



University of Stuttgart  
Germany

# C@MPUS Application Manual

For EPOS-DAAD Scholarship Applicants

Winter Term 2021/2022



M.Sc. WASTE

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

Version date: 03.08.2020

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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 2021/2022 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 briefly 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>, 2020 (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 **applicants 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  
Admissions Committee  
Universität Stuttgart  
Institut für Feuerungs- und Kraftwerkstechnik  
Pfaffenwaldring 23  
D-70569 Stuttgart  
Germany**

The Admissions Committee will decide upon the 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 inform you once your application is complete. Applications will be processed only after September 30<sup>th</sup>, 2020. Please do not expect any results before November, 2020.

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

### **Directions**

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

### **VERY IMPORTANT:**

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

We wish you much success with your application.

Sincerely,  
M.Sc. WASTE Office Team

## FAQs

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

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

[https://www.waste.uni-stuttgart.de/download/FAQs\\_WS-2021-22.pdf](https://www.waste.uni-stuttgart.de/download/FAQs_WS-2021-22.pdf)

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

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

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

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

# Part 1: Registration at C@MPUS

## STEP 01 / ACCESS THE PORTAL

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

Universität Stuttgart C@MPUS

Anmelden

**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

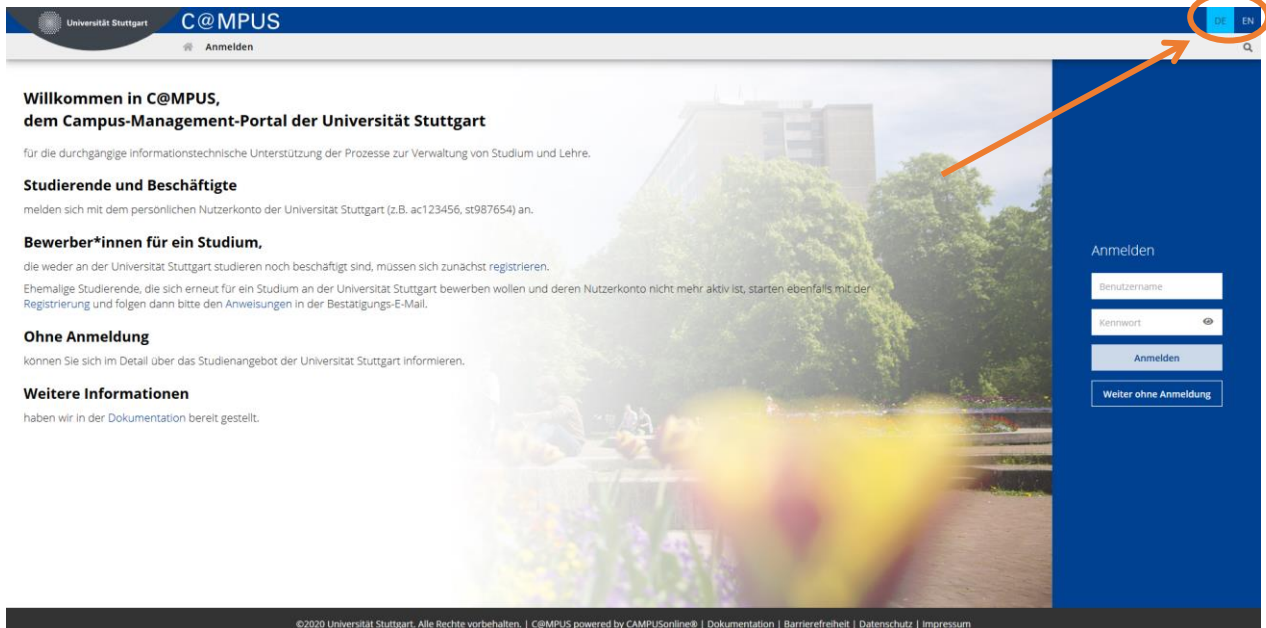
Anmelden

Weiter ohne Anmeldung

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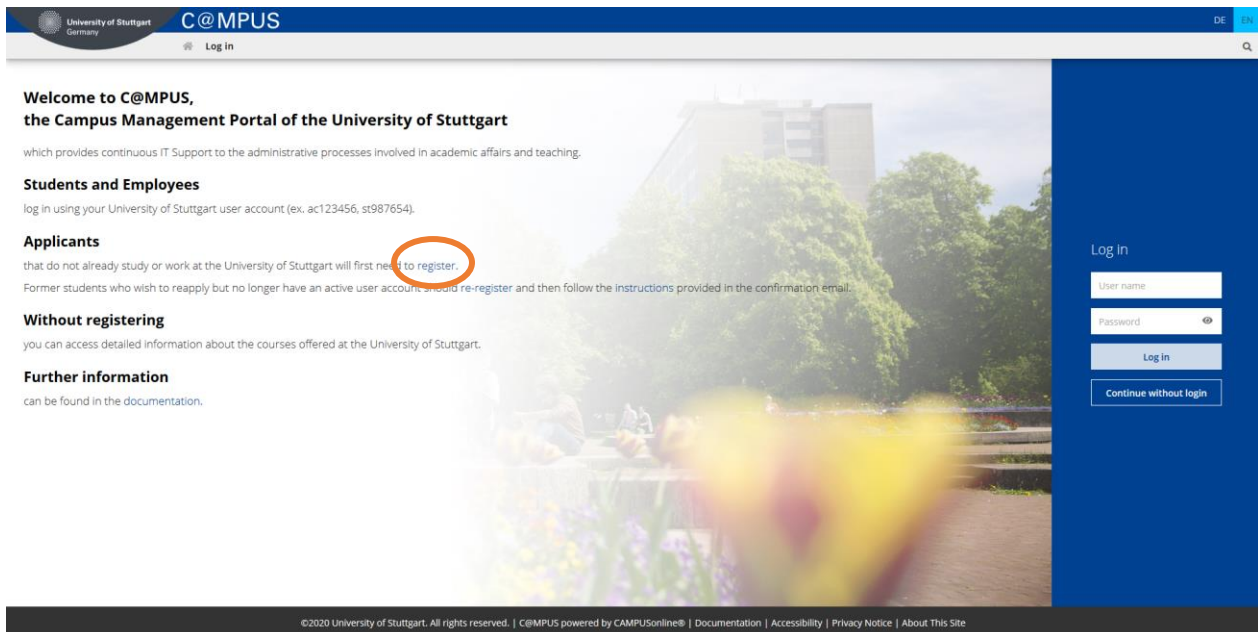
## STEP 02 / LANGUAGE SETTING

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.



## 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 interface. The header includes the University of Stuttgart logo and the C@MPUS title. The main content area has a background image of a university building and a path. On the right, there is a blue sidebar with a 'Log In' section containing input fields for 'User name' and 'Password', and buttons for 'Log In' and 'Continue without login'. The main text area contains the following sections:

**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.

The word 'register' in the 'Applicants' section is circled in orange.

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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  
Germany

C@MPUS

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.de

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/erlaeuterung>.

CONFIRM DATA

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## 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***.

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

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

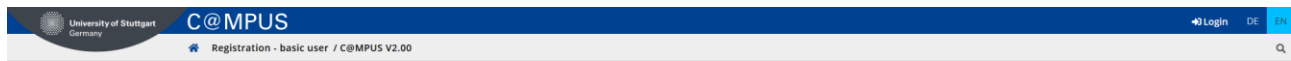
With submitting your data, you confirm that you have read and accepted the data protection declaration of the University of Stuttgart: <https://www.student.uni-stuttgart.de/studienorganisation/datenschutzerklaerung>.

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 [redacted] shortly for activating your access to the system.

## STEP 07 / ACCOUNT CONFIRMATION

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

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

Activating the access to C@MPUS 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

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

Account reactivation  
Basic user

User name kka1edy7  
Password   
Confirm new password

Please choose the password according to the following criteria:

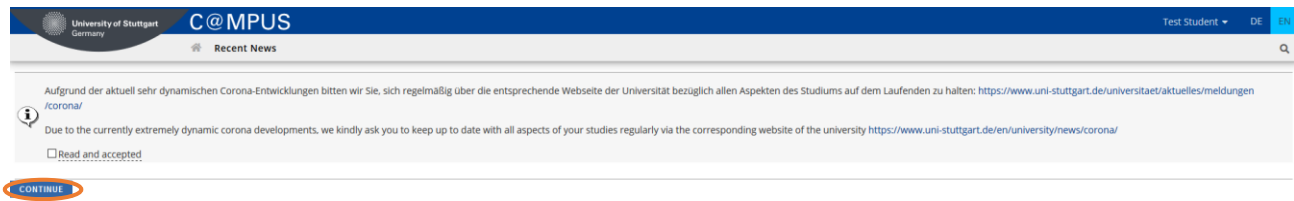
- Required
  - min 8, max 40 characters
  - at least 3 letters
  - at least 1 number
  - at least 1 special character (additional to numbers and letters) from !#\$%&'()\*+,-./:;<=>?@[\\]^\_{}~
  - must not contain your first name, last name, username or day of birth
- Recommendations
  - Also parts of 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.

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## 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.

The screenshot shows the 'My Applications' home screen for a user named 'Test Student'. The page has a blue header with the University of Stuttgart logo and name. A sidebar on the left lists various university departments and faculties. The main content area features a profile card for 'Mr Student, Test' with fields for 'Email' and 'Homepage', and a placeholder for a profile picture. Below the profile card are two sections: 'Studies' and 'Services'. The 'Studies' section contains links for 'My Applications' (highlighted with a red circle), 'Student Dossier', and 'Study/Home Address'. The 'Services' section contains a link for 'Change Password'. At the bottom of the page, there is a footer with copyright information and links to documentation and support.

The screenshot shows the 'My Applications' page for the same user. The page has a blue header with the University of Stuttgart logo and name. A sidebar on the left lists various university departments and faculties. The main content area features a section titled 'My Applications' with the text 'Applicant number: 2-'. To the right of this section is a button labeled 'Operations' with a red circle around it, and a link labeled 'Enter new application' also circled in red. At the bottom of the page, there is a footer with copyright information and links to documentation and support.

## STEP 11 / ONLINE APPLICATION – START OF COURSE

This page shows the start of the course you are applying for. Choose Wintersemester 2021/22 (winter term 2021/22) 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' as the selected option. 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'.

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

**Start of course**

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

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

University of Stuttgart

User: Test Student

Search Log-out Universität Stuttgart de/en

**ONLINE APPLICATION** Help Support

Start of course

Select degree program

Type of studies: Master programme

Intended degree: Master of Science

Degree program: Please select...

Cancel Preview Back 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.

University of Stuttgart

User: Test Student

Search Log-out Universität Stuttgart de/en

**ONLINE APPLICATION** Help Support

Start of course

Select degree program

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

Form of studies: Consecutive master program

☒ I have already studied at a university/college before.

☐ I have already applied once for the selected degree program at Uni Stuttgart within the last year.

Cancel Preview Back Continue

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 logged in as 'Test Student'. 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 'Personal data' section. This section contains several dropdown menus and text input fields for personal information. Two orange circles highlight the 'Academic degree in front of the name' and 'Academic degree after the name' dropdown menus, which are currently set to 'Please select...'. Other fields include 'First name' (Test), 'Last name after' (Student), 'All first names' (Test), 'Date of birth' (01.01.2000), 'Gender' (male), 'Place of birth' (Stuttgart), 'Country of birth' (Germany), 'Maiden name', '1st nationality' (Germany), and '2nd nationality' (Please select...). At the bottom of the form are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

Universität Stuttgart

User: Test Student

Search

Log-out

Universität Stuttgart

de/en

ONLINE APPLICATION

Start of course

Select degree resolution

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: 01.01.2000

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 and faculties. The main content area is titled 'ONLINE APPLICATION' and contains a 'Correspondence address' section. This section includes a 'Correspondence address (semester address)' box with the following fields: 'Mail delivery c/o', 'Street and number', 'Postal Code/City', 'Country/State' (a dropdown menu), and 'Region' (a dropdown menu). Below these fields are 'Telephone number', 'E-mail address', and 'Confirmed email address'. A checkbox at the bottom of the box is labeled 'My correspondence address (during the semester) is identical with my permanent home address.' The 'Continue' button is visible at the bottom right of the form.

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

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

The screenshot displays the 'ONLINE APPLICATION' interface for the University of Stuttgart. On the left, a navigation menu lists various university departments and faculties. The main content area is titled 'ONLINE APPLICATION' and includes a sidebar with links to different application stages: 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'Permanent home address' (which is highlighted with a blue dot), 'Higher education entrance qualification', 'Academic background', 'entrance qualification for Masters', and 'Registration'. The 'Permanent home address' section is expanded, showing a form titled 'Home address'. This form contains several input fields: 'Mail delivery c/o', 'Street and number', 'Postal Code/City', 'Country/State' (with a dropdown menu), and 'Region' (with a dropdown menu). The form is outlined with an orange border. At the bottom of the application window, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'. The top of the page features the University of Stuttgart logo, a search bar, and a user profile section for 'Test Student' with a 'Log out' button and a language selector set to 'de/en'.

## 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. The left sidebar 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 craftspersons or persons with similar qualification'. Below this, there are input fields for 'Name of certificate (original name)', 'Date of certificate', 'Average grade (GPA)', 'Total score', 'Name of school', 'Location of school', 'Country of school', and 'Division'. The form also includes a 'Type' dropdown menu and a 'Name of certificate' field with a character limit of 1 to 100 characters. The 'Date of certificate' field has a format of DD.MM.YYYY. The 'Average grade (GPA)' field has a range from 1.0 to 4.0. The 'Total score' field has a range from 900. The 'Name of school' field has a character limit of 1 to 100 characters. The 'Location of school' field has a character limit of 1 to 100 characters. The 'Country of school' field has a dropdown menu with 'not specified' as an option. The 'Division' field has a dropdown menu with 'Please select...' as an option. The form includes '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, a navigation menu lists various university departments and facilities. The main content area shows the 'Higher education entrance qualification' section, which is highlighted with a red box. This section contains a heading, a sub-heading, and three radio button options for selecting the type of qualification. Below these options are several input fields for personal and academic details, including the name of the certificate, date, average grade (GPA), name of the school, location, country, and region. The interface includes a search bar, a 'Log-out' button, and a 'User: Test Student' indicator at the top right. At the bottom of the application form, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

Universität Stuttgart

User: Test Student

Search

Log-out

Universität Stuttgart

de/en

ONLINE APPLICATION

Start of course

Select degree program

Personal data

Correspondence address

Higher education entrance qualification

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 displays the 'ONLINE APPLICATION' interface for 'Academic background' at Universität Stuttgart. The interface includes a sidebar with a navigation tree, a main content area with a table for degree programs, and a button 'Add degree program' circled in orange with an arrow pointing to it.

**ONLINE APPLICATION**

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

Academic background

University	Degree	Degree programs	from	to
No entries.				

[Add degree program](#)

Cancel Preview Back Continue

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

Below this section is the 'Semester' section, which includes a table for tracking academic progress:

from	to	total	Leaves of absence	Internship	Clinic (internship)	Interruptions	Type of break
Please select...	Please select...	0	from 0 to 20	from 0 to 20	from 0 to 20	from 0 to 20	Please select...

The 'Status' section at the bottom contains fields for 'Intermediate exam' and 'Final exam', both set to 'not scheduled'. It also includes 'Grade' and 'Date' fields for each exam, with a 'Format: DD.MM.YYYY' instruction.

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



## Semester

In Germany the term “WS” means winter term (from October 1 to March 31) and “SS” means summer term (from April 1 to September 30). 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 'Edit academic background' at the University of Stuttgart. The user is logged in as 'Test Student'. The form is divided into several sections:

- University/Subjects:** Includes dropdowns for Country of Educational Institution (Germany), Place of university/college, University, Degree, and Form of studies. It also has a text field for Matriculation number and three dropdowns for subjects according to statistics.
- Semester:** This section is highlighted with an orange box. It contains a table with columns: from, to, total, Leaves of absence, Internship, Clinic (internship), Interruptions, and Type of break. The 'total' column has a value of 0. The 'Leaves of absence', 'Internship', 'Clinic (internship)', and 'Interruptions' columns have dropdowns with ranges from 0 to 20. The 'Type of break' column has a dropdown with 'Please select...'.
- Status:** Includes dropdowns for Intermediate exam (not scheduled) and Final exam (not scheduled). It also has text fields for Grade (max. 20 characters) and Date (Format: DD.MM.YYYY) for both exams.

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:

- University/Subjects:** Fields for Country of Educational Institution (Germany), Place of university/college, University, Degree, Form of studies, and Matriculation number.
- 1st subject according to statistics:** Please select...
- 2nd subject according to statistics:** Please select...
- 3rd subject according to statistics:** Please select...
- Semester:** Fields for from, to, total, Leaves of absence, Internship, Clinic (internship), Interruptions, and Type of break.
- Status:** Fields for Intermediate exam, Final exam, Grade, and Date.

The 'Status' section is highlighted with a red box. It contains the following information:

Intermediate exam	Final exam
not scheduled	not scheduled
Grade	Grade
max. 20 characters	max. 20 characters
Date	Date
Format: DD.MM.YYYY	Format: DD.MM.YYYY

Buttons at the bottom: Save and Close, 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' table in the C@MPUS system. The table is titled 'ONLINE APPLICATION' and 'Academic background'. It contains the following information:

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

Buttons at the bottom: Cancel, Preview, Back, 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's online application interface. On the left is a navigation menu with a tree structure including 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties like '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', and 'Other Facilities'. The main content area is titled 'ONLINE APPLICATION' and contains a list of steps: 'Start of course', 'Select desired programme', 'Personal data', 'Correspondence address', 'Higher education entrance qualification', 'Academic background', and 'entrance qualification for Master's programme'. The 'entrance qualification for Master's programme' step is currently active and shows a form with the following details: 'Academic background: Santiago, University of Chile - Chemical Engineering - Chemical Engineering', 'Grade: 4.0', and 'Date: 01.03.2010'. At the bottom of the form are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'. The top of the page features the University of Stuttgart logo, a search bar, a 'Log-out' button, and the user name 'User: Test Student'.

## 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 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 'Higher Education Entrance Qualification / High School Diploma'. It instructs the user to upload their higher education entrance qualification. There are two sections: 'Current document' and 'New document'. The 'Current document' section shows a table with columns 'File name', 'Type', 'File Size', and 'Date', and a message 'No document uploaded'. The 'New document' section provides instructions on uploading a single PDF file (maximum 1 MB) and includes a 'File' button and a 'Durchsuchen...' (Browse...) button. The bottom of the interface 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 device system](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background for entrance qualification for](#)  
[Master's applications](#)  
• **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](#)

[Cancel](#) [Preview](#)

**Higher Education Entrance Qualification / High School Diploma**

Please upload your higher education entrance qualification.

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 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.

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

[Back](#) [Continue](#)

## 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 for the University of Stuttgart. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and 'Other Facilities'. 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, a table titled '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 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 '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 (FK), Pfaffenwaldring 23, 70569 Stuttgart, Germany.' It also provides instructions on what to do if the transcript is not available and where to find further information, including a link to the application procedure page. At the bottom of the main content area are 'Back' and 'Continue' buttons. The top of the page shows the 'Universität Stuttgart' logo, a search bar, and a user profile for 'Test Student'.

## STEP 21 / ONLINE APPLICATION – CUMULATIVE GRADE POINT AVERAGE

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

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

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

The screenshot displays the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar lists various university departments and faculties. The main content area is titled 'Cumulative Grade Point Average' and contains instructions for uploading a letter from the user's university. Below the instructions, there are two sections for document uploads: 'Current document' and 'New document'. The 'Current document' section shows a table with columns for 'File name', 'Type', 'File Size', and 'Date', and a message 'No document uploaded'. The 'New document' section provides details about the required file format (single PDF, max 2 MB) and a deadline of 15.02.2021. At the bottom, there is a 'File' button and a 'Durchsuchen...' (Browse...) button, with a status message 'Keine Datei ausgewählt.' (No file selected).

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](#)  
[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**  
[Assessing](#)  
[Assessing Results](#)  
[Curriculum Vitae](#)  
[Letter of motivation](#)

**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 degree which serves as qualification for the degree program you are applying for.

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 22 / ONLINE APPLICATION – GRADING SYSTEM

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

The screenshot displays 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 content area is titled 'ONLINE APPLICATION' and includes a 'Help Support' link. The 'Grading System' step is selected, requiring a university-certified explanation of the grading and awarding system, including minimum pass marks, maximum achievable marks, and the CGPA calculation method. Below this, there is a section for 'Current document' with a table for file uploads. The table has columns for 'File name', 'Type', 'File Size', and 'Date'. It currently shows 'No document uploaded'. A 'New document' section provides instructions on uploading a single PDF file (max 2 MB) and a deadline of 15.02.2021. At the bottom, there are '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 degree program](#)  
[Personal data](#)  
[Consent/consent 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](#)  
[Certificate of Additional](#)

**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.

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



## 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>

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 'Curriculum Vitae' and instructs the user to upload their CV. It provides a link to the Europass-CV template and a table for 'Current document' showing 'No document uploaded'. Below this, there is a section for 'New document' with instructions on file format and size, and a file upload button labeled 'Durchsuchen...'. The bottom of the interface has 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

University of Stuttgart

User: **Test Student**

Search

Log-out

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  
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

Cancel Preview

Back Continue

**Curriculum Vitae**

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

Further information is available via the following link:  
<https://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  Keine Datei ausgewählt.

## 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.

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', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'ONLINE APPLICATION' and includes a 'Letter of motivation' section. This section contains instructions for uploading a motivation letter, a table for 'Current document' (showing 'No document uploaded'), and a 'New document' section with a file upload button and instructions. 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 degree 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

**Letter of motivation**

Please upload a motivation letter, e.g. specifying

- 1) your reasons why you are applying for this specific degree programme at the University of Stuttgart
- 2) your previous experience/exposure to the topic
- 3) any other issues you feel are relevant for the successful completion of the degree programme

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 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 and if possible, a guarantee of re-employment upon returning home. **Please be aware internship(s) 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.

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar lists various university departments and facilities. The main content area is titled 'Certificates of Additional Degrees and Transcripts of Records'. It includes instructions to upload certificates from additional studies and degrees. A table for 'Current document' shows 'No document uploaded'. Below, the 'New document' section provides instructions on file format (single PDF, max 2 MB) and a deadline of 15.02.2021. A 'File' button with a search icon is present, followed by the text 'Keine Datei ausgewählt.' At the bottom are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

## 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](https://www.daad.de/medien/deutschland/stipendien/formulare/forschungsstipendium_en.pdf)

**Remember to sign the form before uploading!**

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 content area is titled 'ONLINE APPLICATION' and includes a 'Help Support' link. Below this, there's a list of application requirements: '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 Degrees and Transcripts of Records', and 'Application form DAAD'. The 'Application form DAAD' section is expanded, showing instructions: '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.' It also provides a link for further information: <https://www.waste.uni-stuttgart.de/before-studying/Application.html>. Below this, there's a table for 'Current document' with columns 'File name', 'Type', 'File Size', and 'Date'. The table shows 'No document uploaded'. There's 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 G@MPUS.' At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

## STEP 27 / ONLINE APPLICATION – LETTERS OF RECOMMENDATION

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

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

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar lists various university departments and faculties. The main content area is titled 'Letters of recommendation' and includes instructions for uploading documents. It features a table for 'Current document' and a section for 'New document' with a file upload button and a search button.

University of Stuttgart

User: Test Student

Search

Log-out

University of Stuttgart

de/en

**ONLINE APPLICATION**

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  
Degrees and Transcripts of  
Records  
Application form DAAD  
• **Letters of recommendation**  
Proof of English Language  
Proficiency  
Proof of German Language Skills

Letters of recommendation

You may upload your Letter(s) of Recommendation if available

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 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\\_WS-2021-22.pdf](https://www.waste.uni-stuttgart.de/download/FAQs_WS-2021-22.pdf)

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.

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', 'Institutions', 'Faculties', and 'Other Facilities'. The main content area is titled 'ONLINE APPLICATION' and includes a 'Help Support' link. The selected section is 'Proof of English Language Proficiency'. The text in this section states: '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 mentions that if education was in English, a university certificate is required. A note specifies the required proficiency levels: IELTS (Band 6.5) or TOEFL (score: 550 paper based, 213 computer based, 79 internet based) or Cambridge (C CPE, B CAE). Below this, there is a section for 'Current document' with a table header: 'File name', 'Type', 'File Size', 'Date'. The table is currently empty, and the status is 'No document uploaded'. There is also a section for 'New document' with instructions to upload a single PDF file (maximum 2 MB). 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. Remember that in case you do not have any german language knowledge, you must attend the intensive course offered in September 2021 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/>

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 'ONLINE APPLICATION' and includes a 'Proof of German language skills' section. This section contains instructions: 'If this is not available at time of application the document needs to be provided by the end of semester 2.' and 'Further information for German courses offered by the language centre prior to enrolment at the University of Stuttgart can be found at: https://www.student.uni-stuttgart.de/international/deutschkursintensivkurs\_deutsch/'. Below this is a 'Current document' table with columns 'File name', 'Type', 'File Size', and 'Date'. The table is empty, showing 'No document uploaded'. There is also a 'New document' section with instructions to upload a single PDF file (max 2 MB) by 15.02.2021. At the bottom of the application area are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

File name	Type	File Size	Date
No document uploaded			

## 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. The main content area contains a 'PLEASE NOTE' section with a warning that the application is a preview and has not been submitted. Below this is the 'Start of course' section for Wintersemester 2021/22, followed by the 'Select degree program' section. This section includes dropdown menus for 'Type of studies' (Master programme), 'Intended degree' (Master of Science), and 'Degree program' (Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE)). It also has fields for '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 two buttons: 'Cancel' and 'Send'. The 'Send' button is circled in red.

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.

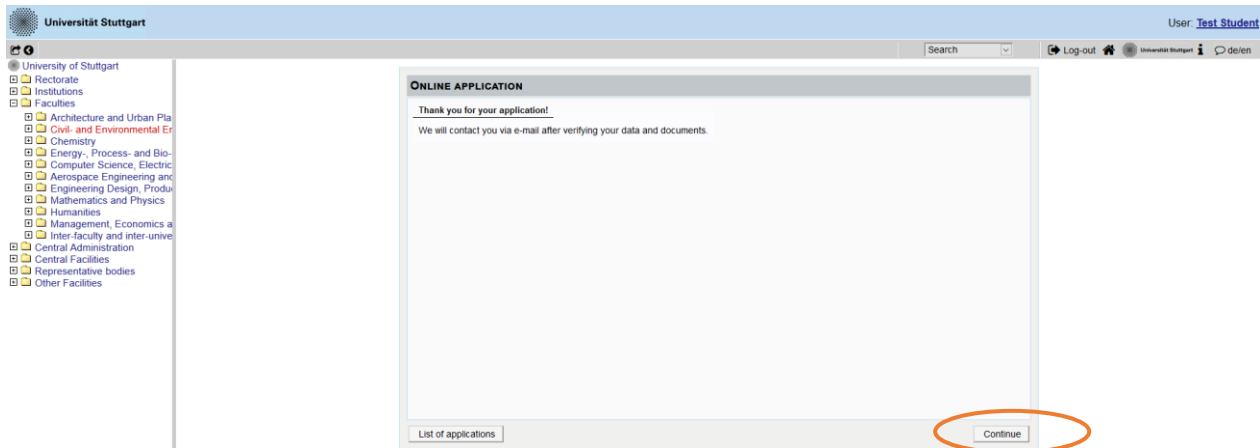


## STEP 31 / ONLINE APPLICATION – APPLICATION COMPLETED

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)

The screenshot shows the 'Application - Status' page for a student. The application details are as follows:

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

Below the details, there is a list of steps in the application process, each with a right-pointing arrow:

- Submission of application
- Admission
- Study place offer
- Enrolment

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>

This screenshot is similar to the one above, but with an orange box highlighting the application numbers in the 'Application - Status' section:

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

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. The left sidebar contains a list of faculties and departments. The main content area shows the application status for 'Wintersemester 2021/22'. A link to 'My Applications' is circled in orange. The bottom screenshot shows the 'My Applications' page, which displays a table of applications. An arrow points from the 'My Applications' link in the top navigation bar to the 'My Applications' page.

**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**

**Enrollment**

**My Applications**

Applicant 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				

Congratulations, you now successfully completed **step 1: completion of application for admission to winter term 2021/2022 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  
Zulassungsausschuss  
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 C@MPUS**:

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

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/>

Or contact the M.Sc. WASTE Office

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