

Step-by-step instruction

Online-registration for aptitude test

(undergraduate programs BA-Design and Fine Art Diploma)

Application period: Nov 1st - December 10th 2018 for winter term 2019/20


Step 1 - create account:

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

Create an account by clicking on the „registrieren“ button.

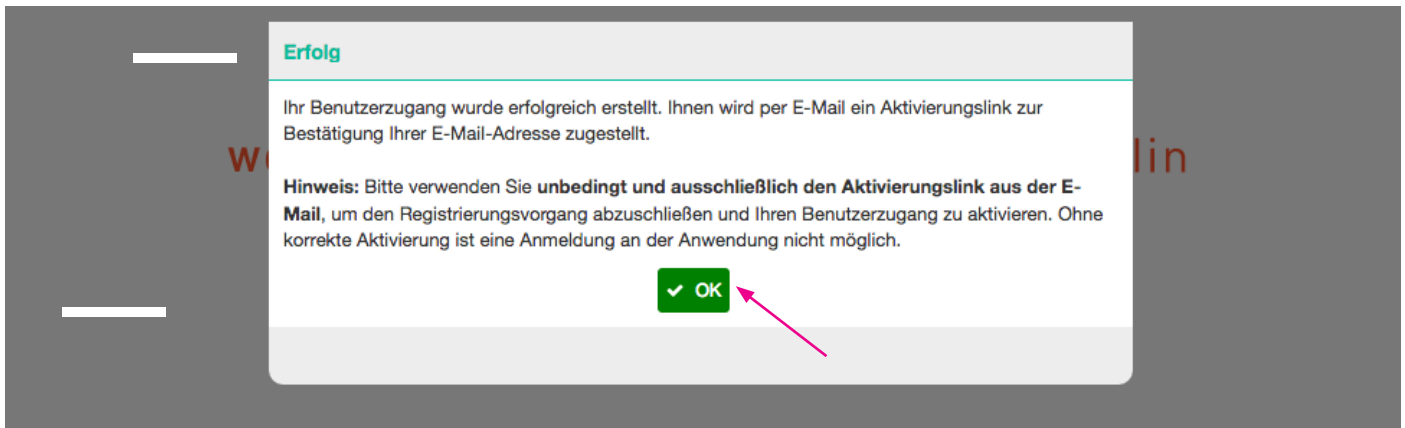
(You can switch between German and English language easily by clicking on the buttons below the „login“ button on the start page and on the left hand-side of the application form.)

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.



Step 4 - confirm access:

Open the email and click on the activation link to create your account. It can take several minutes for the email to be delivered with the subject „Aktivierung des Benutzer_innenzugangs / User account activation“. 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: [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

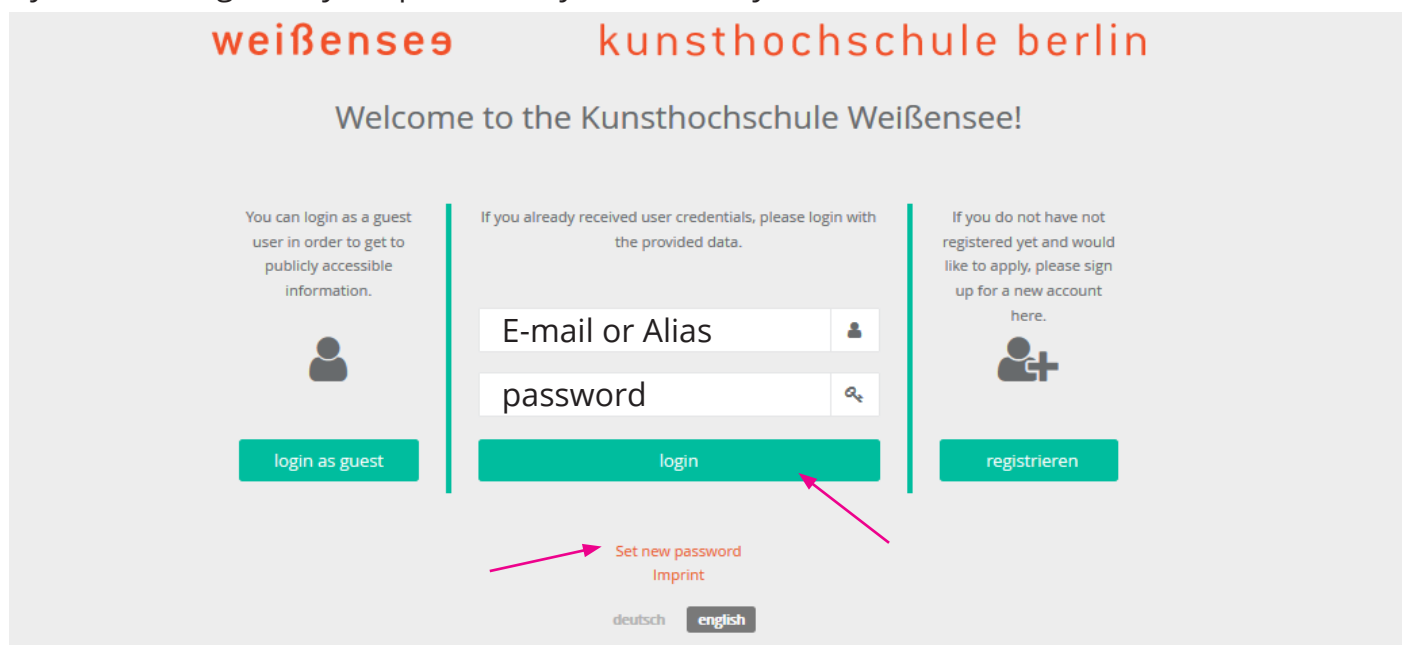
with best regards

Your Study affairs Office

Step 5 - login:

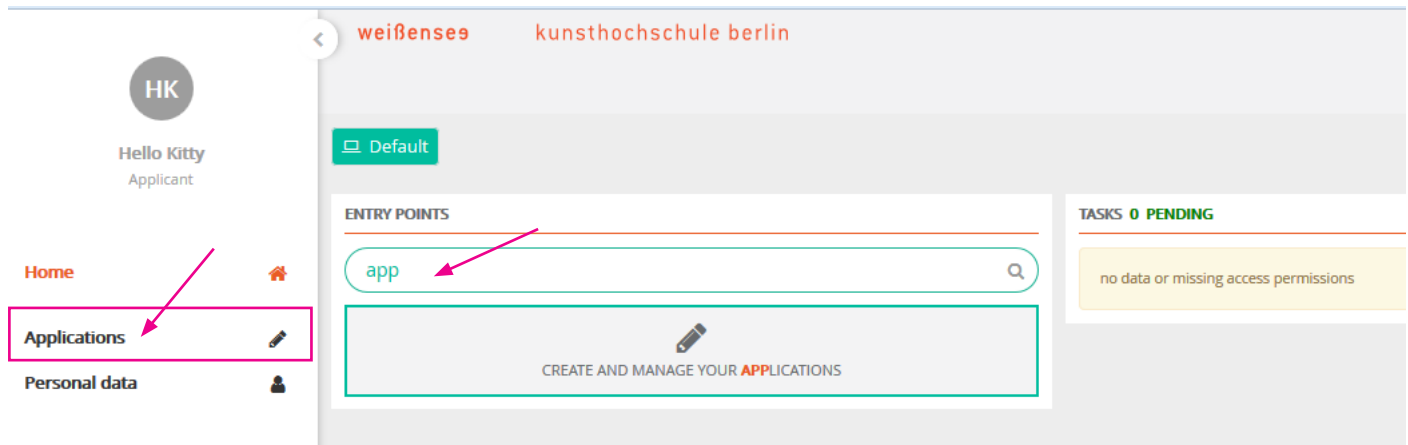
Login with your personal access data.

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




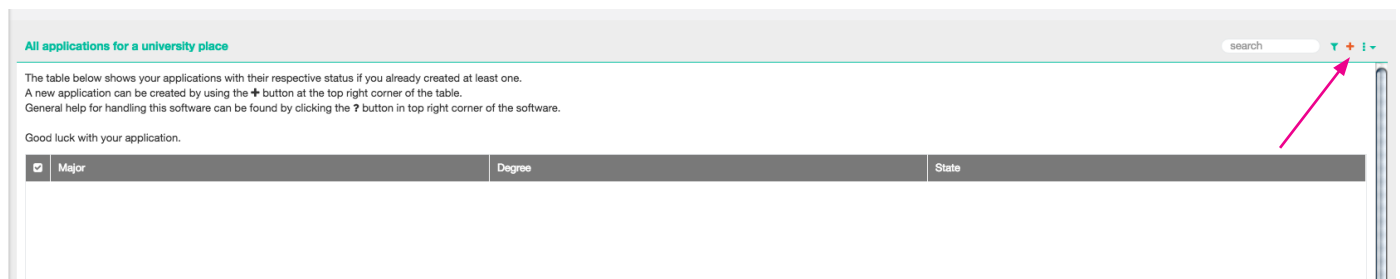
Step 6 - your account:

Once you are logged in, you have to click on the left site „Application“ to get to the application form. Or enter the word „application“ in the search field „entry points“ to continue.



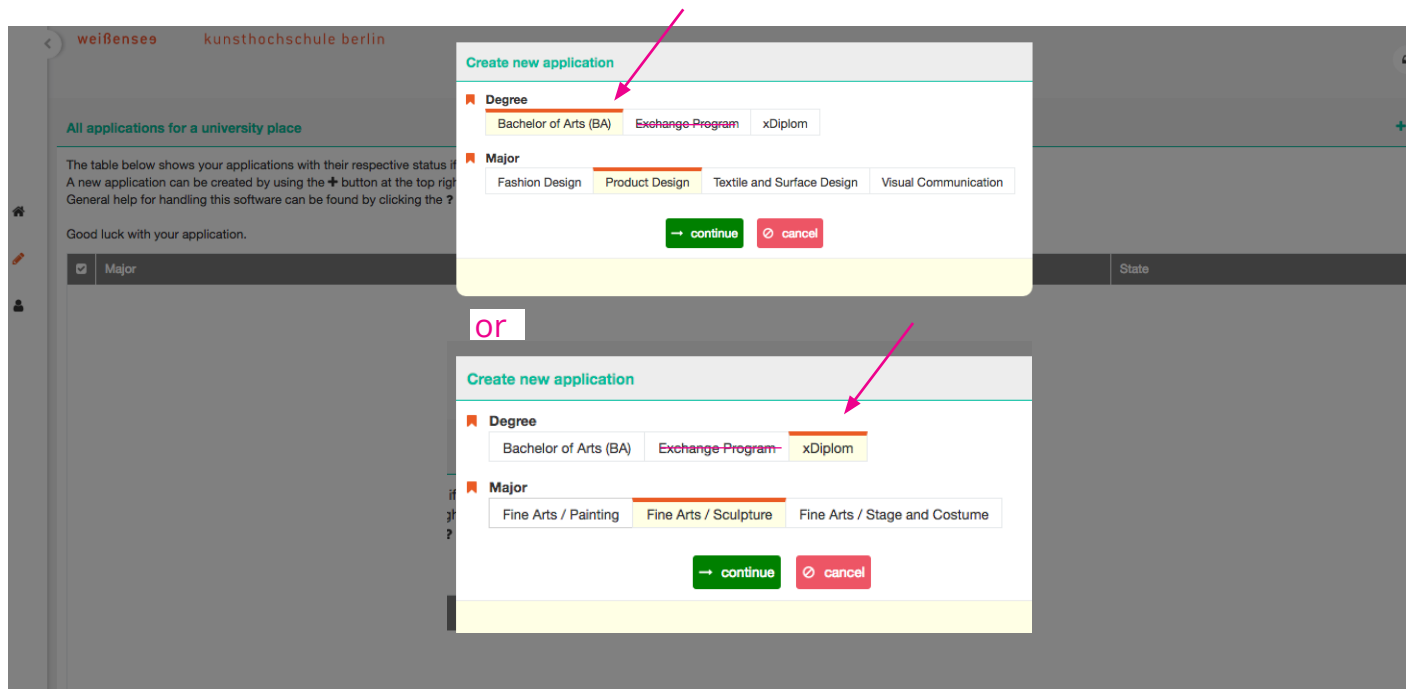
Step 7 - create application:

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 „Bachelor of Arts (BA)“ or „Diplom“ and choose then the major you wish to apply for.



If you want to apply for more than one program, please start from step 7 to create a new application, but please mind that you have to submit one portfolio personally during the first day of our aptitude test for each department/ program you applied for.

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 centered. It contains a note: 'Please note that an application for a change of the academic discipline is only possible for students of the khb.' Below this, three fields are listed: 'Application regulation version' (xDiplom in Fine Arts / Painting), 'Application period' (27.10.2017, 00:00:00 - 10.12.2017, 23:59:00), and 'Application record' (Maxi Musterfrau). At the bottom of the dialog are three buttons: 'back', 'continue', 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 a menu: 'Summary', 'Personal data', 'School education', 'Job related practical training', 'Completed Apprenticeship', 'Academic educations', 'Additional application data', and 'Statutory declarations'. The 'Summary' tab is selected. The main content area shows a list of sections with status indicators: 'Personal data' (orange triangle), 'School education' (orange triangle), 'Job related practical training' (orange triangle), 'Completed Apprenticeship' (orange triangle), 'Academic educations' (green checkmark), 'Additional application data' (orange triangle), and 'Statutory declarations' (orange triangle). On the right, there is an 'Application overview' section showing details like 'State: In progress', 'First name: Maxi', 'Last name: Musterfrau', 'Degree: xDiplom', 'Major: Fine Arts / Painting', and 'Term (application period): Winter term 2018/19 (27.10.2017, 00:00:00 - 10.12.2017, 23:59:00)'. A red button 'Withdraw not submitted application' is also visible.

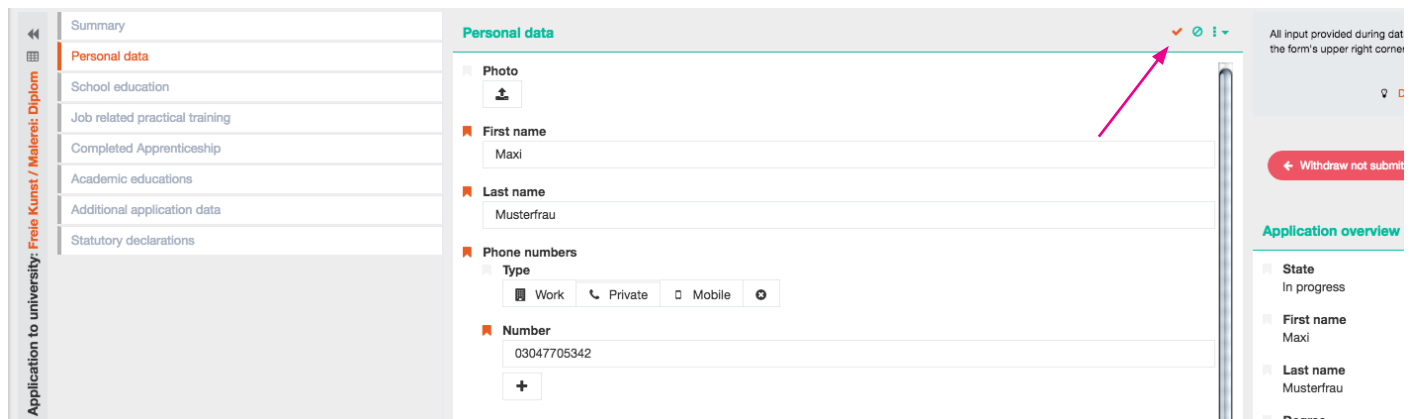
Step 11 - edit personal data:

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.

The screenshot shows the 'Personal data' form. The left sidebar menu has 'Personal data' selected, indicated by a pink arrow. The main form area contains fields for: 'Photo', 'First name' (Maxi), 'Last name' (Musterfrau), 'Phone numbers' (Type: Private, Number: 03047705342), 'Gender' (female), 'Date of birth' (01.01.1990), 'Place of birth' (Berlin), 'Country of birth' (Germany (DEU)), 'Birth name', 'Nationalities (max. 2)' (german), and 'Home residence'. A pink arrow points to the pencil icon in the top right corner of the form. The right sidebar shows the 'Application overview' section with the same details as in Step 10.

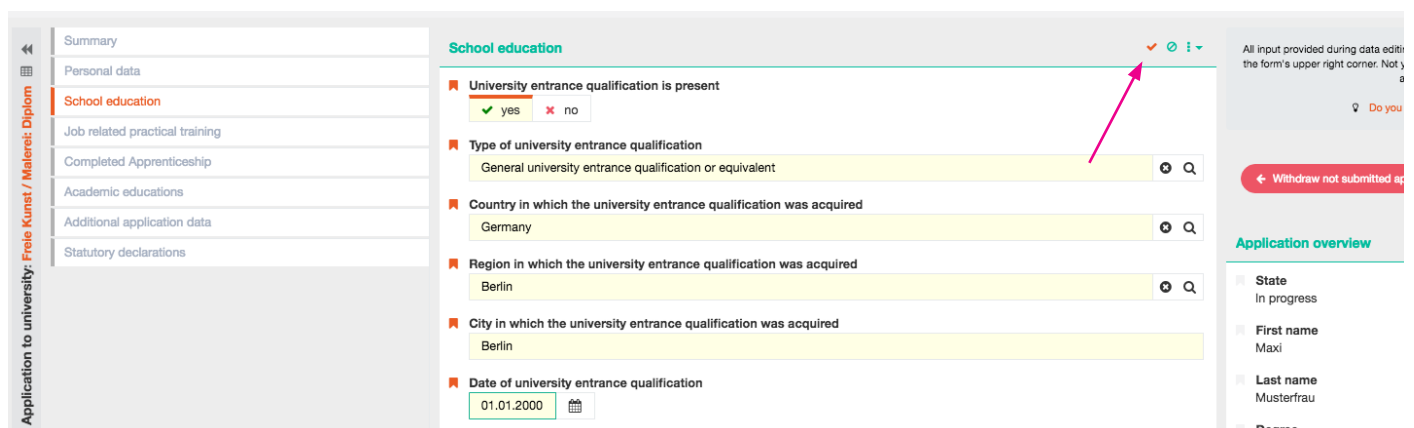
Step 12 - details of personal data and save:

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.




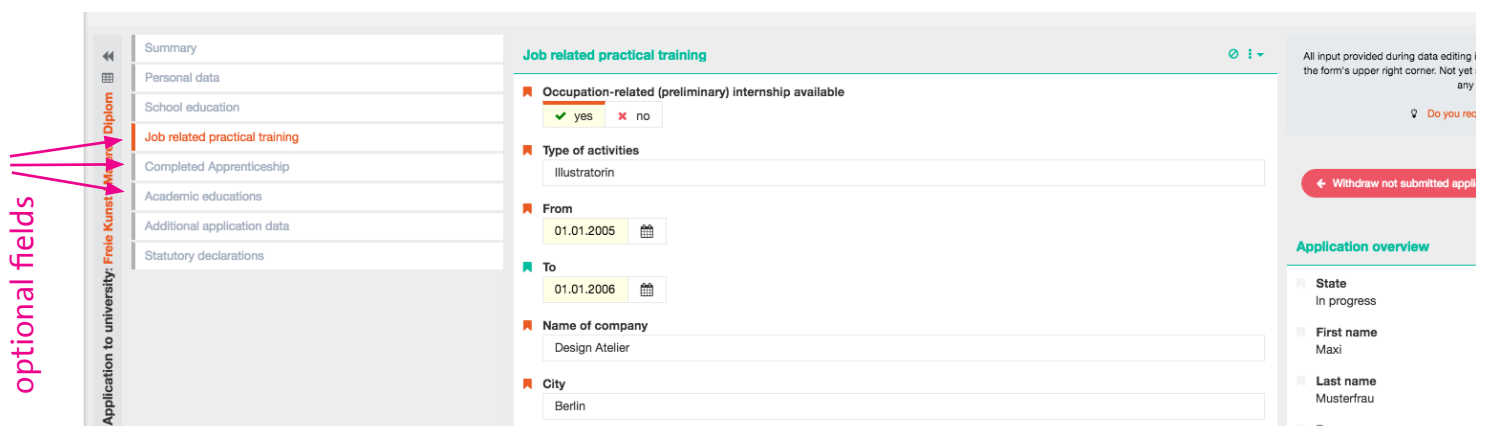
Step 13 - details of school education:

Click save  and move on to the „Job related practical training“ form.




Step 14 - details of job related practical training:

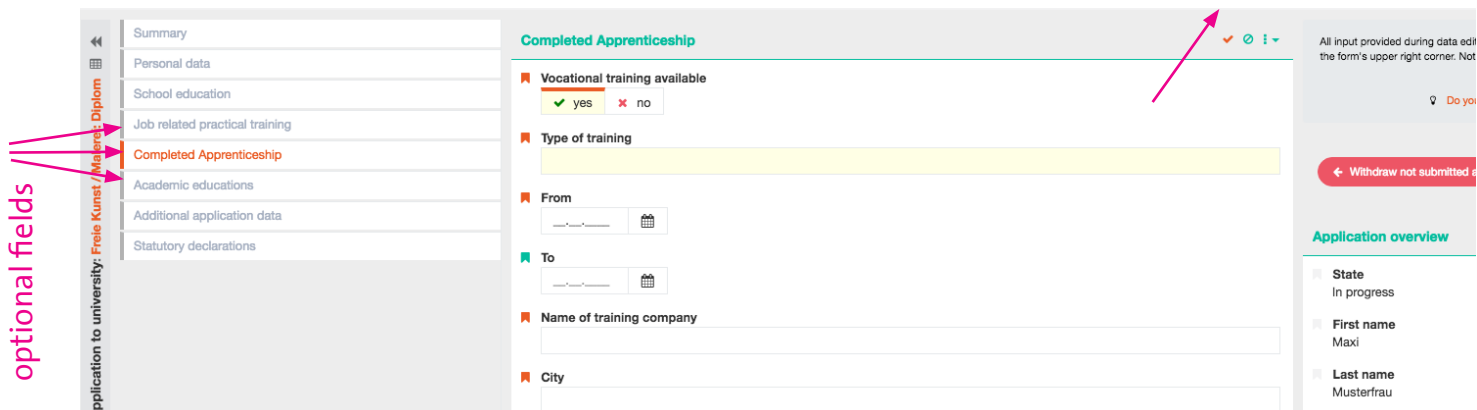
Applicants for the BA programs in Design have to submit a proof of practical experiences in a study relevant field, 6-8 weeks internship, for the stage design program it is also desired. Are you currently doing an internship, or have you already successfully completed one, please choose the option „yes“ and fill out the form. If you do not have started or completed any internship yet, please click „no“, save  and continue directly to the next tab. Please note: The proof must be submitted before study start at the latest. Applicants for the Fine Art programs can ignore this tab.





Step 15 - details of apprenticeship:

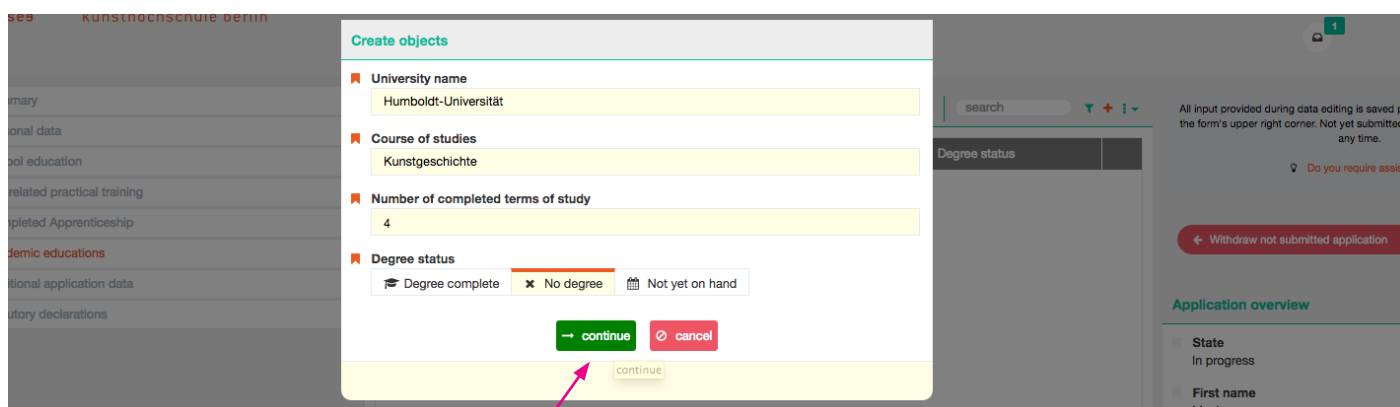
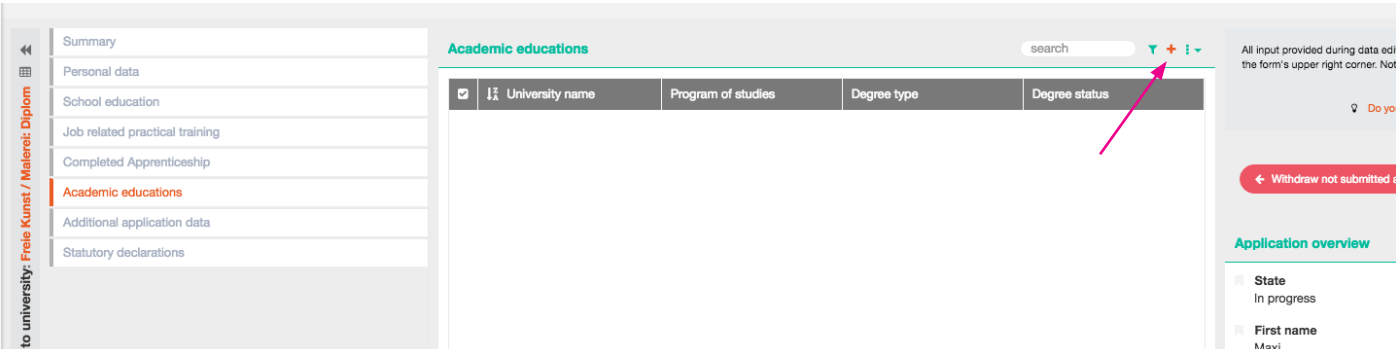
Choose the option „yes“, if you are receiving an education or if you already completed an apprenticeship please fill out the form. Click save  and move on to the „Academic educations“ form. If you do not have started or completed an apprenticeship, please click „no“, safe and continue with the next tab.

optional fields



Step 16 - details of academic educations:

If you are studying or you have studied before, please click the plus button  to add academic educations. If you do not have started or completed an education on university, please click „no“, safe  and continue directly with the „Additional application data“ form.




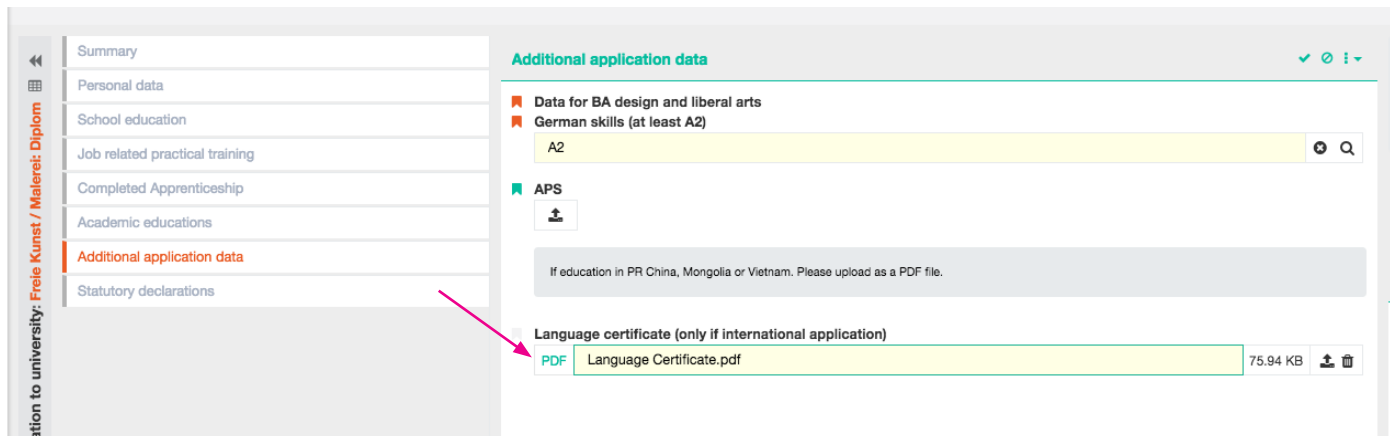
Step 17 - language certificate and APS:

Fill out the „Additional application data“ form and upload the documents:

(1) APS (PDF file), only applicants from the People's Republic of China, Vietnam and Mongolia, who have started their education on university level.

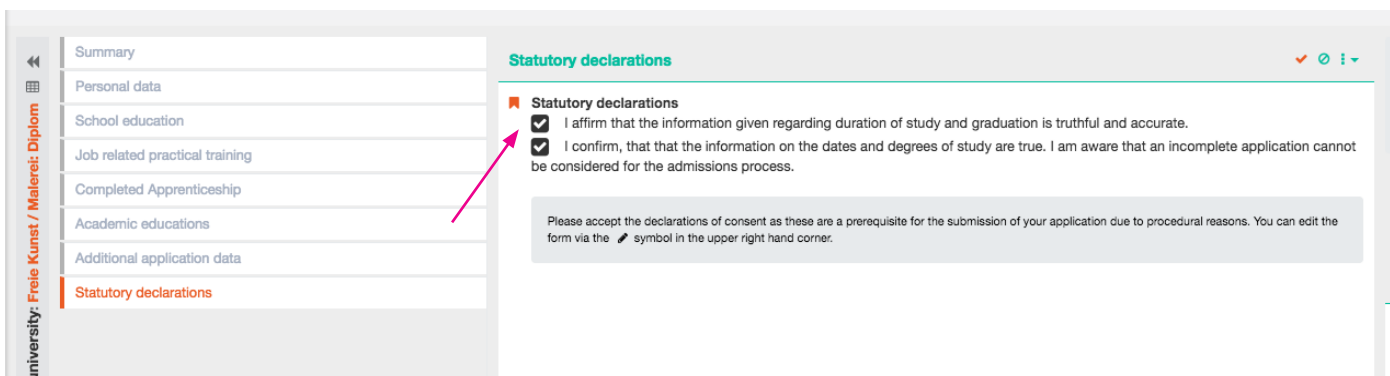
(2) Language Certificate at least A2 (PDF file).

International applicants have to upload a proof of German language proficiency at least qualification level A2. 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.



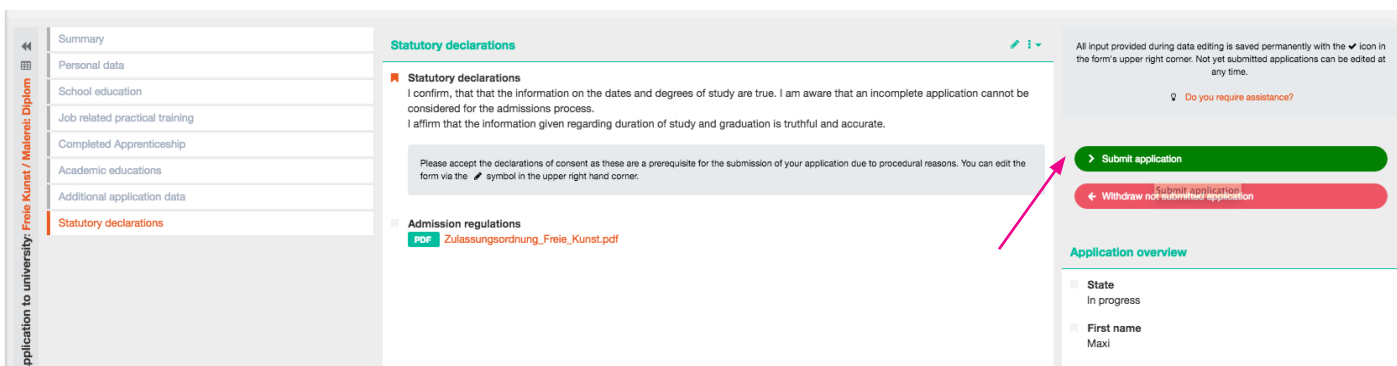
Step 18 - statutory declarations:

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



Step 19 - check all details and submit application:

Once all forms have been filled out completely and the statutory declarations confirmed, a green „Submit application“ button should appear on the righthand side. Please check all information for correctness and completeness, once you have submitted your application, you will not be able to further edit your information.



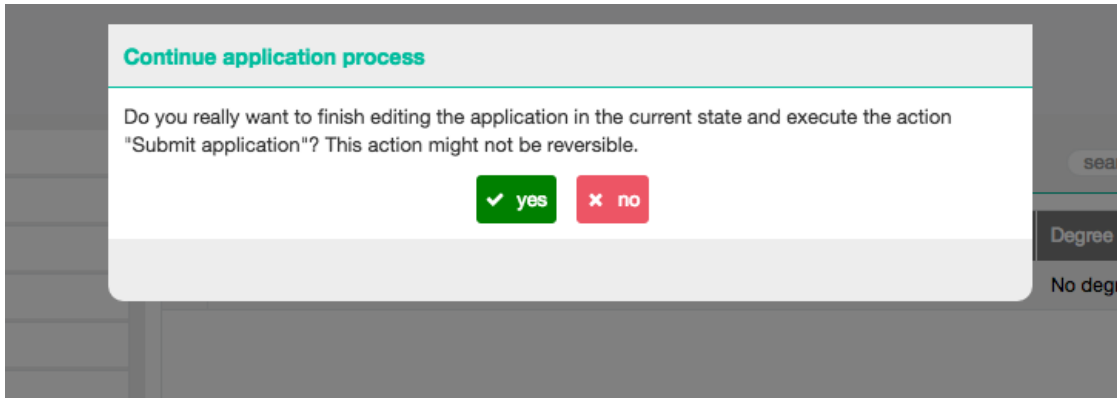
Step 20 - complete online-application:

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).

Please note that the deadline for submit your application is 10 Dec 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 you have to submit one portfolio personally during the first day of our aptitude test for each department/ program you applied for.



Thank you for your application.

You will receive the letter of invitation with all information you need approximately 4–6 weeks after the deadline. The aptitude test will take place 2019 February 11-15 and starts with the submission of your portfolio.

Please do not send any additional documents by post before official admission. Only after passing the aptitude test we request your full application documents for the admission in April.

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
Bühningstr. 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