Registration, Application for Acceptance, Enrollment of Doctoral Students

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REGISTRATION FOR THE C@MPUS ACCOUNT

As doctoral students of the University of Stuttgart, it is mandatory to register your doctoral project in C@MPUS upon conclusion of the agreement on doctoral studies.

Registration in C@MPUS is part of your application for acceptance as a doctoral student, which is submitted to GRADUS and made to the responsible doctoral committee. Additionally, you will receive feedback on the receipt of your submissions in C@MPUS.

Before log in for the first time to C@MPUS, please decide which of the described groups of persons you belong to for access to C@MPUS (see below). Please consider the order of the case descriptions. If you are unsure which group you belong to, please contact C@MPUS support at support@campus.uni-stuttgart.de

1. Current students of the University of Stuttgart

If you are currently enrolled at the University of Stuttgart, please use your student account (user ID in the form of st123456 or abc54321) for access to C@MPUS.

In case you have forgotten the password for your student account, please contact the TIK Student User Advice: https://www.tik.uni-stuttgart.de/beratung

2. Former students of the University of Stuttgart

If you were already enrolled at the University of Stuttgart in the past but your student account is no longer active, please fill out the registration form in C@MPUS to create a Basis account and follow the instructions in the e-mail you will receive afterwards.

Please note: If your exmatriculation was less than eight months ago, then your student account is still active and usable. In this case, please use your student account as described above.

3. Employees at the University of Stuttgart

If you are currently an employee of the University of Stuttgart and are not currently enrolled or have never been enrolled at the University of Stuttgart in the past, please use your employee account (user ID in the form of ac123456) for access to C@MPUS.

4. All others

If you are not currently enrolled and have never been enrolled at the University of Stuttgart, you can create a Basis account in C@MPUS. On the C@MPUS homepage, you can find a link to the registration form for creating an applicant account.
CREATE AN APPLICATION AND SUBMIT THE DOCUMENTS

Go to the C@MPUS website and log in
Go to the C@MPUS system at https://campus.uni-stuttgart.de and log in on this page with your access data.

Create and submit your application
If you end up directly in the application wizard after logging in to C@MPUS, skip the first steps of this guide and continue with “2.2 When you begin your studies ...”

1. Go to homepage in C@MPUS.
2. View the overview of your applications:

2.1. Create a new application or edit an application that you have already started:

2.2. When you begin your studies, please select the current semester and click “Continue”.

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. Most international Master of Science programs only start in the winter semester.

Start of course summer semester 2024

When applying, please consider the upper limit of:

- max. 6 undergraduate programmes for the first semester
- max. 4 applications for Master's programmes for the first semester

If you exceed the upper limit with this application you may have to withdraw another application before you will be able to continue with this one.

Please note that you can only file one application each for the first and for a higher subject-specific semester.

NOTE: The State of Baden-Württemberg charge tuition fee for international students from non-EU countries (1,500 Euro/semester) as well as tuition fee for a Second Degree (650 Euro/semester). Please, find more information here:
https://www.student.uni-stuttgart.de/studienorganisation/formaltaeten/gebuehren-und-beitraege/

Continue
2.3. When selecting the study program, please select "Registration as Doctoral Student" as shown in the screenshot and click "Continue".

![Online Application Screenshot]

2.4. Please fill out the forms displayed on the following pages of the application wizard accordingly (personal data, address, university entrance qualification, academic background), or confirm the data already entered by clicking on "Continue".

**Employees of the University of Stuttgart** are not able to edit the fields "Place of birth", "Country of birth" and "Nationality". Please click on "Continue" and provide this information later in the application for acceptance as a doctoral student (AAD).

2.5. Afterwards the higher education entrance qualification is requested in the wizard. You can upload the higher education entrance qualification directly here or at any time after submitting the application. Refer to the instructions on how to upload documents after submission here: https://www.uni-stuttgart.de/en/study/application/online/instructions/application-status/

2.6. After completing this step, a summary of your information will be displayed. Please scroll down to the bottom, confirm the details, and click "Send".
Application for acceptance as a doctoral student (AAD)

Please fill in the forms displayed on the following pages of the AAD wizard (contact details, personal details, details about the doctoral project: Institute, facility at the University of Stuttgart, faculty, doctoral degree and subject, structured doctoral program, cooperation, previous doctoral studies) accordingly or confirm the already entered data by clicking on "Next"

Status of your application for acceptance as a doctoral student

Status of your registration: recorded under 2-138220 / 1-458877.
Status of your application for acceptance (AAD-Nr. 81): completely recorded

Finally, a summary of your information will be displayed. Please scroll down to the bottom and confirm the information by clicking on "finally save and confirm".
Documents to be submitted by post

Please print out the application for acceptance as a doctoral student and submit the signed application by post along with the attachments listed on the back of the application.

Go to the overview of your applications (click on "My Applications"). By clicking on the arrow symbol, you can also view the list of documents to be submitted by post to GRADUS as well as details on the status of the application.

![Application Overview](image_url)
By clicking on the documents, you can access the corresponding information and see in which form the documents should be submitted.

The following submission forms are distinguished:

- For original submissions, please submit signed: the application for acceptance as a doctoral student, the agreement on doctoral studies, curriculum vitae, and the form "Formal Equivalence of Foreign Degrees”.

- Officially certified copies of certificates and academic transcripts that were not obtained at the University of Stuttgart.

- Simple copies of certificates and academic transcripts obtained at the University of Stuttgart.

- Electronic documents to be submitted: Upload the higher education entrance qualification as a PDF file in C@MPUS.

All documents to be submitted in the original or as a copy should be sent by mail (internal mail) to:

Universität Stuttgart
Graduierten-Akademie GRADUS
Promovierendenmanagement
Pfaffenwaldring 5c
70569 Stuttgart

Alternatively, you can leave them in the letterbox in front of 5c Pfaffenwaldring. Please do not submit originals of academic transcripts and certificates!

Please note:

**Foreign degree-holders:**
Certificates, academic transcripts and proofs of performance from foreign universities must be submitted as a certified copy of the original with a certified translation in German or English, or a certified copy must include both the original and the translation. If a recognition of equivalence has already been completed as part of
your employment, please attach a copy of the result to your documents. Otherwise, please submit the form “formal equivalence of foreign degrees”.

Objection to mandatory enrollment for full-time employees
If you are a full-time employee (volume of employment at least 50%) of the University of Stuttgart, you can object to the mandatory enrollment for accepted doctoral students. If you want to use this option (i.e. you do not want to enroll), please fill out the corresponding form and submit it in the original. Please send the form to Division IV/Personnel (not directly to GRADUS!), using the specified address. Division IV will confirm the employment relationship and forward the form to GRADUS.
You can find the form here:

FEEDBACK IN C@MPUS AND APPLICATION STATUS
The status of your documents will be posted in C@MPUS next to the respective document as soon as your documents have been received by GRADUS and are processed there.

If documents are not in order or not complete, you will receive information via e-mail. When all documents are in order, GRADUS will forward them to the responsible doctoral committee, which will then decide on your acceptance as a doctoral student. After that, you will receive the original notification of acceptance as a doctoral student by the doctoral committee directly from the responsible faculty. Instructions on how to retrieve the details regarding the documents and how to subsequently upload documents can be found here:
https://www.uni-stuttgart.de/en/study/application/online/instructions/application-status/

ENROLLMENT AS A DOCTORAL STUDENT
To initiate the enrollment process, please upload the notification of acceptance as a doctoral student in the list of documents of your application.

Your acceptance as a doctoral student will be recorded by GRADUS in C@MPUS. If you have not objected to enrollment, you will receive a notification by e-mail that the enrollment process has been started.
If you have not received a notification in C@MPUS although you have not objected to the enrollment, please upload the notification of acceptance in the list of documents of your application with that the enrollment process can be started.

Dear Tester FakDrel,

You have been offered a place on the study program Chemistry, Doctorate for the Summer semester 2024.

To enroll, please proceed as follows:

1. Go to the overview of your applications in C@MPUS (→ Click on “My Applications”). A new application “Doctorate Subject of the doctoral project xy” should have been added now. Using the arrow symbol, you can view the details of your new application.

2. Accept the study place offer:

![Study place offer]

3. Complete the data required for enrollment (residual data entry):
4. Please complete the process of the residual data entry by clicking on "finish". This is followed by the preview window. Please tick the confirmation box and then click on SEND. You have now submitted the application for enrollment at the University of Stuttgart digitally. Once your data has been submitted, it is possible to upload or replace additional documents within the deadline (see the step "Documents stated herein must be included in your application").

5. Please pay the semester fee as specified:

<table>
<thead>
<tr>
<th>Next steps</th>
<th>If you intend to accept your place on this study program, please enter the relevant data and submit the documents required for enrollment. Upon completion of this wizard, you will need to submit your data, and thus your enrollment application.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please pay the semester fee. For more information please follow the link: Semester fee</td>
</tr>
<tr>
<td></td>
<td>You receive the notification about tuition fees in Student Dossier at C@MPUS.</td>
</tr>
</tbody>
</table>

6. Once all enrollment documents and payment have been received by the “Application, Admission and Enrollment Department”, you will be notified of your enrollment by e-mail. You can also find information about enrollment here: https://www.uni-stuttgart.de/en/study/application/online/instructions/enrollment-procedure/

**FURTHER INFORMATION AND SUPPORT**

Further information on doctoral degree studies at the University of Stuttgart as well as on registration in C@MPUS, on submitting documents to GRADUS and on enrollment can be found here: https://www.uni-stuttgart.de/en/research/early-career-researchers/doctoral-degree-studies/enrollment/

For organizational questions related to registration and enrollment, please email Ms Hawlitschek or Ms Boztepe-Burgert/GRADUS; contact details and information about office hours can be found on the website above.

General C@MPUS instructions for applications can be found here: https://www.uni-stuttgart.de/en/study/application/online/

If you have any questions about how to use C@MPUS, please contact C@MPUS support at support@campus.uni-stuttgart.de