



**University of Stuttgart**  
Germany

# Application Manual

Winter Semester 2017/18

## International Master of Science Programs

INFOTECH

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## Introduction

In December 2014, the University of Stuttgart has launched a new Campus Management System called C@MPUS. Admitted and registered student have access with their student account ([st123456@stud.uni-stuttgart.de](mailto:st123456@stud.uni-stuttgart.de)) to the following services:

- they can download and print your certificate of enrollment
- they can change their postal address
- they can view the semester fee and the status of payment for the re-registration

**BUT**, before you are able to use these services, you need to be admitted and become a registered student at the University of Stuttgart first.

In order to become a registered student and apply for the Master of Science in Information Technology, we provide you with this manual. Three important part are covered:

Part 1: How to register at the C@MPUS system

Part 2: How to apply for the respective program

Part 3: How to enroll at the university (only relevant for admitted students. For the moment in progress)

## Technical Requirements

In order to submit your application successfully you should have some basic devices at your disposal:

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

Furthermore, consider that each document **must not exceed 1 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 register successfully. There are indications right in the text next to the field you have to fill, further information are to be found 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.



## PART 1 REGISTRATION AT C@MPUS

### STEP 01 / ACCESS THE PORTAL


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

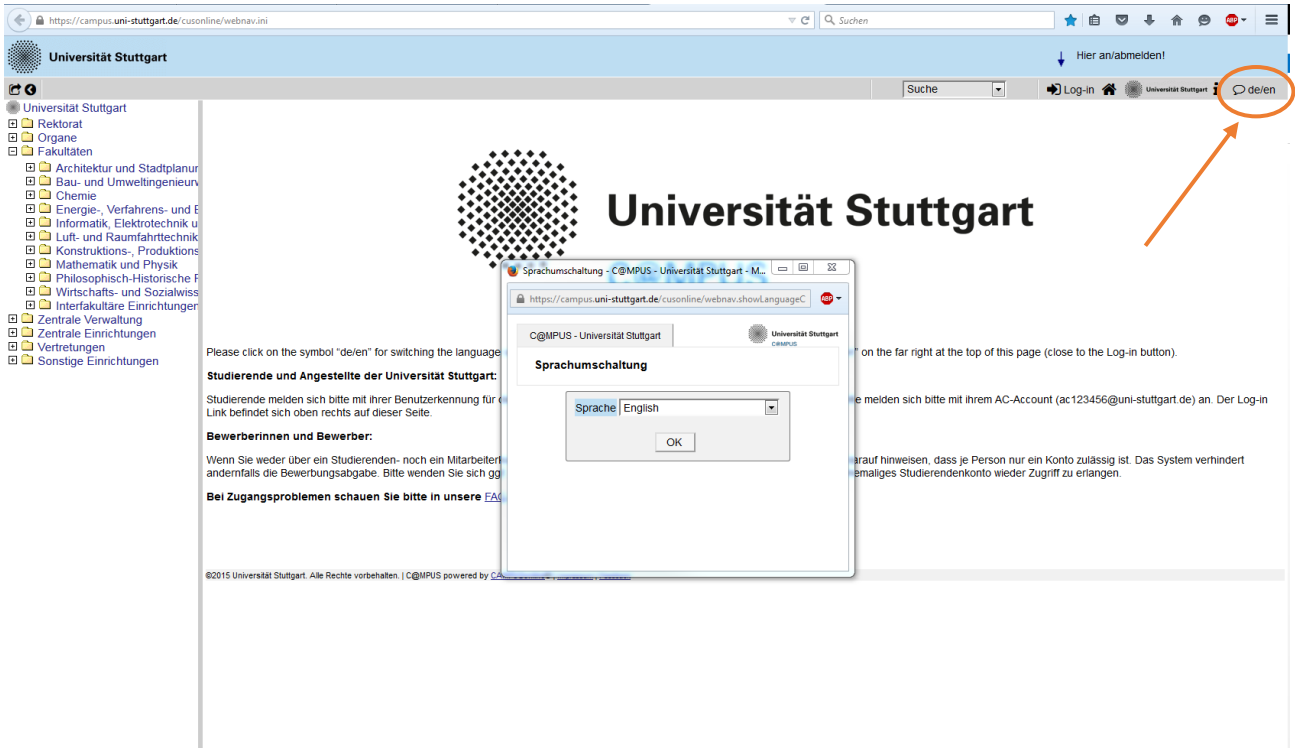
The screenshot shows the C@MPUS portal homepage in a browser. The browser address bar shows <https://campus.uni-stuttgart.de/cusonline/webnav.ini>. The page features the University of Stuttgart logo and the text "Universität Stuttgart C@MPUS". A navigation menu on the left lists various university departments. The main content area contains instructions for users, including a note about language settings and login information for students and staff. A footer at the bottom of the page reads: "©2015 Universität Stuttgart. Alle Rechte vorbehalten. | C@MPUS powered by [C@MPUSOnline](#) | [Impressum](#) | [Feedback](#)".





## STEP 02 / 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'. An orange arrow points to this icon. Below the toolbar, a 'Sprachumschaltung' (Language Switching) dialog box is open, showing a dropdown menu with 'English' selected and an 'OK' button. The background shows the portal's navigation menu on the left and the main content area with the University of Stuttgart logo and name.



### STEP 03 / REGISTRATION ACCESS

In order to start your registration, you have to click **Log-in** (please see orange circle). Although the sign is labeled as **Log-in**, it leads you to the registration of your first access.





## STEP 04 / TOWARDS ACCOUNT CREATION

First, you need to create an account! For that, hover your mouse to *Applicants* (just below in the second grey box) and click on **Create applicant account**.

The screenshot shows the C@MPUS login page. The navigation menu on the left includes categories like 'Rectorate', 'Institutions', 'Faculties', and various faculties. The main content area has a 'Log-in' section with a login form. Below the login form is a 'Registration' box with a blue background. Inside this box, there is a section for 'Applicants' with a link to 'Create applicant account'. The 'System requirements' section is also visible below the registration box.



## STEP 05 / CREATE A NEW APPLICANT ACCOUNT

Now you might insert your data in order to create a new applicant account.

Remind to use capital letters for the first letter of names, places, etc. and to separate words with space, not with comma. Otherwise, the system will not accept the data.

**Please enter your last name and your first name(s) exactly as they are written in your passport. Your name(s) cannot be changed later on!**

You can select again the language at the end, so that it will be already set for next application steps.

Continue by clicking on **Create applicant account**.

The screenshot shows the 'Create a new applicant account' form on the University of Stuttgart website. The form is titled 'Personal data' and includes the following fields:

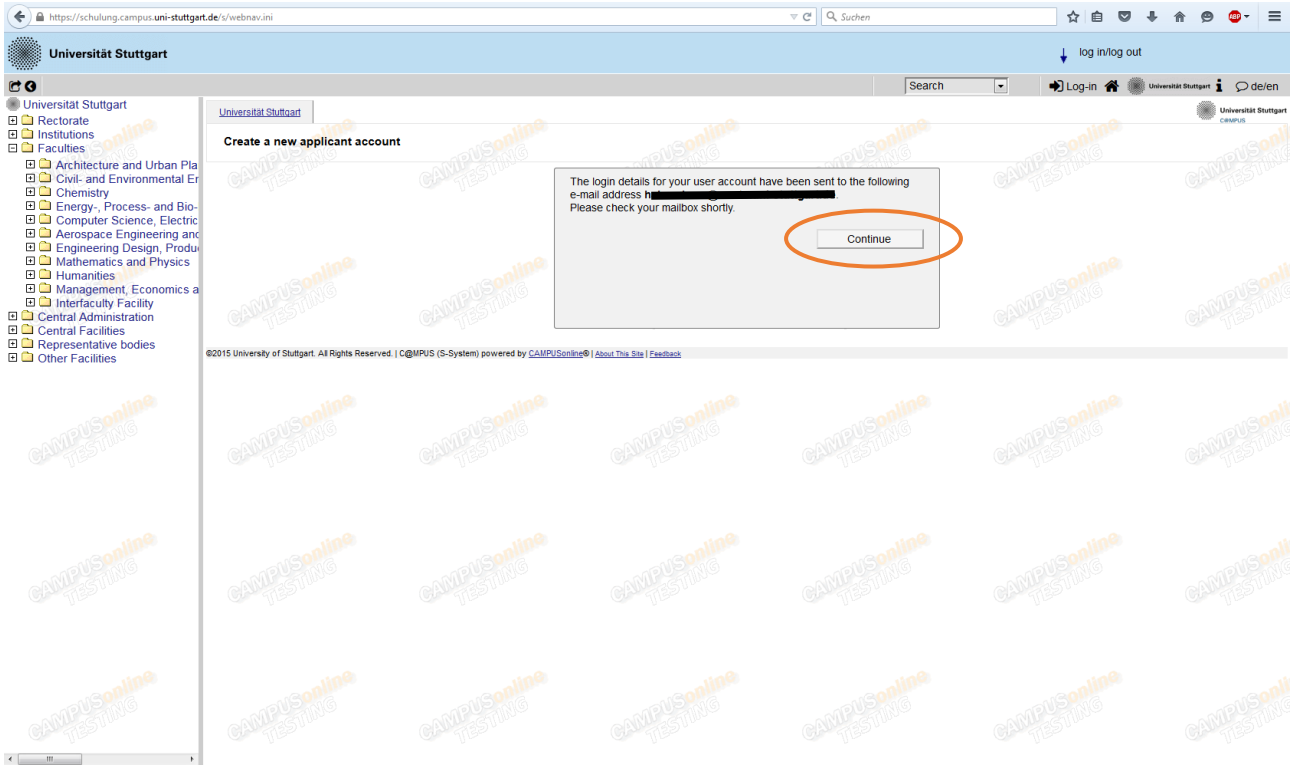
- Mr./Mrs./Ms. (Please select...)
- Last name (text input)
- First name(s) (text input, with instruction: Please enter all your first names here)
- Date of birth (calendar icon, with instruction: Format: DDDMMYYYY)
- Place of birth (text input, with instruction: Please enter the city or town in which you were born)
- Maiden name (text input, with instruction: Please only enter this in case it differs from the last name)
- Nationality (dropdown menu, currently set to Germany)
- E-mail address (text input, with an information icon)
- Repeat email (text input)
- Preferred language (dropdown menu, currently set to English)

A 'Create applicant account' button is located at the bottom of the form. Below the form, a 'Note' box states: 'Please note that only one applicant account is permitted per student. If you already have an account, please use that account for your online application. Please enter your last name and your first name(s) exactly as they are written in your passport. Your name(s) cannot be changed later!' The footer of the page reads: '©2015 University of Stuttgart. All Rights Reserved. | CAMPUS powered by CAMPUSonline® | About This Site | Feedback'



## STEP 06 / COMPLETION OF REGISTRATION

Now your registration is completed and you will receive your login password to the email address you gave previously. You might **continue** now.





## STEP 07 / LOG IN

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

The screenshot displays the C@MPUS (S-System) V2.00 login interface. The main content area is titled 'Log-in' and features a modal dialog box for user authentication. The dialog box contains the following elements:

- Input field for 'User name'
- Input field for 'Password'
- 'Log in' button
- 'Cancel' button
- [Forgot your password?](#) link

Below the login dialog, there is a 'Registration' section with the following text:

Registration If you do not possess a C@MPUS (S-System) login account (user name + password) yet, and you intend to apply for study at Stuttgart University, you at first have to register as applicant.

- Applicants:
  - [Create applicant account](#)

System requirements

- Browser: [detailed information](#)
- JavaScript and cookies must be activated.
- [Acrobat Reader 9 @ or newer version](#) to view PDF files (available for Windows systems, Linux, MacOS X and Solaris).

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**PART 2: APPLICATION TO THE STUDY PROGRAM**  
**STEP 08 / ACCOUNT – CHANGE PASSWORD**

The password that has been sent to you is going to expire after 4 days, so now you are required to change the password and create a new one.

Please, select your password according to the following criteria:

Required

- min. 8, max. 40 characters
- should differ from previous password by at least 3 characters
- minimum one letter and one digit
- may not contain your first name, last name, or user name

Recommended

- Use of special characters !#\$%&()\*+,-./:;<=>?@[\\]^\_{|}~
- Parts of your first name or last name should not be used either.
- Generally no parts of words should be used (more than three letters in a row), which may be found in (German or English) dictionaries.

You need to choose also a **security question** and **answer** (see lower part), in case you forget or lose your password. The security question has to contain more than 10 letters.

Please don't forget to **save**.

The screenshot shows the 'Account - Change Password' page for an applicant named 'Lea Skywalker'. A yellow warning banner at the top states: 'Your password is going to expire in 4 days. You have not entered a security question or answer yet.' The form contains the following fields and instructions:

- Current password**: [password field]
- New password**: [password field]
- Confirm new password**: [password field]

Below the password fields, the user is instructed: 'Please, select your password according to the following criteria:'

- Required**
  - min. 8, max. 40 characters
  - should differ from previous password by at least 3 characters
  - minimum one letter and one digit
  - may not contain your first name, last name, or user name
- Recommendations**
  - Use of special characters !#\$%&()\*+,-./:;<=>?@[\\]^\_{|}~
  - Parts of your first name or last name should not be used either.
  - Generally no parts of words should be used (more than three letters in a row), which may be found in (German or English) dictionaries.

At the bottom of the form, there are two more fields:

- Security question**: [text field, min. 10, max. 250 characters]
- Answer to security question**: [text field, min. 10, max. 250 characters]

The 'Save' and 'Cancel' buttons are located at the bottom right of the form area.



## STEP 09 / ONLINE APPLICATION – START OF COURSE

This page shows the start of the course you are applying for. Wintersemester 2017/18 (winter term 2017/18) should be selected by default. Therefore please click **Continue** to go on with your application.

**ONLINE APPLICATION** [Help](#) [Support](#)

- **Start of course**
  - [Select degree program](#)
  - [Personal data](#)
  - [Correspondence address](#)
  - [Permanent home address](#)

**Start of course**

Please choose the semester for which you wish to apply at the University of Stuttgart. Please note that there are degree programs which might not be offered in every semester or for which you can only apply for a higher semester. Bachelor programs at the University of Stuttgart usually start in winter semester. International Master of Science programs only start in the winter semester.

Start of course

When applying, please consider the upper limit of

- max. 6 undergraduate programmes subject to NC for the first semester

If you exceed the upper limit with this application you may have to withdraw another application before you will be able to continue with this one.





## STEP 10 / ONLINE APPLICATION – SELECT DEGREE PROGRAM

Please select:

Type of studies: **Master programme**

Degree program: **Information Technology**

Form of studies: **Consecutive master program**

and click on the ***continue button***.

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)

- **Select degree program**

[Personal data](#)

[Correspondence address](#)

[Permanent home address](#)

[Higher education entrance qualification](#)

[Academic background](#)

**Select degree program**

Type of studies: Master programme

Intended degree: Master of Science

Degree program: Information Technology

[Further information](#)

Entrance semester: 1 - Enrolment limitation (local)

Form of studies: Consecutive master program

I have already studied at a university/college before.

I have already applied once for the selected degree program at Uni Stuttgart within the last year.

Cancel Preview Back **Continue**



## STEP 11 / ONLINE APPLICATION – PERSONAL DATA

Please check again your personal data. Here you can only choose your academic titles to appear before or after your name. Please be aware that you **can't change** your personal data **once you have hit the Continue button**. So please be cautious and double-check for spelling errors.

When you're done, please *continue*.

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
• **Personal data**  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)

**Personal data**

Academic degree in front of the name	Please select. ▾
First name	Ruth
Last name affix	
Last name	Apple
All first names	Ruth
Academic degree after the name	B.Sc. ▾
Date of birth	17.11.1989
Gender	Female ▾
Place of birth	Bangalore
Country of birth	India ▾
Maiden name	
1st nationality	Belgium ▾
2nd nationality	Please select... ▾

Cancel Preview Back **Continue**



## STEP 12 / ONLINE APPLICATION – CORRESPONDENCE ADDRESS

Please enter your current postal address. The University will communicate with you during the study period according to this address (**semester address**), so it has to be always up to date.

When you apply, you can enter any valid postal address you have at the moment of the application. It can be changed later on.

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
• **Correspondence address**  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)

**Correspondence address**

Correspondence address (semester address)

c/o (if necessary)

Street and number

Postal Code/City

Country/State

Region

Telephone number

E-mail address

My correspondence address (during the semester) is identical with my permanent home address.



### STEP 12-1 / ONLINE APPLICATION – PERMANENT HOME ADDRESS

Please note: this step will only appear if your home address is not identical with your postal address. Please fill in this box too and **continue**.

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
• **Permanent home address**  
[Higher education entrance qualification](#)  
[Academic background](#)

**Permanent home address**

Home address

c/o (if necessary)

Street and number

Postal Code/City

Country/State

Region



## STEP 13/ ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION

Please select ***I have obtained a foreign higher education entrance qualification*** and ***continue***.

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
• **Higher education entrance qualification**  
[Academic background](#)

**Higher education entrance qualification**

**Please enter what type of higher education entrance qualification you hold and when and where you have obtained it. More information: [Higher education entrance qualification](#)**

I have a German higher education entrance qualification.

I have obtained a foreign higher education entrance qualification. **1**

Master craftsmen or persons with similar qualification are allowed to apply for every study program. **1**

Type	General qualification for university entrance
Name of certificate (original name)	Diplome van Secundaire Onderwijs 1 to 100 characters
Date of certificate	09.09.2009 Format: DD.MM.YYYY
Average grade (GPA)	63%
Name of school	Example1 1 to 100 characters
Location of school	Example2 1 to 100 characters
Country of school	Belgium
Region	Antwerpen



## Step 13-1 / ONLINE APPLICATION – ACADEMIC BACKGROUND

By default, there are no entries. In order to enter your academic background, please go to **Add degree program** and edit data in the box (see orange frame in the second screenshot below):

The screenshot shows the 'ONLINE APPLICATION' window with the 'Academic background' tab selected. A table with columns 'University', 'Degree', 'Degree programs', 'from', and 'to' is displayed, containing the text 'No entries.' Below the table is a button labeled 'Add degree program'. The left sidebar contains navigation links such as 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'Higher education entrance qualification', 'Academic background', 'Higher education entrance qualification', and 'Letter of admission'. At the bottom of the window are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

Please click on “Add degree program” to open form below.

**t academic background**

Country of university: Belgium  
 University: Universiteit Antwerpen  
 URL: http://  
 Degree: Bachelor of Science  
 Form of studies: First degree

Major (1st subject): Electrical Engineering/Electronics  
 original name of 1st subject of studies:   
 2nd subject: Please select...  
 original name of 2nd subject of studies:   
 3rd Subject: Please select...  
 original name of 3rd subject of studies:

**Semester**

from	to	total	Leaves of absence	Internship	Clinic (internship)	Interruptions	Type of break
WS2011/12	SS2014	6	1	0	0	0	Please select...

**Status**

Intermediate exam: passed on the whole  
 Grade: 2.0  
 Date: 04.09.2013  
 Final exam: passed on the whole  
 Grade: 1.5  
 Date: 16.07.2014

**Save and close** Cancel/Close

Please don't forget to **save** in order to go on.





**STEP 14 HIGH SCHOOL DIPLOMA / BACHELOR DEGREE CERTIFICATE**

Please start with uploading your "High School Diploma" and click on the **Continue** button below.

[Deadline High School Diploma: 15.11.2017](#)

The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with links such as 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', 'Academic background', 'Higher Education Entrance Qualification / High School Diploma', 'Bachelor's Degree Certificate', 'Transcript of Records (with the average grade)', 'Supplementary Form', 'Cumulative Grade Point Average', 'Grading System', 'Curriculum Vitae', 'Certificates of Additional Degrees and Transcripts of Records', and 'Proof of English Language Skills'. The main content area is titled 'Higher Education Entrance Qualification / High School Diploma' and contains the instruction: 'Please upload your higher education entrance qualification.' Below this, there are two sections: 'Current document' with a table showing 'No document uploaded', and 'New document' with instructions to upload a PDF file (max 1 MB) and a 'Browse...' button. At the bottom right, the 'Continue' button is circled in red.

Please continue with uploading your "Bachelor Degree Certificate" and click on the **Continue** button below. Deadline for a [Conditional Admission: 31.03.2018](#) - [otherwise 15.02.2017](#)

The screenshot shows the 'ONLINE APPLICATION' interface for the 'Bachelor's Degree Certificate' step. The left navigation menu is similar to the previous step, but 'Bachelor's Degree Certificate' is highlighted. The main content area contains instructions: 'Please upload an officially translated (English) and certified copy of your Bachelor's degree certificate. If this is not available at the time of application, provide an official letter (English) of your university that you have finished your studies and that your degree certificate will be available only later. The degree certificate has to be provided at the time of enrollment, at the latest.' It also states: 'In case you have another university degree (e.g., Master or Diploma), or in case you have more than one university degree, please upload the degree certificate of the study which qualifies for the study program you are applying for currently. You can upload certificates of further studies on one of the following pages "Certificates of Additional Degrees and Transcripts of Records".' Below this, it says 'Only PDF files are accepted!' and provides a link: 'Further information is available via the following link: http://www.uni-stuttgart.de/infotech/application/index.html'. There are also 'Current document' and 'New document' sections, both showing 'No document uploaded'. At the bottom right, the 'Continue' button is circled in red.

**Only your Bachelor-Degree will be evaluated no matter if you have a second degree.**  
**If your Bachelor Degree Certificate is not available yet, continue without uploading any documents. In case of admission, you will get a "conditional admission letter" and will be able to hand in your certificate at enrolment.**



## STEP 15 TRANSCRIPT OF RECORDS

Please upload your document and click on the **Continue** button below.

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
• **Transcript of Records (with the average grade)**  
[Supplementary Form](#)  
[Cumulative Grade Point Average](#)  
[Grading System](#)  
[Curriculum Vitae](#)  
[Certificates of Additional Degrees and Transcripts of Records](#)  
[Proof of English Language Skills](#)

**Transcript of Records (with the average grade)**

Please upload an officially translated (English) and certified copy of your transcript of records. If this is not available at the time of application, please provide the most recent one. Provide the final transcript as soon as possible.

In case you have another university degree (e.g., Master or Diploma), or in case you have more than one university degree, please upload the transcript of records of the study which qualifies for the study program you are applying for currently. You can upload certificates of further studies on one of the following pages "Certificates of Additional Degrees and Transcripts of Records".

Only PDF files are accepted!

Further information is available via the following link:  
<http://www.uni-stuttgart.de/infotech/application/index.html>

**Current document**

Name	Type	Size [KB]	Date
<b>No document uploaded</b>			

**New document**

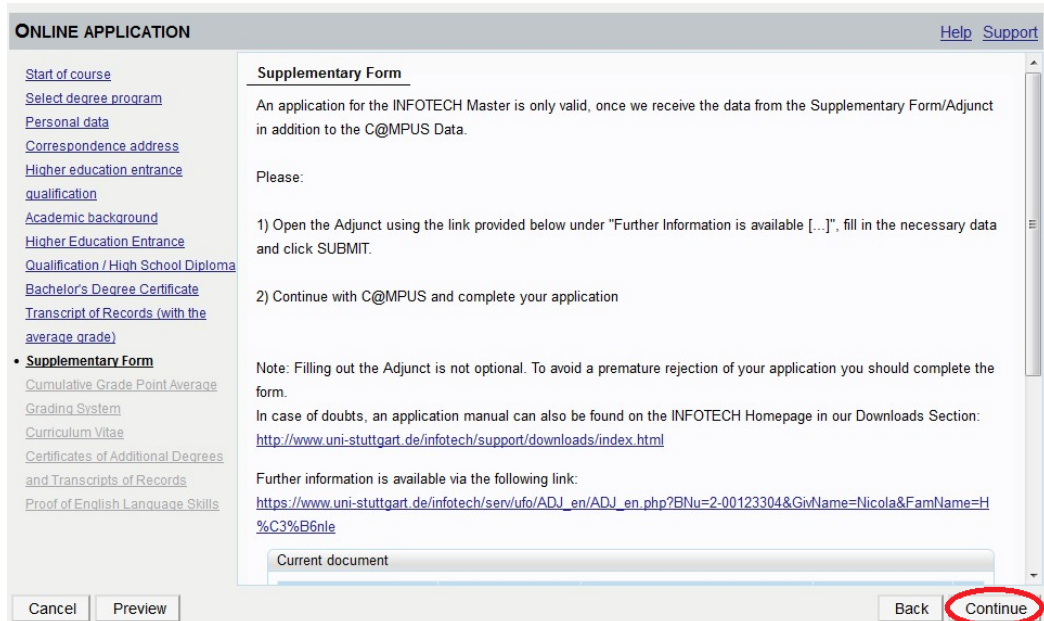
Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 5 MB. In case



## STEP 16 SUPPLEMENTARY FORM / ADJUNCT

To open the "Adjunct" please click on the link below "Further information..."

Please fill in the necessary data in the adjunct webpage and click "**Submit**" after filling out the information. After returning to the Supplementary Form please click "**Continue**".



**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
[Transcript of Records \(with the average grade\)](#)  
• **Supplementary Form**  
[Cumulative Grade Point Average](#)  
[Grading System](#)  
[Curriculum Vitae](#)  
[Certificates of Additional Degrees and Transcripts of Records](#)  
[Proof of English Language Skills](#)

### Supplementary Form

An application for the INFOTECH Master is only valid, once we receive the data from the Supplementary Form/Adjunct in addition to the C@MPUS Data.

Please:

- 1) Open the Adjunct using the link provided below under "Further Information is available [...]", fill in the necessary data and click SUBMIT.
- 2) Continue with C@MPUS and complete your application

Note: Filling out the Adjunct is not optional. To avoid a premature rejection of your application you should complete the form.

In case of doubts, an application manual can also be found on the INFOTECH Homepage in our Downloads Section:  
<http://www.uni-stuttgart.de/infotech/support/downloads/index.html>

Further information is available via the following link:  
[https://www.uni-stuttgart.de/infotech/ser/ufo/ADJ\\_en/ADJ\\_en.php?BNu=2-00123304&GivName=Nicola&FamName=H%C3%B6hle](https://www.uni-stuttgart.de/infotech/ser/ufo/ADJ_en/ADJ_en.php?BNu=2-00123304&GivName=Nicola&FamName=H%C3%B6hle)

Current document

After submitting your data you will receive an email with an attachment containing your adjunct data. Please upload this data using the upload facility provided on this page (you might have to scroll down).



## STEP 17 CUMULATIVE GRADE POINT AVERAGE

Please upload your document and click on the Continue button below

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
[Transcript of Records \(with the average grade\)](#)  
[Supplementary Form](#)  
**• Cumulative Grade Point Average**  
[Grading System](#)  
[Curriculum Vitae](#)  
[Certificates of Additional Degrees and Transcripts of Records](#)  
[Proof of English Language Skills](#)

### Cumulative Grade Point Average

Please upload a letter from your university stating and confirming your final Cumulative Grade Point Average (CGPA). If your final CGPA is not available at the time of application, please provide the most recent one.

The Cumulative Grade Point Average/Overall Average (CGPA) must be better than (value/best on scale) 70% of best-on-scale, e.g.  
70%/100%  
2.8/4  
3.5/5  
14/20  
7/10  
2.5/1.0 (for German marks).

In case you have another university degree (e.g., Master or Diploma), or in case you have more than one university degree, please upload the CGPA of the study which qualifies for the study program you are applying for currently.

Only PDF files are accepted!

Further information is available via the following link:  
<http://www.uni-stuttgart.de/infotech/application/requirements/index.html>

Current document



## STEP18 GRADING SYSTEM

Please upload your document and click on the **Continue** button

below. **PLEASE NOTE: Only PDF-files are accepted.**

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
[Transcript of Records \(with the average grade\)](#)  
[Supplementary Form](#)  
[Cumulative Grade Point Average](#)

• **Grading System**  
[Curriculum Vitae](#)  
[Certificates of Additional Degrees and Transcripts of Records](#)  
[Proof of English Language Skills](#)

**Grading System**

Please provide an explanation, certified by your university, of the grading and awarding system of your university, stating minimum pass marks / maximum achievable marks and how the Cumulative Grade Point Average (CGPA) is calculated from the marks.

You can skip this step if the explanation about your grading system is provided by your transcript of records.

Only PDF files are accepted!

Further information is available via the following link:  
<http://www.uni-stuttgart.de/infotech/>

Current document

Name	Type	Size [KB]	Date
<b>No document uploaded</b>			

New document

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2017 at the

Cancel Preview Back **Continue**



## STEP19 CURRICULUM VITAE

Please upload your document and click on the **Continue** button below. **PLEASE NOTE: Only PDF-files are accepted.**

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[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
[Transcript of Records \(with the average grade\)](#)  
[Supplementary Form](#)  
[Cumulative Grade Point Average Grading System](#)  
**• Curriculum Vitae**  
[Certificates of Additional Degrees and Transcripts of Records](#)  
[Proof of English Language Skills](#)

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**Curriculum Vitae**

Please upload your CV using the Europass-CV template.

Only PDF files are be accepted!

Further information is available via the following link:  
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Current document

Name	Type	Size [KB]	Date
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Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2017 at the latest).

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## STEP20 Certificates of Additional Degrees

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[Proof of English Language Skills](#)

**Certificates of Additional Degrees and Transcripts of Records**

Optional:

Please upload certificates and/or transcripts of records from additional studies/study degrees (e.g., Master's Degree).

Only PDF files are accepted.

Current document

Name	Type	Size [KB]	Date
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New document

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 5 MB. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2017 at the latest).

File  No file selected.





## STEP 21 Proof of English Language Skills

Please upload your document and click on the **Continue** button below.

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[Start of course](#)  
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[Higher education entrance qualification](#)  
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• **Proof of English Language Skills**

### Proof of English Language Skills

Please provide certified proofs of your English proficiency (i.e. TOEFL or IELTS score report or equivalent). If your complete education has been conducted in English, an official certificate of your university is required confirming that the language of instruction is English. The document has to be provided at the time of enrolment, at the latest.

Please note: IELTS (Band 6.0) or TOEFL (score: 550 paper based, 213 computer based, 80 internet based).

It is not necessary to send the results directly via the TOEFL homepage with the University of Stuttgart Code. Please wait for your hardcopy or digital results for uploading.

Only PDF files are accepted!

Current document

Name	Type	Size [KB]	Date
<b>No document uploaded</b>			

New document

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2017 at the latest).



## STEP22ONLINEAPPLICATIONOVERVIEW

The overview screen shows all your entries as you scroll through the different sections

**OVERVIEW - APPLICATION NUMBER: 1-00111069**

**PLEASE NOTE**

This is just a preview for checking your application. Your application has not been submitted yet.

**Please review all your entries thoroughly.** If all is correct, mark the approval checkbox (at the bottom of the page) and click the SEND button to submit the application electronically.

**Pleased note:**  
You will not be able to change any entries of an electronically submitted application. Besides you will not be able to issue a new application for the same study program!

**Start of course**

Wintersemester 2017/18  
When applying, please consider the upper limit of

- max. 6 undergraduate programmes subject to NC for the first semester

If you exceed the upper limit with this application you may have to withdraw another application before you will be able to continue with this one.

**Select degree program**

Type of studies	Master programme
Intended degree	Master of Science
Degree program	Information Technology
Entrance semester	1 - Enrolment limitation (local)
Form of studies	Consecutive master program

I have already studied at a university/college before.  
 I have already applied once for the selected degree program at Uni Stuttgart within the last year.

**Personal data**

Academic degree in front of the name	
First name	Ruth
Last name affix	
Last name	Apple
All first names	Ruth
Academic degree after the name	B.Sc.
Date of birth	17.11.1989
Gender	Female
Place of birth	Bangalore
Country of birth	India
Maiden name	
1st nationality	Belgium
2nd nationality	Please select...

**Correspondence address**

Correspondence address (semester address)

c/o (if necessary)

Street and number	Siddhartha College Road 2
Postal Code/City	520001 Vijayawada
Country/State	India
state, territory	Andhra Pradesh

Telephone number

E-mail address apple.ruth.millenial@fantasy.de

My correspondence address (during the semester) is identical with my permanent home address.



**Permanent home address**

Home address	
c/o (if necessary)	
Street and number	Rama Rao Road 516
Postal Code/City	52001 Vijayawada
Country/State	India
state, territory	Andhra Pradesh

**Higher education entrance qualification**

Type	General qualification for university entrance
Name of certificate (original name)	Diplome van Secundaire Onderwijs
Date of certificate	09.09.2009
Average grade (GPA)	63%
Name of school	Example1
Location of school	Example2
Country of school	Belgium
Region	Antwerpen

**Academic background**

1

University/Subjects	
Country of university	Belgium
University	Universiteit Antwerpen

max. 100 characters

**Transcript of Records (with the average grade)**  
No document uploaded

**Supplementary Form**  
No document uploaded

**Cumulative Grade Point Average**  
No document uploaded

**Grading System**  
No document uploaded

**Curriculum Vitae**  
No document uploaded

**Certificates of Additional Degrees and Transcripts of Records**  
No document uploaded

**Proof of English Language Skills**  
No document uploaded

**Confirmation**

Please click "**Back**" in order to revise incorrect details. Check the box and click "**Send**" to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

I hereby confirm that the given information is correct and complete. I agree to the processing of my personal data for the use in the administration procedures at the University of Stuttgart. I am fully aware that any false information on my behalf can lead to an exclusion from admission and enrolment at the university.





## STEP23 ONLINEAPPLICATIONCONFIRMATION

After your applications has been sent a confirmation will be shown on the screen.  
Please click on the **Continue** button below.

A screenshot of a web application interface. At the top, there is a header bar with the text "ONLINE APPLICATION". Below this, the main content area contains the text "Thank you for your application!" followed by "We will contact you via e-mail after verifying your data and documents." At the bottom of the interface, there are two buttons: "List of applications" on the left and "Continue" on the right. The "Continue" button is circled in red, indicating it is the button to be clicked.



## STEP 24 ONLINE APPLICATION STATUS

On the screen it is shown that the application has been received. Also all the necessary documents are listed with an icon indicating if they have already been uploaded.

pple, Ruth, B.Sc.

**Application - Status**  
 Applicant number 2-00404387  
 Application number 1-00111069  
 Course of study Master of Science | Information Technology (1. FS)  
 Start of course Wintersemester 2017/18

< to "My Applications"

**Submission of application**

**Status**  
 received electronically  
 "Application documents": not checked yet.

**Required documents (for admission)**

**Documents stated herein must be included in your application**

- ▶  Higher Education Entrance Qualification / High School Diploma (Upload, alternativ: Upload respectively online ONLY)
- ▶  Bachelor's Degree Certificate (Upload, alternativ: Upload respectively online ONLY)
- ▶  Transcript of Records (with the average grade) (Upload, alternativ: Upload respectively online ONLY)
- ▶  Supplementary Form (Upload, alternativ: Upload respectively online ONLY)
- ▶  Cumulative Grade Point Average (Upload, alternativ: Upload respectively online ONLY)
- ▶  Grading System (Upload, alternativ: Upload respectively online ONLY)
- ▶  Curriculum Vitae (Upload, alternativ: Upload respectively online ONLY)
- ▶  Proof of English Language Skills (Upload, alternativ: Upload respectively online ONLY)

**Documents stated herein may be included in your application**

- ▶  Certificates of Additional Degrees and Transcripts of Records (Upload, alternativ: Upload respectively online ONLY)

If you have to submit requested documents at a later date, please use this cover sheet: [Cover sheet](#).

If you scroll down you can withdraw your application and can also see details of your admission

**Please note: If you withdraw your application you will not be able to apply for the same course of study again**

**Withdraw application**

Here you can withdraw your electronically submitted application.

**After withdrawal of this application you will not be able to apply for the same course of study again!**

**You neither will be able to undo the withdrawal by yourself!**

If you want to correct details about your application, please send an email referring to your application number and stating the information to be corrected to the Admissions Office of the University of Stuttgart (Studiensekretariat der Universität Stuttgart).

**Admission**

**Details of the admission procedure**

Course of study	<b>Master of Science</b> <b>Information Technology</b> <ul style="list-style-type: none"> <li>▪ Entrance semester: 1</li> <li>▪ Type of admission: Enrolment limitation (local)</li> </ul>
Status	<input type="checkbox"/> "Formal entry requirements": not checked yet. <input type="checkbox"/> "Academic entry requirements": not checked yet. <input type="checkbox"/> "Admission": not done yet.
Details	-

▶ - Study place offer

▶ - Enrollment



On the "My Applications"-screen you can see

- Date of the submission
- Admission status
- Study place offer
- Enrollment

My Applications						Operation	
Applicant number: 2-00404387						<a href="#">Enter new application</a>	
Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations	
<b>Wintersemester 2017/18</b>							
1-00111069	<b>Master of Science Information Technology</b> <ul style="list-style-type: none"><li>▪ Entrance semester: 1</li><li>▪ Type of admission: Enrolment limitation (local)</li></ul>	📅 03.11.16	📍	-	-		