

MSc

*Integrated Urbanism
& Sustainable Design
(IUSD)*

***APPLICATION
PORTAL
MANUAL***

WINTER TERM 2018/19



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 2018/19 you need to submit a full set of the required documents to the online application portal no later than 15 February 2018 (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 2018/19 interviews will take place in March 2018. 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 beginning of April 2018. 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.

http://www.iusd.uni-stuttgart.de/index.php?page_id=143

Indications

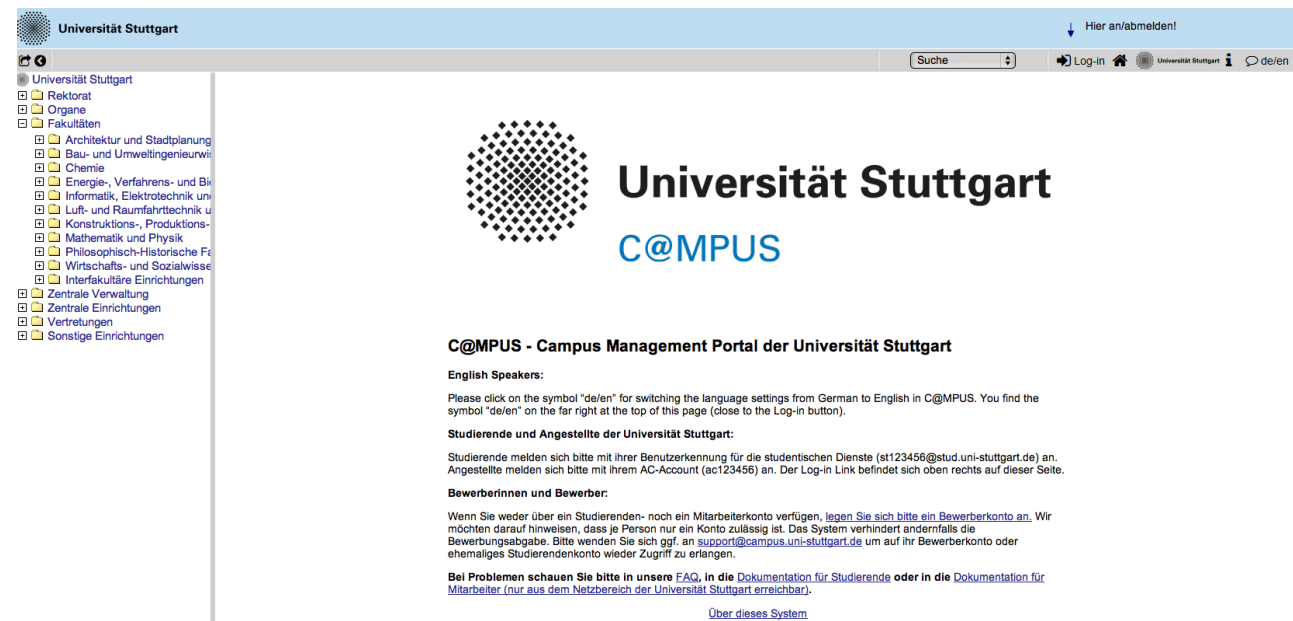
Please follow indications in order to register successfully. There are indications right in the text next to the field you have to fill, further information are to be found clicking on the blue **i** or on the blue highlighted links.

The screenshot displays the IUSD application portal interface. On the left, a registration form is visible with fields for '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. To the right, a sidebar contains a blue 'i' icon and the text 'Select degree'. Below this, a section titled 'Type of studies' lists 'Intended degree' and 'Degree Course'. At the bottom, a message 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=143'. A red arrow points to this link. Below the message is a table titled 'Current document' with columns for Name, Type, Size [KB], Date, and an action icon. The table contains one entry: 'Portfolio.pdf', 'application/pdf', '1.303,3', '12.12.2013', and a trash icon.

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

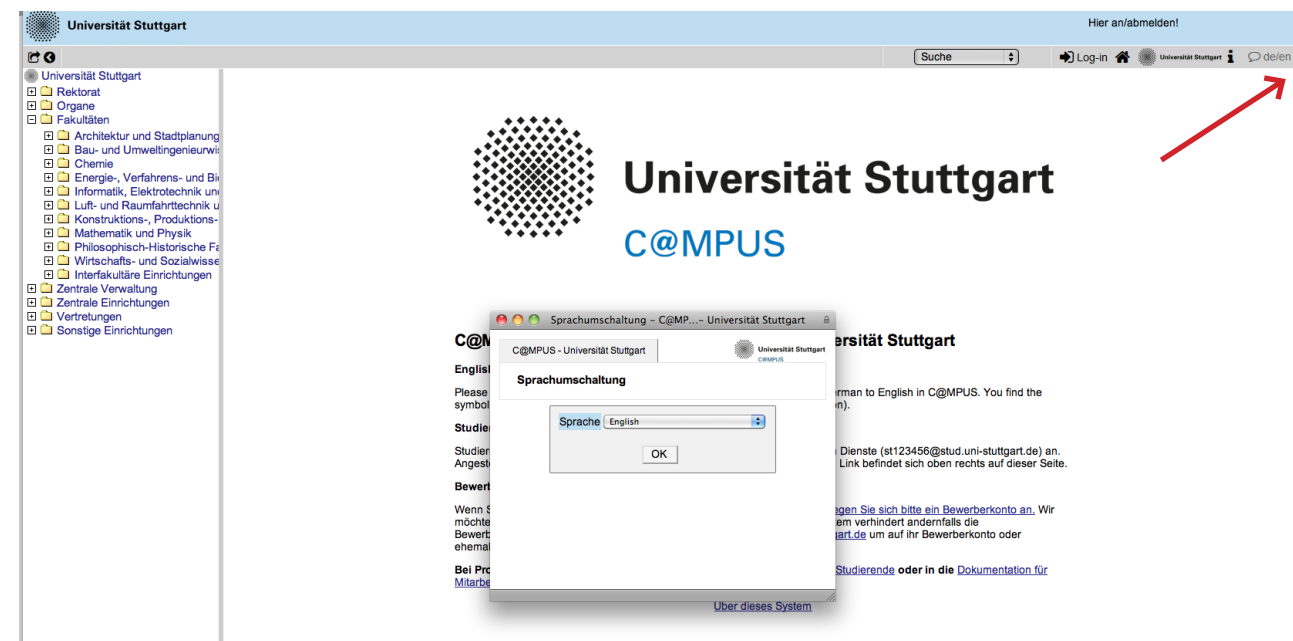
REGISTRATION

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



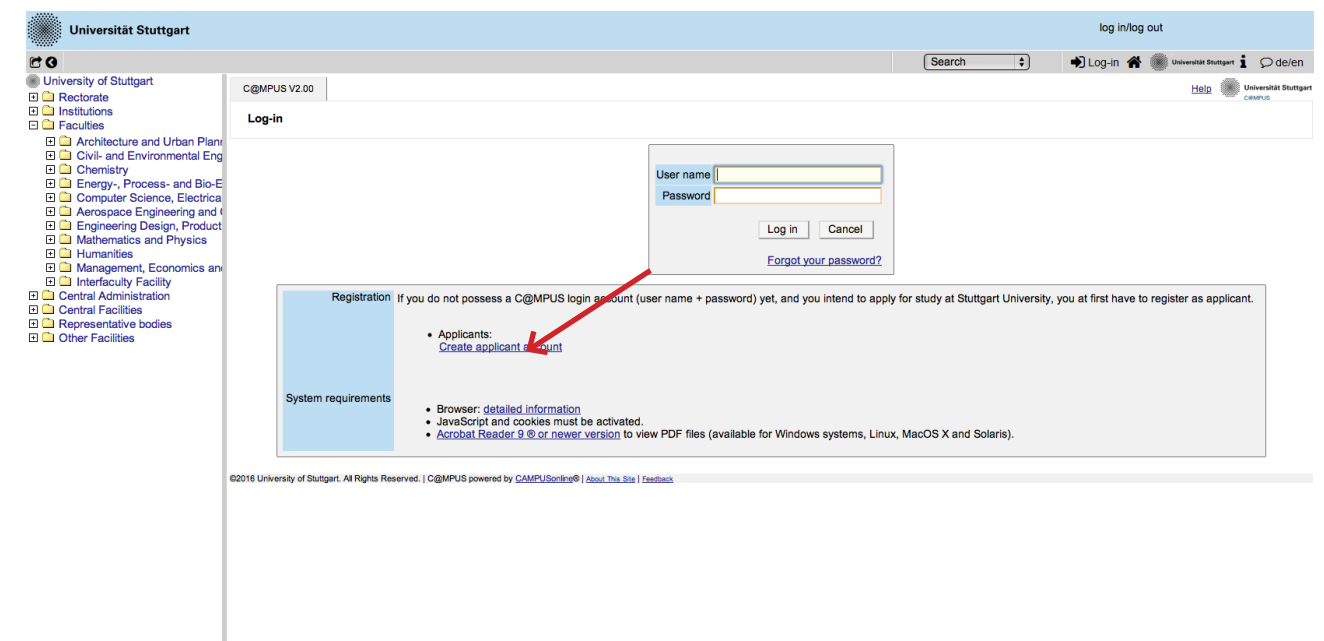
Once you access the portal, make sure the language is set on English, if you don't speak German. If you find German as default, please click on the squared botton top right in the grey toolbar (*de/en*) and select the requested language (*Sprache*). There are more information if you're using the English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

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

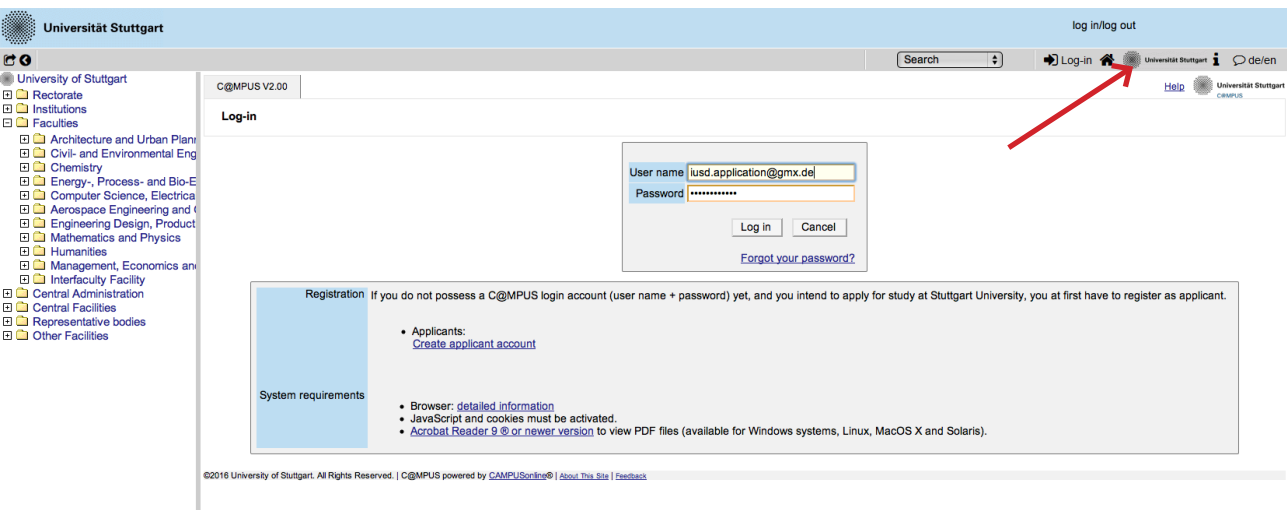
Step 06 | Insert your data

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.

Step 09 | Change password

Müller Max

Universität Stuttgart

Account - Change Password
Applicant

Your password is going to expire in 4 days.
You have not entered a security question or answer yet.

Current password

New password

Confirm new password

Please, select your password according to the following criteria:

• Required

- min. 8, max. 40 characters
- should differ from previous password by at least 3 characters
- minimum one letter and one digit
- may not contain your first name, last name, or user name

• Recommendations

- Use of special characters !@#\$%^&*()'+-=<=>?@![]~
- 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.

Security question

Answer to security question

What does IUSD mean?

Integrated Urbanism and Sustain

Please, make sure that only you know the answer to the security question. In case you should forget your password the system will ask you your security question. By answering this question correctly you may then reset your password.

Save

Cancel

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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.

APPLICATION

Step 10 | Start of course

Universität Stuttgart

Applicants: Max Müller

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

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.

Start of course

Wintersemester 2017/18

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.

This page shows you the start of the course you are applying for. Choose Winter Term 2018/19 and press on *Continue* to continue with your application.

Page 10

MSc Integrated Urbanism & Suistainable Design (IUSD)

Step 11 | Select degree program

Search

ONLINE APPLICATION

Help Support

Select degree program

Type of studies

Intended degree

Degree program

Entrance semester

Form of studies

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.

Master programme

Master of Science

Integrated Urbanism Sustainable Design

Further information

1 - Enrolment limitation (local)

Consecutive master program

Please select the degree program as shown in the picture above: *Master program* > *Master of Science* > *Integrated Urbanism Sustainable Design* > *1 - Manual admission* > *Consecutive master program*.
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 12 | Personal data

Universität Stuttgart

Applicants: Max Müller

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

Personal data

Academic degree in front of the name

First name

Last name affix

Last name

All first names

Academic degree after the name

Date of birth

Gender

Place of birth

Country of birth

Maiden name

1st nationality

2nd nationality

Please select

Max

Müller

Max

Please select

15.12.1986

Male

Stuttgart

Please select...

Germany

Please select...

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

MSc Integrated Urbanism & Suistainable Design (IUSD)

Page 11

Step 13 | Correspondance address

Universität Stuttgart

Applicants: Max Müller

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

Correspondence address

Correspondence address (semester address)

c/o (if necessary)

Street and number

Breidscheidstraße 2

Postal Code/City

70174

Stuttgart

Country/State

Germany

Region

Baden-Württemberg

Telephone number

123456789

E-mail address

lusi.application@gmx.de

☐ My correspondence address (during the semester) is identical with my permanent home address.

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 14 | Permanent home address

Universität Stuttgart

Applicants: Max Müller

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

Permanent home address

Home address

c/o (if necessary)

Street and number

Keplerstraße 11

Postal Code/City

70123

Stuttgart

Country/State

Germany

Region

Baden-Württemberg

If your home address is not identical with your postal address, a second box will appear to proceed with this. Please fill out this box too.

Step 15 | Higher education entrance qualification

Universität Stuttgart

Applicants: Max Müller

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

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 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

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.

Example

Search

ONLINE APPLICATION

Help Support

Start of course

Select degree program

Personal data

Correspondence address

Permanent home address

Higher education entrance qualification

Academic background

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 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

Other form of eligibility to study [FHR]

Name of certificate (original name)

Certificate

1 to 100 characters

Date of certificate

15.02.2013

Format: DD.MM.YYYY

Average grade (GPA)

1

from 1.0 to 4.0

Total score

900

from 900

Name of school

School

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

Step 16 | Academic background

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

Upload/Replace

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. As long as the upload is in process, the box appears grey.

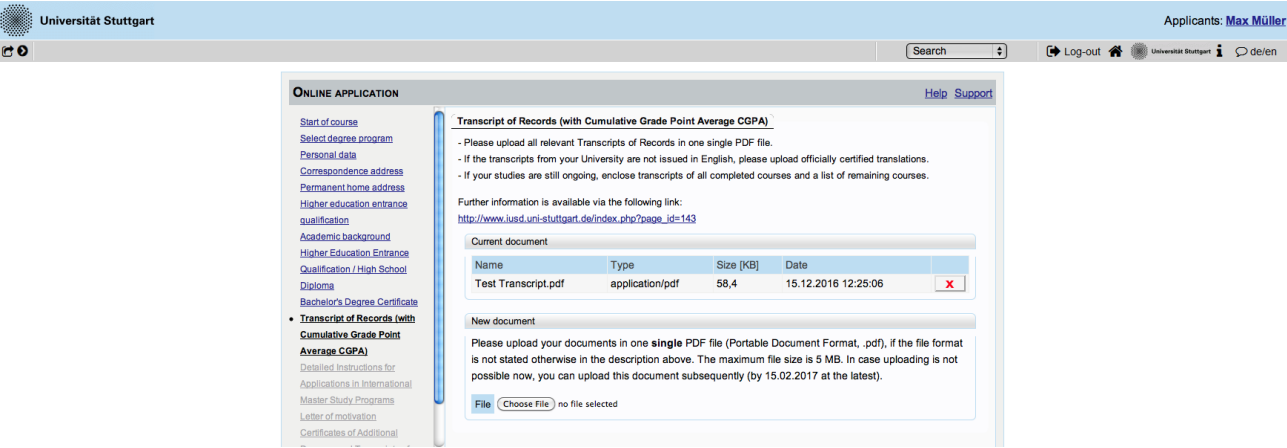
Step 17 | Higher education entrance qualification (upload)

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. As long as the upload is in process, the box appears grey.

Step 18 | Bachelor's / Master's degree certificate upload

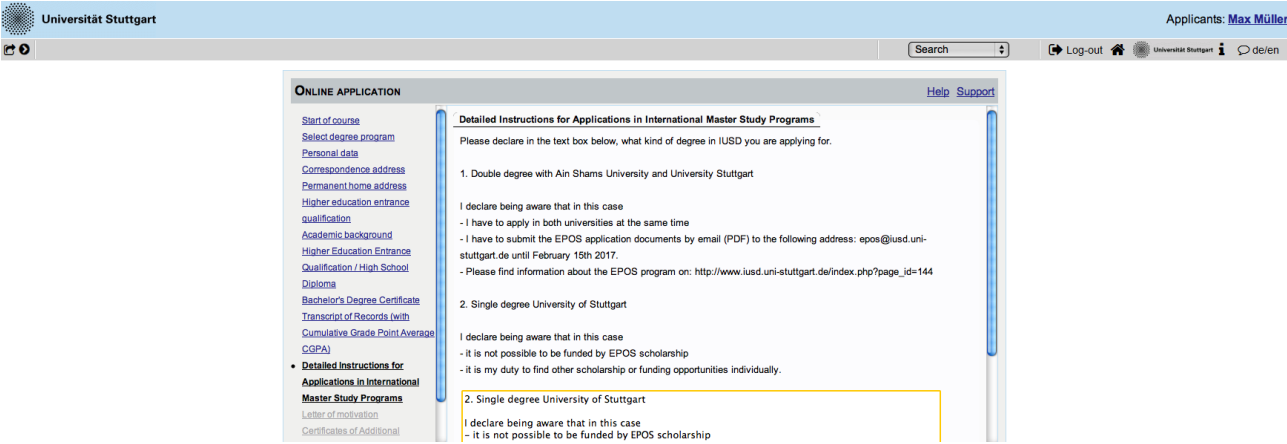
Please upload here an officially translated (English) and certified copy (PDF format) of your University degree.

Step 19 | University transcript (with average grade)



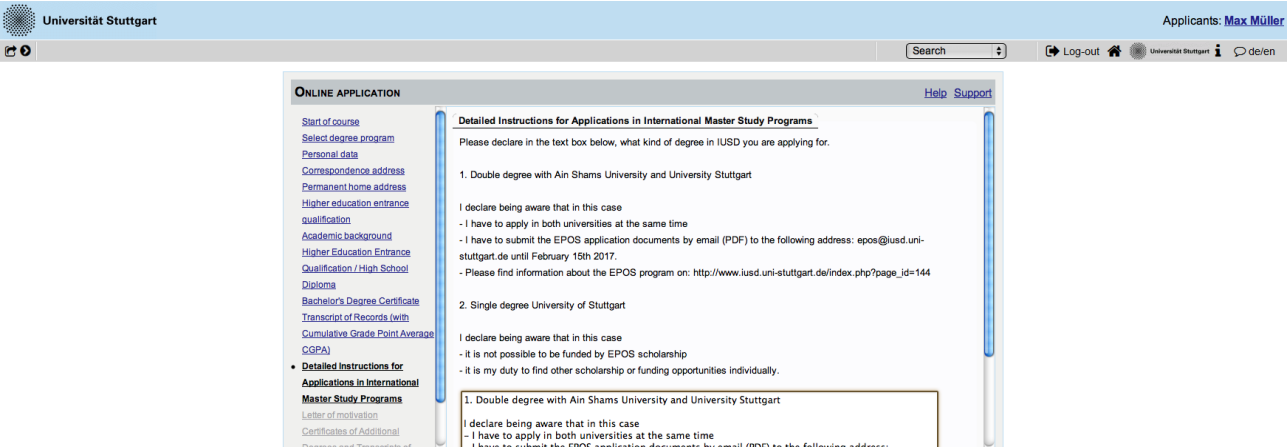
Please upload here an officially translated (English) and certified copy (PDF format) of your University transcript.

Step 20 | Detailed Instructions for Applications



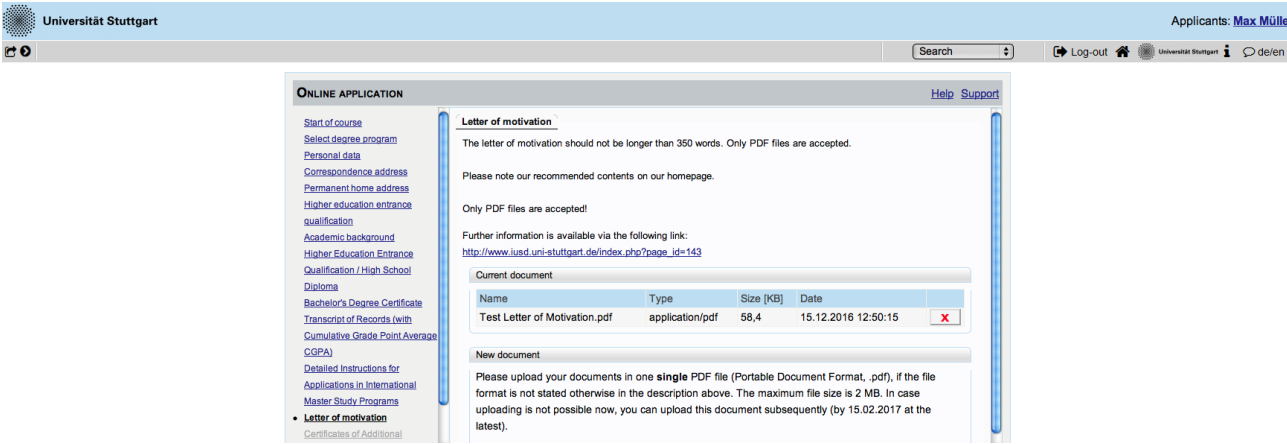
Please indicate here whether you are applying for IUSD double degree (EPOS) or single degree by copying the corresponding text into the text field.

Step 20 | Detailed Instructions for Applications - double degree EPOS



In case you want to apply for the EPOS double degree , please do not forget to apply through the online portal of the Ain Shams University and through e-mail epos@iusd.uni-stuttgart.de.

Step 21 | Letter of motivation



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 22 | Additional certificates

Universität Stuttgart

Applicants: Max Müller

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

Higher Education Entrance Qualification / High School Diploma

Bachelor's Degree Certificate

Transcript of Records (with Cumulative Grade Point Average CGPA)

Detailed Instructions for Applications in International Master Study Programs

Letter of motivation

Certificates of Additional Degrees and Transcripts of Records

Certificates of Additional Degrees and Transcripts of Records

Optional:

Please upload certificates and/or transcripts of records from additional studies and degrees (e.g., Master's Degree).

Only PDF files are accepted.

Current document

Name	Type	Size [KB]	Date	
Test Master certificate.pdf	application/pdf	58,4	15.12.2016 12:53:15	X

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 5 MB. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2017 at the latest).

File no file selected

Cancel

Preview

Back

Continue

If you want to upload any additional certificates (i.e.master degree) you can do it at this point.

Step 23 | Portfolio

Universität Stuttgart

Applicants: Max Müller

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

Higher Education Entrance Qualification / High School Diploma

Bachelor's Degree Certificate

Transcript of Records (with Cumulative Grade Point Average CGPA)

Detailed Instructions for Applications in International Master Study Programs

Letter of motivation

Certificates of Additional Degrees and Transcripts of Records

Portfolio

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 be accepted!

Further information is available via the following link:
http://www.iUSD.uni-stuttgart.de/index.php?page_id=143

Current document

Name	Type	Size [KB]	Date	
Test Portfolio.pdf	application/pdf	58,4	15.12.2016 12:58:01	X

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 5 MB. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2017 at the latest).

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 24 | Proof of English proficiency

Universität Stuttgart

Applicants: Max Müller

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

Higher Education Entrance Qualification / High School Diploma

Bachelor's Degree Certificate

Transcript of Records (with Cumulative Grade Point Average CGPA)

Detailed Instructions for Applications in International Master Study Programs

Letter of motivation

Certificates of Additional

Proof of English proficiency

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.iUSD.uni-stuttgart.de/index.php?page_id=143

Current document

Name	Type	Size [KB]	Date	
Test Proof of English Proficiency.pdf	application/pdf	58,4	15.12.2016 13:01:17	X

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. In case uploading is not possible now, you can upload this document subsequently (by 15.02.2017 at the

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 | Evidence of language skills (EN)

Universität Stuttgart

Applicants: Max Müller

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

Higher Education Entrance Qualification / High School Diploma

Bachelor's Degree Certificate

Transcript of Records (with Cumulative Grade Point Average CGPA)

Detailed Instructions for Applications in International Master Study Programs

Letter of motivation

Certificates of Additional Degrees and Transcripts of

Evidence of language skills (EN)

☐ I am a citizen of an English speaking country or I have a higher education entrance qualification from an English speaking country.

I submit one of the following certificates to prove my language abilities.

☐ For German students: 5 years of English classes at secondary school, with a grade of at least 3.5 in the last two years

☒ TOEFL - Test of English as a Foreign Language (IBT, CBT or PBT)

TOEFL PBT score	TOEFL CBT score	TOEFL IBT score
<input type="text"/>	<input type="text"/>	<input type="text"/>

☐ IELTS - International English Language Testing System

☐ Cambridge ESOL - Certificate in Advanced English (CAE)

☐ Cambridge ESOL - Certificate of Proficiency in English (CPE)

Please choose one of the following test forms that you will pass or already have passed.

Step 26 | Application overview

Universität Stuttgart

Applicants: Max Mühl

Search

Log-out

Universität Stuttgart

de/en

OVERVIEW - APPLICATION NUMBER: 1-00115197

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.

Pleased 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 2017/18

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

Integrated Urbanism Sustainable Design

Entrance semester

1 - Enrolment limitation (local)

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.

Now please review carefully your application.

Step 27 | Confirmation

Confirmation

Please click **"Back"** in order to revise incorrect details. Check the box and click **"Send"** to transmit your application. 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 agree to the processing of my personal data for the use in the administration procedures at the University of Stuttgart. I am fully aware that any false information on my behalf can lead to an exclusion from admission and enrolment at the university.

Cancel

Back

Send

Choose *Back* if you want to correct some data. You will be redirected to the beginning, just click “continue” if you do not want to change your data. You have to upload all of your documents again, they will be deleted by choosing “back”. Don’t forget to tick the box with dotted frame. Read it carefully and proceed. Then click *Send* to submit your application. Until the 15.02.2018, you can still update your data and documents by replacing them.

Step 28 | Application completed

Universität Stuttgart

Applicants: IUSD_Test

Search

Log-out

Universität Stuttgart

de/en

ONLINE APPLICATION

Thank you for your application!

Please don't send any hardcopies to University of Stuttgart.

We will contact you by email after verifying your data and documents.

You will find a list of your applications at the following link: [List of applications](#).

Close

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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 29 | Checklist

Universität Stuttgart

Applicants: IUSD_Test

Search

Log-out

Universität Stuttgart

de/en

Application - Status

Application number: 2-00123386

Application number: 1-00015197

Course of study: Master of Science | Integrated Urbanism Sustainable Design (1. FS)

Start of course: Wintersemester 2015/16

Back to "My Applications"

Submission of application

Status

received electronically

"Application documents": not checked yet.

Required documents (for admission)

Documents stated herein must be included in your application

Application form Double degree (Original)

Higher education entrance qualification (Copy - certified)

University transcript (Copy - certified)

University degree (Copy - certified)

Portfolio (Original)

Letter of motivation (Original)

Letters of recommendation (Original)

Curriculum Vitae (Original)

Proof of English proficiency (Copy - certified)

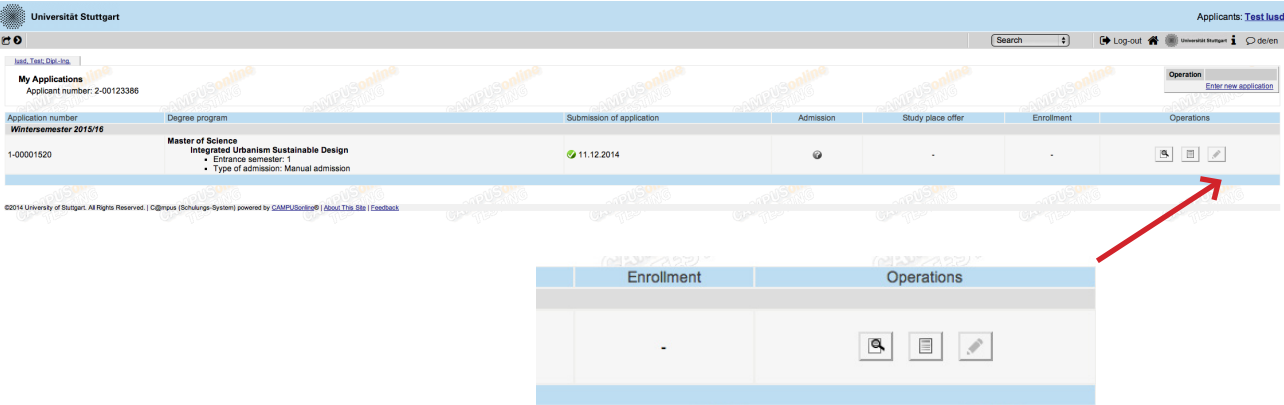
Click on “My applications” then you will be forwarded to “Application status”. (see step 29)


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 15.02.2018.

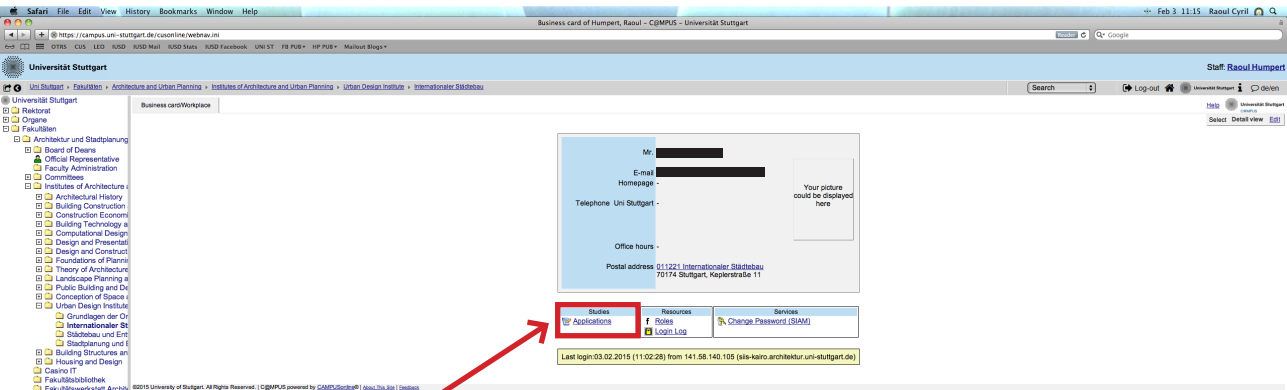
MSc Integrated Urbanism & Suistainable Design (IUSD)

Page 21

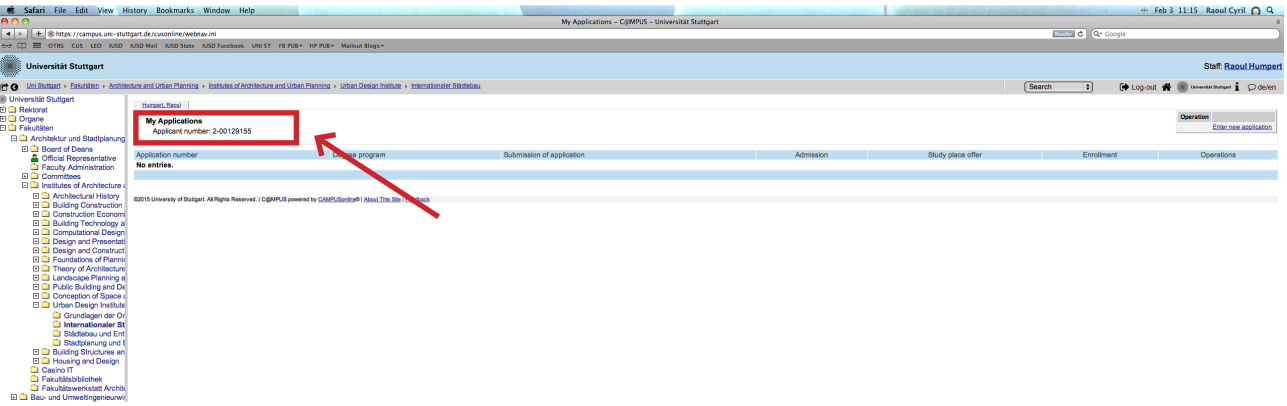
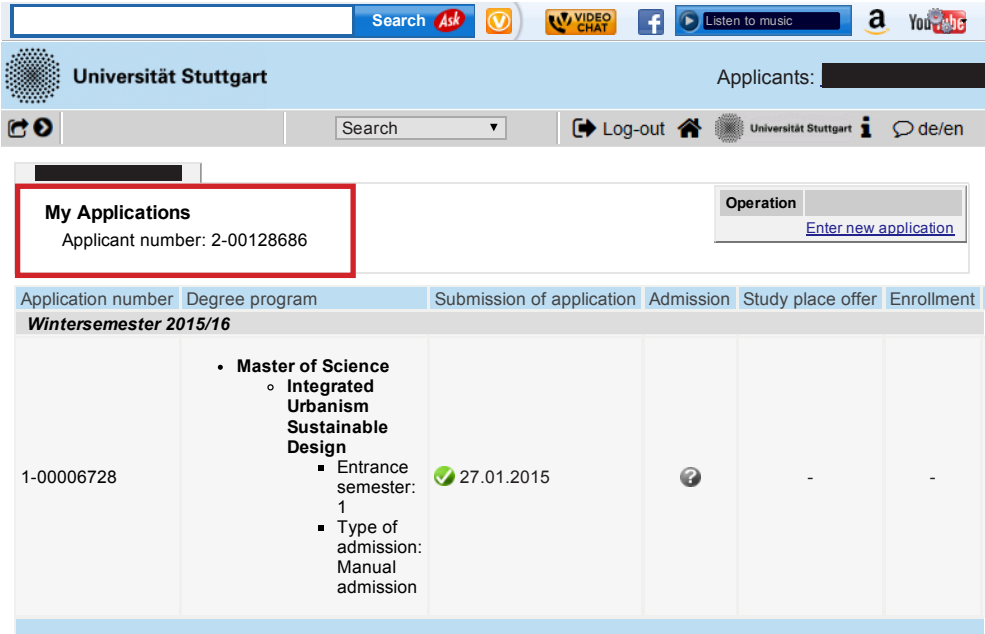
Step 31 | Application Status



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* > 



Step 31 | Application Number



Here you can check your applicant number.

For the application process on the ASU Portal you need your applicant number from the University of Stuttgart. You can check it after completing your application at the C@mpus Portal.

We hope to see you soon in Stuttgart!!

Your IUSD Team

