

Step-by-step instruction

Online-application for the Master study programs

(Design) Application period: 'A UfW '%! '5 df]'" \$'for h\ Y'Zc``ck]b['winter term

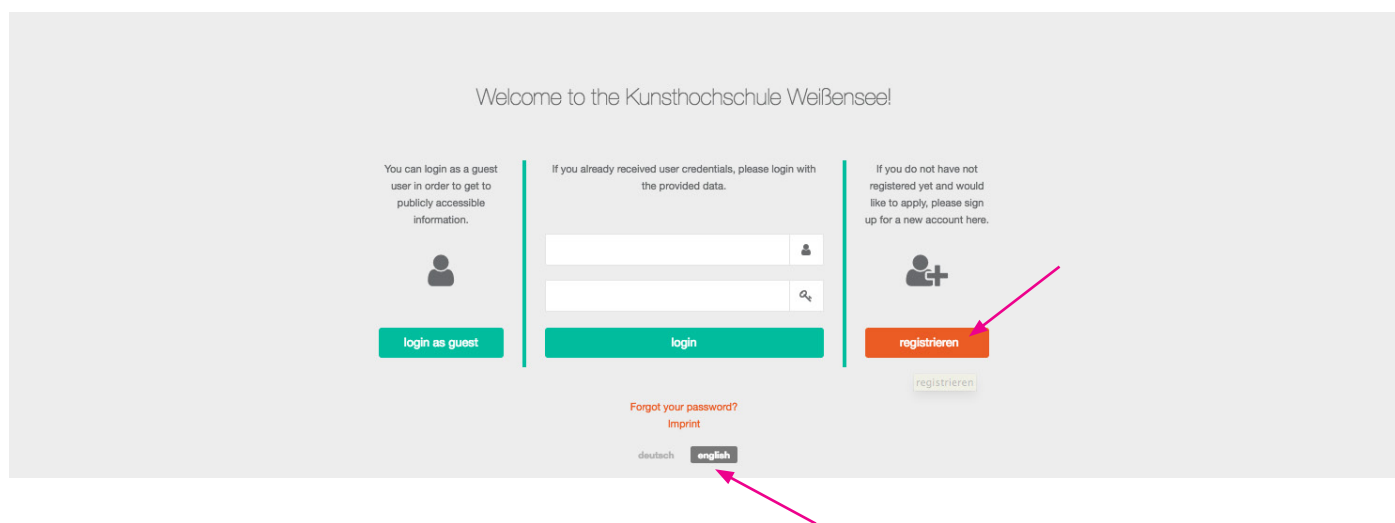
Step 1 - create account:

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


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

>>If you already have an user account, log in with your login data and follow the instructions from step 6.

(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.

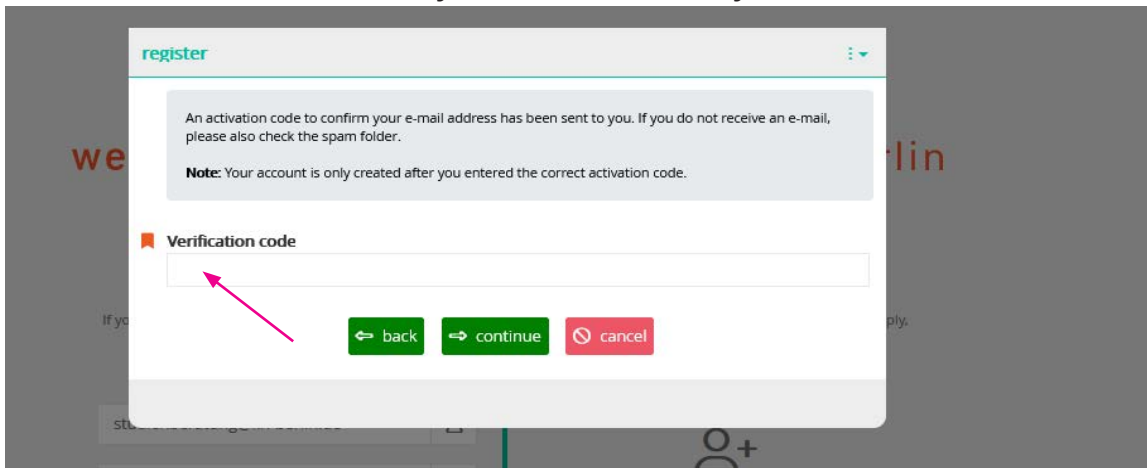
The screenshot shows the registration form with the following fields and sections:

- Credentials**
 - E-mail / username: berlin@duett-design.de
 - Password: [masked]
- Master data**
 - First name: Maxi
 - Last name: Musterfrau
 - Date of birth: 01.01.1900
- Statement of consent**
 - I agree that my data may be stored in data processing systems and processed electronically.
 - I agree that the university administration may view and process my data.

At the bottom, there are 'continue' and 'cancel' buttons. Pink arrows point to the 'continue' button and the 'Statement of consent' section.

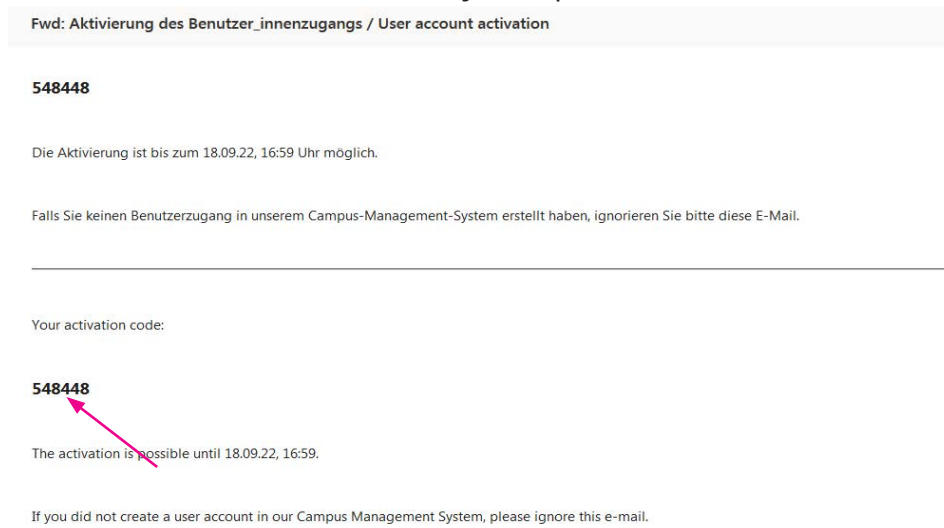
Step 3 - complete registration with activation code

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.



Step 4 - confirm access:

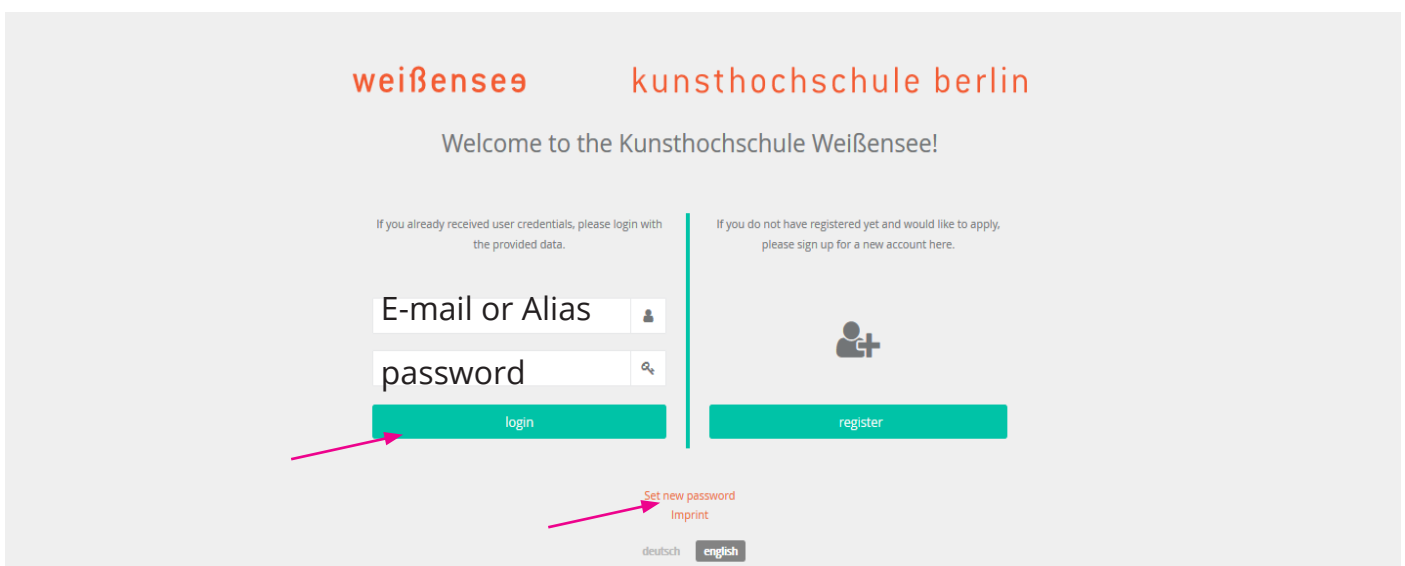
Please check your mailbox and copy the code you received. It may take a few minutes until the email with the subject "Activation des Benutzer_innenzugangs / User account activation" is delivered. Please also check your spam account!



Step 5 - login:

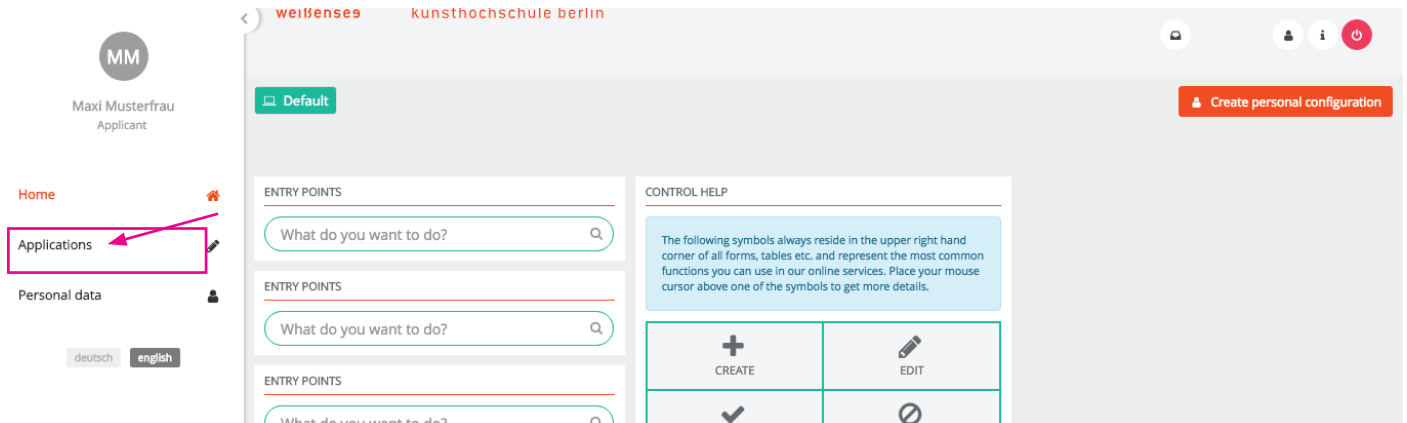
Login with your personal access data.

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



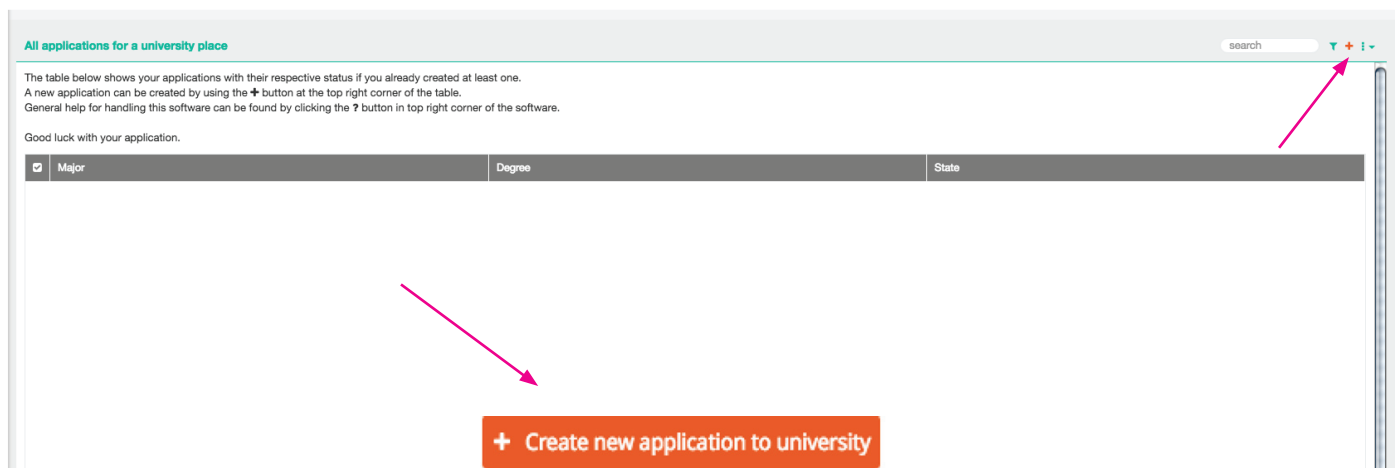
Step 6 - your account:

Once you are logged in, you have to click on the left site „Application“ to get to the application form.



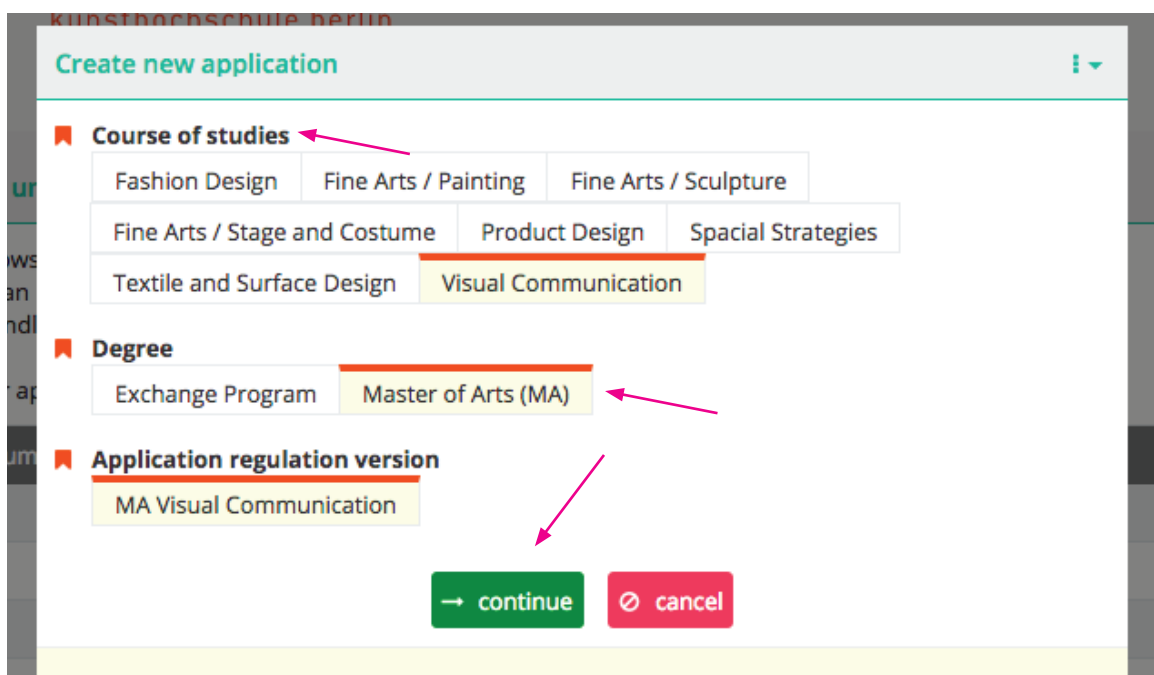
Step 7 - create a new application:

Create your application by clicking on the field marked in orange (below) .



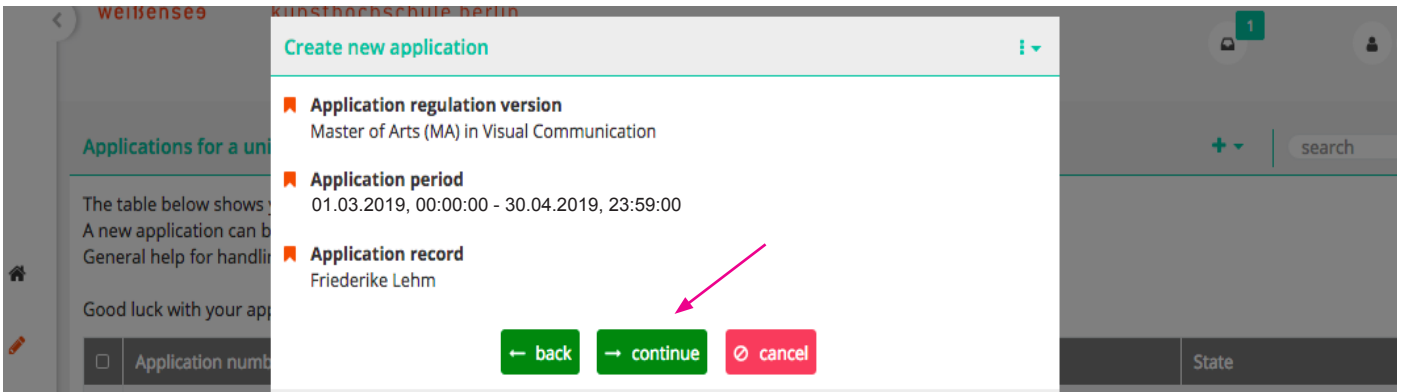
Step 8 - select study program:

Select the course of study as well as the degree (MA) you wish to apply.



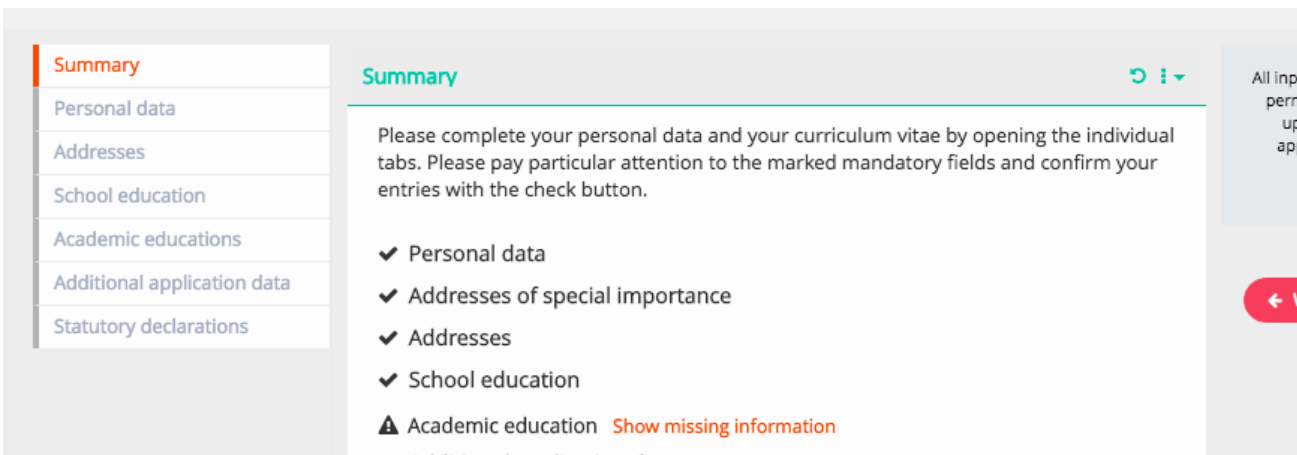
Step 9 - check and continue:

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




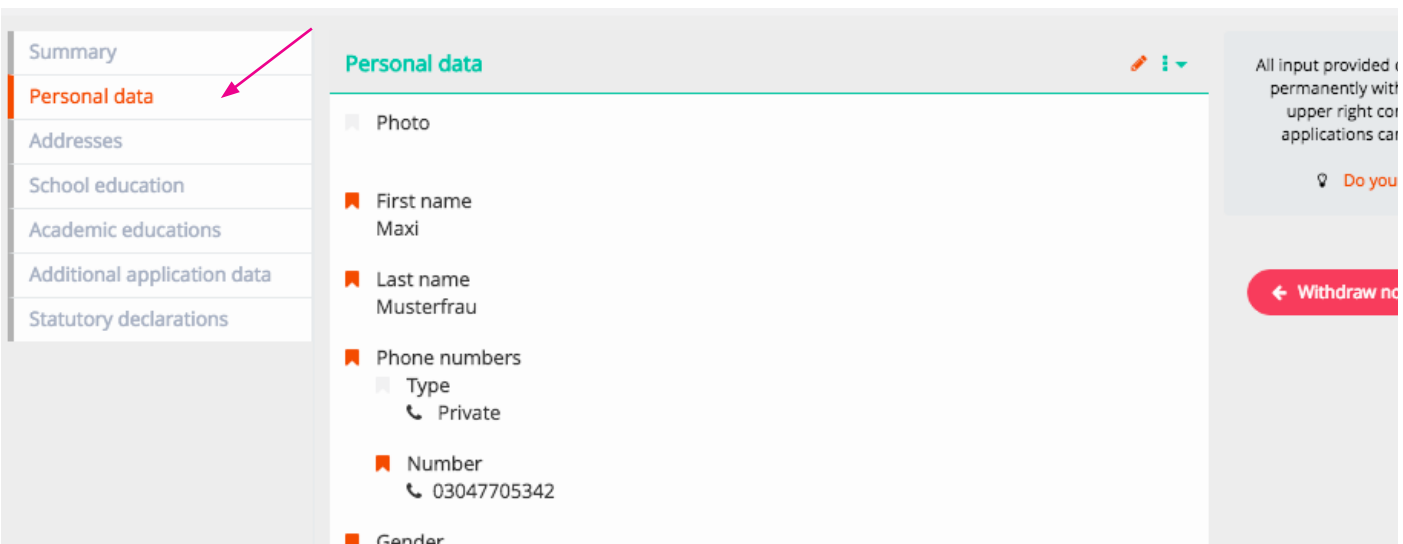
Step 10 - summary of application form:

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.



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 "edite 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 save 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 „Addresses“ form.

The screenshot shows a web application interface with a sidebar on the left containing menu items: Summary, Personal data, Addresses, School education, Academic educations, Additional application data, and Statutory declarations. The main content area is titled 'Personal data' and includes a 'Photo' upload section, 'First name' (Maxi), 'Last name' (Musterfrau), and 'Phone numbers' (Type). A red 'Withdraw' button is visible on the right side.

Step 13 - Addresses

Click the plus icon if you want to add an address. Otherwise, just continue with „Academic Educations“.

The screenshot shows the 'Addresses of special importance' section with a 'Home address' (Bühringstr. 20, 13088 Berlin, Germany (DEU)). Below it is the 'Addresses' section, which contains a map icon and the address 'Bühringstr. 20, 13088 Berlin, Germany'. A red arrow points to a plus icon in the top right corner of the 'Addresses' section. A red 'Withdraw not su' button is visible on the right side.

Step 14 - details of school education:

First click on the "edit" icon to edit the form and CLICK "save" after finishing and move on to the „Academic Education“ form.

The screenshot shows the 'School education' form. The sidebar on the left has 'School education' highlighted with a red arrow. The main content area includes a 'Secondary education exists' section with 'yes' selected, a 'School graduation' section with 'General university entrance qualification or equivalent', a 'Country in which the secondary education was acquired' section with 'Germany', and a 'Region in which the secondary education was acquired' section.

Step 15 - details of academic educations:

Please click the "create" icon to add academic educations, fill out the form and click "continue". You can add more than one, if you already studied at more universities.

The screenshot shows a 'Create' form with the following fields and options:

- University name***: Text input field.
- Study period***: Includes 'Study period from*' and 'Study period to' date pickers.
- University address***: Includes 'Country*' (with search icon) and 'City*' text input fields.
- Course of studies***: Text input field.
- Completed duration of studies in academic terms***: Dropdown menu.
- Degree status***: Radio buttons for 'Not yet on hand', 'Degree complete', and 'No degree'.
- Degree type***: Radio buttons for 'Bachelor', 'Diploma', 'Master', and 'Other degree'.


At the bottom, there are 'CONTINUE' and 'CANCEL' buttons. A pink arrow points to the 'CONTINUE' button.








14.2. 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.


Summary	Academic educations <input type="text" value="search"/> + 🗑️ ⋮				
Personal data	<input type="checkbox"/>	University name	Program of studi...	Degree type	Degree status
Addresses	<input checked="" type="checkbox"/>	UDK	Malerei	Diploma	Degree complete
Academic educations	<input type="checkbox"/>	HU Berlin	Kunstgeschichte		No degree
Professional art/work experience					

14.3. When you have filled out the form and uploaded your certificate of your successfully passed first degree, save by clicking on the check icon and move on to the „Professional art/work experience“ form.

Step 16 - Additional application data - Upload application documents:

Please click on the edit icon to edit the „Additional application data“ form and upload  the following documents as PDF-files:

-  1 Portfolio - Digital portfolio (max. 20MB). External applicants also have to present the first degree project.
-  2 Study evidence - A certificate or a proof (transcript of records) in German or English.
-  3 BA graduation certificate - Certificate of your successfully passed first degree in your desired department or an equivalent study program (at least 180 Creditpoints/ 3 years) or the latest copies of the study documentation, if you are in the final examination semester during the application procedure. International certificates are to be submitted in German or English translation copy.
-  4 CV - Courses of the study, study trips, internships, employment in the fields of design/ arts, exhibitions etc.
-  5 Master Proposal - A written study proposal, an outlining of your master project (max. 2 pages A4).
-  6 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).
-  7 German language certificate - At the time of application international applicants have to upload a language certificate qualification level or a confirmation of the current language course min B1/2. Please upload the recent proof you have.


 appears, a document must be uploaded.' The left sidebar shows a navigation menu with 'Additional application data' highlighted in orange. A pink arrow points from the left sidebar to the 'Additional application data' menu item." data-bbox="64 535 978 869"/>

Additional application data



*Mandatory fields are marked with * and must be filled.*

Data for master design*

Here a portfolio can be uploaded as a file.



The first field is just a headline with explanation of the page "Additional appl. data". Only where the download button  appears, a document must be uploaded.

Portfolio (File)*

Please make sure to use meaningful file names when assigning the file names.
Allowed file formats: PDF



Study evidence (Transcript of Records or similar)*

Please make sure to use meaningful file names when assigning the file names.
Allowed file formats: PDF

Please upload as a PDF file.

BA graduation certificate*

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

Step 17 - statutory declarations:

Check both boxes to confirm the statutory declarations and click the save icon.

Summary

Personal data

Addresses

School education

Academic educations

Additional application data

Statutory declarations

Statutory declarations

Statutory declarations
I affirm that the information given regarding duration of study and graduation is truthful and accurate.

I confirm, that I have read and understood the Entrance and Admission Regulations: <http://www.kh-berlin.de/studium/studienorganisation/zulassungsordnung.html>. I am aware that an incomplete application cannot be considered for the admissions process.

Please accept the declarations of consent as these are a prerequisite for the submission of your

Step 18 - 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.

Summary

Personal data

Addresses

School education

Academic educations

Additional application data

Statutory declarations

Summary

Please complete your personal data and your curriculum vitae by opening the individual tabs. Please pay particular attention to the marked mandatory fields and confirm your entries with the check button.

- ✓ Personal data
- ✓ Addresses of special importance
- ✓ Addresses
- ✓ School education
- ✓ Academic educations
- ✓ Academic education UDK

Do you require assistance?

> Submit application

← Withdraw not submitted application

Application over...

State
In progress

Step 19 - 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).

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.

Please note that the deadline for submit your application is April 30.

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 - 5 weeks after the deadline. The interviews will be held between end of June and middle of July, for international students 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/ room A1.03

weissensee academy of art berlin

Bühringstr. 20 - 13086 Berlin

Please send your request in writing via e-mail to: studienberatung@kh-berlin.de
or contact us by telephone at: 030 47705 -342