Enrollment process

HowTo C@MPUS – for applicants
Date: 12.05.2017
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
4. Show status/detailed view of applications: 
   → Click on the magnifying glass icon
5. Download notification

Download notification here.
6. Accept offer

Unfold the sub-menu by clicking on the triangle.

Next steps:
You have the option to accept the study place you are offered. Please, note the following:
- If you are still waiting for the results of a selection procedure, we recommend you not to accept this study place yet. You should continue with the enrollment process only for the study program which you are about to study.

Accept study place offer
Decline study place offer
Accept offer
7. If necessary, choose form of study

Accept the study place offer

You have already accepted a study place or have a study programme. How do you want to proceed?

- I want to study for two degrees at the same time.
- I want to change the course of studies.

Please choose the study programme next ...

- for which you want to pursue two degrees.
- from which you want to change.

Please select...
8. Add data → Residual Data Entry

Next steps

Thank you for accepting your study place offer. Please add/upload all missing data and documents in order to gain access to the Application for Enrollment. Then, you will have access to your Application for enrollment.

Once the University of Stuttgart receives your signed Application for Enrollment, your status will be updated.
9. Residual Data Entry

Information

Add any missing data on the following pages required for successful enrolment onto your selected course of study.

All entries are optional. If you cannot provide all the required data and documents (at the moment), you can send them to us by mail or hand them in in person together with a hard copy of your request for enrolment not later than 30.09.2017. Download the request for enrolment after completing this application wizard.

If you cannot submit all the documents in time, please contact us by email at: studiensekretariat@uni-stuttgart.de.
10. Health Insurance details: Choose health insurance

As a student you are required to be insured. Please, read the Health insurance fact sheet carefully.

- I am insured through the German public health insurance system:
  - Group
    - Please select...
  - Public health insurance provider
    - Please select...
  - Insurance number

- I am exempt from compulsory health insurance or am otherwise insured, i.e. through a private health insurance provider.

- I do not know. / I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies.
10-A Health insurance: e.g. AOK

As a student you are required to be insured. Please, read the Health insurance fact sheet carefully.

- I am insured through the German public health insurance system:
  - Group
    - AOK - Allgemeine Ortskrankenkasse
  - Public health insurance provider
    - AOK Baden-Württemberg
  - Insurance number

- I am exempt from compulsory health insurance or am otherwise insured, i.e. through a private health insurance provider.
- I do not know. I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies.
10-B Health insurance: e.g. TK

**Residual Data Entry**

- **Health Insurance details**
  - Evidence of student health insurance
  - Passport photo for the student ID card
  - Statements concerning examination entitlement

**Health Insurance details**

As a student you are required to be insured. Please, read the Health insurance fact sheet carefully.

- I am insured through the German public health insurance system:
  - **Group**
    - EKK - Ersatzkrankenkasse
  - **Public health insurance provider**
    - Techniker Krankenkasse
  - **Insurance number**

- I am exempt from compulsory health insurance or am otherwise insured, i.e. through a private health insurance provider.
- I do not know. I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies.

**Buttons**

- Cancel
- Back
- Continue
11. Evidence of student health insurance

Upload here.
12. Upload photo

For the student identity card please upload a recent passport size photo with the following measurements: 45 x 35 mm.
If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 01.10.2017. You will find an overview of all required application documents at the end of your online application.

Please respect the following requirements for the upload:
- Picture size: min. 102x135
- File size: max. 3000kB
- Aspect ratio approx. 3:4

Upload photo here.
12.1 Photo specifications

- You have to upload a current photo of yourself (student ID card).
- Size: ca. 45 x 35 mm
- Image size: min. 102 x 135 Pixel
- File size: max. 3 MB
  - If your file size is too big, you can compress it here: [https://tinypng.com](https://tinypng.com)
  - Please keep in mind that your picture should still be recognizable after compressing it.
13. Statement concerning examination entitlement

Have you ever lost your examination entitlement in a degree program in Germany?

Especially, did you finally fail an exam at a German university?

If no, please state no.

If yes, please state the module, the subject and the level of the degree program as well as the university.

You must enter:

NO (if you did not finally fail any exam at a German university)

-or-

The specific information on why you have lost the examination entitlement.
14. Print application for enrollment

Print (or download) application for enrollment here.
15. Information about semester fees

Information about tuition fees: amount and account data

Next steps
Thank you for accepting your study place offer. Please add/upload all missing data and documents in order to gain access to the Application for Enrollment. Then, you will have access to your Application for enrollment.

Add data

Once the University of Stuttgart receives your signed Application for Enrollment, all uploaded documents and paper documents are processed. If the status of your Application for Enrollment is updated to "received" you can assume that your paper documents have arrived. Please refrain from any inquiries until all your documents online and offline have been booked and processed.

Print Application for enrollment

Please note that you must register at University of Stuttgart by 30.09.2017. Should this not be possible, please contact the Admissions Office.

Please pay the semester fee. For more information please follow the link Semester fee

Please note: You will be enrolled and receive your Student ID only if your enrollment documents are complete and the semester fee is paid. (The deadline for paying the semester fee, as stated in the link, can differ from the enrollment deadline. The enrollment deadline in your Letter of Admission overrides the semester fee deadline!)

Status
16. Required documents for enrollment

Submit all required documents (required documents may vary, depending on your degree program)

- Original or certified copy or basic copy (as stated)
- Please note: A **notification of de-registration** is only needed if you have already studied at another university
- Please note: Health insurance and Photo have to be **uploaded only**!

<table>
<thead>
<tr>
<th>Required documents (for enrollment)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Documents stated herein must be included in your application</strong></td>
</tr>
<tr>
<td>- Application for enrollment (Original)</td>
</tr>
<tr>
<td>- Higher Education Entrance Qualification / High School Diploma (Enrollment) (certified copy)</td>
</tr>
<tr>
<td>- Evidence of student health insurance (Upload)</td>
</tr>
<tr>
<td>- Passport photo for the student ID card (Upload)</td>
</tr>
<tr>
<td>- Notification of de-registration from a German University (Copy)</td>
</tr>
<tr>
<td>- Statements concerning examination entitlement (Text field)</td>
</tr>
</tbody>
</table>

If you have to submit requested documents at a later date, please use this cover sheet: [Cover sheet](#).
17. Submit required documents

- Sign the application for enrollment

- Submit the signed original and the other required documents to the Admissions Office
  
  - via post (no email) to
    Admissions office
    Geschwister-Scholl-Str. 24b
    D-70174 Stuttgart

  - or personally (during office hours)
    For office hours see:
    https://www.uni-stuttgart.de/en/study/application/admissions-office/