [CAMBIOSSOLITE®](#) | [Log-out](#) | [Feedback](#)

STEP B / LANGUAGE SETTING

Once you access the portal, make sure the language is set to English, if you do not speak German. If you find German as default, please hover your mouse to the upper right corner, click on the speech balloon in the grey toolbar  and select English.



The screenshot shows the University of Stuttgart portal interface. In the top right corner, there is a grey toolbar with a speech balloon icon containing 'de/en', which is circled in orange with an arrow pointing to it. Below the toolbar, a 'Sprachumschaltung' (Language Switching) dialog box is open, showing a dropdown menu set to 'English' and an 'OK' button. The background shows the main portal content, including a navigation menu on the left and a central header with the university logo and name.

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STEP C / LOG IN

Please check your email. Use the *email address* (you registered with) *as username* and the *password* you chose to log in.

The screenshot displays the C@MPUS (S-System) V2.00 login interface. On the left, a navigation menu lists various university departments. The main content area features a search bar and a 'Log-in' section. A modal login form is centered, containing input fields for 'User name' and 'Password', along with 'Log in' and 'Cancel' buttons. A link for 'Forgot your password?' is located below the form. Below the login form, a 'Registration' section provides information for new users, including a link to 'Create applicant account'. A 'System requirements' section lists necessary browser settings and software like Acrobat Reader. The footer contains copyright information for the University of Stuttgart.



STEP D / GO TO YOUR BUSINESS CARD/WORKPLACE (VISITENKARTE)

After the log-in, please hover your mouse to your name in the upper right corner and **click on your name**.





STEP E / BUSINESS CARD/WORKPLACE – ACCOUNT-ID

On your business card, you will now see the *access-ID for your student account* (student email address). Please write down the address and go on with step F.

The screenshot shows the 'Business card' page for Ms. Skywalker, Lea, B.Sc. The email address field is highlighted with an orange box, and an orange arrow points to it from the text below. The page includes a navigation menu on the left, a search bar, and a 'Log-out' button. The footer contains copyright information for 2015.

Universität Stuttgart
Applicants: Lea Skywalker

Business card

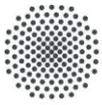
Ms. Skywalker, Lea, B.Sc.

E-mail: [REDACTED]

Applications | Prüfungs-/abmeldung | Studies | Services | Change Password

Last login 09.09.2015 (08:45:03) from 141.58.31.92 (m-8d3a1f5c on site uni-stuttgart.de)

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STEP F / ACTIVATION OF STUDENT ACCOUNT

Please click on *activate student account (Aktivierung des Studierendenaccounts)*.

Universität Stuttgart BewerberInnen: [Erna-Accountvergabe-Test Teststudi](#)

Suche Log-out Universität Stuttgart de/en

Visitenkarte Hilfe Universität Stuttgart

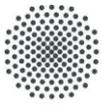
Aktion [Kontaktdaten exportieren](#)

Frau **Teststudi, Erna-Accountvergabe-Test**

E-Mail st140122@stud.uni-stuttgart.de

Studium [Bewerbungen](#)

Dienste [Aktivierung des Studierendenaccounts](#) [Kennwort ändern](#)



STEP G / ACTIVATION OF STUDENT ACCOUNT

Please type in your access-ID (*student email address*) and *choose a password*. In the end, please click on *activate* (aktivieren).

SIAM - Nutzerkontenaktivierung [Uni](#) [Suche](#) [Kontakt](#)

Nutzerkontenaktivierung



Das TIK (Technische Informations- und Kommunikationsdienste) betreibt die zentralen IT-Dienste der Universität Stuttgart und stellt über das zentrale Identitätsmanagement SIAM einheitliche, persönliche und hochschulweite Nutzerkonten zur Verfügung.

Um Ihr neues TIK-Nutzerkonto verwenden zu können, müssen Sie es jetzt durch Setzen eines sicheren Passworts **aktivieren**. Erst danach können Sie das System C@MPUS und weitere zentrale IT-Dienste des TIK, wie E-Mail, WLAN (eduroam) oder VPN verwenden.

Mit der Aktivierung Ihres Nutzerkontos akzeptieren Sie gleichzeitig die Benutzungsordnung für die digitale Informationsverarbeitung und Kommunikationstechnik (IuK) an der Universität Stuttgart [[Benutzungsordnung_IuK-Systeme-2006-12-18.pdf](#)]. Wir weisen ausdrücklich darauf hin, dass Sie Ihre Nutzerkennung und Ihr Passwort nicht an Dritte weitergeben dürfen und das Passwort in regelmäßigen Abständen ändern müssen.

Bitte geben Sie zur Aktivierung jetzt Ihre vollständige Nutzerkennung (lange Form) ein, sowie ein Passwort und bestätigen Sie dann auf "Aktivieren".

Nutzerkennung: 

Passwort:

Passwort wiederholen:



Further information

- Please use your student account for future C@MPUS log-in!
- Frequently asked questions on C@MPUS:
<http://www.uni-stuttgart.de/studieren/bewerbung/faq.en.html>
- Further information on C@MPUS:
http://www.uni-stuttgart.de/campus/fuer_studierende/dokumentation/
- Further information on the student account:
<http://www.stud.uni-stuttgart.de/faq/index.en.html>
- **PLEASE NOTE:** all further email communication from the House of Students will be sent directly to your new student account. This includes information regarding the status of your tuition fees etc. Therefore, please check your inbox of your student account regularly or set it to automatically forward emails to your preferred email address.

Further questions?

- You have questions concerning enrollment?
Please contact the [House of Students of the University of Stuttgart](#).
- You are experiencing technical problems?
Please send an email to: support@campus.uni-stuttgart.de
- You have general questions concerning other degree programs?
You're welcome to contact the [International Office](#) and the [Student Counseling Center \(ZSB\)](#) of the University of Stuttgart