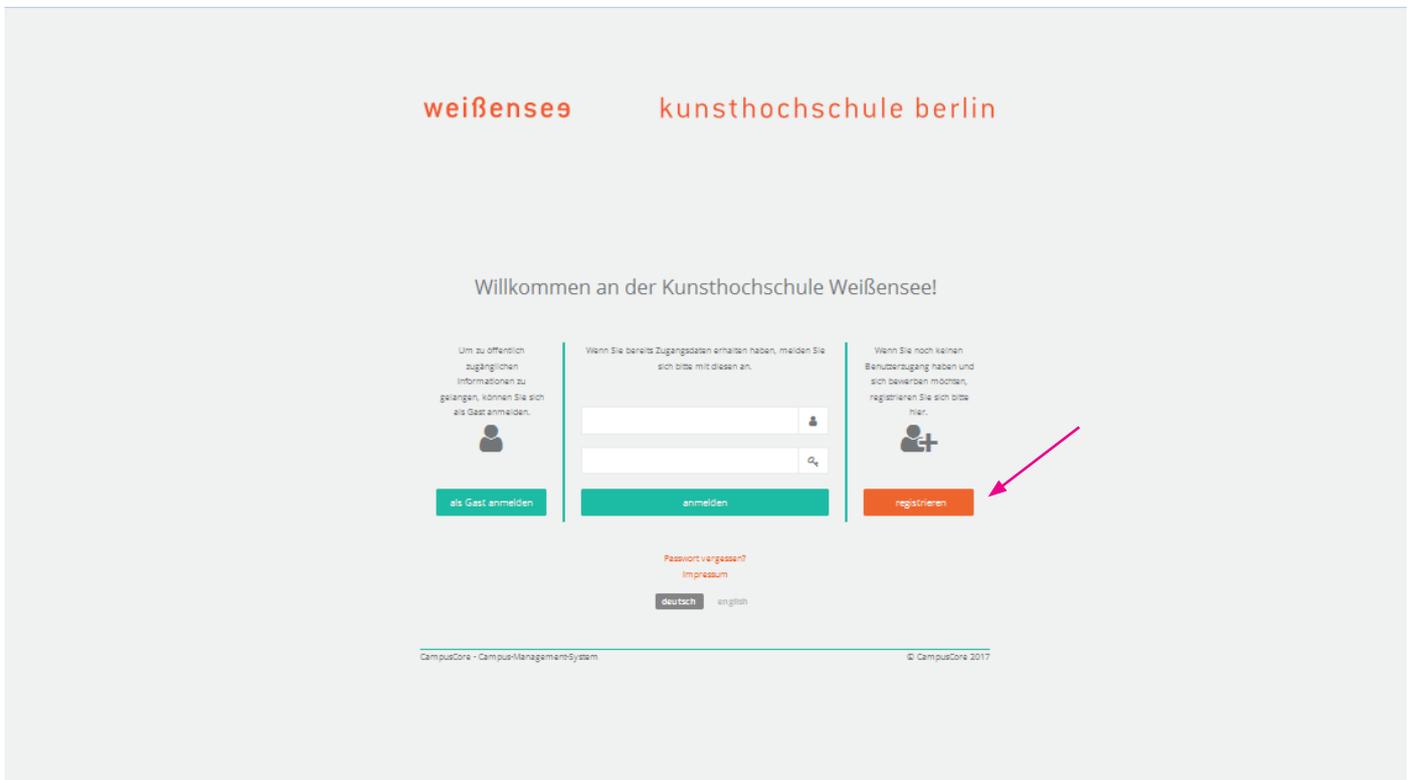


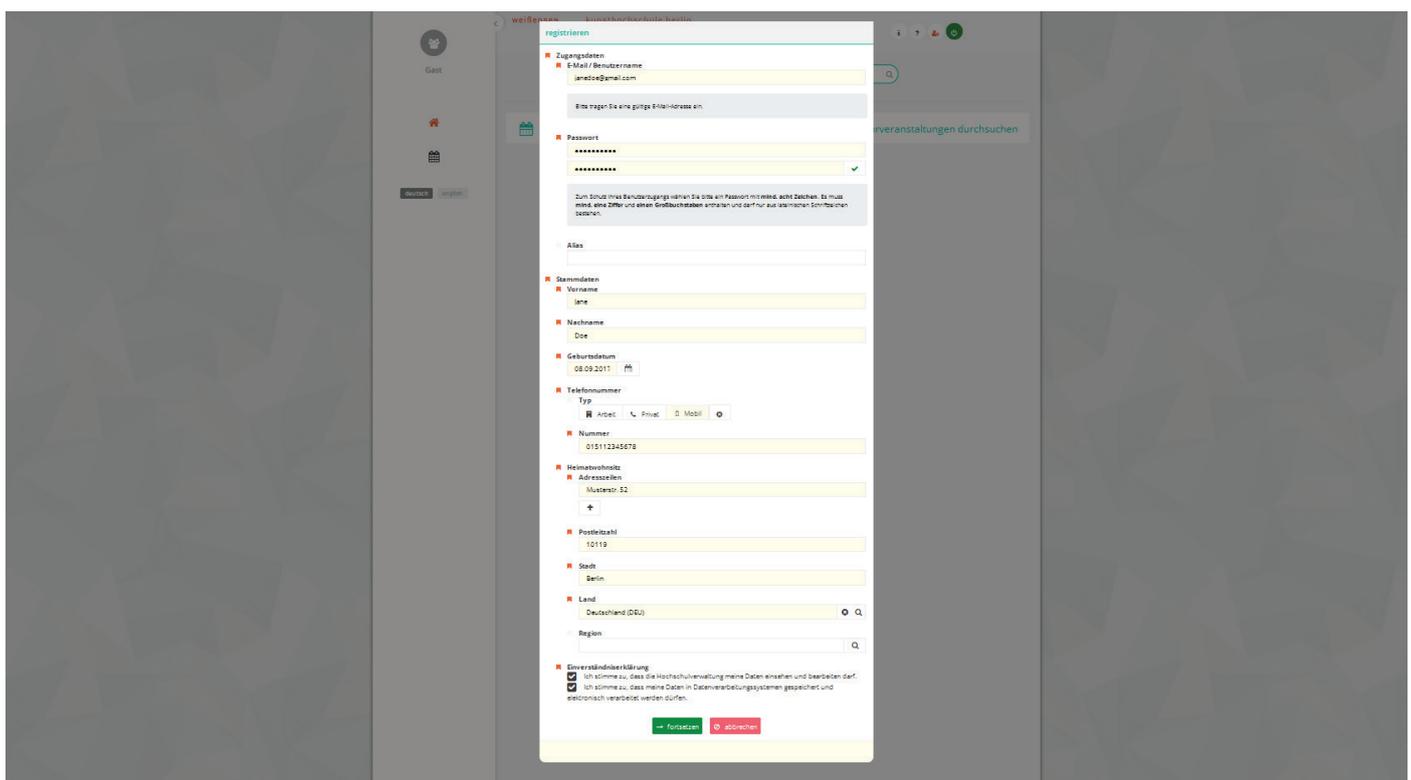
# Step-by-step instructions to apply as an exchange student to the weißensee academy of art

Application period: 05. October–15. November 2017 for a planned study stay in Summer Semester 2018 (April–July)

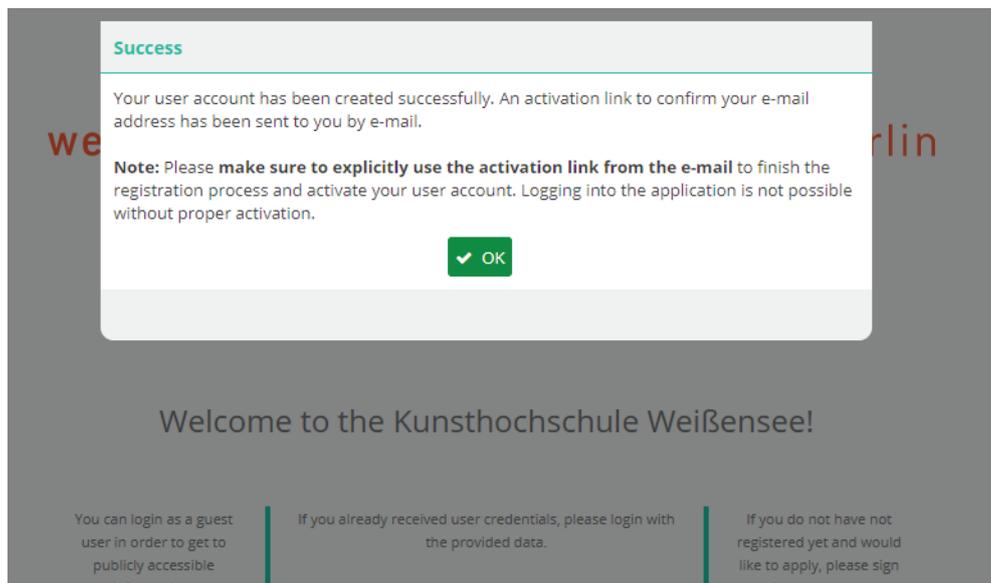
Step 1: Open the Campuscore website: <https://cms.kh-berlin.de/login/#/>  
Create an account by clicking on the „registrieren“ button.



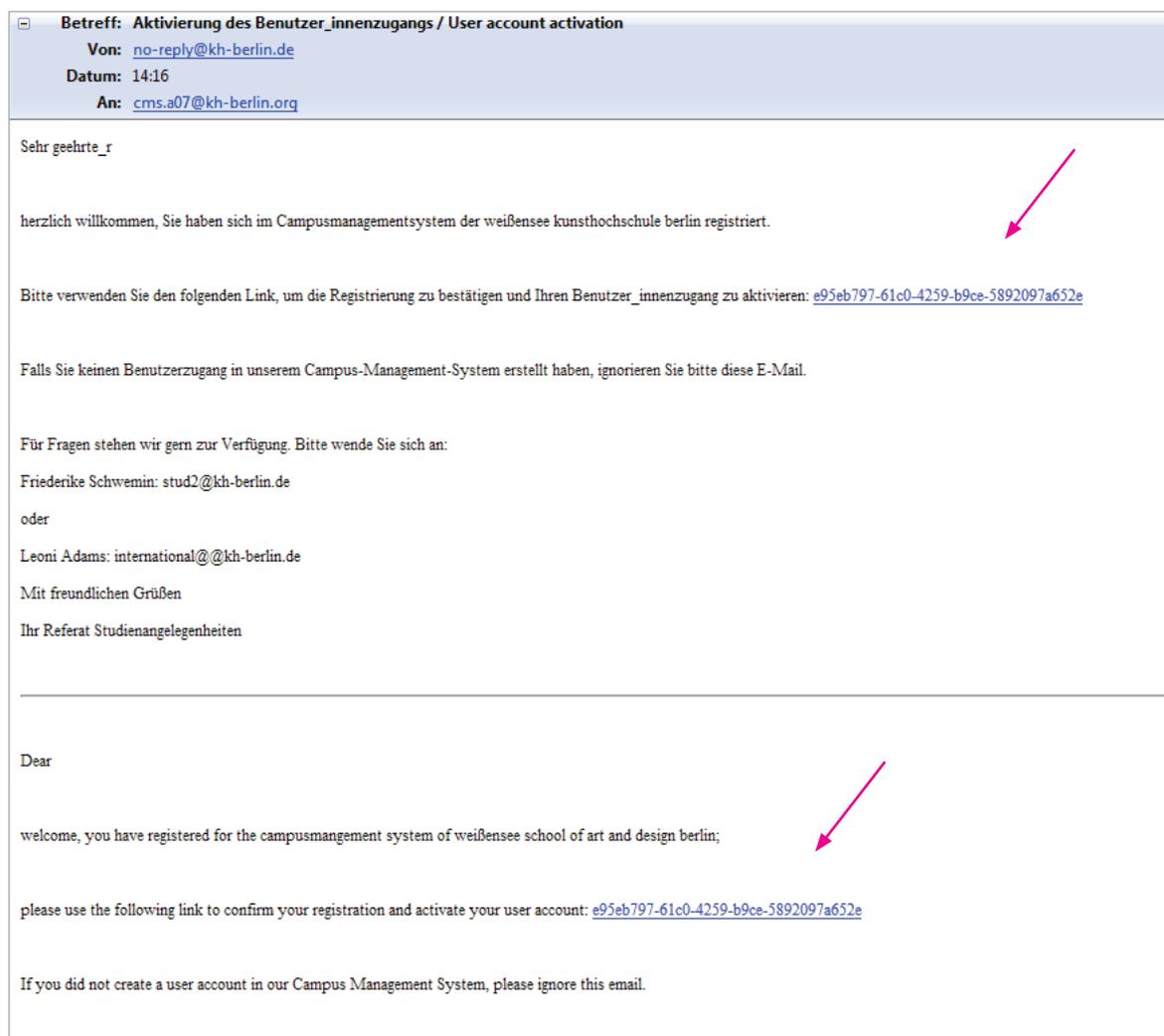
Step 2: Fill in the mandatory fields (marked by an orange symbol ) , check both boxes to confirm the statement of consent at the end of the form, and click the „continue“ button.



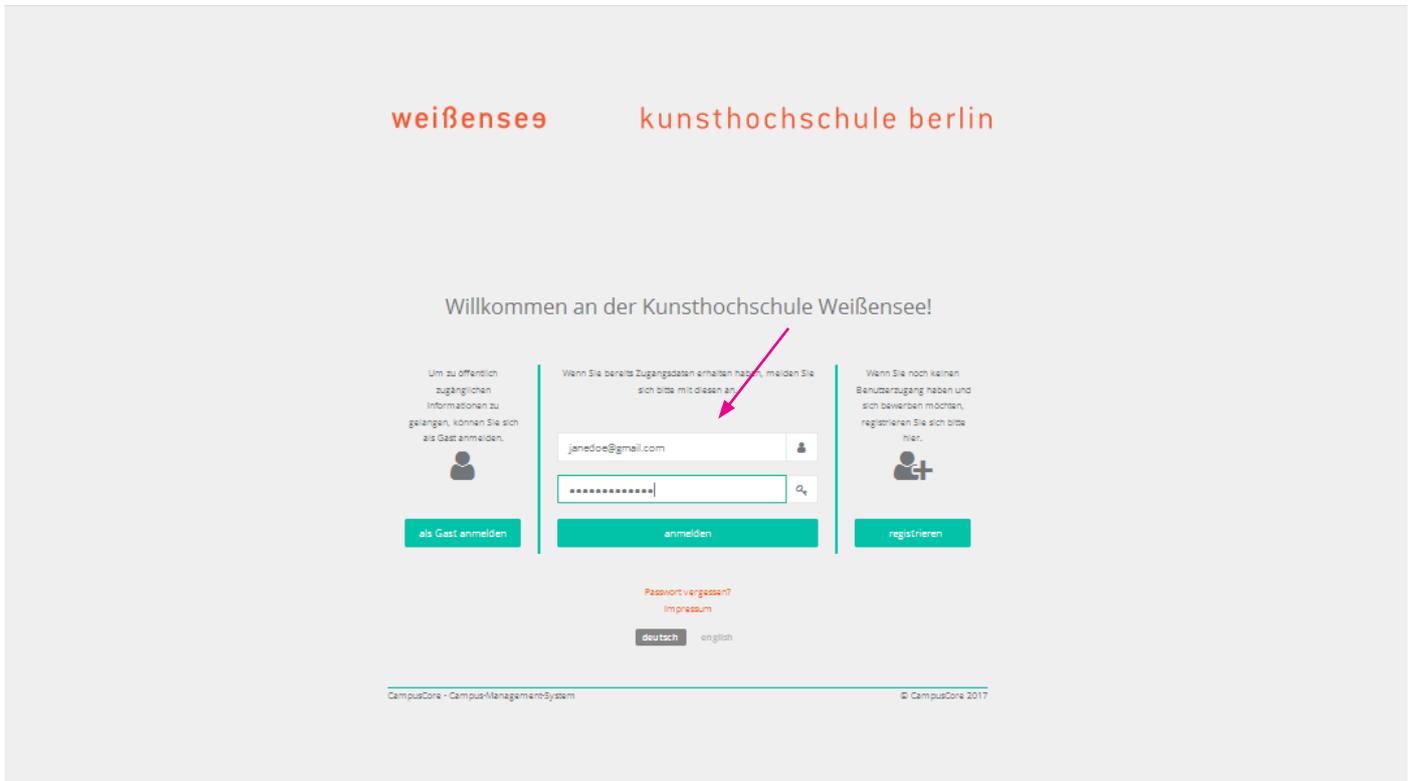
Step 3: Once you have clicked OK, you should receive an email with the activation link.



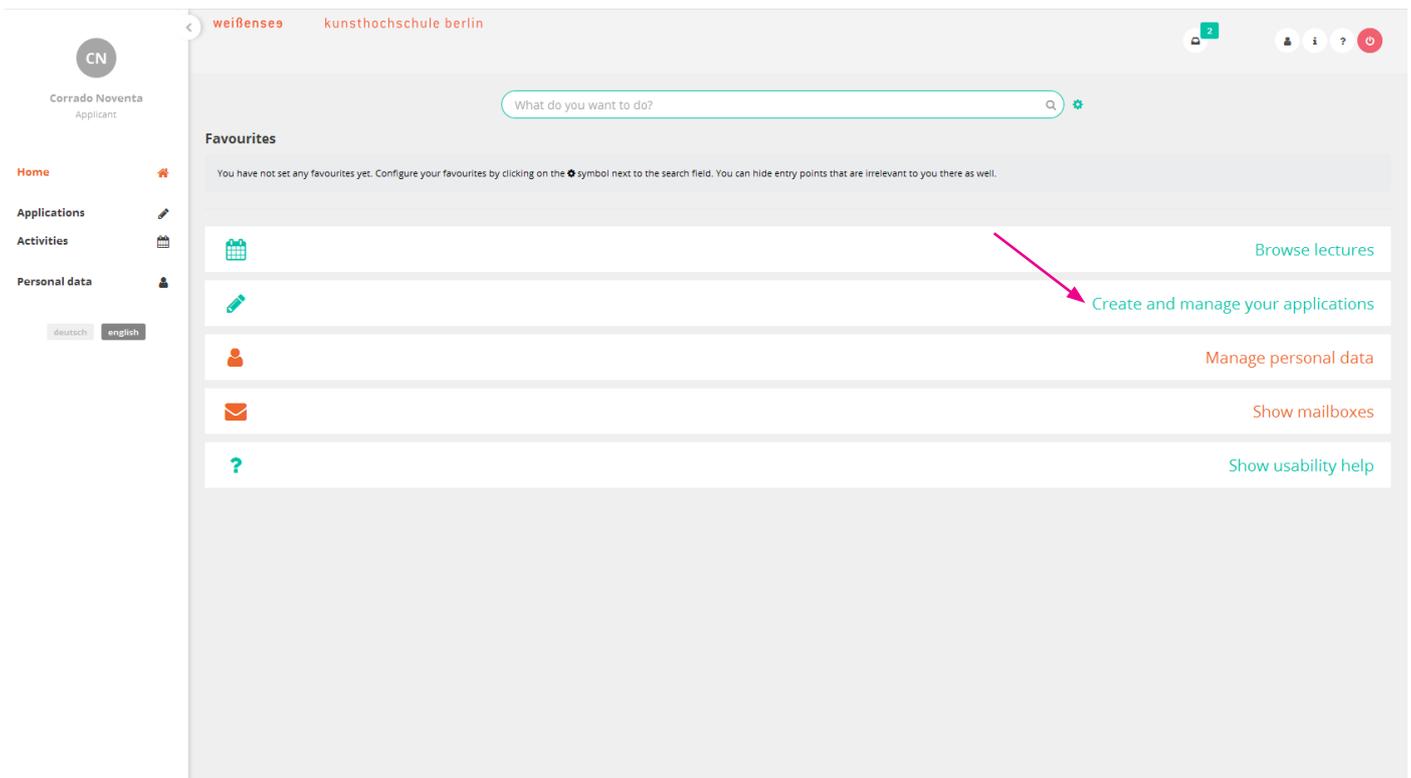
Step 4: Open the email and click on the activation link to create your account. If you did not receive an email, please check your spam folder!



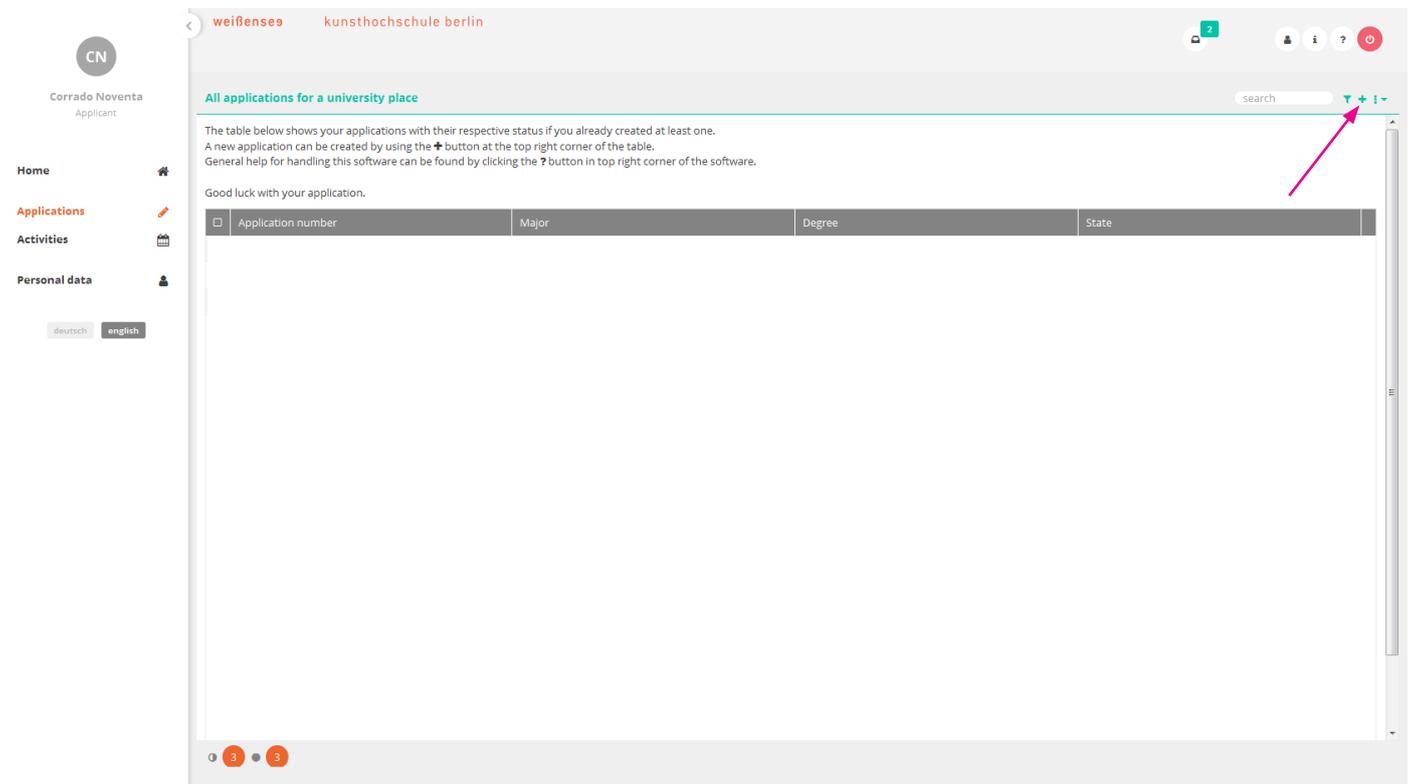
Step 5: Log in to your account.



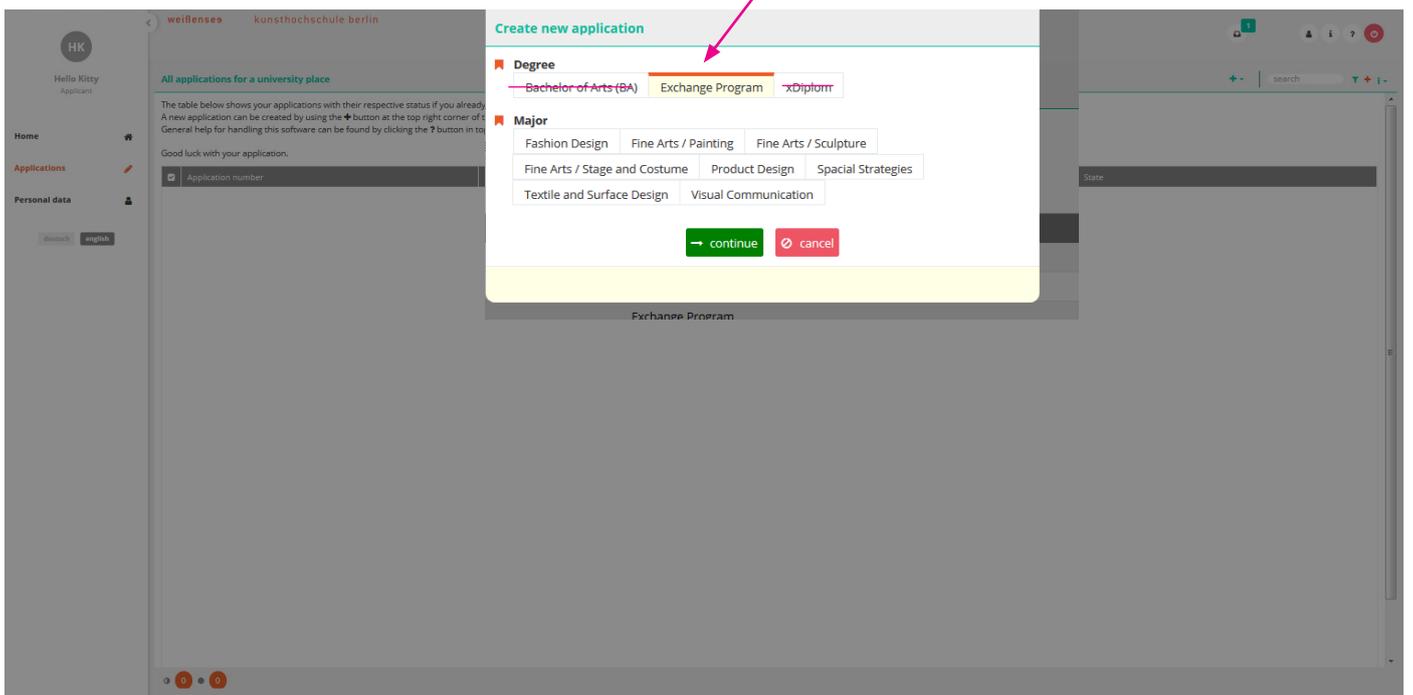
Step 6: Once you are logged in, click on „Create and manage your applications“.



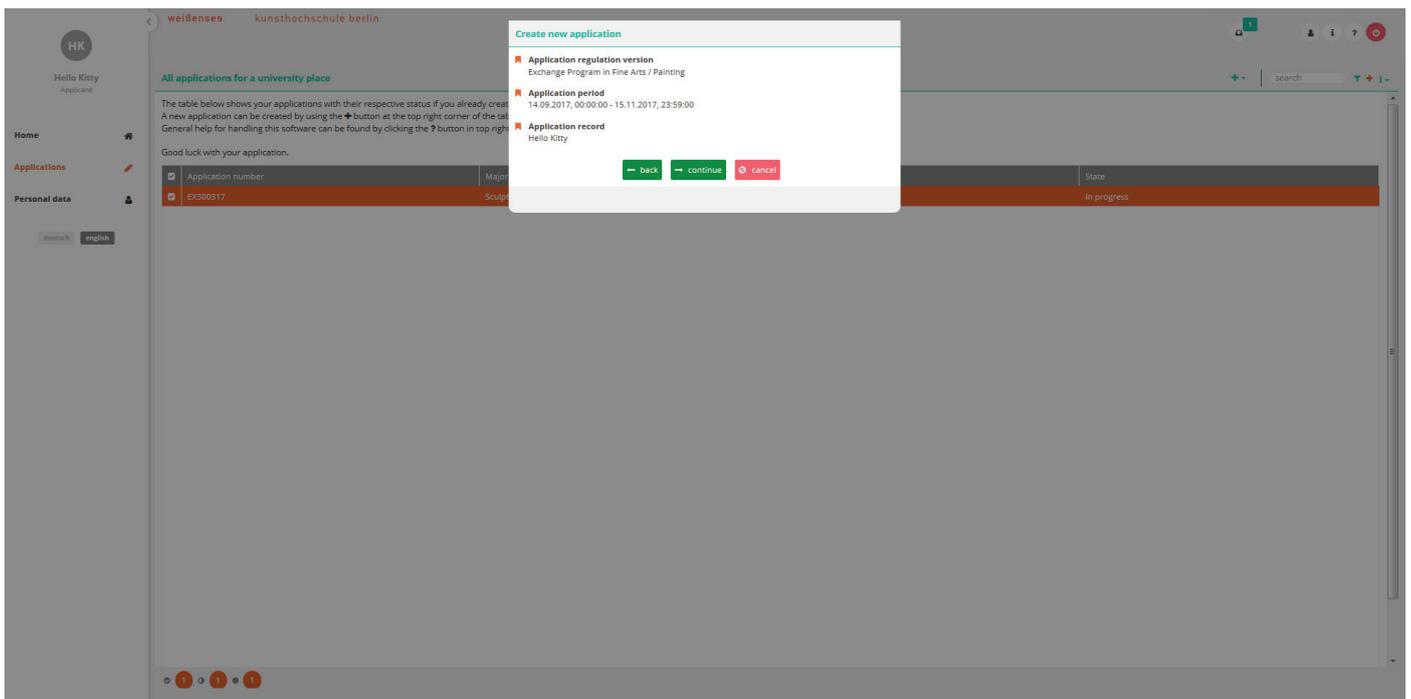
Step 7: Create a new application by clicking on the plus (+) symbol on the top righthand side of the page.



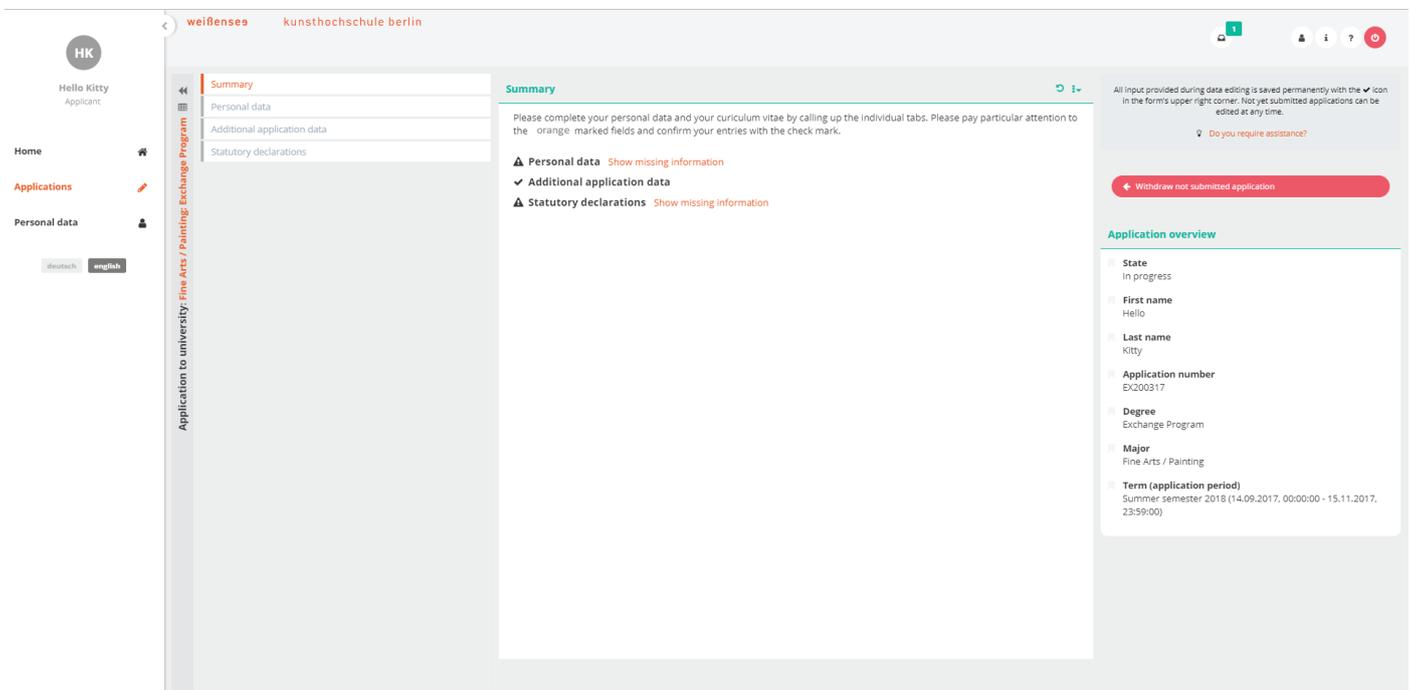
Step 8: Select „Exchange Program“ and the major for which you would like to apply and click „continue“.



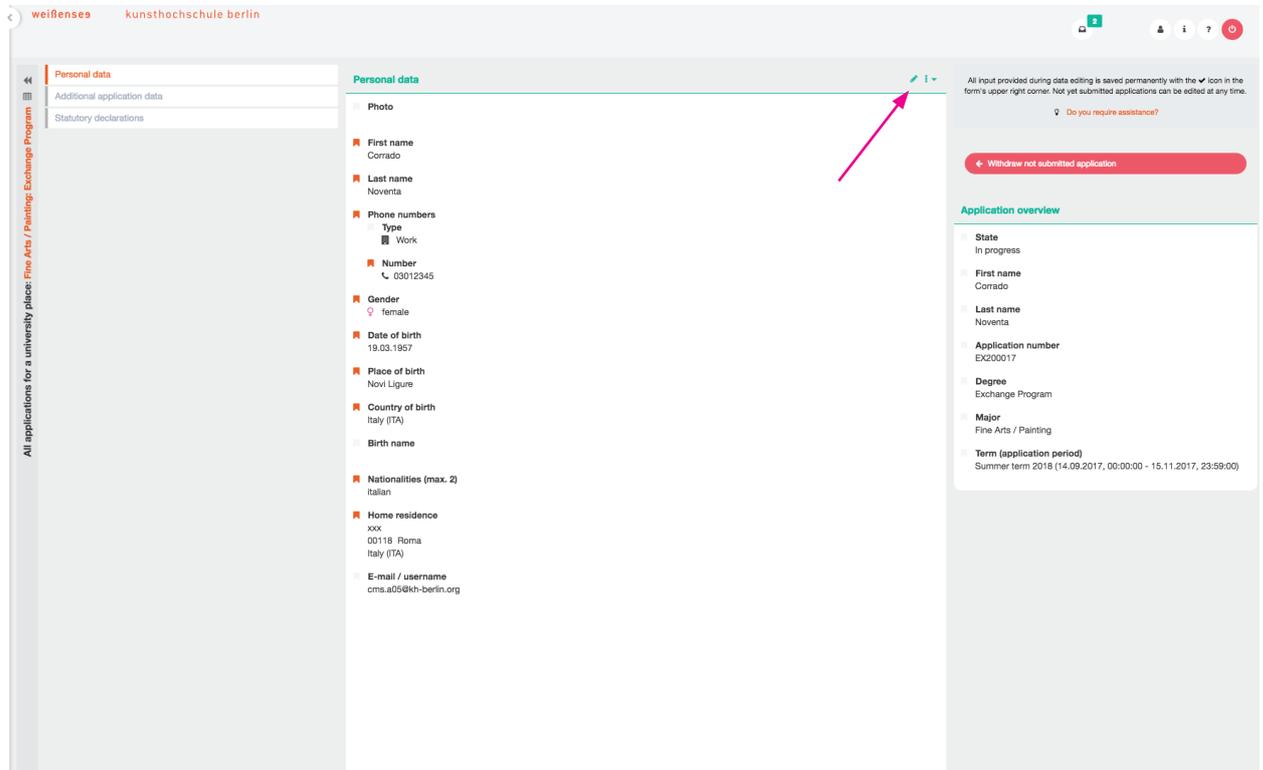
Step 9: Check again that you are applying to the correct department, and click „continue“.



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.



Step 11: Start with the „Peronal 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.



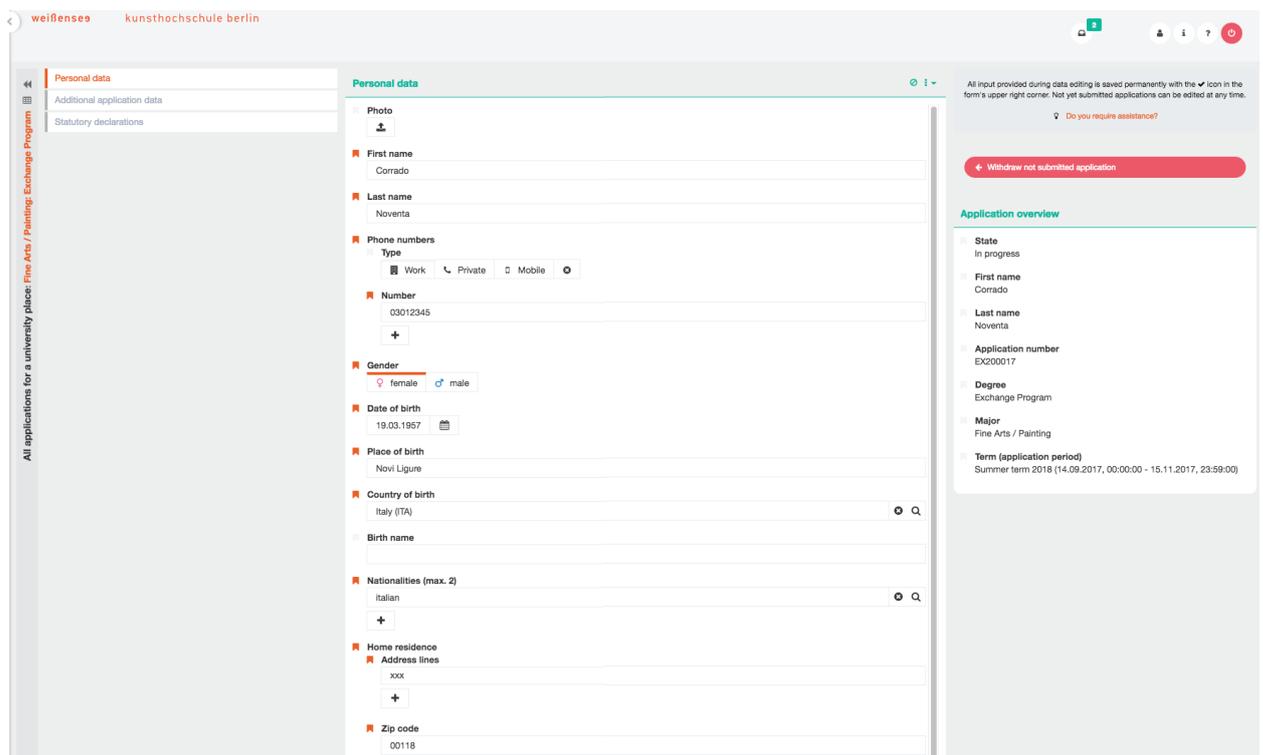
Personal data

- Photo
- First name: Corrado
- Last name: Noventa
- Phone numbers
  - Type: Work
  - Number: 03012345
- Gender: female
- Date of birth: 19.03.1957
- Place of birth: Novi Ligure
- Country of birth: Italy (ITA)
- Birth name
- Nationalities (max. 2): Italian
- Home residence
  - Address lines: xxx, 00118 Roma, Italy (ITA)
- E-mail / username: cms.a05@kh-berlin.org

Application overview

- State: In progress
- First name: Corrado
- Last name: Noventa
- Application number: EX200017
- Degree: Exchange Program
- Major: Fine Arts / Painting
- Term (application period): Summer term 2018 (14.09.2017, 00:00:00 - 15.11.2017, 23:59:00)

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.



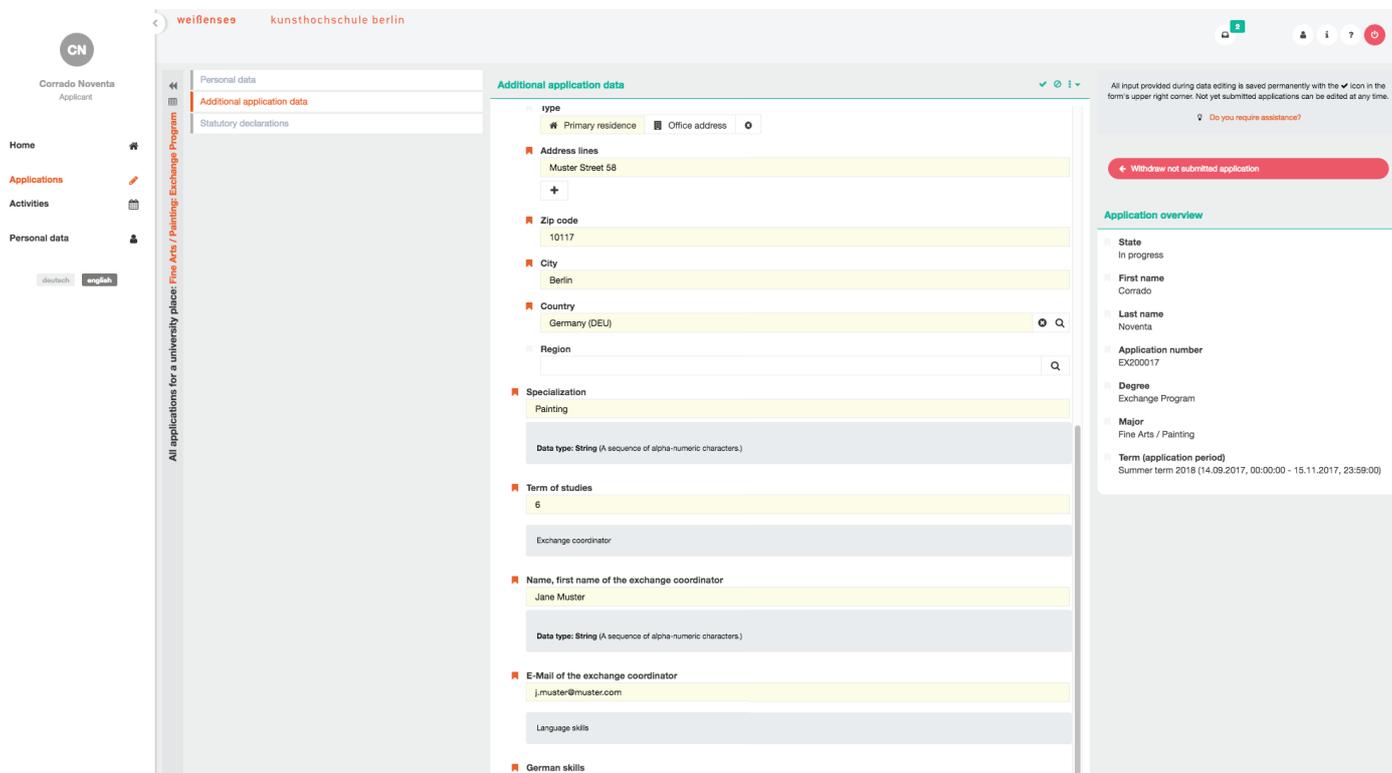
Personal data

- Photo
- First name: Corrado
- Last name: Noventa
- Phone numbers
  - Type: Work, Private, Mobile
  - Number: 03012345
- Gender: female, male
- Date of birth: 19.03.1957
- Place of birth: Novi Ligure
- Country of birth: Italy (ITA)
- Birth name
- Nationalities (max. 2): Italian
- Home residence
  - Address lines: xxx
  - Zip code: 00118

Application overview

- State: In progress
- First name: Corrado
- Last name: Noventa
- Application number: EX200017
- Degree: Exchange Program
- Major: Fine Arts / Painting
- Term (application period): Summer term 2018 (14.09.2017, 00:00:00 - 15.11.2017, 23:59:00)

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  and move on to the „Statutory declarations“ form.



**weißensee kunsthochschule berlin**

Personal data

Additional application data

Statutory declarations

**Additional application data**

type  
 Primary residence  Office address

Address lines  
 Muster Street 58

Zip code  
 10117

City  
 Berlin

Country  
 Germany (DEU)

Region

Specialization  
 Painting

Data type: String (A sequence of alpha-numeric characters.)

Term of studies  
 6

Exchange coordinator

Name, first name of the exchange coordinator  
 Jane Muster

Data type: String (A sequence of alpha-numeric characters.)

E-Mail of the exchange coordinator  
 j.muster@muster.com

Language skills

German skills

All input provided during data editing is saved permanently with the  icon in the form's upper right corner. Not yet submitted applications can be edited at any time.

Do you require assistance?

Withdraw not submitted application

**Application overview**

State  
 In progress

First name  
 Corrado

Last name  
 Noventa

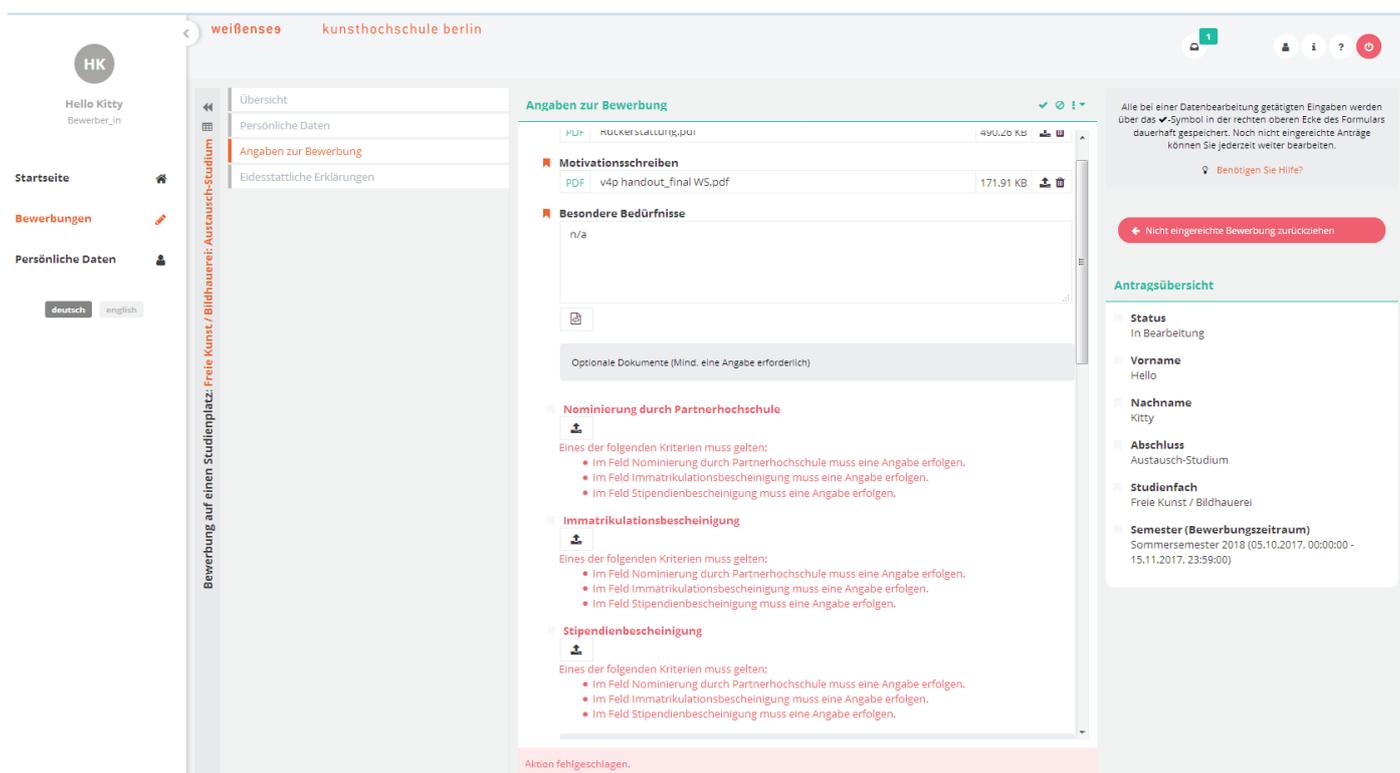
Application number  
 EX200017

Degree  
 Exchange Program

Major  
 Fine Arts / Painting

Term (application period)  
 Summer term 2018 (14.09.2017, 00:00:00 - 15.11.2017, 23:59:00)

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.



**weißensee kunsthochschule berlin**

Übersicht

Persönliche Daten

Angaben zur Bewerbung

Eidesstattliche Erklärungen

**Angaben zur Bewerbung**

Motivationsschreiben  
 PDF v4p handout\_final WS.pdf 171,91 KB

Besondere Bedürfnisse  
 n/a

Optionale Dokumente (Mind. eine Angabe erforderlich)

Nominierung durch Partnerhochschule

Eines der folgenden Kriterien muss gelten:

- Im Feld Nominierung durch Partnerhochschule muss eine Angabe erfolgen.
- Im Feld Immatrikulationsbescheinigung muss eine Angabe erfolgen.
- Im Feld Stipendienbescheinigung muss eine Angabe erfolgen.

Immatrikulationsbescheinigung

Eines der folgenden Kriterien muss gelten:

- Im Feld Nominierung durch Partnerhochschule muss eine Angabe erfolgen.
- Im Feld Immatrikulationsbescheinigung muss eine Angabe erfolgen.
- Im Feld Stipendienbescheinigung muss eine Angabe erfolgen.

Stipendienbescheinigung

Eines der folgenden Kriterien muss gelten:

- Im Feld Nominierung durch Partnerhochschule muss eine Angabe erfolgen.
- Im Feld Immatrikulationsbescheinigung muss eine Angabe erfolgen.
- Im Feld Stipendienbescheinigung muss eine Angabe erfolgen.

Aktion fehlgeschlagen.

All input provided during data editing is saved permanently with the  icon in the form's upper right corner. Not yet submitted applications can be edited at any time.

Benötigen Sie Hilfe?

Nicht eingereichte Bewerbung zurückziehen

**Antragsübersicht**

Status  
 In Bearbeitung

Vorname  
 Hello

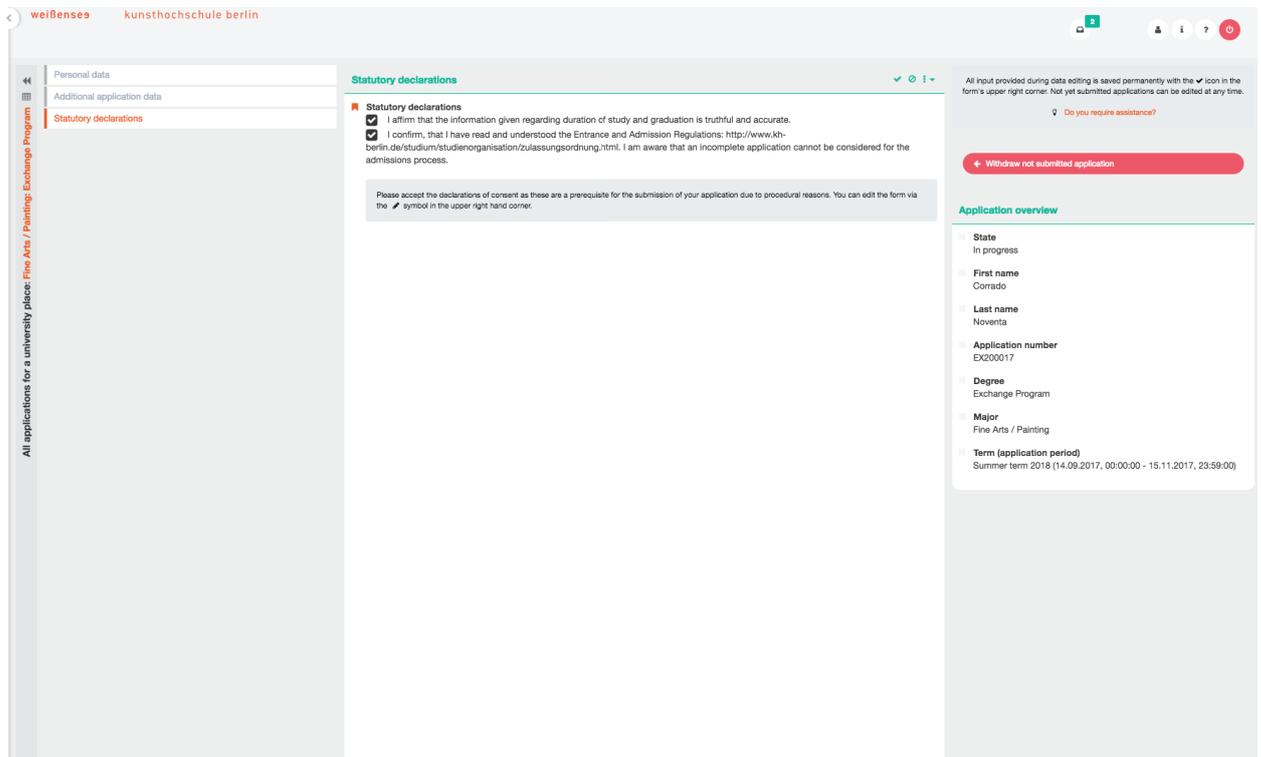
Nachname  
 Kitty

Abschluss  
 Austausch-Studium

Studienfach  
 Freie Kunst / Bildhauerei

Semester (Bewerbungszeitraum)  
 Sommersemester 2018 (05.10.2017, 00:00:00 - 15.11.2017, 23:59:00)

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



weißensee kunsthochschule berlin

Personal data

Additional application data

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 application due to procedural reasons. You can edit the form via the  symbol in the upper right hand corner.

All input provided during data editing is saved permanently with the  icon in the form's upper right corner. Not yet submitted applications can be edited at any time.

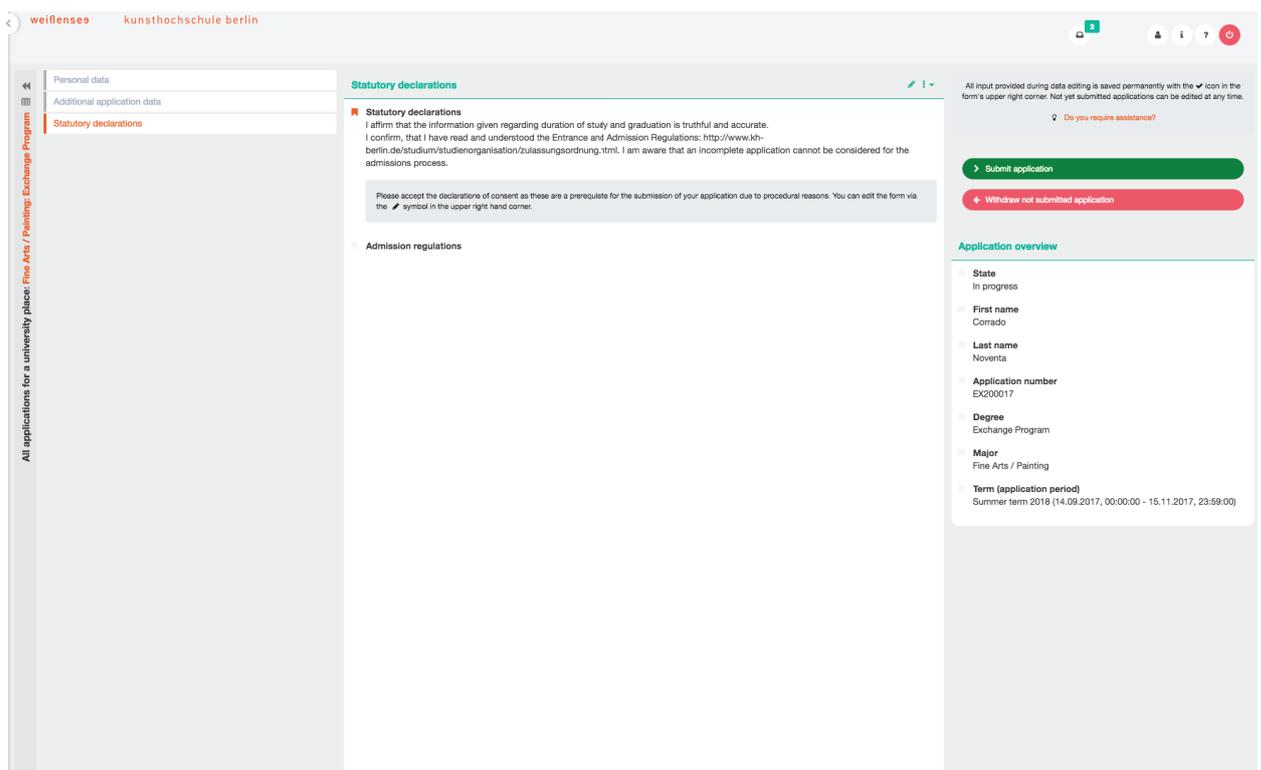
Do you require assistance?

Withdraw not submitted application

**Application overview**

- State: In progress
- First name: Corrado
- Last name: Noventa
- Application number: EX200017
- Degree: Exchange Program
- Major: Fine Arts / Painting
- Term (application period): Summer term 2018 (14.09.2017, 00:00:00 - 15.11.2017, 23:59:00)

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.



weißensee kunsthochschule berlin

Personal data

Additional application data

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 application due to procedural reasons. You can edit the form via the  symbol in the upper right hand corner.

Admission regulations

All input provided during data editing is saved permanently with the  icon in the form's upper right corner. Not yet submitted applications can be edited at any time.

Do you require assistance?

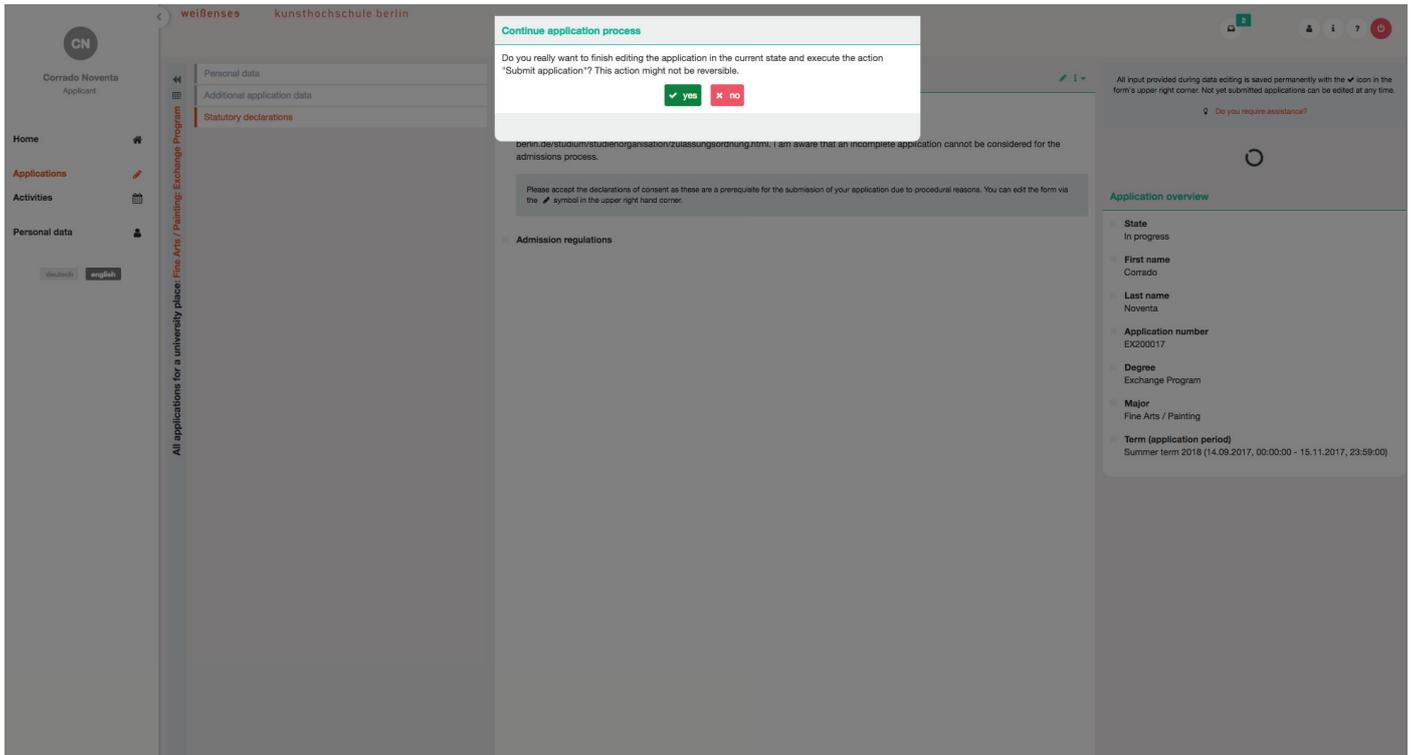
Submit application

Withdraw not submitted application

**Application overview**

- State: In progress
- First name: Corrado
- Last name: Noventa
- Application number: EX200017
- Degree: Exchange Program
- Major: Fine Arts / Painting
- Term (application period): Summer term 2018 (14.09.2017, 00:00:00 - 15.11.2017, 23:59:00)

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](mailto: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.