



University of Stuttgart  
Germany

**C@MPUS**

# Application Manual

For EPOS-DAAD Scholarship Applicants

Winter Term 2024/2025



M.Sc. International Program  
"Air Quality control, Solid Waste and Waste Water Process Engineering"

Version date: 16.03.2023

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## General Information for Applicants

The application process consists of two steps:

**STEP 1: COMPLETION OF APPLICATION FOR ADMISSION TO WINTER TERM 2024/2025 IN THE C@MPUS ONLINE APPLICATION PORTAL**

**STEP 2: POSTAL SUBMISSION OF SELECTED APPLICATION DOCUMENTS TO THE M.Sc. WASTE OFFICE**

Herewith the M.Sc. WASTE Office provides you an application manual that guides you through the C@MPUS application portal by indicating the special steps that must be followed to also apply for the EPOS-DAAD scholarship. The procedure is divided in two parts:

**Part 1: How to register at the C@MPUS system**

**Part 2: How to enter your data in order to complete your application for the M.Sc. WASTE program as well as for the EPOS-DAAD scholarship on C@MPUS system.**

**Please note:**

- **Only if Step 1 and Step 2 are done, the application to the Master Study Program WASTE is successfully completed. Please follow carefully the indications made through this document for a successful application to the EPOS-DAAD scholarship.**
- In case you only entered your data in the C@MPUS online portal, please bear in mind that you **must also send the required application documents to the M.Sc. WASTE Office** no later than **September 30<sup>th</sup>, 2023 (12:00 a.m. (midnight) CET Central European Time)**.
- Please do not send the required application documents before having completed step one. You will be asked to provide the **applicant and application number** provided by the C@MPUS application portal in the “Short Application Form” (downloadable from the M.Sc. WASTE website).

Please submit the **required** documents by post to the following address:

**M.Sc. WASTE Office  
Universität Stuttgart  
Institut für Feuerungs- und Kraftwerkstechnik  
Pfaffenwaldring 23  
D-70569 Stuttgart  
Germany**

The Admissions Committee will decide upon the **complete applications received on time**. You will be informed via C@MPUS whether you were admitted or rejected in our Master Study Program. The M.Sc. WASTE Office Team will confirm the reception of your application, once it has been reviewed. Applications will be processed only after September 30<sup>th</sup>, 2023. The results of your application depend also on the DAAD committee and normally are informed during December each year.

Regarding the results of the EPOS-DAAD scholarship, the DAAD will notify you via email if you were granted with the scholarship, after having conducted a personal interview (online or via telephone).

**Directions**

Please follow the directions in order to register successfully. Further information for the online application can be found by clicking on the blue “i” or on the blue highlighted links in C@MPUS.

**VERY IMPORTANT:**

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

We wish you much success with your application.

Sincerely,

M.Sc. WASTE Office Team

## FAQs

### **General FAQs on the application process:**

For further questions on the application process of the MSc WASTE program, please download our FAQ document from our website:

[https://www.waste.uni-stuttgart.de/download/FAQs\\_WS2024\\_25.pdf](https://www.waste.uni-stuttgart.de/download/FAQs_WS2024_25.pdf)

### **Specific FAQs on the C@MPUS portal**

If you experience any difficulties with the C@MPUS system while you proceed with your application steps, please go to the C@MPUS FAQs:

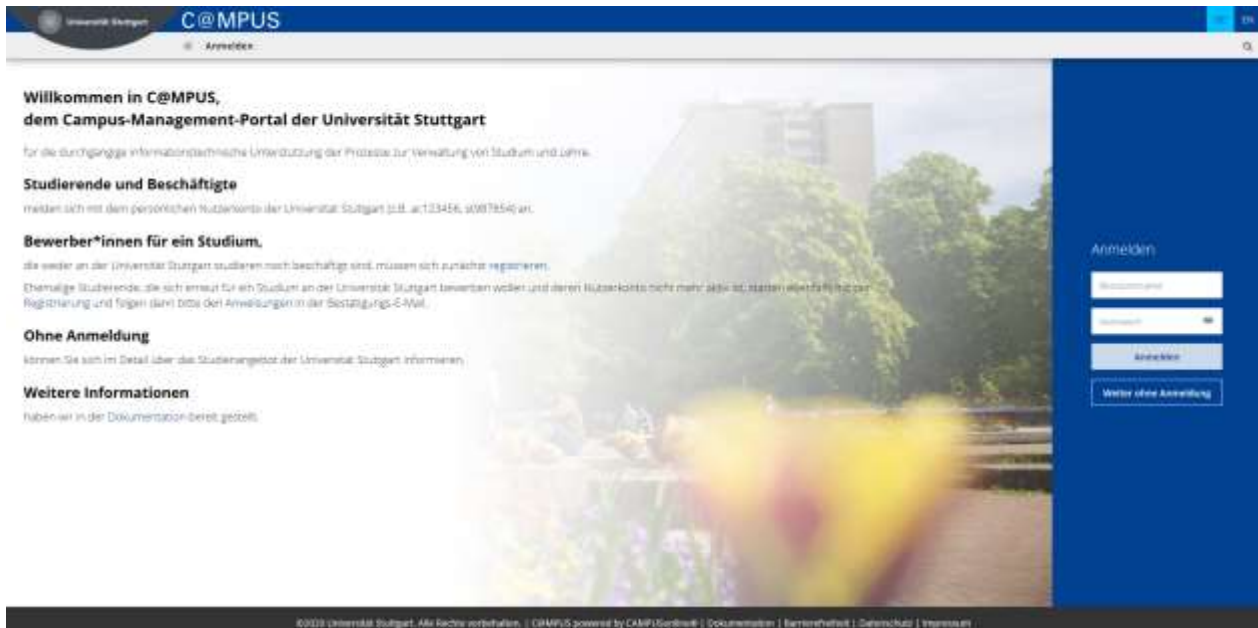
<https://www.uni-stuttgart.de/en/study/application/online/faq/>

If your answer(s) could not be clarified, or if you have any other technical problems with C@MPUS, please send an email to: **support(at)campus.uni-stuttgart.de**


# Part 1: Registration at C@MPUS

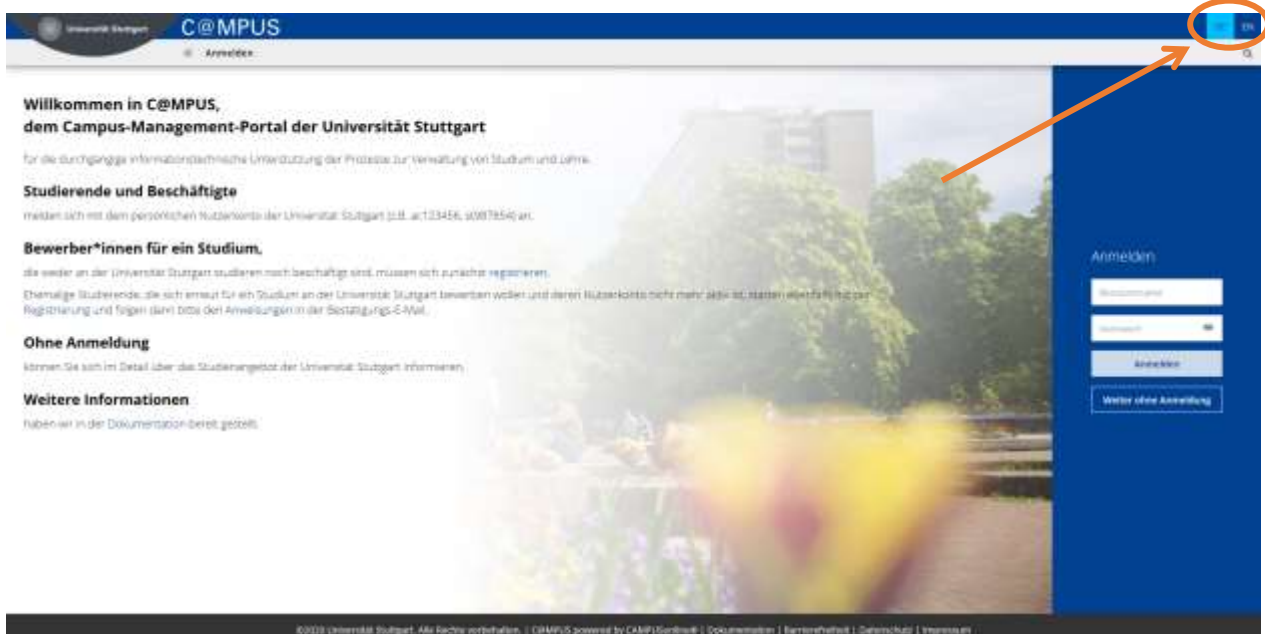
## STEP 01 / ACCESS THE PORTAL

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



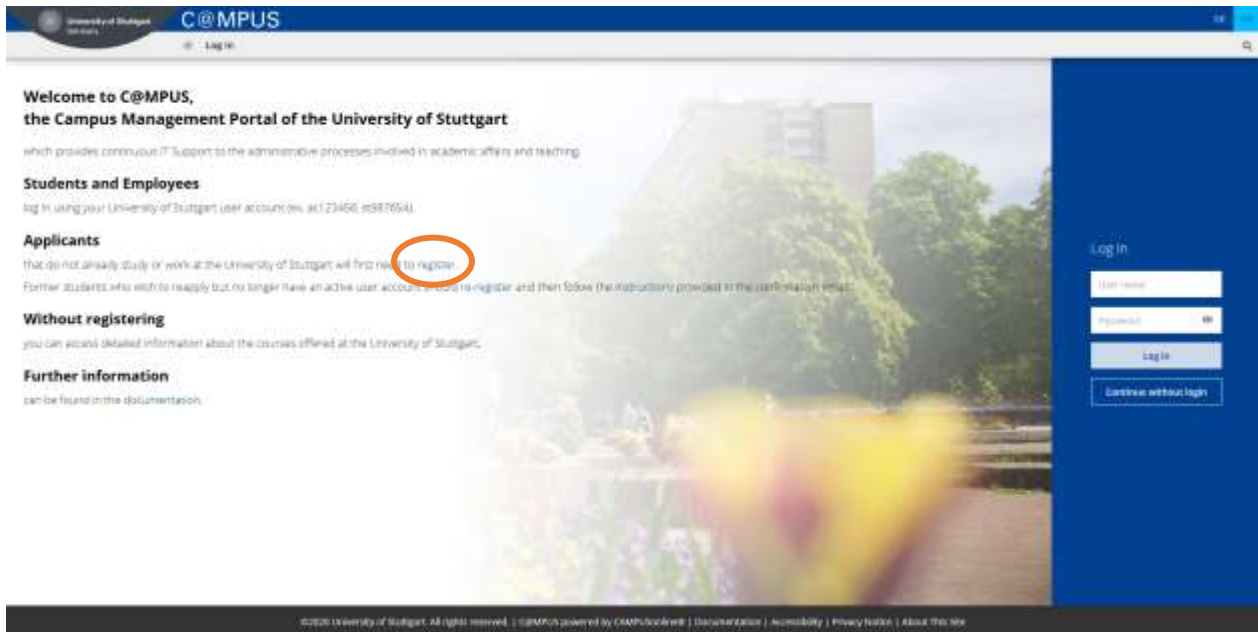
## STEP 02 / LANGUAGE SETTING

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 “EN” in the toolbar  to select English.



## STEP 03 / REGISTRATION ACCESS

In order to start your registration, you have to click *register* (please see orange circle).



The screenshot shows the C@MPUS portal homepage. The header includes the University of Stuttgart logo and the C@MPUS title. The main content area is titled "Welcome to C@MPUS, the Campus Management Portal of the University of Stuttgart" and provides information for students, employees, and applicants. The "Applicants" section contains the text "that do not already study or work at the University of Stuttgart will first need to **register**". The word "register" is circled in orange. Below this, there are sections for "Without registering" and "Further information". On the right side, there is a "Log In" section with input fields for "User name" and "Password", and buttons for "Log In" and "Continue without login". The footer contains copyright information and links to documentation, accessibility, privacy policy, and about the site.

University of Stuttgart  
C@MPUS

Welcome to C@MPUS,  
the Campus Management Portal of the University of Stuttgart

which provides continuous IT support to the administrative processes involved in academic affairs and teaching

**Students and Employees**  
log in using your University of Stuttgart user account (see Act 23495 (5887654))

**Applicants**  
that do not already study or work at the University of Stuttgart will first need to **register**  
Former students who wish to reapply but no longer have an active user account should re-register and then follow the instructions provided in the user manual (see: ...)

**Without registering**  
you can access detailed information about the courses offered at the University of Stuttgart.

**Further information**  
can be found in the documentation

Log In

User name

Password

Log In

Continue without login

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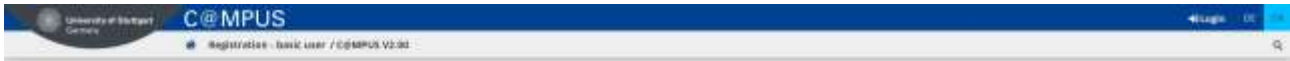






## STEP 06 / COMPLETION OF REGISTRATION

Now your registration is completed and you will receive your activation link to the email address you gave previously. You can close this window now.



Thank you very much for your registration!  
An email will be sent to [redacted] shortly for activating your access to the system.

## STEP 07 / ACCOUNT CONFIRMATION

Please check your email. Use the link included in the email to confirm your account creation.

Keep in mind the expiration date of the link. Press **Continue** to set up your password.

Activating the access to C@MPUS [Details](#)

support@...uni-stuttgart.de  
to me

Dear Test Student,

You have registered in C@MPUS and provided the following information:

- First name: Test
- Last name: Student
- Birthdate: [REDACTED]
- Address: [REDACTED]

Please confirm your registration through the following link: [REDACTED]

The confirmation link is valid until 16.07.2020 10:29.

During confirmation you will be asked to create a password for your C@MPUS account.

In the case that an account with the exact same registration information and email already exists in C@MPUS, you will be able to access the existing account through the confirmation link and can reset your password.

If you have not attempted to register with C@MPUS please ignore this email.


Best regards,

Your C@MPUS Support Team

---

cgama v0.00

Registration - basic user

 Thank you very much. Your email address [REDACTED] has just been verified by the system.

Next you will reserve your personal account at C@MPUS, please click "Continue".

[Continue](#)

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## Part 2: Application to the Study Program

### STEP 08 / ACCOUNT – SET PASSWORD

The password needs to be set after the confirmation of your account.

Please, select your password according to the following criteria:

#### Required

- Min. 8, max. 40 characters
- At least 3 letters
- At least 1 number
- At least 1 special character from !#\$%&()\*+,-./:;<=>?@[ \ ] ^ \_ { | } ~
- Must not contain your first name, last name, username or day of birth

#### Recommended

- 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.

Please do not forget to save. You will be logged in automatically after clicking on **Save**.

The screenshot shows a web form titled "Account reactivation" for a "Basic user". It contains two input fields: "User name" (containing "intarney1") and "Password". The password field has a "confirm new password" label. Below the fields, there are instructions: "Please choose the password according to the following criteria:" followed by "Required" and "Recommendations" sections. The "Required" section lists: "min 8, max 40 characters", "at least 3 letters", "at least 1 number", and "at least 1 special character (additional to numbers and letters from !#\$%&()\*+,-./:;<=>?@[ \ ] ^ \_ { | } ~)". The "Recommendations" section lists: "No parts of first or last names should not be used" and "You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries." At the bottom right of the form, there is a "Save" button, which is circled in red. The footer of the page contains the text: "©2020 University of Stuttgart. All rights reserved. | OIGAPUS powered by COOL-Connect® | Documentation for students | Documentation for staff members | Contact Us | About This Site | Support".

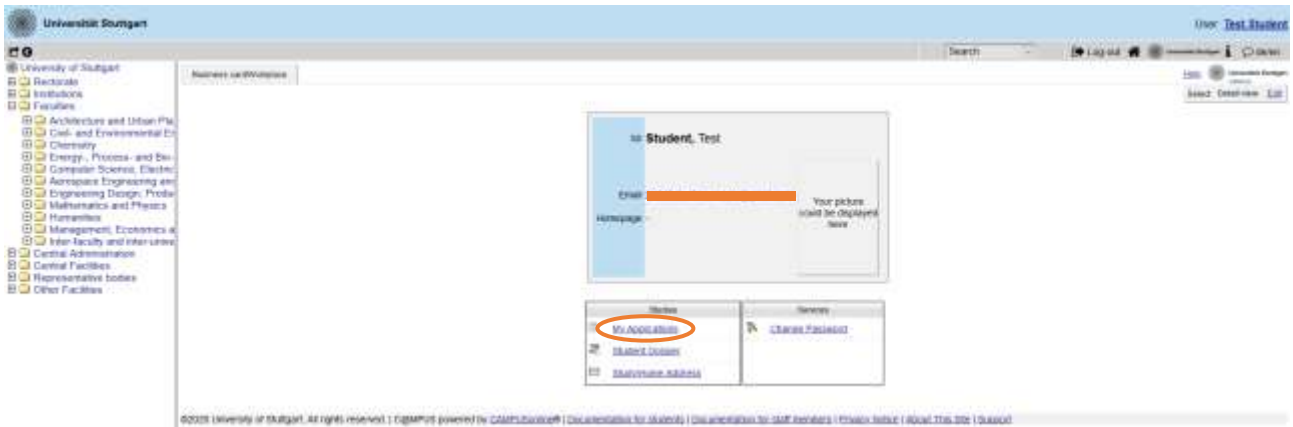
## STEP 09 / WARNING ABOUT POSSIBLE CHANGES DUE TO CORONA

Depending on the pandemic situation, a warning about changes due to Corona may show up. You can check the “Read and accepted” box to prevent reading the warning the next time you log in. Click on **Continue** to advance to your homepage.



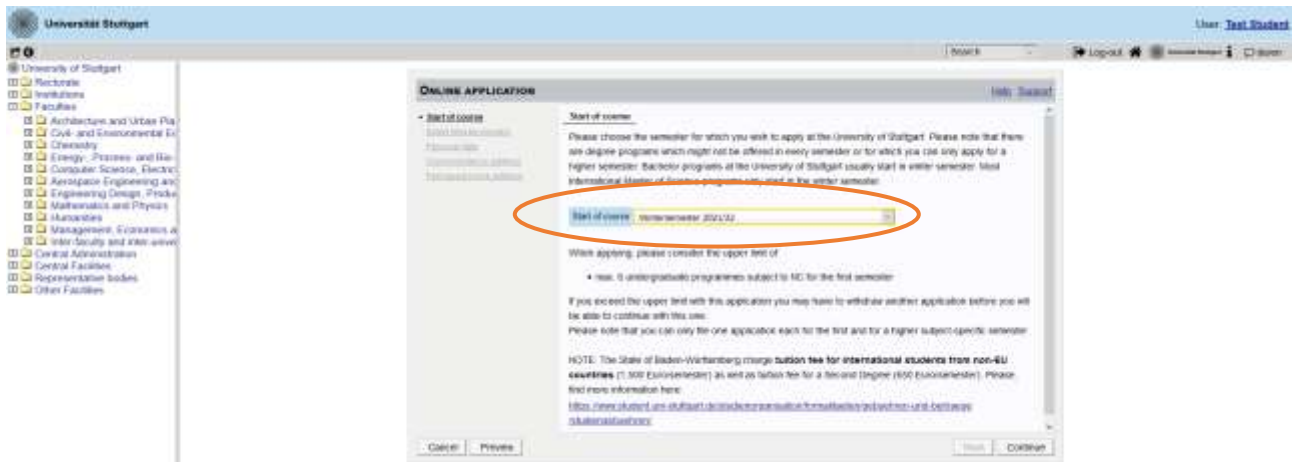
## STEP 10 / ACCOUNT – HOME SCREEN

From the following screen you can access the application platform. Click on **My Applications** and in the following screen on **Enter new application** to continue.



## STEP 11 / ONLINE APPLICATION – START OF COURSE

This page shows the start of the course you are applying for. Choose Wintersemester 2024/25 (winter term 2024/25) and click **Continue** to go on with your application.



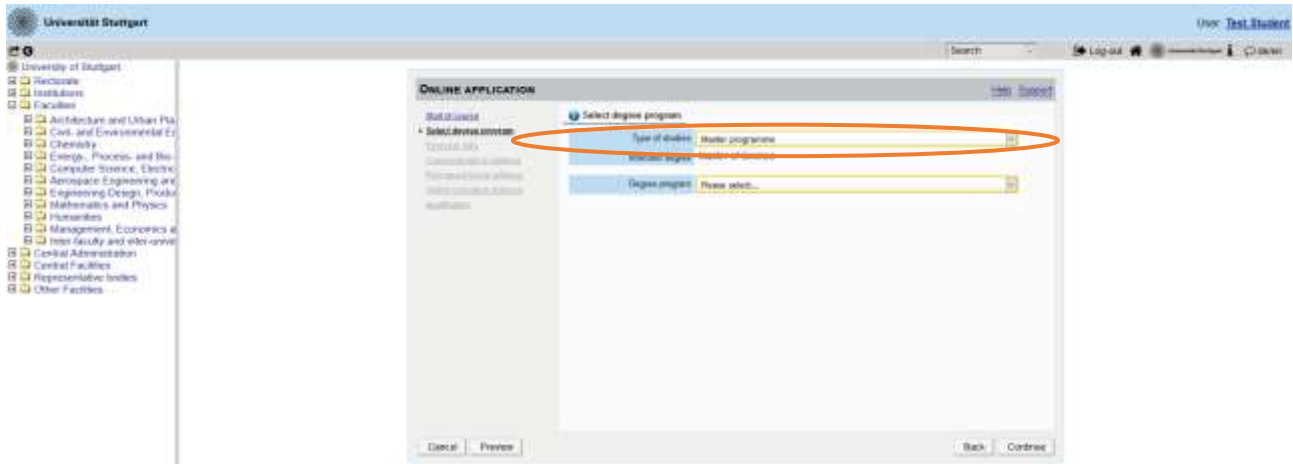
The screenshot displays the 'ONLINE APPLICATION' interface for the University of Stuttgart. On the left, a navigation menu lists various faculties and departments. The main content area is titled 'ONLINE APPLICATION' and includes a 'Start of course' section. A dropdown menu is open, showing 'Wintersemester 2024/25' selected and highlighted with a red circle. Below this, there is a warning message: 'When applying, please consider the upper limit of' followed by a bullet point: '• max. 6 undergraduate programmes subject to MC for the first semester'. Further down, there is a note about tuition fees for international students from non-EU countries, with a link for more information. At the bottom of the form, there are 'Cancel' and 'Private' buttons on the left, and 'Back' and 'Continue' buttons on the right.



## STEP 12 / ONLINE APPLICATION – SELECT DEGREE PROGRAM

Please select:

- **Type of studies** → Master program

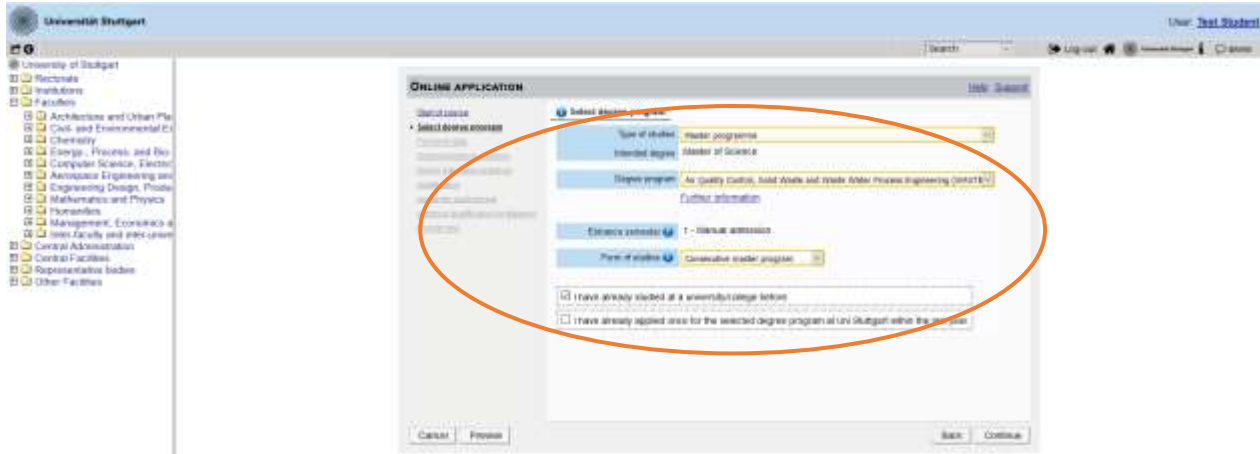


The screenshot shows the 'ONLINE APPLICATION' interface for Universität Stuttgart. The 'Select degree program' step is active. The 'Type of studies' dropdown menu is highlighted with an orange oval and set to 'Master programme'. Other dropdowns include 'Intended degree' (Master of Science) and 'Degree program' (Please select...). The 'Form of studies' dropdown is set to 'Consecutive master program'. The 'I have already studied at a university/college before' checkbox is checked.

After having selected the type of studies, more boxes will appear and you are required to select:

- **Intended degree** → Master of Science
- **Degree program** → Air Quality Control, Solid Waste and Waste Water Process Engineering
- **Form of studies** → Consecutive master program

Please note: The box “I have already studied at a university/college before” is pre-selected. If you already applied for our Master program, please select the box accordingly.



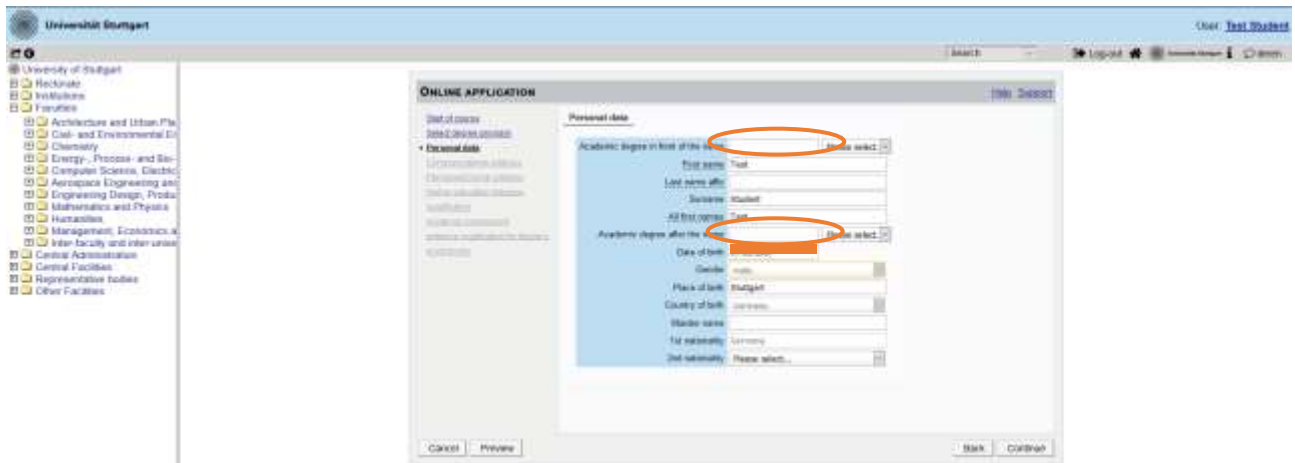
The screenshot shows the 'ONLINE APPLICATION' interface for Universität Stuttgart. The 'Select degree program' step is active. The 'Form of studies' dropdown menu is highlighted with an orange oval and set to 'Consecutive master program'. Other dropdowns include 'Type of studies' (Master programme), 'Intended degree' (Master of Science), and 'Degree program' (Air quality control, solid waste and waste water process engineering (constr)). The 'Form of studies' dropdown is set to 'Consecutive master program'. The 'I have already studied at a university/college before' checkbox is checked.

When you are done, please click on **Continue**.

## STEP 13 / 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 (e.g. Bachelor's titles always appear after the name).

Finally, please *Continue*.



The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The 'Personal data' section is highlighted in blue. Two orange circles highlight the dropdown menus for 'Academic degree in front of the name' and 'Academic degree after the name'. The form includes fields for first name, last name, all first names, date of birth, gender, place of birth, country of birth, mother's name, full nationality, and second nationality. The 'Academic degree in front of the name' dropdown is currently set to 'None select'. The 'Academic degree after the name' dropdown is currently set to 'None select'. The 'Date of birth' field is set to '1980-01-01'. The 'Gender' field is set to 'Male'. The 'Place of birth' field is set to 'Stuttgart'. The 'Country of birth' field is set to 'Germany'. The 'Mother's name' field is set to 'Schmidt'. The 'Full nationality' field is set to 'Germany'. The 'Second nationality' field is set to 'None select'. The form has 'Cancel' and 'Preview' buttons at the bottom left, and 'Back' and 'Continue' buttons at the bottom right.

## STEP 14 / ONLINE APPLICATION – CORRESPONDENCE ADDRESS

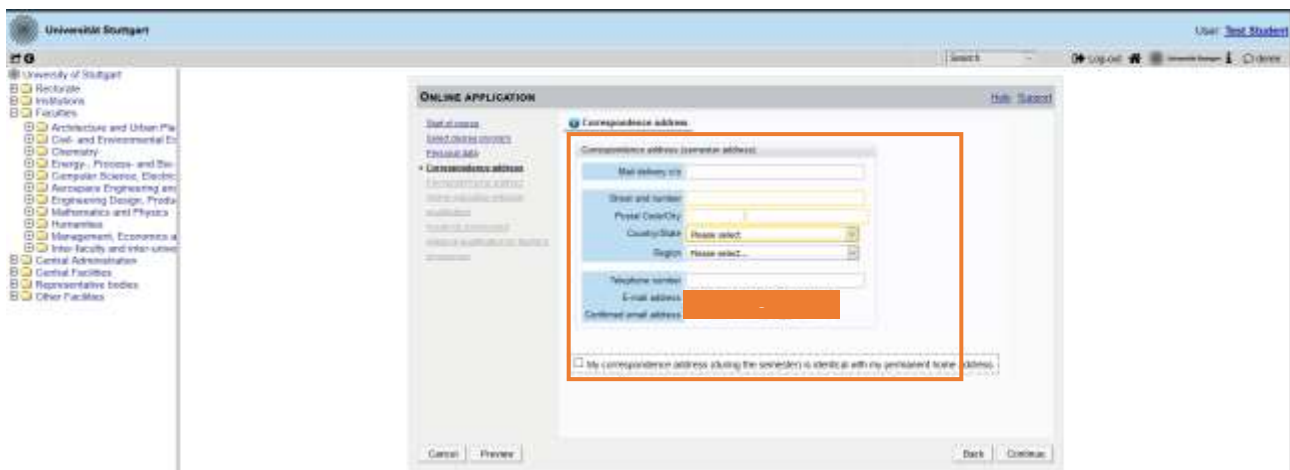
Please enter your correspondence address. The University will communicate with you during the study period according to this address (**semester address**), so it has to be **always up to date**.

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 + dialing code + number without any other characters in between and without signs between the numbers. For example: 004971168583370 for the country code +49 (Germany) + dialing code 0711 + number 83370.

In case your semester address corresponds with your home address, please tick this option.

Otherwise, just press on **Continue**.



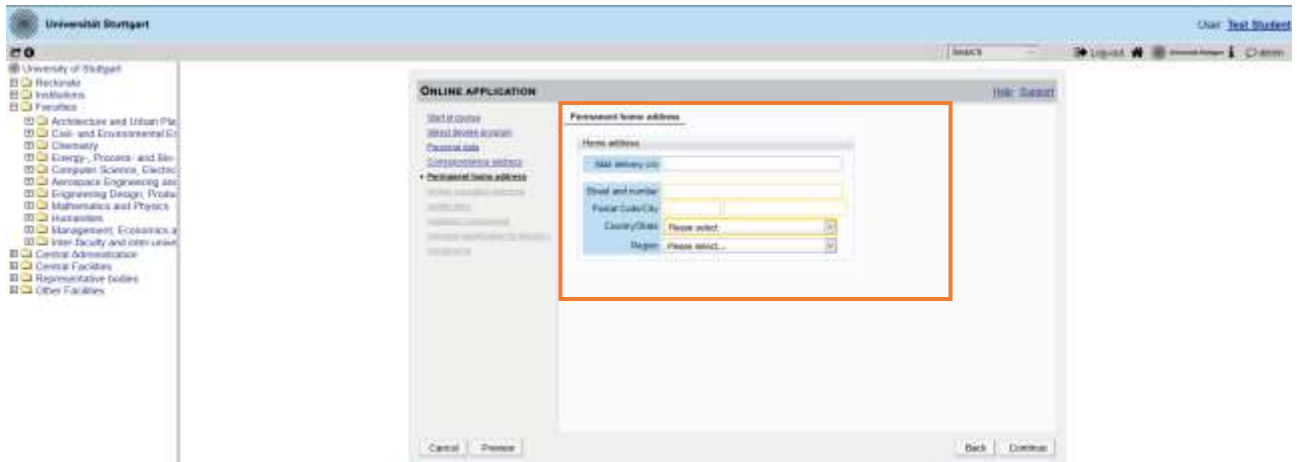
The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The main window is titled 'Correspondence address' and contains the following fields:

- Mail delivery via:
- Street and number:
- Postal Code/City:
- Country/State:
- Region:
- Telephone number:
- E-mail address:
- Confirmed e-mail address:

At the bottom of the form, there is a checkbox labeled 'My correspondence address (during the semester) is identical with my permanent home address.' The 'Continue' button is visible at the bottom right of the form.

## STEP 14-1 / ONLINE APPLICATION – PERMANENT HOME ADDRESS

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



The screenshot displays the 'ONLINE APPLICATION' interface for the University of Stuttgart. On the left, a navigation menu lists various faculties and departments. The main content area shows a form titled 'Permanent home address' with a red border. The form includes the following fields:

- Home address:** A text input field with a blue 'Mail delivery only' button to its left.
- Street and number:** A text input field.
- Postal Code/City:** A text input field.
- Country/State:** A dropdown menu with the text 'Please select...'.
- Region:** A dropdown menu with the text 'Please select...'.

At the bottom of the form, there are 'Cancel' and 'Continue' buttons. The top of the browser window shows the University of Stuttgart logo and the user name 'User: Test Student'.

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

Please enter what type of higher education entrance qualification you hold, when and where you have obtained it. In Germany, this is your “Abitur”.

A foreign higher education entrance qualification is the formal term for your "school leaving certificate" as for example a high school degree. Generally, all the requirements that students have to fulfil in their home country in order to be admitted to study an academic subject at a university also applies in Germany.

### **Case 1 (GERMAN higher education entrance qualification):**

In case you have a German higher education entrance qualification (“Abitur”), please select respectively and fill in the boxes that appear.



The screenshot shows the online application interface for Universität Stuttgart. The main content area is titled "ONLINE APPLICATION" and contains a form for "Higher education entrance qualification". The form is highlighted with an orange border. The form includes the following fields and options:

- Higher education entrance qualification:** A section with a title and a description: "Please enter what type of higher education entrance qualification you have and when and where you have obtained it. More information: [higher\\_education\\_entrance\\_qualification](#)".
- Options:** Three radio buttons are present:
  - I have obtained a German higher education entrance qualification.
  - I have obtained a foreign higher education entrance qualification.
  - Master candidates or persons with similar qualifications are allowed to apply for every study program.
- Type:** A dropdown menu with the text "Please select...".
- Name of certificate (original name):** A text input field.
- Date of certificate:** A date input field.
- Average grade (GPA):** A text input field.
- Total score:** A text input field.
- Name of school:** A text input field.
- Location of school:** A text input field.
- Country of school:** A dropdown menu with the text "not specified".
- Other:** A text input field.

At the bottom of the form, there are buttons for "Cancel", "Preview", "Back", and "Continue".

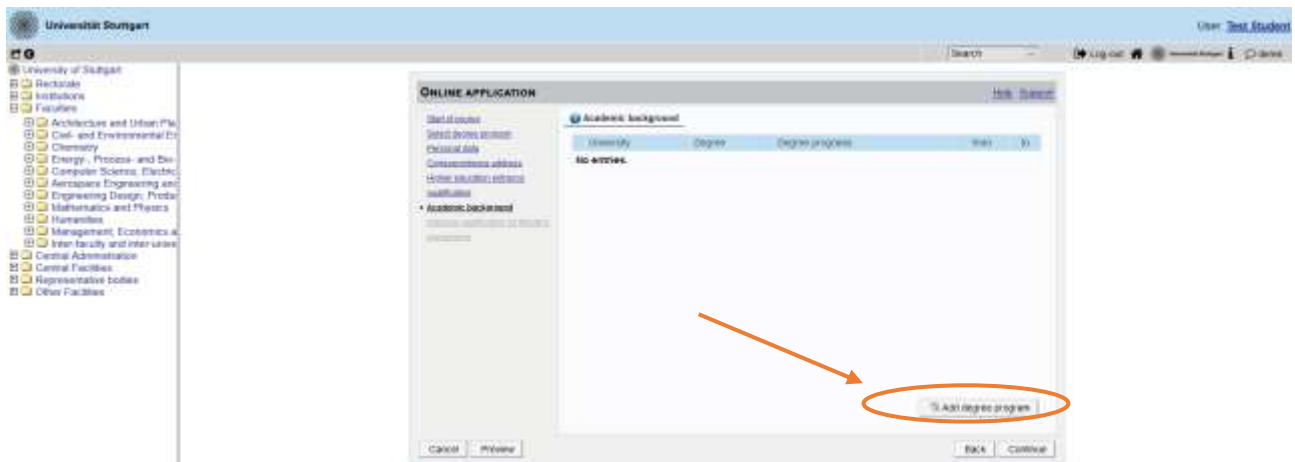
## Case 2 (FOREIGN higher education entrance qualification):

In case you have a foreign higher education entrance qualification, please select respectively and fill in the boxes that appear.

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Faculty', and 'Department'. The main content area is titled 'ONLINE APPLICATION' and features a 'Higher education entrance qualification' section. This section is highlighted with an orange box and contains the following text: '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](#)'. Below this text are three radio button options: 'I have obtained a German higher education entrance qualification', 'I have obtained a foreign higher education entrance qualification' (which is selected), and 'Master candidates or persons with similar qualifications are allowed to apply for every study program'. Underneath the radio buttons is a 'Type' dropdown menu set to 'Please select...'. Below the dropdown is a form with several fields: 'Name of certificate program name', 'Date of certificate' (with a calendar icon), 'Average grade (GPA)' (with a dropdown menu), 'Name of school', 'Location of school', 'Country of school' (with a dropdown menu), and 'Region' (with a dropdown menu). At the bottom of the form are 'Cancel' and 'Previous' buttons on the left, and 'Back' and 'Continue' buttons on the right.

## STEP 16 / ONLINE APPLICATION – ACADEMIC BACKGROUND

By default, there are no entries. It is important to make at least one entry, otherwise you can't continue with your application. In order to enter your academic background, please go to **"Add degree program"** and edit data in the box (see orange frame in the screenshot below):



## University/ Subjects

Please select/type:

- Country → please select the country of your university
- Place of university/college → please select the location of your university
- University → please select the name of your university
- Degree → please select the type of degree
- Form of studies → First Degree
- Major (1<sup>st</sup> subject) → Name of your study program
- 2<sup>nd</sup> subject → optional: enter the name of your first specialization
- 3<sup>rd</sup> subject → optional: enter the name of your second specialization

The screenshot shows a web application interface for 'University/Subjects'. The form is titled 'ONLINE APPLICATION' and 'HIT academic background'. It contains several sections:

- University/Subjects:** A section with a blue header containing several dropdown menus: 'Country of Educational Institution' (set to Germany), 'Place of university/college' (Please select...), 'University' (Please select...), 'Degree' (Please select...), and 'Form of studies' (Please select...). Below this is a text input field for 'Matriculation number'.
- 1st subject according to selection:** A dropdown menu (Please select...).
- 2nd subject according to selection:** A dropdown menu (Please select...).
- 3rd subject according to selection:** A dropdown menu (Please select...).
- Courses:** A section with a blue header containing a table with columns 'From', 'To', 'SSEK, Labors (V, Labors), Internship, Other addresses, Internships', and 'Type of exam'. The 'From' and 'To' columns have dropdown menus (Please select...).
- Dates:** A section with a blue header containing two dropdown menus for 'Intermediate exam' (set to not scheduled) and 'Final exam' (set to not scheduled). Below these are two 'Date' input fields with 'YYYY-MM-DD' placeholders.

Buttons for 'Save and Close' and 'Cancel/Close' are located at the bottom right of the form.



## Semester

In Germany the term “WS” means winter term (from October 1<sup>st</sup> to March 31<sup>th</sup>) and “SS” means summer term (from April 1<sup>st</sup> to September 30<sup>th</sup>). If you have a different system in your country, please try to choose according to the German system, e.g. if you started with your study program in March 2010, this would be WS2009/10.

**If applicable**, please enter the number of leave/internship/hospital internship/break terms included in the total duration stated.

- Leave: terms on leave approved by the stated university
- Internship: internships for a period of one term
- Hospital internship: only relevant for medicine students (not important for you)
- Break: terms not enrolled at any university/college

The screenshot shows the 'ONLINE APPLICATION' interface for 'Hochschulbildung' at the University of Stuttgart. The form is titled 'Hochschulbildung' and is part of the 'Hochschulbildung' application. It contains several sections for data entry:

- University/Subjects:** Fields for 'Country of educational institution' (Germany), 'Place of university/college' (Please select...), 'University' (Please select...), 'Degree' (Please select...), 'Form of studies' (Please select...), and 'Matrikelnummer'.
- For subject according to selection:** Three dropdown menus for 'Please select...'.
- Leave:** A table with columns for 'From', 'To', 'Type of leave', and 'Type of leave'. The table is currently empty, with 'Please select...' in the 'From' and 'To' columns. The 'Type of leave' column has a dropdown menu.
- Status:** Fields for 'Intermediate exam' (not scheduled) and 'Final exam' (not scheduled), each with a 'Date' field and a 'Please select...' dropdown.

The 'Leave' table is highlighted with an orange border in the original image.

## Status

You might enter this information in C@MPUS to continue with the application online. However, keep in mind that this is not enough and you must follow step 2 by sending your transcript of records and short application form by post to complete your application. Therefore, please make sure, that the CGPA (cumulative grade point average) is mentioned on your Transcript of records.

The screenshot shows the 'ONLINE APPLICATION' window with the 'Academic background' section active. The form includes the following fields:

- University/Subjects: Country of educational institution (Germany), Place of educational institution (Please select...), University (Please select...), Degree (Please select...), Form of studies (Please select...), Matriculation number.
- Not subject according to statistics (Please select...)
- Not subject according to statistics (Please select...)
- Not subject according to statistics (Please select...)
- From: (Please select...), To: (Please select...), Date: (Please select...)
- Status: Intermediate exam (not scheduled), Final exam (not scheduled), Grade (not scheduled), Date (Please select...)

Please remember to **Save and Close** in order to go on. If everything was right, then you will see your entry listed on the previous window:

The screenshot shows the 'ONLINE APPLICATION' window with the 'Academic background' section active. The table below shows the entry:

| University           | Degree        | Degree program | Form         | Date |
|----------------------|---------------|----------------|--------------|------|
| Santiago, University | Chemical Eng. | Chemical Eng.  | B.W.<br>I.W. |      |

## STEP 17 / ONLINE APPLICATION – ENTRANCE QUALIFICATION FOR MASTER'S PROGRAM

In this step please enter the requested information in order to know if you already finished your previous academic studies.

Click on **Continue** to move forward with the application.

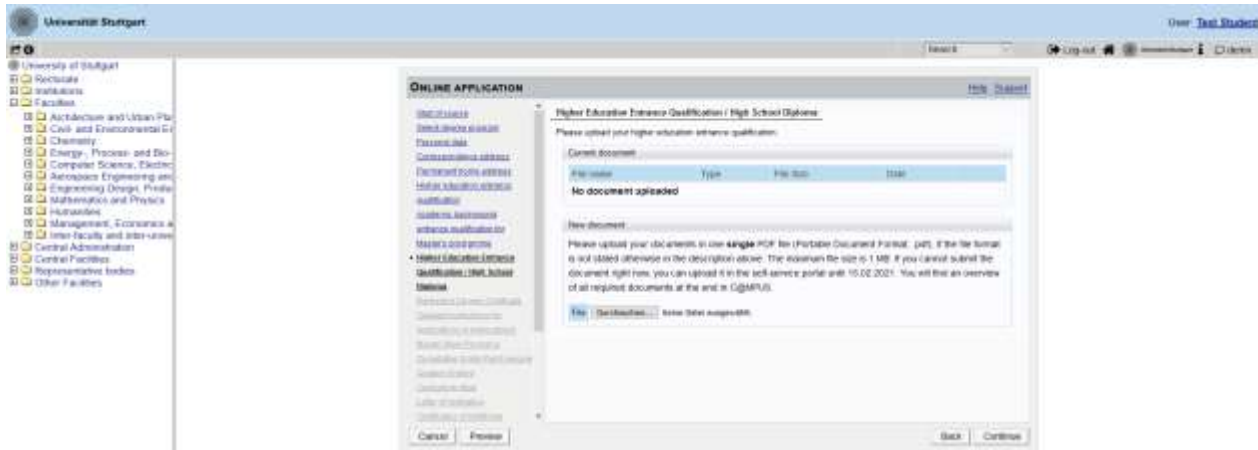


The screenshot displays the University of Stuttgart's online application portal. On the left, a navigation menu lists various university departments such as Architecture and Informatics, Civil and Environmental Engineering, Chemistry, Energy, Process and Bio, Computer Science, Electrical Engineering, Engineering Design, Physics, Mathematics and Physics, Humanities, Management, Economics & Inter faculty and Inter sites, Central Administration, Central Facilities, Representative bodies, and Other Facilities. The main content area shows a form titled 'ENTRANCE QUALIFICATION FOR MASTER'S PROGRAM'. The form includes a 'Field of study' dropdown menu with 'Academic background: Santiago, University of Chile - Chemical Engineering - Chemical Engineering, p...' selected. Below this, there are input fields for 'Grade: 6,0' and 'Date: 01.01.2018'. At the bottom of the form, there are 'Cancel' and 'Preview' buttons on the left, and 'Back' and 'Continue' buttons on the right.

## STEP 18 / ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION

Please submit your higher education entrance qualification, corresponding to the information on Step 15.

The maximum file size is **1 MB** and only pdf files are accepted.



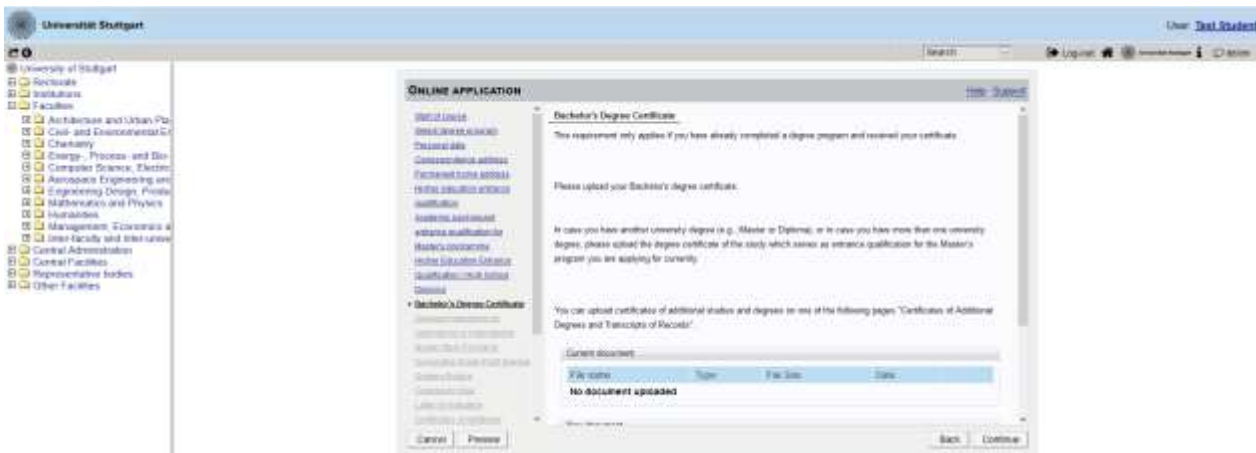
## STEP 19 / ONLINE APPLICATION – BACHELOR’S DEGREE CERTIFICATE

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 is relevant as entrance qualification for the application to this specific Master program.

**IMPORTANT:** For your application to the EPOS-DAAD scholarship is necessary that you upload the respective additional degree certificates and transcript of records, even if they are not relevant for our master program, under the section “Certificates of Additional Degrees” coming below (see Step 25).

The maximum file size is **2 MB**. Please scroll down to see the file uploading area.



## STEP 20 / ONLINE APPLICATION – TRANSCRIPT OF RECORDS

No upload of your Transcript of Records is needed here.

Further information on this 2 stage process (1<sup>st</sup> stage: online application; 2<sup>nd</sup> stage: postal submission of certified copies) is available via the following link:

<https://www.waste.uni-stuttgart.de/about-us/application-procedure/>

Please scroll down to see the complete information on the window.



## STEP 21 / ONLINE APPLICATION – 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.

Please also include your rank amongst your peers if it is provided by your university. 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 Bachelor degree which serves as qualification for the application to this specific degree program.

Please scroll down to see the complete information on the window.



The screenshot displays the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar shows a navigation menu with categories like 'University of Stuttgart', 'Institutes', 'Faculties', and 'Other Facilities'. The main content area is titled 'Cumulative Grade Point Average' and contains the following text:

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. Please also include your rank amongst your peers if it is provided by your university.

In case you have another university degree (e.g. Master or Diploma), or in case you have more than one university degree, please submit the CGPA of the degree which serves as qualification for the degree program you are applying to:

| Current document:    | Type: | File Size: | Date: |
|----------------------|-------|------------|-------|
| No document uploaded |       |            |       |

Next document:


Please upload your documents in the **single PDF** file (uploadable document format: PDF). If the file format is not stated otherwise in the description above. The maximum file size is 2 MB. The submission of this document is optional. If you cannot submit the document right now, you can upload it on the web-services portal until 15.02.2021. You will find an overview of all required documents at the end in 'CGPA/CGP'.

File | Description | Home | Set as required

Buttons: Cancel, Proceed, Back, Continue

## STEP 22 / ONLINE APPLICATION – 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.



The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', and 'Faculties'. The main content area is titled 'Grading System' and contains the following text:

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.

Current document:

| File name            | Type | File Size | Date |
|----------------------|------|-----------|------|
| No document uploaded |      |           |      |

Blank document:

Please upload your documents in one **single PDF file** (Maximum 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 upload it in the self-service portal until 15.02.2021. You will find an overview of all required documents at the end in CGPA/FULL.

[File](#) [Attachments...](#) [Some files are approved.](#)

Buttons: Cancel, Finish, Back, Continue.



## STEP 23 / ONLINE APPLICATION – CURRICULUM VITAE

For EPOS-DAAD scholarship applicants it is **mandatory** to upload a **CV** in this step. Please check the format as well as further document requirements for application to EPOS-DAAD program in their website:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?origin=141&status=3&subjectGrps=&daad=&q=epos&page=1&detail=50076777>

Prepare your CV according to their indications and upload it in this field in C@MPUS.



## STEP 24 / ONLINE APPLICATION – LETTER OF MOTIVATION

For EPOS-DAAD scholarship applicants it is **mandatory** to upload a letter of motivation in this step. Please check the format as well as further document requirements for application to EPOS-DAAD program in their website:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?origin=141&status=3&subjectGrps=&daad=&q=epos&page=1&detail=50076777>

Prepare your motivation letter according to their indications and upload it in this field in C@MPUS.

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Institute', 'Faculties', and various faculties such as 'Architecture and Urban Planning', 'Civil and Environmental Engineering', 'Chemistry', 'Energy, Process- and Bio-Engineering', 'Computer Science, Electrical Engineering and Information Systems', 'Mechanical Engineering and Materials Science', 'Management, Economics and Law', 'Central Administration', 'Central Facilities', 'Representative bodies', and 'Other Faculties'. The main content area is titled 'ONLINE APPLICATION' and includes a 'Letter of motivation' section. This section contains instructions: 'Please upload a motivation letter, e.g. specifying 1) your reason why you are applying to this specific degree programme at the University of Stuttgart, 2) your previous experience/exposure to the topic, 3) any other reasons you feel are relevant to the successful completion of the degree programme'. Below the instructions is a table for 'Current documents' with columns for 'File name', 'Type', 'File Size', and 'Date'. The table shows '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 2 MB. The submission of this document is optional. If you upload a document, you agree that you can access it in the portal system until late 15.02.2021. You will find an overview of all required documents at the end of the application process.' A 'File' button is visible next to the instructions. At the bottom of the application form, there are 'Cancel', 'Previous', 'Back', and 'Continue' buttons.

## STEP 25 / ONLINE APPLICATION – CERTIFICATES OF ADDITIONAL DEGREES AND TRANSCRIPTS OF RECORDS

For EPOS-DAAD scholarship applicants it is **mandatory** to upload in this step the following documents:

1. **Certificate(s) of Employment** from the employer(s) that proof a **minimum of two years of relevant working experience (after Bachelor's Degree)** at the time of application. **Please be aware internship(s)/trainees are not considered as working experience.**
2. **If you have completed additional degrees besides the degree used for your application**, you must upload the respective **degree certificates** and **transcripts of records** here (officially authenticated and translated).
3. **For citizens of the People's Republic of China, the Socialistic Republic of Vietnam, Mongolia, and India you must also submit an original certificate or confirmation of the APS (Akademische Prüfstelle)** at the Embassy of the Federal Republic of Germany in their home country.

Please check the format as well as further document requirements for application to EPOS-DAAD program in their website:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?origin=141&status=3&subjectGrps=&daad=&q=epos&page=1&detail=50076777>

Prepare the required documents according to their indications and upload them in this field in C@MPUS.

The screenshot shows the 'ONLINE APPLICATION' interface for 'Certificates of Additional Degrees and Transcripts of Records'. The page is titled 'Please upload certificates from additional studies and degrees. You may also upload your transcripts of records here.' Below the title, there is a table for 'Current documents' with columns for 'Filename', 'Type', 'File Size', and 'Date'. The table currently shows 'No document uploaded'. Below this, there is a section for 'New document' with instructions: 'Please upload your documents in one single PDF file (Maximum Document Format: pdf, if the file format is not listed otherwise in the description above). The maximum file size is 2 MB. The subname of the document is optional. If you cannot submit the document right now, you can upload it in the self-service-portal until 19.02.2021. You will find an overview of all required documents at the end in C@MPUS.' At the bottom of the form, there are buttons for 'Cancel', 'Finish', 'Back', and 'Continue'.

## STEP 26 / ONLINE APPLICATION – APPLICATION FORM DAAD AND CHECKLIST

For EPOS-DAAD scholarship applicants it is **mandatory** to upload in this step the **EPOS-DAAD application form** as well as the **signed Checklist**. Please download the form and checklist from the EPOS-DAAD program website:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?origin=141&status=3&subjectGrps=&daad=&q=epos&page=1&detail=50076777>

Prepare the required documents according to their indications and upload them in the respective field in C@MPUS. Please notice that an additional field for the checklist will be available in C@MPUS.

**Remember to sign the documents before uploading them!**



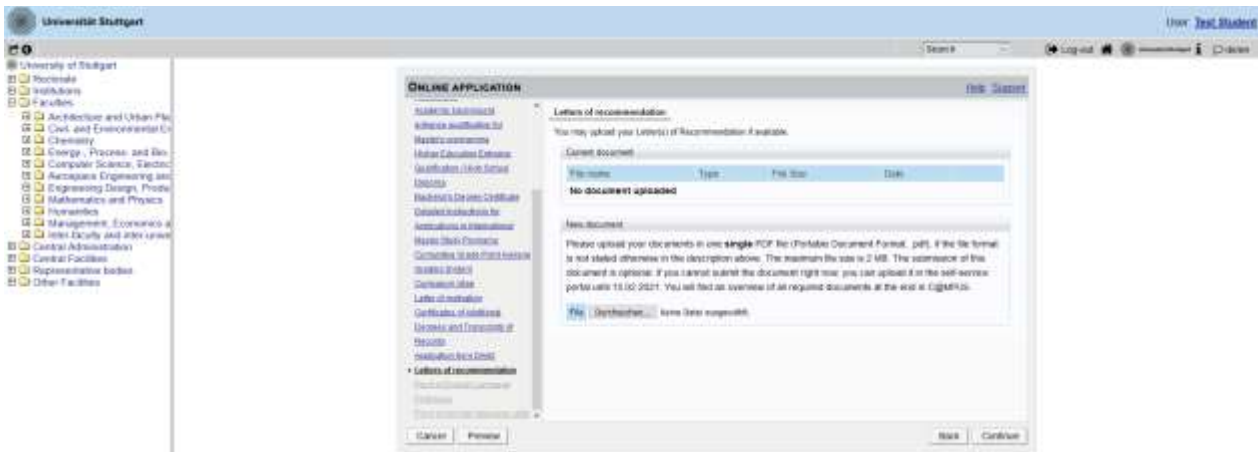
## STEP 27 / ONLINE APPLICATION – LETTERS OF RECOMMENDATION (CURRENT REFERENCE)

For EPOS-DAAD scholarship applicants it is **mandatory** to upload in this step a **letter of recommendation (current reference)** from your current employer. Please check the format as well as further document requirements for application to EPOS-DAAD program in their website:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?origin=141&status=3&subjectGrps=&daad=&q=epos&page=1&detail=50076777>

Prepare the letter of recommendation (current reference) according to their indications and upload it in this field in C@MPUS.

An academic recommendation letter is optional.



## STEP 28 / ONLINE APPLICATION – PROOF OF ENGLISH LANGUAGE PROFICIENCY

Please provide certified proof of your English language proficiency (i.e. TOEFL or IELTS score report or equivalent). The English test certificate shall not be older than 2 years. If a newer certificate is not available at time of application, please upload the older document. The new language certificate has to be provided prior enrolment.

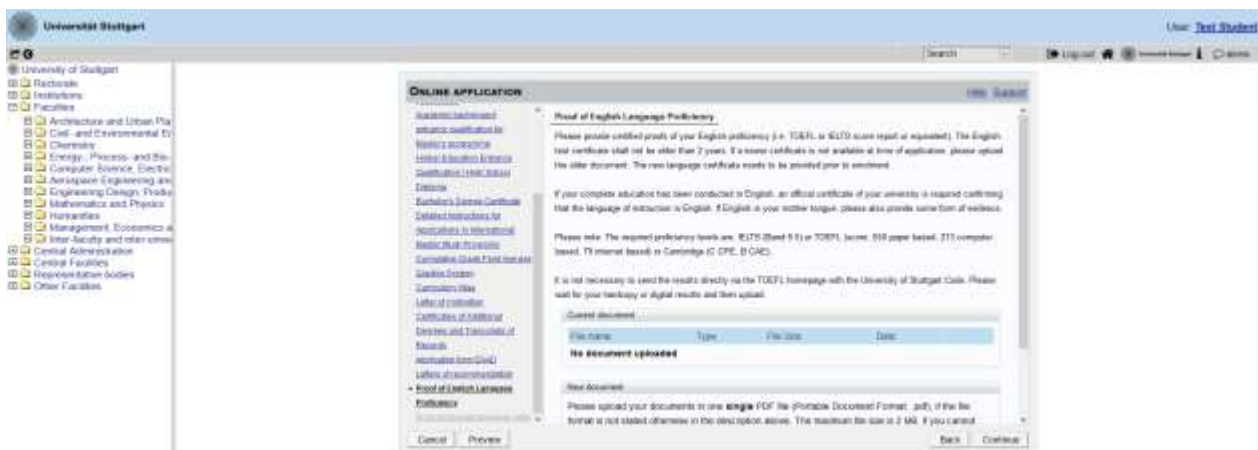
If your complete education has been conducted in English, an official certificate of your university is required confirming that the language of instruction is English, provided your degree has been completed within the past 3 years. Some exemptions apply to this item, please check our FAQs at the following link:

[https://www.waste.uni-stuttgart.de/download/FAQs\\_WS2024\\_25.pdf](https://www.waste.uni-stuttgart.de/download/FAQs_WS2024_25.pdf)

Please note: The required proficiency levels are: IELTS (Band 6.5) or TOEFL (score: 550 paper based, 213 computer based, 88 internet based) or Cambridge (C CPE, B CAE).

**IMPORTANT:** 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 and then upload it.

Please scroll down to see all the information on the window.



## STEP 29 / ONLINE APPLICATION – PROOF OF GERMAN LANGUAGE PROFICIENCY

If this is not available at time of application the document has to be provided by the end of the second semester. In case that you are granted with the scholarship, even if you have some German language proficiency, you must attend the intensive course offered by DAAD each year during August and September.

Please notice that if you are not granted with the scholarship, but you continue with your application as self-financed candidate and do not have German language level A2.2 complete, then you must attend the intensive German course offered by our university each September. The registration for this course will be conducted by the M.Sc. WASTE office (further information can be found on the manual for self-financed candidates).



## STEP 30 / ONLINE APPLICATION – OVERVIEW AND CONFIRMATION

Please note: at this point, your application has not been submitted yet!

Please review all your entries thoroughly (you might need to scroll down to the bottom of the page).

Universität Stuttgart

Über Test Student

OVERVIEW - APPLICATION NUMBER: 1-00313880

**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.

**Please 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!

**Select degree program**

Wintersemester 2021/22  
When applying, please consider the upper limit of

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

If you checked 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    | Bachelor programme  |
| Institution degree | Master of Science   |
| Degree program     | Air Quality Control, Solid Waste and Wastewater Process Engineering (MASTE) |
| Entrance semester  | 1 - Manual admission  |
| Field 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

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

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

**Confirmation**

Please click "**Back**" in order to revise incorrect details. Check the box and click "**Send**" to transmit your data. 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 am fully aware that any false information on my behalf can lead to an exclusion from admission and enrolment at the university.

I confirm that I have read and accept the data privacy policy for studying at Universität Stuttgart [www.student.uni-stuttgart.de/studienorganisation/datenschutzerklaerung/]

Cancel Back Send

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

**IMPORTANT:** You will not be able to change any entries of the submitted application. Moreover, you will not be able to issue a new application for the same study program.



## STEP 31 / ONLINE APPLICATION – APPLICATION COMPLETED

Congratulations!

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

You may now **Continue**:



## STEP 32 / ONLINE APPLICATION – APPLICATION STATUS

After you submitted your application and continued, the application status overview appears including:

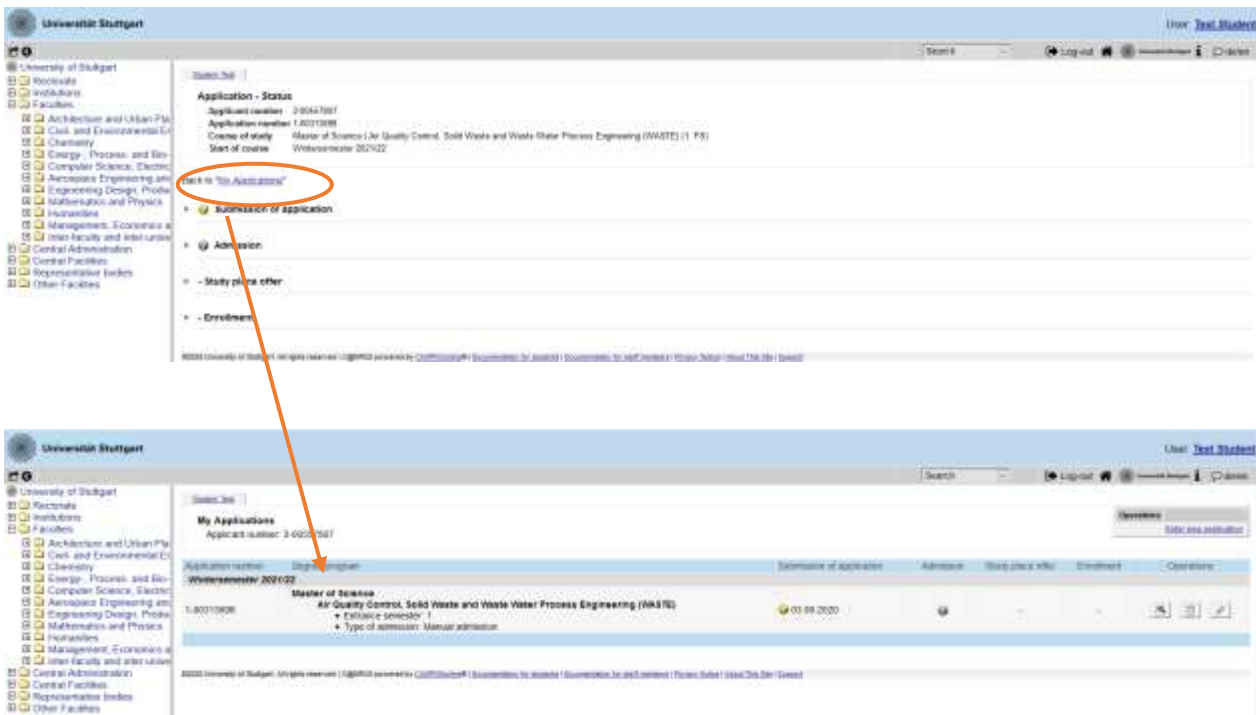
1. Status of the submission under **Submission of application**
2. Details of the admission procedure and the results of admission procedure under **Admission**
3. **Study place offer** (please note: you can accept or decline the study place only after you have received the admission)
4. **Enrolment** (please note: at the moment of application, no information is available)



Please remember that you need to enter your **Applicant number** and your **Application number** (please see orange box below) in the Short Application Form for the second step of your application. The **Short Application Form** is downloadable from the MSc WASTE website: <http://www.waste.uni-stuttgart.de/before-studying/Application.html>



By clicking on **My Applications** (please see orange circle below) you will be forwarded to the window where all your applications appear, in case that you applied for more than one Master Program at the University of Stuttgart.



Congratulations, you now successfully completed **step 1: completion of application for admission to winter term 2024/2025 and application to EPOS-DAAD scholarship in the C@MPUS online application portal**. Your application is **not complete yet**: now you **must** complete step 2 (see below).

### STEP 33 / POSTAL APPLICATION – FINAL STEP

Please be once again reminded that your application is only valid when you also completed **step 2: postal submission of the required application documents (short application form and transcript of records) to the WASTE Office:**

**MSc WASTE Office  
Universität Stuttgart  
Institut für Feuerungs- und Kraftwerkstechnik  
Pfaffenwaldring 23  
D-70569 Stuttgart  
Germany**

Upon arrival and revision of your complete set of application documents by post, you will receive a confirmation email by the M.Sc. WASTE Office.

The short application form can be downloaded from our website.

Thank you very much! We wish you much success with your application to the MSc Program WASTE in Stuttgart.

## Further information

You have further questions concerning the **enrollment**:

→ Please visit <https://www.uni-stuttgart.de/en/study/application/enrollment/>

You have questions concerning **technical problems with C@MPUS**:

→ Please send an email to: [support@campus.uni-stuttgart.de](mailto:support@campus.uni-stuttgart.de)

You have questions regarding the M.Sc. WASTE program:

→ Please contact the M.Sc. WASTE Office: [info@waste.uni-stuttgart.de](mailto:info@waste.uni-stuttgart.de)

You have general questions concerning other degree programs:

→ Please contact the office of International Affairs:

<https://www.uni-stuttgart.de/en/study/international/>

OR

the Student Counseling Center (ZSB) of the University of Stuttgart:

<https://www.uni-stuttgart.de/en/study/>

Of course you are welcome any time to visit the  
M.Sc. WASTE Website:

<http://www.waste.uni-stuttgart.de/>