



University of Stuttgart
Germany

CAMPUS Application Manual

For EPOS-DAAD

Winter Term 2022/2023

M.Sc. International Program

“Air Quality control, Solid Waste and Waste Water Process Engineering”

Version date: 30.03.2021

Table of Contents

Table of Contents	2
General Information for Applicants	3
Directions.....	4
<u>FAQs</u>	4
Part 1: Registration at CAMPUS	4
Step 01 / Access the portal	4
Step 02 / Language Setting.....	4
Step 03 / Registration access	4
Step 04 / Create a new applicant account	4
Step 05 / Data review	5
Step 06 / Completion of registration	5
Step 07 / Account confirmation.....	5
Step 08 / Account – Set Password	5
Part 2: Application to the Study Program.....	5
Step 09 / Warning about possible changes due to Corona.....	5
Step 10 / Account – Home screen	5
Step 11 / Online Application – Start of Course	5
Step 12 / Online Application – Select degree program.....	5
Step 13 / Online Application – Personal Data.....	6
Step 14 / Online Application – Correspondence address.....	6
Step 14-1 / Online Application – Permanent home address.....	6
Step 15 / Online Application – Higher education entrance qualification	6
Step 16 / Online Application – Academic background	7
Step 17 / Online Application – Entrance qualification for master’s program.....	7
Step 18 / Online Application – Higher Education Entrance Qualification	8
Step 19 / Online Application – Bachelor’s degree certificate	8
Step 20 / Online Application – Transcript of Records	8
Step 21 / Online Application – Cumulative Grade Point Average.....	8
Step 22 / Online Application – Grading system	8
Step 23 / Online Application – Curriculum vitae	8
Step 24 / Online Application – Letter of motivation	9
Step 25 / Online Application – Certificates of additional degrees and transcripts of records....	9
Step 26 / Online Application – Application form DAAD	9
Step 27 / Online Application – Letters of recommendation	9
Step 28 / Online Application – Proof of English language proficiency	9
Step 29 / Online Application – Proof of German language proficiency.....	10
Step 30 / ONLINE Application – Overview and Confirmation	10
Step 31 / Online Application – Application completed.....	10
Step 32 / Online Application – Application status	10

Step 33 / Postal Application – Final step.....	11
Further information	11

General Information for Applicants

The application process consists of two stages:

Stage 1: Completion of application for admission to winter term 2022/2023 in the CAMPUS online application portal

Stage 2: postal Submission of selected application documents to the M.Sc. WASTE Office
The M.Sc. WASTE Office has prepared this manual to briefly guide you through the steps in the CAMPUS application portal (Stage 1). The procedure is divided in two parts:

- Part 1: How to register at the CAMPUS system.
- Part 2: How to enter your data, in order to complete your application for the M.Sc. WASTE program.

Please note:

- **Only if Stage 1 AND Stage 2 are done**, the application for M.Sc. WASTE is complete. Please carefully follow the instructions on this document for a successful application for self-financed studies.
- In case you have only entered your data at the CAMPUS online portal, please bear in mind that you must also send the required application documents to the M.Sc. WASTE Office no later than **February 15th, 2022 (23:59 (midnight) CET Central European Time)**.
- Please **do not send the required documents for Stage 2 before having completed Stage 1**. You will be asked to provide your **applicant number** and **application number**, both available after successfully completing the online application in CAMPUS, in the Short Application Form downloadable from the M.Sc. WASTE website under following link: <https://www.waste.uni-stuttgart.de/> or you can contact us under: info@waste.uni-stuttgart.de

The full list of necessary documents can be found here. Please submit the **required documents for Stage 2** by post to the following address:

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

The Admissions Committee will only decide upon applications received on time. Please consider shipping times to ensure your documents arrive before the deadline. You will be informed via CAMPUS on whether you were admitted or rejected for our Master Study Program. The M.Sc. WASTE Office Team will inform you once your application is complete. Applications will be processed only after February 15th, 2022. **Do not expect any results before April 2022.**

Directions

Please follow the instructions in order to register successfully. Further information for the online application can be found by clicking on “i” symbols.

VERY IMPORTANT:

While you are working on CAMPUS, never go back using your browser because progress will not be saved and you will have to start over. Always use the *Back* button in the CAMPUS platform in case you need to go back.

We wish you success in your application.

Sincerely,

M.Sc. WASTE Office Team

FAQs

General FAQs on the application process:

For further questions about the application process for the M.Sc. WASTE program, please check our FAQ document on our website: https://www.waste.uni-stuttgart.de/download/FAQs_WS2022_2023.pdf

or contact us under: info@waste.uni-stuttgart.de

If you experience any difficulties with the CAMPUS system while you proceed with your application steps, please contact the Campus support: support@campus.uni-stuttgart.de

Part 1: Registration at CAMPUS

STEP 01 / ACCESS THE PORTAL

Please follow the link <https://campus.uni-stuttgart.de> to access the CAMPUS portal.

STEP 02 / LANGUAGE SETTING

Once you access the portal, make sure the language is set to English, if you are not fluent in German. If you find German as default, please click **[EN]** in the toolbar in the upper right corner to select English.

STEP 03 / REGISTRATION ACCESS

In order to start your registration, click **[register]**.

STEP 04 / CREATE A NEW APPLICANT ACCOUNT

Fill in your data in order to create a new applicant account.

Remember to capitalise names, places, etc., and to separate words with spaces, not commas. Otherwise, the system will not accept the data. Yellow fields are mandatory.

Please enter your last name and first name exactly as they are written in your passport.

Your name cannot be changed later on.

Please also note that you must use a valid email address preferably your personal email and not one from your former university. The University of Stuttgart will communicate with you starting with the application process up until enrolment in case of a successful application 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 your preferred language for the CAMPUS platform, so that it will be already set the next time you log in.

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 your data in this screen. Once you submit the CAMPUS registration form, you will not be able to change your name again. If everything is in order, continue by clicking on **[Submit Data]**.

STEP 06 / COMPLETION OF REGISTRATION

Now your registration is complete and you will receive an activation link at the email address you provided. You can close this window now.

STEP 07 / ACCOUNT CONFIRMATION

Please check your email. Click the link included in the email to confirm your account. Keep in mind the expiration date of the link. After clicking on it, press **[Continue]** to set up your password.

STEP 08 / ACCOUNT – SET PASSWORD

A 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:

- Avoid using parts of your first name or last name
- Avoid using parts of words (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]**.

Part 2: Application to the Study Program

STEP 09 / WARNING ABOUT POSSIBLE CHANGES DUE TO CORONA

A warning about changes due to Corona will 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 lets you select the semester for which you are applying at the University of Stuttgart. Choose Wintersemester 2022/23 (in English winter term 2022/23) 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 within the last year, please select the second box accordingly. When you are done, please click **[Continue]**.

STEP 13 / ONLINE APPLICATION – PERSONAL DATA

Please check again your personal data and fill in the rest of the information. 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). Please only include titles for which you can provide a certificate as proof.

Finally, click **[Continue]**.

STEP 14 / ONLINE APPLICATION – CORRESPONDENCE ADDRESS

Please enter your correspondence address. The University will communicate with you during your studies at 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.

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 the box at the bottom. Otherwise, just press **[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", for example a high school degree or the certificate of a university admission test. Generally, all the requirements that students have to fulfil in their home country in order to be admitted for studies of an academic subject at a university, also apply in Germany.

Case 1 (GERMAN higher education entrance qualification):

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

After completing the information, move to the next step clicking on **[Continue]**.

Case 2 (FOREIGN higher education entrance qualification):

In case you have a foreign higher education entrance qualification, please select respectively the option closest to your situation. You can choose between **preparatory college** (general or subject specific) and **school abroad** (general or subject specific).

Choose the most appropriate and complete the details in the boxes below.

After completing the information, move to the next step clicking on **[Continue]**.

STEP 16 / ONLINE APPLICATION – ACADEMIC BACKGROUND

By default, there are no entries. It is important to make at least one entry for your Bachelor studies. Otherwise, you cannot continue with the application.

In order to enter your academic background, click **[Add degree program]** and fill the necessary data.

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. For further degrees, add new entries with the corresponding information
- 1st subject (Major) → 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 31st) 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 during your studies:

- Leave: terms on leave approved by the 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 must enter this information in CAMPUS to continue with the application online. However, keep in mind that this is not enough and you must complete Stage 2 of the application process by sending your Transcript of Records and Short Application Form by post. Therefore, please make sure to fill the CGPA (Cumulative Grade Point Average) as is written on your Transcript of Records.

Please remember to click **[Save and Close]**. If everything was done right, you will see your entry listed as shown below. Click again on **[Add degree program]** to add further degrees, if this applies to you. Move to the next step clicking on **[Continue]**.

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

In this step you must select the academic degree you are using to apply for M.Sc. WASTE. In case you have entered only one entry in the previous step, you just need to check the final grade and date, making corrections by clicking on **[Back]** if necessary.

If you have entered more than one degree, please select the correct one from the dropdown list, checking and correcting the information if necessary.

If everything is OK, please 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. Only pdf files are accepted.

STEP 19 / ONLINE APPLICATION – BACHELOR'S DEGREE CERTIFICATE

Please upload your Bachelor's degree certificate. This requirement only applies if you have already completed a degree program and received your certificate. If this is not available at the time of application, provide an official letter issued, stamped and signed by your university that you have finished your studies and that your degree certificate will be available at a later date.

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. The Transcript must be sent by post as part of Stage 2 of the application.

Further information on this two-stage process (Stage 1: online application / Stage 2: postal submission of certified copies) is available here:

<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 individual marks.

The maximum file size is 2 MB. Only pdf files are accepted.

STEP 23 / ONLINE APPLICATION – CURRICULUM VITAE

For EPOS-DAAD scholarship applicants it is **mandatory** to upload a signed CV with date in this step. Only signed CVs with date will be considered. The Europass-CV template must be used, please visit the following link:

<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

If you need help with this please contact: info@waste.uni-stuttgart.de

STEP 24 / ONLINE APPLICATION – LETTER OF MOTIVATION

For EPOS-DAAD scholarship applicants it is mandatory to upload a signed letter of motivation with current date in this step. The letter of motivation should be written with reference to your current occupation and choice of postgraduate program(s), having a maximum of two pages.

IMPORTANT: When applying for more than one postgraduate degree from EPOS-DAAD program (maximum 3), you must submit one motivation letter explaining why you are applying for these specific degrees and why you chose that priority.

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. Certificates of Employment from the employers that proof a minimum of two years of relevant working experience (after Bachelor's Degree) at the time of application and if possible, a guarantee of re-employment upon returning home. Please be aware internships are not considered as working experience. The certificate must have a letterhead, signature and official stamp and must be of current date
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.

STEP 26 / ONLINE APPLICATION – APPLICATION FORM DAAD

For EPOS-DAAD scholarship applicants it is **mandatory** to upload in this step the **signed EPOS-DAAD application form** with current date. Please download the form on the link:

https://www.daad.de/medien/deutschland/stipendien/formulare/forschungsstipendium_en.pdf

If you need help with this form please contact: info@waste.uni-stuttgart.de

Remember to sign the form before uploading it!

STEP 27 / ONLINE APPLICATION – LETTERS OF RECOMMENDATION

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

1. **Letter of Recommendation from your Current Employer.** The letter must have a **letterhead, signature and official stamp and must be of current date.**

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_WS2022_2023.pdf or contact info@waste.uni-stuttgart.de

Please note: The required proficiency levels are: IELTS (Band 6.5) or TOEFL (score: 550 paper based, 213 computer based, 79 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. Remember that in case you do not have any german language knowledge, you must attend the intensive course offered in September 2022 by the international center of our University. For that course is not necessary to make an additional procedure of registration.

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

<https://www.student.uni-stuttgart.de/en/international/german-courses/>

If you need further information here please contact info@waste.uni-stuttgart.de

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>

We are happy to help you here. Please contact info@waste.uni-stuttgart.de

By clicking on **My Applications** 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 2022/2023 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 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 enrolment:

→ Please contact the [Admissions Office for Foreign Citizens of the University of Stuttgart](#).

You have questions concerning technical problems with CAMPUS:

→ Please send an email to: [support\(at\)campus.uni-stuttgart.de](mailto:support(at)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 Counselling Center (ZSB) of the University of Stuttgart:

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

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

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