

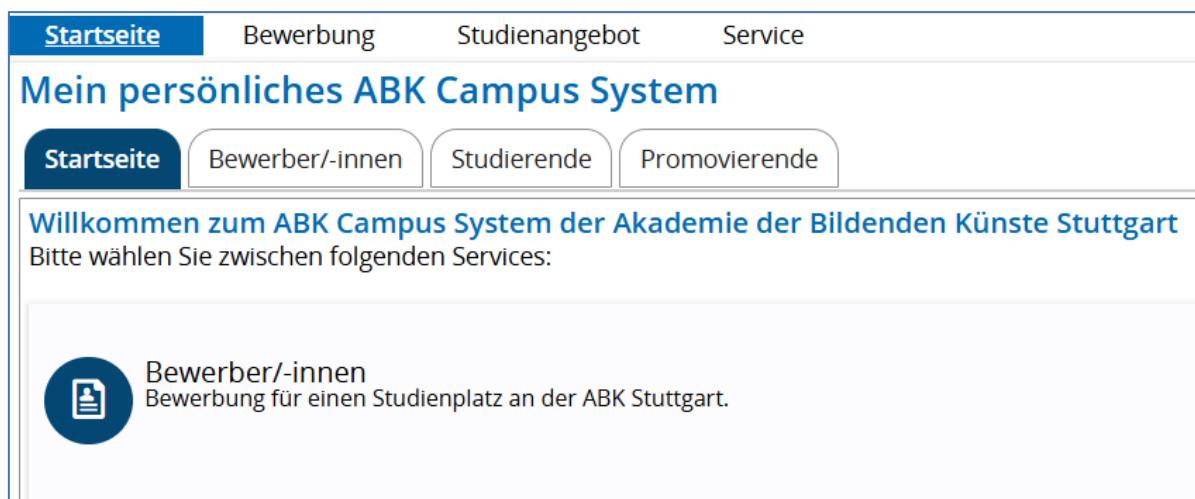
ABK STUTTGART: APPLY AT ABK STUTTGART WITH 3 STEPS

1. ONLINE REGISTRATION AND APPLICATION

External applicants need to register **AND** apply via the [ABK-Campus-System \(HISinOne\)](#) always within the [application period](#).

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

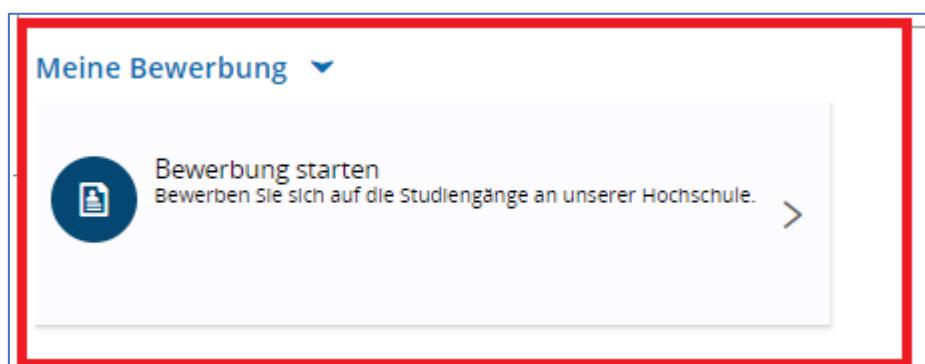
On the Startseite you'll find the Button "**Bewerber/-innen - Bewerbung für einen Studienplatz an der ABK Stuttgart**". Please klick through the **registration** process.



Picture 1: Admission and registration function in the ABK-Campus-System (HISinOne)

Application:

After the successful registration, applicants need to once again log into the ABK campus system and can start their application right away:



Picture 2: Button for the online application in the ABK-Campus-System (HISinOne)

The submission of your application was only successful once the status reads “*online eingegangen*”. If the status reads “*vorläufig*” you **have not yet** successfully submitted your application.



Picture 3: The submission of your online application was successful once the status is “online eingegangen”

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

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



Picture 4: Via the ABK Campus System’s inbox applicants will see notifications about the application status

2. WORK SAMPLES

PDF name of the work samples

In order to be able to identify your work sample, 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 work sample?

Via our homepage, you will find all information what kind of work sample is required per study programme:

<https://www.abk-stuttgart.de/bewerbung/aufnahmeverfahren/>

In general, the work sample 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 work sample **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 work samples, you can submit a homework assignment that you'll find on the [architecture application website](#) every year from the beginning of January.

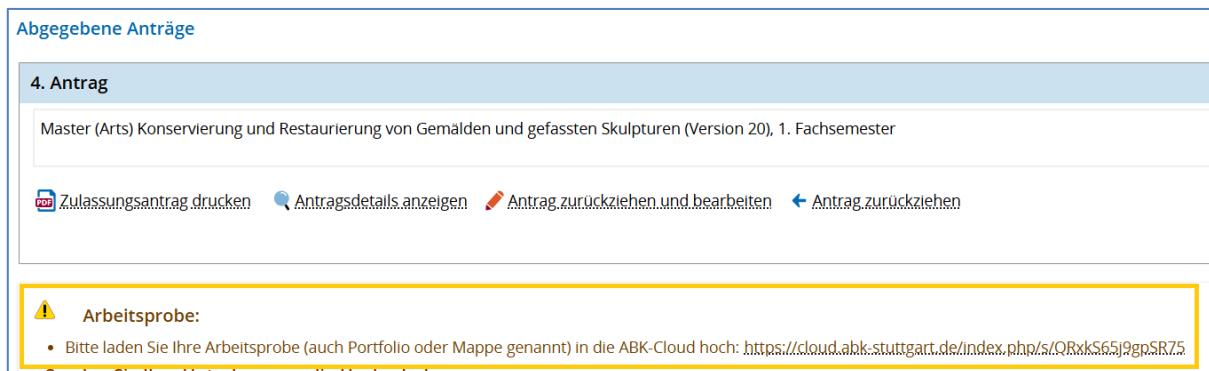
In any case, please place your **curriculum vitae** and your **motivational letter** in the work sample pdf, so the examination board has the possibility to get to know you better already during the pre-selection phase.

2.1 UPLOAD YOUR WORK SAMPLE TO THE ABK CLOUD

Within the application period, you'll upload your work sample to the ABK Cloud.

💡 Where to find the upload link to the ABK Cloud?

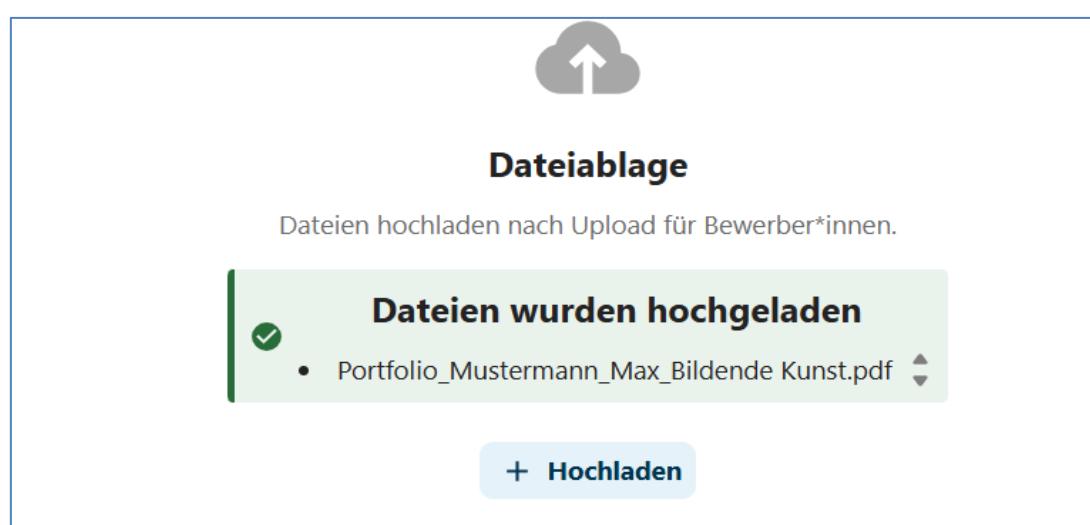
After the successful online registration **AND** application in the ABK Campus System, the upload link is visible on your application overview site, as the example below shows:



The screenshot shows a web interface for managing applications. At the top, a blue header bar says "Abgegebene Anträge". Below it, a light blue section is titled "4. Antrag" and contains the text "Master (Arts) Konservierung und Restaurierung von Gemälden und gefassten Skulpturen (Version 20), 1. Fachsemester". At the bottom of this section are several buttons: "Zulassungsantrag drucken", "Antragsdetails anzeigen", "Antrag zurückziehen und bearbeiten", and "Antrag zurückziehen". A yellow box highlights a note at the bottom of the page: "⚠️ Arbeitsprobe: • Bitte laden Sie Ihre Arbeitsprobe (auch Portfolio oder Mappe genannt) in die ABK-Cloud hoch: <https://cloud.abk-stuttgart.de/index.php/s/QRxkS65j9gpSR7z> Senden Sie Ihre Unterlagen an die Hochschule.".

Picture 5: The ABK Cloud link is visible on your application overview site

Note: Once the work sample 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!**



The screenshot shows a confirmation message for a successful upload. At the top, there is a cloud icon with an upward arrow. Below it, the text "Dateiablage" is displayed. Underneath, the text "Dateien hochladen nach Upload für Bewerber*innen." is shown. A green box contains the message "Dateien wurden hochgeladen" with a checkmark icon. To the right of this message is a list: "Portfolio_Mustermann_Max_Bildende Kunst.pdf". At the bottom, there is a blue button labeled "+ Hochladen".

Picture 6: Example: Confirmation of successful upload of the work sample

3. 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
Studierendenbüro
NB 2 Raum 0.05
Am Weißenhof 1
70191 Stuttgart

1. Application Request Form “Zulassungsantrag”

Can be downloaded in the ABK Campus System (see picture 3).

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

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**

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

Good luck with your application!