HowTo C@MPUS

Enrollment procedure doctorate – Applicant‘s view

CUS-Team

04/22/2015
Application set up – Start of course

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: Sommersemester 2015
Application set up – Select degree program

**Select degree program**

- **Type of studies**: other study
- **Intended degree**: Einschreibeverfahren Promotion
- **Degree program**: Einschreibeverfahren Promotion
- **Entrance semester**: 1 - Manual admission
- **Form of studies**: No certificate/degree

- **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.**
Application set up

- Enter or confirm personal data, address, etc.
Application Set up – Proof of acceptance

ONLINE APPLICATION

Start of course
Select degree program
Personal data
Correspondence address
Higher education entrance qualification
Academic background
Application for admission
Higher education entrance qualification

- Nachweis über die Annahme als Doktorand/in durch den Promotionsausschuss
  APS certificate (Upload)
  Other documents
  Proof of German language skills

Current document

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<tr>
<th>Name</th>
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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 30.09.2015 at the latest).

File...  Durchsuchen...

Proof of acceptance as a PhD Graduate through the PhD Committee
Application set up – Submit Application

OVERVIEW - APPLICATION NUMBER: 1-00016881

PLEASE NOTE

This is just a preview for checking your application. Your application has not been submitted yet.

Please review all your entries thoroughly. If all is correct, mark the approval checkbox (at the bottom of the page) and click the SEND button to submit the application electronically.

Pleased note:
You will not be able to change any entries of an electronically submitted application. Besides you will not be able to issue a new applicaton for the same study program!

Afterwards you will get a link to your Application for admission (PDF document). Please print it, sign it, scan and upload it.

Don't send it to us by mail.

Confirmation

Please click "Back" in order to revise incorrect details. Check the box and click "Send" to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

I hereby confirm that the given information is correct and complete. I agree to the processing of my personal data for the use in the administration procedures at the University of Stuttgart. I am fully aware that any false information on my behalf can lead to an exclusion from admission and enrolment at the university.

Confirm data, submit by pressing send
E-mail notification

- After successfully processing your application by the Admissions office, you will receive a notification via e-mail:

  Dear Ms. Teststudi,

  You have been accepted for Dr. rer. pol (PhD) – Faculty 10, starting summer semester 2015.

- Please continue with the process of accepting your place in your account in C@MPUS.
Show details of application

<table>
<thead>
<tr>
<th>Application number</th>
<th>Degree program</th>
<th>Submission of application</th>
<th>Admission</th>
<th>Study place offer</th>
<th>Enrollment</th>
<th>Operations</th>
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<td>Non-degree Program</td>
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Show details of application
Accept offer

Application - Status
Applicant number: 200128152
Application number: 100310003
Course of study: Doctorate, Dr. rer. pol. - Fakultät 10 (1 FS)
Start of course: Sommersemester 2015

Back to "My Applications"

- Submission of application
- Admission
  - Details of the admission procedure
    - Course of study: Doctorate, Dr. rer. pol. - Fakultät 10
      - Entrance semester: 1
      - Type of admission: Manual admission
    - Status: "Formal admission requirements" not checked yet.
    - Admission granted
- Study place offer
  - 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 program before starting the semester.
  - Accept the %ANGEBOT_NAME% offer
  - Decline the %ANGEBOT_NAME% offer

- Enrollment
  - Accept offer

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Add data and print „application for enrollment“

Next steps

Please complete the details relevant for enrolment. Then, you will have access to your Application for enrollment.

- Add data
  - (Health insurance etc.)

Application for enrollment

- Print Application for enrollment
  - Print application for enrollment, sign it and send it to the secretary of studies

Please pay the semester fee. Details can be found by following the link: Tuition fee

Status

- "Enrollment requirements": not checked yet.
- Tuition fees not (fully) paid
- "Enrollment": not done yet.

Required documents (for enrollment)

- Application for enrollment (Original)
- Higher education entrance qualification (Copy - certified)
- Evidence of student health insurance (Original)
- Passport size photo for the student identity card (Original)
- Notification of de-registration (Copy)
- Nachweis über die Annahme als Doktorand/in durch den Promotionsausschuss (Copy)
Last steps

- The applicant adds via C@MPUS the necessary data for the enrollment, and sends the signed application for enrollment (original/paper, no scan) to the Admissions office.

- The applicant wires the tuition fee via bank transfer.

- After everything is confirmed, and the money has arrived, the applicant will be informed about the enrollment via e-mail.