



**University of Stuttgart**  
Germany

# Registration Manual

Winter Term 2020/2021





**University of Stuttgart**  
Germany



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## General Information

The ITECH Team is glad that you are going to apply for the ITECH Master's programme.

Herewith a brief guide to the online application process.

### How to apply?

#### Step 1: Online application

In order to apply for admission to the Master's programme you need to submit a full set of the required documents to the online application portal not later than 15 February. Please don't send any hardcopies to us. The link to the application portal is only available during the application period. Please make sure that you have a full set of the required files in order to proceed with the online application process. After completing the online process you will see in the application portal the word "receives".

#### Step 2: Pre-selection and interviews

If you have passed the pre-selection stage, you will be interviewed by the selection committee. This interview may be a face-to-face or a telephone / Skype interview.

For the intake in winter term interviews usually take place in March.

Please make sure your application documents contain an up-to-date telephone number and email address as we have to contact you in order to make an appointment for the interview.

#### 3. Step 3: Selection, submission of hardcopy documents

The final selection will take place at the beginning of April.

You will be informed of the results as soon as the decision has been made.

If you have been selected, you will be offered a place to study on the MSc. ITECH.

#### Technical requirements

In order to submit successfully your application you should have some basic devices at your disposal:

- a computer with internet access
- a printer and a scanner in order to upload all required documents
- webcam and skype account for interview

Now you can start your application by following the manual on the next pages.

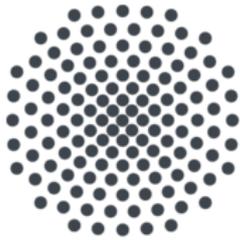


**University of Stuttgart**  
Germany

## Part 1: Registration at C@MPUS

### STEP 01 / ACCESS THE PORTAL

Please follow the link (<https://campus.uni-stuttgart.de>) to access the C@MPUS portal.



# Universität Stuttgart

## C@MPUS

**Interdisciplinary key qualifications (SQs):** The registration and allocation of course places will take place in C@MPUS. You will find more detailed information in the [instruction](#). **The second allocation is over.** .  
The registration and allocation of places for the key qualifications of aerospace engineering is also handled in C@MPUS.

### **C@MPUS - Campus Management Portal of the University of Stuttgart**

#### **Registration for students and staff of the University of Stuttgart:**

Students log in via their user identification for student services (st123456@stud.uni-stuttgart.de). Staff members log in via their AC-account (ac123456).

#### **Applicants for study programs:**

If you are neither student nor staff member at the University of Stuttgart, and do not have already an applicant account, [please register as applicant](#). Please note: Only one account per person is permitted -- otherwise the system prevents you from applying for a study program.

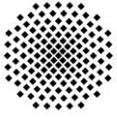
Please contact [support@campus.uni-stuttgart.de](mailto:support@campus.uni-stuttgart.de) to regain access to your former applicant account, if necessary.

#### **Former students:**

Please contact [support@campus.uni-stuttgart.de](mailto:support@campus.uni-stuttgart.de) to regain access to a special applicant account.

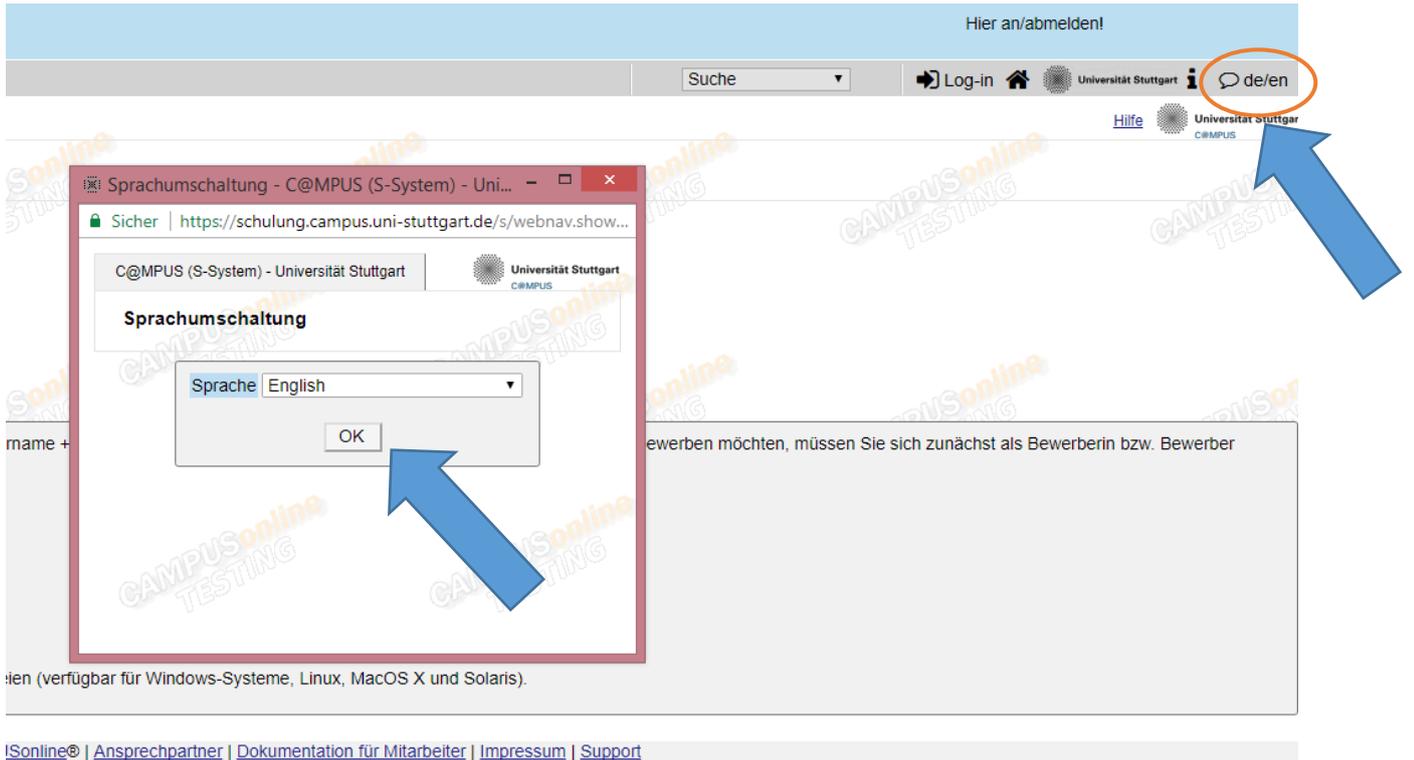
#### **Further information and assistance:**

[C@MPUS FAQ](#), [C@MPUS information for students](#), [C@MPUS information for staff members](#) as well as [information on online applications](#), or please contact us via [support@campus.uni-stuttgart.de](mailto:support@campus.uni-stuttgart.de).



## STEP 02 / LANGUAGE SETTING

Once you access the portal, make sure the language is set to English, if you do not speak German. If you find German as default, please hover your mouse to the upper right corner, click on the speech balloon in the grey toolbar  and select English.



Hier an/abmelden!

Suche

Log-in

Universität Stuttgart

de/en

Hilfe

Universität Stuttgart  
C@MPUS

Sprachumschaltung - C@MPUS (S-System) - Uni...

Sicher | <https://schulung.campus.uni-stuttgart.de/s/webnav.show...>

C@MPUS (S-System) - Universität Stuttgart

Universität Stuttgart  
C@MPUS

**Sprachumschaltung**

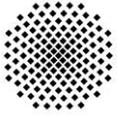
Sprache English

OK

erwerben möchten, müssen Sie sich zunächst als Bewerberin bzw. Bewerber

ien (verfügbar für Windows-Systeme, Linux, MacOS X und Solaris).

Online® | [Ansprechpartner](#) | [Dokumentation für Mitarbeiter](#) | [Impressum](#) | [Support](#)



# Universität Stuttgart

## C@MPUS



### C@MPUS - Campus Management Portal of the University of Stuttgart

#### Registration for students and staff of the University of Stuttgart:

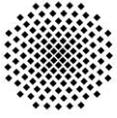
Students log in via their user identification for student services (st123456@stud.uni-stuttgart.de). Staff log in via their AC-account (ac123456@uni-stuttgart.de).

#### Registration for applicants:

If you do not already have a student or applicant account, [please create an applicant account](#). We want to point out that only one account per person is allowed. Otherwise the system prevents the transmission of the application. Please contact [support@campus.uni-stuttgart.de](mailto:support@campus.uni-stuttgart.de) to regain access to your applicant or former student account.

When encountering problems, have a look at our [FAQ](#) or [documentation](#).

In order to start your registration, you have to click **Log-in**. Although the sign is labeled as **Log-in**, it leads you to the registration of your first access.



## STEP 04 / TOWARDS ACCOUNT CREATION

Log-in

User name   
Password   
   
[Forgot your password?](#)

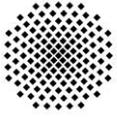
**Registration** If you do not possess a C@MPUS login account (user name and password) yet, and you intend to apply for study at Stuttgart University, you at first have to register as applicant.

- Applicants:  
[Create applicant account](#)

**System requirements**

- Browser: [detailed information](#)
- JavaScript and cookies must be activated.
- [Acrobat Reader 9 @ or newer version](#) to view PDF files (available for Windows systems, Linux, MacOS X and Solaris).

First, you need to create an account! For that, hover your mouse to *Applicants* (just below in the second grey box) and click on **Create applicant account**.



STEP 05 / CREATE A NEW APPLICANT ACCOUNT

**Personal data**

Mr./Mrs./Ms.	Please select... ▾
Last name	<input type="text"/>
First name(s)	<input type="text"/> Please enter all your first names here.
Date of birth	<input type="text"/> Format: DDMMYYYY
Place of birth	<input type="text"/> Please enter the city or town in which you were born.
Maiden name	<input type="text"/> Please only enter this in case it differs from the last name.
Nationality	Germany ▾
E-mail address	<input type="text"/>
Repeat email	<input type="text"/>
Preferred language	Englisch ▾

Now you might insert your data in order to create a new applicant account.

Please be very precise with entering your data – it cannot be changed afterwards.

Remind to use capital letters for the first letter of names, places, etc. and to separate words with space, not with comma. Otherwise, the system will not accept the data.

**Please enter your last name and your first name(s) exactly as they are written in your passport. Your name(s) cannot be changed later on!**

You can select again the language at the end, so that it will be already set for next application steps.

Continue by clicking on **Create applicant account**.

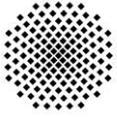


STEP 06 / COMPLETION OF REGISTRATION

The login details for your user account have been sent to the following e-mail address **j.menfort@uni-stuttgart.de**.  
Please check your mailbox shortly.

Continue

Now your registration is completed and you will receive your login password to the email address you gave previously. You might **continue** now.



## STEP 07 / LOG IN

Please check your email. Use the **email address** (you registered with) **as username** and the **password** you received to log in.  
Please don't copy paste.

### Text of email you will receive:

Dear Ms. Fonda, Jane,

please, find your online application access data under <https://campus.uni-stuttgart.de/q/webnav.ini>

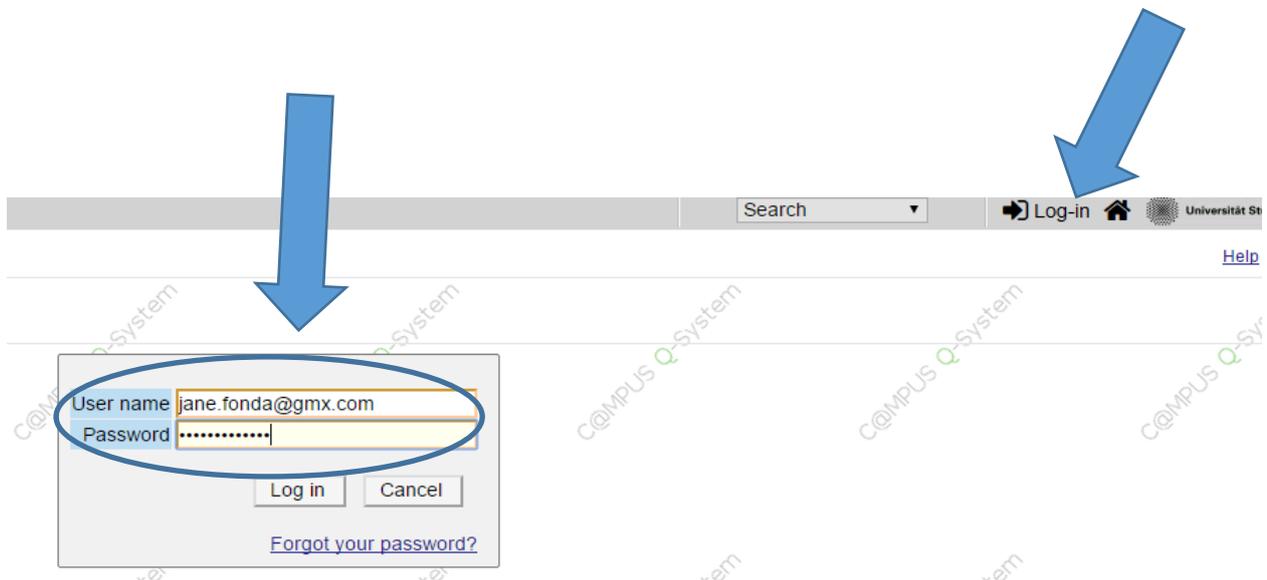
Identification: [jane.fonda@gmx.com](mailto:jane.fonda@gmx.com)

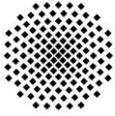
Password: f5c6sykyiwc9

Please, change your password immediately, as it is only valid for a restricted period of time.

Best regards, Your C@MPUS (██████████) team

Now please precede and log-in with these data.

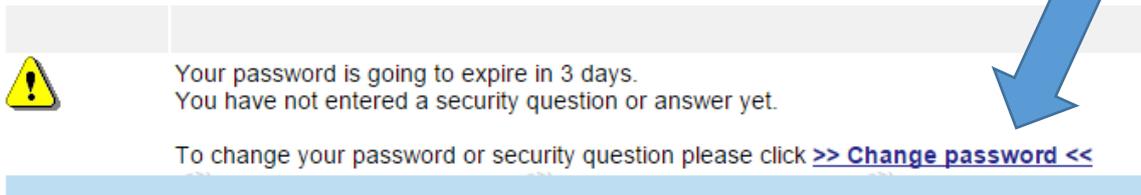




## Part 2: Application to the Study Program

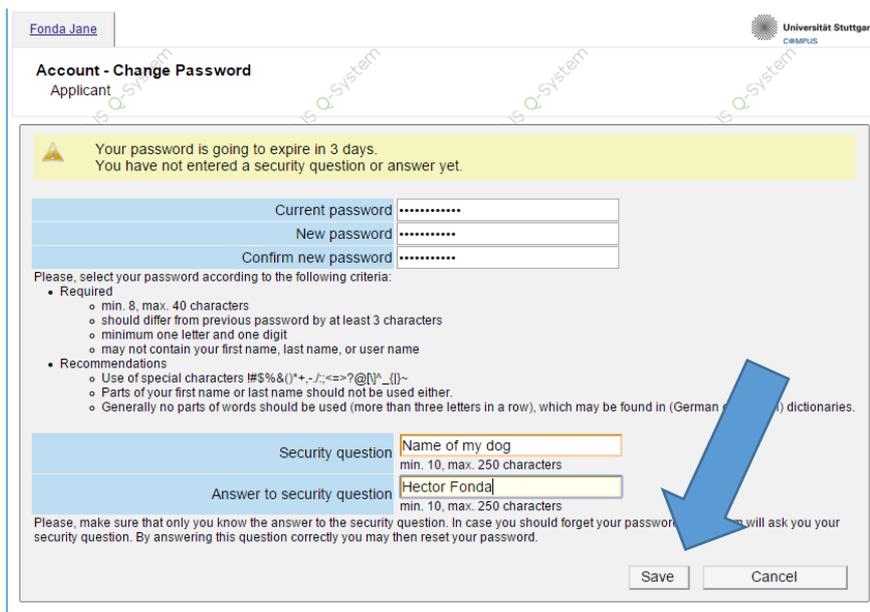
### STEP 08 / ACCOUNT – CHANGE PASSWORD

The password that has been sent to you is going to expire after 4 days, so now you are required to change the password and create a new one.



 Your password is going to expire in 3 days.  
You have not entered a security question or answer yet.

To change your password or security question please click [>>> Change password <<](#)



Fonda Jane Universität Stuttgart  
CAMPUS

#### Account - Change Password

Applicant

 Your password is going to expire in 3 days.  
You have not entered a security question or answer yet.

Current password	.....
New password	.....
Confirm new password	.....

Please, select your password according to the following criteria:

- Required
  - min. 8, max. 40 characters
  - should differ from previous password by at least 3 characters
  - minimum one letter and one digit
  - may not contain your first name, last name, or user name
- Recommendations
  - Use of special characters !#\$%&'()\*+,-./:;<=>?@[\\`\_{}~
  - Parts of your first name or last name should not be used either.
  - Generally no parts of words should be used (more than three letters in a row), which may be found in (German or English) dictionaries.

Security question	<input type="text" value="Name of my dog"/> min. 10, max. 250 characters
Answer to security question	<input type="text" value="Hector Fonda"/> min. 10, max. 250 characters

Please, make sure that only you know the answer to the security question. In case you should forget your password, we will ask you your security question. By answering this question correctly you may then reset your password.

Please don't forget to **save**.





## STEP 10 / ONLINE APPLICATION – SELECT DEGREE PROGRAM

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)

- **Select degree program**

[Personal data](#)

[Correspondence address](#)

[Higher education entrance qualification](#)

[Academic background](#)

[entrance qualification for Master's programme](#)

**Select degree program**

Type of studies: Master programme

Intended degree: Master of Science

Degree program: Integrative Technologies and Architectural Design Research

[Further information](#)

Entrance semester: 1 - Manual admission

Form of studies: Consecutive master program

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.

Cancel Preview Back Continue

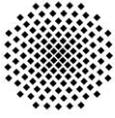
Please select:

- **Type of studies** → Master program
- **Degree program** → Integrative Technologies and Architectural Design Research
- **Entrance Semester** → Manual admission
- **Form of studies** → Consecutive master program

and **continue**.

**Please tick:** I have already studied at a university/college before.

When you're done, please **continue**.



## STEP 11 / ONLINE APPLICATION – PERSONAL DATA

**ONLINE APPLICATION** [Help](#) [Support](#)

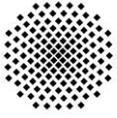
[Start of course](#)  
[Select degree program](#)  
• **Personal data**  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)

**Personal data**

Academic degree in front of the name	Please select ▼
First name	Britta
Last name affix	
Last name	Müller
All first names	Britta
Academic degree after the name	Please select ▼
Date of birth	01.01.1990
Gender	Female ▼
Place of birth	Stuttgart
Country of birth	Please select... ▼
Maiden name	Kurka
1st nationality	Germany ▼
2nd nationality	Please select... ▼

Cancel Preview Back Continue

Please check again your personal data. Here you can only choose your academic titles to appear before or after your name. Finally, please **continue**.



## STEP 12 / ONLINE APPLICATION – CORRESPONDENCE ADDRESS

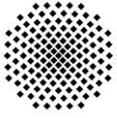
The screenshot shows a web application interface titled "ONLINE APPLICATION" with a "Help Support" link in the top right. A left sidebar contains a navigation menu with links: "Start of course", "Select degree program", "Personal data", "Correspondence address" (highlighted with a bullet point), "Permanent home address", "Higher education entrance qualification", "Academic background", and "entrance qualification for Master's programme". The main content area is titled "Correspondence address" and contains a form for "Correspondence address (semester address)". The form fields are: "c/o (if necessary)" (empty), "Street and number" (Keplerstr. 11), "Postal Code/City" (70174 | Stuttgart), "Country/State" (Germany), "Region" (Baden-Württemberg), "Telephone number" (empty), and "E-mail address" (b.kurka@icd.uni-stuttgart.de). Below the form is a checkbox labeled "My correspondence address (during the semester) is identical with my permanent home address." At the bottom, there are "Cancel", "Preview", "Back", and "Continue" buttons.

Please enter your current postal address. The University will communicate with you during the study period according to this address (**semester address**), so it has to be always up to date.

When you apply, you can enter any valid postal address you have at the moment of the application. It can be changed later on.

Also enter your contact details (phone and email). Please enter your actual telephone number with country code and without signs between the numbers. For example: 004971168582786.

In case your semester address corresponds with your home address, please tick this option. Otherwise, press **Continue**.



## STEP 12-1 / ONLINE APPLICATION – PERMANENT HOME ADDRESS

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
• **Permanent home address**  
[Higher education entrance qualification](#)  
[Academic background entrance qualification for Master's programme](#)

**Permanent home address**

Home address

c/o (if necessary)

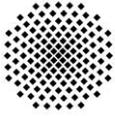
Street and number

Postal Code/City

Country/State

Region

Please note: this step will only appear if your home address is not identical with your postal address. Please fill in this box too and **continue**.



STEP 13 / ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
• **Higher education entrance qualification**  
[Academic background](#)  
[entrance qualification for Master's programme](#)

**Higher education entrance qualification**

Please select what type of higher education entrance qualification you hold and when and where you have obtained it. More information: [Higher education entrance qualification](#)

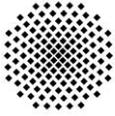
I have a German higher education entrance qualification.

I have obtained a foreign higher education entrance qualification. **i**

Master craftsmen or persons with similar qualification are allowed to apply for every study program. **i**

Type	General qualification for university entrance
Name of certificate (original name)	High School Certificate <small>1 to 100 characters</small>
Date of certificate	01.01.1975 <small>Format: DD.MM.YYYY</small>
Average grade (GPA)	1,0
Name of school	High Schools name <small>1 to 100 characters</small>
Location of school	Rome <small>1 to 100 characters</small>
Country of school	Italy
region	Lazio

Please select ***I have obtained a higher education entrance qualification/I have a German higher education entrance qualification*** and fill in the corresponding data below and ***continue***.



## STEP 14 / ONLINE APPLICATION – ACADEMIC BACKGROUND

The screenshot shows the 'ONLINE APPLICATION' interface. The 'Academic background' section is active, displaying a table with columns: University, Degree, Degree programs, from, and to. The table is currently empty, showing 'No entries.' A blue arrow points to the 'Add degree program' button located at the bottom right of the table area. The interface includes a sidebar with navigation links and buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

The 'Edit academic background' window contains the following fields:

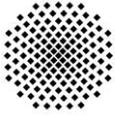
- University/Subjects:**
  - Country of university: Germany
  - Place of university/college: Berlin
  - University: TU Berlin
  - Degree: Bachelor at art colleges
  - Form of studies: First degree
  - Registration number: [empty]
  - Major (1st subject): Architecture
  - 2nd subject: Engineering Computer Science/Technical Computer Science
  - 3rd Subject: Please select...
- Semester:**

from	to	total	Leaves of absence	Internship	Clinic (internship)	Interruptions	Type of break
WS2010/11	SS2016	12	[empty]	[empty]	[empty]	[empty]	Please select...
- Status:**

Intermediate exam	Grade	Date	Final exam	Grade	Date
passed on the whole	1,0	01.01.2013	passed on the whole	2,00	01.05.2016

Buttons: Save and close, Cancel/Close

In order to enter your academic background, please go to **Add degree program** and edit data in the box. Under Degree, you have to select **First Degree**. Please don't forget to **save** in order to go on.



## STEP 15 / ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[entrance qualification for Master's programme](#)  
• **Higher Education Entrance Qualification / High School Diploma**  
[Bachelor's Degree Certificate](#)  
[Transcript of Records \(with Cumulative Grade Point Average \(CGPA\)\)](#)  
[Supplementary Form](#)  
[Curriculum Vitae](#)  
[Letter of motivation](#)  
[Certificates of Additional Degrees and Transcripts of Records](#)

**Higher Education Entrance Qualification / High School Diploma**

Please upload your higher education entrance qualification.

Current document

Name	Type	Size [KB]	Date	
1 Certificates ITECH application.pdf	application/pdf	85,7	21.09.2017 10:36:33	<input type="checkbox"/>

New document

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 1 MB. If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 15.02.18. You will find an overview of all required application documents at the end of your online application.

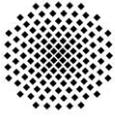
File  Keine ausgewählt

The higher education entrance qualification you entered before, has to be uploaded at this step as officially translated (English or German) and certified copy in PDF format.

Please upload your **higher education entrance document (your High School Diploma)**.

Only PDF format is accepted. The maximum file size is 1 MB.

After the upload is complete, please **continue**.



## STEP 16 / ONLINE APPLICATION – BACHELOR'S DEGREE CERTIFICATE

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[entrance qualification for Master's programme](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
• **[Bachelor's Degree Certificate](#)**  
[Transcript of Records \(with Cumulative Grade Point Average CGPA\)](#)  
[Supplementary Form](#)  
[Curriculum Vitae](#)  
[Letter of motivation](#)  
[Certificates of Additional Degrees and Transcripts of Records](#)  
[Portfolio](#)  
[Proof of English Language Skills](#)

**Bachelor's Degree Certificate**

This requirement only applies if you have already completed a degree program and received your certificate.

Please upload your Bachelor's degree certificate.

In case you have another university degree (e.g., Master or Diploma), or in case you have more than one university degree, please upload the degree certificate of the study which serves as entrance qualification for the Master's program you are applying for currently. You can upload certificates of additional studies and degrees on one of the following pages "Certificates of Additional Degrees and Transcripts of Records".

**Current document**

Name	Type	Size [KB]	Date	
1 Certificates ITECH application.pdf	application/pdf	85,7	21.09.2017 10:41:53	

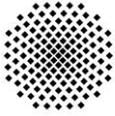
**New document**

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 15.02.18. You will find an overview of all required application documents at the end of your online application.

File  Keine ausgewählt

Please upload here an officially translated (English) and certified copy of your Bachelor's degree.

Only PDF format is accepted. The maximum file size is 1 MB.



## STEP 17 / ONLINE APPLICATION – TRANSCRIPT OF RECORDS

**ONLINE APPLICATION** [Help](#) [Support](#)

[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[entrance qualification for Master's programme](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
• **Transcript of Records (with Cumulative Grade Point Average CGPA)**  
[Supplementary Form](#)  
[Curriculum Vitae](#)  
[Letter of motivation](#)  
[Certificates of Additional Degrees and Transcripts of Records](#)  
[Portfolio](#)  
[Proof of English Language Skills](#)

**Transcript of Records (with Cumulative Grade Point Average CGPA)**

Please upload your transcripts of records in one single document.

Current document

Name	Type	Size [KB]	Date	
1 Certificates ITECH application.pdf	application/pdf	85,7	21.09.2017 10:48:37	<input type="button" value="X"/>

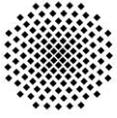
New document

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 5 MB. If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 15.02.18. You will find an overview of all required application documents at the end of your online application.

File  Keine ausgewählt

Please **upload** here an officially translated (English) and certified copy of your **Bachelor's transcript of records**.

Only PDF format is accepted. The maximum file size is 1 MB.



## STEP 18 / ONLINE APPLICATION – SUPPLEMENTARY FORM

The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with various options, including 'Supplementary Form' which is currently selected. The main content area is titled 'Supplementary Form' and contains instructions to upload a filled-out ITECH Questionnaire as a PDF file. A link is provided: [http://icd.uni-stuttgart.de/public/ITECH/ITECH\\_Application\\_Doc.pdf](http://icd.uni-stuttgart.de/public/ITECH/ITECH_Application_Doc.pdf). A hint suggests using right-click and 'open in new tab/window' if the link doesn't work. Below this, there is a section for 'Current document' with a table showing one file: '1 Certificates ITECH application.pdf' (application/pdf, 85.7 KB, 21.09.2017 10:52:04). A 'New document' section follows, explaining that only single PDF files are accepted (max 2 MB) and providing instructions on how to handle submission issues. At the bottom of the 'New document' section, there is a file selection area with a 'File' button, a 'Datei auswählen' button, and the text 'Keine ausgewählt'. A large blue arrow points to the 'Datei auswählen' button. At the bottom of the interface are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

**ONLINE APPLICATION** Help Support

**Supplementary Form**

Please upload the filled out ITECH Questionnaire as pdf-file: [http://icd.uni-stuttgart.de/public/ITECH/ITECH\\_Application\\_Doc.pdf](http://icd.uni-stuttgart.de/public/ITECH/ITECH_Application_Doc.pdf)

(Hint: If left click on the link does not work, use right click and "open in new tab/window" to download the excel file.)

Further information is available via the following link:  
[http://icd.uni-stuttgart.de/public/ITECH/ITECH\\_Application\\_Doc.pdf](http://icd.uni-stuttgart.de/public/ITECH/ITECH_Application_Doc.pdf)

**Current document**

Name	Type	Size [KB]	Date	
1 Certificates ITECH application.pdf	application/pdf	85,7	21.09.2017 10:52:04	X

**New document**

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 15.02.18. You will find an overview of all required application documents at the end of your online application.

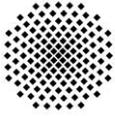
File  Keine ausgewählt

Please go to [http://icd.uni-stuttgart.de/public/ITECH/ITECH\\_Application\\_Doc.pdf](http://icd.uni-stuttgart.de/public/ITECH/ITECH_Application_Doc.pdf)

and download the supplementary form/questionnaire.

After having filled out this document upload it here again as a PDF file.

Only PDF format is accepted. The maximum file size is 2 MB.



## STEP 19 / ONLINE APPLICATION – CURRICULUM VITAE

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[entrance qualification for Master's programme](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
[Transcript of Records \(with Cumulative Grade Point Average \(CGPA\)\)](#)  
[Supplementary Form](#)  
• **Curriculum Vitae**  
[Letter of motivation](#)  
[Certificates of Additional Degrees and Transcripts of Records](#)

---

**Curriculum Vitae**

Please upload your latest CV.

Further information is available via the following link:  
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Current document

Name	Type	Size [KB]	Date
<b>No document uploaded</b>			

New document

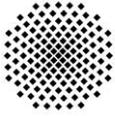
Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 15.02.18. You will find an overview of all required application documents at the end of your online application.

Keine ausgewählt

Please upload your latest CV.

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Only PDF format is accepted. The maximum file size is 2 MB.



## STEP 20 / ONLINE APPLICATION – LETTER OF MOTIVATION

### ONLINE APPLICATION

[Help](#) [Support](#)

- [Personal data](#)
- [Correspondence address](#)
- [Permanent home address](#)
- [Higher education entrance qualification](#)
- [Academic background](#)
- [entrance qualification for Master's programme](#)
- [Higher Education Entrance Qualification / High School Diploma](#)
- [Bachelor's Degree Certificate](#)
- [Transcript of Records \(with Cumulative Grade Point Average \(CGPA\)\)](#)
- [Supplementary Form](#)
- [Curriculum Vitae](#)
- Letter of motivation**
- [Certificates of Additional Degrees and Transcripts of Records](#)
- [Portfolio](#)
- [Proof of English Language Skills](#)

#### Letter of motivation

Please upload your letter of motivation.

##### Current document

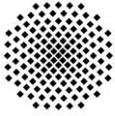
Name	Type	Size [KB]	Date	
1 Certificates ITECH application.pdf	application/pdf	85,7	21.09.2017 10:54:46	<input type="button" value="X"/>

##### New document

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 15.02.18. You will find an overview of all required application documents at the end of your online application.

Please upload your letter of motivation.

Only PDF format is accepted. The maximum file size is 2 MB.



## STEP 21 / CERTIFICATES OF ADDITIONAL DEGREES AND TRANSCRIPTS OF RECORDS

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
[Transcript of Records \(with Cumulative Grade Point Average \(CGPA\)\)](#)  
[Supplementary Form](#)  
[Curriculum Vitae](#)  
[Letter of motivation](#)  
**• Certificates of Additional Degrees and Transcripts of Records**  
[Portfolio](#)  
[Proof of English Language Skills](#)

**Certificates of Additional Degrees and Transcripts of Records**

Optional:

Please upload certificates and/or transcripts of records from additional studies and degrees (e.g., Master's Degree).

Only PDF files are accepted.

Current document

Name	Type	Size [KB]	Date
<b>No document uploaded</b>			

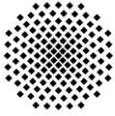
New document

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 5 MB. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2017 at the latest).

File  Keine ausgewählt

Please upload here an officially translated (English) and certified copy of your Master's degree and transcript of records.

Only PDF format is accepted. The maximum file size is 5 MB.



## STEP 22 / ONLINE APPLICATION – PORTFOLIO

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[entrance qualification for Master's programme](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
[Transcript of Records \(with Cumulative Grade Point Average \(CGPA\)\)](#)  
[Supplementary Form](#)  
[Curriculum Vitae](#)  
[Letter of motivation](#)  
[Certificates of Additional Degrees and Transcripts of Records](#)

**Portfolio**

Please upload your selected works (max. 10 pages).

Current document

Name	Type	Size [KB]	Date	
1 Certificates ITECH application.pdf	application/pdf	85,7	21.09.2017 10:58:56	<input type="button" value="X"/>

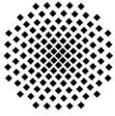
New document

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 10 MB. If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 15.02.18. You will find an overview of all required application documents at the end of your online application.

File

Please load up your portfolio of selected works.

Only PDF format is accepted. The maximum file size is 10 MB.



## STEP 23 / ONLINE APPLICATION – PROOF OF ENGLISH LANGUAGE SKILLS

**ONLINE APPLICATION** [Help](#) [Support](#)

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[entrance qualification for Master's programme](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
[Transcript of Records \(with Cumulative Grade Point Average CGPA\)](#)  
[Academic background](#)  
[entrance qualification for Master's programme](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
[Transcript of Records \(with Cumulative Grade Point Average CGPA\)](#)  
[Supplementary Form](#)  
[Curriculum Vitae](#)  
[Letter of motivation](#)  
[Certificates of Additional Degrees and Transcripts of Records](#)

### Proof of English Language Skills

Please upload here your proof of English language proficiency as a PDF.

We accept the following certifications:

- TOEFL ibt Score > 80
- TOEFL cbt Score > 213
- TOEFL pbt Score > 550
- IELTS Band Score > 6.0
- CAE – Cambridge Advanced Certificate in English
- CPE – Cambridge Proficiency Certificate in English

It is not necessary to send the results directly via the TOEFL homepage with the University of Stuttgart Code.

Only students who passed the entirety of their undergraduate studies in Australia, Canada, Ireland, New Zealand, the US or the UK are exempt from this rule.

Please upload your Proof of English Language Skills in one single PDF file.

Current document

Name	Type	Size [KB]	Date	
1 Certificates ITECH application.pdf	application/pdf	85,7	21.09.2017 10:59:59	X

New document

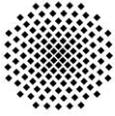
Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 15.02.18. You will find an overview of all required application documents at the end of your online application.

File  Keine ausgewählt

Please upload the certificate of your English proficiency as PDF document.

Only students who passed the entirety of their undergraduate studies in Australia, Canada, Ireland, New Zealand, the US or UK are exempt from this rule.

Only PDF format is accepted. The maximum file size is 2 MB.



## STEP 24 / ONLINE APPLICATION – OVERVIEW

**OVERVIEW - APPLICATION NUMBER: 1-00169316**

**PLEASE NOTE**

This is just a preview for checking your application. Your application has not been submitted yet.

**Please review all your entries thoroughly.** If all is correct, mark the approval checkbox (at the bottom of the page) and click the SEND button to submit the application electronically.

**Pleased note:**  
**You will not be able to change any entries of an electronically submitted application. Besides you will not be able to issue a new applicaton for the same study program!**

**Start of course**

Wintersemester 2018/19  
When applying, please consider the upper limit of

- max. 6 undergraduate programmes subject to NC for the first semester

If you exceed the upper limit with this application you may have to withdraw another application before you will be able to continue with this one.

**Select degree program**

Type of studies	Master programme
Intended degree	Master of Science
Degree program	Integrative Technologies and Architectural Design Research
Entrance semester	1 - Manual admission
Form of studies	Consecutive master program

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.

Please review all your entries thoroughly (scroll down the page).

**This step only appears if you are an applicant from China, Vietnam or Mongolia!**



## STEP 25 / ONLINE APPLICATION – CONFIRMATION

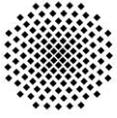
At the bottom of the page, you are asked to confirm your application:

The screenshot shows a 'Confirmation' dialog box with the following text: 'Please click **Back** in order to revise incorrect details. Check the box and click **Send** to transmit your application. After clicking "Send" no further modification of your details is possible any longer!'. Below this text is a checked checkbox with the text: '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.'. At the bottom of the dialog box are three buttons: 'Cancel', 'Back', and 'Send'. A blue arrow points from the top left towards the 'Back' button.

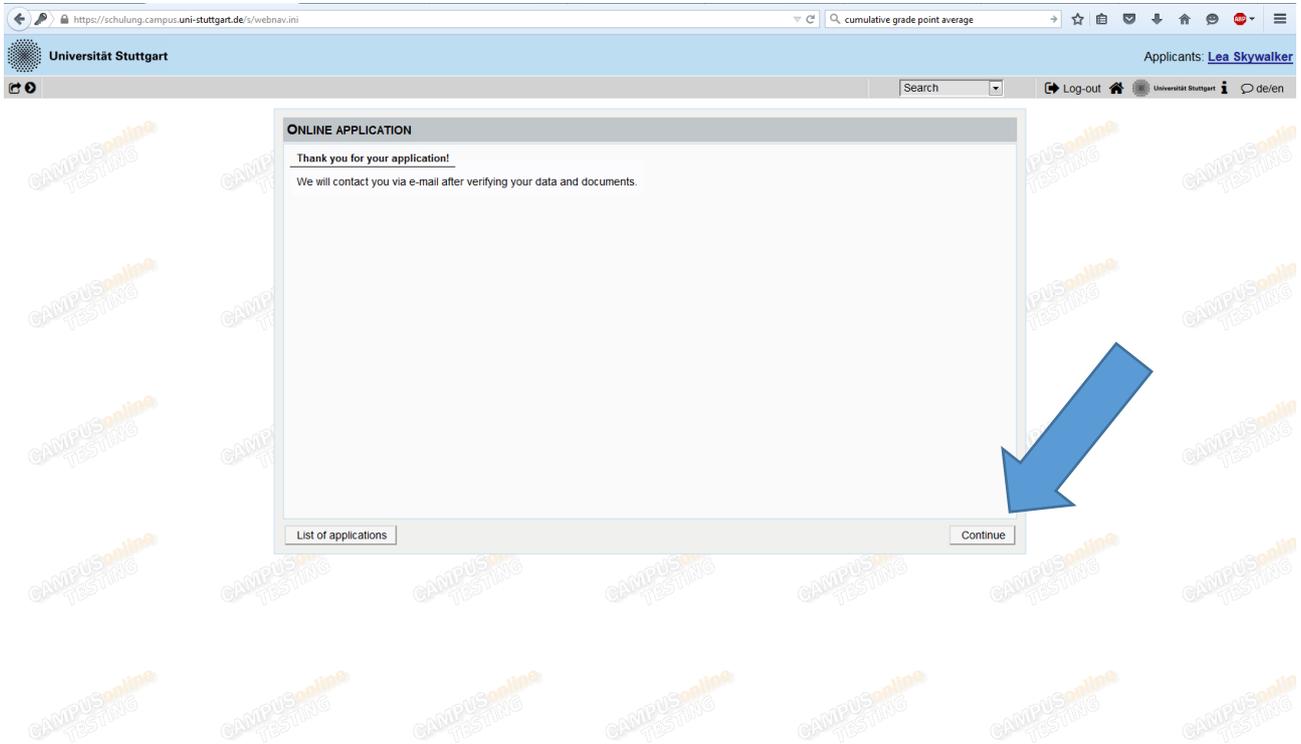
At the bottom of the page, you are asked to confirm your application:

Choose **Back** in order to revise incorrect entries.

If all is correct, tick approval checkbox and click **Send** to submit the application electronically.



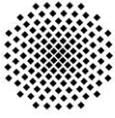
## STEP 26 / ONLINE APPLICATION – APPLICATION COMPLETED



Congratulations!

You successfully submitted your application for the Master of Science Study program ITECH.

You may now **continue**.



## STEP 27 / ONLINE APPLICATION – APPLICATION STATUS

The screenshot shows the 'Application - Status' page for applicant Lea Skywalker. The application number is 2-00357559 and the course is Master of Science | Air Quality Control, Solid Waste and Waste Water Process Engineering (1. FS). The status is 'received electronically', but 'Application documents' are not checked yet. A link 'Back to "My Applications"' is circled in orange. Below, the 'Submission of application' section details required documents and withdrawal options.

**Application - Status**  
Applicant number: 2-00357559  
Application number: 1-00048469  
Course of study: Master of Science | Air Quality Control, Solid Waste and Waste Water Process Engineering (1. FS)  
Start of course: Wintersemester 2015/16

Back to "My Applications"

**Submission of application**

**Status**  
✔ received electronically  
⊗ "Application documents": not checked yet

**Required documents (for admission)**  
**Documents stated herein must be included in your application**  
▶ Higher education entrance qualification (Upload resp. online only)  
▶ Letter of admission (Upload resp. online only)

If you have to submit requested documents at a later date, please use this cover sheet: [Cover sheet](#).

**Confirmation of registration**

**Withdraw application**  
Here you can withdraw your electronically submitted application.  
**After withdrawal of this application you will not be able to apply for the same course of study again!**  
**You neither will be able to undo the withdrawal by yourself!**  
If you want to correct details about your application, please send an email referring to your application number and stating the information to be corrected to the Admissions Office of the University of Stuttgart (Studiensekretariat der Universität Stuttgart).

The second screenshot shows the 'My Applications' overview page. It displays a table with columns for Application number, Degree program, Submission of application, Admission, Study place offer, Enrollment, and Operations. The application number 1-00048469 is highlighted in blue.

**My Applications**  
Applicant number: 2-00357559

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
<b>Wintersemester 2015/16</b>						
1-00048469	Master of Science Air Quality Control, Solid Waste and Waste Water Process Engineering ▪ Entrance semester: 1 ▪ Type of admission: Manual admission	✔ 25.08.2015	✔	✔	✘	

After you submitted your application and continued, your application status overview will appear.

By clicking on **My Applications** you will be forwarded to the overview page.

Here you see that your application has been sent but not yet processed.

You will not receive any confirmation email before all applicants have been processed and selected. Therefore keep checking your portal account.

At any time you can login with your username and password and check the status of your application

by clicking on **Status**