1. Log in: https://campus.uni-stuttgart.de/
2. If necessary: Open your business card

In case you do not see your list of applications, please click on your name in the top right corner to open your business card.
3. If necessary: Open your list of applications
4. Show status/detailed view of applications:
   → Click on the magnifying glass icon

<table>
<thead>
<tr>
<th>Application number</th>
<th>Degree program</th>
<th>Submission of application</th>
<th>Admission</th>
<th>Study place offer</th>
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<tr>
<td>1-00014407</td>
<td>Non-degree Program</td>
<td>05.06.2015</td>
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<td>‣ Entrance semester: 1</td>
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<tr>
<td>1-00015132</td>
<td>Bachelor of Science Mathematics</td>
<td>09.06.2015</td>
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<tr>
<td>1-00017966</td>
<td>Master of Arts English</td>
<td>15.06.2015</td>
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<tr>
<td>1-00018001</td>
<td>Bachelor of Science Real Estate Engineering and Management</td>
<td>15.06.2015</td>
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<td>‣ Entrance semester: 1</td>
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</tbody>
</table>
5. Download notification

Download notification here.
6. Accept offer

Unfold the sub-menu by clicking on the triangle.

You have the option to accept the study place you are offered. Please, note the following:
- If you are still waiting for the results of a selection procedure, we recommend you not to accept this study place yet. You should continue with the enrollment process only for the study program which you are about to study.

Accept offer
7. If necessary, choose form of study

Accept the study place offer

You have already accepted a study place or have a study programme. How do you want to proceed?

- I want to study for two degrees at the same time.
- I want to change the course of studies.

Please choose the study programme next...

- for which you want to pursue two degrees.
- from which you want to change.

Please select...
8. Add data → Residual Data Entry

Next steps

Thank you for accepting your study place offer. Please add/upload all missing data and documents in order to gain access to the Application for Enrollment. Then, you will have access to your Application for enrollment.

Add data

Once the University of Stuttgart receives your signed Application for Enrollment, your status will be updated.
Information

Add any missing data on the following pages required for successful enrolment onto your selected course of study.

All entries are optional. If you cannot provide all the required data and documents (at the moment), you can send them to us by mail or hand them in in person together with a hard copy of your request for enrolment not later than 30.09.2017. Download the request for enrolment after completing this application wizard.

If you cannot submit all the documents in time, please contact us by email at: studiensekretariat@uni-stuttgart.de.

Continue
10. Health Insurance details: Choose health insurance

As a student you are required to be insured. Please, read the Health insurance fact sheet carefully.

- I am insured through the German public health insurance system:
  - Group
    - Please select...
  - Public health insurance provider
    - Please select...
  - Insurance number
- I am exempt from compulsory health insurance or am otherwise insured, i.e. through a private health insurance provider.
- I do not know / I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies.
As a student you are required to be insured. Please, read the Health insurance fact sheet carefully.

- I am insured through the German public health insurance system:
  - **Group**
    - AOK - Allgemeine Ortskrankenkasse
  - **Public health insurance provider**
    - AOK Baden-Württemberg
  - **Insurance number**

- I am exempt from compulsory health insurance or am otherwise insured, i.e. through a private health insurance provider.
- I do not know. I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies.
10-B Health insurance: e.g. TK

As a student you are required to be insured. Please, read the Health insurance fact sheet carefully.

- I am insured through the German public health insurance system:
  - Group: EKK - Ersatzkrankenkasse
  - Public health insurance provider:
    - Techniker Krankenkasse
  - Insurance number

- I am exempt from compulsory health insurance or am otherwise insured, i.e. through a private health insurance provider.

- I do not know. I currently have a foreign social security, and will present the according documents, or exemption of compulsory insurance in Germany, latest by beginning of studies.
11. Evidence of student health insurance

Please upload your confirmation of health insurance or exemption certificate.

Current document:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size [KB]</th>
<th>Date</th>
</tr>
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<tbody>
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</tbody>
</table>

No document uploaded

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. If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 01.10.2017. You will find an overview of all required application documents at the end of your online application.

Upload here.
12. Upload photo

For the student identity card please upload a recent passport size photo with the following measurements: 45 x 35 mm. If you cannot submit the document right now, you can submit it in the self-service portal after completion of the wizard until 01.10.2017. You will find an overview of all required application documents at the end of your online application.

Please respect the following requirements for the upload:
- Picture size: min. 1024x135
- File size: max. 3000kB
- Aspect ratio approx. 3:4

Upload photo here.
12.1 Photo specifications

- You have to upload a current photo of yourself (student ID card).
- Size: ca. 45 x 35 mm
- Image size: min. 102 x 135 Pixel
- File size: max. 3 MB
  - If your file size is too big, you can compress it here: [https://tinypng.com](https://tinypng.com)
  - Please keep in mind that your picture should still be recognizable after compressing it.
13. Statement concerning examination entitlement

Have you ever lost your examination entitlement in a degree program in Germany?

Especially, did you finally failed an exam at a German university?

If no, please state no.

If yes, please state the module, the subject and the level of the degree program as well as the university.

You must enter:

NO (if you did not finally fail any exam at a German university)
-or-
The specific information on why you have lost the examination entitlement.
14. Print application for enrollment

Print (or download) application for enrollment here.
15. Information about semester fees

Information about tuition fees: amount and account data

Semester fee

Please pay the semester fee. For more information please follow the link:

Please note: You will be enrolled and receive your Student ID only if your enrollment documents are complete and the semester fee is paid!
(The deadline for paying the semester fee, as stated in the link, can differ from the enrollment deadline. The enrollment deadline in your Letter of Admission overrides the semester fee deadline!)
16. Required documents for enrollment

Submit all required documents
(required documents may vary, depending on your degree program)

• Original or certified copy or basic copy (as stated)
• Please note: A notification of de-registration is only needed if you have already studied at another university
• Please note: Health insurance and Photo have to be uploaded only!

The grey triangle opens a detailed view of the document. You will be able to upload it there.
17. Submit required documents

• Sign the application for enrollment

• Submit the signed **original** and the other required documents to the **Admissions Office**
  • via post (**no** email) to
    Admissions office
    Pfaffenwaldring 5c
    D-70569 Stuttgart
  • or personally (**during** office hours)
    For office hours see:
    [https://www.uni-stuttgart.de/en/study/application/admissions-office/](https://www.uni-stuttgart.de/en/study/application/admissions-office/)