Step-by-step instruction Online-registration for aptitude test (undergrade 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: <u>https://cms.kh-berlin.de/login/#/</u> 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.)

weißenses	kunsthochsc	hule berlin
Welcom	e to the Kunsthochschule Wei	ßensee!
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.
login as guest	login	registrieren
	Set new password Imprint deutsch english	

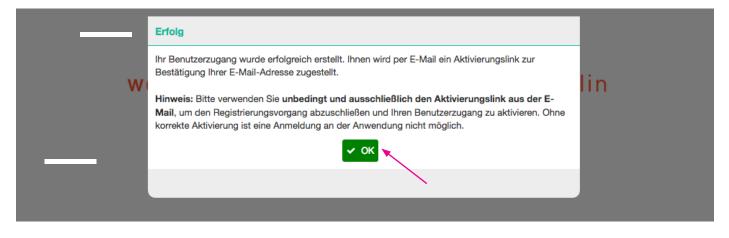
Step 2 - create credentials and edit masta data:

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.

	registe	r	
	Cre	dentials	
w		E-mail / username berlin@duett-design.de	lin
		Please fill in a valid e-mail address.	
		Password	
		······	
		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.	
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		Maxi	
		.ast name Musterfrau	
		Musternau Date of birth	
		01.01.190_ 🗎	
		Zip code	
		City	
		Country Q	
		Statement of consent	
	-	 I agree that my data may be stored in data processing systems and processed electronically. 	
Carry		I agree that the university administration may view and process my data.	Core 2017
		→ continue Ø cancel	
		×	

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 campusmangement system of weißensee school of art and design berlin;



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!

weißensee	kunsthochschule berlin				
Welcom	e 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 logir the provided data.	n with registered yet and would like to apply, please sign up for a new account			
	E-mail or Alias	here.			
-	password	a,			
login as guest	login	registrieren			
	Set new password	$\overline{}$			
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	deutsch english				

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.

	weißenses kunsthochschule berlin	
НК		
Hello Kitty Applicant	므 Default	
	ENTRY POINTS	TASKS 0 PENDING
Home		no data or missing access permissions
Applications	CREATE AND MANAGE YOUR APPLICATIONS	
Personal data	CREATE AND MANAGE YOUR APPLICATIONS	

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:

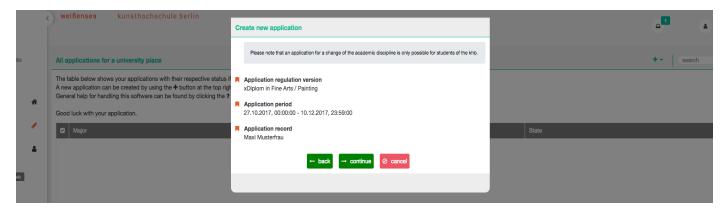
Select "Bachelor of Arts (BA)" or "Diplom" and choose then the major you wish to apply for.

•	weißenses kunsthochschule berlin	Create new application	•
	All applications for a university place The table below shows your applications with their respective status if A new application can be created by using the + button at the top right	Degree Bachelor of Arts (BA) Exehange-Program xDiplom Major Fashion Design Product Design Textile and Surface Design Visual Communication	+
*	General help for handling this software can be found by clicking the ? Good luck with your application.	→ continue ⊘ cancel	
	Major		State
A		Or Create new application	
		Degree	
		Bachelor of Arts (BA) Exchange Program xDiplom	
	וז זן: ?	Fine Arts / Painting Fine Arts / Sculpture Fine Arts / Stage and Costume	
		→ continue Ø cancel	

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".



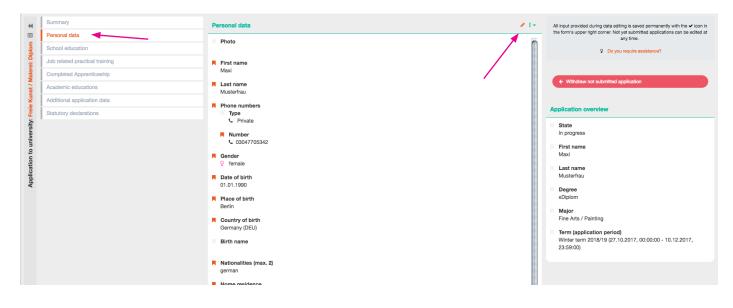
Step 10 - summery of application form:

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.

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Maxi Musterfrau Applicant	Diplom 🖩 🏝	Summary Personal data School education	Summary C i * Please complete your personal data and your curiculum vitae by calling up the individual tabs. Please pay particular attention to the orange marked fields and confirm your entries with the check mark. C i *	All input provided during data adding is saved permanently with the \checkmark icon in the form's upper right corner. Vet yet submitted applications can be edited at any time. Q Do you require assistance?
Home 🏾 🏶	ınst / Malerei:	Job related practical training Completed Apprenticeship Academic educations	 ▲ Personal data Show missing information ▲ School education Show missing information ▲ Job related practical training Show missing information 	+ Withdraw not submitted application
Personal data	on to university: Freie Ku	Additional application data Statutory declarations	Completed Apprenticeship Show missing information Academic educations Academic education Additional application data Show missing information Statutory declarations Show missing information 	Application overview State In progress First name Maxi
	Application			Last name Musterfrau Degree xDiplom Maior
				Fine Arts / Painting Term (application period) Winter term 2016/19 (27.10.2017, 00:00:00 - 10.12.2017, 23:59:00)

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 *for* 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 **F** orange symbol are mandatory.



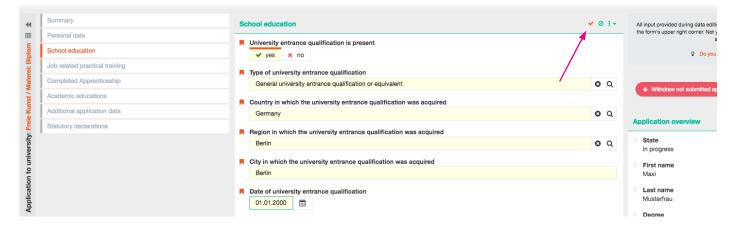
Step 12 - details of personal data and save:

When you have filled out the form, save by clicking on the check icon \checkmark . Please note, that you can safe 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.

	Summary	Personal data	× 0 I -	All input provided during dat
	Personal data	Photo		the form's upper right corner
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Aaler	Completed Apprenticeship	Maxi		
Kunst / N	Academic educations	A Last name		← Withdraw not submit
e Kur	Additional application data	Musterfrau		
Application to university: Freie	Statutory declarations	Phone numbers Type Work Private D Mobile O Number 03047705342 +		Application overview State In progress First name Maxi Last name Musterfrau Decree

Step 13 - d 🗸 ils 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", safe \checkmark 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.

Summary	Job related practical training	 All input provided during data e
Personal data	Occupation-related (preliminary) internship available	the form's upper right corner. N
School education		
Job related practical training		
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cademic educations	From	← Withdraw not submit
ditional application data	01.01.2005	
Statutory declarations	To	Application overview
	01.01.2006	State In progress
	Name of company	First name
	Design Atelier	Maxi
	City	Last name
	Berlin	Musterfrau
		Degree

optional fields /|'

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 \checkmark 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.

	*	Summary	Completed Apprenticeship	× 0 I+	All input provided during data edit
		Personal data	Vocational training available		the form's upper right corner. Not
	: Diplom	School education	vocational training available		Do you
	D.	Job related practical training	Type of training		
	Aaer	Completed Apprenticeship			
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bt	on to				Maxi
0	pplication		City		Last name Musterfrau
	dd				Musternau

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 </

	Summary		Academ	nic educations					search	T + 1+	All input provided during data edi the form's upper right corner. Not
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lalere	Completed Apprenticeship										
st / N	Academic educations										Withdraw not submitted a
Ku	Additional application data										
Freie	Statutory declarations										Application overview
to university: Freie Kunst / Malerei: Diplom											State In progress
to uni											First name Maxi
mary mary onal data		Hu	objects ersity name mboldt-Universität se of studies nstgeschichte	t				earch Degree status	→ + + +		provided during data editing is saved p s upper right comer. Not yet submitted any time.
related p	ractical training	Num	ber of completed	terms of study							
pleted A	pprenticeship	4									ithdraw not submitted application
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utory dec	darations			→ contin	ue Ø cancel					In pro	tion overview ogress name
										Maxi	

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 an move to the "Statutory declarations" form.

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Sch	hand a downline	Data for BA design and liberal arts		
ā	hool education	German skills (at least A2)		
Job	b related practical training	A2		0 Q
Con	mpleted Apprenticeship	APS		
S	ademic educations	±		
Aca Add	ditional application data	If education in PR China, Mongolia or Vietnam, Please upload as a PDF file.		
Stat	atutory declarations	in eddeador in rith orinina, inongolia o'r vietnam. Freaso oproad as a'r o'r me.		
rsity		Language certificate (only if international application)		
nive		PDF Language Certificate.pdf	75.94 KB	1 🛈

Step 18 - statutory declarations:

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

Summary	Statutory declarations 🗸 Ø :
Personal data	
School education	 Statutory declarations I affirm that the information given regarding duration of study and graduation is truthful and accurate.
Job related practical training	I confirm, that that the information on the dates and degrees of study are true. I am aware that an incomplete application cannuble considered for the admissions process.
Completed Apprenticeship	
Academic educations	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.
Additional application data	
Statutory declarations	
·	

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.

	Summary	Statutory declarations	All input provided during data editing is saved permanently with the \checkmark icon in
	Personal data	Statutory declarations	the form's upper right corner. Not yet submitted applications can be edited at any time.
plom	School education	I confirm, that that the information on the dates and degrees of study are true. I am aware that an incomplete application cannot be	Do you require assistance?
el: Di	Job related practical training	considered for the admissions process. I affirm that the information given regarding duration of study and graduation is truthful and accurate.	
Aaler	Completed Apprenticeship		
st / N	Academic educations	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.	Submit application
Kur	Additional application data		Withdraw not submitted application
Frei	Statutory declarations	Admission regulations	
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to univ			State
ation 1			First name
oplic			Maxi
AP			Last name

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 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 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.

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.	sear
✓ yes × no	Degree s
	No degre

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 <u>do not send any additional documents by post</u> 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 Bühringstr. 20 - 13086 Berlin mail: <u>studienberatung@kh-berlin.de</u> 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