

ABK STUTTGART: APPLY AT ABK STUTTGART WITH 3 STEPS

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

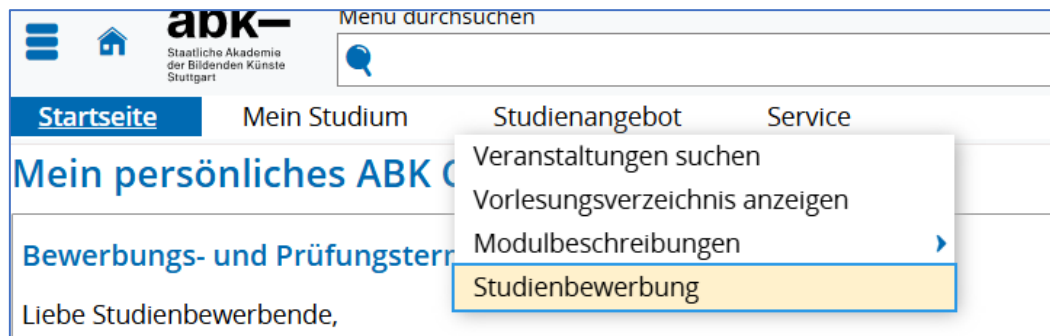
1. Register and submit the application form online
2. Send the application documents by mail
3. Upload your digital portfolio

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

1. REGISTER AND SUBMIT THE APPLICATION FORM ONLINE

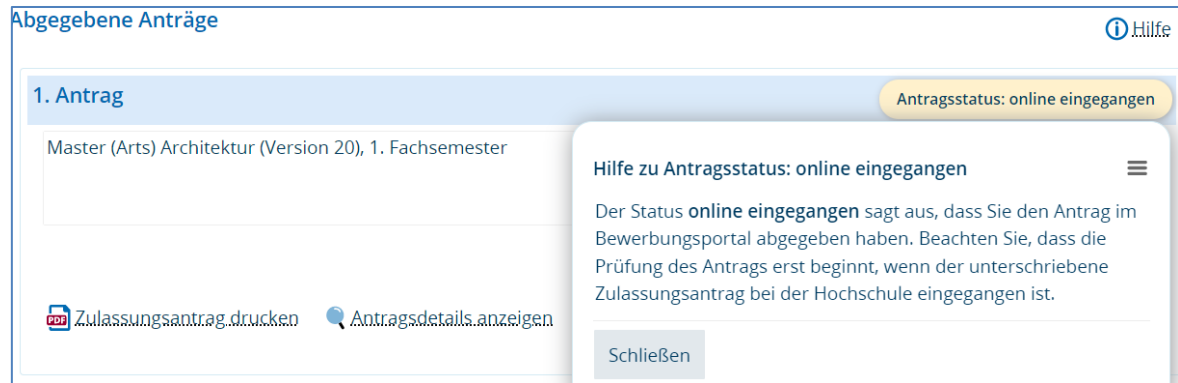
Please go to: <https://campus.abk-stuttgart.de/>

Via “**Studienangebot**” and “**Studienbewerbung**” the applying students can choose their desired study course



Picture 1: Online application for currently enrolled ABK students via 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 2: The submission of your online application was successful once the status is “online eingegangen”

Via the ABK-Campus-System’s inbox called “Posteingang” applicants will see notifications about the application status.

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

Applicants need to submit the following application documents 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 2).

2. Degree certificate

- E.g. Bachelor’s or Master’s degree certificate (simple copy is sufficient).
- If you apply while still completing your previous studies you can submit a current Transcript of Records (ToR).

3. Curriculum vitae, motivational letter and explanatory text (those documents also need to be placed in your portfolio file, see point 3).

3. DIGITAL PORTFOLIO

- **DENOMINATION**

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*

In any case, please state your last name in the portfolio's name, as otherwise we cannot identify the portfolio and will cancel it immediately.

- **HOW TO BUILD YOUR PORTFOLIO?**

Via our homepage, you will find all information what kind of portfolio is required per study programme: <https://www.abk-stuttgart.de/bewerbung/aufnahmeverfahren/>

We advise to reach out to your current professors on how to arrange your portfolios. In general it should be:

- **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 formats like .docx or .jpeg **are not accepted** and will be deleted immediately.

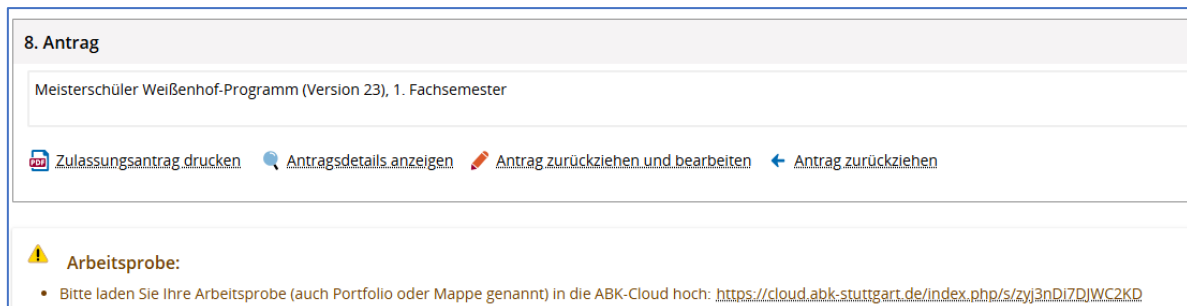
*The explanatory text is an overall explanation of your inspiration for your works and / or what techniques you used to make them. It is not required when applying for: B.A. und M.A. Architecture, B.A. and M.A. Conservation.

M.A. Conservation

The portfolio consists of your practical work samples during your bachelor period. The page volume of your portfolio can therefore be exceeded.

- **WHERE TO UPLOAD THE PORTFOLIO**

After the successful online application in the ABK-Campus-System, the upload link is visible on your application overview site:



Picture 3: The ABK Cloud link is visible on your application overview site

Note: Once the portfolio (or portfolio) has been uploaded, the note as shown in picture 5 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 contact: studieren@abk-stuttgart.de

Good luck with your application!