

Step-by-step instruction Online-application for transfer students (BA-Design and Fine Art Diploma programs)

Application periods:

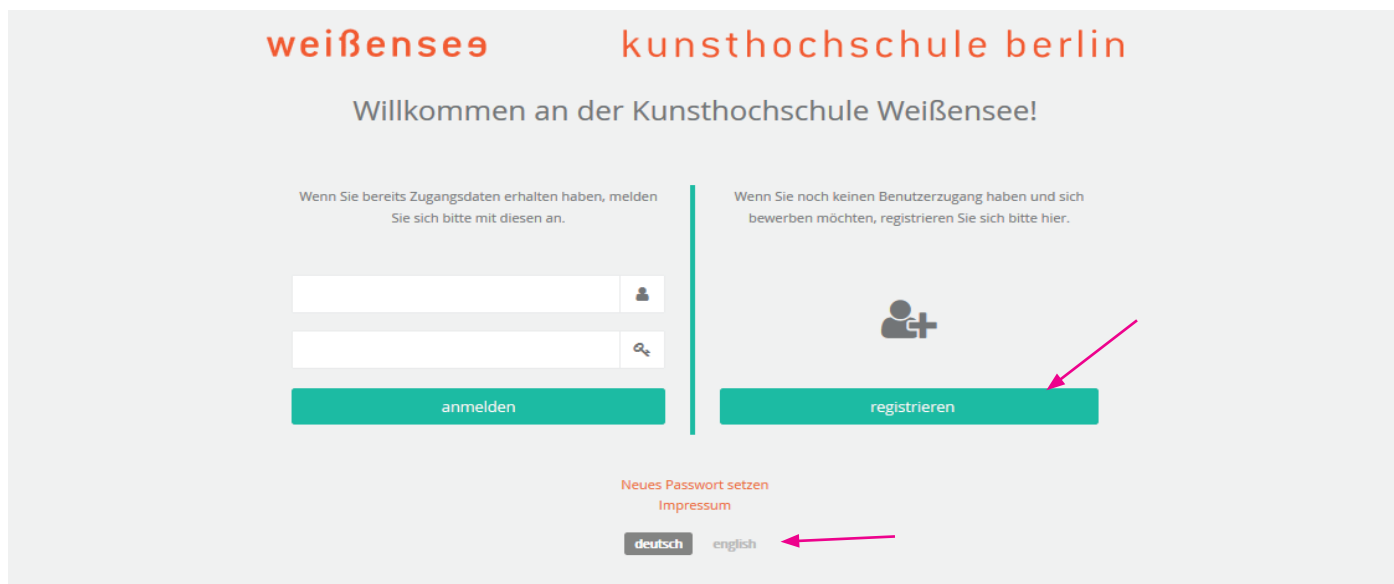
For winter term: May 1-&\$ and for summer term: December 1 – January 2

Step 1 - create account:


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

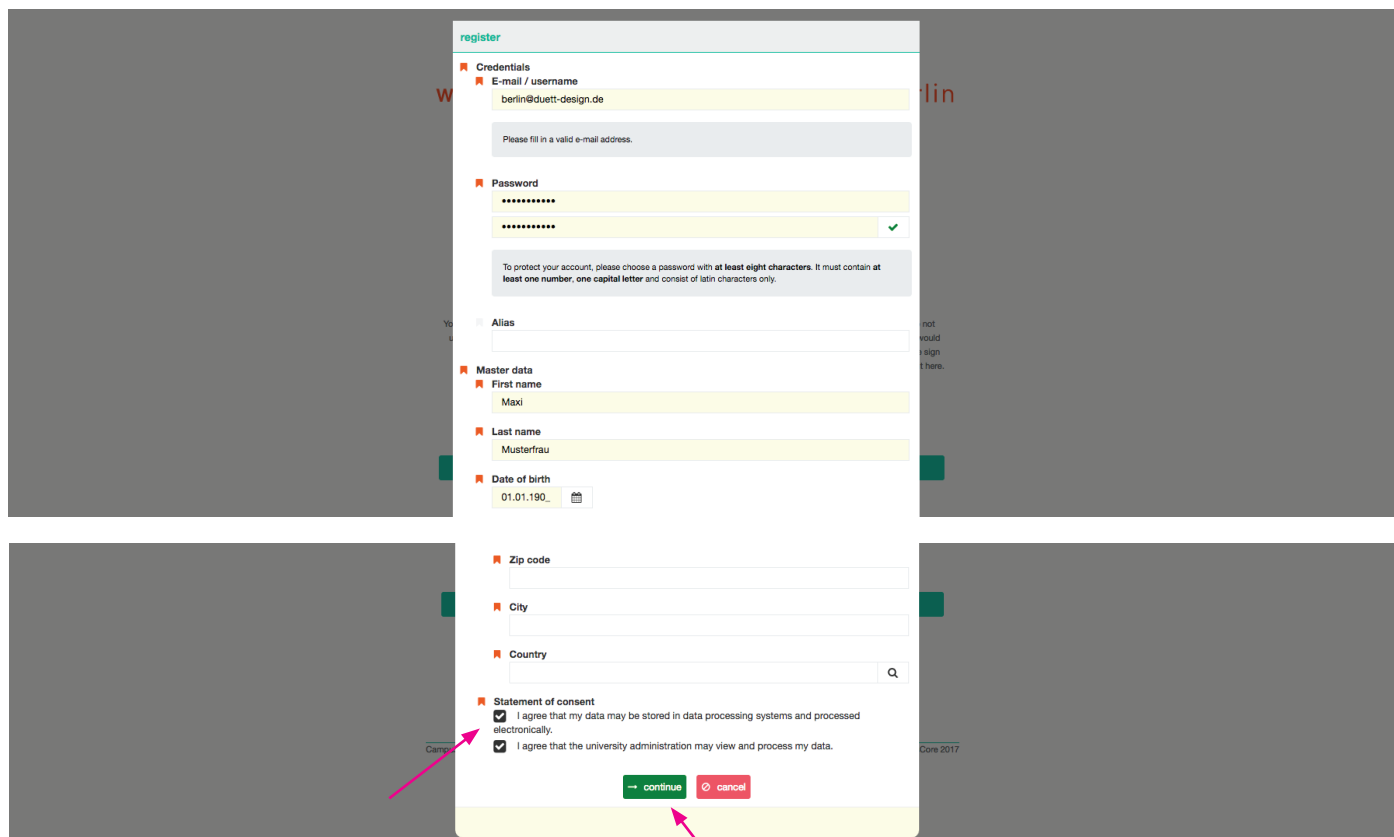
Create an account by clicking on the „register“ button.

(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.)



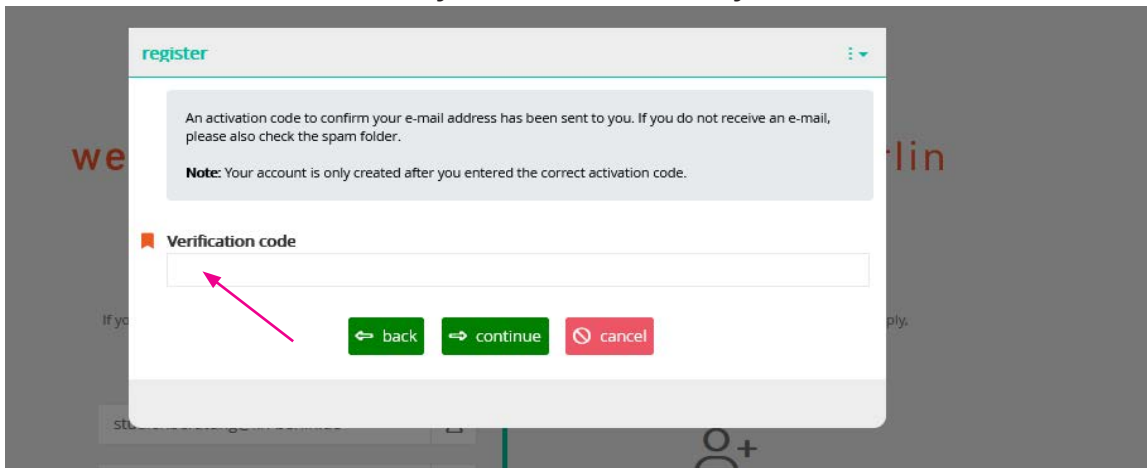
Step 2 - create credentials and edit masta data:

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.



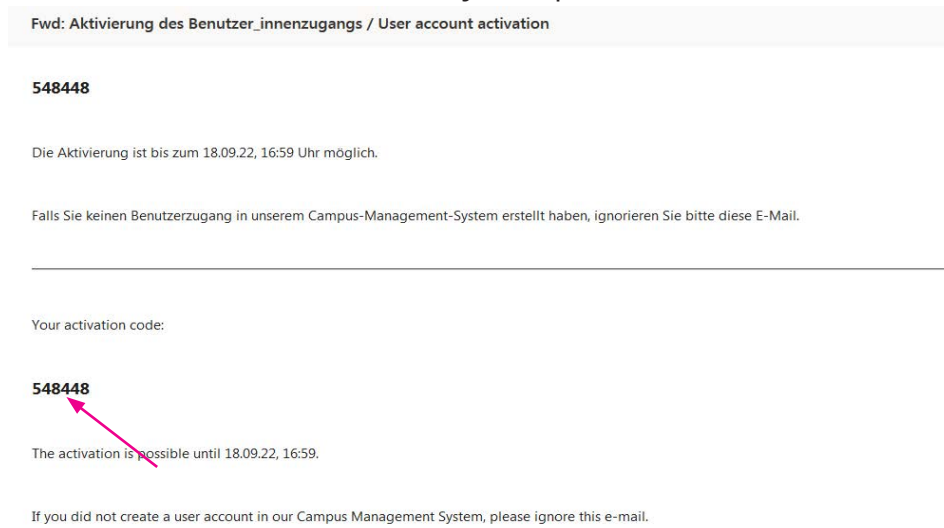
Step 3 - complete registration with activation code

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:

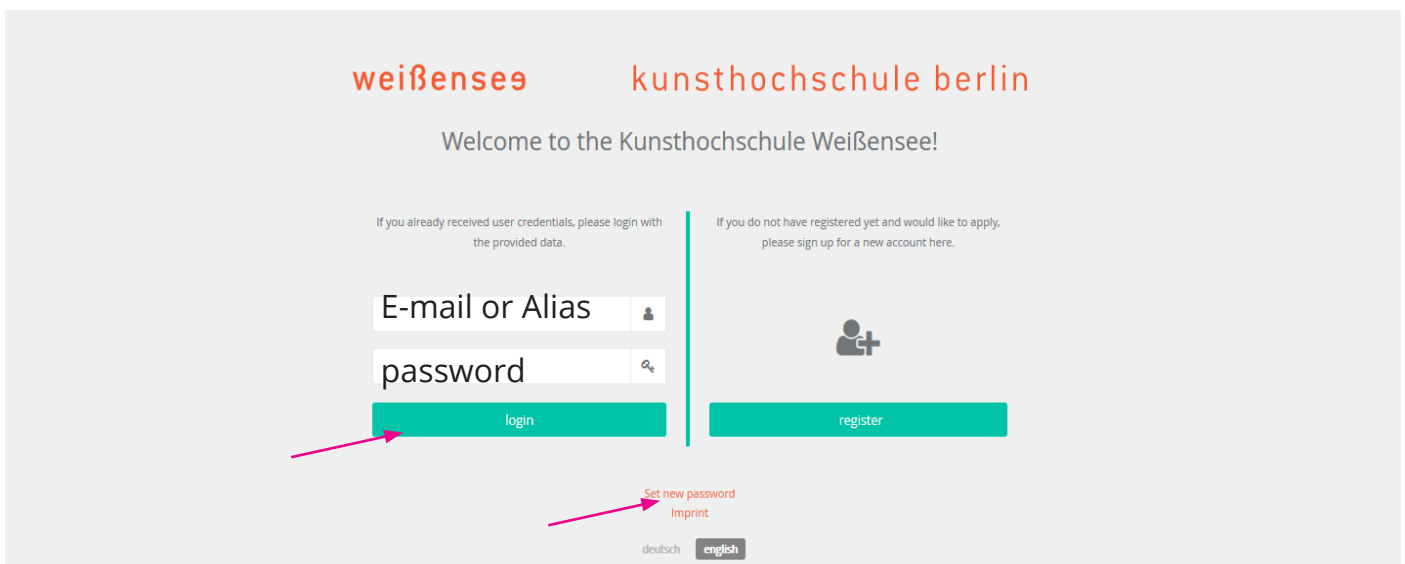
Please check your mailbox and copy the code you received. It may take a few minutes until the email with the subject "Activation des Benutzer_innenzugangs / User account activation" is delivered. Please also check your spam account!



Step 5 - login:

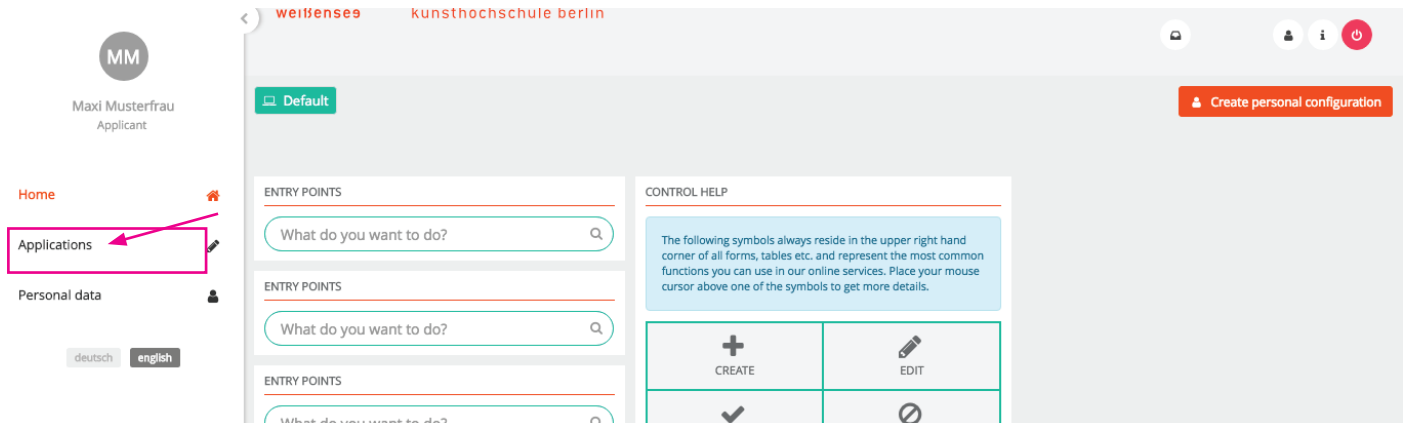
Login with your personal access data.

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



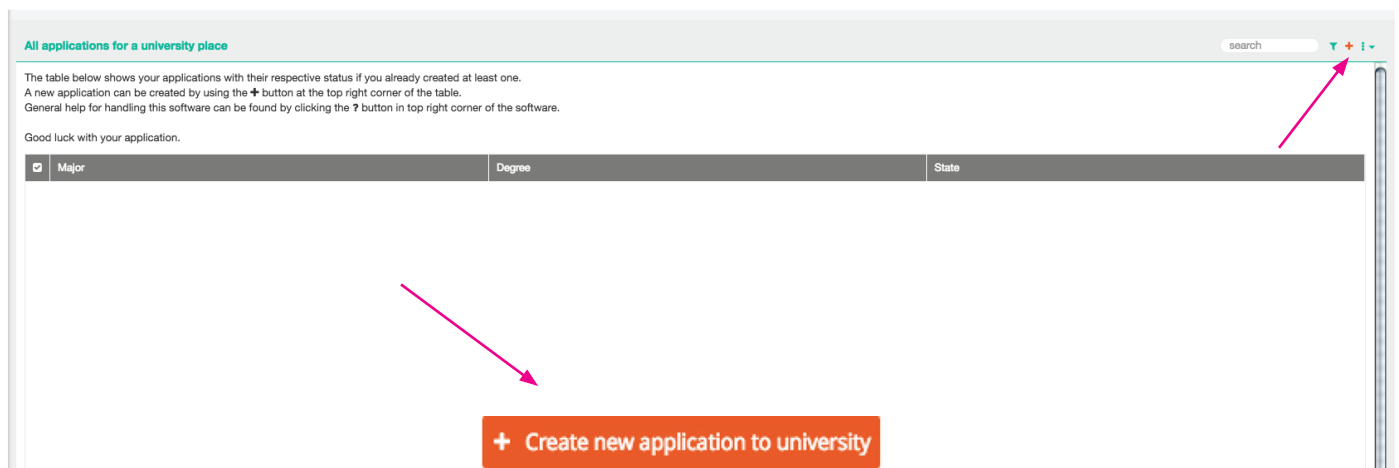
Step 6 - your account:

Once you are logged in, you have to click on the left site „Application“ to get to the application form.



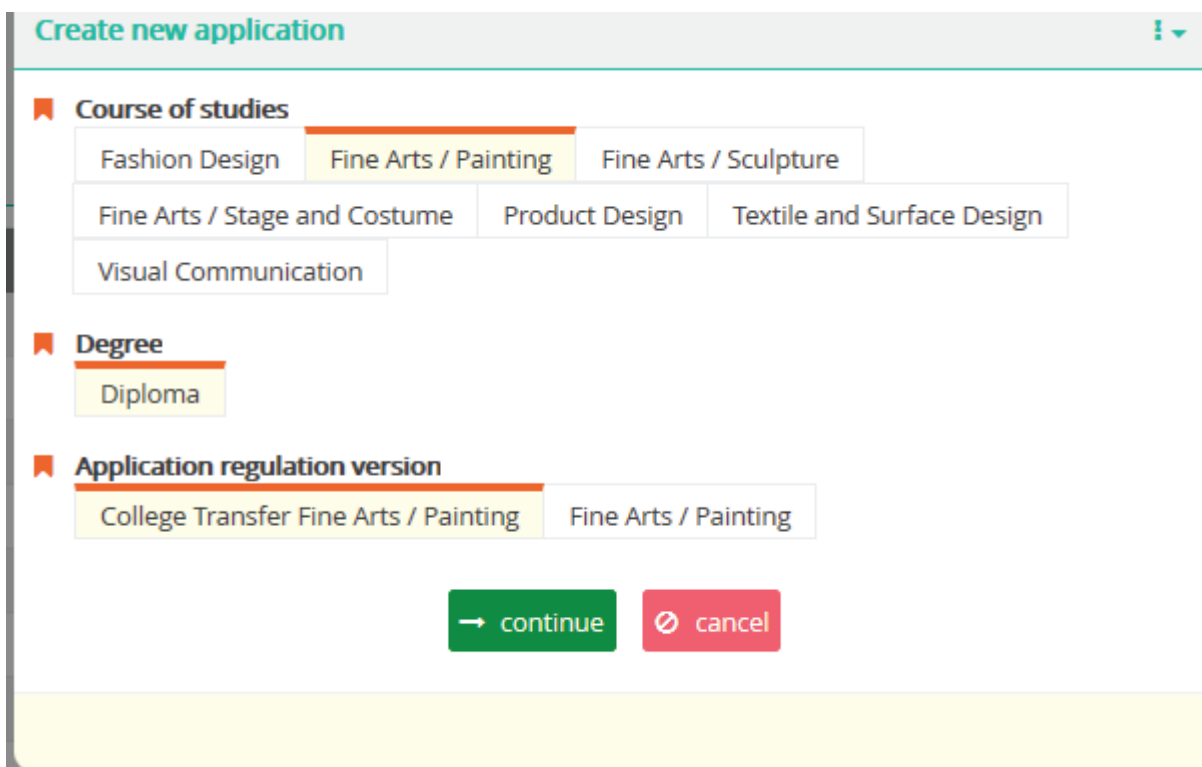
Step 7 - create a new application:

Create your application by clicking on the field marked in orange (below) .



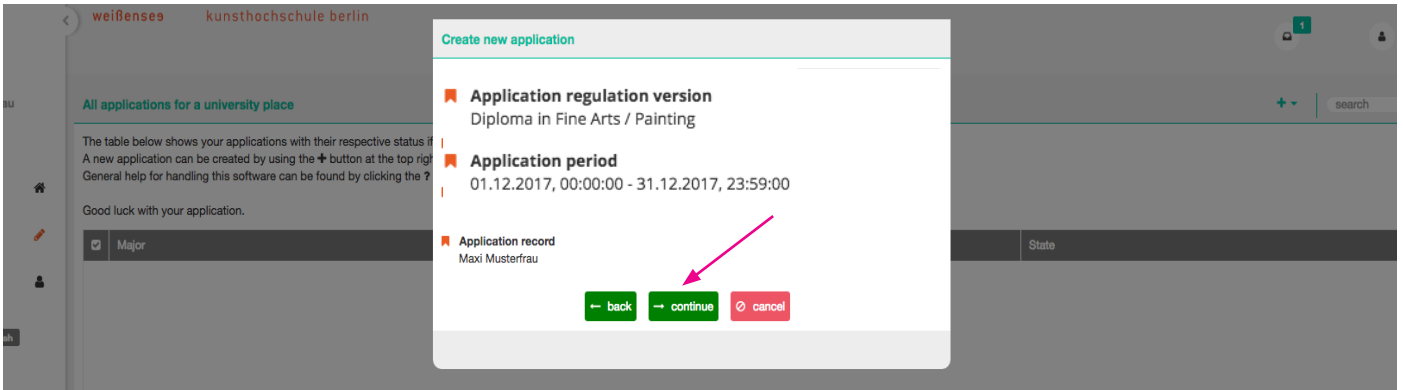
Step 8 - select study program:

Select the course of study you wish to apply 'Ug'k Y''Ug'h\Y'hfUbgZYf Vi Hrcb.



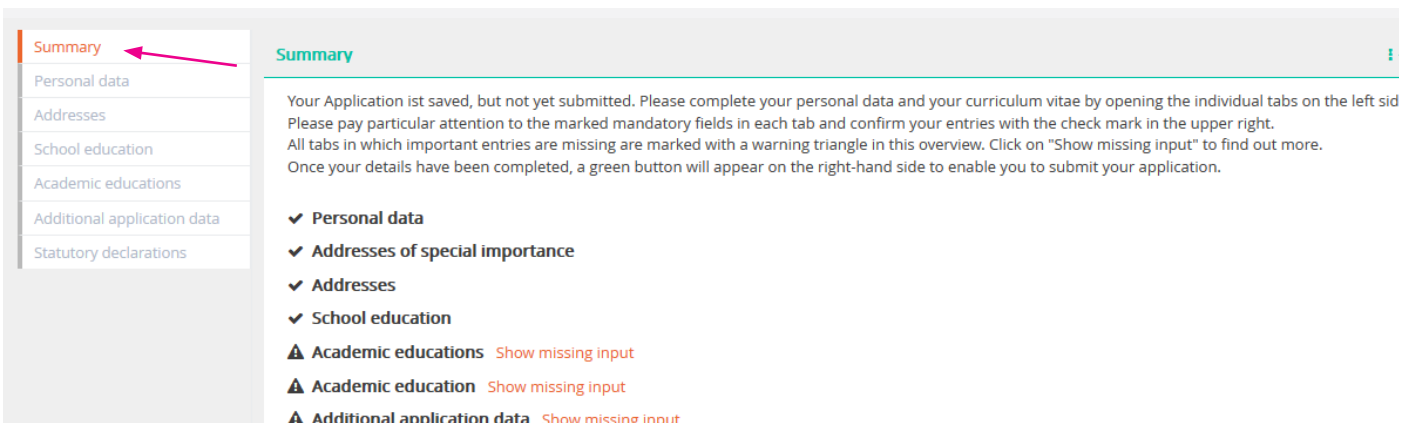
Step 9 - check and continue:

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





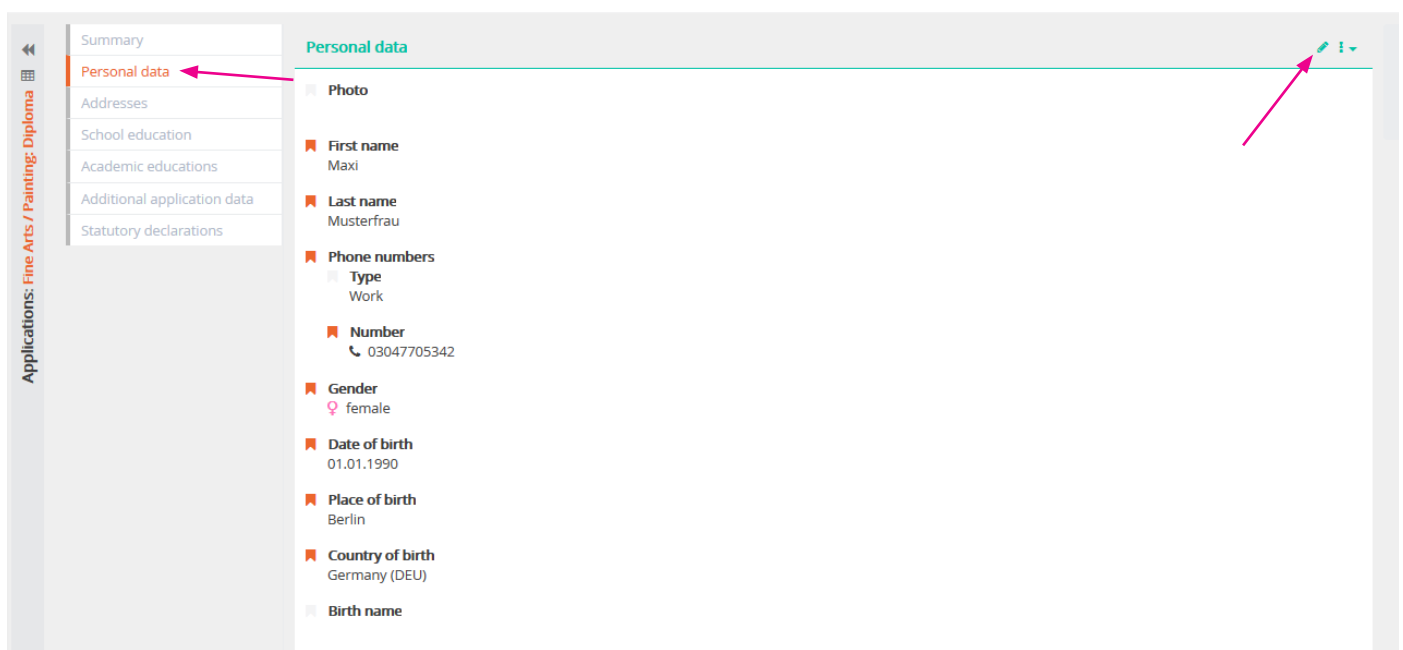
Step 10 - summary of application form:

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.



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.



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.

If you would like to add further addresses, continue with the „Adresses“ form or go directly to the tab „School Education“.

Personal data

Photo

First name: Maxi

Last name: Musterfrau

Phone numbers

Type: Work, Private, Mobile

Number: 03047705342

Gender

Application overview

State: In progress

First name: Maxi

Last name: Musterfrau

Degree: xDiplom

Step 13 - details of school education:

After entering all required data, click save ✓ and move on to the „Academic Education“ form.

School education

Secondary education exists ✓

School graduation: General university entrance qualification or equivalent

Country in which the secondary education was acquired: Germany

Region in which the secondary education was acquired: Berlin

City in which the secondary education was acquired: Berlin

Completion date of the secondary education: 20.10.2000

Certificate: PDF Test.pdf

Step 14 - details of academic educations:

Please click the plus button **+** (right side) to add academic educations, you can add more than one, if you already studied at more universities.

University n...	Program of s...	Degree type	Degree status
UDK	Visuelle Kom...	Bachelor	Degree co...

Step 14.1

Click „continue“ after you filled out all the details of your academic education. **Note:** Under the heading „Completed duration of studies in academic periods“, please fill in the number of semesters you have completed. One semester has the duration of a half year!

Country: France (FRA)
City: paris
Course of studies: Malerei
Completed duration of studies in academic terms: 7
Degree status: Not yet on hand, Degree complete, No degree
Degree type: Bachelor, Diploma, Master, Other degree

continue **cancel**

Step 14.2

After saving your entry, the academic institution will be displayed in a list. Please click on the respective line to change the information about the study program, if needed.


Academic education

University name: UDK
Study period from: 10.10.2000
Study period to: 20.10.2007
University address:
Country: Deutschland
Region: Berlin

Step 14.3

When you have filled out the form, save by clicking on the check icon **✓** and move on to the „Additional application data“ form.

Step 15 - Upload application documents:

Please click on the pencil icon  to edit the „Additional application data“ form and upload the following documents as PDF-files:



1 Digital portfolio (max. 20MB). You can also insert web links in your portfolio. But please note that filesharing links such as „wetransfer“ and „googledrive“ will not be accepted and will be excluded from the application.



2 CV - Courses of the study, study trips, internships, employment in the fields of design/ arts, exhibitions etc.




3 Study evidence - A certificate or a proof (transcript of records) of having completed at least two semesters in your desired department or an equivalent study program or previous studies or diplomas and a confirmation of enrollment if you are matriculated.

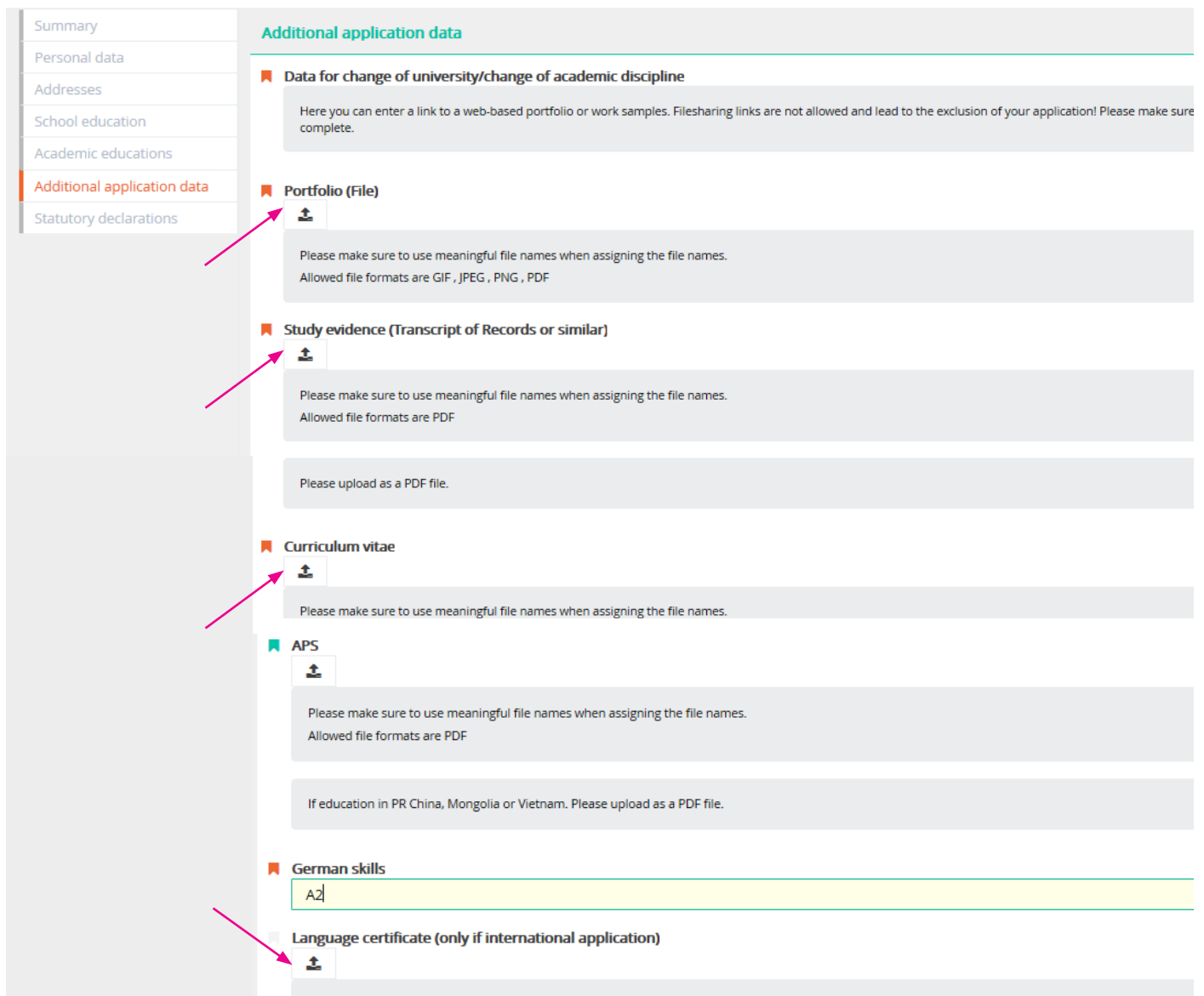


4 APS-Certificate - Only applicants from the People's Republic of China and Vietnam must include the original certificate confirming that the papers have been pre-checked by the Academic Evaluation Centre (APS).



5 German language certificate - At the time of application international applicants have to upload a language certificate qualification level or a conformation of the current language course min B2 for the Design study programs and B1 for the Fine Art departments. Please upload the recent proof you have.

Click save  and make sure that you have uploaded all necessary documents.

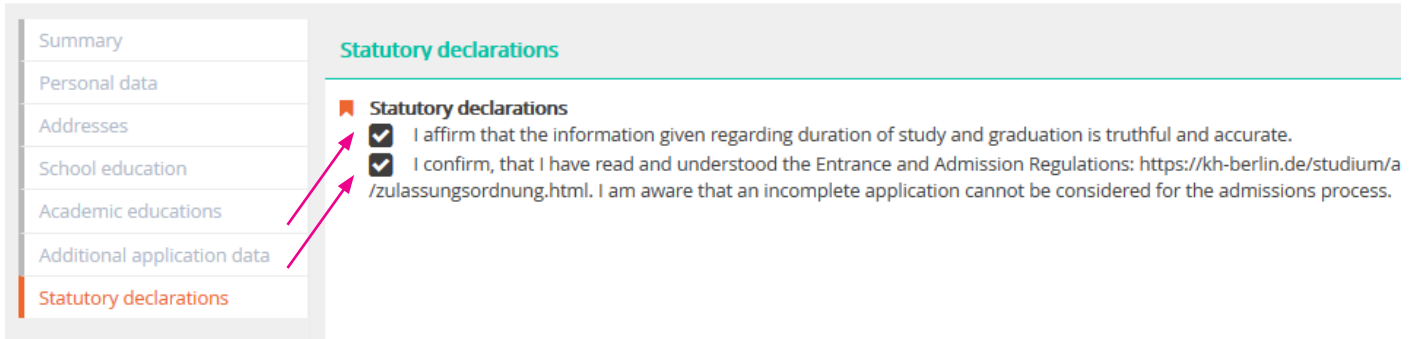


The screenshot shows the 'Additional application data' form with a sidebar on the left containing navigation links: Summary, Personal data, Addresses, School education, Academic educations, Additional application data (highlighted), and Statutory declarations. The main form area contains several sections, each with an upload icon and instructions:

- Data for change of university/change of academic discipline**: Here you can enter a link to a web-based portfolio or work samples. Filesharing links are not allowed and lead to the exclusion of your application! Please make sure complete.
- Portfolio (File)**: Please make sure to use meaningful file names when assigning the file names. Allowed file formats are GIF, JPEG, PNG, PDF.
- Study evidence (Transcript of Records or similar)**: Please make sure to use meaningful file names when assigning the file names. Allowed file formats are PDF. Please upload as a PDF file.
- Curriculum vitae**: Please make sure to use meaningful file names when assigning the file names.
- APS**: Please make sure to use meaningful file names when assigning the file names. Allowed file formats are PDF. If education in PR China, Mongolia or Vietnam. Please upload as a PDF file.
- German skills**: A2
- Language certificate (only if international application)**: Upload icon.

Step 16 - statutory declarations:

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



Summary

Personal data

Addresses

School education

Academic educations

Additional application data

Statutory declarations

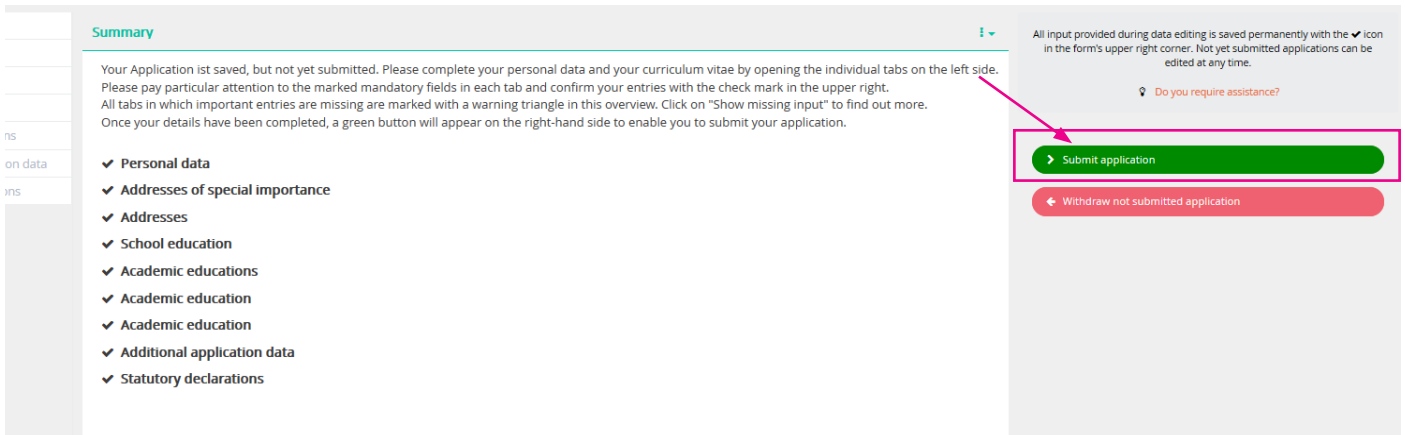
Statutory declarations

I affirm that the information given regarding duration of study and graduation is truthful and accurate.

I confirm, that I have read and understood the Entrance and Admission Regulations: <https://kh-berlin.de/studium/a/zulassungsordnung.html>. I am aware that an incomplete application cannot be considered for the admissions process.

Step 17 - check all details and submit application:

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.



Summary

Your Application ist saved, but not yet submitted. Please complete your personal data and your curriculum vitae by opening the individual tabs on the left side. Please pay particular attention to the marked mandatory fields in each tab and confirm your entries with the check mark in the upper right. All tabs in which important entries are missing are marked with a warning triangle in this overview. Click on "Show missing input" to find out more. Once your details have been completed, a green button will appear on the right-hand side to enable you to submit your application.

- ✓ Personal data
- ✓ Addresses of special importance
- ✓ Addresses
- ✓ School education
- ✓ Academic educations
- ✓ Academic education
- ✓ Academic education
- ✓ Academic education
- ✓ Additional application data
- ✓ Statutory declarations

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.

Do you require assistance?

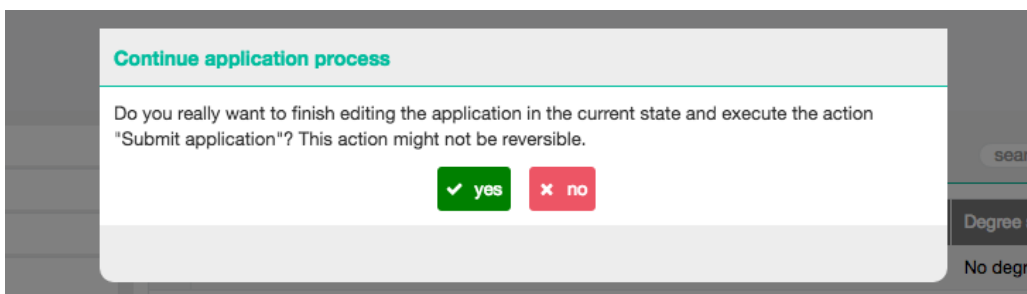
Submit application

Withdraw not submitted application

Step 18 - 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 deleted. 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 in your account after login (from step 5).



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

Please note that the deadline to submit your application is &\$ May for winter term and 2 January for summer term.

If you want to apply for more than one program, please start from step 7 to create a new application, but please mind that the admission interviews may overlap.

Thank you for your application.

Futher procedure:

Please do not send any additional documents by post before official admission. On the basis of your portfolio and your application the examination board decides whether you will be invited for the admission interview or not. You will receive the letter of invitation to the admission interview approximately 3-4 weeks after the deadline. The interviews will be held mid/end of February, for international student skype-Interviews are generally possible.

If you pass this interview successfully we request your full original application documents for admission at the weissensee schhol of art and design.

On the basis of your artistic works (portfolio), your previous studies and the interview, the examination board decides whether you will be admitted, as well as in which semester you will be placed.

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

Contact

Susan Lipp
general course guidance

Student Service

weissensee academy of art berlin

Bühringstr. 20 - 13086 Berlin

mail: studienberatung@kh-berlin.de

open hours: room A 1.09 tuesday 11-13, thursday 14-17

telephone advisory service: +49 30 47705 342 tuesday 14-16, wednesday 10-12