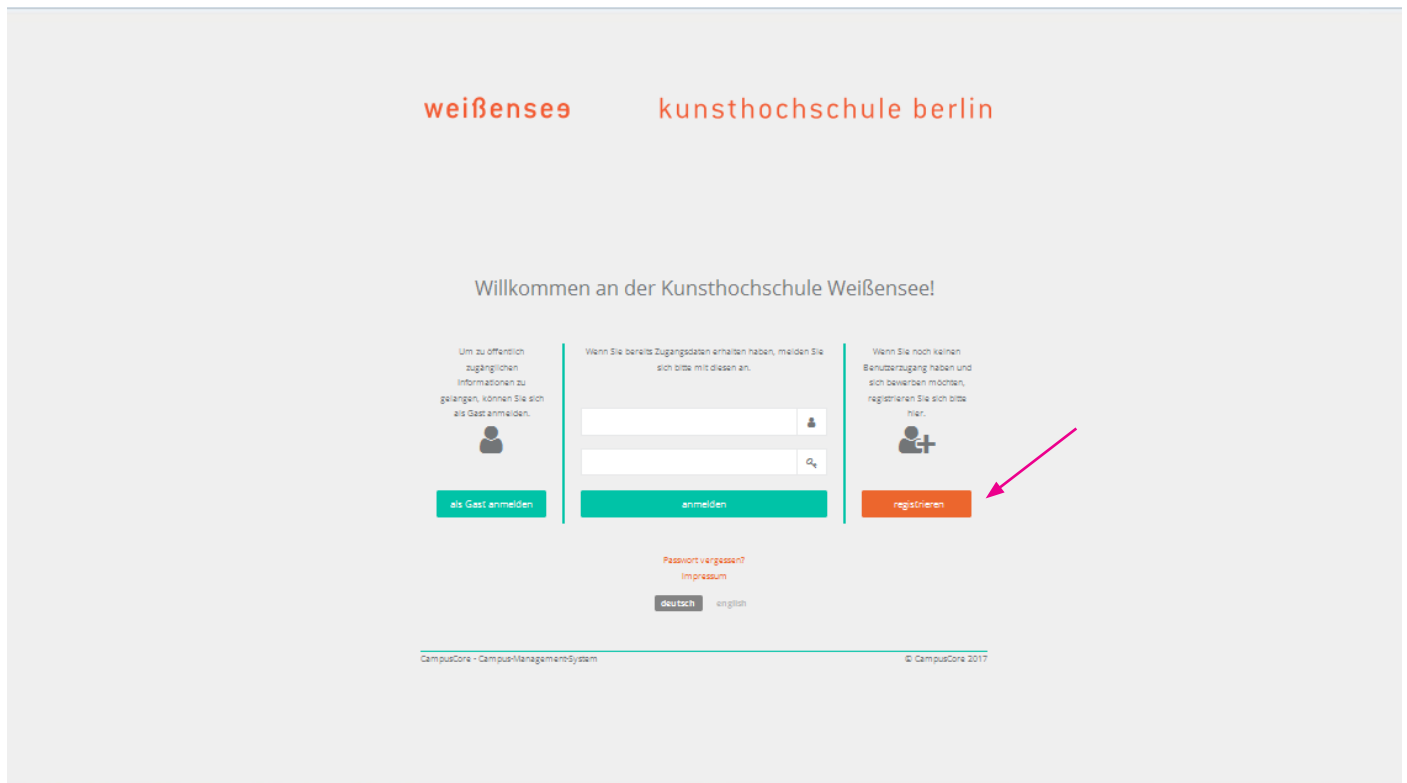


Step-by-step instructions to apply as an exchange student to the weißensee academy of art

Application period: 01 March –15 April 2018 for a planned study stay in Winter Semester 2018 (October–February)

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



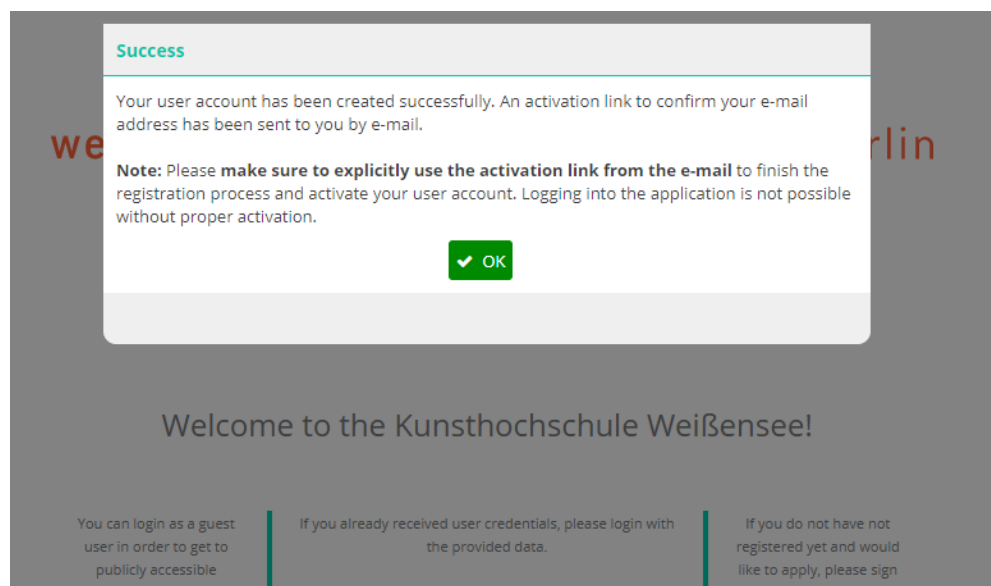
Step 2: Fill in the mandatory fields (marked by an orange symbol 🚩), check both boxes to confirm the statement of consent at the end of the form, and click the „continue“ button.

The screenshot shows the registration form on the Campuscore website. The form is titled 'registrieren' and contains several sections with mandatory fields marked by orange symbols (🚩):

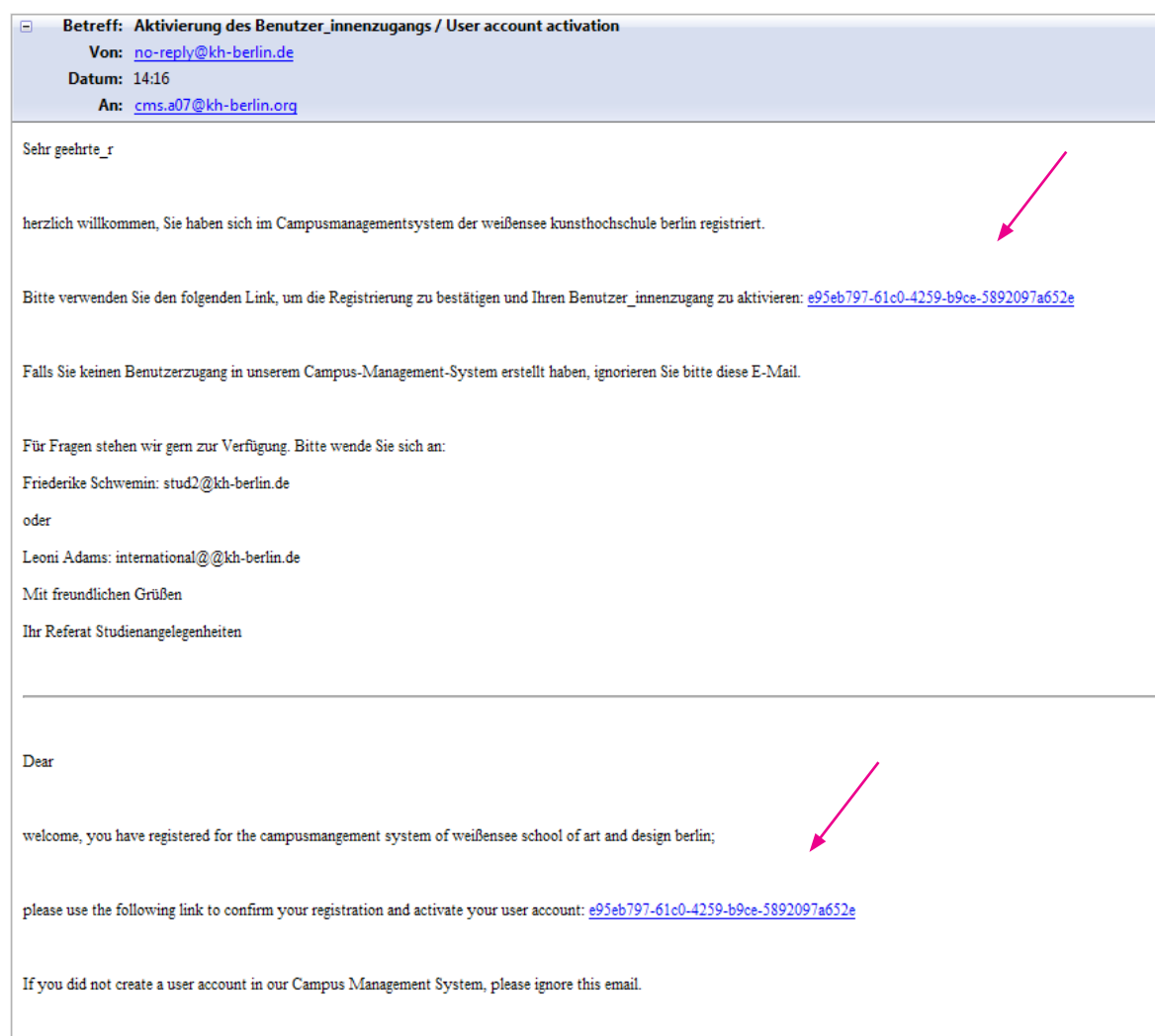
- Zugangsdaten:** Includes a field for 'E-Mail / Benutzername' (with a 🚩) and a field for 'Bitte tragen Sie eine gültige E-Mail-Adresse ein'.
- Passwort:** Includes a field for 'Passwort' (with a 🚩) and a field for 'Passwort wiederholen' (with a 🚩).
- Benutzerdaten:** Includes a field for 'Alias'.
- Personendaten:** Includes fields for 'Vorname' (with a 🚩), 'Nachname' (with a 🚩), 'Geburtsdatum' (with a 🚩), 'Telefonnummer' (with a 🚩), 'Nummer' (with a 🚩), 'Matrikelnummer' (with a 🚩), 'Adressen' (with a 🚩), 'Postleitzahl' (with a 🚩), 'Stadt' (with a 🚩), 'Land' (with a 🚩), and 'Region' (with a 🚩).
- Einverständniserklärung:** Includes a checkbox for 'Ich stimme zu, dass die KunstHochschule meine Daten annehmen und bearbeiten darf.' and a checkbox for 'Ich stimme zu, dass meine Daten in Datenverarbeitungssystemen gespeichert und verarbeitet werden dürfen.'

At the bottom of the form, there are two buttons: 'Fortsetzen' (green) and 'Abbrechen' (red).

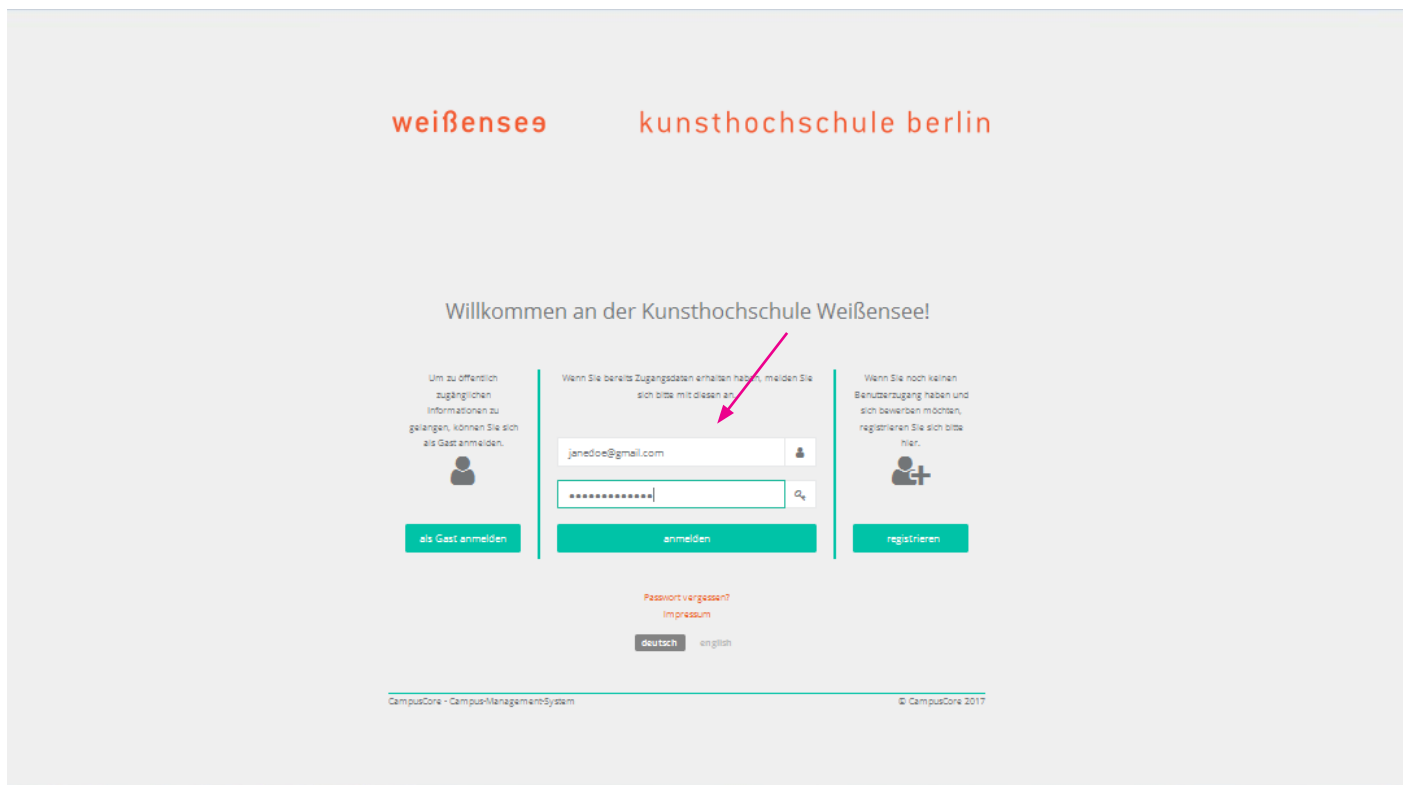
Step 3: Once you have clicked OK, you should receive an email with the activation link.



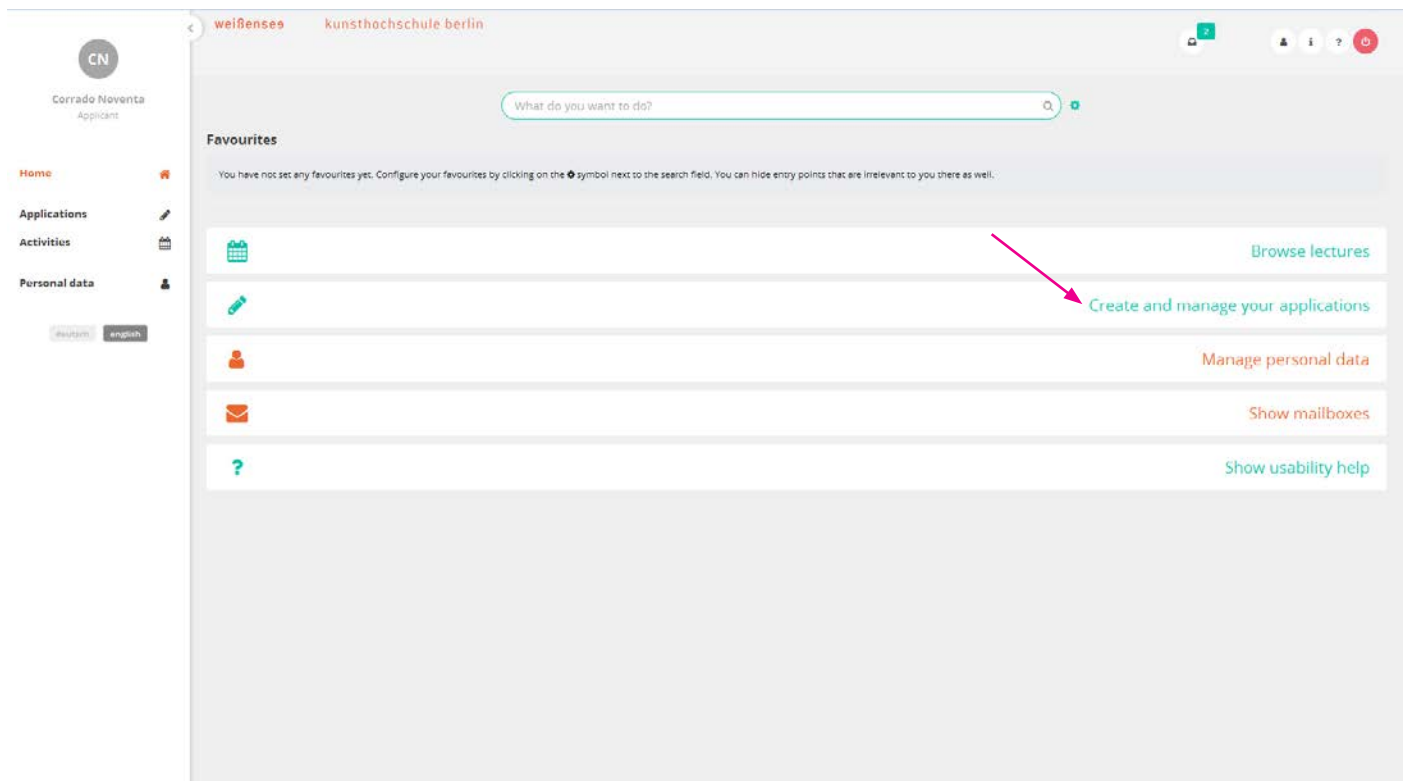
Step 4: Open the email and click on the activation link to create your account. If you did not receive an email, please check your spam folder!



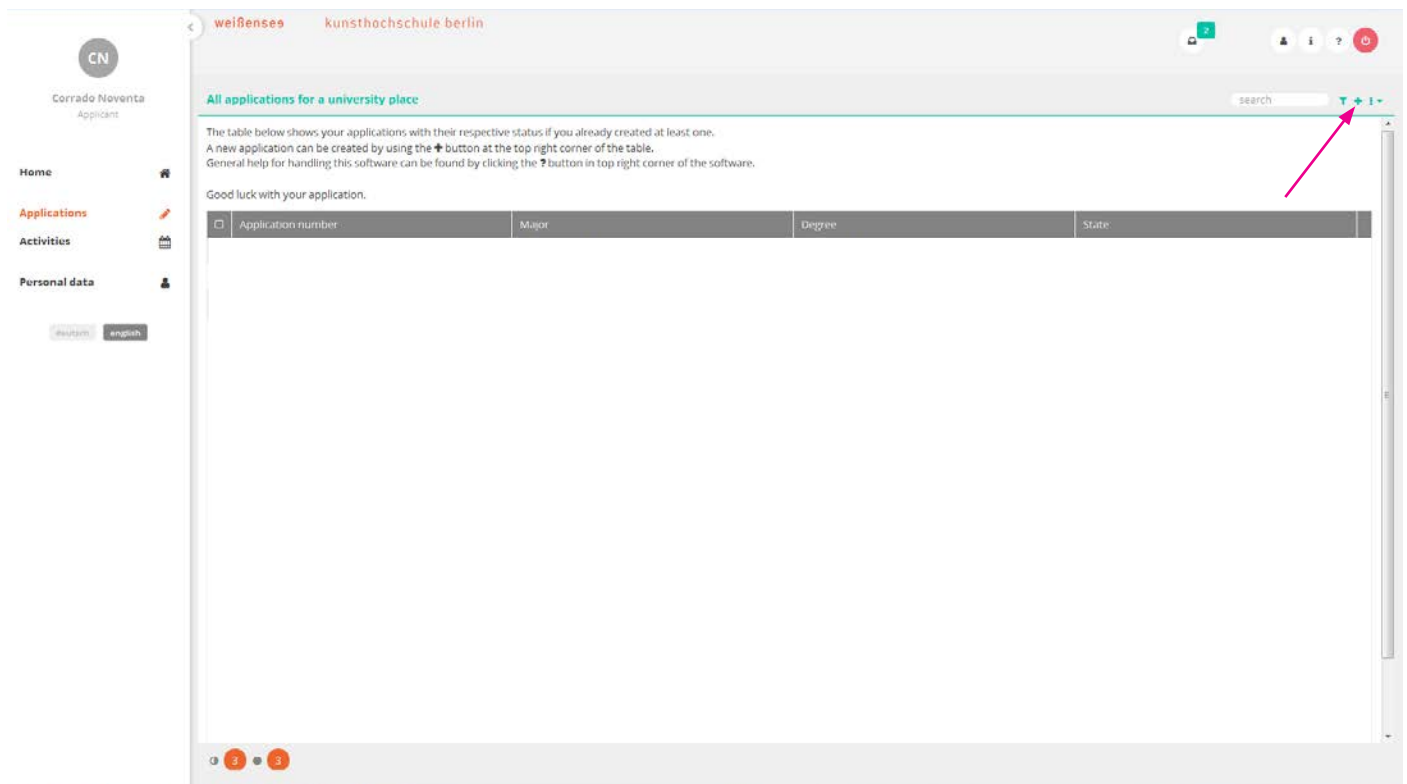
Step 5: Log in to your account.



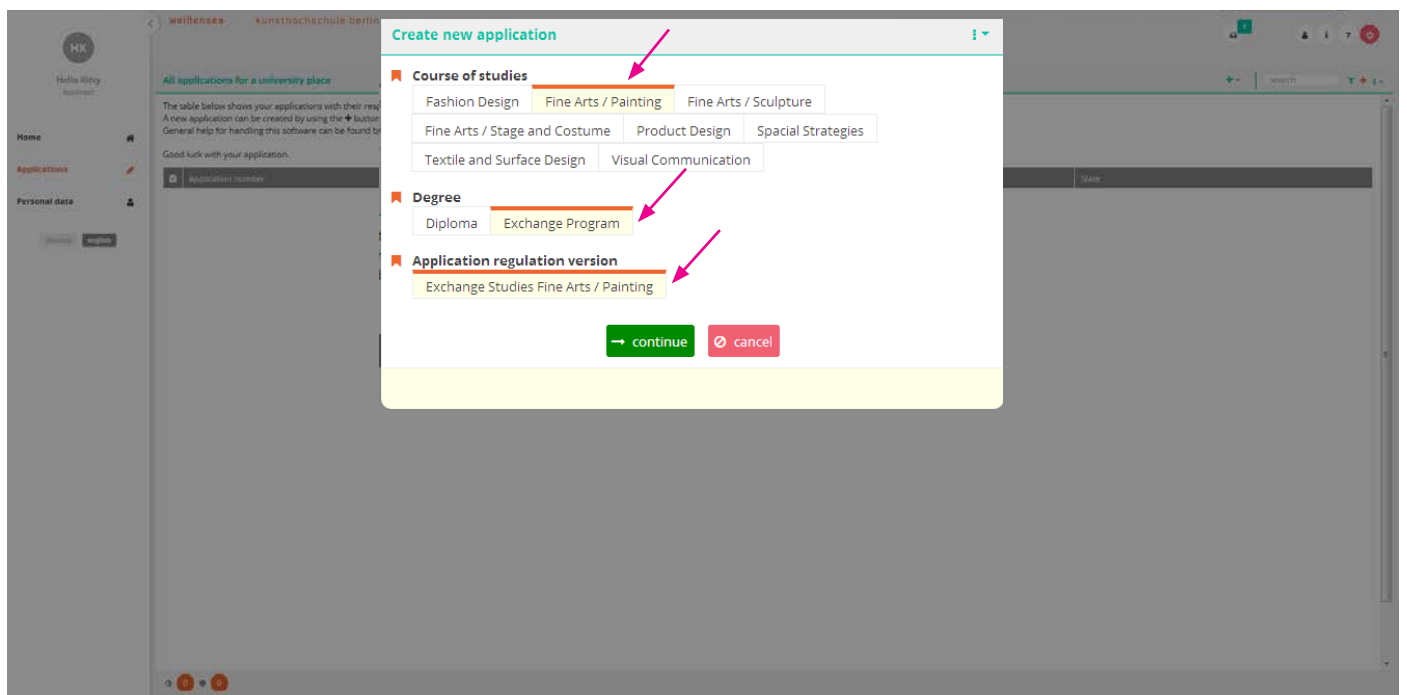
Step 6: Once you are logged in, click on „Create and manage your applications“.



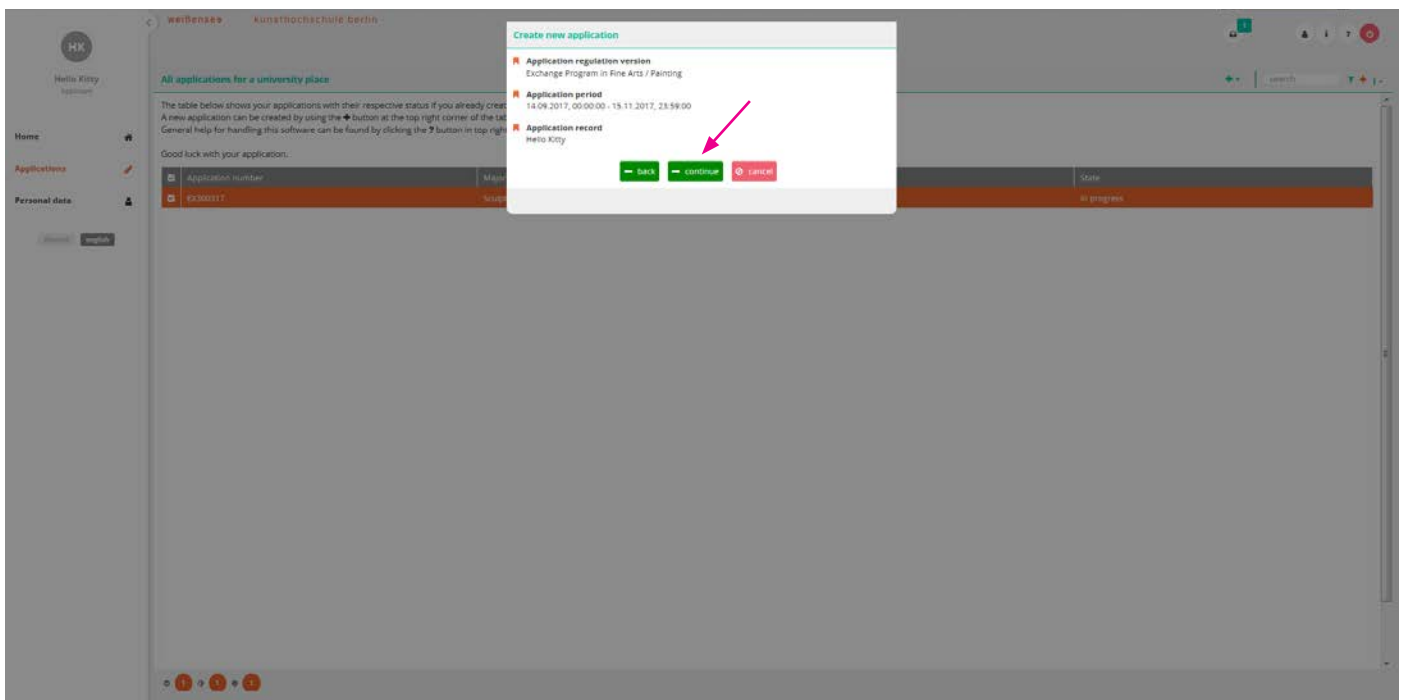
Step 7: Create a new application by clicking on the plus (+) symbol on the top righthand side of the page.



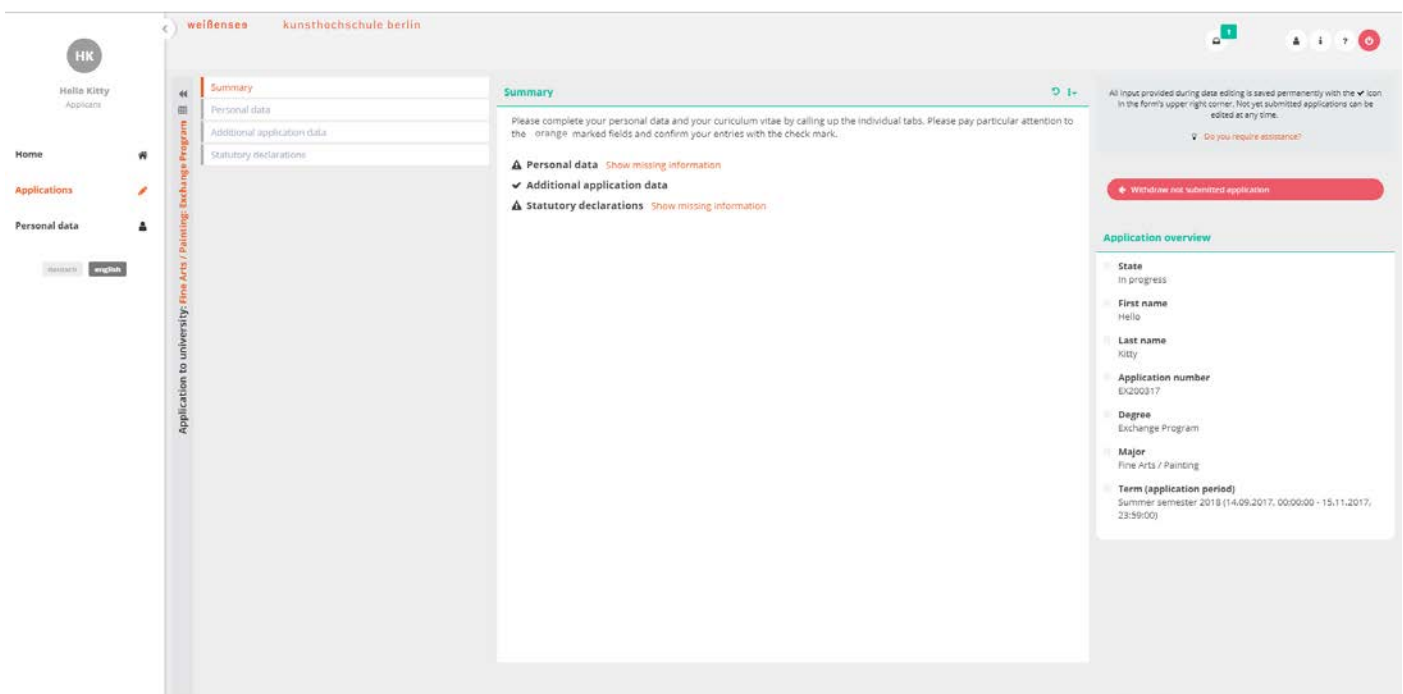
Step 8: Select the major for which you would like to apply, the degree („Exchange Program“), the application regulation version, and click „continue“.




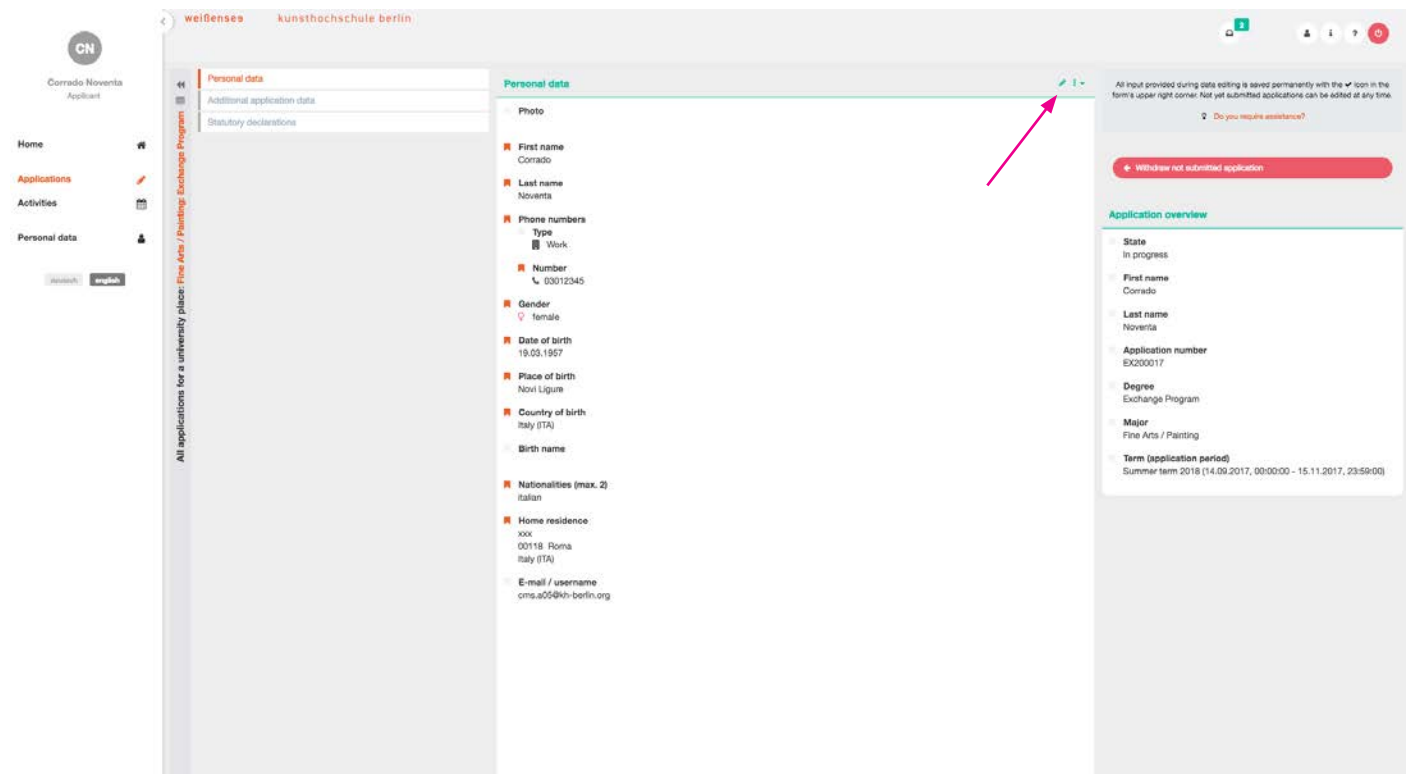
Step 9: Check again that you are applying to the correct department, and click „continue“.



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 „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.



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: xxx, 00118 Roma, Italy (ITA)

E-mail / username: cms.a05@kh-berlin.org

Application overview

State: In progress

First name: Corrado



Last name: Noventa

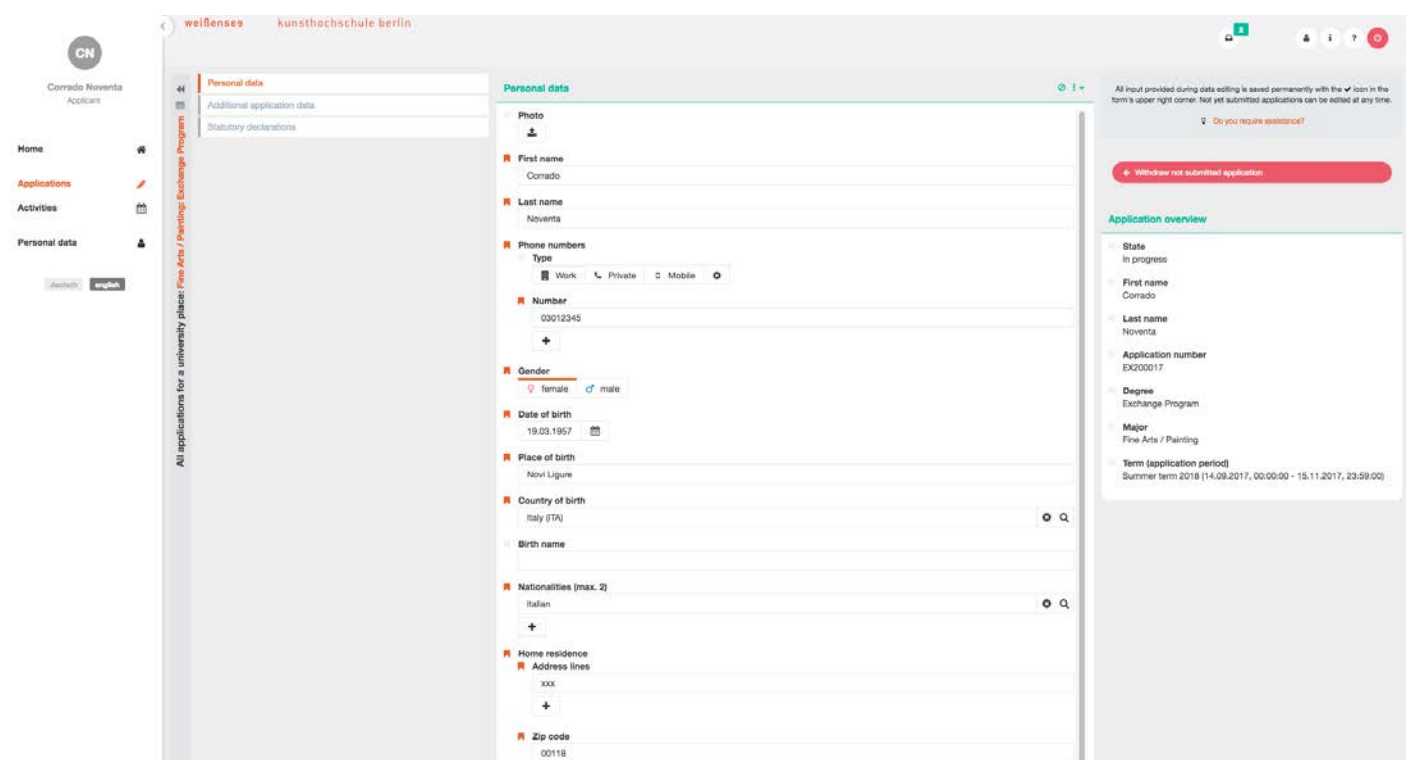
Application number: EX200017

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: xxx, 00118

Zip code: 00118

Application overview

State: In progress

First name: Corrado


Last name: Noventa

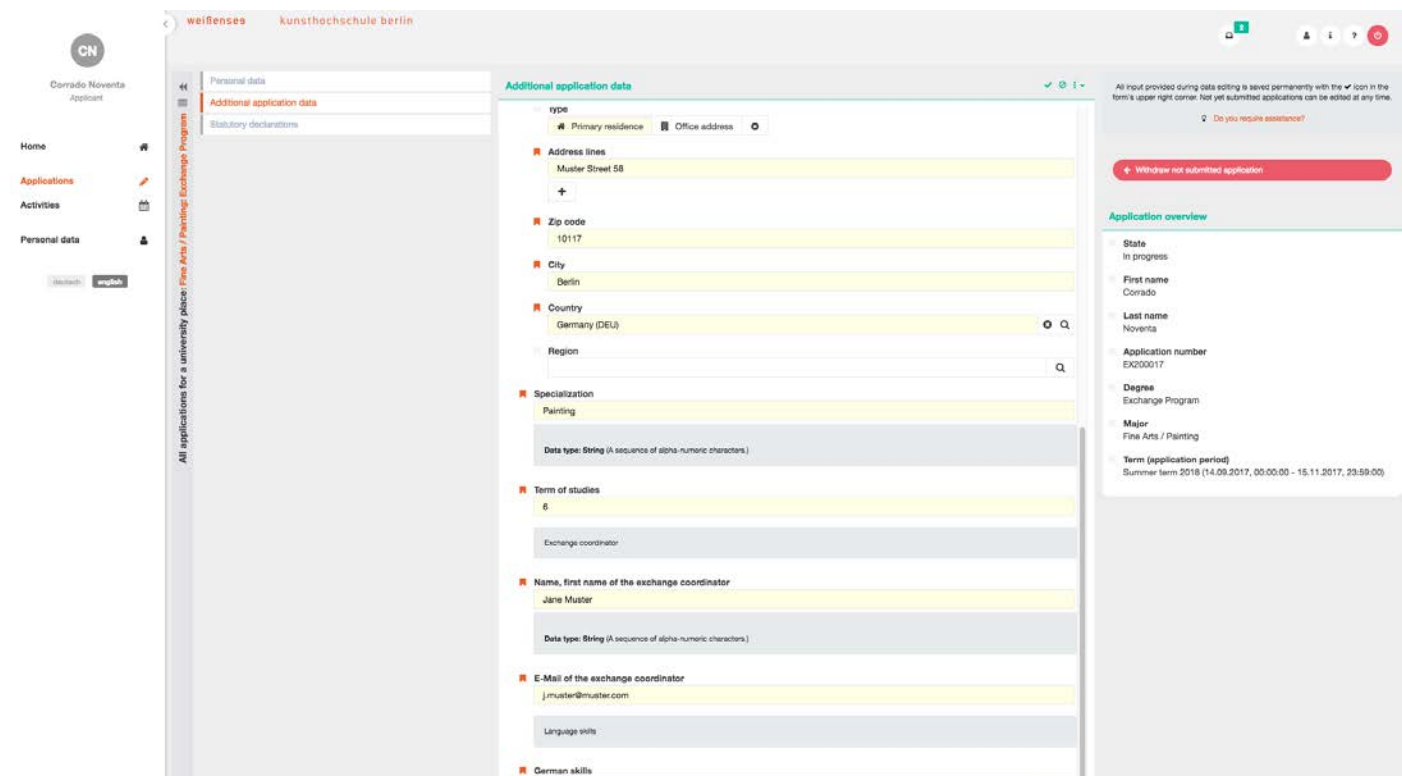
Application number: EX200017

Degree: Exchange Program

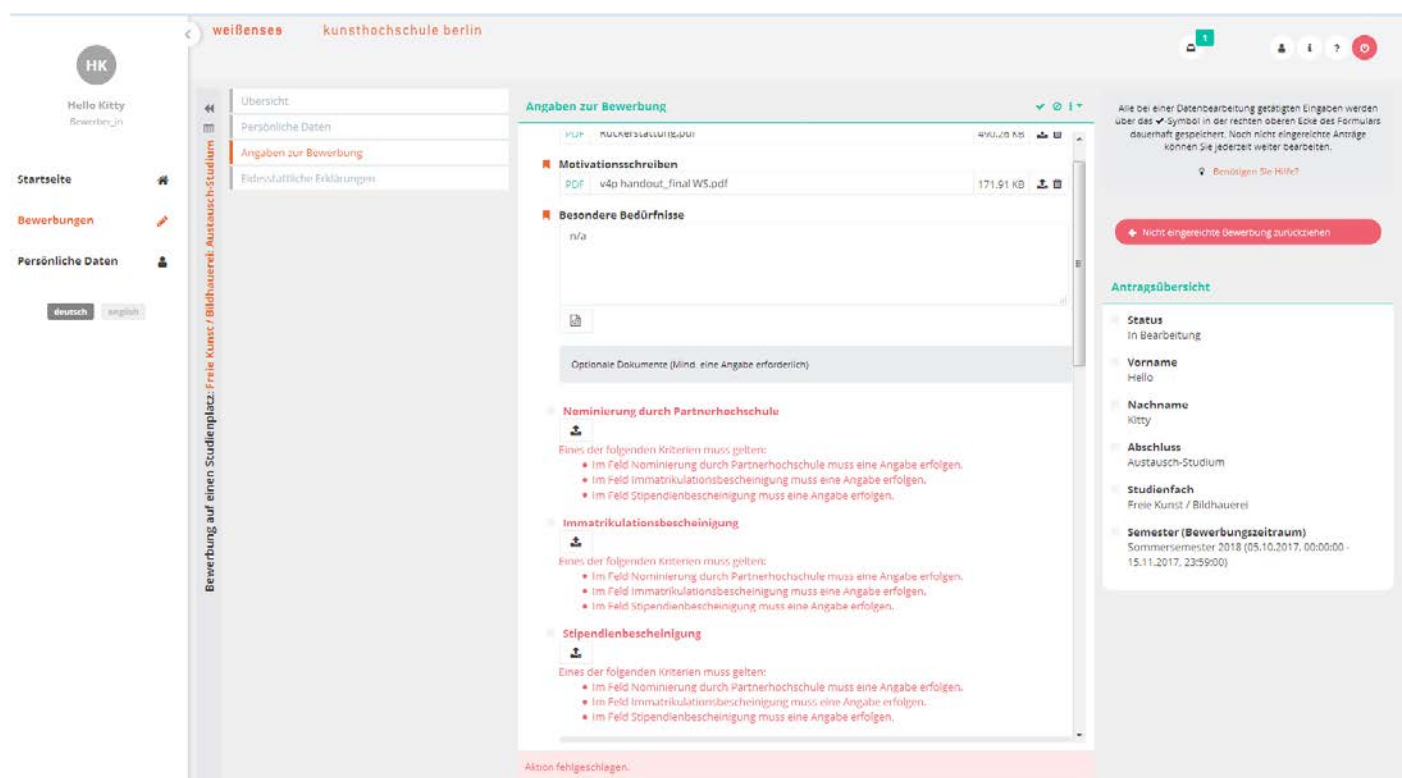
Major: Fine Arts / Painting


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

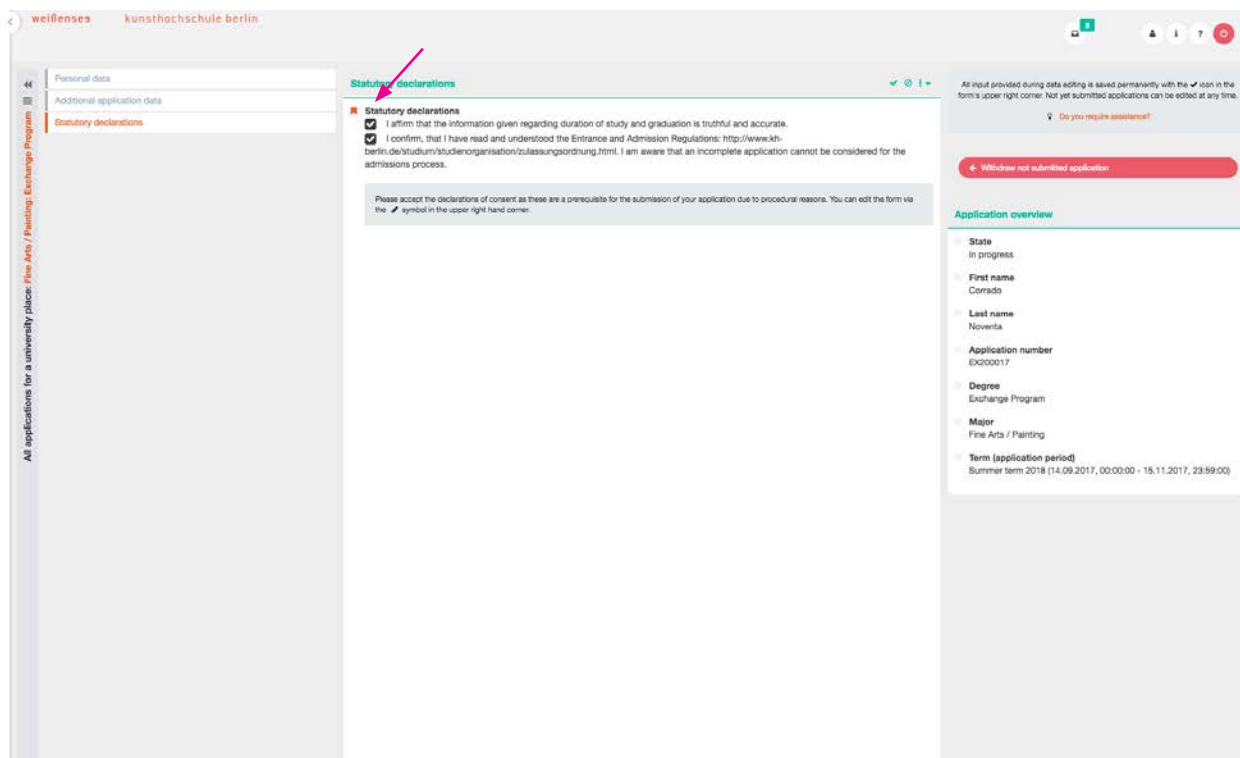
Step 13: Fill out the „Additional application data“ form. Make sure that you have uploaded all necessary documents: (1) Artistic portfolio (PDF file, max. 20MB), (2) Motivation letter (PDF file, ca. 1 page), (3) Nomination letter from the international office of your home institution **or** Proof of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



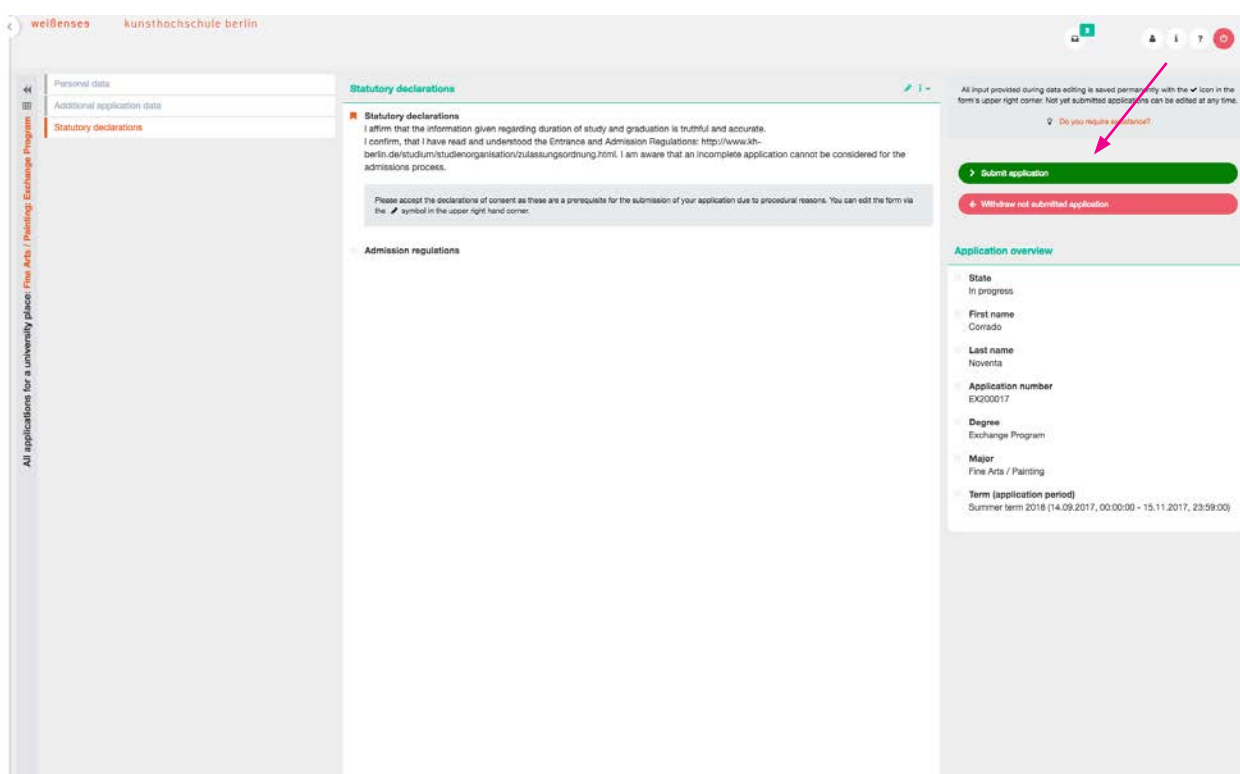
Step 14: Before you click save, please be sure to upload either a nomination letter from the international office of your home institution, proof of enrollment or a certificate of scholarship. If you don't, all changes you have made on this form will be lost. If you don't have one of these documents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



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



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.



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

The screenshot shows a web application interface for submitting an application to Kunsthochschule Berlin. A modal dialog titled "Continue application process" is centered on the screen, asking for confirmation to submit the application. The dialog text reads: "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." Below the text are two buttons: a green "yes" button and a red "no" button. The background is a dimmed view of the application form. On the left is a sidebar with navigation links: Home, Applications (highlighted), Activities, and Personal data. The main content area has tabs for Personal data, Additional application data, and Statutory declarations. The form includes sections for "Admission regulations" and "Application overview". The "Application overview" section on the right lists details: State (In progress), First name (Conrado), Last name (Novetta), Application number (EX200017), Degree (Exchange Program), Major (Fine Arts / Painting), and Term (application period) (Summer term 2018 (14.09.2017, 00:00:00 - 15.11.2017, 23:59:00)).

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.