University of Stuttgart
Germany

C@MPUS
Application Manual
For self-financed applicants

Winter Term 2021/2022

M.Sc. WASTE

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

Version date: 19.10.2020

Table of Contents

General Information for Applicants

The application process consists of two stages:

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 15th, 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 15th, 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.

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

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.
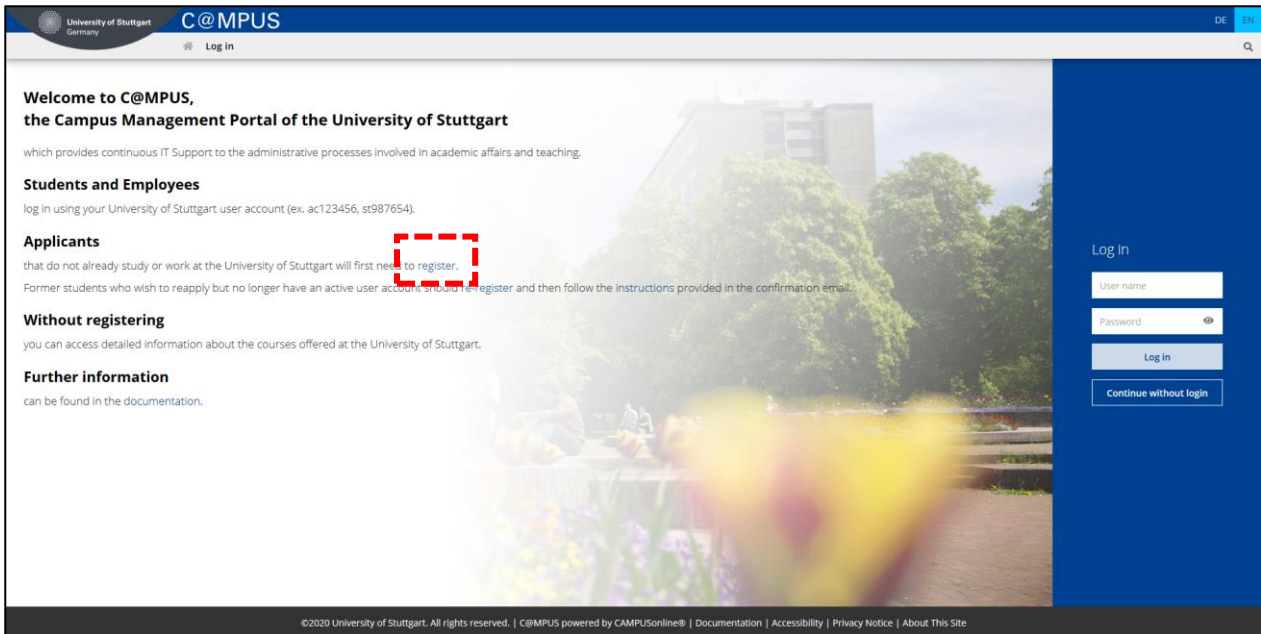
STEP 02 / LANGUAGE SETTING

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

STEP 03 / REGISTRATION ACCESS

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

STEP 04 / CREATE A NEW APPLICANT ACCOUNT

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

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

Please enter your last name(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]**.
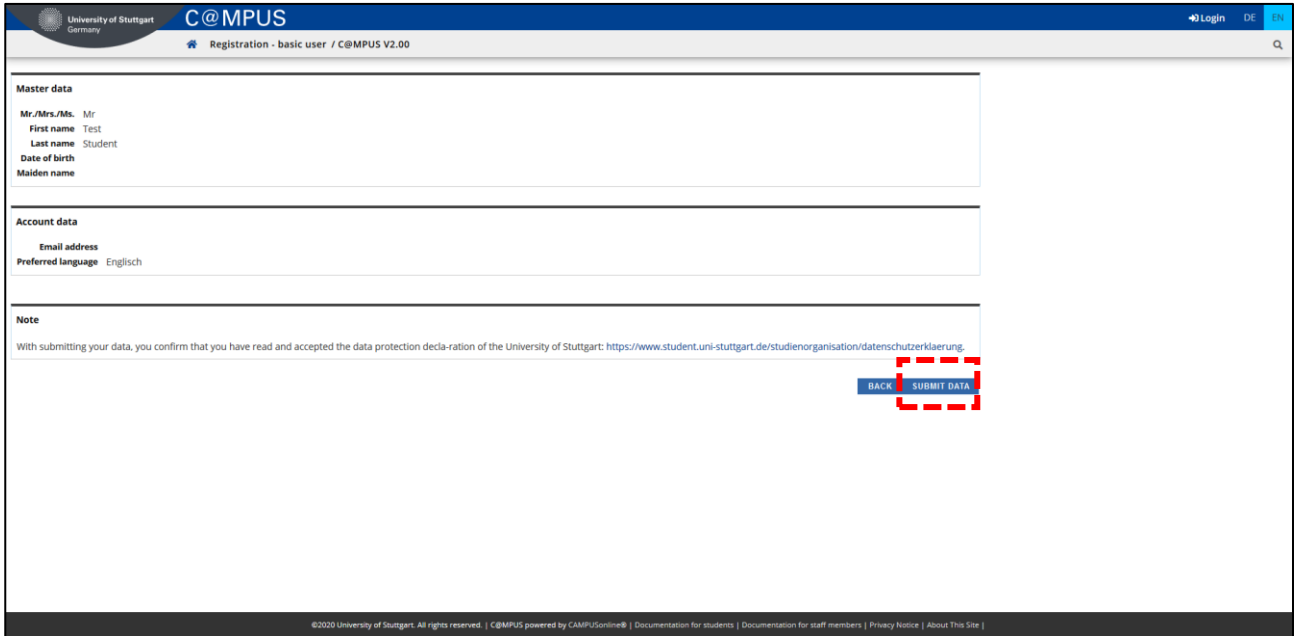
STEP 05 / DATA REVIEW

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]**.

STEP 06 / COMPLETION OF REGISTRATION

Now your registration is complete and you will receive an activation link at the email address you provided. You can close this window now.
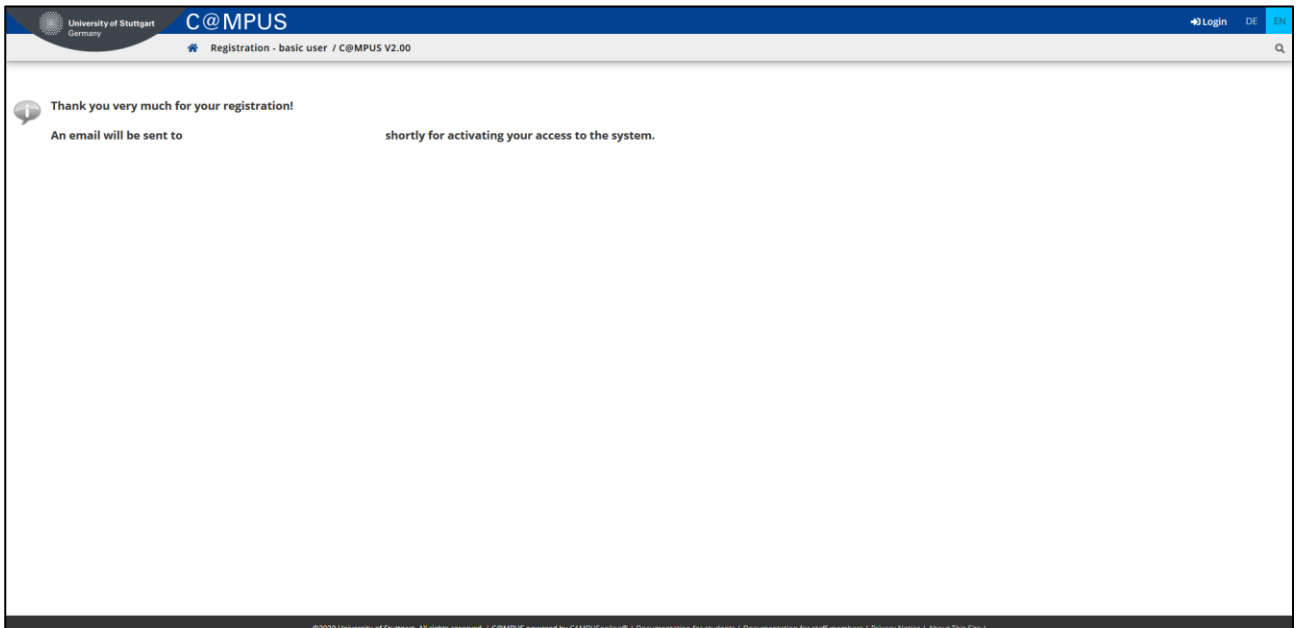
STEP 07 / ACCOUNT CONFIRMATION

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

Keep in mind the expiration date of the link. After clicking on it, press **[Continue]** to set up your password.
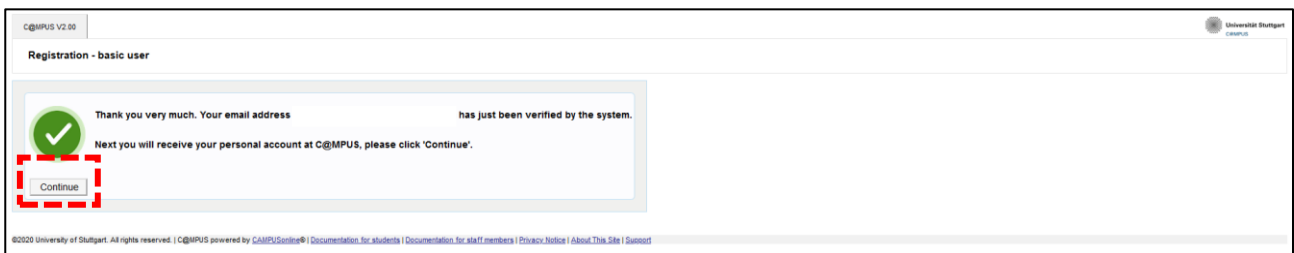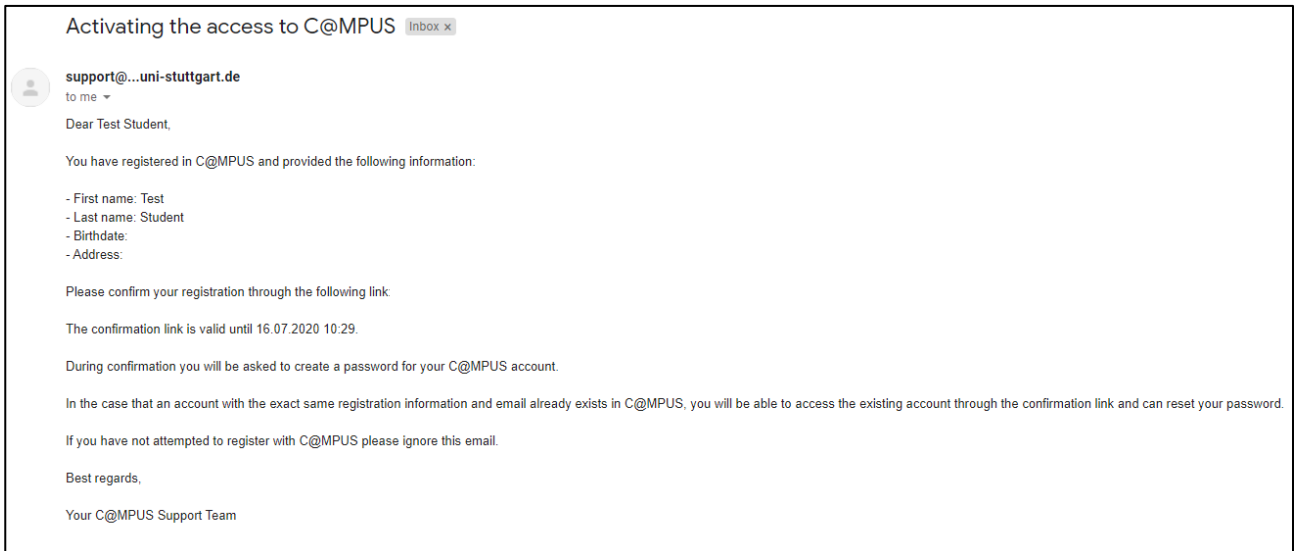
STEP 08 / ACCOUNT – SET PASSWORD

A password needs to be set after the confirmation of your account. Please, select your password according to the following criteria:

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

Recommended:
- avoid using parts of your first name or last name.
- avoid using parts of words (more than three letters in a row) which may be found in German or English dictionaries.

Please do not forget to save. You will be logged in automatically after clicking on [Save].
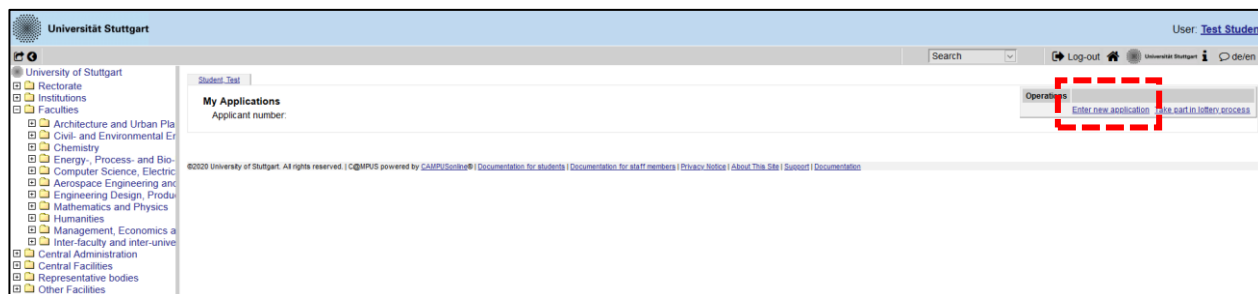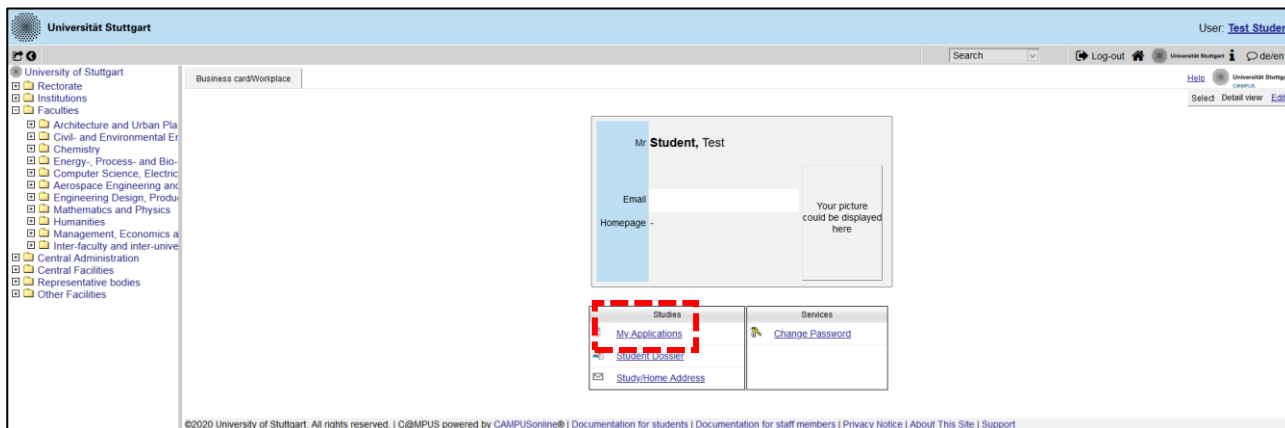
Part 2: Application to the Study Program

STEP 09 / WARNING ABOUT POSSIBLE CHANGES DUE TO CORONA

A warning about changes due to Corona will show up. You can check the "Read and accepted" box to prevent reading the warning the next time you log in. Click on [Continue] to advance to your homepage.
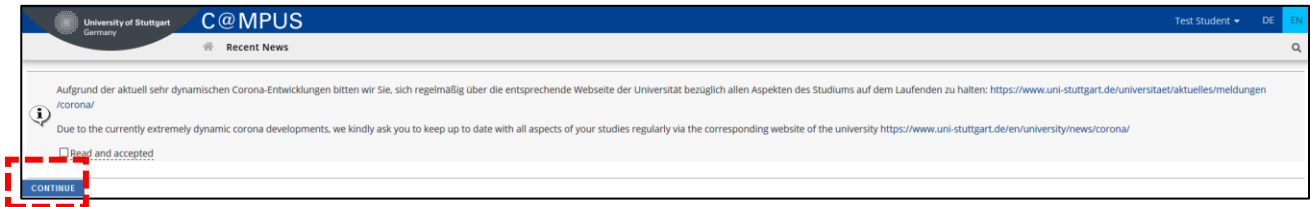
STEP 10 / ACCOUNT – HOME SCREEN

From the following screen you can access the application platform. Click on **[My Applications]** and, in the following screen, on **[Enter new application]** to continue.

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.
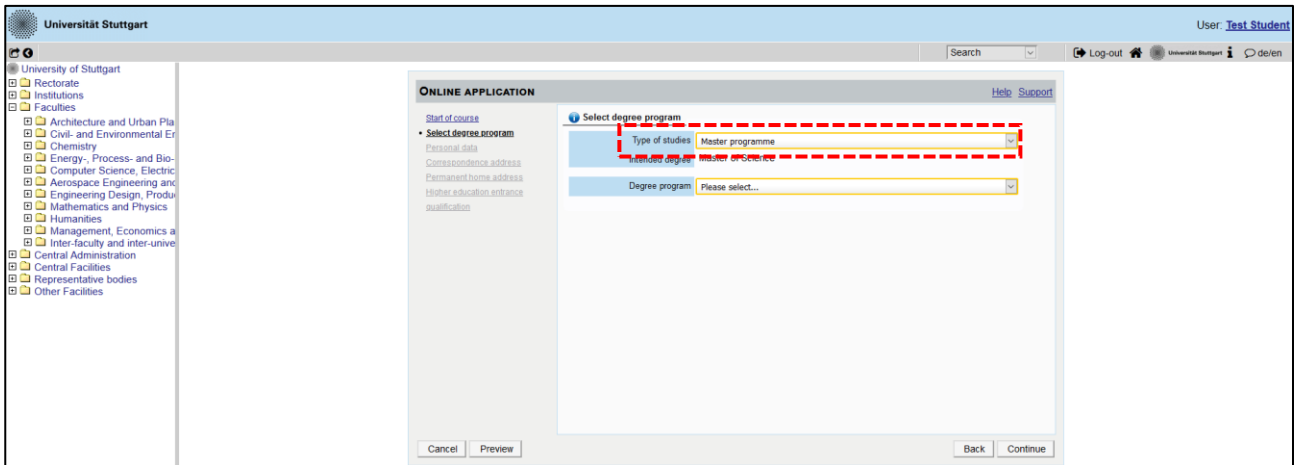
STEP 12 / ONLINE APPLICATION – SELECT DEGREE PROGRAM
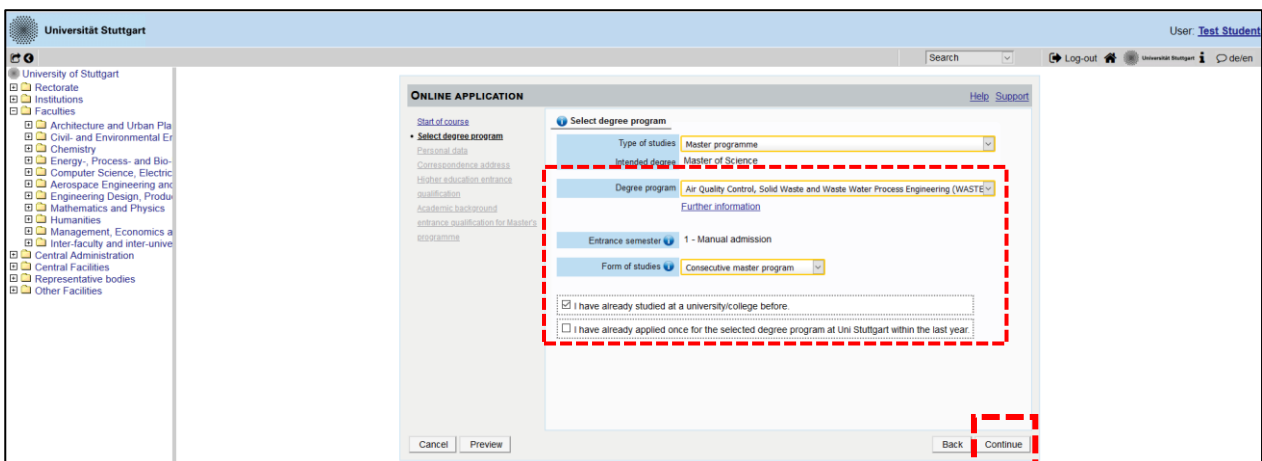
Please select:
- *Type of studies* → Master program

After having selected the type of studies, more boxes will appear and you are required to select:

- *Intended degree* → Master of Science
- *Degree program* → Air Quality Control, Solid Waste and Waste Water Process Engineering
- *Form of studies* → Consecutive master program

Please note:
The box "I have already studied at a university/college before" is pre-selected. If you already applied for our Master program within the last year, please select the second box accordingly. When you are done, please click [Continue].

Step 13 / Online Application – Personal Data

Please check again your personal data and fill in the rest of the information. Here you can only choose your academic titles to appear before or after your name (e.g. Bachelor's titles always appear after the name). Please only include titles for which you can provide a certificate as proof.

Finally, click [Continue].

STEP 14 / ONLINE APPLICATION – CORRESPONDENCE ADDRESS

Please enter your correspondence address. The University will communicate with you during your studies at this address (semester address), so it has to be **always up to date**.

When you apply, you can enter any valid postal address you have at the moment of the application. It can be changed later on.

Please enter your actual telephone number with country code + dialing code + number without any other characters in between and without signs between the numbers. For example: 004971168583370 for the country code +49 (Germany) + dialing code 0711 + number 83370.

In case your semester address corresponds with your home address, please tick the box at the bottom. Otherwise, just press **[Continue]**.

STEP 14-1 / ONLINE APPLICATION – PERMANENT HOME ADDRESS

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

STEP 15 / ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION

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

A foreign higher education entrance qualification is the formal term for your "school leaving certificate", for example a high school degree or the certificate of a university admission test. Generally, all the requirements that students have to fulfil in their home country in order to be admitted for studies of an academic subject at a university, also apply in Germany.

Case 1 (GERMAN higher education entrance qualification):
In case you have a German higher education entrance qualification ("Abitur"), please select this option and fill in the boxes that appear.

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

Case 2 (FOREIGN higher education entrance qualification):
In case you have a foreign higher education entrance qualification, please select respectively the option closest to your situation. You can choose between **preparatory college** (general or subject specific) and **school abroad** (general or subject specific). Choose the most appropriate and complete the details in the boxes below.

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

STEP 16 / ONLINE APPLICATION – ACADEMIC BACKGROUND

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

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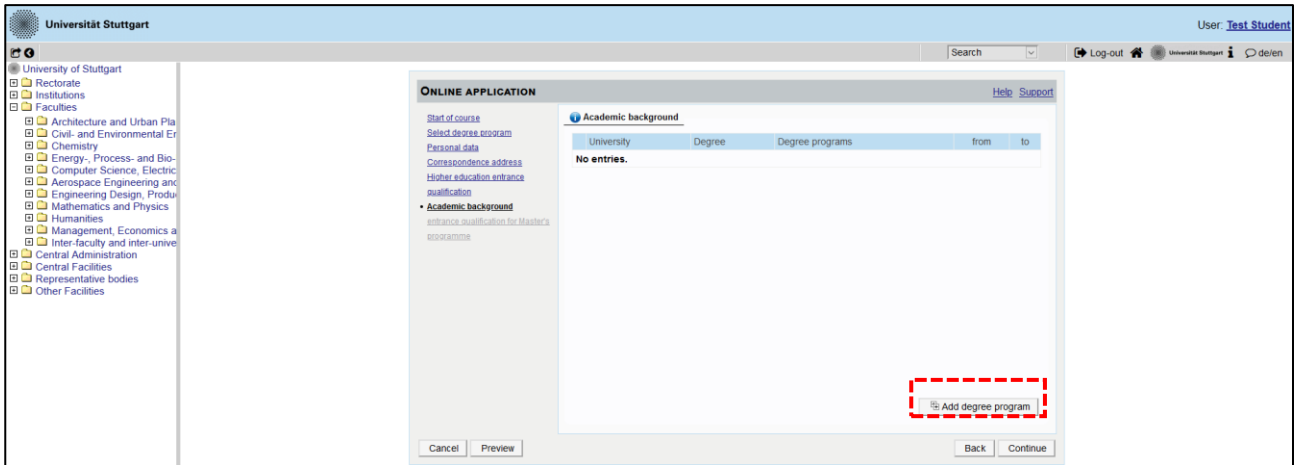
University/ Subjects

Please select/type:

- Country → **Please select the country of your university.**
- Place of university/college → **Please select the location of your university.**
- University → **Please select the name of your university.**
- Degree → **Please select the type of degree.**
- Form of studies → **First Degree. For further degrees, add new entries with the corresponding information.**
- 1st subject (Major) → **Name of your study program.**
- 2nd subject → **Optional: enter the name of your first specialization.**
- 3rd subject → **Optional: enter the name of your second specialization.**
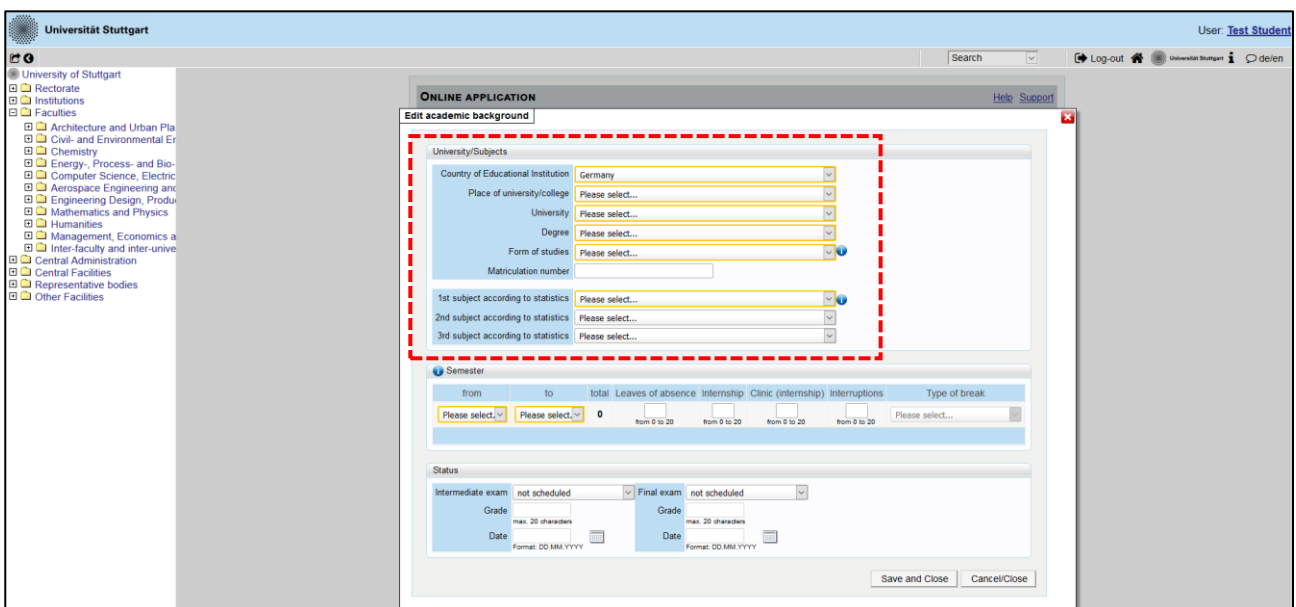
Semester

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

If applicable, please enter the number of leave/internship/hospital internship/break terms during your studies:

- Leave: terms on leave approved by the university.
- Internship: internships for a period of one term.
- Hospital internship: only relevant for medicine students (not important for you).
- Break: terms not enrolled at any university/college.

Status

You must enter this information in 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.

Please remember to click [Save and Close]. If everything was done right, you will see your entry listed as shown below. Click again on [Add degree program] to add further degrees, if this applies to you. Move to the next step clicking on [Continue].
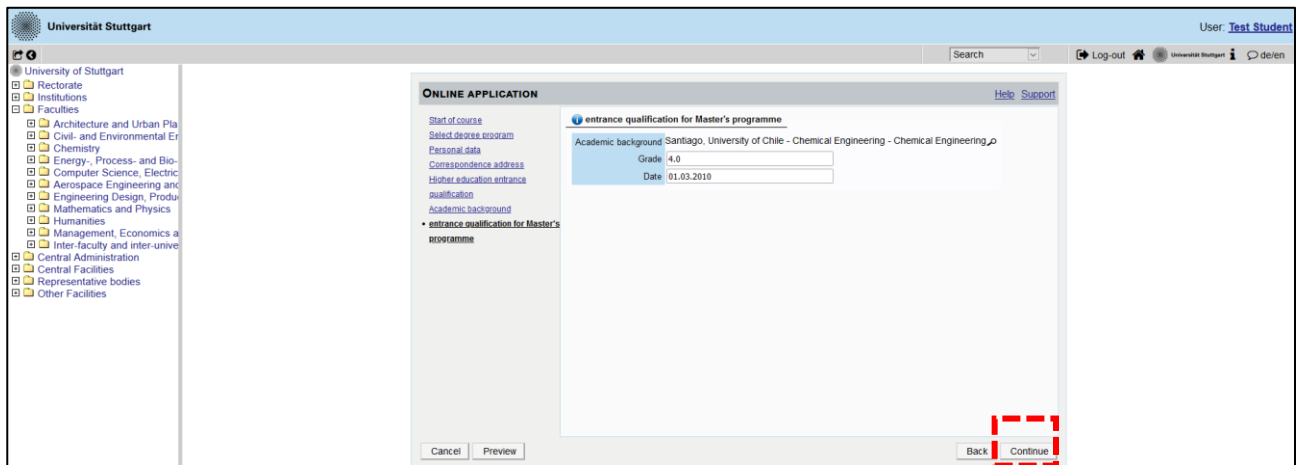
STEP 17 / ONLINE APPLICATION – ENTRANCE QUALIFICATION FOR MASTER'S PROGRAM
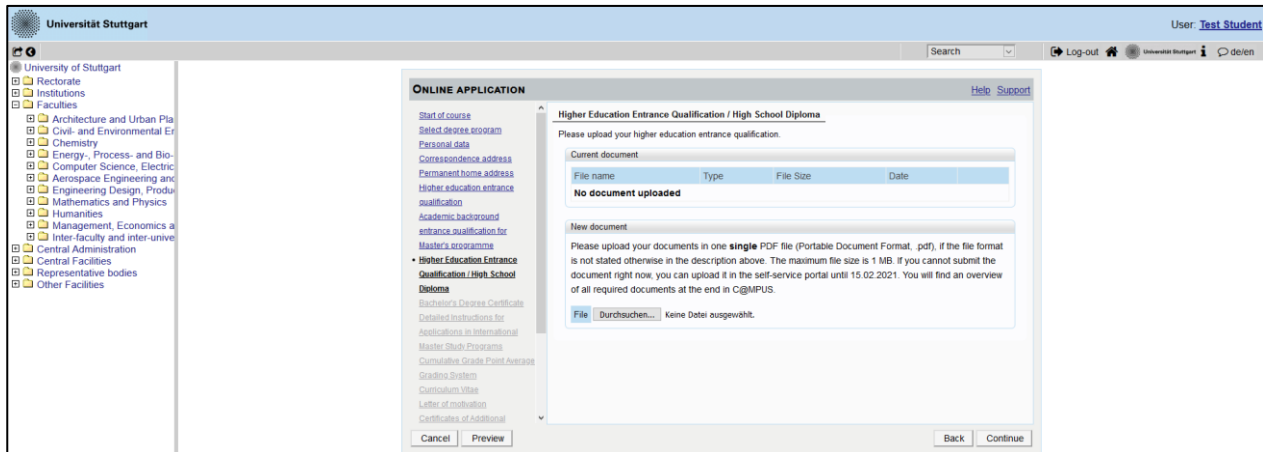
In this step you must select the academic degree you are using to apply for M.Sc. WASTE. In case you have entered only one entry in the previous step, you just need to check the final grade and date, making corrections by clicking on **[Back]** if necessary.

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

If everything is OK, please click on **[Continue]** to move forward with the application.

STEP 18 / ONLINE APPLICATION – HIGHER EDUCATION ENTRANCE QUALIFICATION

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

The maximum file size is 1 MB. **Only pdf files are accepted**.

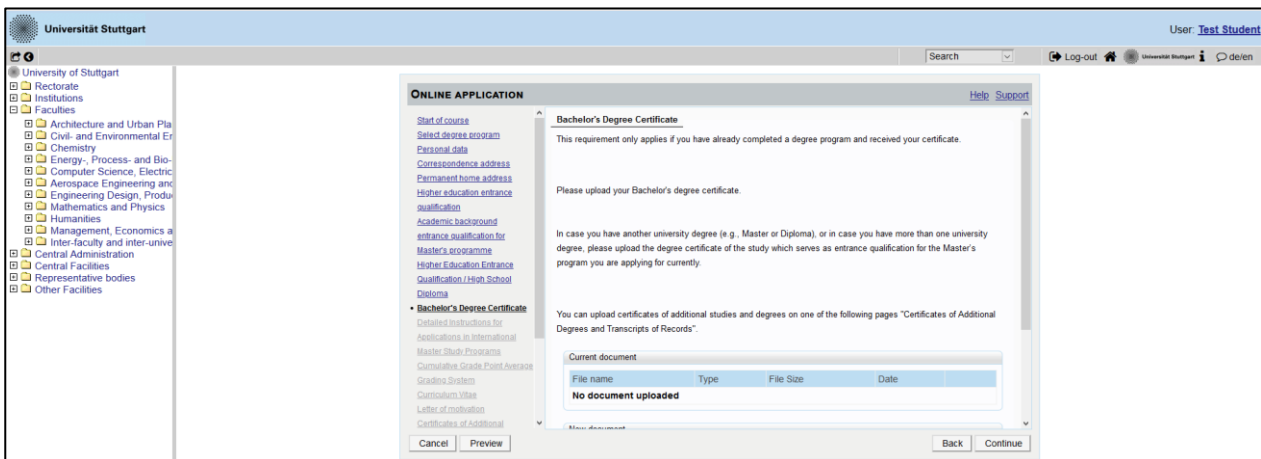## STEP 19 / ONLINE APPLICATION – BACHELOR'S DEGREE CERTIFICATE

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

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.

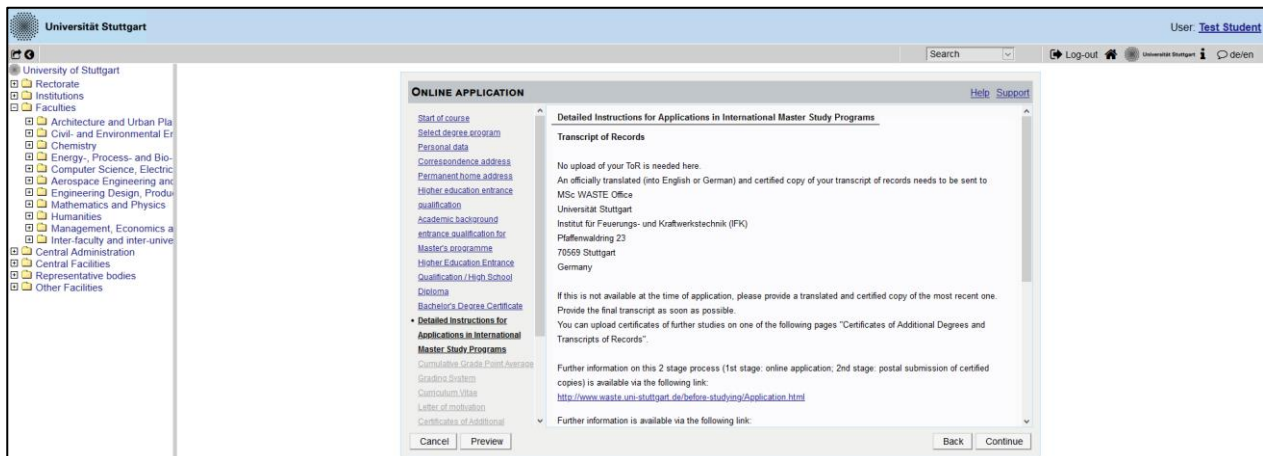Please scroll down to see the file uploading area.

STEP 20 / ONLINE APPLICATION – TRANSCRIPT OF RECORDS

No upload of your Transcript of Records is needed here. The Transcript must be sent by post as part of Stage 2 of the application.

Further information on this two-stage process (Stage 1: online application / Stage 2: postal submission of certified copies) is available here:
https://www.waste.uni-stuttgart.de/about-us/application-procedure/

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

STEP 21 / ONLINE APPLICATION – CUMULATIVE GRADE POINT AVERAGE (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.

STEP 22 / ONLINE APPLICATION – GRADING SYSTEM

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

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

STEP 23 / ONLINE APPLICATION – CURRICULUM VITAE

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**.

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

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

a) the reasons why you are applying for this specific degree program at the University of Stuttgart,
b) your previous experience/exposure to the topic,
c) 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**.

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**.

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

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**.

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

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.

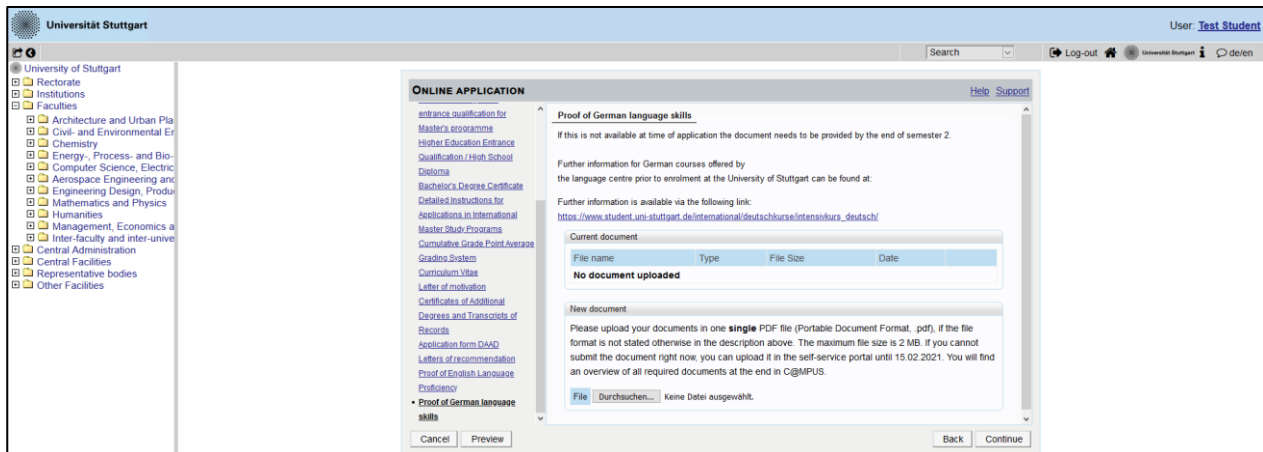Please scroll down to see all the information on the window.

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/

STEP 30 / OVERVIEW AND CONFIRMATION

Please note: at this point, your application has not been submitted yet.
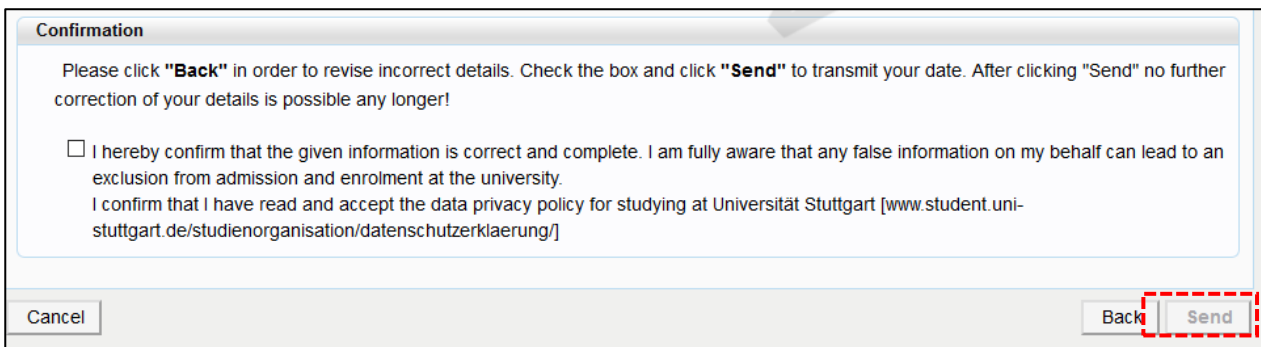
Please review all your entries thoroughly (you might need to scroll down to the bottom of the page).

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

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

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].

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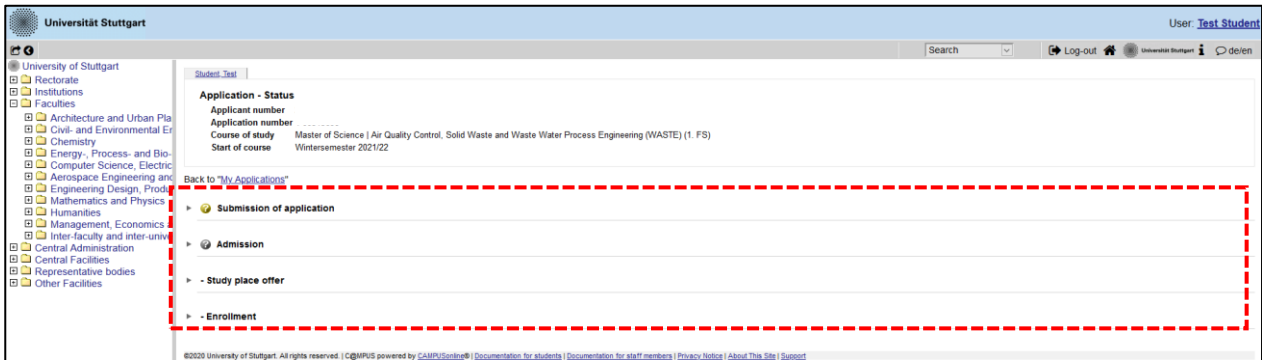
Please remember that you need to enter your **Applicant number** and your **Application number** (please see red box below) in the "Short Application Form" for Stage 2 of your application. The Short Application Form is downloadable from the M.Sc. WASTE website: https://www.waste.uni-stuttgart.de/about-us/application-procedure/

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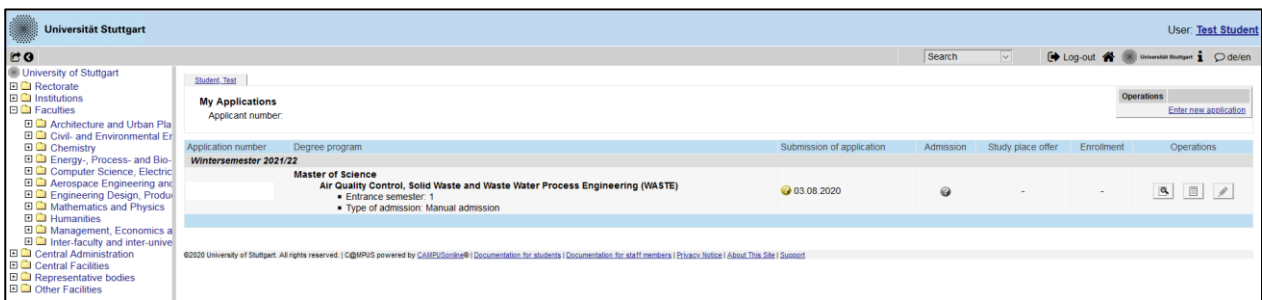
Remember your application is not complete yet since you **must** complete Stage 2 (see below).

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

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/