# **ITECH** Master's Program Application Manual



# **General Information**

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

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 program 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.



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

University of Stuttgart C@MPUS
Registration - basic user / C@MPUS V2.00
Master data         Mr./Mrs./Ms.       Please select ▼         First name
Account data Email address preferred language German
Note With submitting your data, you confirm that you have read and accepted the data protection decla-ration of the University of Stuttgart: https://www.student.uni-stuttgart.de/studienorganisation/datenschutzerklaerung.

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.





Please change the password and continue to complete your registration.

C@MPUS V2.00	
Registration - basic user	
User name	v9zmlzbu
Password	
Confirm new password	
Please choose the password according to the following o • Required • min 8, max 40 characters • at least 3 letters	criteria:
<ul> <li>at least 1 number</li> <li>at least 1 special character (additional to num</li> <li>must not contain your first name, last name, u</li> </ul>	ubers and letters) from !#\$%&()*+,/:;<=>?@[\]^_{I}~ username or day of birth
Recommendations	
<ul> <li>Also parts of first or last names should not be</li> <li>You should not use parts of words (more than</li> </ul>	used. 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 you your last login and, in case, failed logins.
	Complete registration Cancel

C@MPUS V2.00
Registration - basic user
User name v9zmlzbu Password ********
Please wait

Your account is currently being created.

Please add your correspondence address. This is the address you will be living during the semester.

NLINE APPLICATION				Help Suppor
Start of course	Correspondence address	5		
<u>Select degree program</u> Personal data	Correspondence address (	semester address	\$)	
Correspondence address	Mail delivery c/o			
Higher education entrance qualification	Street and number	Pfaffenwaldring	45	
Academic background	Postal Code/City	70569	Stuttgart	
entrance qualification for Master's	Country/State	Germany	~	
<u>programme</u>	Region	Baden-Württen	nberg 🗸	
	Telephone number			
	E-mail address	mail@icd.uni-st	uttgart.de	
	Confirmed email address	mail@icd.uni-st	uttgart.de	
	My correspondence ad	dress (during th	e semester) is identical with my pe	rmanent home address
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Cancel Preview				Back Continue

### 2. Part: Enter your application

This is your "business card".

To enter your application, click on MY APPLICATIONS.

	Ms	Baker, Victor	ia		
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$\square$	Study/H	lome Address			

# Enter a new application.

Universität Stuttgart				User: <u>Vic</u>	tona Baker
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Victoria Baker					5
My Applications Applicant number: 2-				Operations Enter new	w application
82020 University of Stuttgart. All rights reserved.   C@MPUS powered by CAMPUScnine®   Documentation for students   Documentation for staff members   Privacy Notice   About This Site   Sunsort   Documentation					

# The ITECH programme only starts in the winter semester.

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 remester. Most International Master of Science programs only start in the winter semester.
	Start of course Wintersemester 2021/22 When applying, please consider the upper limit of
	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: The State of Baden-Württemberg charge tuition fee for international students from non-EU countries (1.500 Euro/semester) as well as tuition fee for a Second Degree (650 Euro/semester). Please, find more information here: https://www.student.uni-stuttgart.de/studienorganisation/formalitaeten/gebuehren-und-beitraege/studiengebuehren/
Cancel Preview	Back Continue

Please read the note regarding the tuition fees.

# Choose this selection.

Start of course	👔 Select degree program	
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ermanent home address ligher education entrance ualification	Degree program	Integrative Technologies and Architectural Design Research
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# Fill in your Personal Data.

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	1st nationality	United Kingdom	~		
	2nd nationality	Please select	~		
Cancel Preview				Back	Continue

Add your Higher Education Entrance Qualification.

ONLINE APPLICATION			<u>Help</u>	<u>Support</u>
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	Date of certificate	15.04.2010		
	Average grade (GPA) Name of school	Name of High School 1 to 100 characters		
	Location of school Country of school	London 1 to 100 characters United Kingdom		
	Region	Please select		
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# Enter your Academic Background.

ONLINE APPLICATION				Help	<u>support</u>
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A summary of your entries will be shown.

ONLINE APPLICATION		Help Support
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Cancel Preview		Back Continue

Continue with uploading your certificates.

Upload your Higher Education Entrance Qualification / High School Diploma.



### Upload your Bachelor's Degree Certificate

ONLINE APPLICATION					<u>Help</u> Su	<u>pport</u>
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qualification						
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Higher Education Entrance						
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# Upload your Transcript of Records.

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# Download, fill out and upload the supplementary form.

ONLINE APPLICATION					Help Supp
Personal data	Supplementary Form				
Correspondence address         Higher education entrance         qualification         Academic background         entrance qualification for Master's         programme         Higher Education Entrance	Please upload the filled out stuttgart.de/public/ITECH/IT (Hint: If left click on the link Further information is availa https://www.icd.uni-stuttgar	ITECH Questionaire as <u>FECH_Application_Doc.p</u> does not work, use right able via the following link <u>t.de/public/ITECH/How-to</u>	pdf-file: <u>https://www.icd.uni</u> oldf click and "open in new tab : <u>p-apply_Manual_ITECH.pd</u>	- /window" to download the o	excel file.)
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Cumulative Grade Point Average CGPA)	New document				
Supplementary Form Curriculum Vitae Letter of motivation Certificates of Additional Degrees and Transcripts of Records Portfolio Proof of English Language	Please upload your de not stated otherwise in document right now, y all required document File Datei auswähler	ocuments in one <b>singl</b> n the description above you can upload it in the is at the end in C@MP n Keine aurgewählt	e PDF file (Portable Doo e. The maximum file size e self-service portal until US.	ument Format, .pdf), if t e is 2 MB. If you cannot : 15.02.2021. You will find	he file format is submit the I an overview of
Proficiency Cancel Preview		N			Back Continu

# Upload your latest CV.

ONLINE APPLICATION					Help Supp
Personal data	Curriculum Vitae				
Correspondence address	Please unload your latest	CV			
Higher education entrance	r lease apload your latest	01.			
qualification	Further information is ava	ilable via the following link:			
Academic background	http://europass.cedefop.e	uropa.eu/en/documents/cu	rriculum-vitae/templates-in	structions	
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and Transcripts of Records					
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# http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions

# Upload your Letter of Motivation.

ONLINE APPLICATION				Help	<u>Suppo</u>
Personal data Correspondence address Higher education entrance	Letter of motivation Please upload your letter of r	notivation.			
gualification	Current document				
Academic background	File name	Туре	File Size	Date	
entrance qualification for Master's programme	No document upload	led			
Qualification / High School       I         Diploma       I         Bachelor's Degree Certificate       I         Transcript of Records (with       I         Cumulative Grade Point Average       I         CGPA)       I         Supplementary Form       I         Curriculum Vitae       I         Letter of motivation       I         Certificates of Additional Degrees       I         and Transcripts of Records       I         Detelie       I	New document Please upload your doo not stated otherwise in document right now, yo all required documents File Datei auswählen	cuments in one <b>single</b> the description above u can upload it in the at the end in C@MPU Keine argewählt	PDF file (Portable Docu . The maximum file size self-service portal until 1 JS.	iment Format, .pdf), if the file forma is 2 MB. If you cannot submit the 5.02.2021. You will find an overvie	at is w of
Proof of English Language Proficiency  Cancel Preview				Back	Continue

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

ONLINE APPLICATION					Help Suppor
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Qualification / High School         Diploma         Bachelor's Degree Certificate         Transcript of Records (with         Cumulative Grade Point Average         CGPA)         Supplementary Form         Curriculum Vitae         Letter of motivation	New document Please upload your not stated otherwise document is optiona portal until 15.02.200 File Datei auswähl	documents in one <b>single</b> in the description above I. If you cannot submit th 21. You will find an overv en Keine ar sgewählt	PDF file (Portable Doc 2. The maximum file size ne document right now, y view of all required document riew of all requirew of all required document riew of all requirew	ument Format, .pdf), if is 5 MB. The submiss rou can upload it in the ments at the end in C@	the file format is ion of this self-service ĝMPUS.
Certificates of Additional     Degrees and Transcripts of     Records     Portfolio     Proof of English Language     Cancel     Preview		$\searrow$			Back Continue

Upload your Portfolio - max. 10 pages (DinA 4 format, 10 single pages)!

ONLINE AFFLICATION					Help Suppo
Personal data	Portfolio				
Correspondence address	Please upload your selece	d works (max. 10 pages).			
qualification	Current document				
Academic background	File name	Туре	File Size	Date	
entrance qualification for Master's programme	No document uplo	aded			
Higher Education Entrance Qualification / High School Diploma Bachelor's Degree Certificate Transcript of Records (with Cumulative Grade Point Average CGPA)	New document Please upload your d not stated otherwise document right now, all required documen File Datei auswähle	locuments in one <b>single</b> in the description above you can upload it in the ts at the end in C@MPI m Keipe ac gewählt	PDF file (Portable Docu The maximum file size self-service portal until 1 JS.	ument Format, .pdf), if is 10 MB. If you cann 5.02.2021. You will fir	the file format is ot submit the and an overview of
Supplementary Form Curriculum Vitae Letter of motivation		TS			
Supplementary Form Curriculum Vitae Letter of motivation Certificates of Additional Degrees and Transcripts of Records Portfolio Proof of English Language Proficiency.		5			

Upload your Proof of English Language Proficiency.

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

ONLINE APPLICATION						<u>Help</u>	<u>Support</u>
Personal data	Proof of English	Proof of English Language Proficiency				<b>^</b>	
Correspondence address	Please upload her	Please upload here your proof of English language proficiency as a PDF.					
Higher education entrance		, , , ,		,			
qualification	We accept the foll	owing certifications:					
Academic background	- TOEFL ibt Score	DEFL ibt Score > 80					
entrance qualification for Master's	- TOEFL cbt Score	e > 213					
programme	- TOEFL pbt Score	e > 550					
Higher Education Entrance	- IELTS Band Sco	re > 6.0					
Qualification / High School	- CAE – Cambridg	e Advanced Certific	ate in English				
<u>Diploma</u>	- CPE – Cambridg	e Proficiency Certifi	cate in English	ı			
Bachelor's Degree Certificate							
Transcript of Records (with	It is not necessary	to send the results	directly via the	TOEFL homepage with	the University of Stuttgart C	ode.	
Cumulative Grade Point Average							
<u>CGPA)</u>	Only students who	passed the entirety	of their unde	rgraduate studies in Austi	ralia, Canada, Ireland, New	Zealand, the US	or
Supplementary Form	the UK are exemp	t from this rule.					
Curriculum Vitae							
Letter of motivation	Please upload yo	ur Proof of Englis	n Language S	kills in one single PDF	file.		
Certificates of Additional Degrees	Ourrent document						
and Transcripts of Records	Current docum	ent					
Portfolio	File name		Туре	File Size	Date		
Proof of English Language	No docume	nt uploaded					
Proficiency v							•
Cancel Preview						Back Co	ontinue

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.

#### 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 applicaton for the same study program!

#### Start of course

Select degree program

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.

#### Type of studies Master programme Intended degree Master of Science

Degree program Integrative Technologies and Architectural Design Research

Entrance semester 1 - Manual admission

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.

sonal data	
Academic degree in front of the	aname
First	t name Victoria
Last nam	ne affix
Su	Imame Baker
All first	names Victoria
Academic degree after the	e name
Date	of birth 07.12.1990
G	Gender female
Place	of birth London
Country	of birth United Kingdom
Maiden	name Menges
1st nati	ionality United Kingdom
2nd nati	ionality
rrespondence address	
Correspondence address (see	montar address)
Correspondence address (ser	mester address)
Mail delivery c/o	
Street and number Pf	affenwaldring 45
Postal Code/City 70	0569 Stuttgart
Country/State Ge	ermany
	,
fodoral state Ba	vden Wörttenberg

Curriculum Vitae			
No document uploaded			
Letter of motivation			
No document uploaded			
Certificates of Additional Degrees and Tran	scripts of Records		
No document uploaded			
Portfolio			
No document uploaded			
Proof of English Language Proficiency			
No document uploaded			
Confirmation			
Please click <b>"Back"</b> in order to revise i correction of your details is possible any	ncorrect details. Check the box ' longer!	and click "Send" to transmit yo	ur date. After clicking "Send" no further
I hereby confirm that the given infor exclusion from admission and enrol I confirm that I have read and accep stuttgart.de/studienorganisation/dat	mation is correct and complete iment at the university. ot the data privacy policy for stu enschutzerklaerung/]	. I am fully aware that any false i Idying at Universität Stuttgart [w	information on my behalf can lead to an ww.student.uni-
			$\sim$

You have to click the send button to submit your application.

NLINE APPLICATION	
Thank you for your application!	
We will contact you via e-mail after verifying your data and documents.	
List of applications	Continue

After sending you will see your application status.

Baker, Victoria	
Application - Status	
Applicant number 2-00570573	
Application number 1-00329002 Course of study Master of Science Lintegrative Technologies and Architectural Design Research (1, ES)	
Start of course Wintersemester 2021/22	
Rack to "My Applications"	
back to <u>my Applications</u>	
🔻 🤪 Submission of application	
Cautio	
Status	
v received electronically	
"Application documents": not checked yet.	
Required documents (for admission)	
Documents stated herein must be included in your application	
Bigher Education Entrance Qualification / High School Diploma	
Bachelor's Degree Certificate	
Transcript of Records (with Cumulative Grade Point Average CGPA)	
Supplementary Form	
Surriculum Vitae	
▶ 🐼 Letter of motivation	
Portfolio	
Proof of English Language Proficiency	
Documents stated herein may be included in your application	
Certificates of Additional Degrees and Transcripts of Records	

#### 🔻 🍘 Admission

Details of the admission procedure	
Course of study	Master of Science
	Integrative recinitionages and Architectural Design Research     Entrance senseter 1
	Type of admission: Manual admission
Status	"Formal entry requirements": not checked yet.
	Pacademic entry requirements": not checked yet.
	"Admission": not performed yet
Details	
Results of admission procedure	
There is no overall decision yet.	
tudy place offer	

You can accept or decline a study place only after you have received your admission.

Enrollment

At the moment no information is available regarding the enrolment for the study programme at the University of Stuttgart.

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	Ms	Baker, Victori	а		
	Email Homepage	<u>mail@icd.uni-stuttgart.de</u> -			Your picture could be displayed here
		tudies		_	Services
In	My App	lications	8	C	hange Password
4	Student	Dossier			
	3 <u>Study/H</u>	lome Address			

Baker, Victoria My Applications Applicant number	: 2-00570573				Q	perations Enter new application
Application number	Degree program	Submission of application	Admission	Study place offer	Enrollment	Operations
1-00329002	Master of Science Integrative Technologies and Architectural Design Research Entrance semester: 1 Type of admission: Manual admission	<b>@</b> 07.12.2020	Ø			6 8 /
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Here you now can upload these documents.

Require	d documents (for adm	lission)
Docum	nents stated herein	must be included in your application
r 🔇	Higher Education	Entrance Qualification / High School Diploma
v 🔕	Bachelor's Degree	Certificate
	Information	This requirement only applies if you have already completed a degree program and received your certificate.
		Please upload your Bachelor's degree certificate.
		In case you have another unclease degree (e.g., Master or Diploma), or in case you have more than one university degree, please upload the degree certificate of the study which serves as entrance qualification for the Master's program you are applying for currently.
		You can upload certificates of additional studies and degrees on one of the following pages "Certificates of Additional Degrees and Transcripts of Records".
	Document templates	anot available
	Submit electronically	ab Uplead document
		You can upload or edit the document until 15.02.2021.
	Current document	Download document
	Status	😮 not provided
. 🔇	Transcript of Reco	rds (with Cumulative Grade Point Average CGPA)
• 🔕	Supplementary Fo	rn .
• 🔕	Curriculum Vitae	
• 🔕	Letter of motivation	n
• 🔕	Portfolio	
• 🔕	Proof of English La	anguage Proficiency
Docum	nents stated herein	may be included in your application

END.