ITECH Master’s Programme
Application Manual

Winter Term 2021/2022
General Information

The ITECH Team is glad that you are going to apply for the ITECH Master’s programme.

Herewith a brief guide to the online application process.

How to apply?

**Step 1: Your online application**

In order to apply for admission to the Master's programme you need to submit a full set of the required documents to the online application portal not later than 15 February.

Please don’t send any hardcopies to us.
The application portal is only available during the application period from 15 December to 15 February.

**Step 2: Pre-selection and interviews by the ICD**

If you have passed the pre-selection stage, you will be interviewed by the selection committee.
This interview may be a face-to-face or a telephone / Skype interview.
For the intake in winter term interviews usually take place in March.
Please make sure your application documents contain an up-to-date telephone number and email address as we have to contact you in order to make an appointment for the interview.

3. **Step 3: Selection, submission of hardcopy documents**

The final selection will take place at the beginning of April.
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. ITECH.

**Technical requirements**

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
- webcam and skype account for interview

Now you can start your application by following the manual on the next pages.
1. Part: Register in C@mpus – The Management Portal of the Stuttgart University

Please follow the link https://campus.uni-stuttgart.de/cusonline/ee/ui/ca2/app/desktop/#/login?ctx=lang=en to access the C@MPUS portal.

Register here and create an account.

Welcome to C@MPUS, the Campus Management Portal of the University of Stuttgart
which provides continuous IT Support to the administrative processes involved in academic affairs and teaching.

**Students and Employees**
log in using your University of Stuttgart user account (ex. ac123456, st0987654).

**Applicants**
that do not already study or work at the University of Stuttgart will first need to register.
Former students who wish to reapply but no longer have an active user account should re-register and then follow the instructions provided in the confirmation email.

**Without registering**
you can access detailed information about the courses offered at the University of Stuttgart.

**Further information**
can be found in the documentation.

Please fill in your Master data, then confirm and submit the data.

Please be very precise with entering your data – it cannot be changed afterwards.

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 on!
You will receive an email in order to confirm your registration.

An email will be sent to mail@... shortly for activating your access to the system.

Confirm by clicking the link in the email you received.

Dear Victoria Baker,

You have registered in C@MPUS and provided the following information:

- First name: Victoria
- Last name: Baker
- Birthdate: 07.12.1990
- Address: mail@icd.uni-stuttgart.de

Please confirm your registration through the following link: https://campus.uni-stuttgart.de/canprelogin/checkstep2person.emailBesteartigt/gToken:EEPyPrIPVF6C/c3EtvjCQclid#5mgghc1jPbdusd7Qzuo1kAMzshpW3cKoFZVw5LQ

The confirmation link is valid until 14.12.2020 09:45.

During confirmation you will be asked to create a password for your C@MPUS account.

In the case that an account with the exact same registration information and email already exists in C@MPUS, you will be able to access the existing account through the confirmation link and can reset your password.

If you have not attempted to register with C@MPUS please ignore this email.

Best regards,

Your C@MPUS Support Team

Click continue.
Please change the password and continue to complete your registration.

Registration - basic user

User name: vozmidbu
Password: ********
Confirm new password:

Please choose the password according to the following criteria:
- **Required**
  - min 8, max 40 characters
  - at least 3 letters
  - at least 1 number
  - at least 1 special character (additional to numbers and letters) from $%&/()^_*;:,<=>?@[]\_`~
  - must not contain your first name, last name, username or day of birth

- **Recommendations**
  - Also parts of first or last names should not be used.
  - You should not use parts of words (more than 3 letters) which can be found in (English or German) dictionaries.

Please choose a strong password and keep it secret. To detect potential abuse, we always show your last login and, in case, failed logins.

Complete registration  Cancel

Please wait ...

Your account is currently being created.
Please add your correspondence address. This is the address you will be living during the semester.

2. Part: Enter your application

This is your “business card”.

To enter your application click on MY APPLICATIONS.
Enter a new application.

The ITECH programme only starts in the winter semester.

Please read the note regarding the tuition fees.
Choose this selection.

Fill in your Personal Data.
Add your Higher Education Entrance Qualification.

Enter your Academic Background.
A summary of your entries will be shown.
Continue with uploading your certificates.

Upload your Higher Education Entrance Qualification / High School Diploma.

Upload your Bachelor's Degree Certificate
Upload your Transcript of Records.

Download, fill out and upload the supplementary form.
Upload your latest CV.


Upload your Letter of Motivation.
Upload your Certificates of Additional Degrees and Transcript of Records (if you have it).

Upload your Portfolio – max. 10 pages (DinA 4 format, 10 single pages)!
Upload your Proof of English Language Proficiency.

Only students who passed the entirety of their undergraduate studies in Australia, Canada, Ireland, New Zealand or the US or the UK are exempt from this rule.

After clicking continue you will see the overview of your application.

Here you can see which documents are missing.

You can upload these documents anytime but BEFORE 15 FEBRUARY.

DON'T FORGET TO CLICK THE “SEND” BUTTON AT THE END OF THE OVERVIEW!
Overview - Application number: 1-00329002

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 2021/22
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
<table>
<thead>
<tr>
<th>Type of studies</th>
<th>Master programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intended degree</td>
<td>Master of Science</td>
</tr>
<tr>
<td>Degree program</td>
<td>Integrative Technologies and Architectural Design Research</td>
</tr>
<tr>
<td>Entrance semester</td>
<td>1 - Manual admission</td>
</tr>
<tr>
<td>Form of studies</td>
<td>Consecutive master program</td>
</tr>
</tbody>
</table>

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.

Personal data
Academic degree in front of the name
First name: Victoria
Last name after Surname: Baker
All first names: Victoria
Academic degree after the name
Date of birth: 07.12.1990
Gender: female
Place of birth: London
Country of birth: United Kingdom
Maiden name: Mengers
1st nationality: United Kingdom
2nd nationality:

Correspondence address
Correspondence address (semester address)
Mail delivery c/o
Street and number: Plattensaalstr. 45
Postal Code/City: 70559 Stuttgart
Country/State: Germany
Federal state: Baden-Württemberg
You have to click the send button to submit your application.
After sending you will see your application status.
Return to your “business card” view by clicking the house symbol in the menu.

To add missing documents click “my applications”.

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**Studies**
- My Applications
- Student Dossier
- Study/Home Address

**Services**
- Change Password

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**My Applications**

**Application number:** 2-00670573

**Degree program:** Master of Science

**Integrative Technologies and Architectural Design Research**

**Entry date:** 07.12.2020

**Admission:**
- Type of admission: manual admission

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**Operations**

[Actions]
Here you now can upload these documents.

END.