

C@MPUS guideline

for visiting program
and exchange
students



University of Stuttgart
Germany



What is C@MPUS?

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

- **Application** for admission at the University of Stuttgart
- Automatic issuing of **letters of admission**
- **Enrollment** at the University of Stuttgart
- Automatic issuing of **matriculation certificates**
- **Other administrative services** (change of address after enrollment, information on payment status of semester fee, etc.)

As a visiting program or exchange student you will have to apply for admission to the University of Stuttgart using the C@MPUS system! Application for non-degree program students via the online application platform C@MPUS will be **possible from May 1 / Nov 1** onwards.

How to register and apply?

- Create a C@MPUS account.
- Apply for admission as a **non-degree program student** using this account.
- Upload the requested documents as specified during the application procedure.
- Once your application is electronically submitted, C@MPUS will generate an official application form for admission. Print, sign, scan and then upload this form.
- Please note that we can only accept uploaded documents (no email, no postal mail).
- 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.**
- 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.



uni-stuttgart.de/io



Application for admission

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 e-mail after you have created your account.

3. Once your account has been created, please log into C@MPUS. You now should see 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).

Ms. **Musterfrau, Margareta**

E-mail incoming2@ia.uni-stuttgart.de

Studies	Services
Applications	Change Password

Please note:

- > Text boxes with yellow borders are mandatory.
- > Text boxes without yellow borders are optional.

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:

Select degree program

Type of studies	other study	▼
Intended degree	Non-degree	▼
Degree program	Program	▼

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.





Use your current home address for now and remember [to change it later via your Business Card \(Otherwise your student ID will be sent to your home address\)!](#) This address can be changed later even if it says otherwise during the application process. **Yellow fields are obligatory.** Fields that are not marked with a yellow frame are optional and do not have to get filled in.

- Please provide information on your higher education entrance qualification. This is the qualification that is required in your home country to study at a university (often called a school leaving qualification or a secondary school leaving certificate).

Please select “I have obtained a foreign higher education qualification” followed by “School abroad [aHR] / Schule im Ausland [aHR]” for the type.

- In order to provide information on your academic background, click “Add degree program” and follow the instructions. If you have already completed any degrees in the past, please carry out this step for each degree.

Example:

University: If your university does not show up in the list of universities, please leave the drop-down menu empty and type in the name of the university manually in the field below.

Degree: Please enter your current study degree, e.g Bachelor of Science, Master of Engineering etc

Form of Studies: Bachelor students please select “First Degree”. If you are in Master please select “Second Degree”





1st subject according to statistics	Applied Art
original name of 1st subject of studies	<input type="text"/>
2nd subject according to statistics	Please select...
original name of 2nd subject of studies	<input type="text"/>
3rd subject according to statistics	Please select...
original name of 3rd subject of studies	<input type="text"/>

1st subject according to statistics OR Major (1st subject): Please choose your subject of study / major from the drop-down menu. If your major is not listed, please choose the subject most similar to your own and type in the name of your subject in the box below. If you have a second major, please write it down as well.

Semester		Total	Leaves of absence	Internship	Clinic (internship)
from	to	0	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please select	Please select		from 0 to 20	from 0 to 20	from 0 to 20

Semester: Please specify how long you have been enrolled in your home university including your current semester.

6. Please continue your application and [upload the requested documents](#):

- **Application for Admission**
- **Higher education entrance qualification** (a certificate which qualifies for university studies e.g. baccalauréat, high school diploma, Gao Kao, etc.)
- As for **other documents** that are requested by your specific exchange program, please refer to the appropriate application requirements

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](#)
- [Transcript of records](#)
- [Bachelor's/Master's degree certificate](#)
- [Confirmation of academic supervision](#)
- [Learning agreement](#)
- [Confirmation of scholarship](#)
- [Proof of German language skills](#)

Please note:

As a visiting student, you are not required to upload all the listed documents—only the ones explicitly mentioned by the International Office / your program coordinator. You can skip by clicking on that step.

Application for Admission:

You will be able to down- and upload that form after **sending** the application (see article 7). You will then be redirected to the page "Application status". **There you can download your application for admission.** This page can also be visited later on (e.g. to upload missing documents, see article 8). Please follow the instructions:

Next steps

Please proceed as follows:

- Download the application form and print it out
- Sign it
- Scan the signed application form and upload it again



Please note:

We can only accept scanned documents (no photographs) in either English or German. **Provide us with a certified translation (in addition to the original document).**

The maximal size of the document is 1 MB; please upload the documents as scans from a printer or compress the PDF file beforehand.

Important: Documents you do not have at the moment can be uploaded later.

7. 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 electronically.

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.

Please note: After submitting the application form, no changes are possible (although it is possible to upload missing documents later) and you will not be able to submit any additional application as a visiting program or exchange student!

8. How to see the **status** of your application and **upload** missing documents, including the application of admission

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".

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
Sommersemester 2015						
-00004162	Non-degree Program ■ Entrance semester: 1 ■ Type of admission: Manual admission	08.01.2015		-	-	



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 

In case you are notified that your application is incomplete, you can find more detailed information on the missing documents here.

Here you can find a list of missing required missing document:

Click on the small triangle on the left to upload the documents:

Status

- received electronically
- "Application documents": not checked yet.

Required documents (for admission)

Documents stated herein must be included in your application

- Application for admission (Original) X
- Higher education entrance qualification (n/a) X

Documents stated herein may be included in your application

Unter folgendem Link finden Sie ein Deckblatt zur Einreichung von Unterlagen für Bewerbungen in die Studiengänge **Architektur und Stadtplanung B.Sc. und M.Sc.**: [Cover sheet](#). Hinweis: Für die Bewerbungen in alle anderen Studiengänge können per Post eingesandt Unterlagen nicht bearbeitet und auch nicht berücksichtigt werden!

Required documents (for admission)

Documents stated herein must be included in your application

- Application for admission (Upload respectively online ONLY) ▽ X

Information Then please proceed as follows:

- Download the application form and print it out
- Sign it
- Scan the signed application form and upload it again

Document templates not available

Submit electronically Upload document
Upload possible until 15.12.2015

Status X not provided

Further steps after your application has been checked and approved

1. Once your application has been checked and approved, you will receive a notification by e-mail. Now you can download your [letter of admission](#) (*Zulassungsbescheid*).

Please download and save this document which is crucial for a number of formalities. The document is valid without stamp and signature.

Important: The letter of admission does not describe the duration of your stay. The term "1. Fachsemester / 1. Semester" is understood as the first semester in which you are first enrolled in a German university.

2. Please log into your account and click "[accept study place offer](#)" in order to confirm your admission to the University of Stuttgart.

3. In addition to the admission procedure, you will have to enroll at the University of Stuttgart. You will receive further information upon arrival in our Welcome Guide.

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

