



# Application with received acceptance/ letter of admission

Application

before July, 15th, enrollment in winter semester  
and before January, 15th, enrollment in summer  
semester, resp.

HowTo C@MPUS – for applicants

Date: 12.05.2017

# 1. Log in: <https://campus.uni-stuttgart.de/>



The screenshot shows the homepage of the Universität Stuttgart C@MPUS portal. The header features the university logo and the text "Universität Stuttgart". A navigation bar includes a search field, a "Log-in" button (highlighted with a red box and a red arrow), and a "Log in/log out" link. The main content area displays the university logo, the text "Universität Stuttgart C@MPUS", and a "Welcome to the" message. A sidebar on the left lists various departments and facilities.

Universität Stuttgart

log in/log out

Search

Log-in

Universität Stuttgart

de/en

Universität Stuttgart

- Rectorate
- Institutions
- Faculties
  - Architecture and Urban Pla
  - Civil- and Environmental Er
  - Chemistry
  - Energy-, Process- and Bio-
  - Computer Science, Electric
  - Aerospace Engineering and
  - Engineering Design, Produ
  - Mathematics and Physics
  - Humanities
  - Management, Economics a
  - Interfaculty Facility
- Central Administration
- Central Facilities
- Representative bodies
- Other Facilities

Universität Stuttgart

C@MPUS

Welcome to the

## 2. If necessary: Open your business card

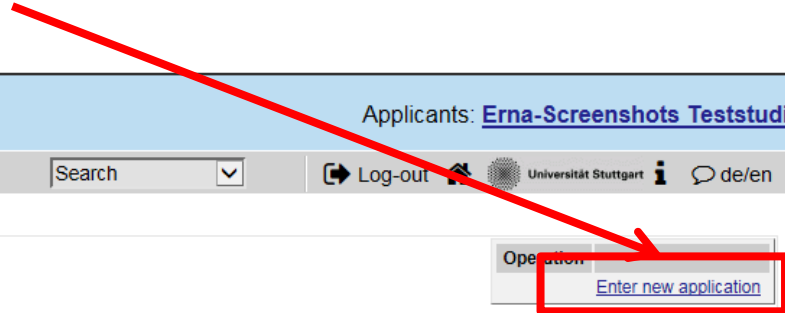
In case you do not see your list of applications, please click on your name in the top right corner to open your business card.

The screenshot displays the C@MPUS application interface. At the top left is the logo of Universität Stuttgart. The top right corner shows the text "Applicants: **Erna-Screenshots Teststudi**", which is highlighted with a red box and a red arrow pointing to it from the yellow instruction box. Below the header is a navigation bar with a search box, a "Log-out" button, and a home icon. The main content area has a "Business card" tab selected. The business card displays the name "Ms. **Teststudi, Erna-Screenshots**" and the email address "E-mail [erna-screenshots@campus.uni-stuttgart.de](mailto:erna-screenshots@campus.uni-stuttgart.de)". At the bottom, there are two panels: "Studies" with a link to "Applications" and "Services" with a link to "Change Password".

### 3. If necessary: Open your list of applications

The screenshot shows the user interface of the application portal for Universität Stuttgart. At the top left is the university logo and name. The top right shows the user's name 'Applicants: Erna-Screenshots Teststudi' and a language selector 'de/en'. Below the header is a search bar and navigation icons for 'Log-out', 'Home', and 'Help'. A 'Business card' tab is visible on the left. The main content area displays the user's profile: 'Ms. Teststudi, Erna-Screenshots' and 'E-mail: [erna.screenshots@campus.uni-stuttgart.de](mailto:erna.screenshots@campus.uni-stuttgart.de)'. At the bottom, there are two sections: 'Studies' and 'Services'. The 'Studies' section contains a button labeled 'Applications' with a document icon, which is highlighted with a red box and a red arrow pointing to it from the title above. The 'Services' section contains a button labeled 'Change Password' with a key icon.

# 4. Enter new application



Universität Stuttgart

Applicants: [Erna-Screenshots Teststudi](#)

Search [v] Log-out Universität Stuttgart de/en

[Teststudi, Erna-Screenshots](#)

**My Applications**  
Applicant number: 2-00139162

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
<b>Wintersemester 2015/16</b>						
1-00014407	<b>Non-degree Program</b> <ul style="list-style-type: none"><li>Entrance semester: 1</li><li>Type of admission: Manual admission</li></ul>	✓ 05.06.2015	?	-	-	[Magnifying Glass] [Document] [Pencil]
1-00015132	<b>Bachelor of Science Mathematics</b> <ul style="list-style-type: none"><li>Entrance semester: 1</li><li>Type of admission: Manual admission</li></ul>	? 09.06.2015	?	-	-	[Magnifying Glass] [Document] [Pencil]
1-00017966	<b>Master of Arts English</b> <ul style="list-style-type: none"><li>Entrance semester: 1</li><li>Type of admission: Manual admission</li></ul>	? 15.06.2015	?	-	-	[Magnifying Glass] [Document] [Pencil]
1-00018001	<b>Bachelor of Science Real Estate Engineering and Management</b> <ul style="list-style-type: none"><li>Entrance semester: 1</li><li>Type of admission: Manual admission</li></ul>	? 15.06.2015	?	-	-	[Magnifying Glass] [Document] [Pencil]

## 5. New application: Choose start of course

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

- **Start of course**
  - [Select degree program](#)
  - [Personal data](#)
  - [Correspondence address](#)
  - [Higher education entrance qualification](#)
  - [Academic background](#)
  - [Higher education entrance qualification](#)
  - [Letter of acceptance](#)
  - [Bachelor's degree certificate](#)
  - [Leistungsübersicht \(mit Notenschnitt\)](#)
  - [Modulhandbuch mit den](#)

**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.

Start of course

## 6. Choose the desired program

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

[Start of course](#)

- **Select degree program**
  - [Personal data](#)
  - [Correspondence address](#)
  - [Higher education entrance qualification](#)
  - [Academic background](#)
  - [Higher education entrance qualification](#)
  - [Letter of acceptance](#)
  - [Bachelor's degree certificate](#)
  - [Leistungsübersicht \(mit Notenschnitt\)](#)
  - [Modulhandbuch mit den Modulbeschreibungen des Bachelorstudiengangs](#)
  - [Application Double Master program - Letter of nomination](#)
  - [Curriculum Vitae](#)

**Select degree program**

Type of studies	Master programme	▼
Intended degree	Master of Science	▼
Degree program	Automotive and Engine Technology	▼

[Further information](#)

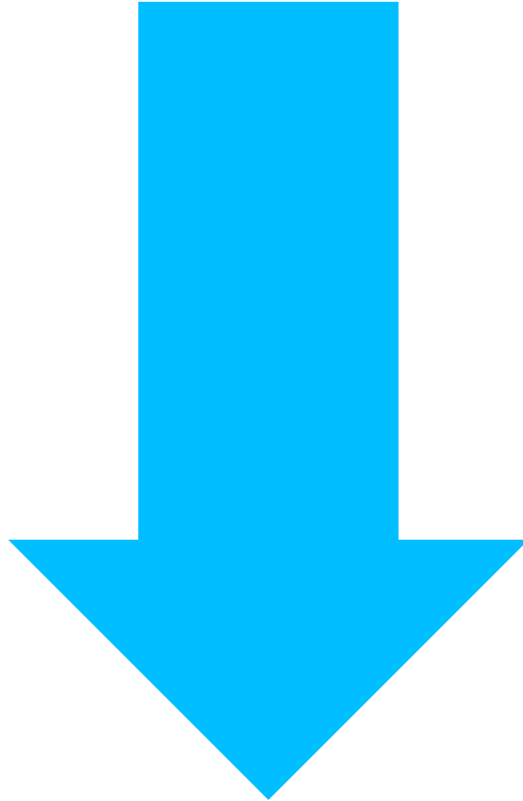
Entrance semester ⓘ 1 - Manual admission ▼

Form of studies ⓘ Consecutive master program ▼

I have already studied at a university/college before.

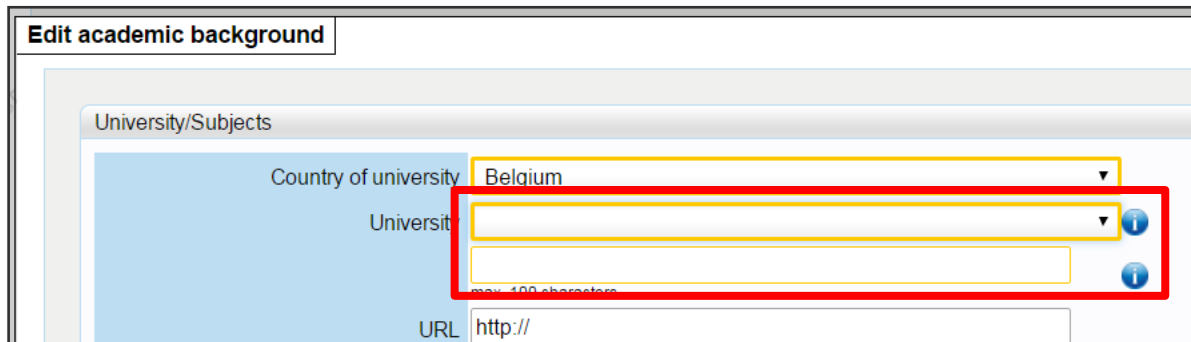
I have already applied once for the selected degree program at Uni Stuttgart within the last year.

## 7. Continue filling in the application



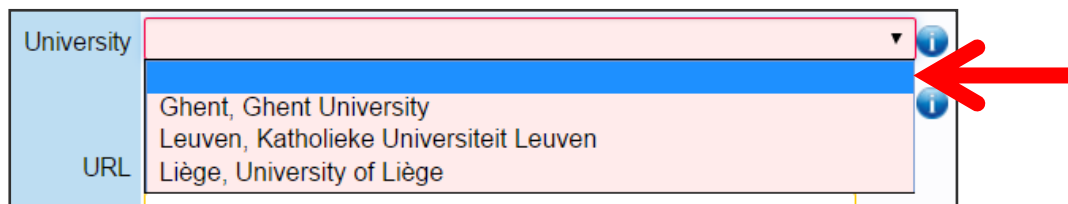


## 7.1 Academic background: Non-German university



The screenshot shows a form titled "Edit academic background". Under the "University/Subjects" section, there are three main input areas: "Country of university" (a dropdown menu with "Belgium" selected), "University" (a dropdown menu with an empty selection), and "URL" (a text field with "http://" entered). A red rectangular box highlights the "University" dropdown menu and the empty text field below it. The text field has a small "max. 100 characters" label and a blue circular icon with an "i" next to it.

The fields for non-german universities are EITHER-OR fields, i.e. when an input is made for one field, the other field is automatically blocked. If you chose an university from the drop-down list but want to enter an university to the free field, you first have to choose the empty field in the list.



This close-up shows the "University" dropdown menu expanded. The list contains three entries: "Ghent, Ghent University", "Leuven, Katholieke Universiteit Leuven", and "Liège, University of Liège". A red arrow points to the top of the dropdown menu, indicating that the user should select the empty field option.

If you want to choose an university from the list, you have to clear the lower manual input field.

## 7.2 Academic background: Final exam

Please Note:

To apply for a master's program, you need to have a respective academic background (usually a Bachelor's degree). At least one final exam of the academic background needs to be “passed on the whole” or “not finished” in order to continue with your application.


Semester

from	to	total	Leaves of absence	Internship	Clinic (internship)	Interruptions	Type of break
Please selec ▼	Please selec ▼	0	<input type="text"/> from 0 to 20	<input type="text"/> from 0 to 20	<input type="text"/> from 0 to 20	<input type="text"/> from 0 to 20	Please select... ▼

Status

Intermediate exam	not scheduled ▼	Final exam	not scheduled ▼
Grade	<input type="text"/> max. 20 characters	Grade	not scheduled not finished <b>passed on the whole</b> definitely failed
Date	<input type="text"/> Format: DD.MM.YYYY	Date	<input type="text"/> Format: DD.MM.YYYY

Save and close    Cancel/Close



## 8. Upload letter of acceptance

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

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[Higher education entrance qualification](#)  
• **Letter of acceptance**  
[Bachelor's degree certificate](#)  
[Leistungsübersicht \(mit Notenschnitt\)](#)  
[Modulhandbuch mit den Modulbeschreibungen des Bachelorstudiengangs](#)  
[Application Double Master program - Letter of nomination](#)  
[Curriculum Vitae](#)  
[Transcript of records of your Master's degree](#)  
[Letter of motivation](#)

Example 1:  
You received a conditional admission confirmation for this Master's program.

Example 2:  
As a non-EU citizen, you received an admission confirmation for one of the study programs at the University of Stuttgart in the summer semester 2015, however, you were not able to start the studies.

Please upload your admission confirmation.

Current document

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

New document

The following document types are accepted: Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 1 MB. In case uploading is not possible now, you can upload this document subsequently (by 15.07.2015 at the latest).

## 9. Continue filling in the application and submit it!

