

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! Application for non-degree program students via the online application platform C@MPUS will be possible from May 1, 2018 onwards.

How to register and apply? (Detailed instructions for both, application (Part 1) and enrollment (Part 2), 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.

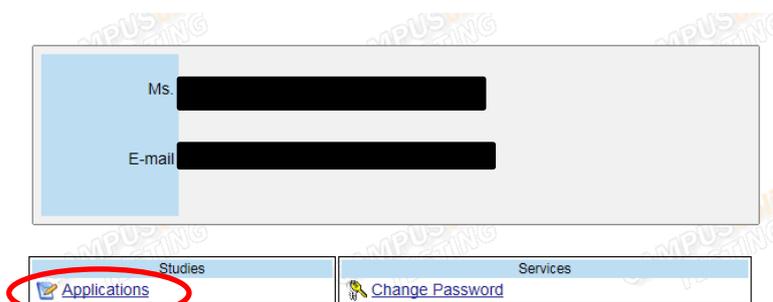
Application for admission

1. Go to <https://campus.uni-stuttgart.de/>
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.

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



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)! **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.

Higher education entrance qualification

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](#)

I have a German higher education entrance qualification.

I have obtained a foreign higher education entrance qualification.

I belong to the group of master craftspersons or qualified professionals.

Type: Please select...

Name of certificate (original name):

1 to 100 characters

5. In order to provide information on your academic background, click "Add degree program" and follow the instructions. If you already completed any degrees in the past, please do this step for each degree.

The screenshot shows a web form titled "University/Subjects". It is divided into three main sections:

- University/Subjects:** This section contains several input fields:
 - Country of university: South Africa (dropdown)
 - University: University of Cape Town (dropdown)
 - URL: http:// (text input)
 - Degree: (text input, max. 100 characters)
 - Form of studies: Please select... (dropdown)
 - Major (1st subject): Please select... (dropdown)
 - Originalbezeichnung 1. Studienfach: (text input, max. 110 characters)
 - 2nd subject: Please select... (dropdown)
 - Originalbezeichnung 2. Studienfach: (text input, max. 110 characters)
 - 3rd Subject: Please select... (dropdown)
 - Originalbezeichnung 3. Studienfach: (text input, max. 110 characters)
- Semester:** This section contains a table for semester information:

| from | to | total | Leaves of absence | Internship | Clinic (internship) | Interruptions | Type of break |
|------------------|------------------|-------|-------------------|--------------|---------------------|---------------|------------------|
| Please select... | Please select... | 0 | from 0 to 20 | from 0 to 20 | from 0 to 20 | from 0 to 20 | Please select... |
- Status:** This section contains fields for exam information:
 - Intermediate exam: not scheduled (dropdown)
 - Final exam: not scheduled (dropdown)
 - Grade: (text input, max. 20 characters)
 - Date: (calendar icon, Format: DD.MM.YYYY)

At the bottom right of the form, there are two buttons: "Save and close" and "Cancel/Close".

University/Subjects: If the university does not show up in the list of universities, please type in the name of the university manually in the field below.

For Form of Studies, select 'First Degree', ...

Semester: When giving information for your degree(s), please fill in for how long you have been at the university until the **current semester** and the number and type of breaks (if you have taken any).

Status: Please select here for 'Final exam:' 'not taken yet' (this refers to your current studies only)

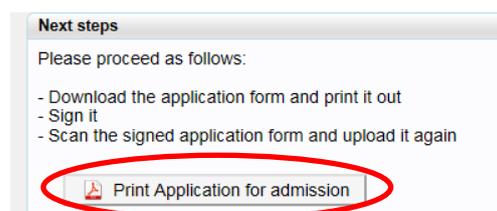
6. Please **upload** all required documents:
- **transcripts of records**
 - **higher education entrance qualification** (the diploma you get when you graduate the school which allows you to attend a university e.g. baccalauréat, high school diploma, Gao Kao, etc.)
 - **learning agreement** (signed by 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).** Also remember to upload all pages of the respective documents (especially regarding the application form for admission).

The maximal size of the document is 1 MB; please upload the documents as scans from a printer.

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 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!
8. **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 (e.g. to upload missing documents, see article 9).



9. 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 | | | | | | |
| [Redacted] | Non-degree Program <ul style="list-style-type: none"> Entrance semester: 1 Type of admission: Manual admission | 08.01.2015 | [Icon] | - | - | [Icon] [Icon] [Icon] |

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.**

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

[Print Application for admission](#)

Status

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

Required documents (for admission)

Documents stated herein must be included in your application

- ⚙️ Application for admission (Upload respectively online ONLY)
 - Information **i** 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 **⚙️** not provided

10. 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.

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

12. 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