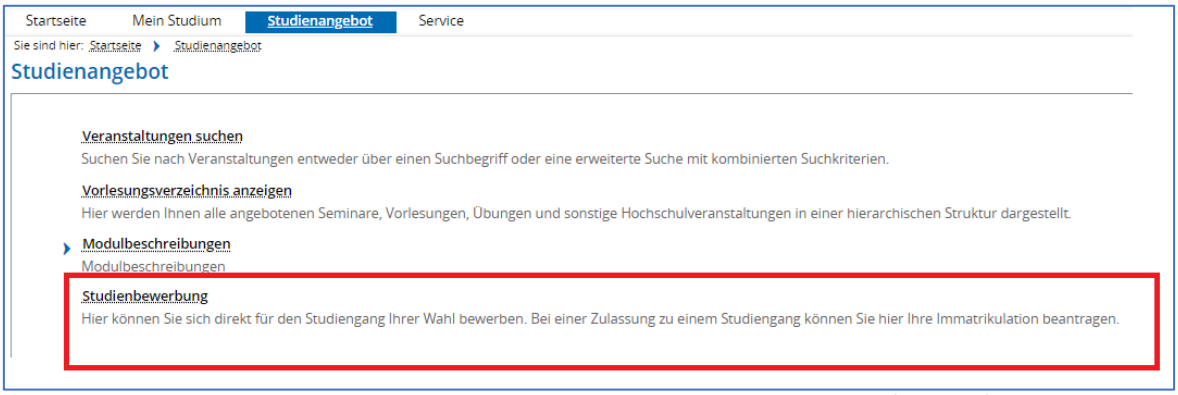
ABK STUTTGART: APPLY AT ABK STUTTGART IN 3 STEPS

1. ONLINE APPLICATION

Currently enroled 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.

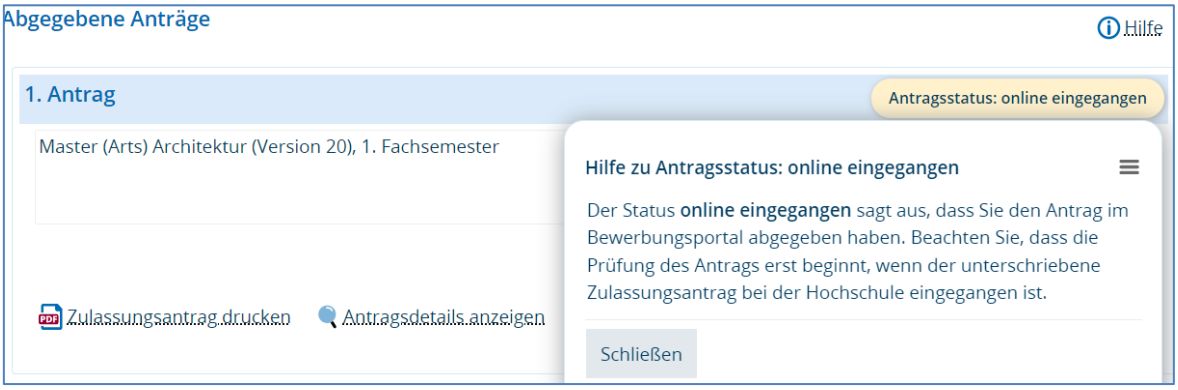
Please go to: https://campus.abk-stuttgart.de/

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



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"

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/**

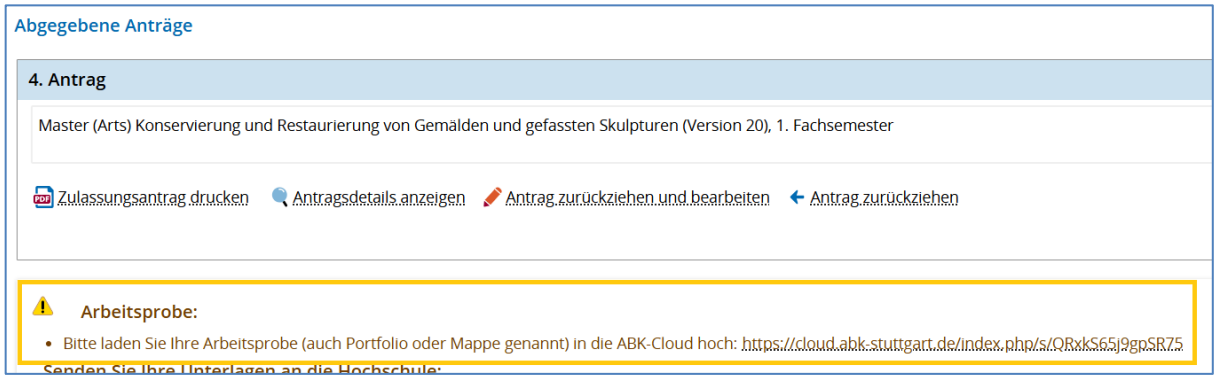
We advise to reach out to your current professors on how to arrange your work samples. In general it should be:

- **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.

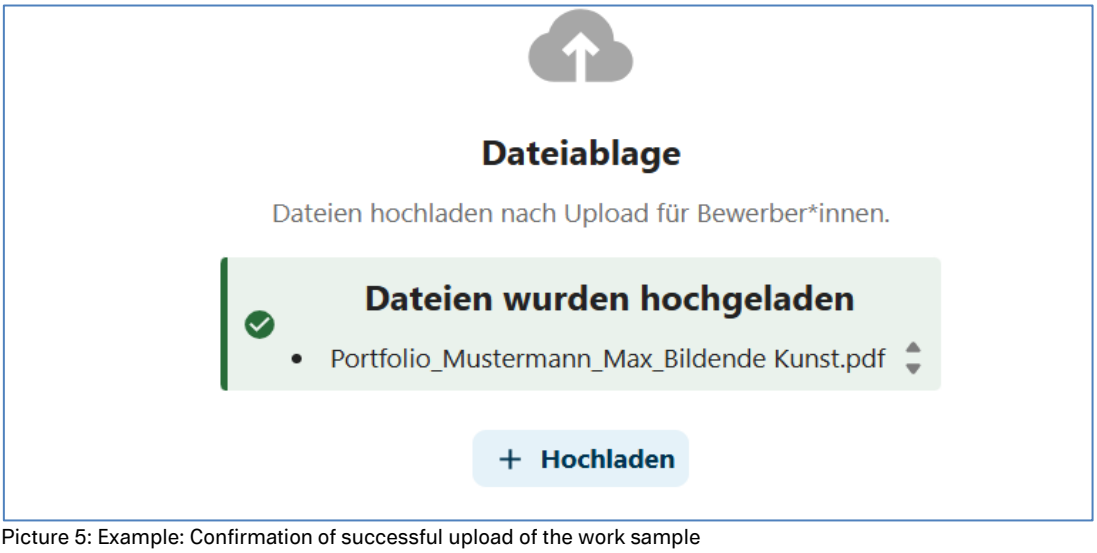
Where to find the upload link to the ABK Cloud?

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



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**!



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

Good luck with your application!