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.
Application for admission

1. **Go to** [https://campus.uni-stuttgart.de/](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.

   ![Login](image)

   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).

   ![Business Card](image)

   **Please note:**

   ![Text boxes](image)

   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](image)
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.

4. 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.

5. 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”
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

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 download 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:
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](image)

**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”.

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**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.
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 documents:

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

![Image of required documents](image)

**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