

## What is C@MPUS?

C@MPUS is an administrative managing system which provides the following services:

- Registration at the University of Stuttgart
- Automatic issuing of letters of admission
- Enrolment at the University of Stuttgart
- Automatic issuing of matriculation certificates
- Other administrative services (change of address, information on payment status of semester fee, etc.)

**As an individual non-degree student you will have to register and apply for admission at the University of Stuttgart using the C@MPUS system!**

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## How to register and apply? (detailed instructions below)

1. Create a C@MPUS account.
2. Apply for admission as a non-degree student using this account.
3. Upload the requested documents as specified during the application procedure.
4. Once your application is electronically submitted, C@MPUS will generate an official application form for admission. Print, sign, scan and then upload this form.
5. Please note that we can only accept uploaded documents (no email, no postal mail).
6. In case a document is missing you will be notified by email. **Please check your inbox and C@MPUS account regularly after finalizing the application for admission.**
7. Your application for admission will be checked by the University of Stuttgart. You will be notified as soon as you are officially admitted. The official letter of admission will be available in C@MPUS and valid without signature and stamp.

Please note: If you select a security question when creating your account, you can reset your password in case you forget it.

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## Instructions on registration and application for admission using C@MPUS

Please remember, that your status is **non-degree individual!**

1. Go to <https://campus.uni-stuttgart.de/>
2. You can switch to the **English version** of C@MPUS by clicking on the speech bubble in the upper right hand corner. Click **“Log-in” in order to create a C@MPUS account.**



Once on the login page, click “Create applicant account” and follow the instructions. **Use your full name as written in your passport!** Please note that you will have to confirm

the creation of your C@MPUS account by clicking a link you will receive by email after creating your account.

- Once your account is created, please log into C@MPUS. You should now be seeing your so called "Business Card" (otherwise please click on your name in the upper right hand corner). In order to apply for admission, please click "Applications". Then on the applications page, click "Enter new application" (upper right hand corner).

The screenshot shows a user profile section with fields for 'Ms.' and 'E-mail', both of which are redacted with black boxes. Below this is a navigation bar with two main sections: 'Studies' and 'Services'. Under 'Studies', there is a link for 'Applications' which is circled in red. Under 'Services', there is a link for 'Change Password'.

- On the first page of the online application, please choose the start semester of your stay in Stuttgart (Sommersemester = summer semester; Wintersemester = winter semester) and continue. **Please fill in the second page exactly according to the following example and continue.**

The screenshot shows a form titled 'Select degree program'. It contains several dropdown menus and checkboxes. The fields are as follows:

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

Below these fields are two checkboxes:

- 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.

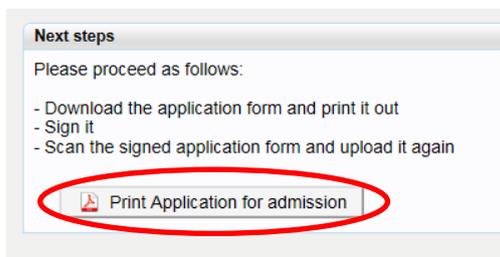
- Fill in your personal data and address. **Use your current home address for now and remember to change it via the "Business Card" upon arrival (otherwise your student ID will be send to your home address)!**
- Yellow fields are obligatory.**
- Please provide information on your higher education entrance qualification.

The screenshot shows a form titled 'Higher education entrance qualification'. It contains a text box with instructions: "Please enter what type of higher education entrance qualification you hold and when and where you have obtained it. More information: [Higher education entrance qualification](#)". Below this are three radio button options:

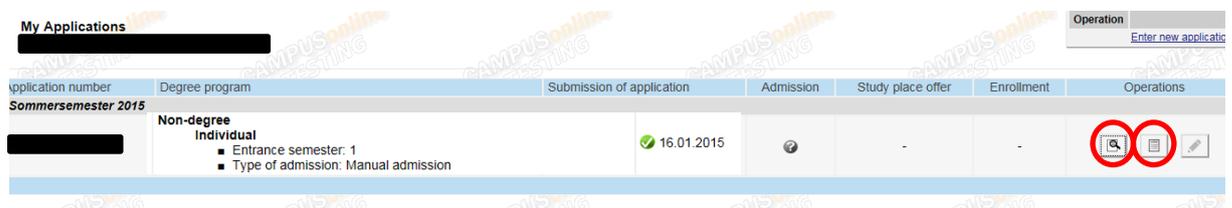
- I have a German higher education entrance qualification.
- I have obtained a foreign higher education entrance qualification. [i](#)
- I belong to the group of master craftsmen or qualified professionals.

Below the radio buttons is a dropdown menu for 'Type' with the value 'Please select...'. Below that is a text field for 'Name of certificate (original name)' with a character count of '1 to 100 characters'.

8. In order to provide information on your academic background, click "Add degree program" and follow the instructions.
9. Please upload all required documents (if you do not have the documents at hand, you can upload them later. Admission letters can however only be issued for completed applications). **Higher education entrance qualification (your secondary school leaving certificate), transcripts of records and a confirmation of academic supervision are obligatory for all individual non-degree students.** As for any other documents that are requested by your specific exchange program, please refer to the information texts given. Other documents might be degree certificates, APS and language certificates, etc. *Please note: The admissions office can only accept scanned documents (no photographs) in either English or German. Provide us with a translation (in addition to the original document) if necessary. Also remember to upload all pages of the respective documents (especially regarding the application form for admission).*
10. Please check your application once again before submitting it, read through the confirmation text and check the box at the end of the overview page. Click "Send" to submit your application for admission. **Please note: After submitting the application form, no changes are possible and you will not be able to submit any additional application as a visiting program student!**
11. After submitting the application, you will be redirected to the page "Application status". There you can print your application for admission (please remind to sign and upload it afterwards). This page can also be visited later on (e.g. to upload missing documents, see article 11).



12. For information on the status of your application after submission, go back to your "Business Card" and click "Applications". You will be directed to "My applications".



In order to see a summary of your application for admission, click the summary sign .

In order to see a detailed overview over your application status, click . On this page, you will also be able to print your application for admission and upload missing documents. **In case you are notified that your application is incomplete, you can find more detailed information on the missing documents here.**

13. Once your application has been checked and approved, you will receive a notification by email. You will be redirected to a page where you can **download your letter of admission**. Please download and save this document which is crucial for a number of formalities. The document is valid without stamp and signature.
14. Please login to your account and click "accept study place offer" in order to confirm your admission to the University of Stuttgart.

In case you have technical questions, please contact the C@MPUS team:  
**support@campus.uni-stuttgart.de**