

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 „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.)

The screenshot shows the login and registration interface of the Kunsthochschule Weißensee. At the top, the logos for 'weißensee' and 'kunsthochschule berlin' are displayed. Below them is the welcome message 'Willkommen an der Kunsthochschule Weißensee!'. The page is divided into two main sections. The left section is for login, with the text 'Wenn Sie bereits Zugangsdaten erhalten haben, melden Sie sich bitte mit diesen an.' and fields for email/username and password, followed by an 'anmelden' button. The right section is for registration, with the text 'Wenn Sie noch keinen Benutzerzugang haben und sich bewerben möchten, registrieren Sie sich bitte hier.' and a 'registrieren' button. A pink arrow points to the 'registrieren' button. Below the registration section, there are links for 'Neues Passwort setzen' and 'Impressum', and language selection buttons for 'deutsch' and 'english'. A pink arrow points to the 'english' button.

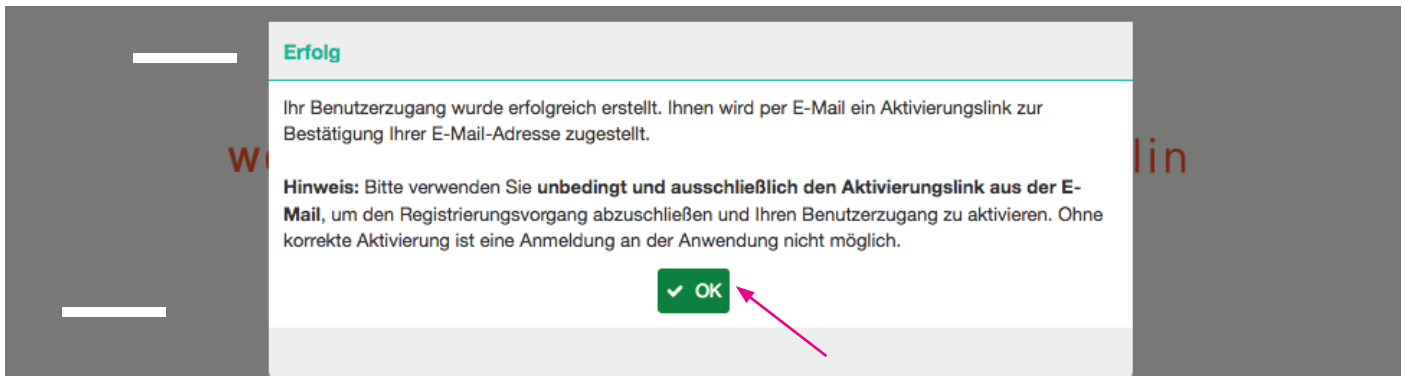
Step 2 - create credentials and edit masta data:

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 titled 'register'. It contains several sections: 'Credentials' with 'E-mail / username' (filled with 'berlin@duett-design.de') and 'Password' (filled with '*****' and a green checkmark); 'Master data' with 'First name' (filled with 'Maxi'), 'Last name' (filled with 'Musterfrau'), and 'Date of birth' (filled with '01.01.190...'); 'Zip code', 'City', and 'Country' fields; and a 'Statement of consent' section with two checked checkboxes: 'I agree that my data may be stored in data processing systems and processed electronically.' and 'I agree that the university administration may view and process my data.' At the bottom, there are 'continue' and 'cancel' buttons. A pink arrow points to the 'continue' button.

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! The sender is: no-reply@kh-berlin.de. It may take a few minutes for the email to be delivered with the subject „Activation of user account activation“. The link is active for 48 hours!

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](#)

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

oder

Leoni Adams: international@kh-berlin.de

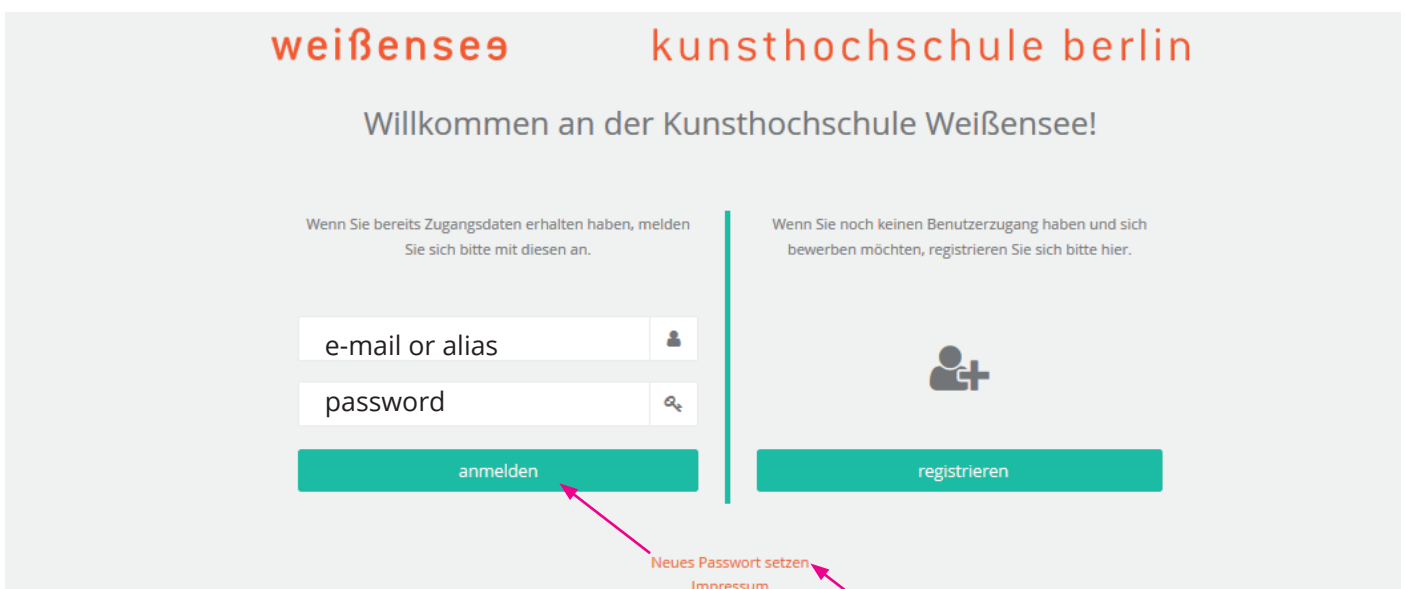
with best regards

Your Study affairs Office

Step 5 - login:

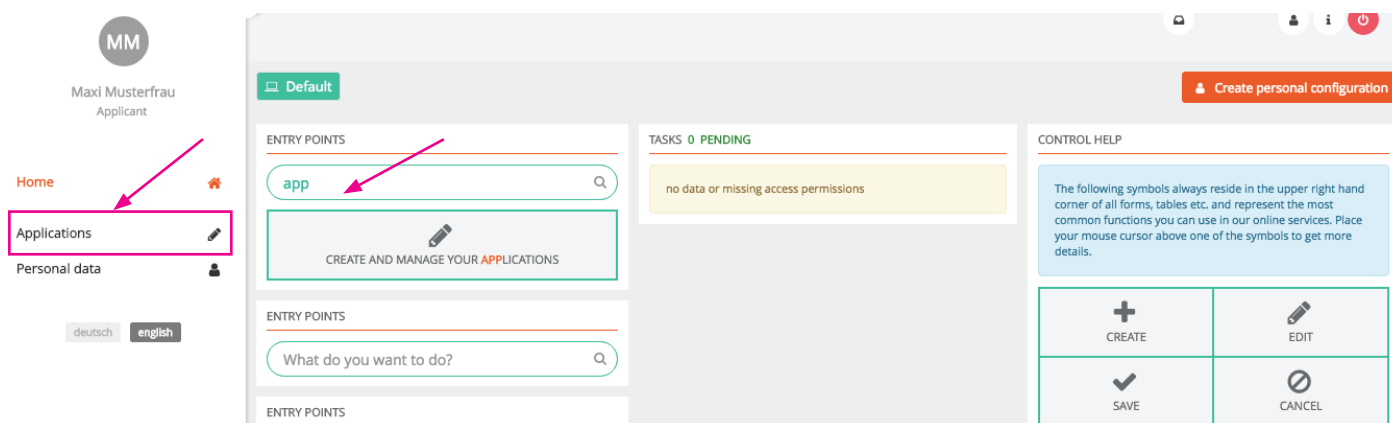
Login with your personal access data.

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



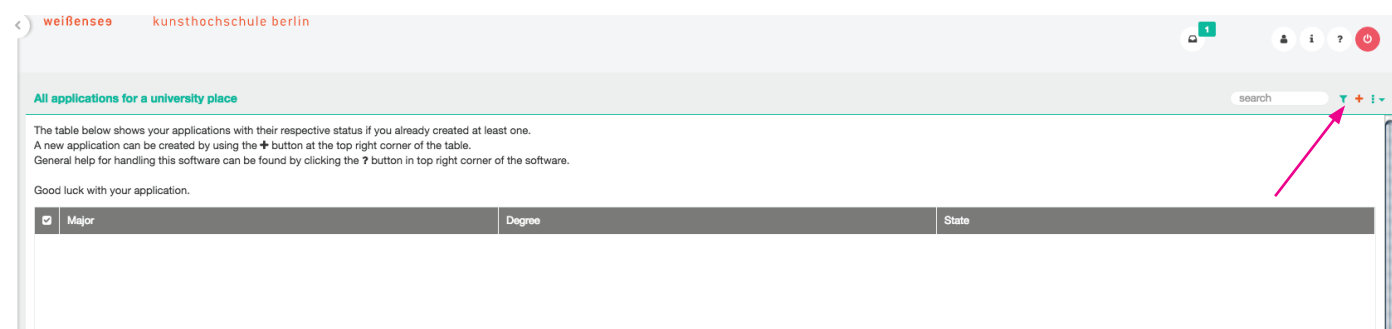
Step 6 - your account:

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 your application“.



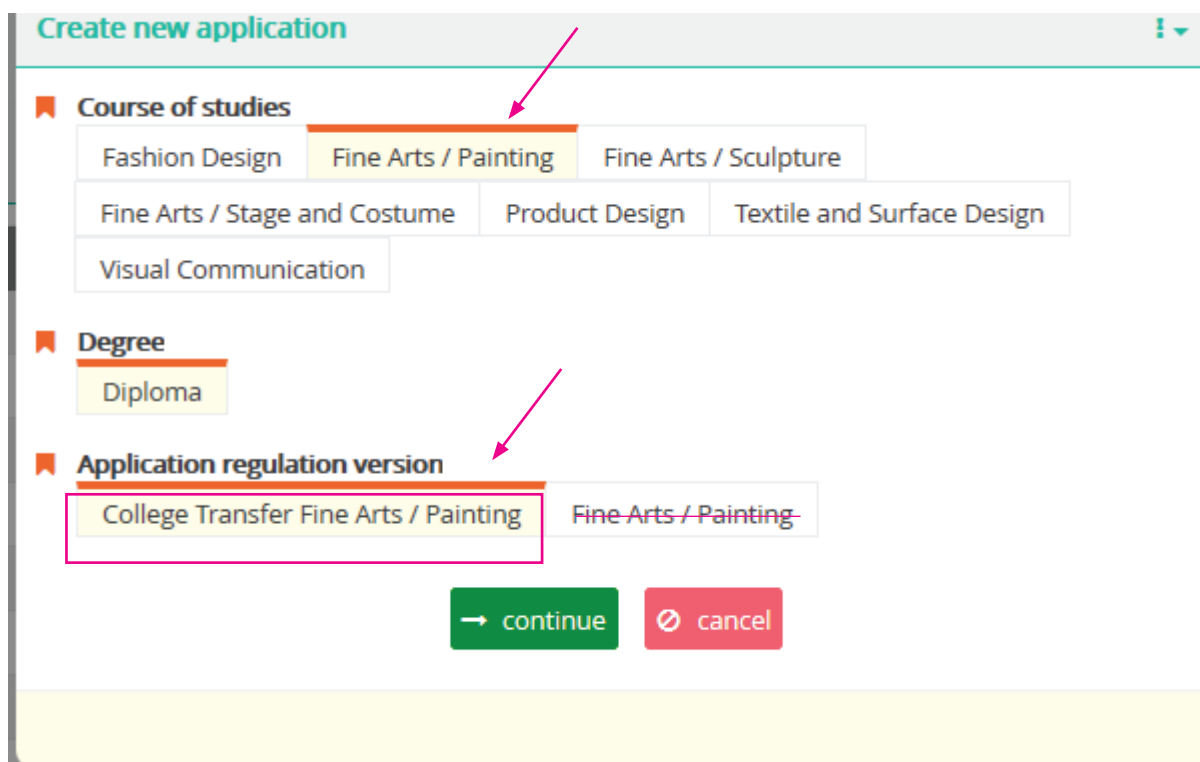
Step 7 - create application:

Create your online-application 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 and continue.



Step 9 - check and continue:

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

The screenshot shows a web interface for 'weiffenses kunsthochschule berlin'. A modal dialog titled 'Create new application' is open. It contains the following information:

- Application regulation version:** Diploma in Fine Arts / Painting
- Application period:** 01.12.2017, 00:00:00 - 31.12.2017, 23:59:00
- Application record:** Maxi Musterfrau

At the bottom of the dialog are three buttons: 'back', 'continue' (highlighted with a pink arrow), and '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.

The screenshot shows the 'Summary' page of the application form. On the left is a sidebar with tabs: Summary, Personal data, Addresses, School education, Academic educations, Additional application data, and Statutory declarations. The 'Summary' tab is selected and highlighted with a pink arrow.



The main content area is titled 'Summary' and contains the following text:

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.



Below this text is a list of tabs with their completion status:

- ✓ Personal data
- ✓ Addresses of special importance
- ✓ Addresses
- ✓ School education
- ⚠ Academic educations [Show missing input](#)
- ⚠ Academic education [Show missing input](#)
- ⚠ Additional application data [Show missing input](#)


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.

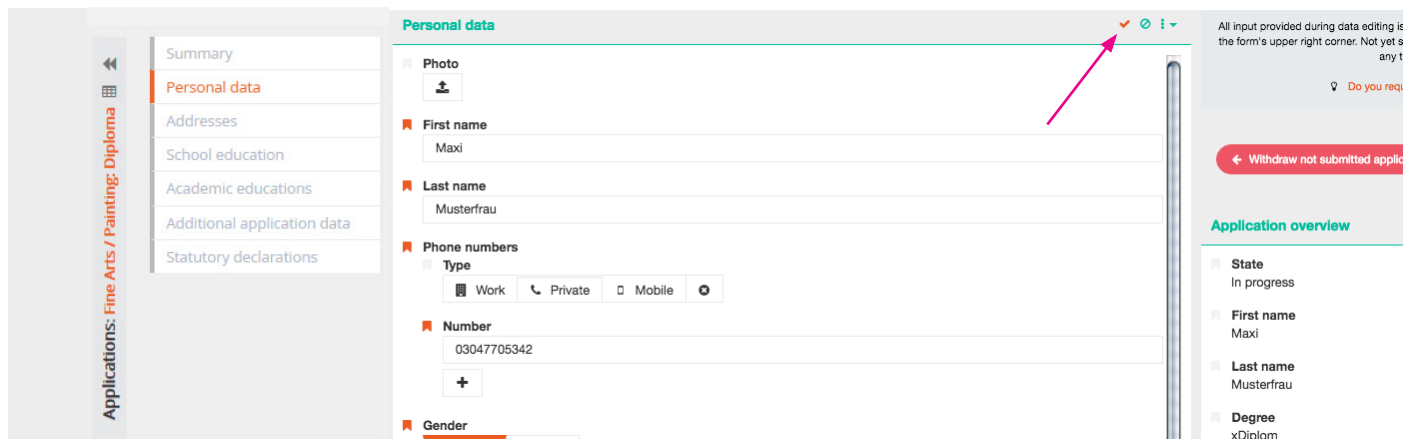
The screenshot shows the 'Personal data' form. The left sidebar has 'Personal data' selected and highlighted with a pink arrow. The main content area is titled 'Personal data' and contains the following fields:

- Photo:**  
- First name:** Maxi
- Last name:** Musterfrau
- Phone numbers:**
 - Type: Work
 - Number: 03047705342
- Gender:** female
- Date of birth:** 01.01.1990
- Place of birth:** Berlin
- Country of birth:** Germany (DEU)
- Birth name:**

Step 12 - details of personal data and save:

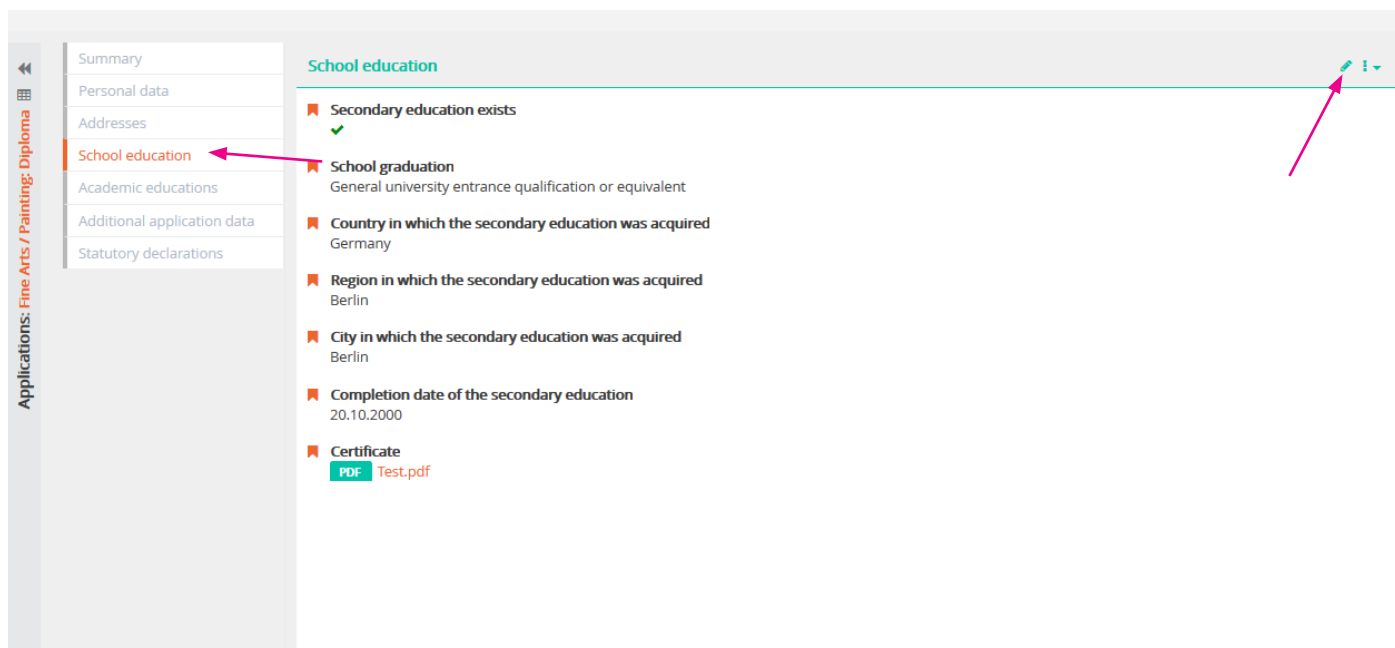
When you have filled out the form, save by clicking on the check icon . Please note, that you can save the tab only if all mandatory fields have been filled in. But don't worry, you'll get an information which fields are still missing.

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




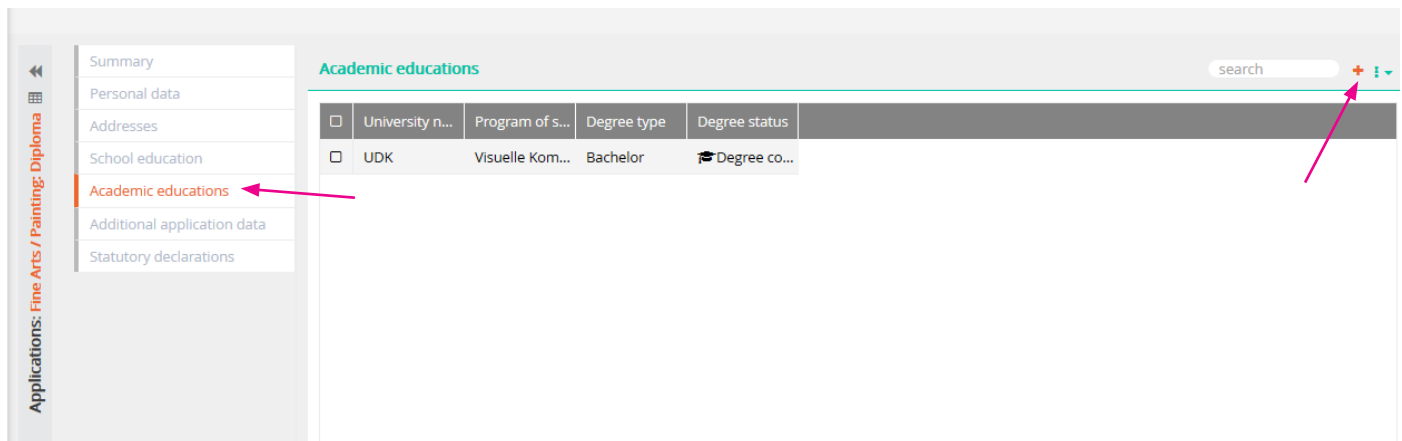
Step 13 - details of school education:

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



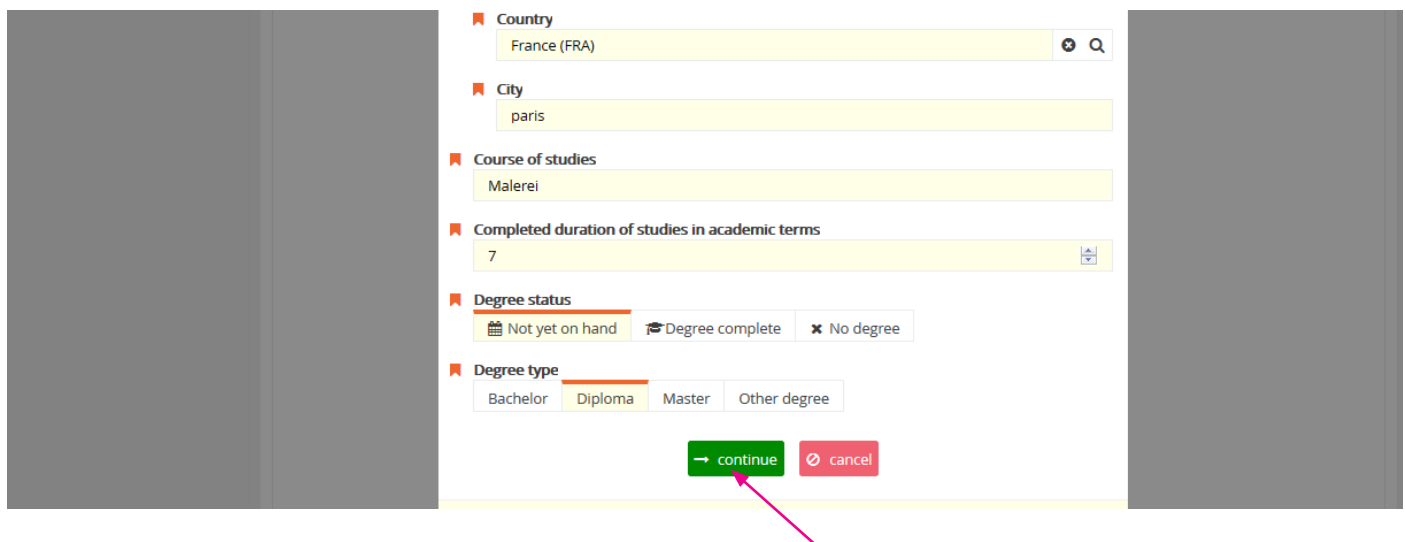
Step 14 - details of academic educations:

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



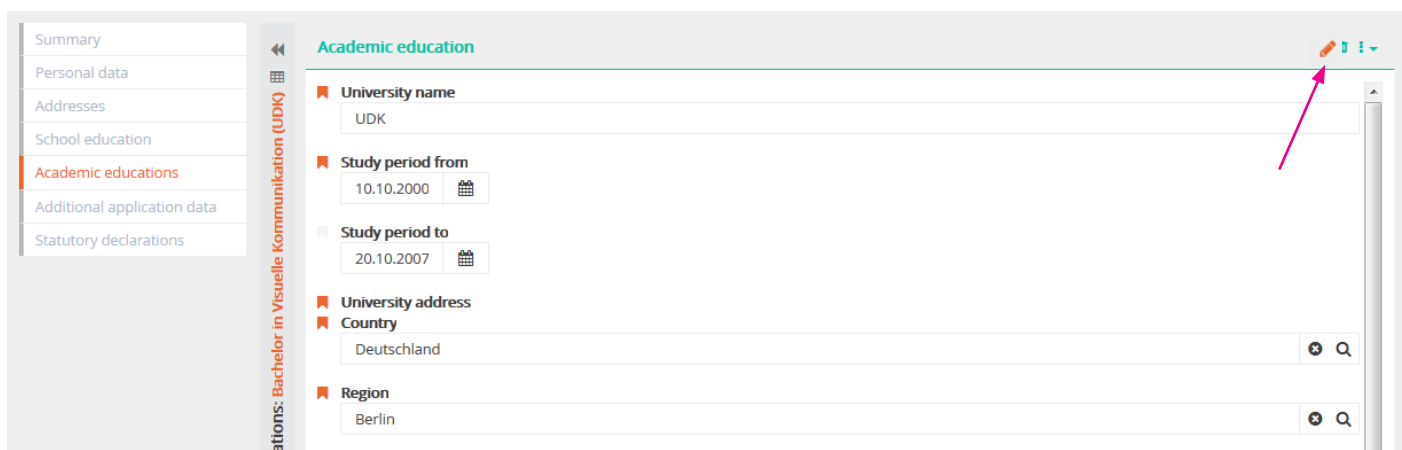
Step 14.1

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!



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.









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.

Summary

Personal data

Addresses

School education

Academic educations

Additional application data


Statutory declarations

Additional application data

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

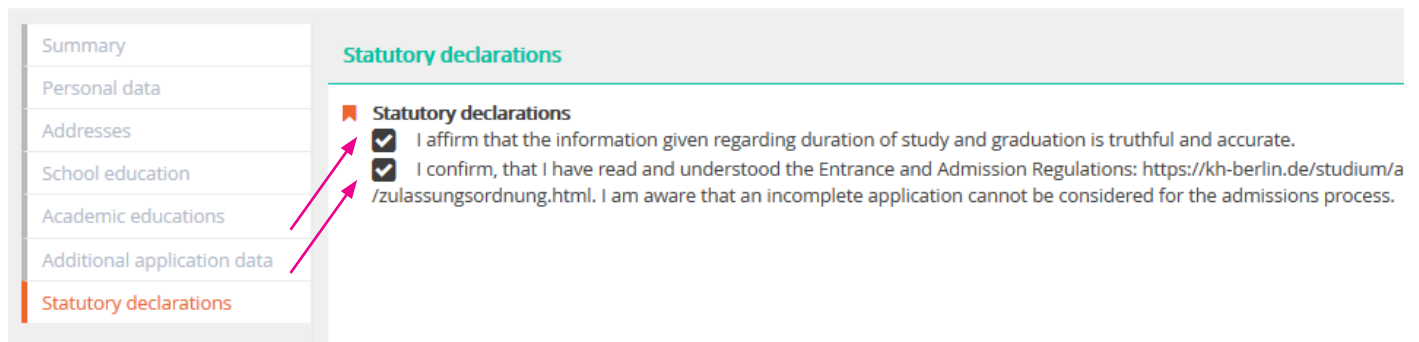
A2

Language certificate (only if international application)



Step 16 - statutory declarations:

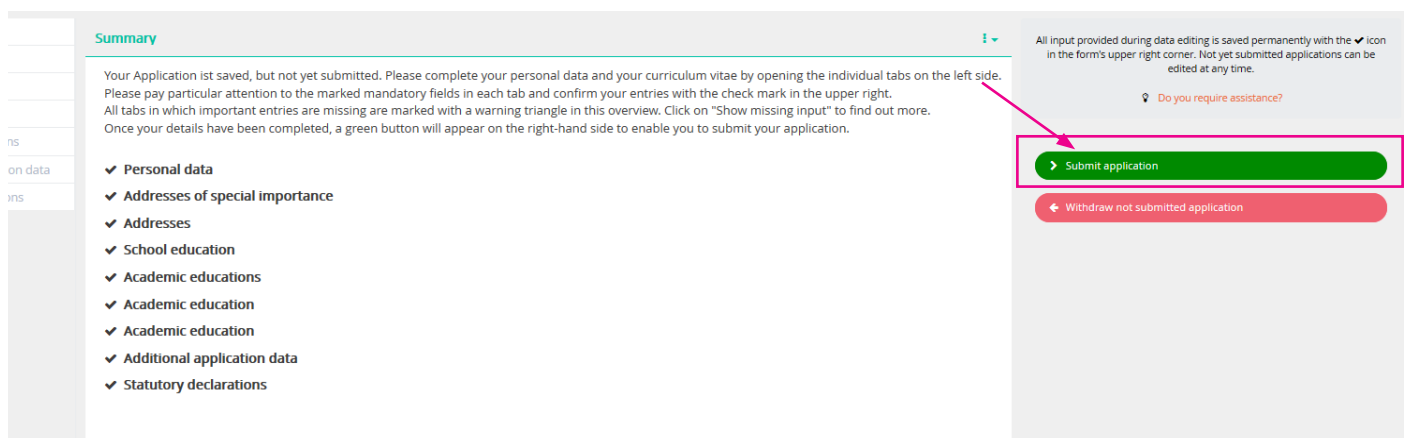
Check both boxes to confirm the declarations and click on the check button to save. 



The screenshot shows the 'Statutory declarations' section of the application form. On the left, a sidebar lists various sections: Summary, Personal data, Addresses, School education, Academic educations, Additional application data, and Statutory declarations (highlighted in orange). The main content area is titled 'Statutory declarations' and contains two checked boxes with corresponding text: 'I affirm that the information given regarding duration of study and graduation is truthful and accurate.' and '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.

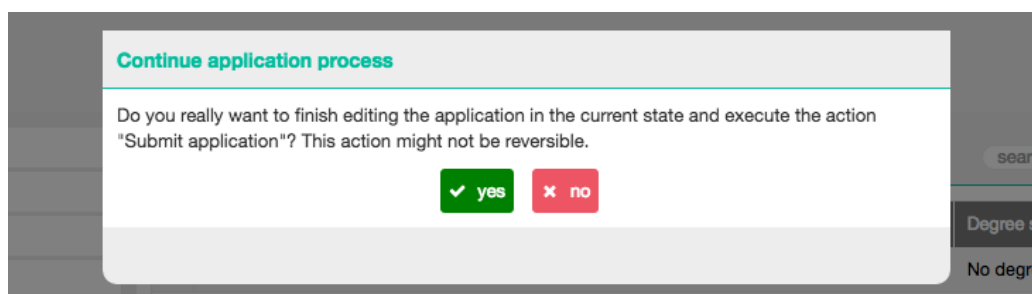


The screenshot shows the 'Summary' section of the application form. The left sidebar lists various sections with checkmarks: Personal data, Addresses of special importance, Addresses, School education, Academic educations, Academic education, Academic education, Additional application data, and Statutory declarations. The main content area displays a message: '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.' On the right, there is a green 'Submit application' button and a red 'Withdraw not submitted application' button. A pink arrow points to the green button.

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).



The screenshot shows a dialog box titled 'Continue application process'. It contains the text: '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 'yes' button and a red 'no' button.

Please note that the deadline to 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 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