Application Manual

Winter Semester 2016/17

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) 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](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.
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.
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*. 
**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.**
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.
Please check your email. 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 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**.
STEP 09 / ONLINE APPLICATION – START OF COURSE

This page shows the start of the course you are applying for. Wintersemester 2016/17 (winter term 2016/17) should be selected by default. Therefore please click Continue to go on with your application.
STEP 10 / ONLINE APPLICATION – SELECT DEGREE PROGRAM

Please select:
- **Type of studies** → Master programme *(fixed: has already been selected by default)*
- **Intended degree** → Master of Science *(fixed: has already been selected by default)*
and click on the **continue button**.

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.
**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.
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.
STEP 13 / ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION

Please select *I have a higher education entrance qualification* and continue.
Step 14 / 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.

Please don’t forget to **save** in order to go on.
STEP 15 BACHELOR DEGREE CERTIFICATE

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

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 16 TRANSCRIPT OF RECORDS

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

<table>
<thead>
<tr>
<th>ONLINE APPLICATION</th>
<th>Help</th>
<th>Support</th>
</tr>
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<tbody>
<tr>
<td>Transcript of Records (with the average grade)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
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<tr>
<td>Only PDF files are accepted.</td>
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<tr>
<td>Further information is available via the following link:</td>
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<tr>
<td><a href="http://www.uni-stuttgart.de/infotech/application/index.html">http://www.uni-stuttgart.de/infotech/application/index.html</a></td>
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**Current document**

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<td>No document uploaded</td>
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**New document**

Please upload your documents in one 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 15.02.2016 at the latest).

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STEP 17 CUMULATIVE GRADE POINT AVERAGE

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

ONLINE APPLICATION

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%

2.84

3.56

4.20

7/10

2.51.0 (for German Marks).

Only PDF files are accepted!

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

Current document

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No document uploaded

Continue
STEP 18 CUMULATIVE GRADE POINT AVERAGE – EXCEL UPLOAD

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

**PLEASE NOTICE: PLEASE DON’T CHANGE THE FORMAT (FILE TYPE) OR FILE NAME**
STEP 19 GRADING SYSTEM

Please upload your document and click on the Continue button below.
**STEP 20 FIELD AFFILIATION**

Please upload your document and click on the *Continue* button below.
Please upload your document and click on the **Continue** button below.
**STEP 22 STATEMENT OF MOTIVATION**

Please upload your document and click on the **Continue** button below.
**STEP 23 PROJECT REPORT**

Please upload your document and click on the **Continue** button below.
STEP23 PROOF OF ENGLISH LANGUAGE SKILLS

Please upload your document and click on the Continue button below.
STEP 24 PROOF OF ENGLISH LANGUAGE SKILLS – EXCEL UPLOAD

Please upload your document and click on the Continue button below.
STEP 25 / ONLINE APPLICATION – OVERVIEW

Please note: at this point, your application has not been submitted yet!

Please review all your entries thoroughly (you might need to scroll down to the bottom of the page).
STEP 26 / ONLINE APPLICATION – CONFIRMATION

At the bottom of the page, you are asked to confirm your application:

Choose Back in order to revise incorrect entries.

If all is correct, tick approval checkbox and click Send to submit the application electronically.
Congratulations!
You successfully submitted your application for the Master of Science Study programs INFOTECH.

You may now **continue**.
STEP 28 / ONLINE APPLICATION – APPLICATION STATUS

After you submitted your application and continued, your application status overview will appear. By clicking on My Applications you will be forwarded to the overview page.