Step-by-step instructions to apply as an exchange student to the weißensee academy of art

Application period: 05. October–15. November 2017 for a planned study stay in Summer Semester 2018 (April–July)

Step 1: Open the Campuscore website: https://cms.kh-berlin.de/login/#/ Create an account by clicking on the "registrieren" button.

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CampusCore - Campus-Management-System		© CampusCare 2017	

Step 2: Fill in the mandatory fields (marked by an orange symbol **=**), check both boxes to confirm the statement of consent at the end of the form, and click the "continue" button.

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Step 3: Once you have clicked OK, you should receive an email with the activation link.

	Success		
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we	Note: Please make registration process without proper activ	sure to explicitly use the activation link from the e-m and activate your user account. Logging into the applicativation.	nail to finish the tion is not possible
	Welcom	ne to the Kunsthochschule Weil	ßensee!
You use	can login as a guest er in order to get to	If you already received user credentials, please login with the provided data.	If you do not have not registered yet and would

Step 4: Open the email and click on the activation link to create your account. If you did not receive an email, please check your spam folder!

Betreff: Aktivierung des Benutzer_innenzugangs / User account activation
Von: no-reply@kh-berlin.de
Datum: 14:16
An: cms.a07@kh-berlin.org
Sehr geehrte_r
herzlich willkommen, Sie haben sich im Campusmanagementsystem der weißensee kunsthochschule berlin registriert.
Bitte verwenden Sie den folgenden Link, um die Registrierung zu bestätigen und Ihren Benutzer_innenzugang zu aktivieren: e95eb797-61c0-4259-b9ce-5892097a652e
Falls Sie keinen Benutzerzugang in unserem Campus-Management-System erstellt haben, ignorieren Sie bitte diese E-Mail.
Für Fragen stehen wir gern zur Verfügung. Bitte wende Sie sich an:
Friederike Schwemin: stud2@kh-berlin.de
oder
Leoni Adams: international@@kh-berlin.de
Mit freundlichen Grüßen
Ihr Referat Studienangelegenheiten
Dear
welcome, you have registered for the campusmangement system of weißensee school of art and design berlin;
please use the following link to confirm your registration and activate your user account: e95eb797-61c0-4259-b9ce-5892097a652e
If you did not create a user account in our Campus Management System, please ignore this email.

Step 5: Log in to your account.

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CampusCore - Campus-ManagamereSystem	Pasawort vergesen? Impressum deutsch englich	© CampusCore 2017	

Step 6: Once you are logged in, click on "Create and manage your applications".

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Corrado Noventa Applicant		What do you want to do?	a) •
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Applications			
Activities	8		Browse lectures
Personal data	4	1	Create and manage your applications
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			Show mailboxes
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Step 7: Create a new application by clicking on the plus (+) symbol on the top righthand side of the page.

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Applications		Good luck with your application.	· · · ·
Activities	**		
Personal data	4		
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Step 8: Select "Exchange Program" and the major for which you would like to apply and click "continue".



Step 9: Check again that you are applying to the correct department, and click "continue".

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Step 10: This should take you to this page. The summary shows you which tabs have been filled out and completed and which tab you still have to edit.

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				Major Fine Arts / Painting
				Term (application period) Summer semester 2018 (14.09.2017, 00:00:00 - 15.11.2017, 23:59:00)

Step 11: Start with the "Peronal data" form. You can click on the pencil icon 🖋 to edit the form. The information you provided upon registration of your user account are already included. Please check those for correctness.

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Step 12: Please note that all fields with the orange symbol ■ are mandatory. When you have filled out the form, save by clicking on the check icon ✓ and continue with the "Additional application data" form.

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Step 13: Fill out the "Additional application data" form. Make sure that you have uploaded all necessary documents: (1) Artistic portfolio (PDF file, max. 20MB), (2) Motivation letter (PDF file, ca. 1 page), (3) Nomination letter from the international office of your home institution OR Proof of enrollment OR Certificate of scholarship (PDF file). Click save and move on to the "Statutory declarations" form.

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Step 14: Before you click save, please be sure to upload either a nomination letter from the international office of your home institution, proof of enrollment or a certificate of scholarship. If you don't, all changes you have made on this form will be lost. If you don't have one of these documents at hand and wish to upload them later, you can upload a blank PDF file.

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Step 15: Check both boxes to confirm the statutory declarations and click on the check \checkmark button to save.

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Step 16: Once all forms have been filled out completely, a green "Submit application" button should appear on the righthand side. Please note that once you have submitted your application, you will not be able to further edit your information.

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Corrado Noventa Applicant Home d Applications d Activities d	uting: Exchange Program 🗐 🆈	Personal data Additional application data Statutory declarations	Statutory declarations I • R Statutory declarations Infirm that the information given regarding duration of study and graduation is truthful and accurate. I confirm, that the vieta and understood the Entrance and Admission Regulations: http://www.kh- berlin.do/s/budium/studienorganisation/zulassungsordhung.tml. I am aware that an incomplete application cannot be considered for the admissions process. Posse accept the obclarations of correct as these are a prevailable for the submission of your application due to procedural reasons. You can exit the form via the dependent that upper right hand come.	All hour provided during data exiting is saved permanently with the \checkmark icon in the form is upper right corner. Not yet submitted applications can be exited at any time. C Do you require assistance? Submit application Withdrawn not submitted application
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Step 17: Click on the "yes" button to submit your application.

Thank you for your application. We will keep you informed with regard to your application process. Should you have any questions or concerns, please contact Leoni Adams at international@kh-berlin.de

You will receive your results approximately 4–6 weeks after the deadline. If you have been admitted, you will receive information on how to proceed and what things you should consider.