

ABK STUTTGART: APPLY AT ABK STUTTGART WITH 3 STEPS

Your application is only complete if all three steps are completed by the application deadline:

1. Register and submit the application form online
2. Send the application documents by mail
3. Upload your digital portfolio

Once all criteria are met, the status of your application in the system will change from "online eingegangen" (received online) to "gültig" (valid) and your application will be admitted to the preliminary selection process.

If any of these steps are missing, your application cannot be considered and will remain marked as "received online."

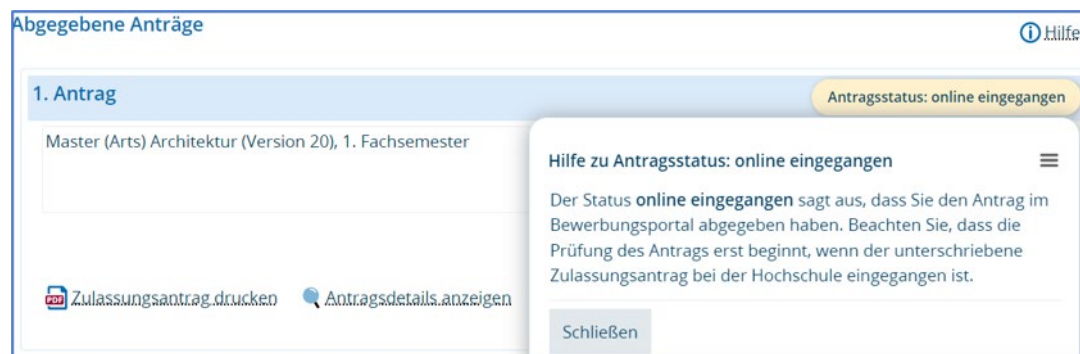
1. REGISTER AND SUBMIT THE APPLICATION FORM ONLINE

Please register yourself and apply online via ABK's campus system (HISinOne):

<https://campus.abk-stuttgart.de>

The submission of your online application was only successful once the status reads "*online eingegangen*".

If the status reads "*vorläufig*" you **have not yet** successfully submitted your application.



Picture 1: The submission of your online application was successful once the status is "online eingegangen"

Via the campus systems' integrated inbox applicants also receive notifications – such as the confirmation of receipt.

Your application can only be processed by the Office of Student Affairs and marked as valid, i.e. "*gültig*" in the system once you have submitted your postal application documents (see point 2) and once you have uploaded your portfolios (see point 3).

2. SUBMISSION OF THE APPLICATION DOCUMENTS VIA MAIL TO THE OFFICE OF STUDENT AFFAIRS

Applicants need to send the following application documents via post to the Office of Student Affairs (see address below) within the application period.

Staatliche Akademie der Bildenden Künste Stuttgart
Office of Student Affairs (Studierendenbüro)
Neubau 2 / Room 0.05
Am Weißenhof 1
70191 Stuttgart

1. **Signed Application Request Form “Zulassungsantrag”**
Can be downloaded in the ABK Campus System (see picture 1).
2. **Certified Copy of Higher Education Entrance Qualification**
E.g. “school leaving certificate”, or Bachelor’s degree.
For international applicants, please read all information on our [website](#).
3. **Curriculum vitae, motivational letter and explanatory text (those documents also need to be places in your portfolio file, see point 3.**
4. **German Language Certificate for international students**
 - **For B.A. and M.A. Architecture:** DSH2 language test / DAF4 test / C1 level.
 - **For all other study programmes:** DSH1 language test / DAF3 test / B2 level.
5. **[Orientation Test of Teacher Training Studies](#) ONLY for BFA Art Education.**
6. **Proof of Vocational Training Programmes or Previous Studies**
If you have already completed a vocational training programme or some semesters at another university, please submit corresponding certificates.
7. **Proof of Compulsory Internship**
Only applicable for **B.A. Conservation, B.A. Architecture** and **Dipl. Industrial Design**

3. DIGITAL PORTFOLIO

Within the application period, you'll upload your portfolio (also called work sample) to the ABK Cloud.

DENOMINATION AND FILE FORMAT (PDF)

In order to be able to identify your portfolio, you need to name it as follows:

- **Last name_first name_study programme.pdf**
- e.g. *Doe_John_Bachelor_Architektur.pdf*

HOW TO BUILD YOUR PORTFOLIO?

Via our homepage, you will find all information what kind of portfolio is required per study programme.

In general, the portfolio contains:

- **A maximum of 20 pages containing your works +**
- **1 page for your Curriculum Vitae +**
- **1 page for a motivation letter +**
- **1 page for an explanatory text***
- **PDF size: approx. 30 MB**
- It is important to submit all above mentioned documents of the portfolio **compiled in ONE PDF!**
Other and multiple formats like .docx or .jpeg **are not accepted** and will be deleted immediately.

*The explanatory text is an overall explanation of your inspiration for your works and / or what techniques you used to make them. It is not required when applying for: B.A. und M.A. Architecture, B.A. and M.A. Conservation.

Please note:

- **B.A. and M.A. Conservation:** the page number and file size can be exceeded in the study programmes of Conservation.
- **B.A. Architecture:** Alternatively to your own portfolios, you can submit a homework assignment that you'll find on the [architecture application website](#) every year from the beginning of January.

- **UPLOAD YOUR PORTFOLIO TO THE ABK CLOUD**

After the successful online registration **AND** application in the ABK Campus System, the upload link is visible on your application overview site, as the example below shows:

The screenshot shows a web interface titled "Abgegebene Anträge". Under the heading "4. Antrag", the program "Master (Arts) Konservierung und Restaurierung von Gemälden und gefassten Skulpturen (Version 20), 1. Fachsemester" is listed. Below this, there are four action buttons: "Zulassungsantrag drucken", "Antragsdetails anzeigen", "Antrag zurückziehen und bearbeiten", and "Antrag zurückziehen". At the bottom, a yellow-bordered box contains a warning icon and the text "Arbeitsprobe:" followed by a bullet point: "Bitte laden Sie Ihre Arbeitsprobe (auch Portfolio oder Mappe genannt) in die ABK-Cloud hoch: <https://cloud.abk-stuttgart.de/index.php/s/QRxkS65j9gpSR75>." Below this, a smaller line of text reads "Senden Sie Ihre Unterlagen an die Hochschule:".

Picture 2: The ABK Cloud link is visible on your application overview site

Note: Once the portfolio has been uploaded, the note as shown in picture 6 will appear only for one time. Once you refresh your browser window, this note is **no longer displayed!**

Final check:

Did you meet all three mentioned application criteria? If yes, the Office of Student Affairs will set the status of your application to "gültig" (valid) and your application will be admitted to the preliminary selection process.

In case of further questions please reach out to: studieren@abk-stuttgart.de

Good luck with your application!