

## Step-by-step instruction

### Online-application for the Master study program: Spatial Strategies

Application period: March 1 - May 31 for the following winter term

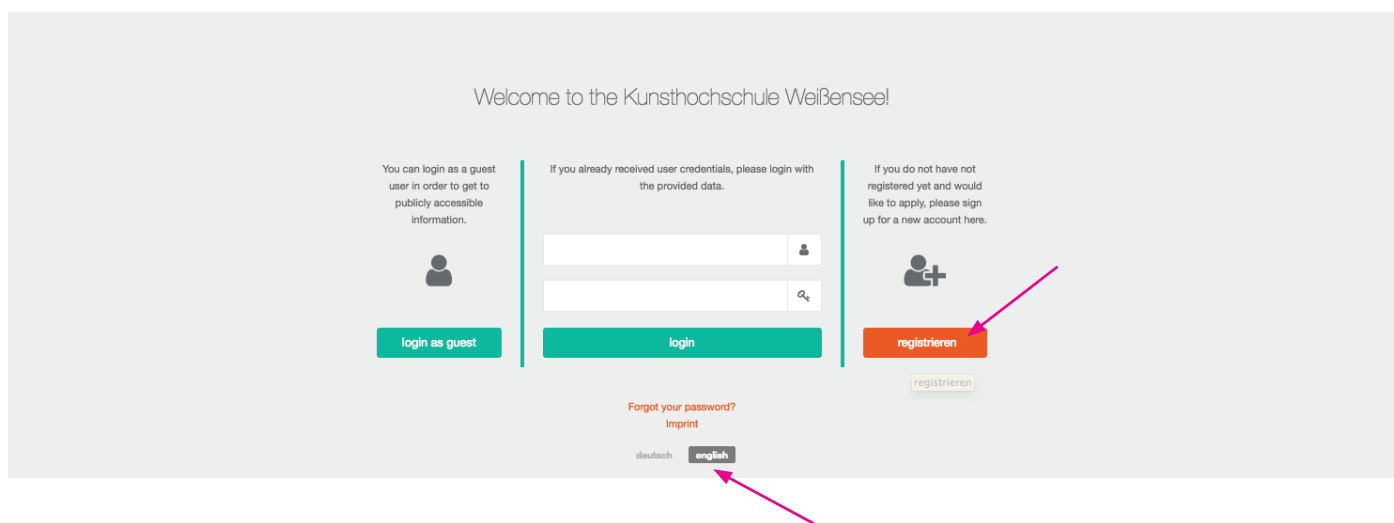
#### Step 1 - create account:

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*



#### 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.

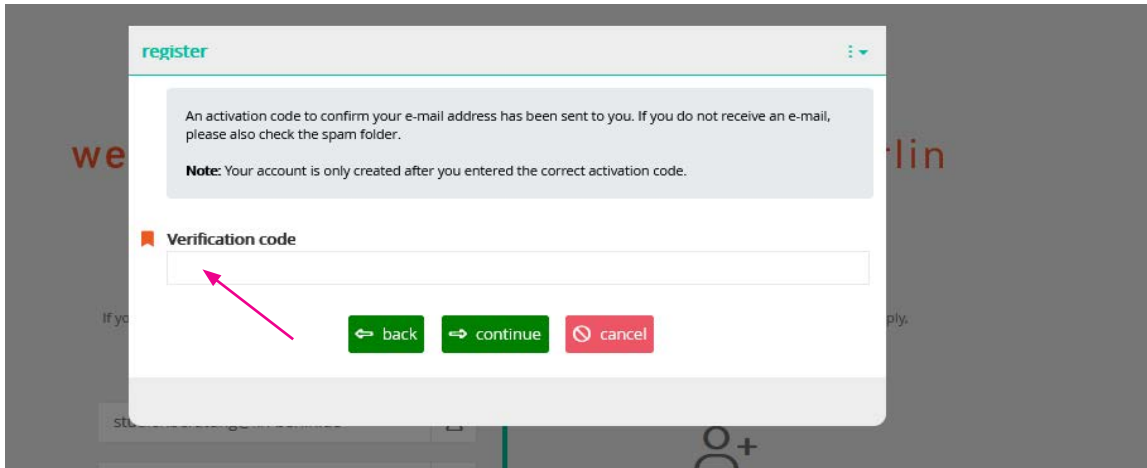
The screenshot shows the registration form titled "register". It contains several sections with mandatory fields marked by an orange square icon:

- Credentials:** E-mail / username (berlin@duett-design.de), Password (two fields, one with a checkmark).
- Alias:** (empty field).
- Master data:** First name (Maxi), Last name (Musterfrau), Date of birth (01.01.190...).
- Address:** Zip code, City, Country.
- Statement of consent:** Two checkboxes, both checked.

At the bottom of the form, there are two buttons: "→ continue" and "cancel". A pink arrow points to the "continue" button.

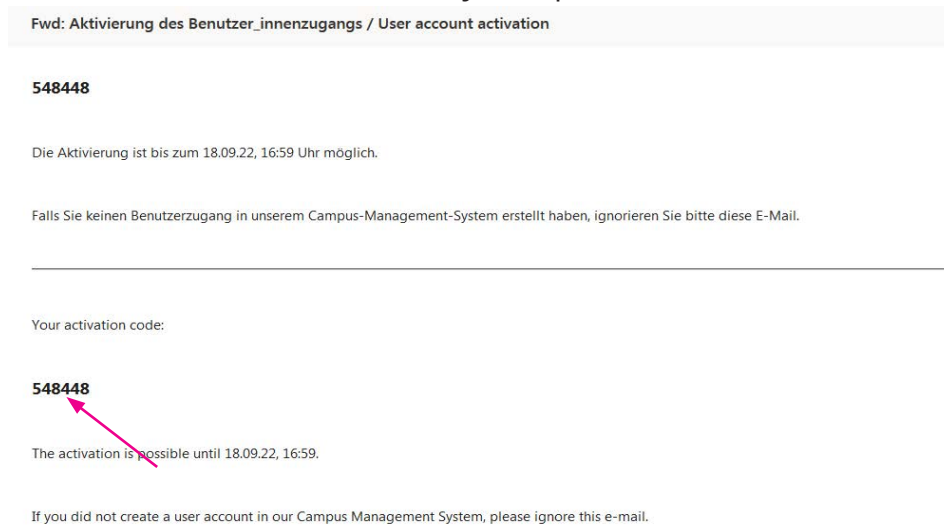
### Step 3 - complete registration with activation code

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:

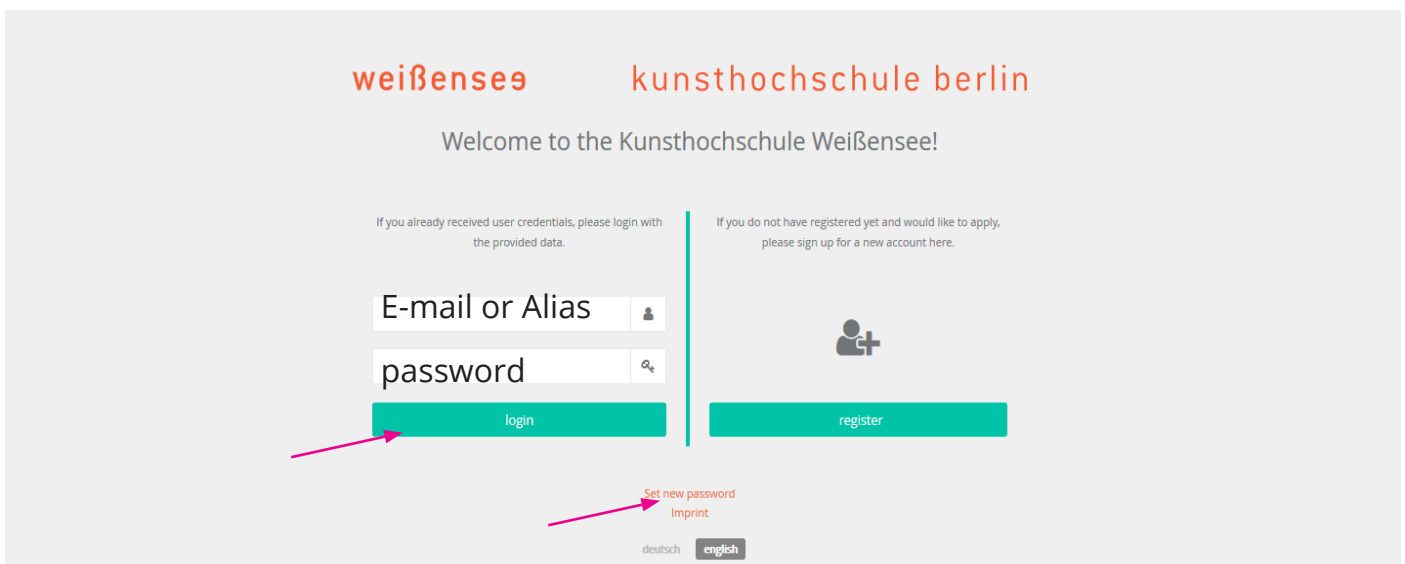
Please check your mailbox and copy the code you received. It may take a few minutes until the email with the subject "Activation des Benutzer\_innenzugangs / User account activation" is delivered. Please also check your spam account!



### Step 5 - login:

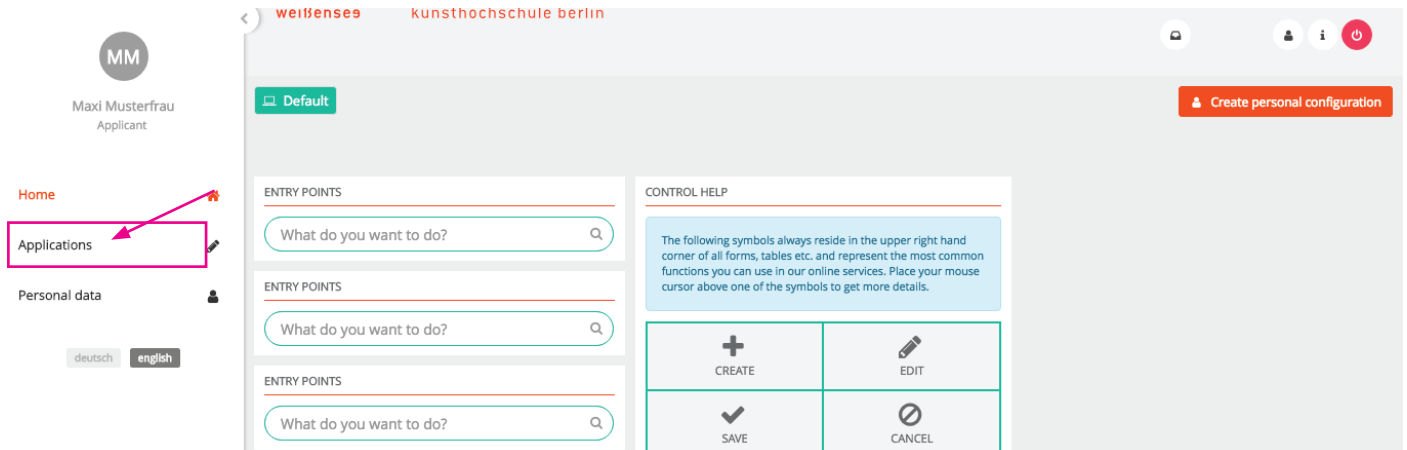
Login with your personal access data.

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



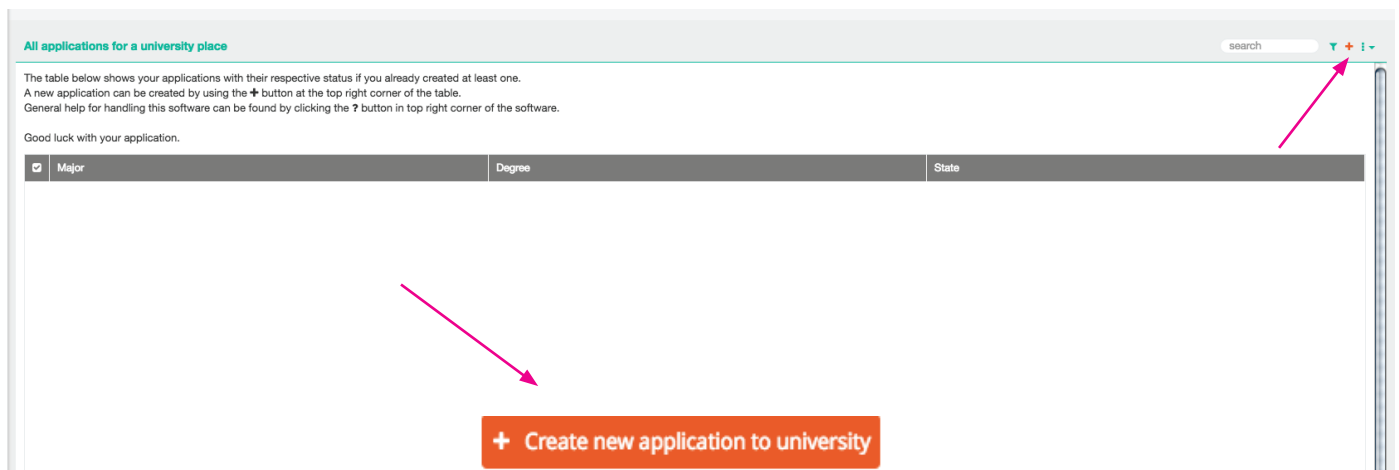
### Step 6 - your account:

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



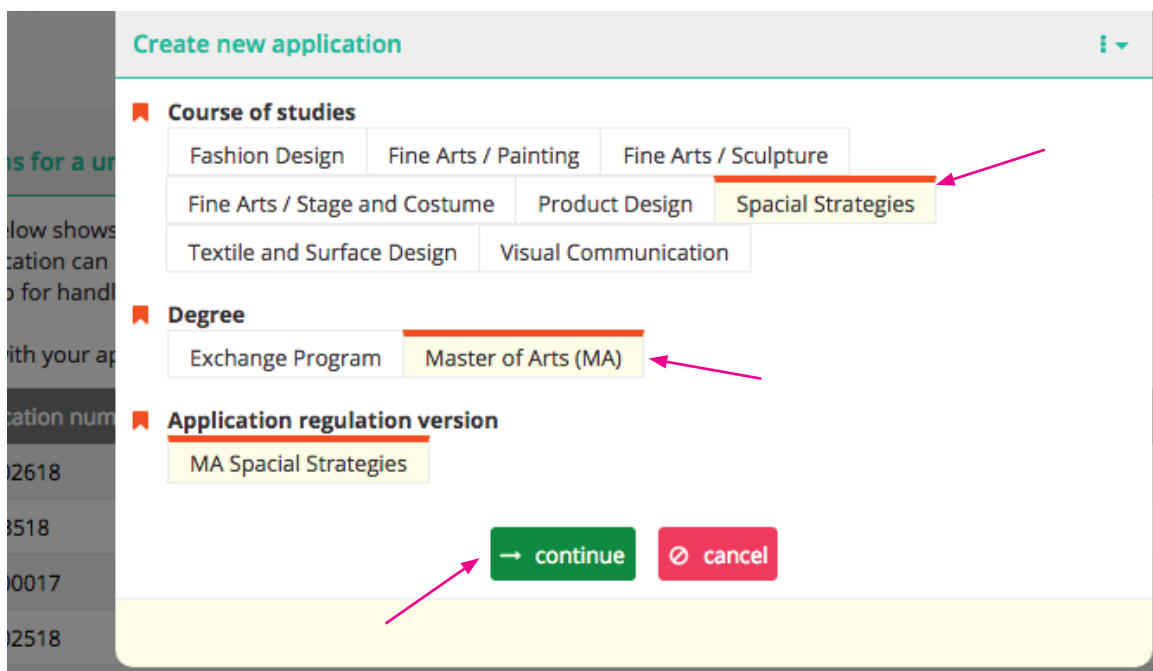
### Step 7 - create a new application:

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



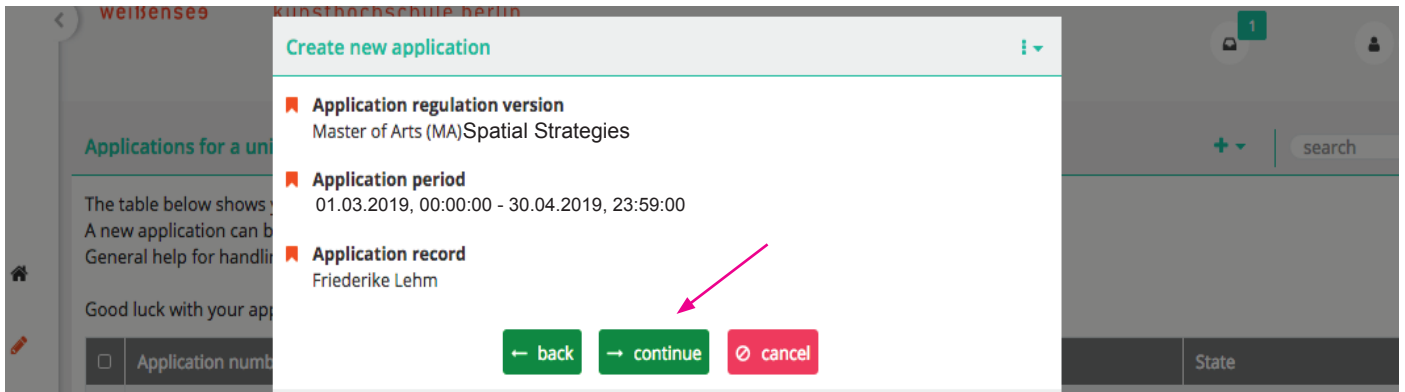
### Step 8 - select study program:

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



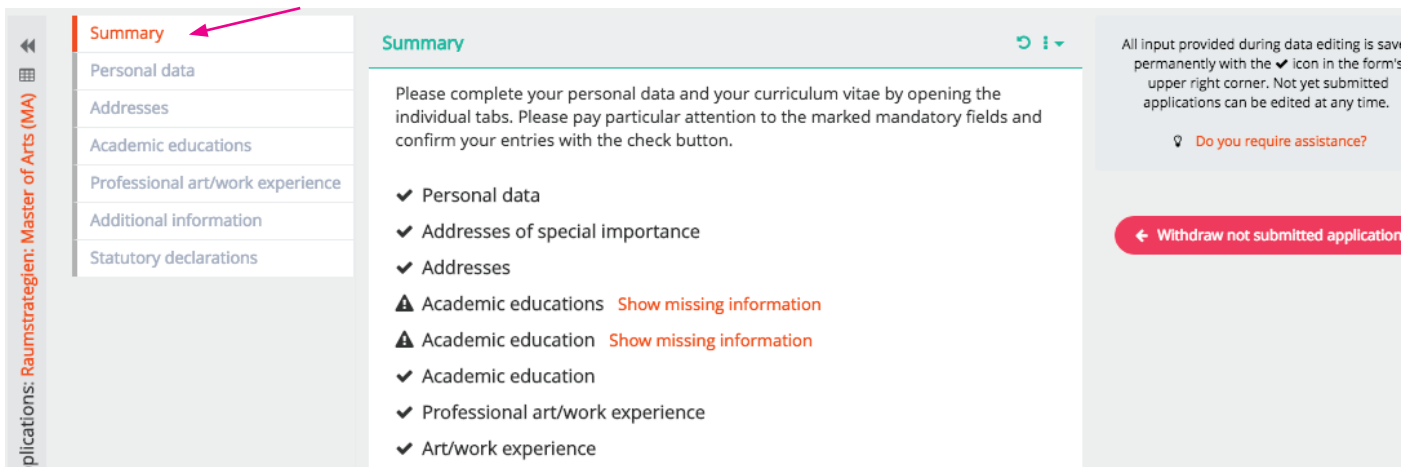
### Step 9 - check and continue:

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




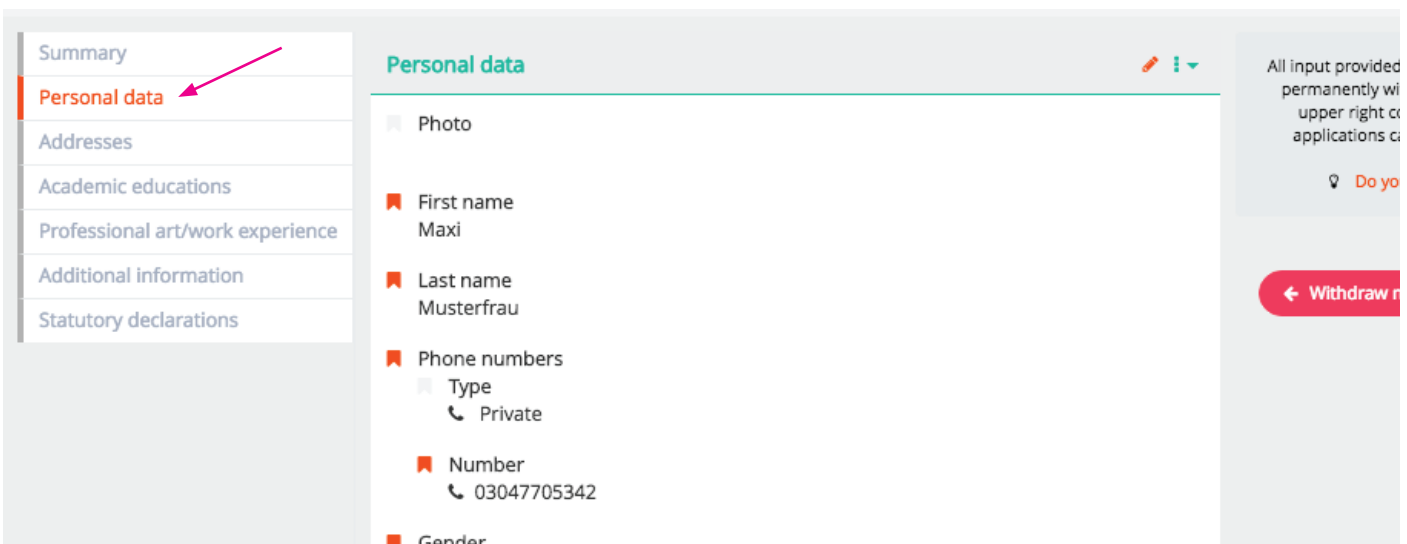
### Step 10 - summary of application form:

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 the "edit" 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 for 'Anträge: Raumstrategien: Master of Arts (MA)'. The left sidebar contains a menu with 'Summary', 'Personal data', 'Addresses', 'Academic educations', 'Professional art/work experience', 'Additional information', and 'Statutory declarations'. The main content area is titled 'Personal data' and includes a 'Photo' section, 'First name' (Maxi), 'Last name' (Musterfrau), and 'Phone numbers' (Type: Private, Number: 03047705342). A right sidebar contains a warning: 'All input provided during da permanently with the ✓ in upper right corner. Not applications can be edit' and a 'Do you require' link. A red button at the bottom right says '← Withdraw not submit'.

## Step 13 - Addresses

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

The screenshot shows the 'Addresses' section of the web application. The left sidebar menu includes 'Übersicht', 'Persönliche Daten', 'Adressen', 'Akademische Ausbildungen', 'Kunst-/berufspraktische Erfahrungen', 'Weitere Angaben', and 'Eidesstattliche Erklärungen'. The main content area is titled 'Adressen mit besonderer Bedeutung' and shows a 'Heimatadresse' (Home address) at 'Bühningstr. 20, 13088 Berlin, Deutschland (DEU)'. Below this is a map view of the address with a red location pin. A pink arrow points to a '+' icon in the top right corner of the address list, which is used to add a new address. A right sidebar contains a warning: 'Alle bei einer Datenb Eingaben werden über rechten oberen Ecke de gespeichert. Noch nicht können Sie jederzeit' and a 'Benötig' link. A red button at the bottom right says '← Nicht eingereicht'.

### Step 14 - details of previous study:

14.1. Please click the "create" icon to add academic educations, you can add more than one , if you already studied at more universities. Click „continue“ after you filled out all the details of your academic education

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

- University name\***: Text input field.
- Study period\***:
  - Study period from\***: Date picker.
  - Study period to**: Date picker.
- University address\***:
  - Country\***: Text input field with a search icon.
  - City\***: Text input field.
- 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'.

Buttons: CONTINUE, CANCEL

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

Personal data

Addresses

**Academic educations**

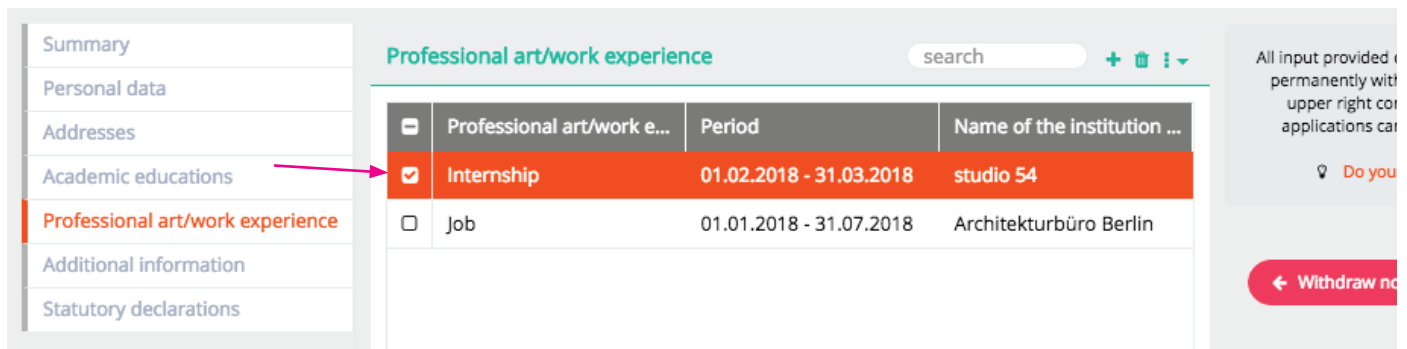
Professional art/work experience

|                                     | University name | Program of studi... | Degree type | Degree status   |
|-------------------------------------|-----------------|---------------------|-------------|-----------------|
| <input checked="" type="checkbox"/> | UDK             | Malerei             | Diploma     | Degree complete |
| <input type="checkbox"/>            | HU Berlin       | Kunstgeschichte     |             | No degree       |

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.




15.2. Please click on the respective work experience to complete the information and to upload a proof of at least one year of work experience in a field relevant to the program. Please note: all necessary certificates and documents must be upload in form of an officially authenticated translation in German or English.





You can click on the edit icon to complete the form and upload your documents.








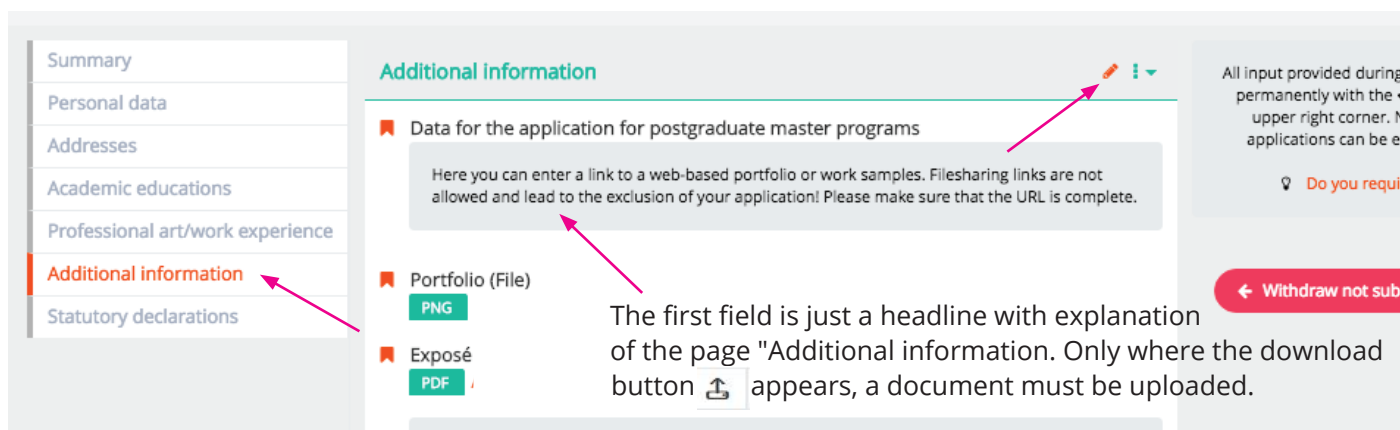
15.3. When you have filled out the form and uploaded your degree certificate, save by clicking on the save icon  and move on to the „Additional Information“ form.





## Step 16 - Additional Information - Upload application documents:

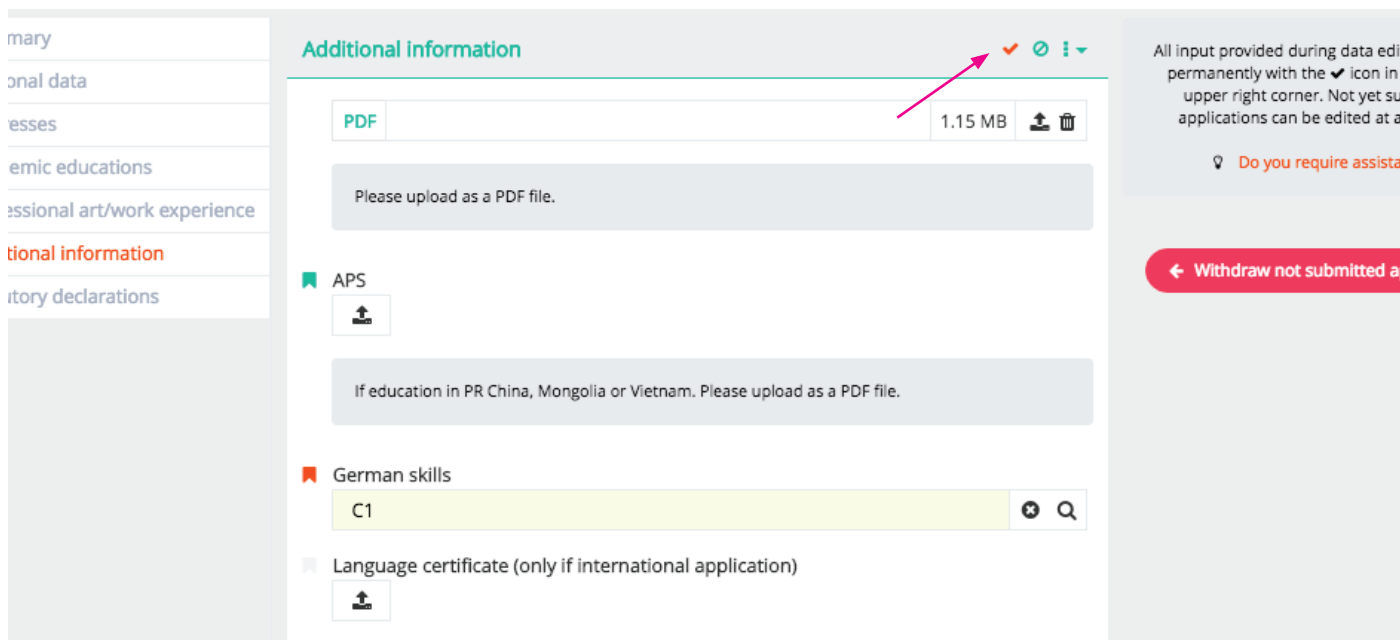
Please click on the pencil icon  to edit the „Additional application data“ form and upload  the following documents as PDF-files:

-  1 Portfolio - Digital Portfolio of recent artistic, theoretical or curatorial work (max. 20MB) or a link to your online-portfolio.
-  2 Exposé - Evidence of academic and transdisciplinary suitability in the form of a written statement (3–4 pages) outlining the applicant's academic goals and presenting a proposal for a project to be carried out during the program
-  3 CV - Courses of the study, study trips, internships, employment in the fields of design/ arts, exhibitions etc.
-  4 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).
-  5 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.



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

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 on the save icon  to save.

### 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.

### 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).

Please note that the deadline for submit your application is 31. Mai.

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  
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general course guidance

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