

MSc

*Integrated Urbanism  
& Sustainable Design  
(IUSD)*

***APPLICATION  
PORTAL  
MANUAL***

***WINTER TERM 2019/20***



**University of Stuttgart**  
Germany



# MANUAL

## TABLE OF CONTENTS

<b>General information</b>	<b>4</b>
<b>Registration</b>	<b>6</b>
Step 01 - Connect to the portal	6
Step 02 - Language setting	6
Step 03 - Registration access	7
Step 04/05- Account creation	7/8
Step 06 - Insert your data	8
Step 07/08 - Login	9
Step 09 - Change password	10
<b>Application</b>	<b>10</b>
Step 10 - Start of course	10
Step 11 - Select degree program	11
Step 12 - Personal data	11
Step 13 - Correspondance address	12
- Permanent home address	12
Step 14 - Higher education entrance qualification	13
Example Higher education entrance qualification	13
Step 15 - Academic background	14
Step 16 - Entrance qualification of Masters's degree	14
Upload/Replace	15
Step 17 - Bachelor degree certificate	15
Step 18 - Transcript of records with average grade	16
Step 19 - Statement about application: what kind of IUSD degree?	16
Step 20 - Letter of Motivation	17
Step 21 - Certificates of additional degrees	18
Step 22 - Portfolio	18
Step 23 - Evidence of language skills (EN)	19
Step 24 - Upload language proficiency	19
Step 25 - Application overview + confirmation	
Step 26 - Application completed	21
Step 27 - Checklist	21
Step 28 - Application status	22
Info - Application Number	22/23

# 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 Program! Herewith we share 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 2019/2020 you need to submit a full set of the required documents to the online application portal no later than 15 February 2019 (CET Central European Time +01:00). If you would like to apply for the EPOS scholarship, you would have to submit your **academic application at both universities through the online portals until October 31st** AND submit the **EPOS application and documents until October 31st** to the epos email address: epos@iusd.uni-stuttgart.de. 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 (applies only to EPOS applicants): 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 2019/2020, interviews will take place around november/december 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 (all applicants) , submission of hardcopy documents.

The final selection of up to 37 students will take place at the beginning of April 2019. You will be informed of the results as soon as the decision has been made. If you have been selected, you will be offered a place to study on the MSc 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 (in case you applied for).

## 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.

more: [http://www.iusd.uni-stuttgart.de/index.php?page\\_id=143](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.

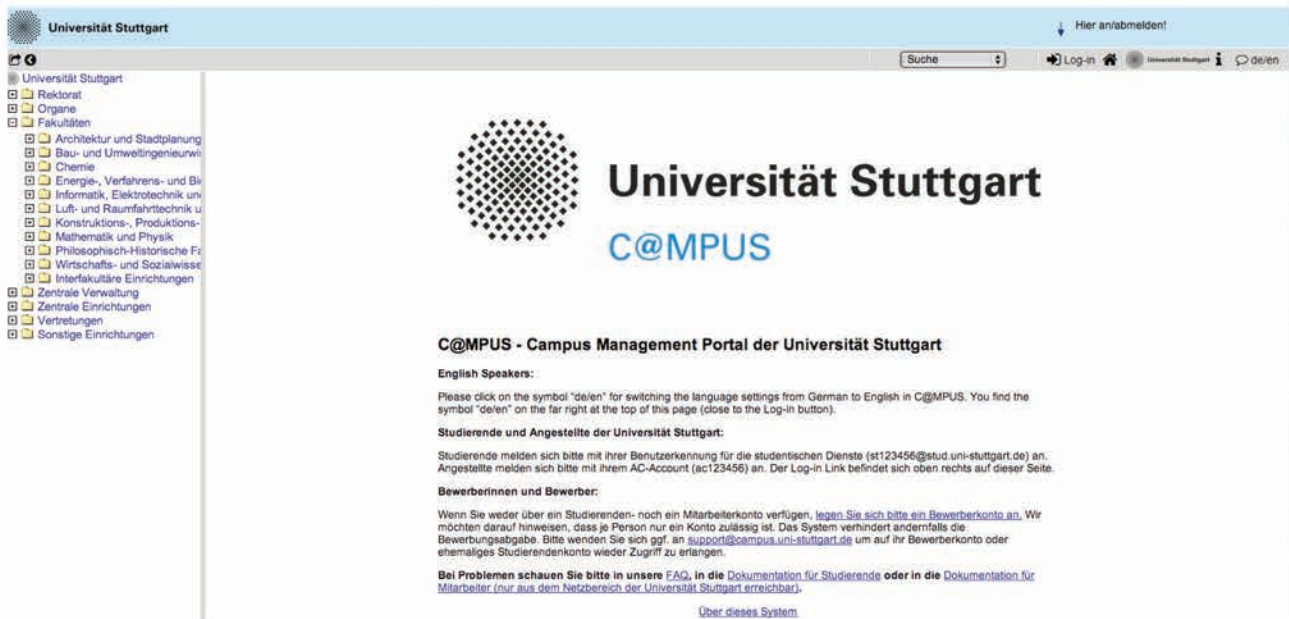
Last name	Test		
First name(s)	IUSD		
Date of birth	28011982	Format: DDMMYYYY	
Place of birth	Stuttgart		

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

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

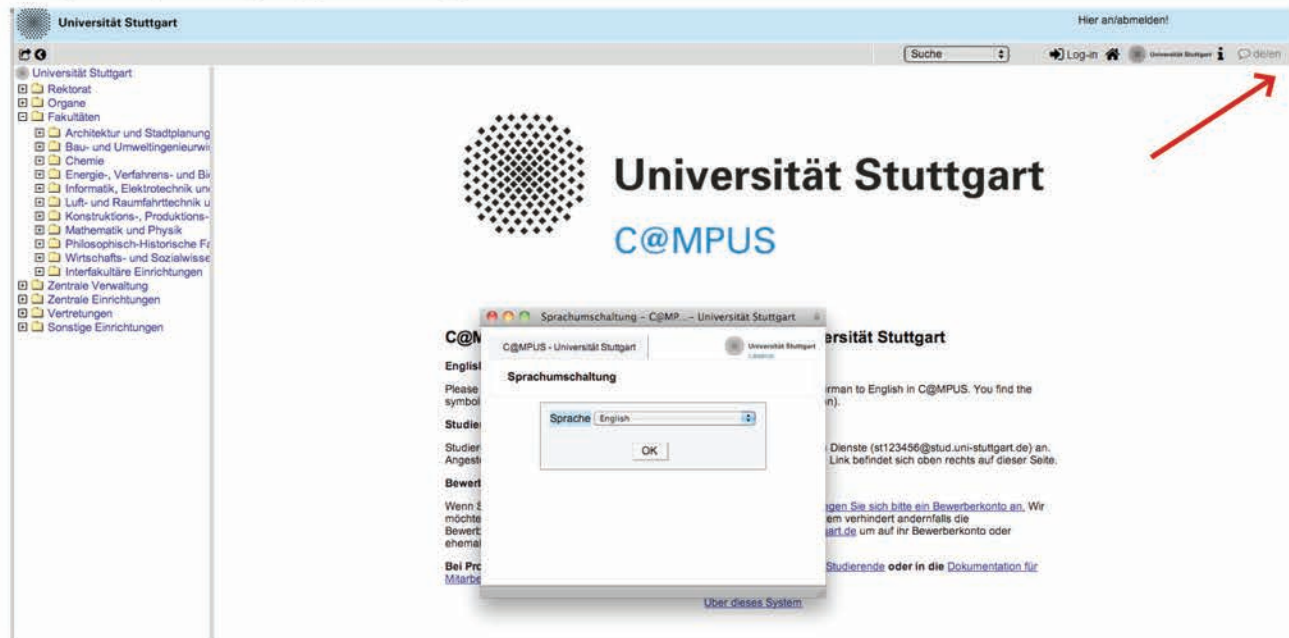
# REGISTRATION

## 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



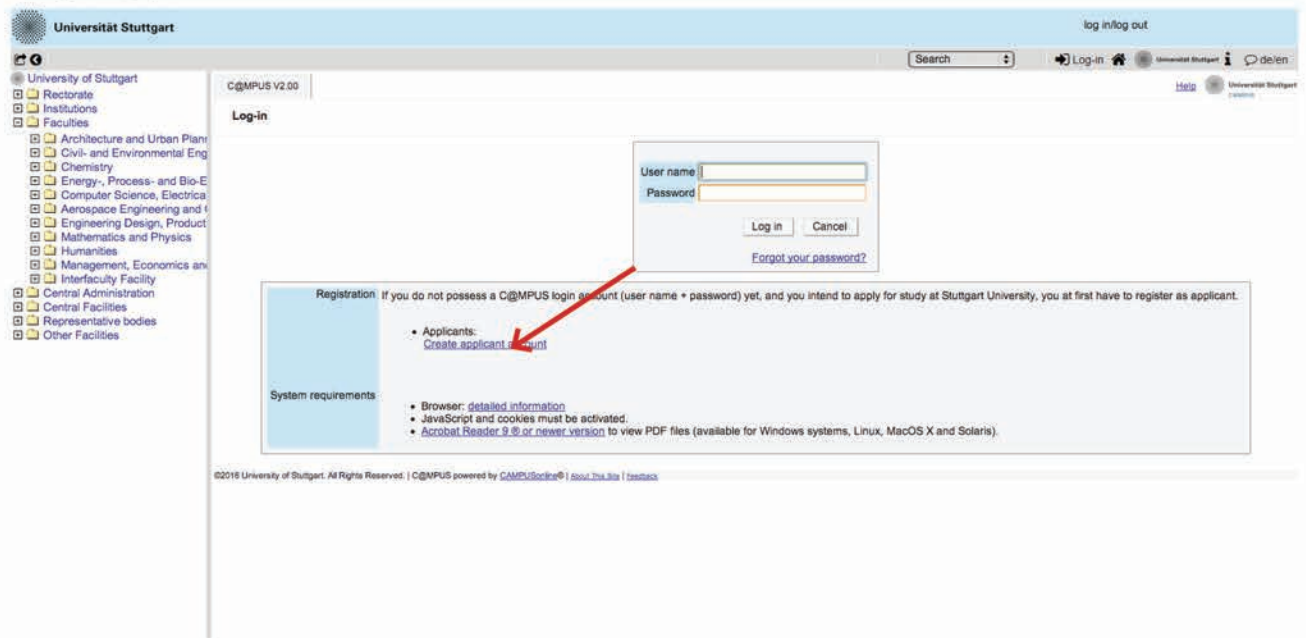
Once you access the portal, make sure the language is set on English, if you don't speak German. If you find German as default, please click on the squared button top right in the grey toolbar (*de/en*) and select the requested language (*Sprache*). There are more information if you're using the English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

University of Stuttgart

Search

Log-in

Universität Stuttgart

de/en

University of Stuttgart

Rectorate

Institutions

Faculties

Architecture and Urban Planning

Civil- and Environmental Engineering

Chemistry

Energy-, Process- and Bio-Engineering

Computer Science, Electrical Engineering

Aerospace Engineering and Engineering Design, Product Development

Mathematics and Physics

Humanities

Management, Economics and Business Administration

Interfaculty Facility

Central Administration

Central Facilities

Representative bodies

Other Facilities

Create a new applicant account

Personal data

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

Last name

First name(s)

Date of birth Please enter all your first names here. 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 Please select...

E-mail address

Repeat email

Preferred language English

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!

©2018 University of Stuttgart. All Rights Reserved. | C@MPUS powered by CAMPUSonline® | about this site | feedback

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

## Step 06 | Insert your data

Universität Stuttgart

log in/log out

Search

Log-in

Universität Stuttgart

de/en

University of Stuttgart

Rectorate

Institutions

Faculties

Architecture and Urban Planning

Civil- and Environmental Engineering

Chemistry

Energy-, Process- and Bio-Engineering

Computer Science, Electrical Engineering

Aerospace Engineering and Engineering Design, Product Development

Mathematics and Physics

Humanities

Management, Economics and Business Administration

Interfaculty Facility

Central Administration

Central Facilities

Representative bodies

Other Facilities

Create a new applicant account

Personal data

Mr./Mrs./Ms. Mr.

Last name Müller

First name(s) Max

Date of birth Please enter all your first names here. Format: DDMYYYY 15121986

Place of birth Please enter the city or town in which you were born. stuttgart

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

Nationality Please select... Germany

E-mail address iusd\_application@gmx.de

Repeat email iusd\_application@gmx.de

Preferred language English

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.

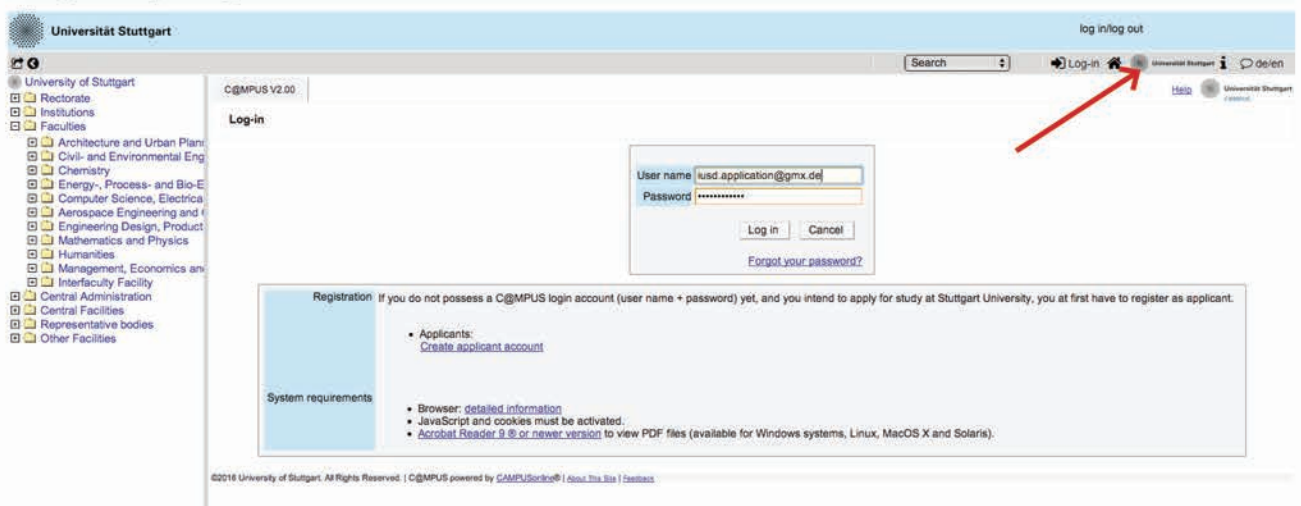
Remind to use capital letters for the first letter of names, places, etc. and to separate words with space, not with comma. Please write your name and first name(s) exactly as written in your passports. It is not possible to change it afterwards. Otherwise the system will not accept the data (see example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

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:

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

©2015 University of Stuttgart. All Rights Reserved. | CAMPUS powered by CAMPUSOnline® | About This Site | Feedback

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

Search Log-out Universität Stuttgart de/en

ONLINE APPLICATION

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:

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.

Please note that you can only file one application each for the first and for a higher subject-specific semester.

NOTE: In the winter semester 2017/18, the State of Baden-Württemberg has introduced a **tuition fee for international students from non-EU countries** (1.500 Euro/semester) as well as a tuition fee for a Second Degree (650 Euro/semester). During the registration process, you will be informed on the tuition fee/fee(s) obligatory for you, as well as on possible exception and exemption cases. Please, find more information here: <https://www.student.uni-stuttgart.de/studienorganisation/formalitaeten/gebuehren-und-beitraege/studiengebuehren/>

Cancel Preview Back Continue

This page shows you the start of the course you are applying for. Choose Winter Term 2019/20 and press on *Continue* to continue with your application.

## Step 11 | Select degree program

The screenshot shows the 'ONLINE APPLICATION' interface. On the left is a sidebar with a menu: 'Start of course', 'Select degree program' (highlighted), 'Personal data', 'Correspondence address', 'Permanent home address', 'Higher education entrance qualification', and 'Academic background'. The main content area is titled 'Select degree program'. It contains several dropdown menus: 'Type of studies' set to 'Master programme', 'Intended degree' set to 'Master of Science', 'Degree program' set to 'Integrated Urbanism Sustainable Design', and 'Form of studies' set to 'Consecutive master program'. Below these are two checkboxes: the first is checked and says 'I have already studied at a university/college before.', and the second is unchecked and says 'I have already applied once for the selected degree program at Uni Stuttgart within the last year.'.

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

The screenshot shows the 'ONLINE APPLICATION' interface with the 'Personal data' step selected. The sidebar menu is the same as in Step 11, with 'Personal data' highlighted. The main content area is titled 'Personal data' and contains a form with the following fields: 'Academic degree in front of the name' (dropdown), 'First name' (text box with 'Max'), 'Last name affix' (text box), 'Last name' (text box with 'Müller'), 'All first names' (text box with 'Max'), 'Academic degree after the name' (dropdown), 'Date of birth' (text box with '15.12.1986'), 'Gender' (dropdown with 'Male'), 'Place of birth' (text box with 'Stuttgart'), 'Country of birth' (dropdown with 'Please select...'), 'Maiden name' (text box), '1st nationality' (dropdown with 'Germany'), and '2nd nationality' (dropdown with 'Please select...').

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

## Step 13 | Correspondence address

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Max Müller'. The left sidebar contains a navigation menu with the following items: 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address' (highlighted with a red dot), 'Permanent home address', 'Higher education entrance qualification', and 'Academic background'. The main content area is titled 'Correspondence address' and contains a form for 'Correspondence address (semester address)'. The form fields are: 'c/o (if necessary)' (empty), 'Street and number' (Breidscheidstraße 2), 'Postal Code/City' (70174 Stuttgart), 'Country/State' (Germany), 'Region' (Baden-Württemberg), 'Telephone number' (123456789), and 'E-mail address' (iustd.application@gmx.de). Below the form is a checkbox labeled 'My correspondence address (during the semester) is identical with my permanent home address.' which is currently unchecked. A red arrow points to this checkbox.

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 13/1 | Permanent home address

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Max Müller'. The left sidebar contains a navigation menu with the following items: 'Start of course', 'Select degree program', 'Personal data', 'Correspondence address', 'Permanent home address' (highlighted with a red dot), 'Higher education entrance qualification', and 'Academic background'. The main content area is titled 'Permanent home address' and contains a form for 'Home address'. The form fields are: 'c/o (if necessary)' (empty), 'Street and number' (Keplerstraße 11), 'Postal Code/City' (70123 Stuttgart), 'Country/State' (Germany), and '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 14 | Higher education entrance qualification

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is 'Max Müller'. The current step is 'Higher education entrance qualification'. The form asks for the type of qualification, with options: 'I have a German higher education entrance qualification.', 'I have obtained a foreign higher education entrance qualification.', and 'Master craftspersons or persons with similar qualification are allowed to apply for every study program.'. Below this, there are fields for 'Name of certificate (original name)', 'Date of certificate', 'Average grade (GPA)', 'Total score', 'Name of school', and 'Location of school'. A red box highlights the 'I have obtained a foreign higher education entrance qualification.' option, with a callout box providing information about foreign qualifications.

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

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is 'Max Müller'. The current step is 'Higher education entrance qualification'. The form asks for the type of qualification, with options: 'I have a German higher education entrance qualification.', 'I have obtained a foreign higher education entrance qualification.', and 'Master craftspersons or persons with similar qualification are allowed to apply for every study program.'. Below this, there are fields for 'Name of certificate (original name)', 'Date of certificate', 'Average grade (GPA)', 'Total score', 'Name of school', and 'Location of school'. The example shows the 'I have a German higher education entrance qualification.' option selected, with the 'Type' dropdown set to 'Other form of eligibility to study [FHR]'. The 'Name of certificate (original name)' is 'Certificate', the 'Date of certificate' is '15.02.2013', the 'Average grade (GPA)' is '1', the 'Total score' is '900', and the 'Name of school' is 'School'.

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

## Step 15 | Academic background

### ONLINE APPLICATION

Help 8-2000

**Academic background**

University:  Degree programs:  No entries.

**Admin background**

Personal data (Mandatory)  
 Name:   
 Address:   
 City:   
 Country:   
 Date of birth:   
 Subject of application:   
 E-mail:   
 Telephone:

### Edit academic background

University/Subjects

Country of university:    
 University:    
 URL:    
 Degree:    
 Form of studies:    
 Major (1st subject):    
 original name of 1st subject of studies:    
 2nd subject:    
 original name of 2nd subject of studies:    
 3rd Subject:    
 original name of 3rd subject of studies:    
 Semester

from	to	total	Leaves of absence	Internship	Clinic (internship)	Interruptions	Type of break
WS2011/12	SS2015	4	Apr 13 to 20	Apr 13 to 20	Nov 5 to 20	Nov 5 to 20	(Please select...)

Status

Intermediate exam:   Final exam:    
 Grade:   Grade:    
 Date:   Date:    
 Format: DD.MM.YYYY

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

## Step 16 | Entrance qualification for Master's Programme

[Start of course](#)  
[Select degree](#) [enrichment](#)  
[Personal data](#)  
[Correspondence address](#)  
[Permanent home address](#)  
[Higher education entrance qualification](#)  
[Academic background](#)  
**entrance qualification for Master's programme**  
[Research/Cooperation Certificate](#)  
[Transcript of Records \(only English\)](#)  
[Certificate of Academic Standing \(only English\)](#)  
[Detailed instructions for applicants in international Master/Doctoral Programs](#)  
[List of languages](#)  
[Certificates of Academic Standing and Transcript of Records](#)  
[Portfolio](#)  
[Extension of program rules \(EPR\)](#)

You are asked to indicate your degree, garde and ECTS so far and the expected date graduating.

If you already have a grade you will be asked to upload your certificate.

## Upload/Replace

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Max Müller'. The left sidebar contains a list of application steps, with 'Higher Education Entrance Qualification / High School Diploma' selected. The main content area is titled 'Higher Education Entrance Qualification / High School Diploma' and instructs the user to upload their higher education entrance qualification. It shows a 'Current document' table with one entry: 'Test High School Diploma.pdf' (application/pdf, 58.4 KB, 15.12.2016 12:06:49). Below this, there is a 'New document' section with instructions to upload a single PDF file (maximum 1 MB) and a 'Choose file' button.

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 | Bachelor's degree certificate upload

The screenshot shows the 'ONLINE APPLICATION' interface for the University of Stuttgart. The user is logged in as 'Max Müller'. The left sidebar contains a list of application steps, with 'Bachelor's Degree Certificate' selected. The main content area is titled 'Bachelor's Degree Certificate' and instructs the user to upload their Bachelor's degree certificate. It shows a 'Current document' table with one entry: 'Test Transcript.pdf' (application/pdf, 58.4 KB, 15.12.2016 12:14:28). Below this, there is a 'New document' section with instructions to upload a single PDF file (maximum 2 MB) and a 'Choose file' button.

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

## Step 18 | University transcript (with average grade)

The screenshot shows the 'ONLINE APPLICATION' page for the University of Stuttgart. The left sidebar contains a list of application steps, with 'Transcript of Records (with Cumulative Grade Point Average CGPA)' selected. The main content area is titled 'Transcript of Records (with Cumulative Grade Point Average CGPA)' and includes instructions for uploading the transcript. It states that the transcript should be in a single PDF file and that if it is not in English, an official translation should be provided. A link to further information is provided: [http://www.iust.uni-stuttgart.de/index.php?page\\_id=143](http://www.iust.uni-stuttgart.de/index.php?page_id=143). Below the instructions, there is a table for 'Current document' with columns: Name, Type, Size (KB), Date, and a status icon. The table contains one entry: 'Test Transcript.pdf', 'application/pdf', '58.4', '15.12.2016 12:25:06', and a red 'X' icon. Below the table, there is a section for 'New document' with instructions to upload a single PDF file (maximum 5 MB) and a 'Choose File' button.

Name	Type	Size (KB)	Date	
Test Transcript.pdf	application/pdf	58.4	15.12.2016 12:25:06	X

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

## Step 19 | Detailed Instructions for Applications in International Master Study Programs

The screenshot shows the 'ONLINE APPLICATION' page for the University of Stuttgart. The left sidebar contains a list of application steps, with 'Detailed Instructions for Applications in International Master Study Programs' selected. The main content area is titled 'Detailed Instructions for Applications in International Master Study Programs' and includes instructions for applying for the IUSD double degree and the IUSD degree. It states that the applicant should declare in the text box below what they are applying for. The text box contains the following text: '1. IUSD double degree An Shams University/University Stuttgart'. Below the text box, there are instructions for the IUSD double degree, including a declaration of awareness, a statement of intent to apply in both universities at the same time, and a statement of intent to submit the EPOS application documents by email (PDF) to: [epos@iust.uni-stuttgart.de](mailto:epos@iust.uni-stuttgart.de) until oct 31st by the latest. Below the text box, there are instructions for the IUSD degree, including a declaration of awareness that in this case it is not possible to be funded by EPOS scholarship. At the bottom of the page, there are 'Cancel', 'Preview', 'Back', and 'Continue' buttons.

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

Please read carefully the information about the two different deadlines !

## Information about the EPOS funding option for the Double Degree:

Please read carefully on our website:

[http://www.iusd.uni-stuttgart.de/index.php?page\\_id=208](http://www.iusd.uni-stuttgart.de/index.php?page_id=208)

[http://www.iusd.uni-stuttgart.de/index.php?page\\_id=236](http://www.iusd.uni-stuttgart.de/index.php?page_id=236)

If you would like to apply for the EPOS scholarship:

check your eligibility first

in case of eligibility, you would have to submit

1. your academic application at **both universities** through the **online portals of both universities** at the same time **until October 31st 2018**

**AND**

2. submit the **EPOS application form** and **required documents until October 31st 2018** to the epos email address: [epos@iusd.uni-stuttgart.de](mailto:epos@iusd.uni-stuttgart.de).

Please check infos about EPOS application on our website:

([http://www.iusd.uni-stuttgart.de/index.php?page\\_id=208](http://www.iusd.uni-stuttgart.de/index.php?page_id=208))

## Step 20 | Letter of motivation

The screenshot shows the 'ONLINE APPLICATION' interface for Universität Stuttgart. The user is logged in as 'Max Müller'. The left sidebar lists various application steps, with 'Letter of motivation' selected. The main content area for 'Letter of motivation' includes instructions: 'The letter of motivation should not be longer than 350 words. Only PDF files are accepted.' and 'Please note our recommended contents on our homepage.' It also states 'Only PDF files are accepted!' and provides a link for further information: [http://www.iusd.uni-stuttgart.de/index.php?page\\_id=143](http://www.iusd.uni-stuttgart.de/index.php?page_id=143). Below this, there is a table for 'Current document' with one entry: 'Test Letter of Motivation.pdf' (application/pdf, 58.4 KB, 15.12.2016 12:50:15). A 'New document' section follows with instructions to upload a single PDF file (max 2 MB) by 15.02.2017 at the latest.

Name	Type	Size (KB)	Date
Test Letter of Motivation.pdf	application/pdf	58.4	15.12.2016 12:50:15

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 21 | Additional certificates

The screenshot shows the 'ONLINE APPLICATION' interface for Universität Stuttgart. The left sidebar contains a list of application steps, with 'Certificates of Additional Degrees and Transcripts of Records' selected. The main content area is titled 'Certificates of Additional Degrees and Transcripts of Records' and includes instructions for uploading documents. A table lists the current document: 'Test Master certificate.pdf' (application/pdf, 58.4 KB, 15.12.2016 12:53:15). Below the table, there is a 'New document' section with a 'Choose File' button and instructions for uploading a single PDF file (maximum 5 MB).

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

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

## Step 22 | Portfolio

The screenshot shows the 'ONLINE APPLICATION' interface for Universität Stuttgart. The left sidebar contains a list of application steps, with 'Portfolio' selected. The main content area is titled 'Portfolio' and includes instructions for uploading documents. A table lists the current document: 'Test Portfolio.pdf' (application/pdf, 58.4 KB, 15.12.2016 12:58:01). Below the table, there is a 'New document' section with a 'Choose File' button and instructions for uploading a single PDF file (maximum 5 MB).

Name	Type	Size (KB)	Date
Test Portfolio.pdf	application/pdf	58,4	15.12.2016 12:58:01

Please upload your portfolio or sample of work according to the application requirements: max. 6 pages (A4), max. size 5MB, PDF format. Recommended contents are available on the IUSD homepage.

## Step 23 | 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 (GPA))  
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  
Englisch Schulleiste in den letzten beiden Jahren

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

TOEFL PBT score	TOEFL CBT score	TOEFL iBT score

☐ IELTS - International English Language Testing System  
IELTS Band

☐ Cambridge ESOL - Certificate in Advanced English (CAE)

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

(by 15.02.2019 at the latest)

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

## Step 24 | Upload: language 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 (GPA))  
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](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

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 15.02.2019 at the latest)

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 | Application overview

Universität Stuttgart

Applicants: Max Müll

Search

Log-out

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.

**Please 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 25/1 | 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

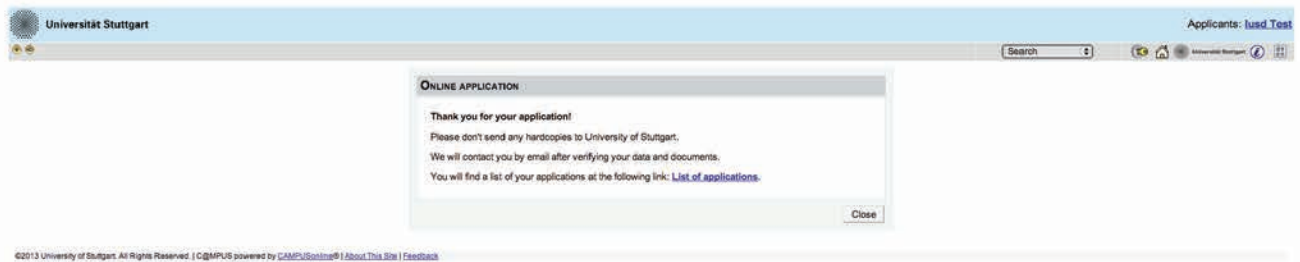
Choose *Back* if you want to correct some data. You will be redirected to the beginning, just click "continue" if you do not want to change your data. You have to upload all of your documents again, they will be deleted by choosing "back". Don't forget to tick the box with dotted frame. Read it carefully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

++++++PLEASE NOTE YOU CANNOT EDIT YOUR APPLICATION AFTER YOU SUBMITTED IT BY KLICKING "SEND"++++++

If you are really sure that everything is right and complete, click *Send* to submit your application until February 15th 2019.

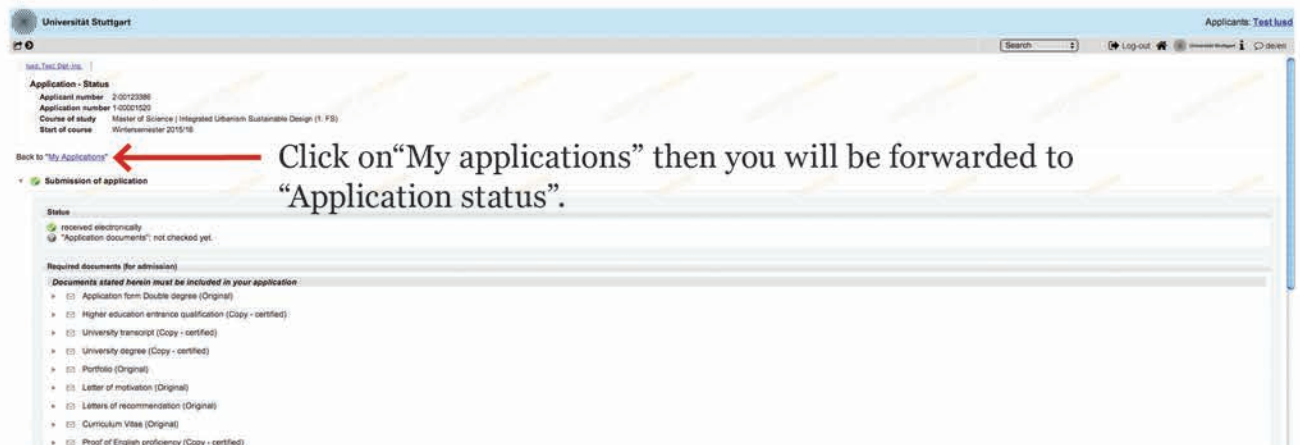
**For EPOS scholarship applicants, please check carefully deadlines for documents submission: October 31st 2018!**

## Step 26 | 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 27 | Checklist



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 15.02.2019.

## Step 28 ☐ Application Status

The screenshot shows the 'My Applications' section for applicant number 2-00123386. The application is for the 'Master of Science Integrated Urbanism Sustainable Design' program, submission date 11.12.2014. The status is 'Submitted'. A red arrow points to the 'Operations' tab in the application details.

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
1-00001520	Master of Science Integrated Urbanism Sustainable Design • Entrance semester: 1 • Type of admission: Manual admission	11.12.2014		-	-	Operations

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.**

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

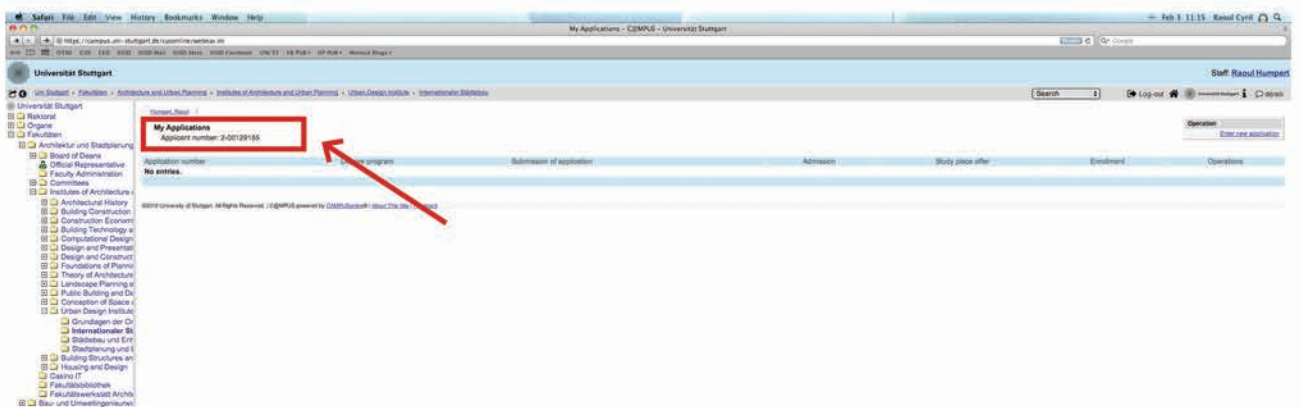
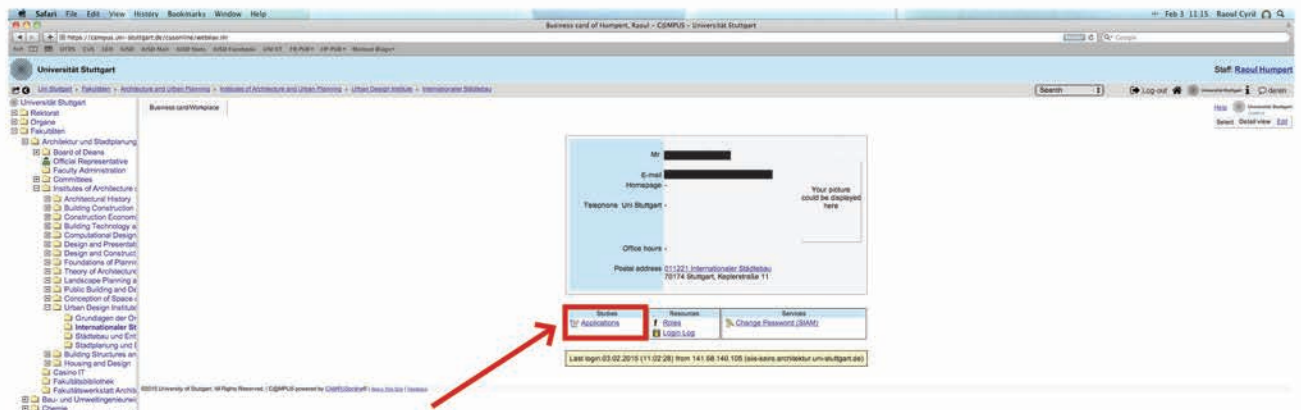


## Info: Application Number

The screenshot shows the 'My Applications' section for applicant number 2-00128686. The application is for the 'Master of Science Integrated Urbanism Sustainable Design' program, submission date 27.01.2015. The status is 'Submitted'. A red box highlights the 'My Applications' section.

Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment
1-00006728	Master of Science • Integrated Urbanism Sustainable Design • Entrance semester: 1 • Type of admission: Manual admission	27.01.2015		-	-

For the application process on the ASU Portal in case of double degree, 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***

