## Step-by-step instructions to apply as an exchange student to the weißensee academy of art

Application periods:

01 March –15 April for a planned study stay in Winter Semester (Oct–Feb) 01 Oct –15 Nov for a planned study stay in Summer Semester (April–July)

Step 1: Open the Campuscore website: https://cms.kh-berlin.de/login/#/ Create an account by clicking on the "registrieren" button.

weißens	e 9	kunsthochsc	hule berlin	
Willkon um au offention augängiotean informationen au gelangen, somen sis eic eik dast anmeiden:	nmen an de	r Kunsthochschule W a Jugangsdatish ernalten haben, melden Sie sich bitte mit diesen an.	Ven Sie noch keinen Benutsartugen haben und sich bewerten modren, registreten modren, registreten bis eich totas ner.	
als Gast anmelden		Ag anmelden Passiont vergessen? Impresum Geutzen englich	registreen	
Campustors - Campus Marag	şem ent-System		© CampusCore 2017	

Step 2: Fill in the mandatory fields (marked by an orange symbol **n**), check both boxes to confirm the statement of consent at the end of the form, and click the "continue" button.

21000	Rever to the first first faile		
(A)	registrieren	2 P # 🕖	
0	. Zurannadaren	100 C	
	R & Mall Benutzernome		
	analos@enal.com	)	
	The second se		
	the rate press halfs pressure of		
		everanstalnungen durchtsteinen	
	* PREMER		
8	1		
	Sum Sonze med Servatorizatings same Se that an Yakinom mit media, and Section. Is may media and 20th vice since Graditactivitation and an vice service as services. Somithe over sections		
	Alex		
	Vereame		
	**		
	R Nechname		
	Dee		
	E Geburtsdatum		
	08.09.2017 11 11 11 11 11 11 11 11 11 11 11 11 1		
	Taleforeummer		
	Typ		
	R Artet & Prvet C Mebli O		
	Nummer		
	015112343878		
	. Heinsterefenika		
	Adresszellen		
	WaterD 52		
	R Posticitabi		
	10119		
	. Sealt		
	Berin .		
	<ul> <li>Lest</li> </ul>		
	Devisionere (DEV) 0 Q.		
	letino .		
	Q		
	. Englishing the set		
	the server and the second		
	Contraction of Contraction		

Step 3: Complete registration with activation code:

As soon as you have clicked on the green button, a window will open where you have to enter the activation code you have received by e-mail.

	register	:•
we	An activation code to confirm your e-mail address has been sent to you. If you do not receive an e-mail, please also check the spam folder. <b>Note:</b> Your account is only created after you entered the correct activation code.	lin
	Verification code	
lfyo	Se back So continue Concel	ply.
sti	<u> </u>	

Step 5: Please check your mailbox and copy the code you received. It may take a few minutes until the email with the subject "Activation des Benutzer\_innenzugangs / User account activation" is delivered. Please also check your spam account!

Fwd: Aktivierung des Benutzer\_innenzugangs / User account activation

## 548448

Die Aktivierung ist bis zum 18.09.22, 16:59 Uhr möglich.

Falls Sie keinen Benutzerzugang in unserem Campus-Management-System erstellt haben, ignorieren Sie bitte diese E-Mail.

Your activation code:

548448

The activation is possible until 18.09.22, 16:59.

If you did not create a user account in our Campus Management System, please ignore this e-mail.



w	eißenses	kunsthochsch	nule berlin	
	Willkommen an der um zu öffension sugangionen informationen zu grangen, Konen Sie ston as Gast anmelden de Gast anmelden	Kunsthochschule We Lugangsassen ernalten nach, meiden Sie son bite mit diesen an Loom	eißensee! Wen Sie noch keinen underzugang haben und underzugang haben und neu: Weiteren Sie sich bitte neu:	
Camp	usčore - čempus-Menagementšystem	Passwort vergessen? Imprassum deutsch english	© CampusCore 2017	

Step 6: 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.

ММ	weißenses kunsthochschule berlin		۵ <sup>34</sup>	å i 👌
Maxi Musterfrau Applicant, Student, Student Assistant	😐 Default			Create personal configuration
	ENTRY POINTS	TASKS 0 PENDING	CONTROL HELP	
Home 🔗	(ap Q)	no data or missing access permissions	The following symbols always r corner of all forms, tables etc.	reside in the upper right hand and represent the most
Applications	CREATE AND MANAGE YOUR APPLICATIONS		your mouse cursor above one details.	of the symbols to get more
deutsch english	SEE APPLICATIONS		CREATE	EDIT
			SAVE	CANCEL
			MORE ACTIONS	Q SEARCH
			MANDATORY INPUT	IMPORTANT INPUT
			<b>?</b>	DELOAD

Step 7: Create a new application by clicking on the plus (+) symbol on the top righthand side of the page.

CN	-	weißenses kunsthachschule berlin	0	2 4 5 2 🧿
Corrado Novent Applicant	a	All applications for a university place		search T+1+
Home	*	The table brows shows your applications with their respective status in you aready created at least one. A new application can be created by using the 4-button at the top right corner of the table. General help for handling this software can be found by clicking the <b>?</b> button in top right corner of the software. Good luck with your application.	\$1.4m	
Activities Personal data	8 4	С удриалон папине. мари	Shite.	
esutorn angen	3			
		0 🚺 • 🚺		

Step 8: Select the major for which you would like to apply, the degree ("Exchange Program"), the applicaton regulation version, and click "continue".

	c) weißenses kunsthochschule berlin	Create new application	
Helin tirry	All applications for a university place	Course of studies	**
(Apple and )	The table below shows your applications with their resp A new application can be created by using the + button	Fashion Design Fine Arts / Painting Fine Arts / Sculpture	Î
Home #	General help for nandling this software can be found of Good luck with your application.	Textile and Surface Design Visual Communication	
Personal data		<ul> <li>Degree         Diploma Exchange Program     </li> <li>Application regulation version         Exchange Studies Fine Arts / Painting     </li> <li>         continue @ cancel     </li> </ul>	
	+0+0		

Step 9: Check again that you are applying to the correct department, and click "continue".

	c) weißenses sunsthuchschule beelin		
æ		Create new application	u i i i i i i i i i i i i i i i i i i i
Line Constant of the second se	Al applications for a university place     Al applications for a university place     Door lock with your applications     or to be readed by gifts a characterized by defining the second by defining th	Creation regulation version Exchange Program in Rine Arts / Paroing Application period 1:04 0:017; 0:0000 1:511:2117; 21:59:00 Application second Hello Xiny Canton Can	
	• • • • •		

Step 10: 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.

НК	weißensee kunsthachschule berlin		a <sup>m</sup> - 4 4 9 📀
Kene ( Applications ( Personal data ( Kensations ( Ken	Summary Procoul data Additional application data Statutory declarations	Summary       Pto         Please complete your personal data and your our inclution vitue by calling up the includual table. Please pay particular attention to the includual table.         A Personal data       Show masing information         Additional application data       Show missing information         A statutory declarations       Show missing information	A is 2 0  A incurrent of the second of the

Step 11: Start with the "Personal data" form. You can click on the pencil icon 🖋 to edit the form. The information you provided upon registration of your user account are already included. Please check those for correctness.

<b>(N)</b>	weißenses kunsthochschule berlin		a <sup>10</sup> (k. † 🧿
Corrudo Novenia Acpluer Addixities Personal data	Corrado Horventa Acciment Accimenta Accimenta application data contra securitaria	Personal data    Proto Photo  First name Corrado  Last name Nounters  Pye Verk  Rumber Verk Rumber Verk Rumber Verk Rumber Verk Rumber Verk Rumber Verk Rumber Verk Rumber Verk Rumber Verk Rumber Verk Rumber Verk Rumber Verk Ru	A to a constant during table eithing is saved permeterity with the u <sup>2</sup> from the term scalar random over the state scalar and the scalar random over the s
		Country of Nath hay (TR)  Elicit name  Nationalistic (nax. 2) talian  Notionalistic (nax. 2) talian  Email / Sema hay (TR)  Email / Josemanne cmu.add@eb-botfin.org	Exchange Program Major Fine Kr.s. / Painting Tarm (poplication parkol) Summer term 2018 (14.09.2017, 00:00:00 - 15.11.2017, 22:50:00)

Step 12: Please note that all fields with the orange symbol ■ are mandatory. When you have filled out the form, save by clicking on the check icon ✓ and continue with the "Additional application data" form.

CN	1 Y			a <sup>66</sup> 4 (	10
Corrado Nove	sta	4 Personal data	Personal data	Ø 1 * All input provided during data editing is saved permanently with th	he 🖌 icon in the
Applicant		Additional application data.	in the second	form's upper right corner. Not yet submitted applications can be ed	cited at any time.
		Statutory declarations	2	P Do you require assistance?	
Home	*	2	Einst name		
		1	Corrado	+ Withdraw not submitted application	0
Applications	1	3			
Activities	8	2	Last name	And a	
		5	NOVERTA	Appication overview	
Personal data		Action 1	Phone numbers Type	State In progress	
destach) and		100	🗮 Wark 🖕 Private 🗆 Mobile O	First name Corrado	
		ald .	03012345	Last name	
		tions for a universi	Gender     Grmate     Grmate     Date of birth	Appileation number EX00017 Degree Exchange Program	
		applica	19.03.1957 🗂	Major Fine Arts / Painting	
		P	Place of birth	Term (application period)	
			Novi Ligure	Summer term 2018 (14.09.2017, 00:00:00 - 15.11.201	17, 23:59:00)
			Country of birth	POOT 113	
			italy (ITA)	0 Q	
			Birth name		
			Nationalities (max. 2)		
			Italian	0 Q	
			· · · ·		
			<ul> <li>Home residence</li> <li>Address lines</li> </ul>		
			303		
			+		
			R Zip code		
			00118		

Step 13: Fill out the "Additional application data" form. Make sure that you have uploaded all necessary documents: (1) Artistic portfolio (PDF file, max. 20MB), (2) Motivation letter (PDF file, ca. 1 page), (3) Nomination letter from the international office of your home institution **or** Proof of enrollment **or** Certificate of scholarship (PDF file). Click save **v** and move on to the "Statutory declarations" form.

CN				a <sup>∎</sup> ≜ i ? 🧿
Corrado Noventa	ee Permanal shita	Additional application data	v 0 i -	All input provided during data editing is selved permanently with the ${\bf v}$ icon in the
Apploant	Additional application data	ype		form's upper right corner. Not yet submitted applications can be edited at any time.
	Elaborary declarations			Do you require assistance?
Home 🖷	2	R Address lines		
Street sectors in the sector		Muster Street 58		Withdraw not submitted application
Applications	3	+		
Activities 🛗	2			Application overview
Demonstration .	2	Zip code		
Personal Gata	- e			State In progress
	1	R City		- Parlance
ittertach angloh	8	Berin		Corrado
		R Country		Last name
	Alter	Germany (DEU)	0 0	Noventa
	nive	Region		Application number
			Q	EX200017
	2 2	Specialization		Degree
	attor	Painting		Exclusion Frogram
	All applic	Data type: String (A sequence of sibha-numarc sharecters.)		Major Fine Arts / Painting Term (application period)
				Summer term 2018 (14.09.2017, 00:00:00 - 15.11.2017, 23:59:00)
		Term of studies		
		Exchange coordinator		
		R Name, first name of the exchange coordinator		
		Jane Muster		
		Data type: Biring (A sequence of alpha-numeric characters.)		
		E-Mail of the exchange coordinator		
		j.muster@muster.com		
		Language skills		
		🖪 German skills		

Step 14: Before you click save, please be sure to upload either a nomination letter from the international office of your home institution, proof of enrollment or a certificate of scholarship. If you don't, all changes you have made on this form will be lost. If you don't have one of these documents at hand and wish to upload them later, you can upload a blank PDF file.

нк						
Hello Kitty		Ubersicht	Angaben zur Bewerbung		v 0 1+	Alle bei einer Datenbearbeitung getätigten Eingaben werden
Bewerber_in	T	n Persönliche Daten	PDF RUCKEDUCUURUU	490.20 %8		<ul> <li>uber das - Symbol in der rechten oberen Ecke des Formulars dauerhaft gespeichert. Noch nicht eingereichte Anträge</li> </ul>
		Angaben zur Bewerbung	Motivationeerbroiben			konnen Sie jederzeit weiter bearbeiten.
Startselte	#	Eidesstattliche Erklärungen	PDF v4p handout_final W5.pdf	171.91 KB	2.0	9 Benötigen Sie Hilfe?
Bewerbungen			Besondere Bedürfnisse			
e			n/a			Nicht eingereichte Bewerbung zuruckziehen
Persönliche Daten	4				в	
					and a	Antragsübersicht
deutsch englight	0	5	6			Status In Reacheltung
	ate true		Optionale Dokumente (Mind. eine Angabe erforderlich)		-	Vorname
			Nominiorung durch Partnerharbachulu			Nachname
	luna		1			Kitty
	Crud		Eines der folgenden Kriterien muss gelten:     Im Feld Nominierung durch Partnerhochschule muss eine Angabe erfolgen.			Abschluss Austausch-Studium
	inan		<ul> <li>Im Feld Immatrikulationsbescheinigung muss eine Angabe erfolgen.</li> <li>Im Feld Stiegenlichbescheinigung muss eine Angabe erfolgen.</li> </ul>			Studienfach
	a pro-	5	• Im reportation de transformation anno			Freie Kunst / Bildhauerei
		2				Semester (Bewerbungszeitraum)
	Danied		Eines der folgenden stenenen muss gelten: • Im Feld Nominierung durch Partnerhodröchule muss eine Angabe erfolgen. • Im Feld Immatrikulationsbescheinigung muss eine Angabe erfolgen.			15.11.2017, 23:59:00)
			Im reio sopennienoecheingung muss eine angabe erroigen.			
			scipenarenbescheinigung			
			Eines der folgenden kinserien muss geken: • im Feld Nominierung durch Partnerhochschule muss eine Angabe erfolgen. • im Feld Immartikulationsbescheingung muss eine Angabe erfolgen. • im Feld Süpendienbescheingung muss eine Angabe erfolgen.			

Step 15: Check both boxes to confirm the statutory declarations and click on the check  $\checkmark$  button to save.

CN	2) ¥	veißenses kunsthochschule berlin	1	a <b>n</b> a t t Q
Corrado Noventa Applicant	*	Personal data Additional application data Statutory declarations	Statutory declarations	All Hourd provided during case editing is also dipermanently with the J con in the form a upper right corner. Not yet submitted applications can be established at any time.     On you require setabliance?
Home Applications Activities	3 🔸 🔹		Call Lookins, that I have mad and understood the Erimance and Admission Regulations: http://www.ski-bein.edu/tulue/multicalengamation/zulassangaordmung.html I am evere that an incomplete application cannot be considered for the admissions process. Passe accept the exclusions of consert as these are a preculate for the submission of your application due to procedure reason. You can exit the form view	4. Whiches not submitted application
Personal data	Al applications for a university place (five Arts / Pandrig		The	Appleation overview  State State Corrade Corra

Step 16: 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.

CN	•	eißenses kunsthochschule berlin		a <sup>m</sup> (a. 8. 2. 📀
Corrado Noventa Apoleant	*	Personal data Additional application data	Statutory declarations / 1 -	All input previded during data editing is saved permanding with the $\checkmark$ loon in the form's upper right corner. Not yet submitted applications can be edited at any time.
Home	Ange Program	Statutory declarations	Latifier that the information given registrding duration of study and graduation is truthful and accurate. Learning, that have read and understood the Entrance and Admission Regulations: http://www.kh- berlin.de/studies/autikudencoganisation/bulassungsordirung.html. I am aware that an incomplete application cannot be considered for the admissions process.	Do you mujine selectaroot     Submit application
Activities	E Elec		Please access the declarations of consert as these are a previouslis for the submission of your application due to procedural reasons. You can edit the form via the 🖍 symbol in the usper sight hand conner.	4 Withdraw not submitted application
Personal data	* A spatializations for a university place. Must share the state of		Admission regulations	Application overview



Step 17: Click on the "yes" button to submit your application.

Thank you for your application. We will keep you informed with regard to your application process. Should you have any questions or concerns, please contact Leoni Adams at international@kh-berlin.de

You will receive your results approximately 4–6 weeks after the deadline. If you have been admitted, you will receive information on how to proceed and what things you should consider.