

## Step-by-step instruction

### Online-application for the Master study programs

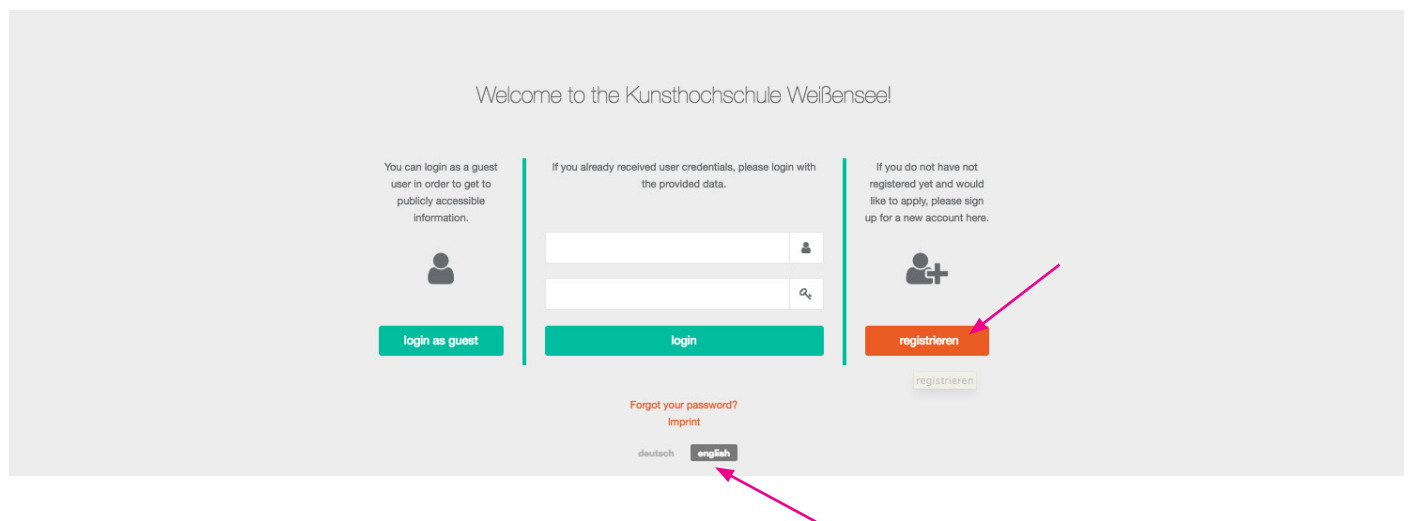
(Design) Application period: 'A UfW '%!'5 dfJ'' \$'for h\ Y'Zc`ck ]b[ 'winter term

#### 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.)



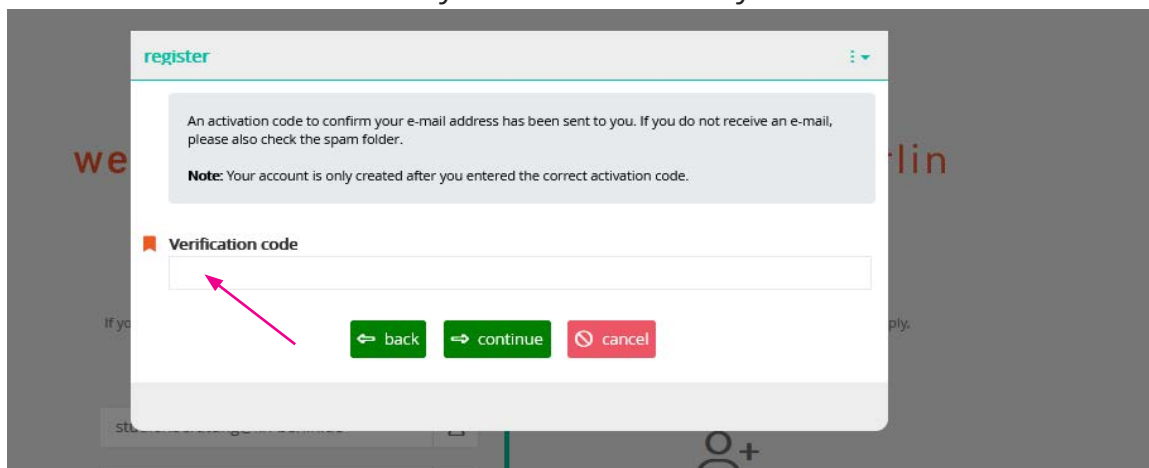
#### Step 2 - create credentials and edit masta data:

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.

The screenshot shows the registration form. It has several sections: "Credentials" with "E-mail / username" (berlin@duett-design.de) and "Password" (two fields, one with a green checkmark). Below this is "Master data" with "First name" (Maxi), "Last name" (Musterfrau), and "Date of birth" (01.01.190...). There are also 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 says "I agree that my data may be stored in data processing systems and processed electronically." The second checkbox says "I agree that the university administration may view and process my data." At the very bottom, there are two buttons: "continue" (green) and "cancel" (red). A pink arrow points to the "continue" button.

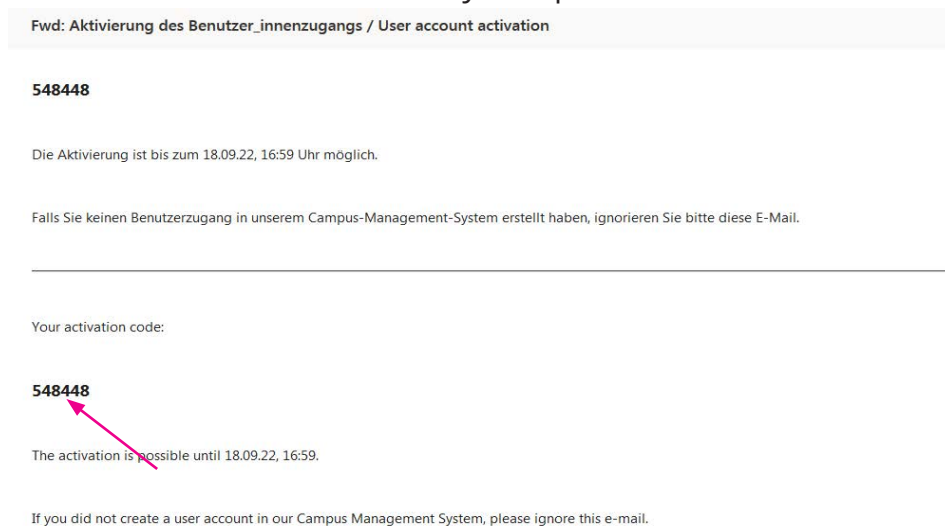
### Step 3 - complete registration with activation code

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:

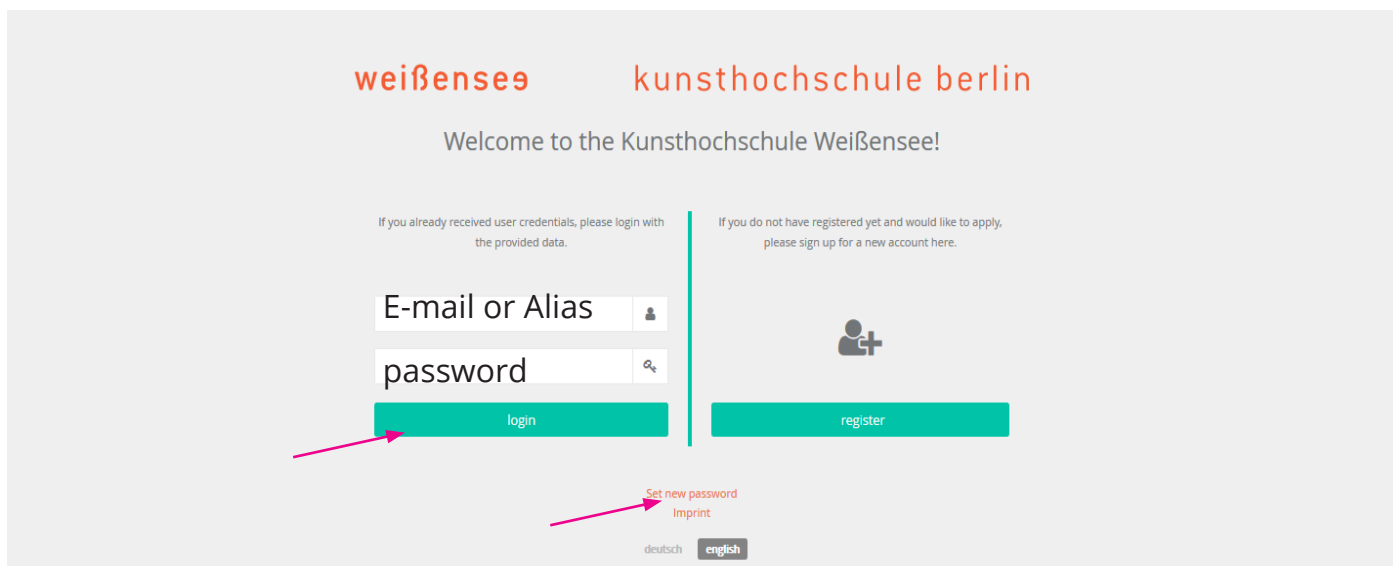
Please check your mailbox and copy the code you received. It may take a few minutes until the email with the subject "Activation des Benutzer\_innenzugangs / User account activation" is delivered. Please also check your spam account!



### Step 5 - login:

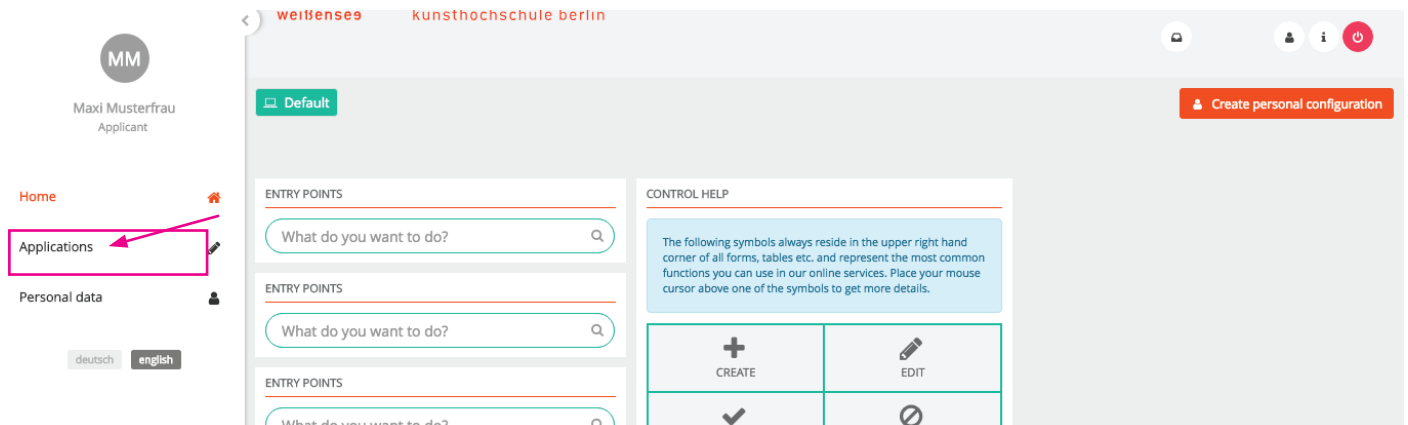
Login with your personal access data.

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




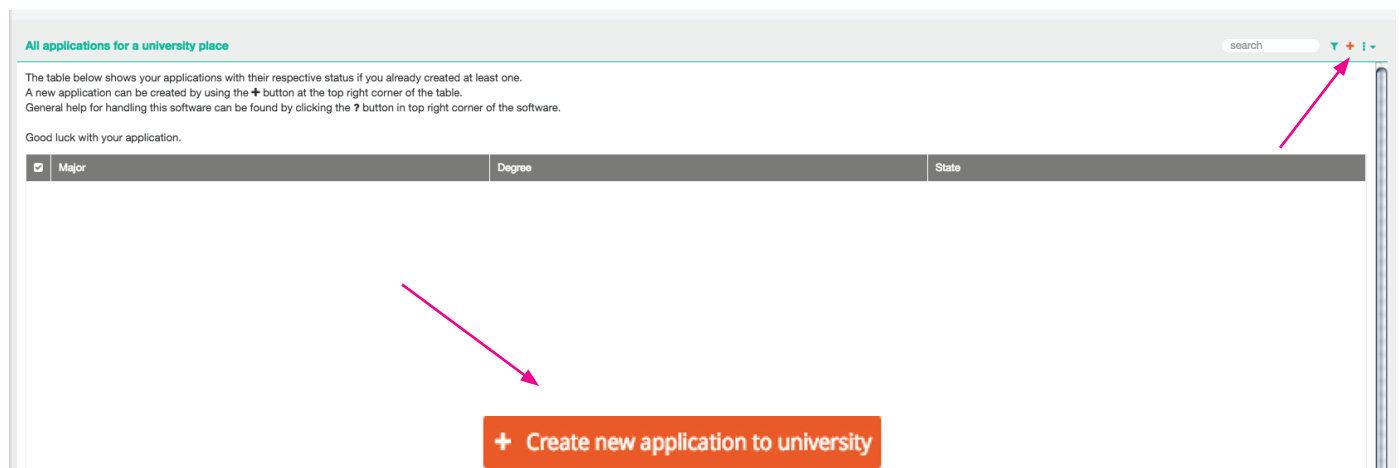
### Step 6 - your account:

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



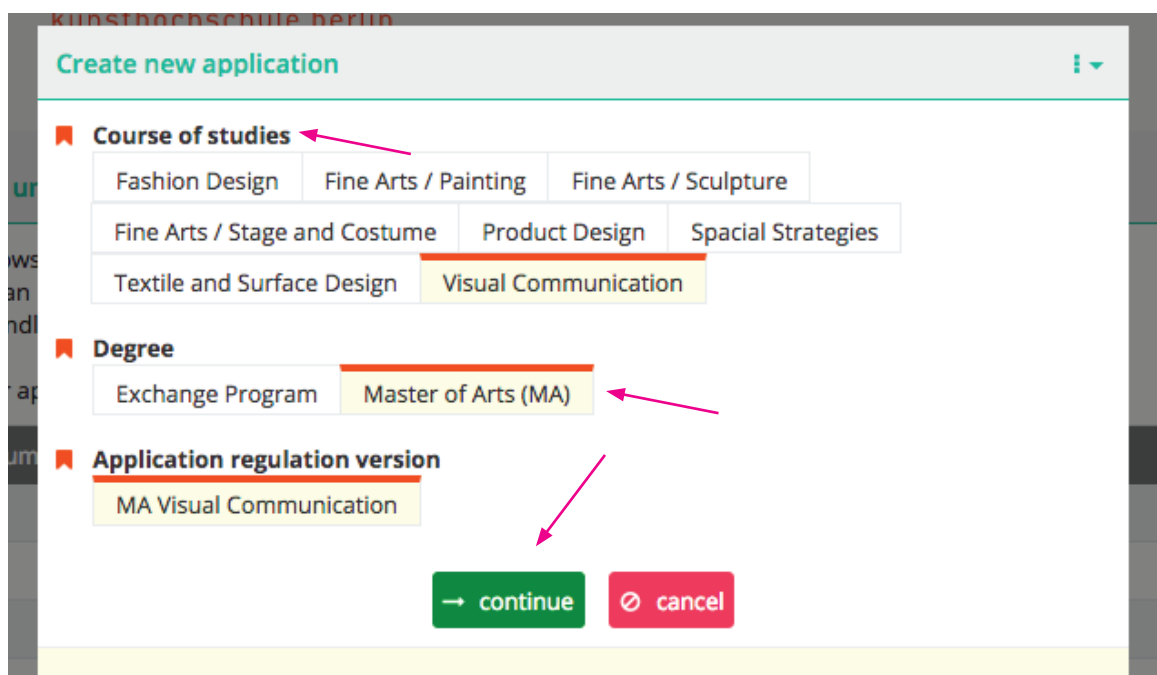
### Step 7 - create a new application:

Create your application by clicking on the field marked in orange (below) or on the  sign (top right of the search field).



### 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“.

**Create new application**

- Application regulation version**  
Master of Arts (MA) in Visual Communication
- Application period**  
01.03.2019, 00:00:00 - 30.04.2019, 23:59:00
- Application record**  
Friederike Lehm

← back → continue cancel

### 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.

**Summary**

Please complete your personal data and your curriculum vitae by opening the individual tabs. Please pay particular attention to the marked mandatory fields and confirm your entries with the check button.

- ✓ Personal data
- ✓ Addresses of special importance
- ✓ Addresses
- ✓ School education
- ⚠ Academic education [Show missing information](#)


### Step 11 - edit of personal data:

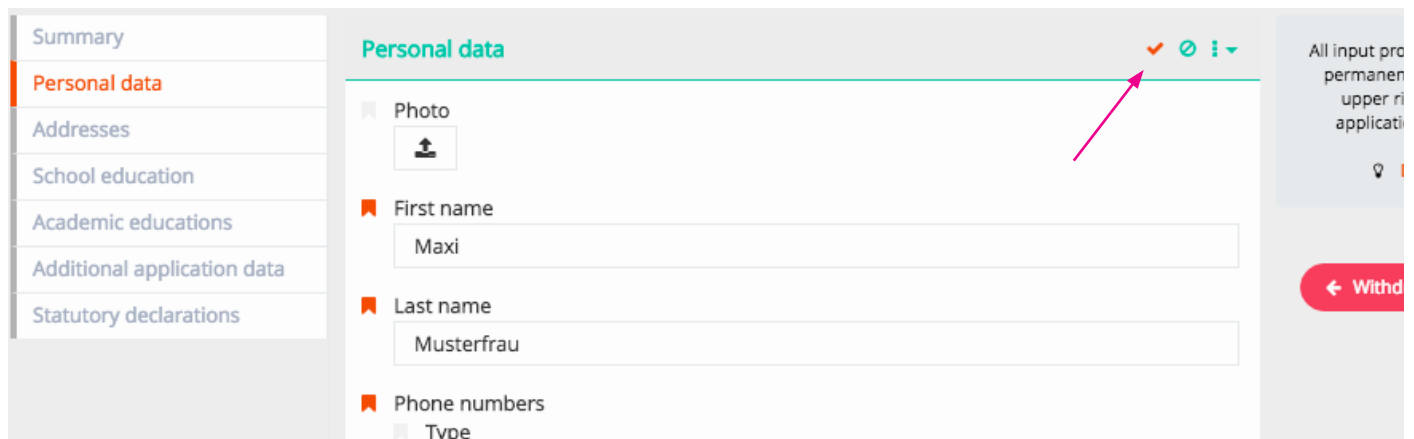
Start with the first form „Personal data“. The information you provided upon registration of your user account are already included. You can click on the pencil icon  to edit the form. Please check all information for correctness and completeness. Before you continue with the next form, please note that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

**Personal data**


- Photo
- First name**  
Maxi
- Last name**  
Musterfrau
- Phone numbers**
  - Type  
Private
  - Number  
03047705342
- Gender**

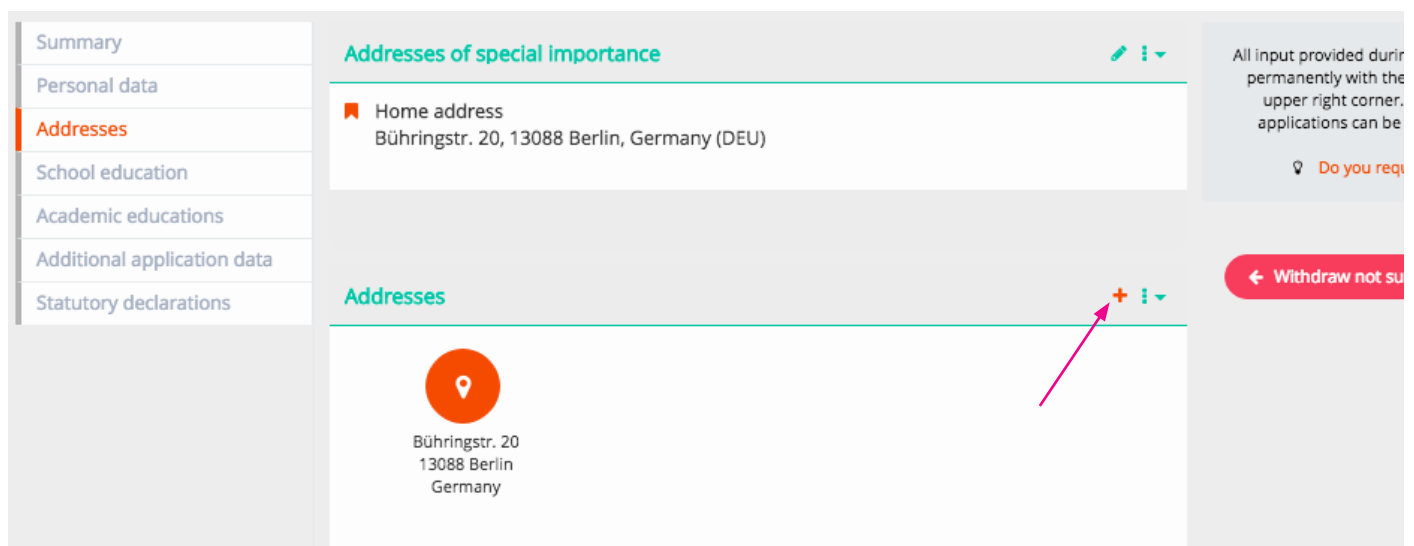
### Step 12 - details of personal data and save:

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.





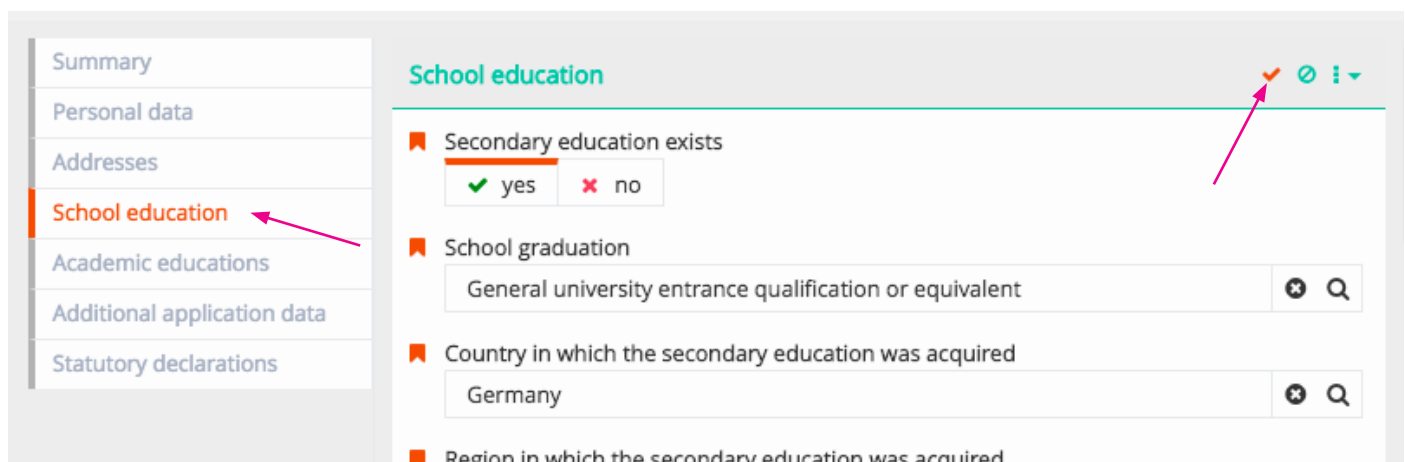
### Step 13 - Addresses

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




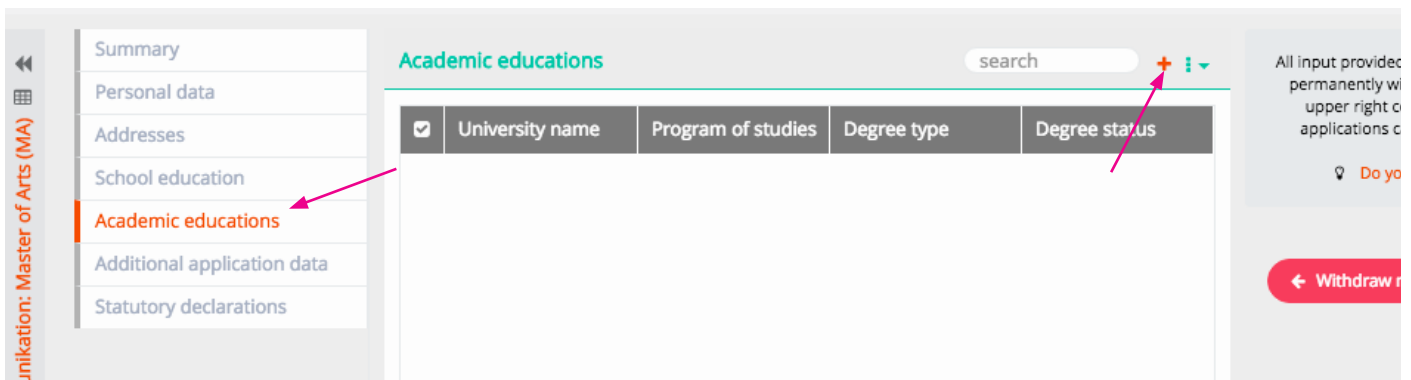
### Step 14 - details of school education:

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



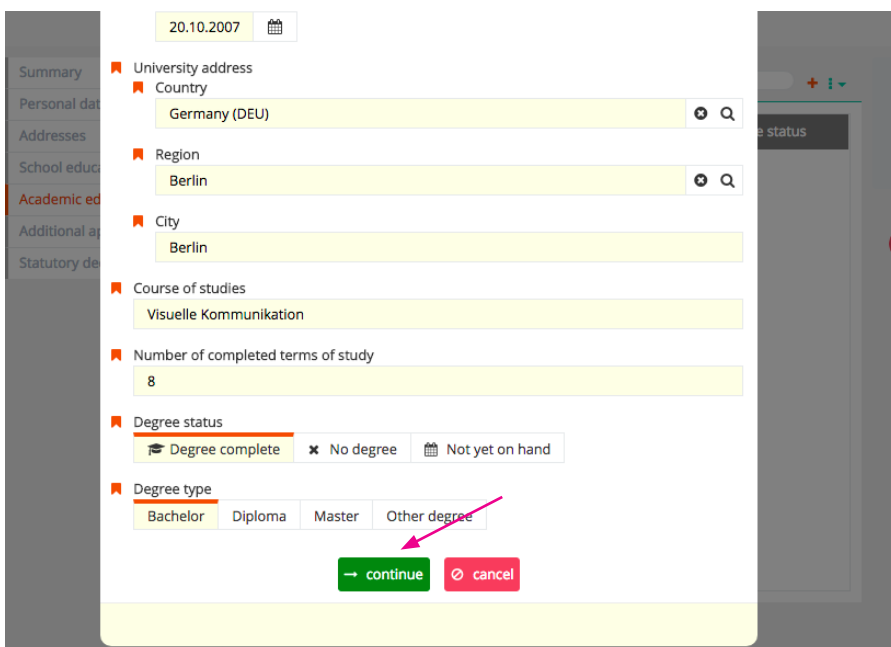
### Step 15 - details of academic educations:

Please click the save icon  to add academic educations, you can add more than one , if you already studied at more universities.



The screenshot shows the 'Academic educations' section of the application form. On the left, a sidebar lists various sections: Summary, Personal data, Addresses, School education, Academic educations (highlighted with a red arrow), Additional application data, and Statutory declarations. The main area is titled 'Academic educations' and features a search bar and a table with columns: University name, Program of studies, Degree type, and Degree status. A red arrow points to a plus icon in the top right corner of the table, indicating where to click to add a new entry. On the far right, there is a sidebar with a 'Withdraw' button and some text about input providers.


Click „continue“ after you filled out all the details of your academic education.



The screenshot shows the 'Academic education' form. It contains several fields for personal and academic information: University address, Country (Germany (DEU)), Region (Berlin), City (Berlin), Course of studies (Visuelle Kommunikation), Number of completed terms of study (8), Degree status (Degree complete, No degree, Not yet on hand), and Degree type (Bachelor, Diploma, Master, Other degree). A red arrow points to the 'continue' button at the bottom of the form. The form is set against a background of a blurred application form.

### NOTE:

To edit or change your academic education, first click on the appropriate university and then click on the pencil to edit the form. Save!

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

## Step 16 - Additional application data - 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 Portfolio - Digital portfolio (max. 20MB). 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.



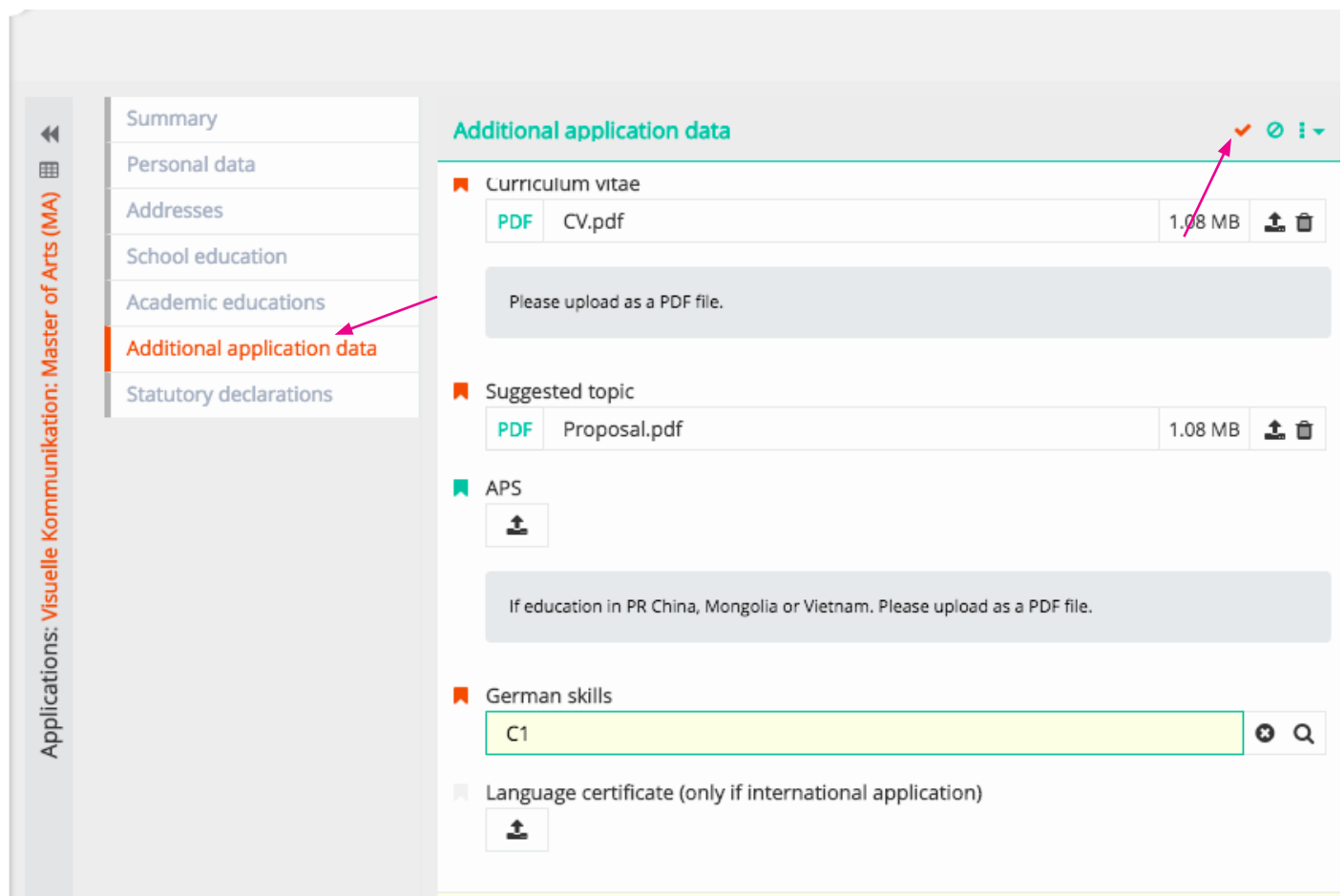
5 Master Proposal - A written study proposal, an outlining of your master project (max. 2 pages A4).



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).




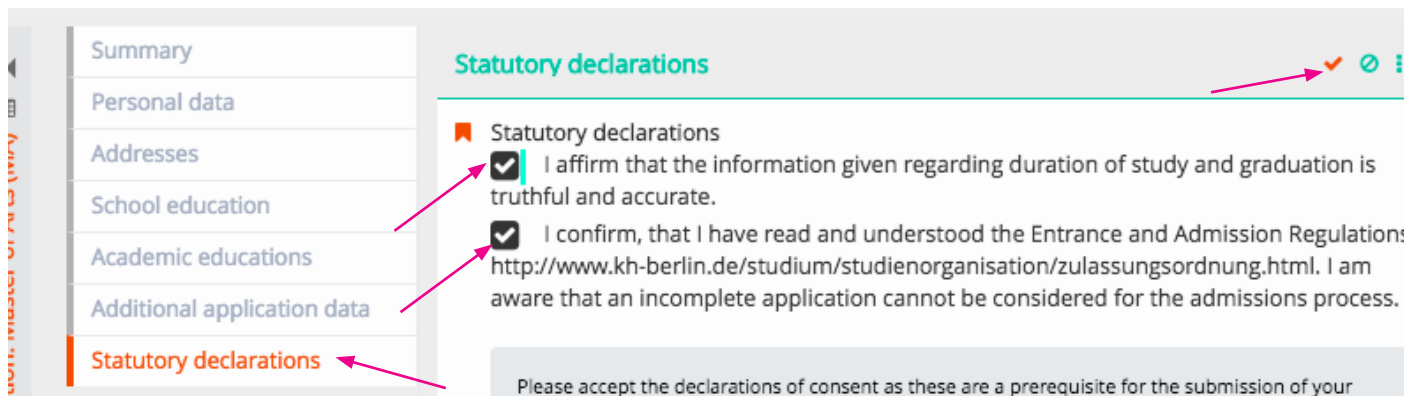
7 German language certificate - At the time of application international applicants have to upload a language certificate qualification level or a confirmation of the current language course min B1/2. Please upload the recent proof you have.



The screenshot displays the application portal interface. On the left, a sidebar lists navigation options: Summary, Personal data, Addresses, School education, Academic educations, **Additional application data** (highlighted with a red arrow), and Statutory declarations. The main content area is titled 'Additional application data' and features a header with a pencil icon (highlighted with a red arrow) and a list icon. Below the header, there are three sections: 'Curriculum vitae' with a PDF upload field for 'CV.pdf' (1.08 MB) and a message 'Please upload as a PDF file.'; 'Suggested topic' with a PDF upload field for 'Proposal.pdf' (1.08 MB); and 'APS' with an upload icon and a message 'If education in PR China, Mongolia or Vietnam. Please upload as a PDF file.' At the bottom, there is a 'German skills' section with a dropdown menu set to 'C1' and a search icon, and a 'Language certificate (only if international application)' section with an upload icon.

### Step 17 - statutory declarations:

Check both boxes to confirm the statutory declarations and click on the save icon  to save.



Summary

Personal data

Addresses

School education

Academic educations

Additional application data

Statutory declarations

### Statutory declarations

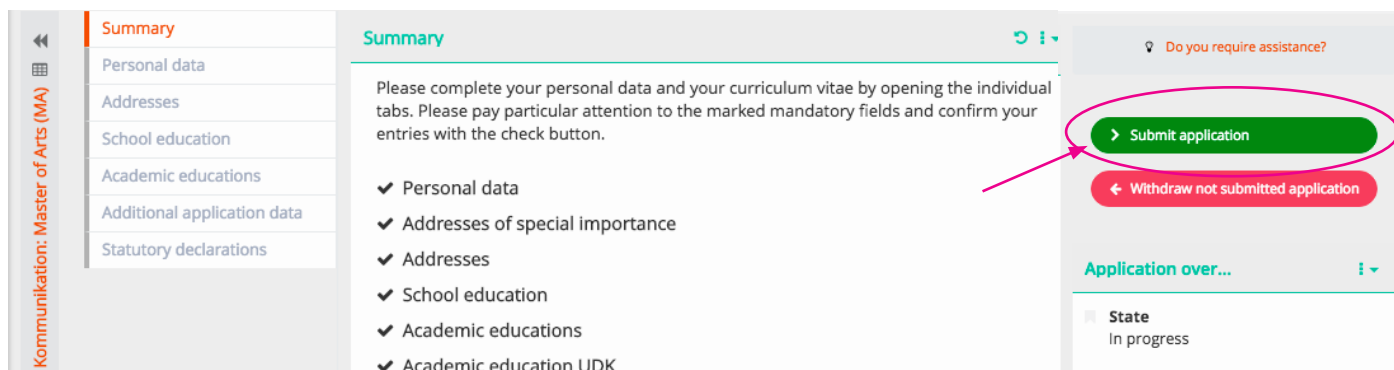
☒ Statutory declarations  
I affirm that the information given regarding duration of study and graduation is truthful and accurate.

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

Please accept the declarations of consent as these are a prerequisite for the submission of your

### 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.



Summary

Please complete your personal data and your curriculum vitae by opening the individual tabs. Please pay particular attention to the marked mandatory fields and confirm your entries with the check button.

- ✓ Personal data
- ✓ Addresses of special importance
- ✓ Addresses
- ✓ School education
- ✓ Academic educations
- ✓ Academic education UDK

Do you require assistance?

**> Submit application**

← Withdraw not submitted application

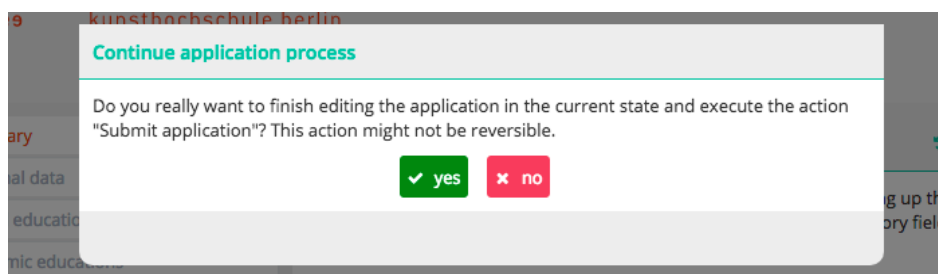
Application over...

State  
In progress

### 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 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).



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.

Please note that the deadline for submit your application is 15.05.2024 12:00.

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.

#### Further procedure:

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#fccca '5%"\$'  
weissensee academy of art berlin  
Bühringstr. 20 - 13086 Berlin  
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