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

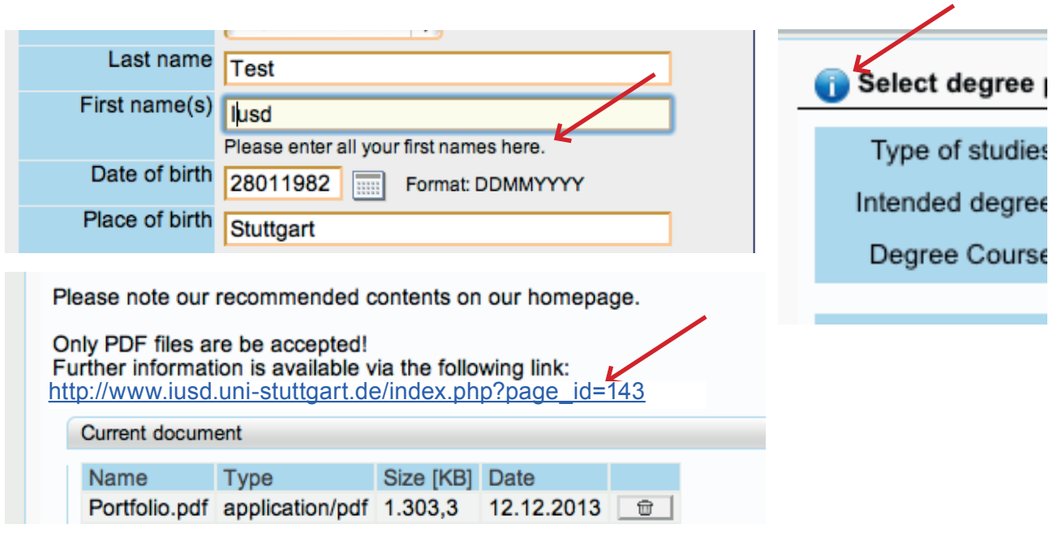
In order to submit successfully your application you should have some basic devices at your disposal:
- a computer with Internet access
- a printer and a scanner in order to upload all required documents.

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

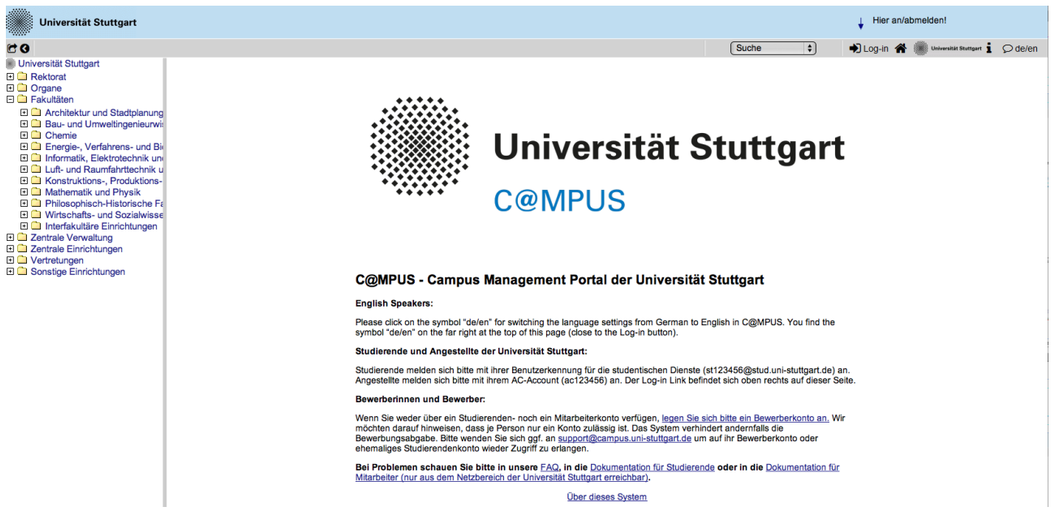
Indications

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.



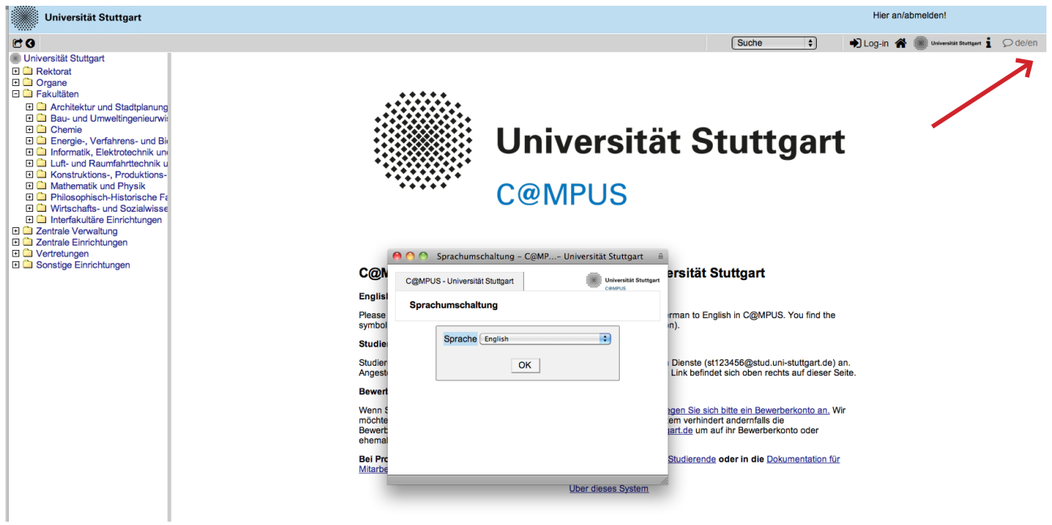
REGISTRATION

Step 01 | Connect to the portal



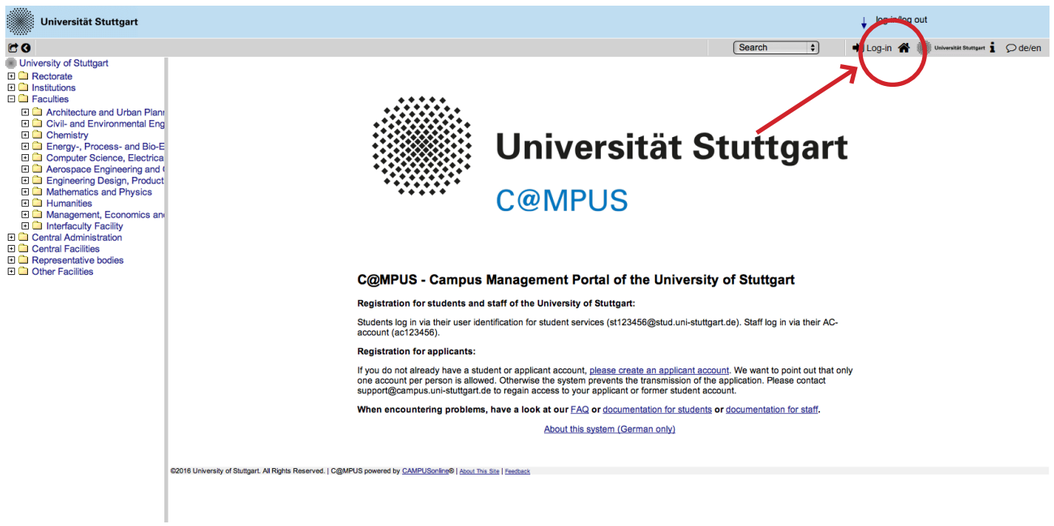
Please use the link (https://campus.uni-stuttgart.de) provided on our homepage to connect to the application portal.

Step 02 | Language setting



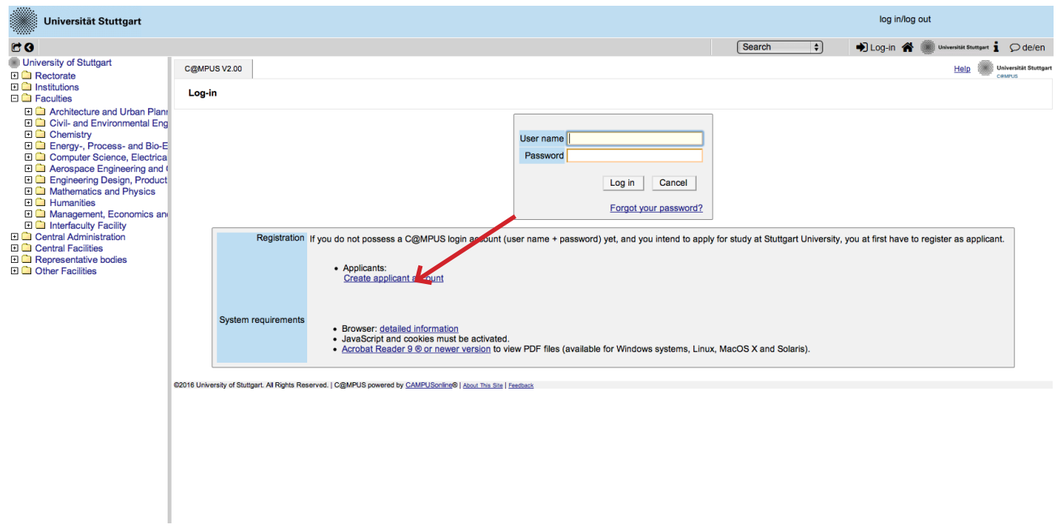
Once you access the portal, make sure the language is set on English, if you don't speak German. If you find German as default, please click on the squared botton top right in the grey toolbar (*de/en*) and select the requested language (*Sprache*). There are more information if you're using the English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

Step 03 | Registration access



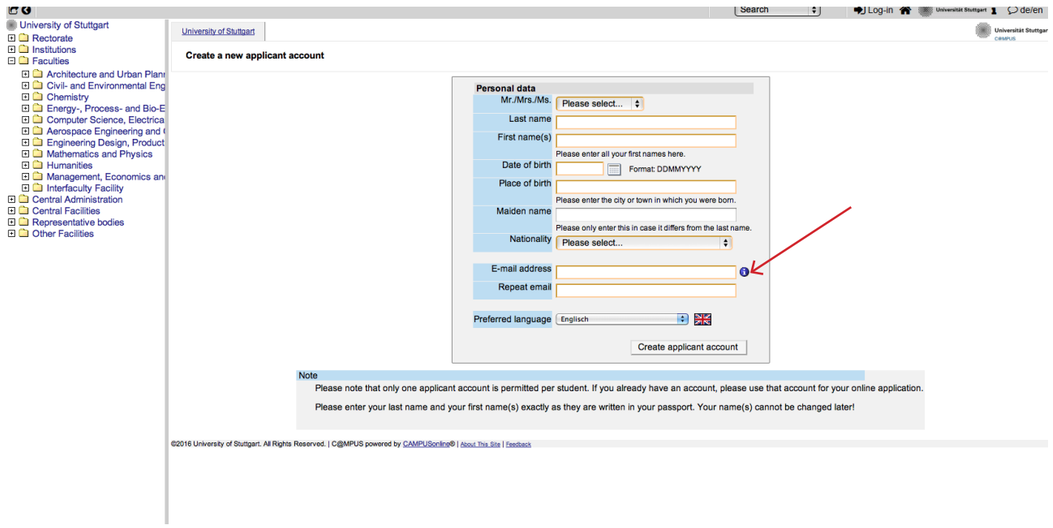
In order to start your registration, you have to click on the yellow key in the top toolbar (see red circle). Although the sign is labeled as log in, it leads to the registration at your first access.

Step 04 | Towards account creation



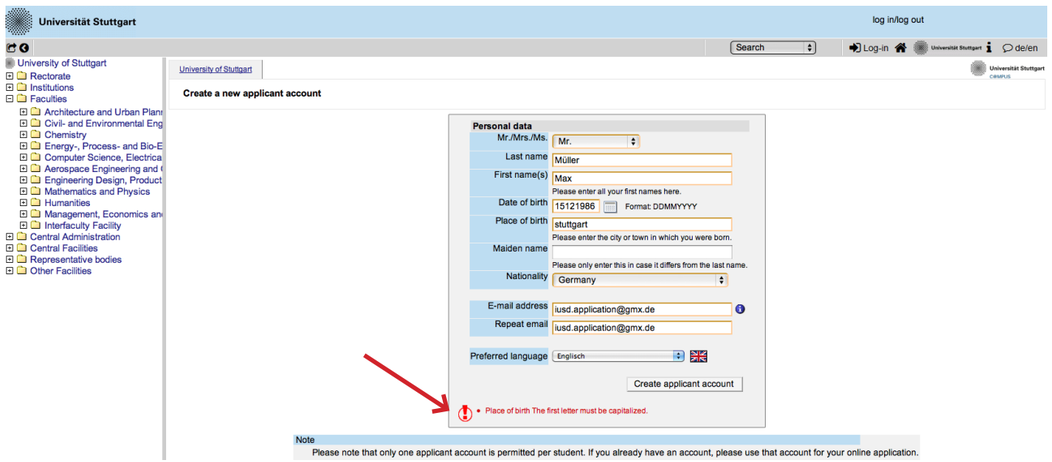
You will need the box you see in the middle of the page just when you are already registered. First you need to create an account. Now go to *Applicants* (just below in the second grey box) and click on *Create applicant account.*

Step 05 | Account creation



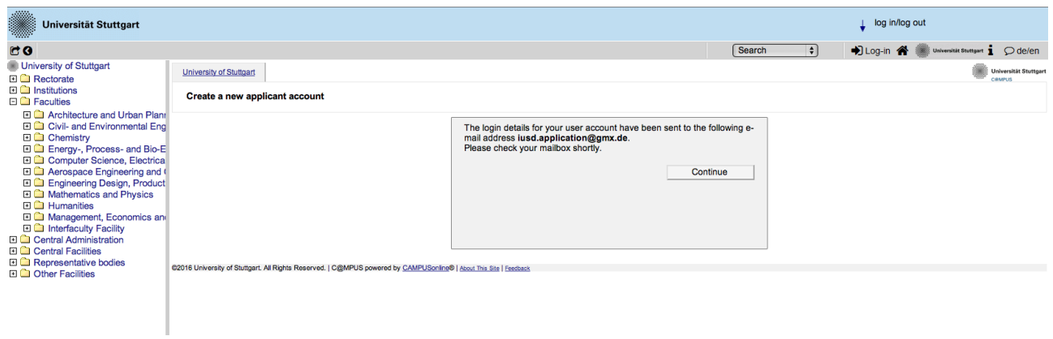
Now you can insert your data in order to create an applicant account.

Step 06 | Insert your data



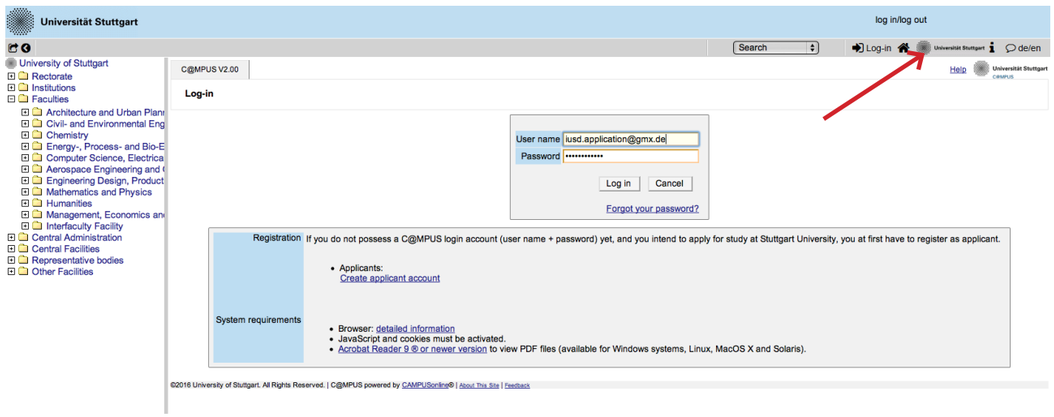
Remind to use capital letters for the first letter of names, places, etc. and to separate words with space, not with comma. Please write your name and first name(s) exactly as written in your passports. It is not possible to change it afterwards. Otherwise the system will not accept the data (see example 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



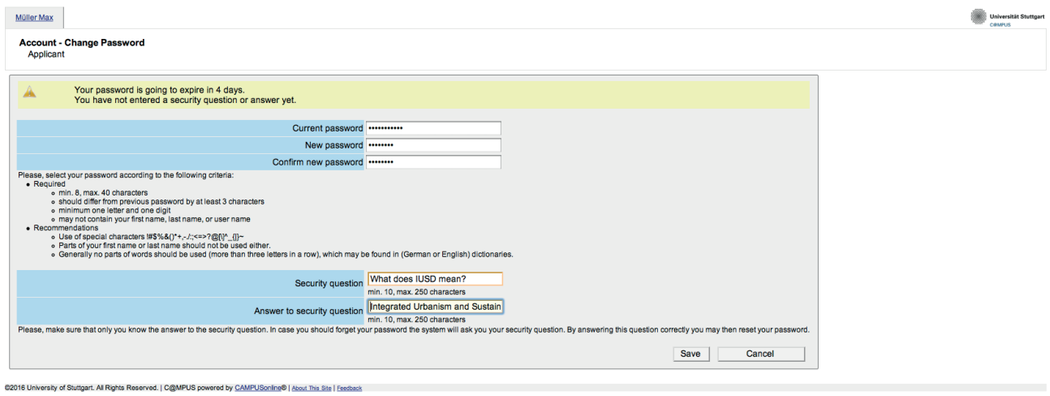
Now your registration is completed and you will receive your login password at the email address you gave previously.

Step 08 | Login



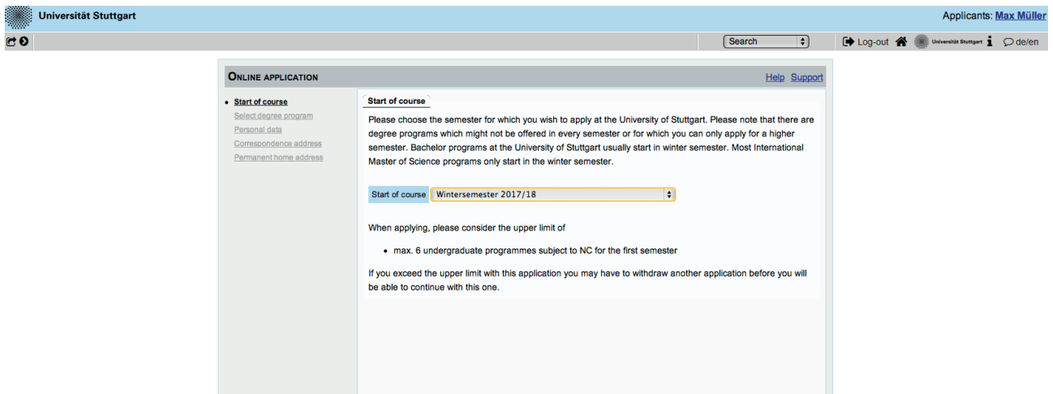
Now click on the login symbol (yellow key in the top bar). Look at your email and use your email address (as username) and the passwort you received to login.

Step 09 | Change password



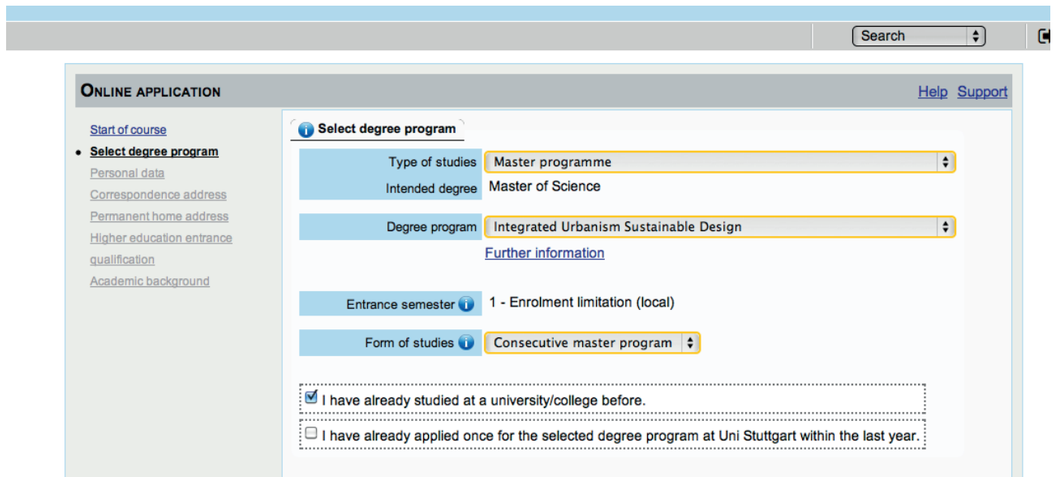
The password which have been sent to you is going to expire after 4 days, so now you are required to change the password and create a new one. You need to choose also a security question and answer (see lower part), in case you forget or loose your password. The security question has to contain more than 10 letters.

Step 10 | Start of course



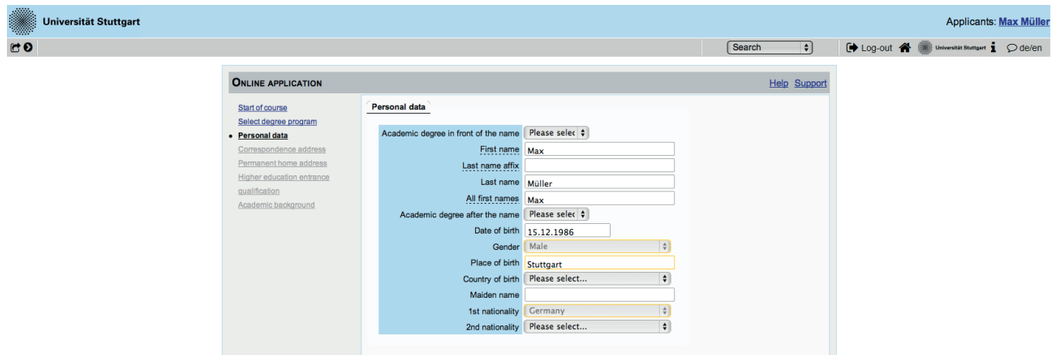
This page shows you the start of the course you are applying for. Choose Winter Term 2018/19 and press on *Continue* to continue with your application.

Step 11 | Select degree program



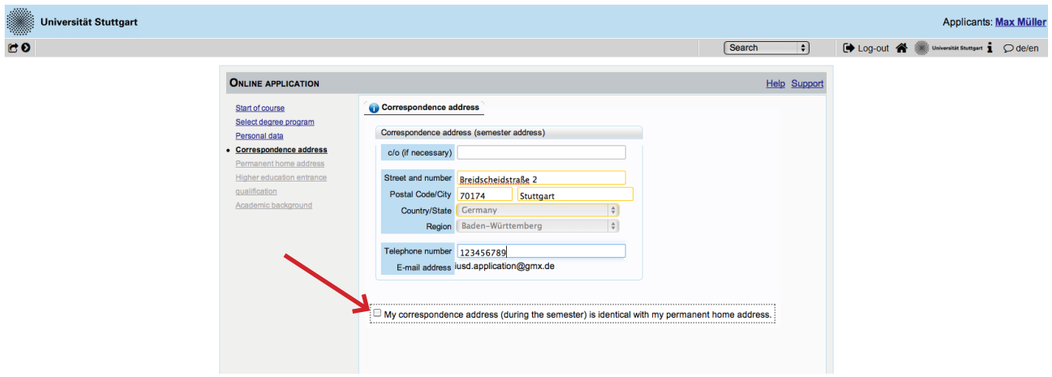
Please select the degree program as shown in the picture above: *Master program > Master of Science > Integrated Urbanism Sustainable Design > 1 - Manual admission > Consecutive master program.*
Then tick the corresponding options, whether you have already studied in a university before or you have already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

Step 12 | Personal data



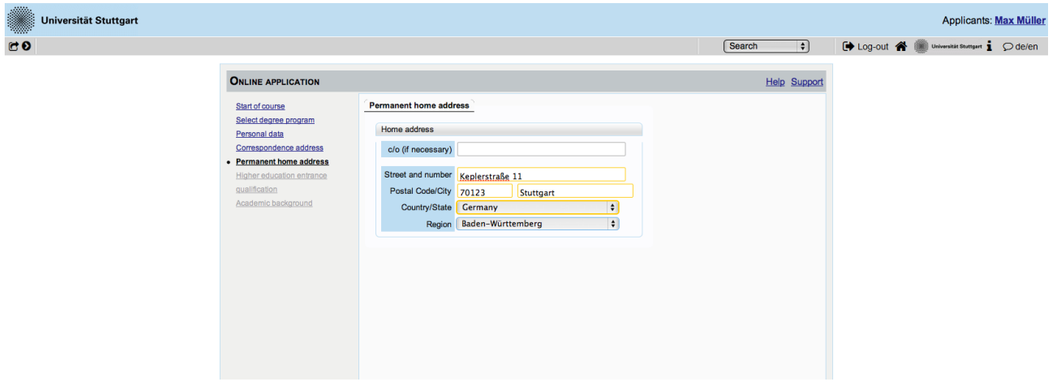
Please enter again your personal data. Here you can just choose your academic titles written before or after your name.

Step 13 |Correspondance address



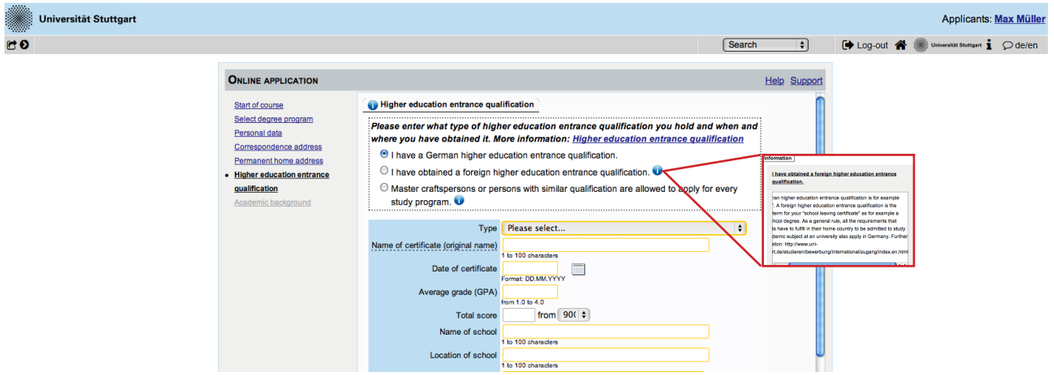
Here you have to enter your current postal address. The University will communicate with you during the study period according to this address (*semester address*), so it has to be always up to date. When you apply, you can give any reliable address you have in this moment at your disposal. It can be 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



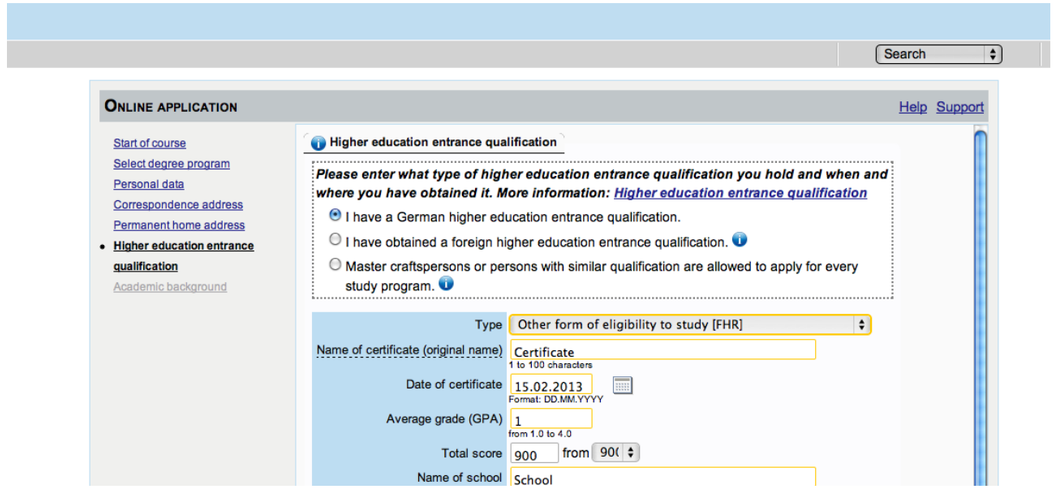
If your home address is not identical with your postal address, a second box will appear to proceed with this. Please fill out this box too.

Step 15 | Higher education entrance qualification



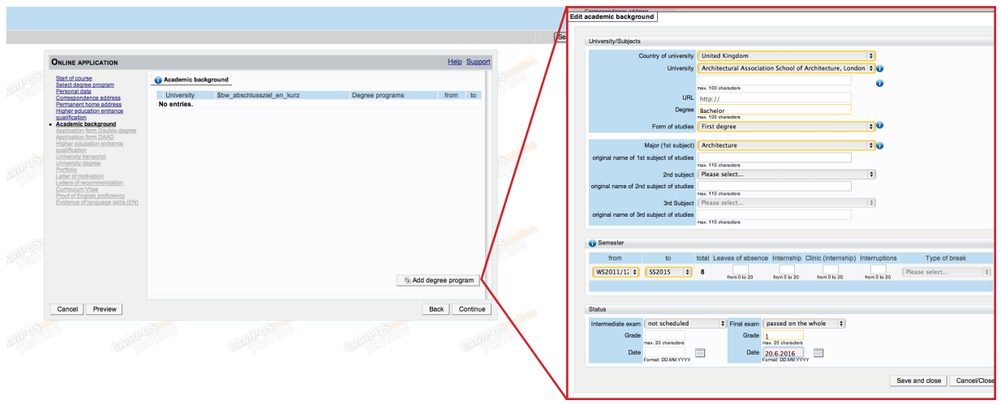
Enter here data about your *Higher education entrance certificate*. It could be your school leaving certificate or another university entrance qualification document. Please select it from the list available and enter date, avarage grade (final grade) and score.

Example



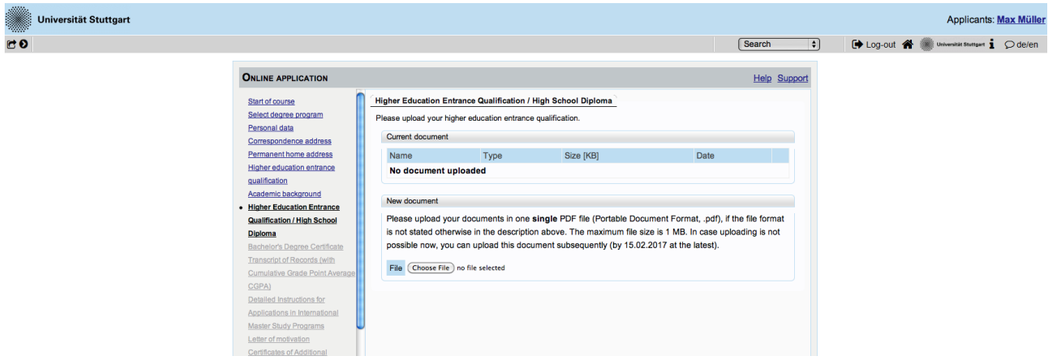
Here an example for the German school leaving certificate: Abitur.

Step 16 | Academic background



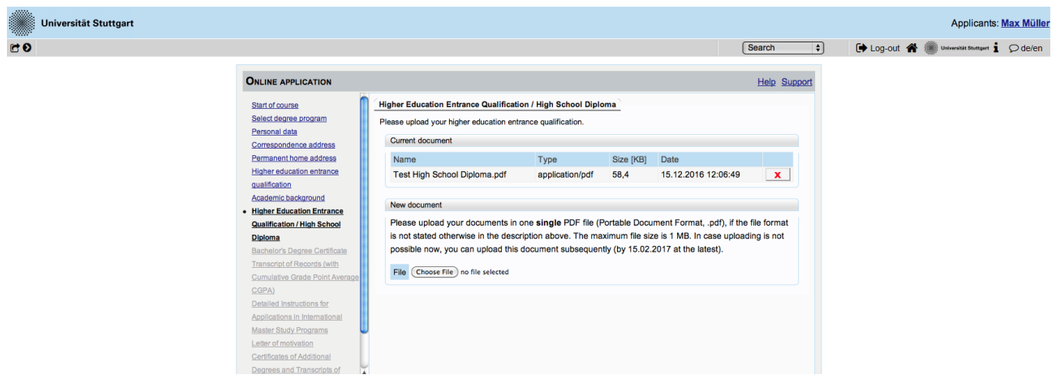
In order to enter your academic background, please go to *Add degree program* and edit data in the box (see red frame).

Step 17 | Higher education entrance qualification (upload)



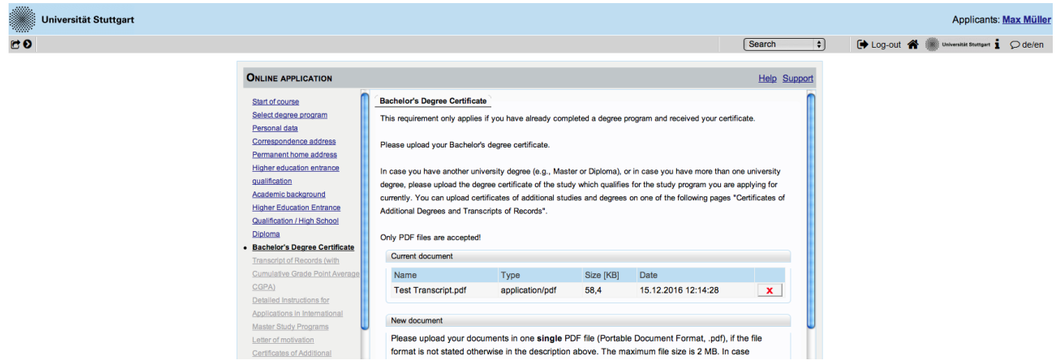
The Higher education entrance qualification you entered before, has to be uploaded at this step as officially translated (English or German) and certified copy in PDF format.
As long as the upload is in process, the box appears grey.

Upload/Replace



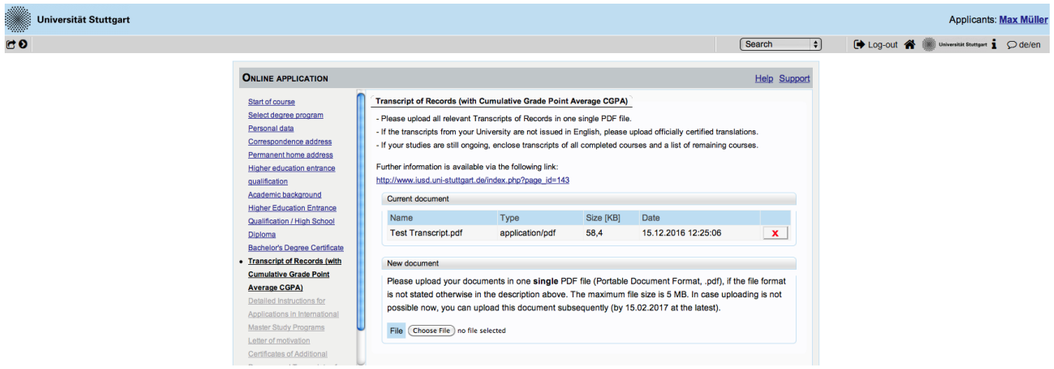
As soon as you have uploaded the form, a new box will appear below. Here you can upload a new document if you want to replace the previous one.
As long as the upload is in process, the box appears grey.

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



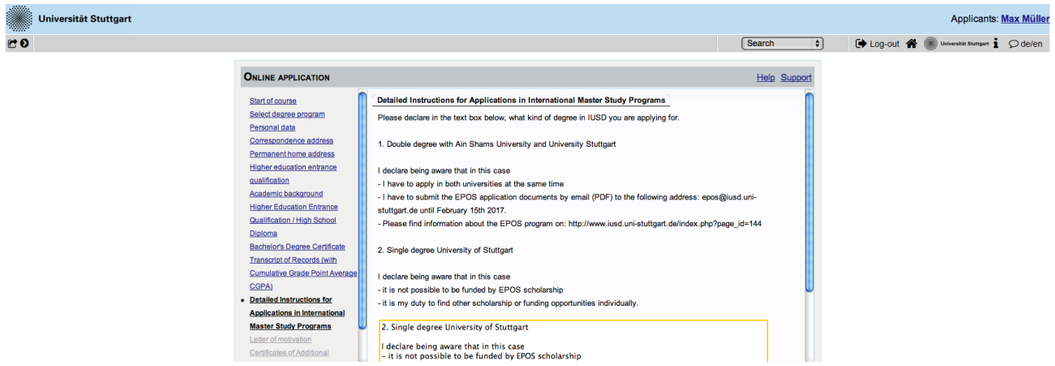
Please upload here an officially translated (English) and certified copy (PDF format) of your University degree.

Step 19 | University transcript (with average grade)



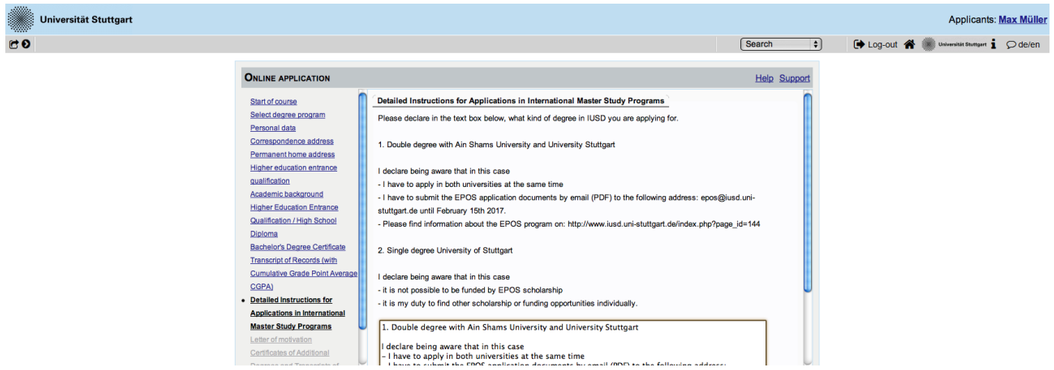
Please upload here an officially translated (English) and certified copy (PDF format) of your University transcript.

Step 20 | Detailed Instructions for Applications



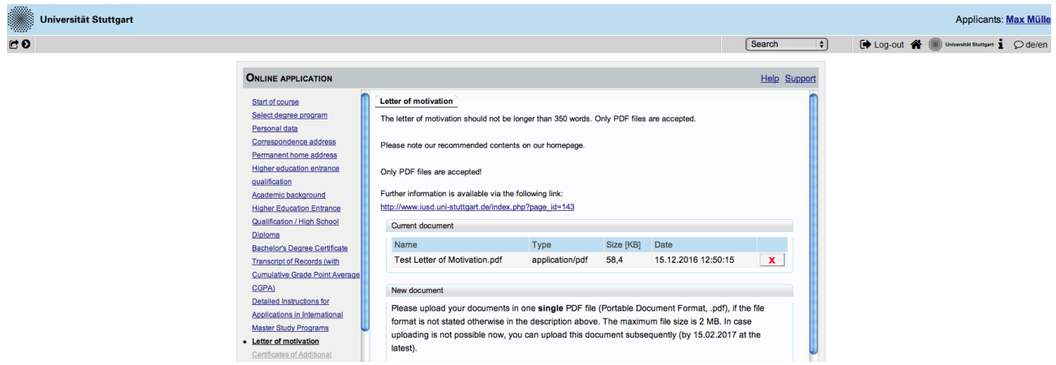
Please indicate here whether you are applying for IUSD double degree (EPOS) or single degree by copying the correcponding text into the text field.

Step 20 | Detailed Instructions for Applications - double degree EPOS



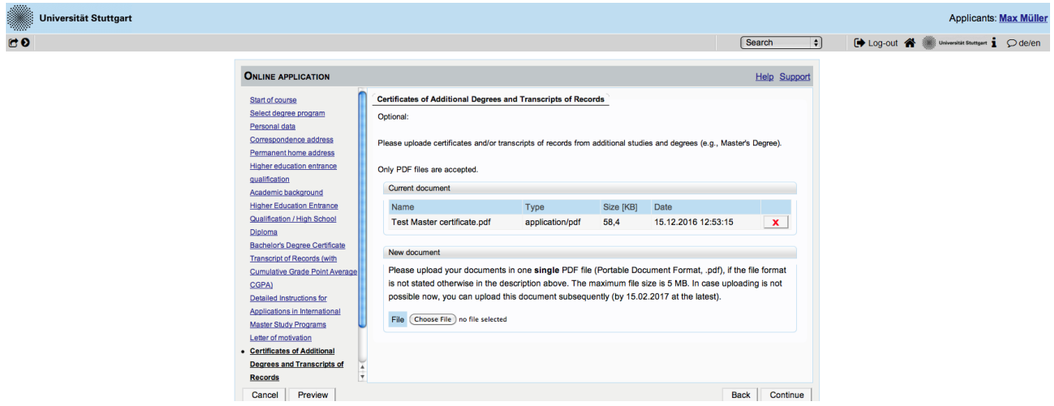
In case you want to apply for the EPOS double degree , please do not forget to apply through the online portal of the Ain Shams University and through e-mail epos@iusd.uni-stuttgart.de.

Step 21 | Letter of motivation



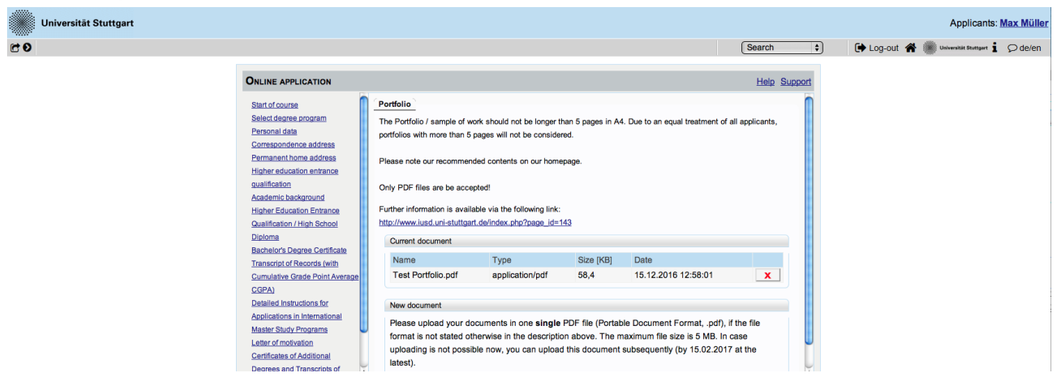
Please upload your letter of motivation according to application requirements: 350 words, max. 2MB, PDF format. Recommended contents are available on the IUSD homepage.

Step 22 | Additional certificates



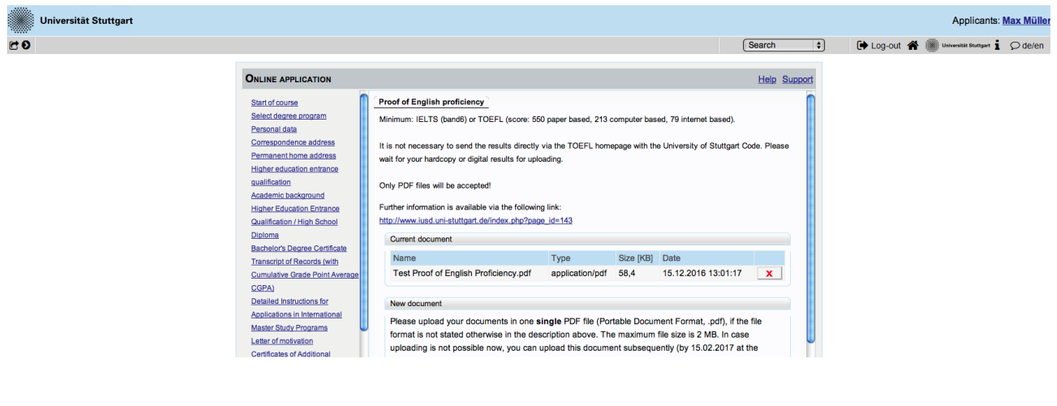
If you want to upload any additional certificates (i.e.master degree) you can do it at this point.

Step 23 | Portfolio



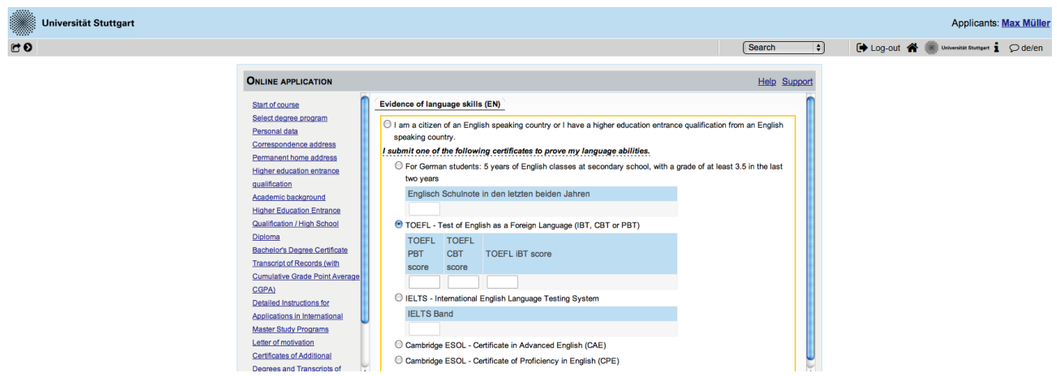
Please upload your portfolio or sample of work according to the application requirements: max. 5 pages (A4), max. size 5MB, PDF format. Recommended contents are available on the IUSD homepage.

Step 24 | Proof of English proficiency



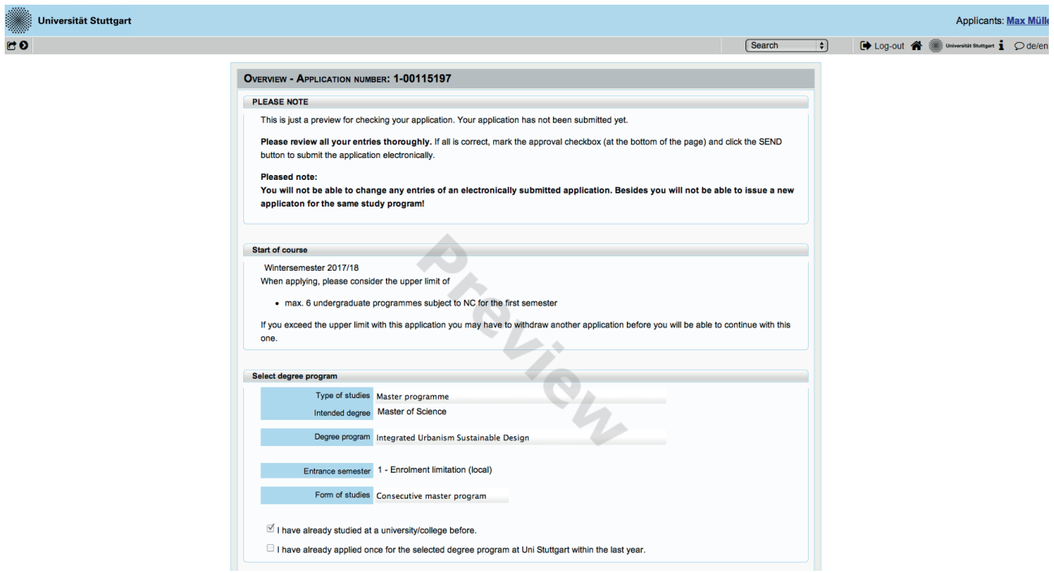
Please upload the certificate of your English proficiency as PDF document.
Minimum requirements are: IELTS (band6) or TOEFL (score: 550 paper based, 213 computer based, 79 internet based).

Step 25 | Evidence of language skills (EN)



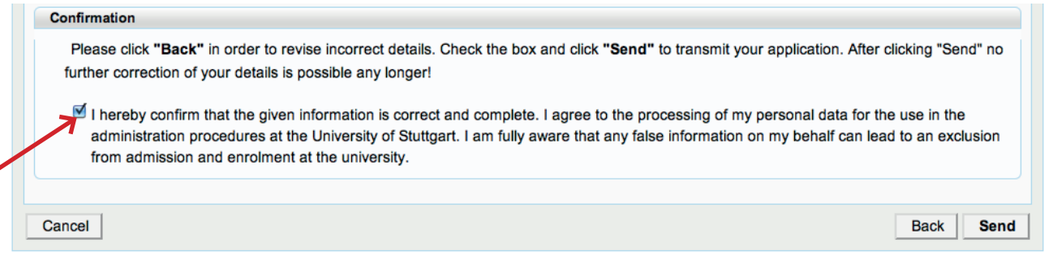
Please choose one of the following test forms that you will pass or already have passed.

Step 26 | Application overview



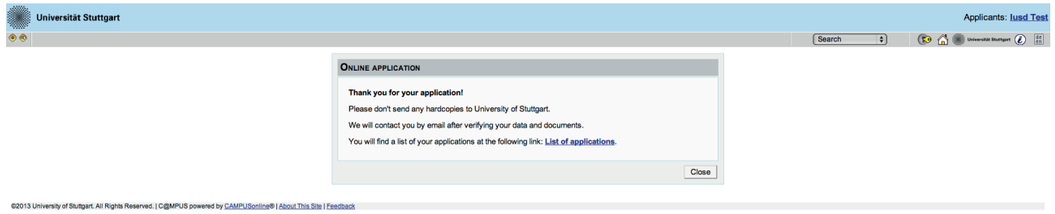
Now please review carefully your application.

Step 27 | Confirmation



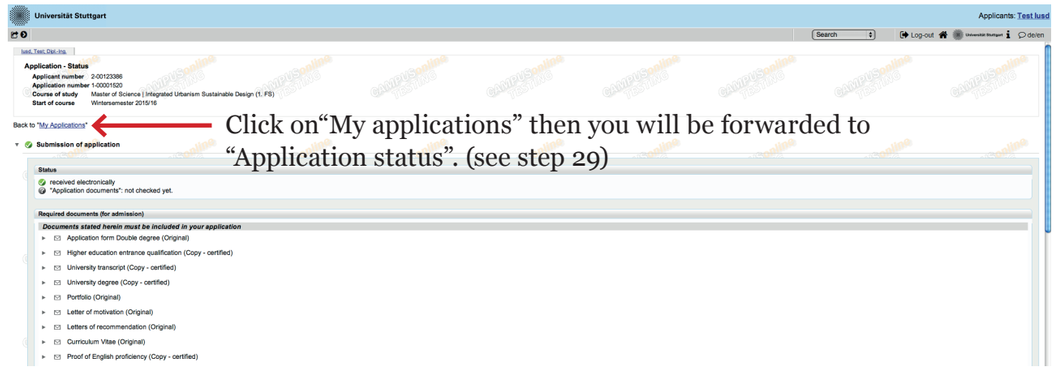
Choose *Back* if you want to correct some data. You will be redirected to the beginning, just click “continue” if you do not want to change your data. You have to upload all of your documents again, they will be deleted by choosing “back”. Don’t forget to tick the box with dotted frame. Read it carefully 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



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.

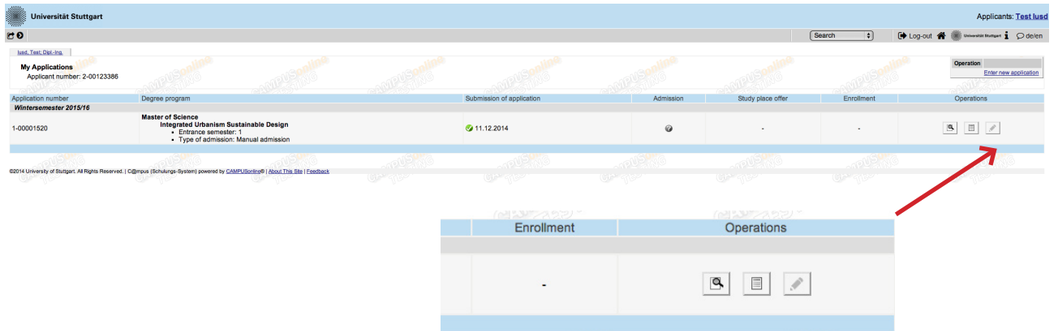
Step 29 | Checklist



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

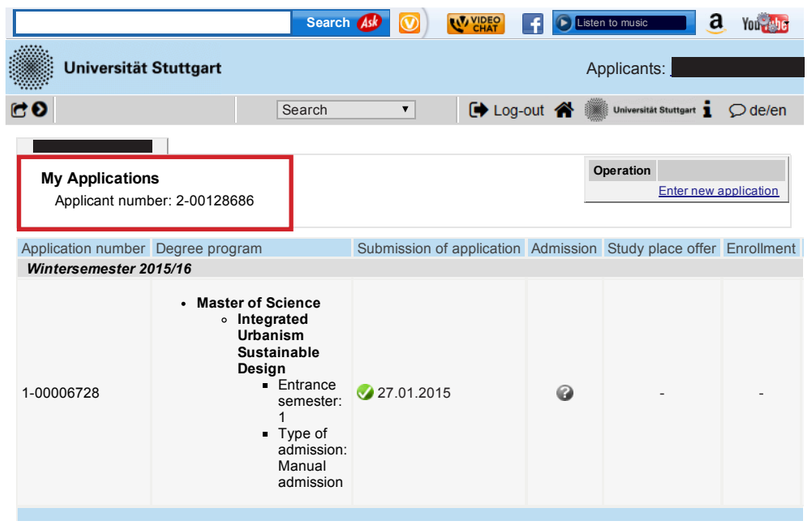
Here your upload checklist is available. In the Status column every document has to appear as received. In the upload column you can replace or add files till the 15.02.2018.

Step 31 | Application Status

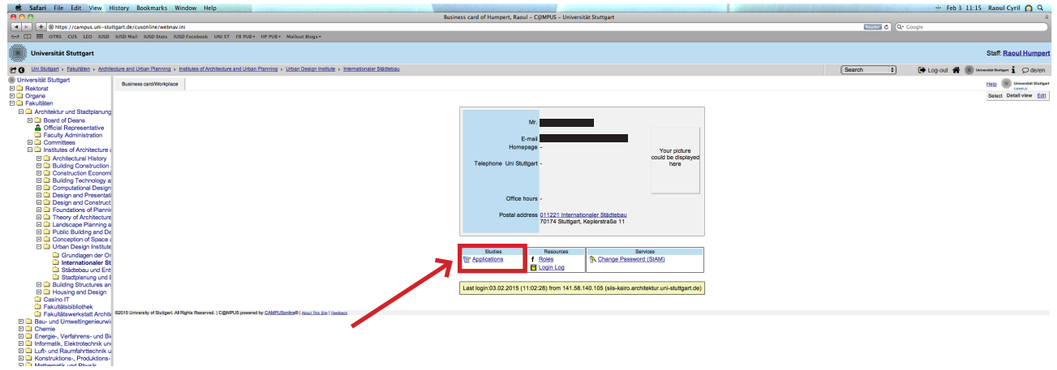


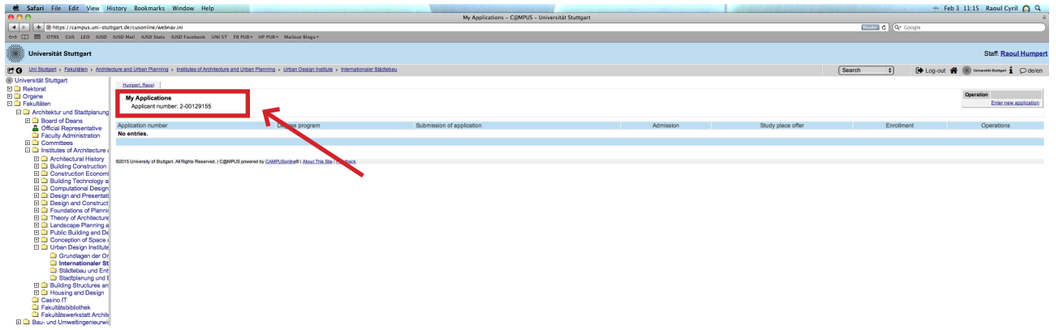
Here you see that your application has been sent but not yet processed.
<u>You will not receive any confirmation email</u> before all applicants have been processed and selected. Therefore keep checking your portal account.
At any time you can login with your username and passwort and check the status of your application by clicking on *Status* >

Step 31 |Application Number

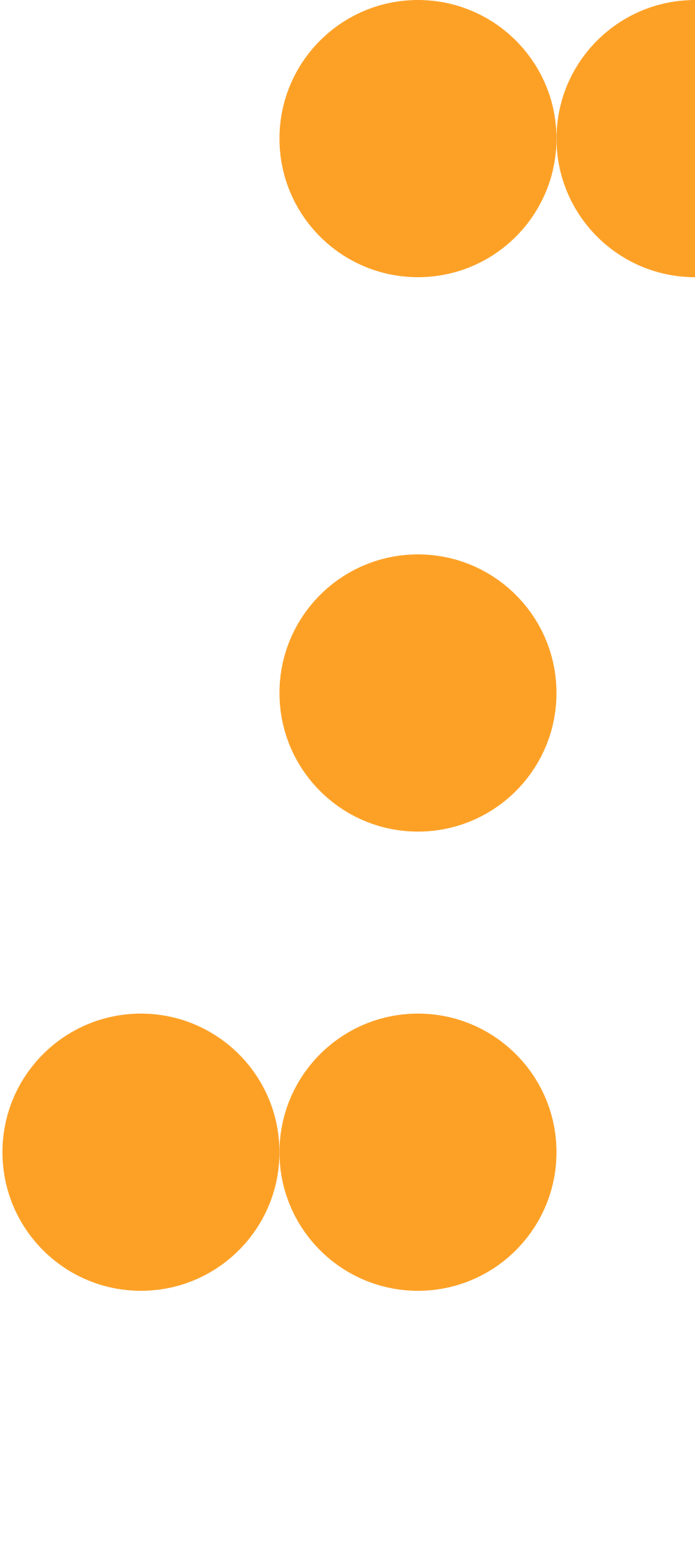


For the application process on the ASU Portal you need your applicant number from the University of Stuttgart. You can check it after completing your application at the C@mpus Portal.





Here you can check your applicant number.

We hope to see you soon in Stuttgart!!

Your IUSD Team