University of Stuttgart
Germany

Application Manual

Winter Semester 2018/19

International Master of Science Programs

INFOTECH

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Document description:	

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Introduction

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

- download and print your certificate of enrollment
- change their postal address
- view semester fees 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 registered as a student at the University of Stuttgart.

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

Part 1: How to register with C@MPUS
Part 2: How to apply for a study 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 WITH C@MPUS

STEP 01 / ACCESS THE PORTAL

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

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 ⏺ de/en and select English.

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/ ACCOUNT CREATION

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

STEP 05 / CREATE A NEW APPLICANT ACCOUNT

Now you can enter your data in order to create a new applicant account.

Remember to use <u>capital letters</u> for the first letter of names, places, etc. and to separate words with space, <u>not</u> 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 a language default at the end, so that it will be already set for next application steps.

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

STEP 06 / COMPLETION OF REGISTRATION

Now your registration is completed and your login password will be sent to the email address you provided. You might *continue* now.

STEP 07 / LOG IN

Once you have gotten the email with your password you can login. Use the *email address* (you registered with) *as username* and the *password* you received to log in.

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.
- 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 also need to choose 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*.

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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.

![University of Stuttgart Germany]

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***.

Step 11 / Online Application – Personal Data

Please check your personal data again. 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, click **continue**.

STEP 12 / ONLINE APPLICATION – CORRESPONDENCE ADDRESS

Please enter your <u>current </u>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	Siddhartha College Road 2
Postal Code/City	520001 Vijayawada
Country/State	India
Region	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.

Cancel   Preview   Back   Continue

![University of Stuttgart Germany logo]

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**.

![University of Stuttgart, Germany logo]

STEP 13 / ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION

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

![University of Stuttgart Germany logo]

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):

Please click on "Add degree program" to open form below.

Under 'Status' you can enter your intermediate grade if you have not yet received your final grade for your Bachelor. Otherwise you can enter your final grade under 'Final Exam'.

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

STEP 14 HIGH SCHOOL DIPLOMA / BACHELOR DEGREE CERTIFICATE

Please start with uploading your "**H**igh **S**chool **D**iploma" and click on the *Continue* button below. Deadline High School Diploma: 15.02.2018

Please continue with uploading your "**B**achelor **D**egree **C**ertificate" and click on the *Continue* button below. Deadline for a Conditional Admission: 31.03.2018 - otherwise 15.02.2018

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.

Error! Use the Home tab to apply Überschrift
1 to the text that you want to appear here.

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STEP 15 TRANSCRIPT OF RECORDS

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

Please note: The CGPA as well as the grading scale is crucial for evaluating your academic performance during the admission process. If this information has not been included in your transcript given by your University but is available on the web, please copy the link to that website in a PDF and upload the PDF document. Without a CGPA it will be very hard to evaluate your academic performance - please make sure to pay attention to that fact.

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**".

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 you document and click on the Continue button below

Please note: The CGPA as well as the grading scale is crucial for evaluating your academic performance during the admission process. If this information has not been included in your transcript given by your University but is available on the web, please copy the link to that website in a PDF and upload the PDF document. Without a CGPA it will be very hard to evaluate your academic performance - please make sure to pay attention to that fact.

STEP 18 GRADING SYSTEM

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

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

![University of Stuttgart Germany logo]

STEP 19 CURRICULUM VITAE

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

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	
No document uploaded				

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).

File [Browse...] No file selected.

[Cancel] [Preview]   [Back] [Continue]

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STEP 20 Certificates of Additional Degrees

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

Certificates of Additional Degrees and Transcripts of Records

Optional:

Please uploade 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	
No document uploaded				

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   [Browse...]   No file selected.

[Cancel] [Preview]   [Back] [Continue]

![University of Stuttgart - Germany logo]

STEP 21 Proof of English Language Skills

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

![University of Stuttgart, Germany logo]

STEP22 ONLINEAPPLICATIONOVERVIEW

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

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Germany

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
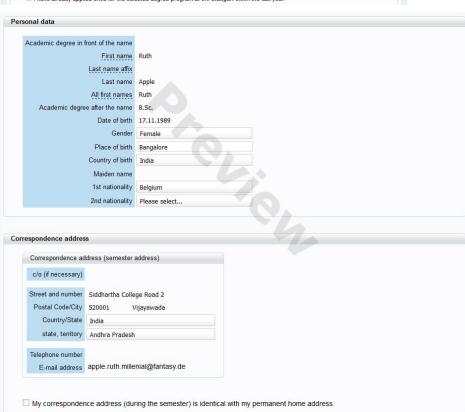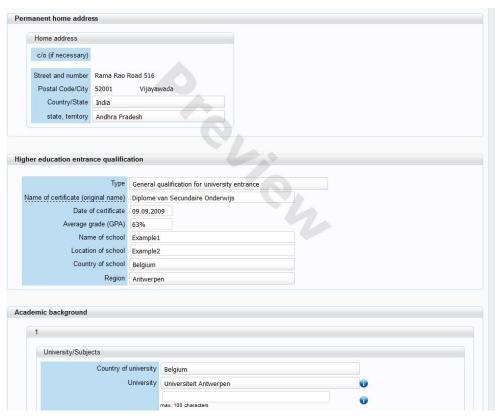
University: Universiteit Antwerpen ⓘ

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.
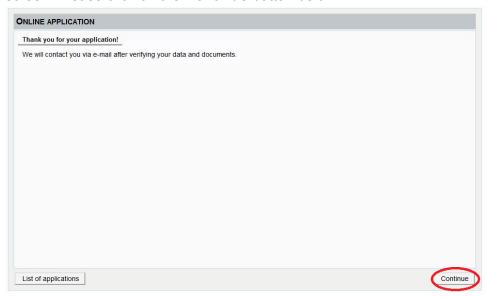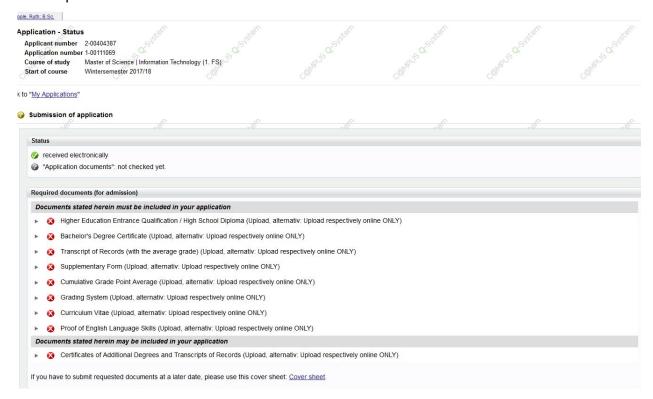
STEP 23 ONLINE APPLICATION CONFIRMATION

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

Error! Use the Home tab to apply Überschrift
1 to the text that you want to appear here.

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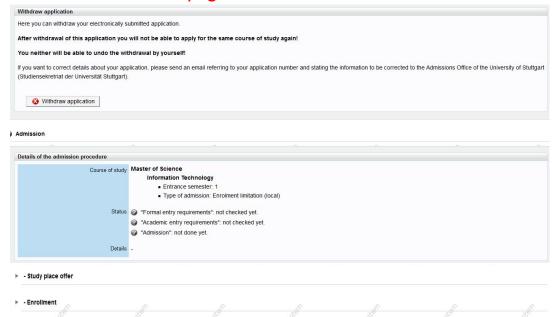Germany

STEP 24 ONLINE APPLICATION STATUS

On the screen it is shown that the application has been received. In addition, all of the necessary documents are listed with an icon indicating whether they have already been uploaded or not.

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

On the "My Applications"-screen you can see

    -Date of the sumbission

    -Admission status

    -Study place offer

    -Enrollment

Operation						
My Applications Applicant number: 2-00404387						Enter new application
Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
Wintersemester 2017/18						
1-00111069	**Master of Science Information Technology** ▪ Entrance semester: 1 ▪ Type of admission: Enrolment limitation (local)	⚠ 03.11.16	❓	-	-	🔍 📄 ✏