Step-by-step instruction
Online-application for the Master study programs
(Design) 01 March - 30 April

Step 1 - create account:

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

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

   >If you already have an user account, log in with your login data and follow the instructions from step 6.
   >

(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.)
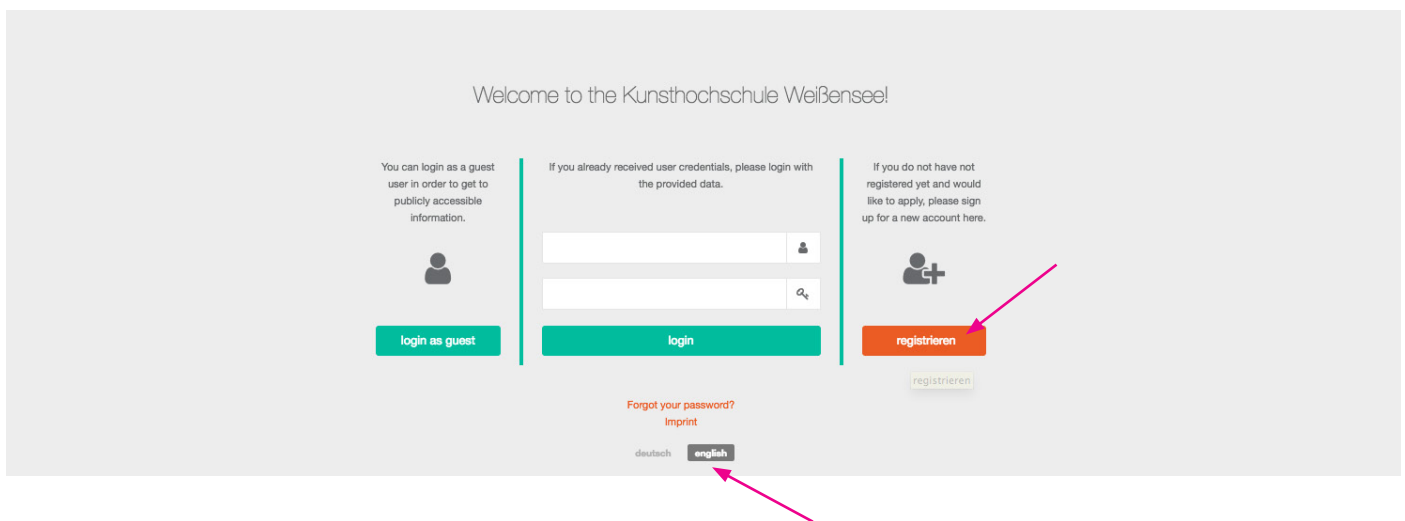

Step 2 - create credentials and edit masta data:

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.
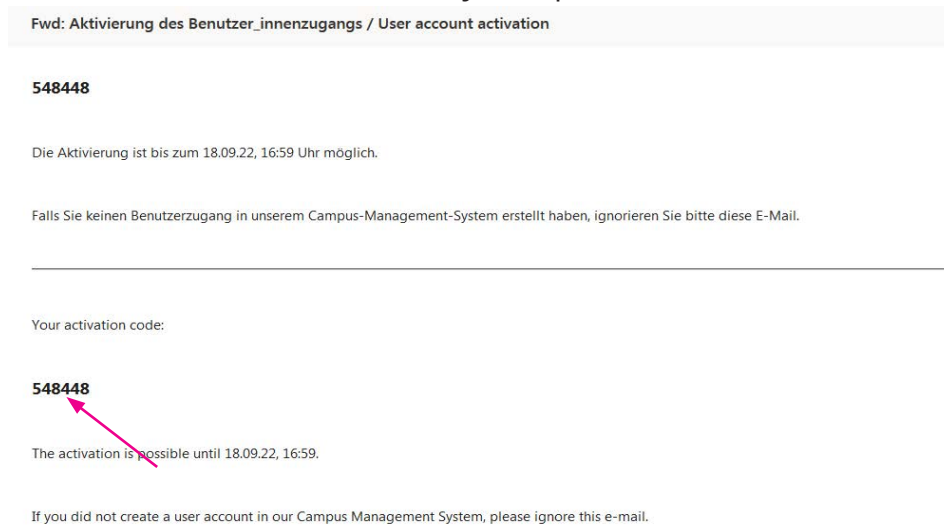
Step 3 - complete registration with activation code

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.
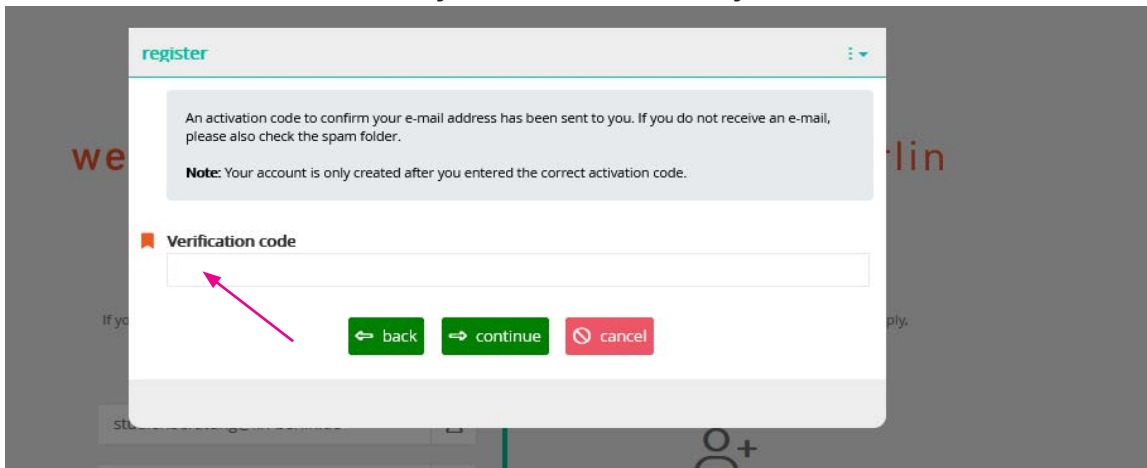

Step 4 - confirm access:

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.
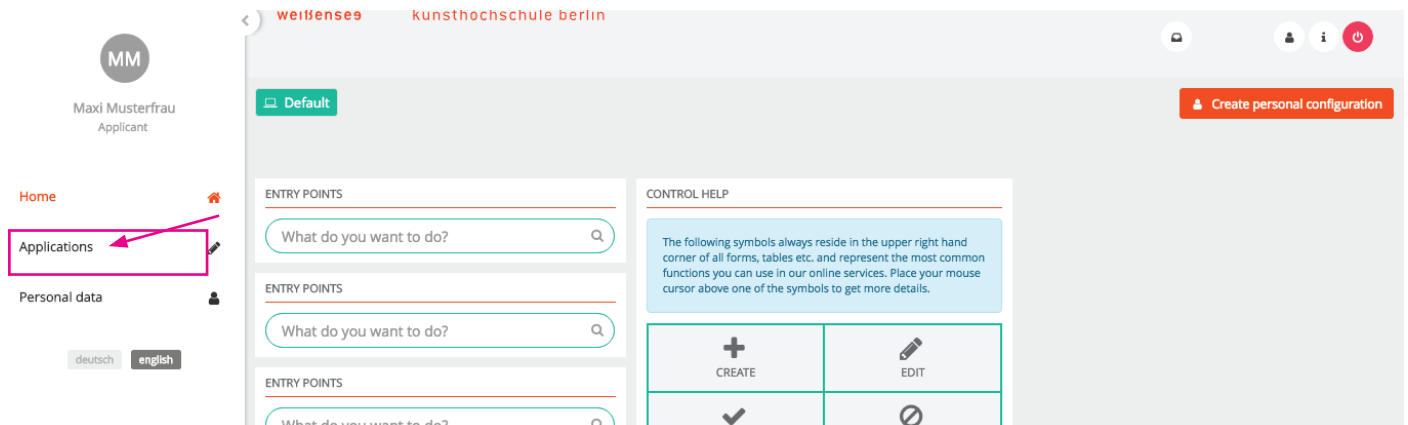
Step 5 - login:

Login with your personal access data.
If you have forgotten your password, you can always create a new one!
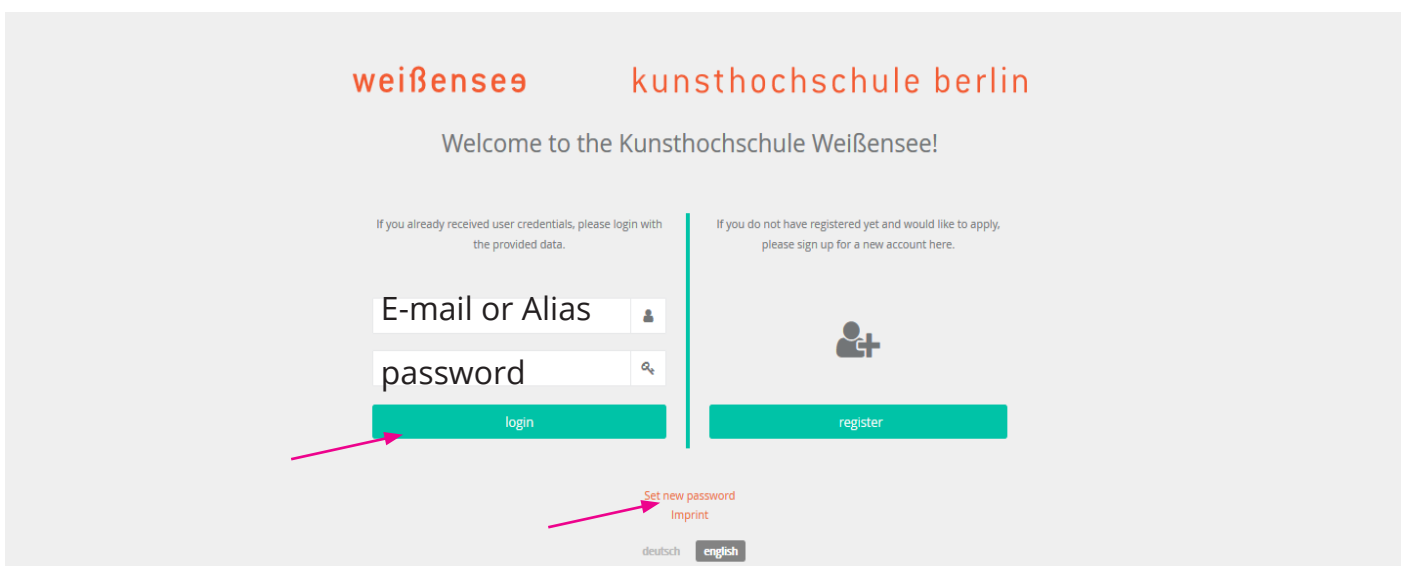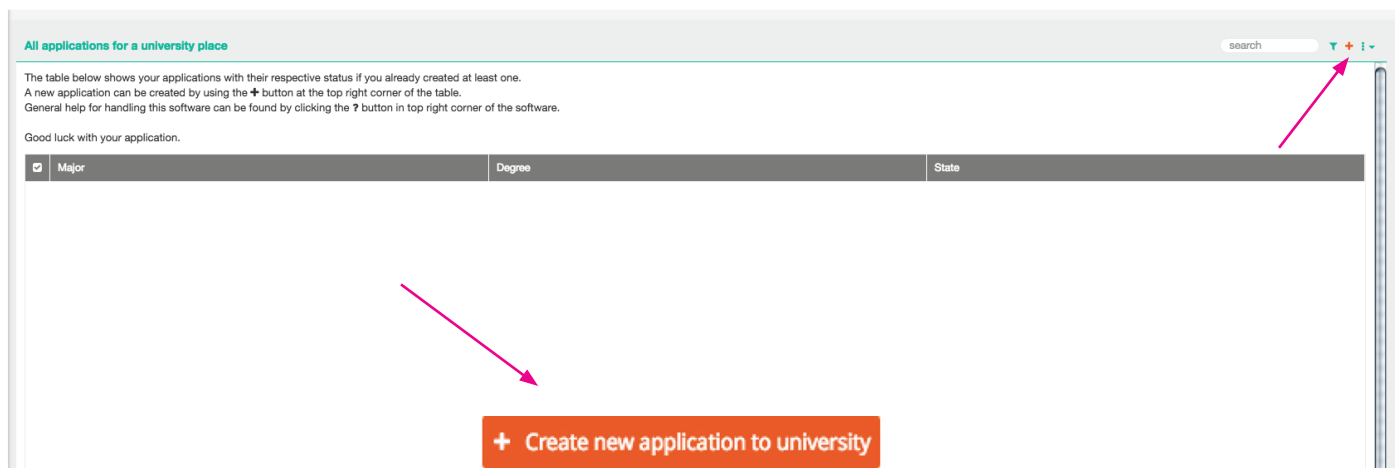
Step 6 - your account:
Once you are logged in, you have to click on the left site „Application" to get to the application form.
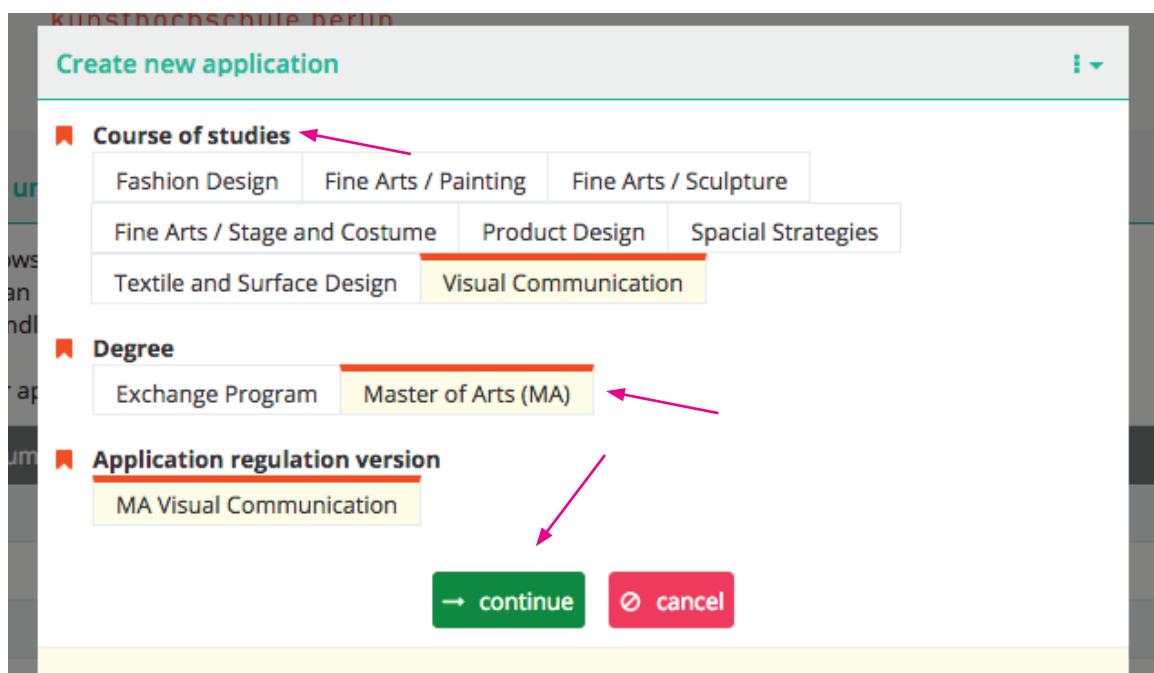

Step 7 - create a new application:
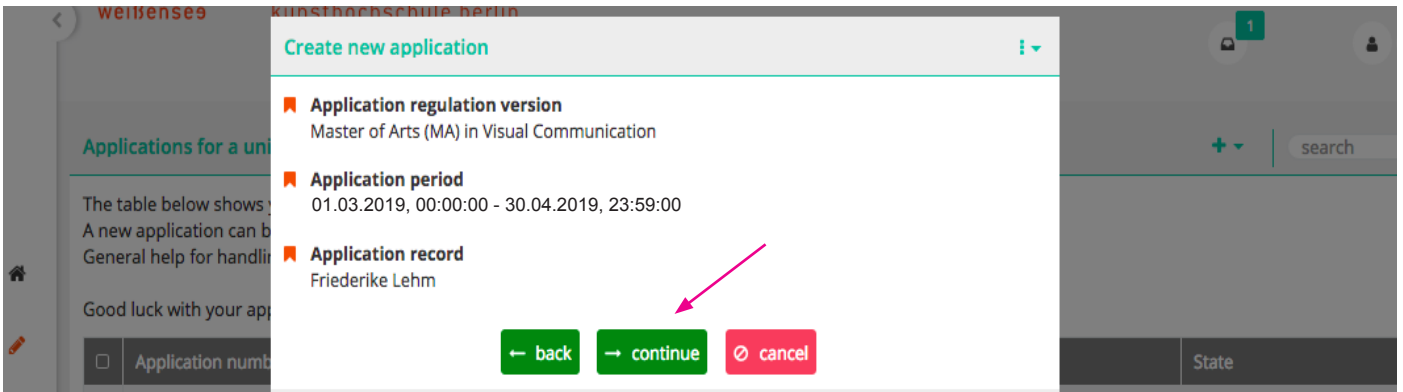Create your application by clicking on the field marked in orange (below) .

Step 8 - select study program:
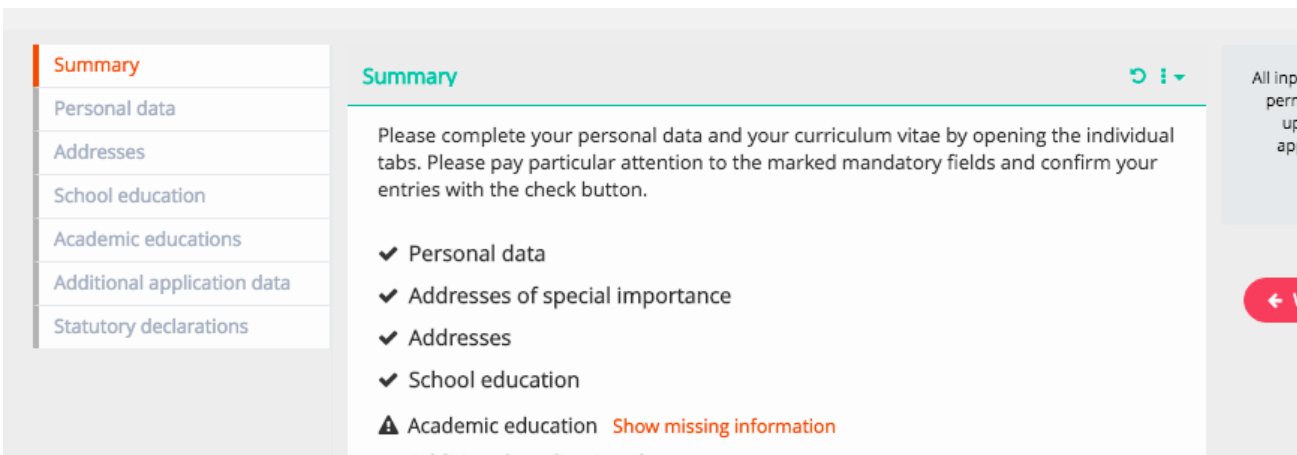Select the course of study as well as the degree (MA) you wish to apply.

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 "edite 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.
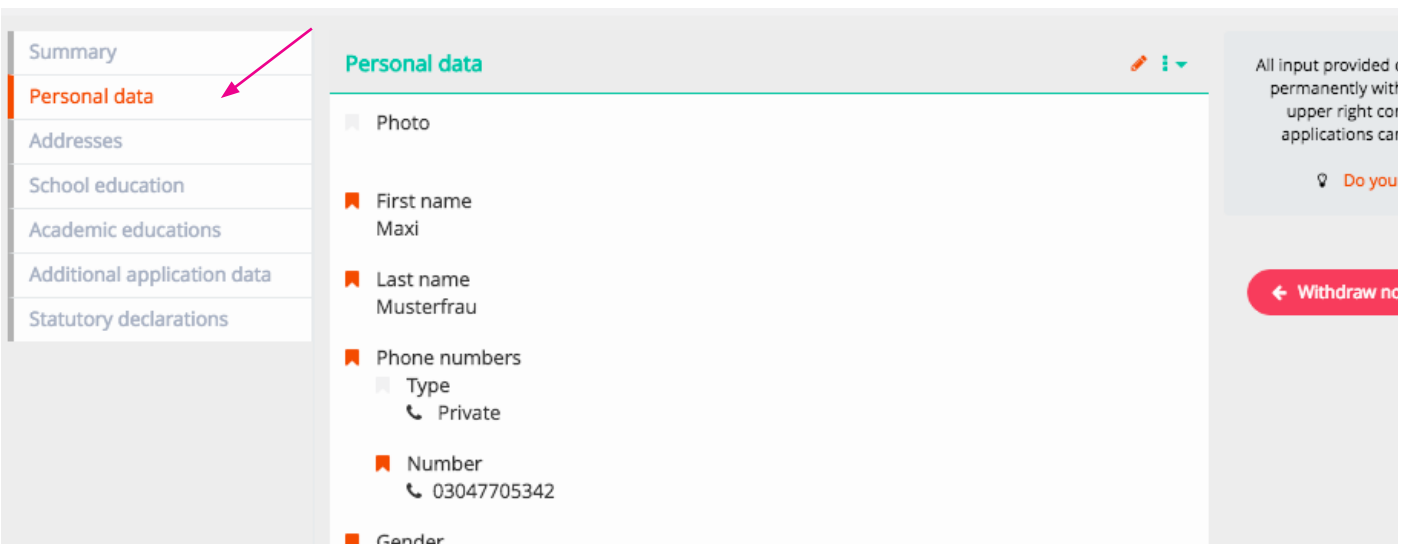
Step 12 - details of personal data and save:

When you have filled out the form, save by clicking on the save 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 „Addresses" form.

Summary	**Personal data**	✔ Ø ⋮ ▾	All input pro
Personal data			permanen
Addresses	Photo		upper ri
School education	⬆		applicatie
Academic educations	🚩 First name		⚲
Additional application data	Maxi		
Statutory declarations	🚩 Last name		← Withd
	Musterfrau		
	🚩 Phone numbers		
	Type		

Step 13 - Addresses

Click the plus icon if you want to add an address. Otherwise, just continue with „Academic Educations".

Summary	**Addresses of special importance**	✏ ⋮ ▾	All input provided durir
Personal data			permanently with the
Addresses	🚩 Home address		upper right corner.
School education	Bühringstr. 20, 13088 Berlin, Germany (DEU)		applications can be
Academic educations			⚲ Do you requ
Additional application data			
Statutory declarations	**Addresses**	+ ⋮ ▾	← Withdraw not su
	📍		
	Bühringstr. 20		
	13088 Berlin		
	Germany		

Step 14 - details of school education:

First click on the "edit" icon to edit the form and CLICK "save" after finishing and move on to the „Academic Education" form.

Summary	**School education**	✔ Ø ⋮ ▾
Personal data		
Addresses	🚩 Secondary education exists	
School education	✔ yes ✖ no	
Academic educations	🚩 School graduation	
Additional application data	General university entrance qualification or equivalent	⊗ 🔍
Statutory declarations	🚩 Country in which the secondary education was acquired	
	Germany	⊗ 🔍
	🚩 Region in which the secondary education was acquired	

Step 15 - details of academic educations:

Please click the "create" icon to add academic educations, fill ou the form and click "continue". You can add more than one , if you already studied at more universities.

14.2. Please click on the respective University and complete or change the information and upload the proof of your undergraduate degree. Please note: all necessary certificates and documents must be upload in form of an officially authenticated translation in German or English.

14.3. When you have filled out the form and uploaded your certificate of your successfully passed first degree, save by clicking on the check icon and move on to the „Professional art/work experience" form.

Step 16 - Additional application data - Upload application documents:

Please click on the edit icon to edit the „Additional application data" form and upload ⬆
the following documents as <u>PDF-files:</u>

⬆ 1 Portfolio - Digital portfolio (<u>max. 20MB</u>). External applicants also have to present the first degree project.

⬆ 2 Study evidence - A certificate or a proof (transcript of records) in German or English.

⬆ 3 BA graduation certificate - Certificate of your successfully passed first degree in your desired department or an equivalent study program (at least 180 Creditpoints/ 3 years) or the latest copies of the study documentation, if you are in the final examination semester during the application procedure. International certificates are to be submitted in German or English translation copy.

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

⬆ 5 Master Proposal - A written study proposal, an outlining of your master project (max. 2 pages A4).

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

⬆ 7 German language certificate - At the time of application international applicants have to upload a language certificate qualification level or a confirmation of the current language course min B1/2. Please upload the recent proof you have.

The first field is just a headline with explanation of the page "Additional appl. data". Only where the download button ⬆ appears, a document must be uploaded.

Click "save" and make sure that you have uploaded all necessary documents an move to the „Statutory declarations" form.

Step 17 - statutory declarations:
Check both boxes to confirm the statutory declarations and click the save icon.

Step 18 - 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.

Step 19 - 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 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).

Please note that the deadline for submit your application is April 30.

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 can may overlap.

Thank you for your application.

Please do not send any additional documents by post before official admission.

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 4 - 5 weeks after the deadline. The interviews will be held between end of June and middle of July, for international students skype-interviews are also possible. If you pass this interview successfully we request your full original application documents for admission at the Berlin Weissensee Art Academy.

The examination committee selects those candidates who reveal the artistic qualification (on the basis of your CV and portfolio) and who fulfill all mentioned qualifications.

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

Contact
Susan Lipp
general course guidance

Student Service/ room A1.03

weissensee academy of art berlin
Bühringstr. 20 - 13086 Berlin

Please send your request in writing via e-mail to: studienberatung@kh-berlin.de
or contact us by telephone at: 030 47705 -342