

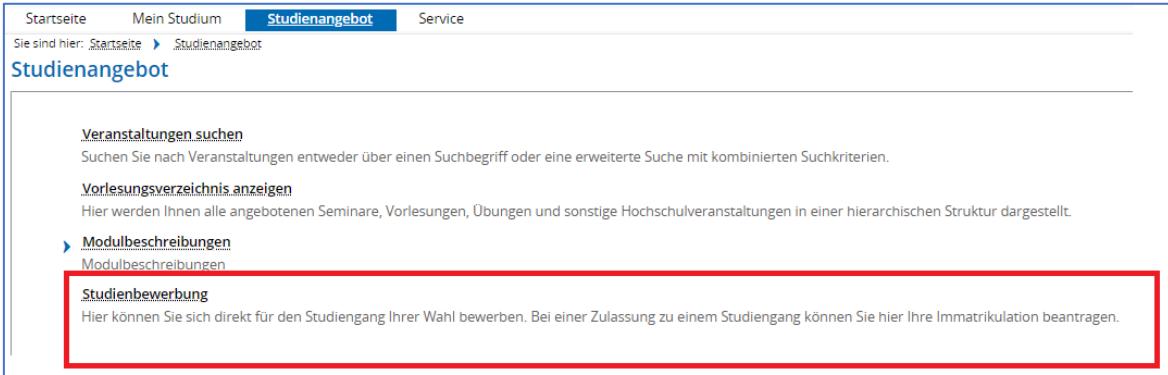
## ABK STUTTGART: APPLY AT ABK STUTTGART IN 3 STEPS

### 1. ONLINE APPLICATION

Currently enrolled students of ABK Stuttgart who are about to get their degree can apply for the ABK study courses (i.e. Master or Weißenhof) via their personal ABK-Campus-System (HISinOne). This is only possible during the [application periods](#).

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

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



The screenshot shows the 'Studienangebot' section of the ABK-Campus-System. The top navigation bar includes 'Startseite', 'Mein Studium', 'Studienangebot' (which is highlighted in blue), and 'Service'. Below the navigation, a breadcrumb trail shows 'Sie sind hier: Startseite > Studienangebot'. The main content area is titled 'Studienangebot'. It contains several links: 'Veranstaltungen suchen' (Search for events), 'Vorlesungsverzeichnis anzeigen' (Display course catalog), 'Modulbeschreibungen' (Module descriptions), and 'Studienbewerbung' (Application). The 'Studienbewerbung' link is enclosed in a red box, and the text below it reads: 'Hier können Sie sich direkt für den Studiengang Ihrer Wahl bewerben. Bei einer Zulassung zu einem Studiengang können Sie hier Ihre Immatrikulation beantragen.'

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.



The screenshot shows the 'Abgegebene Anträge' (Submitted Applications) page. It lists a single application: '1. Antrag' for 'Master (Arts) Architektur (Version 20), 1. Fachsemester'. To the right of the application list is a detailed view of the first application. A yellow box highlights the status 'Antragsstatus: online eingegangen'. Below this, a help text explains: 'Der Status **online eingegangen** sagt aus, dass Sie den Antrag im Bewerbungsportal abgegeben haben. Beachten Sie, dass die Prüfung des Antrags erst beginnt, wenn der unterschriebene Zulassungsantrag bei der Hochschule eingegangen ist.' At the bottom of this view are buttons for 'Zulassungsantrag drucken' (Print application) and 'Antragsdetails anzeigen' (View application details). A 'Schließen' (Close) button is also present.

Picture 2: The submission of your online application was successful once the status is “online eingegangen”

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



Picture 3: 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/>

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

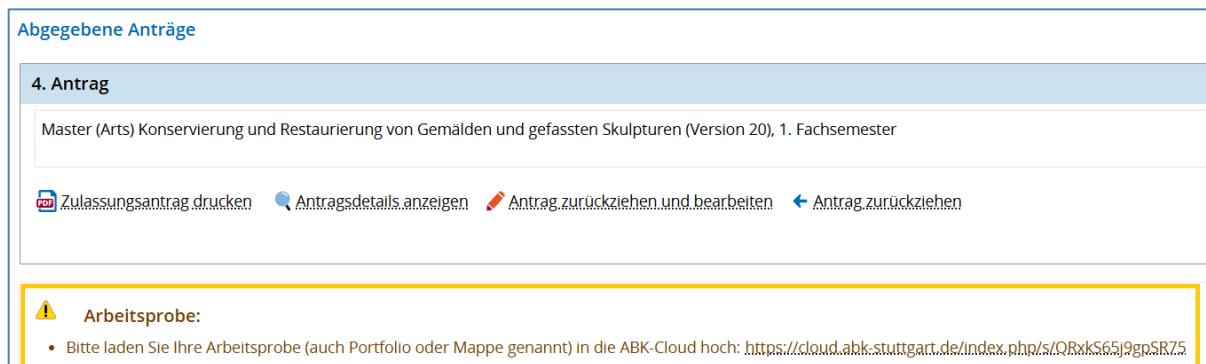


- **A maximum of 20 pages containing your works +**
- **1 page for your Curriculum Vitae +**
- **1 page for a motivation letter +**
- **1 page for an explanatory text\***
- **PDF size: approx. 30 MB**
- It is important to submit all above mentioned documents of the work sample **compiled in ONE PDF!**  
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.

## ⊕ Where to find the upload link to the ABK Cloud?

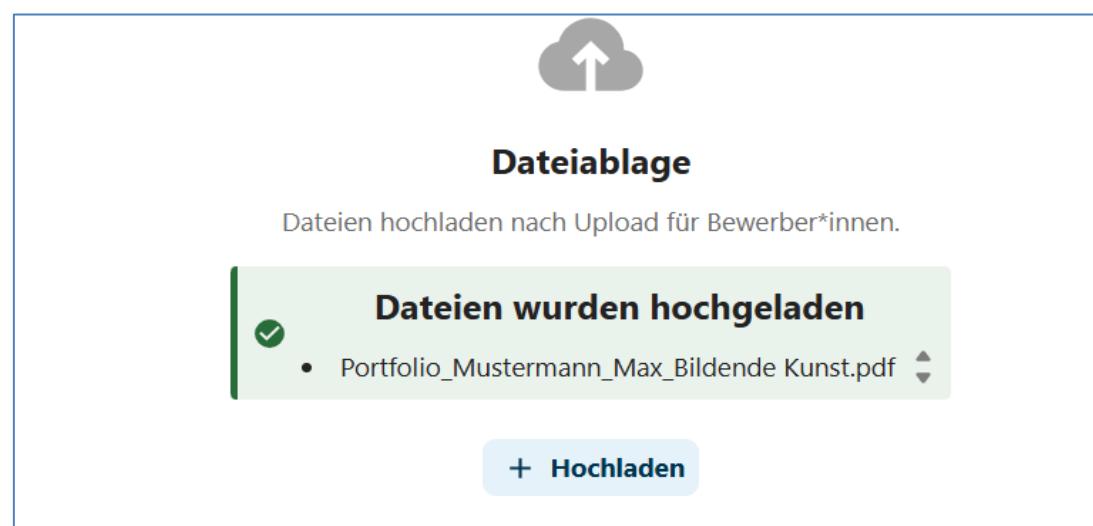
After the successful online application in the ABK-Campus-System, the upload link is visible on your application overview site:



The screenshot shows a web interface for managing applications. At the top, a blue header bar contains the text 'Abgegebene Anträge' and '4. Antrag'. Below this, a light blue sub-header bar contains the text 'Master (Arts) Konservierung und Restaurierung von Gemälden und gefassten Skulpturen (Version 20), 1. Fachsemester'. Underneath are several buttons: 'Zulassungsantrag drucken', 'Antragsdetails anzeigen', 'Antrag zurückziehen und bearbeiten', and 'Antrag zurückziehen'. A yellow box highlights a note: 'Arbeitsprobe: Bitte laden Sie Ihre Arbeitsprobe (auch Portfolio oder Mappe genannt) in die ABK-Cloud hoch: <https://cloud.abk-stuttgart.de/index.php/s/QRxkS65j9gpSR75>. Senden Sie Ihre Unterlagen an die Hochschule.'

Picture 4: The ABK Cloud link is visible on your application overview site

**Note:** Once the work sample (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!**



The screenshot shows a confirmation message for a successful upload. At the top is a cloud icon with an upward arrow. Below it is the heading 'Dateiablage'. The text 'Dateien hochladen nach Upload für Bewerber\*innen.' is displayed. A green box contains the message 'Dateien wurden hochgeladen' with a checkmark icon. A list shows a single file: 'Portfolio\_Mustermann\_Max\_Bildende Kunst.pdf'. At the bottom is a blue button labeled '+ Hochladen'.

Picture 5: Example: Confirmation of successful upload of the work sample

### 3. SUBMISSION OF THE APPLICATION DOCUMENTS TO THE OFFICE OF STUDENT AFFAIRS

Applicants need to submit the following application documents via 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).

#### 1. 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).

#### 2. Current Curriculum Vitae

In case of further questions please contact: [studieren@abk-stuttgart.de](mailto:studieren@abk-stuttgart.de)

**Good luck with your application!**