

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

## Application periods:

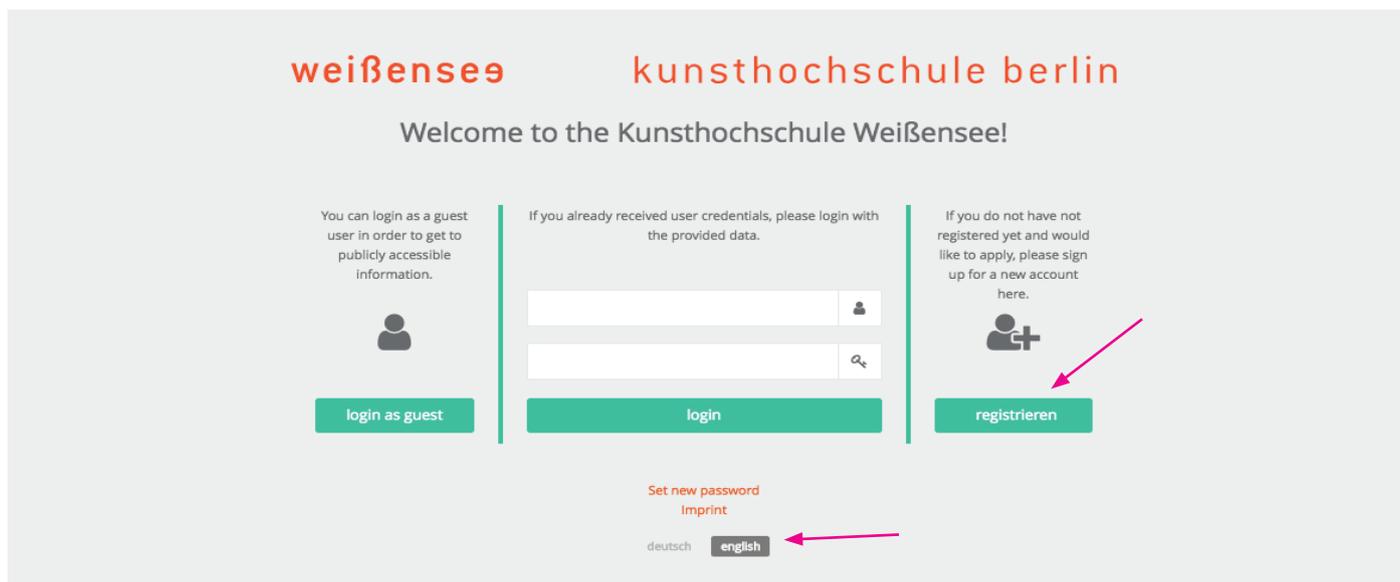
For winter term: May 1-31 and for summer term: December 1 – January 2

### Step 1 - create account:

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

Create an account by clicking on the „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.

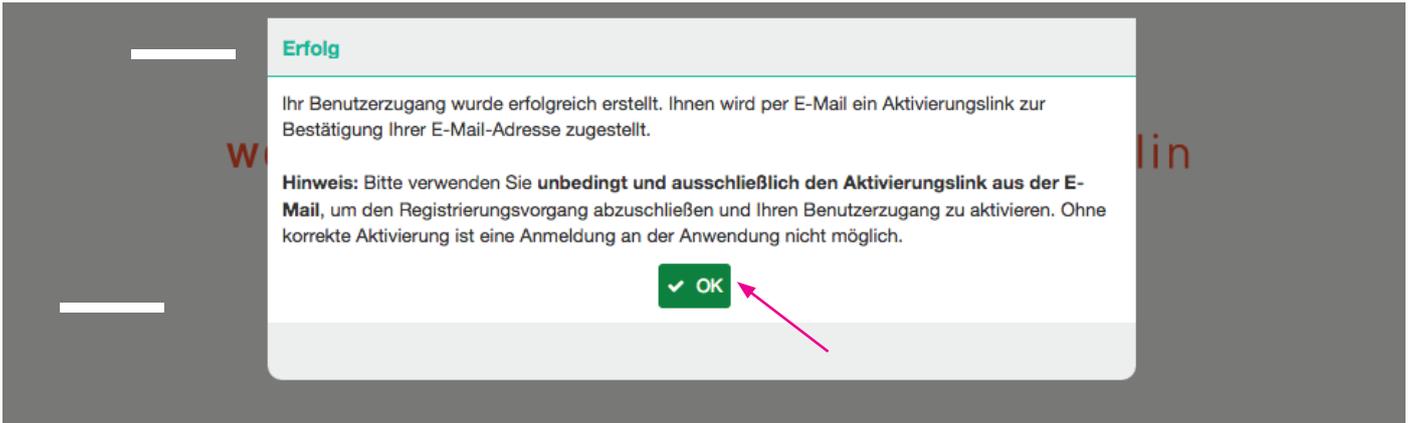
The screenshot shows the registration form with the following fields and sections:

- Credentials:**
  - E-mail / username:** Input field with "berlin@duett-design.de" and a note: "Please fill in a valid e-mail address."
  - Password:** Two input fields for password confirmation, with a checkmark indicating the password is valid. A note below states: "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."
- Alias:** Input field.
- Master data:**
  - First name:** Input field with "Maxi".
  - Last name:** Input field with "Musterfrau".
  - Date of birth:** Input field with "01.01.190..." and a calendar icon.
  - Zip code:** Input field.
  - City:** Input field.
  - Country:** Input field with a search icon.
- Statement of consent:**
  - I agree that my data may be stored in data processing systems and processed electronically.
  - I agree that the university administration may view and process my data.

At the bottom, there are "continue" and "cancel" buttons. Pink arrows point to the "continue" button and the "english" button from the previous screenshot.

### 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!

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: [f592b1d-60d4-4b87-a064-992835ecf1da](https://f592b1d-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

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

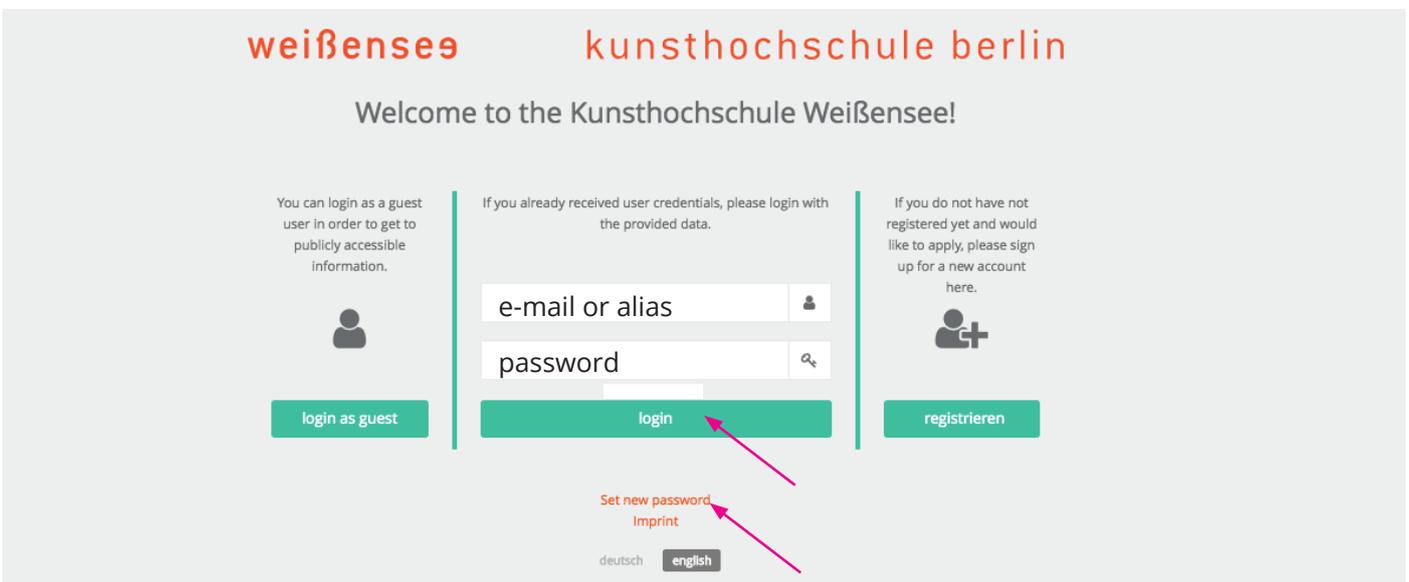
with best regards

Your Study affairs Office

### Step 5 - login:

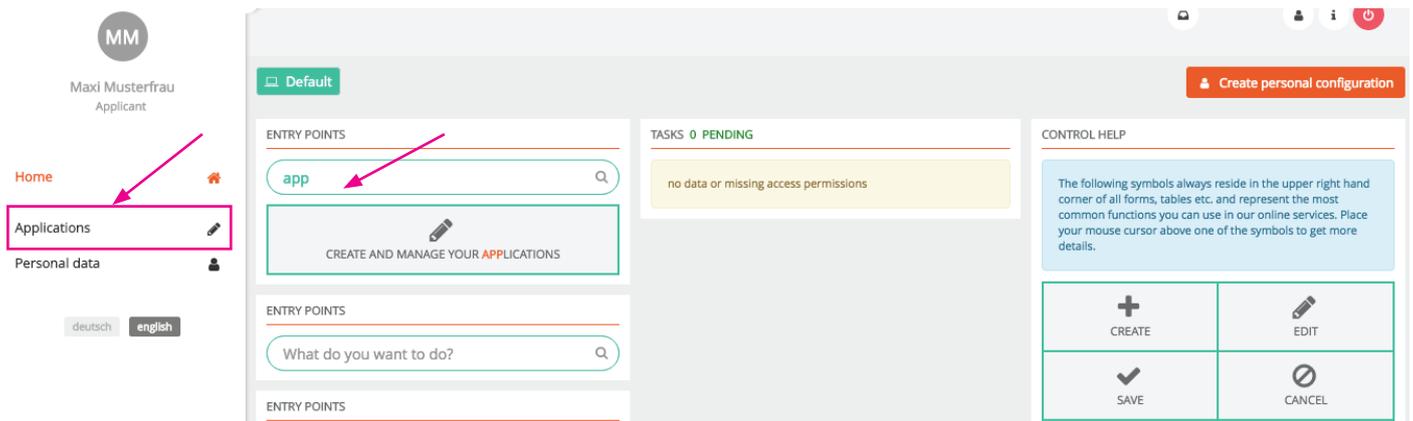
Login with your personal access data.

If you forget your password, you will be able to request a new password.



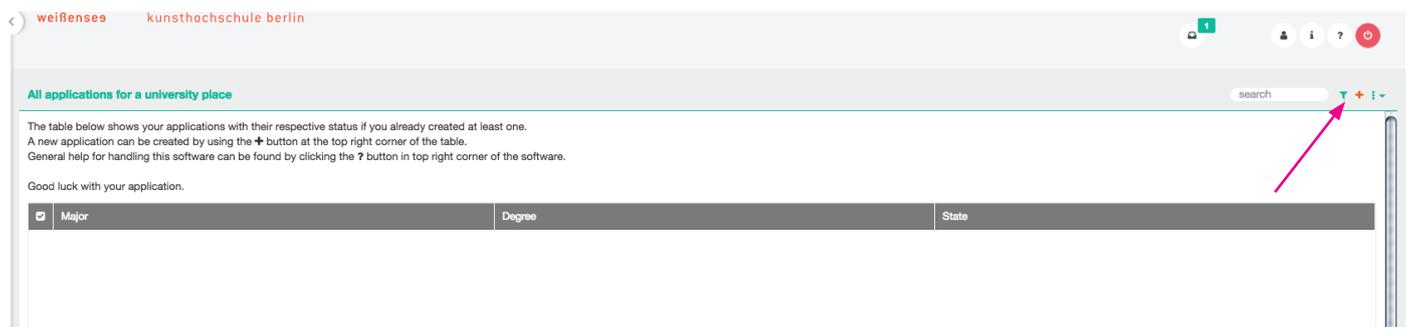
### Step 6 - your account:

Once you are logged in, click on „applications“ (left side) to start with your application for college transfer or click in the search field and enter the word „application“ to continue with the form „Create and manage my application“.



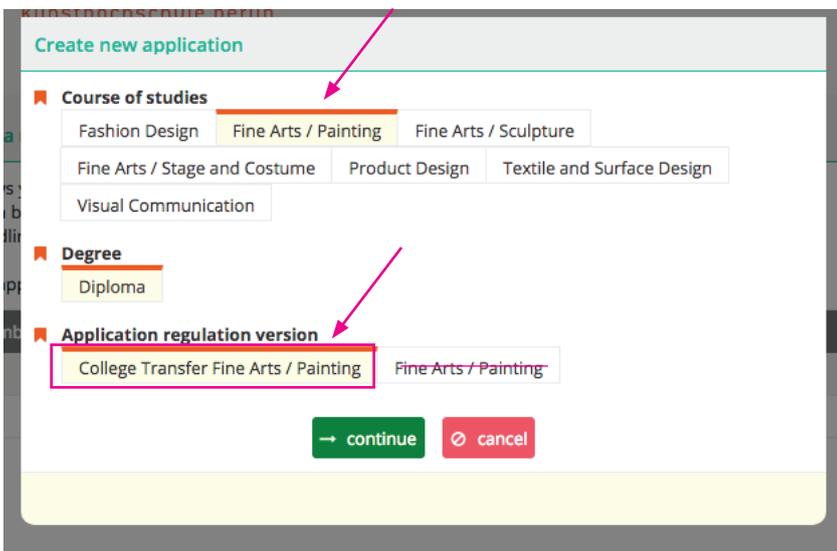
### Step 7 - create application:

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



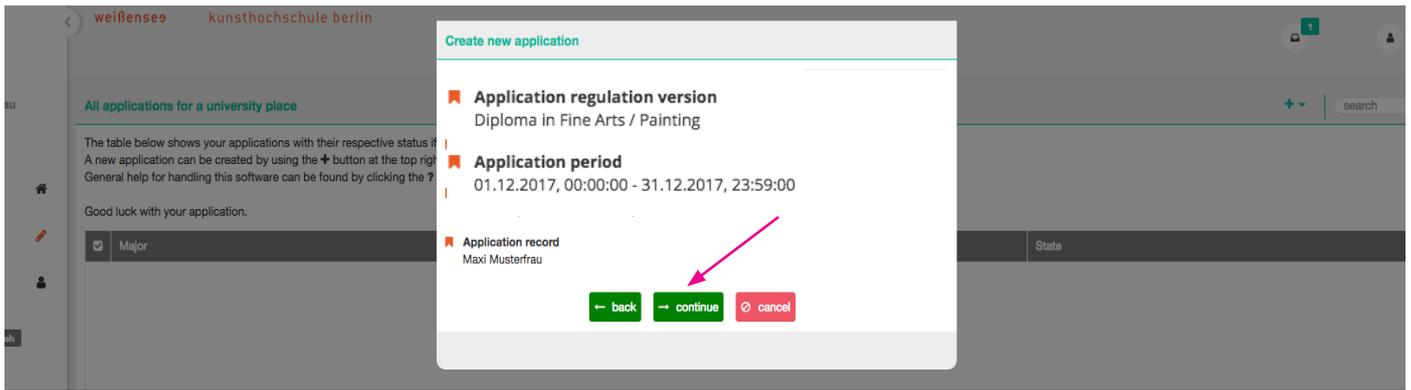
### Step 8 - select study program:

Select the course of study you wish to apply for and click „College Transfer“ under application regulation version.



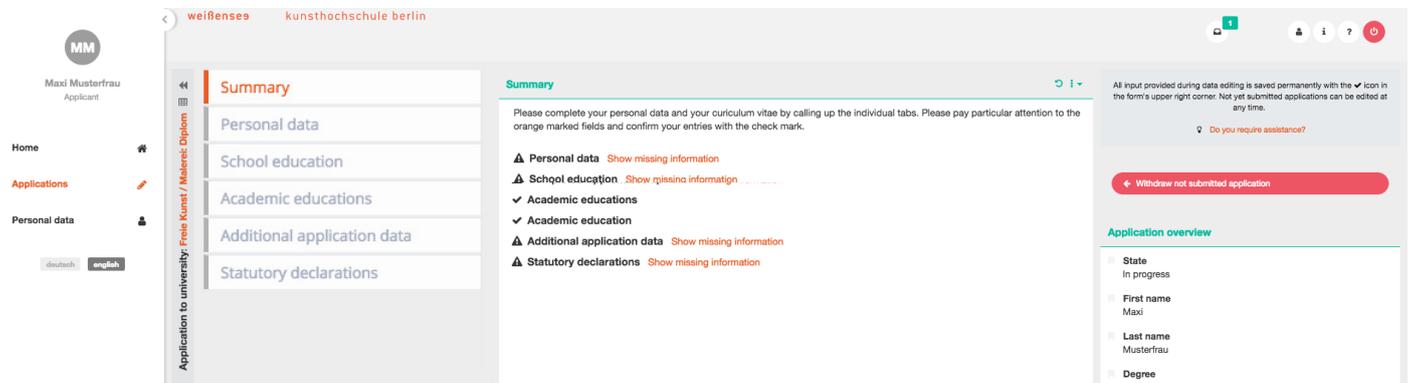
## Step 9 - check and continue:

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



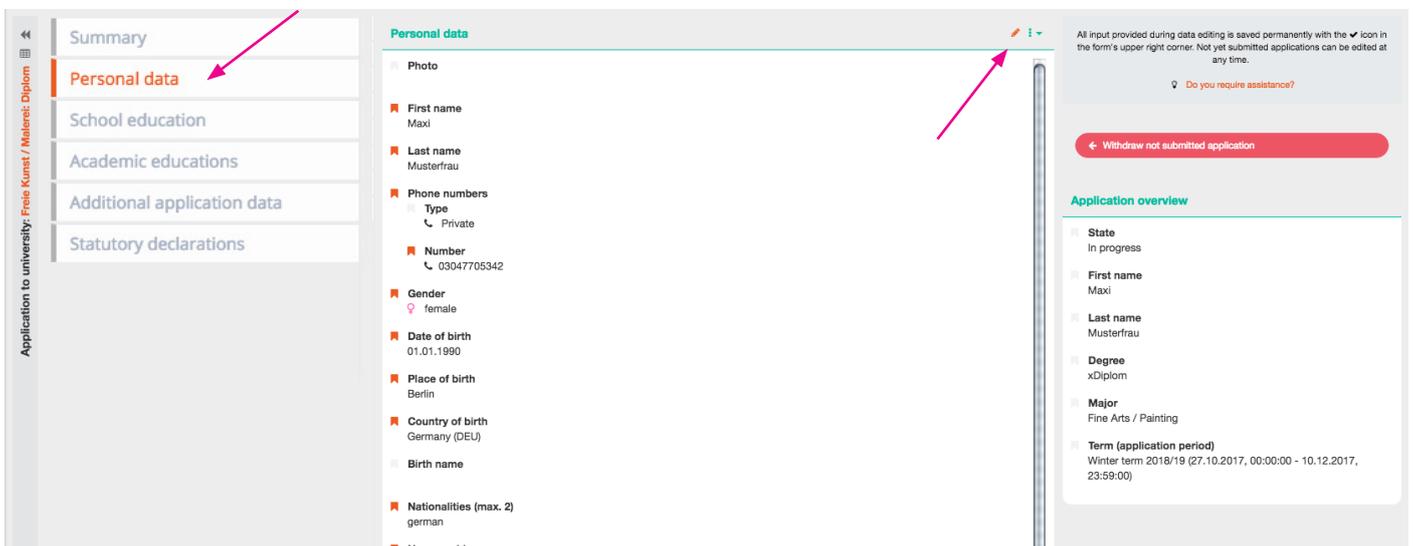
## Step 10 - summary of application form:

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. After saving, continue with the „School education“ form.

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:

Click save ✓ and move on to the „Academic Education“ form.

School education

University entrance qualification is present  
yes no

Type of university entrance qualification  
General university entrance qualification or equivalent

Country in which the university entrance qualification was acquired  
Germany

Region in which the university entrance qualification was acquired  
Berlin

City in which the university entrance qualification was acquired  
Berlin

Date of university entrance qualification  
01.01.2000

Application overview

State  
In progress

First name  
Maxi

Last name  
Musterfrau

Degree  
xDiplom

### Step 14 - details of academic educations:

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

Academic educations

University na...	Program of st...	Degree type	Degree status
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Application overview

State  
In progress

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

The screenshot shows a 'Create objects' form with the following fields:

- University name:** Chelsea College of Art
- Course of studies:** Product design
- Number of completed terms of study:** 4
- Degree status:** Degree complete (selected), No degree, Not yet on hand
- Obtained degree:** (empty)

A pink arrow points to the 'University name' field. On the right, a notification states: '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.' Below this is a 'Do you require assistance?' link.

Please click on the pencil icon  to complete the information about the study program.

The screenshot shows the 'Academic education' form with the following fields:

- University name:** École des Beaux-Arts Paris
- Study period from:** (empty)
- Study period to:** (empty)
- University address:** (empty)
- Country:** (empty)
- City:** (empty)
- Program of studies:** Malerei
- Number of completed terms of study:** 4

A pink arrow points to the pencil icon in the top right corner of the form. On the right, a notification states: '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.' Below this is a 'Do you require assistance?' link and a 'Withdraw not submitted app' button.

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

The screenshot shows the 'Academic education' form with the following fields:

- Study period from:** 01.10.2015
- Study period to:** 30.07.2017
- University address:** (empty)
- Country:** France
- City:** Paris
- Program of studies:** Malerei
- Number of completed terms of study:** 4

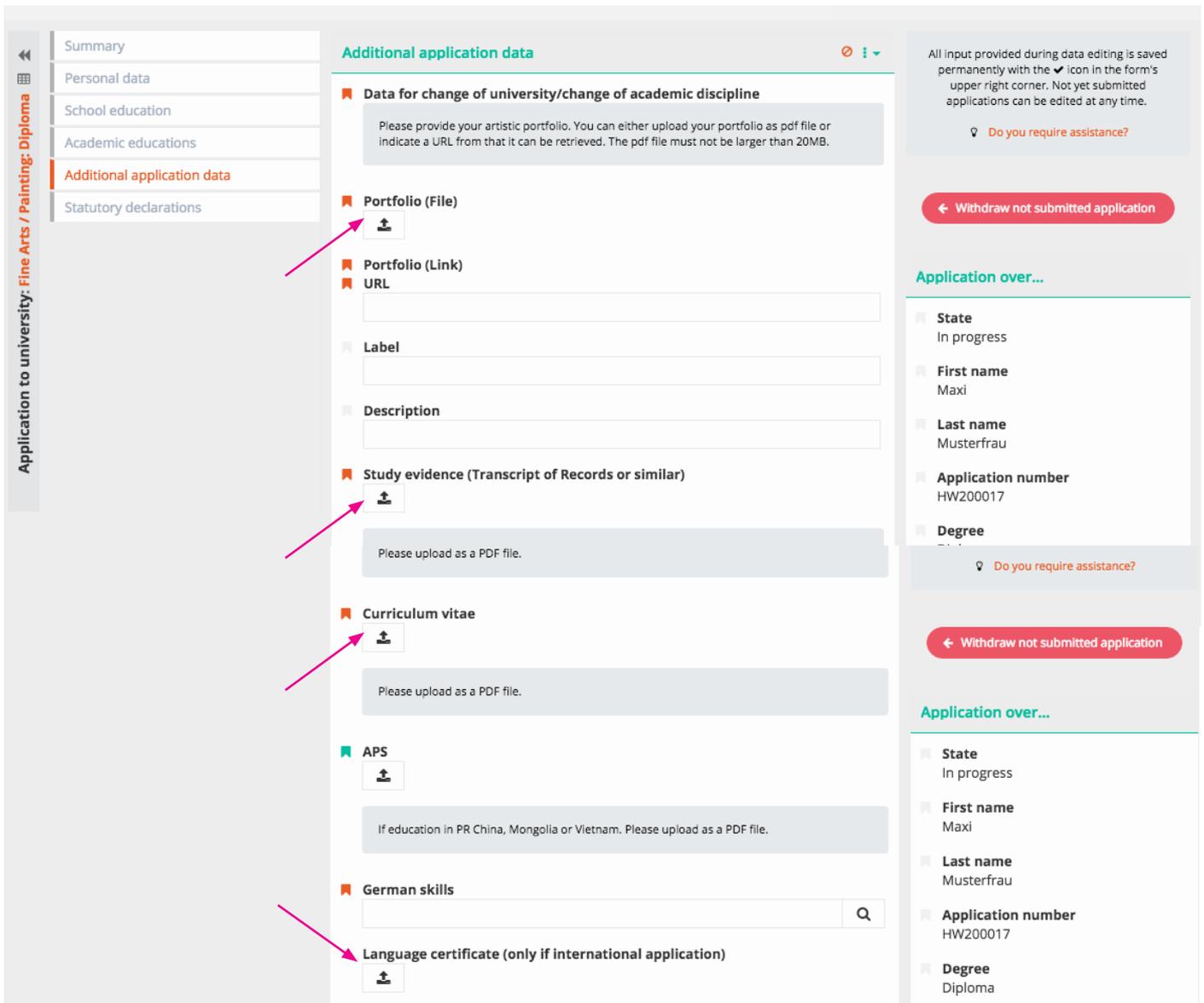
A pink arrow points to the check icon in the top right corner of the form. On the right, a notification states: 'All input provided during data editing is saved permanently with the ✓ icon in the form's upper right corner. Not yet submitted applications can be edited at any time.' Below this is a 'Do you require assistance?' link and a 'Withdraw not submitted app' button.

## 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) or a link to your online-portfolio
-  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, Vietnam and Mongolia 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 and move to the „Statutory declarations“ form.



The screenshot displays the 'Additional application data' form. On the left, a sidebar lists navigation options: Summary, Personal data, School education, Academic educations, Additional application data (highlighted), and Statutory declarations. The main form area is titled 'Additional application data' and contains several sections:

- Data for change of university/change of academic discipline**: Includes instructions to provide an artistic portfolio as a PDF file or a URL (max 20MB).
- Portfolio (File)**: Features an upload icon  and a red arrow pointing to it.
- Portfolio (Link)**: Includes fields for URL, Label, and Description.
- Study evidence (Transcript of Records or similar)**: Features an upload icon  and a red arrow pointing to it.
- Curriculum vitae**: Features an upload icon  and a red arrow pointing to it.
- APS**: Features an upload icon  and a red arrow pointing to it.
- German skills**: Includes a search field with a magnifying glass icon.
- Language certificate (only if international application)**: Features an upload icon  and a red arrow pointing to it.

On the right side of the form, there is a status section 'Application over...' with the following details:

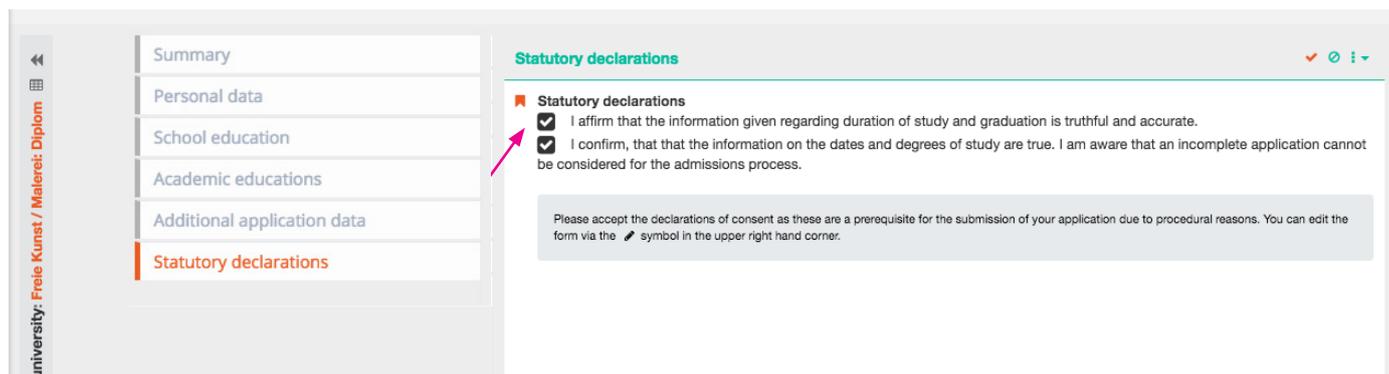
- State: In progress
- First name: Maxi
- Last name: Musterfrau
- Application number: HW200017
- Degree: [blank]

Below this, there is a red button labeled 'Withdraw not submitted application' and another 'Application over...' section with similar details.

At the top right of the form, a note states: '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.' Below this note is a dropdown menu with the option 'Do you require assistance?'.

## Step 16 - statutory declarations:

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



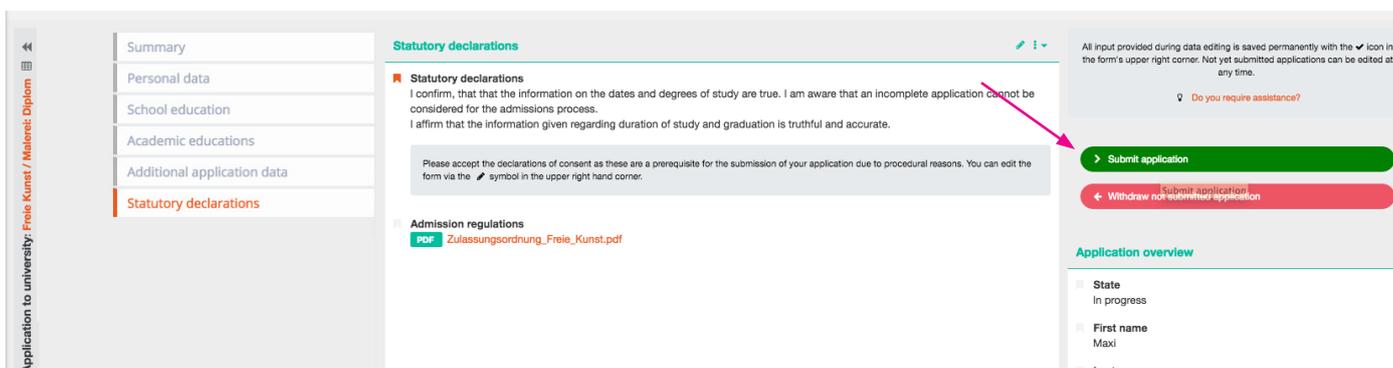
The screenshot shows the 'Statutory declarations' section of the application form. On the left, a sidebar lists navigation options: Summary, Personal data, School education, Academic educations, Additional application data, and Statutory declarations (highlighted). The main content area is titled 'Statutory declarations' and contains two checked checkboxes with the following text:

- I affirm that the information given regarding duration of study and graduation is truthful and accurate.
- I confirm, that that the information on the dates and degrees of study are true. I am aware that an incomplete application cannot be considered for the admissions process.

Below the checkboxes is a grey box with the text: 'Please accept the declarations of consent as these are a prerequisite for the submission of your application due to procedural reasons. You can edit the form via the ✎ symbol in the upper right hand corner.'

## 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.



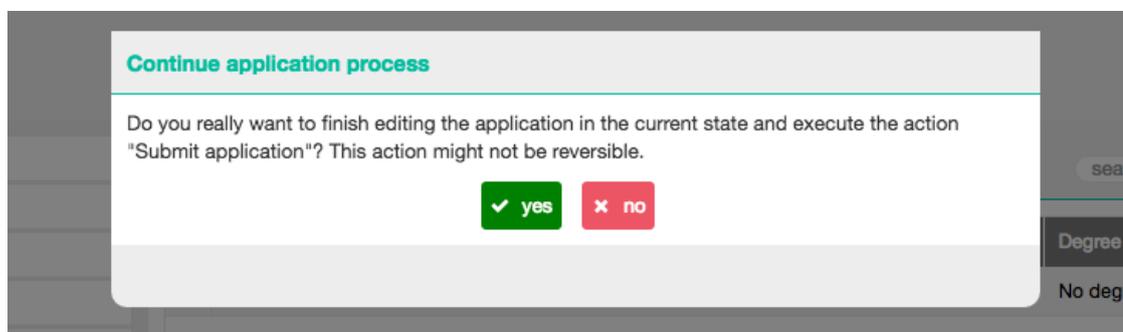
The screenshot shows the application form with the 'Statutory declarations' section completed. A green arrow points to the 'Submit application' button on the right side of the form. The button is green with a white right-pointing arrow and the text 'Submit application'. Below it is a red button with a white left-pointing arrow and the text 'Withdraw not-submitted application'. The 'Application overview' section on the right shows the following details:

- State: In progress
- First name: Maxi
- Last name: (partially visible)

## 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 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).



The screenshot shows a confirmation dialog box titled 'Continue application process'. The text inside the dialog reads: '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.' Below the text are two buttons: a green button with a white checkmark and the text 'yes', and a red button with a white 'x' and the text 'no'.

Please note that the deadline for submit your application is 31 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 can 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 at the end of February, for international student 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.

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](mailto: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