

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 two screenshots from an online application portal. The left screenshot displays a registration form with the following fields: Last name (Test), First name(s) (Iusd), Date of birth (28011982), and Place of birth (Stuttgart). A red arrow points to the First name(s) field. The right screenshot shows a menu with a blue 'i' icon and the text 'Select degree', with a red arrow pointing to it. Below this are options for 'Type of studies', 'Intended degree', and 'Degree Course'. The bottom screenshot shows a message: '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](http://www.iusd.uni-stuttgart.de/index.php?page_id=32)'. A red arrow points to the link. Below the message is a table titled 'Current document'.

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

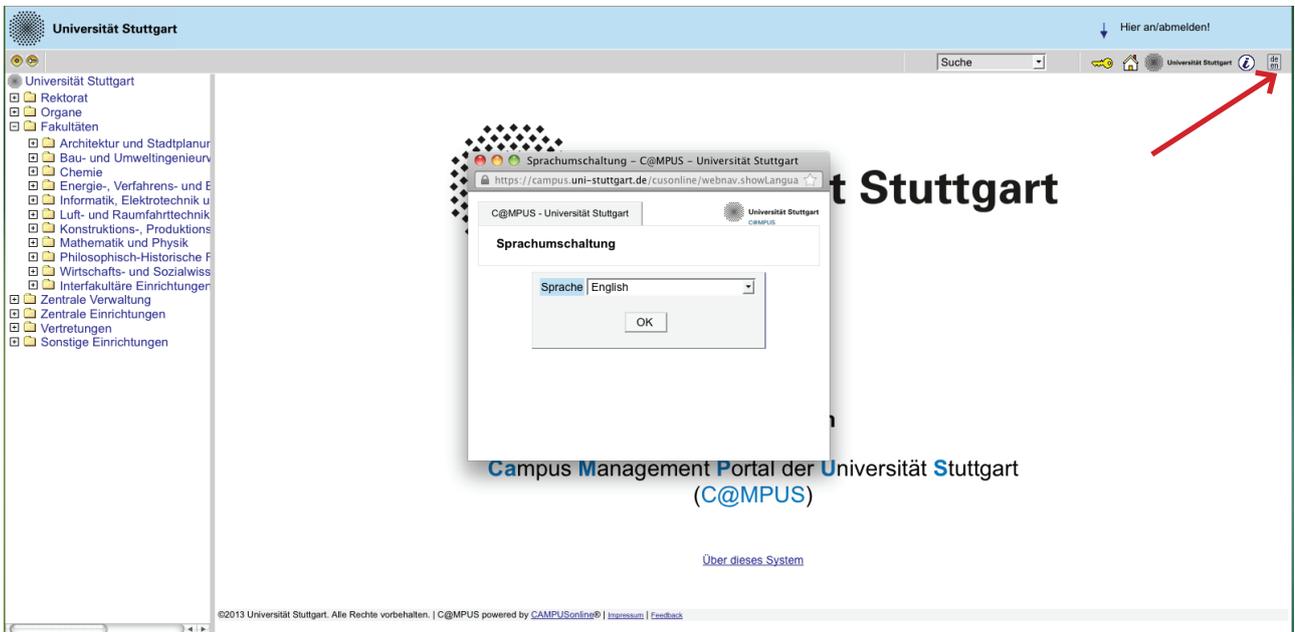
# REGISTRATION

## 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



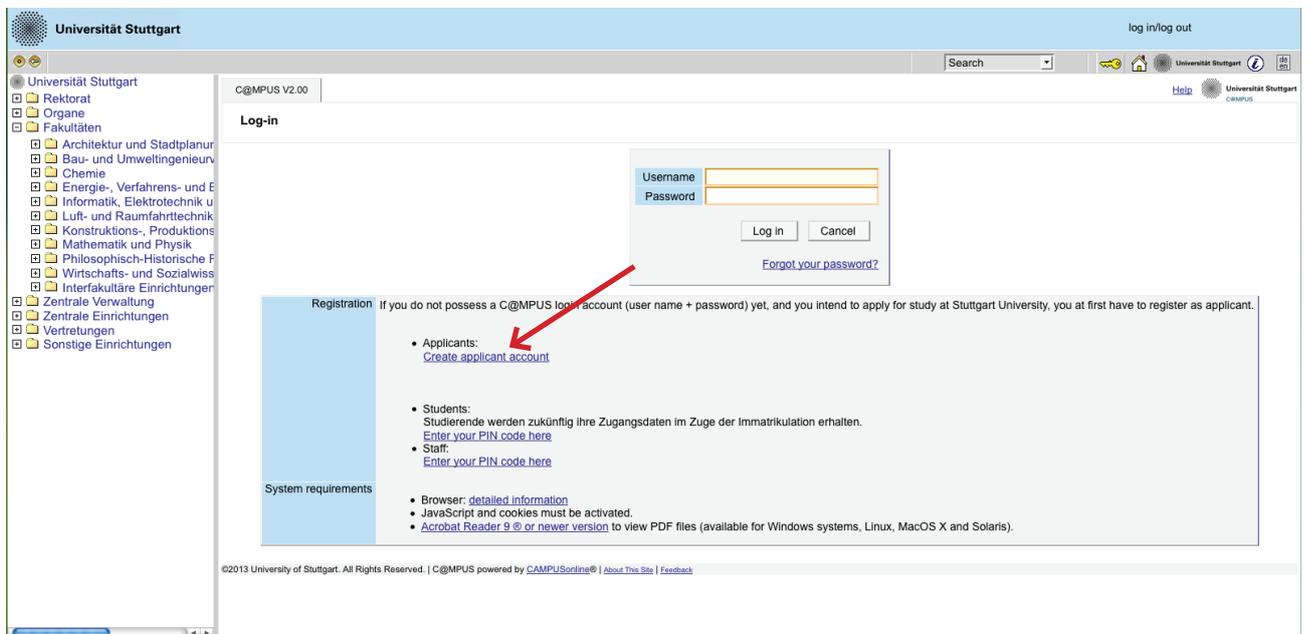
Once you access the portal, make sure the language is set on English, if you don't speak German. If you find German as default, please click on the squared button top right in the grey toolbar (*de/en*) and select the requested language (*Sprache*). There are more information if you're using the English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

Universität Stuttgart

Universität Stuttgart

Create a new applicant account

**Personal data**

Mr./Mrs./Ms. Please select...

Last name

First name(s)

Please enter all your first names here.

Date of birth Format: DDMYYYY

Place of birth

Please enter the city or town in which you were born.

Maiden name

Please only enter this in case it differs from the last name.

Nationality Germany

E-mail address

Repeat email

Preferred language Englisch

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

Universität Stuttgart

Universität Stuttgart

Create a new applicant account

**Personal data**

Mr./Mrs./Ms. Ms.

Last name Test

First name(s) Jusd

Please enter all your first names here.

Date of birth 28011982 Format: DDMYYYY

Place of birth Stuttgart

Please enter the city or town in which you were born.

Maiden name

Please only enter this in case it differs from the last name.

Nationality Germany

E-mail address info@jusd.uni-stuttgart.de

Repeat email info@jusd.uni-stuttgart.de

Preferred language Englisch

Create applicant account

• First name(s) The first letter must be capitalized.

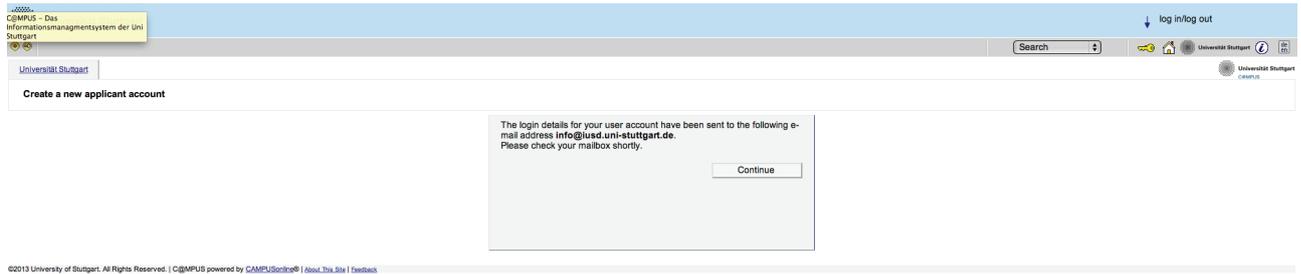
**Note**

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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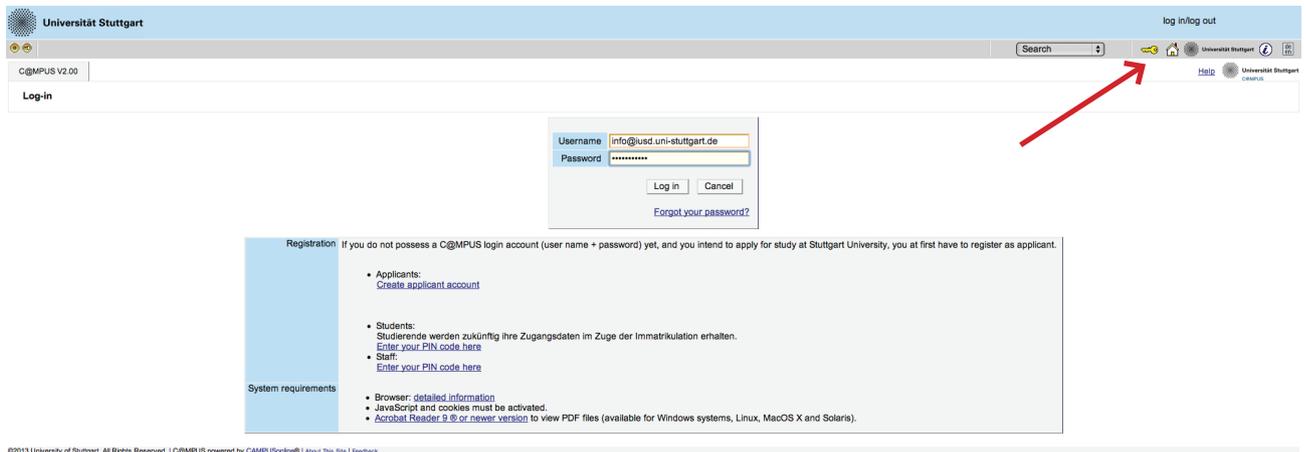
Remind to use capital letters for the first letter of names, places, etc. and to separate words with space, not with comma. Please write your name and first name(s) exactly as written in your passports. It is not possible to change it afterwards. Otherwise the system will not accept the data (see example 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 screenshot shows the 'Account - Change Password' page for an applicant. At the top, a yellow warning banner states: 'Your password is going to expire in 4 days. You have not entered a security question or answer yet.' Below this, there are three input fields for 'Current password', 'New password', and 'Confirm new password'. A list of password requirements is provided, including a minimum length of 8 characters, a requirement to differ from the previous password, and the inclusion of letters, digits, and special characters. There are also 'Recommendations' regarding the use of special characters and parts of names. Below the password fields, there are two more input fields: 'Security question' (with the value 'MSc IUSD Masters Programme') and 'Answer to security question' (with the value 'Online Application'). A 'Save' button and a 'Cancel' button are at the bottom right of the form. A footer note reads: 'ORA-20980: The security question must comprise min. 10 and max. 250 characters.'

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

The screenshot shows the 'ONLINE APPLICATION' window with the 'Start of course' section selected. The page title is 'Start of course'. The main text reads: '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. Usually, the bachelor program at the University of Stuttgart starts in the winter semester.' Below this text, there is a single selection option: 'Start of course Wintersemester 2014/15'. At the bottom of the window, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

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 'Personal data'. The form includes the following fields:

- First name: lisd
- Name affix: (empty)
- Last name: Test
- All first names: lisd
- Date of birth: 28.01.1982
- Gender: Female (dropdown menu)
- Place of birth: Stuttgart (dropdown menu)
- Nationality: Germany (dropdown menu)

Buttons at the bottom: Cancel, Preview, Back, Continue.

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 'Postal address'. The form includes the following fields:

- Delivery notes: (empty)
- Street and number: Keplerstreet 11
- Postal Code/City: 70174 Stuttgart
- Country/State: Germany (dropdown menu)
- Region: Baden-Württemberg (dropdown menu)
- Telephone number: 004971168583370
- E-mail address: info@lisd.uni-stuttgart.de

A red arrow points to the checkbox:  My home address is identical with my postal address (studies address).

Buttons at the bottom: Cancel, Preview, Back, Continue.

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' interface for the University of Stuttgart. The 'Home address' section is active, with a 'Delivery notes' field and a form for address details. The address is filled out as follows:

Street and number	Keslerstrasse 100
Postal Code/City	70174 Stuttgart
Country/State	Germany
federal state	Baden-Württemberg

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

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' interface for the University of Stuttgart. The 'Select degree program' section is active, with a form for program selection. The program is selected as follows:

Type of studies	Master programme
Intended degree	Master of Science
Degree Course	Integrated Urbanism Sustainable Design

The 'Type of admission' is set to 'Manual admission', with 'Major' as 'Integrated Urbanism Sustainable Design' and 'Minor subject' as '-'. The 'Form of studies' is 'Consecutive master program' and the 'Entrance semester' is 'Please select...'. There are two checkboxes for previous study or application:

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

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

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

ONLINE APPLICATION

Higher education entrance qualification

Use this higher education entrance qualification for the application.

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 a German higher education entrance qualification.

I have obtained a foreign higher education entrance qualification.

I belong to the group of Masters/Formans or apprenticed persons.

Name of certificate (original name)

Type

Date of certificate  Format: DD.MM.YYYY

Average grade  from 1.0 to 4.0

Total score  from

Information

I have obtained a foreign higher education qualification.

A German higher education entrance qualification is for example "Abitur". A foreign higher education entrance qualification is the formal term for your "school leaving certificate" as for example a high school degree.

Close

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

ONLINE APPLICATION

Higher education entrance qualification

Use this higher education entrance qualification for the application.

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 a German higher education entrance qualification.

I have obtained a foreign higher education entrance qualification.

I belong to the group of Masters/Formans or apprenticed persons.

Name of certificate (original name)

Type

Date of certificate  Format: DD.MM.YYYY

Average grade  from 1.0 to 4.0

Total score  from

Name of school

Location of school

Country

federal state

district

Information

I have obtained a foreign higher education qualification.

A German higher education entrance qualification is for example "Abitur". A foreign higher education entrance qualification is the formal term for your "school leaving certificate" as for example a high school degree.

Close

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

Cancel Preview Back Continue

**Edit academic background**

University/Subjects

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

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 1.0 Grade 1.3

Date 24.07.2003 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

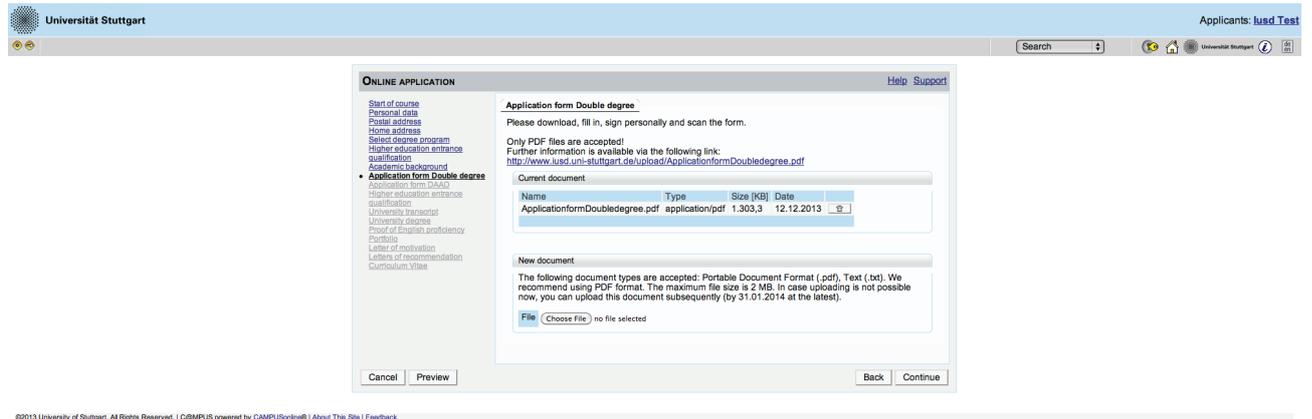
The following document types are accepted: Portable Document Format (.pdf), Text (.txt). We recommend using PDF format. The maximum file size is 2 Mb. In case uploading is not possible now, you can upload this document subsequently (by 31.01.2014 at the latest).

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.

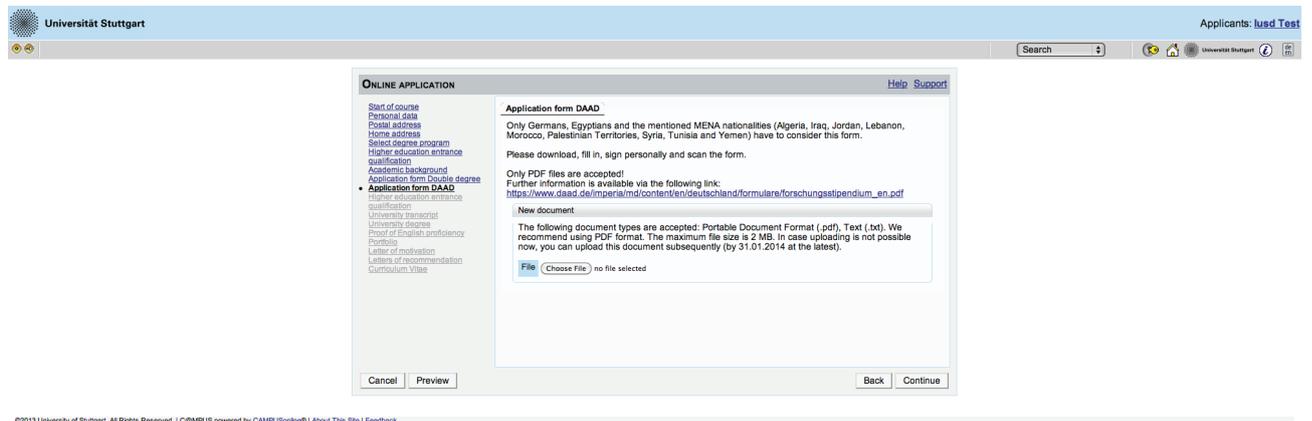
## Step 19 | Upload/Replace



The screenshot shows the 'ONLINE APPLICATION' interface for Universität Stuttgart. The user is logged in as 'Applicants: lUSD Test'. The left sidebar lists various application steps, with 'Application form Double degree' selected. The main content area displays instructions for downloading, filling, signing, and scanning the form. It states that only PDF files are accepted and provides a link to the application form. A table shows the current document: 'ApplicationformDoubledegree.pdf' (application/pdf, 1.303,3 KB, 12.12.2013). Below this, there is a 'New document' section with a file upload button and a note that the maximum file size is 2 MB.

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 Universität Stuttgart. The user is logged in as 'Applicants: lUSD Test'. The left sidebar lists various application steps, with 'Application form DAAD' selected. The main content area displays instructions for downloading, filling, signing, and scanning the form. It states that only PDF files are accepted and provides a link to the application form. A table shows the current document: 'ApplicationformDoubledegree.pdf' (application/pdf, 1.303,3 KB, 12.12.2013). Below this, there is a 'New document' section with a file upload button and a note that the maximum file size is 2 MB.

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)

Universität Stuttgart Applicants: **lUSD Test**

Search

**ONLINE APPLICATION** Help Support

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

**Higher education entrance qualification**

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!

Further information is available via the following link:  
[http://www.lUSD.uni-stuttgart.de/index.php?page\\_id=32](http://www.lUSD.uni-stuttgart.de/index.php?page_id=32)

Current document

Name	Type	Size (KB)	Date
HigherEducationEntranceQualificatoin.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  no file selected

Cancel Preview Back Continue

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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

Universität Stuttgart Applicants: **lUSD Test**

Search

**ONLINE APPLICATION** Help Support

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

**University transcript**

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

Only PDF files are accepted!

Further information is available via the following link:  
[http://www.lUSD.uni-stuttgart.de/index.php?page\\_id=32](http://www.lUSD.uni-stuttgart.de/index.php?page_id=32)

Current document

Name	Type	Size (KB)	Date
University Transcript.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  no file selected

Cancel Preview Back Continue

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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 Universität Stuttgart. The left sidebar lists various application steps, with 'University degree' highlighted. The main content area is titled 'University degree' and contains the following text: 'Please upload an officially translated (English) and certified copy of your University degree. Only PDF files are accepted! Further information is available via the following link: [http://www.lusd.uni-stuttgart.de/index.php?page\\_id=32](http://www.lusd.uni-stuttgart.de/index.php?page_id=32)'. Below this, there is a table for 'Current document' with one entry: 'UniversityDegree.pdf', 'application/pdf', '1.303,3', and '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, there is a 'File' upload button with the text '(Choose File) no file selected'. Navigation buttons 'Cancel', 'Preview', 'Back', and 'Continue' are visible at the bottom of the form.

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 Universität Stuttgart. The left sidebar lists various application steps, with 'Proof of English proficiency' highlighted. The main content area is titled 'Proof of English proficiency' and contains the following text: 'Minimum: IELTS (band6) or TOEFL (score: 550 paper based, 213 computer based, 79 internet based). 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 for uploading. Only PDF files will be accepted! Further information is available via the following link: [http://www.lusd.uni-stuttgart.de/index.php?page\\_id=32](http://www.lusd.uni-stuttgart.de/index.php?page_id=32)'. Below this, there is a table for 'Current document' with one entry: 'EnglishProficiency.pdf', 'application/pdf', '1.303,3', and '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, there is a 'File' upload button with the text '(Choose File) no file selected'. Navigation buttons 'Cancel', 'Preview', 'Back', and 'Continue' are visible at the bottom of the form.

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 Universität Stuttgart. The left sidebar contains a navigation menu with items like 'Start of course', 'Personal data', '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', and 'Curriculum Vitae'. The 'Portfolio' item is selected. The main content area is titled 'Portfolio' and contains the following text: '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. 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](http://www.iusd.uni-stuttgart.de/index.php?page_id=32)'. Below this is a table for 'Current document' with columns 'Name', 'Type', 'Size [KB]', and 'Date'. One entry is listed: 'Portfolio.pdf', 'application/pdf', '1.303,3', and '12.12.2013'. There is also a 'New document' section with instructions: '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)'. A 'File' button with a 'Choose File' link and 'no file selected' text is present. At the bottom of the application window are 'Cancel', 'Preview', 'Back', and 'Continue' buttons. The footer of the page reads: '©2013 University of Stuttgart. All Rights Reserved. | C@MPUS powered by CAMPUSonline® | About This Site | Feedback'.

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 Universität Stuttgart. The left sidebar contains a navigation menu with items like 'Start of course', 'Personal data', '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', and 'Curriculum Vitae'. The 'Letter of motivation' item is selected. The main content area is titled 'Letter of motivation' and contains the following text: 'The letter of motivation should not be longer than 350 words. Only PDF files are accepted. 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](http://www.iusd.uni-stuttgart.de/index.php?page_id=32)'. Below this is a table for 'Current document' with columns 'Name', 'Type', 'Size [KB]', and 'Date'. One entry is listed: 'LetterOfMotivation.pdf', 'application/pdf', '1.303,3', and '12.12.2013'. There is also a 'New document' section with instructions: '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)'. A 'File' button with a 'Choose File' link and 'no file selected' text is present. At the bottom of the application window are 'Cancel', 'Preview', 'Back', and 'Continue' buttons. The footer of the page reads: '©2013 University of Stuttgart. All Rights Reserved. | C@MPUS powered by CAMPUSonline® | About This Site | Feedback'.

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 'Letters of recommendation'. The left sidebar lists various application steps, with 'Letters of recommendation' selected. The main content area includes 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. A table under 'Current document' shows one file: 'LettersOfRecommendation.pdf' (application/pdf, 1.303,3 KB, 12.12.2013). Below this is a 'New document' section with a file upload button and instructions: '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).' Buttons for 'Cancel', 'Preview', 'Back', and 'Continue' are visible.

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 'Curriculum Vitae'. The left sidebar lists various application steps, with 'Curriculum Vitae' selected. The main content area includes instructions: 'Please use the Europass Specimen form.' It also states 'Only PDF files are accepted!' and provides a link for further information. A table under 'Current document' shows one file: 'CurriculumVitae.pdf' (application/pdf, 1.303,3 KB, 12.12.2013). Below this is a 'New document' section with a file upload button and instructions: '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).' Buttons for 'Cancel', 'Preview', 'Back', and 'Save' are visible.

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

## Step 29 | Application overview

Universität Stuttgart

Applicants: **IUSD Test**

Overview - APPLICATION NUMBER: 1-00000305

**PLEASE NOTE**  
Here, you can check your application. The application has not been sent yet. Please check your details. After marking the approval checkbox (at the bottom of the page) click on the SEND button to submit the application electronically.

**Start of course**  
Wintersemester 2014/15

**Personal data**

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

**Postal address**

Correspondence address (semester address)

Delivery notes	
Street and number	Keplerstreet 11
Postal Code/City	70174 Stuttgart
Country/State	Germany
federal state	Baden-Württemberg
Telephone number	004971168583370
E-mail address	info@IUSD.uni-stuttgart.de

My home address is identical with my postal address (studies address).

**Home address**

Home address

Now please review carefully your application.

## Step 30 | Confirmation

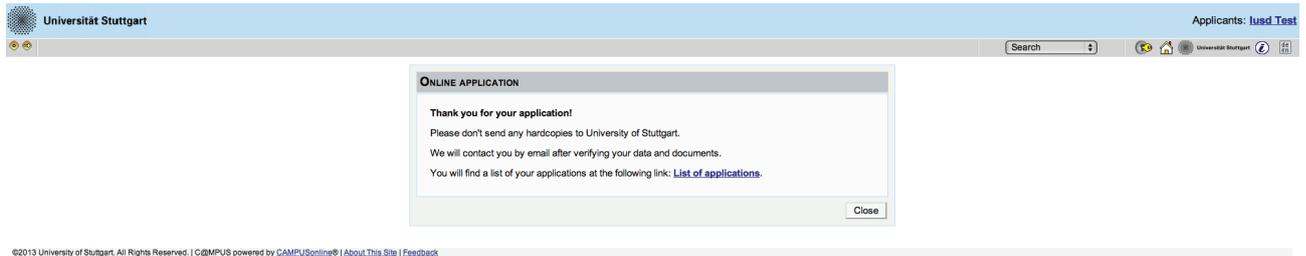
**Confirmation**

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!

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.

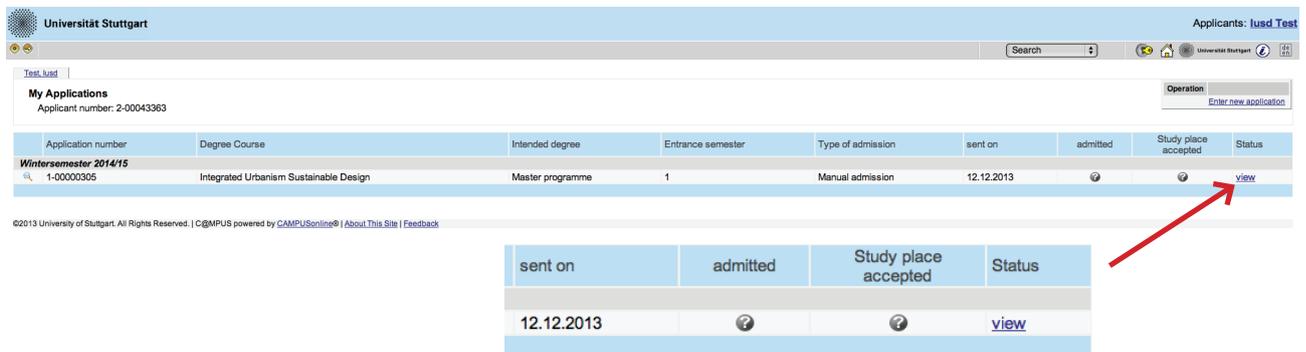
Choose *Back* if you want to correct some data. Don't forget to tick the box with dotted frame. Read it carefully and proceed. Then click *Send* to submit your application. Until the 31.01.2014, you can still update your data and documents by replacing them.

## 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

The screenshot shows the application portal interface for the University of Stuttgart. At the top, it says 'Universität Stuttgart' and 'Applicants: IUSD Test'. Below this, there are two main sections:

- Application status:** A table with columns 'Status' and 'Description'. The status 'Requirements for study fulfilled' is highlighted in yellow.
- Checklist of documents:** A table with columns 'Status', 'Upload', and 'Document'. It lists various documents with their upload status and deadlines.

Documents listed in the checklist include:

- Application form Double degree (Original)
- Higher education entrance qualification (Copy - certified)
- University transcript (Copy - certified)
- University degree (Copy - certified)
- Proof of English proficiency (Copy - certified)
- Portfolio (Original)
- Letter of motivation (Original)
- Letters of recommendation (Original)
- Curriculum Vitae (Original)
- Application form DAAD (Original)

At the bottom, there is a note: 'Please find a cover sheet to submit documents at a later date via the following link: [Cover sheet](#).'

This is a close-up view of the application status and document checklist sections from the screenshot above.

**Application status:**

- Requirements for study fulfilled
- Qualification requirements fulfilled
- Admitted
- All documents complete resp. checked

**Checklist of documents:**

Status	Upload	Document
<b>Documents stated herein must be included in your application</b>		
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)
<b>Documents stated herein may be included in your application</b>		
received	Upload possible until 31.01.2014	Application form DAAD (Original)

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***

