

What is C@MPUS?

C@MPUS is an administrative managing system which provides the following services:

- Registration at the University of Stuttgart
- Automatic issuing of letters of admission
- Enrolment at the University of Stuttgart
- Automatic issuing of matriculation certificates
- Other administrative services (change of address after enrolment, information on payment status of semester fee, etc.)

As a visiting program and exchange student you will have to register and apply for admission at the University of Stuttgart using the C@MPUS system!

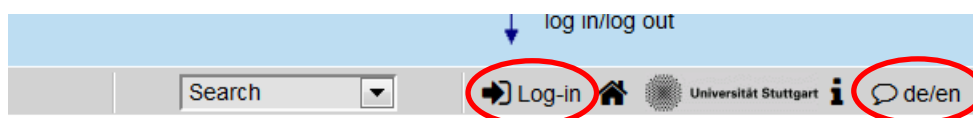
How to register and apply? (detailed instructions below)

- Create a C@MPUS account.
- Apply for admission as a non-degree student using this account.
- Upload the requested documents as specified during the application procedure.
- Once your application is electronically submitted, C@MPUS will generate an official application form for admission. Print, sign, scan and then upload this form.
- Please note that we can only accept uploaded documents (no email, no postal mail).
- In case a document is missing you will be notified by email. **Please check your inbox and C@MPUS account regularly after finalizing the application for admission.**
- Your application for admission will be checked by the University of Stuttgart. You will be notified as soon as you are officially admitted. The official letter of admission will be available in C@MPUS and valid without signature and stamp.

Please note: If you select a security question when creating your account, you can reset your password in case you forget it.

Instructions on registration and application for admission using C@MPUS

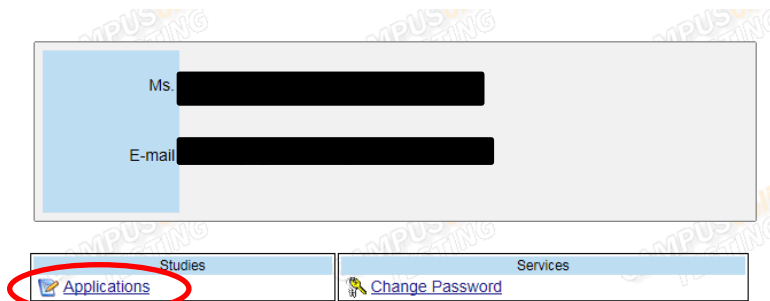
1. Go to <https://campus.uni-stuttgart.de/>
2. You can switch to the **English version** of C@MPUS by clicking on the speech bubble in the upper right hand corner. Click **“Log-in” in order to create a C@MPUS account.**



Once on the login page, click “Create applicant account” and follow the instructions. **Use your full name as written in your passport!** Please note that you will have to confirm

the creation of your C@MPUS account by clicking a link you will receive by email after creating your account.

- Once your account is created, please log in to C@MPUS. You should now be seeing your so called "Business Card" (otherwise please click on your name in the upper right hand corner). In order to apply for admission, please click "Applications". Then on the applications page, click "Enter new application" (upper right hand corner).



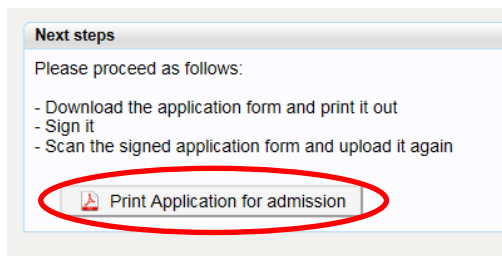
- On the first page of the online application, please choose the start semester of your stay in Stuttgart (Sommersemester = summer semester; Wintersemester = winter semester) and continue. **Please fill in the second page exactly according to the following example and continue.**

The screenshot shows the 'Select degree program' form. It includes several dropdown menus: 'Type of studies' (set to 'other study'), 'Intended degree' (set to 'Non-degree'), 'Degree program' (set to 'Program'), 'Entrance semester' (set to '1 - Manual admission'), and 'Form of studies' (set to 'No certificate/degree'). Below these are two checkboxes: the first is checked and reads 'I have already studied at a university/college before.', and the second is unchecked and reads 'I have already applied once for the selected degree program at Uni Stuttgart within the last year.'



- Fill in your personal data and address. **Use your current home address for now and remember to change it upon arrival! Yellow fields are obligatory.**
- Please provide information on your higher education entrance qualification.


The screenshot shows the 'Higher education entrance qualification' form. It contains a text instruction: 'Please enter what type of higher education entrance qualification you hold and when and where you have obtained it. More information: [Higher education entrance qualification](#)'. Below this are three radio button options: 'I have a German higher education entrance qualification.', 'I have obtained a foreign higher education entrance qualification.' (which is selected and circled in red), and 'I belong to the group of master craftspersons or qualified professionals.'. At the bottom, there is a dropdown menu for 'Type' (set to 'Please select...') and a text input field for 'Name of certificate (original name)' with a character limit of '1 to 100 characters'.


7. In order to provide information on your academic background, click "Add degree program" and follow the instructions.
8. Please upload all required documents (if you do not have the documents at hand, you can upload them later. Admission letters can however only be issued for completed applications). **Transcripts of records and the signed application for admission are obligatory for all visiting program students (Erasmus students and students from overseas).** As for any other documents that are requested by your specific exchange program, please refer to the information texts given. *Please note: We can only accept scanned documents (no photographs) in either English or German. Provide us with a translation (in addition to the original document) if necessary. Also remember to upload all pages of the respective documents (especially regarding the application form for admission).*
9. Please check your application once again before submitting it, read through the confirmation text and check the box at the end of the overview page. Click "Send" to submit your application for admission. **Please note: After submitting the application form, no changes are possible and you will not be able to submit any additional application as a visiting program student!**
10. After submitting the application, you will be redirected to the page "Application status". There you can print your application for admission (please remind to sign and upload all pages of this form afterwards). This page can also be visited later on (e.g. to upload missing documents, see article 11).



11. For information on the status of your application after submission, go back to your "Business Card" and click "Applications". You will be directed to "My applications".

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
Sommersemester 2015	Non-degree Program	08.01.2015				 
	<ul style="list-style-type: none"> ■ Entrance semester: 1 ■ Type of admission: Manual admission 					

In order to see a summary of your application for admission, click the summary sign .

In order to see a detailed overview over your application status, click . On this page, you will also be able to print your application for admission and upload missing documents. **In case you are notified that your application is incomplete, you can find more detailed information on the missing documents here.**

12. Once your application has been checked and approved, you will receive a notification by email. Please login to your account and click "accept study place offer" in order to confirm your admission to the University of Stuttgart. You will be redirected to a page where you can download your **letter of admission. Please download and save this document which is crucial for a number of formalities.** The document is valid without stamp and signature.
13. In addition to the admission procedure, you will have to enroll at the University of Stuttgart. **You will receive information regarding the enrolment process upon arrival.**

In case you have technical questions, please contact the C@MPUS team: support@campus.uni-stuttgart.de

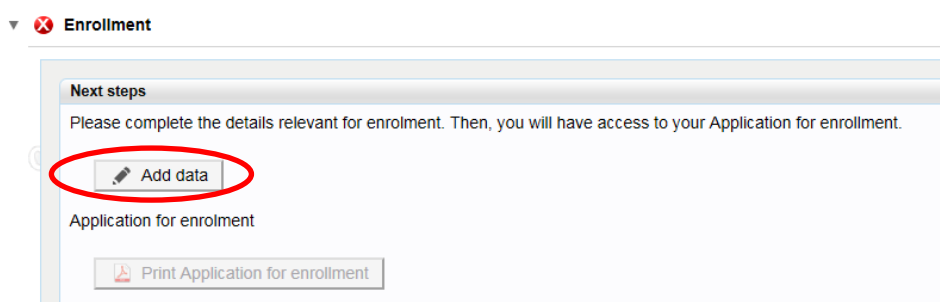
Instructions for enrolment at the University of Stuttgart for exchange program students

Please note that the enrolment procedure can only be completed **after your arrival** in Stuttgart. Make sure to have the following documents as digital files for uploading at hand:

- proof of health insurance
- passport sized photograph.

1. Go to <https://campus.uni-stuttgart.de/>. Login to your account and open your application.

Scroll down to the "Enrolment" section and click "add data".



2. Add details on your health insurance in Germany.

- **Students from overseas:** You are required to **buy a German student health insurance.** Choose "I am insured through the German public health insurance system" and add details on your health insurance.
- **ERASMUS students:** Take your European Health Insurance Card (EHIC) to an official health insurance company in Germany (such as DAK, AOK etc.) and **have them issue you a proof of health insurance** (Krankenversicherungsnachweis). Choose "I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies".
- **ERASMUS Mundus students and DAAD scholarshipholders** with a private insurance click:
"I currently have a foreign social security and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies".

Fill in the question about examination entitlement in Germany.


3. Please upload the following documents: proof of health insurance, passport sized photo for your student identity card.
4. After completing this step, you can download your **application for enrolment**. Please print it out and sign it.
5. Please **send the signed application for enrolment** together with the following documents:
 - copy of your residence permit or visa (all **non-EU** students),
 - APS certificate (only students from **China**)

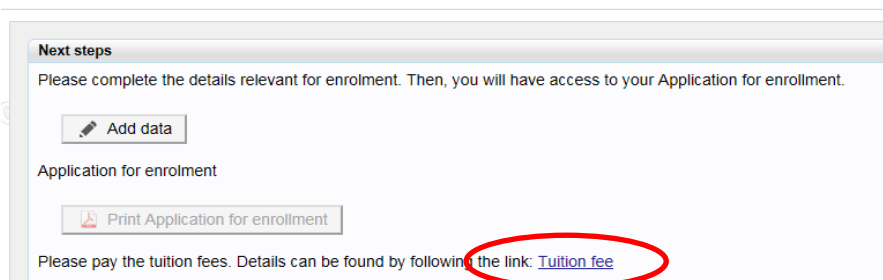
by post to: Universität Stuttgart
 Studiensekretariat für Ausländer/innen (Admissions Office)
 Geschwister-Scholl-Str. 24 b
 70174 Stuttgart

6. Final step: payment of the **semester fee**:
Exchange students pay a reduced fee of **106,50 €** (please transfer this amount even though a higher amount is stated in C@mpus! **ERASMUS Mundus students** pay **166,50 €**).

For payment details, please click "tuition fee" (right below "Print application for enrolment")

Please note: Even though the expression tuition fee is used in C@mpus, we consider this a semester fee which has to be paid each semester by all students without exception.

 Enrollment



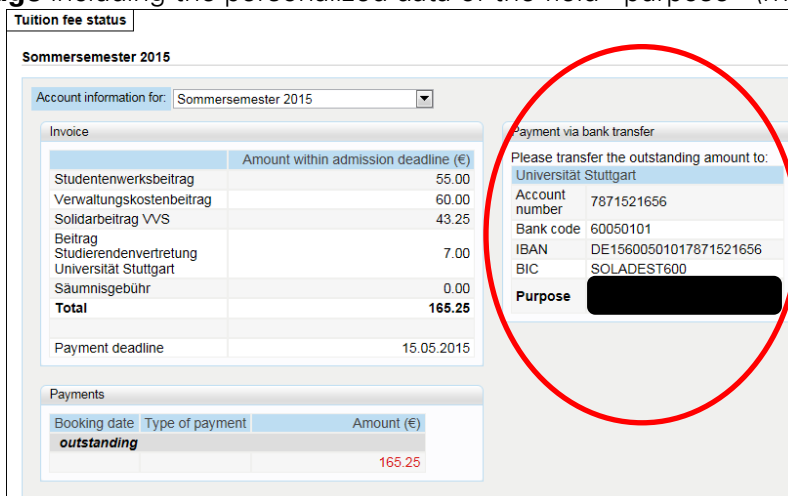
Next steps

Please complete the details relevant for enrolment. Then, you will have access to your Application for enrollment.

Application for enrolment

Please pay the tuition fees. Details can be found by following the link: [Tuition fee](#)

A new window will open up and provide you with details on your fee. Please note: On the left hand you will find payment details to use on the bank **transfer slip**. Please make sure to transfer these details right onto your transfer slip **precisely according to the data on this page** including the personalized data of the field "purpose" (mind **blank spaces**)!



Tuition fee status

Sommersemester 2015

Account information for: Sommersemester 2015

Invoice	Amount within admission deadline (€)
Studentenwerksbeitrag	55.00
Verwaltungskostenbeitrag	60.00
Solidarbeitrag VVS	43.25
Beitrag Studierendenvertretung Universität Stuttgart	7.00
Säumnisgebühr	0.00
Total	165.25
Payment deadline	15.05.2015

Payment via bank transfer

Please transfer the outstanding amount to:
 Universität Stuttgart

Account number: 7871521656
 Bank code: 60050101
 IBAN: DE15600501017871521656
 BIC: SOLAEST600

Purpose: [REDACTED]

Payments	Booking date	Type of payment	Amount (€)
		outstanding	165.25

7. While the Admissions Office is checking your application, you are able to check its status in C@mpus as well as **upload missing documents**. Once your payment and your

application for enrolment have been received and all documents are complete (either uploaded or sent by post), you will be enrolled. You may then download your **certificates of enrolment** from the C@mpus system.

8. Upon receiving your complete application for enrolment and the correct payment of the semester fee, you will be enrolled and notified via e-mail by the Admissions Office. Please **activate your new student account in c@mpus** upon receipt of this e-mail by following the instructions given. You may also download your matriculation certification from this date on.

Very important: Your **student ID card** and **the stamp validating your student ID** will be sent to you **by post** (in two different mailings) to the address you entered in c@mpus during application for studies (=usually your home address). Thus, **as soon as you have been notified by e-mail that you are enrolled**, activate your new student account, log into it and **enter your new address in Germany upon receipt of this e-mail** in order to make sure that your student ID card and the ticket with the VVS icon will be sent to your current address in Germany and not to your home country!

In case you have technical questions, please contact the C@MPUS team: support@campus.uni-stuttgart.de