

## Step-by-step instruction

### Online-registration for aptitude test

(undergraduate programs BA-Design and Fine Art Diploma)

Application period: Nov 1st - December 10th 2020 for winter term 2021/22

#### Step 1 - create account:


Open the Campuscore website: <https://cms.kh-berlin.de/login/#/>

Create an account by clicking on the „registrieren“ button.

(You can switch between German and English language easily by clicking on the buttons below the „login“ button on the start page and on the left hand-side of the application form.)

The screenshot shows the homepage of the Kunsthochschule Weißensee. At the top, the logos for 'weißensee' and 'kunsthochschule berlin' are displayed. Below them is a welcome message: 'Welcome to the Kunsthochschule Weißensee!'. The page is divided into two main sections. The left section is for login, with the text 'If you already received user credentials, please login with the provided data.' and fields for username and password, followed by a 'login' button. The right section is for registration, with the text 'If you do not have registered yet and would like to apply, please sign up for a new account here.' and a 'register' button. Below the login and registration buttons, there are links for 'Set new password', 'Imprint', and language selection buttons for 'deutsch' and 'english'. A pink arrow points to the 'register' button, and another pink arrow points to the 'english' button.

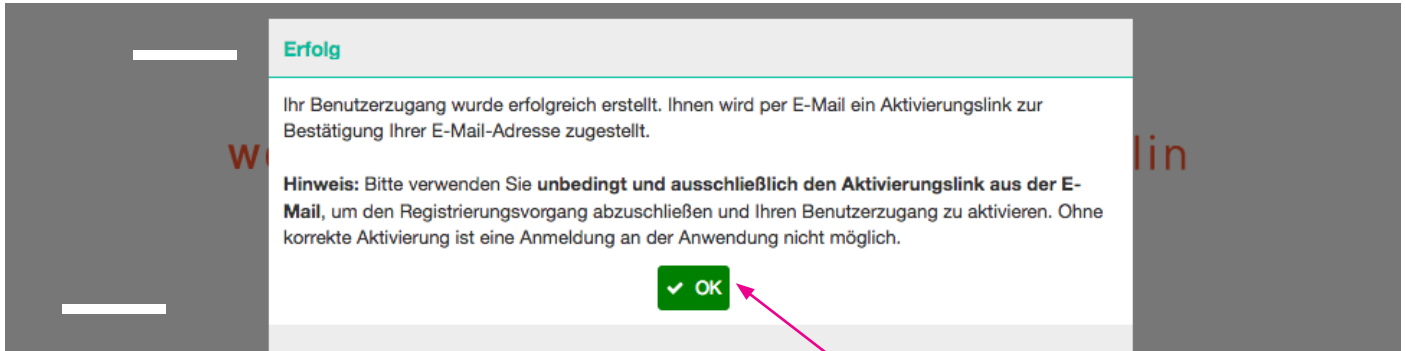
#### Step 2 - create credentials and edit masta data:

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.

The screenshot shows the registration form. It is titled 'register' and contains several sections. The 'Credentials' section includes an 'E-mail / username' field with the value 'berlin@duett-design.de' and a 'Password' field with two rows of asterisks. Below the password field is a note: 'To protect your account, please choose a password with at least eight characters. It must contain at least one number, one capital letter and consist of latin characters only.' The 'Master data' section includes fields for 'First name' (Maxi), 'Last name' (Musterfrau), and 'Date of birth' (01.01.190). Below these are fields for 'Zip code', 'City', and 'Country'. At the bottom, there is a 'Statement of consent' section with two checkboxes, both of which are checked. The first checkbox is labeled 'I agree that my data may be stored in data processing systems and processed electronically.' and the second is labeled 'I agree that the university administration may view and process my data.' At the very bottom, there are two buttons: 'continue' and 'cancel'. A pink arrow points to the 'continue' button.

### Step 3 - complete registration:

Once you have clicked OK, you should receive an email with the activation link to complete the registration process.



### Step 4 - confirm access:

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! The sender is: no-reply@kh-berlin.dereply@kh-berlin.de. It may take a few minutes for the email to be delivered with the subject „Activation of user account activation“. The link is active for 48 hours!

Dear Maxi Musterfrau,

welcome, you have registered for the campusmanagement system of weißensee school of art and design berlin;

please use the following link to confirm your registration and activate your user account: [f5592b1d-60d4-4b87-a064-992835ecf1da](#)

If you did not create a user account in our Campus Management System, please ignore this email.

If you have questions or problems regarding your registration, please do not hesitate and contact:

Friederike Schwemin: [stud2@kh-berlin.de](mailto:stud2@kh-berlin.de)

oder

Leonl Adams: [international@kh-berlin.de](mailto:international@kh-berlin.de)

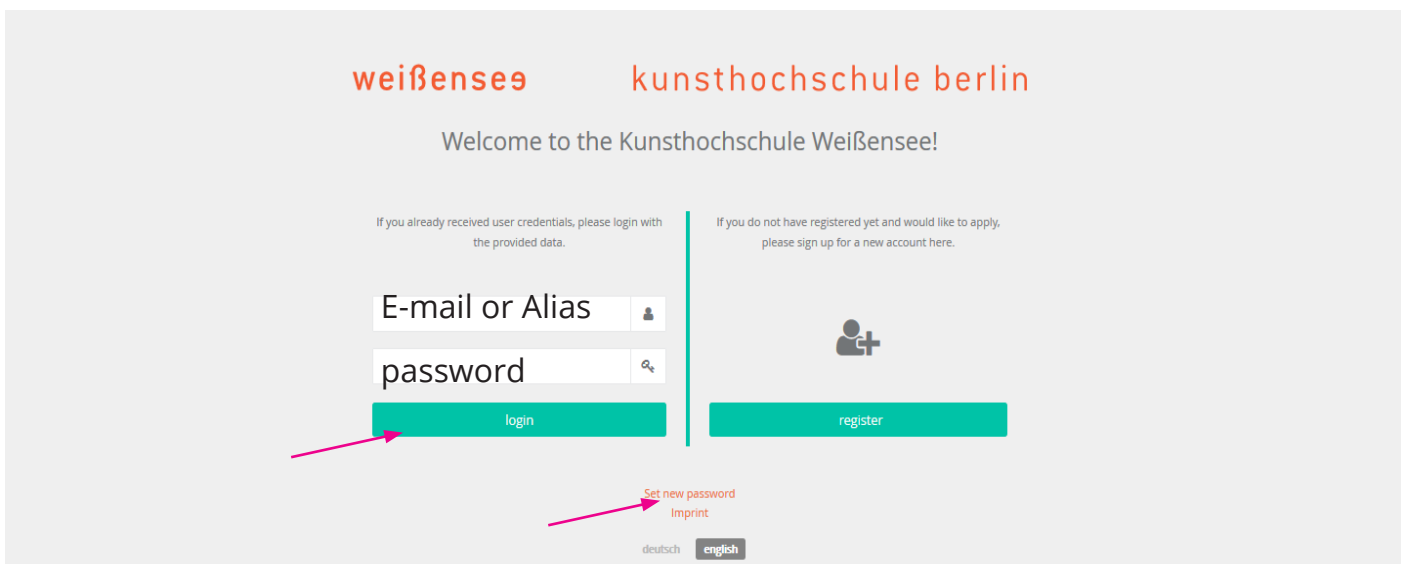
with best regards

Your Study affairs Office

### Step 5 - login:

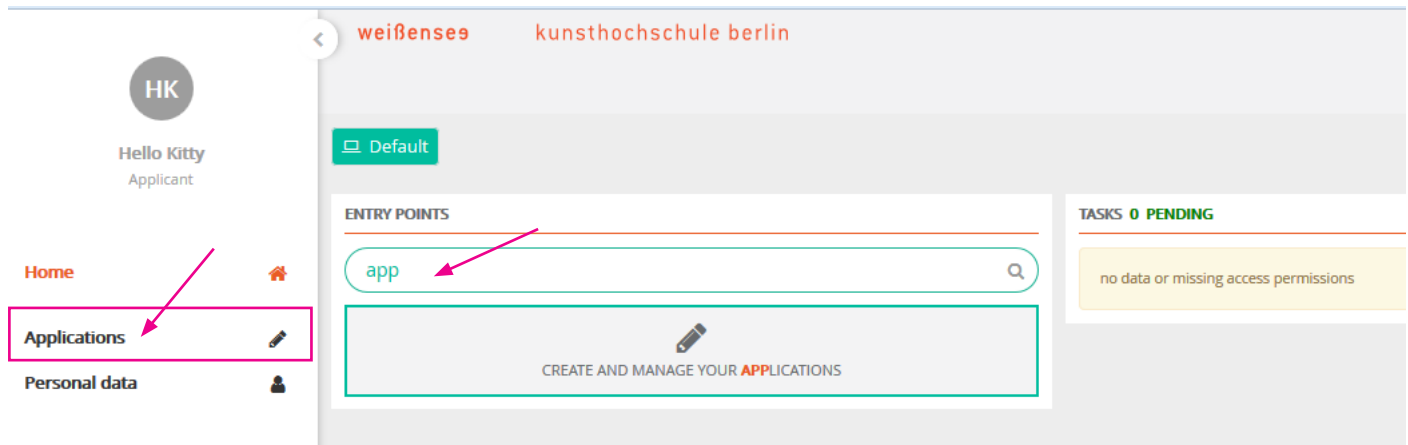
Login with your personal access data.

If you have forgotten your password, you can always create a new one!




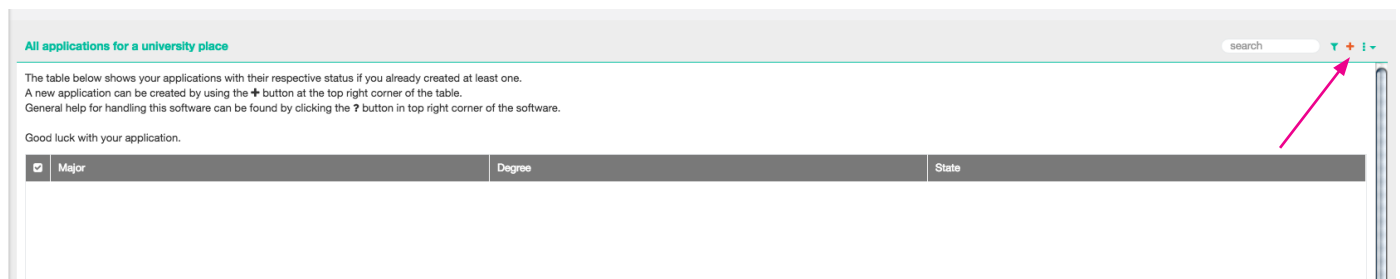
### Step 6 - your account:

Once you are logged in, you have to click on the left site „Application“ to get to the application form. Or enter the word „application“ in the search field „entry points“ to continue.



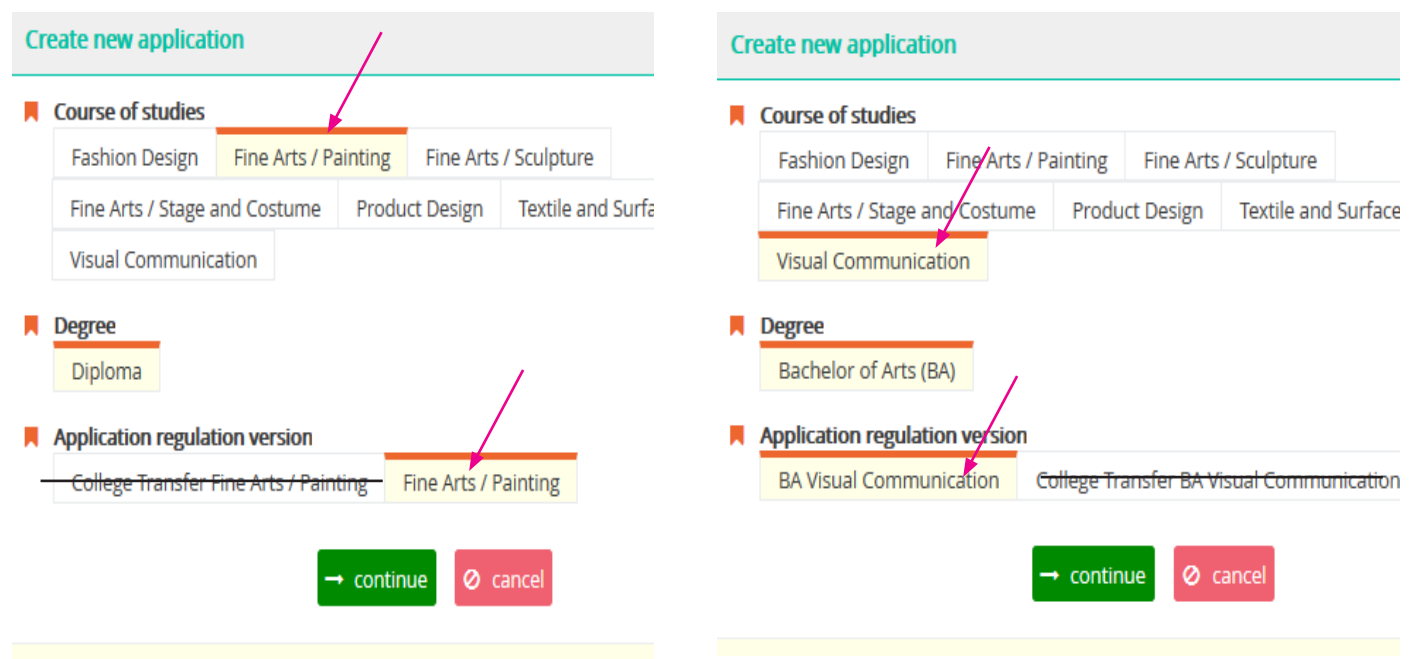
### Step 7 - create application:

Create your online-application/registration for the aptitude test by clicking on the plus  symbol on the top righthand side of the page.



### Step 8 - select study program:

Select your department/course of study and the degree „Bachelor of Arts (BA)“ or „Diploma“ you would like to apply for and click „continue“.



If you want to apply for more than one program, please start from step 7 to create a new application, but please mind that you have to submit one portfolio personally during the first day of our aptitude test for each department/ program you applied for.

## Step 9 - check and continue:

Check again that you are applying to the correct program, and click „continue“.




The screenshot shows a web application interface for 'weiffensee kunsthochschule berlin'. A modal dialog titled 'Create new application' is centered on the screen. It contains a note: 'Please note that an application for a change of the academic discipline is only possible for students of the khb.' Below this, there are three sections with orange square icons: 'Application regulation version' (xDiplom in Fine Arts / Painting), 'Application period' (27.10.2017, 00:00:00 - 10.12.2017, 23:59:00), and 'Application record' (Maxi Musterfrau). At the bottom of the dialog are three buttons: 'back' (green), 'continue' (green), and 'cancel' (red). The background shows a sidebar with 'All applications for a university place' and a table with one row for 'Major'.

## Step 10 - summary of application form:

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.


The screenshot shows the 'Summary' page of the application form. The left sidebar has a vertical menu with 'Summary' selected. The main content area is titled 'Summary' and contains a list of sections with status indicators: 'Personal data' (orange triangle), 'School education' (orange triangle), 'Job related practical training' (orange triangle), 'Completed Apprenticeship' (orange triangle), 'Academic educations' (green checkmark), 'Additional application data' (orange triangle), and 'Statutory declarations' (orange triangle). Each section has a 'Show missing information' link. The right sidebar shows the 'Application overview' with details: State (In progress), First name (Maxi), Last name (Musterfrau), Degree (xDiplom), Major (Fine Arts / Painting), and Term (Winter term 2018/19 (27.10.2017, 00:00:00 - 10.12.2017, 23:59:00)).

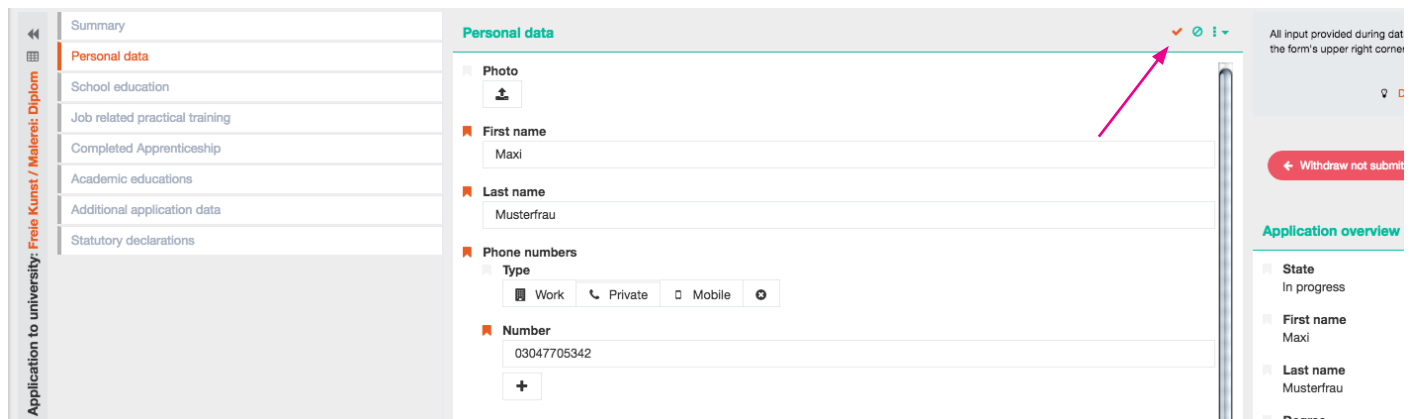
## Step 11 - edit of personal data:

Start with the first form „Personal data“. The information you provided upon registration of your user account are already included. You can click on the pencil icon  to edit the form. Please check all information for correctness and completeness. Before you continue with the next form, please note that all fields with the  orange symbol are mandatory. Please note that all fields with the orange symbol  are mandatory.

The screenshot shows the 'Personal data' form. The left sidebar has a vertical menu with 'Personal data' selected. The main content area is titled 'Personal data' and contains a list of fields: 'Photo', 'First name' (Maxi), 'Last name' (Musterfrau), 'Phone numbers' (Type: Private, Number: 03047705342), 'Gender' (female), 'Date of birth' (01.01.1990), 'Place of birth' (Berlin), 'Country of birth' (Germany (DEU)), 'Birth name', 'Nationalities (max. 2)' (german), and 'Home residence'. Each field has an orange square icon indicating it is mandatory. The right sidebar shows the 'Application overview' with details: State (In progress), First name (Maxi), Last name (Musterfrau), Degree (xDiplom), Major (Fine Arts / Painting), and Term (Winter term 2018/19 (27.10.2017, 00:00:00 - 10.12.2017, 23:59:00)).

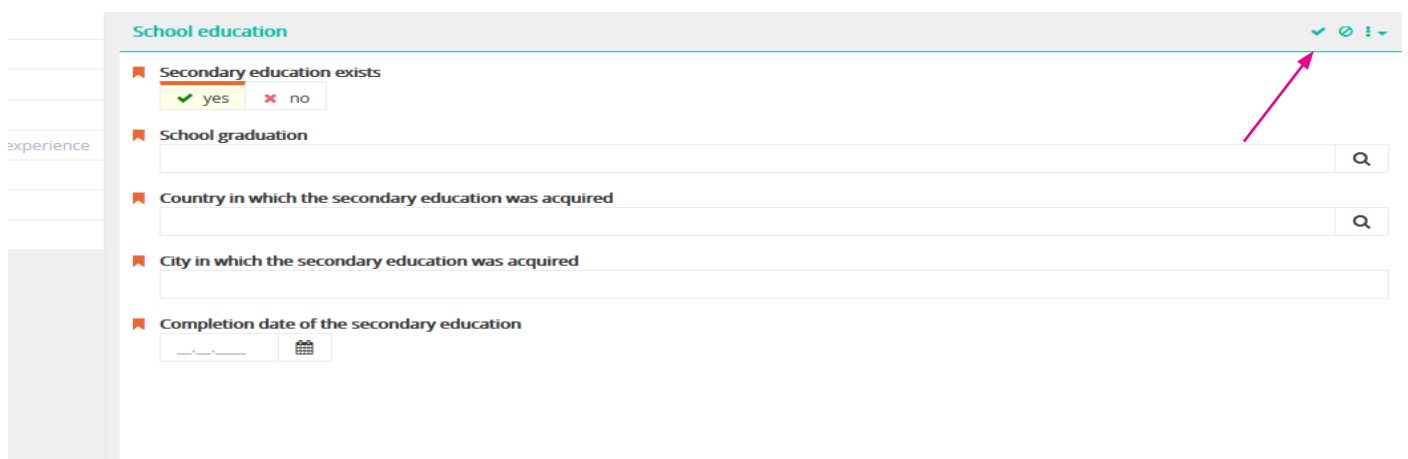
### Step 12 - details of personal data and save:

When you have filled out the form, save by clicking on the check icon . Please note, that you can save the tab only if all mandatory fields have been filled in. But don't worry, you'll get an information which fields are still missing. After saving, continue with the „School education“ form.




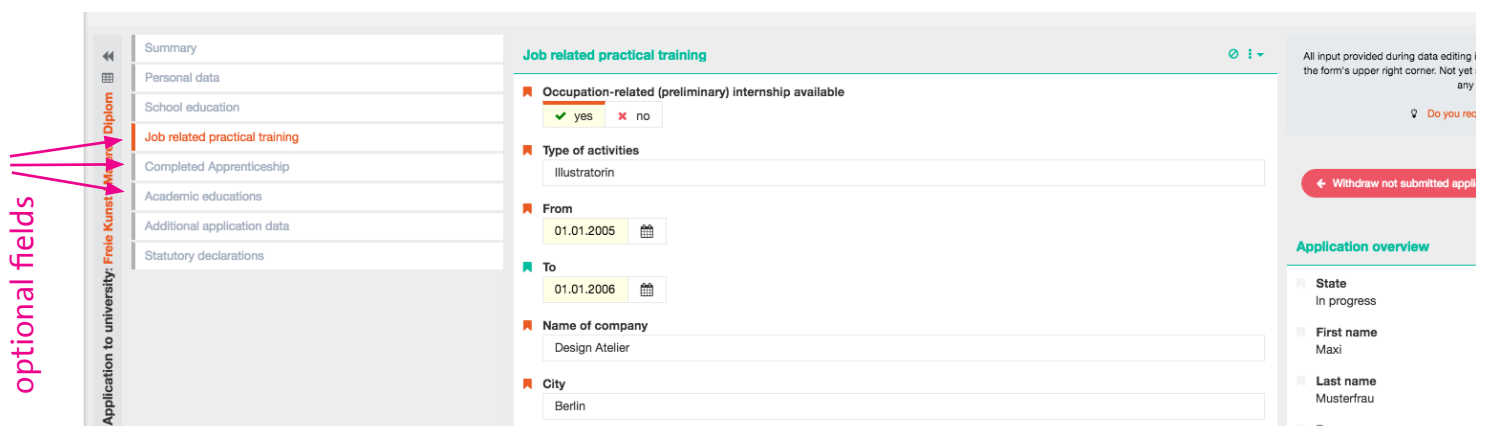
### Step 13 - details of school education:

Click save  and move on to the „Job related practical training“ form.




### Step 14 - details of job related practical training:

Applicants for the BA programs in Design have to submit a proof of practical experiences in a study relevant field, 6-8 weeks internship, for the stage design program it is also desired. Are you currently doing an internship, or have you already successfully completed one, please choose the option „yes“ and fill out the form. If you do not have started or completed any internship yet, please click „no“, save  and continue directly to the next tab. Please note: The proof must be submitted before study start at the latest. Applicants for the Fine Art programs can ignore this tab.





### Step 15 - details of apprenticeship:

Choose the option „yes“, if you are receiving an education or if you already completed an apprenticeship please fill out the form. Click save  and move on to the „Academic educations“ form. If you do not have started or completed an apprenticeship, please click „no“, safe and continue with the next tab.

optional fields

### Step 16 - details of academic educations:

If you are studying or you have studied before, please click the plus button  to add academic educations. If you do not have started or completed an education on university, please click „no“, safe  and continue directly with the „Additional application data“ form.

**Note:** Under the heading „Completed duration of studies in academic periods“, please indicate the respective number of semesters completed.

Click on the respective line of your registered course of study to go to the form and to add the number of subject semesters in Germany under the heading „completed duration of study in academic periods in Germany“.

### Step 17 - language certificate and APS:

Fill out the „Additional application data“ form and upload the documents:

(1) APS (PDF file), only applicants from the People's Republic of China and Vietnam, who have started their education on university level or have already successfully completed a study program in their home country!

(2) Language Certificate at least A2 (PDF file).

International applicants have to upload a proof of German language proficiency at least qualification level A2. Please upload the recent proof you have. Click save and make sure that you have uploaded all necessary documents and move to the „Statutory declarations“ form.

The screenshot shows the 'Additional application data' form. On the left is a sidebar with a menu: Summary, Personal data, School education, Job related practical training, Completed Apprenticeship, Academic educations, Additional application data (highlighted), and Statutory declarations. The main content area is titled 'Additional application data' and contains two sections. The first section, 'Data for BA design and liberal arts', includes 'German skills (at least A2)' with a dropdown menu set to 'A2'. The second section, 'APS', has a file upload button and a note: 'If education in PR China, Mongolia or Vietnam. Please upload as a PDF file.' Below this is a section for 'Language certificate (only if international application)' with a file upload button and a file named 'Language Certificate.pdf' (75.94 KB) already uploaded. A pink arrow points from the 'Additional application data' menu item to the form.

### Step 18 - statutory declarations:

Check both boxes to confirm the statutory declarations and click on the check button to save. ✓

The screenshot shows the 'Statutory declarations' form. The sidebar menu is the same as in the previous screenshot, with 'Statutory declarations' highlighted. The main content area is titled 'Statutory declarations' and contains a section with two checkboxes, both of which are checked. The text reads: 'I affirm that the information given regarding duration of study and graduation is truthful and accurate.' and 'I confirm, that I have read and understood the Entrance and Admission Regulations: <https://kh-berlin.de/studium/allgemeine-studienberatung/zulassungsordnung.html>. I am aware that an incomplete application cannot be considered for the admissions process.' A green checkmark icon is visible in the top right corner of the form area. A pink arrow points from the 'Statutory declarations' menu item to the form, and another pink arrow points to the green checkmark icon.

### Step 19 - check all details and submit application:

Once all forms have been filled out completely and the statutory declarations confirmed, a green „Submit application“ button should appear on the righthand side. Please check all information for correctness and completeness, once you have submitted your application, you will not be able to further edit your information.

The screenshot shows the 'Statutory declarations' form with the same content as the previous screenshot. In the bottom right corner, there are two buttons: a green 'Submit application' button and a red 'Withdraw not submitted application' button. A pink arrow points to the green 'Submit application' button. The top right corner of the form area shows a green checkmark icon and a red power icon. The text 'All input provided during data editing is saved permanently with the ✓ icon in the form's upper right corner. Not yet submitted applications can be edited at any time.' is visible above the buttons.

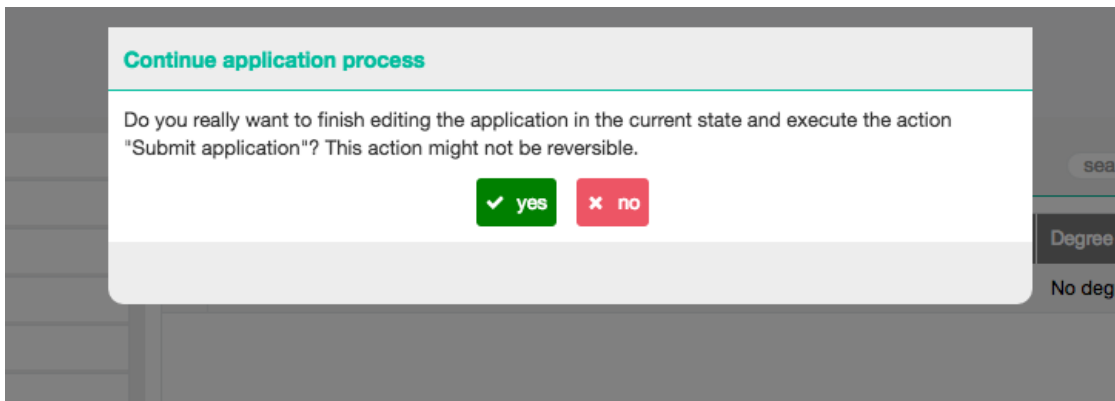
## Step 20 - complete online-application:

Click on the „yes“ button to submit your application.

By clicking on the „no“ button your entries will be saved and not delete. You can edit, add and check up all the forms and documents, as long as you do not submit your application. You always find your application form in your account after login (from step 5).

Please note that the deadline for submit your application is 10 Dec 2020

If you want to apply for more than one program, please start from step 7 to create a new application, but please mind that you have to submit one portfolio personally during the first day of our aptitude test for each department/ program you applied for.



Thank you for your application.

Shortly after the application deadline, you will receive an invitation and all the information you require to submit your digital portfolio. The invitation may include a small artistic-practical homework assignment.

Please do not send any additional documents by post before official admission. Only after passing the aptitude test we request your full application documents for the admission in April.

For further questions about application, admission and online-registration please ask the Student Service.

## Contact

Susan Lipp & Friederike Schwemin  
general course guidance

Unfortunately there are no personal office hours available at the moment.  
Please send your request in writing via e-mail to: [studienberatung@kh-berlin.de](mailto:studienberatung@kh-berlin.de)  
or contact us by telephone at:  
030 47705 -342 (Tue 14:00 - 16:00 and Wed 10:00 - 12:00).

There is currently also the possibility of a video consultation,  
just send us a suggestion for an appointment by mail from Mo - Thu 10:00 - 15:00 h!