University of Stuttgart
Germany

Registration Manual

Winter Term 2020/2021

University of Stuttgart
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Table of Contents

General Information 3
Part 1: Registration at C@MPUS 5
Step 01 / Access the portal 5
Step 02 / Language Setting 6
Step 03 / Registration access 7
Step 04 / Towards account creation 8
Step 05 / Create a new applicant account 9
Step 06 / Completion of registration 10
Step 07 / Log in 11
Part 2: Application to the Study Program 12
Step 08 / Account – Change Password 12
Step 09 / Online Application – Start of Course 13
Step 10 / Online Application – Select degree program 14
Step 11 / Online Application – Personal Data 15
Step 12 / Online Application – Correspondence address 16
Step 12-1 / Online Application – Permanent home address 17
Step 13 / Online Application – Higher education entrance qualification 18
Step 14 / Online Application – Academic background 19
Step 15 / Online Application – Higher education entrance qualification 19
Step 16 / Online Application – Bachelor's degree certificate 20
Step 17 / Online Application – Transcript of records 22
Step 18 / Online Application – Supplementary Form 23
Step 19 / Online Application – Curriculum Vitae 23
Step 20 / Online Application – Letter of motivation 24
Step 21 / Online Application – Certificates of additional degrees and transcripts of records 25
Step 18 / Online Application – Portfolio 236
Step 18 / Online Application – Proof of English language skills 27
Step 18 / Online Application – Overview 238
Step 18 / Online Application – Confirmation 29
Step 19 / Online Application – Application completed 30
Step 20 / Online Application – Application status 321

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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.

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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.

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 to regain access to your former applicant account, if necessary.

Former students:

Please contact 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.

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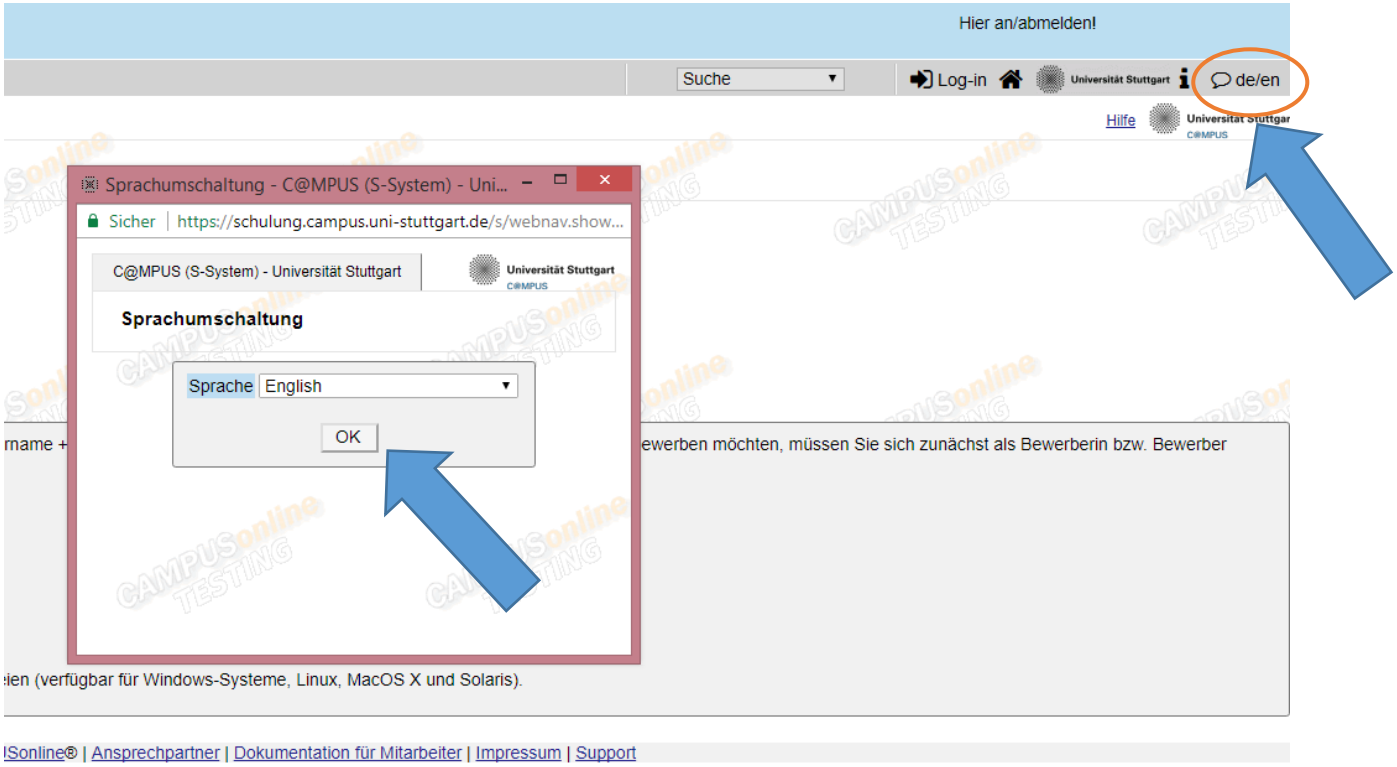
STEP 02 / LANGUAGE SETTING

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 de/en and select English.



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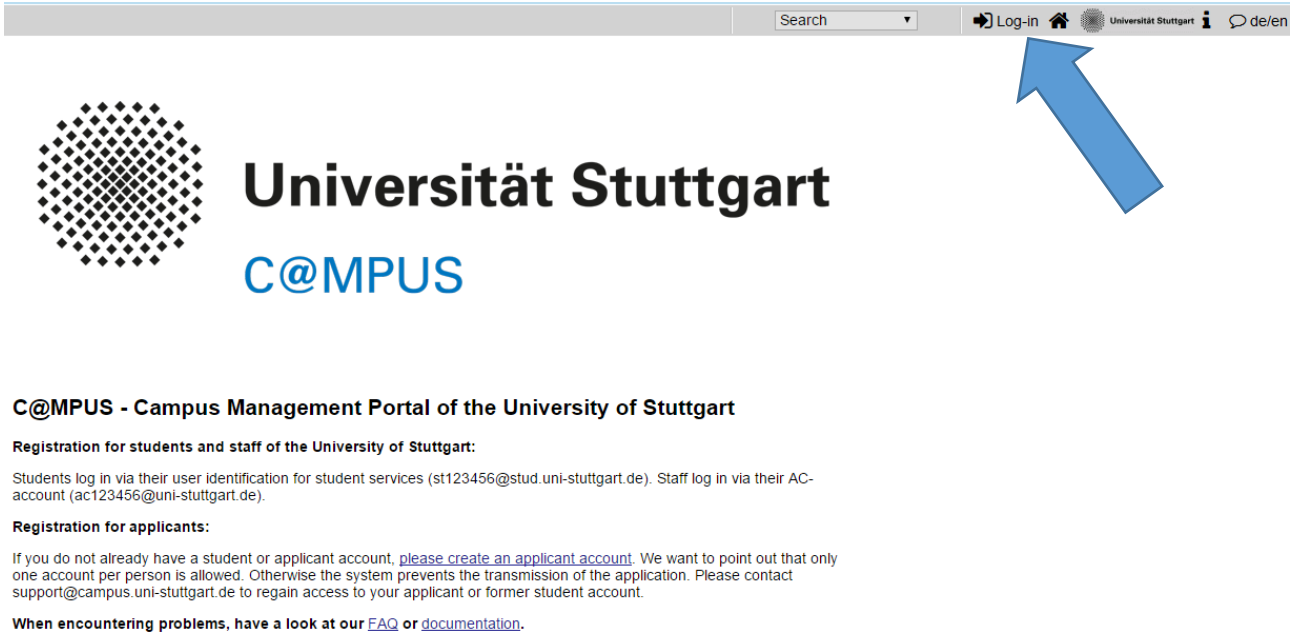
STEP 03 / REGISTRATION ACCESS



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.

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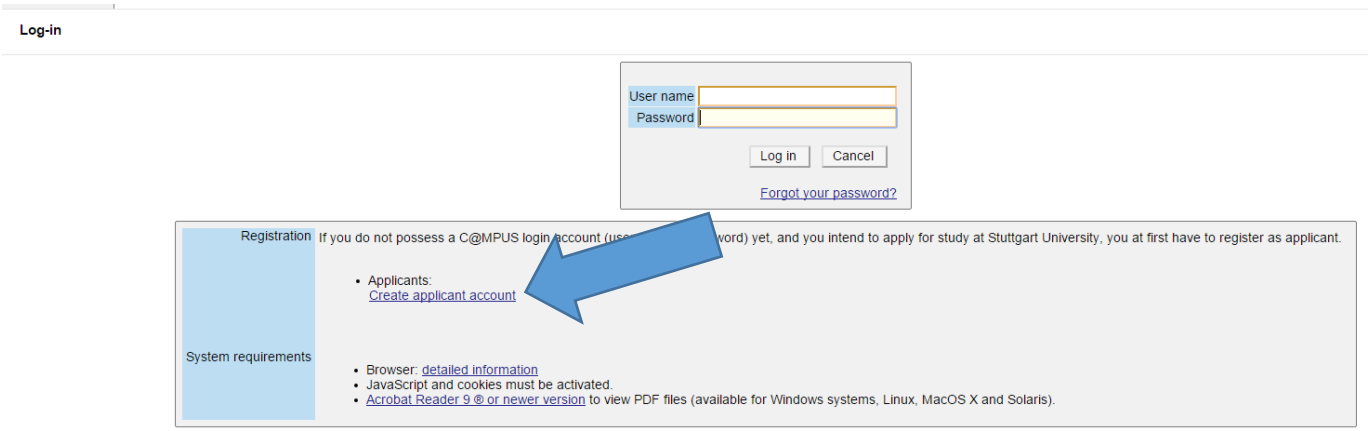
STEP 04 / TOWARDS ACCOUNT CREATION



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***.

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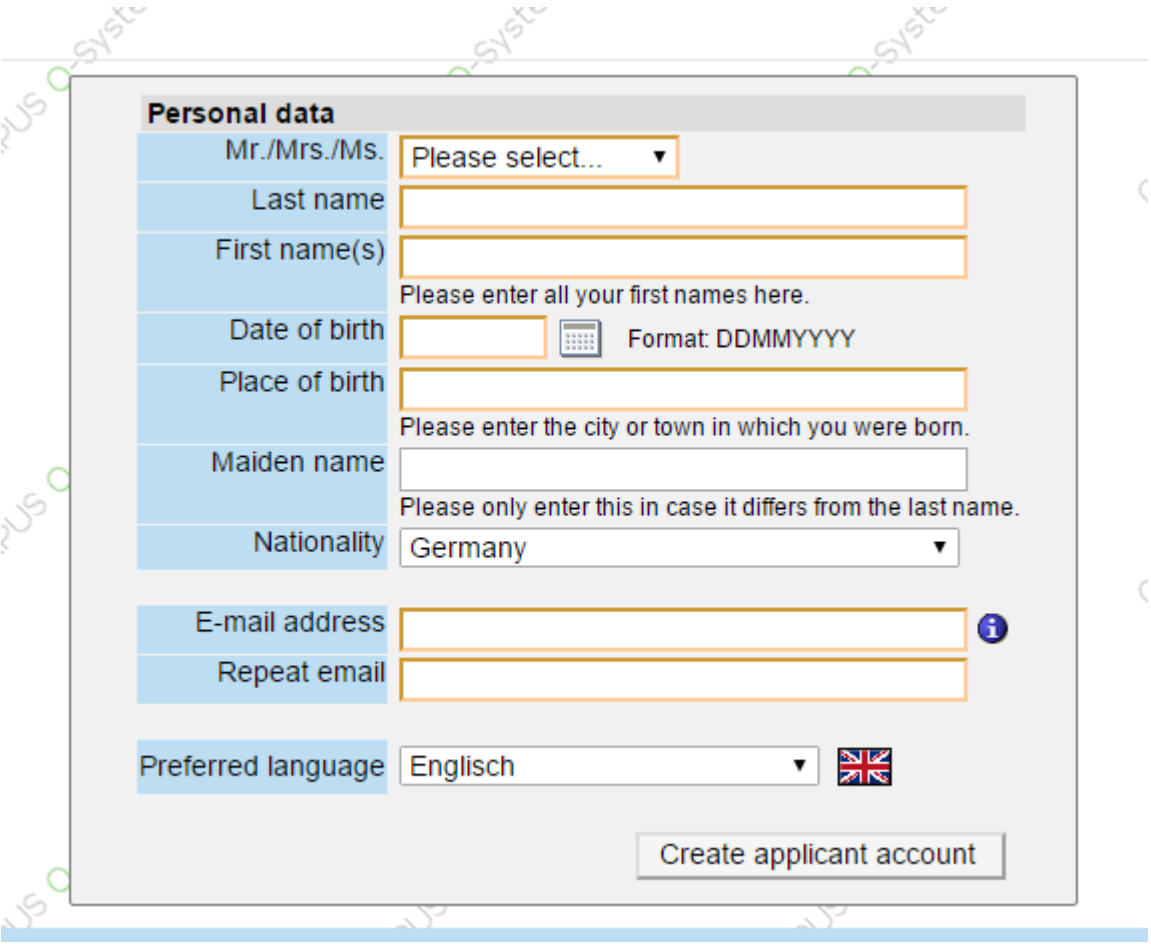
STEP 05 / CREATE A NEW APPLICANT ACCOUNT



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***.

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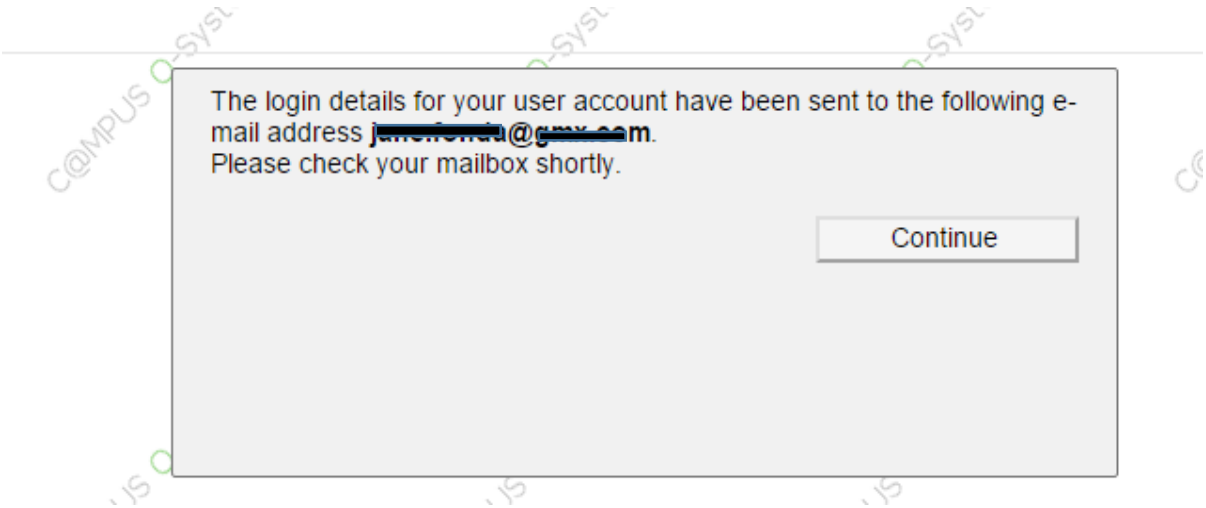
STEP 06 / COMPLETION OF REGISTRATION



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

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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,

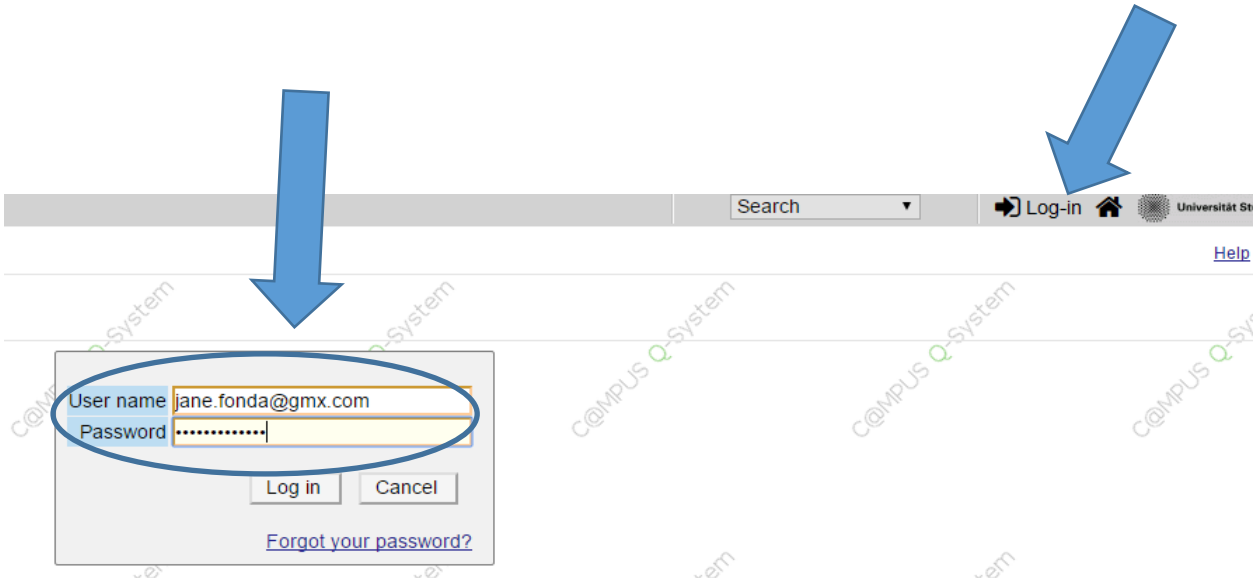
please, find your online application access data under https://[redacted]campus.uni-stuttgart.de/q/webnav.ini

Identification: 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 ([redacted]) team

Now please precede and log-in with these data.



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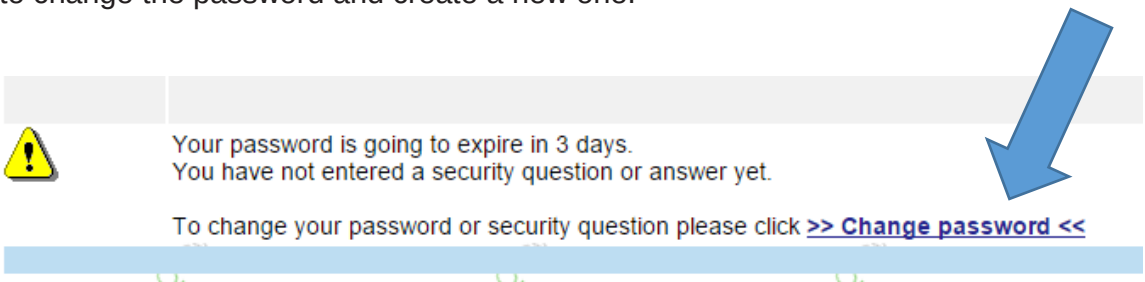
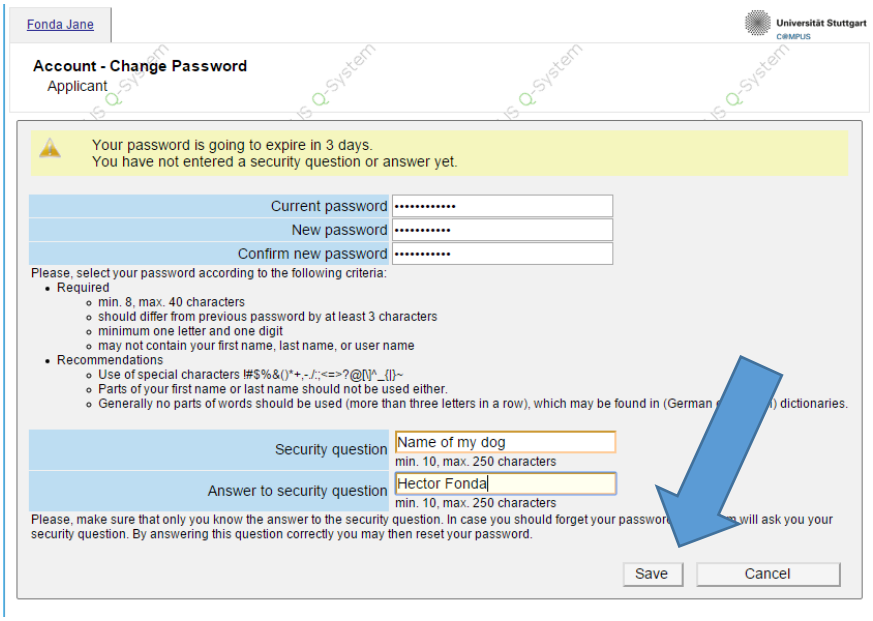
Part 2: Application to the Study Program

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.





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

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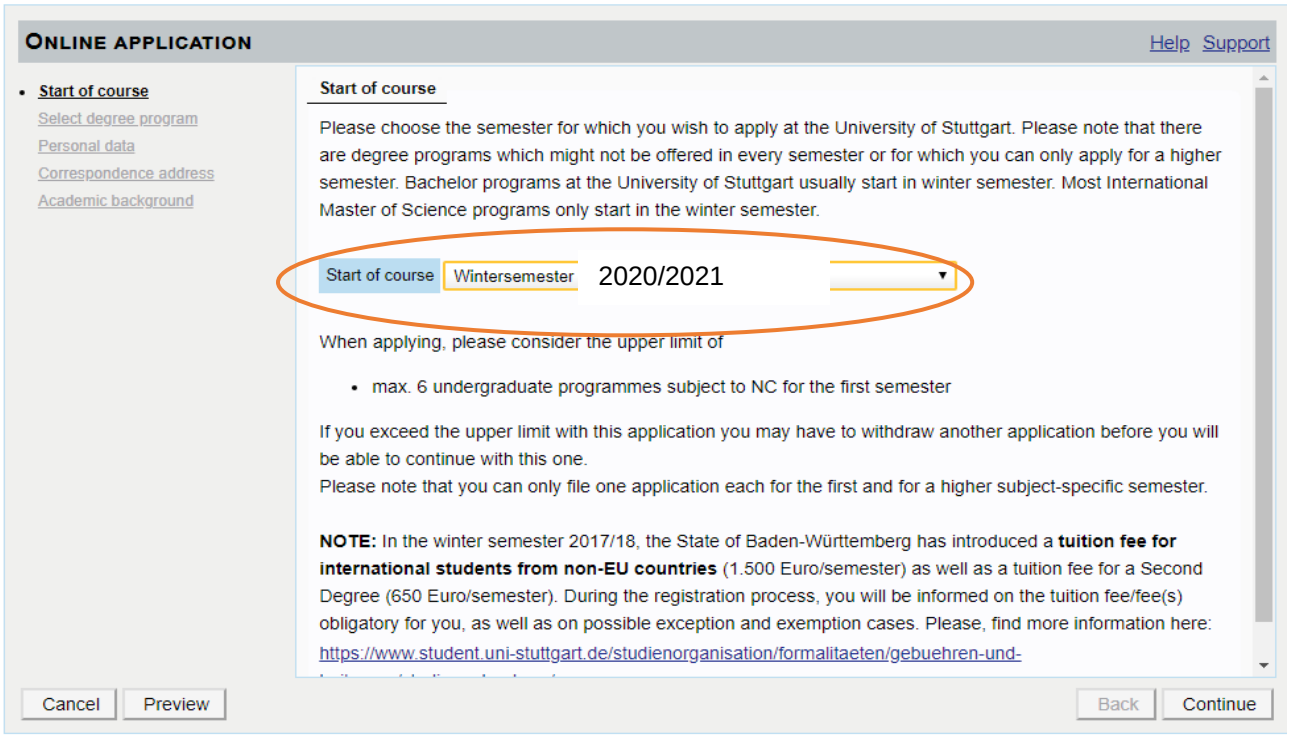
STEP 09 / ONLINE APPLICATION – START OF COURSE



NOTE: In the winter semester 2017/18, the State of Baden-Württemberg has introduced a tuition fee for international students from non-EU countries (1.500 Euro/semester) as well as a tuition fee for a Second Degree (650 Euro/semester). During the registration process, you will be informed on the tuition fee/fee(s) obligatory for you, as well as on possible exception and exemption cases. Please find more information here:

https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/tuition-and-fees/tuition-fee/index.html

This page shows the start of the course you are applying for. Choose “Wintersemester 2020/2021” (winter term of the year you are applying to) and click ***Continue*** to go on with your application.

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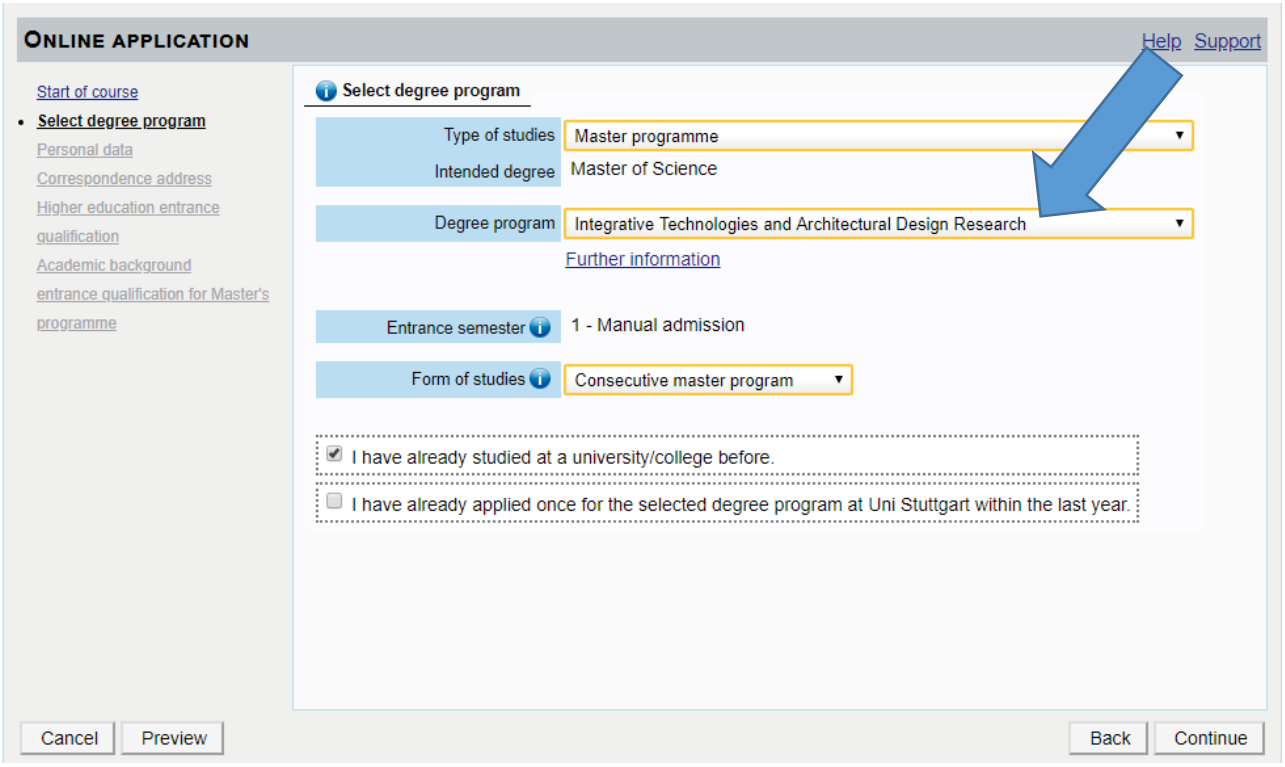
STEP 10 / ONLINE APPLICATION – SELECT DEGREE PROGRAM



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***.

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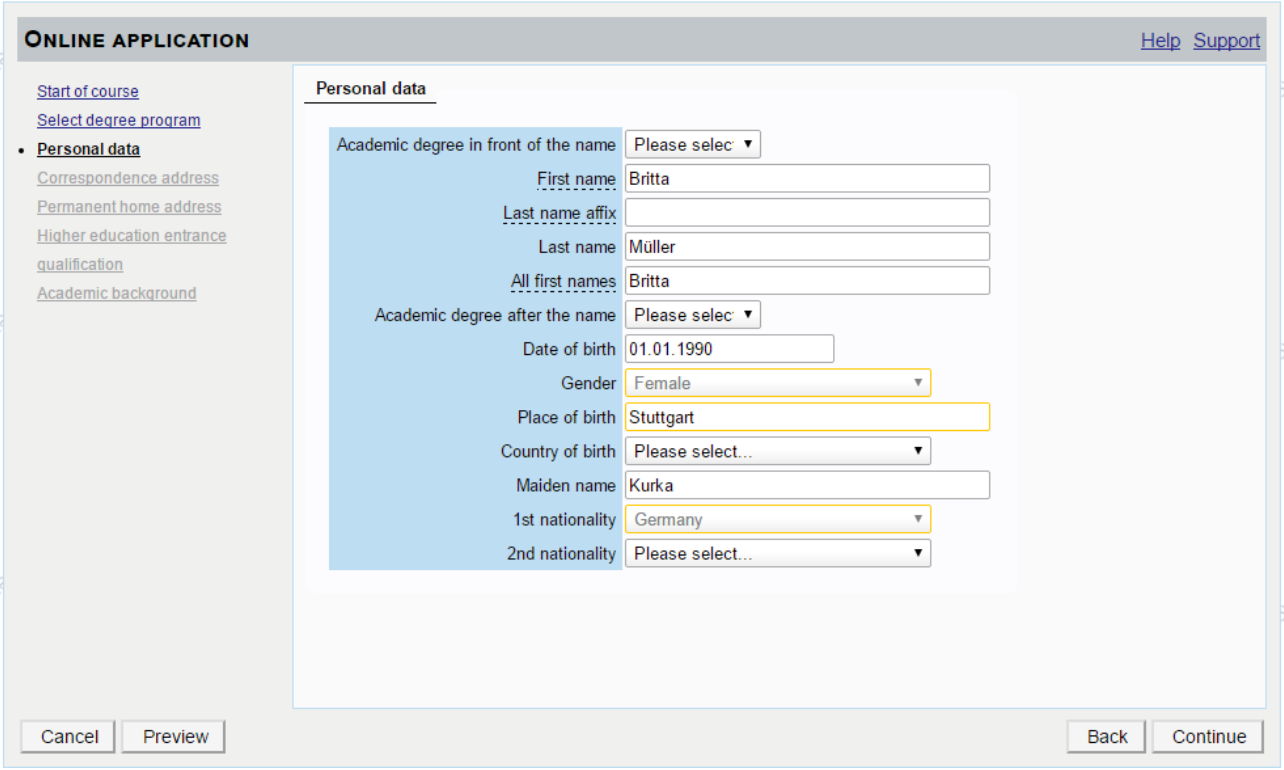
STEP 11 / ONLINE APPLICATION – PERSONAL DATA



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

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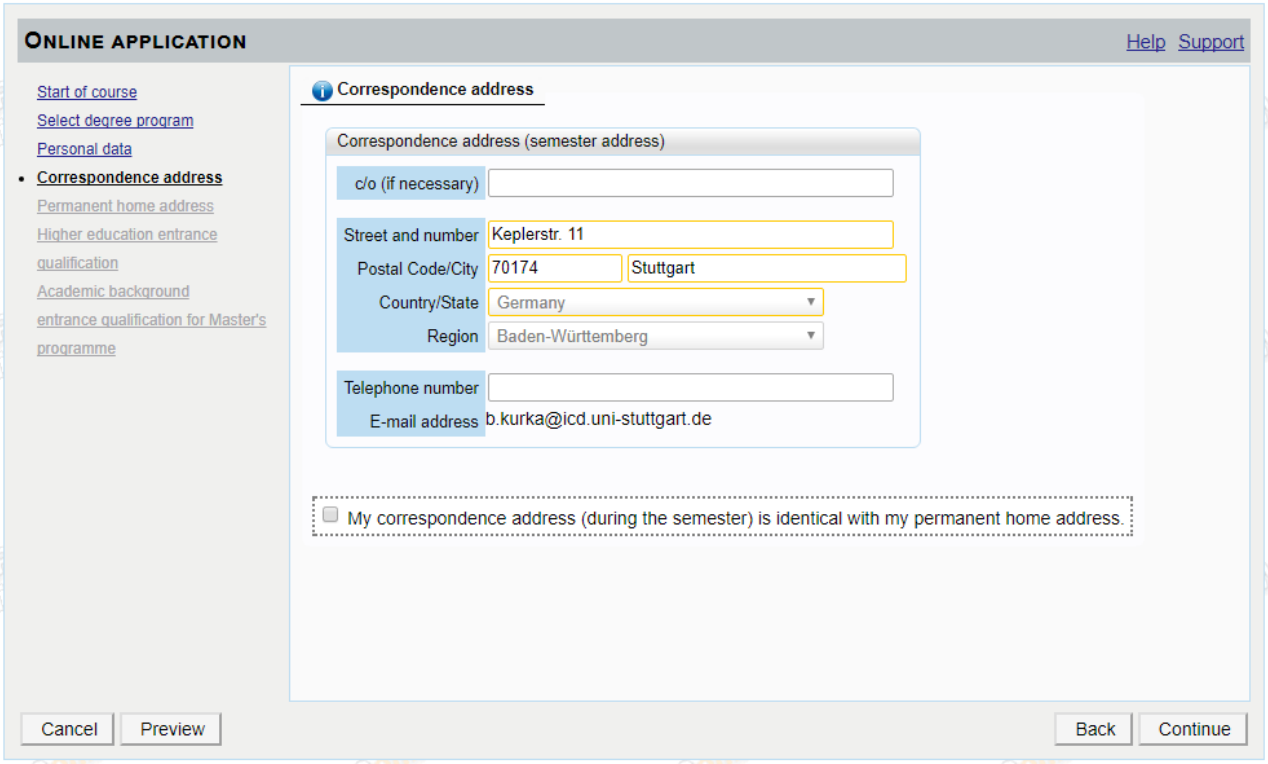
STEP 12 / ONLINE APPLICATION – CORRESPONDENCE ADDRESS



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***.

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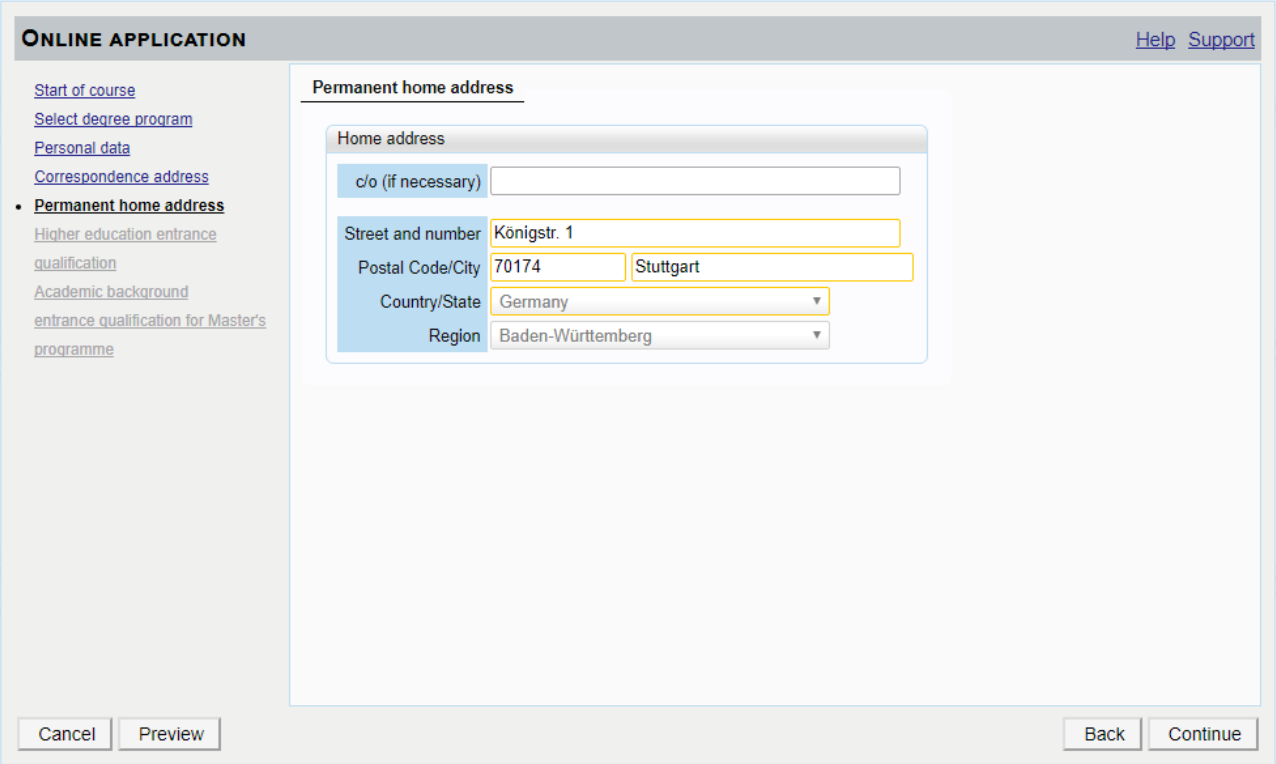
STEP 12-1 / ONLINE APPLICATION – PERMANENT HOME ADDRESS



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***.

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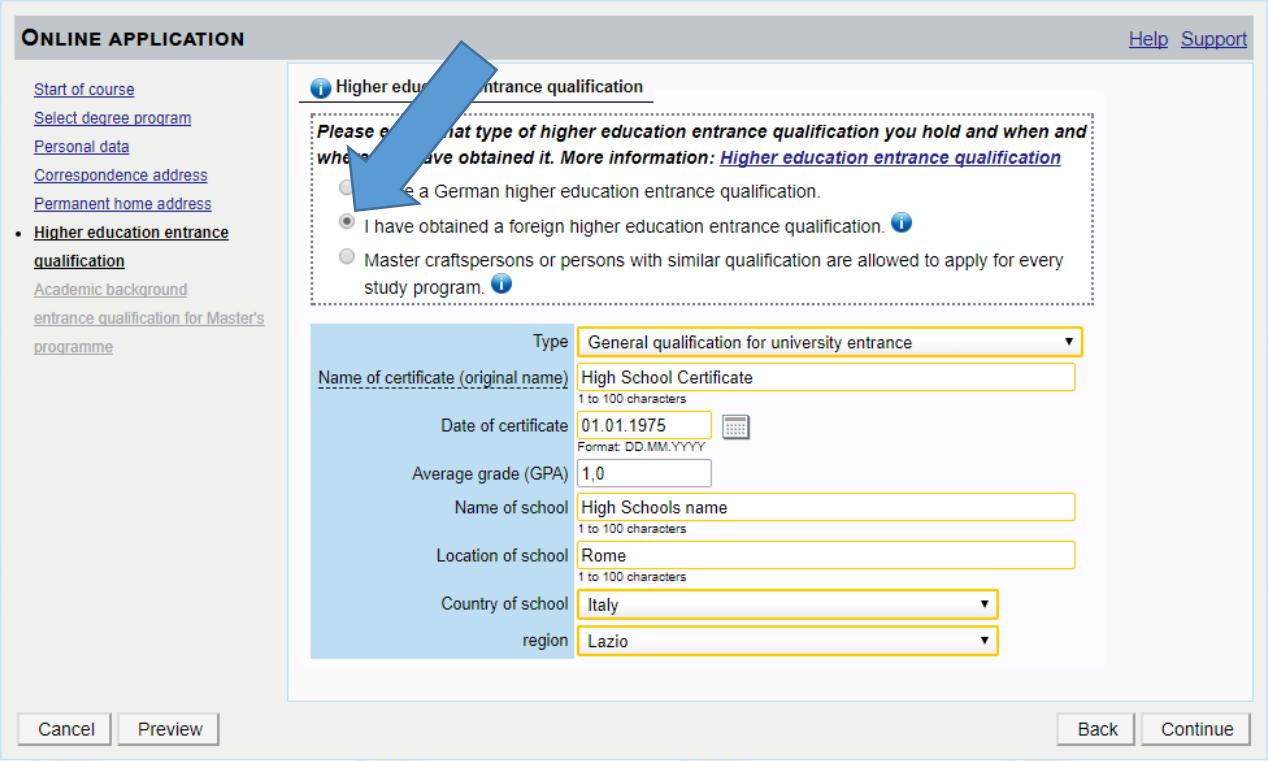
STEP 13 / ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION



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.***

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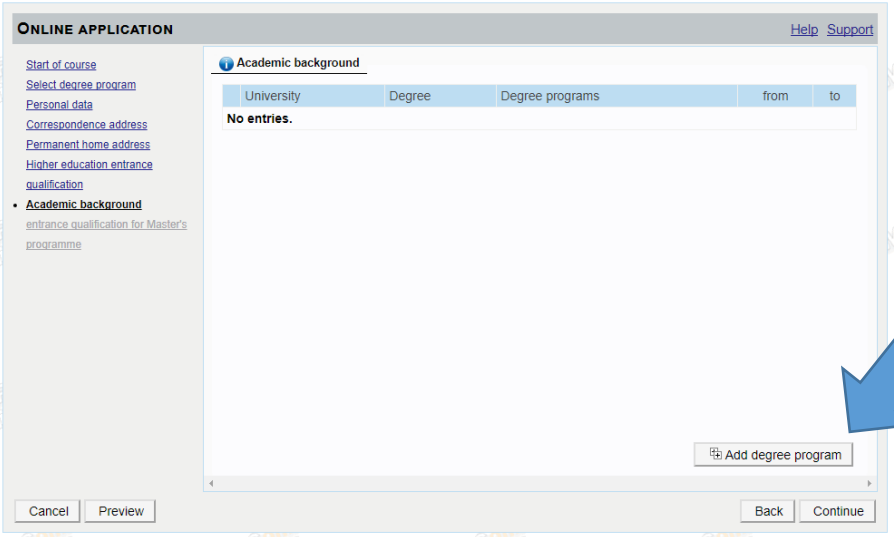
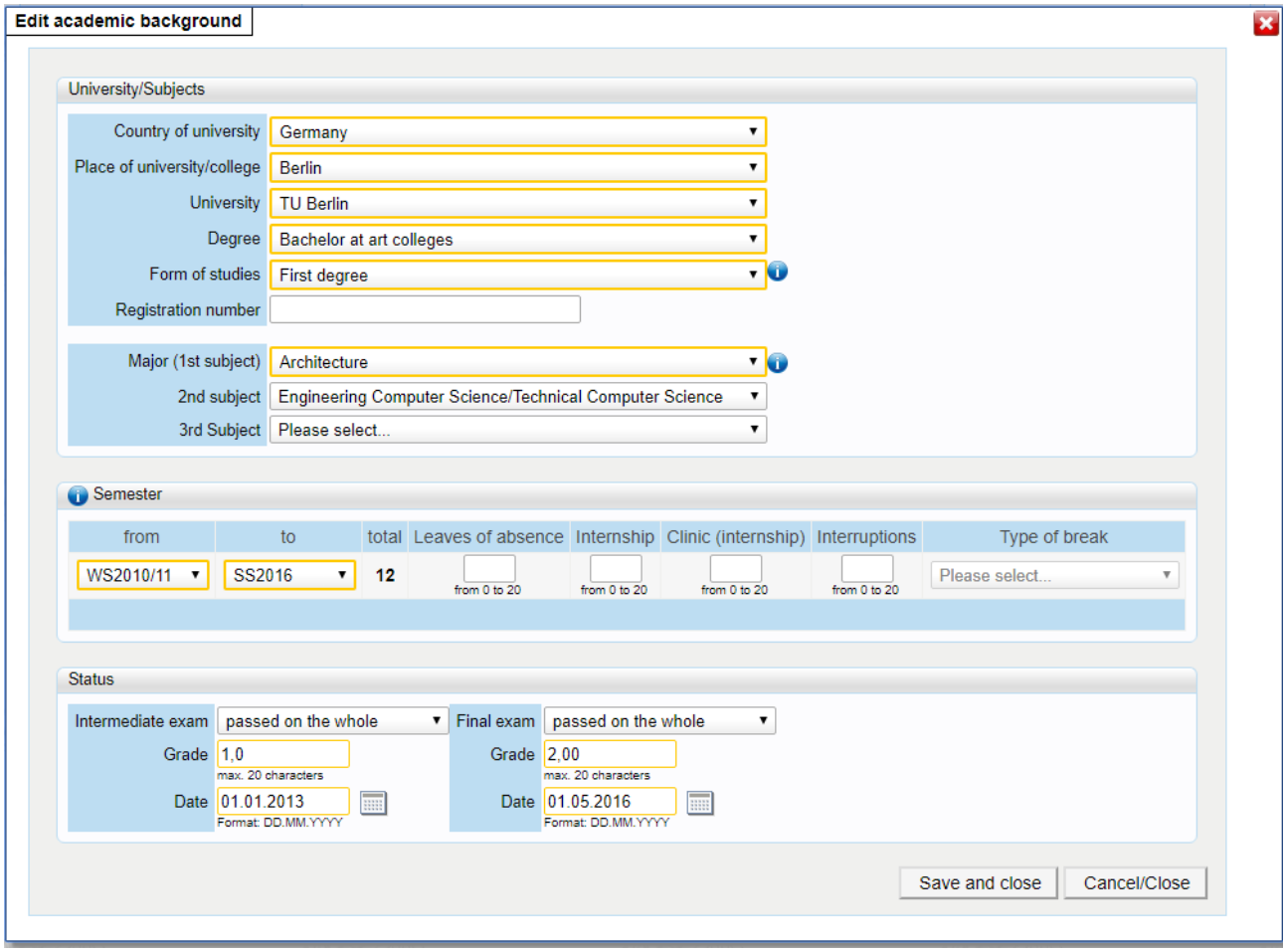
STEP 14 / ONLINE APPLICATION – ACADEMIC BACKGROUND





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.

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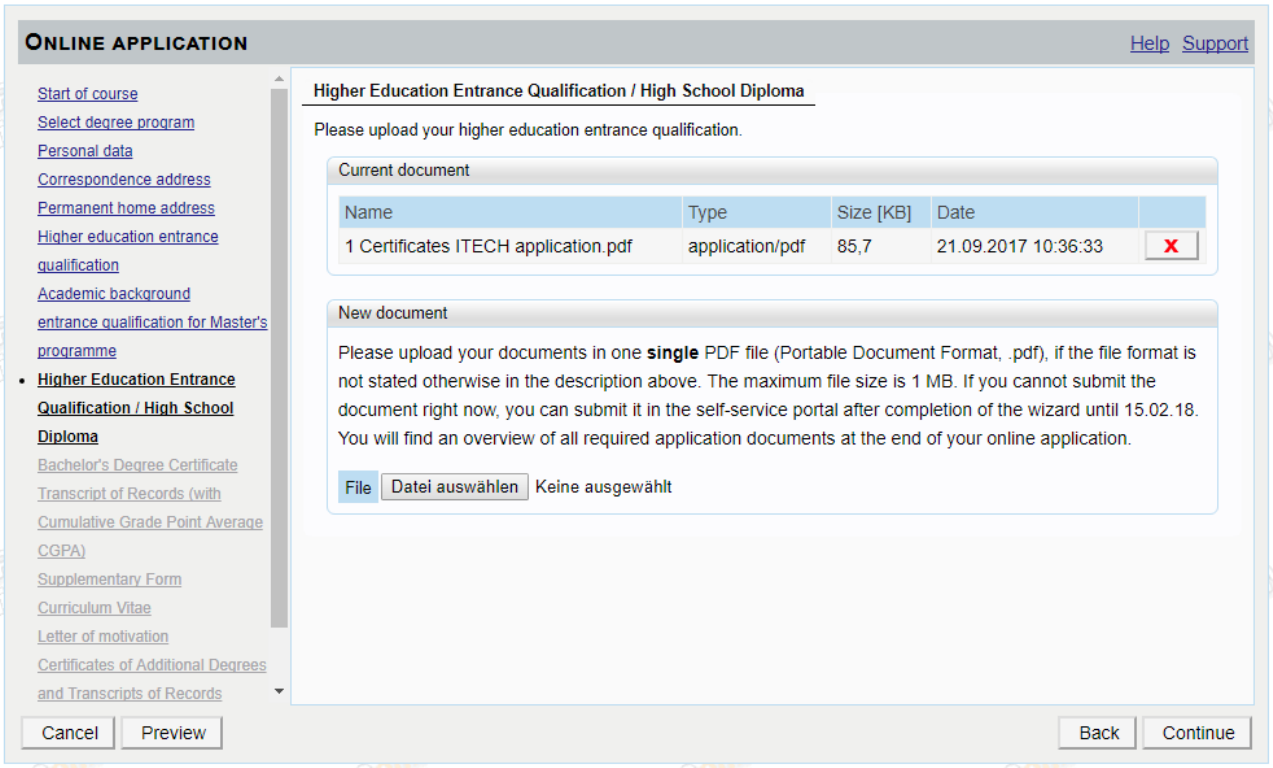
STEP 15 / ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION



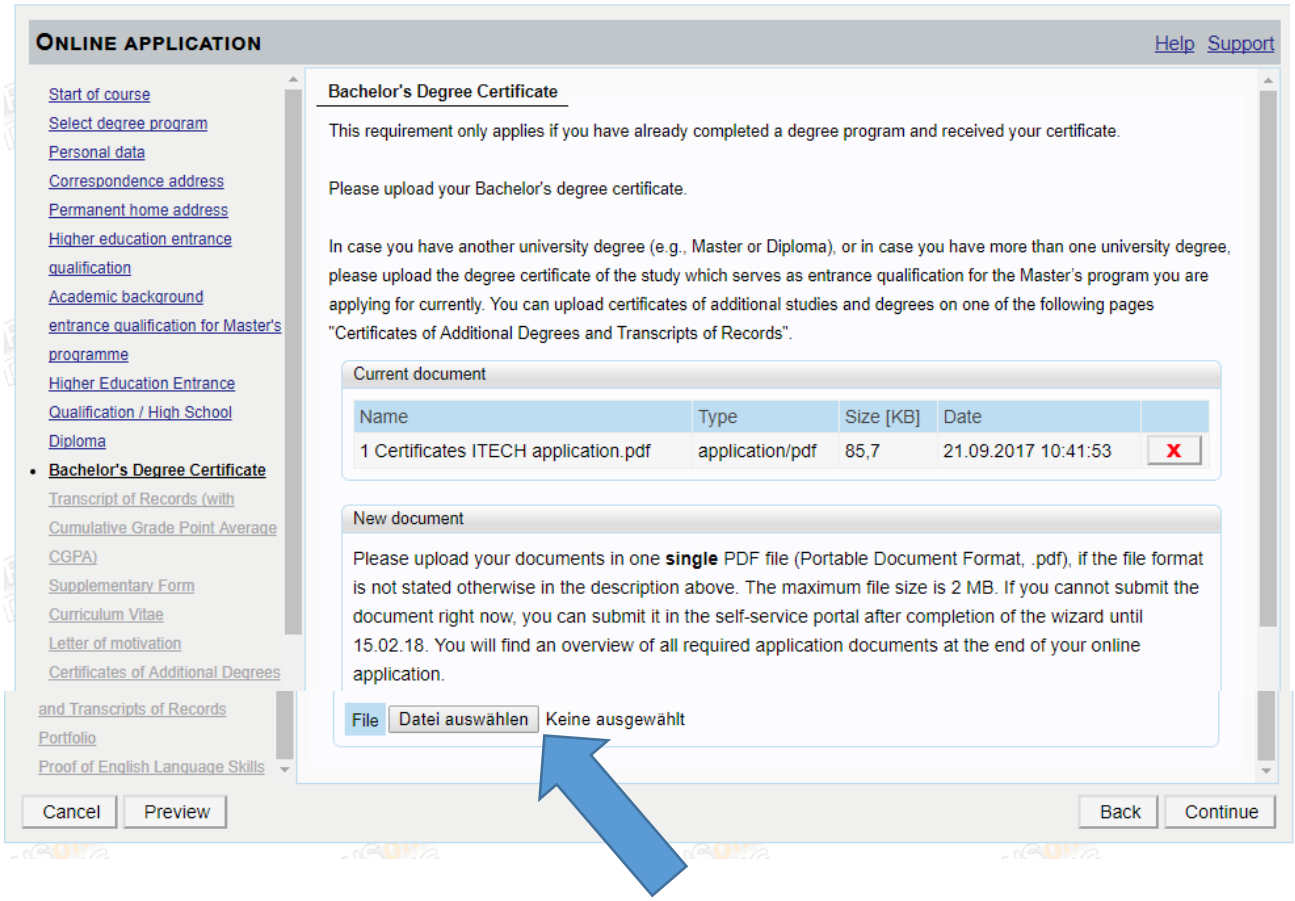
The higher education entrance qualification you entered before, has to be uploaded at this step as officially translated (English or German) and certified copy in PDF format.

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



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.

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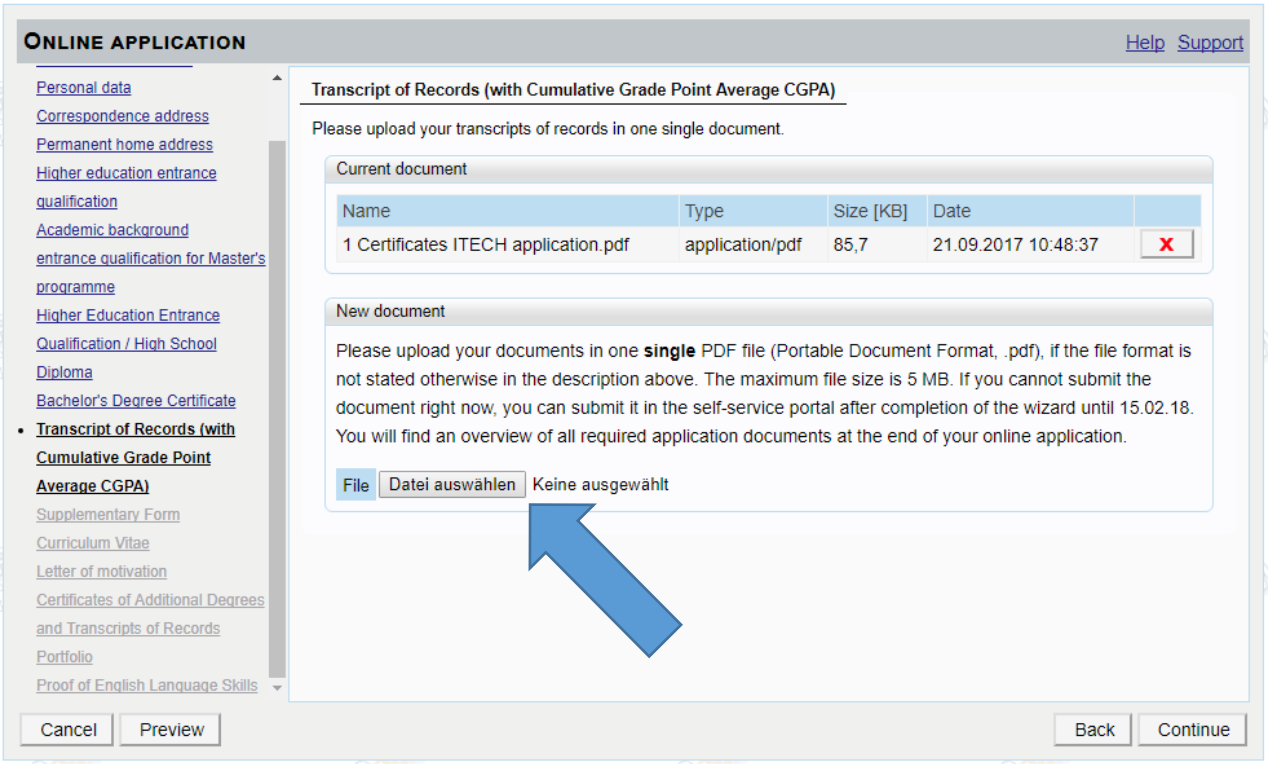
STEP 17 / ONLINE APPLICATION – TRANSCRIPT OF RECORDS



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.

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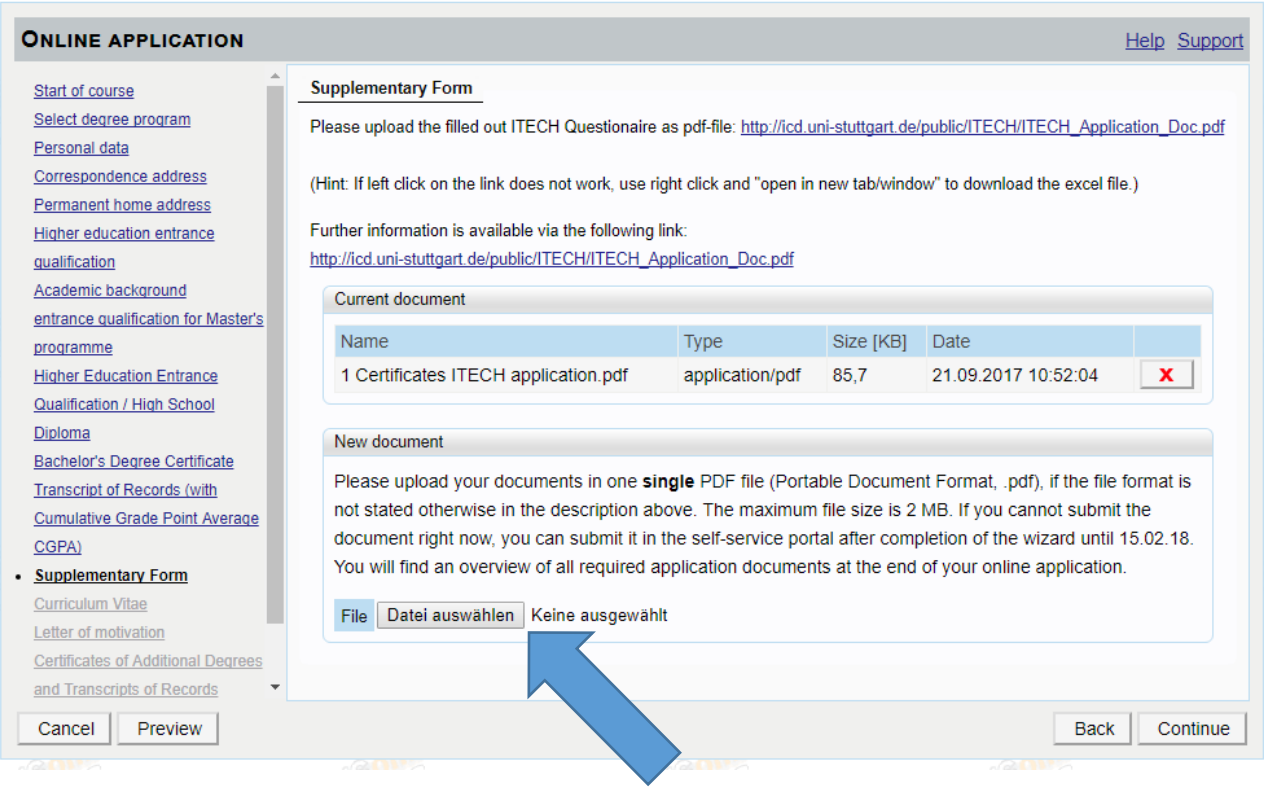
STEP 18 / ONLINE APPLICATION – SUPPLEMENTARY FORM



Please go to 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.

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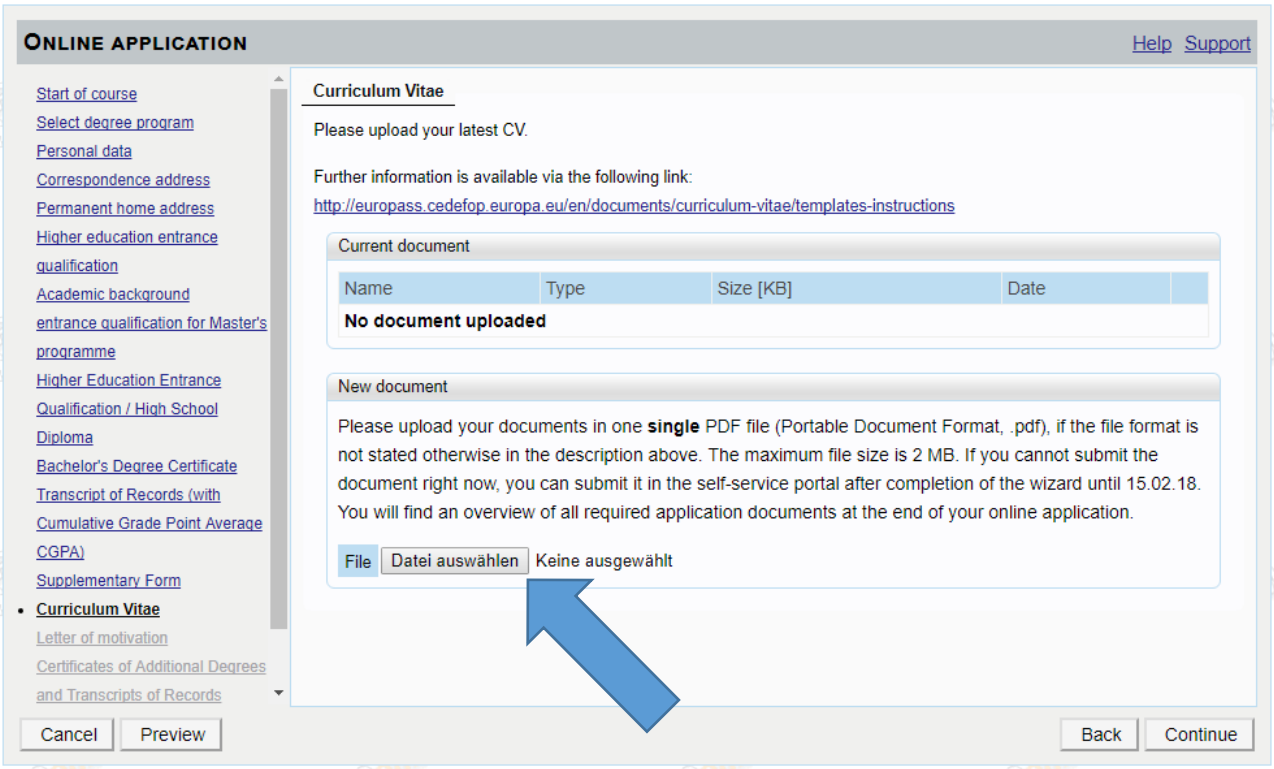
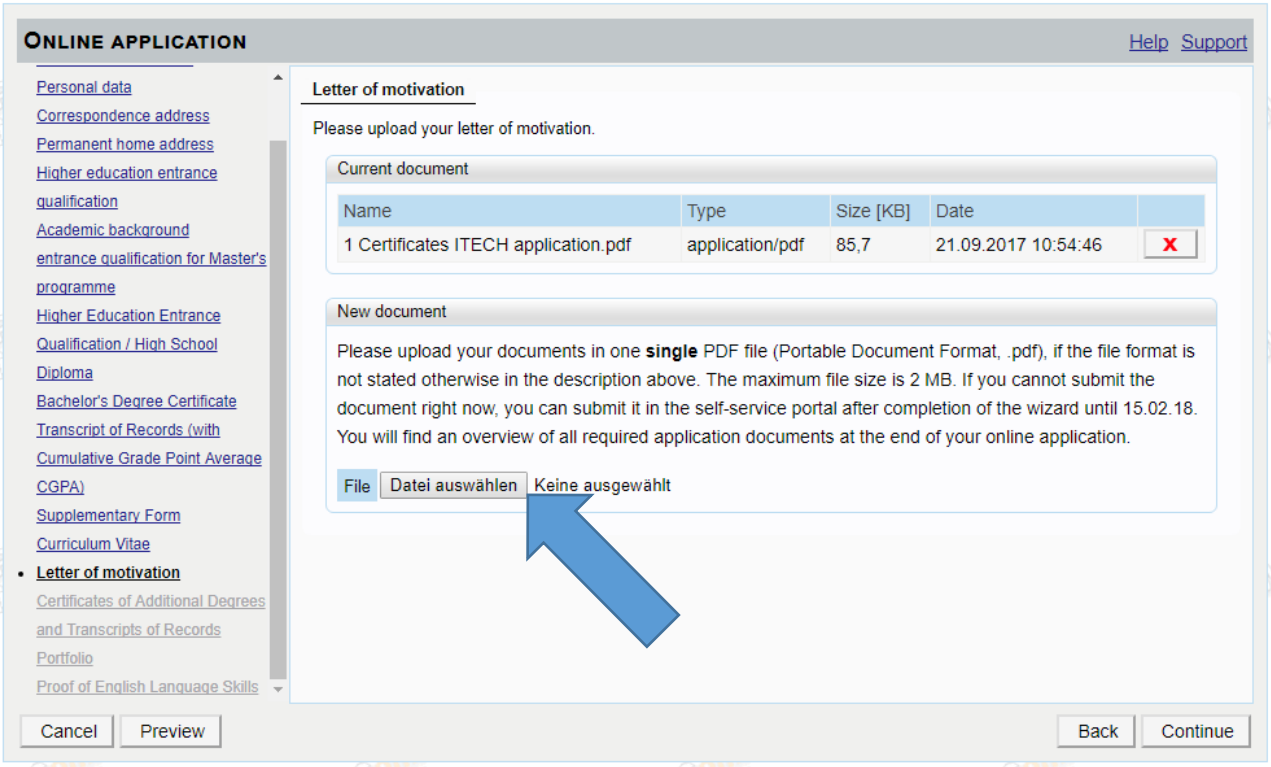
STEP 19 / ONLINE APPLICATION – CURRICULUM VITAE



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



Please upload your letter of motivation.

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

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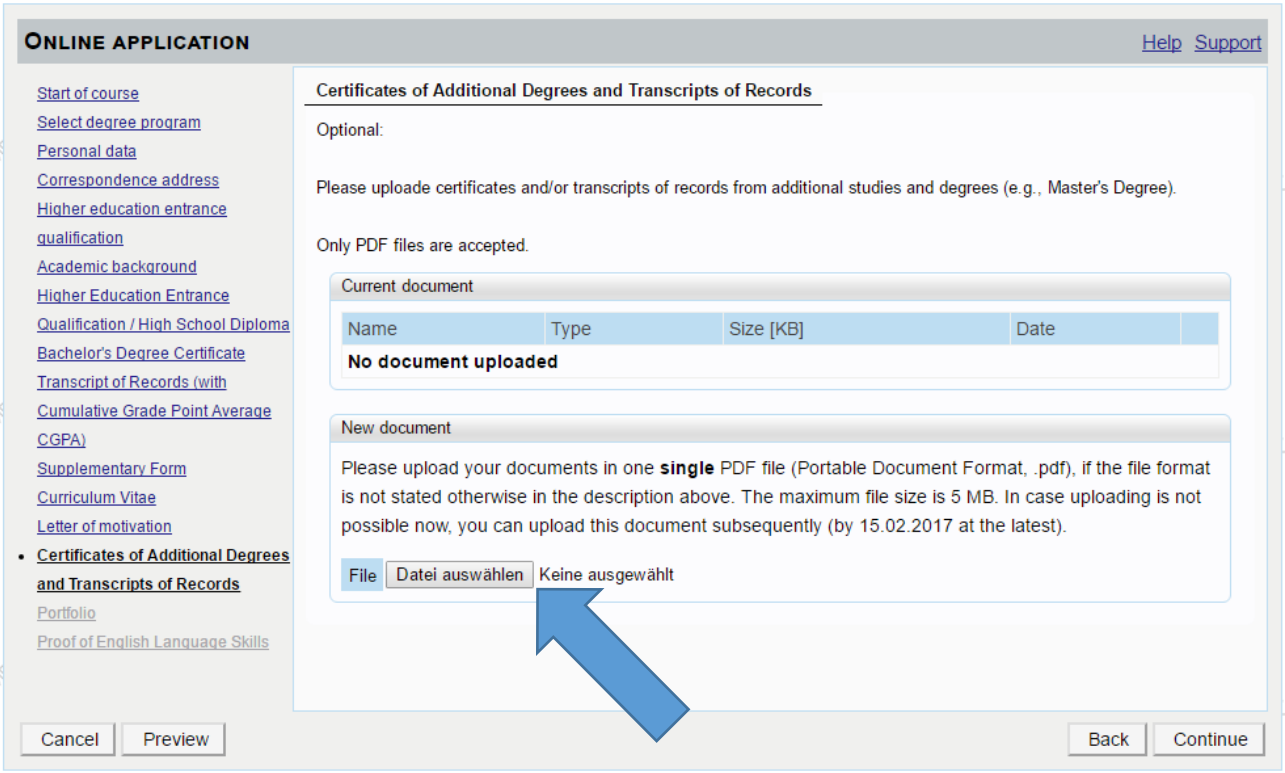
STEP 21 / CERTIFICATES OF ADDITIONAL DEGREES AND TRANSCRIPTS OF RECORDS



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.

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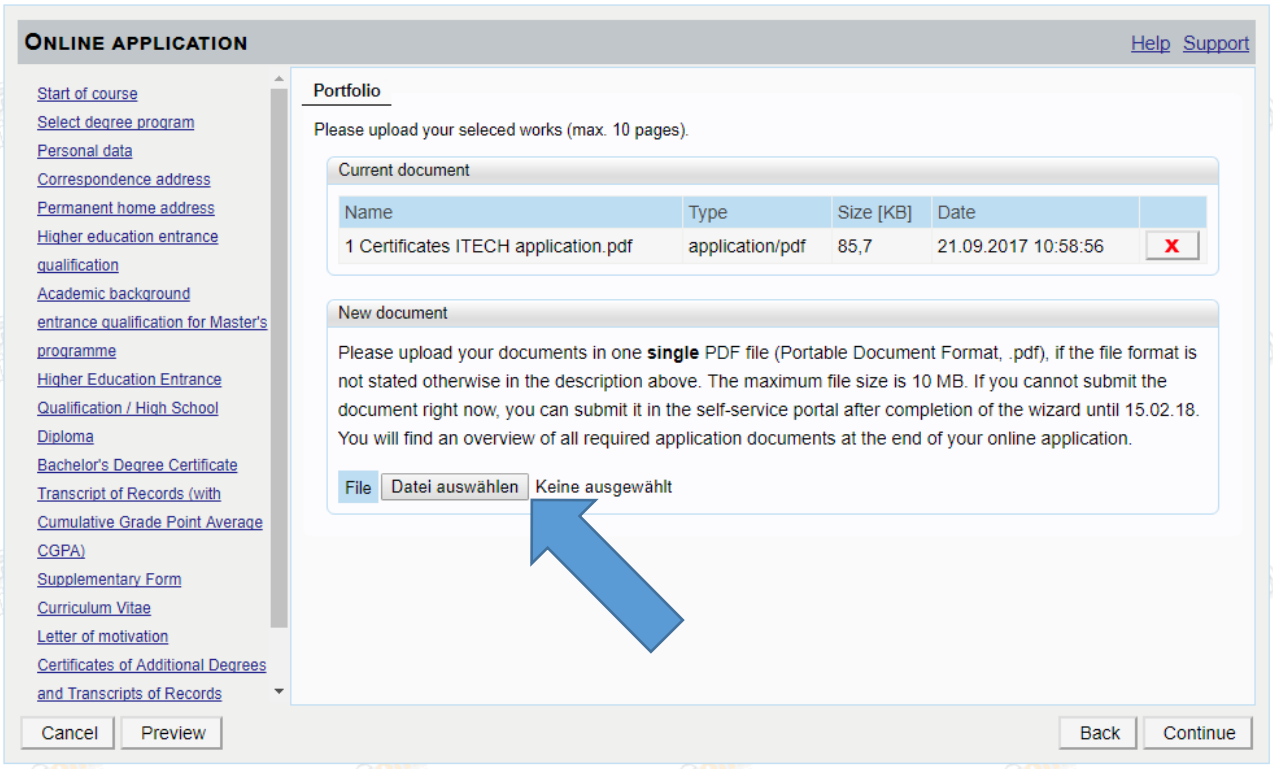
STEP 22 / ONLINE APPLICATION – PORTFOLIO



Please load up your portfolio of selected works.

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

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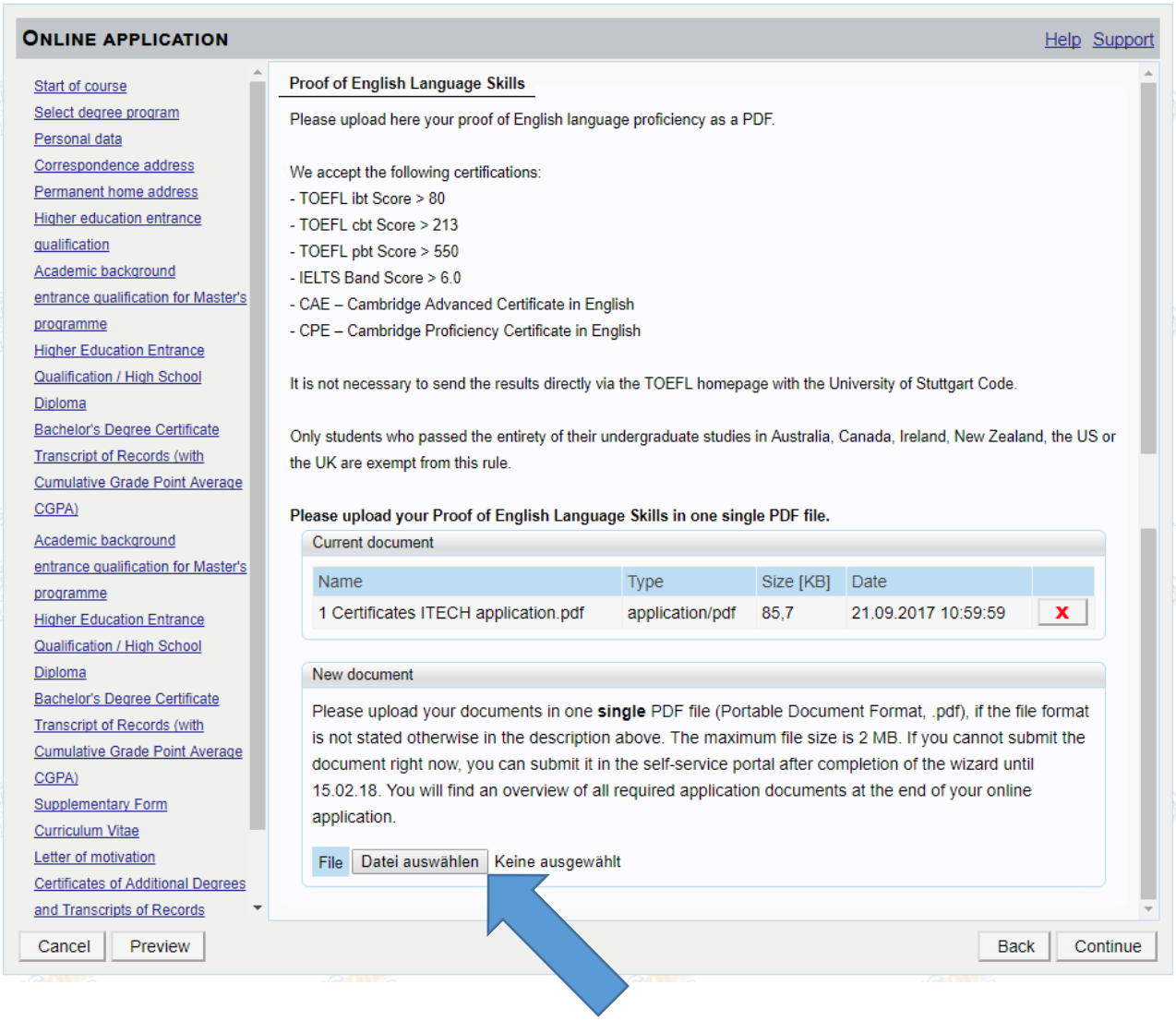
STEP 23 / ONLINE APPLICATION – PROOF OF ENGLISH LANGUAGE SKILLS



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 Zeeland, the US or UK are exempt from this rule.

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

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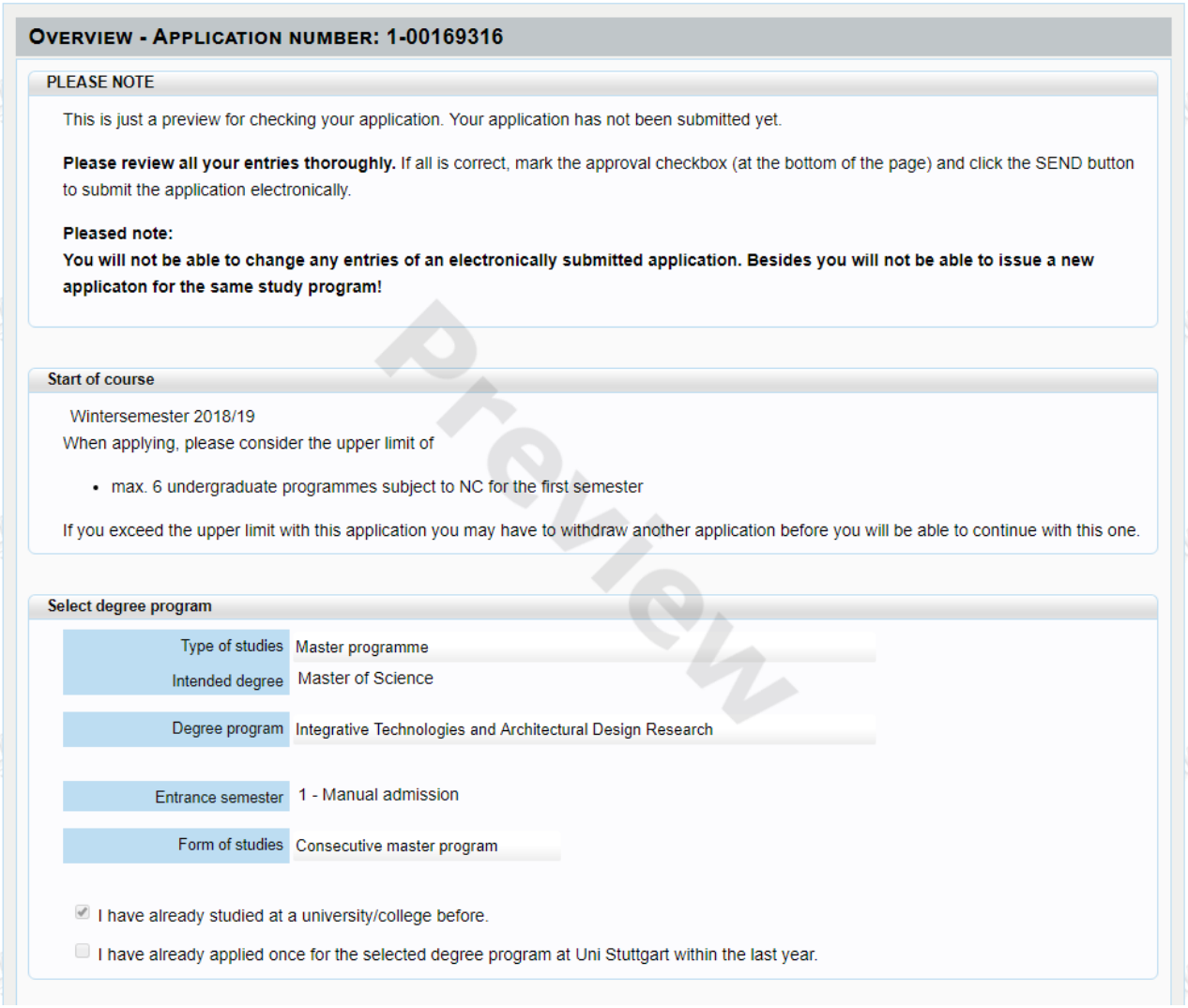
STEP 24 / ONLINE APPLICATION – OVERVIEW



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!

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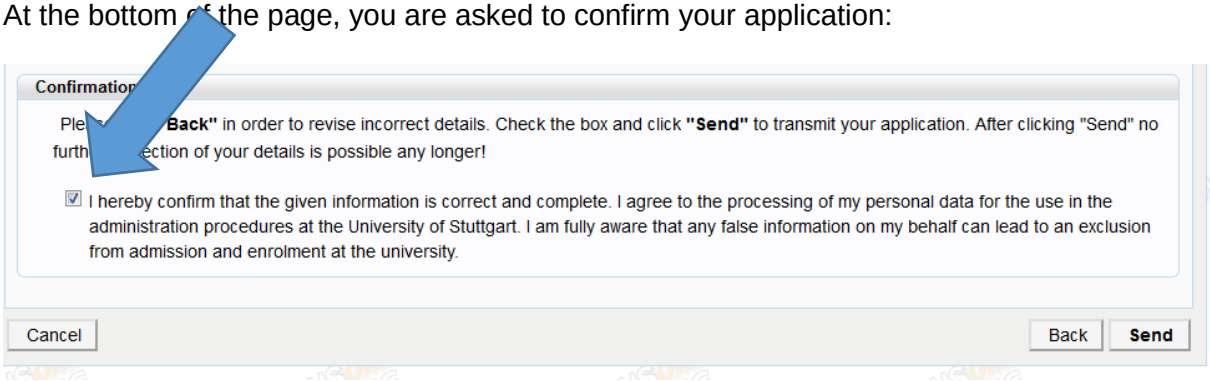
STEP 25 / ONLINE APPLICATION – CONFIRMATION

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

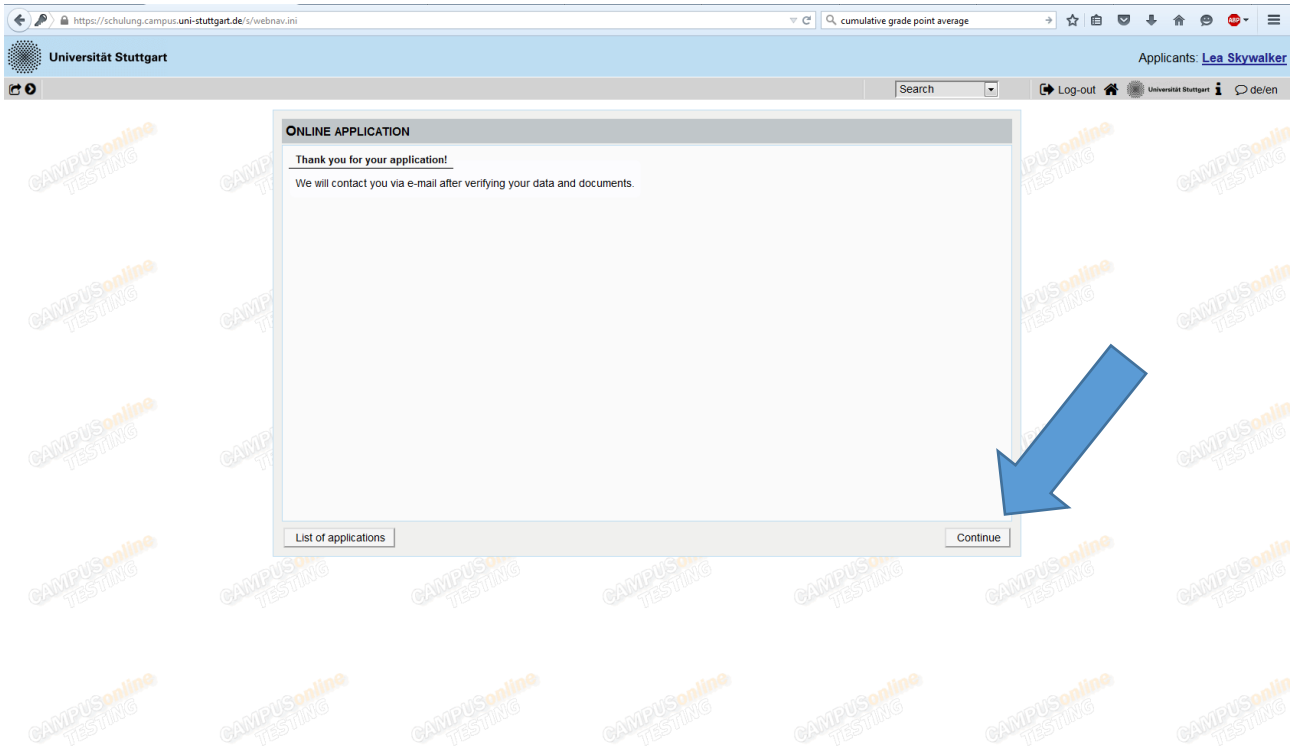


At the bottom of the page, you are asked to confirm your application:

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***.

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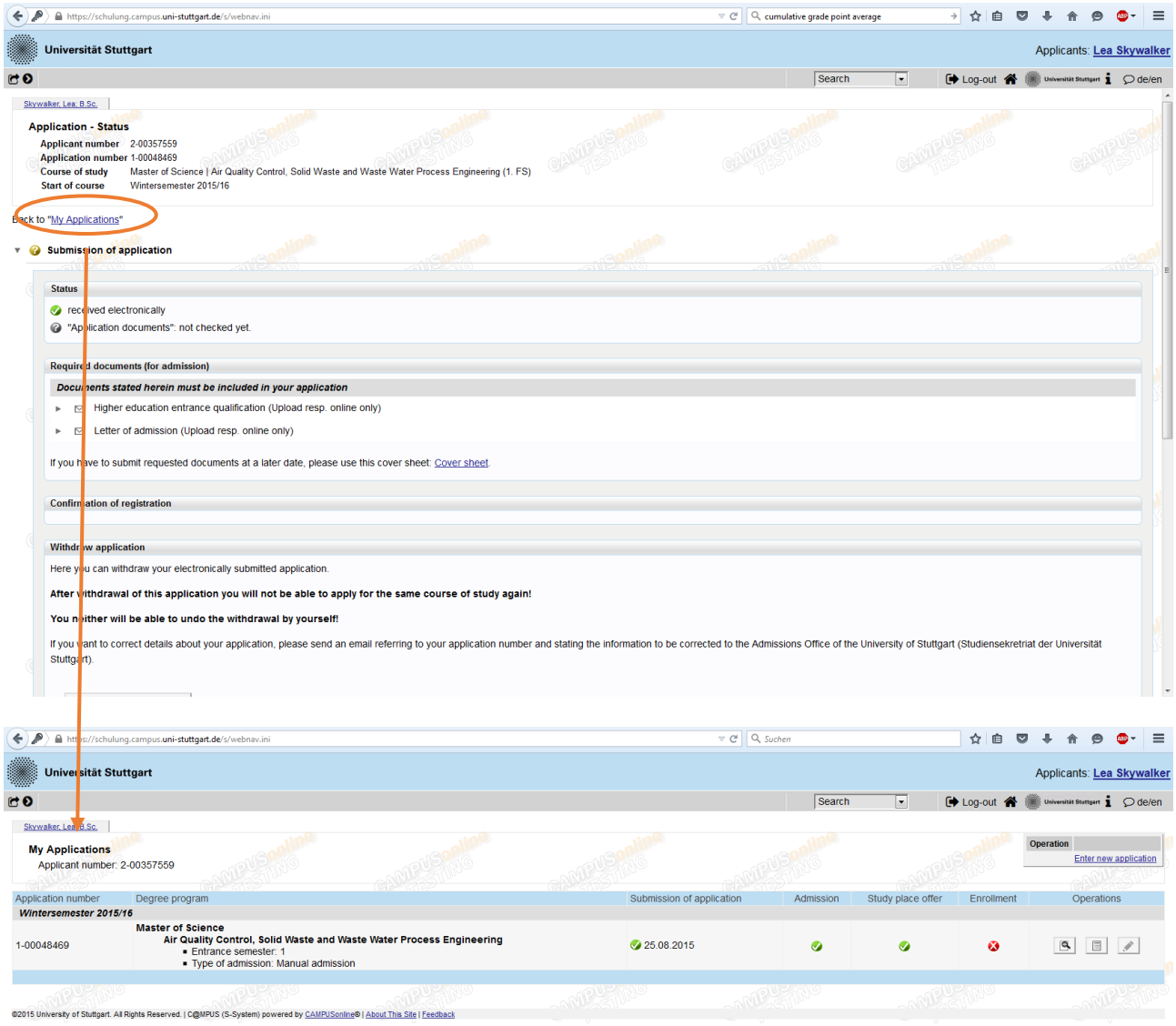
STEP 27 / ONLINE APPLICATION – APPLICATION STATUS



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* .