# Step-by-step instruction
# Online-registration for aptitude test
# (undergrade programs BA-Design and Fine Art Diploma)
# Application period: Nov 1 - December 12 2022 for winter term 2023/24

## 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.)



## 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.
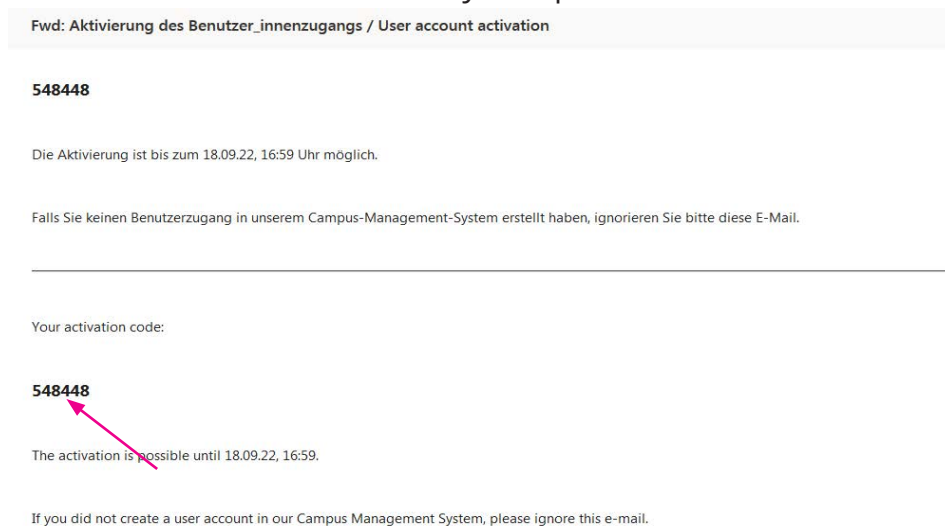
## Step 3 - complete registration with activation code

As soon as you have clicked on the green button,  a window will open where you have to enter the activation code you have received by e-mail.
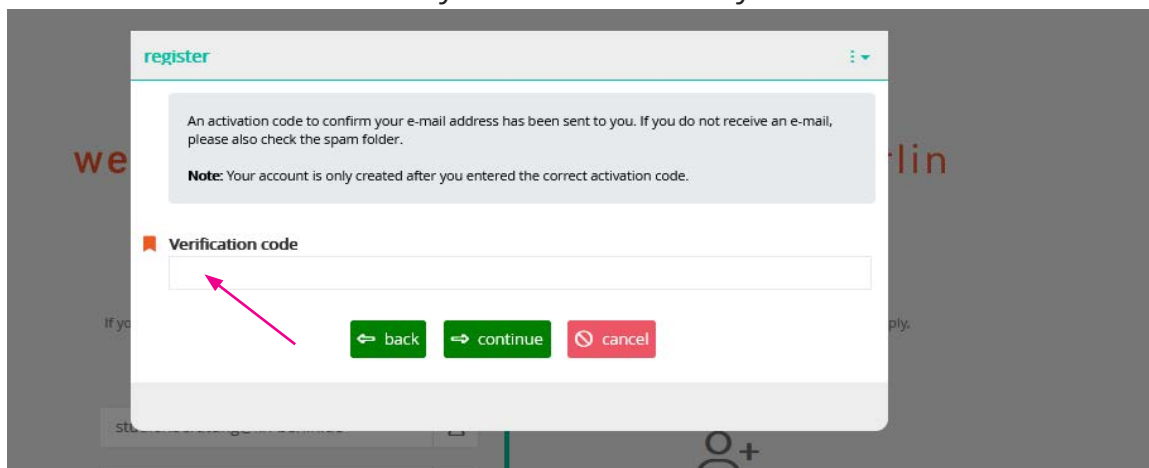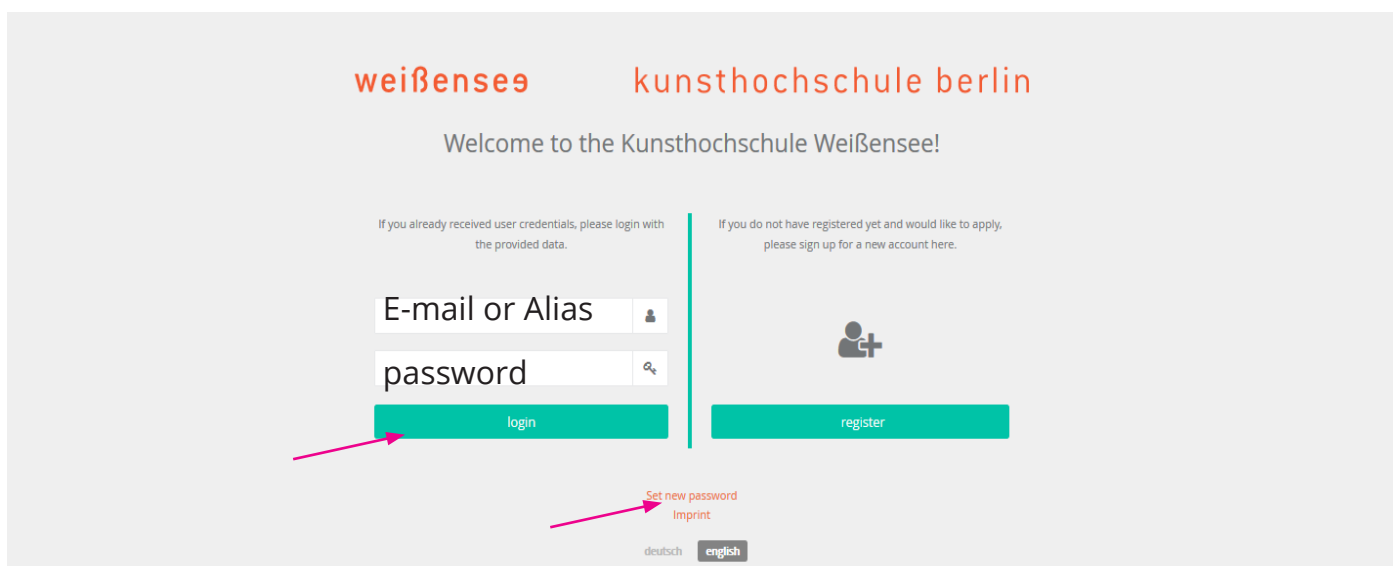


## Step 4 - confirm access:

Please check your mailbox and copy the code you received. It may take a few minutes until the email with the subject "Activation des Benutzer_innenzugangs / User account activation" is delivered. Please also check your spam account!

**Fwd: Aktivierung des Benutzer_innenzugangs / User account activation**

**548448**

Die Aktivierung ist bis zum 18.09.22, 16:59 Uhr möglich.

Falls Sie keinen Benutzerzugang in unserem Campus-Management-System erstellt haben, ignorieren Sie bitte diese E-Mail.

Your activation code:

**548448**

The activation is possible until 18.09.22, 16:59.

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

## Step 5 - login:

Login with your personal access data.
If you have forgotten your password, you can always create a new one!



weißensee     kunsthochschule berlin

Welcome to the Kunsthochschule Weißensee!

If you already received user credentials, please login with the provided data.

If you do not have registered yet and would like to apply, please sign up for a new account here.

E-mail or Alias

password

login

register

Set new password
Imprint

deutsch   **english**

## 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.
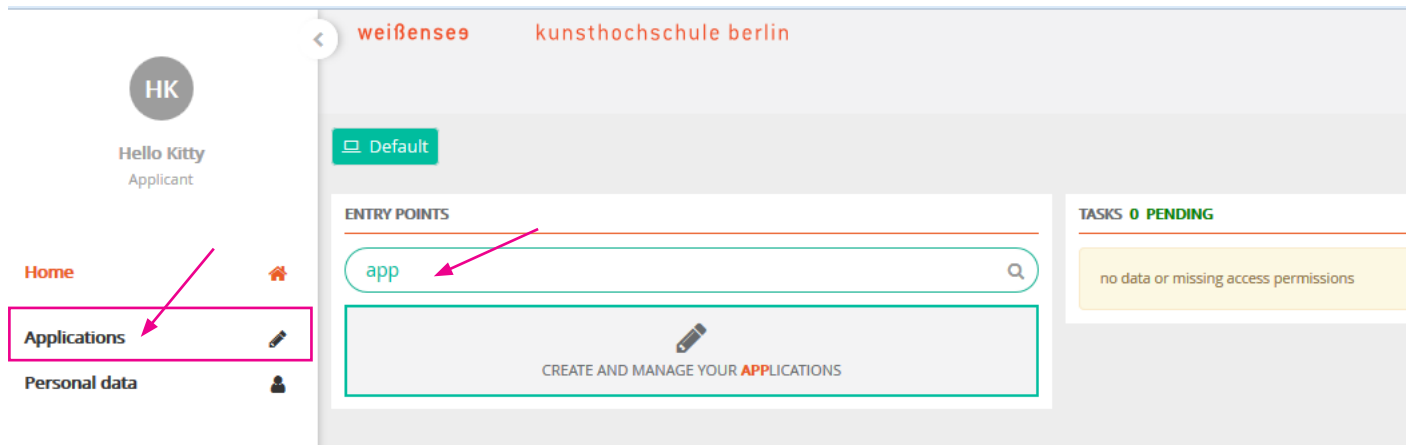


## Step 7 - create application:

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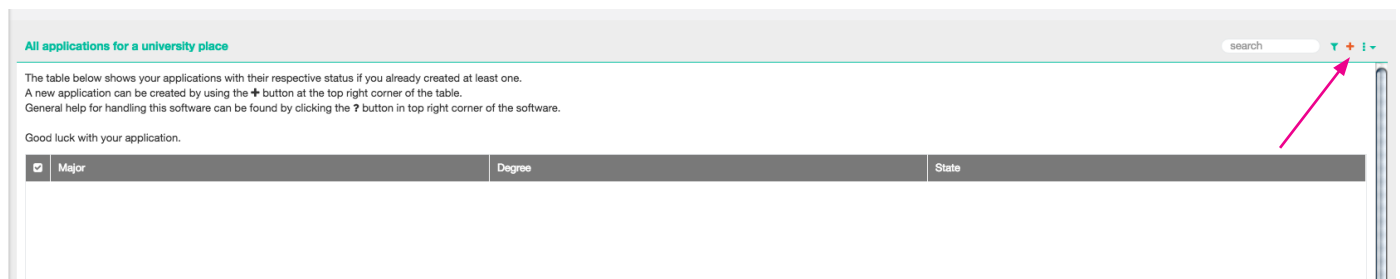


## Step 8 - select study program:

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".



## Step 10 - summery 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.



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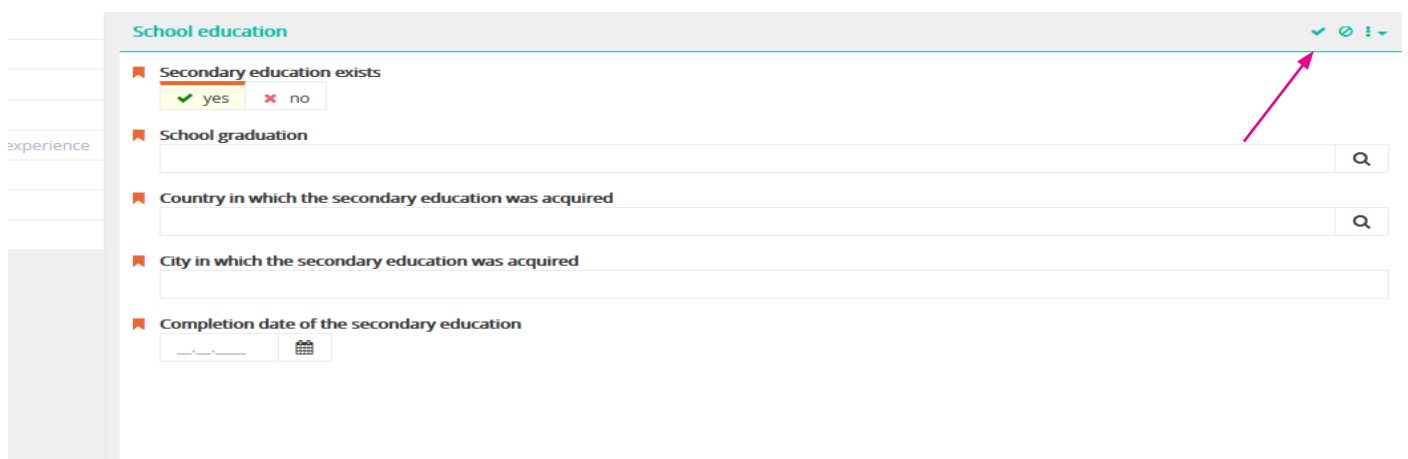
## Step 12 - details of personal data and save:

When you have filled out the form, save by clicking on the check icon ✔. Please note, that you can safe 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:
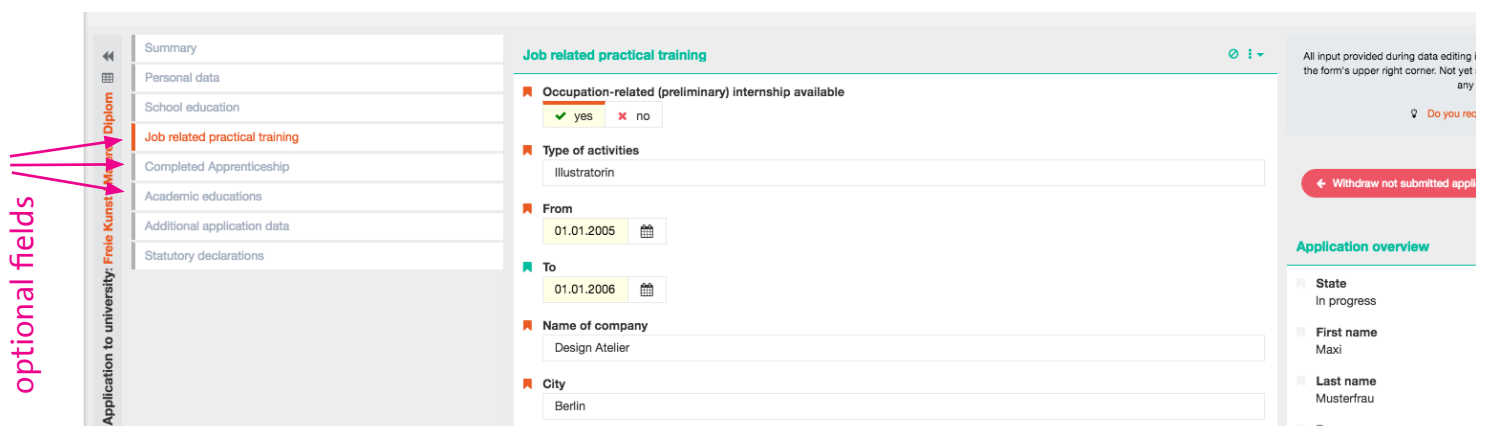
Click save ✔ and move on to the „Job related practical training" form.



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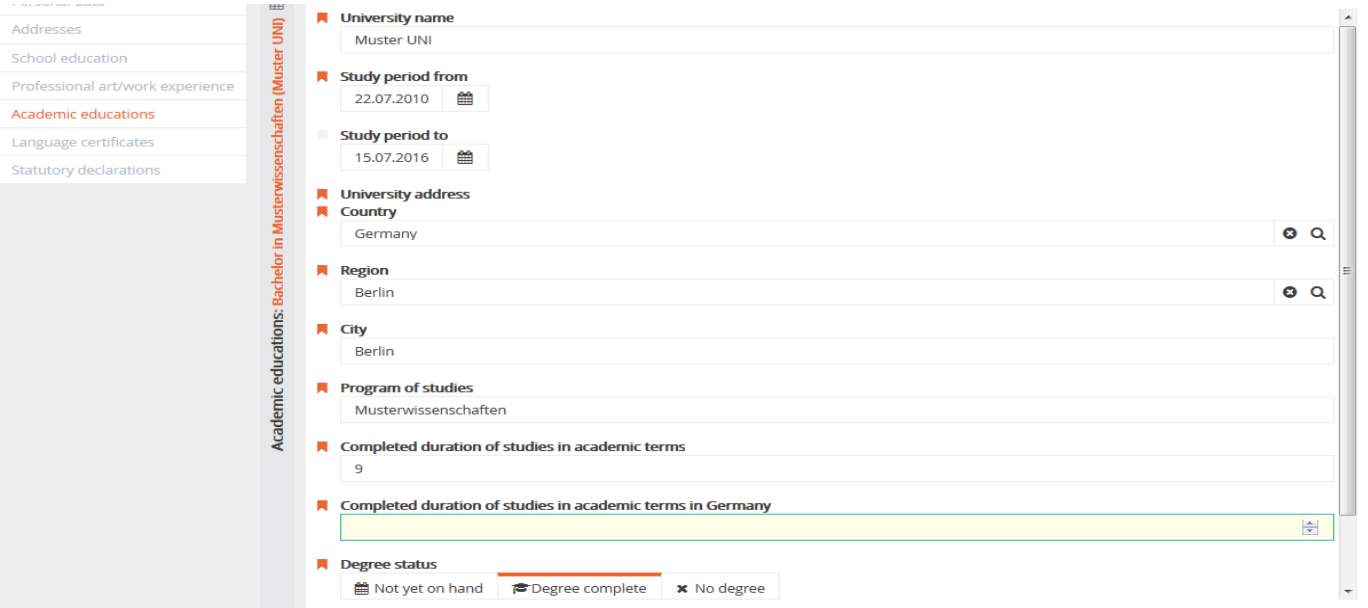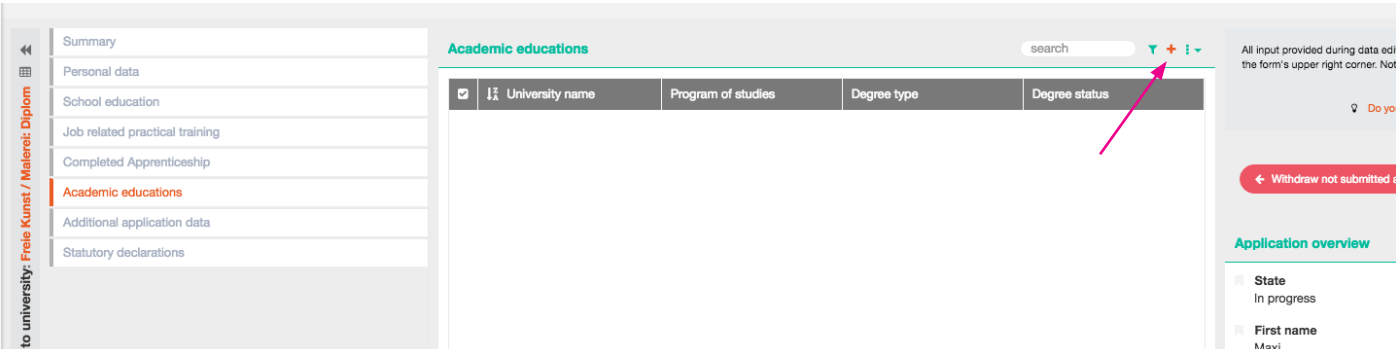
Choose the option „yes", if you are receiving an education or if you already completed an apprenticeship please fill out the form. Click save ✔ and move on to the „Academic educations" form. If you do not have started or completed an apprenticeship, please click „no", safe and continue with the next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



## Step 16 - details of academic educations:

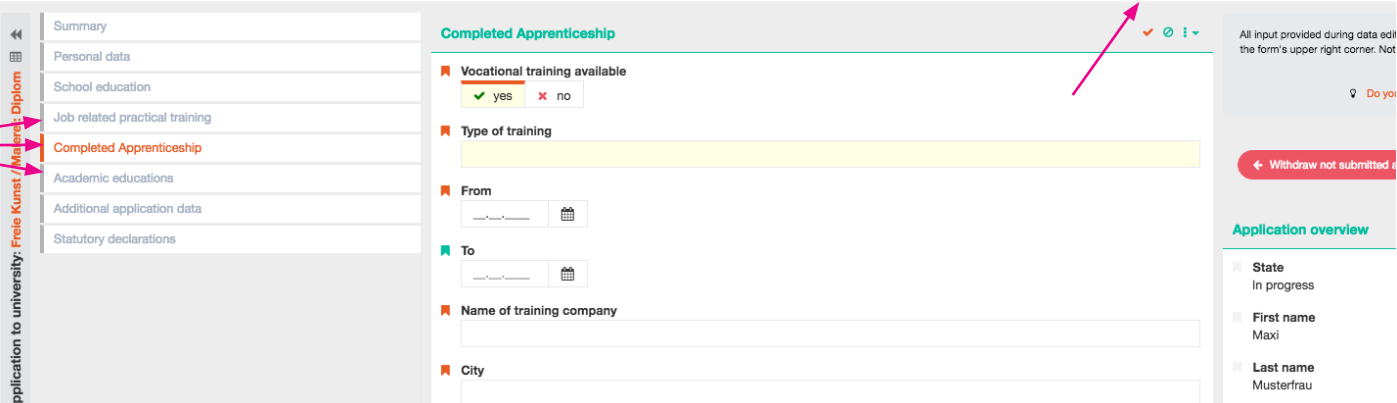If you are studying or you have studied before, please click the plus button ➕ to add academic educations. If you do not have started or completed an education on university, please click „no", safe ✔ and continue directly with the „Additional application data" form.





**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 levelor have already successfully copleted 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 p✔ficiency at least qualification level A2.  Please upload the recent proof you have. Click save        and make sure that you have uploaded all necessary documents an move to the „Statutory declarations" form.



## Step 18 - statutory declarations:
Check both boxes to confirm the statutory declarations and click on the check button to save. ✔



## 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.
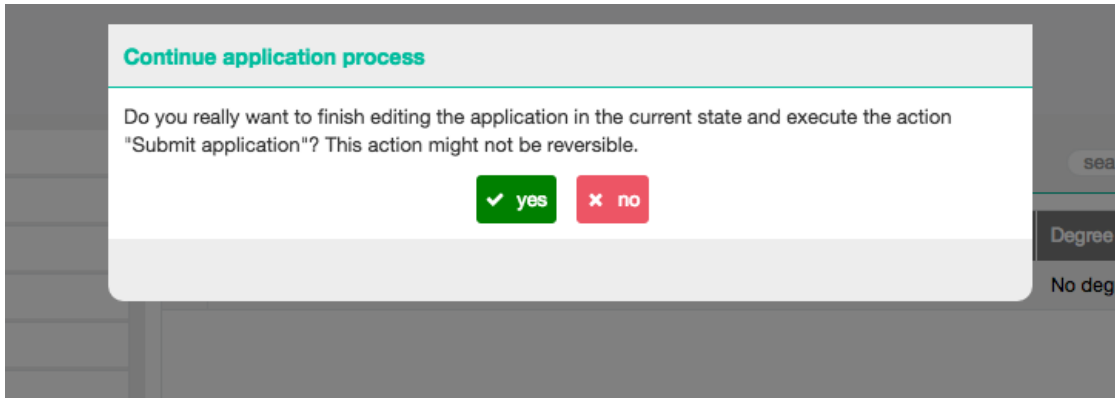
Click on the „yes" button to submit your application.

By clicking on the „no" button your entries will be saved and not deleate. 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).

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.

**Continue application process**

Do you really want to finish editing the application in the current state and execute the action "Submit application"? This action might not be reversible.

✔ yes    ✕ no

sear[c]

Degree s

No degre

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
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!