University of Stuttgart
Germany

C@MPUS
Application Manual

For EPOS-DAAD Scholarship Applicants

Winter Term 2023/2024

M.Sc. WASTE

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

Version date: 19.07.2022

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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 2023/2024 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 30th, 2022 (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 30th, 2022. 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:
FAQs_WS2023_24.pdf (uni-stuttgart.de)

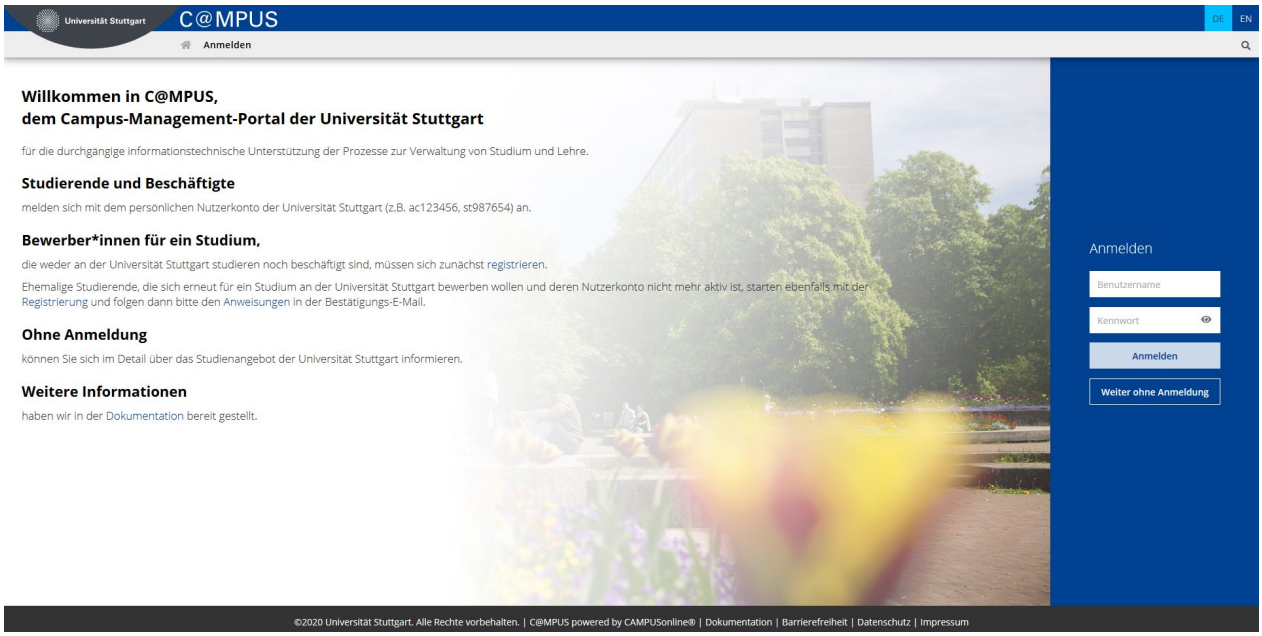
Specific FAQs on the C@MPUS portal
If you experience any difficulties with the C@MPUS system while you proceed with your application steps, please go to the C@MPUS FAQs:
https://www.uni-stuttgart.de/en/study/application/online/faq/

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

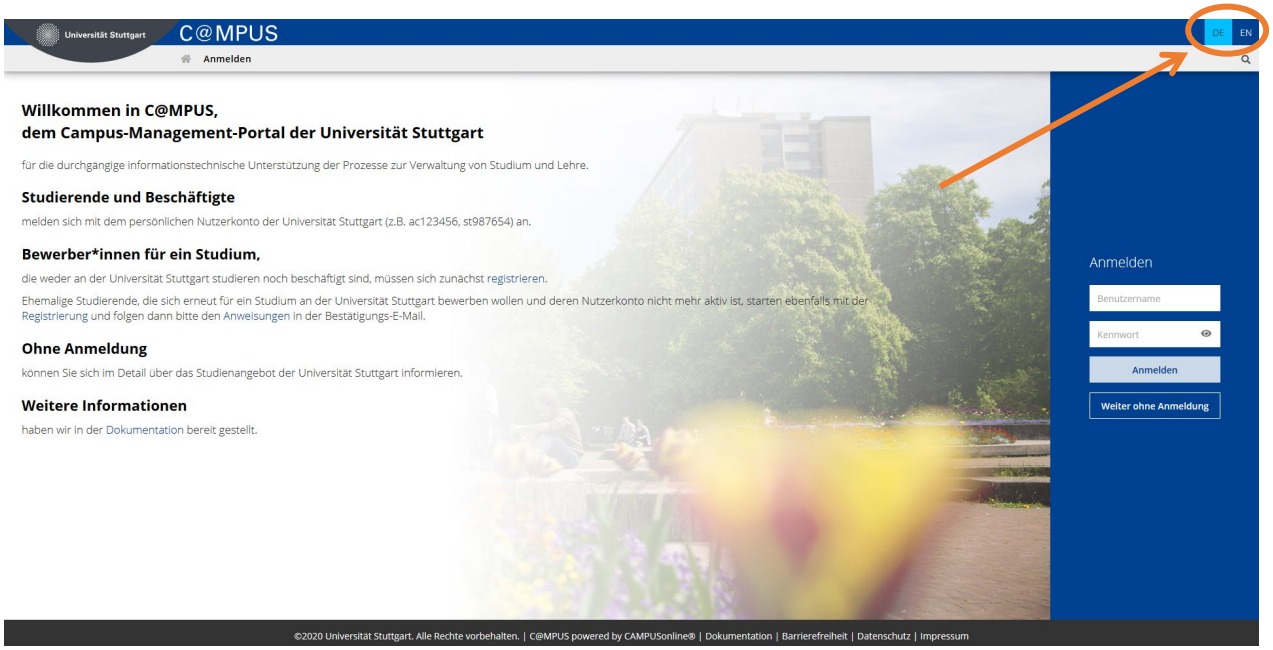
STEP 01 / ACCESS THE PORTAL

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



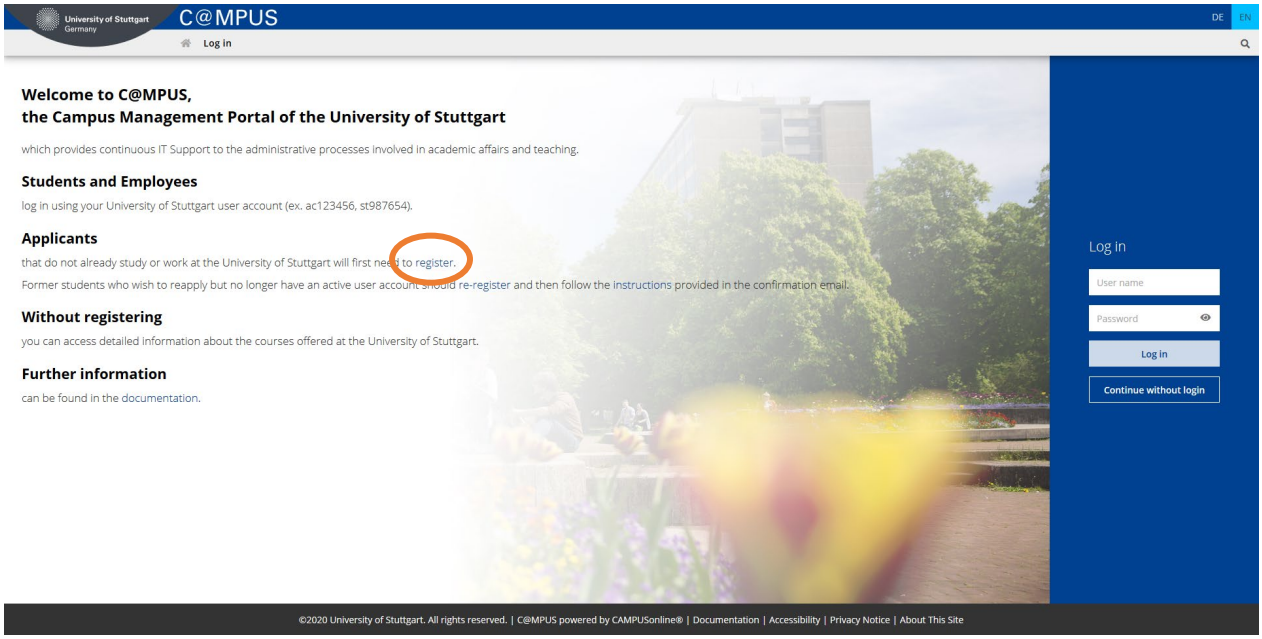
STEP 02 / LANGUAGE SETTING

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 DE EN to select English.



STEP 03 / REGISTRATION ACCESS

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



STEP 04 / CREATE A NEW APPLICANT ACCOUNT

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

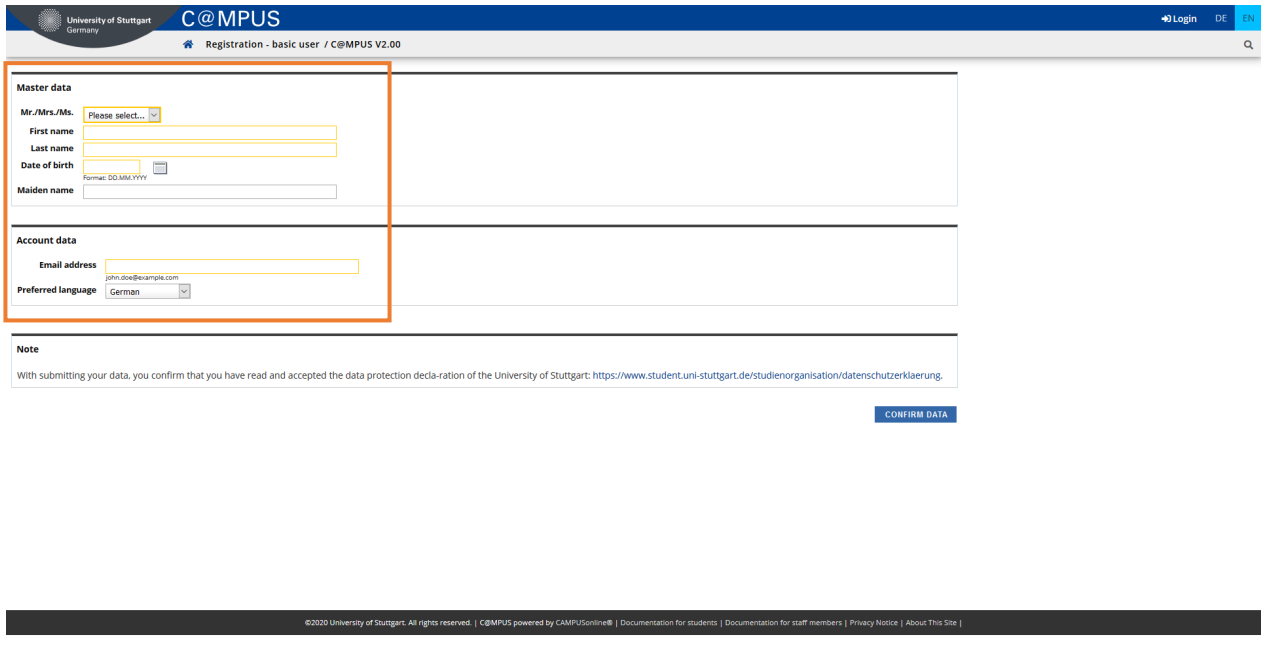
Remind to use capital letters for the first letter of names, places, etc. and separate words with space, not with comma. Otherwise, the system will not accept the data. Yellow fields are mandatory.

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!

Please also note that you must use a valid email address (preferably your personal email address and not one from your former university). The University of Stuttgart will communicate with you (starting with the application and later on with the admission or rejection as well as the enrollment) via this email address so it is absolutely necessary that you have unlimited access to it. Your email cannot be changed later on!

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

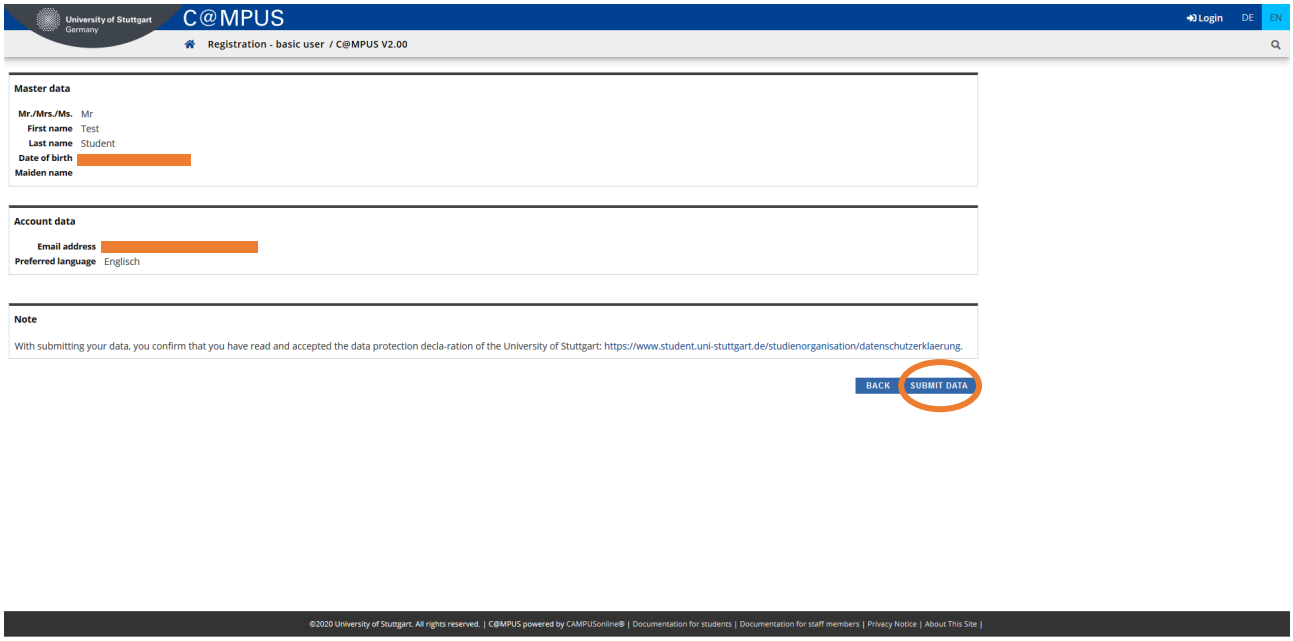
Read the data protection declaration of the University of Stuttgart and continue with the process by clicking on ***Confirm Data***.



STEP 05 / DATA REVIEW

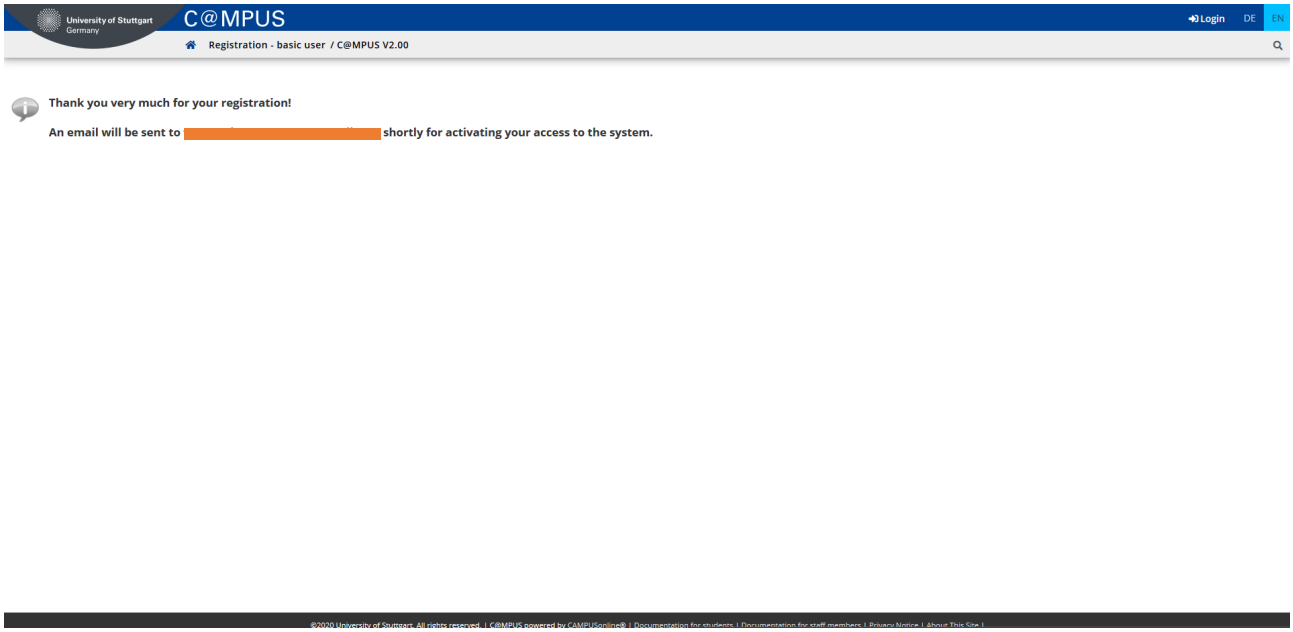
Please carefully check the data in this screen. Once you submit the registration of the applicant account, **you will not be able to change your name(s) again**.

If everything is in order, continue by clicking on ***Submit Data***.



STEP 06 / COMPLETION OF REGISTRATION

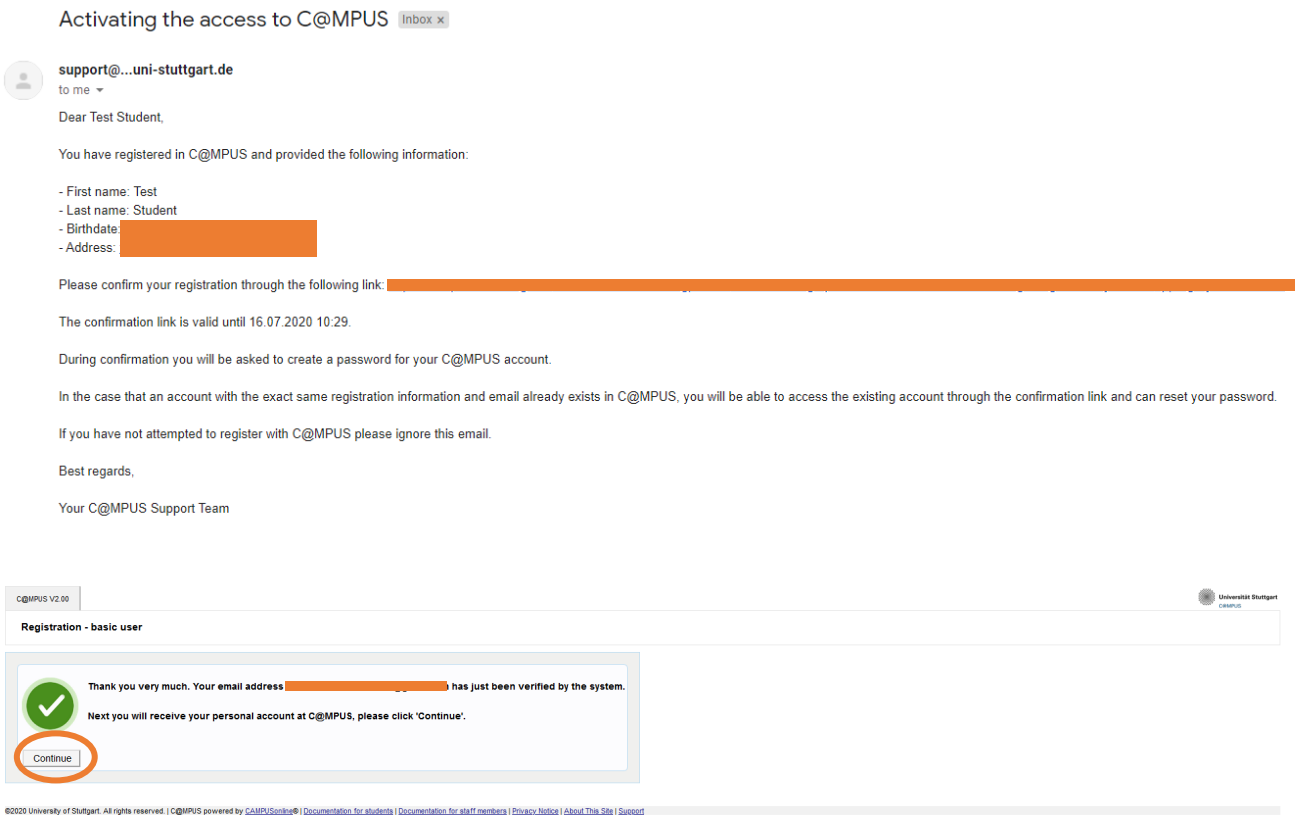
Now your registration is completed and you will receive your activation link to the email address you gave previously. You can close this window now.



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 Inbox ×

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

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:

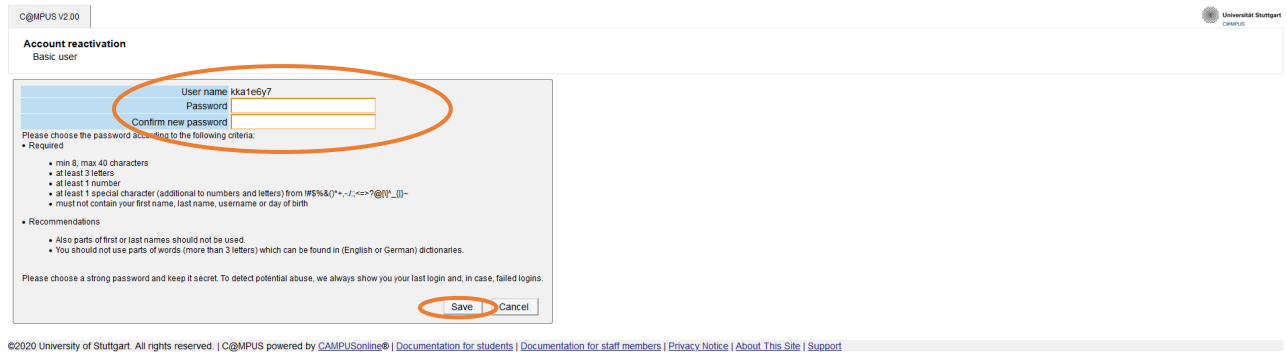
Required

- 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

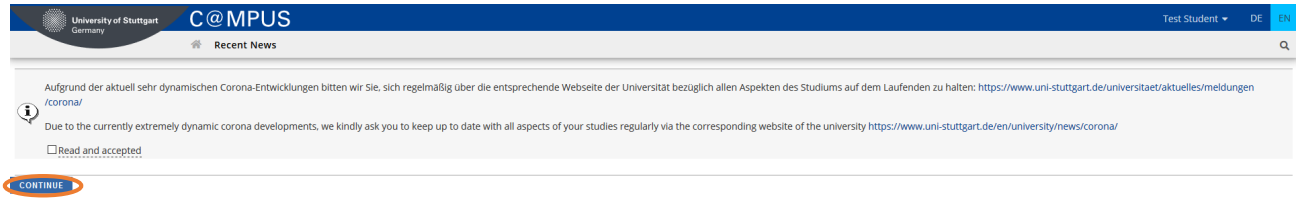
- Parts of your first name or last name should not be used either.
- Generally no parts of words should be used (more than three letters in a row), which may be found in (German or English) dictionaries.

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



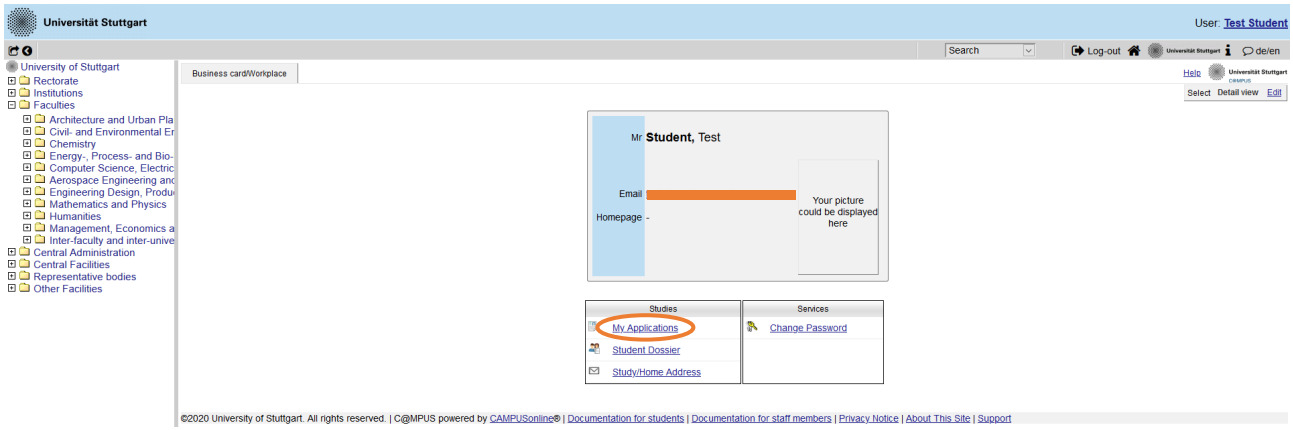
STEP 09 / WARNING ABOUT POSSIBLE CHANGES DUE TO CORONA

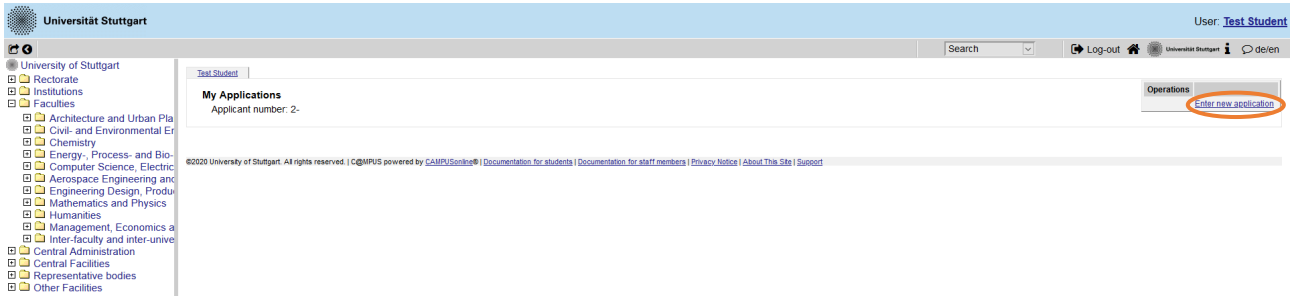
Depending on the pandemic situation, a warning about changes due to Corona may show up. You can check the “Read and accepted” box to prevent reading the warning the next time you log in. Click on ***Continue*** to advance to your homepage.



STEP 10 / ACCOUNT – HOME SCREEN

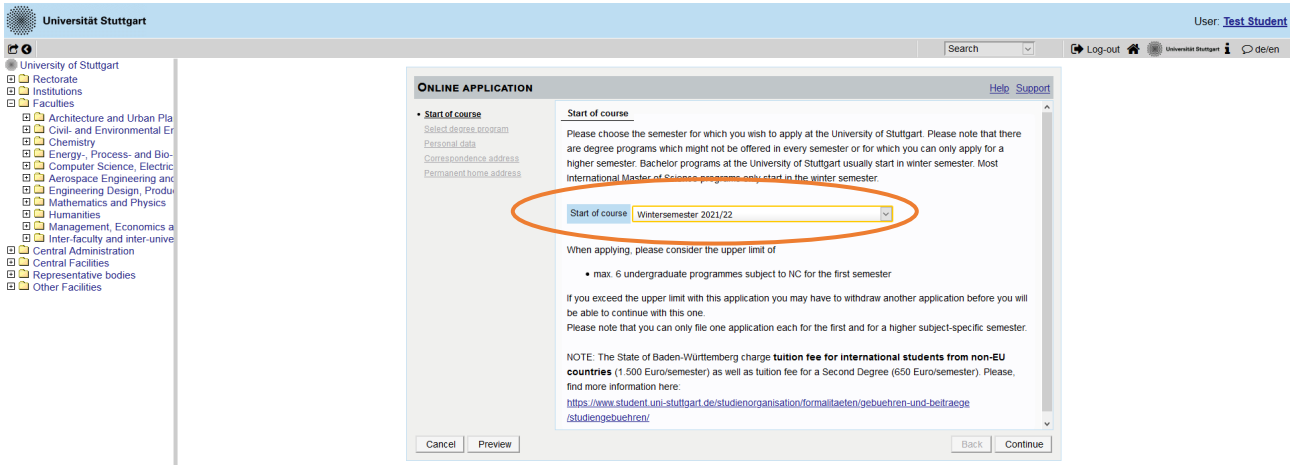
From the following screen you can access the application platform. Click on ***My Applications*** and in the following screen on ***Enter new application*** to continue.





STEP 11 / ONLINE APPLICATION – START OF COURSE

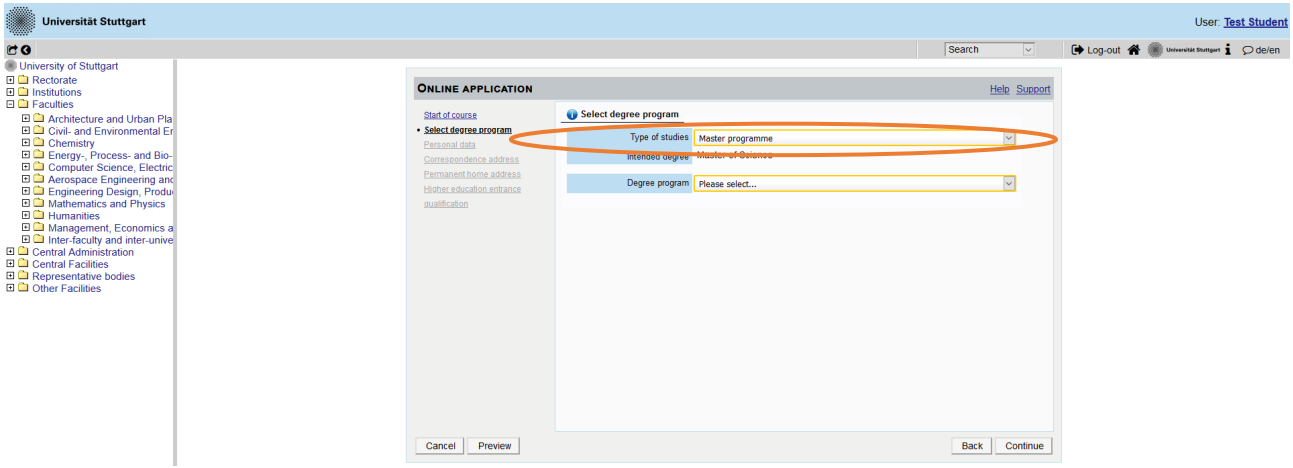
This page shows the start of the course you are applying for. Choose Wintersemester 2023/24 (winter term 2023/24) and click ***Continue*** to go on with your application.



STEP 12 / ONLINE APPLICATION – SELECT DEGREE PROGRAM

Please select:

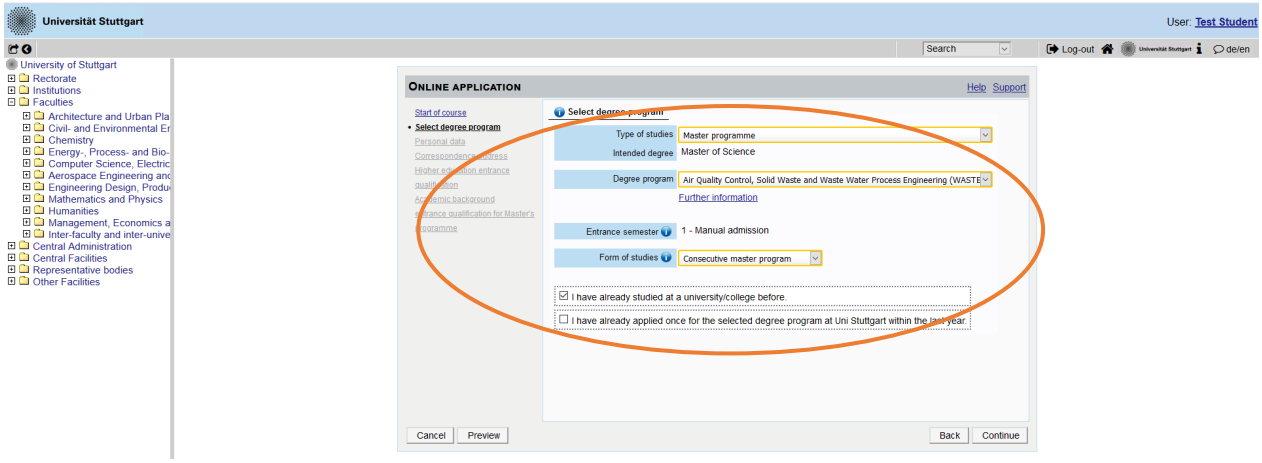
- ***Type of studies*** → Master program



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.

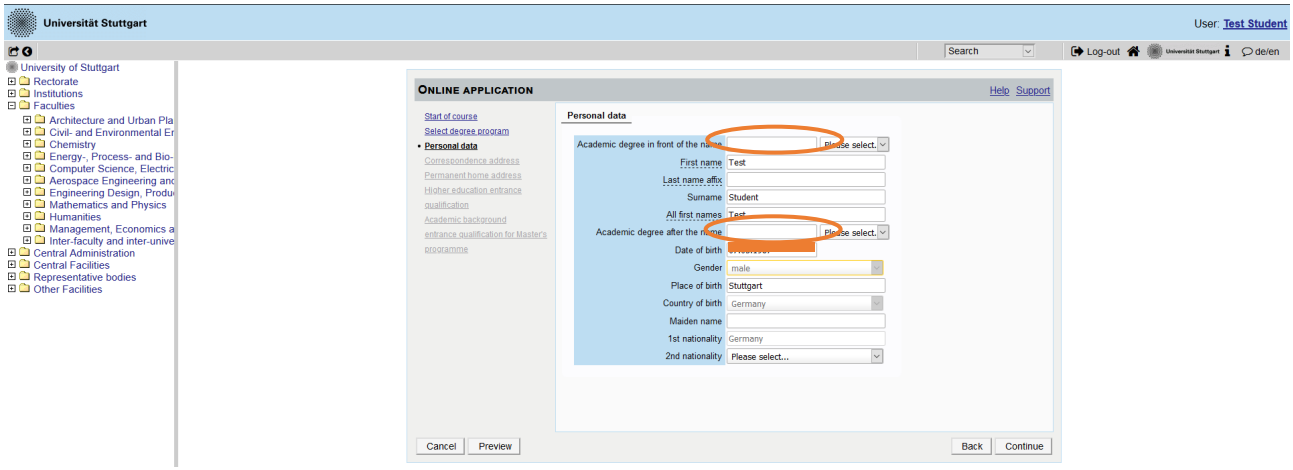


When you are done, please click on ***Continue***.

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***.



STEP 14 / ONLINE APPLICATION – CORRESPONDENCE ADDRESS

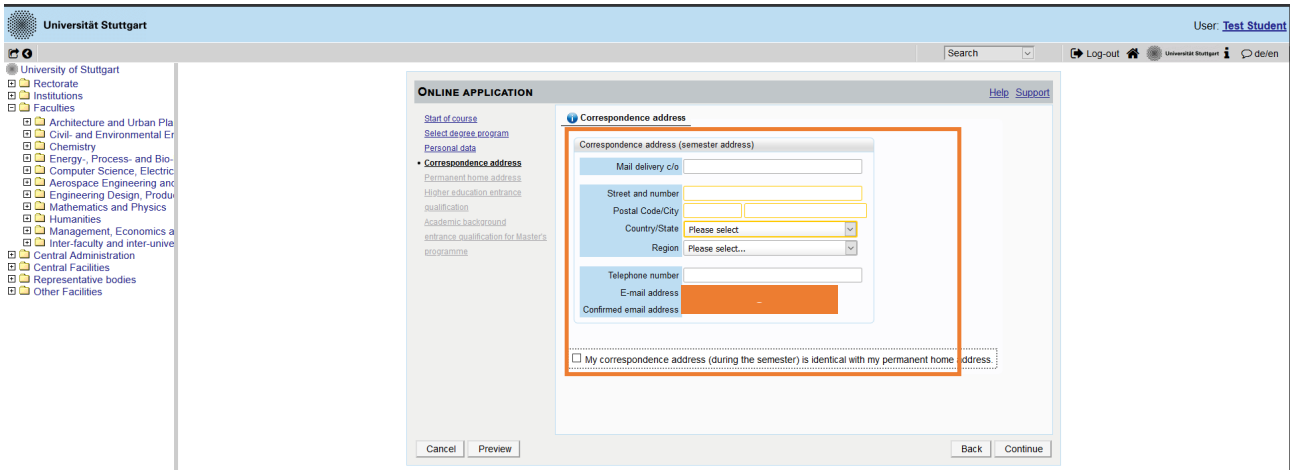
Please enter your correspondence address. The University will communicate with you during the study period according to this address (***semester address***), so it has to be **always up to date**.

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.

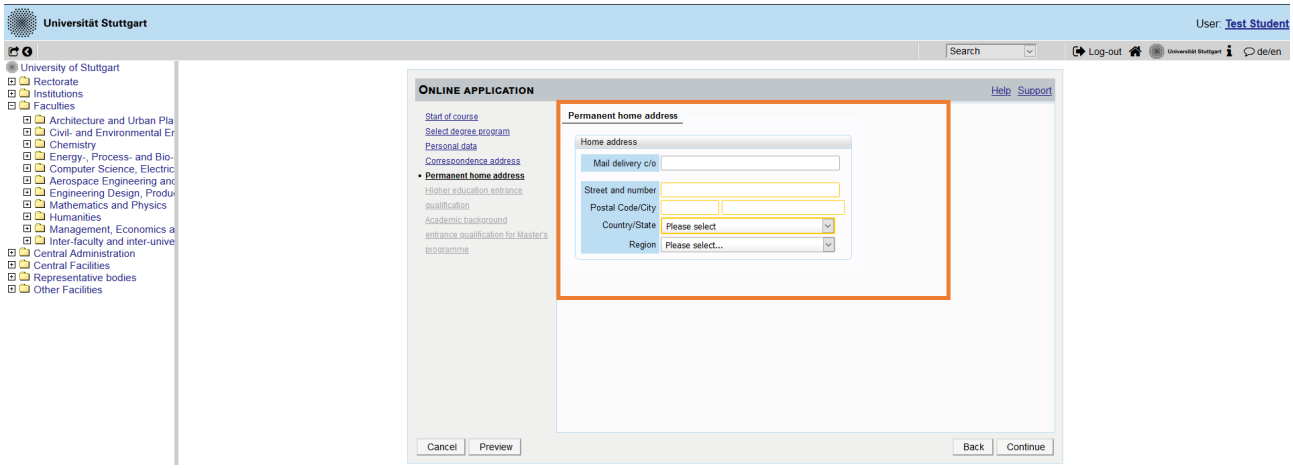
In case your semester address corresponds with your home address, please tick this option.

Otherwise, just press on ***Continue***.



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***.

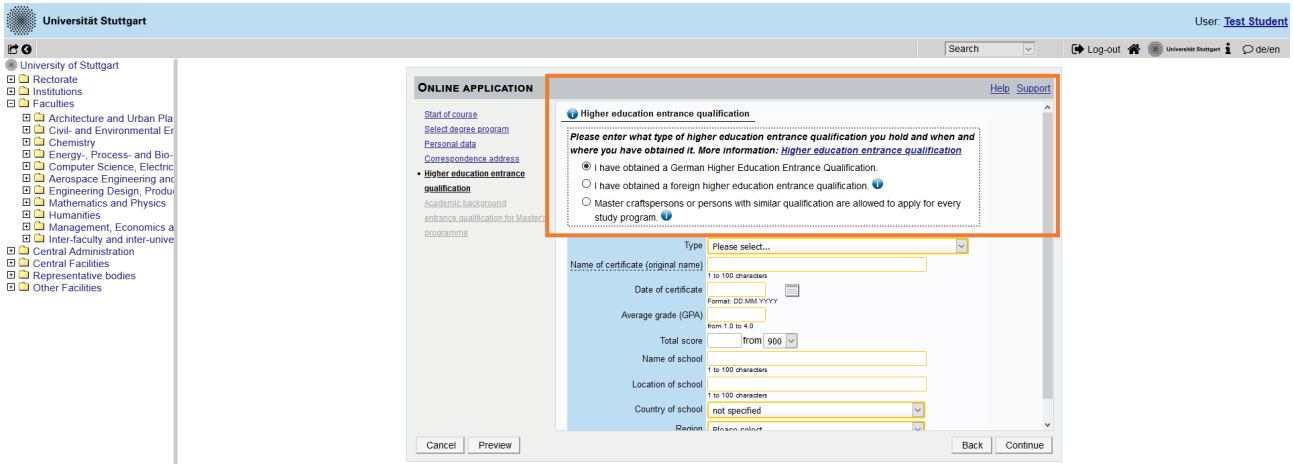


STEP 15 / ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION

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

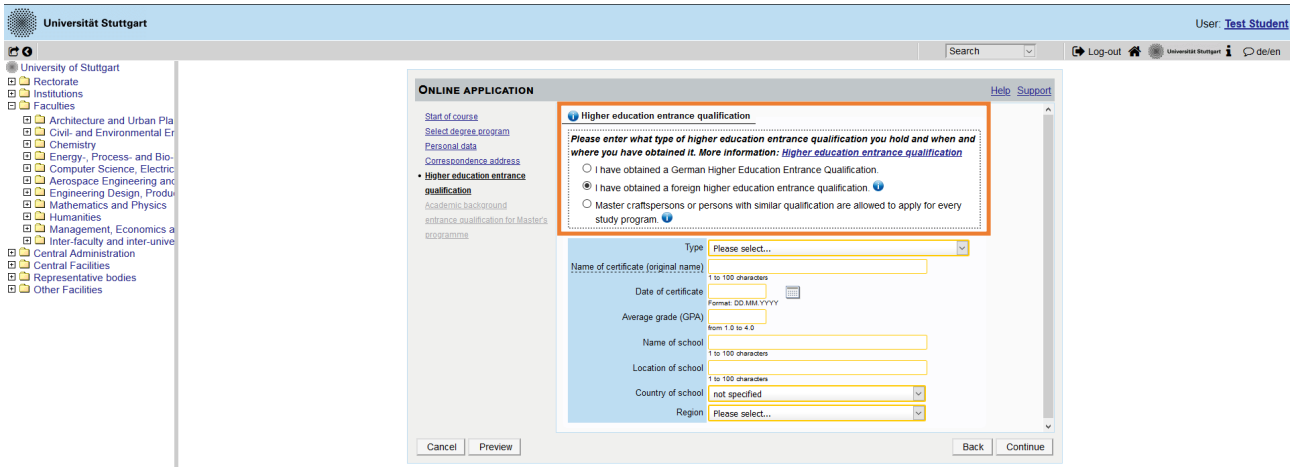
A foreign higher education entrance qualification is the formal term for your "school leaving certificate" as for example a high school degree. Generally, all the requirements that students have to fulfil in their home country in order to be admitted to study an academic subject at a university also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



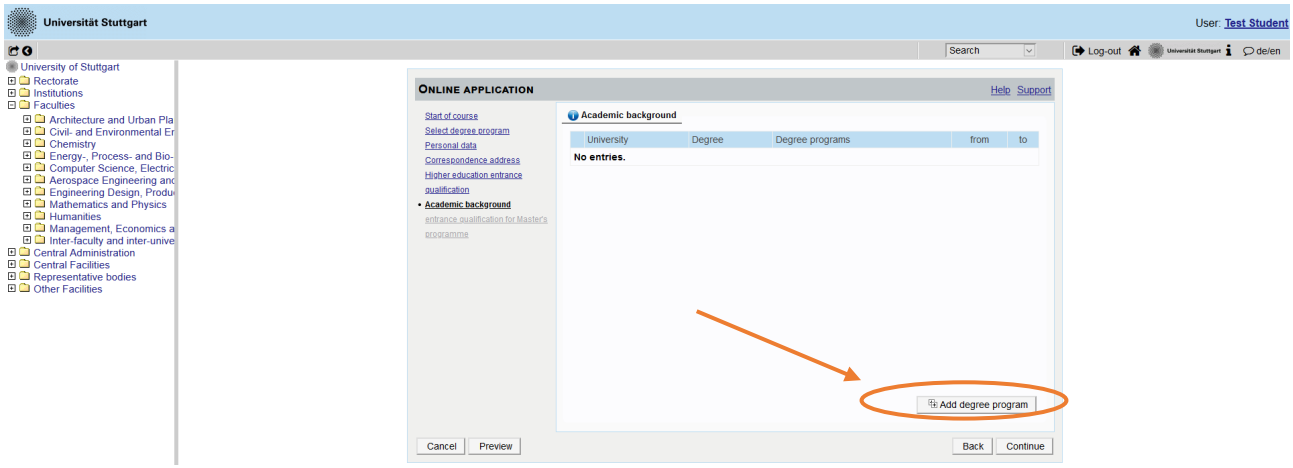
Case 2 (FOREIGN higher education entrance qualification):

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



STEP 16 / ONLINE APPLICATION – ACADEMIC BACKGROUND

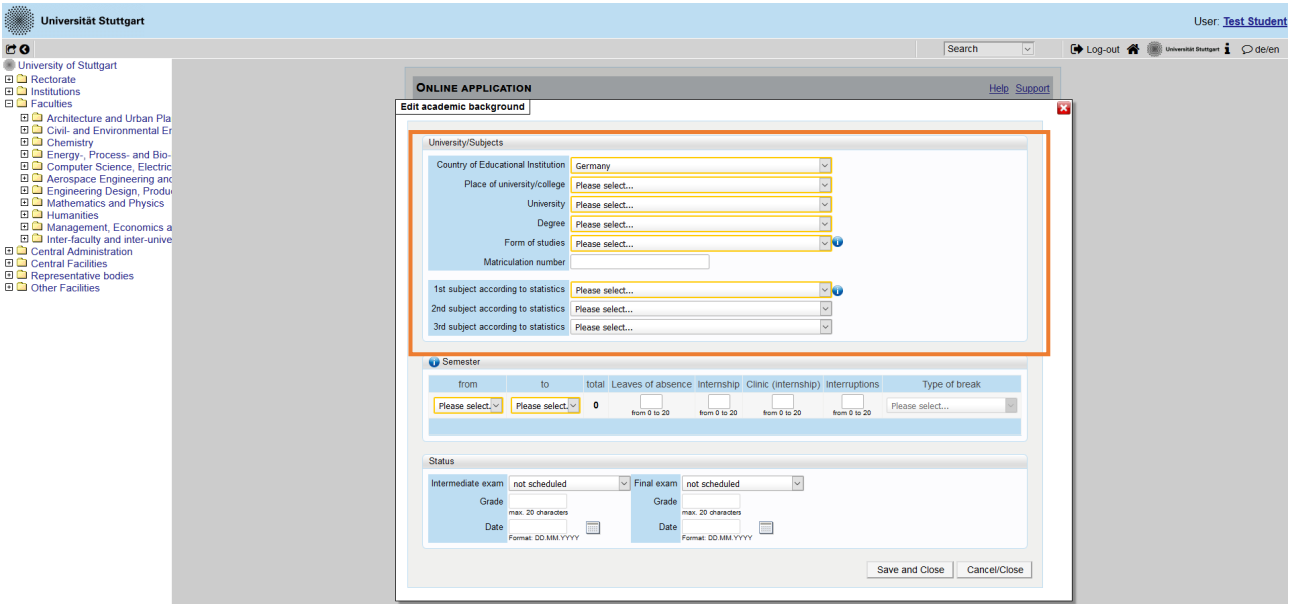
By default, there are no entries. It is important to make at least one entry, otherwise you can't continue with your application. In order to enter your academic background, please go to "***Add degree program***" and edit data in the box (see orange frame in the screenshot below):



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 (1st subject) → **Name of your study program**
- 2nd subject → **optional: enter the name of your first specialization**
- 3rd subject → **optional: enter the name of your second specialization**

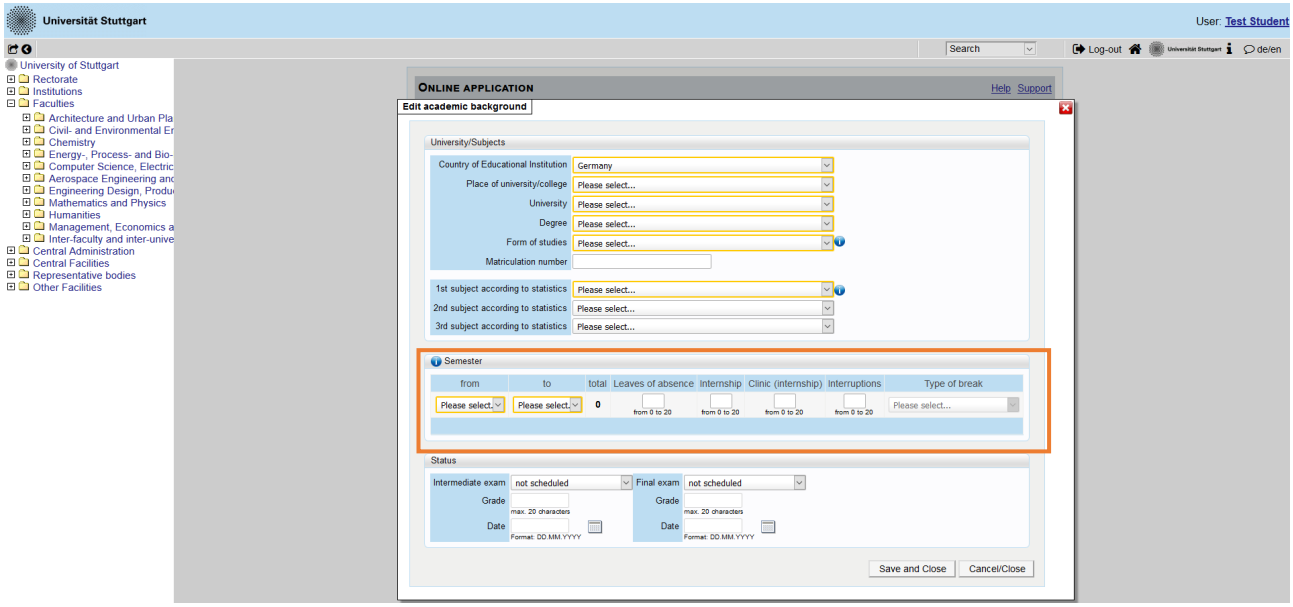


Semester

In Germany the term “WS” means winter term (from October 1st to March 31th) and “SS” means summer term (from April 1st to September 30th). 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.

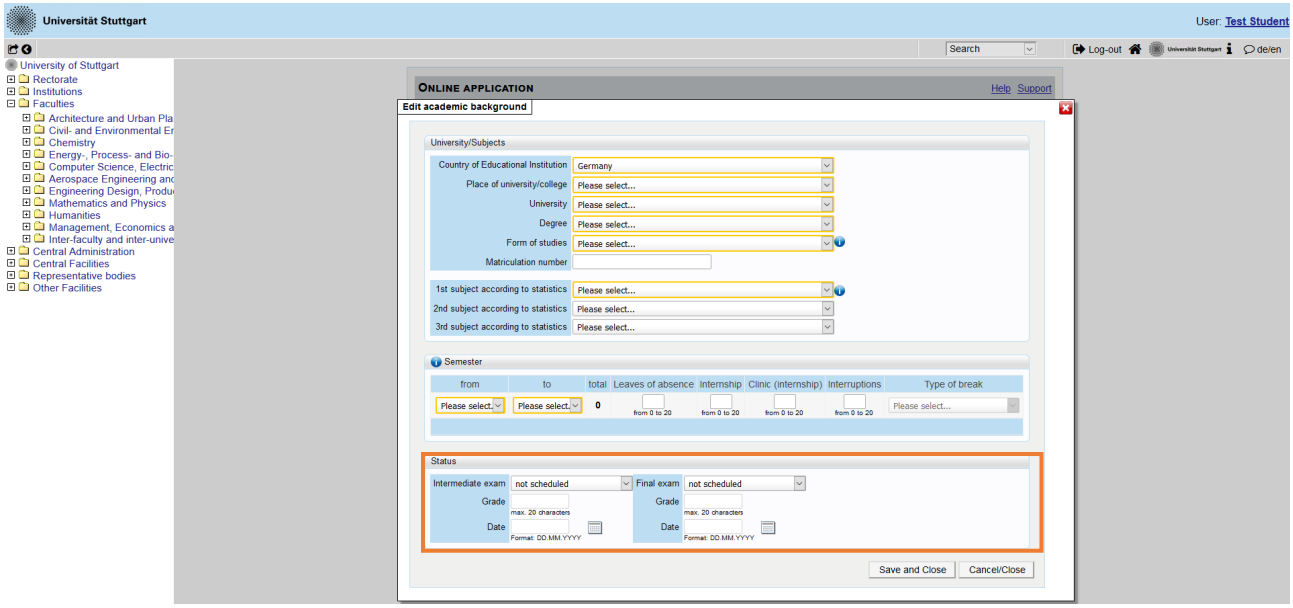
If applicable, please enter the number of leave/internship/hospital internship/break terms included in the total duration stated.

- 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

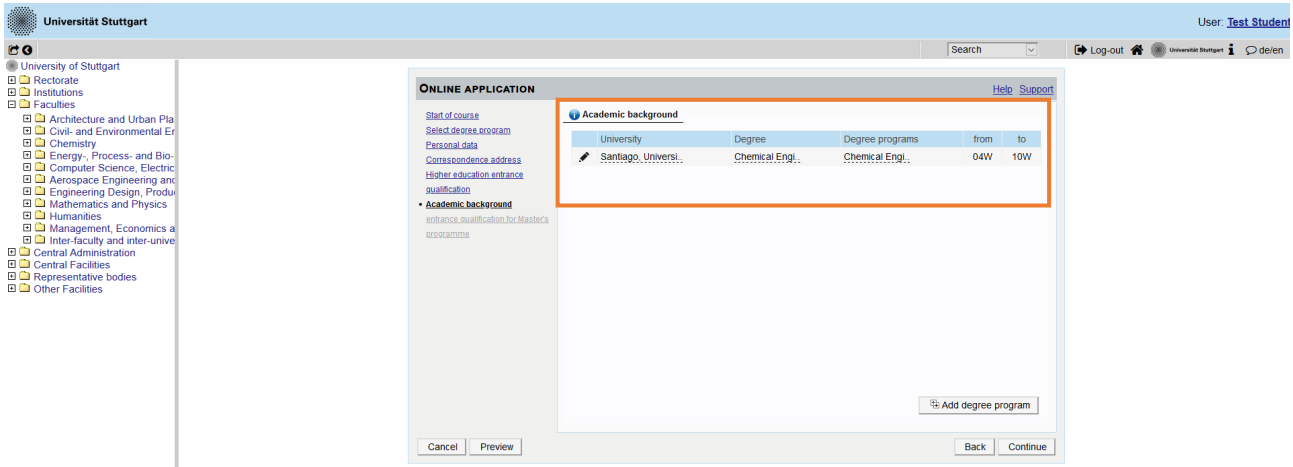


Status

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.



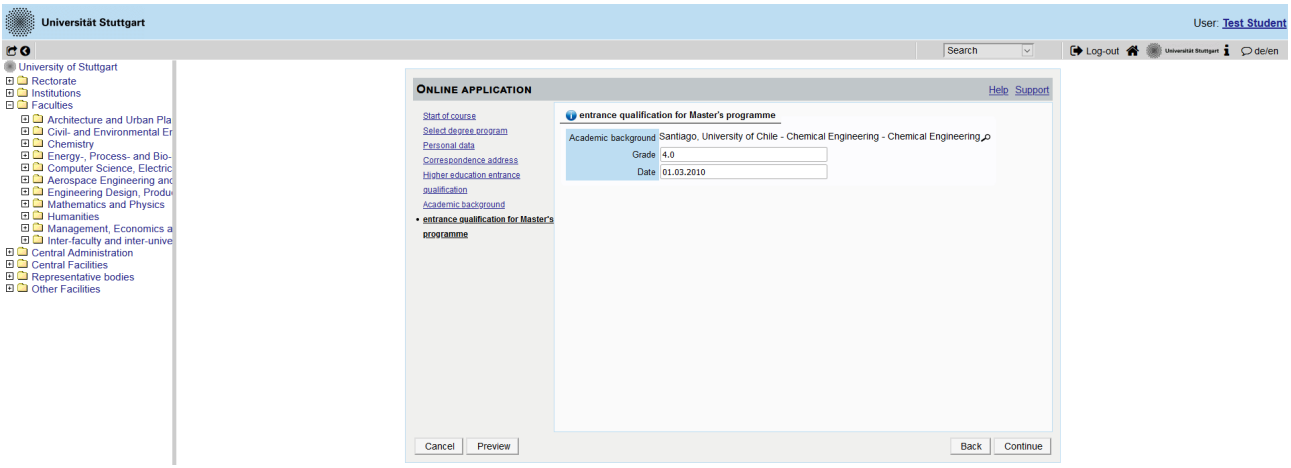
Please remember to ***Save and Close*** in order to go on. If everything was right, then you will see your entry listed on the previous window:



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.

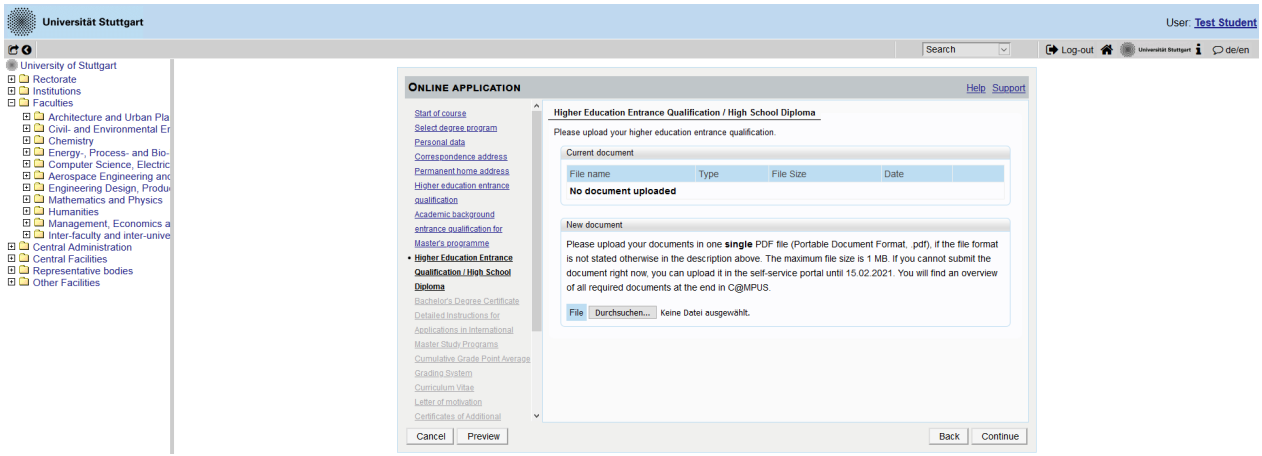
Click on ***Continue*** to move forward with the application.



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.



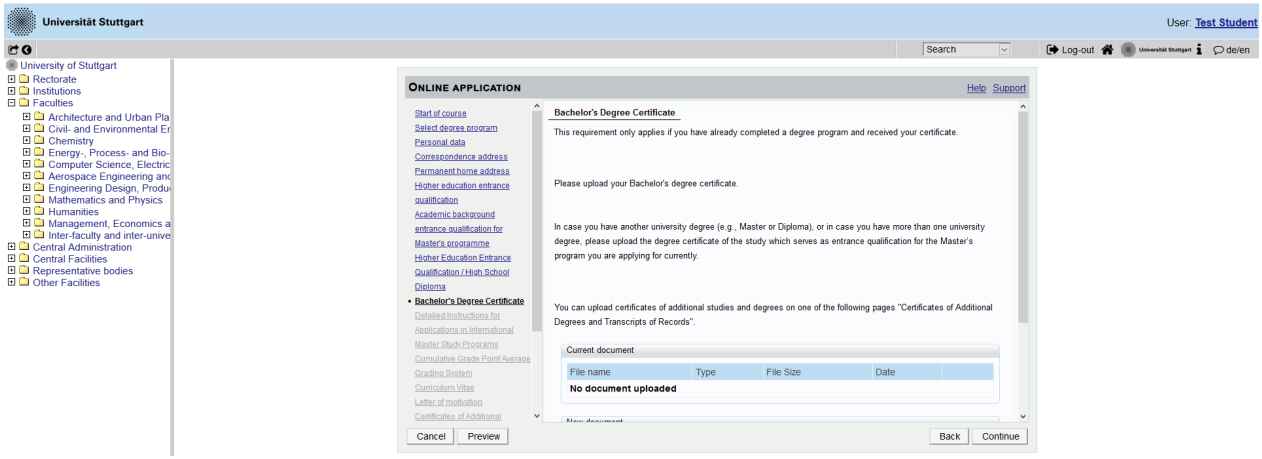
STEP 19 / ONLINE APPLICATION – BACHELOR'S DEGREE CERTIFICATE

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.



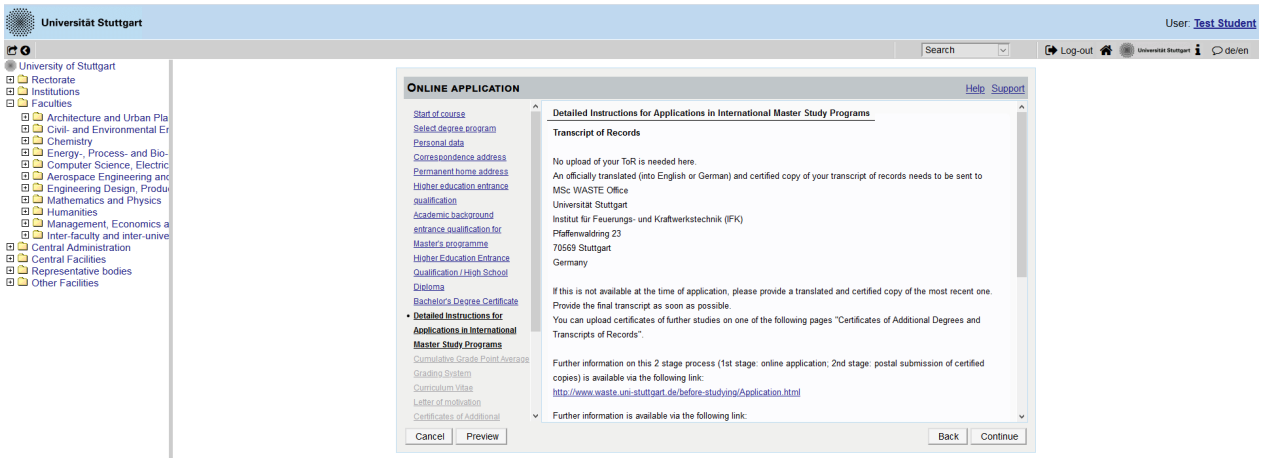
STEP 20 / ONLINE APPLICATION – TRANSCRIPT OF RECORDS

No upload of your Transcript of Records is needed here.

Further information on this 2 stage process (1st stage: online application; 2nd 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.

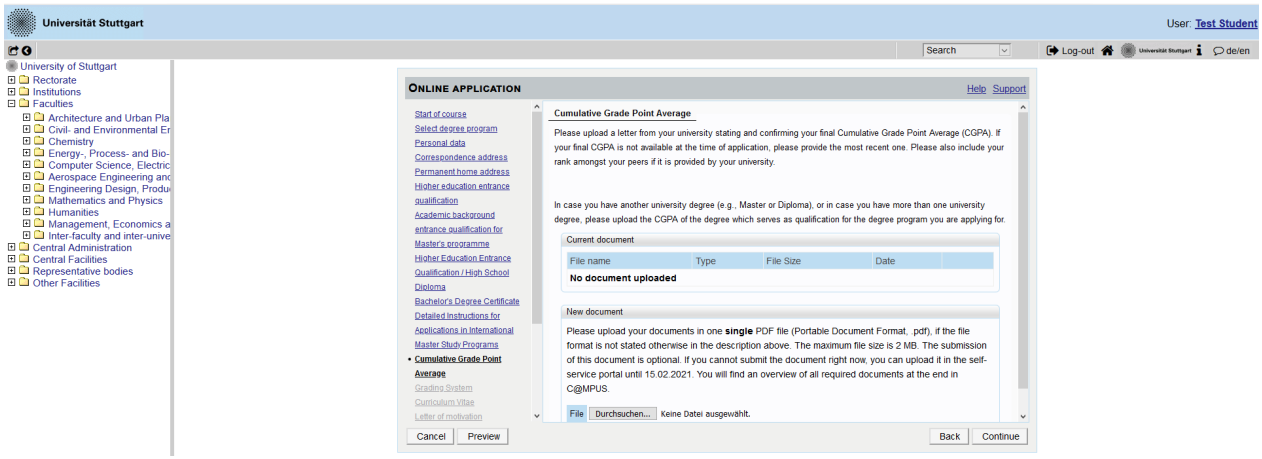


STEP 21 / ONLINE APPLICATION – CUMULATIVE GRADE POINT AVERAGE

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.

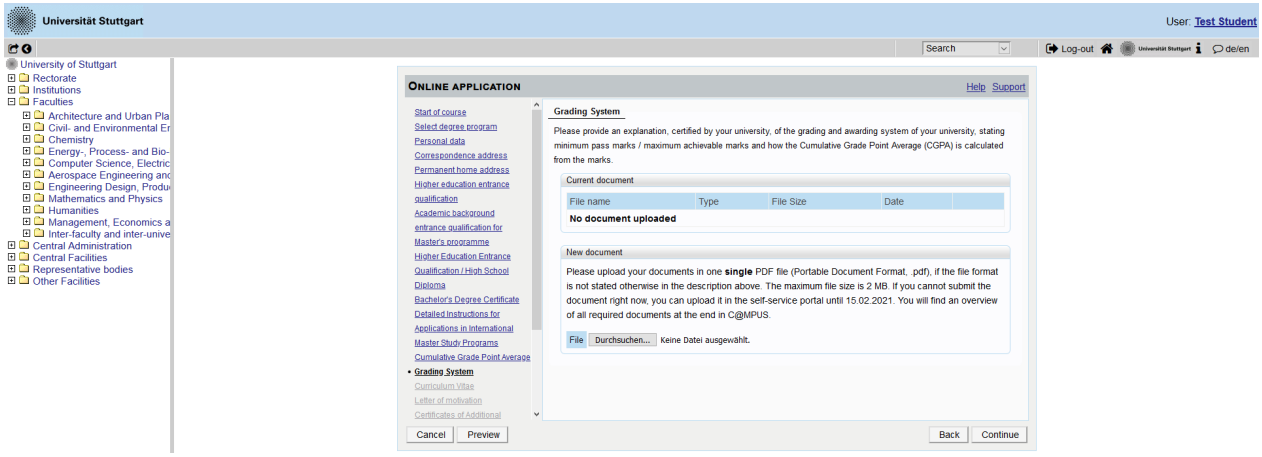
Please also include your rank amongst your peers if it is provided by your university. In case you have another university degree (e.g. Master or Diploma), or in case you have more than one university degree, please upload the CGPA of the Bachelor degree which serves as qualification for the application to this specific degree program.

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



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.

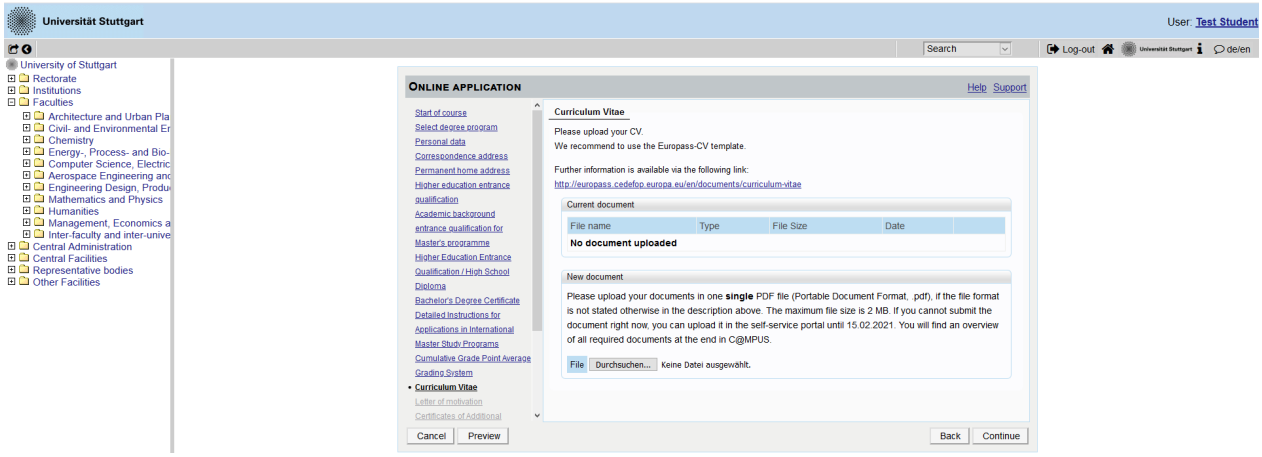


STEP 23 / ONLINE APPLICATION – CURRICULUM VITAE

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:

[Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst]

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

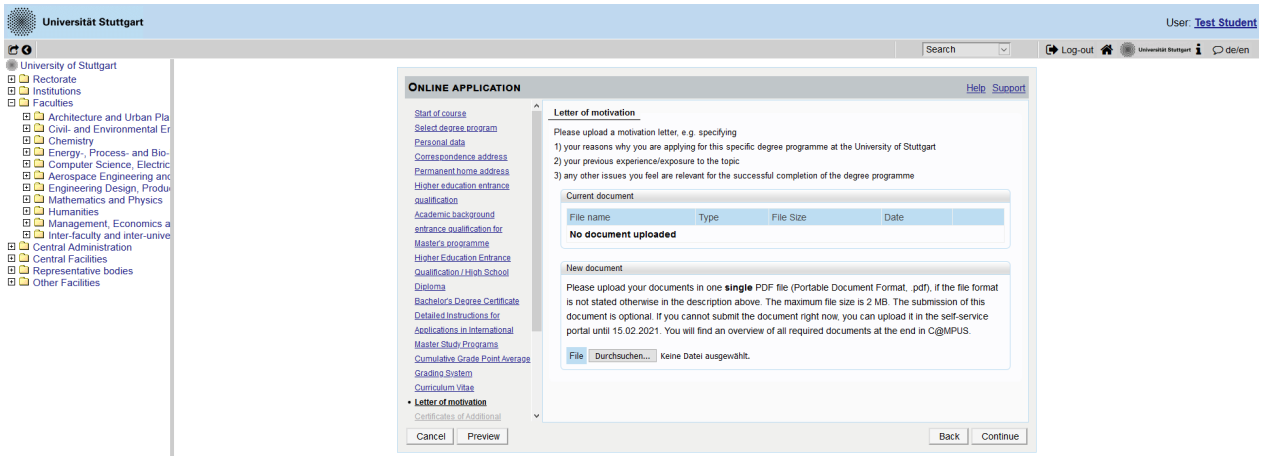


STEP 24 / ONLINE APPLICATION – LETTER OF MOTIVATION

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:

[Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst]

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



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

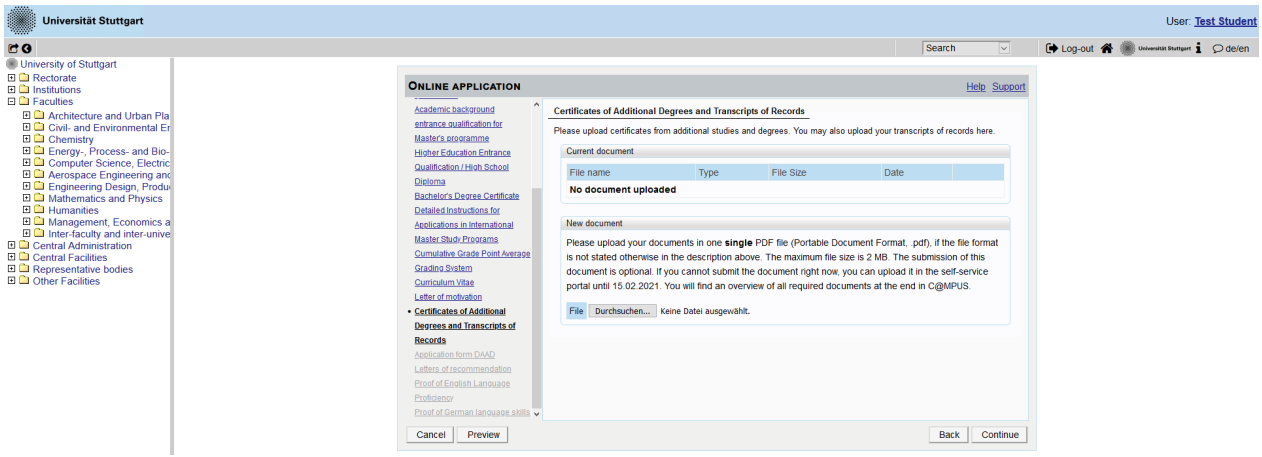
For EPOS-DAAD scholarship applicants it is **mandatory** to upload in this step the following documents:

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 and Mongolia, 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:

Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst

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



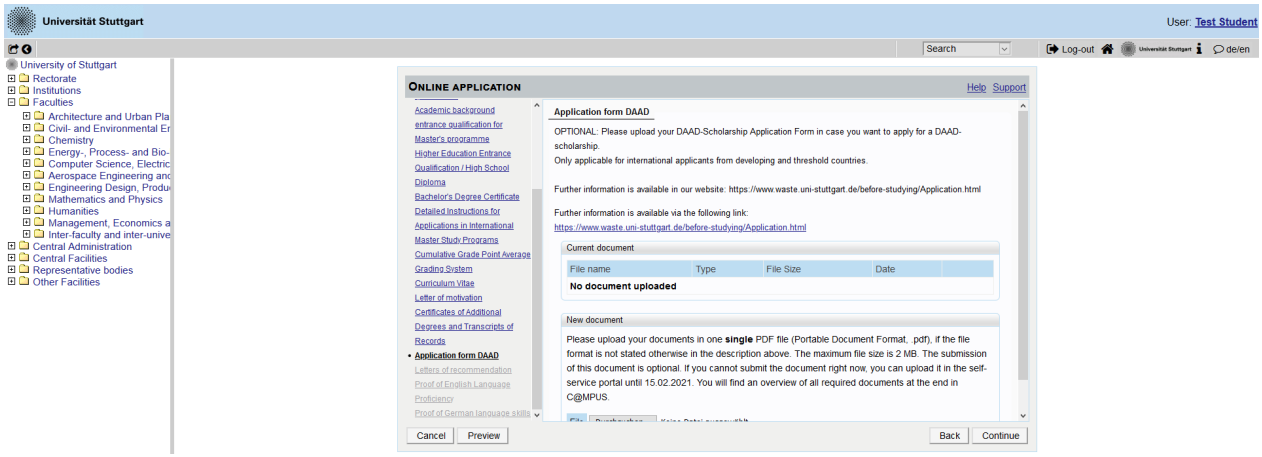
STEP 26 / ONLINE APPLICATION – APPLICATION FORM DAAD AND CHECKLIST

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:

Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst

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!



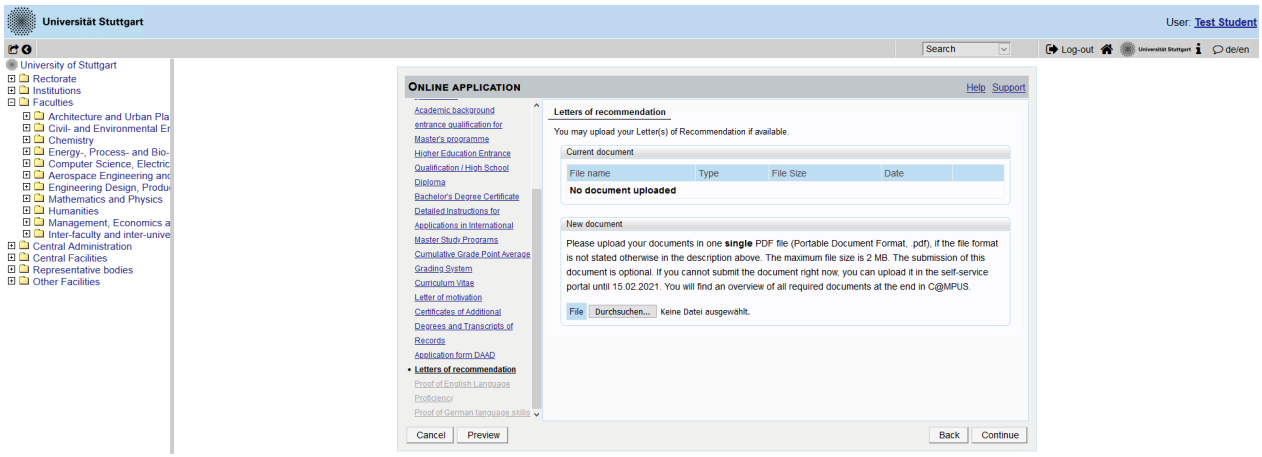
STEP 27 / ONLINE APPLICATION – LETTERS OF RECOMMENDATION (CURRENT REFERENCE)

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:

Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst

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

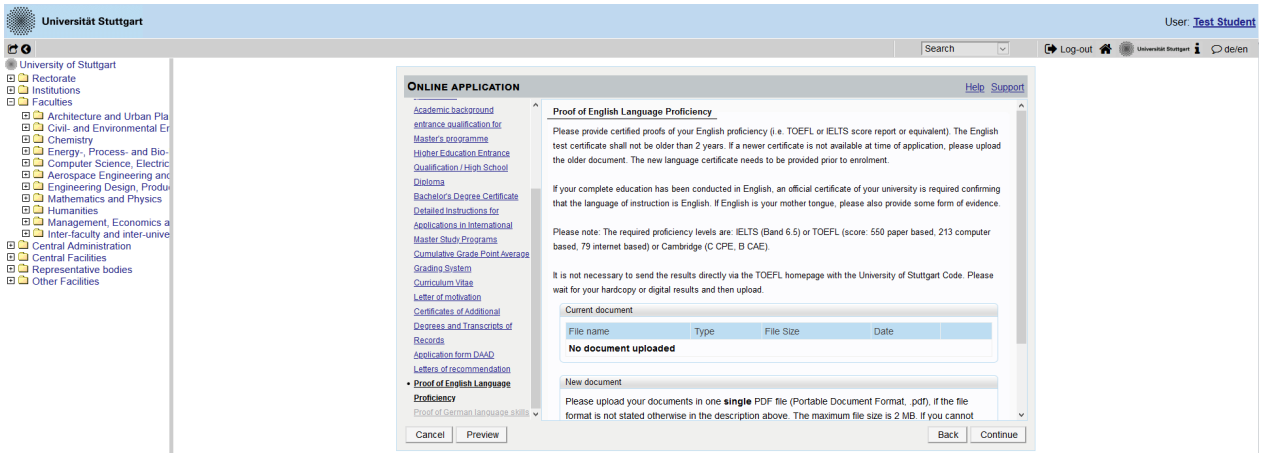
Please provide certified proof of your English language proficiency (i.e. TOEFL or IELTS score report or equivalent). The English test certificate shall not be older than 2 years. If a newer certificate is not available at time of application, please upload the older document. The new language certificate 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_WS2023_2024.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.

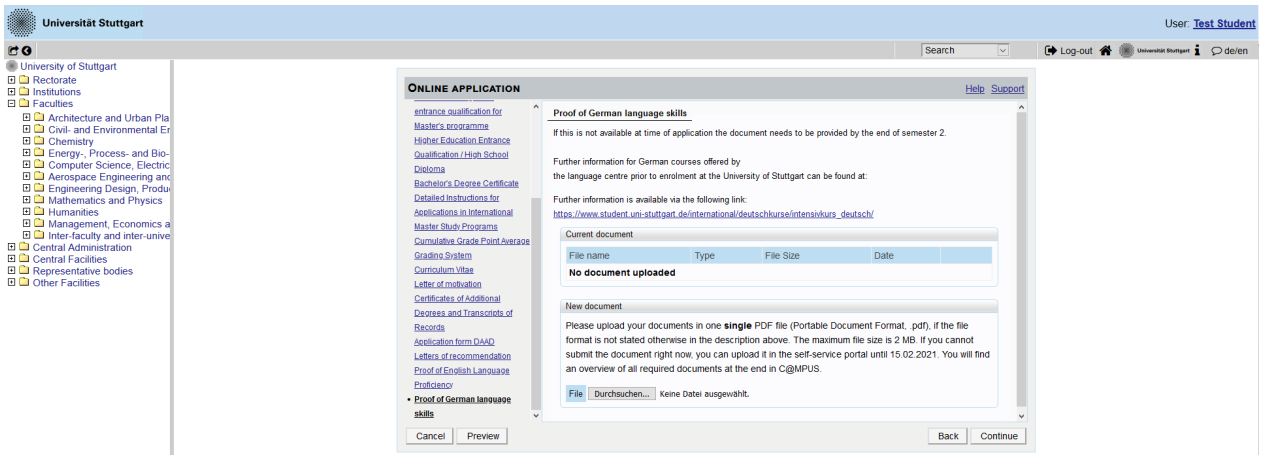
Please scroll down to see all the information on the window.



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.

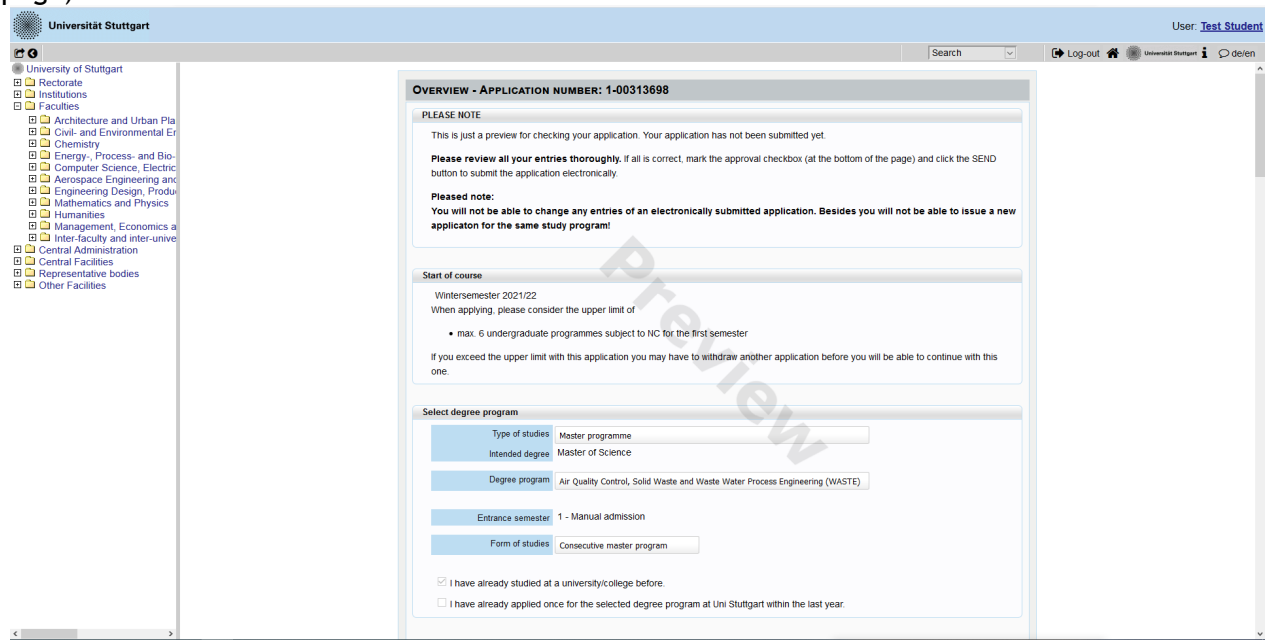
Please notice that if you are not granted with the scholarship, but you continue with your application as self-financed candidate and do not have German language level A2.2 complete, then you must attend the intensive German course offered by our university each September. The registration for this course 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

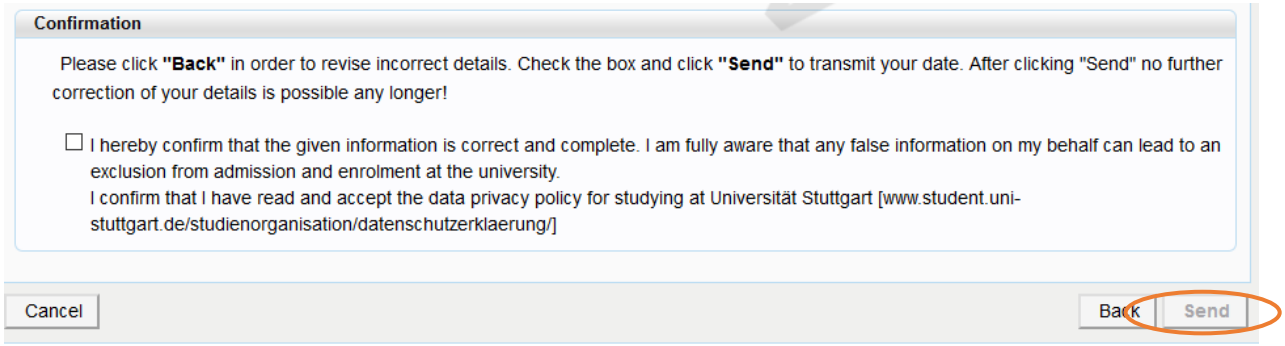
Please note: at this point, your application has not been submitted yet!

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



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

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



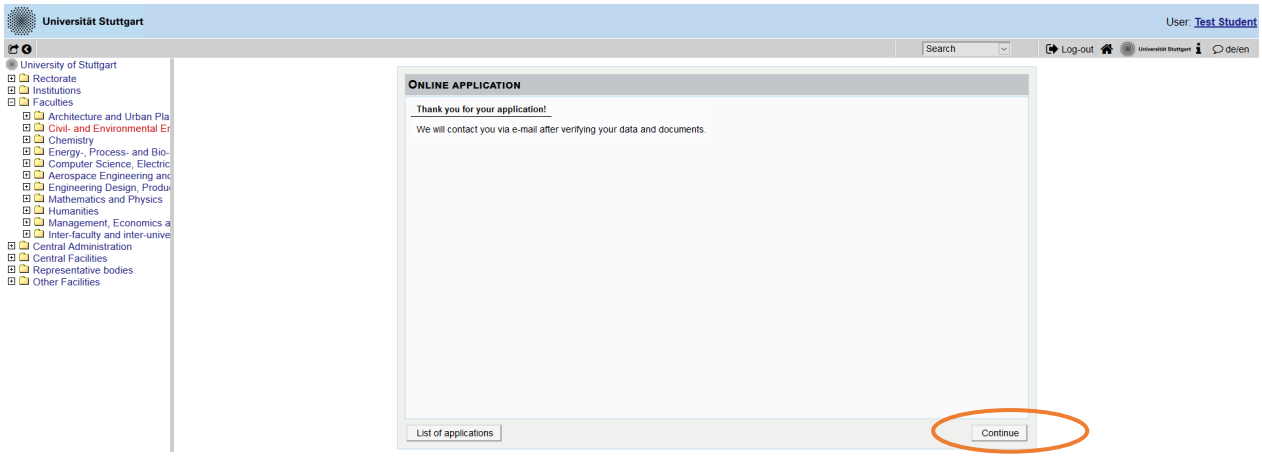
If everything is correct, tick approval checkbox and click ***Send*** to submit the application electronically.

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.

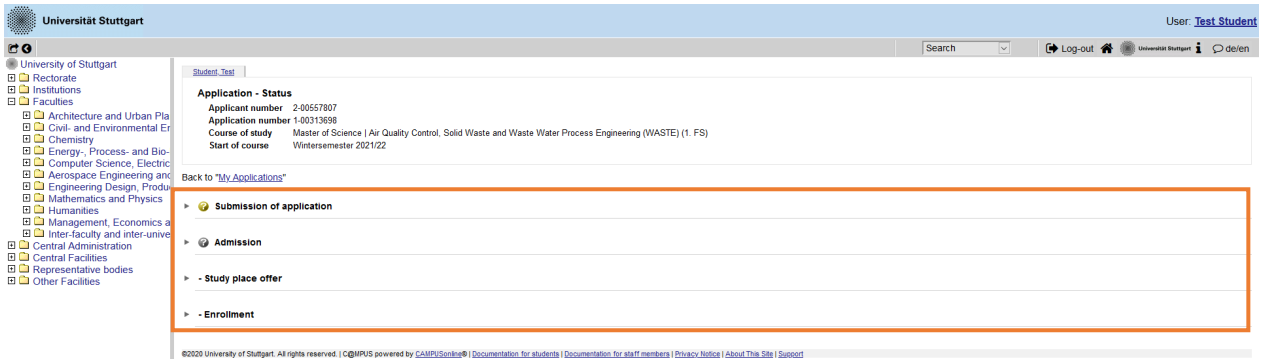
You may now ***Continue***:



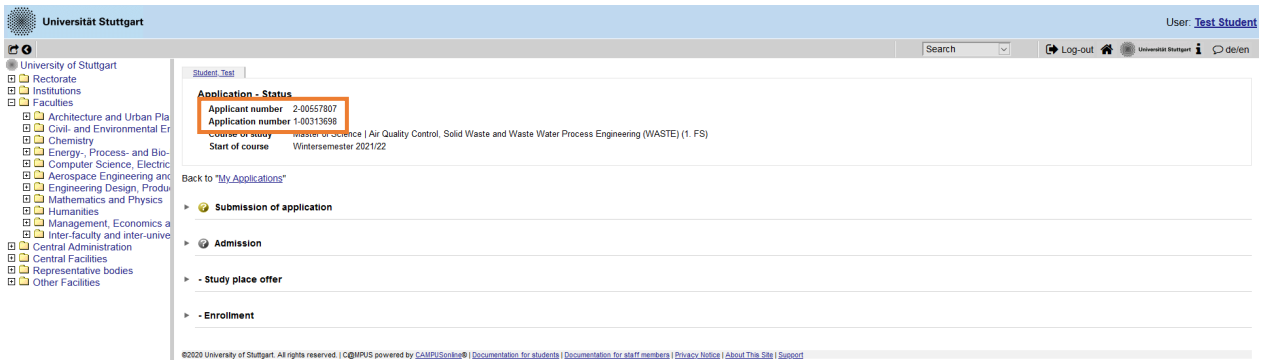
STEP 32 / ONLINE APPLICATION – APPLICATION STATUS

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

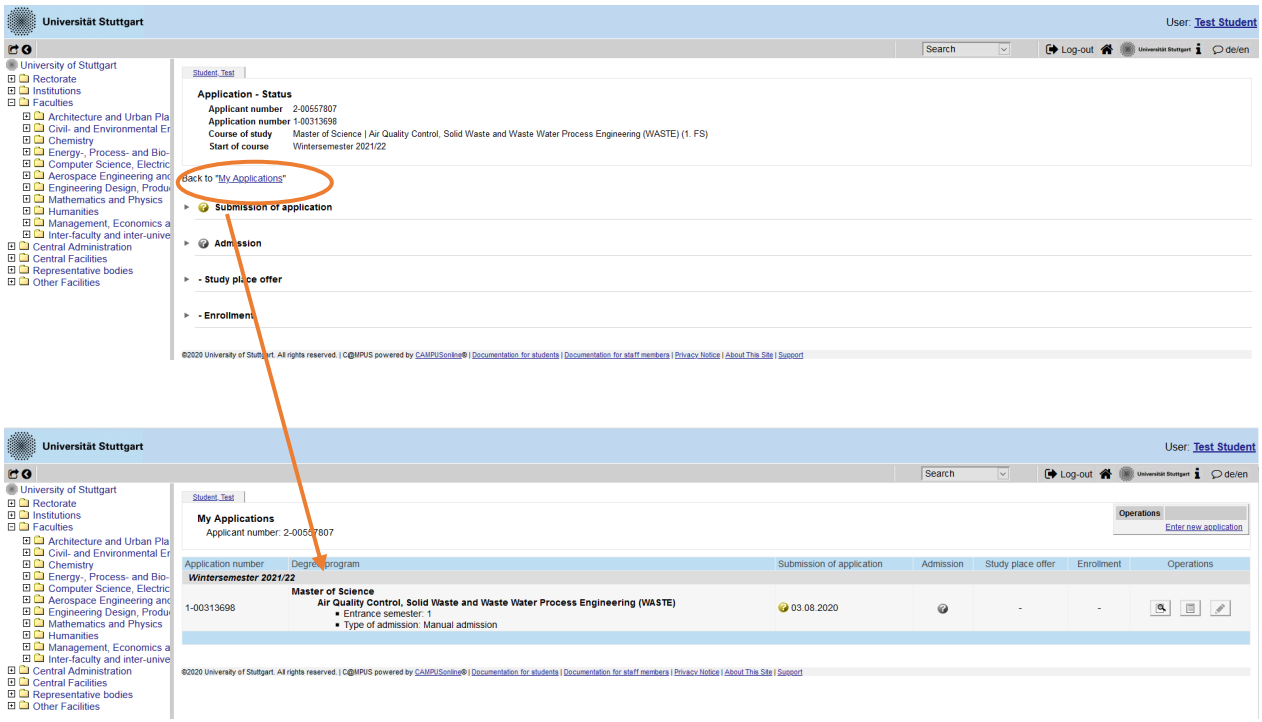
1. Status of the submission under ***Submission of application***
2. Details of the admission procedure and the results of admission procedure under ***Admission***
3. ***Study place offer*** (please note: you can accept or decline the study place only after you have received the admission)
4. ***Enrolment*** (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 2023/2024 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 Enrolling at the University of Stuttgart | University of Stuttgart (uni-stuttgart.de)

You have questions concerning technical problems with C@MPUS:
→ Please send an email to: 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

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/