# Step-by-step instruction
# Online-application for the Master study program: Spatial Strategies
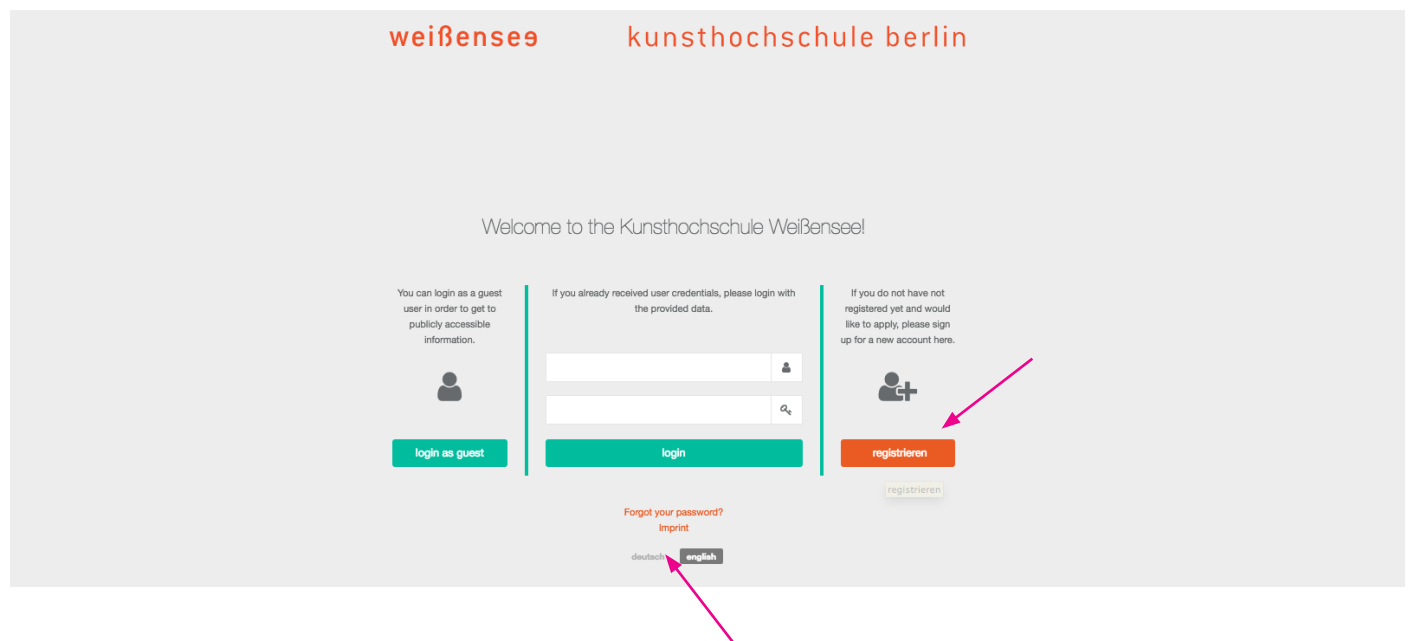# Application period: March  01 - April 30 for winter term 2018

## 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.)
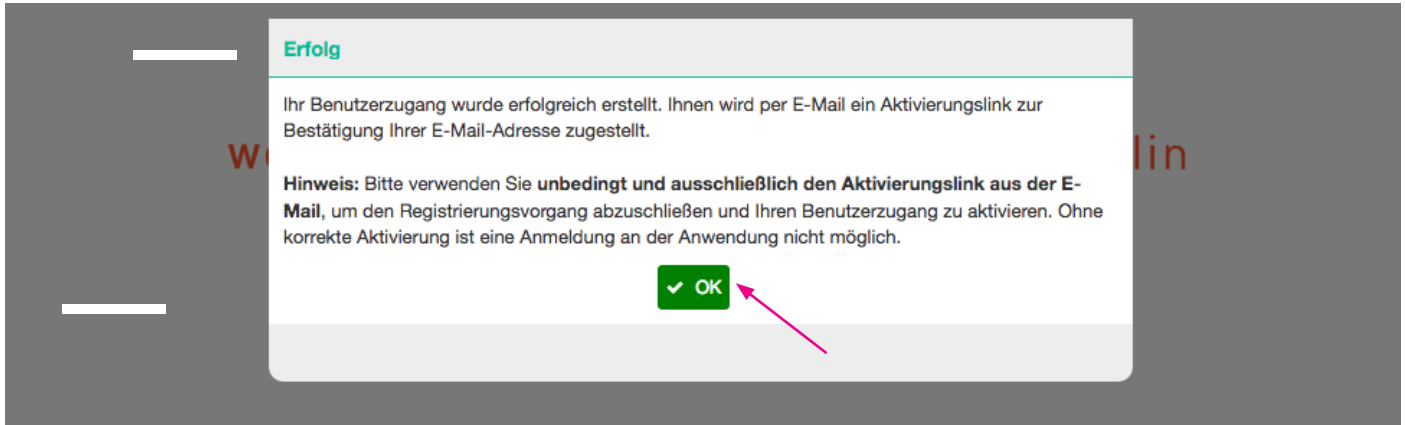


## Step 2 -  create credentials and edit masta data:
Fill in the mandatory fields (marked by an orange symbol ), check both boxes to confirm the statement of consent at the end of the form, and click the „continue" button.

## Step 3 - complete registration:
Once you have clicked OK, you should receive an email with the activation link to complete the registration process.

**Erfolg**

Ihr Benutzerzugang wurde erfolgreich erstellt. Ihnen wird per E-Mail ein Aktivierungslink zur Bestätigung Ihrer E-Mail-Adresse zugestellt.

**Hinweis:** Bitte verwenden Sie **unbedingt und ausschließlich den Aktivierungslink aus der E-Mail**, um den Registrierungsvorgang abzuschließen und Ihren Benutzerzugang zu aktivieren. Ohne korrekte Aktivierung ist eine Anmeldung an der Anwendung nicht möglich.

✔ OK

## 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 campusmangement system of weißensee school of art and design berlin;

please use the following link to confirm your registration and activate your user account: f5592b1d-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:
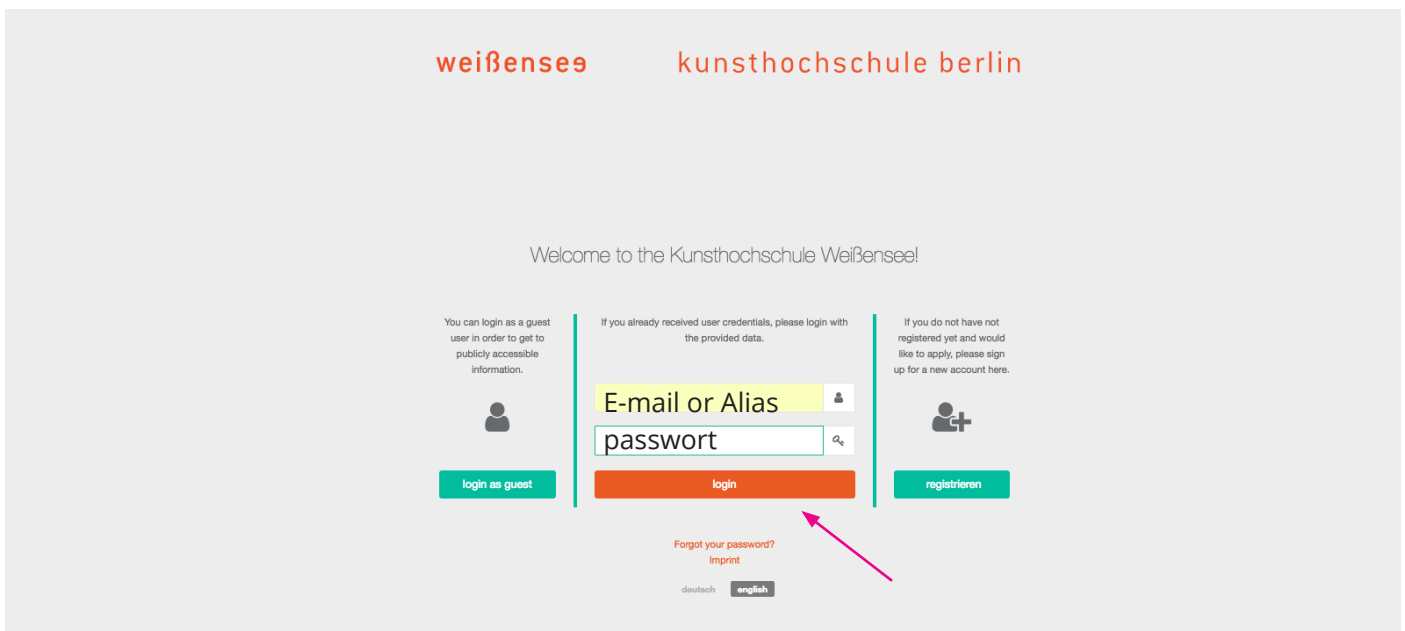Friederike Schwemin: stud2@kh-berlin.de
oder
Leoni Adams: international@kh-berlin.de
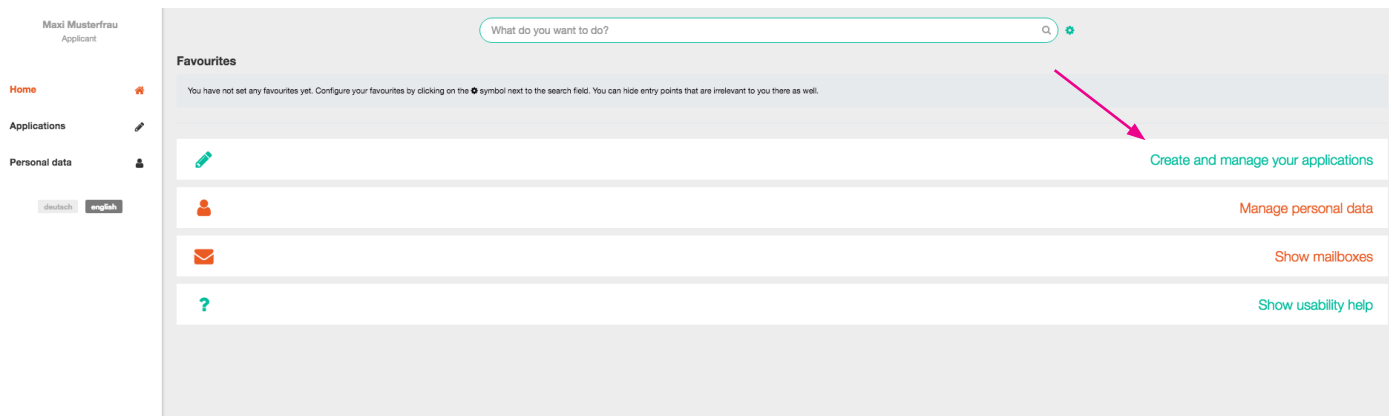with best regards
Your Study affairs Office

## Step 5 - login:
Login with your personal access data.

weißensee    kunsthochschule berlin

Welcome to the Kunsthochschule Weißensee!

You can login as a guest user in order to get to publicly accessible information.

If you already received user credentials, please login with the provided data.

If you do not have not registered yet and would like to apply, please sign up for a new account here.

E-mail or Alias

passwort

login as guest

login

registrieren

Forgot your password?
Imprint
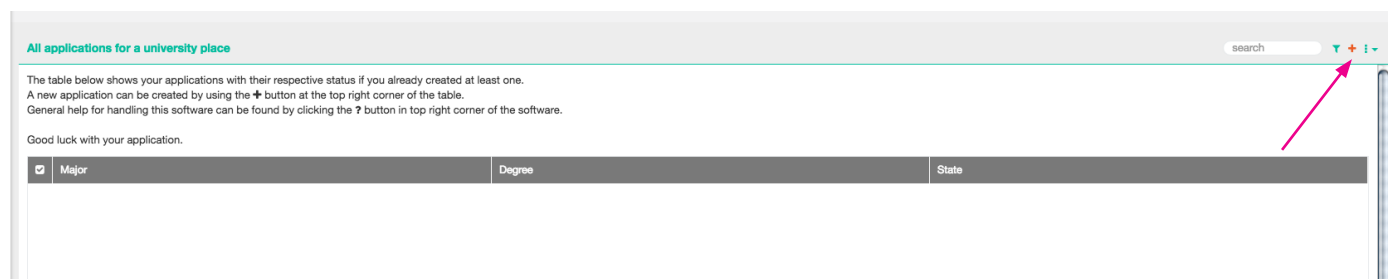
deutsch   **english**

## Step 6 - your account:

Once you are logged in, click on „Create and manage your applications" to start with your application.
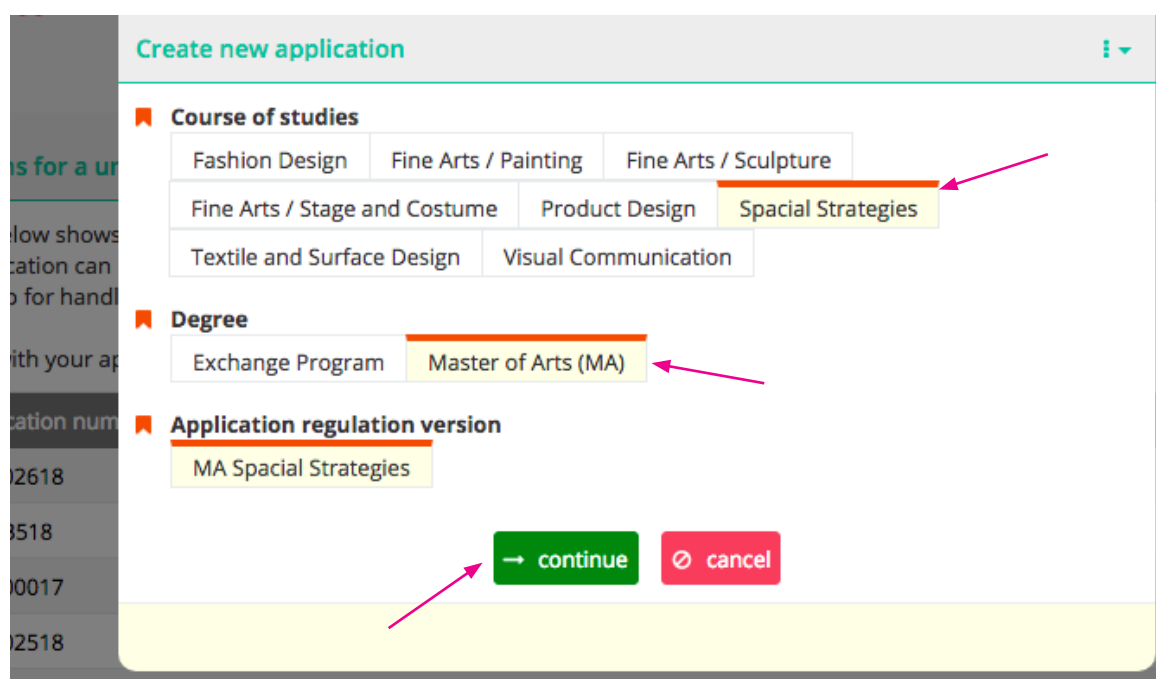


## Step 7 - create application:

Create your online-application/registration for the aptitude 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 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 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 „Previous study" form.



## Step 13 - details of previous study:

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



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

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.



You can click on the pencil icon ✏️ to complete the form.



When you have filled out the form and uploaded your certificate of your successfully passed first degree (Certified), save by clicking on the check icon ✔️ and move on to the „Previous work experience" form.

## Step 14 - details of previous work experience:

Please click the plus button ✚ to add work experience, you can add more than one, if you already have more experiences (internships, job or vocational training) in a field relevant to the program.



First choose in the field of Work experience type: „Internship", „Job" or „Vocational Training"!



Click „continue" after you fill out all the details of your work experience.

Please click on the respective work experience to complete the information and to upload a proof of at least one year of work experience in a field relevant to the program.
Please note: all necessary certificates and documents must be upload in form of an officially authenticated translation in German or English.



You can click on the pencil icon ✏️ to complete the form.



When you have filled out the form and uploaded your degree certificate, save by clicking on the check icon ✔️ and move on to the „Additional Information" form.

## Step 15 - Additional Information - Upload application documents:

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

⬆ 1 Portfolio - Digital Portfolio of recent artistic, theoretical or curatorial work (<u>max. 20MB</u>) or a link to your online-portfolio.

⬆ 2 Exposé - Evidence of academic and transdisciplinary suitability in the form of a written statement (3–4 pages) outlining the applicant's academic goals and presenting a proposal for a project to be carried out during the program
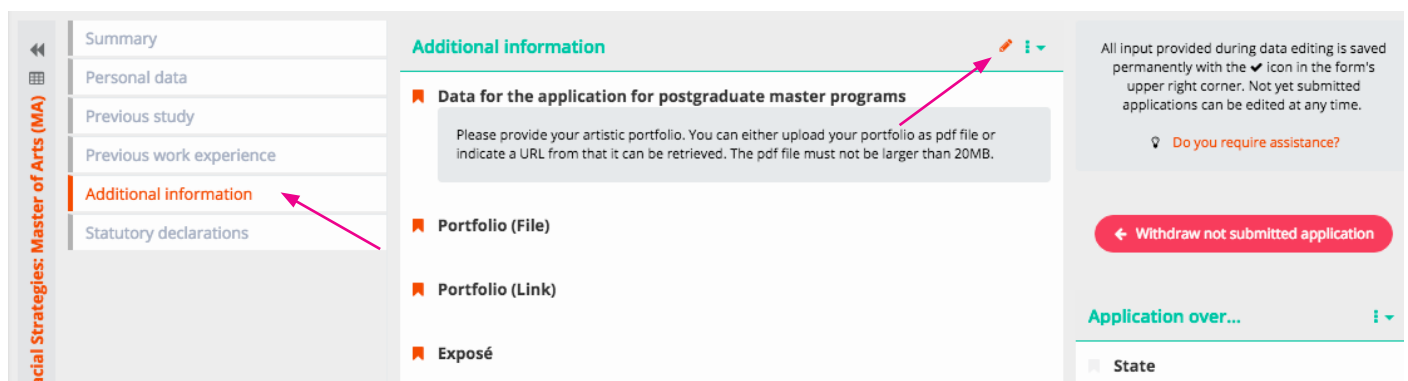
⬆ 3 CV - Courses of the study, study trips, internships, employment in the fields of design/ arts, exhibitions etc.
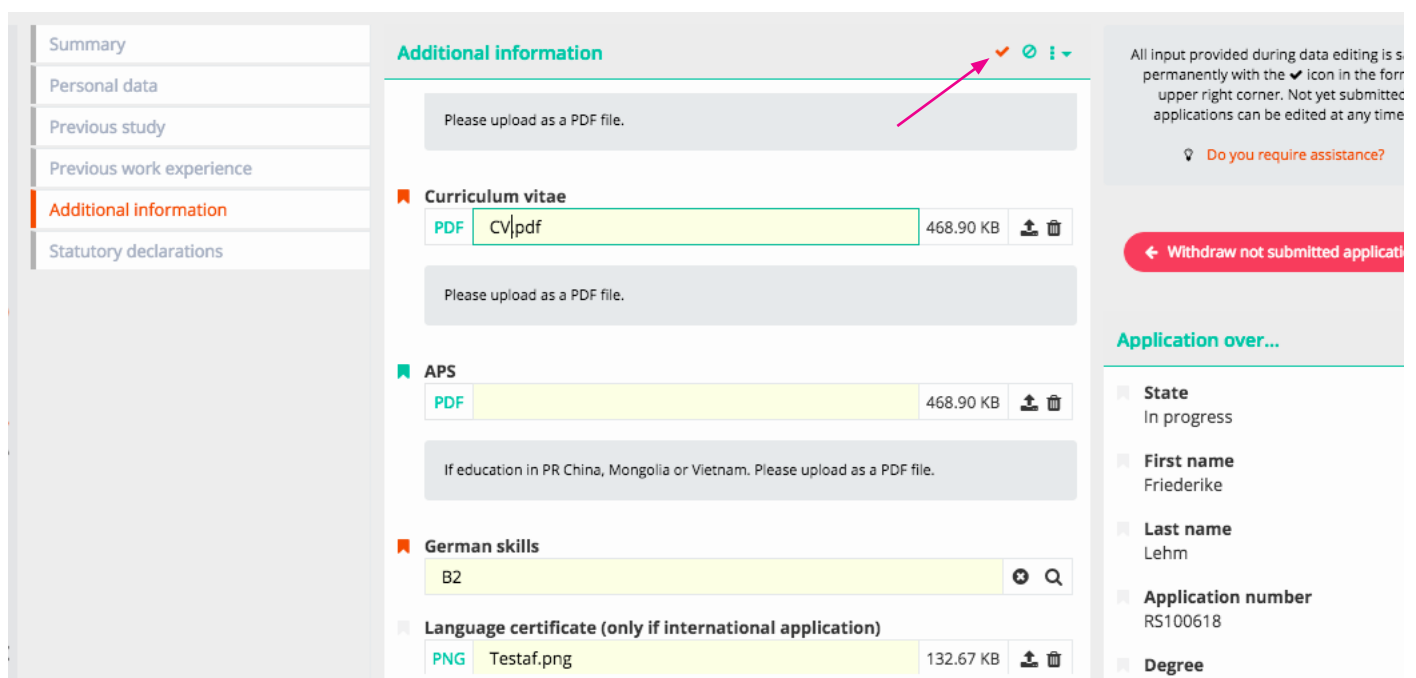
⬆ 4 APS-Certificate - Only applicants from the People's Republic of China, Vietnam and Mongolia must include the original certificate confirming that the papers have been pre-checked by the Academic Evaluation Centre (APS).

⬆ 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 B1/2. Please upload the recent proof you have.



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

## Step 16 - statutory declarations:
Check both boxes to confirm the statutory declarations and click on the check button to save. ✔



## 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.



## 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 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 30 April 2018.

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 - 5weeks after the deadline. The interviews will be held between end of June and middle of July, 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.

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
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