



University of Stuttgart
Germany

Application Manual

Winter Semester 2021/22

International Master of Science Programs

INFOTECH

| | |
|---------------------------|---|
| Version No.: | V9 |
| Version date: | 10.11.2021 |
| Responsible Organisation: | University of Stuttgart |
| Author(s): | International Master of Science Programs |
| Distribution: | Restricted – only for applicants int. MSc program INFOTECH WS 2021/22! |
| Document description: | 2021/22! Manual |



Table of Contents

| | |
|---|----|
| Introduction | 3 |
| Part 1 Registration with C@MPUS Step 01 / Access the portal..... | 4 |
| Step 02 / Language Setting | 5 |
| Step 03 / Registration access..... | 6 |
| Step 04 / Account creation | 7 |
| Step 05 / Create a new applicant account | 8 |
| Step 06 / Completion of registration..... | 9 |
| Step 07 / Log in..... | 10 |
| Part 2: Application to the Study Program Step 08 / Account – Change Password..... | 11 |
| Step 09 / Online Application – Start of Course..... | 12 |
| Step 10 / Online Application – Select degree program..... | 13 |
| Step 11 / Online Application – Personal Data | 14 |
| Step 12 / Online Application – Correspondence address..... | 15 |
| Step 12-1 / Online Application – Permanent home address..... | 16 |
| Step 13 / Online Application – Higher education entrance qualification..... | 17 |
| Step 13-1 / Online Application – Academic Background. | 18 |
| Step 14 High School Diploma / Bachelor Degree Certificate..... | 19 |
| Step 15 Transcript of Records | 20 |
| Step 16 Supplementary Form / Adjunct..... | 21 |
| Step 17 Cumulative Grade Point Average | 22 |
| Step 18 Grading System. | 23 |
| Step 19 Curriculum Vitae. | 24 |
| Step 20 Certificates of Additional Degrees..... | 25 |
| Step 21 Proof of English Language Skills..... | 26 |
| Step 22/ Online Application – Overview | 27 |
| Step 23 / Online Application – Confirmation..... | 29 |
| Step 24 / Online Application – Application status. | 30 |



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.



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.

Universität Stuttgart

Hier an/abmelden!

Suche

Log-in

Universität Stuttgart

de/en

- Universität Stuttgart
 - Rektorat
 - Organe
 - Fakultäten
 - Architektur und Stadtplanung
 - Bau- und Umweltingenieur
 - Chemie
 - Energie-, Verfahrens- und E
 - Informatik, Elektrotechnik u
 - Luft- und Raumfahrttechnik
 - Konstruktions-, Produktions
 - Mathematik und Physik
 - Philosophisch-Historische F
 - Wirtschafts- und Sozialwiss
 - Interfakultäre Einrichtungen
 - Zentrale Verwaltung
 - Vertretungen
 - Sonstige Einrichtungen

Please click on the symbol "de/en" for switching the language settings from German to English in C@MPUS. You find the symbol "de/en" on the far right at the top of this page (close to the Log-in button).

Studierende und Angestellte der Universität Stuttgart:

Studierende melden sich bitte mit Ihrer Benutzerkennung für die studentischen Dienste (st123456@stud.uni-stuttgart.de) an. Angestellte melden sich bitte mit Ihrem AC-Account (ac123456@uni-stuttgart.de) an. Der Log-in Link befindet sich oben rechts auf dieser Seite.

Bewerberinnen und Bewerber:

Wenn Sie weder über ein Studierenden- noch ein Mitarbeiterkonto verfügen, [legen Sie sich bitte ein Bewerberkonto an](#). Wir möchten darauf hinweisen, dass je Person nur ein Konto zulässig ist. Das System verhindert andernfalls die Bewerbungsabgabe. Bitte wenden Sie sich ggf. an support@campus.uni-stuttgart.de um auf ihr Bewerberkonto oder ehemaliges Studierendenkonto wieder Zugriff zu erlangen.

Bei Zugangsproblemen schauen Sie bitte in unsere [FAQ](#).

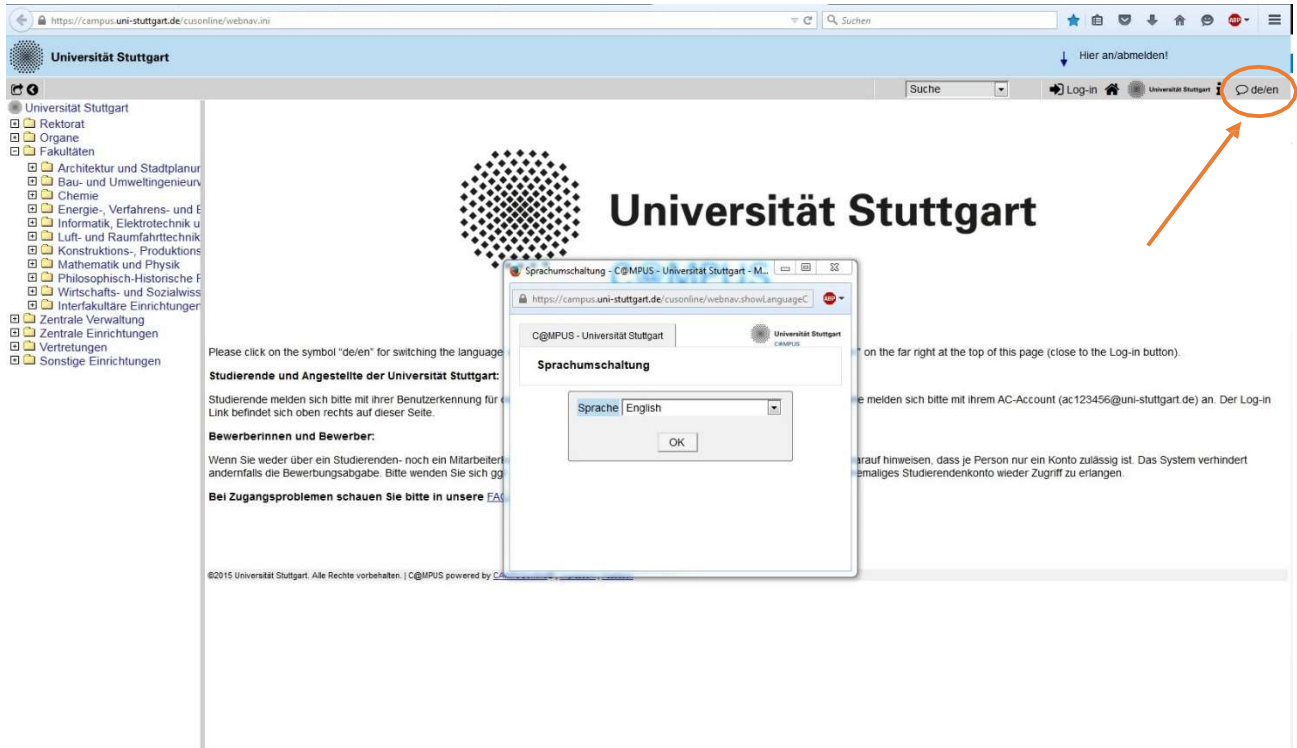
[Über dieses System](#)

©2015 Universität Stuttgart. Alle Rechte vorbehalten. | C@MPUS powered by [C@MPUSonline](#)® | [Impressum](#) | [Feedback](#)



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.



The screenshot shows the University of Stuttgart portal interface. In the top right corner, there is a grey toolbar with a speech balloon icon containing 'de/en'. An orange arrow points to this icon. A dialog box titled 'Sprachumschaltung' (Language Switching) is open in the center, showing a dropdown menu with 'English' selected and an 'OK' button. The background shows the portal's navigation menu on the left and the main content area with the university logo and name.



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**.

The screenshot shows the C@MPUS V2.00 interface. On the left is a navigation tree for 'Universität Stuttgart' with categories like 'Rectorate', 'Institutions', and 'Faculties'. The main content area has a 'Log-in' section with a form for 'User name' and 'Password', and a 'Forgot your password?' link. Below this is a 'Registration' box with the text: 'If you do not possess a C@MPUS login account (user name + password) yet, and you intend to apply for study at Stuttgart University, you at first have to register as applicant.' Underneath, there is a list for 'Applicants' with a link 'Create applicant account' circled in orange. A 'System requirements' box lists browser and JavaScript requirements. The footer contains copyright information: '©2015 University of Stuttgart. All Rights Reserved. | C@MPUS powered by CAMPUSonline® | About This Site | Feedback'.



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**.

The screenshot shows a web browser window with the URL <https://campus.uni-stuttgart.de/cusonline/webnav.ini>. The page title is "Universität Stuttgart" and the main heading is "Create a new applicant account".

The form is titled "Personal data" and contains the following fields:

- Mr./Mrs./Ms. (Please select...)
- Last name (text input)
- First name(s) (text input, with instruction: "Please enter all your first names here.")
- Date of birth (calendar icon, with instruction: "Format: DDMMYYYY")
- Place of birth (text input, with instruction: "Please enter the city or town in which you were born.")
- Maiden name (text input, with instruction: "Please only enter this in case it differs from the last name.")
- Nationality (dropdown menu, currently set to "Germany")
- E-mail address (text input, with an information icon)
- Repeat email (text input)
- Preferred language (dropdown menu, currently set to "Englisch" with a UK flag icon)

At the bottom of the form is a "Create applicant account" button.

Below the form is a "Note" box with the following text:

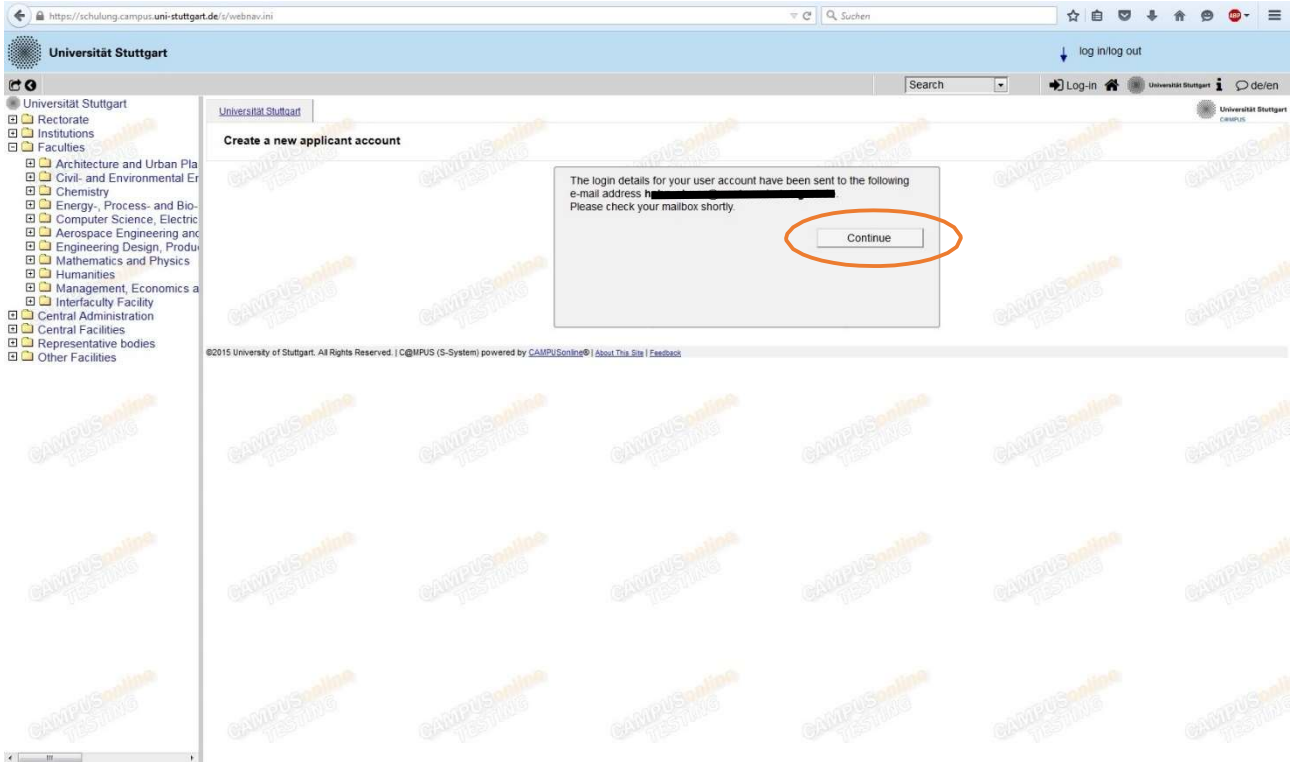
Note
Please note that only one applicant account is permitted per student. If you already have an account, please use that account for your online application.
Please enter your last name and your first name(s) exactly as they are written in your passport. Your name(s) cannot be changed later!

At the bottom of the page, there is a footer: "©2015 University of Stuttgart. All Rights Reserved. | C@MPUS powered by C@MPUSonline® | About This Site | Feedback"



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.

The screenshot shows the login interface for the C@MPUS (S-System) at the University of Stuttgart. The browser address bar shows the URL <https://schulung.campus.uni-stuttgart.de/s/webnav.ini>. The page features a navigation menu on the left, a central login form, and a registration section below it. The login form includes fields for 'User name' and 'Password', 'Log in' and 'Cancel' buttons, and a link for 'Forgot your password?'. The registration section provides instructions for new users and lists system requirements for browsers and PDF readers.



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**.

Universität Stuttgart
Applicants: Lea Skywalker

Account - Change Password
Applicant: Skywalker Lea

Your password is going to expire in 4 days.
You have not entered a security question or answer yet.

Current password: [masked]
New password: [masked]
Confirm new password: [masked]

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: [min. 10, max. 250 characters]
Answer to security question: [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 the system will ask you your security question. By answering this question correctly you may then reset your password.

Save Cancel

©2015 University of Stuttgart. All Rights Reserved. | C@MPUS (S-System) powered by C@MPUSonline® | About This Site | Feedback



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.

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

- **Start of course**
 - [Select degree program](#)
 - [Personal data](#)
 - [Correspondence address](#)
 - [Permanent home address](#)

Start of course

Please choose the semester for which you wish to apply at the University of Stuttgart. Please note that there are degree programs which might not be offered in every semester or for which you can only apply for a higher semester. Bachelor programs at the University of Stuttgart usually start in winter semester. International Master of Science programs only start in the winter semester.

Start of course

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.



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**.

The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu with links: 'Start of course', 'Select degree program' (highlighted), 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'Academic background'. The main content area is titled 'Select degree program' and contains several fields: 'Type of studies' (dropdown menu set to 'Master programme'), 'Intended degree' (text field with 'Master of Science'), 'Degree program' (dropdown menu set to 'Information Technology'), and 'Further information' (text field). Below these are 'Entrance semester' (dropdown menu set to '1 - Enrolment limitation (local)') and 'Form of studies' (dropdown menu set to 'Consecutive master program'). At the bottom of the form are two checkboxes: the first is checked and labeled 'I have already studied at a university/college before.', and the second is unchecked and labeled 'I have already applied once for the selected degree program at Uni Stuttgart within the last year.'. At the bottom of the page are three buttons: 'Cancel', 'Preview', and 'Continue' (circled in red).



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**.

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 | Ruth |
| Last name affix | |
| Last name | Apple |
| All first names | Ruth |
| Academic degree after the name | B.Sc. ▾ |
| Date of birth | 17.11.1989 |
| Gender | Female ▾ |
| Place of birth | Bangalore |
| Country of birth | India ▾ |
| Maiden name | |
| 1st nationality | Belgium ▾ |
| 2nd nationality | Please select... ▾ |

Cancel Preview Back **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.

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

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

Correspondence address

Correspondence address (semester address)

c/o (if necessary)

Street and number

Postal Code/City

Country/State

Region

Telephone number

E-mail address

My correspondence address (during the semester) is identical with my permanent home address.



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**.

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

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

Permanent home address

Home address

c/o (if necessary)

Street and number

Postal Code/City

Country/State

Region



STEP 13/ ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION

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

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

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

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](#)

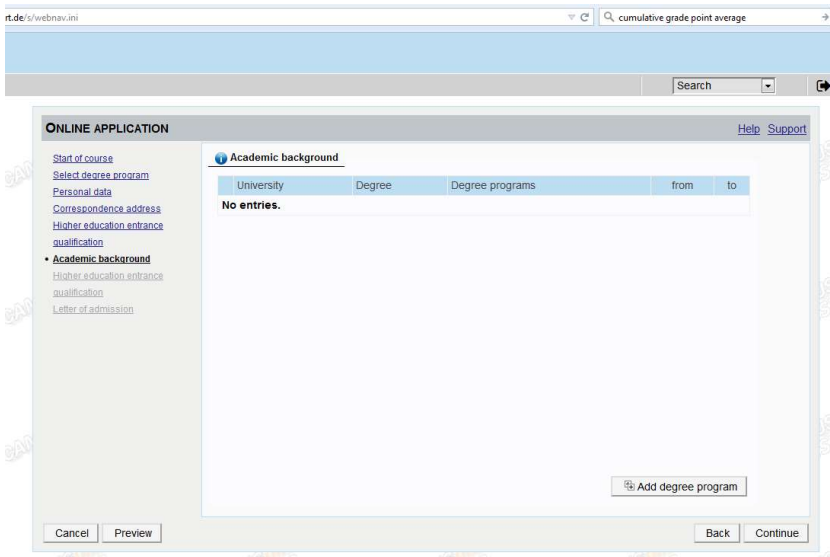
I have a German higher education entrance qualification.
 I have obtained a foreign higher education entrance qualification.
 Master craftsmen or persons with similar qualification are allowed to apply for every study program.

| | |
|-------------------------------------|--|
| Type | General qualification for university entrance |
| Name of certificate (original name) | Diplome van Secundaire Onderwijs <small>1 to 100 characters</small> |
| Date of certificate | 09.09.2009 <small>Format: DD.MM.YYYY</small> |
| Average grade (GPA) | 63% |
| Name of school | Example1 <small>1 to 100 characters</small> |
| Location of school | Example2 <small>1 to 100 characters</small> |
| Country of school | Belgium |
| Region | Antwerpen |



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'.

t academic background |

Country of university: Belgium
 University: Universiteit Antwerpen
 URL: http://
 Degree: Bachelor of Science
 Form of studies: First degree
 Major (1st subject): Electrical Engineering/Electronics
 2nd subject: Please select...
 3rd Subject: Please select...

Semester

| from | to | total | Leaves of absence | Internship | Clinic (internship) | Interruptions | Type of break |
|-----------|--------|-------|-------------------|------------|---------------------|---------------|------------------|
| WS2011/12 | SS2014 | 6 | 1 | 0 | 0 | 0 | Please select... |

Status

Intermediate exam: passed on the whole
 Grade: 2.0
 Date: 04.09.2013
 Final exam: passed on the whole
 Grade: 1.5
 Date: 16.07.2014

Save and close (circled in red) | Cancel/Close

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



STEP 14 HIGH SCHOOL DIPLOMA / BACHELOR DEGREE CERTIFICATE

Please start with uploading your "High School Diploma" and click on the **Continue** button below. [Deadline High School Diploma: 15.02.2022](#)

The screenshot shows the 'ONLINE APPLICATION' interface. The left sidebar contains a list of navigation links, with 'Higher Education Entrance Qualification / High School Diploma' selected. The main content area is titled 'Higher Education Entrance Qualification / High School Diploma' and contains the following text: 'Please upload your higher education entrance qualification.' Below this is a 'Current document' table with columns for Name, Type, Size [KB], and Date, showing 'No document uploaded'. A 'New document' section follows, with instructions: '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. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2022 at the latest).' A 'File' button and a 'Browse...' button are present, with the text 'No file selected.' below them. At the bottom right, the 'Continue' button is circled in red.

Please continue with uploading your "Bachelor Degree Certificate" and click on the **Continue** button below. Deadline for a [Conditional Admission: 31.03.2022 - otherwise 15.02.2022](#)

The screenshot shows the 'ONLINE APPLICATION' interface. The left sidebar contains a list of navigation links, with 'Bachelor's Degree Certificate' selected. The main content area is titled 'Bachelor's Degree Certificate' and contains the following text: 'Please upload an officially translated (English) and certified copy of your Bachelor's degree certificate. If this is not available at the time of application, provide an official letter (English) of your university that you have finished your studies and that your degree certificate will be available only later. The degree certificate has to be provided at the time of enrollment, at the latest.' Below this is another section: '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 qualifies for the study program you are applying for currently. You can upload certificates of further studies on one of the following pages "Certificates of Additional Degrees and Transcripts of Records".' A note states 'Only PDF files are accepted!' and provides a link: 'Further information is available via the following link: <http://www.uni-stuttgart.de/infotech/application/index.html>'. Below this is a 'Current document' table with columns for Name, Type, Size [KB], and Date, showing 'No document uploaded'. A 'New document' section follows, with a 'File' button and a 'Browse...' button, and the text 'No file selected.' below them. At the bottom right, the 'Continue' button is circled in red.

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.



STEP 15 TRANSCRIPT OF RECORDS

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

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

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

Transcript of Records (with the average grade)

Please upload an officially translated (English) and certified copy of your transcript of records. If this is not available at the time of application, please provide the most recent one. Provide the final transcript as soon as possible.

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 transcript of records of the study which qualifies for the study program you are applying for currently. You can upload certificates of further studies on one of the following pages "Certificates of Additional Degrees and Transcripts of Records".

Only PDF files are accepted!

Further information is available via the following link:
<http://www.uni-stuttgart.de/infotech/application/index.html>

| Name | Type | Size [KB] | Date |
|-----------------------------|------|-----------|------|
| No document uploaded | | | |

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

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**.

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](#)
[Bachelor's Degree Certificate](#)
[Transcript of Records \(with Cumulative Grade Point Average CGPA\)](#)
• **Supplementary Form**
[Cumulative Grade Point Average](#)
[Grading System](#)
[Curriculum Vitae](#)
[Certificates of Additional Degrees and Transcripts of Records](#)
[Proof of English Language Proficiency](#)

Supplementary Form

An application for the INFOTECH Master is only valid, once we receive the data from the Supplementary Form/Adjunct in addition to the C@MPUS Data.

Please:

1) Fill in the following webform:
<https://www.infotech.uni-stuttgart.de/application/infotech-adjunct-form>

2) Click on "GENERATE ADJUNCT PDF". Save the filled-in form to your local disk and upload the PDF below.

Note: Filling in the Adjunct is **not optional**. To avoid a premature rejection of your application you should complete the form.

In case of doubts, an application manual can also be found on the INFOTECH Homepage in our Downloads Section:
<https://www.infotech.uni-stuttgart.de/support/downloads/>

Further information is available via the following link:
<https://www.infotech.uni-stuttgart.de/application/>

Current document



STEP 17 CUMULATIVE GRADE POINT AVERAGE

Please upload your document and click on the Continue button below

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

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

Cumulative Grade Point Average

Please upload a letter from your university stating and confirming your final Cumulative Grade Point Average (CGPA). If your final CGPA is not available at the time of application, please provide the most recent one.

The Cumulative Grade Point Average/Overall Average (CGPA) must be better than (value/best on scale) 70% of best-on-scale, e.g.
70%/100%
2.8/4
3.5/5
14/20
7/10
2.5/1.0 (for German marks).

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 CGPA of the study which qualifies for the study program you are applying for currently.

Only PDF files are accepted!

Further information is available via the following link:
<http://www.uni-stuttgart.de/infotech/application/requirements/index.html>

Current document

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.



STEP18 GRADING SYSTEM

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

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

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

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

Grading System

Please provide an explanation, certified by your university, of the grading and awarding system of your university, stating minimum pass marks / maximum achievable marks and how the Cumulative Grade Point Average (CGPA) is calculated from the marks.

You can skip this step if the explanation about your grading system is provided by your transcript of records.

Only PDF files are accepted!

Further information is available via the following link:
<http://www.uni-stuttgart.de/infotech/>

Current document

| Name | Type | Size [KB] | Date |
|-----------------------------|------|-----------|------|
| No document uploaded | | | |

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. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2022 at the



STEP19 CURRICULUM VITAE

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

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

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

Curriculum Vitae

Please upload your CV using the Europass-CV template.

Only PDF files are be accepted!

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

Current document

| Name | Type | Size [KB] | Date |
|-----------------------------|------|-----------|------|
| No document uploaded | | | |

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. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2022 at the latest).

No file selected.



STEP20 Certificates of Additional Degrees

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

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

[Start of course](#)
[Select degree program](#)
[Personal data](#)
[Correspondence address](#)
[Permanent home address](#)
[Higher education entrance qualification](#)
[Academic background](#)
[Higher Education Entrance Qualification / High School Diploma](#)
[Bachelor's Degree Certificate](#)
[Transcript of Records \(with the average grade\)](#)
[Supplementary Form](#)
[Cumulative Grade Point Average](#)
[Grading System](#)
[Curriculum Vitae](#)
• Certificates of Additional Degrees and Transcripts of Records
[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/study degrees (e.g., Master's Degree).

Only PDF files are accepted.

Current document

| Name | Type | Size [KB] | Date |
|-----------------------------|------|-----------|------|
| No document uploaded | | | |

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 15.02.2022 at the latest).

File No file selected.



STEP21 Proof of English Language Skills

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

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

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

Proof of English Language Skills

Please provide certified proofs of your English proficiency (i.e. TOEFL or IELTS score report or equivalent). If your complete education has been conducted in English, an official certificate of your university is required confirming that the language of instruction is English. The document has to be provided at the time of enrolment, at the latest.

Please note: IELTS (Band 6.0) or TOEFL (score: 550 paper based, 213 computer based, 80 internet based).

It is not necessary to send the results directly via the TOEFL homepage with the University of Stuttgart Code. Please wait for your hardcopy or digital results for uploading.

Only PDF files are accepted!

Current document

| Name | Type | Size [KB] | Date |
|-----------------------------|------|-----------|------|
| No document uploaded | | | |

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. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2022 at the latest).



STEP 22 ONLINE APPLICATION OVERVIEW

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

OVERVIEW - APPLICATION NUMBER: 1-00111069

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 application for the same study program!

Start of course

Wintersemester 2017/18
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 | Information Technology |
| Entrance semester | 1 - Enrolment limitation (local) |
| 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.

Personal data

| | |
|--------------------------------------|------------------|
| Academic degree in front of the name | |
| First name | Ruth |
| Last name affix | |
| Last name | Apple |
| All first names | Ruth |
| Academic degree after the name | B.Sc. |
| Date of birth | 17.11.1989 |
| Gender | Female |
| Place of birth | Bangalore |
| Country of birth | India |
| Maiden name | |
| 1st nationality | Belgium |
| 2nd nationality | Please select... |

Correspondence address

Correspondence address (semester address)

c/o (if necessary)

Street and number Siddhartha College Road 2

Postal Code/City 520001 Vijayawada

Country/State India

state, territory Andhra Pradesh

Telephone number

E-mail address apple.ruth.millenial@fantasy.de

My correspondence address (during the semester) is identical with my permanent home address.



Permanent home address

Home address

c/o (if necessary)

Street and number R&mn Rao Road 516

Postal Code/City 52001 Vijayawada

Country/State India

state territory Andhra Pradesh

Higher education entrance qualification

Type General qualification for university entrance

Name of certificate | Diplome van Secundaire Onderwijs

Date of certificate 09.09.2009

Average grade (GPA) 63%

Name of school Exemple1

Location of school Exemple2

Country of school Belgium

Region Antwerpen

Academic background

University/Subjects

Country of university Belgium

University Universiteit 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

Confirmation

Please click **Back** in order to revise incorrect details. Check the box and click **Send** to transmit your application. After clicking "Send" no further correction of your details is possible any longer!

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 administrative 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 enrollment at the university.



STEP23 ONLINEAPPLICATIONCONFIRMATION

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

A screenshot of a web application interface. At the top, there is a header bar with the text "ONLINE APPLICATION". Below this, the main content area contains the text "Thank you for your application!" followed by "We will contact you via e-mail after verifying your data and documents." At the bottom of the interface, there are two buttons: "List of applications" on the left and "Continue" on the right. The "Continue" button is circled in red.



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.

pple, Ruth, B.Sc.

Application - Status
 Applicant number 2-00404387
 Application number 1-00111069
 Course of study Master of Science | Information Technology (1. FS)
 Start of course Wintersemester 2017/18

< 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 / High School Diploma (Upload, alternativ: Upload respectively online ONLY)
- Bachelor's Degree Certificate (Upload, alternativ: Upload respectively online ONLY)
- Transcript of Records (with the average grade) (Upload, alternativ: Upload respectively online ONLY)
- Supplementary Form (Upload, alternativ: Upload respectively online ONLY)
- Cumulative Grade Point Average (Upload, alternativ: Upload respectively online ONLY)
- Grading System (Upload, alternativ: Upload respectively online ONLY)
- Curriculum Vitae (Upload, alternativ: Upload respectively online ONLY)
- Proof of English Language Skills (Upload, alternativ: Upload respectively online ONLY)

Documents stated herein may be included in your application

- Certificates of Additional Degrees and Transcripts of Records (Upload, alternativ: Upload respectively online ONLY)

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

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

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).

Admission

Details of the admission procedure

| | |
|-----------------|--|
| Course of study | Master of Science Information Technology <ul style="list-style-type: none"> Entrance semester: 1 Type of admission: Enrolment limitation (local) |
| Status | <ul style="list-style-type: none"> "Formal entry requirements": not checked yet. "Academic entry requirements": not checked yet. "Admission": not done yet. |
| Details | - |

- Study place offer

- Enrollment



On the "My Applications"-screen you can see

- Date of the submission
- Admission status
- Study place offer
- Enrollment

| My Applications | | | | | | Operation |
|-------------------------------|--|---------------------------|-----------|-------------------|------------|---------------------------------------|
| Applicant number: 2-00404387 | | | | | | Enter new application |
| Application number | Degree program | Submission of application | Admission | Study place offer | Enrollment | Operations |
| Wintersemester 2017/18 | | | | | | |
| 1-00111069 | Master of Science Information Technology <ul style="list-style-type: none">▪ Entrance semester: 1▪ Type of admission: Enrolment limitation (local) | 📅 03.11.16 | ? | - | - | |