

MSc

*Integrated Urbanism
& Sustainable Design
(IUSD)*

***APPLICATION
PORTAL
MANUAL***

WINTER TERM 2014/15



University of Stuttgart
Germany

MANUAL

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MANUAL

A SHORT GUIDE TO THE APPLICATION PROCESS

Welcome to the MSc. IUSD application portal!

The IUSD Team is glad that you are going to apply for the IUSD 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 Masters program in winter term 2014/2015 you need to submit a full set of the required documents to the online application portal no later than 31 January 2014 (CET Central European Time +01:00). Please don't send any hard copies to us. The Link to the application portal is only available during the application period. Please make sure that you have a complete set of the required files in order to proceed with the online application process. After completing the online application process you will see in the application portal the word "received".

Step 2: Pre-selection and interviews

If you have passed the pre-selection stage, you will be interviewed by two members of the selection committee. This interview may be a face-to-face or a telephone interview. For the intake in winter term 2014/2015 interviews will take place in March/April 2014. Please make sure your application documents contain an up-to-date telephone number and an email address as we have to contact you in order to make an appointment for the interview. If we cannot contact you we will not be able to consider your application further.

Step 3: Selection, submission of hardcopy documents, scholarships

The final selection of up to 30 students will take place at the end of March 2014. 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 IUSD, which is conditional on the on-time submission of your documents in hardcopy. Please make sure to have all the documents ready for timely hardcopy submission. Your notification will also contain detailed instructions on further steps such as VISA applications (if applicable), travel arrangements and arrival in Stuttgart. In addition, you will receive more information regarding your DAAD scholarship.

Technical requirements for Online Application

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.

Furthermore consider that each document must not exceed 2MB.

In order to achieve this file size, please follow these few suggestions:

- use small-size pictures and graphics in your files, preferably JPG, PNG and PDF
- if the file is still too big, reduce the final size of your PDF using the reduction options in the document menu or using online tools.

Indications

Please follow indications in order to register successfully. There are indications right in the text next to the field you have to fill, further information are to be found clicking on the blue **i** or on the blue highlighted links.

The image shows a registration form with the following fields:

Last name	Test
First name(s)	IUSD <small>Please enter all your first names here.</small>
Date of birth	28011982 <small>Format: DDMMYYYY</small>
Place of birth	Stuttgart

Below the form, a note states: "Please note our recommended contents on our homepage. Only PDF files are accepted! Further information is available via the following link: http://www.iusd.uni-stuttgart.de/index.php?page_id=32"

To the right, a sidebar menu includes:

- Select degree (with an 'i' icon)
- Type of studies
- Intended degree
- Degree Course

At the bottom, a table titled "Current document" lists the uploaded file:

Name	Type	Size [KB]	Date
Portfolio.pdf	application/pdf	1.303,3	12.12.2013

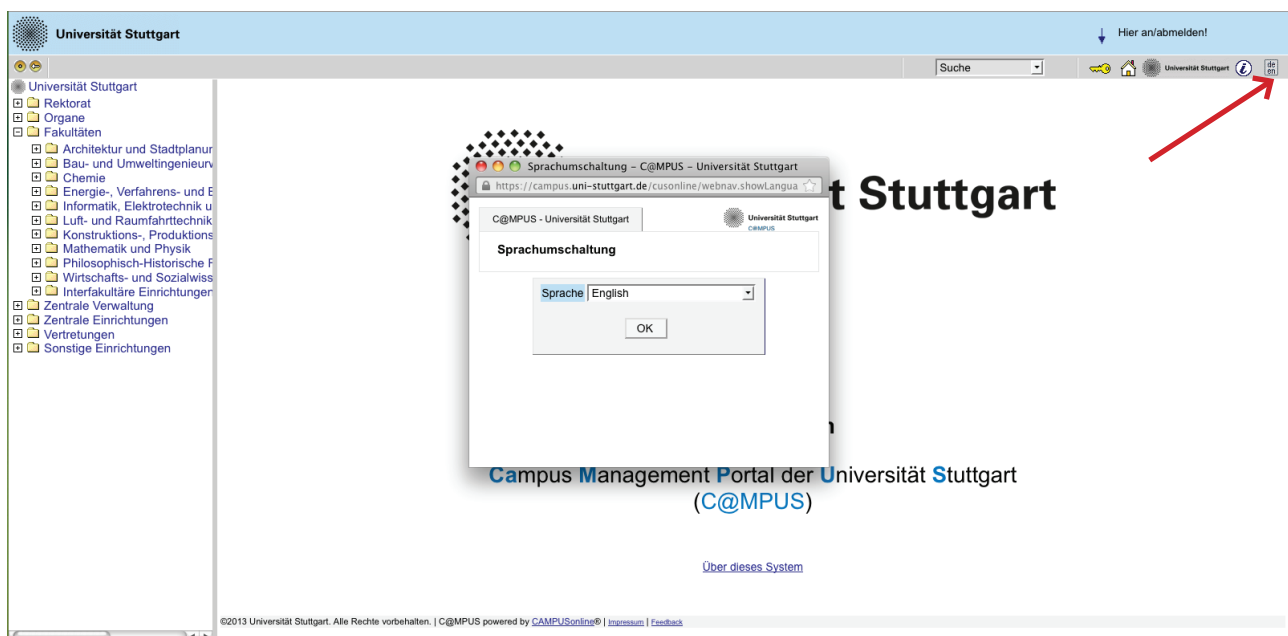
REGISTRATION

Step 01 | Connect to the portal



Please use the link (<https://campus.uni-stuttgart.de>) provided on our homepage to connect to the application portal.

Step 02 | Language setting



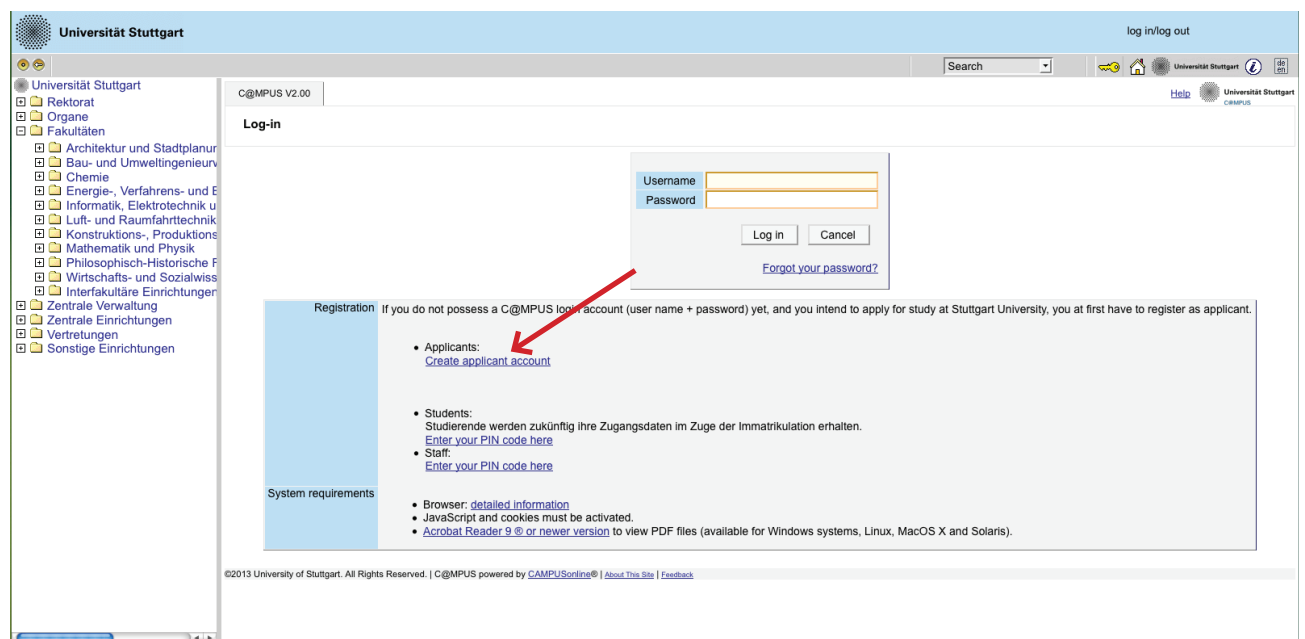
Once you access the portal, make sure the language is set on English, if you don't speak German. If you find German as default, please click on the squared button top right in the grey toolbar (*de/en*) and select the requested language (*Sprache*). There are more information if you're using the English user interface.

Step 03 | Registration access



In order to start your registration, you have to click on the yellow key in the top toolbar (see red circle). Although the sign is labeled as log in, it leads to the registration at your first access.

Step 04 | Towards account creation



You will need the box you see in the middle of the page just when you are already registered. First you need to create an account. Now go to *Applicants* (just below in the second grey box) and click on *Create applicant account*.

Step 05 | Account creation

Universität Stuttgart

log in/log out

Search

Universität Stuttgart

Create a new applicant account

Personal data

Mr./Mrs./Ms.

Last name

First name(s)

Date of birth Format: DDMMYYYY

Place of birth

Maiden name

Nationality Germany

E-mail address ⓘ

Repeat email

Preferred language

Create applicant account

Note

Please note that only one applicant account is permitted per student. If you already have an account, please use that account for your online application. 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!

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Now you can insert your data in order to create an applicant account.

Step 06 | Insert your data

Universität Stuttgart

log in/log out

Search

Universität Stuttgart

Create a new applicant account

Personal data

Mr./Mrs./Ms.

Last name

First name(s)

Date of birth Format: DDMMYYYY

Place of birth

Maiden name

Nationality Germany

E-mail address ⓘ

Repeat email

Preferred language

Create applicant account

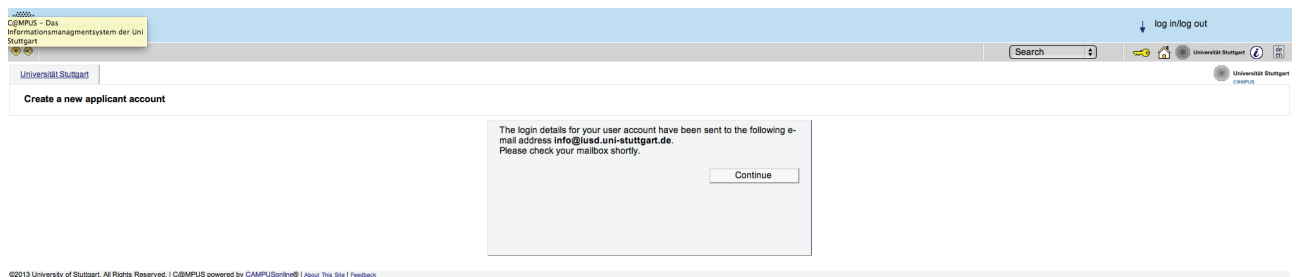
Note

Please note that only one applicant account is permitted per student. If you already have an account, please use that account for your online application. 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!

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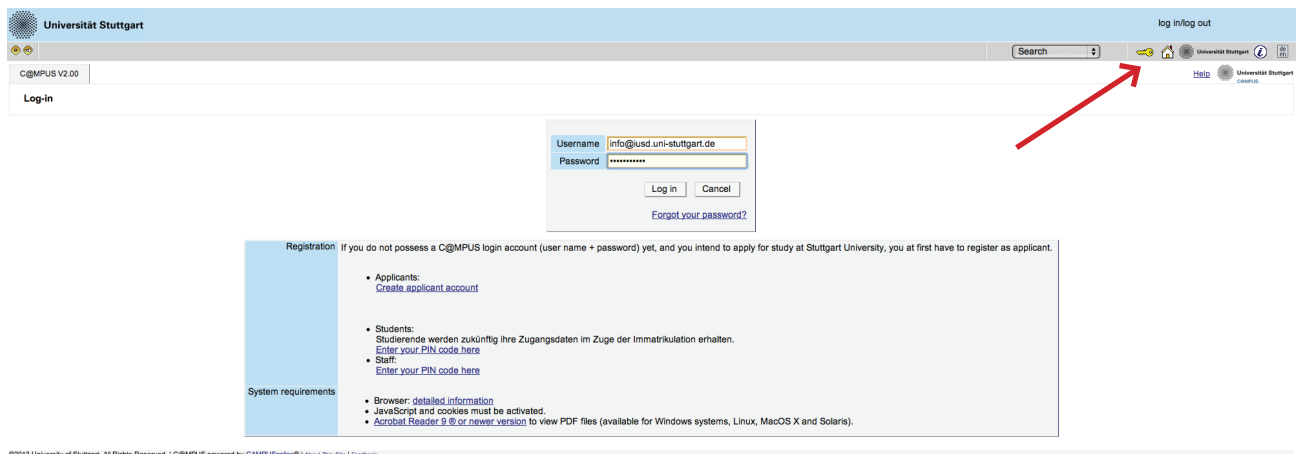
Remind to use capital letters for the first letter of names, places, etc. and to separate words with space, not with comma. Please write your name and first name(s) exactly as written in your passports. It is not possible to change it afterwards. Otherwise the system will not accept the data (see example above). You can select again the language at the end, so that it will be already set for next application steps.

Step 07 | Login details



Now your registration is completed and you will receive your login password at the email address you gave previously.

Step 08 | Login



Now click on the login symbol (yellow key in the top bar). Look at your email and use your email address (as username) and the password you received to login.

APPLICATION

Step 09 | Change password

The password which have 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. You need to choose also a security question and answer (see lower part), in case you forget or loose your password. The security question has to contain more than 10 letters.

Step 10 | Start of course

This page shows you the start of the course you are applying for, that is Winter Term 2014-2015. Just press on *Continue* to continue with your application.

Step 11 | Personal data

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The 'Personal data' section is active, displaying a list of fields on the left and their corresponding input fields on the right. The fields include: First name (lud), Name affix, Last name (Test), All first names (lud), Date of birth (28.01.1982), Gender (Female), Place of birth (Stuttgart), and Nationality (Germany). Navigation buttons 'Cancel', 'Preview', 'Back', and 'Continue' are visible at the bottom.

Field	Value
First name	lud
Name affix	
Last name	Test
All first names	lud
Date of birth	28.01.1982
Gender	Female
Place of birth	Stuttgart
Nationality	Germany

Please enter again your personal data. Here you can just choose your academic titles written before or after your name.

Step 12 | Postal address

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart, specifically the 'Postal address' section. The 'Postal address' section is active, displaying a list of fields on the left and their corresponding input fields on the right. The fields include: Correspondence address (semester address), Delivery notes, Street and number (Keplerstreet 11), Postal Code/City (70174 Stuttgart), Country/State (Germany), Region (Baden-Württemberg), Telephone number (004971168583370), and E-mail address (info@iud.uni-stuttgart.de). A red arrow points to the checkbox 'My home address is identical with my postal address (studies address)'. Navigation buttons 'Cancel', 'Preview', 'Back', and 'Continue' are visible at the bottom.

Field	Value
Correspondence address (semester address)	
Delivery notes	
Street and number	Keplerstreet 11
Postal Code/City	70174 Stuttgart
Country/State	Germany
Region	Baden-Württemberg
Telephone number	004971168583370
E-mail address	info@iud.uni-stuttgart.de

Here you have to 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 give any reliable address you have in this moment at your disposal. It can be changed at any moment later, e.g. as soon as you are admitted and you move to Stuttgart. 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: 004971168583370 In case your semester address corresponds with your home address, please tick this option below. Otherwise press on *Continue*.

Step 13 | Home address

The screenshot shows the 'ONLINE APPLICATION' window for the University of Stuttgart. The 'Home address' section is active, displaying a form with the following fields: 'Street and number' (Kaiserstrasse 100), 'Postal Code/City' (70174 Stuttgart), 'Country/State' (Germany), and 'federal state' (Baden-Württemberg). The left sidebar lists navigation options, with 'Home address' highlighted. The bottom of the window has 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

If your home address is not identical with your postal address, please fill out this box too.

Step 14 | Select degree program

The screenshot shows the 'ONLINE APPLICATION' window for the University of Stuttgart. The 'Select degree program' section is active, displaying a form with the following fields: 'Type of studies' (Master programme), 'Intended degree' (Master of Science), 'Degree Course' (Integrated Urbanism Sustainable Design), 'Type of admission' (Manual admission), 'Major' (Integrated Urbanism Sustainable Design), 'Minor subject' (empty), 'Form of studies' (Consecutive master program), and 'Entrance semester' (Please select...). The left sidebar lists navigation options, with 'Select degree program' highlighted. The bottom of the window has 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

Please select the degree program as shown in the picture above: *Master program > Master of Science > Integrated Urbanism Sustainable Design > Consecutive master program > 1*. Then tick the corresponding options, whether you have already studied in a university before or you have already applied for this programme at the University of Stuttgart.

Step 15 | Higher education entrance qualification

Enter here data about your *Higher education entrance certificate*. It could be your school leaving certificate or another university entrance qualification document. Please select it from the list available and enter date, average grade (final grade) and score.

Step 16 | Example

Here an example for the German school leaving certificate: Abitur.

Step 17 | Academic background

ONLINE APPLICATION

- Start of course
- Personal data
- Postal address
- Home address
- Select degree program
- Higher education entrance qualification
- Academic background**
- Application form Double degree
- Application form DAAD
- Higher education entrance qualification
- University transcript
- University degree
- Proof of English proficiency
- Portfolio
- Letter of motivation
- Letter of recommendation
- Curriculum Vitae

Academic background

University: Intended degree: Degree courses: from: to:

No entries.

Add degree program

Edit academic background

Country: Lithuania

University: Vilnius Gediminas Technical University (max. 100 characters)

Intended degree: Dipl. Ing. (max. 100 characters)

Form of studies: First degree

Major (1st subject): Architecture (max. 100 characters)

2nd subject: (max. 100 characters)

3rd Subject: (max. 100 characters)

Semester

from	to	total	Holiday	Practical training	Hospital	Break
WS2000/01	WS2006/07	13	from 0 to 20	from 0 to 20	from 0 to 20	from 0 to 20

Status

Intermediate exam: passed on the whole: Final examination: passed on the whole:

Grade: 2.0 (max. 20 characters) Grade: 1.3 (max. 20 characters)

Date: 24.07.2003 (Format: DD.MM.YYYY) Date: 30.06.2006 (Format: DD.MM.YYYY)

Save and close Cancel/Close

In order to enter your academic background, please go to *Add degree program* and edit data in the box (see red frame).

Step 18 | Application form Double degree

ONLINE APPLICATION

- Start of course
- Personal data
- Postal address
- Home address
- Select degree program
- Higher education entrance qualification
- Academic background
- Application form Double degree**
- Application form DAAD
- Higher education entrance qualification
- University transcript
- University degree
- Proof of English proficiency
- Portfolio
- Letter of motivation
- Letter of recommendation
- Curriculum Vitae

Application form Double degree

Please download, fill in, sign personally and scan the form.

Only PDF files are accepted!
Further information is available via the following link:
<http://www.iusd.uni-stuttgart.de/upload/ApplicationformDoubledegree.pdf>

New document

The following document types are accepted: Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 31.01.2014 at the latest).

File: Choose File no file selected

Cancel Preview Back Continue

Now you are required to download, fill in, sign personally and scan the Double degree form. You can find the link to download the form on this website or the regular IUSD homepage. Hereafter please upload the form in PDF format by clicking on *Choose File*. The submission is mandatory for each applicant by 31.01.2014.

Step 19 | Upload/Replace

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar lists various application steps, with 'Application form Double degree' selected. The main content area is titled 'Application form Double degree' and contains instructions: 'Please download, fill in, sign personally and scan the form.' and 'Only PDF files are accepted! Further information is available via the following link: <http://www.iusd.uni-stuttgart.de/upload/ApplicationformDoubledegree.pdf>'. Below this, there is a 'Current document' table with one entry: 'ApplicationformDoubledegree.pdf' (application/pdf, 1.303,3 KB, 12.12.2013). A 'New document' section below it states: 'The following document types are accepted: Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 31.01.2014 at the latest)'. At the bottom of the 'New document' section, there is a 'File' button and a 'Choose File' button, with the text 'no file selected'.

As soon as you have uploaded the form, a new box will appear below. Here you can upload a new document if you want to replace the previous one.

Step 20 | Application form DAAD

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar lists various application steps, with 'Application form DAAD' selected. The main content area is titled 'Application form DAAD' and contains instructions: 'Only Germans, Egyptians and the mentioned MENA nationalities (Algeria, Iraq, Jordan, Lebanon, Morocco, Palestinian Territories, Syria, Tunisia and Yemen) have to consider this form.' and 'Please download, fill in, sign personally and scan the form.' and 'Only PDF files are accepted! Further information is available via the following link: https://www.daad.de/imperia/md/content/germ/deutschland/formulare/forschungsstipendium_en.pdf'. Below this, there is a 'New document' section with the same text as in Step 19: 'The following document types are accepted: Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 31.01.2014 at the latest)'. At the bottom of the 'New document' section, there is a 'File' button and a 'Choose File' button, with the text 'no file selected'.

If you are German, Egyptian or from one of the MENA countries, which are mentioned on the IUSD Homepage, you are requested to download, fill in, sign und upload the DAAD application form. Please take the requirements in consideration. Further information are available through the blue link above in the box.

Step 21 | Higher education entrance qualification (upload)

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar lists various application steps, with 'Higher education entrance qualification' selected. The main content area is titled 'Higher education entrance qualification' and contains instructions: 'Please upload an officially translated (English or German) and certified copy of your higher education entrance qualification (school leaving certificate). Only PDF files are accepted!'. It provides a link for further information: http://www.iusd.uni-stuttgart.de/index.php?page_id=32. Below this, there are two sections for document upload: 'Current document' and 'New document'. The 'Current document' section shows a table with one entry: 'HigherEducationEntranceQualificatoin.pdf' (application/pdf, 1.303,3 KB, 12.12.2013). The 'New document' section states: 'The following document types are accepted: Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 31.01.2014 at the latest)'. It includes a 'File' button and a 'Choose File' link. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

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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.

Step 22 | University transcript

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar lists various application steps, with 'University transcript' selected. The main content area is titled 'University transcript' and contains instructions: 'Please upload an officially translated (English) and certified copy of your University transcript. Only PDF files are accepted!'. It provides a link for further information: http://www.iusd.uni-stuttgart.de/index.php?page_id=32. Below this, there are two sections for document upload: 'Current document' and 'New document'. The 'Current document' section shows a table with one entry: 'University Transcript.pdf' (application/pdf, 1.303,3 KB, 12.12.2013). The 'New document' section states: 'The following document types are accepted: Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 31.01.2014 at the latest)'. It includes a 'File' button and a 'Choose File' link. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

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Please upload here an officially translated (English) and certified copy (PDF format) of your University transcript.

Step 23 | University degree

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar contains a list of application steps, with 'University degree' highlighted. The main content area is titled 'University degree' and instructs applicants to upload an officially translated (English) and certified copy of their University degree in PDF format. It provides a link for further information: http://www.iust.uni-stuttgart.de/index.php?page_id=32. Below this, there is a table for 'Current document' showing one uploaded file: 'UniversityDegree.pdf' (application/pdf, 1.303,3 KB, 12.12.2013). A 'New document' section below it states that PDF, Text (.txt), and Portable Document Format (.pdf) are accepted, with a maximum file size of 2 MB. A 'File' button with a 'Choose File' label is present, indicating no file is currently selected. At the bottom of the application window are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

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Please upload here an officially translated (English) and certified copy (PDF format) of your University degree.

Step 24 | Proof of English proficiency

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart, specifically for Step 24: Proof of English proficiency. The left sidebar shows 'Proof of English proficiency' highlighted. The main content area is titled 'Proof of English proficiency' and states the minimum requirements: IELTS (band6) or TOEFL (score: 550 paper based, 213 computer based, 79 internet based). It also mentions that it is not necessary to send the results directly via the TOEFL homepage with the University of Stuttgart Code. A link for further information is provided: http://www.iust.uni-stuttgart.de/index.php?page_id=32. Below this, there is a table for 'Current document' showing one uploaded file: 'EnglishProficiency.pdf' (application/pdf, 1.303,3 KB, 12.12.2013). A 'New document' section below it states that PDF, Text (.txt), and Portable Document Format (.pdf) are accepted, with a maximum file size of 2 MB. A 'File' button with a 'Choose File' label is present, indicating no file is currently selected. At the bottom of the application window are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

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Please upload the certificate of your English proficiency as PDF document. Minimum requirements are: IELTS (band6) or TOEFL (score: 550 paper based, 213 computer based, 79 internet based).

Step 25 | Portfolio

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar lists various application steps, with 'Portfolio' highlighted. The main content area is titled 'Portfolio' and contains instructions: 'The Portfolio / sample of work should not be longer than 5 pages in A4. Due to an equal treatment of all applicants, portfolios with more than 5 pages will not be considered.' It also states 'Please note our recommended contents on our homepage.' and 'Only PDF files are accepted! Further information is available via the following link: http://www.iusd.uni-stuttgart.de/index.php?page_id=32'. Below this, there is a 'Current document' table with one entry: 'Portfolio.pdf' (application/pdf, 1.303,3 KB, 12.12.2013). A 'New document' section follows, stating 'The following document types are accepted: Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 5 MB. In case uploading is not possible now, you can upload this document subsequently (by 31.01.2014 at the latest)'. At the bottom, there is a 'File' upload button and a 'Choose File' button. The interface includes a search bar, user profile, and navigation buttons like 'Cancel', 'Preview', 'Back', and 'Continue'.

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Please upload your portfolio or sample of work according to the application requirements: max. 5 pages (A4), max. size 5MB, PDF format. Recommended contents are available on the IUSD homepage.

Step 26 | Letter of motivation

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The left sidebar lists various application steps, with 'Letter of motivation' highlighted. The main content area is titled 'Letter of motivation' and contains instructions: 'The letter of motivation should not be longer than 350 words. Only PDF files are accepted.' It also states 'Please note our recommended contents on our homepage.' and 'Only PDF files are accepted! Further information is available via the following link: http://www.iusd.uni-stuttgart.de/index.php?page_id=32'. Below this, there is a 'Current document' table with one entry: 'LetterOfMotivation.pdf' (application/pdf, 1.303,3 KB, 12.12.2013). A 'New document' section follows, stating 'The following document types are accepted: Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 31.01.2014 at the latest)'. At the bottom, there is a 'File' upload button and a 'Choose File' button. The interface includes a search bar, user profile, and navigation buttons like 'Cancel', 'Preview', 'Back', and 'Continue'.

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Please upload your letter of motivation according to application requirements: 350 words, max. 2MB, PDF format. Recommended contents are available on the IUSD homepage.

Step 27 | Letters of recommendation

The screenshot shows the 'ONLINE APPLICATION' interface for Universität Stuttgart. The left sidebar lists various application steps, with 'Letters of recommendation' highlighted. The main content area is titled 'Letters of recommendation' and contains instructions: 'The two academic or professional letters of recommendation should not be longer than 350 words each. Please combine them in one PDF.' It also states 'Only PDF files are accepted!' and provides a link for further information. Below this, there is a table for 'Current document' showing a file named 'LettersOfRecommendation.pdf' with a size of 1,303.3 KB and a date of 12.12.2013. A 'New document' section below it lists accepted file types (PDF, Text) and a maximum file size of 2 MB. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

Universität Stuttgart

Applicants: [IUSD Test](#)

Search

Help Support

ONLINE APPLICATION

Start of course
Personal data
Postal address
Home address
Select degree program
Higher education entrance qualification
Academic background
Application form Double degree
Application form DAAD
Higher education entrance qualification
University transcript
University degree
Proof of English proficiency
Portfolio
Letter of motivation
• **Letters of recommendation**
Curriculum Vitae

Letters of recommendation

The two academic or professional letters of recommendation should not be longer than 350 words each. Please combine them in one PDF.

Only PDF files are accepted!
Further information is available via the following link:
http://www.iUSD.uni-stuttgart.de/index.php?page_id=32

Current document

Name	Type	Size [KB]	Date	
LettersOfRecommendation.pdf	application/pdf	1.303.3	12.12.2013	

New document

The following document types are accepted: Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 31.01.2014 at the latest).

File Choose File no file selected

Cancel Preview Back Continue

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Please upload here two academic or professional letters of recommendation according to application requirements: max. 350 words each, two letters combined in one PDF, max. 2MB.

Step 28 | Curriculum Vitae

The screenshot shows the 'ONLINE APPLICATION' interface for Universität Stuttgart. The left sidebar lists various application steps, with 'Curriculum Vitae' highlighted. The main content area is titled 'Curriculum Vitae' and contains instructions: 'Please use the Europass Specimen form.' It also states 'Only PDF files are accepted!' and provides a link for further information. Below this, there is a table for 'Current document' showing a file named 'CurriculumVitae.pdf' with a size of 1,303.3 KB and a date of 12.12.2013. A 'New document' section below it lists accepted file types (PDF, Text) and a maximum file size of 2 MB. At the bottom, there are 'Cancel', 'Preview', 'Back', and 'Save' buttons.

Universität Stuttgart

Applicants: [IUSD Test](#)

Search

Help Support

ONLINE APPLICATION

Start of course
Personal data
Postal address
Home address
Select degree program
Higher education entrance qualification
Academic background
Application form Double degree
Application form DAAD
Higher education entrance qualification
University transcript
University degree
Proof of English proficiency
Portfolio
Letter of motivation
Letters of recommendation
• **Curriculum Vitae**

Curriculum Vitae

Please use the Europass Specimen form.

Only PDF files are accepted!
Further information is available via the following link:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

Current document

Name	Type	Size [KB]	Date	
CurriculumVitae.pdf	application/pdf	1.303.3	12.12.2013	

New document

The following document types are accepted: Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 2 MB. In case uploading is not possible now, you can upload this document subsequently (by 31.01.2014 at the latest).

File Choose File no file selected

Cancel Preview Back Save

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Please upload your CV according to application requirements: Europass Specimen form, max. 2MB, PDF format.

Step 29 | Application overview

The screenshot shows the 'OVERVIEW - APPLICATION NUMBER: 1-00000305' page. It includes a 'PLEASE NOTE' section, a 'Start of course' dropdown set to 'Wintersemester 2014/15', and a 'Personal data' section with fields for First name (lud), Name affix, Last name (Test), All first names (lud), Date of birth (28.01.1982), Gender (Female), Place of birth (Stuttgart), and Nationality (Germany). Below this is the 'Postal address' section with a 'Correspondence address (semester address)' form containing fields for Delivery notes, Street and number (Keplerstreet 11), Postal Code/City (70174 Stuttgart), Country/State (Germany), federal state (Baden-Württemberg), Telephone number (004971168583370), and E-mail address (info@lud.uni-stuttgart.de). There is also a checkbox for 'My home address is identical with my postal address (studies address)'. At the bottom, there is a 'Home address' section.

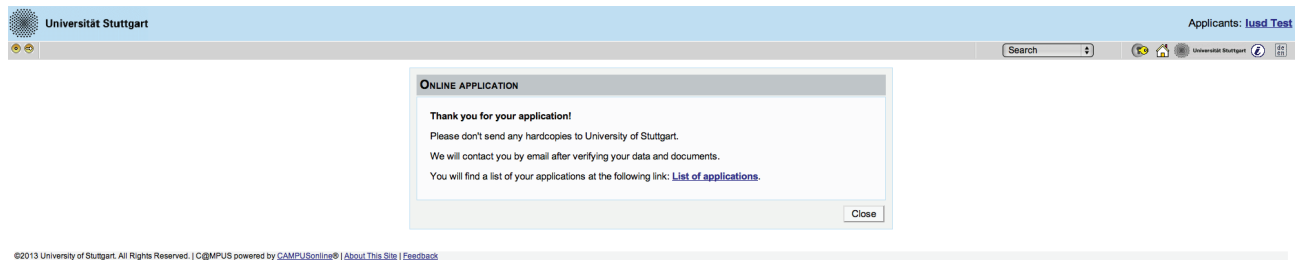
Now please review carefully your application.

Step 30 | Confirmation

The screenshot shows a 'Confirmation' dialog box with the following text: 'Please, click on "Back" in order to correct faulty data. Please, check the box and click on "Send" in order to transmit your application. After clicking on "Send" no further correction of your data is possible any longer!'. Below this text is a checkbox with a red arrow pointing to it, containing the text: 'I hereby declare that the statements contained herein are true and complete, and herewith allow University of Stuttgart to further process my data internally. I am fully aware that any false statements on my behalf can lead to an exclusion from admittance and enrolment at university.'. At the bottom of the dialog box are three buttons: 'Back', 'Send', and 'Close'.

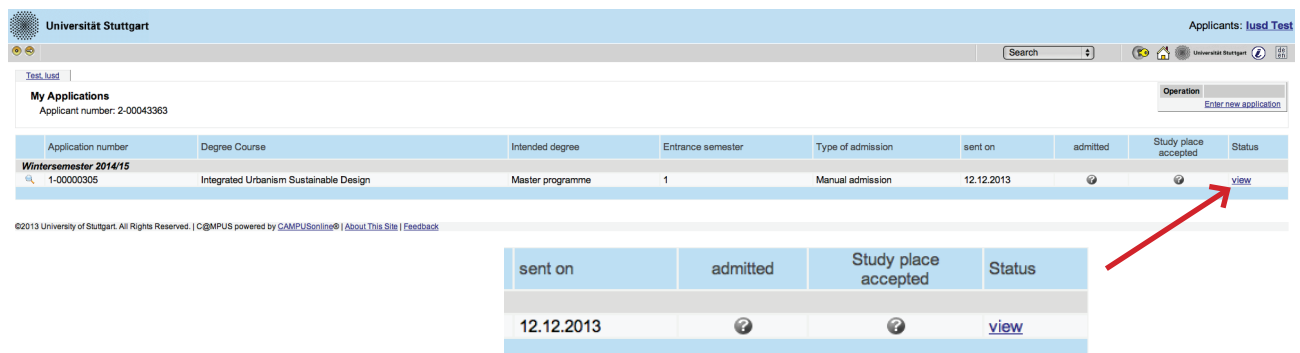
Choose *Back* if you want to correct some data. Don't forget to tick the box with dotted frame. Read it carefully and proceed.
Then click *Send* to submit your application. Until the 31.01.2014, you can still update your data and documents by replacing them.

Step 31 | Application completed



Congratulations! You successfully submitted your application for the MSc IUSD. You can review your application documents and data by clicking on *List of applications* in the box.

Step 32 | Application Status



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 > view*.

Step 33 | Checklist

Universität Stuttgart

Applicants: [IUSD Test](#)

Search

Application status

Status	Description
?	Application received
?	Requirements for study fulfilled
?	Qualification requirements fulfilled
?	Admitted
?	All documents complete resp. checked

Checklist of documents

Status	Upload	Document
Documents stated herein must be included in your application		
received	Upload possible until 31.01.2014	Application form Double degree (Original)
received	Upload possible until 31.01.2014	Higher education entrance qualification (Copy - certified)
received	Upload possible until 31.01.2014	University transcript (Copy - certified)
received	Upload possible until 31.01.2014	University degree (Copy - certified)
received	Upload possible until 31.01.2014	Proof of English proficiency (Copy - certified)
received	Upload possible until 31.01.2014	Portfolio (Original)
received	Upload possible until 31.01.2014	Letter of motivation (Original)
received	Upload possible until 31.01.2014	Letters of recommendation (Original)
received	Upload possible until 31.01.2014	Curriculum Vitae (Original)
Documents stated herein may be included in your application		
received	Upload possible until 31.01.2014	Application form DAAD (Original)

Please find a cover sheet to submit documents at a later date via the following link: [Cover sheet](#).

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Status	Upload	Document
?		Requirements for study fulfilled
?		Admitted
?		All documents complete resp. checked
Documents stated herein must be included in your application		
received	Upload possible until 31.01.2014	Application form Double degree (Original)
received	Upload possible until 31.01.2014	Higher education entrance qualification (Copy - cer
received	Upload possible until 31.01.2014	University transcript (Copy - certified)
received	Upload possible until 31.01.2014	University degree (Copy - certified)
received	Upload possible until 31.01.2014	Proof of English proficiency (Copy - certified)
received	Upload possible until 31.01.2014	Portfolio (Original)
received	Upload possible until 31.01.2014	Letter of motivation (Original)
received	Upload possible until 31.01.2014	Letters of recommendation (Original)
received	Upload possible until 31.01.2014	Curriculum Vitae (Original)
Documents stated herein may be included in your application		

Here your upload checklist is available. In the Status column every document has to appear as received. In the upload column you can replace or add files till the 31.01.2014.

We hope to see you soon in Stuttgart!!

Your IUSD Team

