University of Stuttgart
Germany

Application Manual

Winter Semester 2021/22

International Master of Science Programs

INFOTECH

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Introduction

In December 2014, the University of Stuttgart launched a new Campus Management System called C@MPUS. Admitted and registered students have access with their student account (st123456@stud.uni-stuttgart.de) to the following services:

- download and print your certificate of enrollment
- change their postal address
- view semester fees and the status of payment for the re-registration

BUT, before you are able to use these services, you need to be admitted and become registered as a student at the University of Stuttgart.

In order to become a registered student and apply for the Master of Science in Information Technology, we have provided you with this manual. Three important parts are covered:
Part 1: How to register with C@MPUS
Part 2: How to apply for a study program
Part 3: How to enroll at the university (only relevant for admitted students. For the moment in progress)

Technical Requirements
In order to submit your application successfully 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.

Furthermore, consider that each document **must not exceed 1 MB.**
In order to achieve this file size, please follow these few suggestions:

- Use small-size pictures and graphics in your files, preferably JPG, PNG and PDF
- If the file is still too big, reduce the final size of your PDF using e.g. http://smallpdf.com

Indications
Please follow indications in order to register successfully. There are indications right in the text next to the field you have to fill, further information are to be found clicking on the blue ***i*** or on the blue highlighted links.

VERY IMPORTANT:
While you are working with C@MPUS, please never go back in your browser because then you have to start over again. Always use the *Back* button in C@MPUS in case you want to go back.

Let's get started.

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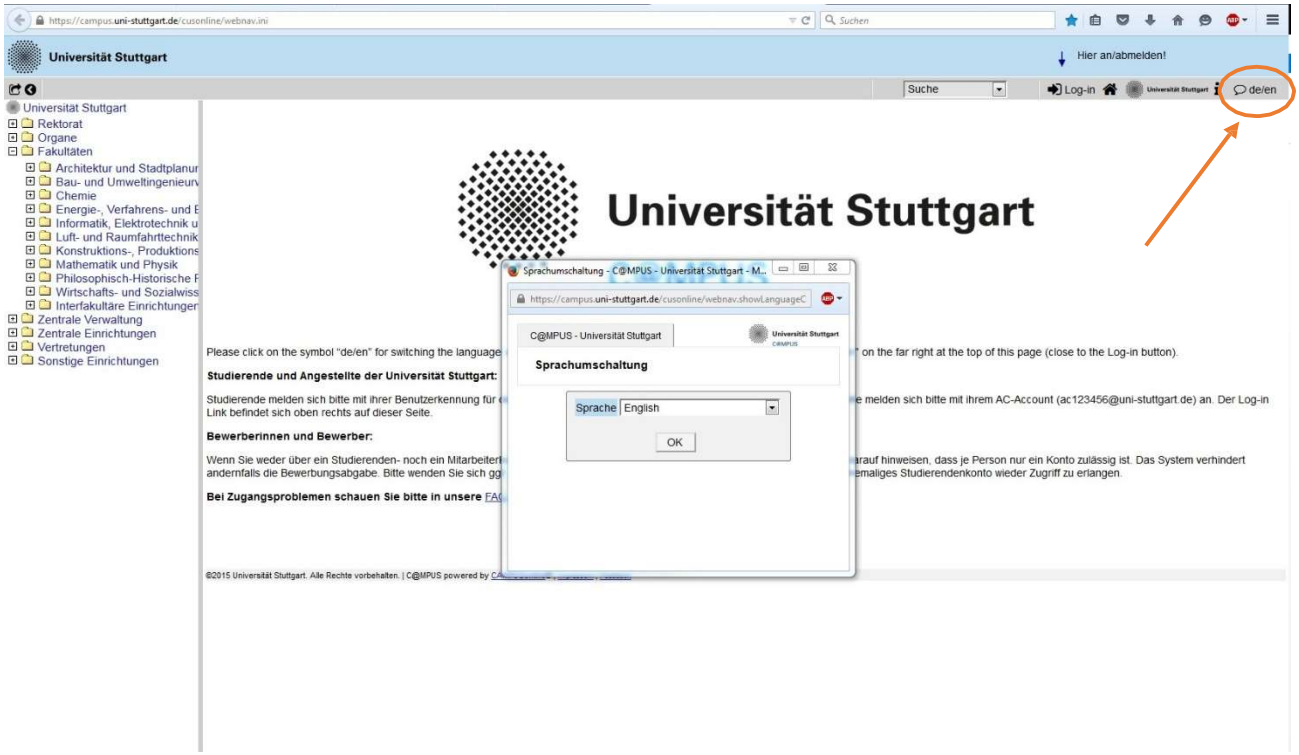
PART 1 REGISTRATION WITH C@MPUS

STEP 01 / ACCESS THE PORTAL

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

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.

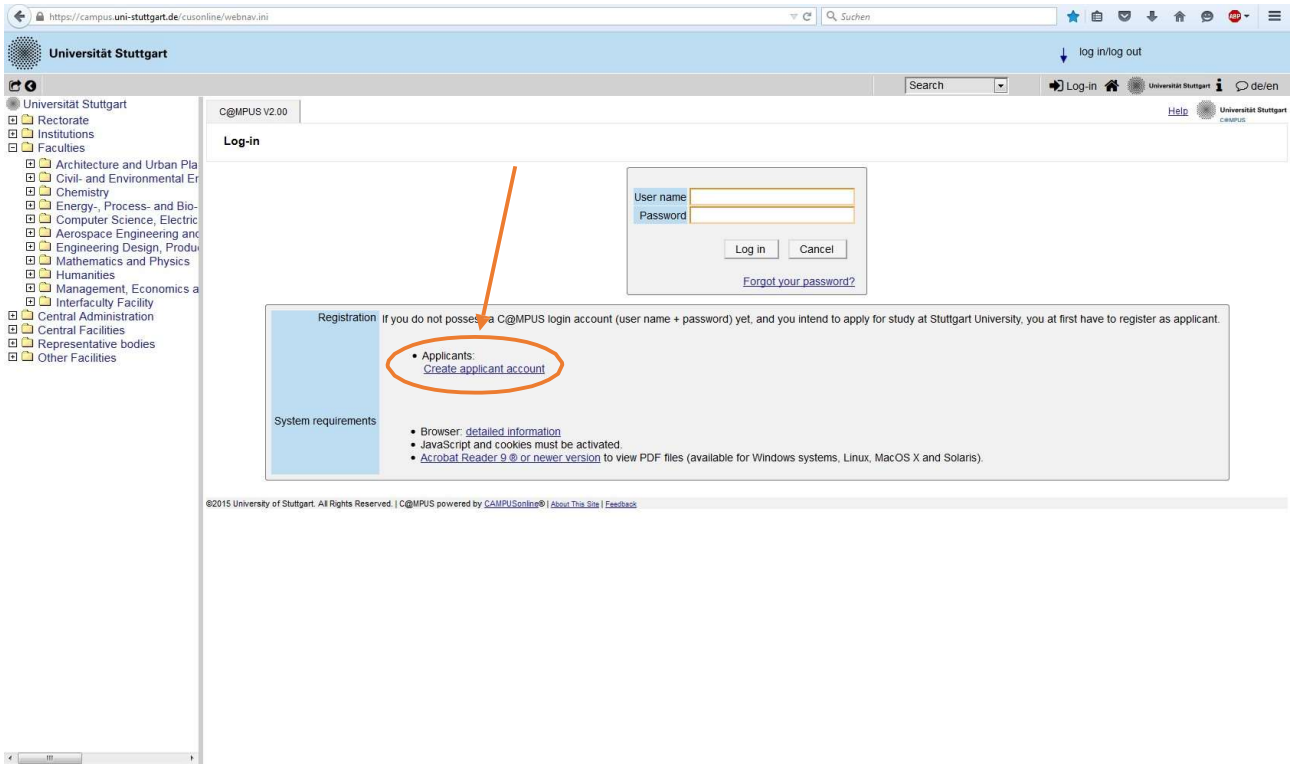


STEP 03 / REGISTRATION ACCESS

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

STEP 04/ ACCOUNT CREATION

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



STEP 05 / CREATE A NEW APPLICANT ACCOUNT

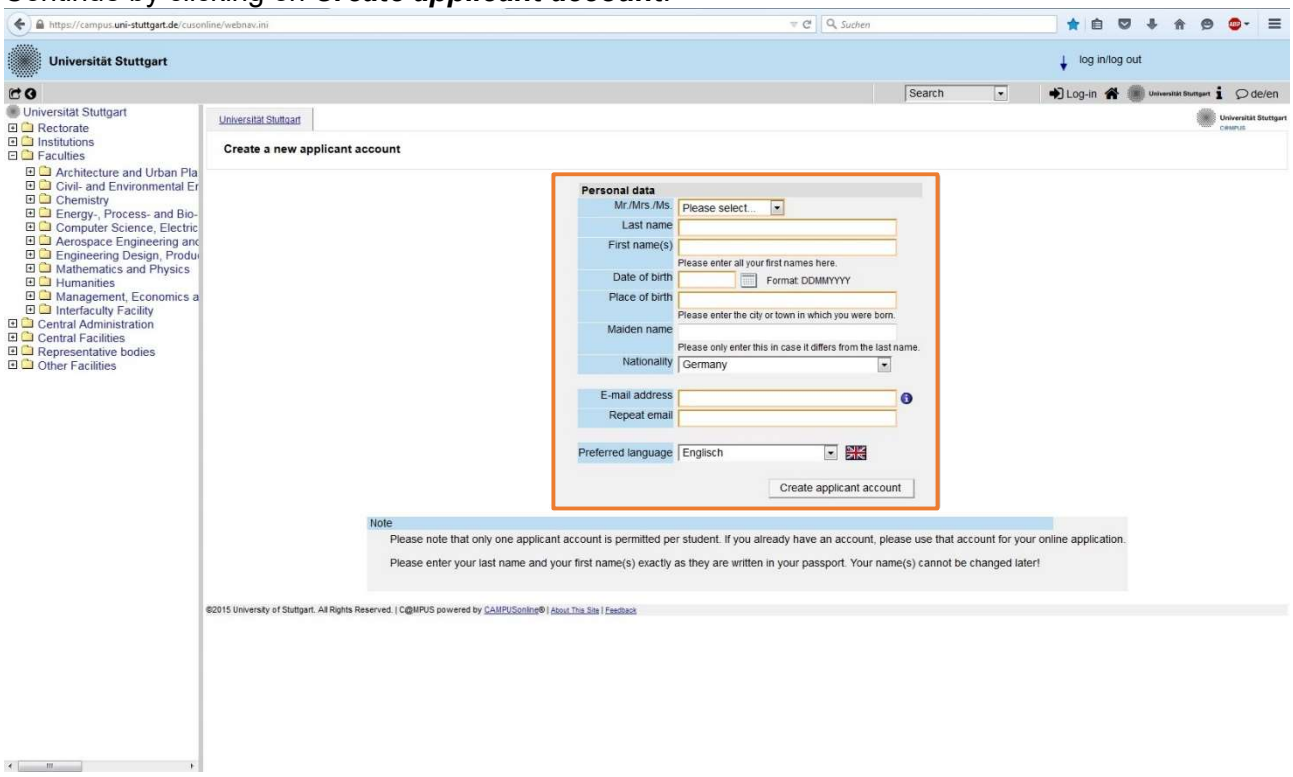
Now you can enter your data in order to create a new applicant account.

Remember 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!

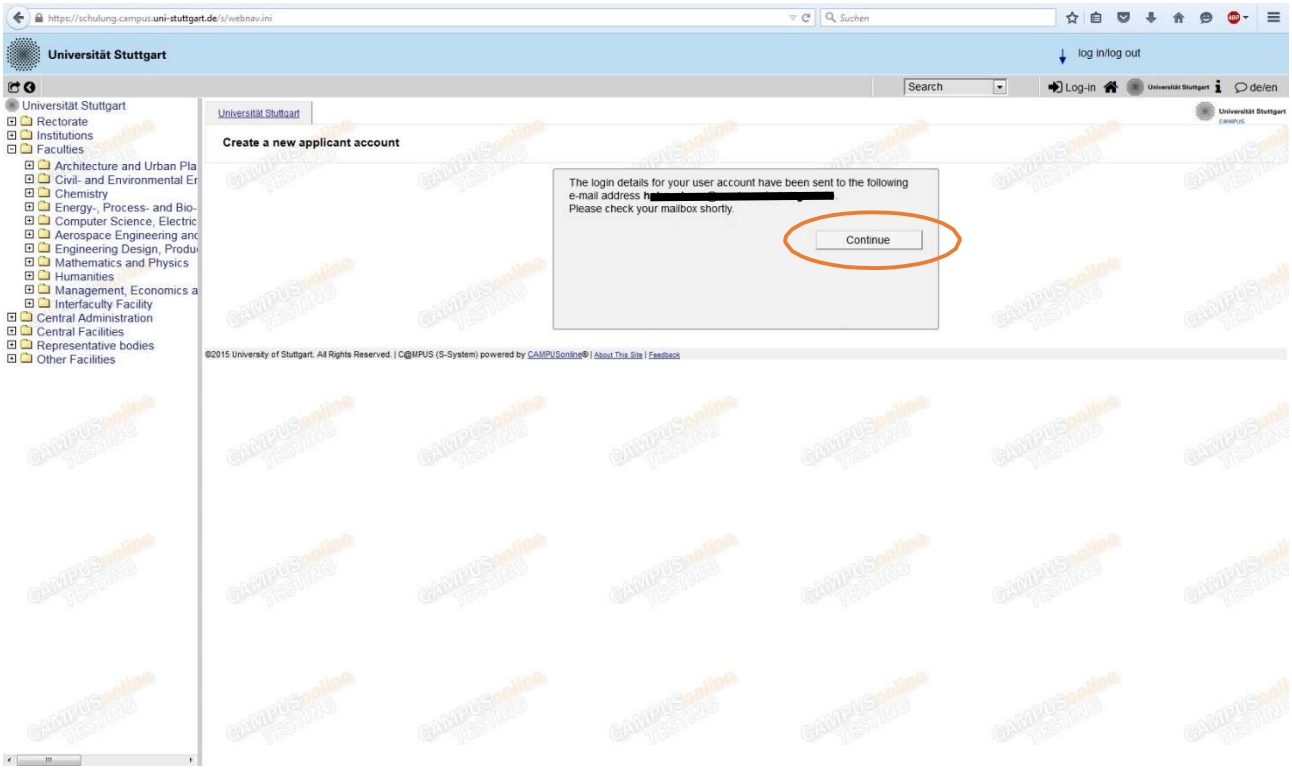
You can select a language default at the end, so that it will be already set for next application steps.

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



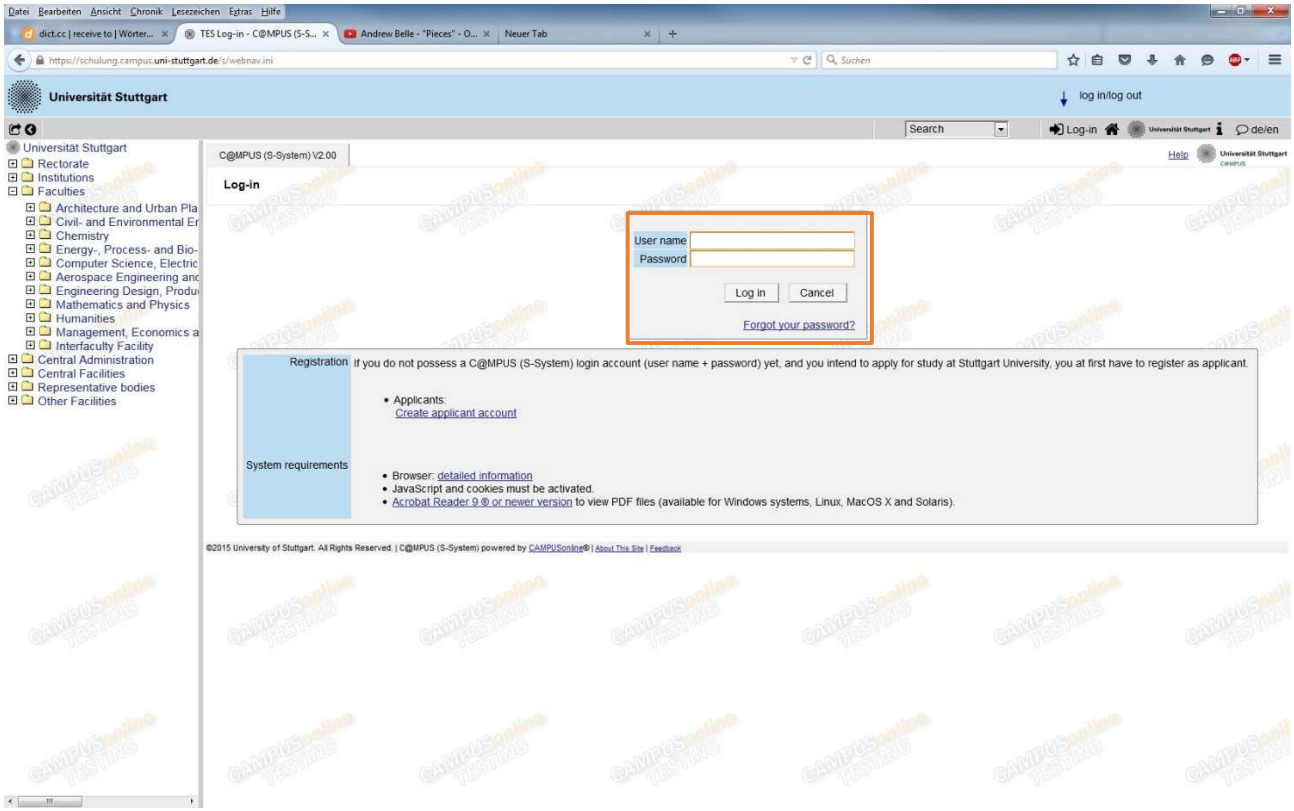
STEP 06 / COMPLETION OF REGISTRATION

Now your registration is completed and your login password will be sent to the email address you provided. You might ***continue*** now.



STEP 07 / LOG IN

Once you have gotten the email with your password you can login. Use the ***email address*** (you registered with) ***as username*** and the ***password*** you received to log in.



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.

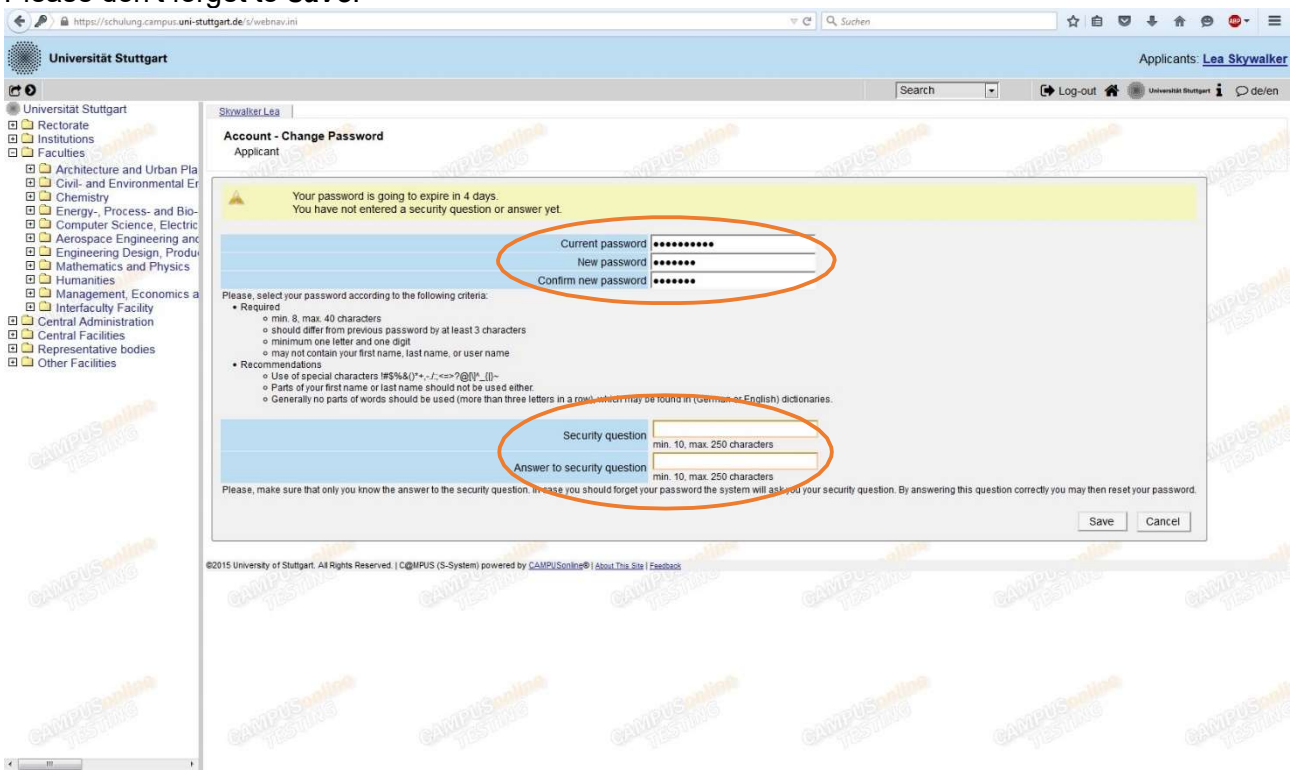
Please, select your password according to the following criteria:

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

Recommended
- Use of special characters !#$%&()*+,-./:;<=>?@[\]^_{|}~
- Parts of your first name or last name should not be used.
- Generally no parts of words should be used (more than three letters in a row), which may be found in (German or English) dictionaries.

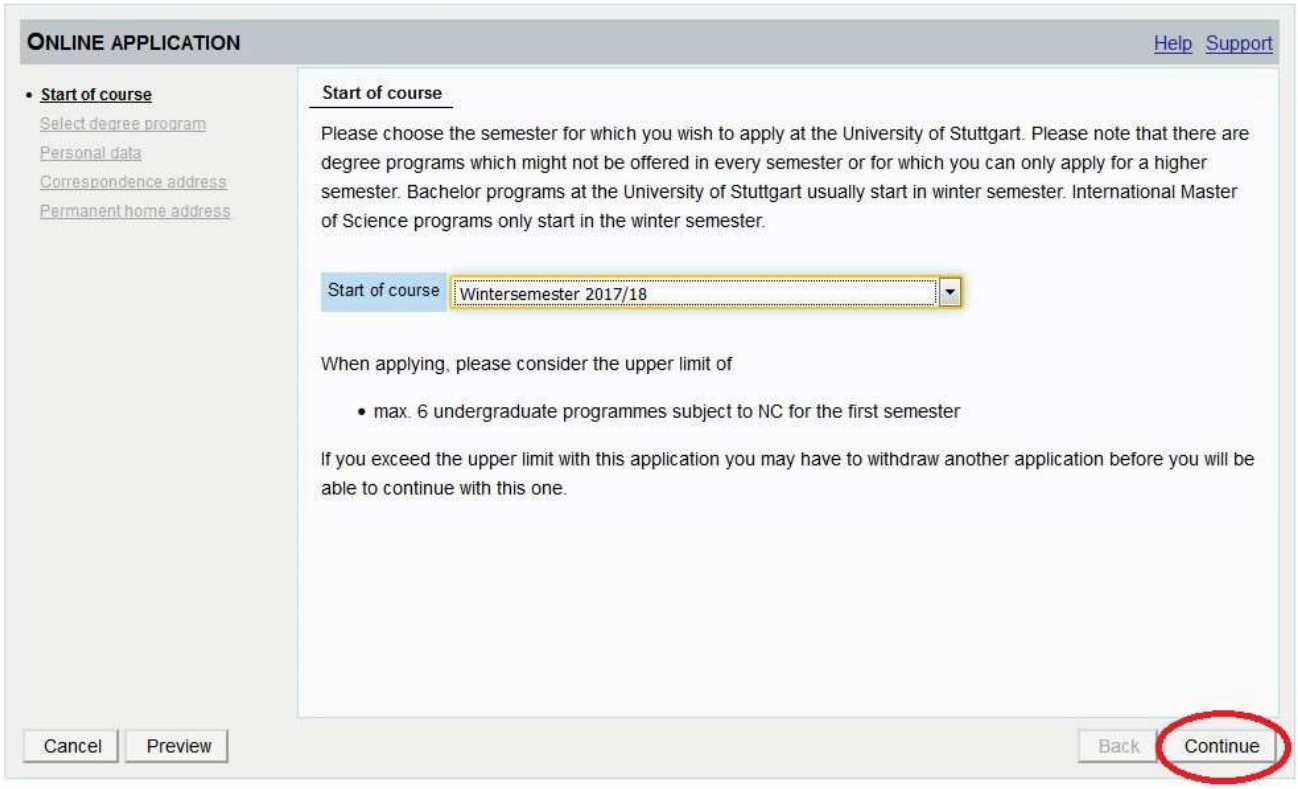
You also need to choose a ***security question*** and ***answer*** (see lower part), in case you forget or lose your password. The security question has to contain more than 10 letters.

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



STEP 09 / ONLINE APPLICATION – START OF COURSE

This page shows the start of the course you are applying for. Wintersemester 2017/18 (winter term 2017/18) should be selected by default. Therefore please click ***Continue*** to go on with your application.

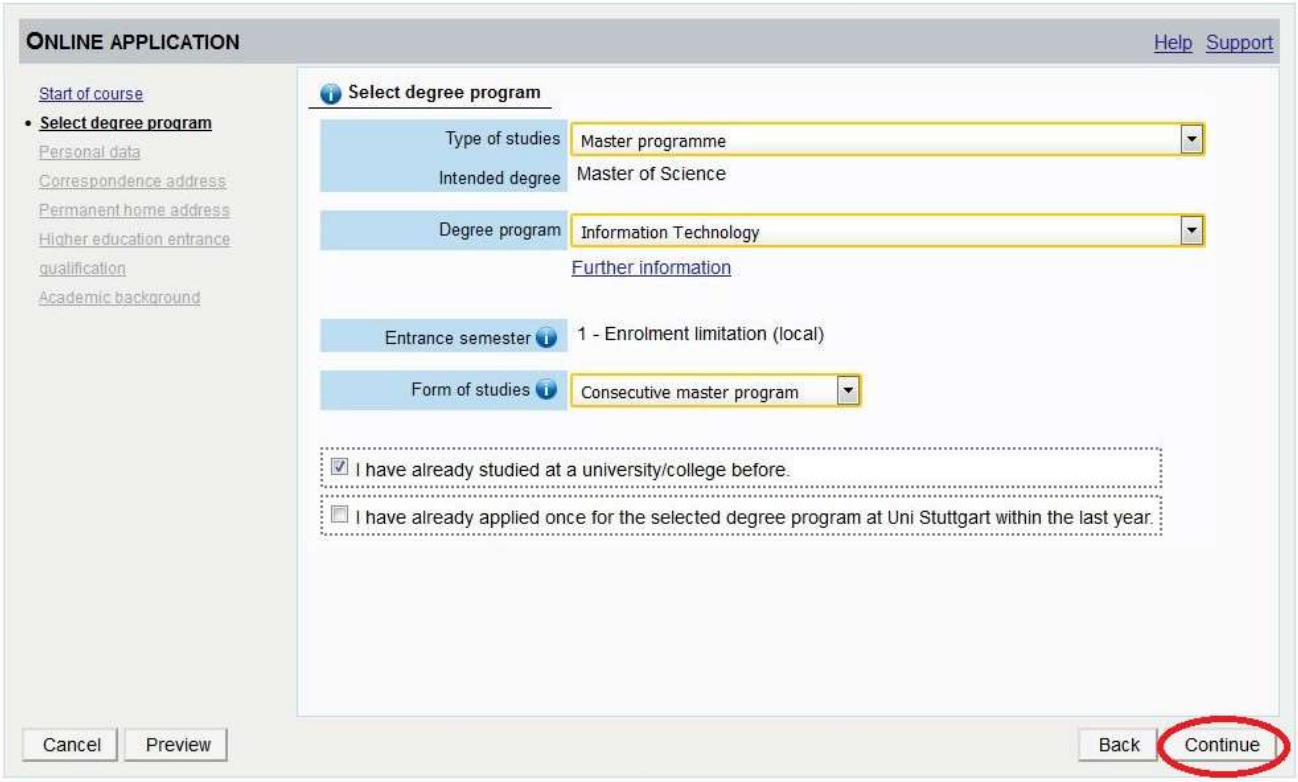


STEP 10 / ONLINE APPLICATION – SELECT DEGREE PROGRAM

Please select:

Type of studies: **Master programme**
Degree program: **Information Technology**
Form of studies: **Consecutive master program**

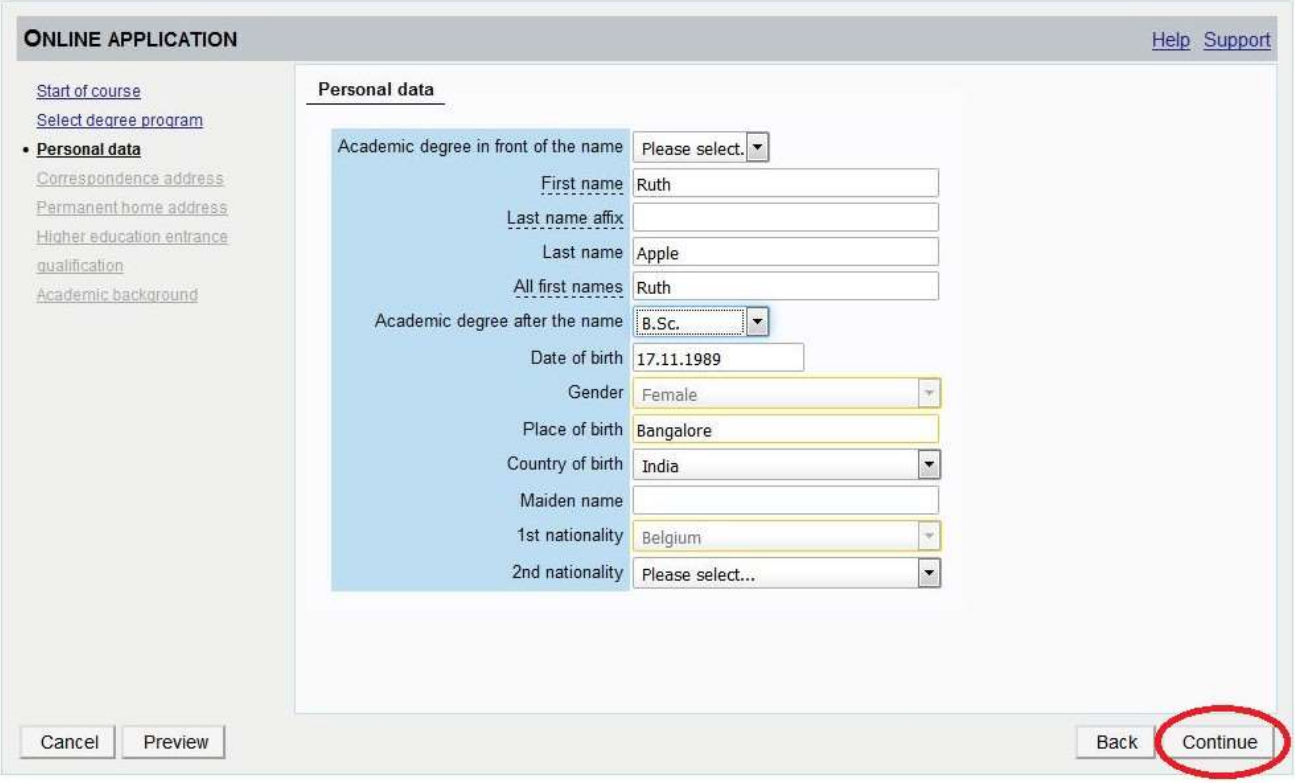
and click on the ***continue button***.



STEP 11 / ONLINE APPLICATION – PERSONAL DATA

Please check your personal data again. Here you can only choose your academic titles to appear before or after your name. Please be aware that you **can't change** your personal data **once you have hit the Continue button**. So please be cautious and double-check for spelling errors.

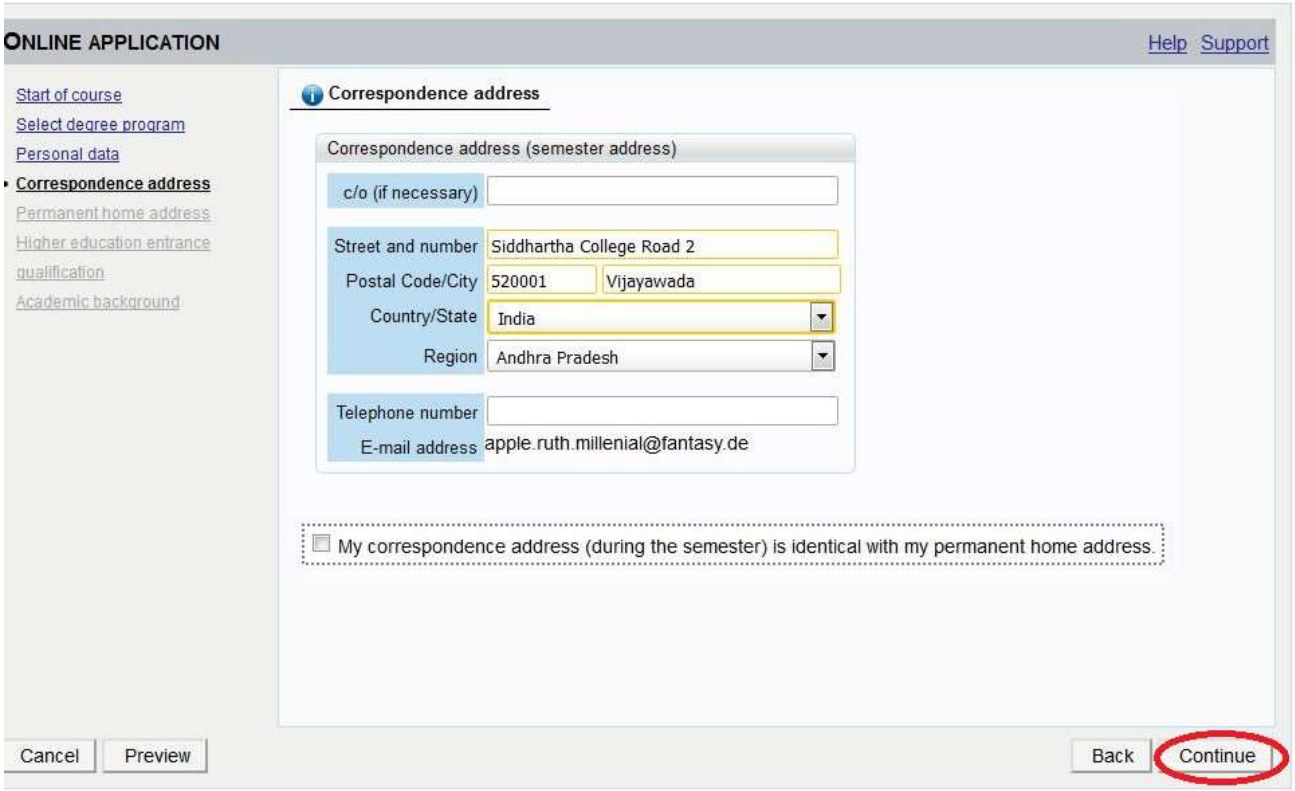
When you're done, click ***continue***.



STEP 12 / ONLINE APPLICATION – CORRESPONDENCE ADDRESS

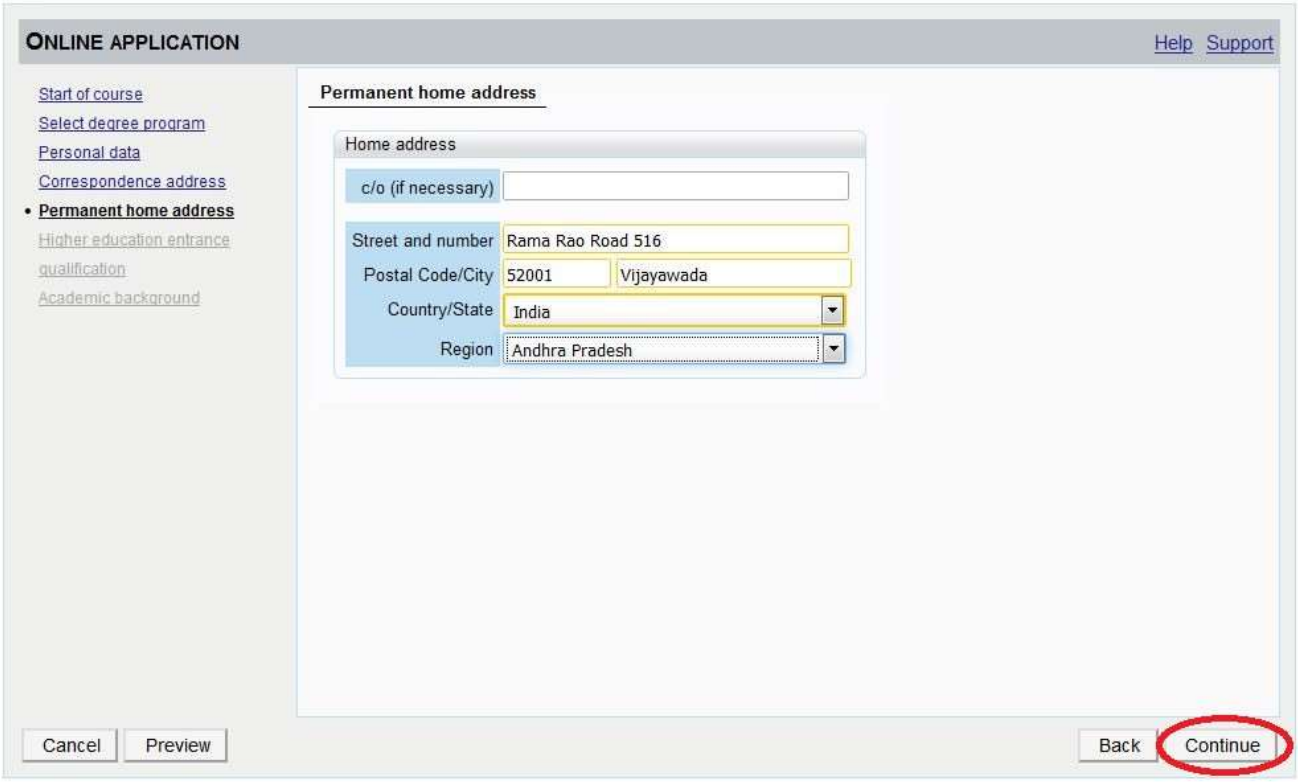
Please enter your current postal address. The University will communicate with you during the study period according to this address (***semester address***), so it has to be always up to date.

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



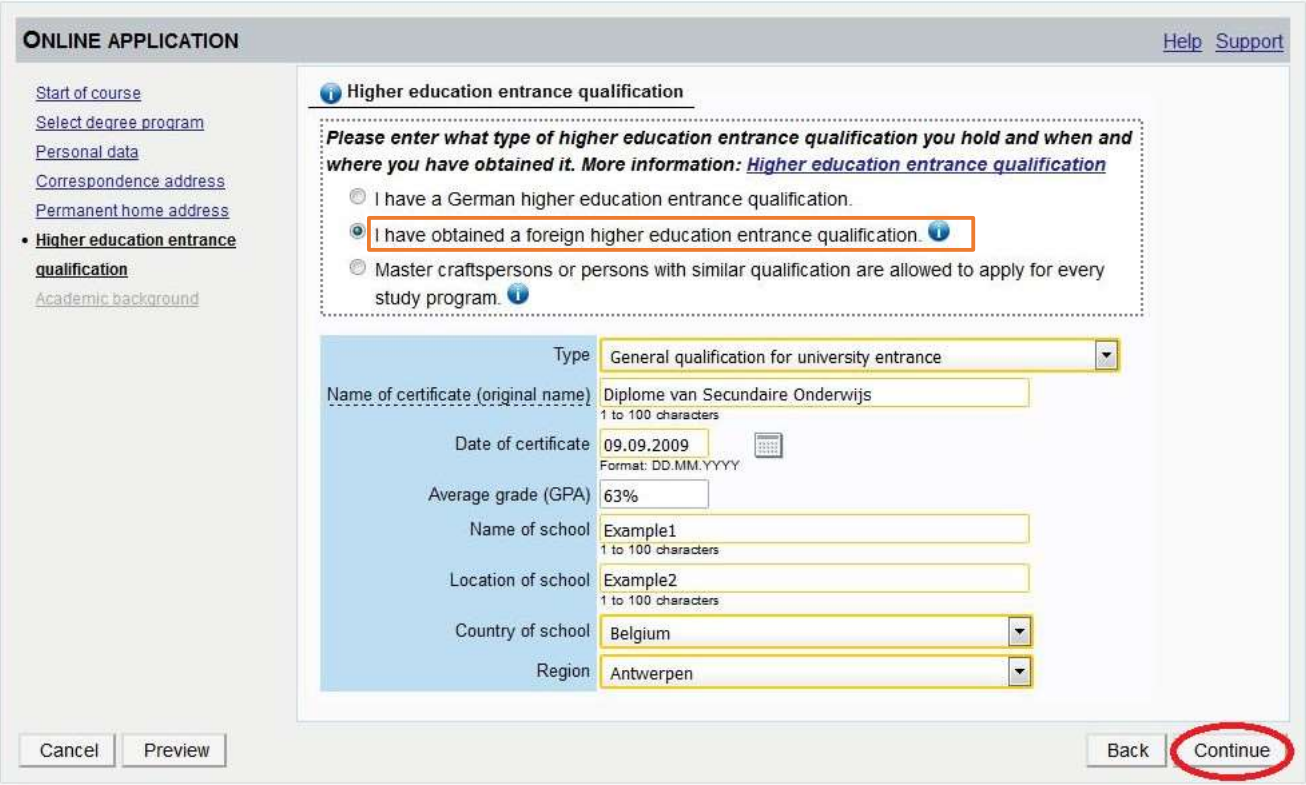
STEP 12-1 / ONLINE APPLICATION – PERMANENT HOME ADDRESS

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***.



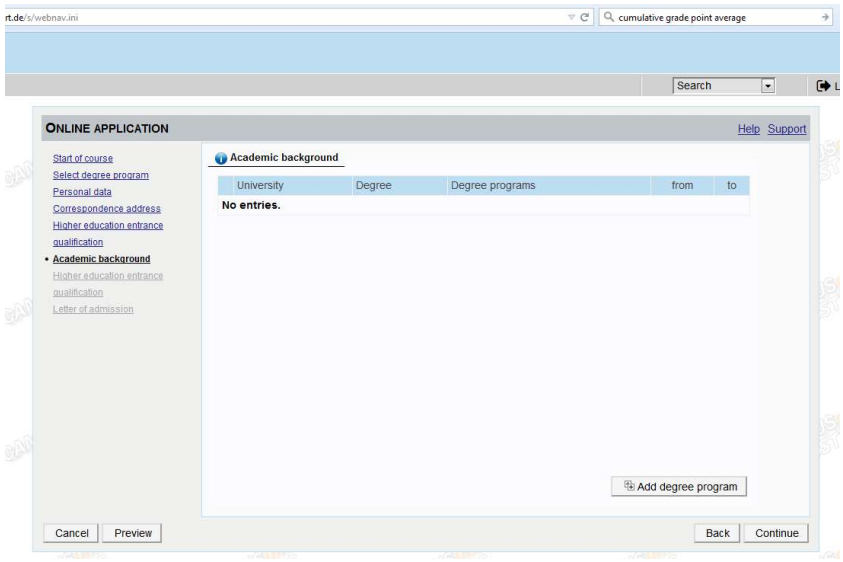
STEP 13 / ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION

Please select ***I have obtained a foreign higher education entrance qualification*** and ***continue***.

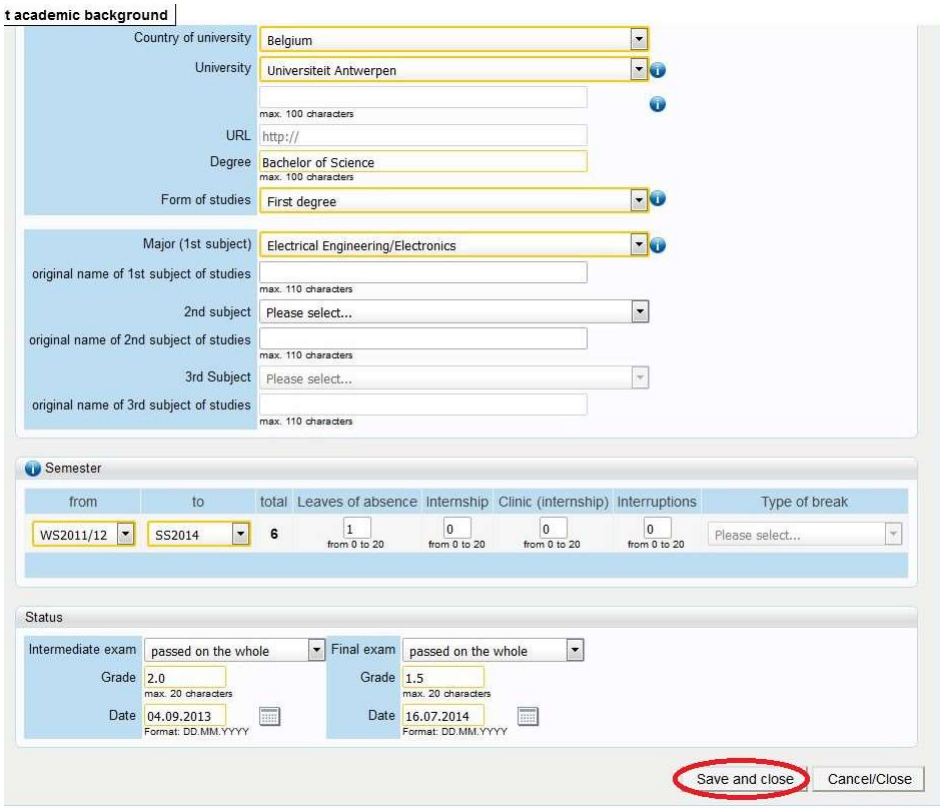


Step 13-1 / Online Application – Academic Background

By default, there are no entries. In order to enter your academic background, please go to ***Add degree program*** and edit data in the box (see orange frame in the second screenshot below):



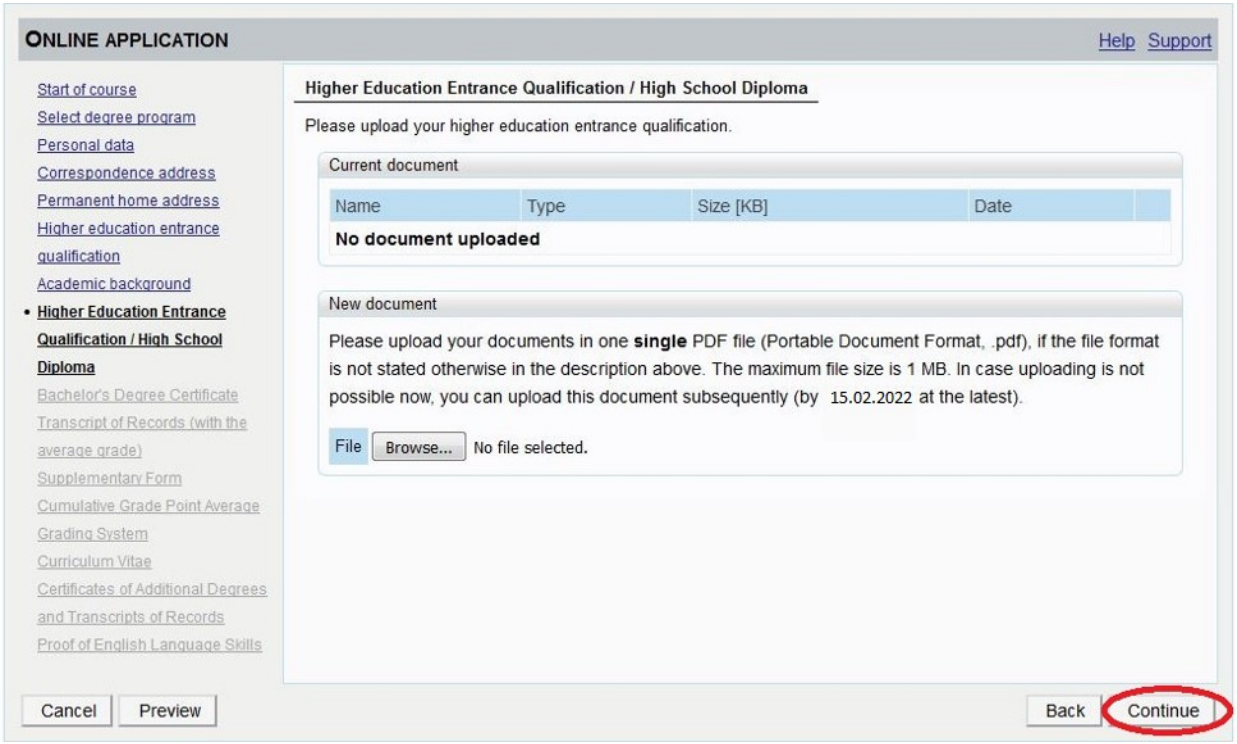
Please click on “Add degree program” to open form below.
Under 'Status' you can enter your intermediate grade if you have not yet received your final grade for your Bachelor. Otherwise you can enter your final grade under 'Final Exam'.



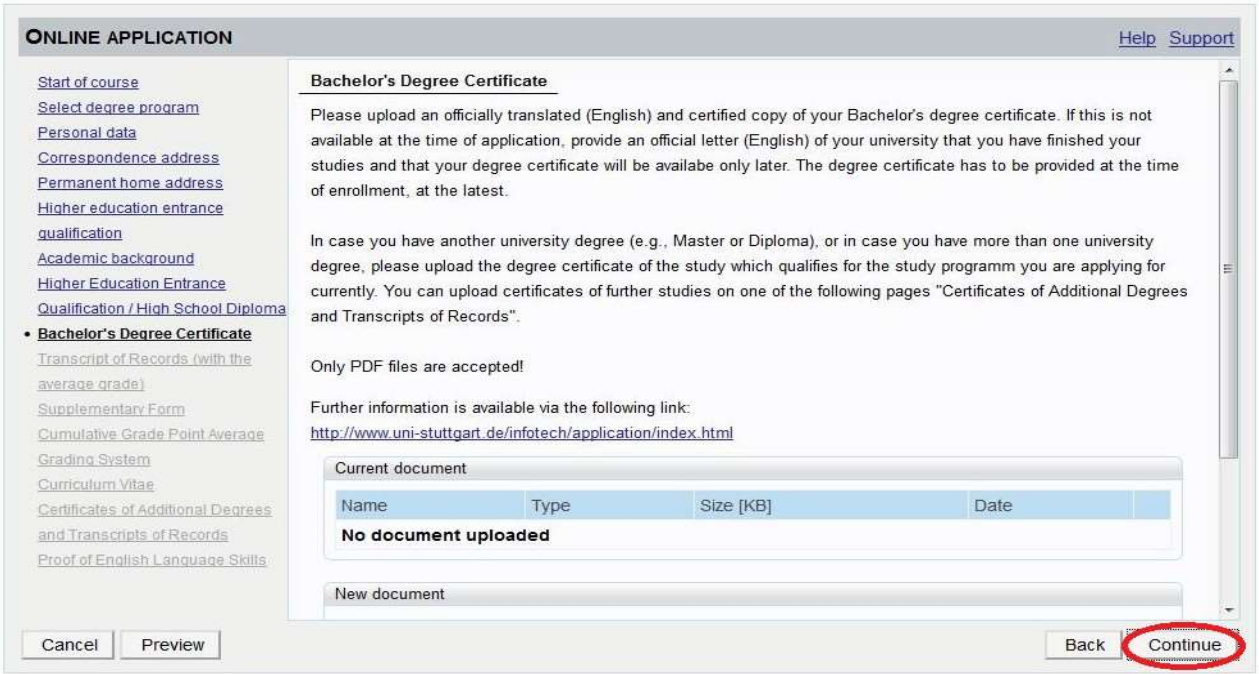
Please don’t forget to ***save*** in order to go on.

STEP 14 HIGH SCHOOL DIPLOMA / BACHELOR DEGREE CERTIFICATE

Please start with uploading your "**H**igh **S**chool **D**iploma" and click on the ***Continue*** button below. Deadline High School Diploma: 15.02.2022



Please continue with uploading your "**B**achelor **D**egree **C**ertificate" and click on the ***Continue*** button below. Deadline for a Conditional Admission: 31.03.2022 - otherwise 15.02.2022



Only your Bachelor-Degree will be evaluated no matter if you have a second degree.

If your Bachelor Degree Certificate is not available yet, continue without uploading any documents. In case of admission ,you will get a "conditional admission letter" and will be able to hand in your certificate at enrolment.

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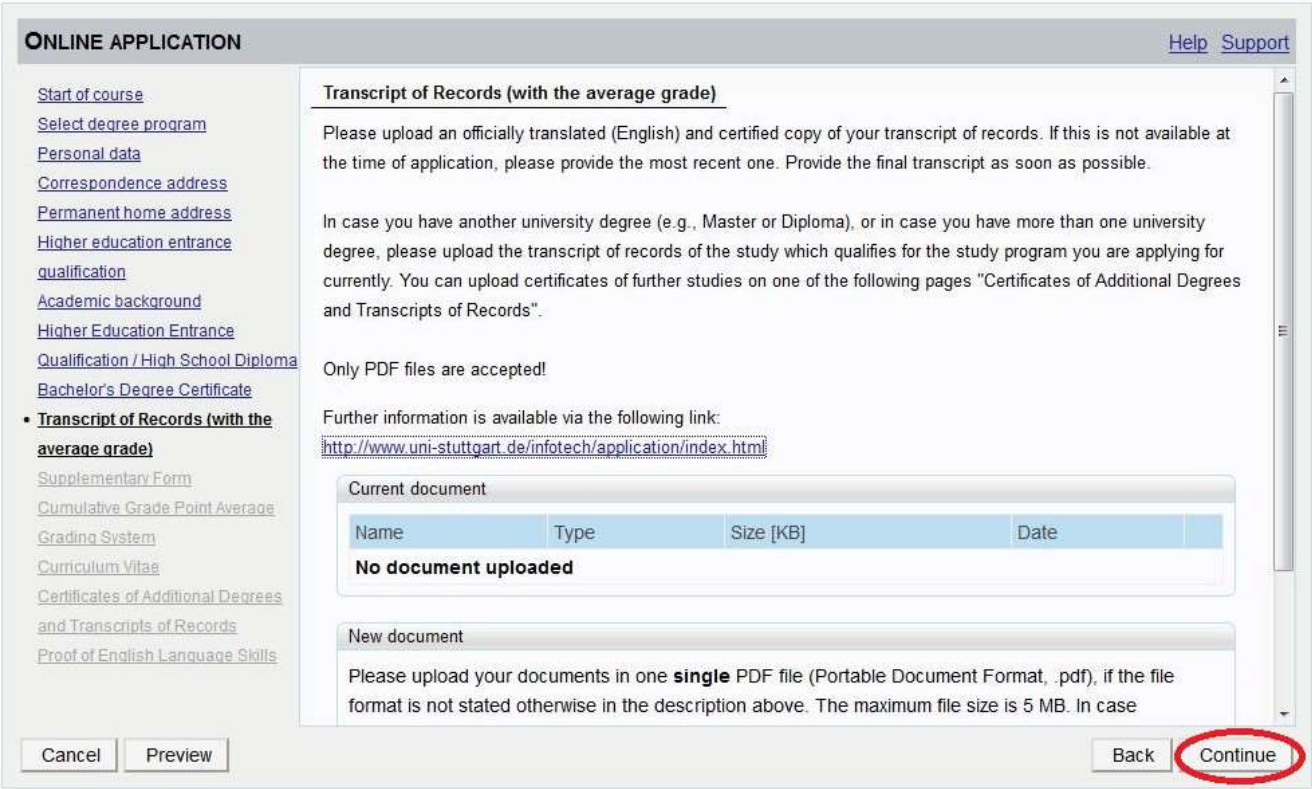
STEP 15 TRANSCRIPT OF RECORDS

Please upload your document and click on the ***Continue*** button below.



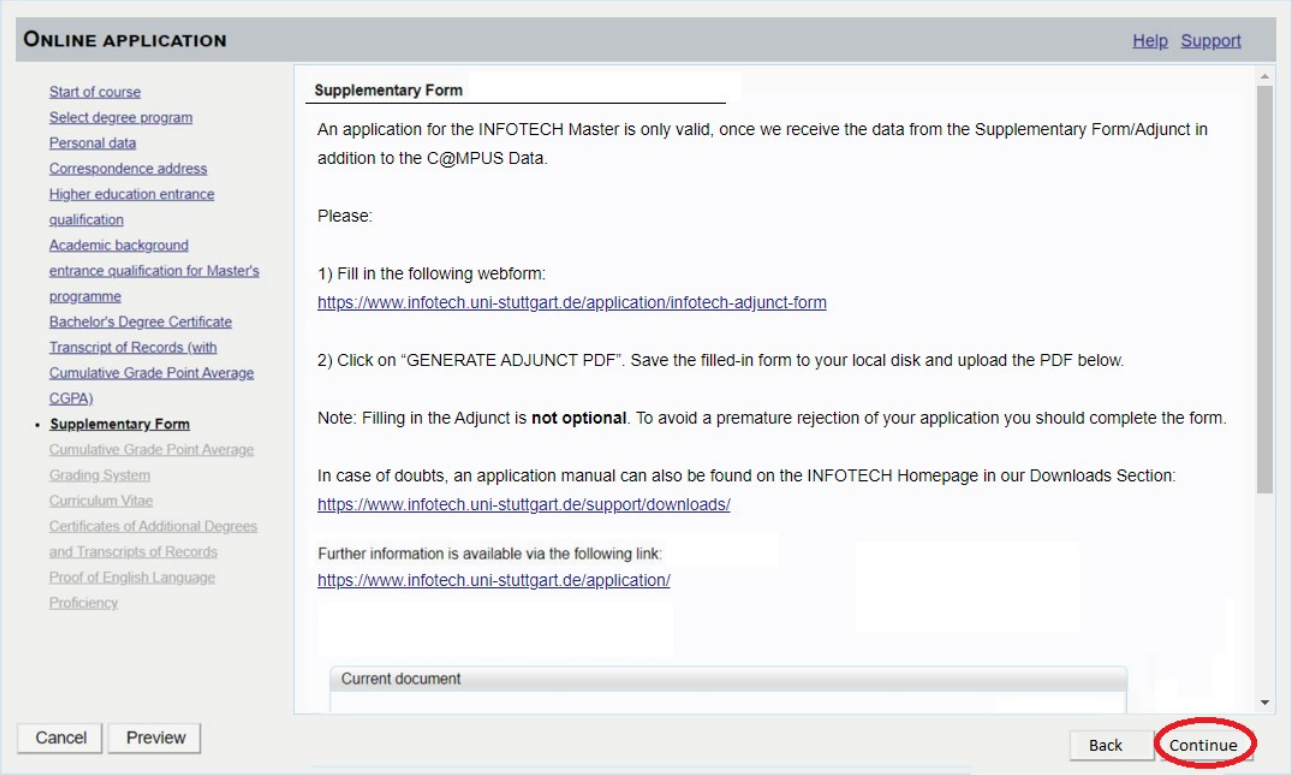
Please note: The CGPA as well as the grading scale is crucial for evaluating your academic performance during the admission process. If this information has not been included in your transcript given by your University but is available on the web, please copy the link to that website in a PDF and upload the PDF document. Without a CGPA it will be very hard to evaluate your academic performance - please make sure to pay attention to that fact.

To open the "Adjunct" please click on the link given under 1)

Click on the link to access the webform and **fill out** the fields**.**

To convert the information as mentioned under 2)

Click on **"**Generate ADJUNCT PDF**" to convert** the entries of the webform in a **readable PDF-file.**



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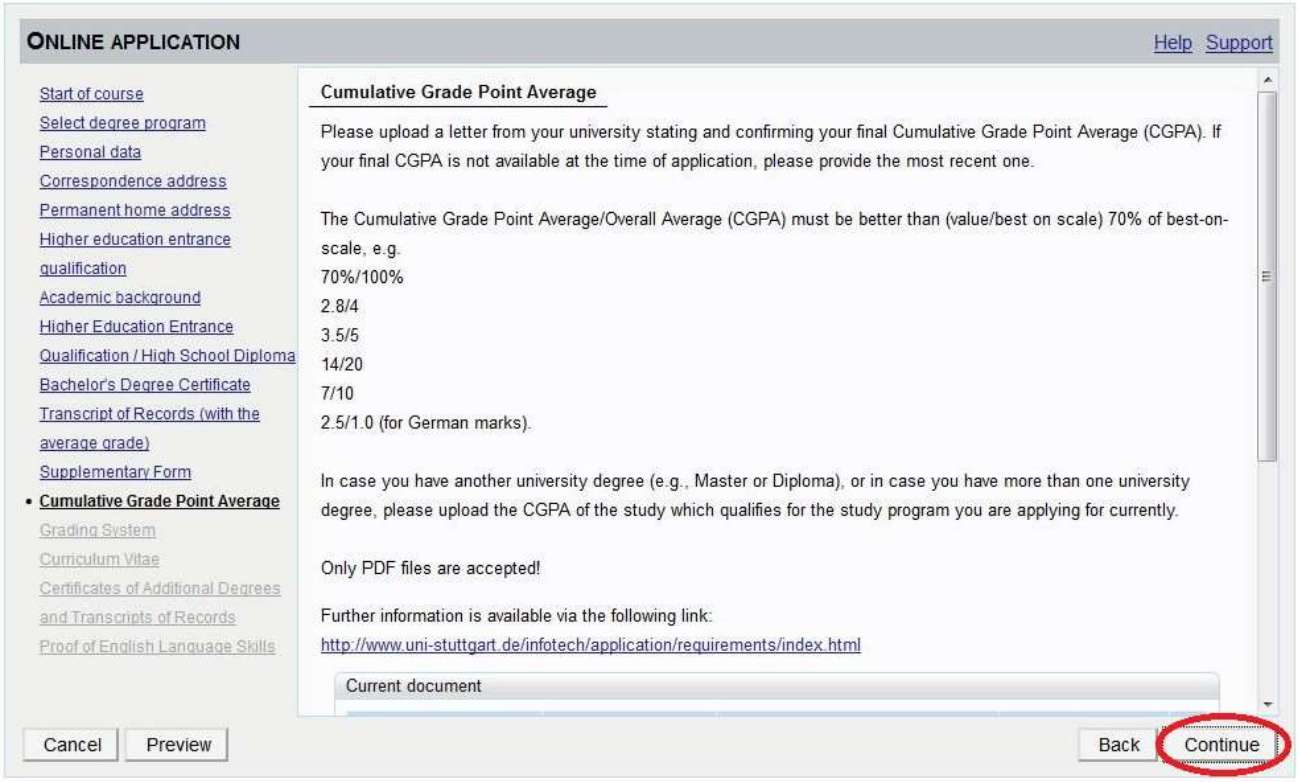
STEP 17 CUMULATIVE GRADE POINT AVERAGE

Please upload you document and click on the Continue button below



Please note: The CGPA as well as the grading scale is crucial for evaluating your academic performance during the admission process. If this information has not been included in your transcript given by your University but is available on the web, please copy the link to that website in a PDF and upload the PDF document. Without a CGPA it will be very hard to evaluate your academic performance - please make sure to pay attention to that fact.

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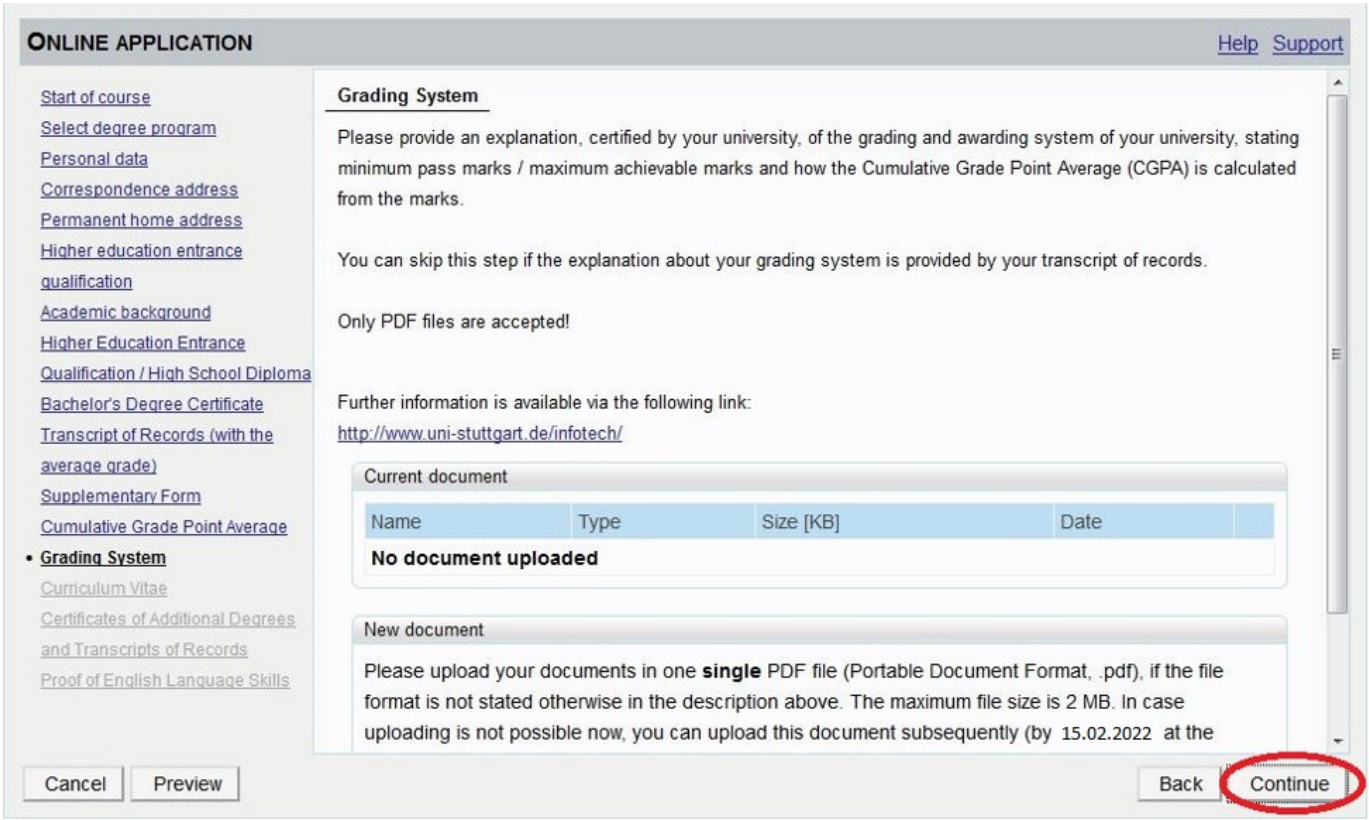
STEP18 GRADING SYSTEM

Please upload your document and click on the ***Continue*** button

below. **PLEASE NOTE: Only PDF-files are accepted.**



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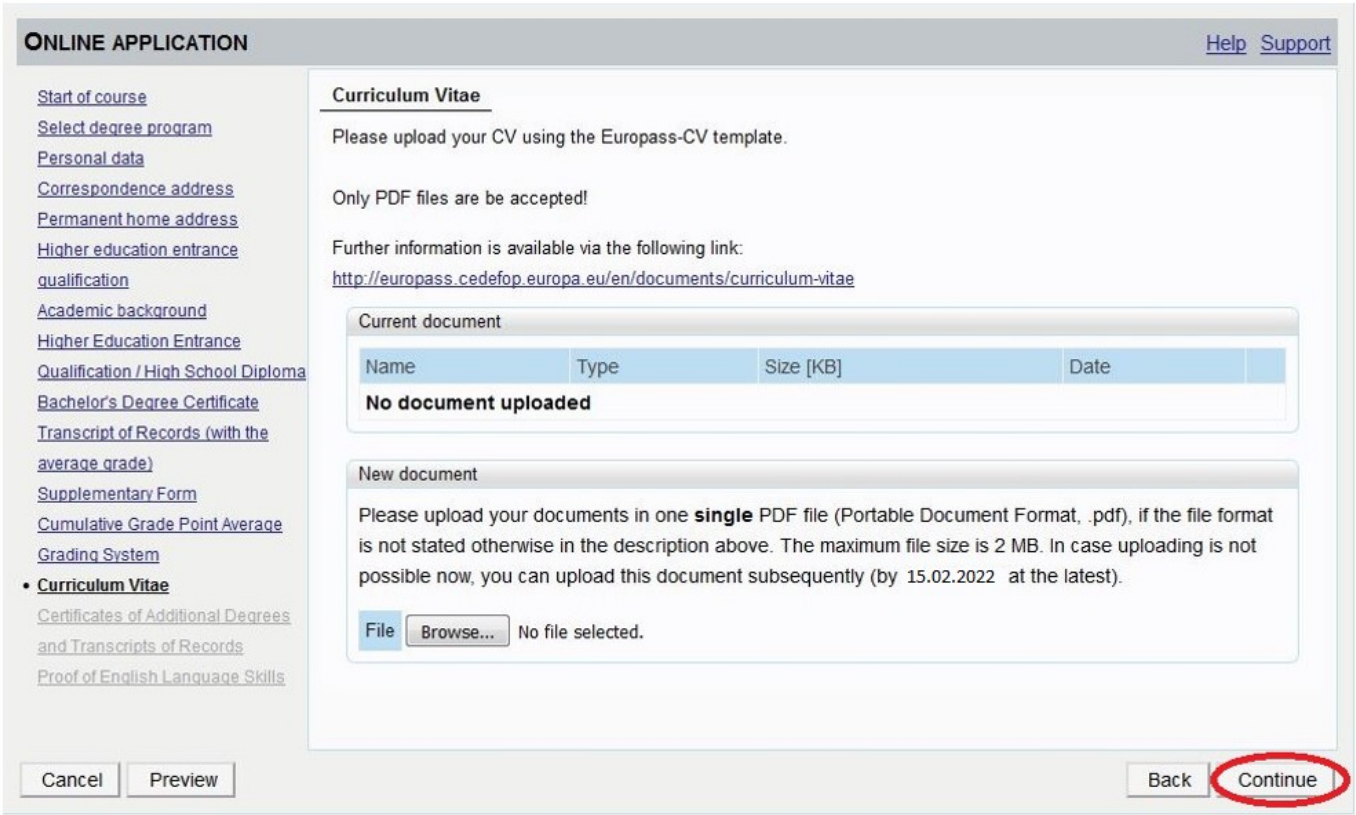
STEP19 CURRICULUM VITAE

Please upload your document and click on the ***Continue*** button below. **PLEASE NOTE: Only PDF-files are accepted.**



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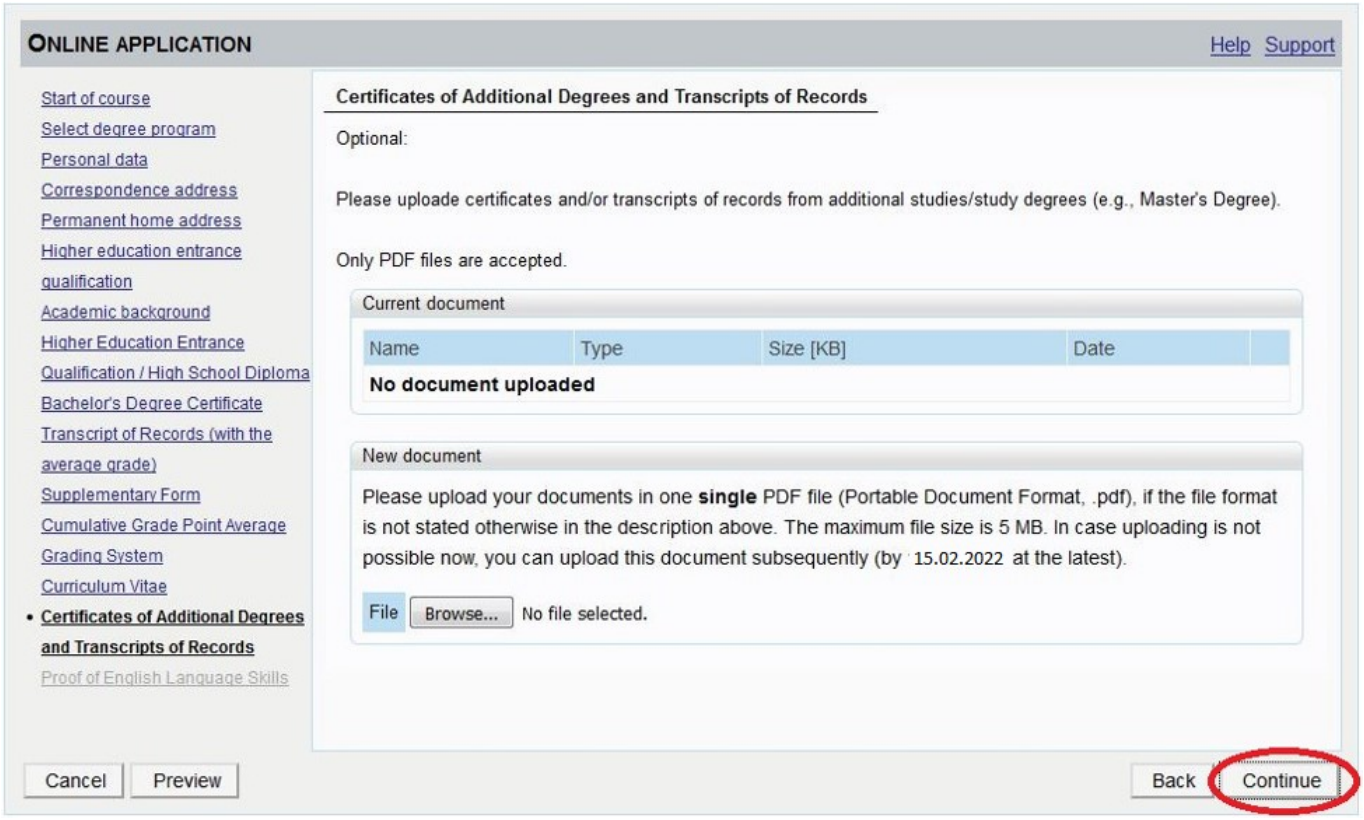
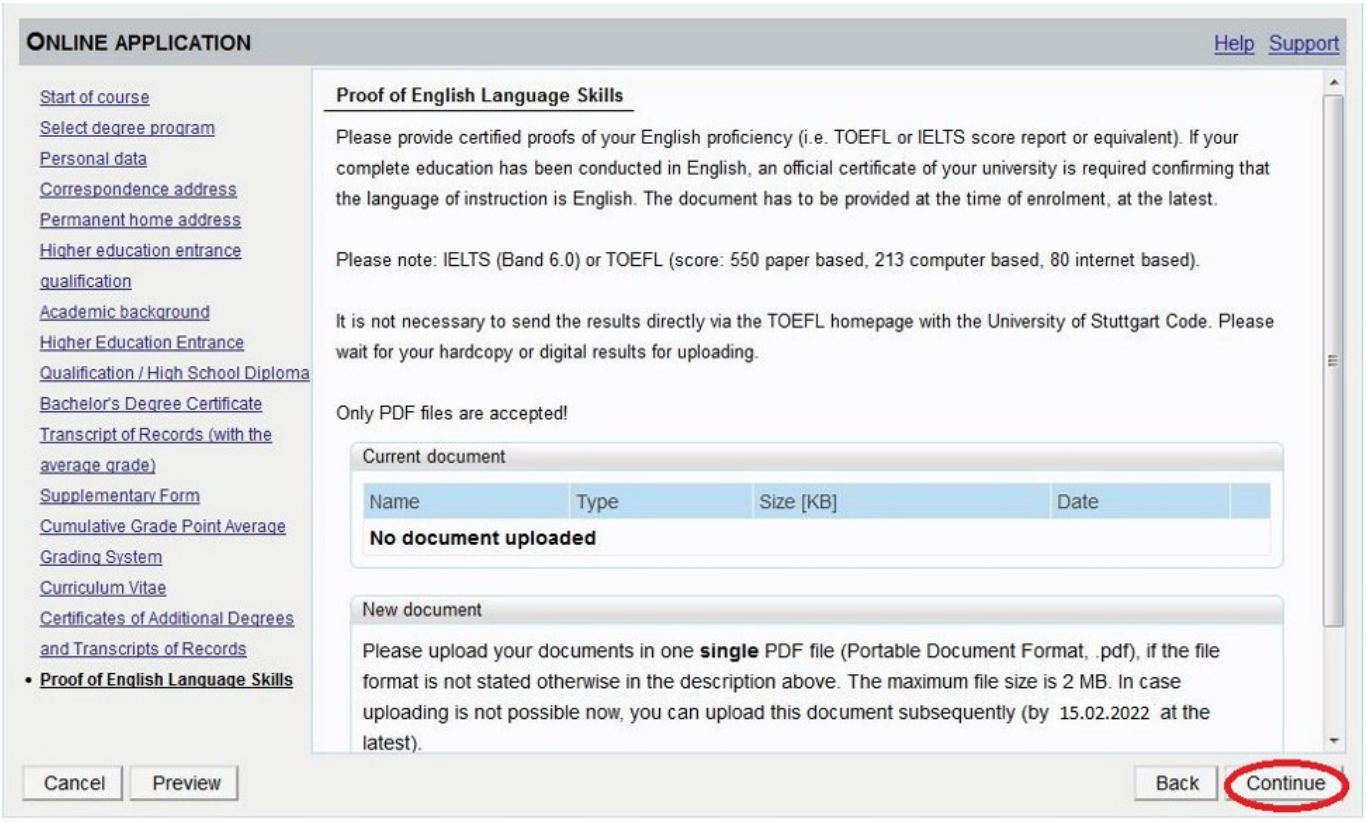
STEP20 Certificates of Additional Degrees

Please upload your document and click on the ***Continue*** button below.



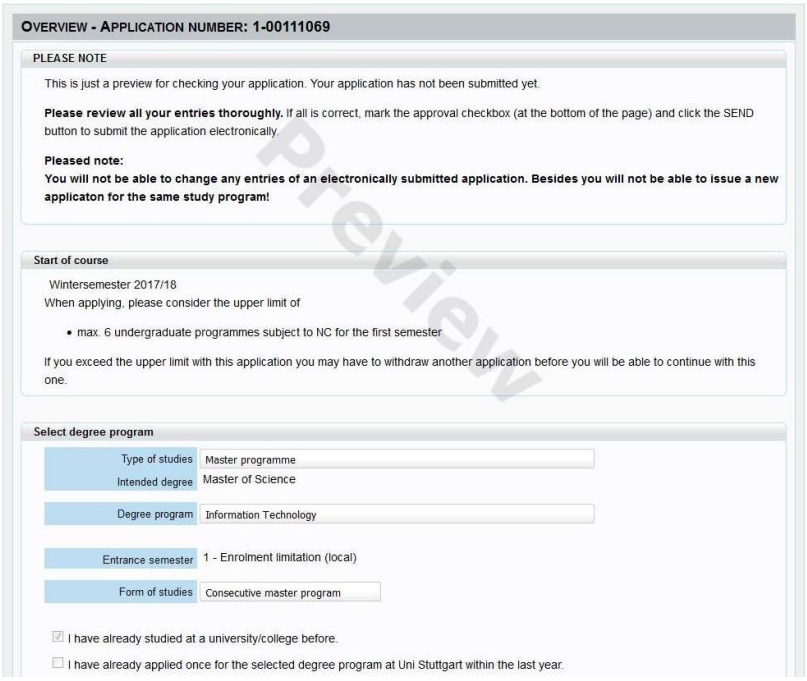
STEP21 Proof of English Language Skills

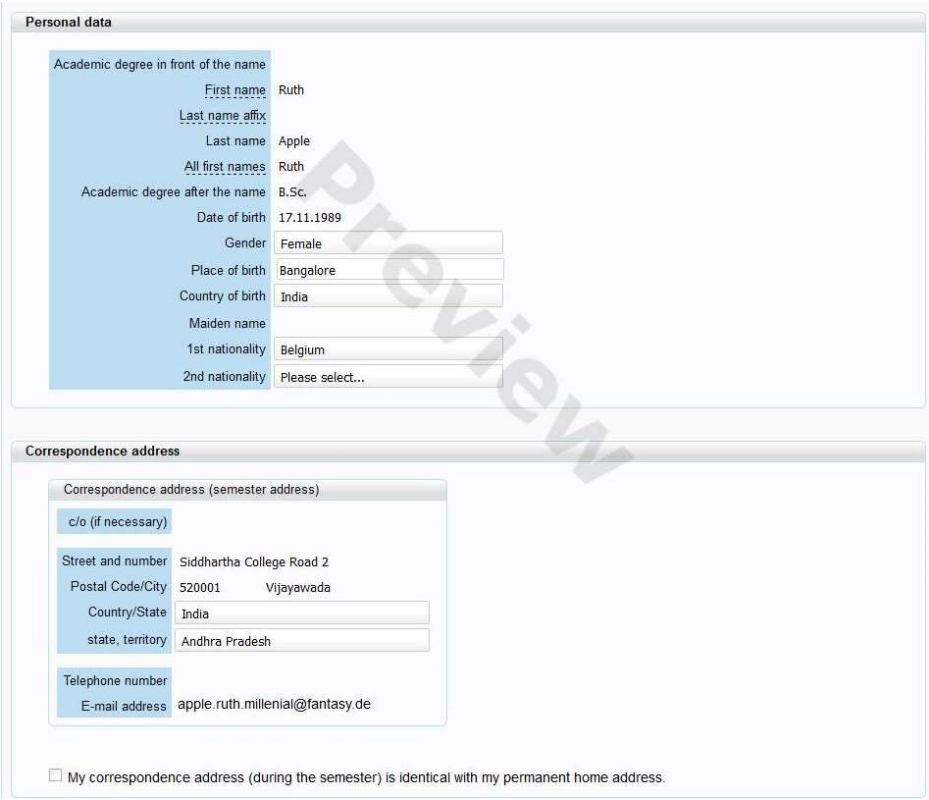
Please upload your document and click on the ***Continue*** button below.



STEP22 ONLINEAPPLICATIONOVERVIEW

The overview screen shows all your entries as you scroll through the different sections





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Permanent home address

Home address

c/o (if necessary)

Street and number R&mn Rao ROIld 516

Postal Code/City 52001 Vijayawada

Country/State India

state terntory Andhra Pradesh

Higher education entrance qualification

Type Cenerall qualification for universrty entrance

a . <:t!r:t!"!<: !l<>!i9i!'aJ. l Diplome van Secundaie Onderwijs

Date of certificate 09.09.2009

A..,rage grade (GPA) 63%

Name of school Exomple1

Location of school Exomple2

Cauntry of school Belgum

Region Antwerpen

Academic background

University/Subjects

Country of university Belgum

Unrverstty Universitelt Antwerpen

max. 100 characters

Transcript of Records (with the average grade)

No document uploaded

Supplementary Form

No document uploaded

Cumulative Grade Point Average

No document uploaded

Grading System

No document uploaded

Curriculum Vitae

No document uploaded

Certificates of Additional Degrees and Transcripts of Records

No document uploaded

Proof of English Language Skills

No document uploaded

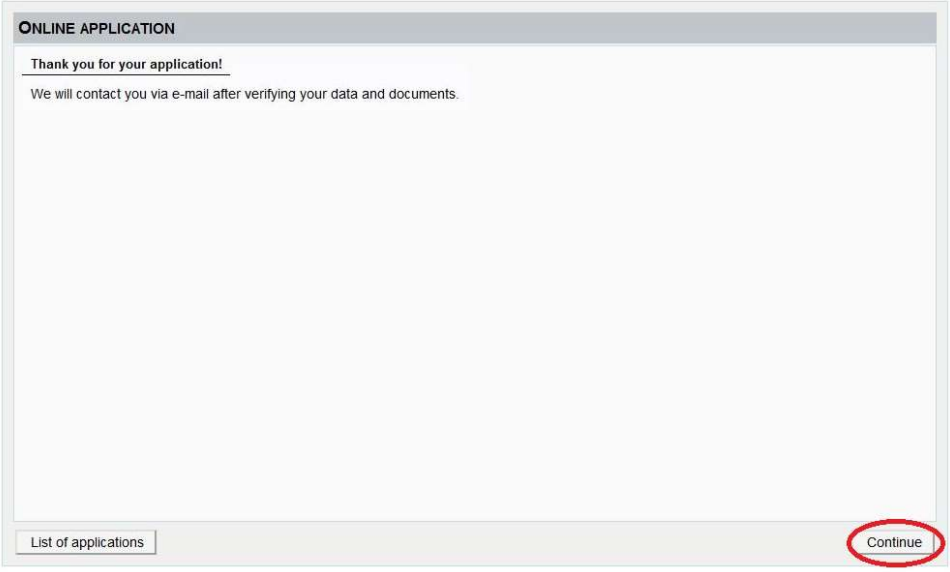
Confirmat on

Please dck . Back" in order to revise ncorrect details. Check the box and click "Send" to transmit your appUcation After dcking "Send" no further correction of your detaifsis possible any longer!

Ihereby confirm that the given information is correct and complete_ Iagree to the processing of my personal data for the use in the administrat on procedures at the University of Stuttgart Iam fUJlty aware that any false information on rey behalf can lead to an exc usion from admission and enrOlment at tne university

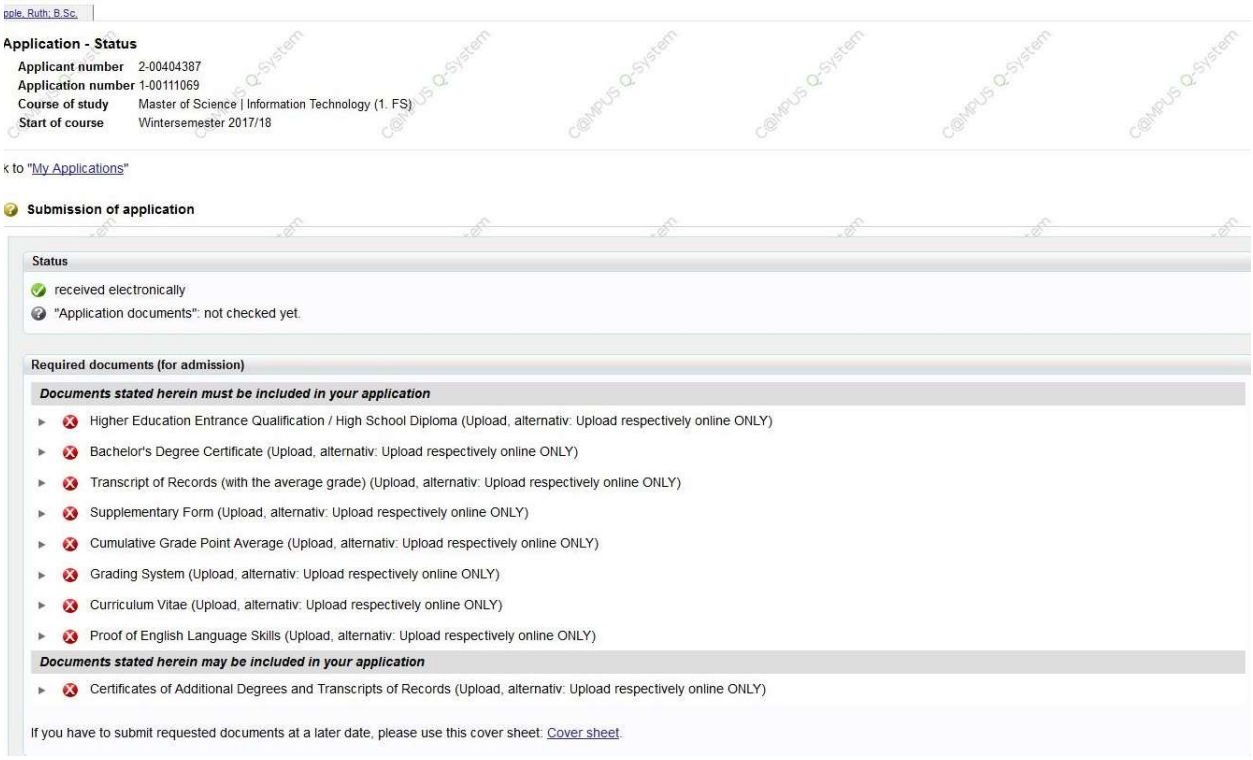
STEP 23 ONLINE APPLICATION CONFIRMATION

After your application has been submitted a confirmation will be shown on the screen. Please click on the **Continue** button below.



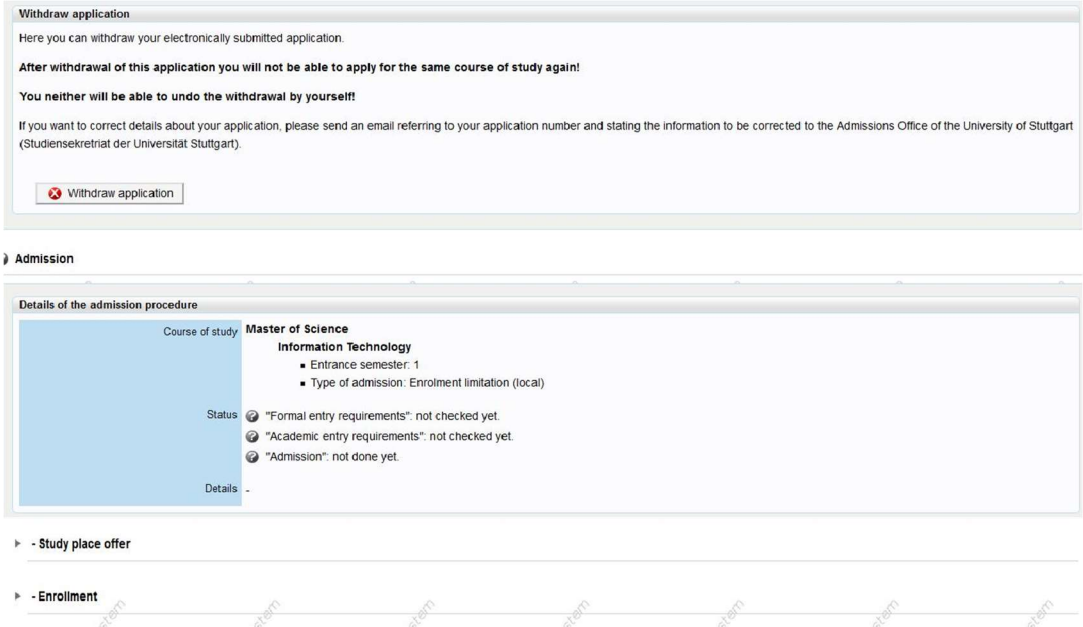
STEP24ONLINEAPPLICATIONSTATUS

On the screen it is shown that the application has been received. In addition, all of the necessary documents are listed with an icon indicating whether they have already been uploaded or not.



If you scroll down you can withdraw your application and can also see details of your admission

Please note: If you withdraw your application you will not be able to apply for the same course of study again



On the "My Applications"-screen you can see

-Date of the submission

-Admission status

-Study place offer

-Enrollment