



COMMAS M.Sc. study program

Guideline for online application to COMMAS program

Introduction

Application to the COMMAS program is performed electronically via the C@MPUS portal – https://campus.uni-stuttgart.de/. Electronic copies of all the required documents need to be uploaded to the portal during the application process. Please do not sent us any documents via email or by post. Also note that the langauge score reports only have to be uploaded to the portal by yourself (neither by ETS nor by IELTS test center) unless it is explicitly asked. Till the application deadline, we try to check the applications and inform the applicant if any document is missing. Therefore, please check your C@MPUS account regularly in order to be informed about the status of your application and update your application till deadline.

After the deadline we start with evaluating the applications. This is usually done by the COMMAS Admission Board and University Administration. The final decisions are usually made till May (the date is prone to change) and all the applicants are informed via C@MPUS portal about the admissions/rejections. In case of the admission, applicants can download the Admission Letter from the C@MPUS portal.

FAQ

For further questions, please have a look at our FAQ on the Commas website: https://www.commas.uni-stuttgart.de/fag/

If you experience any difficulties with the C@MPUS system while you proceed with your application steps, please read the offical C@MPUS FAQ first: https://www.uni-stuttgart.de/en/study/application/online/faq/

All required documents are listed on the next slide

Required documents

You will need the following documents for your application:

- Official transcripts (1 for each undergraduate and graduate institution attended)
- Certified university degree certificate (if studies are completed, otherwise provisional degree certificate or a statement from the university with the expected graduation date.)
- Letter of motivation (no longer than 1-2 pages)
- · Official or certified high-school certificate
- Official or certified university entrance examination (if applicable)
- CV (Curriculum Vitae)
- Two recommendation letters (either from university or industry)
- Country specific requirements (only for applicants from China, Iran, Mongolian People's Republic and Vietnam)
- Official score reports of English proficiency tests (TOEFL or IELTS)

Documents issued in any language other than German or English must be officially translated by an accredited translator into German or English. Please upload the certified copy as well as the original. You can find more details about these documents on the corresponding slide of this manual.

In case uploading is not possible now, you can upload the documents subsequently (by 15.02. at the latest).

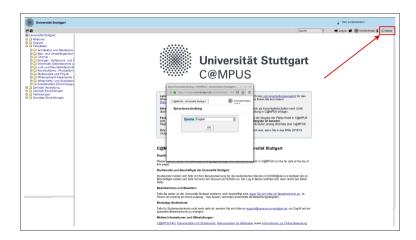
Access the Portal

 To create an account and sent us an application, you need to access the C@MPUS portal by the following link: https://campus.unistuttgart.de.



Language Setting

 Note that C@MPUS portal by default will be loaded in German. The language can also be changed to English by clicking on pde/en on the upper right corner right next to "Log-in".



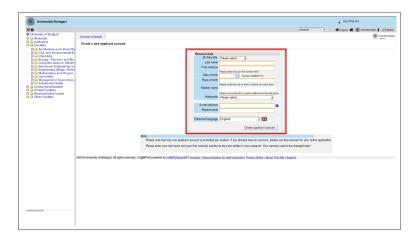
Registration Access

 To create an applicant account, follow the link in the section 'Applicants for study programs'



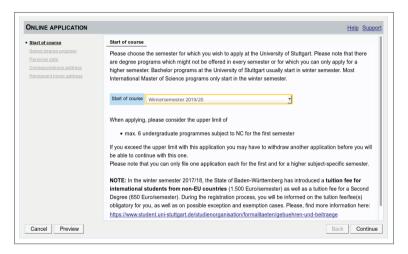
Create a New Applicant Account

- Fill in required details in order to create an account
- 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!
- After completing this section, you will receive an email containing further information to log in to the C@MPUS portal.



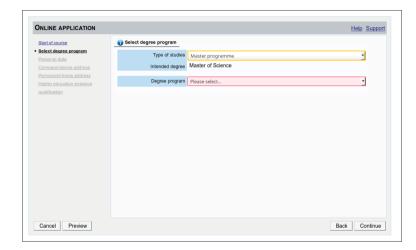
Start of Course

- In this window, the starting year of the applied program is displayed.
- Select Wintersemester 2020/21 (winter term 2020/21) and click Continue to go on with your application.



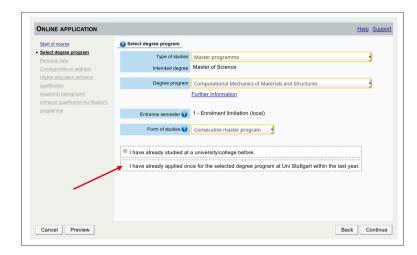
Select Degree Program (1/2)

- Please select Type of studies
 → Master programme as well
 as
- Degree program →
 Computational Mechanics of
 Materials and Structures



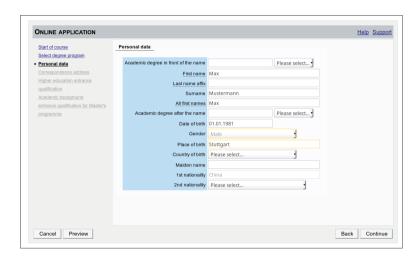
Select Degree Program (2/2)

- Explanations for different forms of studies can be found by clicking on symbol next to the corresponding section.
- If you have already applied for our Master progam before, please select the box accordingly.



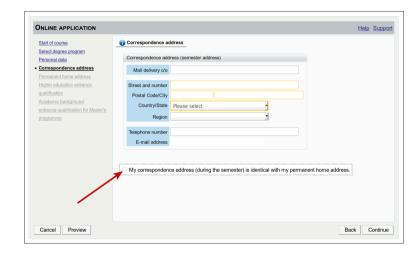
Personal Data

- Please check again your personal data.
- Here you can only choose your academic titles to appear before or after your name
- For example, Bachelor's titles always appear after the name.



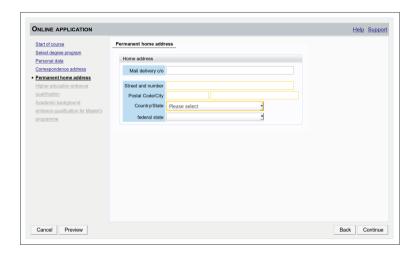
Correspondence Address

- Please keep your correspondence address always up ot date. The University will contact you during your study period according to this address.
- During application, you need to enter a valid postal address you have at the moment of your application. This can be changed later on.
- In case your correspondence address is the same as your home address, please tick this option.



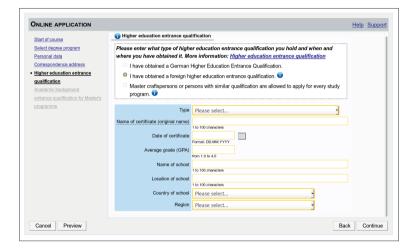
Permanent Home Address

 This step will only appear if your home address is not identical with your correspondence address



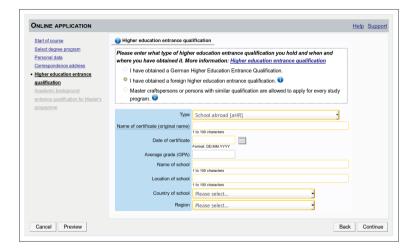
Higher Education Entrance Qualification (1/2)

- A foreign higher education entrance qualification is the formal term for your "school leaving certificate" as for example a high school degree. In Germany, this is your "Abitur".
- Generally, all the requirements that students have to fulfil in their home country in order to be admitted to study an academic subject at a university also applies in Germany.



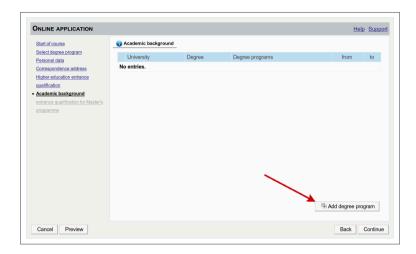
Higher Education Entrance Qualification (2/2)

- In case you have a foreign higher education entrance qualification, please select respectively and fill in the boxes that appear.
- In this section, you may enter your Average Grade (GPA) according to your transcript. It is not necessary to convert your grade to the German grading system.



Academic background (1/4)

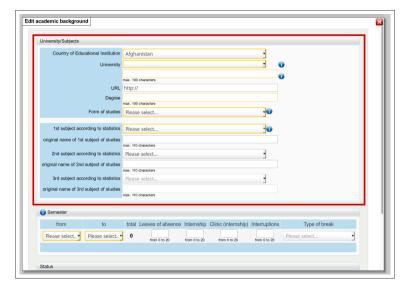
- By default, there are no entries. It is important to make at least one entry, otherwise you can't continue with your application.
- In order to enter your academic background, please got to Add degree program and edit the data in the box.



Academic background (2/4)

University/Subjects

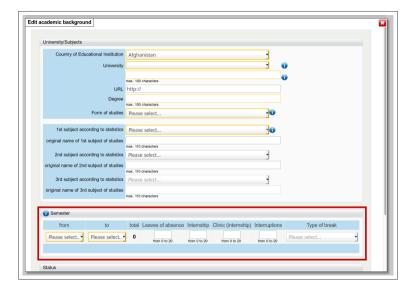
- URL → please enter the URL of your university
- Form of studies For more information about the different forms of studies please click on and choose the one which fits your academic background. In most cases, this would be First Degree.
- The programs are also collected for statistical reasons. In case your program is not included in the select list please choose one which is similar in content.



Academic background (3/4)

Semester

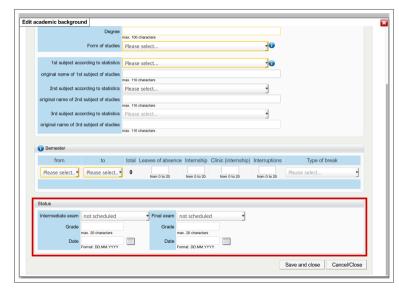
- In Germany the term "WS" means winter term (fom October 1 to March 30) and "SS" means summer term (from April 1 to September 30). If you have a different system in your country please try to choose according to the German system.
- If applicable please enter the number of leave/internship/break terms included in the total duration stated.



Academic background (4/4)

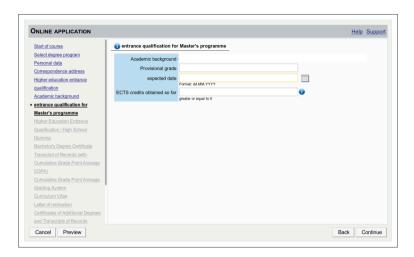
Status

- You can enter your intermediate grade if you have not yet received your final grade for your Bachelor. Otherwise you can enter your final grade under Final Fxam.
- At least one final exam of the academic background needs to be "passed on the whole" or "not finished" in order to continue with your application.
- Please don't forget to click save and close in order to go on.



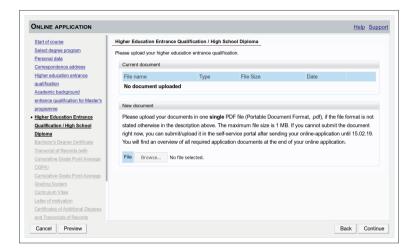
Entrance Qualification

 This step will only appear if you selected in the previous step that you did not finish your Bachlor degree at the moment.



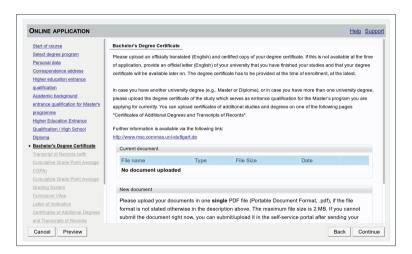
Higher Education Entrance Qualification

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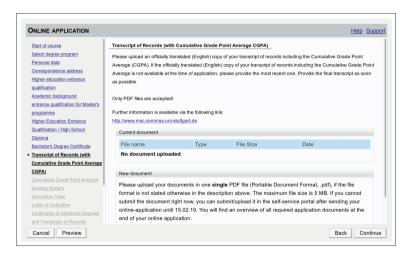
Bachelor's Degree Certificate

- This requiement only applies if you have already completed a degree program and received your certificate.
- In case you have another university degree, or in case you have more than one university degree, please upload the degree certicate of the study which serves as entrance qualification for COMMAS.
- You can upload certificates of additional studies and degrees on one of the following pages



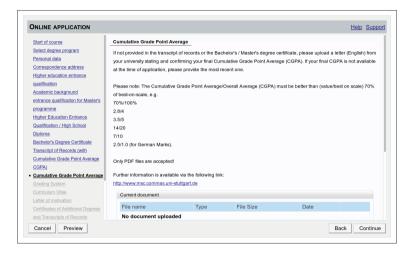
Transcript of Records

 Please upload here your transcript of your Bachelor's Degree. If you did not recive your final transcript yet, please provide the most recent one and make sure it contains your current CGPA.



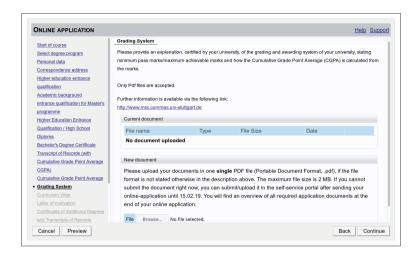
Cumulative Grade Point Average

 Upload here your CGPA if it is not included in your transcript.



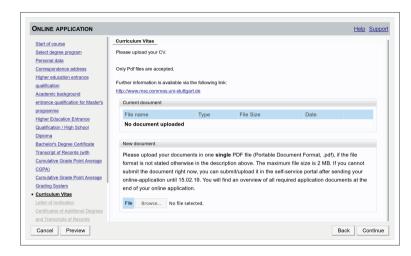
Grading System

 Upload here an explanation of the grading system of your university.



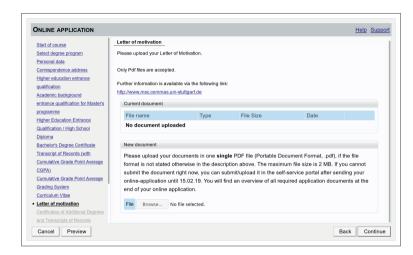
Curriculum Vitae

Upload here your CV.



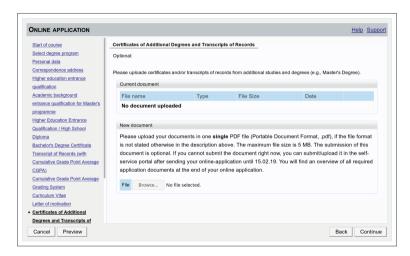
Letter of motiviation

- The motiviation letter should be very concise and not longer than 1-2 pages. In general, we recommend a motiviation letter of one page.
- Please do not repeat your resume in the motivation letter, but let us know why you would like to study in Germany, why you are applying to COMMAS, what makes you a good candidate and how you will benefit from the program and further information that will give us an impression about your aims and person.



Certificates of Additional Degrees and Transcripts of Records

- This step is optional.
- Please uploade certificates and/or transcripts of records from additionals studies and degrees (e.g. Master's Degree)



APS Certificate

 Citizens of the People's Republic of China, the Socialistic Republic of Vietnam and Mongolia have to submit an original certificate or confirmation of the APS (Akademische Prüfstelle) at the Embassy of the Ferderal Republic of Germany in their home country.



Letters of Recommendation

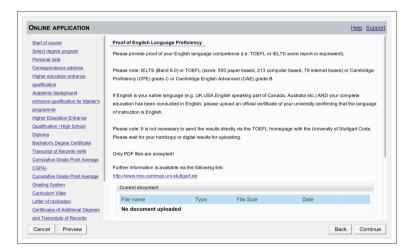
- Please upload your two recommendation letters compiled in one file.
- Note that we do not have requirements on the form of the recommendation letters, which can also be submitted using the form of your university. However, make sure that the both of your recommendation letters have been signed by your professors.



Proof of English Language Proficiency

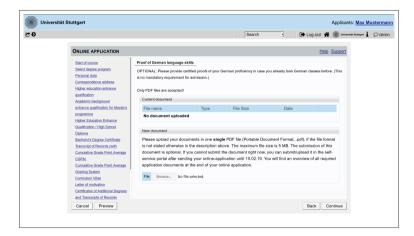
- We accept all 3 types of TOEFL exams. Minimum requirements are 550 for paper-based, 213 for computer-based, and 79 for internet-based exams.
- The minimum requirement for IELTS is a band score of 6.0.

Please note, that all applicants need a report of an English proficiency test regardless of the language of instruction of their previous studies.



Proof of German Language Skills

- Optional: Please provide certified proofs of your German proficiency in case you have already taken German classes before.
- This is not a mandatory requirement for admission.
- Before the program starts, usually in September, incoming students can attend an intensive German course according to their language skills, though it is not compulsory.



Online Application - Overview

- Please note: at this point, your application has not been submitted yet!
- Please review all your entries carefully.
- Choose Back in order to revise incorrect entries.
- Please note: You will not be able to change any entries of an electronically submitted application once you clicked Send. Moreover, you will not be able to issue a new application for the same study programm in this semester.

