



University of Stuttgart  
Germany

# C@MPUS Application Manual

For self-financed applicants

Winter Term 2023/2024



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

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## General Information for Applicants

The application process consists of two stages:

**STAGE 1: COMPLETION OF APPLICATION FOR ADMISSION TO WINTER TERM 2023/2024 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>, 2023 (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>, 2023. **Do not expect any results before April 2023.**

## 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.

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 'Higher education entrance qualification' and includes a red dashed box around the instruction: '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](#)'. Below this, there are three radio button options: 'I have obtained a German Higher Education Entrance Qualification', 'I have obtained a foreign higher education entrance qualification', and 'Master craftpersons or persons with similar qualification are allowed to apply for every study program'. The form also contains fields for 'Type', 'Name of certificate (original name)', 'Date of certificate', 'Average grade (GPA)', 'Total score', 'Name of school', 'Location of school', 'Country of school', and a 'Revision' checkbox. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons. The 'Back' button is highlighted with a red dashed box.

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\\_WS2023\\_2024.pdf](https://www.waste.uni-stuttgart.de/download/FAQs_WS2023_2024.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/>

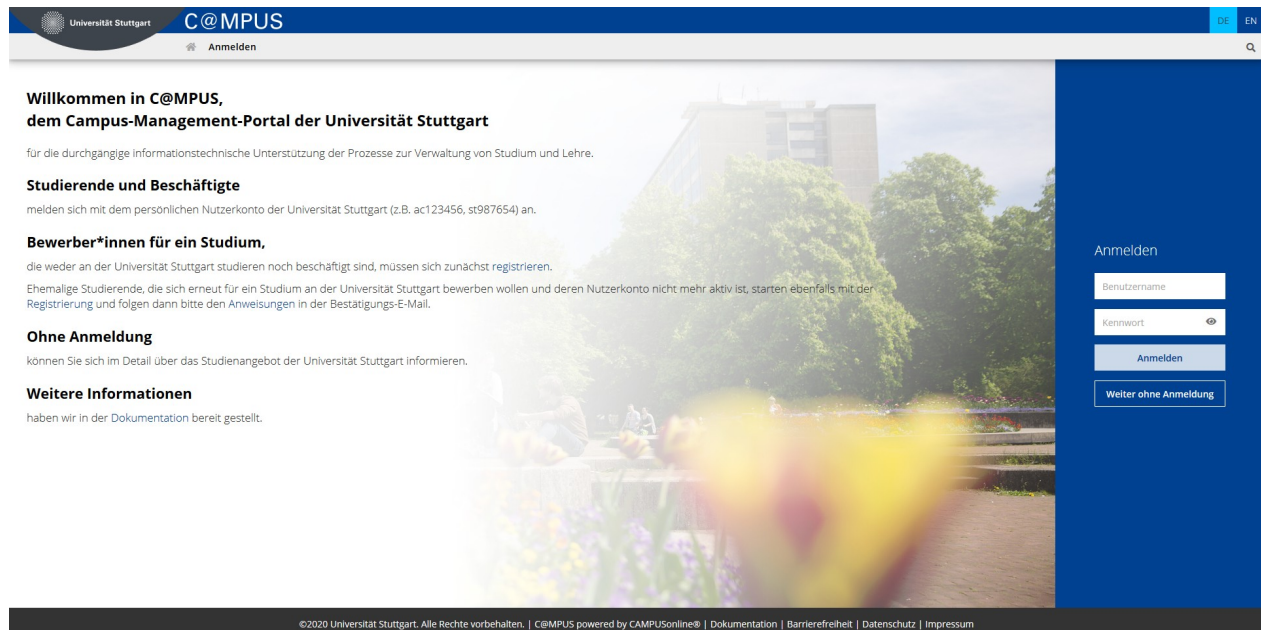
If your question(s) could not be answered with the information in the links above, or if you have any other technical problems with C@MPUS, please send an email to:

**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 title. A navigation bar includes a search icon and language options (DE, EN). The main content area is divided into two columns. The left column contains a welcome message, a description of the portal's purpose, and sections for students, applicants, and login information. The right column features a blue sidebar with a login form. The background image shows a university building and a garden.

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

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

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

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

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

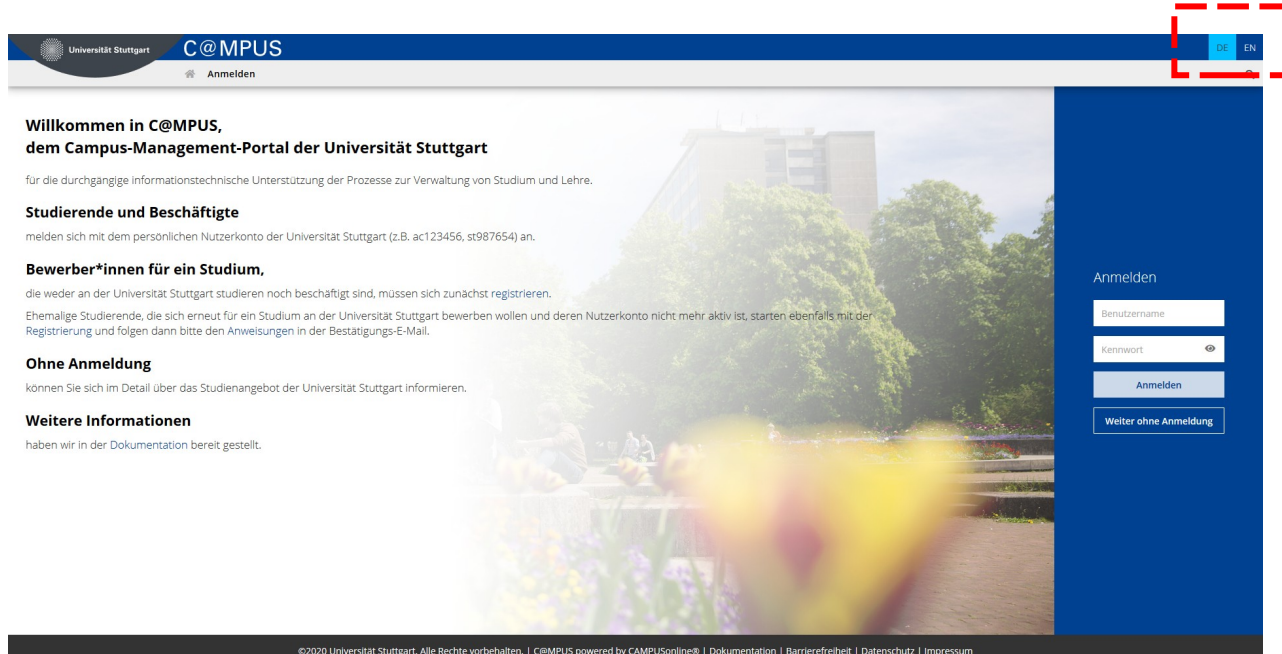
**Weitere Informationen**  
haben wir in der Dokumentation bereit gestellt.

**Anmelden**

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## 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 header bar is dark blue with the University of Stuttgart logo and 'C@MPUS' text on the left, and language selection buttons 'DE' and 'EN' on the right. The 'EN' button is highlighted with a red dashed box. The main content area has a light blue background with a blurred image of a building and flowers. It contains several sections: 'Willkommen in C@MPUS, dem Campus-Management-Portal der Universität Stuttgart', 'Studierende und Beschäftigte', 'Bewerber\*innen für ein Studium', 'Ohne Anmeldung', and 'Weitere Informationen'. On the right side, there is a dark blue sidebar with a login form titled 'Anmelden' containing fields for 'Benutzername' and 'Kennwort', and buttons for 'Anmelden' and 'Weiter ohne Anmeldung'.

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

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

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

Anmelden

Benutzername

Kennwort

Anmelden

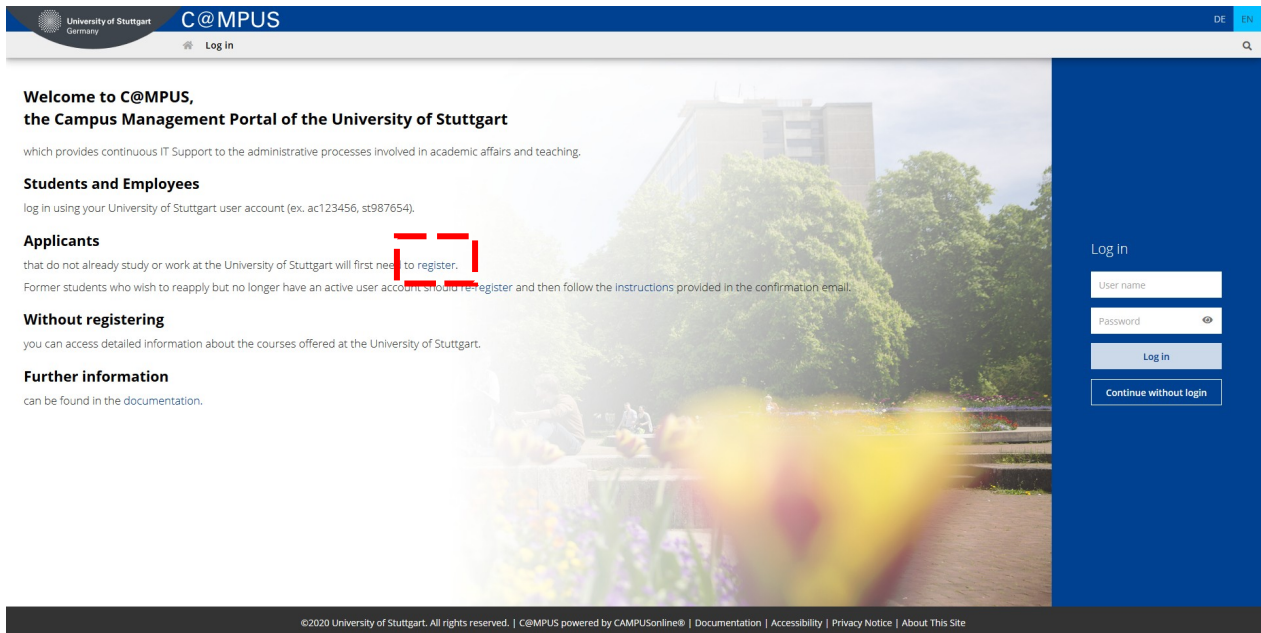
Weiter ohne Anmeldung

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## STEP 03 / REGISTRATION ACCESS

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



The screenshot shows the C@MPUS portal homepage. 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 garden. 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 a welcome message, a description of the portal, and three sections: 'Students and Employees', 'Applicants', and 'Without registering'. In the 'Applicants' section, the word 'register' is highlighted with a red rectangular box.

**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.

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## 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

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/datenschutzerklaerung>.

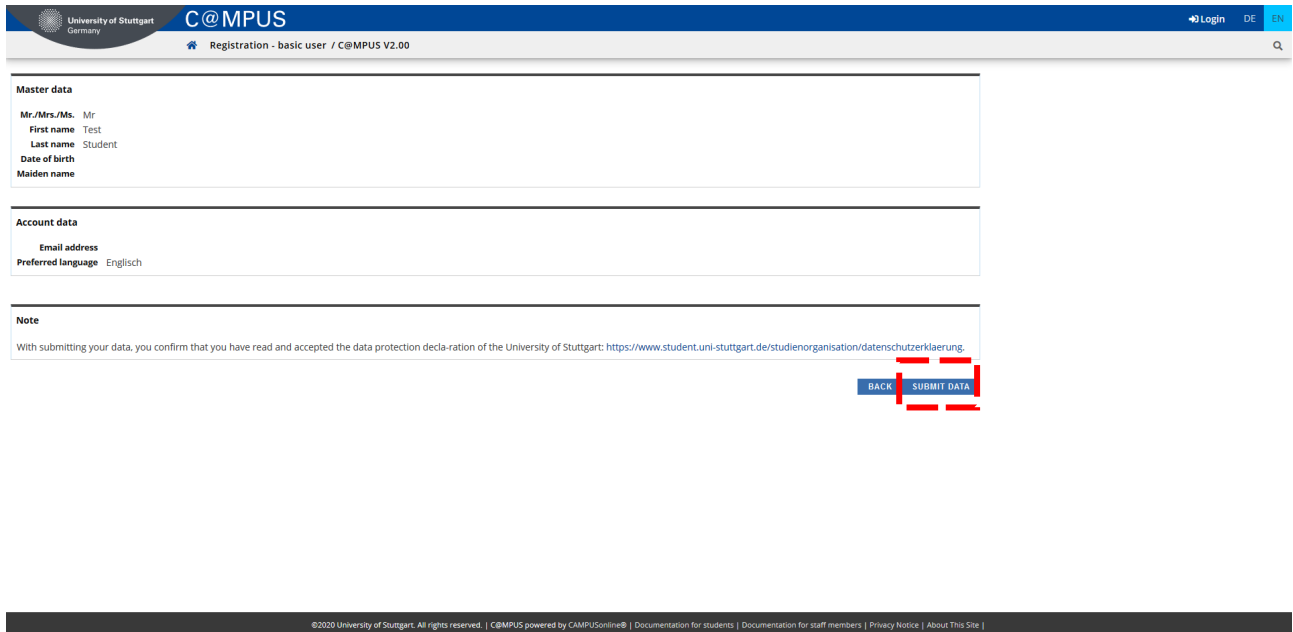
CONFIRM DATA

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## 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 in the 'Data Review' step. The header includes the University of Stuttgart logo and 'C@MPUS' branding. The user is logged in as 'basic user' on the 'V2.00' version. The form is divided into three sections: 'Master data', 'Account data', and a 'Note'. The 'Master data' section contains fields for 'Mr./Mrs./Ms.' (set to 'Mr'), 'First name' (set to 'Test'), 'Last name' (set to 'Student'), 'Date of birth', and 'Maiden name'. The 'Account data' section contains 'Email address' and 'Preferred language' (set to 'Englisch'). The 'Note' section contains a confirmation message about data protection. At the bottom right, there are two buttons: 'BACK' and 'SUBMIT DATA', with the 'SUBMIT DATA' button highlighted by a red dashed box. The footer contains copyright information for 2020 and links to documentation and privacy notices.

University of Stuttgart  
Germany

C@MPUS

Login DE EN

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/datenschutzzerklaerung>.

BACK SUBMIT DATA

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## 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.

 University of Stuttgart  
Germany

C@MPUS

Login DE

Registration - basic user / C@MPUS V2.00

 Thank you very much for your registration!

An email will be sent to

shortly for activating your access to the system.

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## 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.

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:
- Address:

Please confirm your registration through the following link

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  
CAMPUS

Registration - basic user

Thank you very much. Your email address 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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## 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.

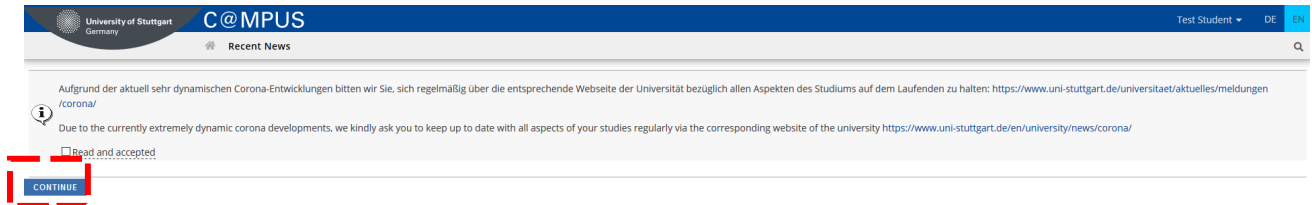
Save Cancel

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## 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.

The screenshot shows the 'Business card/Workplace' section of the account. It displays the name 'Mr Student, Test' and a placeholder for a profile picture. Below this, there are two main sections: 'Studies' and 'Services'. The 'Studies' section contains links for 'My Applications', 'Student Dossier', and 'Study/Home Address'. The 'Services' section contains a link for 'Change Password'. A red dashed box highlights the 'My Applications' link in the 'Studies' section. The footer contains copyright information and links to documentation and support.

The screenshot shows the 'My Applications' page. It displays the 'Applicant number' and a table of applications. A red dashed box highlights the 'Enter new application' button in the 'Operations' column. The footer contains copyright information and links to documentation and support.



## 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 2023/24** (winter term 2023/24) and click **[Continue]** to go on with your application.

The screenshot displays the 'ONLINE APPLICATION' interface of the University of Stuttgart. On the left is a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', and '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 dashed box, showing 'Wintersemester 2021/22'. Below this, text explains the application process and mentions a maximum of 6 undergraduate programmes. A 'NOTE' section provides information about tuition fees for international students. At the bottom right, the 'Continue' button is highlighted with a red dashed box. The interface also features a search bar, a 'Log-out' button, and a user profile indicator for 'Test Student'.

University of Stuttgart

User: [Test Student](#)

Search

Log-out

University of Stuttgart

de/en

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

• **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** (1500 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

University of Stuttgart

de/en

ONLINE APPLICATION

Help Support

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 within the last year, please select the second box accordingly. When you are done, please click **[Continue]**.

University of Stuttgart

User: Test Student

Search

Log-out

University of Stuttgart

de/en

ONLINE APPLICATION

Help Support

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)

Form of studies: Consecutive master program

Entrance semester: 1 - Manual admission

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

## 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 user is logged in as 'Test Student'. 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 'Personal data' section. This section contains several fields for personal information, with red dashed boxes highlighting specific areas: 'Academic degree in front of the name' (with a 'Please select...' dropdown), 'First name' (text field with 'Test'), 'Last name affix' (text field with 'Student'), 'Surname' (text field with 'Student'), 'Academic degree after the name' (with a 'Please select...' dropdown), 'Date of birth' (text field), 'Gender' (dropdown menu with 'male' selected), 'Place of birth' (text field with 'Stuttgart'), 'Country of birth' (dropdown menu with 'Germany' selected), 'Maiden name' (text field), '1st nationality' (text field with 'Germany'), and '2nd nationality' (dropdown menu with 'Please select...'). At the bottom of the form, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons. The 'Continue' button is highlighted with a red dashed box.

## 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 and faculties. The main content area is titled 'ONLINE APPLICATION' and includes a 'Correspondence address' section. This section contains several input 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 form is labeled 'My correspondence address (during the semester) is identical with my permanent home address.' The 'Continue' button at the bottom right 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 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', and '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', 'Permanent home address' (highlighted with a red dashed box), 'Higher education entrance qualification', 'Academic background', and 'entrance qualification for Master's programme'. The 'Permanent home address' section contains a form with the following fields: 'Home address' (with a sub-field 'Mail delivery c/o'), 'Street and number', 'Postal Code/City', 'Country/State' (with a dropdown menu 'Please select'), and 'Region' (with a dropdown menu 'Please select...'). The 'Continue' button at the bottom right of the form is also highlighted with a red dashed box. The top of the page shows the 'Universität Stuttgart' logo, a search bar, 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' interface for the University of Stuttgart. The left sidebar lists various university departments. The main content area is titled 'Higher education entrance qualification' and contains a form with the following fields: 'Type' (radio buttons for German and foreign qualifications), 'Name of certificate (original name)' (text input), 'Date of certificate' (text input with format DD.MM.YYYY), 'Average grade (GPA)' (text input with a range from 1.0 to 4.0), 'Total score' (text input with a range from 900), 'Name of school' (text input), 'Location of school' (text input), 'Country of school' (dropdown menu), and 'Region' (dropdown menu). The 'Continue' button is highlighted with a red 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' interface for the University of Stuttgart, specifically for Case 2 (Foreign higher education entrance qualification). The form is identical to Case 1, but the 'Type' field has radio buttons for 'I have obtained a German Higher Education Entrance Qualification' and 'I have obtained a foreign higher education entrance qualification'. The 'Continue' button is highlighted with a red 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' window for 'Academic background'. The sidebar on the left lists various university departments. The main content area has a table with columns: University, Degree, Degree programs, from, to. Below the table, there is a red dashed box around the 'Add degree program' button. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

### University/ Subjects

Please select/type:

- Country → **Please select the country of your university**
- Place of university/college → **Please select the location of your university**
- University → **Please select the name of your university**
- Degree → **Please select the type of degree**
- Form of studies → **First Degree. 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 'ONLINE APPLICATION' window for 'Edit academic background'. The sidebar on the left lists various university departments. The main content area has a form with two main sections: 'University/Subjects' and 'Semester'. The 'University/Subjects' section is highlighted with a red dashed box and contains fields for Country of Educational Institution, Place of university/college, University, Degree, Form of studies, and Matriculation number. Below this are three subject fields. The 'Semester' section contains a table for semester data. At the bottom, there are 'Save and Close' and 'Cancel/Close' buttons.

## 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 user is logged in as 'Test Student'. The main form is titled '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. Below these are three dropdown menus for '1st subject according to statistics', '2nd subject according to statistics', and '3rd subject according to statistics'.
- Semester:** A table with columns: from, to, total, Leaves of absence, Internship, Clinic (internship), Interruptions, and Type of break. The 'from' and 'to' columns have dropdown menus. The 'total' column has a value of 0. The other columns have input fields with ranges from 0 to 20. The 'Type of break' column has a dropdown menu.
- Status:** Fields for Intermediate exam (not scheduled) and Final exam (not scheduled). Each has a Grade field (max. 20 characters) and a Date field (Format: DD.MM.YYYY).

The 'Semester' section is highlighted with a red dashed border. 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, and Form of studies; 'Semester' with dropdowns for 'from' and 'to' semesters, and a table for 'Leaves of absence', 'Internship', 'Clinic (internship)', and 'Interruptions'; and 'Status' with dropdowns for 'Intermediate exam' and 'Final exam', and input fields for 'Grade' and 'Date'. The 'Save and Close' button is highlighted with a red dashed box.

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 for 'University', 'Degree', 'Degree programs', 'from', and 'to'. The first entry is 'Santiago, Universi...', 'Chemical Engli...', 'Chemical Engli...', '04W', and '10W'. The 'Add degree program' button is highlighted with a red dashed box. The 'Continue' button is also 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', 'Faculties', and various faculties including Architecture, Civil and Environmental Engineering, Chemistry, Energy, Process- and Bio-Engineering, Computer Science, Electric Engineering, Aerospace Engineering, Engineering Design, Production, Mathematics and Physics, Humanities, Management, Economics and Business, Inter-faculty and inter-university cooperation, Central Administration, Central Facilities, Representative bodies, and Other Facilities. The main content area is titled 'entrance qualification for Master's programme' and includes a 'Help Support' link. Below this, there are links for 'Start of course', 'Select degree programme', 'Personal data', 'Correspondence address', 'Higher education entrance qualification', and 'Academic background'. The 'Academic background' section shows 'Santiago, University of Chile - Chemical Engineering - Chemical Engineering' with a 'Grade' of 4.0 and a 'Date' of 01.03.2010. At the bottom of the form, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons. The 'Continue' button is highlighted with a red rectangle.

## 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 list of links for application steps: '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', and 'Higher Education Entrance Qualification / High School Diploma'. The 'Higher Education Entrance Qualification / High School Diploma' link is selected. Below the links, there is a section for 'Current document' with a table showing 'No document uploaded'. A 'New document' section provides instructions: 'Please upload your documents in one single PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 1 MB. If you cannot submit the document right now, you can upload it in the self-service portal until 15.02.2021. You will find an overview of all required documents at the end in C@MPUS.' At the bottom, there is a 'File' button and a 'Durchsuchen...' button, with the text 'Keine Datei ausgewählt.'.

Universität Stuttgart

User: [Test Student](#)

Log-out

Search

Help Support

**ONLINE APPLICATION**

[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 Programme](#)  
[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 for the University of Stuttgart. The left sidebar lists various university departments and faculties. The main content area is titled 'Bachelor's Degree Certificate' and includes instructions for uploading the degree certificate. A table for 'Current document' shows 'No document uploaded'. The bottom of the form has 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

University of Stuttgart

User: [Test Student](#)

Search

Log-out

University of Stuttgart

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University of Stuttgart

Rectorate

Institutions

Faculties

Architecture and Urban Planning

Civil- and Environmental Engineering

Chemistry

Energy, Process- and Bio-Engineering

Computer Science, Electric Engineering

Aerospace Engineering and Engineering Design, Production

Mathematics and Physics

Humanities

Management, Economics and Business Administration

Inter-faculty and inter-university cooperation

Central Administration

Central Facilities

Representative bodies

Other Facilities

ONLINE APPLICATION

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

[Start of course](#)

[Select degree program](#)

[Personal data](#)

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[Higher education entrance qualification](#)

[Academic background](#)

[Entrance qualification for Master's programmes](#)

[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](#)

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

**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 serves as entrance qualification for the Master's program you are applying for currently.

You can upload certificates of additional studies and degrees on one of the following pages "Certificates of Additional Degrees and Transcripts of Records".

Current document

File name	Type	File Size	Date
No document uploaded			

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

## 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, a navigation menu lists various university departments and faculties. The main content area is titled 'Detailed Instructions for Applications in International Master Study Programs'. Under the 'Transcript of Records' section, it states: 'No upload of your ToR is needed here. An officially translated (into English or German) and certified copy of your transcript of records needs to be sent to MSc WASTE Office, Universität Stuttgart, Institut für Feuerungs- und Kraftwerkstechnik (IFK), Pfaffenwaldring 23, 70569 Stuttgart, Germany.' It further advises that if the transcript is not available at the time of application, a translated and certified copy of the most recent one should be provided as soon as possible. A link to 'Further information on this 2 stage process' is provided: <https://www.waste.uni-stuttgart.de/before-studying/Application.html>. The interface includes a 'Cancel' button and a 'Preview' button at the bottom.



## 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. 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 'Cumulative Grade Point Average' section. This section contains instructions for uploading a letter from the university stating and confirming the final CGPA. It also includes a table for 'Current document' and a 'New document' section for uploading a PDF file. The 'Current document' table is empty, showing 'No document uploaded'. The 'New document' section provides instructions on the file format (single PDF, max 2 MB) and the submission deadline (15.02.2021). At the bottom, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

University of Stuttgart

User: Test Student

Search

Log-out

Universität Stuttgart

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**ONLINE APPLICATION**

[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 Program](#)  
**Cumulative Grade Point Average**  
[Average](#)  
[Graduate System](#)  
[Curriculum Vitae](#)  
[Letter of motivation](#)

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

**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 CGMPUS.

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 individual marks.

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

The screenshot shows the 'ONLINE APPLICATION' portal of the University of Stuttgart. The left sidebar contains 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 'Grading System' section. This section contains a text area for providing an explanation of the university's grading and awarding system, including minimum pass marks, maximum achievable marks, and the calculation of the Cumulative Grade Point Average (CGPA). Below the text area is a table for 'Current document' with columns for 'File name', 'Type', 'File Size', and 'Date'. The table currently shows 'No document uploaded'. There is also a 'New document' section with instructions on how to upload a PDF file (maximum size 2 MB) and a 'File' button to select a document. The bottom of the page has 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

University of Stuttgart

User: [Test Student](#)

Log-out

Search

University of Stuttgart

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

[Start of course](#)  
[Selected degree program](#)  
[Personal data](#)  
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[Higher education entrance qualification](#)  
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[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 instructs the user to upload their CV using the Europass-CV template, providing a link: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>. Below this, there is a table for 'Current document' with columns for 'File name', 'Type', 'File Size', and 'Date'. The table currently shows 'No document uploaded'. A 'New document' section follows, explaining that users should upload a single PDF file (maximum 2 MB) and that the self-service portal is closed until 15.02.2021. At the bottom of the main content area, there is a 'File' button and the text 'Durchsuchen... Keine Datei ausgewählt.' The interface also includes a 'Cancel' button and a 'Preview' button at the bottom left, and 'Back' and 'Continue' buttons at the bottom right.

## 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 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 'Letter of motivation' and includes instructions for uploading a motivation letter. It specifies that the letter should be in PDF format, with a maximum file size of 2 MB, and must be submitted by 15.02.2021. A table shows the current document status as 'No document uploaded'. Below this, there is a section for 'New document' with a 'File' button and a 'Durchsuchen...' (Browse...) link. The interface also features a search bar, a 'Log-out' button, and a 'User: Test Student' indicator in the top right corner.

University of Stuttgart

User: Test Student

Search

Log-out

University of Stuttgart

de/en

ONLINE APPLICATION

Help Support

Start of course  
Selected 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

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.

## 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 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 features a sidebar with a list of document types, including 'Certificates of Additional Degrees and Transcripts of Records'. The main panel shows instructions for uploading these documents, stating that they should be in PDF format and not exceed 2 MB. A table for 'Current document' is present, showing 'No document uploaded'. Below this, a 'New document' section provides further instructions and a 'File' upload button. The interface includes a search bar, a 'Log-out' button, and a user profile indicator for 'Test Student'.

University of Stuttgart

User: [Test Student](#)

Search

Log-out

University of Stuttgart

de/en

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

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

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

Current document

File name	Type	File Size	Date
No document uploaded			

New document

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

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

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

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

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

The screenshot displays the University of Stuttgart online application portal. The header includes the university logo, name, and a user profile for 'Test Student'. A left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Institutions', 'Faculties', and 'Central Administration'. The main content area is titled 'ONLINE APPLICATION' and features a list of application steps on the left, with 'Application form DAAD' currently selected. The right pane shows the 'Application form DAAD' instructions, stating it is optional for DAAD-scholarship applicants and providing a link for further information. Below the text, there are sections for 'Current document' (showing 'No document uploaded') and 'New document' (with upload instructions). At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

University of Stuttgart

User: **Test Student**

Search

Log-out

University of Stuttgart

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University of Stuttgart

Institutions

Faculties

Architecture and Urban Planning

Civil- and Environmental Engineering

Chemistry

Energy-, Process- and Bio-Engineering

Computer Science, Electric Engineering

Aerospace Engineering and Engineering Design, Production

Mathematics and Physics

Humanities

Management, Economics and Inter-faculty and inter-university

Central Administration

Central Facilities

Representative bodies

Other Facilities

**ONLINE APPLICATION**

Help Support

Academic background

entrance qualification for Master's programmes

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 Degrees and Transcripts of Records

• **Application form DAAD**

Letters of recommendation

Proof of English Language Proficiency

Proof of German language skills

**Application form DAAD**

OPTIONAL: Please upload your DAAD-Scholarship Application Form in case you want to apply for a DAAD-scholarship.

Only applicable for international applicants from developing and threshold countries.

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

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

Current document

File name	Type	File Size	Date
No document uploaded			

New document

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

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



## STEP 28 / ONLINE APPLICATION - PROOF OF ENGLISH LANGUAGE PROFICIENCY

Please provide certified proof of your English language proficiency (i.e. TOEFL or IELTS score report or equivalent). The English test certificate must not be older than 2 years at the time of the application deadline (February 15<sup>th</sup>, 2023). 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-2023-24.pdf](https://www.waste.uni-stuttgart.de/download/FAQs_WS-2023-24.pdf)

Please note that the required proficiency levels are: IELTS (Band 6.5), TOEFL (score: 550 paper based, 213 computer based, 88 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 various faculties. 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 'Please note' section lists the required proficiency levels. Below this is a table for 'Current document' with columns for 'File name', 'Type', 'File Size', and 'Date', showing 'No document uploaded'. There is also a 'New document' section with instructions to upload a single PDF file (max 2 MB). At the bottom 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, 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 2023 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 University of Stuttgart online application portal. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Institutions', 'Faculties', and 'Other Facilities'. The main content area is titled 'ONLINE APPLICATION' and features a list of application requirements on the left, including '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', 'Graduation System', 'Curriculum Vitae', 'Letter of motivation', 'Certificates of Additional Degrees and Transcripts of Records', 'Application form DAAD', 'Letters of recommendation', 'Proof of English Language Proficiency', and 'Proof of German language skills'. The 'Proof of German language skills' section is currently selected and displays instructions: '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/deutschkurs/intensivkurs\\_deutsch/](https://www.student.uni-stuttgart.de/international/deutschkurs/intensivkurs_deutsch/)'. Below this, there are two document upload sections: 'Current document' with a table showing 'File name', 'Type', 'File Size', and 'Date', and 'New document' with instructions to upload a single PDF file (maximum 2 MB) by the end of the semester. A 'File' button and a 'Durchsuchen...' button are visible in the 'New document' section. The bottom of the page has 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

## 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).

Universität Stuttgart

User: Test Student

OVERVIEW - APPLICATION NUMBER:

PLEASE NOTE

This is just a preview for checking your application. Your application has not been submitted yet.

**Please review all your entries thoroughly.** If all is correct, mark the approval checkbox (at the bottom of the page) and click the SEND button to submit the application electronically.

**PLEASE NOTE:**  
You will not be able to change any entries of an electronically submitted application. Besides you will not be able to issue a new application for the same study program!

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.

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.

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

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

Confirmation

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!

☐ 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/]

Cancel Back Send

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

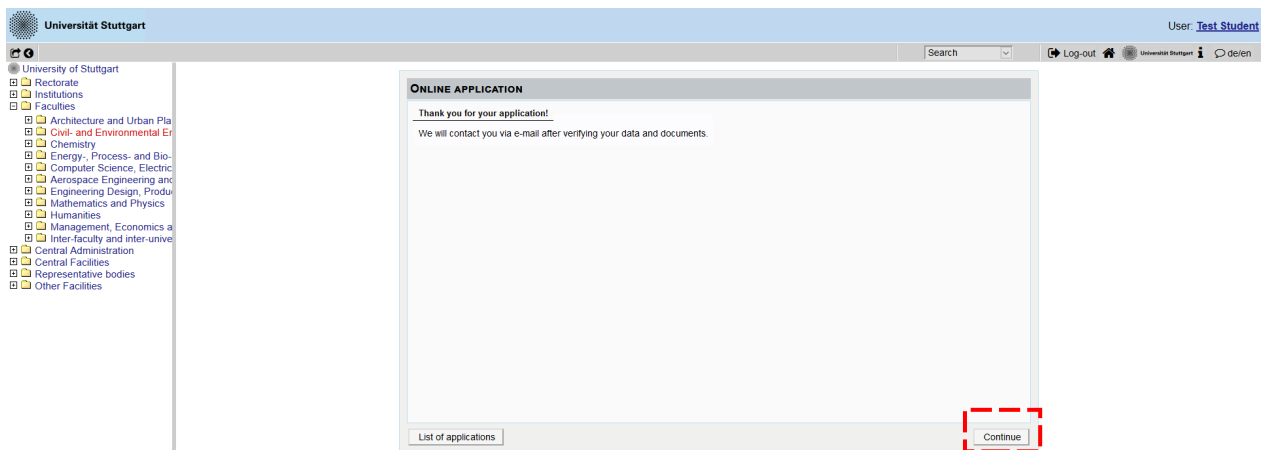
**You will not be able to change any entries of the submitted application. Moreover, you will not be able to issue a new application for the same study program.**

## 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)

The screenshot shows the 'Application - Status' page for a user named 'Test Student'. The page displays the following information:

- Applicant number:** [Redacted]
- Application number:** [Redacted]
- 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 this information, there is a section titled 'Back to "My Applications"' with a list of application stages:

- Submission of application** (highlighted with a red dashed box)
- Admission**
- Study place offer**
- Enrollment**

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/>

The screenshot shows the 'Application - Status' page for a user named 'Test Student'. The page displays the following information:

- Applicant number:** [Redacted]
- Application number:** [Redacted]
- 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 this information, there is a section titled 'Back to "My Applications"' with a list of application stages:

- Submission of application**
- Admission**
- Study place offer**
- Enrollment**

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.

The screenshot shows the University of Stuttgart application portal. The left sidebar contains a navigation menu with various university departments. The main content area is titled 'Application - Status' and displays details for a specific application. A red box highlights the link 'Back to "My Applications"' which is located next to the 'Submission of application' section.

The screenshot shows the 'My Applications' section of the application portal. It features a table with columns for 'Application number', 'Degree program', 'Submission of application', 'Admission', 'Study place offer', 'Enrollment', and 'Operations'. The table contains one entry for the 'Master of Science' program, 'Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE)', submitted on 03.08.2020. The 'Operations' column includes icons for editing and deleting the application.

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/>