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 and exchange student you will have to apply for admission at the University of Stuttgart using the C@MPUS system!

How to register and apply? (Detailed instructions for both, application and enrollment, below)

- 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 page example](image1.png)

   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.

3. Once your account is created, please log in to 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).

   ![Applications page example](image2.png)

   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**.
Fields that are not marked with a yellow frame are optional and do not have to get filled in.

4. Fill in your personal data and address. **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)! Yellow fields are obligatory.

5. Please provide information on your higher education entrance qualification.
6. In order to provide information on your academic background, click “Add degree program” and follow the instructions (Bachelor or masters programs you did in the past. No problem if not every degree you did may fit in the fields, choose the most actual one).

If your university does not show up in the list of universities, please type in the name of the university manually in the field below.

Please fill in for how long you have been at the university until the current semester and the number and type of breaks

Important: please fill in “final exam: not taken yet” (this refers to your current studies)
7. Please **upload** all required documents (max. 1MB!!!, no pictures of documents; scan your documents or try to reduce the size of your pdf files):
   - transcripts of records
   - **higher education entrance qualification** (the diploma you get when you graduate the school which allows you to attend a university e.g. baccalauréat, high school diploma, Gao Kao, etc.)
   - **learning agreement** (signed by you, your home university **AND** your academic Erasmus coordinator at the University of Stuttgart) (**Erasmus students only!**)  

If you do not have the documents at hand, you can upload them later. Admission letters can however only be issued for completed applications. As for any other documents that are requested by your specific exchange program, please refer to the information texts given.

**Please note:** We 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).

8. 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!

9. **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 all pages of this form afterwards). This page can also be visited later on.
10. 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.
11. Once your application has been checked and approved, you will receive a notification by email. Now 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.

12. Please log into your account and click “accept study place offer” in order to confirm your admission to the University of Stuttgart.

13. In addition to the admission procedure, you will have to enroll at the University of Stuttgart. **You will receive information regarding the enrollment process upon arrival.**

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

support@campus.uni-stuttgart.de