



University of Stuttgart  
Germany

# C@MPUS Application Manual

For self-financed applicants

Winter Term 2022/2023



**M.Sc. WASTE**

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

Version date: 30.03.2021

# Table of Contents

|   |    |
|---|----|
| General Information for Applicants .....  | 3  |
| Directions .....  | 4  |
| FAQs.....   | 5  |
| Part 1: Registration at C@MPUS.....   | 6  |
| Step 01 / Access the portal .....   | 6  |
| Step 02 / Language Setting.....   | 7  |
| Step 03 / Registration access .....   | 8  |
| Step 04 / Create a new applicant account.....   | 9  |
| Step 05 / Data review.....  | 10 |
| Step 06 / Completion of registration .....  | 11 |
| Step 07 / Account confirmation .....  | 12 |
| Step 08 / Account - Set Password .....  | 13 |
| Part 2: Application to the Study Program .....  | 14 |
| Step 09 / Warning about possible changes due to Corona .....  | 14 |
| Step 10 / Account - Home screen .....   | 15 |
| Step 11 / Online Application - Start of Course .....  | 16 |
| Step 12 / Online Application - Select degree program .....  | 17 |
| Step 13 / Online Application - Personal Data.....   | 18 |
| Step 14 / Online Application - Correspondence address .....   | 19 |
| Step 14-1 / Online Application - Permanent home address .....   | 20 |
| Step 15 / Online Application - Higher education entrance qualification .....                                  | 21 |
| Step 16 / Online Application - Academic background .....  | 22 |
| Step 17 / Online Application - Entrance qualification for master's program .....                              | 25 |
| Step 18 / Online Application - Higher Education Entrance Qualification.....                                   | 26 |
| Step 19 / Online Application - Bachelor's degree certificate .....  | 27 |
| Step 20 / Online Application - Transcript of Records .....  | 28 |
| Step 21 / Online Application - Cumulative Grade Point Average (optional) .....                                | 29 |
| Step 22 / Online Application - Grading system .....   | 30 |
| Step 23 / Online Application - Curriculum vitae .....   | 31 |
| Step 24 / Online Application - Letter of motivation (optional) .....  | 32 |
| Step 25 / Online Application - Certificates of additional degrees and transcripts of records (optional) ..... | 33 |
| Step 26 / Online Application - Application form DAAD (not applicable).....                                    | 34 |
| Step 27 / Online Application - Letters of recommendation (optional).....                                      | 35 |
| Step 28 / Online Application - Proof of English language proficiency.....                                     | 36 |
| Step 29 / Online Application - Proof of German language proficiency.....                                      | 37 |
| Step 30 / Overview and Confirmation .....   | 38 |
| Step 31 / Online Application - Application completed .....  | 39 |
| Step 32 / Online Application - Application status.....  | 40 |
| Step 33 / Postal Application - Final step .....   | 42 |
| Further information .....   | 43 |

## 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 C@MPUS 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 C@MPUS application portal (Stage 1). 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.

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 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 **February 15<sup>th</sup>, 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 C@MPUS, in the Short Application Form (downloadable from the M.Sc. WASTE website):

<https://www.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 C@MPUS 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 15<sup>th</sup>, 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 the blue “i” symbols or on the blue highlighted links in C@MPUS.

### VERY IMPORTANT:

While you are working on C@MPUS, **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 C@MPUS platform in case you need to go back.

University of Stuttgart

User: Test Student

Log-out

Search

Help Support

Start of course

Select degree program

Personal data

Contact information

Higher education entrance qualification

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 Certificate

☐ I have obtained a foreign higher education entrance qualification

☐ Master craftpersons 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

Total score: from 900

Name of school: 1 to 100 characters

Location of school: 1 to 100 characters

Country of school: not specified

Back Continue

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](https://www.waste.uni-stuttgart.de/download/FAQs_WS2022_2023.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 check the C@MPUS platform FAQs:

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

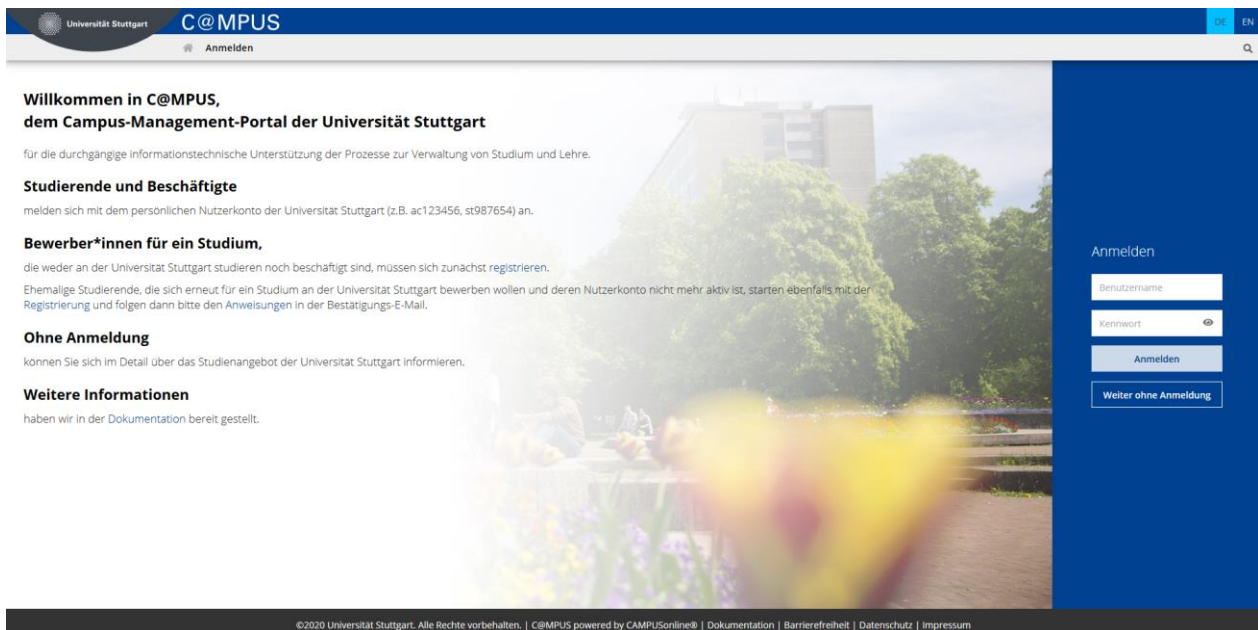
If your question(s) could not be answered with the information in the links above, or if you have any other technical problems with C@MPUS, please send an email to:

**support(at)campus.uni-stuttgart.de**

# Part 1: Registration at C@MPUS

## STEP 01 / ACCESS THE PORTAL

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



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

**Willkommen in C@MPUS,**  
**dem Campus-Management-Portal der Universität Stuttgart**  
für die durchgängige informationstechnische Unterstützung der Prozesse zur Verwaltung von Studium und Lehre.

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

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

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

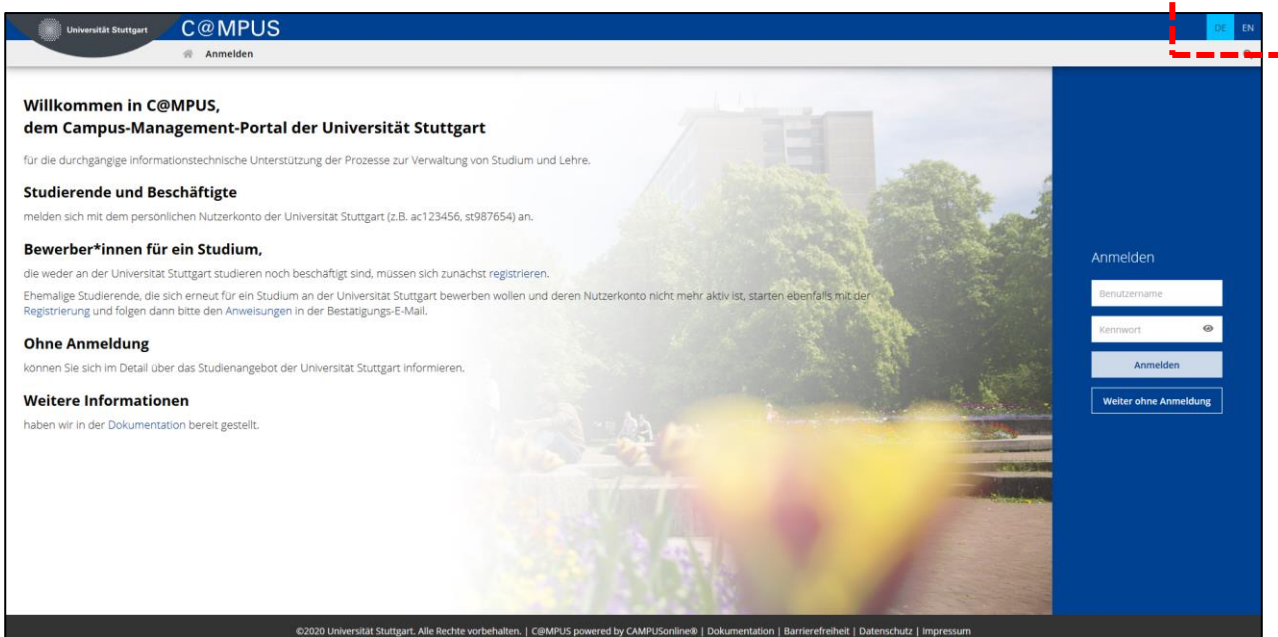
**Weitere Informationen**  
haben wir in der Dokumentation bereit gestellt.

**Anmelden**  
Benutzername:  
Kennwort:  
Anmelden  
Weiter ohne Anmeldung

©2020 Universität Stuttgart. Alle Rechte vorbehalten. | C@MPUS powered by CAMPUSonline® | Dokumentation | Barrierefreiheit | Datenschutz | Impressum

## 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.



The screenshot shows the C@MPUS portal interface. The top navigation bar is blue and contains the University of Stuttgart logo, the C@MPUS logo, and an 'Anmelden' button. In the top right corner, there are two language selection buttons: 'DE' and 'EN'. The 'EN' button is highlighted with a red dashed box. The main content area has a light blue background with a large image of a building and trees. It contains several sections of text, including a welcome message, login instructions for students and employees, and information for applicants. On the right side, there is a blue sidebar with a white 'Anmelden' button and two input fields for 'Benutzername' and 'Kennwort'. Below these fields are two buttons: 'Anmelden' and 'Weiter ohne Anmeldung'. The footer contains copyright information and links to documentation, accessibility, data protection, and imprint.

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

Benutzername

Kennwort

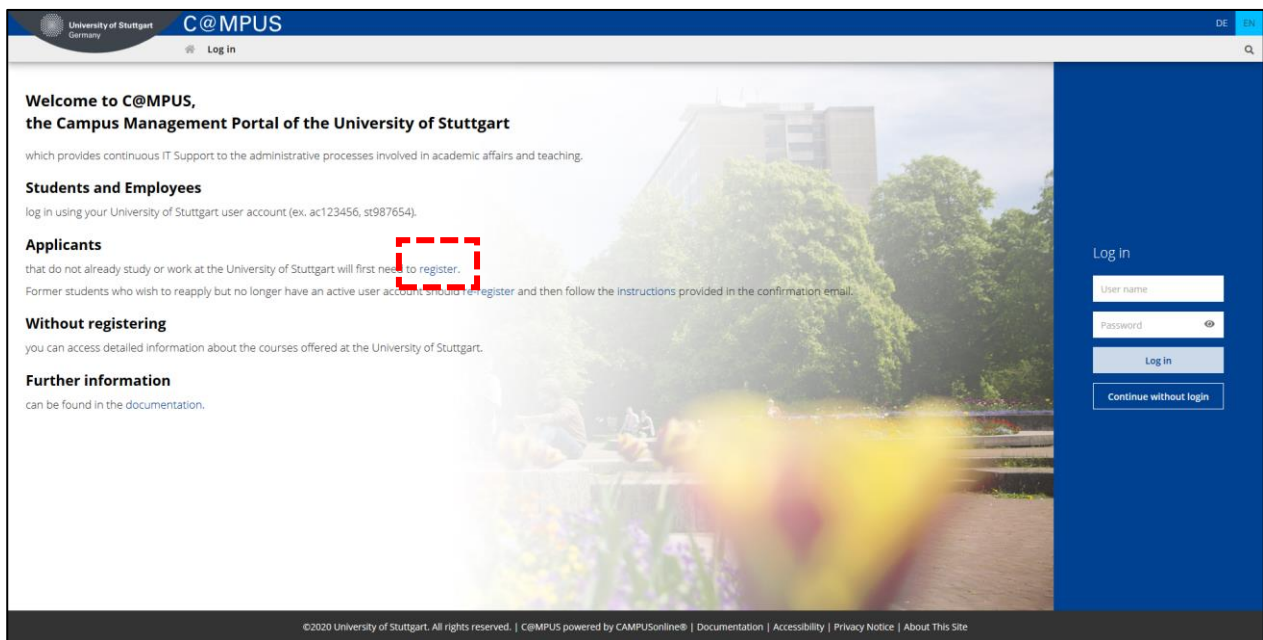
Anmelden

Weiter ohne Anmeldung

©2020 Universität Stuttgart. Alle Rechte vorbehalten. | C@MPUS powered by CAMPUSonline® | Dokumentation | Barrierefreiheit | Datenschutz | Impressum

## STEP 03 / REGISTRATION ACCESS

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



University of Stuttgart  
Germany

C@MPUS

DE EN

Log in

Search

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

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

**Students and Employees**  
log in using your University of Stuttgart user account (ex. ac123456, st987654).

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

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

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

**Log in**

User name

Password

Log in

Continue without login

©2020 University of Stuttgart. All rights reserved. | C@MPUS powered by CAMPUSonline® | Documentation | Accessibility | Privacy Notice | About This Site



## 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(s) and 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 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 C@MPUS 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]**.

University of Stuttgart  
Germany

C@MPUS

Registration - basic user / C@MPUS V2.00

Login DE

Master data

Mr./Mrs./Ms.

First name

Last name

Date of birth

Maiden name

Account data

Email address

Preferred language

Note

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

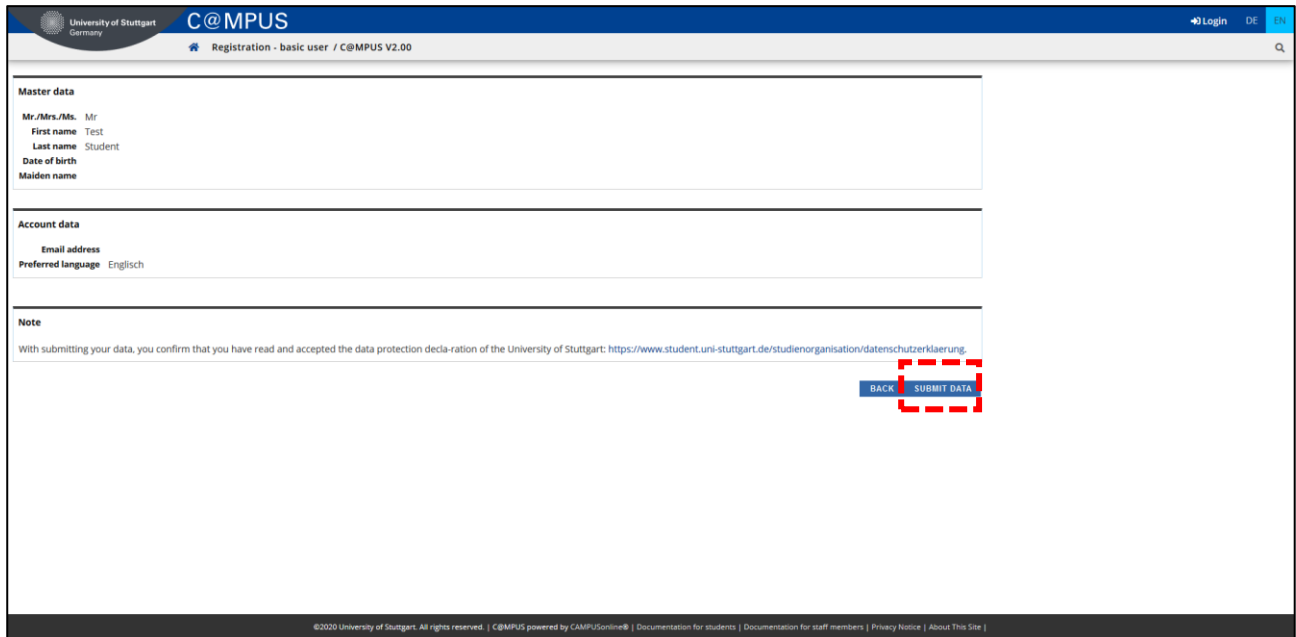
CONFIRM DATA

©2020 University of Stuttgart. All rights reserved. | C@MPUS powered by CAMPUSonline® | Documentation for students | Documentation for staff members | Privacy Notice | About This Site

## STEP 05 / DATA REVIEW

Please carefully check your data in this screen. Once you submit the C@MPUS registration form, **you will not be able to change your name(s) again.**

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



The screenshot shows the C@MPUS registration form data review screen. The header includes the University of Stuttgart logo and the C@MPUS title. The page is titled "Registration - basic user / C@MPUS V2.00". The form is divided into three sections: Master data, Account data, and Note. The Master data section contains fields for Mr./Mrs./Ms., First name, Last name, Date of birth, and Maiden name. The Account data section contains fields for Email address and Preferred language. The Note section contains a message about data protection and a link to the data protection declaration. At the bottom right of the Note section, there are two buttons: "BACK" and "SUBMIT DATA". The "SUBMIT DATA" button is highlighted with a red dashed box.

University of Stuttgart  
Germany

C@MPUS

Registration - basic user / C@MPUS V2.00

Login DE

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

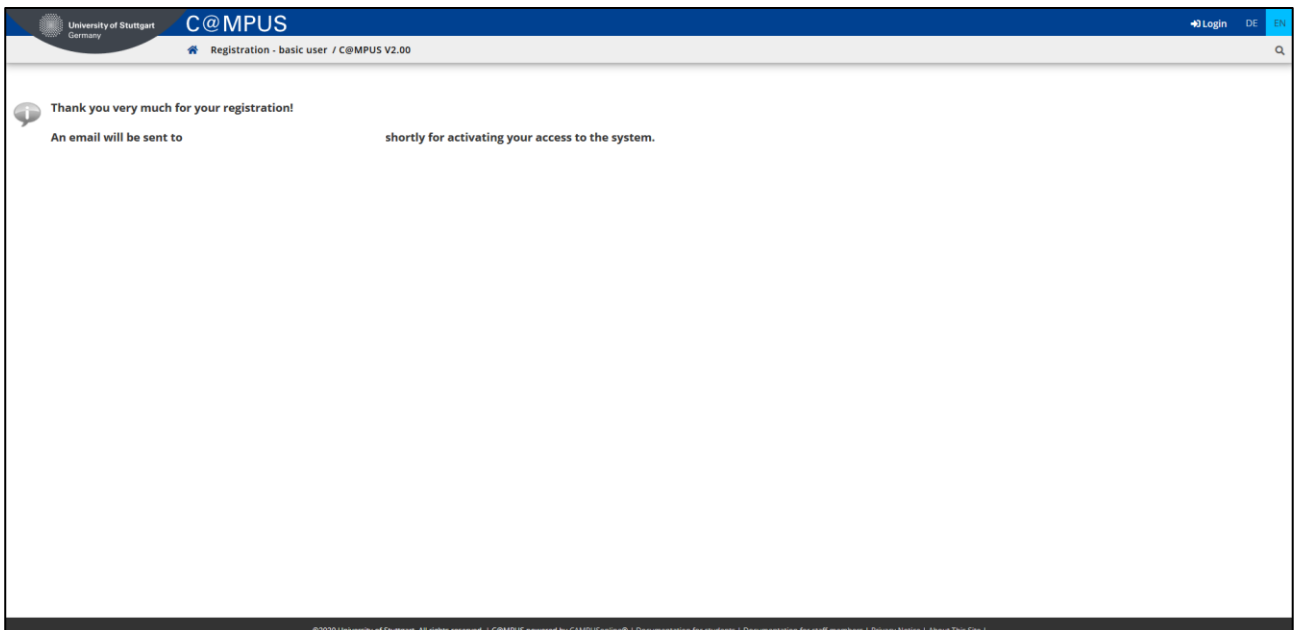
With submitting your data, you confirm that you have read and accepted the data protection declaration of the University of Stuttgart: <https://www.student.uni-stuttgart.de/studienorganisation/datenschutz/erklaerung>.

BACK SUBMIT DATA

©2020 University of Stuttgart. All rights reserved. | C@MPUS powered by CAMPUSonline® | Documentation for students | Documentation for staff members | Privacy Notice | About This Site |

## STEP 06 / COMPLETION OF REGISTRATION

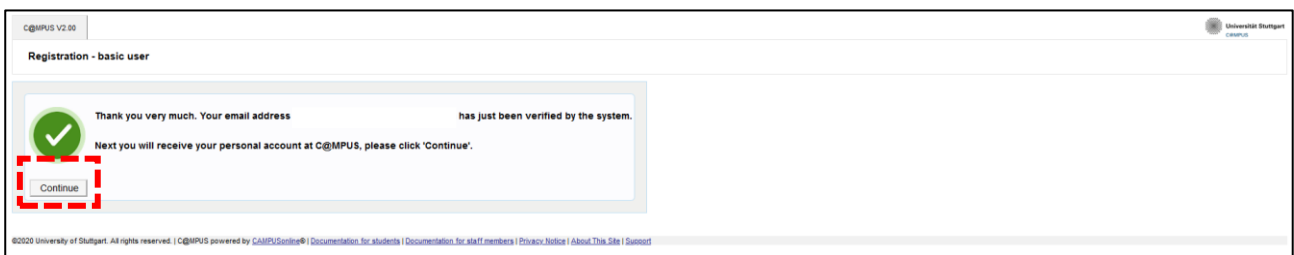
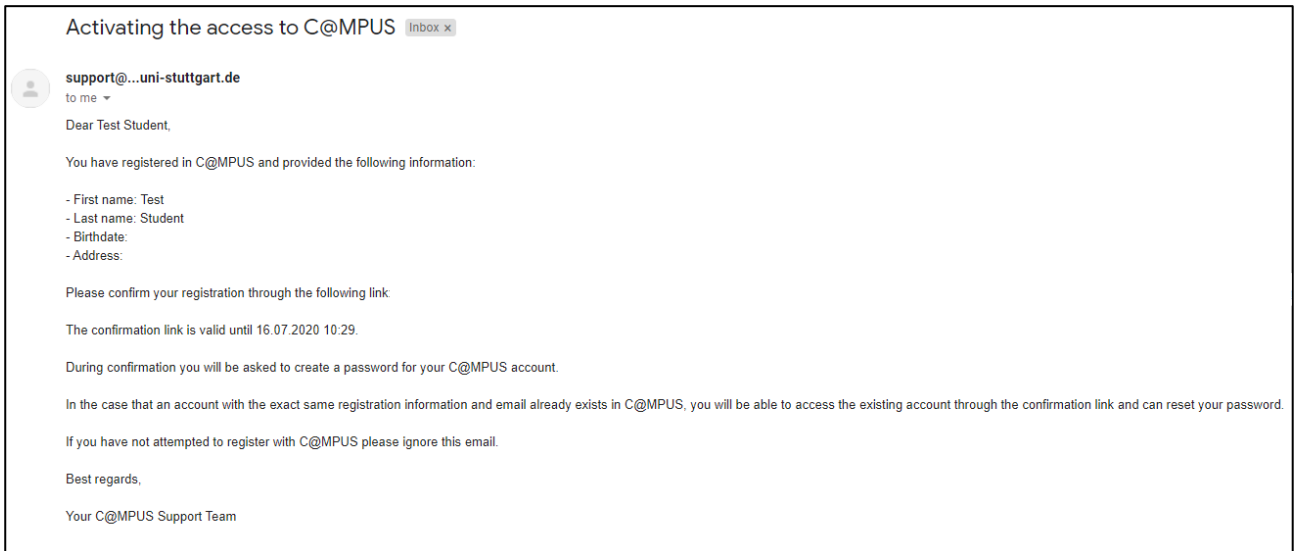
Now your registration is complete and you will receive an activation link at the email address you provided. You can close this window now.



## 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]**.

C@MPUS V2.00

Account reactivation  
Basic user

User name kka1e6y7  
Password  
Confirm new password

Please choose the password according to the following criteria.

- Required
  - min 8, max 40 characters
  - at least 3 letters
  - at least 1 number
  - at least 1 special character (additional to numbers and letters) from !#\$%&()\*+,-./:;<=>?@[\\]^\_`{|}~
  - must not contain your first name, last name, username or day of birth
- Recommendations
  - Also parts of first or last names should not be used.
  - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

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

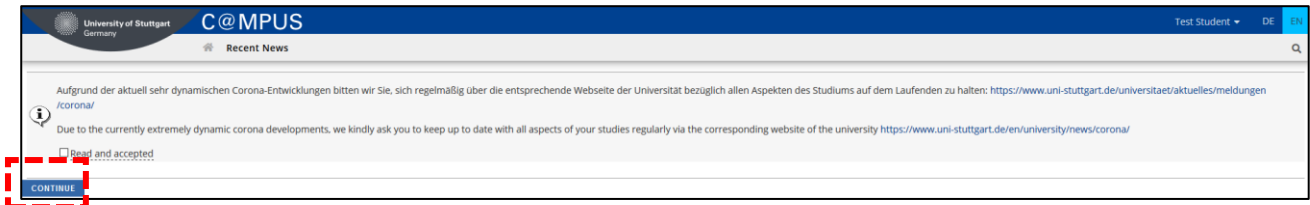
Save Cancel

©2020 University of Stuttgart. All rights reserved. | C@MPUS powered by CAMPUSonline® | Documentation for students | Documentation for staff members | Privacy notice | About This Site | Support

## Part 2: Application to the Study Program

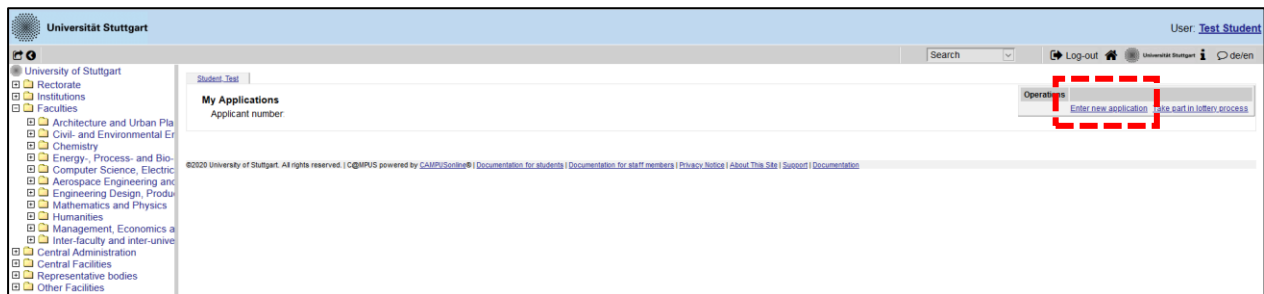
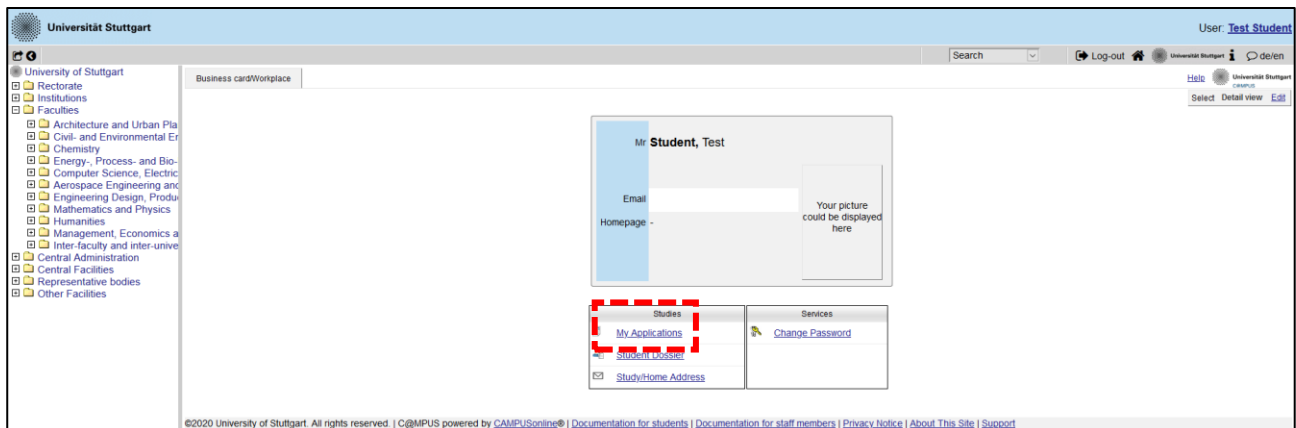
### STEP 09 / WARNING ABOUT POSSIBLE CHANGES DUE TO CORONA

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** (winter term 2022/23) and click **[Continue]** to go on with your application.

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 has a sub-header 'Start of course'. Below this, there's a dropdown menu labeled 'Start of course' with 'Wintersemester 2021/22' selected. This dropdown is highlighted with a red dashed box. Below the dropdown, there's text explaining the application process and a note about tuition fees for international students. At the bottom right, there are 'Back' and 'Continue' buttons, with the 'Continue' button also highlighted by a red dashed box. The top of the page shows the University of Stuttgart logo and user information 'User: Test Student'.

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** Wintersemester 2021/22

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.

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/formalitäten/gebuehren-und-beitraege/studiengebuehren/>

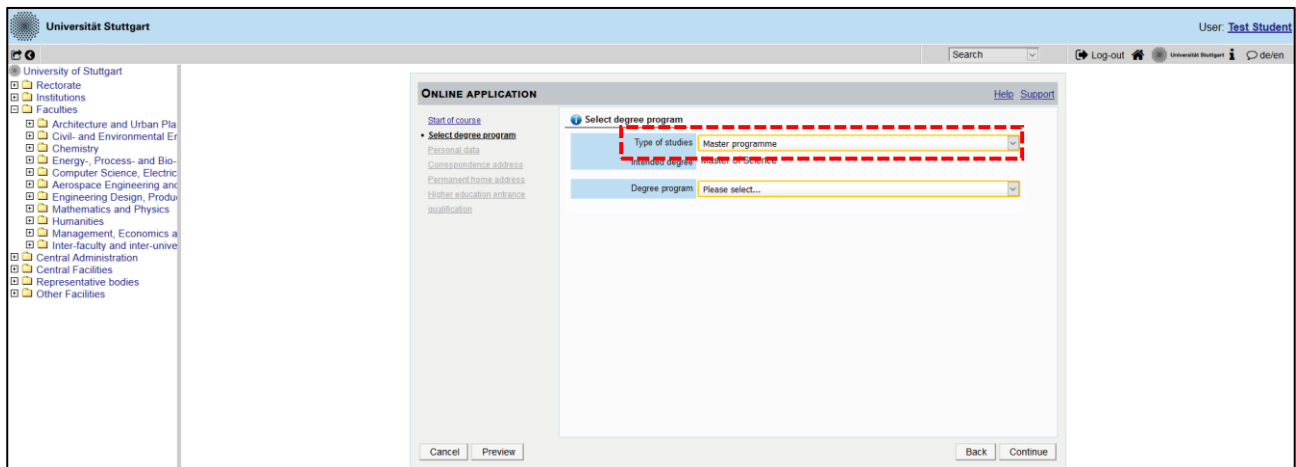
Cancel Preview Back **Continue**



## STEP 12 / ONLINE APPLICATION – SELECT DEGREE PROGRAM

Please select:

- **Type of studies** → Master program



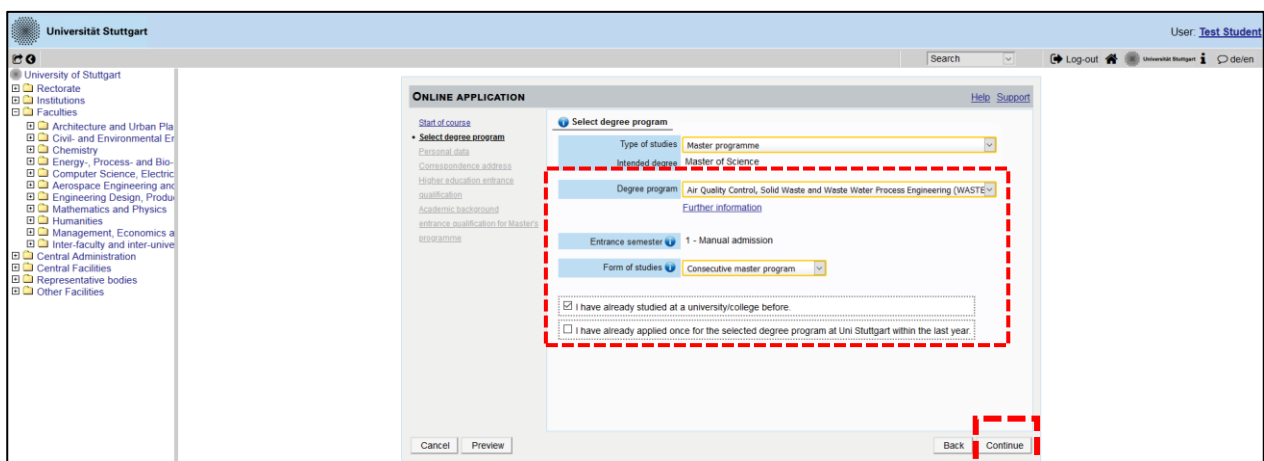
The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. On the left is a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'Select degree program'. It contains a 'Type of studies' dropdown menu, which is highlighted with a red dashed box and currently shows 'Master programme'. Below it is a 'Degree program' dropdown menu showing 'Please select...'. At the bottom of the form are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

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]**.



This screenshot shows the same 'ONLINE APPLICATION' interface, but with more options visible. The 'Type of studies' dropdown is still 'Master programme'. Below it, the 'Intended degree' dropdown is set to 'Master of Science'. The 'Degree program' dropdown is highlighted with a red dashed box and set to 'Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE)'. Below that, the 'Form of studies' dropdown is highlighted with a red dashed box and set to 'Consecutive master program'. At the bottom, there are two checkboxes: the first is checked and labeled 'I have already studied at a university/college before', and the second is unchecked and labeled 'I have already applied once for the selected degree program at Uni Stuttgart within the last year'. The 'Continue' button at the bottom right is highlighted with a red dashed box. 'Cancel' and 'Preview' buttons are also visible.

## 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]**.

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 'Personal data' and contains several input fields. Red dashed boxes highlight specific areas: the 'Academic degree in front of the name' dropdown, the 'Academic degree after the name' dropdown, and the 'Back' and 'Continue' buttons at the bottom right. The form includes fields for first name, last name, surname, date of birth, gender, place of birth, country of birth, maiden name, 1st nationality, and 2nd nationality. The user is logged in as 'Test Student'.

University of Stuttgart

User: Test Student

Search

Log-out

Universität Stuttgart

de/en

ONLINE APPLICATION

Help Support

Start of course

Select degree program

Personal data

Academic degree in front of the name

Please select...

First name

Test

Last name

Student

Surname

Student

Academic degree after the name

Please select...

Date of birth

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 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]**.

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar lists various university departments. The main content area is titled 'ONLINE APPLICATION' and includes a navigation menu with options like 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'Current home address', 'Higher education entrance qualification', 'Academic background', and 'Academic qualification for Master's programme'. The 'Correspondence address' section is active and contains a form for entering the semester address. The form fields are: '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 form is labeled 'My correspondence address (during the semester) is identical with my permanent home address.' The 'Continue' button at the bottom right of the form is highlighted with a red dashed box.

## 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 shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'ONLINE APPLICATION' and includes a list of steps: 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', and 'Permanent home address'. The 'Permanent home address' step is currently selected. The form fields for 'Permanent home address' are highlighted with a red dashed border. These fields include: 'Home address', 'Mail delivery c/o', 'Street and number', 'Postal Code/City', 'Country/State' (with a dropdown menu), and 'Region' (with a dropdown menu). At the bottom right of the form, there are 'Back' and 'Continue' buttons, with the 'Continue' button also highlighted by a red dashed border. The top of the page shows the 'Universität Stuttgart' logo and a user profile for 'Test Student'.

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

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

A foreign higher education entrance qualification is the formal term for your "school leaving certificate", 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]**.

The screenshot shows the 'ONLINE APPLICATION' form for the University of Stuttgart. The 'Higher education entrance qualification' section is highlighted with a red dashed box. It contains the following fields and options:

- Higher education entrance qualification** (selected):
  - ☒ I have obtained a German Higher Education Entrance Qualification.
  - ☐ I have obtained a foreign higher education entrance qualification.
  - ☐ Master craftpersons 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
- Total score**: from 900
- Name of school**: 1 to 100 characters
- Location of school**: 1 to 100 characters
- Country of school**: not specified
- Region**: Please select...

The 'Continue' button is highlighted with a red dashed box.

### 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]**.

The screenshot shows the 'ONLINE APPLICATION' form for the University of Stuttgart. The 'Higher education entrance qualification' section is highlighted with a red dashed box. It contains the following fields and options:

- Higher education entrance qualification** (selected):
  - ☐ I have obtained a German Higher Education Entrance Qualification.
  - ☒ I have obtained a foreign higher education entrance qualification.
  - ☐ Master craftpersons 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...

The 'Continue' button is highlighted with a red dashed box.

## 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.

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 'Academic background' and contains a table with columns: University, Degree, Degree programs, from, and to. Below the table, it says 'No entries.' At the bottom right of the table area, a button labeled 'Add degree program' is highlighted with a red dashed box. Other buttons like 'Cancel', 'Preview', 'Back', and 'Continue' are visible at the bottom of the form.

### 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
- 1<sup>st</sup> subject (Major) → 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 'Edit academic background' form in the online application system. The 'University/Subjects' section is highlighted with a red dashed box. It contains several dropdown menus for selection: Country of Educational Institution (set to Germany), Place of university/college, University, Degree, and Form of studies. Below these are three input fields for subjects: '1st subject according to statistics', '2nd subject according to statistics', and '3rd subject according to statistics'. The 'Semester' section below includes fields for 'from' and 'to' semesters, and a 'total' field. The 'Status' section at the bottom has dropdowns for 'Intermediate exam' and 'Final exam', each with a 'Grade' and 'Date' field. Buttons for 'Save and Close' and 'Cancel/Close' are at the bottom right.

## Semester

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

If applicable, please enter the number of leave/internship/hospital internship/break terms 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

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar lists various university departments. The main content area is titled 'Edit academic background' and contains several sections:

- University/Subjects:** Fields for Country of Educational Institution (Germany), Place of university/college, University, Degree, Form of studies, and Matriculation number. Below these are three dropdown menus for '1st subject according to statistics', '2nd subject according to statistics', and '3rd subject according to statistics'.
- Semester:** This section is highlighted with a red dashed box. It contains a table with columns: 'from', 'to', 'total', 'Leaves of absence', 'Internship', 'Clinic (internship)', 'Interruptions', and 'Type of break'. The 'from' and 'to' columns have dropdown menus, and the 'total' column has a text input field with the value '0'. The other columns have dropdown menus with ranges like 'from 0 to 20'.
- Status:** Fields for 'Intermediate exam' and 'Final exam', each with a dropdown menu (currently set to 'not scheduled'). Below these are fields for 'Grade' (max. 20 characters) and 'Date' (Format: DD.MM.YYYY).

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

## Status

You must enter this information in C@MPUS 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.

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' with dropdowns for Country of Educational Institution (Germany), Place of university/college, University, Degree, Form of studies, and Matriculation number; '1st subject according to statistics', '2nd subject according to statistics', and '3rd subject according to statistics' with dropdowns; 'Semester' with dropdowns for 'from' and 'to'; 'Status' with dropdowns for 'Intermediate exam' and 'Final exam' (both set to 'not scheduled'); 'Grade' fields with 'max. 20 characters' and 'Date' fields with 'Format: DD MM YYYY'; and 'Save and Close' and 'Cancel/Close' buttons. A red dashed box highlights the 'Status' section and the 'Save and Close' button.

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]**.

The screenshot shows the 'Academic background' table in the C@MPUS system. The table has columns: 'University', 'Degree', 'Degree programs', 'from', and 'to'. The first row shows 'Santiago, Universi...' under 'University', 'Chemical Engi...' under 'Degree', 'Chemical Engi...' under 'Degree programs', '04W' under 'from', and '10W' under 'to'. A red dashed box highlights the table. Below the table is an 'Add degree program' button. At the bottom of the form are 'Cancel', 'Preview', 'Back', and 'Continue' buttons. The 'Continue' button is highlighted with a red dashed box.



## 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.

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', and 'Faculties'. The main content area is titled 'entrance qualification for Master's programme' and includes a 'Help' and 'Support' link. Below this, there are fields for 'Academic background' (Santiago, University of Chile - Chemical Engineering - Chemical Engineering), 'Grade' (4.0), and 'Date' (01.03.2010). A red dashed box highlights the 'Back' and 'Continue' buttons at the bottom right of the form.

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

Higher education entrance qualification

Academic background

entrance qualification for Master's programme

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

Grade: 4.0

Date: 01.03.2010

Cancel Preview Back Continue

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

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

The maximum file size is 1 MB. **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 includes a 'Please upload your higher education entrance qualification.' section with a 'Current document' table showing 'No document uploaded'. Below this is a 'New document' section with instructions on file format (PDF) and size (1 MB), and a 'File' upload 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 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](#)

**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.

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

## 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.

In case you have additional university degrees (e.g. Master or Diploma), please upload here the certificate of the degree which you are using as entrance qualification for this specific Master program (as selected in Step 17).

Additional certificates can be uploaded later under the section “Certificates of Additional Degrees” in Step 25.

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

Please scroll down to see the file uploading area.

The screenshot displays the 'ONLINE APPLICATION' interface of the University of Stuttgart. On the left, a navigation menu lists various university departments and faculties. The main content area is titled 'Bachelor's Degree Certificate' and includes instructions for uploading a degree certificate. A table for 'Current document' is shown with columns for 'File name', 'Type', 'File Size', and 'Date'. Below the table, it states 'No document uploaded'. At the bottom of the form, there are '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. 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.

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', and 'Faculties'. The main content area is titled 'Detailed Instructions for Applications in International Master Study Programs'. Under the 'Transcript of Records' section, it states: 'No upload of your ToR is needed here. An officially translated (into English or German) and certified copy of your transcript of records needs to be sent to MSc WASTE Office'. It provides the contact information for the MSc WASTE Office at the Institut für Feuerungs- und Kraftwerkstechnik (IFK) in Stuttgart. A link to further information is provided: <http://www.waste.uni-stuttgart.de/before-studying/Application.html>. The interface includes a search bar, a user profile for 'Test Student', and a language selector set to 'de/en'.

## STEP 21 / ONLINE APPLICATION – CUMULATIVE GRADE POINT AVERAGE (OPTIONAL)

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 additional university degrees (e.g. Master or Diploma), please upload here the CGPA of the degree which you are using as entrance qualification for this specific Master program (as selected in Step 17).

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

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', 'Institutions', 'Faculties', and 'Other Facilities'. The main content area is titled 'Cumulative Grade Point Average' and contains instructions for uploading a letter from the university. It includes a table for 'Current document' with columns for 'File name', 'Type', 'File Size', and 'Date', which currently shows 'No document uploaded'. Below this is a section for 'New document' with a file upload button labeled 'Durchsuchen...' and a note that no file has been selected. The interface also features a search bar, a 'Log-out' button, and a user profile indicator for 'User: Test Student'.

## 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.**

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 'Grading System' and contains instructions for providing a university-certified explanation of the grading and awarding system, including minimum pass marks, maximum achievable marks, and the calculation of the Cumulative Grade Point Average (CGPA). Below the instructions, there is a section for uploading documents. A table with columns 'File name', 'Type', 'File Size', and 'Date' is shown, indicating 'No document uploaded'. A 'New document' section provides further details about the upload requirements, stating that documents must be in a single PDF file (maximum 2 MB) and that the upload deadline is 15.02.2021. At the bottom of the document upload section, there is a 'File' button and a status message 'Keine Datei ausgewählt.' (No file selected).

University of Stuttgart

User: Test Student

Search

Log-out

University of Stuttgart

dein

**ONLINE APPLICATION**

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

[Start of course](#)  
[Select degree program](#)  
[Personal data](#)  
[Consentance 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](#)

**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

Please upload your CV. We recommend using the Europass-CV template available in the following link:

<https://europa.eu/europass/en/create-europass-cv>

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

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 'Curriculum Vitae' section. This section prompts the user to upload their CV, recommending the Europass-CV template. It provides a link to the Europass CV creation page and a table for 'Current document' showing 'No document uploaded'. Below this, the 'New document' section instructs the user to upload a single PDF file (maximum 2 MB) and provides a 'File' button with a 'Durchsuchen...' (Browse...) option. The interface also includes a search bar, a 'Log-out' button, and a user profile indicator for 'User: Test Student'.

University of Stuttgart

User: Test Student

Search

Log-out

ONLINE APPLICATION

Curriculum Vitae

Please upload your CV.  
We recommend to use the Europass-CV template.  
Further information is available via the following link:  
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

Current document

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

New document

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. If you cannot submit the document right now, you can upload it in the self-service portal until 15.02.2021. You will find an overview of all required documents at the end in C@MPUS.

File  Keine Datei ausgewählt.

Cancel Preview Back Continue

## STEP 24 / ONLINE APPLICATION – LETTER OF MOTIVATION (OPTIONAL)

Please upload a motivation letter (two pages maximum), e.g. specifying

- the reasons why you are applying for this specific degree program at the University of Stuttgart,
- your previous experience/exposure to the topic,
- any other issues you feel are relevant for the successful completion of the degree program.

Although optional, a good motivation letter can be a decisive factor in the success of your application.

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

The screenshot shows the 'ONLINE APPLICATION' interface of the University of Stuttgart. On the left is a navigation menu with categories like 'University of Stuttgart', 'Institutions', 'Faculties', and 'Other Facilities'. The main content area is titled 'Letter of motivation' and includes instructions: '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'. Below the instructions is a table for 'Current document' with columns 'File name', 'Type', 'File Size', and 'Date'. The table shows 'No document uploaded'. A 'New document' section provides further details: 'Please upload your documents in one single PDF file (Portable Document Format - pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. The submission of this document is optional. If you cannot submit the document right now, you can upload it in the self-service portal until 15.02.2021. You will find an overview of all required documents at the end in C@MPUS.' At the bottom of the form are buttons for 'File', 'Durchsuchen...', 'Keine Datei ausgewählt.', 'Cancel', 'Preview', 'Back', and 'Continue'.



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

Please upload here the certificates from additional studies and degrees, if any, including their corresponding Transcripts of Records.

**For applicants of the People's Republic of China, the Socialistic Republic of Vietnam and Mongolia** it is mandatory to upload here an original certificate or confirmation of the APS (Akademische Prüfstelle des Kulturreferats), obtained at the Embassy of the Federal Republic of Germany in your home country.

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

The screenshot displays the 'ONLINE APPLICATION' interface of the University of Stuttgart. On the left, a navigation menu lists various university departments and faculties. The main content area is titled 'Certificates of Additional Degrees and Transcripts of Records'. It includes instructions for uploading documents and a table for tracking uploads.

**ONLINE APPLICATION**

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

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

Current document:

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

New document:

Please upload your documents in one **single** PDF file (Portable Document Format, pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. The submission of this document is optional. If you cannot submit the document right now, you can upload it in the self-service portal until 15.02.2021. You will find an overview of all required documents at the end in C@MPUS.

File Durchsuchen... Keine Datei ausgewählt.

Buttons: Cancel, Preview, Back, Continue

## STEP 26 / ONLINE APPLICATION – APPLICATION FORM DAAD (NOT APPLICABLE)

For self-financed studies, this step must be skipped. Press [Continue] to move forward with the application.

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 various faculties. The main content area is titled 'ONLINE APPLICATION' and includes a 'Help Support' link. Below this, the 'Application form DAAD' section is active, providing instructions on uploading a DAAD-Scholarship Application Form. It states that the form is optional and only applicable for international applicants from developing and threshold countries. A link to further information is provided: <https://www.waste.uni-stuttgart.de/before-studying/Application.html>. 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 prompts the user to upload a single PDF file (maximum 2 MB) and mentions 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

Universität Stuttgart

de/en

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

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 Programmes  
Cumulative Grade Point Average  
Grades System  
Curriculum Vitae  
Letter of motivation  
Certificates of Additional  
Courses and Transcripts of  
Records  
• **Application form DAAD**  
Letters of recommendation  
Proof of English Language  
Proficiency  
Proof of German language skills

**Application form DAAD**

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

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

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

Current document

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

New document

Please upload your documents in one **single** PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. The submission of this document is optional. If you cannot submit the document right now, you can upload it in the self-service portal until 15.02.2021. You will find an overview of all required documents at the end in CGMPUS.

Cancel Preview Back Continue

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

You may upload letter(s) of recommendation, academic or from employers, if available.

Although optional, good recommendation(s) can be a decisive factor in the success of your application.

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

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 'Letters of recommendation' and includes instructions: 'You may upload your Letter(s) of Recommendation if available.' Below this is a table for 'Current document' with columns 'File name', 'Type', 'File Size', and 'Date', showing 'No document uploaded'. A 'New document' section provides upload instructions: 'Please upload your documents in one single PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. The submission of this document is optional. If you cannot submit the document right now, you can upload it in the self-service portal until 15.02.2021. You will find an overview of all required documents at the end in C@MPUS.' At the bottom of the 'New document' section is a 'File' button and the text 'Durchsuchen...' and 'Keine Datei ausgewählt.'. The interface also includes a 'Cancel' button, a 'Preview' button, and 'Back' and 'Continue' buttons at the bottom right.

## 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 must not be older than 2 years at the time of the application deadline (February 15<sup>th</sup>, 2022). If a recent certificate is not available at time of application, please upload the older document, provided you submit the new language certificate prior to enrolment.

If your previous degree has been conducted in English, an official certificate issued by your university is required to confirm the language of instruction. This is possible **only if your degree has been completed within the past 3 years at the time of the application deadline.**

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 that the required proficiency levels are: IELTS (Band 6.5), TOEFL (score: 550 paper based, 213 computer based, 79 internet based) or Cambridge (C CPE, B CAE).

**Do not 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', 'Rectorate', 'Institutions', 'Faculties', and 'Other Facilities'. The main content area is titled 'ONLINE APPLICATION' and includes a 'Proof of English Language Proficiency' section. This section contains instructions: 'Please provide certified proofs of your English proficiency (i.e. TOEFL or IELTS score report or equivalent). The English test certificate shall not be older than 2 years. If a newer certificate is not available at time of application, please upload the older document. The new language certificate needs to be provided prior to enrolment.' It also states: 'If your complete education has been conducted in English, an official certificate of your university is required confirming that the language of instruction is English. If English is your mother tongue, please also provide some form of evidence.' A 'Please note' section lists the required proficiency levels: IELTS (Band 6.5), TOEFL (score: 550 paper based, 213 computer based, 79 internet based) or Cambridge (C CPE, B CAE). Below this, there is a 'Current document' table with columns 'File name', 'Type', 'File Size', and 'Date', which currently shows 'No document uploaded'. A 'New document' section prompts the user to upload a single PDF file (maximum 2 MB). At the bottom of the application window are 'Cancel', 'Preview', 'Back', and 'Continue' buttons. The user is logged in as 'Test Student'.

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

If this is not available at time of application, proof has to be provided by the end of the second semester of M.Sc. WASTE. Remember that in case you do not have any previous German language knowledge, you must attend the intensive course offered in September 2022 by the International Center of the University of Stuttgart. Admitted students can take this course free of charge without an additional 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. The left sidebar lists various faculties and departments. The main content area is titled 'ONLINE APPLICATION' and includes a 'Proof of German language skills' section. This section contains instructions on when to provide proof and a link for further information. Below this, there are two upload sections: 'Current document' and 'New document'. The 'Current document' section shows a table with columns for File name, Type, File Size, and Date, but it is currently empty. The 'New document' section provides instructions on the required file format (single PDF, max 2 MB) and a deadline. At the bottom of the 'New document' section, there is a 'File' button and a message 'Keine Datei ausgewählt.' (No file selected).

University of Stuttgart

User: [Test Student](#)

Search

Log-out

University of Stuttgart

de/en

**ONLINE APPLICATION**

[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](#)  
[Grades System](#)  
[Curriculum Vitae](#)  
[Letter of motivation](#)  
[Certificates of Additional Courses and Transcripts of Records](#)  
[Application form DAAD](#)  
[Letter of recommendation](#)  
[Proof of English Language Proficiency](#)  
**• Proof of German language skills**

**Proof of German language skills**

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

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

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

**Current document**

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

**New document**

Please upload your documents in one **single** PDF file (Portable Document Format, pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. If you cannot submit the document right now, you can upload it in the self-service portal until 15.02.2021. You will find an overview of all required documents at the end in C@MPUS.

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

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

## STEP 30 / 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:' page on the University of Stuttgart portal. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', and 'Faculties'. The main content area includes a 'PLEASE NOTE' section stating that the application has not been submitted yet and advising the user to review all entries thoroughly. Below this is a 'Start of course' section for 'Wintersemester 2021/22' with a limit of 6 undergraduate programmes. The 'Select degree program' section contains dropdown menus for 'Type of studies' (Master programme), 'Intended degree' (Master of Science), 'Degree program' (Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE)), 'Entrance semester' (1 - Manual admission), and 'Form of studies' (Consecutive master program). At the bottom, there are two checkboxes: 'I have already studied at a university/college before.' (checked) and 'I have already applied once for the selected degree program at Uni Stuttgart within the last year.' (unchecked).

Click **[Back]** in order to edit incorrect entries.

At the bottom of the page, you will be 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 data. After clicking "Send" no further correction of your details is possible any longer!'. Below this text is a checkbox with the text: 'I hereby confirm that the given information is correct and complete. I am fully aware that any false information on my behalf can lead to an exclusion from admission and enrolment at the university. I confirm that I have read and accept the data privacy policy for studying at Universität Stuttgart [www.student.uni-stuttgart.de/studienorganisation/datenschutzerklaerung/]'. At the bottom of the dialog, there are three buttons: 'Cancel', 'Back', and 'Send'. The 'Send' button is highlighted with a red dashed border.

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

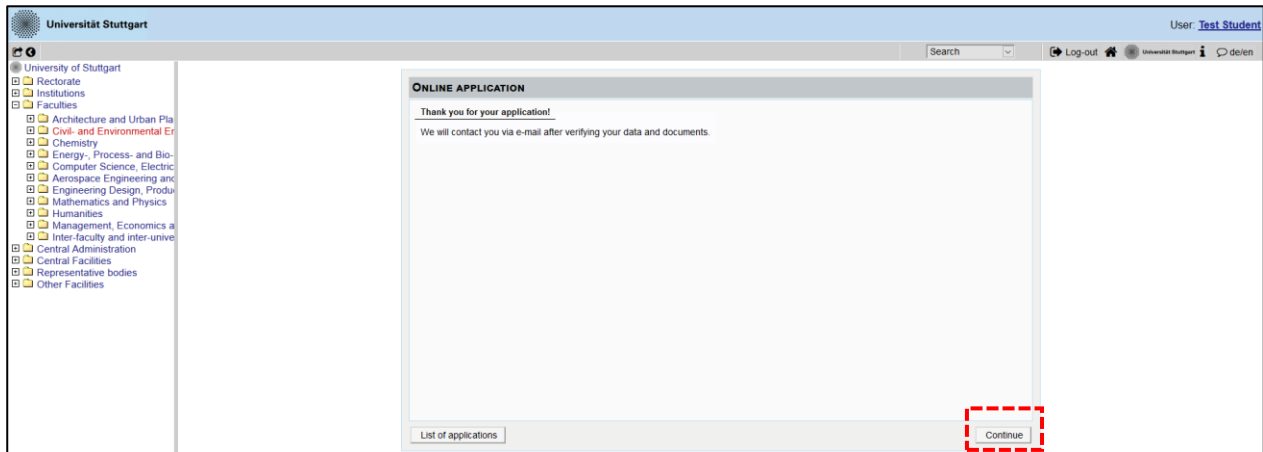
**You will not be able to change any entries of the submitted application. Moreover, you will not be able to issue a new application for the same study program.**

## STEP 31 / ONLINE APPLICATION – APPLICATION COMPLETED

Congratulations!

You successfully submitted your online application for the Master of Science Study program WASTE and finished Stage 1 of the application.

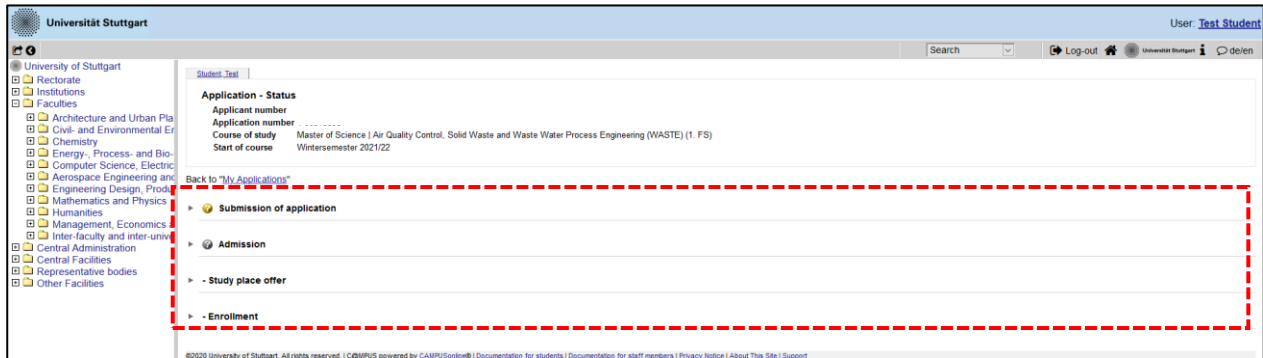
Please click on **[Continue]**.



## STEP 32 / ONLINE APPLICATION – APPLICATION STATUS

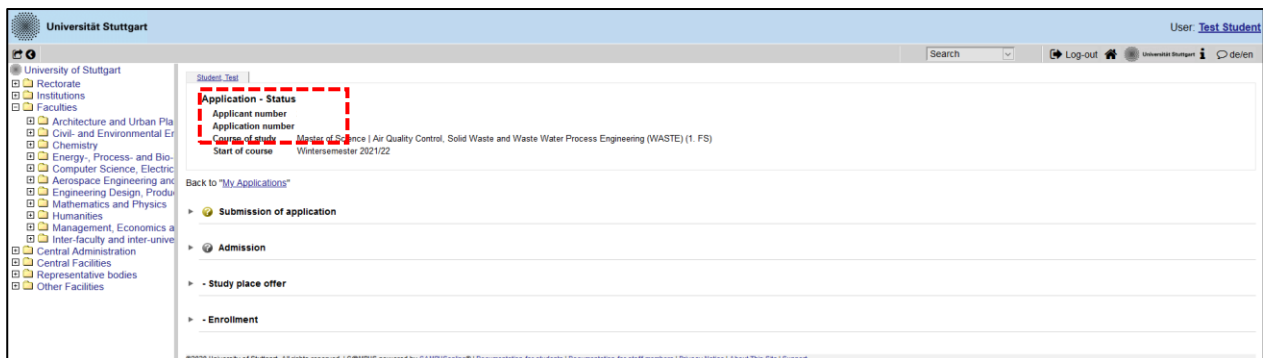
Now you can check the status of your application including:

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 a study place only after you have been granted admission)
4. Enrollment (please note: at the moment of application, no information is available)



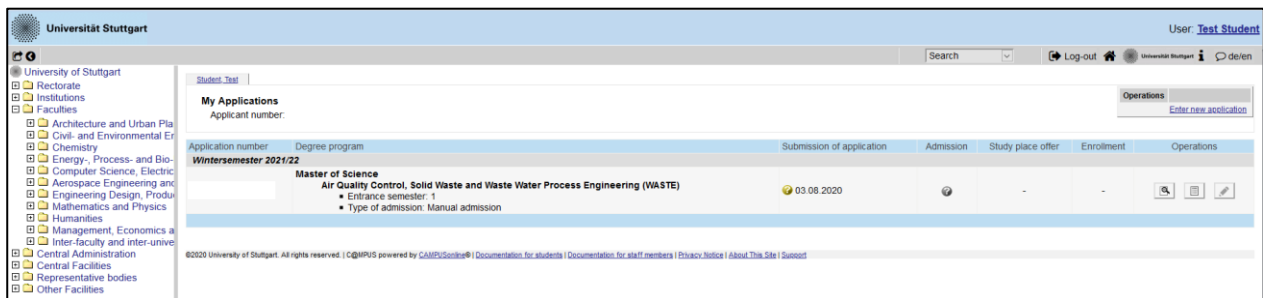
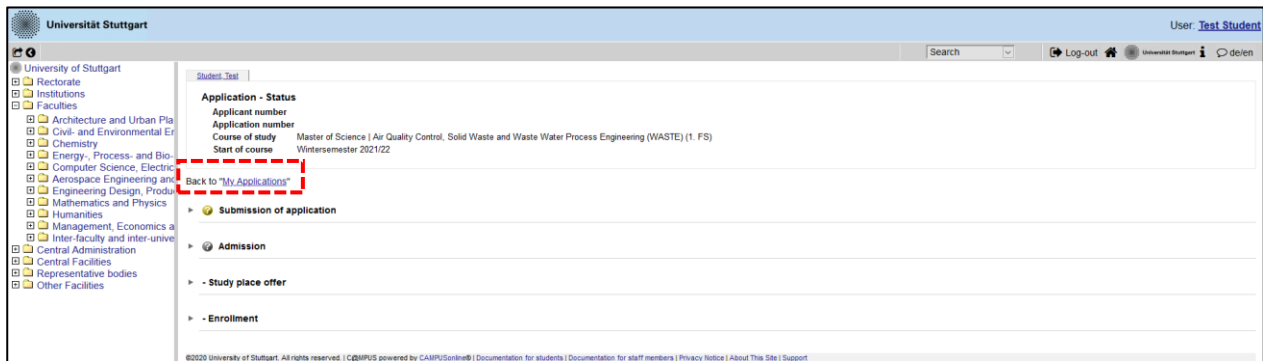
Please remember that you need to enter your **Applicant number** and your **Application number** (please see red box below) in the “Short Application Form” for Stage 2 of your application. The Short Application Form is downloadable from the M.Sc. WASTE website:

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





By clicking on **[My Applications]** you will be forwarded to the window where all your applications appear, in case that you have applied for more than one Master Program at the University of Stuttgart.



Remember your application is not complete yet since you **must** complete Stage 2 (see next page).

### STEP 33 / POSTAL APPLICATION – FINAL STEP

Please be once again reminded that your application is only valid when you also complete **Stage 2: Postal submission of the required application documents (Short Application Form and Transcript of Records) to the WASTE Office:**

M.Sc. WASTE Office  
Admissions Committee  
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:  
<https://www.waste.uni-stuttgart.de/>

Thank you very much. We wish you success with your application to the M.Sc. WASTE!

## 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:

<https://www.waste.uni-stuttgart.de/our-students-and-alumni/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 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/>