



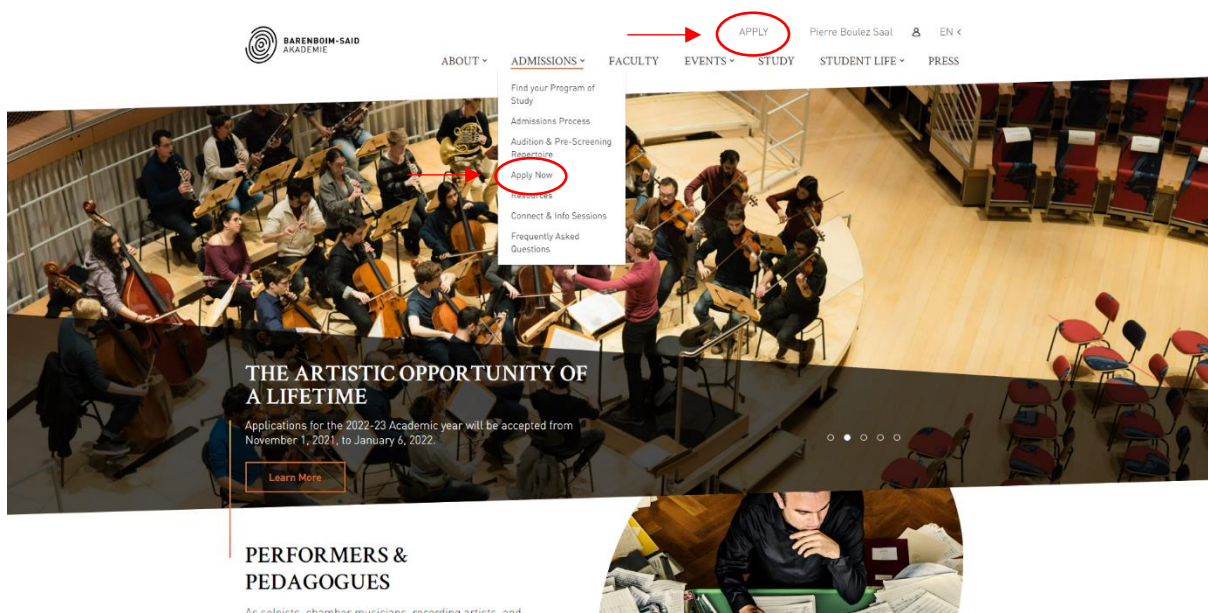
Application Guide

This document is intended to help guide prospective students throughout the application process from finding the application portal on our site to creating an account and clarifying some of the sections and mandatory fields in your application. For an overview of the application process and the information needed, please revise our admissions page [here](#).

Let's start by navigating to the application portal! The application portal can be found on the Barenboim-Said Akademie's website. Please follow the instructions below for detailed steps throughout the application process.

Navigating to the Application Portal:

- Select [Apply Now](#) under the *Admissions* dropdown or [Apply](#) at the top of the Barenboim-Said Akademie's homepage.



- You will then see the **START YOUR APPLICATION NOW** button after scrolling down past the Admissions Timeline. Agree to the terms and conditions.



START YOUR APPLICATION NOW

- You'll need to create an account for SlideRoom, our online application portal, in order to save your progress. To create an account, you will need to **Sign up**. You can see this option on the top right corner of the page. If you already have an account, then you simply need to log in.

Email Password Log in or Sign up

- After creating an account and logging in, you will then be able to apply to your desired program under **Directory**, as shown below. If you still have questions regarding which program to apply to, then refer to our page [here](#).

Directory

Artist Diploma | Composition (2022-23)

Deadline: January 6, 2022

Artist Diploma | Orchestral Instruments and Piano (2022-23)

Deadline: January 6, 2022

Bachelor of Music | Composition (2022-23)

Deadline: January 6, 2022

Bachelor of Music | Orchestral Instruments and Piano (2022-23)

Deadline: January 6, 2022

Preparatory Program | Composition (2022-23)

Deadline: January 6, 2022

Preparatory Program | Orchestral Instruments and Piano (2022-23)

Deadline: January 6, 2022



Completing Your Application:

- You can begin your application after selecting the program you wish to apply for and clicking on ***Begin Application***. You will also notice that you can preview all the information and questions that are required before beginning your application.

[< Back to Directory](#)

Print

Bachelor of Music | Composition (2022-23)

Deadline: January 6, 2022

Use this form to apply for the Bachelor of Music in Composition.

  [Begin Application](#)

FORMS

00 Program | Field of Study

1. Instrument or Field of Study

Please indicate which instrument or field of study you are applying to study at the Barenboim-Said Akademie.

2. If accepted to the Barenboim-Said Akademie, is there a particular teacher you wish to study with?

01 Applicant Information

Please note that the information requested in this application is collected separately from the information provided in the SlideRoom registration process. Please be sure to provide us with valid, up-to-date contact information. All contact information provided on this page must comply with your official documents. Please do not use nicknames.

1. First Name

2. Last Name

3. Gender

4. Date of Birth

5. City of Birth

- Side note:* you can continue where you left off in your application by logging in and selecting ***Continue***, as shown below.



In Progress	1
Directory	7
Completed	1

In Progress Applications



Bachelor of Music | Composition (2022-23)

Due January 6, 2022

Forms Attachments References Portfolio Submit



Tip: You will be able to save your application progress and continue at a later point after creating an account. All your information will be saved throughout each section and with each application.



[Delete](#)

[View all available programs →](#)

- Additionally, you'll note that each completed section will be indicated with a green check mark or red warning sign. A green check mark (✓) means that all required fields have been filled in, while the red warning sign (⚠) signifies that there's information missing for the required fields.
 - *Please note* that you will be eligible for all available studios if you select **No preference** for the second question, as shown below.

1 Forms — 2 Attachments — 3 References — 4 Portfolio — 5 Submit

[NEXT >](#)

- ✓ 00 Program | Field of Study
- ⚠ 01 Applicant Information
- 02 Secondary School Education
- 03 Post-Secondary Education
- 04 Musical Background | Composition
- 05 Language Skills
- 06 Personal Essays | Bachelor of Music
- 07 Audition Information | Composition
- 08 Legal Disclaimer

00 Program | Field of Study

* = required

1. Instrument or Field of Study *

Please indicate which instrument or field of study you are applying to study at the Barenboim-Said Akademie.

Cello

2. If accepted to the Barenboim-Said Akademie, is there a particular teacher you wish to study with? *

No preference

Saved [Continue to the next step](#)



02 Secondary School Education

Select whether you are on course to complete or have completed your secondary or high school education for question 1. Transcripts and diplomas *not* in English or German must be submitted in their original language together with the officially certified English or German translation. Make sure to specify the type of certificate you received under *Certificate Name* for question 2. For further information on certified translations, please refer to *Annex: Certified Translations* on page 8.

1. Please confirm one of the following regarding the status of your Secondary Education *

- I am currently pursuing Secondary Education
- I hereby confirm I have completed Secondary Education and I am in possession of a Secondary School Diploma

2. Secondary School Education *

Please list all secondary schools you have attended. Under "Certificate Name" indicate the type of degree conferred by the institution (e.g. High School Diploma, Abitur, International Baccalaureate, etc.). Under "Dates of Attendance" list as MM/YYYY-MM/YYYY.

Name of Institute	City, Country	Dates of Attendance	Certificate Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add a row

3. Secondary School Transcript*

Please upload your most recent high school or secondary school transcript. Academic transcripts are required from all secondary schools attended. Transcripts not in English or German must be submitted in the original language alongside an official, certified German or English translation, as a single PDF.

4. Secondary School Diploma or Enrollment Certificate *

Please upload your secondary school diploma. If you have not yet graduated from secondary school, then you must submit an enrollment certificate from your school's registrar office with your projected graduation date, confirming that you are on track to fulfill all the requirements for graduation. Documents not in English or German must be submitted in the original language alongside an official, certified German or English translation, as a single PDF.

5. Additional Secondary School Transcript

If you have more than one transcript from your secondary school education, please upload it here. Remember, academic transcripts are required from all secondary schools attended. Transcripts not in English or German must be submitted in the original language alongside an official, certified German or English translation, as a single PDF.

Tip: Ask your school's registrar office to provide you with your transcripts and if possible, to translate it to English or German!

Tip: If you have not graduated yet, then ask your school's registrar office for your most recent enrollment certificate.

Tip: If your school can't provide you with a certified English or German translation, then have it certified by public authorities and notaries, the Ministry of Education, at German embassies or consulates.

03 Post-Secondary Education

If you have a post-secondary education, regardless of whether you graduated or not, then you will need to provide us with transcripts and/or diplomas. If you have more than one post-



secondary education, then add the additional transcripts and diplomas under section 1.3 and 1.4. Remember to upload officially certified English or German translated transcripts and/or diplomas along with your original documents!

Tip: You will have to upload your transcripts and diploma if you make an entry here.

1. Post-Secondary School Education

Please list all post-secondary schools you have attended. Under "Certificate Name" indicate the type of degree conferred by the institution (e.g. Bachelor of Music, Master of Music, Bachelor of Arts, etc.). Under "Dates of Attendance" list as MM/YYYY-MM/YYYY.

Name of Institute	City, Country	Dates of Attendance	Certificate Name
Barenboim-Sai	Berlin, German	09/2010-07/2014	Bachelors

+ Add a row

1.1. Post-Secondary School Transcript*

Please upload your most recent post-secondary school transcript. Academic transcripts are required from all post-secondary schools attended. Transcripts not in English or German must be submitted in the original language alongside an official, certified German or English translation, as a single PDF.

Choose a file

1.2. Post-Secondary School Diploma

If you hold a post-secondary school diploma, please upload it here. Diplomas not in English or German must be submitted in the original language alongside an official, certified German or English translation, as a single PDF.

Choose a file

1.3. Additional Post-Secondary School Transcript

If you have more than one transcript from your post-secondary school education, please upload it here. Transcripts not in English or German must be submitted in the original language alongside an official, certified German or English translation, as a single PDF.

Choose a file

1.4. Additional Post-Secondary School Diploma

If you hold more than one post-secondary school diploma, please upload it here. Diplomas not in English or German must be submitted in the original language alongside an official, certified German or English translation, as a single PDF.

Choose a file

Tip: Upload additional transcripts and diplomas here if you have attended more than one post-secondary school education.

06 Personal Essays | Bachelor of Music.

Ensure to meet the character amount (4500) or word count (750) criteria as specified under each question! Note that the humanities questions are weighed in with the overall application, so please make sure that you fulfill the requirements of this section.



06 Personal Essays | Bachelor of Music

* = required

Please respond to all three prompts. Responses should be thoughtful, original and unique to you. Each response should be between 500 and 750 words. Please check your writing carefully for spelling and grammar before submitting.

1. Describe a few bars of a piece of music that is especially significant to you. Whether it's a pop song, a folk tune, a classical composition, or a simple childhood melody: describe it and your relationship to it.*

→ Please note that 4500 characters equals about 750 words.

0 of 4500 characters

2. Edward Said is quoted as saying, "I don't remember when exactly I read my first comic book, but I do remember exactly how liberated and subversive I felt as a result." What book or piece of (non-musical) art has had a profound effect on you?*

→ Please note that 4500 characters equals about 750 words.

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3. Tell us about one of your interests outside the field of music, and the place it holds in your life.*

→ Please note that 4500 characters equals about 750 words.

0 of 4500 characters

4. Please carefully read the statement below and check the box to agree.*

I confirm that the assignment above to apply for the Barenboim-Said Akademie is my own work and that I have not sought or used inadmissible help of third parties to produce the essays. I understand that deliberate falsification of the information contained herein may result in disqualification in the admissions process and/or retroactive adjustment of the conditions of enrollment, in case of admission.

I agree with the legal disclaimer above.

Saved

[Continue to the next step](#)

Feel free to contact us at admissions@barenboimsaid.de if you have any additional questions about your secondary or high school education, program choice, diplomas, transcripts, or the application process. You can also connect with us and schedule an individual [online appointment!](#)

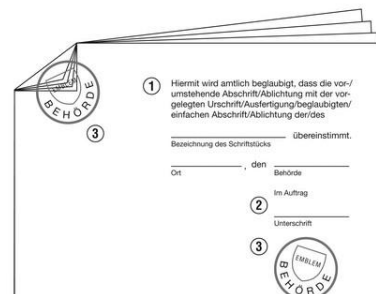


Annex: Certified Translations

Officially certified copies: Standards for official certification

Certificates and Transcripts of Records must be submitted in officially certified copies for the purposes of admission and enrollment. These must meet the following standards:

- Copies are only accepted as certified when they carry the original official stamp or embossed seal *and* original signature of the certifying person.
- Officially certified copies consisting of multiple pages must clearly show that every page has been officially certified in the same process. This can be ensured in the following ways:
 - i. the original signature of the certifying person
 - ii. Using the official stamp: The official stamp must be visible on all pages. To achieve this, the person who certifies the copy attaches the pages to each other in a staggered arrangement and then stamps them with the official stamp. This results in every page carrying a part of the official stamp. With this method, the certification declaration and signature need to be applied to only one page.
 - iii. Using a ribbon and an embossed seal: If a notary attests the copy using a ribbon and an embossed seal, the certification declaration and signature also need to be applied to only one page.



Source: uniassist

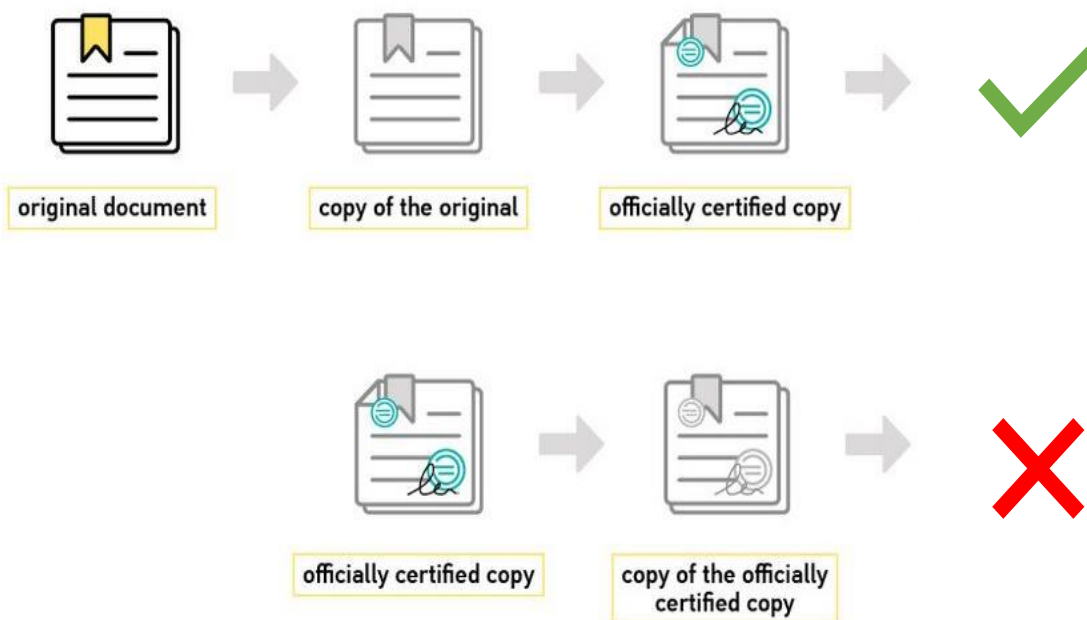
Where can I have my documents certified?

Outside of Germany, the following institutions may carry out official certifications:

- the issuing schools or universities,
- the Ministry of Education in your country of origin,
- German embassies and consulates,
- the department of cultural affairs of the embassy of the country in which the certificate was issued,
- public authorities and notaries which are authorized to supply official certifications in your country of origin.



- If applicable for the country issuing your certificates and certified copies, please request the apostille.



Source: uniassist, adapted for the BSA.

Copies, or printed versions of uploaded copies of certified documents are not considered certified and cannot be accepted.

In Germany, any public institution ("öffentliche Stelle") which has an official stamp ("Dienstsiegel") is authorized to certify documents. This includes:

- town halls / citizen centres,
- Ortsbürgermeister" (local mayors),
- "Kreisverwaltungen" (local governments),
- parish offices,
- courts,
- notaries.

Note: Public institutions in Germany can certify documents in a foreign language but are under no obligation to do so. If you cannot find a public institution in Germany that will certify your documents, please contact the embassy of your country of origin or a notary.



Sworn or Certified Translations

We accept certified translations from the following sources:

- persons or institutions authorized to make translations under oath or admissible in court (sworn translations),
- a department of the issuing school or university authorized to issue such translations.

Translations of this kind of task are done and certified by sworn translators resident in Germany **or in the country of the translation and registered at the district court.**

We **do not** accept non-certified translations from standard translation agencies.

If you do not wish to hand in the original translations, we would also accept **certified copies of translations**. Please bear in mind that translators may put their original stamp on certified copies of translations made by themselves. However, they may not certify documents in the original language (see point above).

Useful links

- Federal foreign Office: confirming authenticity of documents (<https://www.auswaertiges-amt.de/en/urkundenverkehrteilb/231968>)
- Hague Apostille Country List (<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>)
- Searching for sworn translations in Germany/Berlin: Database of translators and interpreters (<https://search.bdue.de>)