

Information for applicants for the application in 2024

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General note

Please check our homepage regularly for the latest information

Information on applications for the **Fine Arts programme**

<https://www.kunstakademie-duesseldorf.de/de/studium/179-freie-kunst/853-bewerber-innen>

Information on applications for the **Bachelor's/Master's degree programme in Fine Art**

<https://www.kunstakademie-duesseldorf.de/de/studium/182-lehramt-kunst/187-bewerber-innen>

Information on applications for the **Baukunst programme**

<https://www.kunstakademie-duesseldorf.de/de/studium/183-baukunst/186-bewerber-innen>

What can you study at the KAD?

1) Fine Arts

- Standard period of study: 10 semesters
- Degree: Academy certificate (equivalent to a diploma)
- The degree programme is divided into a
 - basic study programme: studio studies in the Orientierungsbereich (2 semesters) and
 - main study programme: Studio studies in an artist class (8 semesters).

2) Teaching degree for grammar schools and comprehensive schools as a single-subject degree programme in Art (BEd/MEd GYM 1) or a two-subject degree programme in Art with a further subject (BEd/MEd Gym 2)

You study the single-subject teacher training programmes exclusively at the Kunstakademie Düsseldorf.

The dual-subject teacher training programmes are run in cooperation with the University of Duisburg-Essen, where the other teaching subject is studied. You can find detailed information about studying at the University of Duisburg-Essen here:

<https://www.uni-due.de/abz/studienberatung.php>

The teacher training programme is divided into consecutive study programmes:

Bachelor of Education

- Standard period of study: 6 semesters
- Degree: Bachelor of Education

Master of Education

- Standard period of study: 4 semesters
- Degree: Master of Education

3) Baukunst

- Standard period of study: 6 semesters
- Degree: Academy certificate (corresponds to the international degree "Master of Arts")

When and how can I apply?

From 15 February 2024 to 11 March 2024, 12:00 noon, you can apply for the degree course in Fine Art, Baukunst or for a teaching degree program (Bachelor and Master) with art as a subject for the winter semester 2024/25. There are two steps to your application:

- 1) You enter your personal data in our online application portal (the link to this portal will be published on our homepage on 15 February 2024 at the latest). After entering your personal data, you will be asked to upload the required documents in pdf format (e.g. school reports, language certificates, university certificates, proof of payment of the application fee, etc.).

After you have submitted your personal data and documents in the online application portal, you will receive a confirmation e-mail (please ensure that your e-mail address is correct when entering it).

Please put this confirmation e-mail in your artistic application folder.

- 2) You can now hand in your artistic application portfolio to us in person or send it to us by post.

What do you need to bear in mind when submitting your application portfolio in person?

You can submit your artistic application portfolio in person to the Kunstakademie Düsseldorf from

Friday, 01 March 2024 - Monday, 11 March 2024 (no portfolio delivery is possible on Saturdays and Sundays)

from 10-12 a.m. in room 102 (conference room; 1st floor)

Please note the following:

- 1) In addition to your application portfolio, please bring the printed confirmation email that you received when you submitted your personal data in our online application portal. (We will refuse to accept your artistic application portfolio if you have not previously submitted your personal data).
- 2) Print out the [submission form/form for labelling the artistic application folder](#) twice and fill it out completely. Stick the form once directly onto your application folder and once loose in your application folder.

What do you need to bear in mind when sending your application folder by post?

You can send us your application portfolio by post from Thursday, 15 February 2023 - Monday, 11 March 2024 (the date of receipt of your application portfolio at the Kunstakademie Düsseldorf counts and not the date on which you sent your application portfolio).

Please note the following:

- 1) Place the printed confirmation email that you received when you submitted your personal data in our online application portal in your application folder. (We will not accept your artistic application folder without first submitting your personal data).
- 2) Print out the [submission form/form for labelling the artistic application folder](#) twice and fill it out completely. Stick the form once directly onto your application folder and once loose in your application folder.

- 3) Please send us your folder in good time, as you must allow for any delays caused by customs processing.

Unfortunately, we have to refuse to accept consignments for which fees are charged by the Kunstakademie Düsseldorf.

We do not issue any confirmation of receipt of artistic application portfolios (not even by e-mail or telephone).

Please send the folder to

Kunstakademie Düsseldorf, Studierendensekretariat, Eiskellerstraße 1, 40213 Düsseldorf

How do you have to declare your application folder if you are sending it from a **non-EU country**?

We recommend that you send your application file as early as possible. As a rule, delays in customs clearance are to be expected.

- Declare the outer packaging of your application folder as follows:
 - Write the term on the packaging: "BEWERBUNGSUNTERLAGEN/ APPLICATION DOCUMENTS"
 - Write your e-mail address on the packaging so that the customs/delivery service can contact you directly if they have any queries.
 - Enter the following value: "NCV" (= **No Commercial Value**)
- When sending by parcel service/delivery companies, make sure you have a correct customs declaration and a pro forma invoice, which must be attached to the outside.

The Kunstakademie does not assume any customs, transport, shipping or other costs.

The Kunstakademie will not provide its EORI number for the dispatch/acceptance of your portfolio.

The Kunstakademie refuses to accept portfolios if it is requested to pay import sales tax, customs duties or similar.

Do you have to pay an **application fee**?

Yes, there is a fee of 30,00 euros for the artistic aptitude test. This fee is to be transferred to the account below from 09.02.2024.

Account details

Landeshauptkasse Düsseldorf (Kontoinhaber)

HeLaBa (Hessisch-Thüringische Landesbank) Düsseldorf

BIC: WELADEDXXX

IBAN: DE59 3005 0000 0004 0146 19

Intended use: Kassenzzeichen **95000004095**; last name, first name; date of birth

Payment must be received (credited to the account of the Landeshauptkasse Düsseldorf) by 11 March 2024 at the latest.

Proof of payment of the application fee must be uploaded in the form of a payment receipt when entering the personal data in the online application portal.

Please note the following:

- A refund of the fee is excluded, even if you withdraw your application.
- Never put the fee in cash in your application folder.

Is there a **portfolio consultation** in advance?

No, the Kunstakademie Düsseldorf does not offer individual portfolio counselling.

Which **artistic works** are to be submitted?

1. **Artistic portfolio**

- Commercially available folder up to a maximum size of **DIN A 0 (0,84m x 1,19m)**
- [External labeling of the folder](#) must contain the following information: Surname, first name, e-mail address, mobile phone number, name of degree programme, field of study, date of submission
- **Maximum weight: 5kg** (we reserve the right not to accept application folders weighing more than 5kg.)

And:

- For the studies of **Painting, Sculpture, Photography, Graphics, Stage design**:
a minimum of 20 and a maximum of 25 original work samples. No specific technique or subject matter is specified. Larger works, sculptures and sculptural objects may not be submitted as originals. Performances or actions may not be submitted as films or on data carriers. They may be documented by photographs and submitted in addition to the original work samples. However, they cannot replace an original.
- For the studies of **Film and video**:
at least 2 artistic works in the digital file format "mp4". The submission of web-links is not possible. Please upload these files in the online application portal (please name the file folder with your name as follows: Surname, first name). In addition, a maximum of 15 work samples such as texts, drawings, storyboards and photographs must be submitted; please submit these work samples as an artistic application portfolio (by post or in person).
- For the studies of **Baukunst**:
at least 20 work samples. The work samples should include final drawings as well as sketches and pictorial explanations of the ideas. The focus of this work must be in the field of architectural design and demonstrate artistic aptitude.

Note: Bulky folders or bulky work samples that cannot be examined by the commission are not permitted, e.g. no: Wooden crates, boxes, cartons, cases or reels, self-made folders, rolls, framed or stretched pictures, CDs, DVDs, USB sticks or other data carriers, slides, wooden or glass plates.

Please note: The following information can only be entered via our online application portal. We do not accept any details, documents, certificates or other information sent to us by e-mail, post or similar means.

What information and documents still need to be submitted?

- General personal details (surname, first name, gender, e-mail, street, house number, post-code, place of residence, country, date of birth, place of birth, nationality, mobile phone number)
- a current curriculum vitae in tabular form
- information on previous university or vocational training, if applicable
- proof of higher education entrance qualification (certificate of general higher education entrance qualification / Abitur). For applicants who are still in the process of obtaining their university entrance qualification, a certificate from the school confirming that they expect to take the Abitur examination is sufficient and
- proof of payment of the application fee in the form of a payment receipt

Additionally for underage applicants

- Consent of the legal guardian

Please note: In the event of admission and subsequent enrolment, we reserve the right to check the original certificates.

What additional documents do applicants without a high school diploma need to submit?

You can also apply for the Fine Arts degree programme without an Abitur/general university entrance qualification. In this case, upload your last school report to the portal.

For the degree programmes in Fine Arts and for the Bachelor's degree in Teacher Education, admission may be possible as a professionally qualified person.

What is the difference between artistic aptitude and outstanding artistic talent?

The artistic portfolios of applicants who have a high school diploma/general higher education entrance qualification are examined as part of the assessment test with regard to artistic aptitude. This is recognised if an average grade of 2.3 or better is achieved.

The artistic portfolios of applicants who do not have an Abitur/general higher education entrance qualification will be assessed for outstanding artistic aptitude as part of the assessment test. This is recognised if an average grade of 1.3 or better is achieved.

What additional documents do applicants with professional qualifications need to upload?

The exact requirements can be found in the so-called. [Verordnung über den Hochschulzugang für in der beruflichen Bildung Qualifizierte](#) (BBHZVO).

Which additional documents do applicants for the **Baukunst programme** have to upload?

- proof of higher education entrance qualification (certificate of general higher education entrance qualification / Abitur)
- certificate, diploma and transcript of records of a first university degree (Bachelor) in architecture obtained in Germany or abroad.

Which additional documents do applicants for the **Master of Education programme** have to upload?

- Certificate, diploma and transcript of records of a teaching-related Bachelor's degree in the Gymnasium/Gesamtschule school type (after receiving your details, we will first check whether the requirements for admission to the Master's programme have been met).

If you are completing your degree in the current summer semester, please submit the following:

- a provisional transcript of records or proof of current study status

Please note: In the event of admission, enrolment is only possible if the teacher training-related Bachelor's degree programme has been completed by 30 September of the year of application at the latest.

Who are **international applicants**?

Applicants who have not obtained their higher education entrance qualification or other previous school education at a German-speaking institution.

What documents do **international applicants** need to upload?

NOTE: We recommend that you only submit an application if it is clear that you will be able to provide proof of the required language skills in the event of admission.

1. **Application portfolio**

- commercially available folder up to a maximum size of **DIN A 0 (0,84m x 1,19m)**
- [External labeling of the folder](#) must contain the following information: Surname, first name, e-mail address, mobile phone number, degree programme, field of study, date of submission
- **Maximum weight: 5kg** (We reserve the right not to accept application folders weighing more than 5kg.)

And:

- For the studies of **Painting, Sculpture, Photography, Graphics, Stage design**:
a minimum of 20 and a maximum of 25 original work samples. No specific technique or subject matter is specified. Larger works, sculptures and sculptural objects may not be submitted as originals. Performances or actions may not be submitted as films or on data

carriers. They may be documented by photographs and submitted in addition to the original work samples. However, they cannot replace an original.

- For the studies of **Film und video**:

at least 2 artistic works in the digital file format "mp4". The submission of web-links is not possible. Please upload these files in the online application portal (please name the file folder with your name as follows: Surname, first name). In addition, a maximum of 15 work samples such as texts, drawings, storyboards and photographs must be submitted; please submit these work samples as an artistic application portfolio (by post or in person).

- For the studies of **Baukunst**:

at least 20 work samples. The work samples should include final drawings as well as sketches and pictorial explanations of the ideas. The focus of this work must be in the field of architectural design and demonstrate artistic aptitude.

Note: Bulky folders or bulky work samples that cannot be examined by the commission are not permitted, e.g. no: Wooden crates, boxes, cartons, cases or reels, self-made folders, rolls, framed or stretched pictures, CDs, DVDs, USB sticks or other data carriers, slides, wooden or glass plates.

What information and documents do international applicants still need to upload?

Please note: The following information can only be entered via our online application portal. We do not accept any details, documents, certificates or other information sent to us by e-mail, post or similar means.

- general personal data (surname, first name, gender, e-mail, street, house number, post-code, place of residence, country, date of birth, place of birth, nationality, mobile phone number)
- a current curriculum vitae in tabular form
- information on previous university or vocational training, if applicable
- proof of higher education entrance qualification (certificate of general higher education entrance qualification / Abitur). For applicants who are still in the process of obtaining their university entrance qualification, a certificate from the school confirming that they expect to take the Abitur examination is sufficient and
- proof of payment of the application fee in the form of a payment receipt
- proof of a language certificate (if already available)

Additionally for underage applicants

- Consent of the legal guardian

Please note: In the event of admission and subsequent enrolment, we reserve the right to check the original certificates.

1. Personal documents

- proof of higher education entrance qualification (certificate of general higher education entrance qualification / Abitur). For applicants who are yet to obtain their university entrance qualification, a certificate from the school confirming that they are expected to take the Abitur examination is sufficient. Certificates and attestations that are not in German or English must also be submitted as well as an officially certified German or English translation or
- last school report
- if available: Certificate of the university entrance examination
- university degree programme without a university degree: Certificate from the university confirming the semesters completed and transcript of records
- university degree programme with degree: University degree certificate and transcript of records
- language certificate: Please submit proof of your current German language skills, if available.
- applicants from the People's Republic of China, Mongolia and Vietnam should also submit a certificate from the Academic Evaluation Centre (APS). Applicants without APS will be assessed for "outstanding artistic talent".t

Additionally for underage applicants

- consent of the legal guardian

What language certificates do international applicants need?

We recommend that you submit the following language certificate, which is **no more than six months old at the time of submission**, with your application:

Language level	For the degree programmes Fine Arts, Baukunst: B2 level
Accepted language certificates	Goethe-Zertifikat B2
	DSH1
	TestDaf TDN 3
	telc Deutsch B2

Language level	For the degree programmes Art Education BA/MA: C1-Niveau
Accepted language certificates	Goethe-Zertifikat C1
	DSH2
	TestDaf TDN 4

We only accept the language certificates listed above.

Enrolment in September is only possible if the above-mentioned language certificate is available and the other documents in accordance with the enrolment regulations have been submitted.

Please note that the date of issue of the certificate can not be older than 12 months on the last day of enrolment.

The Kunstakademie do not offer German language courses in preparation for the language exam.

When will you find out if you have been **admitted**?

You will be notified of the result of the assessment test by e-mail at the beginning of May 2024. The email will be sent to the email address you provided in the application portal. The result will not be communicated over the phone.

You have been admitted, what happens next?

Commencement of studies in the Fine Arts and Baukunst degree programmes as well as in the Bachelor's and Master's degree programmes in the 1st semester is only possible in the winter semester.

Admitted applicants will receive further information on enrolment by email from July 2024 (enrolment will only take place for the next winter semester). The email will be sent to the email address you entered in the online application portal.

International applicants who have not yet submitted the required language certificate with their application will initially receive conditional admission. Only after submitting the language certificate (must be submitted by 15 September 2024 at the latest) will they receive final admission.

You have been admitted and would like to enrol in the following years?

The letter of admission is valid for admission to the degree programme in the winter semester stated in the letter. Deferral for the following year is not possible.

Have you been rejected and would like to reapply the following year?

You are welcome to apply to the Kunstakademie Düsseldorf again next year. There is no maximum number of application attempts at the Kunstakademie Düsseldorf. In the meantime, you are welcome to visit us on our Rundgänge to find out more about the Kunstakademie Düsseldorf.

How to get your application folder back?

When you receive your letter of admission or rejection, you will receive detailed information on the options for returning your application portfolio. It is only possible to collect your portfolio in person (or have it collected by an authorised third party) on dates announced in good time on the homepage.

Please note: We do not send back application folders.

What happens if you do not collect your application folder and documents on time?

The Kunstakademie Düsseldorf has no storage facilities for your artistic application portfolios beyond the period of the application procedure (end of the application procedure: 15 September 2024).

Artistic application portfolios that are not collected on our portfolio collection dates will be destroyed after the end of the application procedure (i.e. from 15 September 2024).

Nice to know: What is the **assessment test** (portfolio test)?

During the assessment test ("portfolio test"), a decision is made on the artistic aptitude or outstanding artistic talent of the applicants.

The assessment is carried out exclusively on the basis of the submitted artistic works by a commission of artistic professors and artistic-scientific staff. The commission is newly elected each year by the Senate of the Kunstakademie Düsseldorf.

There is no further practical examination. The Abitur grade point average or similar is not taken into account.

The following criteria are used to determine artistic aptitude and outstanding artistic talent for the liberal arts and teaching degree programmes:

- (1) artistic creative ability,
- (2) ability to realise in the chosen artistic media and
- (3) artistic conception and intensity.

The evaluation of the portfolio is based on the aforementioned evaluation criteria. Here, 1 corresponds to the highest and 3 to the lowest assessment level:

- Level 1: outstanding artistic talent
- Level 2: artistic aptitude
- Level 3: not sufficient artistic aptitude

The following criteria are used to determine artistic aptitude and the technical interview for the Baukunst degree programme:

- (1) artistic creative ability,
- (2) artistic creative ability,
- (3) artistic conception and intensity and
- (4) knowledge of the German language

The evaluation of the portfolio is based on the aforementioned evaluation criteria. It is checked in each case whether they are fulfilled or not.

Who can you **contact** if you have **further questions**?

For all questions relating to applications, assessment procedures, admission/rejection, enrolment, please contact the staff of the Abteilung Studium und Prüfung exclusively by e-mail and provide a mobile phone number: studierendensekretariat@kunstakademie-duesseldorf.de or via phone to:

Mr. Francisco Anaya	0211-1396-240
Ms. Polixeni Bastigkeit	0211-1396-230
Ms. Mariola Sodekamp	0211-1396-211

All information without guarantee.

The current regulations of the Kunstakademie Düsseldorf are always legally binding (<https://www.kunstakademie-duesseldorf.de/de/219-amtliche-mitteilungen>) respectively (university-)legal regulations.

All previous information materials lose their validity with the publication of an amended version.

Status: 29. Januar 2024