



University of Stuttgart  
Germany

# C@MPUS Application Manual

For self-financed applicants

Winter Term 2021/2022



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 2021/2022 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>, 2021 (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>, 2021. Do not expect any results before April 2021.

## 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 'Higher education entrance qualification' at the University of Stuttgart. The page is titled 'ONLINE APPLICATION' and includes a 'Help Support' link. The main content area is titled 'Higher education entrance qualification' and contains the following text: '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 text 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 craftspersons or persons with similar qualification are allowed to apply for every study program'. The form includes several input fields: '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), and 'Division' (Please select...). The form also has 'Cancel', 'Preview', 'Back', and 'Continue' buttons. A red dashed box highlights the 'Back' button and the 'Higher education entrance qualification' section.

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

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

If you experience any difficulties with the C@MPUS system while you proceed with your application steps, please 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.

Universität Stuttgart C@MPUS EN

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

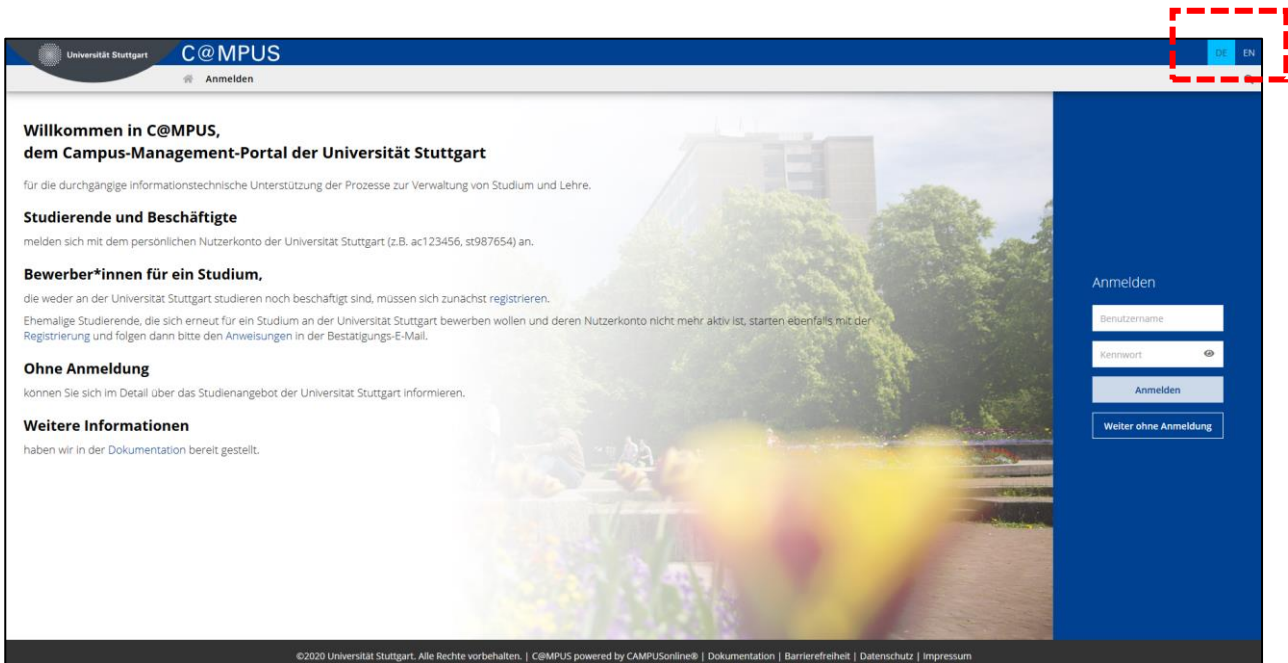
Anmelden

Weiter ohne Anmeldung

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## STEP 02 / LANGUAGE SETTING

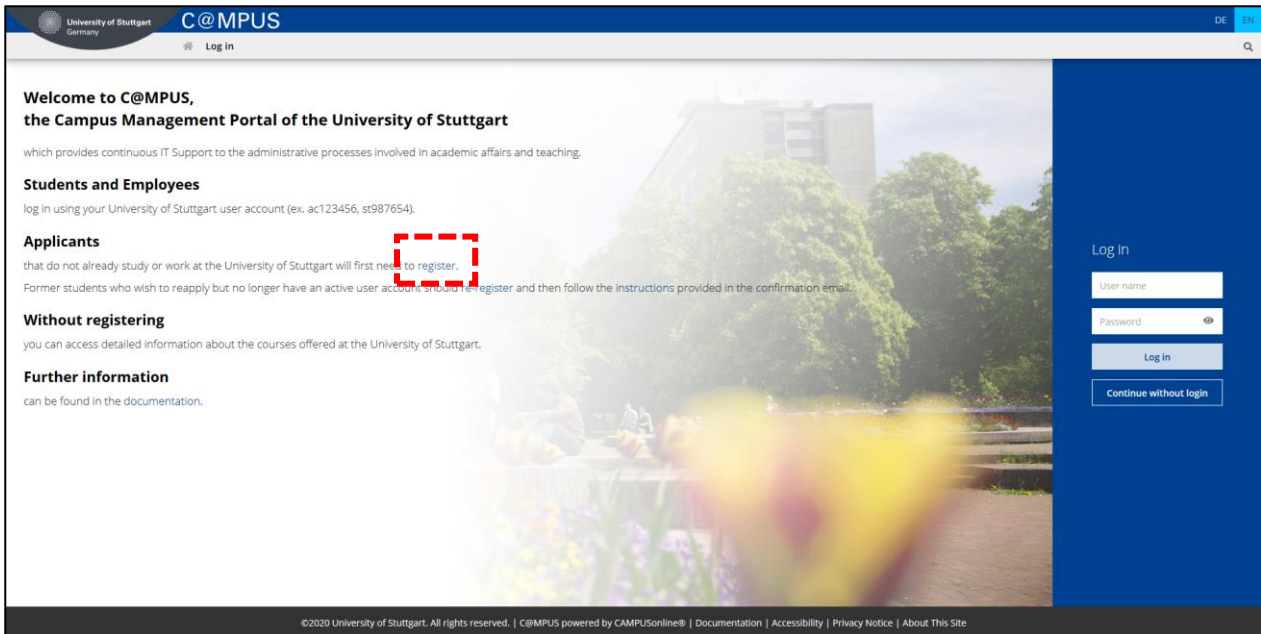
Once you access the portal, make sure the language is set to English, if you are not fluent in German. If you find German as default, please click **[EN]** in the toolbar in the upper right corner to select English.



The screenshot shows the C@MPUS portal interface. At the top, there is a blue header with the University of Stuttgart logo and the text 'C@MPUS'. Below the header, there is a navigation bar with 'Anmelden' and a language selection toolbar. The toolbar contains two buttons: 'DE' (German) and 'EN' (English). The 'EN' button is highlighted with a red dashed box. The main content area is divided into 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 blue sidebar with a login form titled 'Anmelden' containing fields for 'Benutzername' and 'Kennwort', and buttons for 'Anmelden' and 'Weiter ohne Anmeldung'. The footer contains copyright information and links to documentation, accessibility, privacy, and impressum.

## 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 is divided into sections: 'Welcome to C@MPUS', 'Students and Employees', 'Applicants', 'Without registering', and 'Further information'. A red dashed box highlights the 'register' link in the 'Applicants' section. On the right side, there is a 'Log in' section with input fields for 'User name' and 'Password', and buttons for 'Log in' and 'Continue without login'. The footer contains copyright information and links for 'Documentation', 'Accessibility', 'Privacy Notice', and 'About This Site'.

University of Stuttgart  
Germany

C@MPUS

Log in

DE

Q

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

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

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

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

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

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

Log in

User name

Password

Log in

Continue without login

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## STEP 04 / CREATE A NEW APPLICANT ACCOUNT

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/datenschutzerklaerung>.

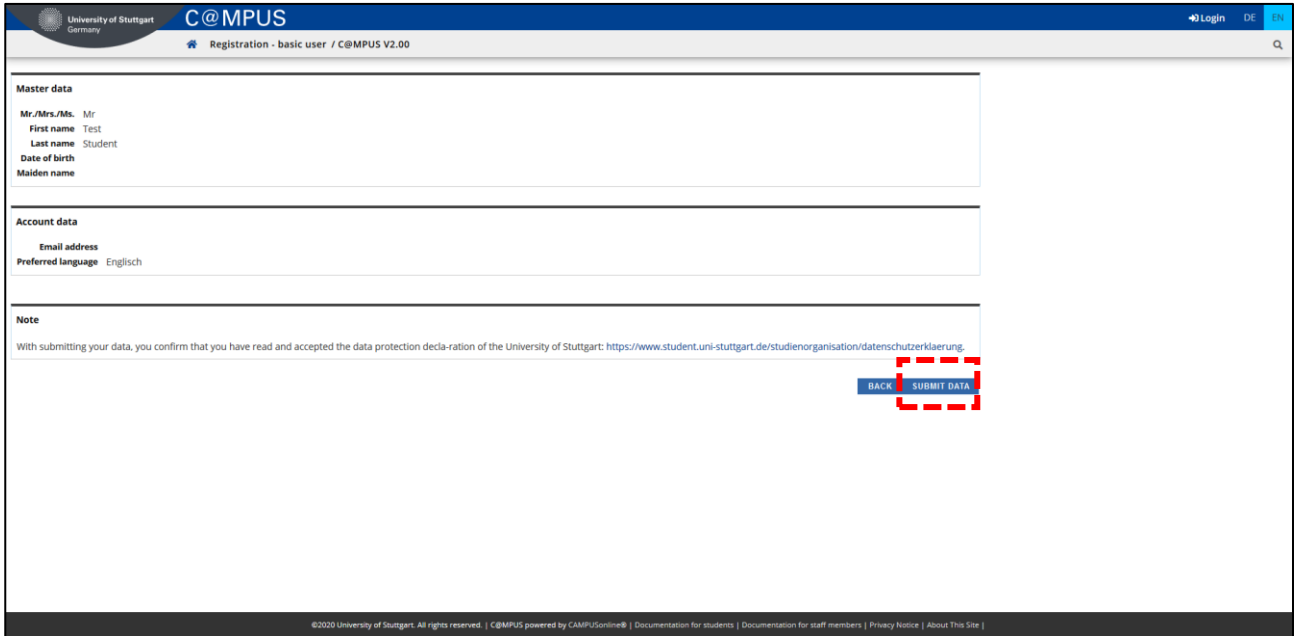
CONFIRM DATA

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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 data review screen. The header includes the University of Stuttgart logo and the text "C@MPUS". The page title is "Registration - basic user / C@MPUS V2.00". The form is divided into three sections: "Master data", "Account data", and "Note".

**Master data**

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

**Account data**

Email address	
Preferred language	Englisch

**Note**

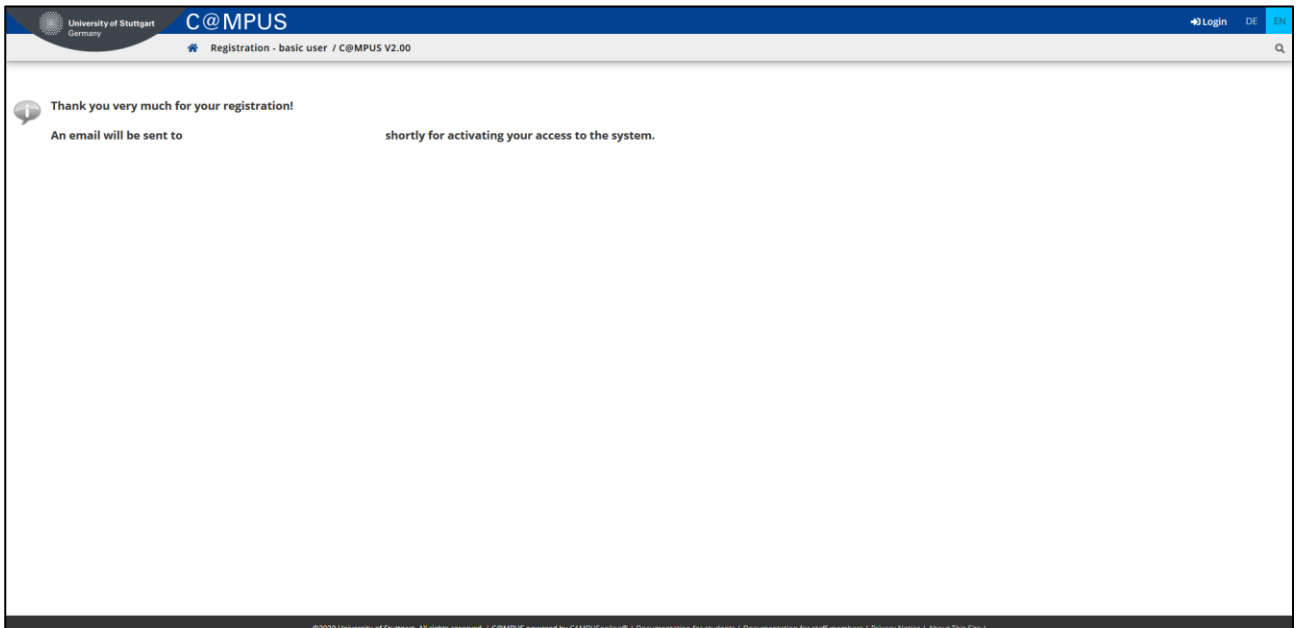
With submitting your data, you confirm that you have read and accepted the data protection declaration of the University of Stuttgart: <https://www.student.uni-stuttgart.de/studienorganisation/datenschutzerklaerung>.

At the bottom right, there are two buttons: "BACK" and "SUBMIT DATA". The "SUBMIT DATA" button is highlighted with a red dashed border.

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## STEP 06 / COMPLETION OF REGISTRATION

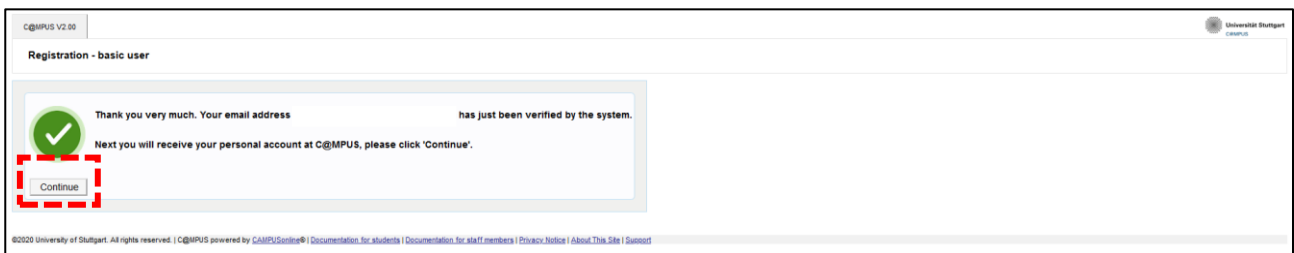
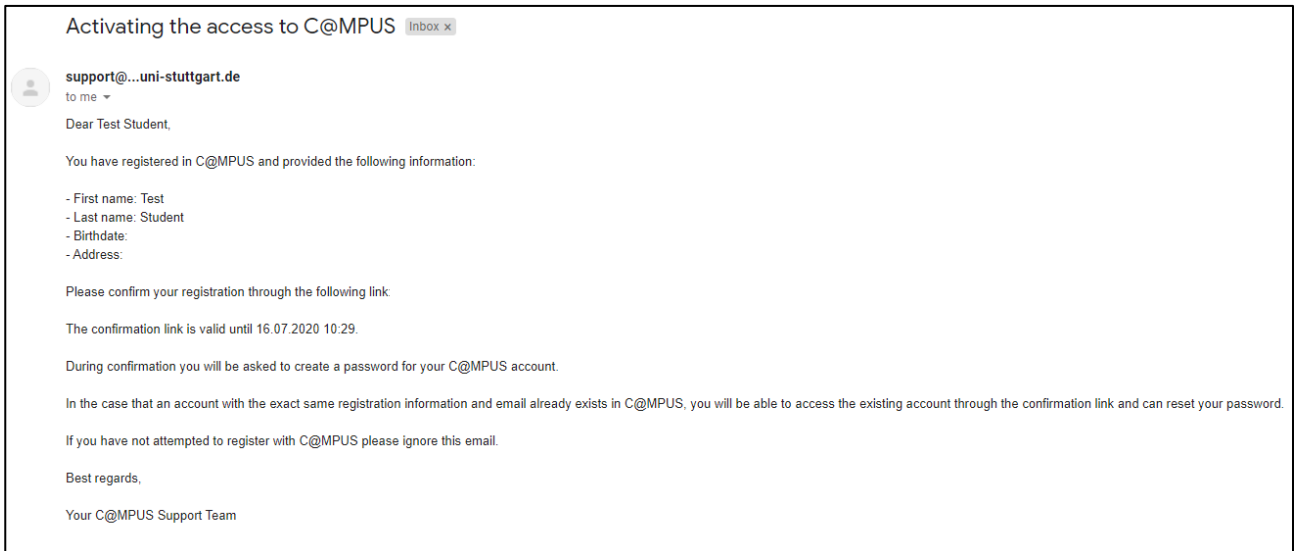
Now your registration is complete and you will receive an activation link at the email address you provided. You can close this window now.



## 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]**.

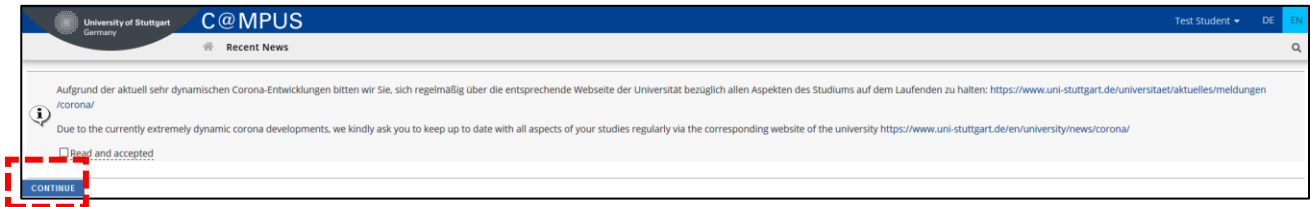


The screenshot shows the 'Account reactivation' page for a 'Basic user' in the C@MPUS system. The page title is 'C@MPUS V2.00' and the University of Stuttgart logo is in the top right. The main content area has a light blue header with 'Account reactivation' and 'Basic user'. Below this, there are three input fields: 'User name' (pre-filled with 'kka1e6y7'), 'Password', and 'Confirm new password'. A red dashed box highlights these three fields. Below the input fields, there is a section titled 'Please choose the password according to the following criteria.' which lists 'Required' and 'Recommendations' criteria. At the bottom of the form, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red dashed box. The footer contains copyright information for the University of Stuttgart and links to documentation and support pages.

## Part 2: Application to the Study Program

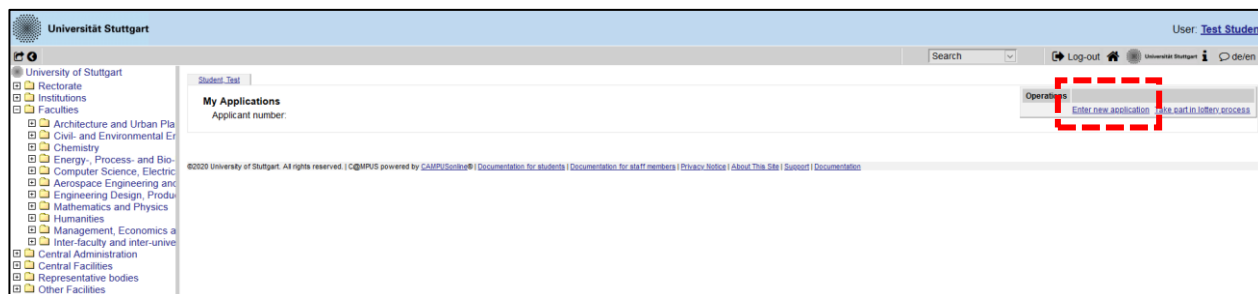
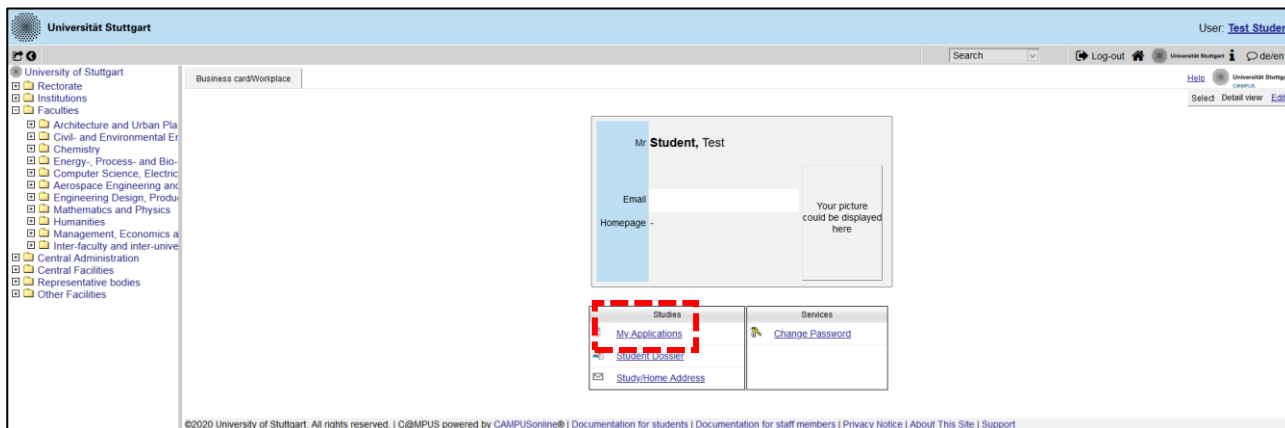
### STEP 09 / WARNING ABOUT POSSIBLE CHANGES DUE TO CORONA

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 2021/22** (winter term 2021/22) and click [Continue] to go on with your application.

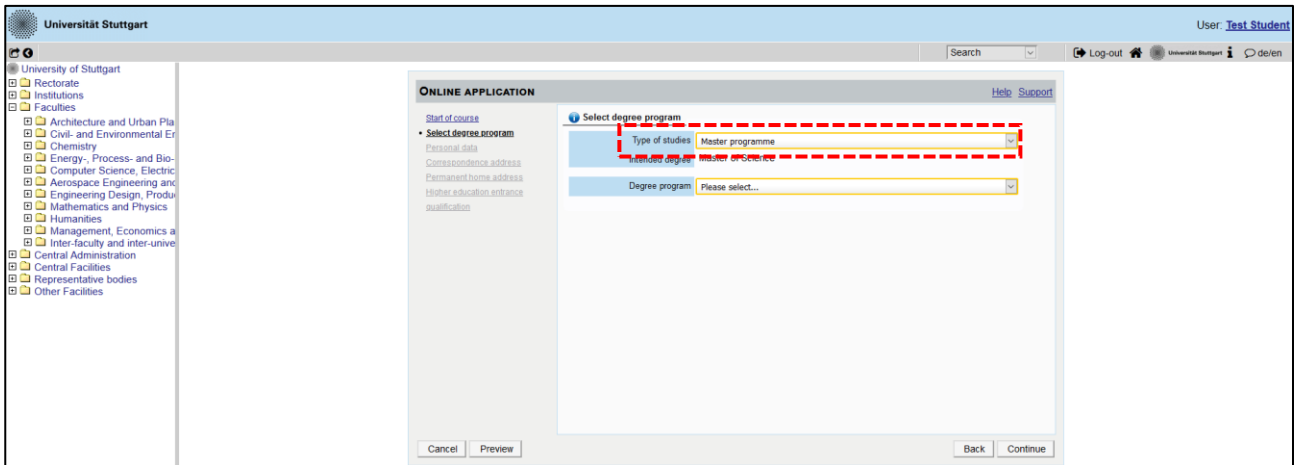
The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties such as 'Architecture and Urban Planning', 'Civil- and Environmental 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', 'Central Administration', 'Central Facilities', 'Representative bodies', and 'Other Facilities'. The main content area is titled 'ONLINE APPLICATION' and includes a 'Start of course' section. This section contains a dropdown menu where 'Wintersemester 2021/22' is selected. Below this, there is a note about the upper limit of applications: 'max. 6 undergraduate programmes subject to IC for the first semester'. A 'NOTE' section provides information about tuition fees for international students from non-EU countries. 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 12 / ONLINE APPLICATION – SELECT DEGREE PROGRAM

Please select:

- **Type of studies** → Master program



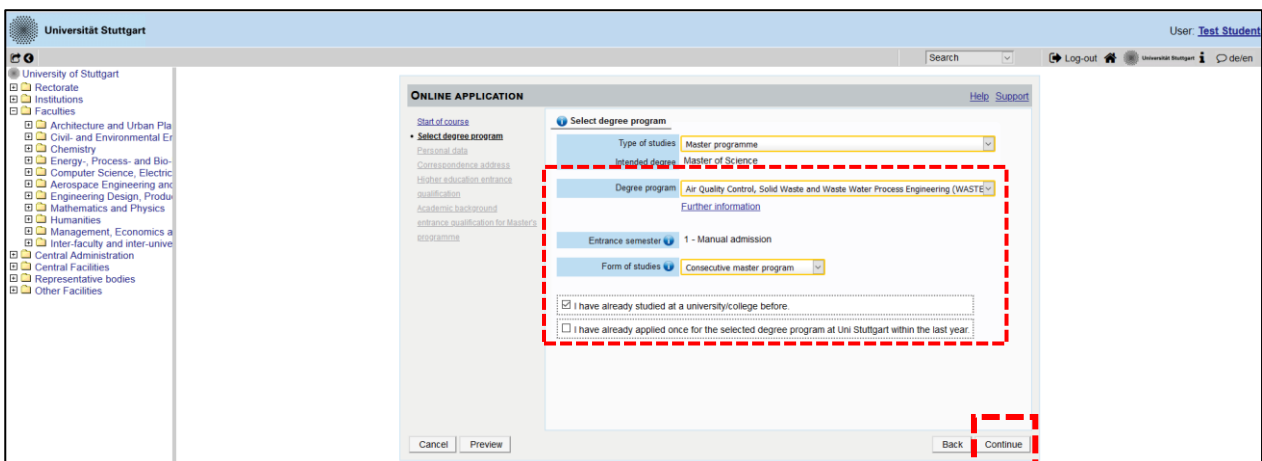
The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a navigation menu for the University of Stuttgart. The main content area is titled 'Select degree program'. A dropdown menu for 'Type of studies' is open, showing 'Master programme' selected. Below it, the 'Degree program' dropdown is set to 'Please select...'. The 'Further information' section is partially visible at the bottom.

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**].



The screenshot shows the 'ONLINE APPLICATION' interface with the 'Further information' section expanded. The 'Intended degree' dropdown is set to 'Master of Science'. The 'Degree program' dropdown is set to 'Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE)'. The 'Entrance semester' is set to '1 - Manual admission'. The 'Form of studies' dropdown is set to 'Consecutive master program'. The 'Further information' section contains two checkboxes: the first is checked ('I have already studied at a university/college before') and the second is unchecked ('I have already applied once for the selected degree program at Uni Stuttgart within the last year'). The 'Continue' button is highlighted with a red dashed box.

## 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 'Personal data' at the University of Stuttgart. The user is logged in as 'Test Student'. The form contains the following fields:

- Academic degree in front of the name: Please select...
- First name: Test
- Last name affix: Student
- Surname: Student
- All first names: Test
- Academic degree after the name: Please select...
- Date of birth: [empty]
- Gender: male
- Place of birth: Stuttgart
- Country of birth: Germany
- Maiden name: [empty]
- 1st nationality: Germany
- 2nd nationality: Please select...

Navigation buttons at the bottom include 'Cancel', 'Preview', 'Back', and 'Continue'. 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 'Correspondence address' at the University of Stuttgart. The page is titled 'ONLINE APPLICATION' and includes a navigation menu on the left with categories like 'University of Stuttgart', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'Correspondence address' and contains the following fields:

- Correspondence address (semester address)
- Mail delivery c/o
- Street and number
- Postal Code/City
- Country/State (Please select)
- Region (Please select)
- Telephone number
- E-mail address
- Confirmed email address

Below the fields, there is a checkbox:  My correspondence address (during the semester) is identical with my permanent home address.

At the bottom of the form, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'. The 'Continue' button 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 'Universität Stuttgart'. The user is logged in as 'Test Student'. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties such as 'Architecture and Urban Planning', 'Civil- and Environmental Engineering', 'Chemistry', 'Energy-, Process- and Bioengineering', 'Computer Science, Electric Engineering and Information Systems', 'Aerospace Engineering and Mechanical Engineering', 'Engineering Design, Production and Management', 'Mathematics and Physics', 'Humanities', 'Management, Economics and Business Administration', 'Inter-faculty and inter-university cooperation', 'Central Administration', 'Central Facilities', 'Representative bodies', and 'Other Facilities'. The main content area is titled 'ONLINE APPLICATION' and includes a 'Help Support' link. A list of application steps is shown on the left, with 'Permanent home address' selected. The 'Permanent home address' section contains the following fields:

- Home address (text input)
- Mail delivery c/o (text input)
- Street and number (text input)
- Postal Code/City (text input)
- Country/State (dropdown menu, 'Please select...')
- Region (dropdown menu, '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 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 'Higher education entrance qualification' section is highlighted with a red dashed box. It contains the following text: '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' (which is selected), 'I have obtained a foreign higher education entrance qualification', and 'Master craftspersons or persons with similar qualification are allowed to apply for every study program'. Below the options are several input fields: '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), and 'Region' (Please select...). At the bottom right, 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.

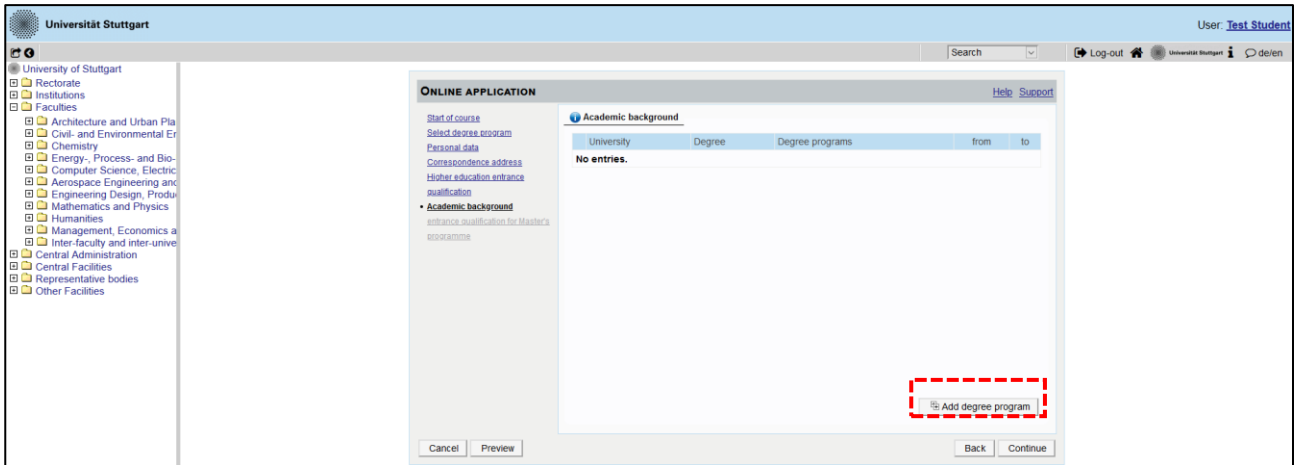
After completing the information, move to the next step... clicking on **[Continue]**.

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The 'Higher education entrance qualification' section is highlighted with a red dashed box. It contains the following text: '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' (which is selected), and 'Master craftspersons or persons with similar qualification are allowed to apply for every study program'. Below the options are several input fields: '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), and 'Region' (Please select...). At the bottom right, 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.

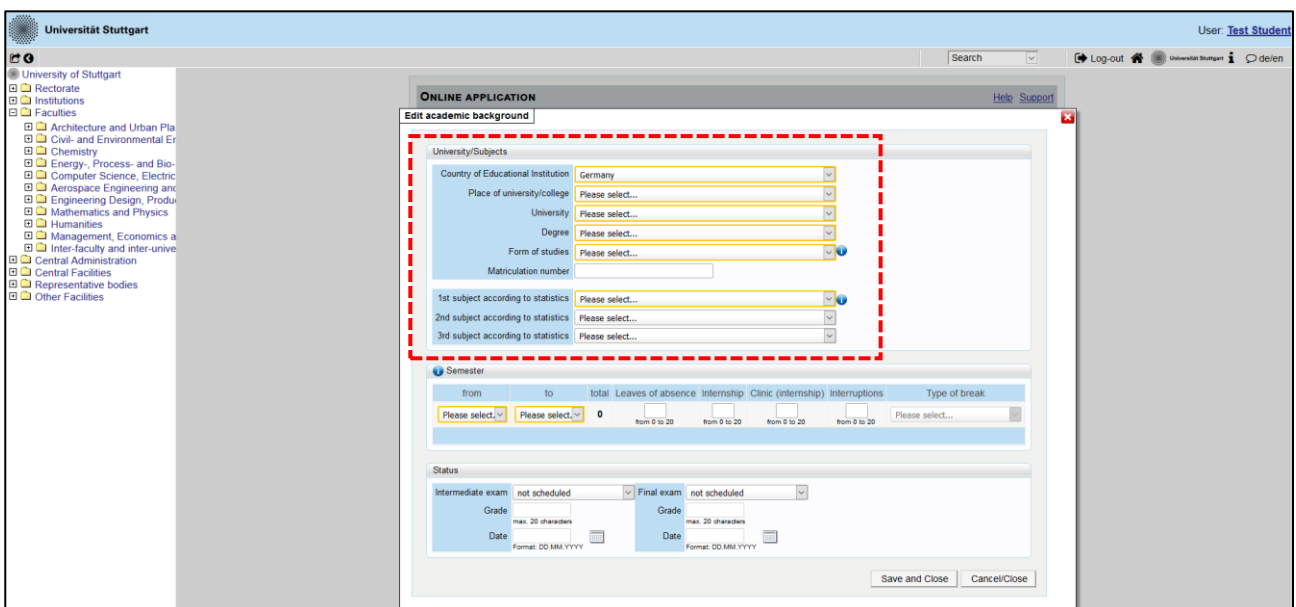
In order to enter your academic background, click **[Add degree program]** and fill the necessary data.



### 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.



## 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 'Edit academic background' at Universität Stuttgart. The form is divided into several sections:

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

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 'ONLINE APPLICATION' interface for 'Edit academic background'. The form is divided into several sections:

- University/Subjects:** Includes dropdown menus for Country of Educational Institution (Germany), Place of university/college, University, Degree, and Form of studies. There are also input fields for 1st, 2nd, and 3rd subjects according to statistics.
- Semester:** A table with columns for 'from', 'to', 'total', 'Leaves of absence', 'Internship', 'Clinic (internship)', 'Interruptions', and 'Type of break'. Each column has a dropdown menu.
- Status:** A section with two columns for 'Intermediate exam' and 'Final exam'. Each column has dropdowns for 'not scheduled' and 'Grade', and input fields for 'Date'.
- Buttons:** 'Save and Close' and 'Cancel/Close' buttons are located at the bottom right of the form.

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 'ONLINE APPLICATION' interface after saving the academic background. The 'Academic background' section is highlighted with a red dashed box. It contains a table with the following data:

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

Below the table, there is an 'Add degree program' button. At the bottom of the form, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons. The 'Continue' button is highlighted with a red dashed box.

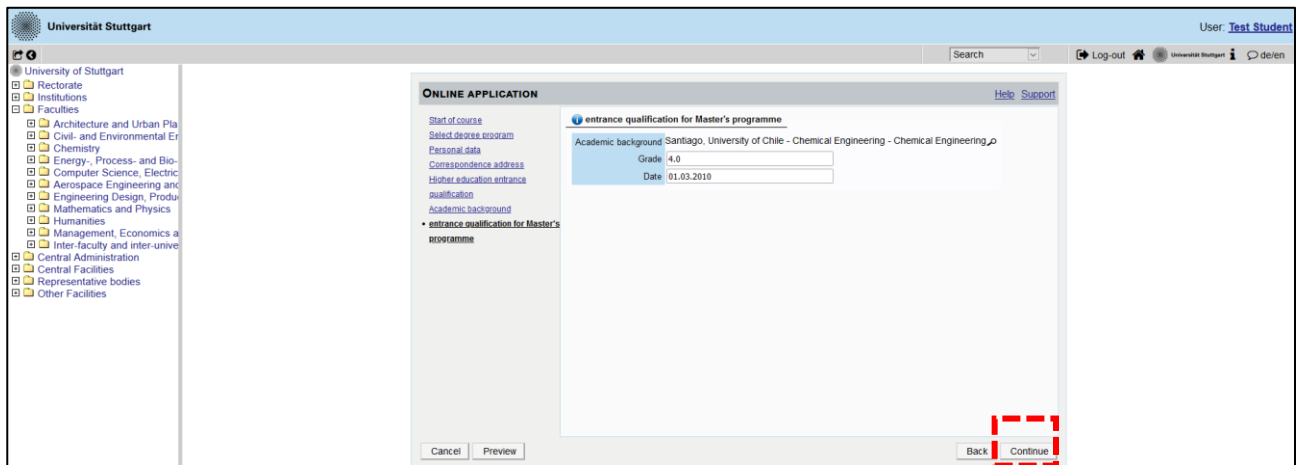


## STEP 17 / ONLINE APPLICATION – ENTRANCE QUALIFICATION FOR MASTER'S PROGRAM

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 displays the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Test Student'. The main content area shows the 'entrance qualification for Master's programme' step. The form includes the following fields:

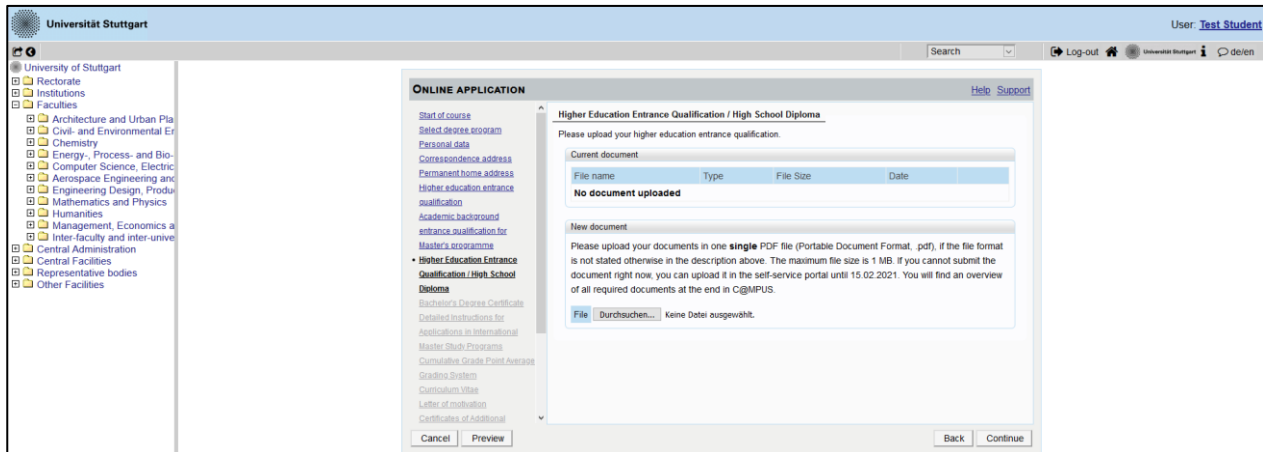
- Academic background: Santiago, University of Chile - Chemical Engineering - Chemical Engineering, 2
- Grade: 4,0
- Date: 01.03.2019

At the bottom of the form, there are three buttons: 'Cancel', 'Preview', and 'Continue'. The 'Continue' button is highlighted with a red dashed box.

## 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 Universität Stuttgart. The user is logged in as 'Test Student'. The main content area is titled 'ONLINE APPLICATION' and 'Higher Education Entrance Qualification / High School Diploma'. It prompts the user to upload their higher education entrance qualification. A table for 'Current document' shows 'No document uploaded'. Below, 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.' A 'File' button with a magnifying glass icon and the text 'Keine Datei ausgewählt.' is visible. The interface includes a navigation menu on the left, a search bar, and 'Back' and 'Continue' buttons at the bottom.

## STEP 19 / ONLINE APPLICATION – BACHELOR’S DEGREE CERTIFICATE

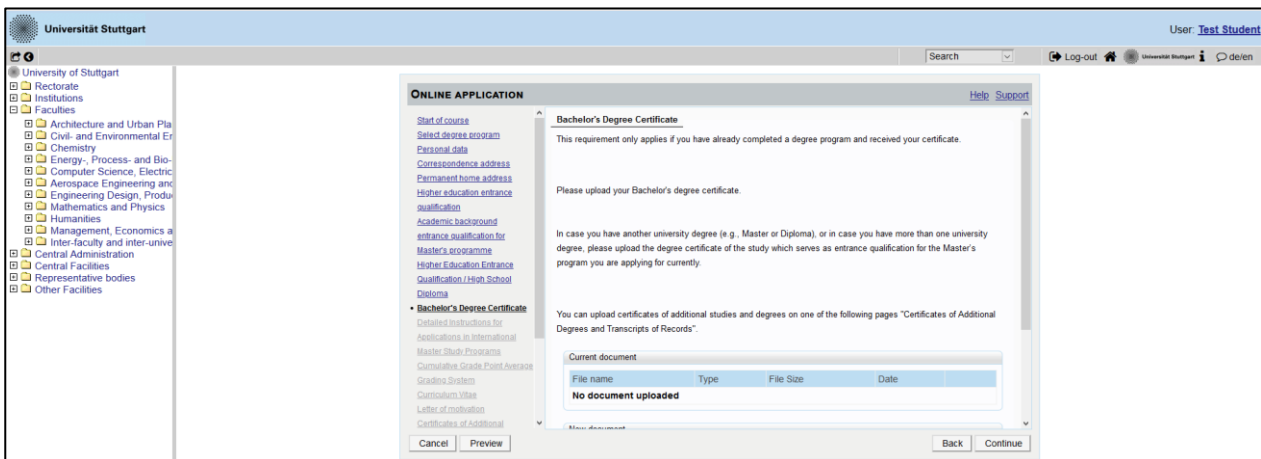
Please upload your Bachelor’s degree certificate. This requirement only applies if you have already completed a degree program and received your certificate. If this is not available at the time of application, provide an official letter issued, stamped and signed by your university that you have finished 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 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 such as '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', 'Central Administration', 'Central Facilities', 'Representative bodies', and 'Other Facilities'. The main content area is titled 'ONLINE APPLICATION' and features a 'Bachelor's Degree Certificate' section. This section includes instructions: 'This requirement only applies if you have already completed a degree program and received your certificate.' and 'Please upload your Bachelor's degree certificate.' It also provides information for users with additional degrees: '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.' 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'. At the bottom of the form, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

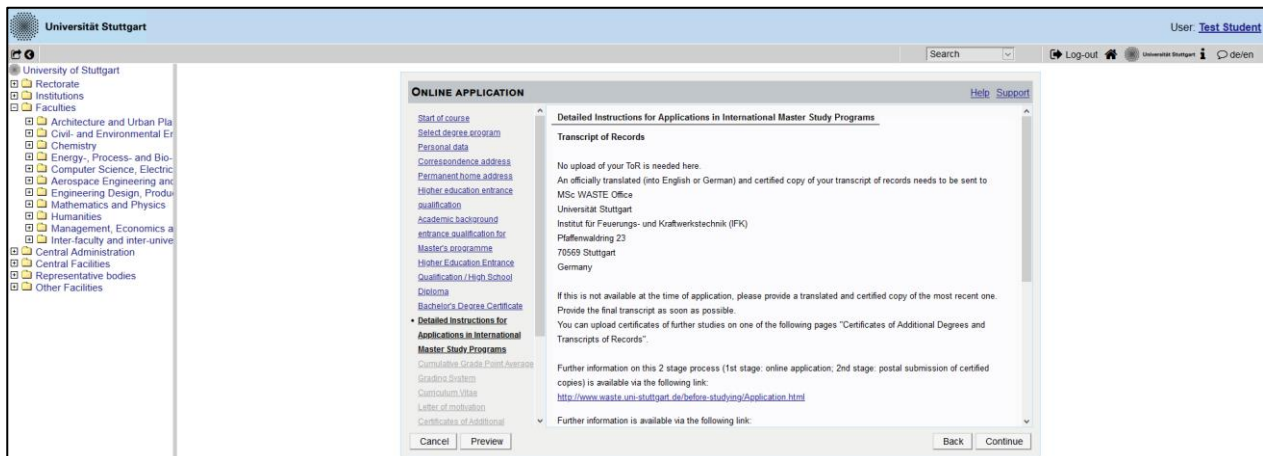
## STEP 20 / ONLINE APPLICATION – TRANSCRIPT OF RECORDS

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 for the University of Stuttgart. The left sidebar shows a navigation menu with categories like 'University of Stuttgart', 'Institutions', 'Faculties', and 'Other Facilities'. The main content area is titled 'Detailed Instructions for Applications in International Master Study Programs' and includes a 'Transcript of Records' section. This section states that no upload of the transcript is needed, but a certified copy must be sent by post to the MS- WASTE Office at the University of Stuttgart. It also provides contact information for the Institut für Feuerungs- und Kraftwerkstechnik (IFK) and a link to further information on the two-stage process.

Universität Stuttgart

User: **Test Student**

Search

Log-out

Universität Stuttgart

de/en

**ONLINE APPLICATION** Help Support

**Detailed Instructions for Applications in International Master Study Programs**

**Transcript of Records**

No upload of your TuR is needed here.  
An officially translated (into English or German) and certified copy of your transcript of records needs to be sent to:  
MS- WASTE Office  
Universität Stuttgart  
Institut für Feuerungs- und Kraftwerkstechnik (IFK)  
Pflaffenwaldring 23  
70569 Stuttgart  
Germany

If this is not available at the time of application, please provide a translated and certified copy of the most recent one.  
Provide the final transcript as soon as possible.  
You can upload certificates of further studies on one of the following pages "Certificates of Additional Degrees and Transcripts of Records".

Further information on this 2 stage process (1st stage: online application; 2nd stage: postal submission of certified copies) is available via the following link:  
<http://www.waste.uni-stuttgart.de/before-studying/Application.html>

Further information is available via the following link:

Cancel Preview Back Continue

## 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 for Universität Stuttgart. The user is logged in as 'Test Student'. The main content area is titled 'Cumulative Grade Point Average' and contains the following instructions:

Please upload a letter from your university stating and confirming your final Cumulative Grade Point Average (CGPA). If your final CGPA is not available at the time of application, please provide the most recent one. Please also include your rank amongst your peers if it is provided by your university.

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.

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 CG@MPUS.

File Durchsuchen... Keine Datei ausgewählt.

Buttons: 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' interface for the University of Stuttgart. The user is logged in as 'Test Student'. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties such as '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', 'Central Administration', 'Central Facilities', 'Representative bodies', and 'Other Facilities'. The main content area is titled 'ONLINE APPLICATION' and includes a 'Help Support' link. The 'Grading System' section is active, displaying instructions: '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.' Below this, there is a 'Current document' section with a table header: 'File name', 'Type', 'File Size', and 'Date'. The table currently shows 'No document uploaded'. A 'New document' section follows, 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. 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@MPLUS.' A 'File' button and a 'Durchsuchen...' button are present, with the text 'Keine Datei ausgewählt.' below them. At the bottom of the application area, there are 'Cancel' and 'Preview' buttons. The overall interface is clean and professional, with a blue header and a white background.

## 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. The user is logged in as 'Test Student'. The main content area is titled 'Curriculum Vitae' and instructs the user to upload their CV using the Europass-CV template. A link is provided for further information: <https://europa.eu/europass/en/documents/curriculum-vitae>.

Under the 'Current document' section, there is a table with the following structure:

File name	Type	File Size	Date
No document uploaded			

Below this, the '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 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.' A 'File' button and a search icon are present, with the text 'Keine Datei ausgewählt.' below them.

The left sidebar contains a navigation menu for the University of Stuttgart, including links to various faculties and administrative services. The bottom of the interface has 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

## 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 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 'Letter of motivation' section. This section contains instructions: 'Please upload a motivation letter, e.g. specifying' followed by three numbered points: 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, and 3) any other issues you feel are relevant for the successful completion of the degree programme. Below the instructions, there is a 'Current document' table with columns for 'File name', 'Type', 'File Size', and 'Date', which currently shows 'No document uploaded'. A 'New document' section follows, with instructions to upload a single PDF file (maximum 2 MB) and a 'File' upload button. The interface also includes a search bar, a 'Log-out' button, and a user profile 'User: Test Student' in the top right corner. At the bottom of the application area, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.



## 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 shows the online application interface for Universität Stuttgart. The page title is 'ONLINE APPLICATION' and the user is logged in as 'Test Student'. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Institutions', 'Faculties', and 'Other Facilities'. The main content area is titled 'Certificates of Additional Degrees and Transcripts of Records' and includes instructions: 'Please upload certificates from additional studies and degrees. You may also upload your transcripts of records here.' Below the instructions, there are two sections: 'Current document' and 'New document'. The 'Current document' section contains a table with columns 'File name', 'Type', 'File Size', and 'Date', and a message 'No document uploaded'. The 'New document' section contains 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, there is a 'File' button and a 'Durchsuchen...' button, with the text 'Keine Datei ausgewählt.' Below the main content area, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

## 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 page is titled "ONLINE APPLICATION" and features a navigation menu on the left with categories like "University of Stuttgart", "Rectorate", "Institutions", and "Faculties". The main content area is titled "Application form DAAD" and includes the following text:

**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.

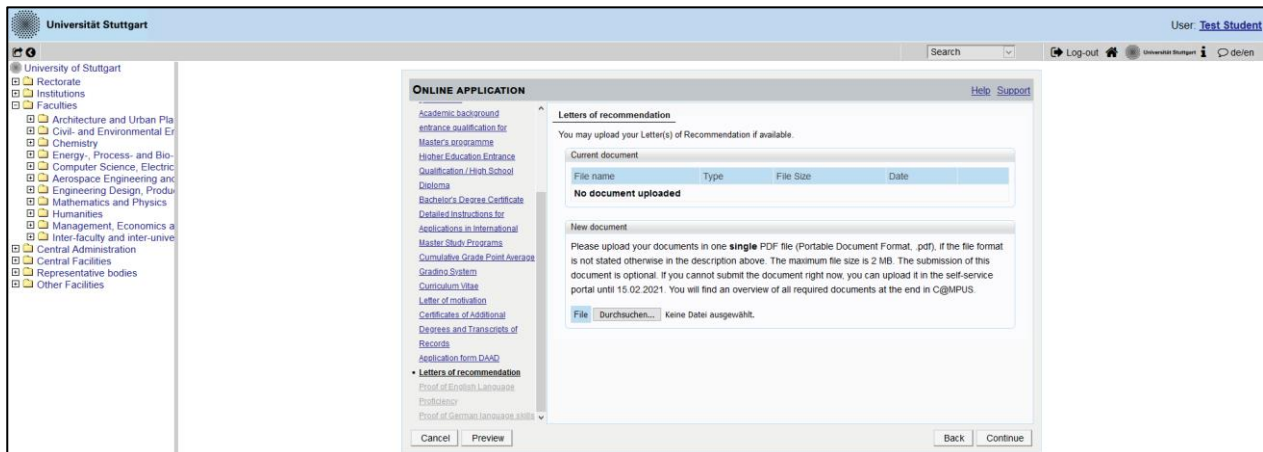
Buttons at the bottom include "Cancel", "Preview", "Back", and "Continue".

## 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 displays the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar shows a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', and 'Faculties'. The main content area is titled 'ONLINE APPLICATION' and includes a 'Help Support' link. The current step is 'Letters of recommendation', with instructions: 'You may upload your Letter(s) of Recommendation if available.' Below this, there are two sections: 'Current document' and 'New document'. The 'Current document' section contains a table with columns for 'File name', 'Type', 'File Size', and 'Date', and a message 'No document uploaded'. The '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 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. If you will find an overview of all required documents at the end in C@MPUS.' A 'File' button is present with the text 'Durchsuchen...' and 'Keine Datei ausgewählt.' At the bottom of the application area, there are 'Cancel' and 'Preview' buttons on the left, and 'Back' and 'Continue' buttons on the right. The top right corner of the browser window shows the user 'Test Student' and a 'Log-out' button.

## 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 15th, 2021). 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.

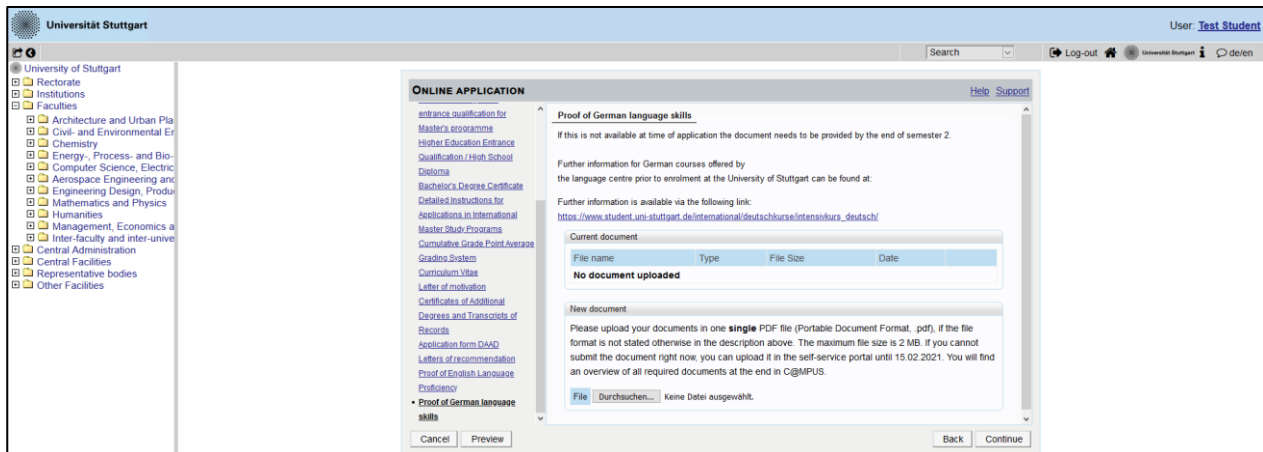
The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Rectorate', 'Institutions', 'Faculties', and various faculties such as 'Architecture and Urban Planning', 'Civil and Environmental 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', 'Central Administration', 'Central Facilities', 'Representative bodies', and 'Other Facilities'. The main content area is titled 'ONLINE APPLICATION' and features a 'Proof of English Language Proficiency' section. This section includes 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 note specifies: 'Please note: The required proficiency levels are: IELTS (Band 6.5) or TOEFL (score: 550 paper based, 213 computer based, 79 internet based) or Cambridge (C CPE, B CAE).' Below the text is a table for 'Current document' with columns for 'File name', 'Type', 'File Size', and 'Date', which currently shows 'No document uploaded'. There is also a section for 'New document' with instructions: 'Please upload your documents in one single PDF file (Portable Document Format, .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. If you cannot', followed by 'Back' and 'Continue' buttons. The top right of the page shows the user 'Test Student' and a 'Log-out' button.

## 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 2021 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 displays the online application interface for the University of Stuttgart. The page is titled "ONLINE APPLICATION" and is accessed by a user named "Test Student". The left sidebar contains a navigation menu with categories like "University of Stuttgart", "Institutions", "Faculties", and "Central Administration". The main content area is titled "Proof of German language skills" and includes the following text:

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

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/)

**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.

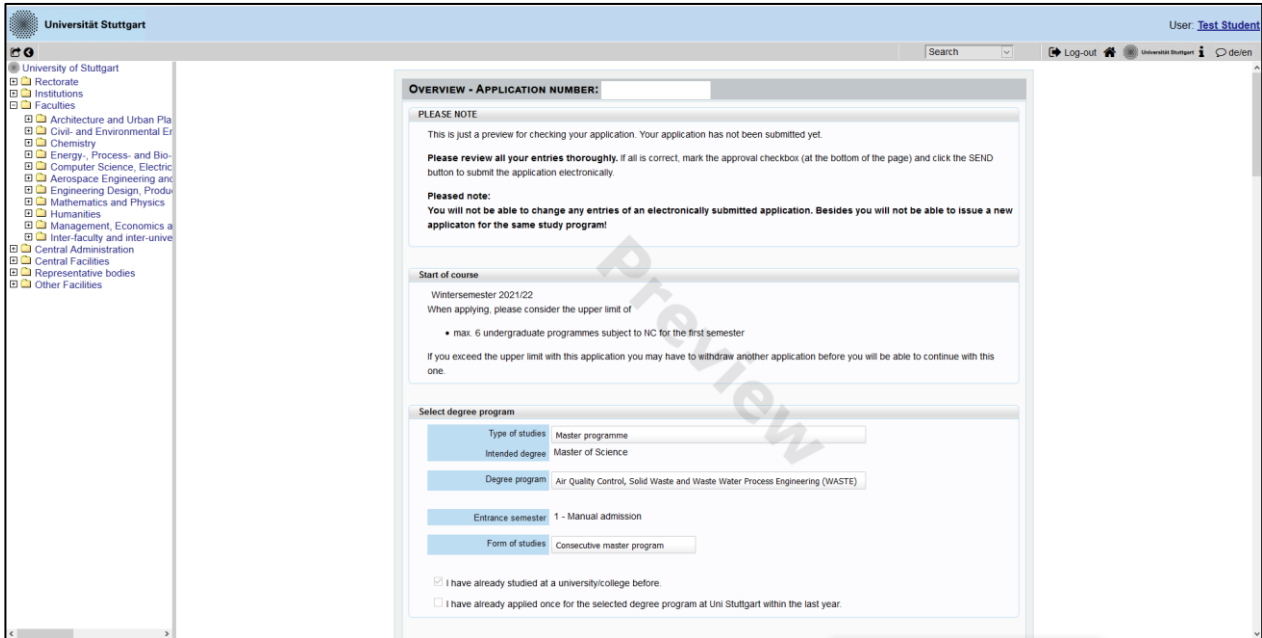
Keine Datei ausgewählt.

Buttons for "Cancel", "Preview", "Back", and "Continue" are visible at the bottom of the application window.

## STEP 30 / OVERVIEW AND CONFIRMATION

**Please note: at this point, your application has not been submitted yet.**

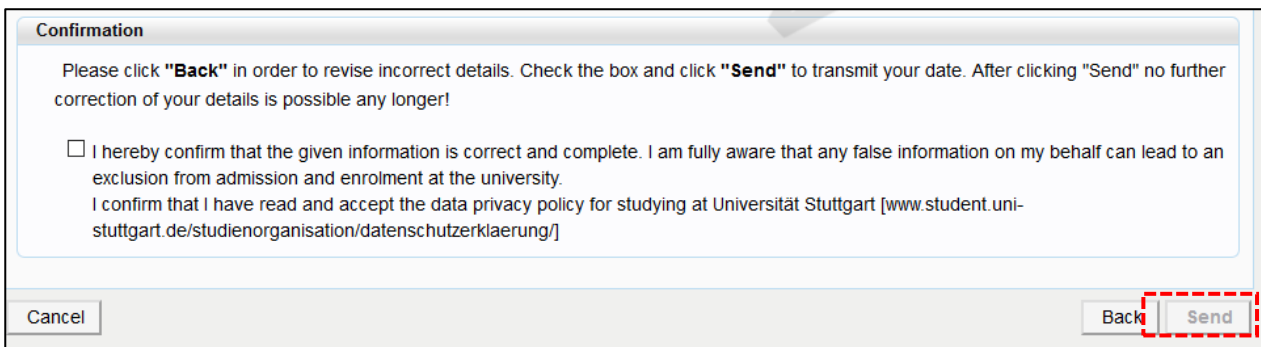
Please review all your entries thoroughly (you might need to scroll down to the bottom of the page).



The screenshot shows the 'OVERVIEW - APPLICATION NUMBER:' page in the University of Stuttgart portal. The page includes a navigation menu on the left, a search bar, and a user profile 'User: Test Student'. The main content area contains a 'PLEASE NOTE' section with instructions to review entries and a 'SEND' button. Below this is the 'Start of course' section for 'Wintersemester 2021/22', followed by a 'Select degree program' section with dropdown menus for 'Type of studies' (Master programme), 'Intended degree' (Master of Science), 'Degree program' (Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE)), 'Entrance semester' (1 - Manual admission), and 'Form of studies' (Consecutive master program). There are also two checkboxes for previous study or application history.

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

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



The confirmation dialog box contains the following 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 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/datenschutzklarung/]'. At the bottom, there are 'Cancel', 'Back', and 'Send' buttons, with the 'Send' button highlighted by a red dashed box.

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

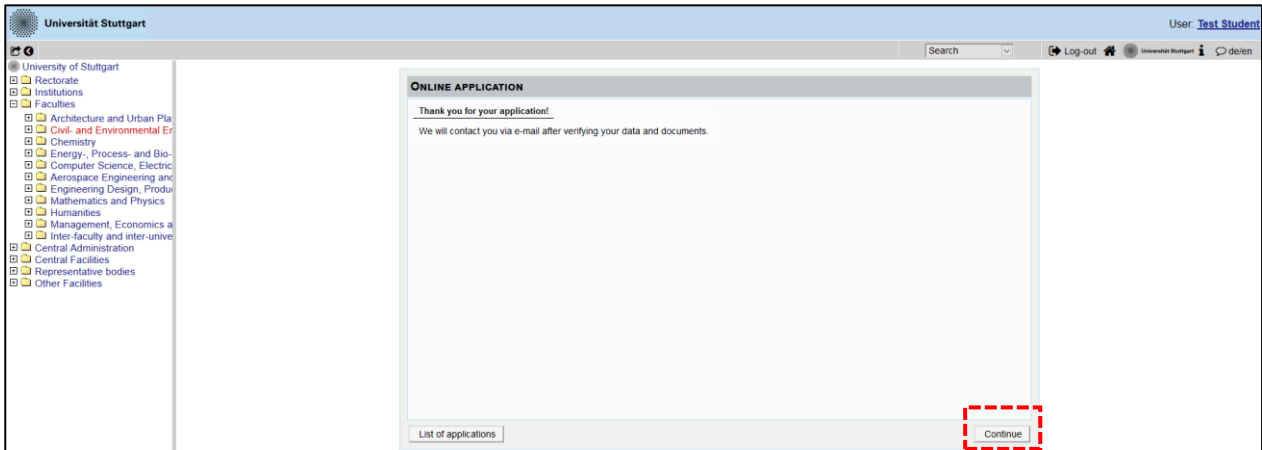
**You will not be able to change any entries of the submitted application. Moreover, you will not be able to issue a new application for the same study program.**

## 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.

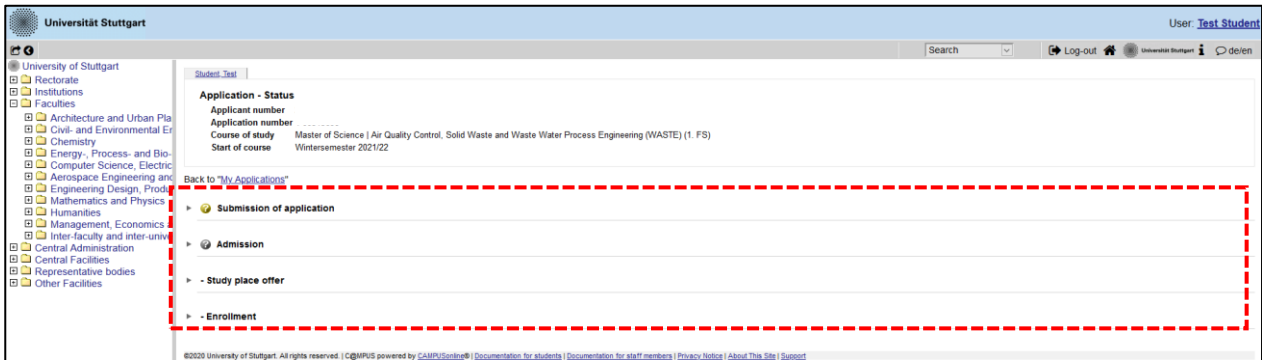
Please click on **[Continue]**.



## 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. Enrolment (please note: at the moment of application, no information is available).

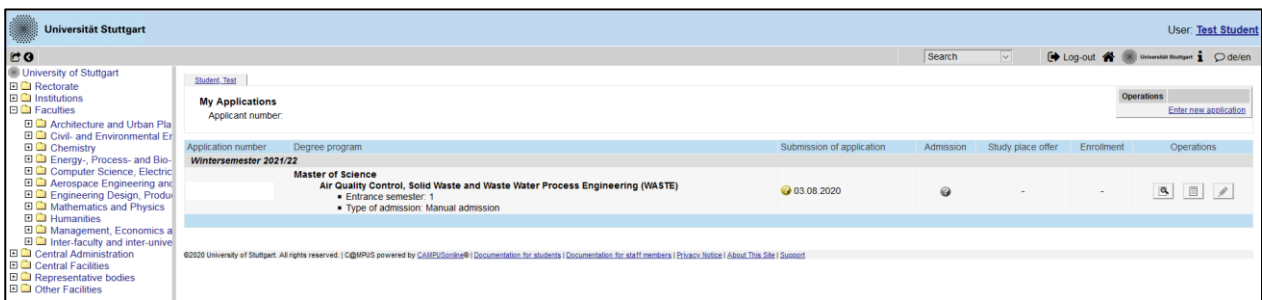


Please remember that you need to enter your **Applicant number** and your **Application number** (please see red box below) in the "Short Application Form" for Stage 2 of your application. The Short Application Form is downloadable from the M.Sc. WASTE website: <https://www.waste.uni-stuttgart.de/about-us/application-procedure/>





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 below).

### 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 Counseling 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/>