



Detailed information on status of documents

Uploading missing or improved documents

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 user interface. At the top left is the logo of Universität Stuttgart. The top right corner shows the user's name, "Applicants: Erna-Screenshots Teststudi", which is highlighted with a red box and a red arrow pointing from the yellow instruction box. Below the header is a navigation bar with a search field, a "Log-out" button, and a home icon. The main content area features a "Business card" tab. The business card details are as follows:

Ms. Teststudi, Erna-Screenshots
E-mail erna-screenshots@campus.uni-stuttgart.de

At the bottom of the page, 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 displays the user interface of the C@MPUS portal. At the top left, the logo and name of the **Universität Stuttgart** are visible. The top right corner shows the user's name, **Applicants: Erna-Screenshots Teststudi**. Below the header, there is a search bar with the text "Search" and a dropdown arrow. To the right of the search bar are icons for "Log-out", a home icon, and the university logo. Further right, there are links for "Help" and "Export contact details".

The main content area features a profile card for **Ms. Teststudi, Erna-Screenshots**. Below the name, the email address erna.screenshots@campus.uni-stuttgart.de is listed. A red arrow points from the top of the page down to the "Applications" link in the navigation menu.

The navigation menu at the bottom is divided into two sections: "Studies" and "Services". Under "Studies", the **Applications** link is highlighted with a red box. Under "Services", the **Change Password** link is visible.

4. Show status/detailed view of applications: → Click on the magnifying glass icon

Universität Stuttgart

Applicants: [Erna-Screenshots Teststudi](#)

Search

Log-out













Universität Stuttgart

de/en

Teststudi, [Erna-Screenshots](#)

My Applications
Applicant number: 2-00139162

Operation
[Enter new application](#)

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

5. Status/detailed view of application

Universität Stuttgart Student: [Tester FakDrei](#)



Search Log-out Universität Stuttgart de/en

[FakDrei, Tester](#)



Application - Status

Applicant number	2-00364310
Application number	1-00127194
Registration number	0000136
Course of study	Master of Education (teaching post) Chemistry (1. FS) Natural and Technical Sciences (1. FS)
Start of course	Wintersemester 2017/18

Back to "[My Applications](#)"

  **Submission of application**

Status

-  received electronically
-  "Application documents": not checked yet.

Required documents (for admission)

The grey triangle opens a detailed view, if necessary.

6. Required documents (for admission)

Scroll down until you see „Required documents (for admission)“.

🔍 "Application documents": not checked yet.

Required documents (for admission)

Documents stated herein must be included in your application ← Documents you have to upload.

- ▶ Bachelor's Degree Certificate (Upload)
- ▶ Transcript of Records (with Cumulative Grade Point Average CGPA) (Upload)

Documents stated herein may be included in your application ← Documents you can upload voluntarily.

- ▶ Letter of admission, University of Stuttgart (Upload)
- ▶ Course Catalog with the Description of the Bachelor's Degree (Upload)
- ▶ Certificates of Additional Degrees and Transcripts of Records (Upload)

6.1 Document status symbols




1





2

3

Required documents (for admission)

Documents stated herein must be included in your application

- ▶  Application for admission (Original)
- ▶  Higher education entrance qualification (n/a)
- ▶  Study orientation process certificate (n/a)
- ▶  The Goethe Institute's "Großes or Kleines Deutsches Sprachdiplom" or "Zentrale Oberstufenprüfung" (ZOP) (Copy - certified)

1.  Green checkmark: Document checked and accepted
2.  Yellow exclamation mark: Document checked – but not accepted!
3.  Red X: No document uploaded
4.  Envelope: Document uploaded, but not checked yet
(not shown in the screenshot above)

7 Detailed view of a document

The grey triangle opens a detailed view of the document.

Required documents (for admission)

Documents stated herein must be included in your application

▼ ⓘ Application for admission (Original)

Information ⓘ Please proceed as follows:

- Download the application form and print it out
- Sign it
- Scan the signed application form and upload it again

Document templates 📄 [not available](#)

Submit electronically 📁 [Upload document](#)

Upload possible until 20.09.2015

Status ⓘ incorrect

The application for admission is missing or incomplete. Please upload your application for admission as soon as possible.

The red text beneath the status explains what is incorrect with the uploaded document


Attention! Depending on your degree program and entrance semester etc. the deadline for the upload may vary! („Upload possible until ...“)

8. Upload document

Required documents (for admission)

Documents stated herein must be included in your application

▼ ⓘ Application for admission (Original)

Information	ⓘ Please proceed as follows: - Download the application form and print it out - Sign it - Scan the signed application form and upload it again
Document templates	📄 not available
Submit electronically	 Upload document Upload possible until 20.09.2015
Status	ⓘ incorrect The application for admission is missing or incomplete. Please upload your application for admission as soon as possible.

Click on „Upload document“ to open a pop-up window for the upload.

Attention! Depending on your degree program and entrance semester etc. the deadline for the upload may vary! („Upload possible until ...“)

9. Pop-Up window for document upload

If the pop-up window does not open, please deactivate your pop-up blocker!

Teststudi. Erna-Screenshots Universität Stuttgart
C@MPUS

Document upload

Please upload your higher education entrance qualification.

Current document

Name	Type	Date
No document uploaded		

New document

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 20.09.2015 at the latest).

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