

After your arrival

Enrollment at the University of Stuttgart – SoSe '18

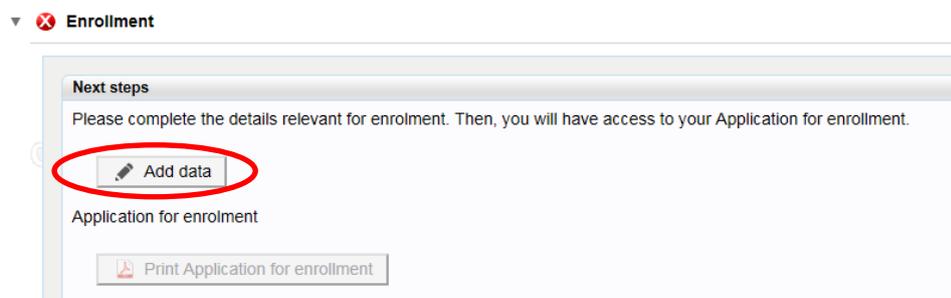
Please note that the enrollment procedure can only be completed **after your arrival** in Stuttgart. Make sure to have the following documents as digital files for uploading at hand:

- proof of health insurance
- passport sized photograph.

1. Go to <https://campus.uni-stuttgart.de/>. Login to your account: Enter your new address in **Germany via your Business Card**. **Only then** your student ID card and the ticket with the VVS icon will be sent to your current address in Germany and not to your home country (since you probably entered your home address during the application process in C@MPUS)!

2. Open your application:

Scroll down to the "Enrollment" section and click "add data".



3. Add details on your health insurance in Germany. Therefore make sure you know which program you are applying for:

- **Overseas students:** You are required to **buy a German student health insurance**. Choose "I am insured through the German public health insurance system" and add details on your health insurance.
- **Overseas E+ students (From Bosnia and Serbia):** Take your certificate of insurance to an official health insurance company in Germany (such as DAK, AOK etc.) and **have them issue you a proof of health insurance**

(*Krankenversicherungsnachweis*). Choose "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".

- **Erasmus+ students** (except from Turkish citizens): Scan your European Health Insurance Card (EHIC) (both sides) in order to upload it to the C@MPUS platform in the next step. Choose "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".
- **Turkish citizens** (Erasmus+): Take your certificate of insurance to an official health insurance company in Germany (such as DAK, AOK etc.) and **have them issue you a proof of health insurance** (*Krankenversicherungsnachweis*). Choose "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".
- **Erasmus Mundus students and DAAD scholarship holders** with a private insurance click: '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'.
- **Freemover students:** Depending on where you are from you are required to buy a German student health insurance or your foreign health insurance will be accepted here. For detailed information please contact a local health insurance provider in Germany and the Admissions office for foreign students (admissionsoffice@uni-stuttgart.de).

4. Fill in the question about examination entitlement in Germany.
5. Please upload the following documents: proof of health insurance, passport sized photo for your student identity card.
6. After completing this step, you can download your **application for enrollment**. Please print it out and sign it.

7. Please **go in person to the Admissions Office and take with you** the following documents:

- signed application for enrollment
- copy of your residence permit or visa (all **non-EU** students),
- APS certificate (only students from **China**)

Address:

Pfaffenwaldring 5 c
70569 Stuttgart

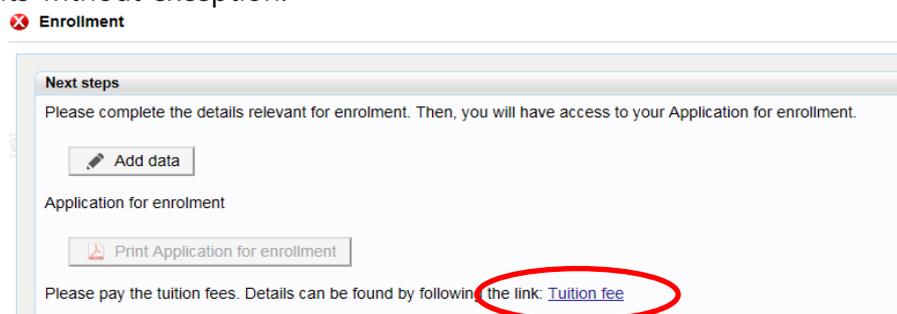
8. Final step: payment of the **semester contribution** and the **tuition fee**:

Exchange students pay a reduced semester contribution of **105,60 EUR**. Please transfer this amount even in case that a higher amount is stated in C@MPUS!

Erasmus Mundus students and **Freemover students** pay their semester contribution of **175,60 EUR** AND the **tuition fee of 1.500 EUR**.

For payment details, please click "tuition fee" (right below "Print application for enrollment")

Please note: The expression *tuition fee* applies to both the tuition fee and the semester contribution respectively. The latter has to be paid each semester by all students without exception.



A new window will open up and provide you with details on your fee. Please note: On the left hand you will find payment details to use on the bank **transfer slip**. Please make sure to transfer these details onto your transfer slip **precisely according to the data on this page** including the personalized data of the field "purpose" (mind **blank spaces**)!

Tuition fee status

Sommersemester 2015

Account information for: Sommersemester 2015

Invoice	Amount within admission deadline (€)
Studentenwerksbeitrag	55.00
Verwaltungskostenbeitrag	60.00
Solidarbeitrag VVS	43.25
Beitrag Studierendenvvertretung Universität Stuttgart	7.00
Säumnisgebühr	0.00
Total	165.25
Payment deadline	15.05.2015

Payment via bank transfer

Please transfer the outstanding amount to:

Universität Stuttgart

Account number 7871521656

Bank code 60050101

IBAN DE15600501017871521656

BIC SOLADEST600

Purpose [REDACTED]

Booking date	Type of payment	Amount (€)
	outstanding	165.25

9. While the Admissions Office is checking your application, you are able to check its status in C@MPUS as well as **upload missing documents**. Once your payment and your application for enrollment have been received and all documents are complete (either uploaded, sent by post or handed in personally), you will be enrolled. You may then download your **certificate of enrollment** from the C@MPUS system.

10. Very important:

Activate your student account

Upon receiving your complete application for enrollment and the correct payment of the semester contribution, you will be enrolled and notified via e-mail by the Admissions Office. Please **activate your new student account in C@MPUS upon receipt of this e-mail by following the instructions given**.

Your student ID card and the stamp validating your student ID will be sent to you by post (in two different mailings).

You may also download your matriculation certification from this date on.

In case you have technical questions, please contact the C@MPUS team:

support@campus.uni-stuttgart.de