HowTo C@MPUS – for Applicants

Detailed information on status of documents

Uploading missing or improved documents

C@MPUS Support Team

Date: 07/02/2015
1. Log in: https://campus.uni-stuttgart.de/
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.
3. If necessary: Open your list of applications

[Image of a website interface showing a section for Applicants with a list item for Ms. Teststudi, Erna-Screenshots, and an option to access Applications]
4. Show status/detailed view of application: 
   ➔ Click on the magnifying glass icon
5. Status/detailed view of application:

Click on the grey triangle to open detailed views, if necessary.
6. Required documents (for admission)

Scroll down until you see „Required documents (for admission)“. Here you can find the documents you have to upload.

Here you can find the documents you can upload voluntarily.
Document status symbols

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

Click on the grey triangle to open a detailed view of a document.

<table>
<thead>
<tr>
<th>Required documents (for admission)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents stated herein must be included in your application</td>
</tr>
<tr>
<td>Application for admission (Original)</td>
</tr>
</tbody>
</table>

Information:
- 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.

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

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!

Choose the file to upload. If there already is an uploaded file, it will be replaced.