



University of Stuttgart  
Germany

**C@MPUS**

# Application Manual

For EPOS-DAAD Scholarship Applicants

Winter Term 2025/2026



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 steps:

**STEP 1: COMPLETION OF APPLICATION FOR ADMISSION TO WINTER TERM 2025/2026 IN THE C@MPUS ONLINE APPLICATION PORTAL**

**STEP 2: POSTAL SUBMISSION OF SELECTED APPLICATION DOCUMENTS TO THE M.Sc. WASTE OFFICE**

Herewith the M.Sc. WASTE Office provides you an application manual that guides you through the C@MPUS application portal by indicating the special steps that must be followed to also apply for the EPOS-DAAD scholarship. 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 as well as for the EPOS-DAAD scholarship on C@MPUS system.**

**Please note:**

- **Only if Step 1 and Step 2 are done, the application to the Master Study Program WASTE is successfully completed. Please follow carefully the indications made through this document for a successful application to the EPOS-DAAD scholarship.**
- In case you only entered your data in 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 **September 30<sup>th</sup>, 2024 (12:00 a.m. (midnight) CET Central European Time)**.
- Please do not send the required application documents before having completed step one. You will be asked to provide the **applicant and application number** provided by the C@MPUS application portal in the “Short Application Form” (downloadable from the M.Sc. WASTE website).

Please submit the **required** documents by post to the following address:

**M.Sc. WASTE Office  
Universität Stuttgart  
Institut für Feuerungs- und Kraftwerkstechnik  
Pfaffenwaldring 23  
D-70569 Stuttgart  
Germany**

The Admissions Committee will decide upon the **complete applications received on time**. You will be informed via C@MPUS whether you were admitted or rejected in our Master Study Program. The M.Sc. WASTE Office Team will confirm the reception of your application, once it has been reviewed. Applications will be processed only after September 30<sup>th</sup>, 2024. The results of your application depend also on the DAAD committee and normally are informed during December each year.

Regarding the results of the EPOS-DAAD scholarship, the DAAD will notify you via email if you were granted with the scholarship, after having conducted a personal interview (online or via telephone).

**Directions**

Please follow the directions in order to register successfully. Further information for the online application can be found by clicking on the blue “i” or on the blue highlighted links in C@MPUS.

**VERY IMPORTANT:**

While you are working with C@MPUS, **please never go back in your browser** because then you have to start all over again. Always use the *Back* button in C@MPUS in case you want to go back.

We wish you much success with your application.

Sincerely,

M.Sc. WASTE Office Team

## FAQs

### **General FAQs on the application process:**

For further questions on the application process of the MSc WASTE program, please download our FAQ document from our website:

[https://www.waste.uni-stuttgart.de/download/FAQs\\_30-04-2024.pdf](https://www.waste.uni-stuttgart.de/download/FAQs_30-04-2024.pdf)

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

If you experience any difficulties with the C@MPUS system while you proceed with your application steps, please go to the C@MPUS FAQs:

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

If your answer(s) could not be clarified, 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 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

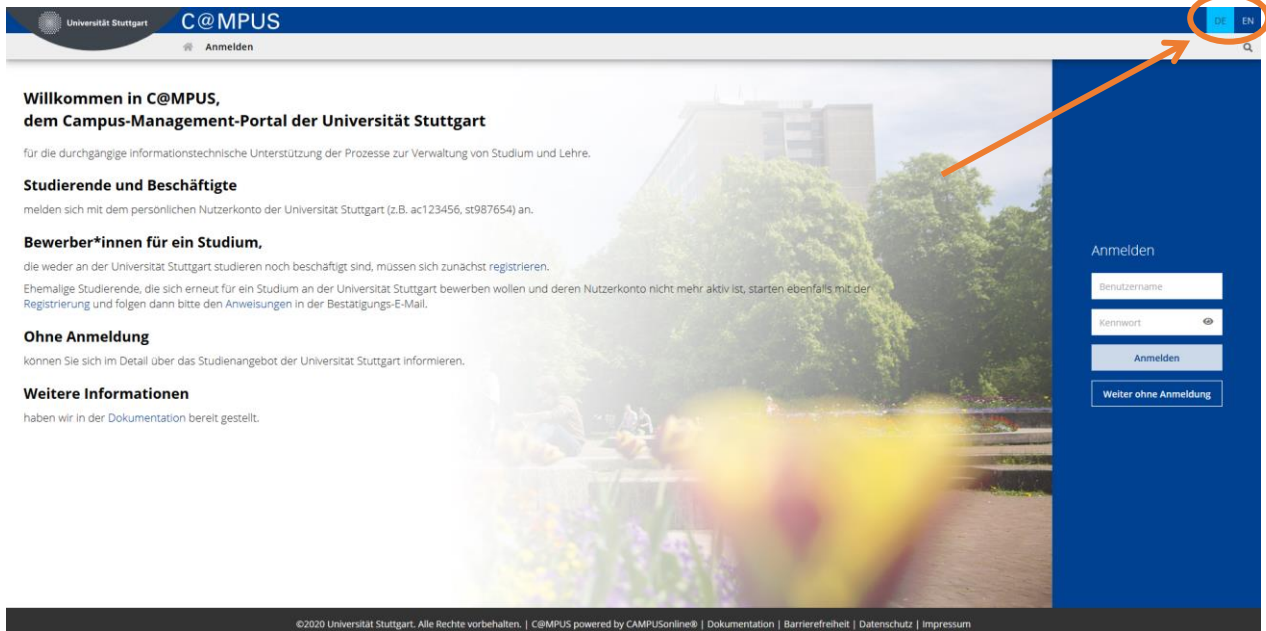
Anmelden

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 do not speak German. If you find German as default, please hover your mouse to the upper right corner, click on the “EN” in the toolbar  to select English.

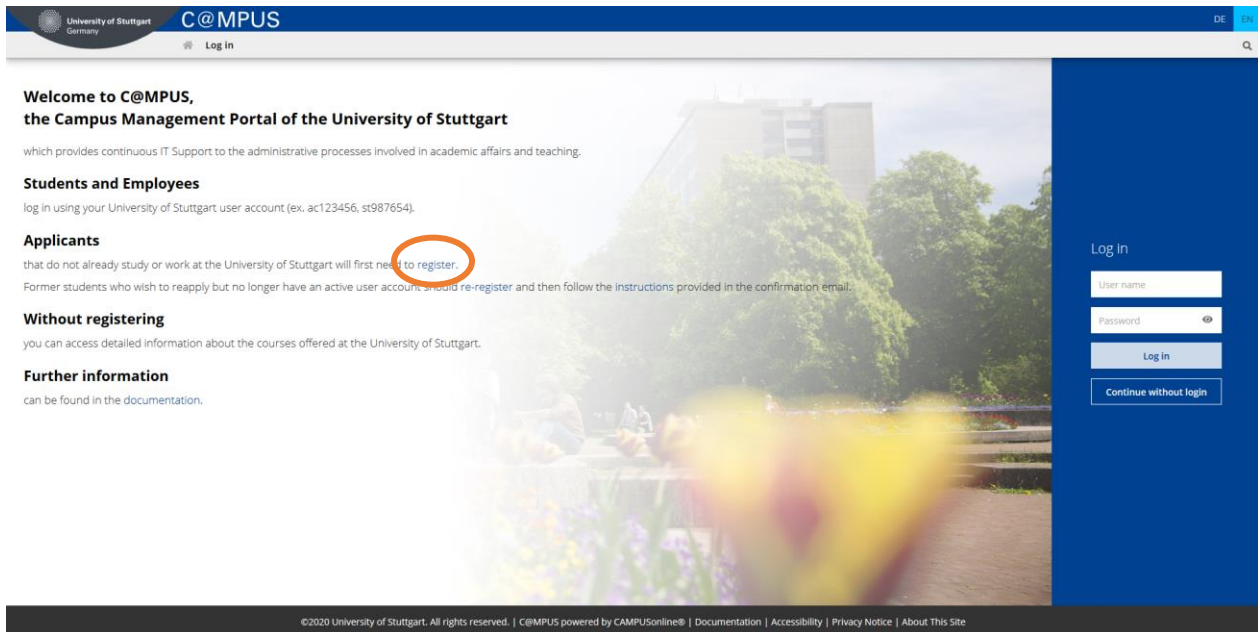


The screenshot displays the C@MPUS portal interface. At the top left, the logo for 'Universität Stuttgart' and 'C@MPUS' is visible, along with an 'Anmelden' button. The main content area is titled 'Willkommen in C@MPUS, dem Campus-Management-Portal der Universität Stuttgart' and provides information for students, applicants, and those without an account. On the right side, there is a blue sidebar with a login form containing fields for 'Benutzername' and 'Kennwort', and buttons for 'Anmelden' and 'Weiter ohne Anmeldung'. In the top right corner, a language selection toolbar is shown with 'DE' and 'EN' buttons. An orange circle highlights the 'EN' button, and an orange arrow points from it towards the center of the page.

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## STEP 03 / REGISTRATION ACCESS

In order to start your registration, you have to click *register* (please see orange circle).



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 titled 'Welcome to C@MPUS, the Campus Management Portal of the University of Stuttgart' and provides information for 'Students and Employees' and 'Applicants'. The 'Applicants' section contains the text 'that do not already study or work at the University of Stuttgart will first need to register.', where the word 'register' is circled in orange. A 'Log in' sidebar on the right contains input fields for 'User name' and 'Password', and buttons for 'Log in' and 'Continue without login'. The footer contains copyright information: '©2020 University of Stuttgart. All rights reserved. | C@MPUS powered by CAMPUSonline® | Documentation | Accessibility | Privacy Notice | About This Site'.

University of Stuttgart  
Germany

C@MPUS

DE EN

Log in

**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

Now you might insert your data in order to create a new applicant account.

Remind to use capital letters for the first letter of names, places, etc. and separate words with space, not with comma. Otherwise, the system will not accept the data. Yellow fields are mandatory.

Please enter your last name and your 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 address and not one from your former university). The University of Stuttgart will communicate with you (starting with the application and later on with the admission or rejection as well as the enrollment) 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 again the preferred language at the end, so that it will be already set for the next application steps.

Read the data protection declaration of the University of Stuttgart and continue with the process by clicking on **Confirm Data**.

The screenshot shows the C@MPUS registration interface. The header includes the University of Stuttgart logo and the text 'C@MPUS'. Below the header, there is a navigation bar with 'Login', 'DE', and 'EN' options. The main content area is titled 'Registration - basic user / C@MPUS V2.00'. The form is divided into two main sections: 'Master data' and 'Account data'. The 'Master data' section contains the following fields: 'Mr./Mrs./Ms.' (a dropdown menu with 'Please select...' as the current selection), 'First name', 'Last name', 'Date of birth' (with a calendar icon and the format 'DD.MM.YYYY'), and 'Maiden name'. The 'Account data' section contains the following fields: 'Email address' (with the example 'john.doe@example.com') and 'Preferred language' (a dropdown menu with 'German' selected). Below the form, there is a 'Note' section with a link to the data protection declaration: 'https://www.student.uni-stuttgart.de/studienorganisation/datenschutzerklaerung'. At the bottom right of the form, there is a blue button labeled 'CONFIRM DATA'.

## STEP 05 / DATA REVIEW

Please carefully check the data in this screen. Once you submit the registration of the applicant account, **you will not be able to change your name(s) again.**

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

University of Stuttgart  
Germany

**C@MPUS**

Registration - basic user / C@MPUS V2.00

Login DE EN

---

**Master data**

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

---

**Account data**

Email address [redacted]  
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>.

BACK SUBMIT DATA

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## STEP 06 / COMPLETION OF REGISTRATION

Now your registration is completed and you will receive your activation link to the email address you gave previously. You can close this window now.



Thank you very much for your registration!  
An email will be sent to [redacted] shortly for activating your access to the system.

## STEP 07 / ACCOUNT CONFIRMATION

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

Keep in mind the expiration date of the link. Press **Continue** to set up your password.

Activating the access to C@MPUS Inbox x



support@...uni-stuttgart.de

to me

Dear Test Student,

You have registered in C@MPUS and provided the following information:

- First name: Test
- Last name: Student
- Birthdate: [REDACTED]
- Address: [REDACTED]

Please confirm your registration through the following link: [REDACTED]

The confirmation link is valid until 16.07.2020 10:29.

During confirmation you will be asked to create a password for your C@MPUS account.

In the case that an account with the exact same registration information and email already exists in C@MPUS, you will be able to access the existing account through the confirmation link and can reset your password.


If you have not attempted to register with C@MPUS please ignore this email.

Best regards,

Your C@MPUS Support Team

c@MPUS V2.00 Universität Stuttgart

Registration - basic user

 Thank you very much. Your email address [REDACTED] has just been verified by the system.

Next you will receive your personal account at C@MPUS, please click 'Continue'.

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## Part 2: Application to the Study Program

### STEP 08 / ACCOUNT – SET PASSWORD

The 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

- Parts of your first name or last name should not be used either.
- Generally no parts of words should be used (more than three letters in a row), which may be found in (German or English) dictionaries.

Please do not forget to save. You will be logged in automatically after clicking on **Save**.

C@MPUS V2.00 Universität Stuttgart  
Campus

**Account reactivation**  
Basic user

User name: kka1eb7  
Password:   
Confirm new password:

Please choose the password according to the following criteria:

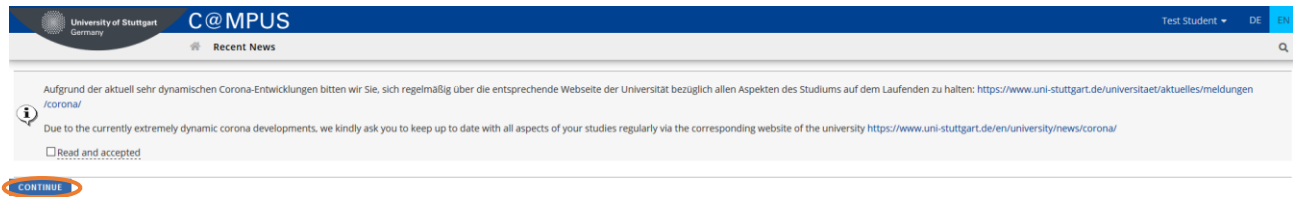
- Required
  - min 8, max 40 characters
  - at least 3 letters
  - at least 1 number
  - at least 1 special character (additional to numbers and letters) from !#\$%&()\*+,-./:;<=>?@[\\]^\_`{|}~
  - must not contain your first name, last name, username or day of birth
- Recommendations
  - Also parts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

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

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

Depending on the pandemic situation, a warning about changes due to Corona may 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.



The screenshot shows the top navigation bar of the C@MPUS system. On the left, there is the University of Stuttgart logo and the text "University of Stuttgart Germany". In the center, the "C@MPUS" logo is displayed above a "Recent News" section. On the right, there is a user profile dropdown menu showing "Test Student" and "DE", and a language selector set to "EN". Below the navigation bar, a warning message is displayed in a light gray box. The message is in German and English, advising users to keep up to date with Corona developments. Below the message, there is a checkbox labeled "Read and accepted" which is currently unchecked. At the bottom left of the warning box, there is a blue button with the text "CONTINUE" and a right-pointing arrow.

## STEP 10 / ACCOUNT – HOME SCREEN

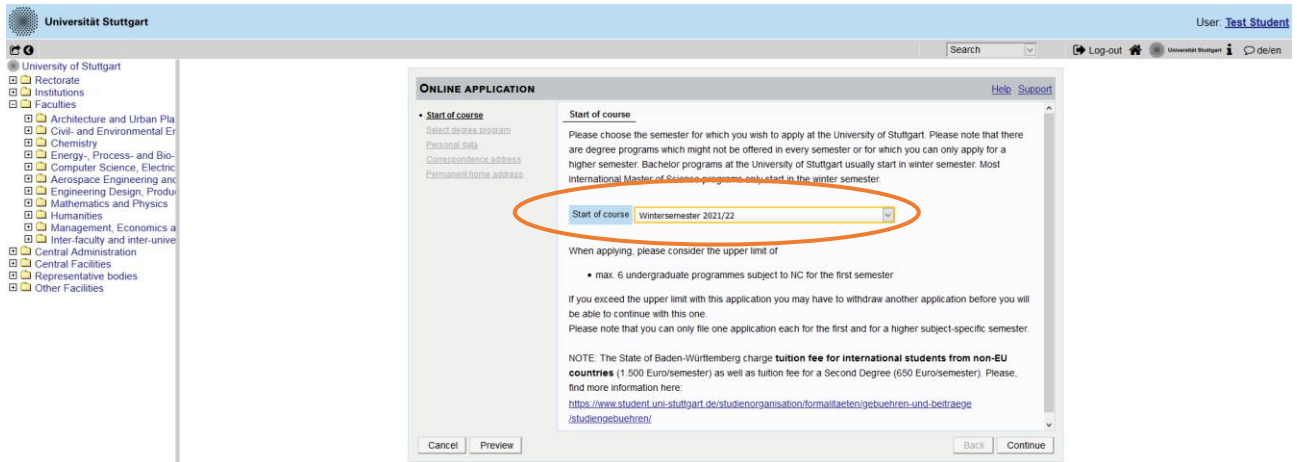
From the following screen you can access the application platform. Click on **My Applications** and in the following screen on **Enter new application** to continue.

The screenshot shows the user account home screen for 'Test Student'. The header includes the University of Stuttgart logo, the user name 'User: Test Student', and navigation links for 'de/en', 'Log-out', and 'Help'. A search bar is also present. The main content area features a profile card for 'Mr. Student, Test' with fields for 'Email' and 'Homepage', and a placeholder for a profile picture. Below the profile card are two columns of links: 'Studies' (My Applications, Student Dossier, Study/Home Address) and 'Services' (Change Password). A sidebar on the left lists various university departments and facilities. The footer contains copyright information and links to documentation, privacy policy, and support.

The screenshot shows the 'My Applications' page. The header is identical to the previous screen. The main content area displays 'My Applications' with 'Applicant number: 2-'. In the top right corner, there is an 'Operations' menu with a button labeled 'Enter new application' circled in red. The sidebar and footer are the same as in the previous screenshot.

## STEP 11 / ONLINE APPLICATION – START OF COURSE

This page shows the start of the course you are applying for. Choose Wintersemester 2025/26 (winter term 2025/26) and click **Continue** to go on with your application.



The screenshot displays the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Test Student'. 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 'Start of course' section. A dropdown menu for 'Start of course' is highlighted with a red circle, showing 'Wintersemester 2021/22'. Below this, there is a note about the upper limit of applications and a link for international students.

Universität Stuttgart User: Test Student

Search Log-out Universität Stuttgart de/en

**ONLINE APPLICATION** Help Support

• **Start of course**

Select degree program  
Personal data  
Correspondence address  
Permanent home address

**Start of course** Wintersemester 2021/22

Please choose the semester for which you wish to apply at the University of Stuttgart. Please note that there are degree programs which might not be offered in every semester or for which you can only apply for a higher semester. Bachelor programs at the University of Stuttgart usually start in winter semester. Most international Master of Science programs only start in the winter semester.

When applying, please consider the upper limit of

- max. 6 undergraduate programmes subject to NC for the first semester

If you exceed the upper limit with this application you may have to withdraw another application before you will be able to continue with this one.  
Please note that you can only file one application each for the first and for a higher subject-specific semester.

NOTE: The State of Baden-Württemberg charge **tuition fee for international students from non-EU countries** (1.500 Euro/semester) as well as tuition fee for a Second Degree (650 Euro/semester). Please, find more information here:  
<https://www.student.uni-stuttgart.de/studienorganisation/formalitaeten/gebuehren-und-beitraege/studiengebuehren/>

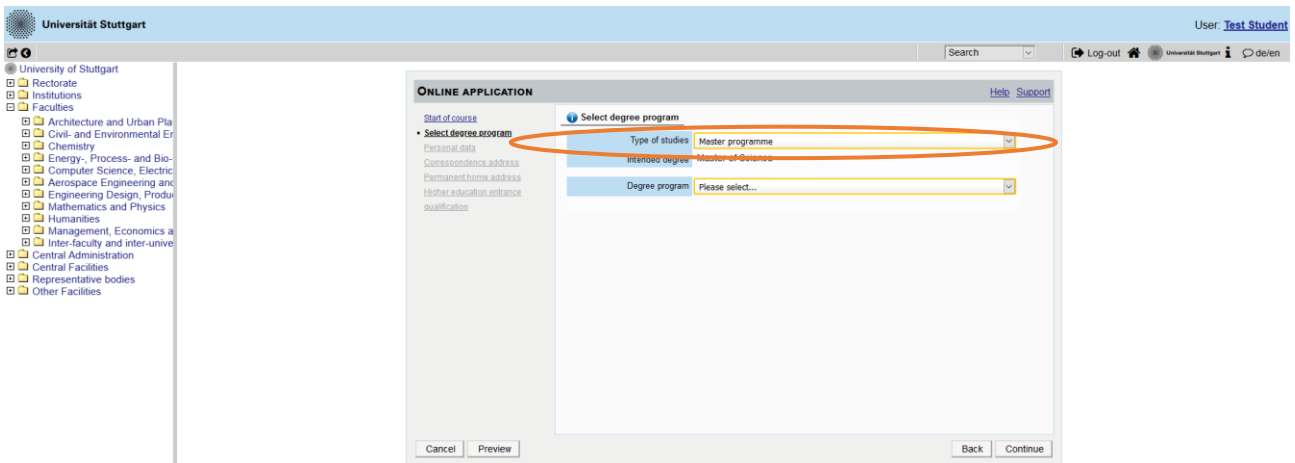
Cancel Preview Back Continue



## STEP 12 / ONLINE APPLICATION – SELECT DEGREE PROGRAM

Please select:

- **Type of studies** → Master program

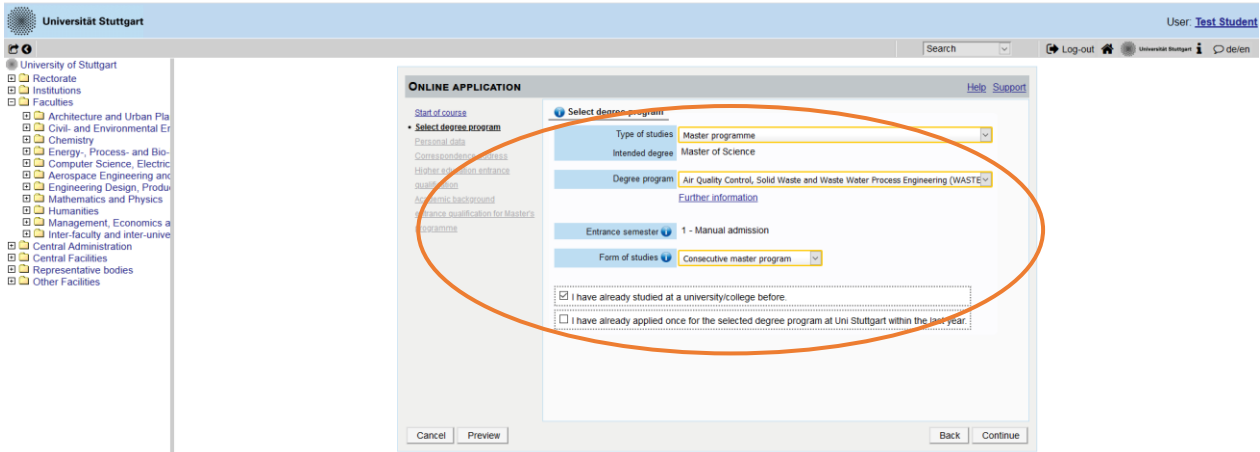


The screenshot shows the 'ONLINE APPLICATION' interface for Universität Stuttgart. The user is logged in as 'Test Student'. The left sidebar lists various faculties and departments. The main content area is titled 'Select degree program' and contains several dropdown menus. The 'Type of studies' dropdown is highlighted with an orange oval and is set to 'Master programme'. Other dropdowns include 'Intended degree' (set to 'Master of Science'), 'Degree program' (set to 'Please select...'), 'Entrance semester' (set to '1 - Manual admission'), and 'Form of studies' (set to 'Consecutive master program'). There are also checkboxes for 'I have already studied at a university/college before' and 'I have already applied once for the selected degree program at Uni Stuttgart within the last year'. Buttons for 'Cancel', 'Preview', 'Back', and 'Continue' are 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, please select the box accordingly.



The screenshot shows the 'ONLINE APPLICATION' interface for Universität Stuttgart. The user is logged in as 'Test Student'. The left sidebar lists various faculties and departments. The main content area is titled 'Select degree program' and contains several dropdown menus. 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)', and the 'Form of studies' dropdown is set to 'Consecutive master program'. There are also checkboxes for 'I have already studied at a university/college before' (which is pre-selected) and 'I have already applied once for the selected degree program at Uni Stuttgart within the last year'. Buttons for 'Cancel', 'Preview', 'Back', and 'Continue' are visible at the bottom.

When you are done, please click on **Continue**.

## STEP 13 / ONLINE APPLICATION – PERSONAL DATA

Please check again your personal data. 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).

Finally, please *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 includes a navigation menu on the left and a main form area with 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: 01.01.1999
- Gender: male
- Place of birth: Stuttgart
- Country of birth: Germany
- Maiden name:
- 1st nationality: Germany
- 2nd nationality: Please select...

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

## STEP 14 / ONLINE APPLICATION – CORRESPONDENCE ADDRESS

Please enter your correspondence address. The University will communicate with you during the study period according to 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.

Also, enter your contact details (phone and email). 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 this option.

Otherwise, just press on **Continue**.

The screenshot shows the 'ONLINE APPLICATION' interface for 'Correspondence address' at the University of Stuttgart. The user is logged in as 'Test Student'. The form includes the following fields:

- 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

There is a checkbox at the bottom:  My correspondence address (during the semester) is identical with my permanent home address.

Navigation buttons: Cancel, Preview, Back, 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**.

The screenshot displays the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Test Student'. 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. A list of application steps is shown on the left, with 'Permanent home address' highlighted. The main form area contains a 'Permanent home address' section with a 'Home address' sub-section. This sub-section includes fields for 'Mail delivery c/o', 'Street and number', 'Postal Code/City', 'Country/State', and 'Region'. The 'Country/State' and 'Region' fields are dropdown menus. At the bottom of the form, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

Universität Stuttgart User: Test Student

Search Log-out Universität Stuttgart de/en

**ONLINE APPLICATION** Help Support

Start of course  
Select degree program  
Personal data  
Correspondence address  
• Permanent home address  
Higher education entrance qualification  
Academic background  
entrance qualification for Master's programme

Permanent home address

Home address

Mail delivery c/o

Street and number

Postal Code/City

Country/State Please select

Region Please select...

Cancel Preview Back 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" as for example a high school degree. Generally, all the requirements that students have to fulfil in their home country in order to be admitted to study an academic subject at a university also applies in Germany.

### Case 1 (GERMAN higher education entrance qualification):

In case you have a German higher education entrance qualification (“Abitur”), please select respectively and fill in the boxes that appear.

The screenshot displays the online application interface for Universität Stuttgart. The main content area is titled 'ONLINE APPLICATION' and features a sidebar with a navigation menu. The 'Higher education entrance qualification' section is highlighted with an orange border. This section contains a heading, a detailed instruction, three radio button options, and several input fields for certificate details.

**Higher education entrance qualification**

Please enter what type of higher education entrance qualification you hold and when and where you have obtained it. More information: [Higher education entrance qualification](#)

I have obtained a German Higher Education Entrance Qualification.

I have obtained a foreign higher education entrance qualification.

Master craftspersons or persons with similar qualification are allowed to apply for every study program.

Type: Please select...

Name of certificate (original name): 1 to 100 characters

Date of certificate: Format: DD.MM.YYYY

Average grade (GPA): from 1.0 to 4.0

Total score: from 900

Name of school: 1 to 100 characters

Location of school: 1 to 100 characters

Country of school: not specified

Division: 05-stamm-recht

Buttons: Cancel, Preview, Back, Continue

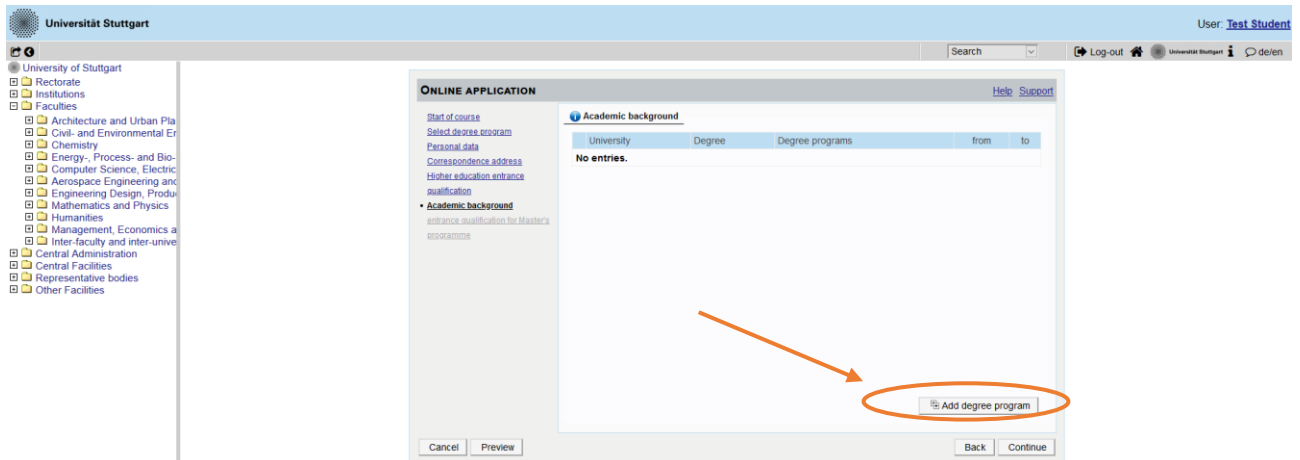
## Case 2 (FOREIGN higher education entrance qualification):

In case you have a foreign higher education entrance qualification, please select respectively and fill in the boxes that appear.

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 Biotechnology', 'Computer Science, Electric and Electronic Engineering', 'Aerospace Engineering and Astronautics', 'Engineering Design, Production and Mechanical Engineering', '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. The current step is 'Higher education entrance qualification'. Below this, there are links for 'Start of course', 'Select degree program', 'Personal data', and 'Correspondence address'. The 'Higher education entrance qualification' section is active 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'. 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 radio buttons, there are several input fields: 'Type' (a dropdown menu), 'Name of certificate (original name)' (a text field with a 100-character limit), 'Date of certificate' (a date field with a calendar icon and a 'Format: DD.MM.YYYY' label), 'Average grade (GPA)' (a text field with a 'from 1.0 to 4.0' label), 'Name of school' (a text field with a 100-character limit), 'Location of school' (a text field with a 100-character limit), 'Country of school' (a dropdown menu with 'not specified' selected), and 'Region' (a dropdown menu). At the bottom of the form, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

## STEP 16 / ONLINE APPLICATION – ACADEMIC BACKGROUND

By default, there are no entries. It is important to make at least one entry, otherwise you can't continue with your application. In order to enter your academic background, please go to **"Add degree program"** and edit data in the box (see orange frame in the screenshot below):



The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Test Student'. The left sidebar lists various faculties and departments. The main content area is titled 'Academic background' and contains a table with columns for 'University', 'Degree', 'Degree programs', 'from', and 'to'. The table is currently empty, with the text 'No entries.' displayed below it. An orange arrow points to a button labeled 'Add degree program' at the bottom right of the table area. The button is circled in orange. At the bottom of the interface, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

## 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
- Major (1<sup>st</sup> subject) → Name of your study program
- 2<sup>nd</sup> subject → optional: enter the name of your first specialization
- 3<sup>rd</sup> subject → optional: enter the name of your second specialization

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The main window is titled 'Edit academic background' and contains the following sections:

- University/Subjects:** A section with several dropdown menus: 'Country of Educational Institution' (set to Germany), 'Place of university/college' (Please select...), 'University' (Please select...), 'Degree' (Please select...), and 'Form of studies' (Please select...). Below these is a text input field for 'Matriculation number'.
- 1st subject according to statistics:** A dropdown menu (Please select...).
- 2nd subject according to statistics:** A dropdown menu (Please select...).
- 3rd subject according to statistics:** A dropdown menu (Please select...).
- Semester:** A table with columns: 'from', 'to', 'total', 'Leaves of absence', 'internship', 'Clinic (internship)', 'interruptions', and 'Type of break'. The 'total' column shows '0'. Below the table are input fields for 'from' and 'to' (Please select...).
- Status:** Two exam status sections. The first is 'Intermediate exam' with a dropdown set to 'not scheduled', a 'Grade' field (max. 20 characters), and a 'Date' field (Format: DD.MM.YYYY). The second is 'Final exam' with a dropdown set to 'not scheduled', a 'Grade' field (max. 20 characters), and a 'Date' field (Format: DD.MM.YYYY).

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



## Semester

In Germany the term “WS” means winter term (from October 1<sup>st</sup> to March 31<sup>th</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 included in the total duration stated.

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

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The 'Edit academic background' window is open, displaying various fields for user input. The 'Semester' section is highlighted with an orange box. Below it, the 'Status' section contains dropdown menus for 'Intermediate exam' and 'Final exam', and text input fields for 'Grade' and 'Date'.

from	to	total	Leaves of absence	Internship	Clinic (internship)	Interruptions	Type of break
Please select...	Please select...	0	from 0 to 20	from 0 to 20	from 0 to 20	from 0 to 20	Please select...

## Status

You might enter this information in C@MPUS to continue with the application online. However, keep in mind that this is not enough and you must follow step 2 by sending your transcript of records and short application form by post to complete your application. Therefore, please make sure, that the CGPA (cumulative grade point average) is mentioned on your Transcript of records.

The screenshot shows the 'Edit academic background' form in the C@MPUS system. The form is titled 'ONLINE APPLICATION' and 'Edit academic background'. It contains several sections:

- University/Subjects:** Fields for Country of Educational Institution (Germany), Place of university/college, University, Degree, Form of studies, and 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:** A table with columns for 'from', 'to', 'total', 'Leaves of absence', 'Internship', 'Clinic (internship)', 'Interruptions', and 'Type of break'. The 'total' column shows '0'.
- Status:** Fields for 'Intermediate exam' (not scheduled) and 'Final exam' (not scheduled), each with a 'Grade' and 'Date' field.

Buttons at the bottom include 'Save and Close' and 'Cancel/Close'.

Please remember to **Save and Close** in order to go on. If everything was right, then you will see your entry listed on the previous window:

The screenshot shows the 'Academic background' list in the C@MPUS system. The list is titled 'ONLINE APPLICATION' and 'Academic background'. It contains a table with the following data:

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

Buttons at the bottom include 'Cancel', 'Preview', 'Add degree program', 'Back', and 'Continue'.

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

In this step please enter the requested information in order to know if you already finished your previous academic studies.

Click on **Continue** to move forward with the application.

The screenshot shows a web browser window with the University of Stuttgart logo and navigation menu on the left. The main content area displays the 'ONLINE APPLICATION' form for 'entrance qualification for Master's programme'. The form includes a sidebar with navigation links and a main input area with the following fields:

- Start of course**: [Select course program](#)
- Personal data**: [Correspondence address](#)
- Other education/entrance qualification**: [Academic background](#)
- entrance qualification for Master's programme**:
  - Academic background: Santiago, University of Chile - Chemical Engineering - Chemical Engineering
  - Grade: 4.0
  - Date: 01.03.2010

At the bottom of the form, there are buttons for 'Cancel', 'Preview', 'Back', and 'Continue'.

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

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

The maximum file size is **1 MB** and 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. There are two sections: 'Current document' and 'New document'. The 'Current document' section shows a table with columns for 'File name', 'Type', 'File Size', and 'Date', and it states '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 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.' Below this text is a file selection button labeled 'File' and 'Durchsuchen...' with the status 'Keine Datei ausgewählt.'. At the bottom of the application window, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons. A sidebar on the left lists various university departments and facilities, with 'Higher Education Entrance Qualification / High School Diploma' selected. The top navigation bar includes the university logo, search, and user information.

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

This requirement only applies if you have already completed a degree program and received your certificate. Please upload your Bachelor’s degree certificate.

In case you have another university degree (e.g. Master or Diploma), or in case you have more than one university degree, please upload the degree certificate of the study which is relevant as entrance qualification for the application to this specific Master program.

**IMPORTANT:** For your application to the EPOS-DAAD scholarship is necessary that you upload the respective additional degree certificates and transcript of records, even if they are not relevant for our master program, under the section “Certificates of Additional Degrees” coming below (see Step 25).

The maximum file size is **2 MB**. Please scroll down to see the file uploading area.

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", "Rectorate", "Institutions", "Faculties", and "Other Facilities". The main content area is titled "Bachelor's Degree Certificate" and contains the following text:

This requirement only applies if you have already completed a degree program and received your certificate.

Please upload your Bachelor's degree certificate.

In case you have another university degree (e.g. Master or Diploma), or in case you have more than one university degree, please upload the degree certificate of the study which serves as entrance qualification for the Master's program you are applying for currently.

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

Below the text 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 are buttons for "Cancel", "Preview", "Back", and "Continue".

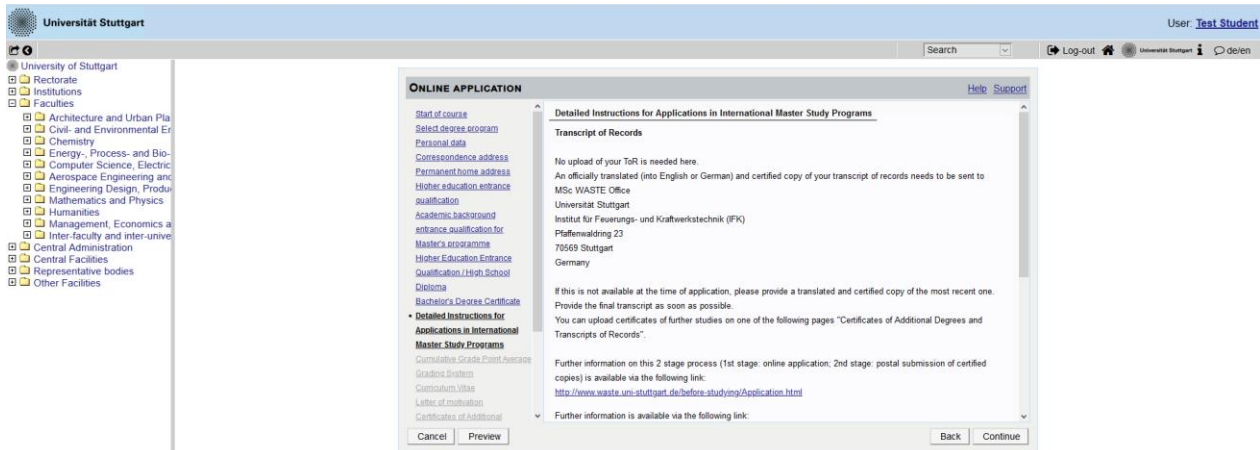
## STEP 20 / ONLINE APPLICATION – TRANSCRIPT OF RECORDS

No upload of your Transcript of Records is needed here.

Further information on this 2 stage process (1<sup>st</sup> stage: online application; 2<sup>nd</sup> stage: postal submission of certified copies) is available via the following link:

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

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



The screenshot shows the online application portal for MSc WASTE at Universität Stuttgart. The page is titled "ONLINE APPLICATION" and includes a navigation menu on the left with categories like "University of Stuttgart", "Faculties", and "Other Facilities". The main content area is titled "Detailed Instructions for Applications in International Master Study Programs" and contains the following text:

**TRANSCRIPT OF RECORDS**

No upload of your ToR is needed here.  
An officially translated (into English or German) and certified copy of your transcript of records needs to be sent to  
MSc WASTE Office  
Universität Stuttgart  
Institut für Feuerungs- und Kraftwerkstechnik (IFK)  
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:  
<https://www.waste.uni-stuttgart.de/before-studying/Application.html>

Further information is available via the following link:

Buttons: Cancel, Preview, Back, Continue

## STEP 21 / ONLINE APPLICATION – CUMULATIVE GRADE POINT AVERAGE

Please upload a letter from your university stating and confirming your final Cumulative Grade Point Average (CGPA). If your final CGPA is not available at the time of application, please provide the most recent one.

Please also include your rank amongst your peers if it is provided by your university. In case you have another university degree (e.g. Master or Diploma), or in case you have more than one university degree, please upload the CGPA of the Bachelor degree which serves as qualification for the application to this specific degree program.

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



The screenshot displays the online application interface for the University of Stuttgart. The page is titled "ONLINE APPLICATION" and is currently on the "Cumulative Grade Point Average" step. The left sidebar shows a navigation menu with various university departments and facilities. The main content area contains instructions for uploading a letter from the applicant's university confirming their final CGPA. It also provides information for applicants with other degrees, stating that the CGPA of the Bachelor's degree should be uploaded. A table for "Current document" is shown with the status "No document uploaded". Below this, there is a section for "New document" with instructions on file format (PDF) and size (2 MB). At the bottom, there is a "File" selection area with a "Durchsuchen..." button and the text "Keine Datei ausgewählt". Navigation buttons for "Cancel", "Preview", "Back", and "Continue" are visible at the bottom of the application 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 the marks.

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 Pla', 'Civil- and Environmental En', 'Chemistry', 'Energy, Process- and Bio-', 'Computer Science, Electric', 'Aerospace Engineering and', 'Engineering Design, Produ', 'Mathematics and Physics', 'Humanities', 'Management, Economics a', 'Inter-faculty and inter-unive', 'Central Administration', 'Central Facilities', 'Representative bodies', and 'Other Facilities'. The main content area is titled 'ONLINE APPLICATION' and shows the 'Grading System' step. The instructions state: '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 the instructions, there is a table for 'Current document' with columns for 'File name', 'Type', 'File Size', and 'Date'. The table is empty, with the text 'No document uploaded' below it. 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 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 is present, followed by 'Durchsuchen...' and 'Keine Datei ausgewählt.'. At the bottom of the application window, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.



## STEP 23 / ONLINE APPLICATION – CURRICULUM VITAE

For EPOS-DAAD scholarship applicants it is **mandatory** to upload a **CV** in this step. Please check the format as well as further document requirements for application to EPOS-DAAD program in their website:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?origin=141&status=3&subjectGrps=&daad=&q=epos&page=1&detail=50076777>

Prepare your CV according to their indications and upload it in this field in C@MPUS.

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 contains the following text:

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

Current document

File name	Type	File Size	Date
No document uploaded			

New document

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

File Durchsuchen... keine Datei ausgewählt.

Buttons: Cancel, Preview, Back, Continue.

## STEP 24 / ONLINE APPLICATION – LETTER OF MOTIVATION

For EPOS-DAAD scholarship applicants it is **mandatory** to upload a letter of motivation in this step. Please check the format as well as further document requirements for application to EPOS-DAAD program in their website:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?origin=141&status=3&subjectGrps=&daad=&q=epos&page=1&detail=50076777>

Prepare your motivation letter according to their indications and upload it in this field in C@MPUS.

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Test Student'. The left sidebar contains a navigation menu with categories like 'University of Stuttgart', 'Institutions', 'Faculties', and various faculties. The main content area is titled 'ONLINE APPLICATION' and has a 'Help Support' link. Under the 'Letter of motivation' section, it instructs the user to upload a motivation letter and lists three points to consider: reasons for applying, previous experience, and other relevant issues. Below this, there are two sections for document uploads: 'Current document' and 'New document'. The 'Current document' section shows a table with columns for 'File name', 'Type', 'File Size', and 'Date', and a message stating 'No document uploaded'. The 'New document' section provides instructions on the required file format (single PDF, max 2 MB) and includes a 'File' button with a search icon and the text 'Keine Datei ausgewählt'. 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

For EPOS-DAAD scholarship applicants it is **mandatory** to upload in this step the following documents:

1. **Certificate(s) of Employment** from the employer(s) that proof a **minimum of two years of relevant working experience (after Bachelor's Degree)** at the time of application. **Please be aware internship(s)/trainees are not considered as working experience.**
2. **If you have completed additional degrees besides the degree used for your application**, you must upload the respective **degree certificates** and **transcripts of records** here (officially authenticated and translated).
3. **For citizens of the People's Republic of China, the Socialistic Republic of Vietnam, Mongolia, and India you must also submit an original certificate or confirmation of the APS (Akademische Prüfstelle)** at the Embassy of the Federal Republic of Germany in their home country.

Please check the format as well as further document requirements for application to EPOS-DAAD program in their website:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?origin=141&status=3&subjectGrps=&daad=&q=epos&page=1&detail=50076777>

Prepare the required documents according to their indications and upload them in this field in C@MPUS.

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The main content area is titled 'Certificates of Additional Degrees and Transcripts of Records'. It instructs users to upload certificates from additional studies and degrees, and transcripts of records. There are two sections for document upload: 'Current document' and 'New document'. The 'Current document' section contains a table with columns for 'File name', 'Type', 'File Size', and 'Date', and currently shows 'No document uploaded'. The 'New document' section provides instructions on file format (single PDF, max 2 MB) and submission deadline (15.02.2021). A 'File' button with a search icon and the text 'keine Datei ausgewählt.' is present. The interface includes a navigation menu on the left, a search bar, and user information (User: Test Student) in the top right.

## STEP 26 / ONLINE APPLICATION – APPLICATION FORM DAAD AND CHECKLIST

For EPOS-DAAD scholarship applicants it is **mandatory** to upload in this step the **EPOS-DAAD application form** as well as the **signed Checklist**. Please download the form and checklist from the EPOS-DAAD program website:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?origin=141&status=3&subjectGrps=&daad=&q=epos&page=1&detail=50076777>

Prepare the required documents according to their indications and upload them in the respective field in C@MPUS. Please notice that an additional field for the checklist will be available in C@MPUS.

**Remember to sign the documents before uploading them!**

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', 'Chemistry', 'Energy, Process- and Bio-Engineering', etc. The main content area is titled 'ONLINE APPLICATION' and features a 'Help Support' link. The primary section is 'Application form DAAD', which includes instructions: '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.' It provides a link for further information: <https://www.waste.uni-stuttgart.de/before-studying/Application.html>. Below this, there is a 'Current document' table with columns for 'File name', 'Type', 'File Size', and 'Date', currently showing '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. 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 application area, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

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

For EPOS-DAAD scholarship applicants it is **mandatory** to upload in this step a **letter of recommendation (current reference)** from your current employer. Please check the format as well as further document requirements for application to EPOS-DAAD program in their website:

<https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/?origin=141&status=3&subjectGrps=&daad=&q=epos&page=1&detail=50076777>

Prepare the letter of recommendation (current reference) according to their indications and upload it in this field in C@MPUS.

An academic recommendation letter is optional.

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 and Information Technology', 'Aerospace Engineering and Engineering Design, Production and Mechanical Engineering', '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. Under the 'Letters of recommendation' section, it states: '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 'File name', 'Type', 'File Size', and 'Date', and the text '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 the text 'Durchsuchen...' and 'Keine Datei ausgewählt.'. At the bottom of the application window, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

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

Please provide certified proof of your English language proficiency (i.e. TOEFL or IELTS score report or equivalent). The English test certificate 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 has to be provided prior enrolment.

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, provided your degree has been completed within the past 3 years. Some exemptions apply to this item, please check our FAQs at the following link:

[https://www.waste.uni-stuttgart.de/download/FAQs\\_30-04-2024.pdf](https://www.waste.uni-stuttgart.de/download/FAQs_30-04-2024.pdf)

Please note: The required proficiency levels are: IELTS (Band 6.5) or TOEFL (score: 550 paper based, 213 computer based, 88 internet based) or Cambridge (C CPE, B CAE).

**IMPORTANT:** It is not necessary to 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 portal for the University of Stuttgart. The user is logged in as 'Test Student'. The main content area is titled 'ONLINE APPLICATION' and contains the following information:

- Proof of English Language Proficiency**
- 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.
- 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.
- 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).
- It is not necessary to 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.

There are two sections for document upload:

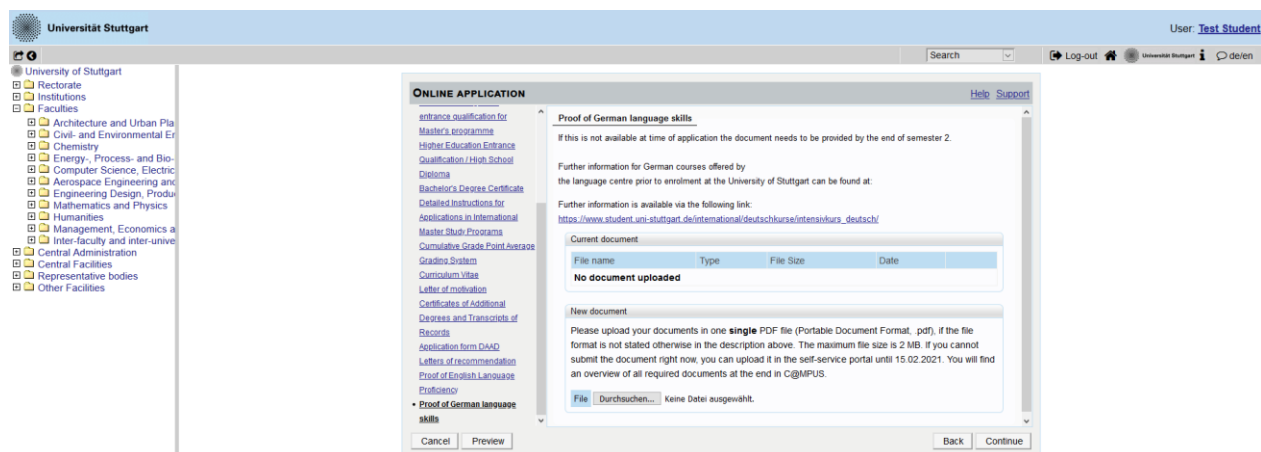
- Current document:** A table with columns for File name, Type, File Size, and Date. It shows 'No document uploaded'.
- New document:** A section for uploading a new document. It states: 'Please upload your documents in one single PDF file (Portable Document Format .pdf), if the file format is not stated otherwise in the description above. The maximum file size is 2 MB. If you cannot'.

Navigation buttons include 'Cancel', 'Preview', 'Back', and 'Continue'.

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

If this is not available at time of application the document has to be provided by the end of the second semester. In case that you are granted with the scholarship, even if you have some German language proficiency, you must attend the intensive course offered by DAAD each year during August and September.

Please notice that if you are not granted with the scholarship, but you continue with your application as self-financed candidate and do not have German language level A2.2 complete, then you must attend the intensive German course offered by our university each September. The registration for this course will be conducted by the M.Sc. WASTE office (further information can be found on the manual for self-financed candidates).



The screenshot shows the online application portal for the University of Stuttgart. The user is logged in as 'Test Student'. The main content area is titled 'ONLINE APPLICATION' and contains the following information:

**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 enrollment at the University of Stuttgart can be found at:

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

**Current document**

File name	Type	File Size	Date
No document uploaded			

**New document**

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

File | Durchsuchen... | Keine Datei ausgewählt.

Buttons: Cancel, Preview, Back, Continue

## STEP 30 / ONLINE APPLICATION – OVERVIEW AND CONFIRMATION

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

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

Universität Stuttgart

User: Test Student

OVERVIEW - APPLICATION NUMBER: 1-00313698

**PLEASE NOTE**

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

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

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

**Start of course**

Wintersemester 2021/22  
When applying, please consider the upper limit of

- max. 6 undergraduate programmes subject to NC for the first semester

If you exceed the upper limit with this application you may have to withdraw another application before you will be able to continue with this one.

**Select degree program**

Type of studies	Master programme
Intended degree	Master of Science
Degree program	Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE)
Entrance semester	1 - Manual admission
Form of studies	Consecutive master program

I have already studied at a university/college before.  
 I have already applied once for the selected degree program at Uni Stuttgart within the last year.

Choose **Back** in order to edit incorrect entries.

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

**Confirmation**

Please click "**Back**" in order to revise incorrect details. Check the box and click "**Send**" to transmit your data. After clicking "Send" no further correction of your details is possible any longer!

I hereby confirm that the given information is correct and complete. I am fully aware that any false information on my behalf can lead to an exclusion from admission and enrolment at the university.

I confirm that I have read and accept the data privacy policy for studying at Universität Stuttgart [www.student.uni-stuttgart.de/studienorganisation/datenschutzerklaerung/]

Cancel **Back** **Send**

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

**IMPORTANT:** 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.

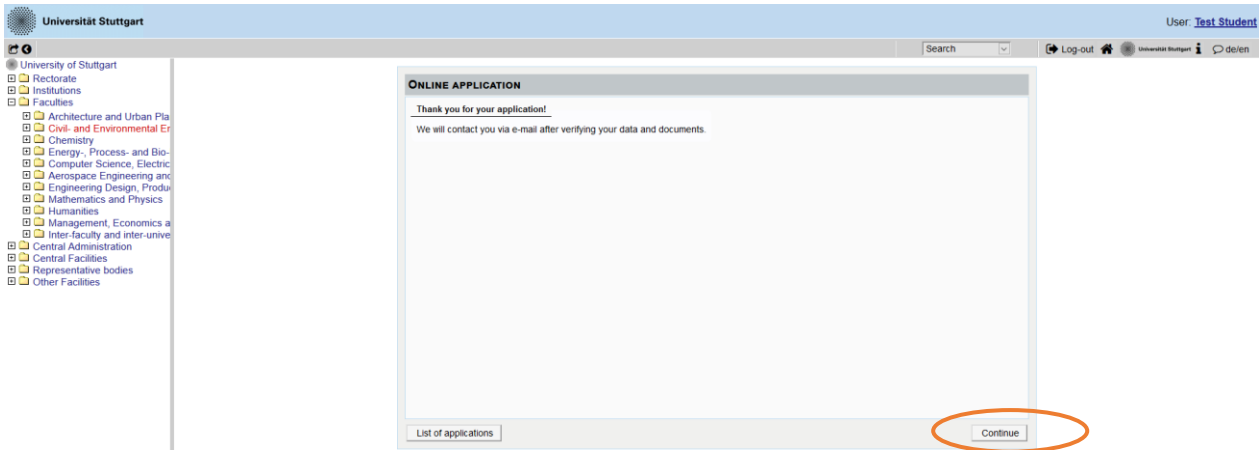


## STEP 31 / ONLINE APPLICATION – APPLICATION COMPLETED

Congratulations!

You successfully submitted your application for the Master of Science Study program WASTE.

You may now **Continue**:



The screenshot displays the University of Stuttgart online application portal. The header includes the university logo, the name 'Universität Stuttgart', and the user 'User: Test Student'. A navigation menu on the left lists various university departments. The main content area is titled 'ONLINE APPLICATION' and contains a confirmation message: 'Thank you for your application! We will contact you via e-mail after verifying your data and documents.' At the bottom of this area, there are two buttons: 'List of applications' and 'Continue'. The 'Continue' button is highlighted with an orange oval.

## STEP 32 / ONLINE APPLICATION – APPLICATION STATUS

After you submitted your application and continued, the application status overview appears 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 the study place only after you have received the admission)
4. **Enrolment** (please note: at the moment of application, no information is available)

Universität Stuttgart User: Test Student

Application - Status

Applicant number: 2-00557807  
Application number: 1-00313698  
Course of study: Master of Science | Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE) (1. FS)  
Start of course: Wintersemester 2021/22

Back to "My Applications"

- Submission of application
- Admission
- Study place offer
- Enrolment

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Please remember that you need to enter your **Applicant number** and your **Application number** (please see orange box below) in the Short Application Form for the second step of your application. The **Short Application Form** is downloadable from the MSc WASTE website: <http://www.waste.uni-stuttgart.de/before-studying/Application.html>

Universität Stuttgart User: Test Student

Application - Status

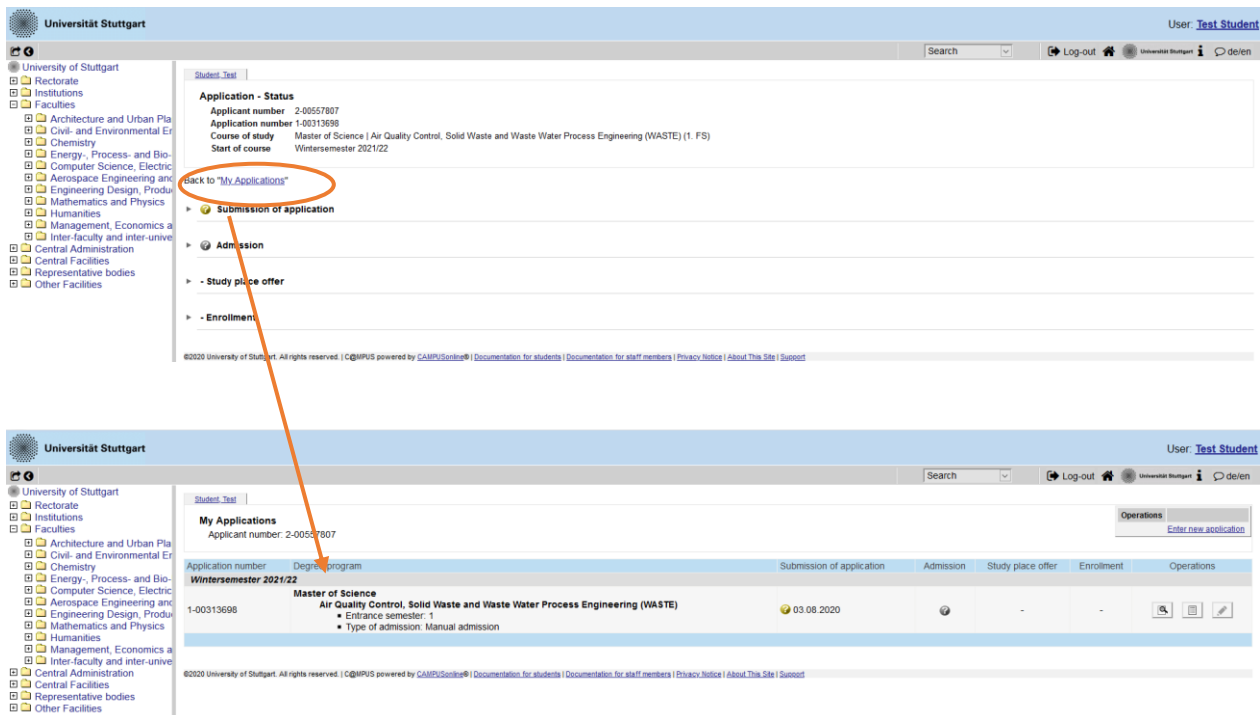
Applicant number: 2-00557807  
Application number: 1-00313698  
Course of study: Master of Science | Air Quality Control, Solid Waste and Waste Water Process Engineering (WASTE) (1. FS)  
Start of course: Wintersemester 2021/22

Back to "My Applications"

- Submission of application
- Admission
- Study place offer
- Enrolment

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By clicking on **My Applications** (please see orange circle below) you will be forwarded to the window where all your applications appear, in case that you applied for more than one Master Program at the University of Stuttgart.



Congratulations, you now successfully completed **step 1: completion of application for admission to winter term 2025/2026 and application to EPOS-DAAD scholarship in the C@MPUS online application portal**. Your application is **not complete yet**: now you **must** complete step 2 (see below).

### STEP 33 / POSTAL APPLICATION – FINAL STEP

Please be once again reminded that your application is only valid when you also completed **step 2: postal submission of the required application documents (short application form and transcript of records) to the WASTE Office:**

**MSc WASTE Office  
Universität Stuttgart  
Institut für Feuerungs- und Kraftwerkstechnik  
Pfaffenwaldring 23  
D-70569 Stuttgart  
Germany**

Upon arrival and revision 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.

Thank you very much! We wish you much success with your application to the MSc Program WASTE in Stuttgart.

## Further information

You have further questions concerning the **enrollment**:

→ Please visit <https://www.uni-stuttgart.de/en/study/application/enrollment/>

You have questions concerning **technical problems with C@MPUS**:

→ Please send an email to: [support@campus.uni-stuttgart.de](mailto:support@campus.uni-stuttgart.de)

You have questions regarding the M.Sc. WASTE program:

→ Please contact the M.Sc. WASTE Office: [info@waste.uni-stuttgart.de](mailto:info@waste.uni-stuttgart.de)

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/>

Of course, you are welcome any time to visit the  
M.Sc. WASTE Website:

<http://www.waste.uni-stuttgart.de/>