HowTo C@MPUS – for Applicants

Enrollment process

C@MPUS Support Team

Date: 12/05/16

Please note:
If you have finished „Residual Data Entry“ without uploading all needed documents, you will find further information concerning the upload at section 16 „Required Documents for Enrollment“.
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. Open your list of applications

![Image of Universität Stuttgart's online platform with highlighted 'Applications' option]
4. Show status/detailed view of application:
   → Click on the magnifying glass icon
5. 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 accept this study place. Should you receive a further letter of acceptance, you may, upon simple demand, change your degree program before starting the semester.

Accept offer
Decline the %ANGEBOT_NAME% offer
6. If necessary, choose form of study

- 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...
7. Download notification

Download notification here.
8. Add data → Residual Data Entry

![Screenshot of the Universität Stuttgart application status page with a highlighted "Add data" button.](image-url)
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 01.10.2015. Download the request for enrolment after completing this application wizard.

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

If you currently don’t have a valid German health insurance and need one, please choose „I do not know...“ and hand in with your enrollment, where it will be corrected.

For foreign students it is recommended to get a health insurance when you are in Germany.
10-A. Choose health insurance: e.g., AOK
10-B. Choose health insurance: e.g., TK
11. Evidence of student health insurance

Upload here.
12. Upload photo

Upload photo here.
13. Statements 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.

NO
or specific information on why you have lost the examination entitlement.
14. Print Application for enrollment

Print (or download) Application for enrollment here.
15. Tuition fees

Information about tuition fees: amount and account data
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!

The grey triangle opens a detailed view of the document. You will be able to upload it there.
17. Submit required documents

- Sign and submit the application for enrollment (original!)

- Hand in at the **Admissions Office** personally (no postal mail!)

- Office hours of the Admissions office for foreigners:
  - Monday, Tuesday, Thursday, Friday: 9–12 Uhr
  - Wednesday: 13.30 - 15.30 Uhr

- Admissions office:
  Geschwister-Scholl-Str.24b
  70174 Stuttgart