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General Information

The ITECH Team is glad that you are going to apply for the ITECH Master Programme.

Herewith a brief guide to the online application process.

How to apply?

Step 1: Online application

In order to apply for admission to the Master’s Programme in winter term 2019/2020 you need to submit a full set of the required documents to the online application portal not later than 15 February 2019. Please don’t send any hardcopies to us. The link to the application portal is only available during the application period. Please make sure that you have a full set of the required files in order to proceed with the online application process. After completing the online process you will see in the application portal the word “receives”.

Step 2: Pre-selection and interviews

If you have passed the pre-selection stage, you will be interviewed by the selection committee. This interview may be a face-to-face or a telephone / Skype interview. For the intake in winter term 2019/2020 interviews will take place in March 2019. Please make sure your application documents contain an up-to-date telephone number and email address as we have to contact you in order to make an appointment for the interview.

3. Step 3: Selection, submission of hardcopy documents

The final selection will take place at the beginning of April 2019. You will be informed of the results as soon as the decision has been made. If you have been selected, you will be offered a place to study on the MSc. ITECH.

Technical requirements

In order to submit successfully your application you should have some basic devices at your disposal:

- a computer with internet access
- a printer and a scanner in order to upload all required documents
- webcam and skype account for interview

Now you can start your application by following the manual on the next pages.
Part 1: Registration at C@MPUS

STEP 01 / ACCESS THE PORTAL

Please follow the link ([https://campus.uni-stuttgart.de](https://campus.uni-stuttgart.de)) to access the C@MPUS portal.

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Interdisciplinary key qualifications (SKQs): The registration and allocation of course places will take place in C@MPUS. You will find more detailed information in the instruction. The second allocation is over. The registration and allocation of places for the key qualifications of aerospace engineering is also handled in C@MPUS.

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C@MPUS - Campus Management Portal of the University of Stuttgart

Registration for students and staff of the University of Stuttgart:

Students log in via their user identification for student services (st123456@stud.uni-stuttgart.de). Staff members log in via their AC-account (ac123456).

Applicants for study programs:

If you are neither student nor staff member at the University of Stuttgart, and do not have already an applicant account, please register as applicant. Please note: Only one account per person is permitted – otherwise the system prevents you from applying for a study program.

Please contact support@campus.uni-stuttgart.de to regain access to your former applicant account, if necessary.

Former students:

Please contact support@campus.uni-stuttgart.de to regain access to a special applicant account.

Further information and assistance:

C@MPUS FAQ, C@MPUS information for students, C@MPUS information for staff members, as well as information on online applications, or please contact us via support@campus.uni-stuttgart.de.
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 speech balloon in the grey toolbar and select English.
In order to start your registration, you have to click **Log-in**. Although the sign is labeled as **Log-in**, it leads you to the registration of your first access.
First, you need to create an account! For that, hover your mouse to **Applicants** (just below in the second grey box) and click on **Create applicant account**.
Now you might insert your data in order to create a new applicant account.

Please be very precise with entering your data – it cannot be changed afterwards.

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

**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!**

You can select again the language at the end, so that it will be already set for next application steps.

Continue by clicking on **Create applicant account**.
Now your registration is completed and you will receive your login password to the email address you gave previously. You might continue now.
Please check your email. Use the **email address** (you registered with) as **username** and the **password** you received to log in. Please don’t copy paste.

**Text of email you will receive:**

Dear Ms. Fonda, Jane,

please, find your online application access data under [https://campus.uni-stuttgart.de/q/webnav.ini](https://campus.uni-stuttgart.de/q/webnav.ini)

Identification: jane.fonda@rmx.com
Password: f5c6qkyiwc9

Please, change your password immediately, as it is only valid for a restricted period of time.

Best regards, Your C@MPUS (Q@L@) team

Now please precede and log-in with these data.
Part 2: Application to the Study Program

**STEP 08 / ACCOUNT – CHANGE PASSWORD**

The password that has been sent to you is going to expire after 4 days, so now you are required to change the password and create a new one.

Your password is going to expire in 3 days.
You have not entered a security question or answer yet.

To change your password or security question please click >> Change password <<

Please don’t forget to save.
NOTE: In the winter semester 2017/18, the State of Baden-Württemberg has introduced a tuition fee for international students from non-EU countries (1,500 Euro/semester) as well as a tuition fee for a Second Degree (650 Euro/semester). During the registration process, you will be informed on the tuition fee(s) obligatory for you, as well as on possible exception and exemption cases. Please find more information here:

https://www.student.uni-stuttgart.de/en/organizing-studies/formalities/fees/tuition-fee/index.html

This page shows the start of the course you are applying for. Choose “Wintersemester 2019/20” (winter term 2019/20) and click Continue to go on with your application.
Please select:

- **Type of studies** → Master program
- **Degree program** → Integrative Technologies and Architectural Design Research
- **Entrance Semester** → Manual admission
- **Form of studies** → Consecutive master program

and **continue**.

**Please tick:** I have already studied at a university/college before.

When you’re done, please **continue**.
Please check again your personal data. Here you can only choose your academic titles to appear before or after your name. Finally, please continue.
Please enter your current postal 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 and without signs between the numbers. For example: 004971168582786.

In case your semester address corresponds with your home address, please tick this option. Otherwise, press Continue.
Please note: this step will only appear if your home address is not identical with your postal address. Please fill in this box too and continue.
Please select *I have obtained a higher education entrance qualification*/*I have a German higher education entrance qualification* and fill in the corresponding data below and *continue*. 
In order to enter your academic background, please go to Add degree program and edit data in the box. Under Degree, you have to select First Degree. Please don’t forget to save in order to go on.
The higher education entrance qualification you entered before, has to be uploaded at this step as officially translated (English or German) and certified copy in PDF format.

Please upload your higher education entrance document (your High School Diploma).

Only PDF format is accepted. The maximum file size is 1 MB.

After the upload is complete, please continue.
Please upload here an officially translated (English) and certified copy of your Bachelor’s degree. Only PDF format is accepted. The maximum file size is 1 MB.
Please upload here an officially translated (English) and certified copy of your Bachelor’s transcript of records.

Only PDF format is accepted. The maximum file size is 1 MB.
Please go to http://icd.uni-stuttgart.de/public/ITECH/ITECH_Application_Doc.pdf and download the supplementary form/questionnaire.

After having filled out this document upload it here again as a PDF file.

Only PDF format is accepted. The maximum file size is 2 MB.
Please upload your latest CV.

Only PDF format is accepted. The maximum file size is 2 MB.
Please upload your letter of motivation.

Only PDF format is accepted. The maximum file size is 2 MB.
Please upload here an officially translated (English) and certified copy of your Master’s degree and transcript of records.

Only PDF format is accepted. The maximum file size is 5 MB.
Please load up your portfolio of selected works.

Only PDF format is accepted. The maximum file size is 10 MB.
Please upload the certificate of your English proficiency as PDF document.

Only students who passed the entirety of their undergraduate studies in Australia, Canada, Ireland, New Zealand, the US or UK are exempt from this rule.

Only PDF format is accepted. The maximum file size is 2 MB.
Please review all your entries thoroughly (scroll down the page).

This step only appears if you are an applicant from China, Vietnam or Mongolia!
At the bottom of the page, you are asked to confirm your application:

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

If all is correct, tick approval checkbox and click **Send** to submit the application electronically.
Congratulations!
You successfully submitted your application for the Master of Science Study program ITECH.

You may now continue.
After you submitted your application and continued, your application status overview will appear.

By clicking on *My Applications* you will be forwarded to the overview page.

Here you see that your application has been sent but not yet processed. You will not receive any confirmation email before all applicants have been processed and selected. Therefore keep checking your portal account.

At any time you can login with your username and password and check the status of your application by clicking on *Status*.