



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 30<sup>th</sup>, 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 30<sup>th</sup>, 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:

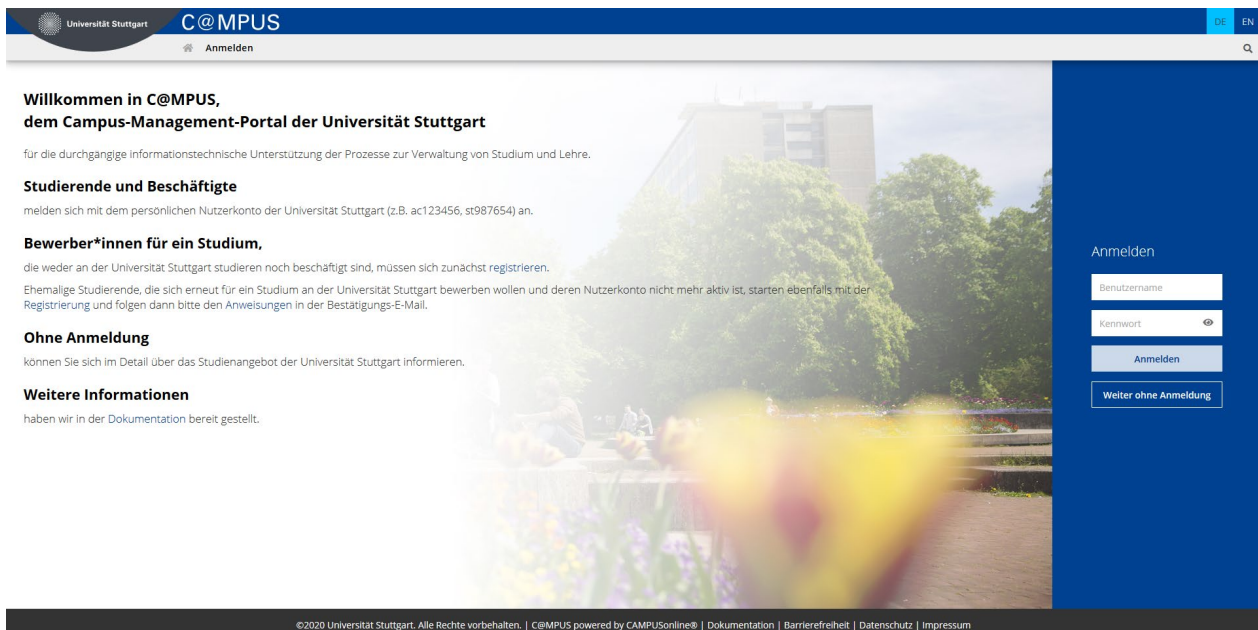
<https://www.uni-stuttgart.de/en/study/application/online/faq/>

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.



The screenshot shows the C@MPUS portal homepage. The header features the University of Stuttgart logo and the C@MPUS logo, with a search icon and language options (DE, EN). The main content area is divided into two columns. The left column contains a welcome message, a description of the portal's purpose, and sections for students, applicants, and login information. The right column features a blue sidebar with a login form. The background image shows a university building and a garden.

**Willkommen in C@MPUS,**  
**dem Campus-Management-Portal der Universität Stuttgart**

für die durchgängige informationstechnische Unterstützung der Prozesse zur Verwaltung von Studium und Lehre.

**Studierende und Beschäftigte**  
melden sich mit dem persönlichen Nutzerkonto der Universität Stuttgart (z.B. ac123456, st987654) an.

**Bewerber\*innen für ein Studium,**  
die weder an der Universität Stuttgart studieren noch beschäftigt sind, müssen sich zunächst **registrieren**.  
Ehemalige Studierende, die sich erneut für ein Studium an der Universität Stuttgart bewerben wollen und deren Nutzerkonto nicht mehr aktiv ist, starten ebenfalls mit der Registrierung und folgen dann bitte den Anweisungen in der Bestätigungs-E-Mail.

**Ohne Anmeldung**  
können Sie sich im Detail über das Studienangebot der Universität Stuttgart informieren.

**Weitere Informationen**  
haben wir in der Dokumentation bereit gestellt.

**Anmelden**

Benutzername


Kennwort

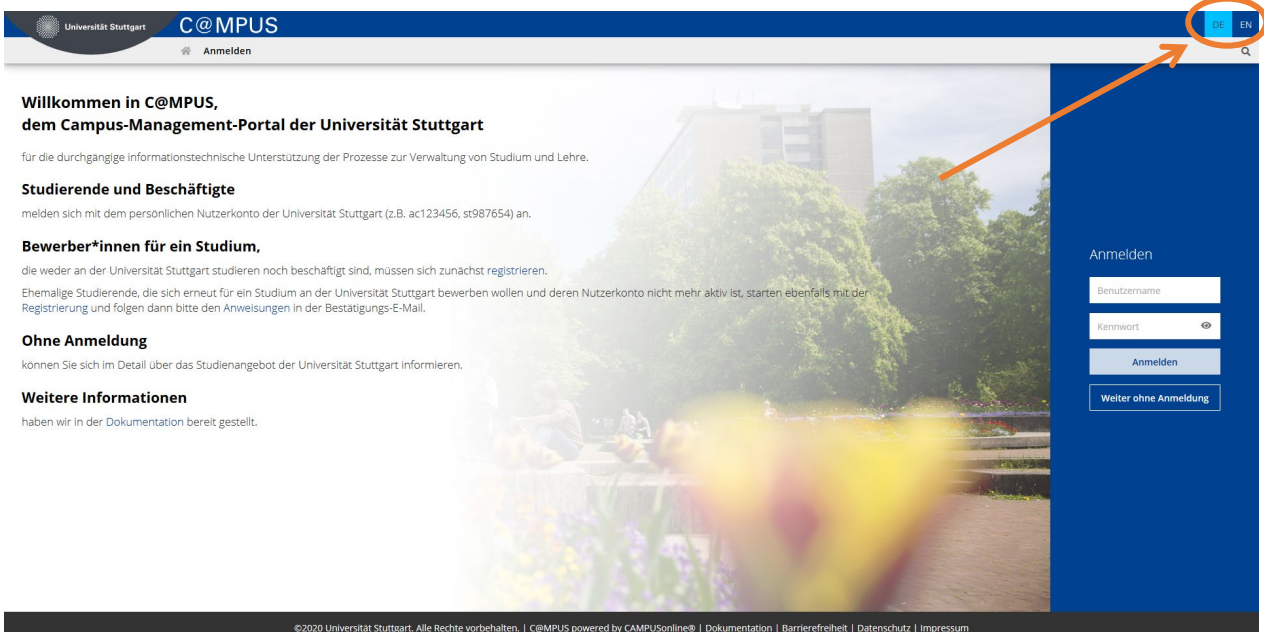
Anmelden

Weiter ohne Anmeldung

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## STEP 02 / LANGUAGE SETTING

Once you access the portal, make sure the language is set to English, if you do not speak German. If you find German as default, please hover your mouse to the upper right corner, click on the “EN” in the toolbar  to select English.



The screenshot shows the C@MPUS portal interface. The top navigation bar is dark blue with the University of Stuttgart logo and 'C@MPUS' text. Below this is a light grey bar with 'Anmelden' and a search icon. The main content area has a background image of a university building and a blue sidebar on the right. The sidebar contains a login form with fields for 'Benutzername' and 'Kennwort', and buttons for 'Anmelden' and 'Weiter ohne Anmeldung'. In the top right corner of the main content area, there is a language selector with 'DE' and 'EN' buttons. An orange arrow points to the 'EN' button, which is circled in red. The footer contains copyright information and links to documentation, accessibility, privacy, and terms of service.

Universität Stuttgart C@MPUS

Anmelden

**Willkommen in C@MPUS,**  
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**Weitere Informationen**  
haben wir in der Dokumentation bereit gestellt.

Anmelden

Benutzername

Kennwort

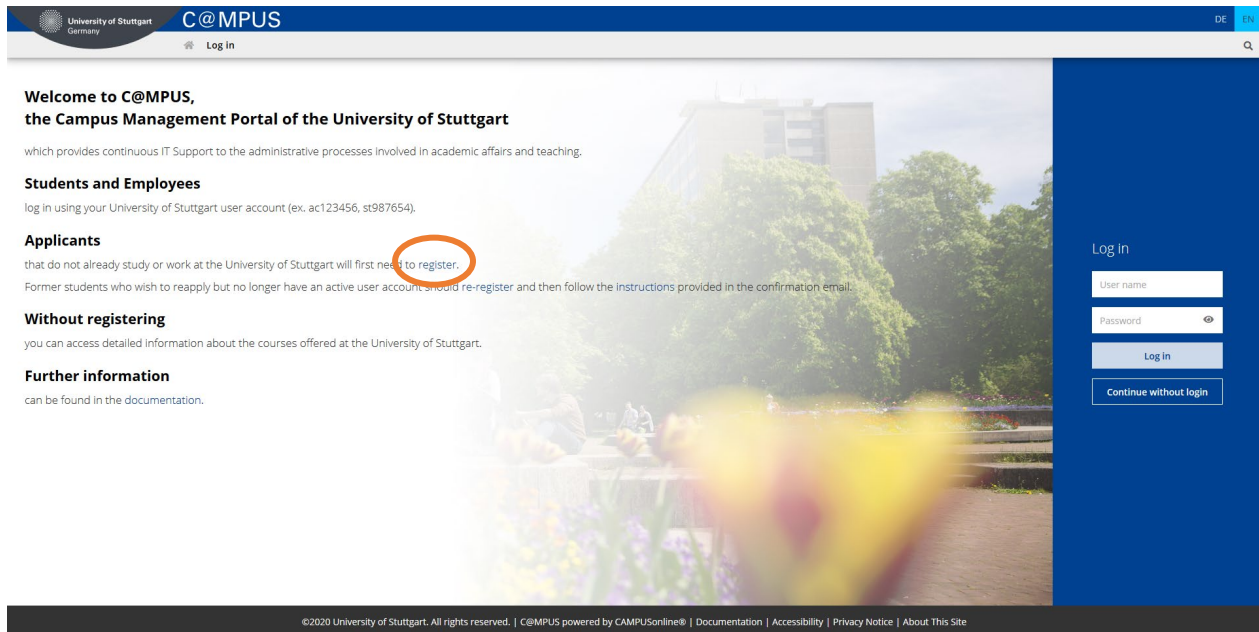
Anmelden

Weiter ohne Anmeldung

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## 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 for the University of Stuttgart. The header includes the university logo, the C@MPUS name, and language options (DE, EN). A 'Log in' link is in the top navigation bar. The main content area has a background image of a university building and a path. It contains several sections: 'Welcome to C@MPUS, the Campus Management Portal of the University of Stuttgart', 'Students and Employees' with a login instruction, 'Applicants' where the word 'register' is circled in orange, 'Without registering' with a link to course information, and 'Further information' with a link to documentation. On the right, there is a 'Log in' sidebar with input fields for 'User name' and 'Password', and buttons for 'Log in' and 'Continue without login'. The footer contains copyright and legal information.

University of Stuttgart  
Germany

C@MPUS

DE EN

Log in

Q

**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 (ex. ac123456, st987654).

**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 confirmation email.

**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 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**.

University of Stuttgart  
C@MPUS  
Login DE EN  
Registration - basic user / C@MPUS V2.00

**Master data**

Mr./Mrs./Ms. Please select...

First name

Last name

Date of birth

Format: DD.MM.YYYY

Maiden name

**Account data**

Email address

john.doe@example.com

Preferred language German

**Note**


With submitting your data, you confirm that you have read and accepted the data protection declaration of the University of Stuttgart: <https://www.student.uni-stuttgart.de/studienorganisation/datenschutz/erklaerung>.

**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**.

**C@MPUS**

Registration - basic user / C@MPUS V2.00

Login DE EN

**Master data**  
Mr./Mrs./Ms. Mr  
First name Test  
Last name Student  
Date of birth   
Maiden name

**Account data**  
Email address   
Preferred language Englisch

**Note**  
With submitting your data, you confirm that you have read and accepted the data protection declaration of the University of Stuttgart: <https://www.student.uni-stuttgart.de/studienorganisation/datenschutzerklaerung>.

BACK

SUBMIT DATA

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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  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 Inbox x

 **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

---

C@MPUS V2.00 Universität Stuttgart C@MPUS

Registration - basic user



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

Next you will receive 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**.

C@MPUS V2.00

Universität Stuttgart

Account reactivation  
Basic user

User name kka1e6y7

Password

Confirm new password

Please choose the 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 (additional to numbers and letters) from !#\$%&()\*+,-./:;<=>?@[\\]^\_`{|}~
  - must not contain your first name, last name, username or day of birth
- Recommendations
  - Also parts of first or last names should not be used.
  - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

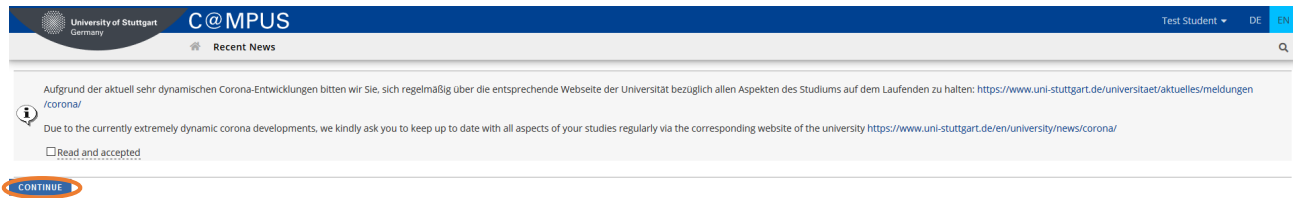
Please choose a strong password and keep it secret. To detect potential abuse, we always show you your last login and, in case, failed logins.

Save Cancel

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## 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.

The screenshot shows the 'Business card/Workplace' page for a user named 'Test Student'. The page features a profile card with the name 'Mr. Student, Test', an email field, and a placeholder for a picture. Below the profile card are two columns of links: 'Studies' (My Applications, Student Dossier, Study/Home Address) and 'Services' (Change Password). The 'My Applications' link is circled in red. The left sidebar contains a tree view of the university's organizational structure, and the top right shows the user's name and language settings.

The screenshot shows the 'My Applications' page, which displays 'Applicant number: 2-'. In the top right corner, there is an 'Operations' button with a red circle around the 'Enter new application' link. The page layout is consistent with the previous screenshot, including the sidebar and top navigation bar.

## 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.

The screenshot displays the 'ONLINE APPLICATION' interface of the University of Stuttgart. On the left is a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'ONLINE APPLICATION' and includes a 'Start of course' section. A dropdown menu for 'Start of course' is highlighted with a red circle, showing 'Wintersemester 2021/22'. Below this, there is a note about the upper limit of applications (max. 6 undergraduate programmes) and a note about tuition fees for international students from non-EU countries. At the bottom, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

University of Stuttgart

User: Test Student

Search

Log-out

University of Stuttgart

de/en

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

**Start of course**

Select degree program

Personal data

Correspondence address

Permanent home address

Start of course: Wintersemester 2021/22

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.  
Please note that you can only file one application each for the first and for a higher subject-specific semester.

NOTE: The State of Baden-Württemberg charge **tuition fee for international students from non-EU countries** (1.500 Euro/semester) as well as tuition fee for a Second Degree (650 Euro/semester). Please, find more information here:  
<https://www.student.uni-stuttgart.de/studienorganisation/formalitaeten/gebuehren-und-beitraege/studiengebuehren/>

Cancel Preview Back Continue



## STEP 12 / ONLINE APPLICATION – SELECT DEGREE PROGRAM

Please select:

- **Type of studies** → Master program

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. On the left is a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties. The main area is titled 'ONLINE APPLICATION' and has a 'Select degree program' tab. Under this tab, there are several dropdown menus: 'Type of studies' (highlighted with an orange oval and set to 'Master programme'), 'Intended degree' (set to 'Master of Science'), and 'Degree program' (set to 'Please select...'). There are also buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

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.

This screenshot shows the same 'ONLINE APPLICATION' interface, but with more options visible. The 'Type of studies' is still 'Master programme' and 'Intended degree' is 'Master of Science'. The 'Degree program' dropdown is now set to 'Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE)'. The 'Form of studies' dropdown is highlighted with an orange oval and set to 'Consecutive master program'. Below this, there are two checkboxes: 'I have already studied at a university/college before' (which is checked) and 'I have already applied once for the selected degree program at Uni Stuttgart within the last year' (which is unchecked). Buttons for 'Cancel', 'Preview', 'Back', and 'Continue' are at the bottom.

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 user is 'Test Student'. The 'Personal data' section is active, showing fields for academic degrees, names, and personal information. Two orange circles highlight the dropdown menus for 'Academic degree in front of the name' and 'Academic degree after the name', both currently set to 'Please select...'. The left sidebar lists various university departments, and the bottom has 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

Universität Stuttgart

User: Test Student

Search

Log-out

Universität Stuttgart

de/en

ONLINE APPLICATION

Help Support

Start of course

Select degree program

Personal data

Correspondence address

Permanent home address

Higher education entrance qualification

Academic background

entrance qualification for Master's programme

Personal data

Academic degree in front of the name: Please select...

First name: Test

Last name after: Student

Surname: Student

All first names: Test

Academic degree after the name: Please select...

Date of birth: 01.01.1999

Gender: male

Place of birth: Stuttgart

Country of birth: Germany

Maiden name:

1st nationality: Germany

2nd nationality: Please select...

Cancel Preview Back 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**.

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Test Student'. The left sidebar lists various university departments. The main content area is titled 'ONLINE APPLICATION' and contains a list of steps: 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', 'Academic background', and 'entrance qualification for Master's programme'. The 'Correspondence address' step is currently selected. A modal window titled 'Correspondence address (semester address)' is open, containing the following fields: 'Mail delivery c/o', 'Street and number', 'Postal Code/City', 'Country/State' (a dropdown menu), 'Region' (a dropdown menu), 'Telephone number', 'E-mail address', and 'Confirmed email address'. Below these fields is a checkbox labeled 'My correspondence address (during the semester) is identical with my permanent home address'. At the bottom of the modal, there are 'Cancel' and 'Preview' buttons. At the bottom of the main application window, there are 'Back' and 'Continue' buttons.

## 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 of the University of Stuttgart. On the left, a navigation menu lists various university departments and faculties. The main content area shows a list of application steps, with 'Permanent home address' highlighted. A red rectangular box highlights the 'Permanent home address' form. This form includes a 'Home address' section with a 'Mail delivery c/o' field, and a 'Street and number' field. Below these are 'Postal Code/City', 'Country/State' (with a 'Please select' dropdown), and 'Region' (with a 'Please select...' dropdown). At the bottom of the form are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

Universität Stuttgart

User: [Test Student](#)

Search

Log-out

Universität Stuttgart

de/en

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

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

**Permanent home address**

Home address

Mail delivery c/o

Street and number

Postal Code/City

Country/State [Please select](#)

Region [Please select...](#)

[Cancel](#) [Preview](#) [Back](#) [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.

The screenshot displays the 'ONLINE APPLICATION' interface for the University of Stuttgart. On the left, a navigation menu lists various university departments. The main content area shows a form titled 'Higher education entrance qualification'. The form includes a section for selecting the type of qualification, with radio buttons for 'German Higher Education Entrance Qualification' (selected), 'foreign higher education entrance qualification', and 'Master craftpersons or persons with similar qualification'. Below this, there are input fields for 'Name of certificate (original name)', 'Date of certificate' (with a calendar icon), 'Average grade (GPA)' (with a range from 1.0 to 4.0), 'Total score' (with a range from 900), 'Name of school', 'Location of school', 'Country of school' (with a dropdown menu), and 'Diploma' (with a dropdown menu). The form also has 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

## 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 displays the 'ONLINE APPLICATION' interface of the University of Stuttgart. On the left is a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and 'Central Administration'. The main content area is titled 'Higher education entrance qualification' and contains a form for entering qualification details. The form includes a section for selecting the type of qualification (German or foreign), followed by fields for the certificate name, date, average grade (GPA), school name, location, country, and region. A 'Cancel' button is at the bottom left, and 'Back' and 'Continue' buttons are at the bottom right.

University of Stuttgart

User: [Test Student](#)

Log-out

Search

University of Stuttgart

de/en

ONLINE APPLICATION

Start of course  
Select degree program  
Personal data  
Correspondence address  
Higher education entrance qualification  
Academic background  
entrance qualification for Master's programme

Help Support

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 obtained a German Higher Education Entrance Qualification.

☒ I have obtained a foreign higher education entrance qualification.

☐ Master craftspersons or persons with similar qualification are allowed to apply for every study program.

Type: Please select...

Name of certificate (original name): 1 to 100 characters

Date of certificate: Format: DD.MM.YYYY

Average grade (GPA): from 1.0 to 4.0

Name of school: 1 to 100 characters

Location of school: 1 to 100 characters

Country of school: not specified

Region: Please select...

Cancel Preview Back Continue

## 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):

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Test Student'. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Reclorate', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'ONLINE APPLICATION' and has a 'Help Support' link. Under the 'Academic background' tab, there is a table with columns 'University', 'Degree', 'Degree programs', 'from', and 'to'. The table is currently empty, displaying 'No entries.' Below the table, there is a button labeled 'Add degree program' which is circled in orange. An orange arrow points to this button. At the bottom of the main content area, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

## 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 the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Test Student'. The main form is titled 'Edit academic background' and is divided into several sections. The 'University/Subjects' section is highlighted with an orange border and contains the following fields:

- Country of Educational Institution: Germany (dropdown)
- Place of university/college: Please select... (dropdown)
- University: Please select... (dropdown)
- Degree: Please select... (dropdown)
- Form of studies: Please select... (dropdown)
- Matriculation number: (text input)
- 1st subject according to statistics: Please select... (dropdown)
- 2nd subject according to statistics: Please select... (dropdown)
- 3rd subject according to statistics: Please select... (dropdown)

Below this section is the 'Semester' section, which includes a table with columns for 'from', 'to', 'total', 'Leaves of absence', 'Internship', 'Clinic (internship)', 'Interruptions', and 'Type of break'. The 'from' and 'to' columns have dropdown menus, and the 'total' column has a value of 0. The 'Leaves of absence', 'Internship', 'Clinic (internship)', and 'Interruptions' columns have input fields with ranges from 0 to 20. The 'Type of break' column has a dropdown menu.

The 'Status' section at the bottom contains two main parts: 'Intermediate exam' and 'Final exam'. Each part has a dropdown menu for 'not scheduled' and a 'Grade' field (max. 20 characters). There are also 'Date' fields with a format of DD.MM.YYYY.

At the bottom right of the form are two buttons: 'Save and Close' and 'Cancel/Close'.



## 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 the University of Stuttgart. The user is logged in as 'Test Student'. The left sidebar lists various university departments. The main form is titled 'Edit academic background' and contains several sections:

- University/Subjects:** Includes dropdowns for Country of Educational Institution (Germany), Place of university/college, University, Degree, and Form of studies. There is also a text field for Matriculation number.
- Subjects:** Three dropdowns for '1st subject according to statistics', '2nd subject according to statistics', and '3rd subject according to statistics'.
- Semester:** A table with columns: from, to, total, Leaves of absence, Internship, Clinic (internship), Interruptions, and Type of break. The 'from' and 'to' columns have dropdowns, and the 'total' column has a value of 0. The other columns have input fields with ranges from 0 to 20. The 'Type of break' column has a dropdown.
- Status:** Includes dropdowns for 'Intermediate exam' and 'Final exam', both set to 'not scheduled'. There are also fields for 'Grade' (max. 20 characters) and 'Date' (Format: DD.MM.YYYY).

At the bottom right of the form are buttons for 'Save and Close' and 'Cancel/Close'.

## 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 'Edit academic background' form in the C@MPUS system. The form is titled 'ONLINE APPLICATION' and 'Edit academic background'. It contains several sections for data entry:

- University/Subjects:** Includes dropdowns for Country of Educational Institution (Germany), Place of university/college, University, Degree, and Form of studies. A text field for Matriculation number is also present.
- 1st subject according to statistics:** A dropdown menu.
- 2nd subject according to statistics:** A dropdown menu.
- 3rd subject according to statistics:** A dropdown menu.
- Semester:** A table with columns: from, to, total, Leaves of absence, Internship, Clinic (internship), Interruptions, and Type of break. The 'from' and 'to' columns have dropdown menus.
- Status:** A section with two columns for 'Intermediate exam' and 'Final exam'. Each column has a dropdown for 'not scheduled' and a 'Grade' field with a 'max. 20 characters' limit. There are also 'Date' fields with a 'Format: DD.MM.YYYY' instruction.

Buttons at the bottom include 'Save and Close' and 'Cancel/Close'.

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 'Academic background' list in the C@MPUS system. The list is titled 'ONLINE APPLICATION' and 'Academic background'. It contains a table with the following data:

University	Degree	Degree programs	from	to
Santiago, Universi..	Chemical Engl..	Chemical Engl..	04W	10W

Buttons at the bottom include 'Cancel', 'Preview', 'Add degree program', 'Back', and 'Continue'.

## 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 online application portal. The header includes the university logo, name, and user information (User: Test Student). A sidebar on the left lists various university departments and faculties. The main content area is titled 'ONLINE APPLICATION' and shows a progress bar with the current step highlighted: 'entrance qualification for Master's programme'. Below this, there are input fields for 'Academic background' (Santiago, University of Chile - Chemical Engineering - Chemical Engineering), 'Grade' (4.0), and 'Date' (01.03.2010). At the bottom of the form, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

University of Stuttgart

User: Test Student

Search

Log out

University of Stuttgart

de/en

University of Stuttgart

Rectorate

Institutions

Faculties

Architecture and Urban Planning

Civil and Environmental Engineering

Chemistry

Energy, Process- and Bio-Engineering

Computer Science, Electrical Engineering and Information Technology

Aerospace Engineering and Astronautics

Engineering Design, Production and Management

Mathematics and Physics

Humanities

Management, Economics and Law

Inter-faculty and inter-university cooperation

Central Administration

Central Facilities

Representative bodies

Other Facilities

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

Academic background: Santiago, University of Chile - Chemical Engineering - Chemical Engineering

Grade: 4.0

Date: 01.03.2010

Cancel Preview Back Continue

## 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.

The screenshot shows the 'ONLINE APPLICATION' interface of the University of Stuttgart. On the left is a navigation menu with categories like 'University of Stuttgart', 'Reclorate', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'Higher Education Entrance Qualification / High School Diploma'. It instructs the user to 'Please upload your higher education entrance qualification.' Below this, there is a section for 'Current document' with a table header: 'File name', 'Type', 'File Size', and 'Date'. The table currently shows 'No document uploaded'. There is also a section for 'New document' 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. 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 C@MPUS.' A 'File' button and a 'Durchsuchen...' button are present, followed by the text 'Keine Datei ausgewählt.' At the bottom of the main content area are 'Back' and 'Continue' buttons. The top of the page shows the University of Stuttgart logo, a search bar, and user information: 'User: Test Student' and 'Log-out'.

## 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.

The screenshot displays the 'ONLINE APPLICATION' interface of the University of Stuttgart. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'Bachelor's Degree Certificate' and includes instructions: 'This requirement only applies if you have already completed a degree program and received your certificate.' and 'Please upload your Bachelor's degree certificate.' Below this, it states: '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 serves as entrance qualification for the Master's program you are applying for currently.' A table for 'Current document' shows 'No document uploaded'. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

File name	Type	File Size	Date
No document uploaded			

## 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.

The screenshot displays the 'ONLINE APPLICATION' interface of the University of Stuttgart. On the left, a navigation menu lists various university departments and faculties. The main content area is titled 'Detailed Instructions for Applications in International Master Study Programs'. Under the 'Transcript of Records' section, it states: 'No upload of your ToR is needed here. An officially translated (into English or German) and certified copy of your transcript of records needs to be sent to MSc WASTE Office, Universität Stuttgart, Institut für Feuerungs- und Kraftwerkstechnik (IFK), Pfaffenwaldring 23, 70569 Stuttgart, Germany.' It further explains that if the transcript is not available at the time of application, a translated and certified copy of the most recent one should be provided as soon as possible. A link is provided for further information: <http://www.waste.uni-stuttgart.de/before-studying/Application.html>. The interface includes a 'Cancel' button and a 'Preview' button at the bottom left, and 'Back' and 'Continue' buttons at the bottom right.

## 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 shows the 'ONLINE APPLICATION' interface of the University of Stuttgart. On the left is a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'ONLINE APPLICATION' and contains a list of application steps. The 'Cumulative Grade Point Average' step is selected and expanded, showing instructions: '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.' Below the instructions, there is a section for 'Current document' with a table header: 'File name', 'Type', 'File Size', 'Date'. The table is empty, and the text 'No document uploaded' is displayed. There is also a 'New document' section 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 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 C@MPUS.' At the bottom of the document upload area, there is a 'File' button, a 'Durchsuchen...' button, and the text 'Keine Datei ausgewählt.' At the very bottom of the application window, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

## 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.

Universität Stuttgart

User: [Test Student](#)

Log out

de/en

University of Stuttgart

Reclorate

Institutions

Faculties

Architecture and Urban Pla

Civil- and Environmental En

Chemistry

Energy-, Process- and Bio-

Computer Science, Electric

Aerospace Engineering and

Engineering Design, Produ

Mathematics and Physics

Humanities

Management, Economics a

Inter-faculty and inter-unive

Central Administration

Central Facilities

Representative bodies

Other Facilities

ONLINE APPLICATION

[Help](#) [Support](#)

[Start of course](#)

[Select degree program](#)

[Personal data](#)

[Correspondence address](#)

[Permanent home address](#)

[Higher education entrance qualification](#)

[Academic background](#)

[entrance qualification file](#)

[Master's programme](#)

[Higher Education Entrance Qualification / High School Diploma](#)

[Bachelor's Degree Certificate](#)

[Detailed Instructions for Applications in International Master Study Programs](#)

[Cumulative Grade Point Average](#)

**Grading System**

[Summative test](#)

[Letter of motivation](#)

[Certificates of Additional](#)

Cancel Preview

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.

Current document

File name	Type	File Size	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. 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 C@MPUS.

[File](#) [Durchsuchen...](#) Keine Datei ausgewählt.

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:

[Scholarship Database - DAAD - Deutscher Akademischer Austauschdienst](#)

Prepare your CV 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', 'Rectorate', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'Curriculum Vitae' and includes instructions to upload a CV, a link to the Europass CV template, and a table for 'Current document' (which is empty). Below this is a 'New document' section with a file upload button and a 'Durchsuchen...' button. The bottom of the interface has 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

University of Stuttgart

User: [Test Student](#)

Search

Log-out

University of Stuttgart

de/en

**ONLINE APPLICATION**

[Help](#) [Support](#)

[Start of course](#)  
[Select Service Program](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
[entrance qualification for Master's programme](#)  
[Higher Education Entrance Qualification / High School Diploma](#)  
[Bachelor's Degree Certificate](#)  
[Detailed Instructions for Applications in International Master Study Programs](#)  
[Cumulative Grade Point Average Grading System](#)

**Curriculum Vitae**  
[Letter of motivation](#)  
[Certificates of Additional](#)

Curriculum Vitae

Please upload your CV.  
We recommend to use the Europass-CV template.

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

Current document

File name	Type	File Size	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. 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 C@MPUS.

[File](#) [Durchsuchen...](#) Keine Datei ausgewählt.

[Cancel](#) [Preview](#) [Back](#) [Continue](#)

## 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.

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', 'Faculties', and various faculties. The main content area is titled 'ONLINE APPLICATION' and includes a 'Letter of motivation' section. This section instructs users to upload a motivation letter, specifying three points: reasons for applying, previous experience, and other relevant issues. Below the instructions, there is a table for 'Current document' with columns for 'File name', 'Type', 'File Size', and 'Date'. The table currently shows 'No document uploaded'. A 'New document' section provides further instructions on file format (single PDF, max 2 MB) and submission deadline (15.02.2021). At the bottom, there is a 'File' button and a status message 'Keine Datei ausgewählt.' (No file selected). Navigation buttons 'Cancel', 'Preview', 'Back', and 'Continue' are visible at the bottom of the form.

## 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.

Universität Stuttgart

User: [Test Student](#)

Log-out

Search

University of Stuttgart

Reclorate

Institutions

Faculties

Architecture and Urban Planning

Civil- and Environmental Engineering

Chemistry

Energy-, Process- and Bio-Engineering

Computer Science, Electric Engineering

Engineering Design, Production

Mathematics and Physics

Humanities

Management, Economics and Business

Inter-faculty and inter-university

Central Administration

Central Facilities

Representative bodies

Other Facilities

**ONLINE APPLICATION**

[Help](#) [Support](#)

**Certificates of Additional Degrees and Transcripts of Records**

Please upload certificates from additional studies and degrees. You may also upload your transcripts of records here.

Current document

File name	Type	File Size	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. The submission of this document is optional. 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 C@MPUS.

[File](#) [Durchsuchen...](#) Keine Datei ausgewählt.

[Cancel](#) [Preview](#) [Back](#) [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:

[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!**

University of Stuttgart

User: [Test Student](#)

Search

Log-out

University of Stuttgart

de/en

University of Stuttgart

Reclorate

Institutions

Faculties

Architecture and Urban Planning

Civil- and Environmental Engineering

Chemistry

Energy-, Process- and Bio-Engineering

Computer Science, Electrical Engineering and Information Technology

Aerospace Engineering and Engineering Design, Production

Mathematics and Physics

Humanities

Management, Economics and Social Sciences

Inter-faculty and inter-university cooperation

Central Administration

Central Facilities

Representative bodies

Other Facilities

ONLINE APPLICATION

Help Support

Academic background

entrance qualification file

Master's thesis/essay

Higher Education Entrance Qualification / High School Diploma

Bachelor's Degree Certificate

Detailed Instructions for Applications in International Master Study Programs

Cumulative Grade Point Average

Graduation System

Curriculum Vitae

Letter of motivation

Certificates of Additional Degrees and Transcripts of Records

• Application form DAAD

Letters of recommendation

Proof of English Language Proficiency

Proof of German language skills

Application form DAAD

OPTIONAL: Please upload your DAAD-Scholarship Application Form in case you want to apply for a DAAD-scholarship.  
Only applicable for international applicants from developing and threshold countries.

Further information is available in our website: <https://www.waste.uni-stuttgart.de/before-studying/Application.html>

Further information is available via the following link:  
<https://www.waste.uni-stuttgart.de/before-studying/Application.html>

Current document

File name	Type	File Size	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. The submission of this document is optional. 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 C@MPUS.

Back Continue

## 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.

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', 'Reclorate', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'ONLINE APPLICATION' and includes a 'Letters of recommendation' section. This section has a 'Current document' table with columns for 'File name', 'Type', 'File Size', and 'Date', which currently shows 'No document uploaded'. Below this is a 'New document' section with instructions to upload a single PDF file (max 2 MB) and a 'File' button with a 'Durchsuchen...' (Browse...) label. The bottom of the interface has 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

## 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](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.

The screenshot displays the 'ONLINE APPLICATION' interface of the University of Stuttgart. On the left is a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'ONLINE APPLICATION' and includes a 'Proof of English Language Proficiency' section. This section contains instructions: 'Please provide certified proofs of your English 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 needs to be provided prior to enrolment.' It also states: '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. If English is your mother tongue, please also provide some form of evidence.' A 'Please note' section specifies the required proficiency levels: IELTS (Band 6.5) or TOEFL (score: 550 paper based, 213 computer based, 88 internet based) or Cambridge (C CPE, B CAE). Below this, it says: '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.' There are two upload sections: 'Current document' and 'New document'. The 'Current document' section has a table with columns 'File name', 'Type', 'File Size', and 'Date', and a message 'No document uploaded'. The 'New document' section has a message: '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. If you cannot'. At the bottom of the application window are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

## 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).

The screenshot shows the 'ONLINE APPLICATION' interface of the University of Stuttgart. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Reclorate', 'Institutions', 'Faculties', and 'Central Administration'. The main content area is titled 'ONLINE APPLICATION' and features a 'Proof of German language skills' section. This section includes instructions on when the document must be provided and a link for further information. Below the text, there are two file upload areas: 'Current document' and 'New document'. The 'Current document' area shows a table with columns for 'File name', 'Type', 'File Size', and 'Date', and a status of 'No document uploaded'. The 'New document' area provides instructions on the required file format (single PDF, max 2 MB) and a deadline of 15.02.2021. At the bottom of the main content area, there is a 'File' button and a status 'Keine Datei ausgewählt.'. The interface also includes a search bar, a 'Log-out' button, and a user profile indicator for 'Test Student'.

University of Stuttgart

User: Test Student

Search

Log-out

University of Stuttgart

de/en

### ONLINE APPLICATION

[Help](#) [Support](#)

#### Proof of German language skills

If this is not available at time of application the document needs to be provided by the end of semester 2.

Further information for German courses offered by the language centre prior to enrolment at the University of Stuttgart can be found at:

Further information is available via the following link:  
[https://www.student.uni-stuttgart.de/international/deutschkurse/intensivkurs\\_deutsch/](https://www.student.uni-stuttgart.de/international/deutschkurse/intensivkurs_deutsch/)

Current document

File name	Type	File Size	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. 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 C@MPUS.

[File](#) [Durchsuchen...](#) Keine Datei ausgewählt.

[Cancel](#) [Preview](#) [Back](#) [Continue](#)

- [entrance qualification for](#)
- [Master's programme](#)
- [Higher Education Entrance](#)
- [Qualification / High School](#)
- [Diploma](#)
- [Bachelor's Degree Certificate](#)
- [Detailed Instructions for](#)
- [Applications in International](#)
- [Master Study Programs](#)
- [Cumulative Grade Point Average](#)
- [Grading System](#)
- [Curriculum Vitae](#)
- [Letter of motivation](#)
- [Certificates of Additional](#)
- [Degrees and Transcripts of](#)
- [Records](#)
- [Application form \(DAAD\)](#)
- [Letters of recommendation](#)
- [Proof of English Language](#)
- [Proficiency](#)
- Proof of German language skills**

## 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).

The screenshot shows the 'OVERVIEW - APPLICATION NUMBER: 1-00313698' page. It includes a sidebar with the University of Stuttgart navigation menu, a search bar, and a user profile for 'Test Student'. The main content area contains several sections: a 'PLEASE NOTE' section with instructions to review entries and a 'SEND' button; a 'Pleaded note' section stating that submitted applications cannot be changed; a 'Start of course' section for Wintersemester 2021/22; and a 'Select degree program' section with dropdown menus for 'Type of studies' (Master programme), 'Intended degree' (Master of Science), 'Degree program' (Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE)), 'Entrance semester' (1 - Manual admission), and 'Form of studies' (Consecutive master program). At the bottom, there are two checkboxes: 'I have already studied at a university/college before.' (checked) and 'I have already applied once for the selected degree program at Uni Stuttgart within the last year.' (unchecked).

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

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

The screenshot shows a 'Confirmation' dialog box. It contains the text: 'Please click "Back" in order to revise incorrect details. Check the box and click "Send" to transmit your date. After clicking "Send" no further correction of your details is possible any longer!'. Below this text is a checkbox labeled '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/]'. At the bottom of the dialog, there are three buttons: 'Cancel', 'Back', and 'Send'. The 'Send' button is circled in orange.

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.

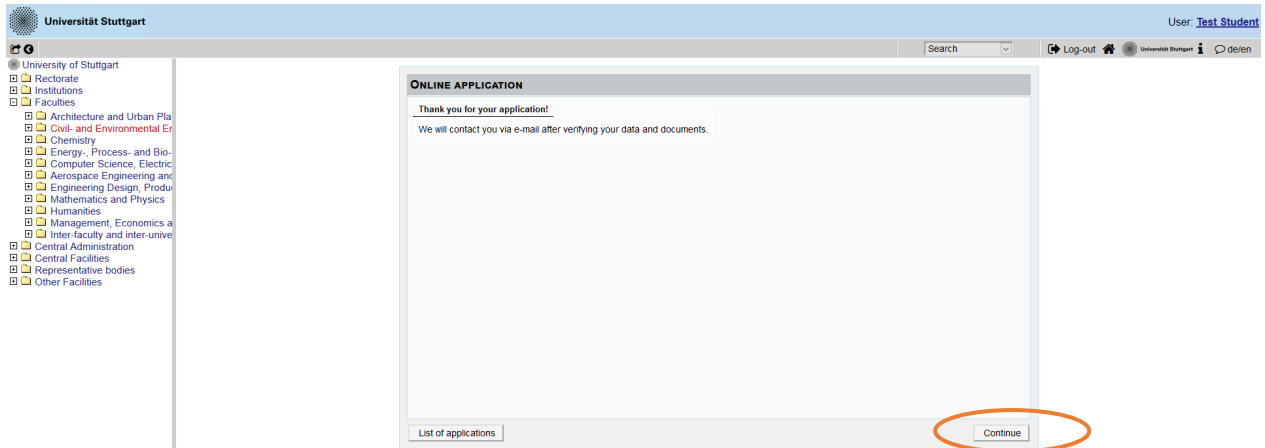


## STEP 31 / ONLINE APPLICATION – APPLICATION COMPLETED

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)

Universität Stuttgart

User: Test Student

Search

Log-out

Universität Stuttgart

de/en

University of Stuttgart

Reclorate

Institutions

Faculties

Architecture and Urban Planning

Civil- and Environmental Engineering

Chemistry

Energy-, Process- and Bio-

Computer Science, Electric

Aerospace Engineering and

Engineering Design, Production

Mathematics and Physics

Humanities

Management, Economics and

Inter-faculty and inter-university

Central Administration

Central Facilities

Representative bodies

Other Facilities

Student: Test

Application - Status

Applicant number 2-00557807

Application number 1-00313698

Course of study Master of Science | Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE) (1. FS)

Start of course Wintersemester 2021/22

Back to "My Applications"

Submission of application

Admission

Study place offer

Enrolment

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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>

Universität Stuttgart

User: Test Student

Search

Log-out

Universität Stuttgart

de/en

University of Stuttgart

Reclorate

Institutions

Faculties

Architecture and Urban Planning

Civil- and Environmental Engineering

Chemistry

Energy-, Process- and Bio-

Computer Science, Electric

Aerospace Engineering and

Engineering Design, Production

Mathematics and Physics

Humanities

Management, Economics and

Inter-faculty and inter-university

Central Administration

Central Facilities

Representative bodies

Other Facilities

Student: Test

Application - Status

Applicant number 2-00557807

Application number 1-00313698

Course of study Master of Science | Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE) (1. FS)

Start of course Wintersemester 2021/22

Back to "My Applications"

Submission of application

Admission

Study place offer

Enrolment

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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.

The top screenshot shows the 'Application - Status' page for a student. The left sidebar contains a navigation menu with 'My Applications' highlighted. The main content area shows application details for 'Wintersemester 2021/22'. A red circle highlights the 'Back to My Applications' link in the sidebar. The bottom screenshot shows the 'My Applications' page, which displays a table of applications. A red arrow points from the 'My Applications' link in the sidebar to the 'My Applications' page header.

**Application - Status**

Application number: 2-00557807  
Application number: 1-00313698  
Course of study: Master of Science | Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE) (1. FS)  
Start of course: Wintersemester 2021/22

[Back to "My Applications"](#)

Submission of application

Admission

Study place offer

Enrollment

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**My Applications**

Application number: 2-00557807

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
1-00313698	Master of Science Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE) • Entrance semester: 1 • Type of admission: Manual admission	03.08.2020				

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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 \(uni-stuttgart.de\)](https://www.uni-stuttgart.de/en/study/international/)

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/>