



**DANISH MINISTRY
OF EDUCATION**
NATIONAL AGENCY
FOR IT AND LEARNING

Applicants without a Danish CPR number

User guide [Optagelse.dk](https://optagelse.dk)

Applicants without a Danish CPR number

User guide Optagelse.dk

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1 Important information

This user guide is intended to help applicants without a Danish CPR number to apply for higher education programmes.

If you have a Danish CPR number and NemID, you can find a user guide relevant for you [here](#).

When you apply without NemID you must sign a signature page by hand and send it directly to the educational institutions you are applying to by mail or by email. The educational institutions cannot retrieve your application before they have received your signed signature page. Almost every educational institution accepts signature pages by email. You can find relevant email addresses to the educational institutions [here](#).

If you apply for admission on the basis of a non-Danish or international upper secondary education, the **deadline is March 15, 12 noon (CET)**. The deadline applies for both quota 1 and quota 2. The deadline July 5, 12 noon (CET) only applies to applicants with a Danish upper secondary education.

In case you are applying for several education programmes, you must send the **signature page** to every educational institution, you are applying to. Only the signature page must be send directly to the educational institutions. Everything else must be uploaded to Optagelse.dk and sent as digital attachments. This includes both diplomas and other types of documentation.

Please note that it is **your responsibility** that all relevant documents is uploaded and added to your application(s) **before the deadline**. You can upload documentation and add them to your application(s) under the tab *Attachments* by ticking the relevant boxes.

Please visit the website of the educational institutions you are applying to, to learn more about the deadline for documentation upload. Please note that the deadlines may vary from institution to institution.

You will receive response to your application(s) July 28. You will only receive one response. Either you will be offered a study- or standby place at one of the programmes you have applied for or you will receive a rejection letter that applies for all of your applications.

You can change the order of priority on your priority list and cancel applications that you have already approved before July 5, 12 noon (CET).

2 How to log on

step 1 Go to www.optagelse.dk.

Click Apply for higher education in English (the blue button).

Optagelse dk

Uddannelses- og Forskningsministeriet

UNDERVISNINGSMINISTERIET

Optagelse.dk forsiden Om Optagelse.dk Medarbejderforsiden

Søg ungdomsuddannelse eller 10. klasse

Søg videregående uddannelse

Apply for higher education in English

Her søger du 10. klasse, erhvervsuddannelser, gymnasiale uddannelser eller anden aktivitet. Det er også her, du kan søge en erhvervsuddannelse for voksne (EUV), hvis du er over 25 år.

Videregående uddannelser er bacheloruddannelser, professionsbacheloruddannelser, erhvervsakademiuddannelser, kunstneriske uddannelser eller maritime uddannelser. Du kan både søge dansksprogede og engelsksprogede uddannelser.

In this area you can only apply for higher education programmes taught in English: bachelor programmes, professional bachelor programmes and academy profession programmes.

Find vej på Optagelse.dk

Optagelse.dk forsiden
Om Optagelse.dk
Privatlivspolitik

Søg ungdomsuddannelse
Søg videregående uddannelse
Apply for higher education

Support

Man. - tors.	8 - 16
Freitag	8 - 14
Lør. - søn.	Lukket

Tlf: 70 21 21 51
Skriv til supporten


eVejledning

Man. - tors.	9 - 21
Freitag	9 - 16
Lør. - søn.	12 - 16

Tlf: 70 22 22 07
eVejledning

Revision:

UNDERVISNINGSMINISTERIET
STYRELSEN
FOR IT OG LÆRING

Please note  When you fill out an application in English, you can only apply for higher education programmes taught fully in English. If you wish to apply for programmes taught in Danish, you will need to fill out your application in Danish. If so, click the pink button.

step 2 You will now see the front page for applicants for higher education programmes.

Click *Apply for higher education* (the blue button) to log in.

Optagelse dk

Ministeriet for Børn, Uddannelse og Ligestilling

Optagelse.dk forsiden Om Optagelse.dk Medarbejderforsiden

Applying for higher education programmes?

Apply for higher education programmes taught in English in Denmark: University bachelor programmes, professional bachelor programmes and academy profession programmes.

Apply for higher education

Need help choosing a programme?

Study in Denmark provides information on programmes taught in English and information on how to apply

eVejledning provides personal guidance on choice of study by chat, e mail, text messages and telephone daytime, nights and weekends.

Studievalg are regional centers that offer help if you have difficulties deciding which higher education programme to choose.

Useful information

General Information About Admission to Higher Education 2015 (pdf-file)

Employer's Declaration (pdf-file)

Apply with power of attorney - applicant with a Danish CPR-number

Apply with power of attorney - applicant without a Danish CPR-number

Uddannelsesguiden


How to use the system

Applicants with a Danish CPR number applying for Higher Education (pdf-file)

Applicants without a Danish CPR number applying for Higher Education (pdf-file)

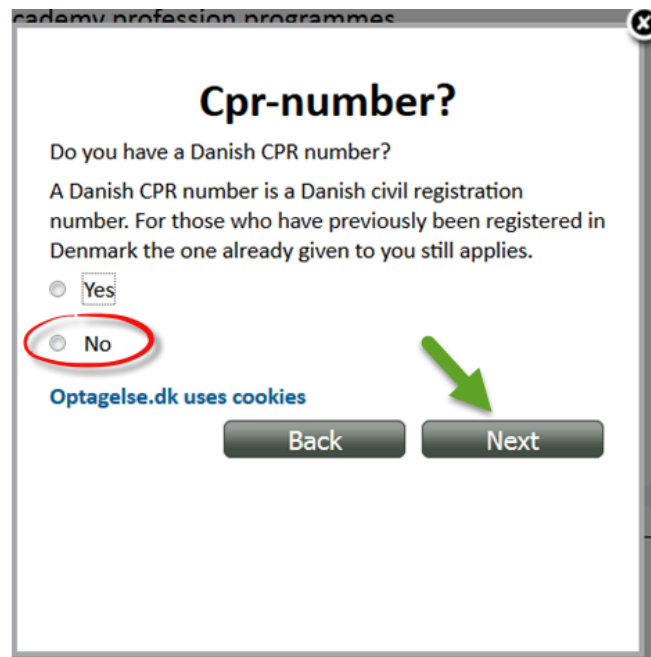
Apply with Power of Attorney

Find vej på Optagelse.dk


Please note  At the bottom of this page is a section that may contain important, current information. Just above this, you will find links to user guides, help in choosing an edu-

cation and other useful information.

- step 3 When you click *Apply for higher education*, a new window will pop up and ask you whether or not you have a Danish CPR number.

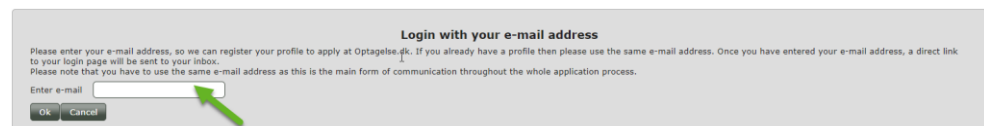


Choose *No* and then click *Next*.

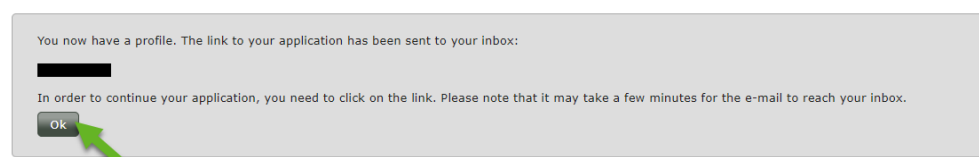
Please note 

If you have a Danish CPR number and a NemID, choose *Yes* instead and see the user guide for applicants with a Danish CPR number and NemID [here](#). You can see how to order a NemID [here](#).

- step 4 In the next window you must enter your email address. Click *Ok* when you have entered your email address.



You now have a profile on Optagelse.dk.



You will receive an email with a link to Optagelse.dk where you can begin your

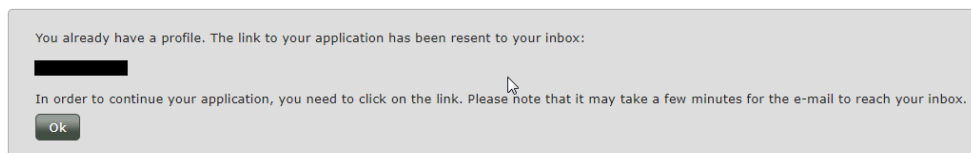
2 How to log on

application.

Please note



If you have previously created a profile this way, and enter your email address again, you will receive the following message.



If you click *Ok*, you will receive a new email with the same link so that you can continue to work on your application. You can only create one profile on Optagelse.dk.

If you have used NemID once to log on Optagelse.dk, you must finish your application using NemID.

step 5

Check the email address you entered in step 4 and open the email from Optagelse.dk. Click on the link (or copy it to your browser). Use this link every time you want to work on your application.

You are now registered at Optagelse.dk with this e-mail address. Please click on the link below to enter your profile:

https://test.optagelse.dk/kot/pages/application/loginHandlerPaper.jsp?token=fYsiwSX7uYeTsYqg-U0Mk3W422wo3Dlm2QsB1iu3tzh5FZ_tVr_j1PIkKtRjIwYVLCU&lang=en

Please note, that this is not a receipt for a submitted application!

When you have completed an application, you must approve the application and print, sign and send the signature page direct responsibility to make sure that the educational institution receives the signature page before the application deadline. The e application at Optagelse.dk and assess your application after receiving the signature page from you.

Sincerely,

Optagelse.dk

It may take some time (up to 30 minutes) before you receive the email with the link. If you cannot find the email, try checking your spam filter or other labels.

step 6

The first time you click on the link a window opens where you must enter your name, date of birth and sex. This information will design a personal profile that the educational institutions and The Coordinated Admission use to register your applications and priorities. You must therefore be careful to enter the correct information, to make the system designs a profile based on correct information. Click *Ok* when you have entered the information.

Personal profile

E-mail: S [redacted] dk


Given name(s):

Family name:

Given name(s) and middle name(s) must be stated in the field Given name(s). Your (last) family name must be stated in the field Family name.

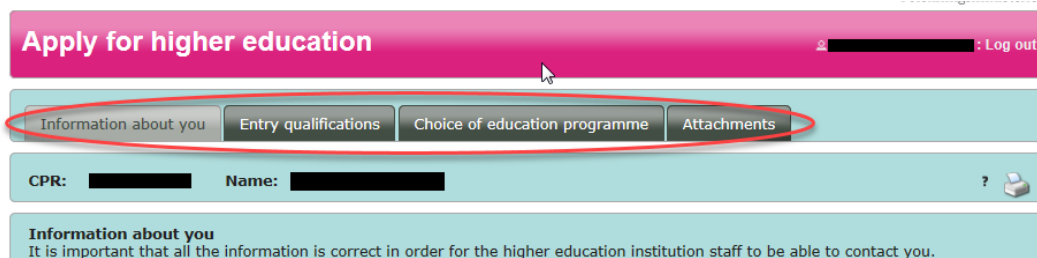
Date of Birth: Day: Month: Year:

Sex: Male Female

Please note  You will only have to enter this information the first time you click on the link. From here on you will go directly to your application.

3 How to fill out your application

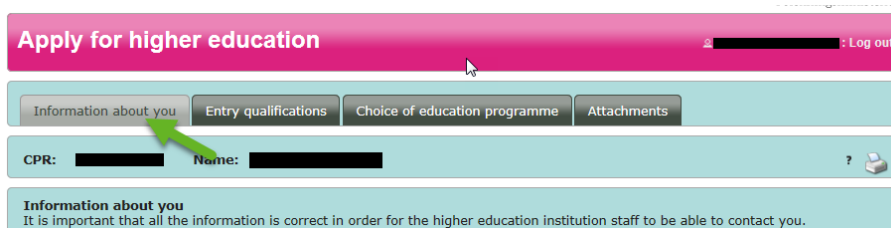
You are now logged on Optagelse.dk and you are ready to begin your application. You can navigate through your application by clicking the dark grey tabs.



3.1 The tab *Information about you*

On the tab *Information about you*, you must fill out your personal information. You cannot edit this information once you have approved your first application.

- step 1 Click the tab *Information about you* if you wish to edit your personal information.



The tab looks like this:

3 How to fill out your application

Information about you | Entry qualifications | Choice of education programme | Attachments

CPR: [redacted] Name: [redacted] ? Save

Information about you
It is important that all the information is correct in order for the higher education institution staff to be able to contact you.

Personal information ?

CPR number * [redacted]
Given name(s) * Test
Family name * Test
Address *
Postal code * City *
Country * Choose country
Phone number (landline)
Phone number (mobile)
E-mail * [redacted]

Citizenship ?

Citizenship (Country) * Choose country

Previous admission to a higher education programme ?

Are you currently, or have you previously been, admitted to a higher education programme? *
 Yes No

Admission under the special Greenlandic scheme ?

Applicants with connection to Greenland can apply for admission under the special Greenlandic scheme. Read more about the special scheme and the criteria you must fulfil and document under the ?-icon.
 Yes, I want to apply for admission under the special Greenlandic scheme.

step 2

CPR number and name

The information you entered in step 6, section 2 has been used to construct a CPR number, that all applicants without a Danish CPR number receives when they apply for higher education programmes in Denmark. You cannot edit the CPR number as it is your identification number. Your name has also been entered. You can however change it if it is incorrect.

CPR number * [redacted]
Given name(s) * John
Family name * Johnson


step 3

Address

You must now enter your address. If you live in Denmark, the city will appear when you enter the postal code. If you do not have a Danish address, you must enter both the postal code and the city.

Address *
Postal code * City *
Country * Choose country

3 How to fill out your application

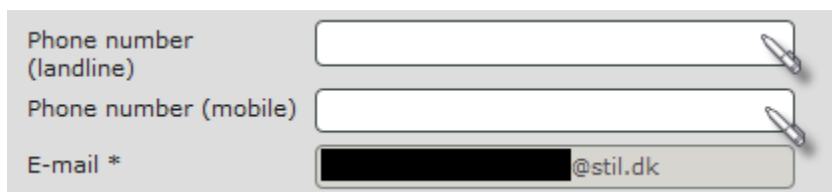
Please note  When you have approved an application, you can no longer edit your personal information.

If you change your address, phone number or email address after signing the application, you have to inform the educational institutions about this. You can easily do this by writing the new information in a document and uploading it under the tab 'Attachments'. Please remember to link the document to your application by ticking the relevant boxes.

step 4

Email address and telephone number

Your email address has been entered as you created a profile on Optagelse.dk. You cannot edit your email address.



Phone number (landline)

Phone number (mobile)

E-mail *

You must now enter your telephone number because the educational institutions or The Coordinated Admission may need to contact you by telephone.

3.1.1 Citizenship

step 5

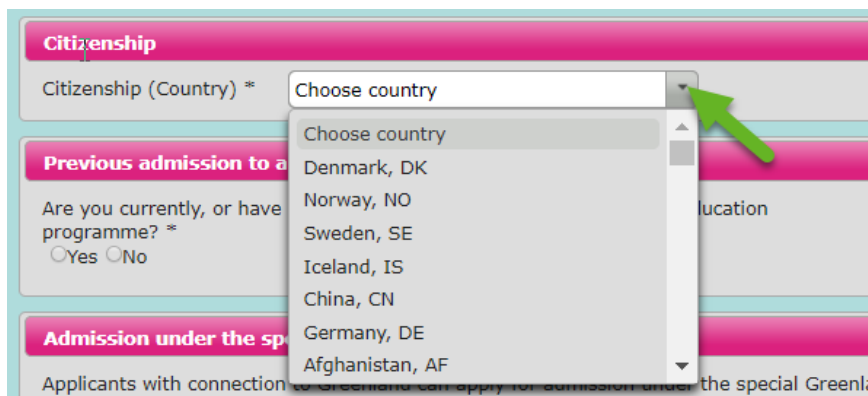
Choose which country you are a citizen of. Denmark is automatically chosen.



Citizenship

Citizenship (Country)

If you are a citizen of a country other than Denmark, you will need to choose the relevant country on the list that occurs, when you click the arrow to the right.



Citizenship

Citizenship (Country) *

- Choose country
- Denmark, DK
- Norway, NO
- Sweden, SE
- Iceland, IS
- China, CN
- Germany, DE
- Afghanistan, AF

If you choose another country than Denmark on the list, you will be asked if you have a Danish residence permit or if you are a citizen of an EU/EEA country. Choose *Yes* or *No*.

If you are a citizen of a country outside EU/EEA but have a Danish residence permit, you must upload your residence permit on the tab *Attachments* and attach it to all of your applications by ticking the box next to each application.

If you are a citizen of an EU/EEA country (including Nordic citizens) you do **not** have to document your citizenship.

3.1.2 Previous admissions to a higher education programme

step 6 You will need to answer, whether or not you are, or previously have been, admitted to a higher education programme. If you are admitted to, or previously have been, admitted to a higher educational programme, choose *Yes*. If not, choose *No* and go to step 6.

If you tick 'Yes', you must then indicate, whether you have completed or expect to complete a higher education in Denmark before study start.

A higher education is either a academy professions programme, a professional bachelor programme, a university programme or an artistic education. Vocational training programmes and part time education is not applicable and should not be mentioned.

3 How to fill out your application

Previous admission to a higher education programme ?

Are you currently, or have you previously been, admitted to a higher education programme? *

Yes No

Have you previously completed a higher education programme in Denmark, or do you expect to complete a higher education programme in Denmark before study start on the programme to which you are now applying for admission? *

Yes No

Passed elements of and/or completed higher education programme ?

Please enter any higher education programmes that you are currently, or previously have been, admitted to. If you have been or currently are admitted to a higher education programme, but you have not passed or do not expect to pass any courses, please enter "0" in ECTS Points passed/expected.
The information will be used by the educational institutions, when they are assessing the following:

Limitation of double degrees in Denmark
If you have already completed a higher education programme in Denmark, normally you can only be admitted to a new higher education programme on a higher level than the one you have already completed.

Read more about the possibilities of being exempted from the rule, to apply for a dispensation and documentation requirements by clicking the ?-icon

Credit for previously passed elements
If you have previously passed elements of a higher education programme, the educational institution, to which you are applying for admission to, will assess, whether or not you can obtain credit for the previously passed elements. Read more about credit and documentation requirements by clicking the ?-icon.

Quota 2
If you are applying quota 2 admission at one or more education programmes that emphasize previously passed elements of a higher education programme, you must document the passed elements. Read more about documentation requirements by clicking the ?-icon.

You can add up to 20 elements to the list

Name of higher education programme	Higher educational institution	Year started	Year of completion of degree/expected year of completion of degree	Year interrupted	ECTS Points passed/expected	Still admitted	

Attachment

Add attachment

Please, be aware that the fields under 'Passed elements of and/or completed higher education programme' must be filled in no matter if you have completed a higher education or not.

The educational institutions will use this information in three contexts:

Limitation of dual education

Applicants with a Danish completed higher education, organized as a full-time education, cannot be admitted to a new Danish higher education, organized as a full-time education, if the new education is at the same or lower level as the previously completed education.

There are some exceptions to the rule. Read more at [begrænsning af dobbeltuddannelse på Uddannelsesguiden \(In Danish\)](#).

Credit for previous passed elements

It is mandatory to enter and document this information. In case you are admitted to the programme, the educational institution will need the information to decide whether or not you can obtain credit for previously passed elements and thereby reduce the length of the programme. Read more by clicking the question mark to the right.

Quota 2

The information can be relevant for applications in quota 2 as well. The relevance of the information in quota 2 depends on whether the programme you apply to attach importance to previously passed elements in their quota 2 criteria.

Find out more on limitation of dual education, Credit and Quota 2 by ticking the ? To the right in the field.

Passed elements of and/or completed higher education programme ?

Please enter any higher education programmes that you are currently, or previously have been, admitted to. If you have been or currently are admitted to a higher education programme, but you have not passed or do not expect to pass any courses, please enter "0" in ECTS Points passed/expected.

It is important that you enter how many ECTS points you have passed or expect to pass during the educational programme. ECTS points are assigned every element (course) of a higher education programme. ECTS point is a measure of the amount of work the student is expected to do to complete the element (course). 60 ECTS is equivalent of the work of an entire study year. ECTS points appears on your diploma from the higher education programme you have passed or expect to pass. If you have not passed the element or if you do not expect to pass, enter '0' (zero) in the field.

When entering information into the fields, please pay attention to your assigned status:

Higher education programme interrupted

If you are no longer enrolled in a higher education programme, please note the year you enrolled and the year you disenrolled ('Year interrupted'). You must note how many ECTS points you passed before disenrolling. Please select 'No' in the field 'Still admitted'. Do NOT complete the field 'Year of completion of degree/expected year of completion of degree'.

Still enrolled in higher education programme

If you are still enrolled in a higher education programme, please note which year you enrolled. After this, go to the field 'ECTS points passed/expected'. For this, it is important that you also include the courses you expect to pass before July 5th. You must select 'Yes' in the field 'Still admitted'. Do not fill out the field 'Year interrupted'.

When you have passed the expected courses, you log on to Optagelse.dk and upload documentation for this under the tab *Attachments*. Please note the deadline for uploading this. You find the information about this deadline on the webpage of the educational institution to which you are applying.

If you are offered a study place in the educational programme for which you are applying, please remember to disenroll from your current programme. You must

3 How to fill out your application

do this before the new programme commences.

Higher education programme completed


If you have completed or expect to complete a full higher education programme before July 5th you must fill out the fields 'Year enrolled' and 'Year of completion of degree/expected year of completion of degree', 'ECTS points passed/expected' and 'Still admitted'. Do not enter information in the field 'Year interrupted'.

If you are currently completing a higher education programme, you select 'Yes' in the field 'Still admitted'. In the field 'ECTS points passed/expected' you enter the total number of ECTS point for the educational programme that you expect to complete. When you have passed the expected courses, you log on to Optagelse.dk and upload documentation for this under the tab *Attachments*. Please note the deadline for uploading this. You find the information about this deadline on the webpage of the educational institution to which you are applying.


How to fill in information:

In the example below the higher education programme is interrupted.

You enter information by clicking the pencil icon on the right.


Name of higher education programme	Higher educational institution	Year started	Year of completion of degree/expected year of completion of degree	Year interrupted	ECTS Points passed/expected	Still admitted	
							

You will now be able to enter information in the text fields.

Name of higher education programme	Higher educational institution	Year started	Year of completion of degree/expected year of completion of degree	Year interrupted	ECTS Points passed/expected	Still admitted	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No	


Enter the name of the higher education programme and the name of the educational institution. Then enter when you started the programme and when you passed it or expect to pass it, and fill in the information relevant in your situation.

When you have filled in information about every element, tick the checkmark to the right to add the information to your application.




Name of higher education programme	Higher educational institution	Year started	Year of completion of degree/expected year of completion of degree	Year interrupted	ECTS Points passed/expected	Still admitted	
Anthropolog	Aarhus Univ	2016	<input type="text"/>	2016	20	No	

3 How to fill out your application

The information is now added to your application. Should you wish to edit the information, you can do so by clicking the pencil icon. Should you wish to delete the information, you can do so by clicking on the waste bin icon. If you wish to add a new line, click the plus icon.



Name of higher education programme	Higher educational institution	Year started	Year of completion of degree/expected year of completion of degree	Year interrupted	ECTS Points passed/expected	Still admitted	
Anthropology	Aarhus University	2016		2016	20.0	No	

Clicking the plus icon will open a new line in which you can enter information. Enter information until you have included all elements of the higher education programme(s).


Name of higher education programme	Higher educational institution	Year started	Year of completion of degree/expected year of completion of degree	Year interrupted	ECTS Points passed/expected	Still admitted	
Anthropology	Aarhus University	2016		2016	20.0	No	 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	No	


It is mandatory to document the information you enter by uploading and adding relevant documentation. Go to the website of the higher education programme to which you wish to apply to learn more about the deadline of documentation upload.

To upload documentation, click the button *Add attachments* at the bottom of the page. You can also upload and add attachments on the tab *Attachments*. You can upload and add attachments to both signed applications and applications not yet signed.

Name of higher education programme	Higher educational institution	Year started	Year of completion of degree/expected year of completion of degree	Year interrupted	ECTS Points passed/expected	Still admitted	
Anthropology	Aarhus University	2016		2016	20.0	No	 

Attachment



Please note  It is important that you check the educational institution's own specifications for documentation on their website.

3.1.3 Admission under the special Greenlandic scheme

step 7 If you do **not** have a connection to Greenland, please do **not** tick this box.

3 How to fill out your application

Applicants with connection to Greenland can apply for admission under the special Greenlandic scheme. Read more by clicking the question mark. If you wish to apply for admission under the special Greenlandic scheme, choose *Yes*.

Admission under the special Greenlandic scheme ?

Applicants with connection to Greenland can apply for admission under the special Greenlandic scheme. Read more about the special scheme and the criteria you must fulfil and document under the ?-icon.

Yes, I want to apply for admission under the special Greenlandic scheme.

step 8 Remember to save information on the tab *Information about you* by clicking *Save* to the right.

Information about you | Entry qualifications | Choice of education programme | Attachments

CPR: [] Name: []

Save

Information about you
It is important that all the information is correct in order for the higher education institution staff to be able to contact you.

3.2 The tab *Entry qualifications*

On this tab you enter information about your background (entry qualifications) on the basis of which you are applying for higher education programmes. Your entry qualifications cannot be edited once you have approved your first application.

You must remember to upload your diploma on the tab *Attachments* and add it to all of your applications by ticking the box next to each education programme.

step 1 Go to the tab *Entry qualifications*

Apply for higher education [] : Log out

Information about you | Entry qualifications | Choice of education programme | Attachments

CPR: [] Name: [] ? Save

step 2 Start by entering which type of entry qualifications you have to apply for higher education programmes. Click on the arrow on the right and choose a qualification type on the list.

Apply for higher education [User] Log out

Information about you | **Entry qualifications** | Choice of education programme | Attachments

CPR: [Redacted] Name: [Redacted] ? Save

Entry qualifications
You must choose your entry qualifications before you can approve an application. When you have approved your first application, you no longer have the option of editing the information on the tabs "Information about you" and "Entry qualifications".

Entry qualifications ?

Qualification type: Choose...
Choose...
Danish upper secondary education
International Baccalaureate (IB)
Non-Danish exam
Danish vocational training
Entrance exam for engineer training programme
Other entry qualifications
No entry qualifications

Help ? FAQ About Optagelse.dk

UNDERVISNINGSMINISTERIET
STREKKEBEN
FOR IT OG LÆRING

Danish upper secondary education

If you have an upper secondary education from Denmark, you must apply with NemID – see the [user guide](#)

If you have an upper secondary education from Greenland or Faroe Islands, you must indicate here.

You must upload your diploma before the application deadline.

If you expect to pass your upper secondary education this summer, you must immediately after receiving your diploma, log on Optagelse.dk and add the diploma to your application(s) on the tab *Attachments*. Your diploma must be added to your application(s) before July 5, 12 noon (CET). See step 7.

International Baccalaureate (IB)

If you have an IB from a school in Denmark, you must choose this type of qualification. Please note that the application deadline is always March 15, 12 noon (CET) for applicants with an IB because IB is considered a non-Danish exam even if you have completed it in Denmark. You must upload your diploma on the tab *Attachments* and add it to your applications by ticking the box next to each education programme. If you complete your IB degree the same year in which you apply for a new higher education programme, you must ask the IB coordinator at your school to subscribe you to IBNET's "result service". This is an online database where the educational institution can access your exam papers electronically. You have to approve of this and provide your IB coordinator with your approval no later than May 1st.

Non-Danish exam

If you have a non-Danish or international diploma, you must enter the entire name

3 How to fill out your application

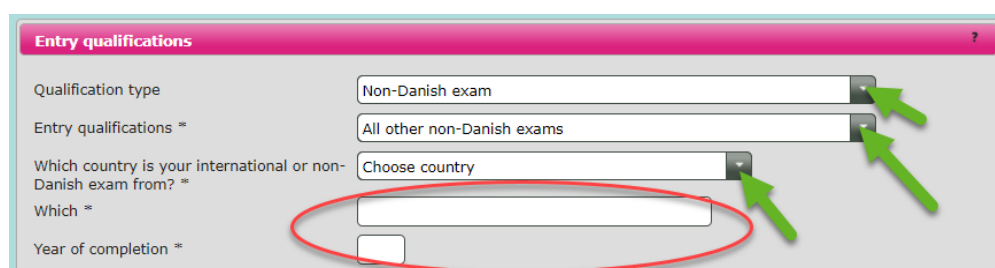
of your diploma a long with the country in which you took your exam. You must upload your diploma on the tab *Attachments* and add it to your applications by ticking the box next to each education programme.

Please note that the application deadline for applicants with a non-Danish or international exam is always March 15, 12 noon (CET).

Danish vocational training

If you have a vocational training education (EUD) from Denmark, you must apply, using NemID – see the [user guide](#)

If you have a vocational training education from another country, you must choose 'Non-Danish exams', then 'All other non-Danish exams', the country and the year of completion. You must then upload your diploma on the tab *Attachments* and add it to your applications by ticking the box next to each education programme.



Please note that the application deadline for applicants with a vocational training education is March 15, 12 noon (CET).

For applicants with access course for engineering educations

You must apply, using NemID – see the [user guide](#)

Other entry qualifications

Other entry qualifications can be a combination of specific courses at upper secondary education level (so-called "hf-fagpakker") for instance. If you have a Danish CPR-number, You must apply, using NemID – see the [user guide](#)

You must upload your diploma on the tab *Attachments* and add it to your applications by ticking the box next to each education programme.

If you do not pass the courses until after the deadline of quota 2, you must remember to fill in the field *Courses passed or expected to pass in addition to the entry qualifications* in your application. Finally you must remember to log on Optagelse.dk once you have passed the courses and upload your diploma and add it to your applications before July 5, 12 noon (CET).

No entry qualifying exam

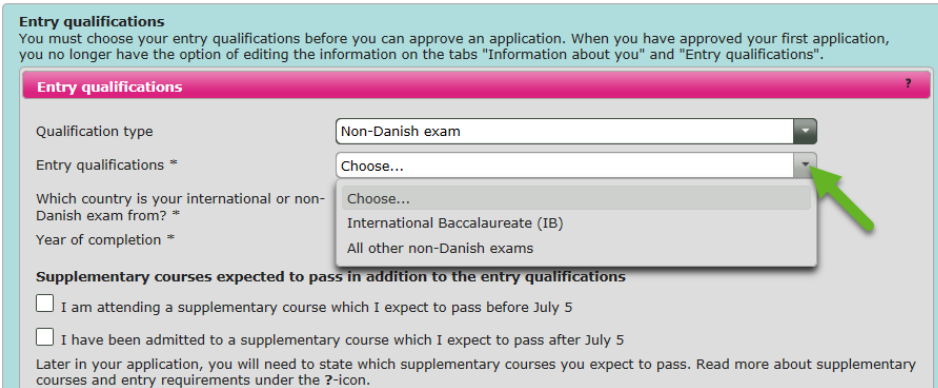
3 How to fill out your application

If you do not have an entry qualifying exam, but have other educational qualifications, you can apply for admission with special permission. If you have a Danish CPR-number you must apply, using NemID – see the [user guide](#)

The educational institution can inform you about your options. The educational institution decides if your qualifications are equivalent to a qualifying exam. You must upload documentation and add it to your application(s) by ticking the box next to each education programme. Please note that the application deadline for applicants whom apply for admission based on different qualifications than a Danish upper secondary education is March 15, 12 noon (CET).

step 3

In this example we choose a *non-Danish exam as qualifying type*. You must now choose your Entry qualification by clicking the arrow.



Entry qualifications
You must choose your entry qualifications before you can approve an application. When you have approved your first application, you no longer have the option of editing the information on the tabs "Information about you" and "Entry qualifications".

Entry qualifications ?

Qualification type: Non-Danish exam

Entry qualifications *: Choose... (dropdown menu open showing: Choose..., International Baccalaureate (IB), All other non-Danish exams)

Which country is your international or non-Danish exam from? *: Choose...

Year of completion *:

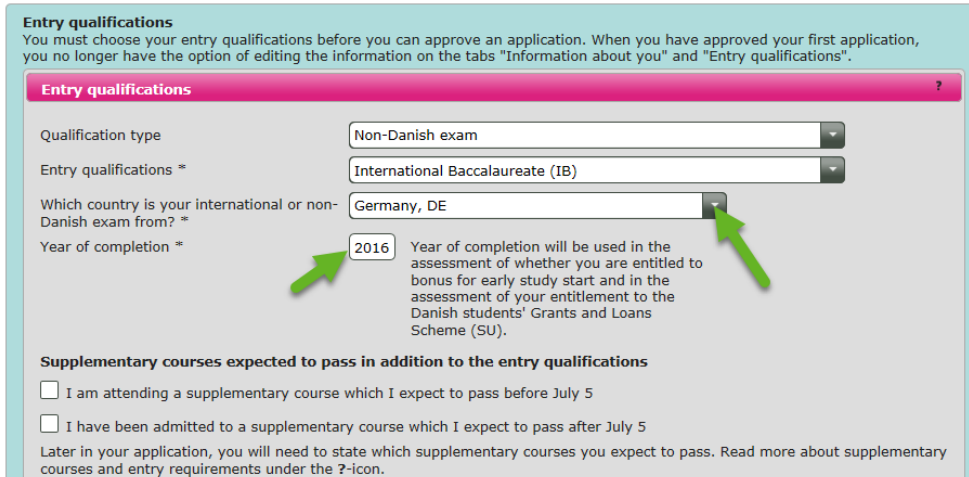
Supplementary courses expected to pass in addition to the entry qualifications

I am attending a supplementary course which I expect to pass before July 5

I have been admitted to a supplementary course which I expect to pass after July 5

Later in your application, you will need to state which supplementary courses you expect to pass. Read more about supplementary courses and entry requirements under the ?-icon.

You must now enter the year in which you completed your exam and in which country you passed the exam.



Entry qualifications
You must choose your entry qualifications before you can approve an application. When you have approved your first application, you no longer have the option of editing the information on the tabs "Information about you" and "Entry qualifications".

Entry qualifications ?

Qualification type: Non-Danish exam

Entry qualifications *: International Baccalaureate (IB)

Which country is your international or non-Danish exam from? *: Germany, DE

Year of completion *: 2016

Supplementary courses expected to pass in addition to the entry qualifications

I am attending a supplementary course which I expect to pass before July 5

I have been admitted to a supplementary course which I expect to pass after July 5

Later in your application, you will need to state which supplementary courses you expect to pass. Read more about supplementary courses and entry requirements under the ?-icon.

3 How to fill out your application

step 4

Bonus for early study start

If you have an upper secondary education from 2016, 2017 or 2018, your GPA will be adjusted according to the bonus for early study start. The adjustment is made by multiplying the GPA according to the 7-point grading scale by 1,08. The average is rounded to the nearest decimal point. The bonus rule only applies to applicants with a Danish upper secondary education or a non-Danish upper secondary education that can be converted to the Danish 7-point grading scale. **You cannot enter an average or make the adjustment yourself.** The adjustment will be made by the educational institution, you apply to.

Entry qualifications
You must choose your entry qualifications before you can approve an application. When you have approved your first application, you no longer have the option of editing the information on the tabs "Information about you" and "Entry qualifications".

Entry qualifications

Qualification type: Non-Danish exam

Entry qualifications *: International Baccalaureate (IB)

Year of completion *: 2015
Year of completion will be used in the assessment of whether you are entitled to bonus for early study start and in the assessment of your entitlement to the Danish students' Grants and Loans Scheme (SU).

I am currently taking a supplementary course which will be completed before July 5

I am enrolled in a supplementary course which I expect to complete after July 5

(The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)

(The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)

In case you have a Danish upper secondary education or a non-Danish upper secondary education that can be converted to the Danish 7-point grading scale from 2012, 2013, 2014 or 2016 you can apply for an extension of the two-year deadline for early study start if you meet the criteria. You are required to fill out an application that you upload a long with documentation on the tab *Attachments* and add it to your applications by ticking the box next to each education programme. Tick the box shown in the screenshot below to apply for extension.

If you are admitted at a higher education programme and apply for state education support (SU), your application for extension will also be reviewed in an assessment of whether or not you are entitled to an extra year of SU in addition to the standard time limit.

Entry qualifications
You must choose your entry qualifications before you can approve an application. When you have approved your first application, you no longer have the option of editing the information on the tabs "Information about you" and "Entry qualifications".

Entry qualifications

Qualification type: Non-Danish exam

Entry qualifications *: International Baccalaureate (IB)

Which country is your international or non-Danish exam from? *: Germany, DE

Year of completion: 2012

Extension of the two-year deadline for early study start bonus and of your possible entitlement to the students' Grants and Loans Scheme (SU)

I am applying for an extension of the two-year deadline for early study start bonus. I am aware that the information I give will also be used in a possible assessment of my entitlement to the Danish students' Grants and Loans Scheme (SU). I have attached an application.

Supplementary courses expected to pass in addition to the entry qualifications

I am attending a supplementary course which I expect to pass before July 5

I have been admitted to a supplementary course which I expect to pass after July 5

Later in your application, you will need to state which supplementary courses you expect to pass. Read more about supplementary courses and entry requirements under the ?-icon.

3.2.1 Supplementary courses

step 5

You may need to supplement your entry qualifications with extra courses to meet specific admission requirements of the education programme. If you are taking such courses but have not yet completed them, tick the relevant boxes marked below.

Supplementary courses expected to pass in addition to the entry qualifications

I am attending a supplementary course which I expect to pass before July 5

I have been admitted to a supplementary course which I expect to pass after July 5

Later in your application, you will need to state which supplementary courses you expect to pass. Read more about supplementary courses and entry requirements under the ?-icon.

You must inform whether or not you will complete these courses before or after 5 July.

Completion before July 5th

If the supplementary course is completed before 5 July you must log on Optagelse.dk immediately after completing the course and upload it and add it to your application(s) on the tab *Attachments* and add it to your applications by ticking the box next to each education programme. The diploma must be added to your application(s) before July 5, 12 (noon). See step 7.

Completion after July 5th

If the supplementary course is completed after 5 July, you must send the diploma directly to the educational institution(s) you are applying to. Not every educational institution accepts diplomas that are received past 5 July. You can learn more at the website of the educational institution. Here you can also see if the educational institution requires that you send documentation for your admission in the supplementary course. If so, you must attach documentation on the tab *Attachments* and add it to your applications by ticking the box next to each education programme.

3 How to fill out your application

Already completed

If you have completed your supplementary courses, make sure that you enter information about the *Courses passed or expected to pass in addition to the entry qualifications* in your application.

Please note



When you fill out an application on the tab *Choice of education programme*, it is important that you fill in information about any supplementary courses you have completed in the field *Courses passed or expected to pass* in addition to the entry qualifications. If not, you risk that the educational institution rejects your application because they cannot see if you meet the admission requirement.

step 6

When you have finished the tab *Entry qualifications* you must save the information by clicking *Save* at the top of the page.

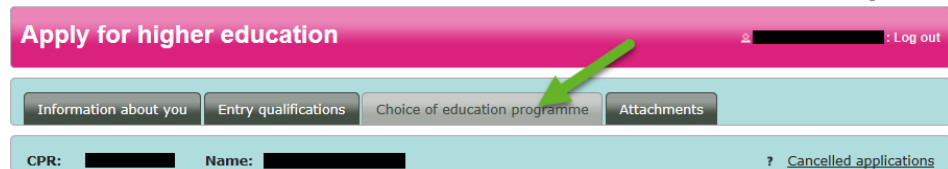
The screenshot shows the 'Apply for higher education' web interface. At the top, there is a pink header with the text 'Apply for higher education' and a 'Log out' button. Below the header is a navigation bar with four tabs: 'Information about you', 'Entry qualifications', 'Choice of education programme', and 'Attachments'. The 'Entry qualifications' tab is currently selected. Below the navigation bar, there are fields for 'CPR:' and 'Name:', both with blacked-out text. To the right of these fields is a 'Save' button, which is circled in red. Below the 'Save' button is a section titled 'Entry qualifications' with a pink header. This section contains several dropdown menus: 'Qualification type' (set to 'Non-Danish exam'), 'Entry qualifications *' (set to 'International Baccalaureate (IB)'), and 'Which country is your international or non-Danish exam from? *' (set to 'Germany, DE'). There is also a text input field for 'Year of completion *' with the value '2016'. A note explains that the year of completion is used for assessment and bonus eligibility. Below this section is a sub-section titled 'Supplementary courses expected to pass in addition to the entry qualifications' with two checkboxes: 'I am attending a supplementary course which I expect to pass before July 5' and 'I have been admitted to a supplementary course which I expect to pass after July 5'. A final note states that supplementary courses should be stated later in the application.

3.3 The tab *Choice of education programme*

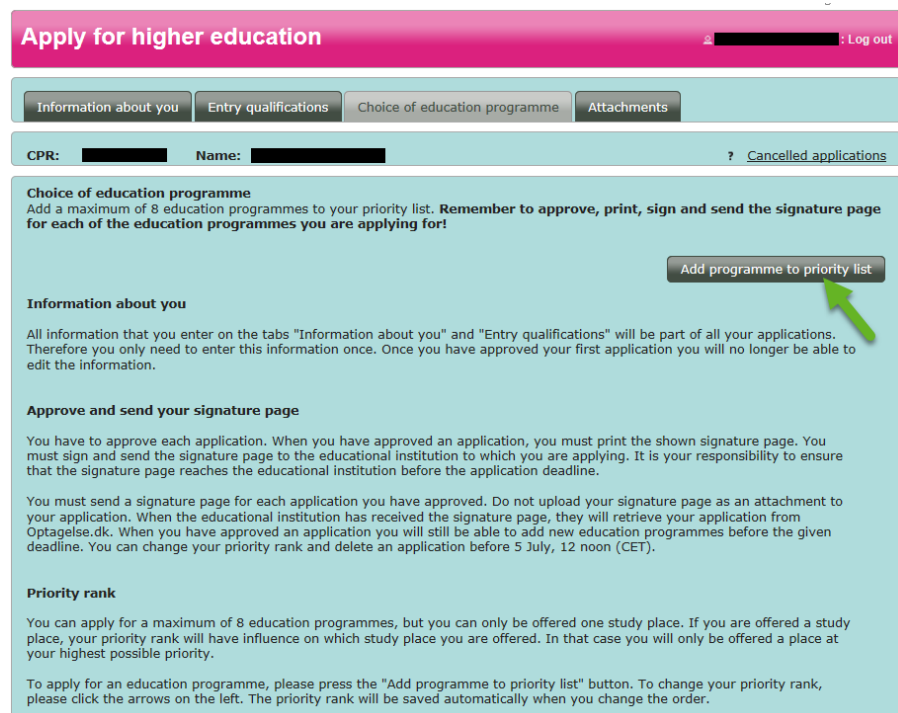
The following section describes how you add education programmes to your priority list. You can add up to 8 education programmes.

3.3.1 How to search for education programmes

step 1 Go to the tab *Choice of education programme*.



step 2 You are now on a page where you can add education programmes to your priority list. Start by reading the text in the box and then click the button *Add programme to your priority list*. Please note that your applications are added in a priority rank. You can however change the priority rank before 5 July, 12 noon (CET). See section 6.



step 3 You will now see a page where you can search for education programmes.

3 How to fill out your application

You will be shown all higher education programmes; 50 education programmes per page.

step 4

Region and language

You can choose to limit your search by region. Click on the arrow shown below and choose a region from the list that appears. When you have chosen a region, the list of education programmes will be updated to fit your search.

You will automatically be shown education programmes which are taught in English. Should you wish to apply for a programme that is taught in Danish, you must fill out the application in Danish.

step 5


Name of education programme, city and study start

You can limit your search by name of education programme, city or study start in the grey section.

Enter the name of an education programme or city that you are interested in. You can enter the entire name or just the first couple of letters of the name. When you stop entering letters, a search result based on the first letters will appear. When you have entered or chosen a name or study start, the list will be updated to fit your search.

3 How to fill out your application

You can also choose whether you want to see programmes that start in the summer, in the winter, or both summer and winter. Click on the arrow to choose a study start. The list of education programmes will now be updated to fit your search.

Please note 

Optagelse.dk only supports application via KOT (The Coordinated Admission) in the period between 1 February and 5 July.

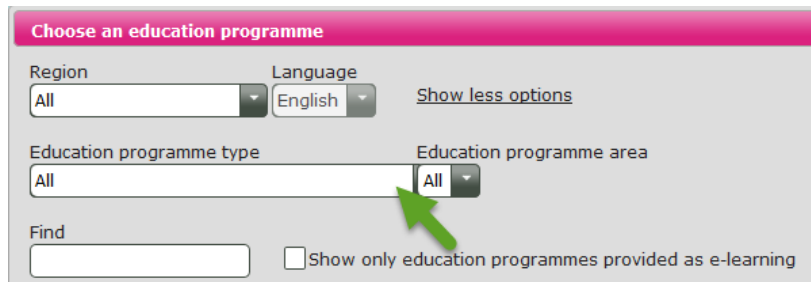
step 6

Type of education, area of education and show more options.

If you click the text *Show more options* a range of other search options will appear.

More search options:

3 How to fill out your application



Choose an education programme

Region: All Language: English [Show less options](#)

Education programme type: All Education programme area: All

Find: Show only education programmes provided as e-learning

You must choose the education programme type that you wish to apply for before you can choose an area. In this example we choose *Professional bachelor programmes*.



Choose an education programme

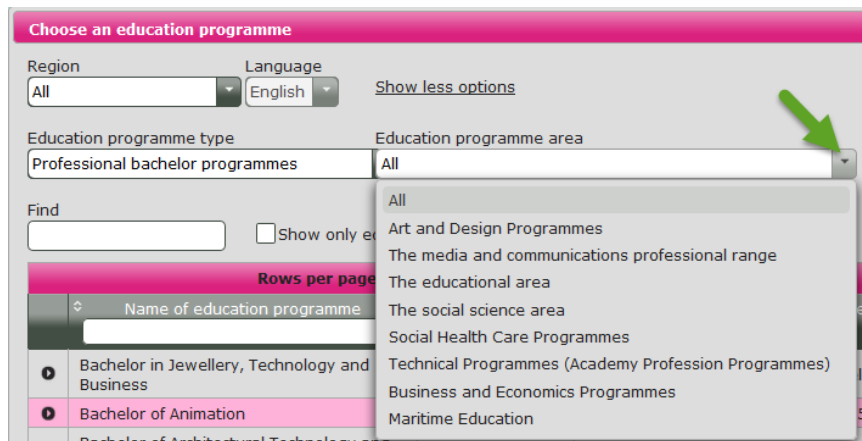
Region: All Language: English [Show less options](#)

Education programme type: Professional bachelor programmes Education programme area: All

- All
- Academy profession programmes
- Artistic and Cultural education programmes
- Professional bachelor programmes
- University programmes

50 Page 1 of 1 City: Studystart: Choose

Now you can choose an area.



Choose an education programme

Region: All Language: English [Show less options](#)

Education programme type: Professional bachelor programmes Education programme area: All

Find: Show only e

Rows per page

Name of education programme
Bachelor in Jewellery, Technology and Business
Bachelor of Animation
Bachelor of Architectural Technology and

- All
- Art and Design Programmes
- The media and communications professional range
- The educational area
- The social science area
- Social Health Care Programmes
- Technical Programmes (Academy Profession Programmes)
- Business and Economics Programmes
- Maritime Education

You can enter certain words in the field *Find*. Press Enter/Return on your keyboard to search for the word. The list of programmes will be updated to fit your search.

3 How to fill out your application

Choose an education programme

Region: All Language: English [Show less options](#)

Education programme type: All Education programme area: All

Find: Show only education programmes provided as e-learning


Finally you can choose to only search for programmes provided as e-learning.

Choose an education programme

Region: All Language: English [Show less options](#)

Education programme type: All Education programme area: All

Find: Show only education programmes provided as e-learning

Please note  If you cannot find the programme you are searching for, please try using fewer search criteria.

See section 8 for information about further guidance if you are unsure about your choice of education programme.

step 7 On the list of programmes based on your search criteria, you can see the name of the programme, the city where the educational institution is situated, the time of study start and any comments.

Choose an education programme

Region: All Language: English [Show less options](#)

Education programme type: All Education programme area: All

Find: Show only education programmes provided as e-learning

	Name of education programme	City	Studystart	Comment
▶	AP Graduate in Agro Business and Landscape management	Risskov	Choose	Deadline for handing in docu...
▶	AP Graduate in Automation Engineering	Aalborg SV	Choose	http://www.ucnorth.dk/admis...
▶	AP Graduate in Automotive Technology	Viborg	Choose	Deadline for uploading releva...
▶	AP Graduate in Automotive Technology	Aarhus C	Choose	Deadline for handing in docu...
▶	AP Graduate in Chemical and Biotechnical Science	Viby J	Choose	Deadline for handing in docu...
▶	AP Graduate in Commerce Management	Næstved	Choose	All documentation for your ap...

You will only be able to see a part of the comment from the educational institution. Click on the arrow to the left of the education to see the rest of the comment along with other information about the programme such as entry requirements/

3 How to fill out your application

access route for the programme.

	Bachelor of Architectural Technology and Construction Management	Aarhus C		See en.via.dk/architectural . Re...
--	------------------------------------------------------------------	----------	--	----------------------------------------------------------------------------------

General information

Admission area number
41175

Language of education
Engelsk

Higher education institution:
VIA University College, Campus Aarhus C
Ceresbyen 24
8000 Aarhus C
www.via.dk

[Read more about the education programme options on Uddannelsesguiden.](#)

[See quota 2 criteria for this higher education institution.](#)

Education comment
See en.via.dk/architectural.

Read more about how to apply and see deadlines for submission of documentation on en.via.dk/programmes/general-rules-of-admission

Entry requirements

Specific entry requirements

Access route: Upper Secondary Education

Specific entry requirements:

- Mathematics at Danish C level

Access route: Vocational Education and Training

At least one education from the following list:

- Entry requirements met through vocational education and training (except from relevant vocational education and training as mentioned above)

Specific entry requirements:

- English at Danish C level **and** Mathematics at Danish C level

Access route: Vocational Education and Training

At least one education from the following list:

- Bricklayer (step 2)
- Carpenter (with specialization)
- Civil construction worker
- Concreter
- Electrician
- Electrician specialising in building automation
- Entry requirements met through one of the relevant vocational education and training listed below:
- Paver
- Plumber education
- Technical designer
- Wood building education
- Woodcutting machinist (step 2)

No specific entry requirements

Access route: Other education

At least one education from the following list:

- Qualifying Examination for Technical Science

No specific entry requirements

Local requirements
International applicants who apply for admission are required to provide documentation of their English language proficiency. This can be documented by one of the following tests: TOEFL, IELTS or the Cambridge ESOL test. For more information, please read here about VIA Language Assessment Centre: en.via.dk/programmes/student-life/campus-horsens

Choose

Here you will also find a link to the quota 2 criteria for the programme.

Please note



Please note the icons used to illustrate the time of study start.



means summer start

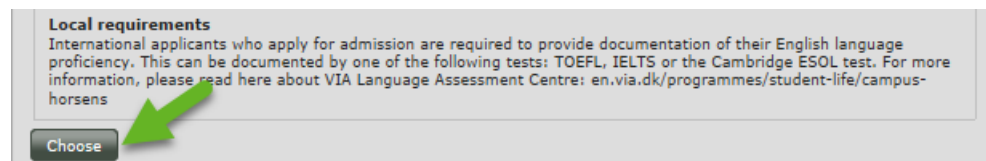


means winter start



means that there is both summer and winter start and that you can choose which one you prefer. However the the educational institution ultimately decides when you will be offered to start the programme.

step 8 When you have found the education programme you were searching for, click the button *Choose* at the bottom of the page.



You will now be shown a number of fields. Fields marked * are mandatory. The rest you can fill in if they are important to your application.

3.3.2 Field of study, standby, pre-approval, study start and special permission

step 9

When you have found a programme that you wish to apply for, you must fill in a number of fields before you can add the programme to your priority list. In section 3.3.2 we will guide you through the steps necessary for both quota 1 and quota 2 applications.

The fields look like this:

3 How to fill out your application

Options

Field of study: *
Choose...

Standby:
When you apply for admission to a study place, you have the option of applying for a standby place as well. State below, if you wish to apply for a standby place or not. It is very important that you are aware of the consequences of choosing to apply for a standby place

I wish to apply for a standby place *
 Yes No

Winter study start:
This programme has study start both in the summer and in the winter. The educational institution allocates admitted students to start either in the summer or in the winter. Do you prefer to start in the winter? *

Yes, if possible, I would prefer to be admitted for winter start (January/February)
 No, if possible, I would prefer to be admitted for summer start (August/September)

Pre-approved admission:
If you were offered a standby place in the last admission round but were not offered a study place, you were granted pre-approved admission for this year. If you have pre-approved admission you must tick the box Yes and upload your letter of pre-approval which you received last year. *

Yes No

Entry qualifications or special permission?:
Do you have a diploma to fulfil the entry requirements or do you expect one? Please tick the box 'Yes'.

If you do not have a diploma to fulfil the entry requirements or do not expect one, but wish to apply with a special permission, please tick the box 'No'. *

Yes No

step 10 **Field of study**

It is possible to choose a field of study for some of the education programmes. Click on the arrow and choose a field of study.

Options

Field of study: *
Choose...

Choose...
Architectural Technology and Construction Management
Construction Technology

If there are several fields of study on the programme in question, you can only choose one. It is not every programme that has fields of study.

step 11 **Standby**

Here you must inform if you wish to apply for a standby place. Before you decide whether you will apply for a stand by place, it's a good idea to read more about standby by clicking the ?- Icon.

Options


Standby:
When you apply for admission to a study place, you have the option of applying for a standby place as well. State below, if you wish to apply for a standby place or not. It is very important that you are aware of the consequences of choosing to apply for a standby place

I wish to apply for a standby place *

Yes No

step 12

Winter study start

In case the programme has this icon  you must decide if you prefer to start the programme in the summer or in the winter.

Winter study start:

This programme has study start both in the summer and in the winter. The educational institution allocates admitted students to start either in the summer or in the winter. Do you prefer to start in the winter? *

Yes, if possible, I would prefer to be admitted for winter start (January/February)

No, if possible, I would prefer to be admitted for summer start (August/September)

Here you can tick the box *Yes* if you prefer to start in the winter rather than in the summer. The educational institution enrolls the applicants by their own criteria. Therefore you cannot be sure to be enrolled at the programme at the study start you wish even if you are admitted to the programme.

step 13

Pre-approved admission

Here you must inform whether or not you have been granted pre-approval from last year.

Pre-approved admission:

If you were offered a standby place in the last admission round but were not offered a study place, you were granted pre-approved admission for this year. If you have pre-approved admission you must tick the box *Yes* and upload your letter of pre-approval which you received last year. *

Yes No

If you tick the box *Yes*, you must upload the letter of pre-approval that you have received from the educational institution last year as documentation. When you tick the box *Yes*, a button appears that you can click to upload documentation.

Pre-approved admission:

If you were offered a standby place in the last admission round but were not offered a study place, you were granted pre-approved admission for this year. If you have pre-approved admission you must tick the box *Yes* and upload your letter of pre-approval which you received last year. *

Yes No

Please note



Please note that you must still fulfil the admission requirements of the programme even though you have received pre-approval for admission. Even if you have pre-approval for admission to a programme, you can still apply for other programmes as higher priorities on your priority list. If you prioritize other programmes higher, your pre-approval will only be effective if you are not offered a study place to a programme higher on your priority list.

3 How to fill out your application

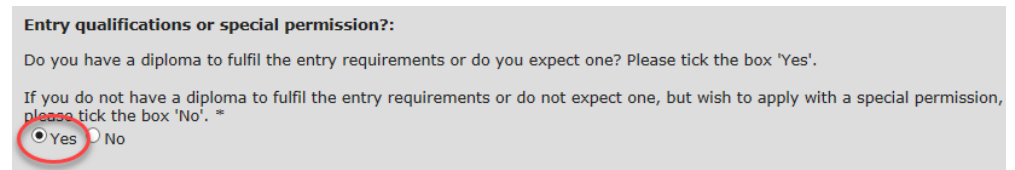
step 14

Application with entry qualifications or with a special permission.

Here you must inform whether or not you (expect to) fulfil the entry qualifications.

To apply with entry qualifications you have to fulfil the entry requirements of the programme in question. You must tick the box *Yes* if you, for instance, have a Danish upper secondary education even though you need to complete a supplementary course or do not have an exam result higher than the grade point average of the programme last year.

If you expect to complete a Danish 'eux', you must still tick the box *Yes* even if you do not complete it before 5 July.



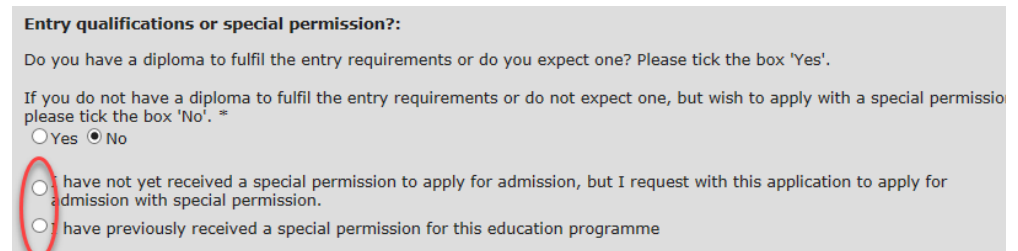
Entry qualifications or special permission?:

Do you have a diploma to fulfil the entry requirements or do you expect one? Please tick the box 'Yes'.

If you do not have a diploma to fulfil the entry requirements or do not expect one, but wish to apply with a special permission, please tick the box 'No'. *

Yes No

If you have not passed, and do not expect to pass, any education to fulfil the entry requirements, tick the box *No* and state whether or not you have special permission to apply for the programme in question or if you wish to apply for special permission with this application. If you want to apply for special admission, you must upload an application for special permission and add it to your applications by ticking the box next to each education programme on the tab *Attachments*.



Entry qualifications or special permission?:

Do you have a diploma to fulfil the entry requirements or do you expect one? Please tick the box 'Yes'.

If you do not have a diploma to fulfil the entry requirements or do not expect one, but wish to apply with a special permission please tick the box 'No'. *

Yes No

I have not yet received a special permission to apply for admission, but I request with this application to apply for admission with special permission.

I have previously received a special permission for this education programme

3.3.3 Passed courses or expected to pass in addition to the entry qualifications

step 15

The educational institutions use his information to assess whether you meet their specific admission requirements. If you apply through quota 2, this information is also used to assess whether you meet the criteria for quota 2 intake.

Supplementary courses

If you are yet to complete a course that is listed as a specific admission requirement for the programme you are applying for, it is important that you list the course below and note the expected date of completion. If you ignore this, the institution cannot know when you expect to complete the course and hence whether you meet the admission requirements or not.

3 How to fill out your application


In order to enter elements to the list click the pencil icon

Courses passed or expected to pass in addition to the entry qualifications ?

Here you can enter any type of course you may have passed such as "single subject course", "Studieproven" or "English language test".

Remember to upload documentation for the course. Give the file a relevant name. You must choose later to which education programme the file is to be attached to by ticking the box next to the education programme on the tab "Attachments" (a document just needs to be uploaded once).

You can add up to 20 elements to the list

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
						




Now it is possible to fill out the fields.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>




When you have filled in the fields, click the check mark to add the information to your application.



Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
<input type="text" value="GSK"/>	<input type="text" value="Matematik"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Juni"/> <input type="text" value="2018"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

The information is now added.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
GSK	Matematik				Juni 2018	  

In case you wish to edit the information, click the pencil icon next to the right of the line. If you wish to delete the information, click the waste bin icon or click the plus icon to open another line of text fields.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
GSK	Matematik				Juni 2018	  

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
GSK	Matematik				Juni 2018	 
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>

If you fill in more applications, the fields will automatically contain the information that you entered in the first application. You can keep, delete or edit the information depending on what is important to each application.

3 How to fill out your application

3.3.4 Quota 2 activities

step 16

Remaining fields in an application are only relevant to quota 2. Click on the question mark by each field to learn get more information about the fields.



These are the fields:

Work experience, trainee service, military service and maternity/paternity leave. ?

Here you can enter any relevant information you wish to include in a quota 2 application. Remember to check the quota 2 criteria at the website of the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a relevant name. You must choose later which education programme the file is to be attached to by ticking the box next to the education programme on the tab "Attachments" (a document just needs to be uploaded once).

This information will only be included in applications signed before March 15, 12 noon (CET).
You can add up to 20 elements to the list



Employer	Type of work	From	To	Weekly working hours	No. of months	
						 

Extra-curricular activities ?

Here you can enter any relevant information you wish to include in a quota 2 application. Remember to check the quota 2 criteria at the website of the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a relevant name. You must choose later which education programme the file is to be attached to by ticking the box next to the education programme on the tab "Attachments" (a document just needs to be uploaded once).

This information will only be included in applications signed before March 15, 12 noon (CET).
You can add up to 20 elements to the list



In which institution/organisation	Name of the activity	From	To	Weekly working hours	No. of months	
						 

Courses at folk high schools ?

Here you can enter any relevant information you wish to include in a quota 2 application. Remember to check the quota 2 criteria at the website of the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a relevant name. You must choose later which education programme the file is to be attached to by ticking the box next to the education programme on the tab "Attachments" (a document just needs to be uploaded once).

This information will only be included in applications signed before March 15, 12 noon (CET).
You can add up to 20 elements to the list



At which schools?	From	To	No. of months	
				 

Periods abroad (outside your country of residence) ?

Here you can enter any relevant information you wish to include in a quota 2 application. Remember to check the quota 2 criteria at the website of the educational institution to make sure the information is relevant for this education programme.

Remember to upload documentation. Give the file a relevant name. You must choose later which education programme the file is to be attached to by ticking the box next to the education programme on the tab "Attachments" (a document just needs to be uploaded once).

This information will only be included in applications signed before March 15, 12 noon (CET).
You can add up to 20 elements to the list

Which country?	What did you do in the country? (Travel, work, study)	From	To	No. of months	
					 

Attachment

Past March 15, 12 noon (CET), these fields will no longer be visible when you fill in an application.

If you are logged on Optagelse.dk before March 15, 12 noon (CET) but only wish to be assessed in quota 1, there is no reason to fill in these fields. There are programmes which do not require that you fill in the fields to apply in quota 2. These are typically programmes with admission test, (100 % in Quota 2) or admission test (selection test in quota 2 at educations, which also have quota 1 admittance).

On the websites of the educational institutions you can find information about which activities they have as quota 2 criteria (quota 2 activities) as well as what kind of documentation they require. Please note that the educational institution determines the deadline for when you have to upload documentation. You will find links to each programme's quota 2 criteria at the top of the application.

If you wish to apply in quota 2, your application must be signed before March 15, 12 noon (CET).

You enter activities to the fields the same way as in step 15.



Please note



If you have a Danish upper secondary qualifying exam, or a non-Danish upper secondary education that can be converted to the Danish 7-point scale, and apply in quota 2, the application is automatically assessed in quota 1 as well. Therefore you do not need to apply for the same programme twice to be assessed in both quota 1 and quota 2.

3.3.5 Add programme to your priority list

step 16 When you have filled in your application, you must add the programme to your priority list. Click the button *Add* at the bottom of the application.

Which country?	What did you do in the country? (Travel, work, study)	From	To	No. of months	
					 

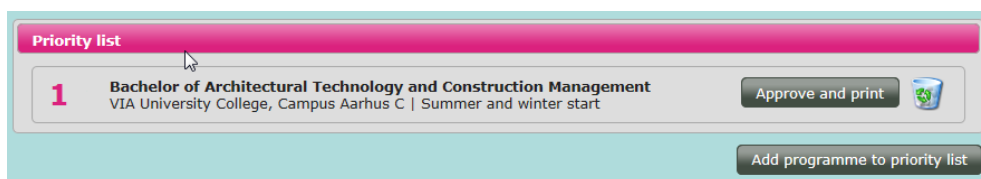
Attachment
Add attachment

Add Cancel

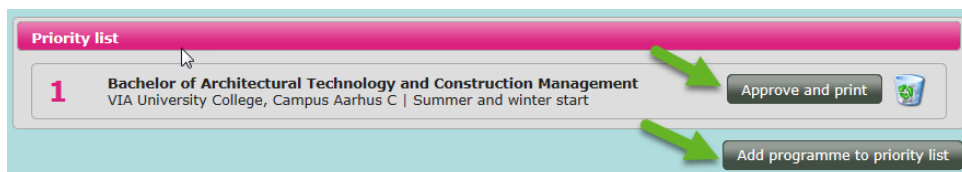
The programme is now added to your priority list.

You can edit the information you have entered until you have approved the application. To do so, click on the name of the programme. Remember to click *Save* when you are finished editing the information.

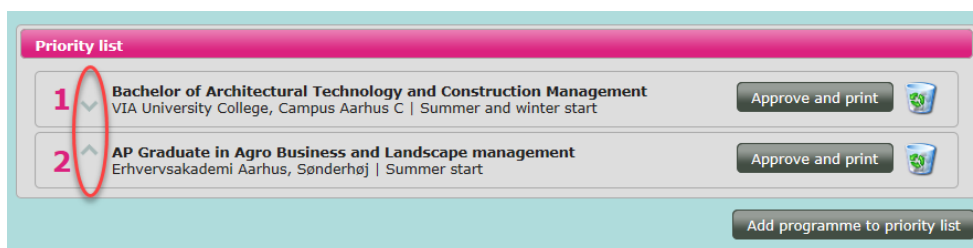
3 How to fill out your application



You can now add more programmes or approve your application and print and sign your signature page. Read more in section 4.



step 17 When you have filled in the applications you wish to apply for and have added them to your priority list, the tab will look like this:



You can add up to 8 programmes. If you wish to change the priority rank, you can move priorities up and down using the arrows as shown above. Read more in section 5.

3.4 The tab *Attachments*

On the tab *Attachments* you can add digital documents to your application. Here you can also get an overview of your attachments if you have uploaded documentation when filling out the application.

On the websites of the educational institutions you can learn more about what kind of documentation and other attachments (a motivated application in quota 2 for instance) the institution requires as well as with the deadlines of documentation upload. The deadline can vary from institution to institution.

You can only upload attachments in PDF. In Word you can save files as PDF. Remember to give the file a relevant name.

step 1 Go to the tab *Attachments*. Click the button *Add attachment* to find the document on your computer and add it to your application.

3 How to fill out your application

Apply for higher education [User Name] : Log out

Information about you | **Entry qualifications** | Choice of education programme | Attachments

CPR: [Redacted] Name: [Redacted] ?

Attachments
You must upload attachments to your application (in PDF) here. When you have uploaded an attachment, you must attach the attachment to one or more applications by ticking the box next to the education programme.
Important! If you do not tick the box, the educational institution will not receive the uploaded attachments. If you untick the box the attachment will not be included in your application.

Please note:
- It is your responsibility to upload and attach the relevant attachments by ticking the box next to the education programme.
- Check the website of each educational institution regarding the required documentation (e.g. materials for any tests, motivational essay, documentation for relevant work experience or other activities).
- Check the website of each educational institution regarding the closing deadline for receiving the required attachments.
- Some attachments may only be relevant for one particular programme. In that case only tick the box next to the education programme in question.

Attachments for each education programme ?

Attachments / Priority	1.	2.	#	Priority list	
Nothing attached					
<input type="button" value="Add attachment"/>			1.	Bachelor of Architectural Technology and Construction Management	<input type="button" value="Approve and print"/>
			2.	AP Graduate in Agro Business and Landscape management	<input type="button" value="Approve and print"/>

step 2 You will now see a new box. Click the button *Browse* and find the document on your computer. Remember that you can only add documents in PDF.

Digital attachments

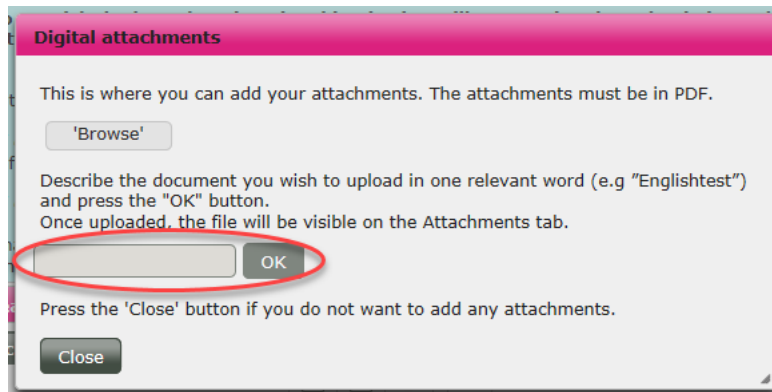
This is where you can add your attachments. The attachments must be in PDF.

Describe the document you wish to upload in one relevant word (e.g "Englishtest") and press the "OK" button.
Once uploaded, the file will be visible on the Attachments tab.

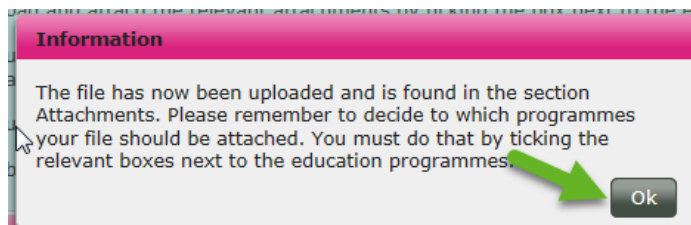
Press the 'Close' button if you do not want to add any attachments.

step 3 Please give the document a relevant name in the text field and click *Ok* to add the document.

3 How to fill out your application



step 4 You will now see a box that informs you, that the document is uploaded and must be added to the application(s). Click Ok.



step 5 You must now add the document to the applications to which the document is relevant. Tick the box below the priorities of the programmes to add the document to them. On the right you can see how your programmes are prioritized.



Tick in the boxes belonging to the numbers that the document shall be attached to.

In the example above both priorities will receive the diploma, while only the programme that is number 1 on the priority list will receive the English test. In this way you can attach documents to specific applications.

In case you wish to delete the attachment, click the red cross on the right to the priorities. Click 'Add attachment' and tick the box below the priorities on to which you wish to add the new attachment.

4 How to approve your application and send a signed signature page

Once you have added programmes to your priority list, you must approve the applications and you must print and sign a signature page. You must send the signature page directly to the educational institutions.

Almost every educational institution accepts signed signature pages by email and a few institutions only accept signature pages by email. Scan the signed signature page or take a picture of it and attach it to the email.

You can learn more about signature pages and find the relevant email addresses to the educational institutions [here](#).

The educational institutions cannot retrieve your application(s) before receiving your signed signature page(s).

If you apply for admission on the basis of a non-Danish/international upper secondary education, the application deadline is March 15, 12 noon (CET)

This deadline applies to both applications in quota 1 and quota 2. Only if you have a Danish upper secondary education, the deadline in quota 1 is July 5, 12 noon (CET).

If you apply for more than one programme, you must send a signature page to each educational institution that you apply to.

- step 1 You can view the education programmes that you have added to your priority list on the tab *Choice of education programme*. This is also where you must approve your application(s) and print the signature page.

4 How to approve your application and send a signed signature page

Information about you | Entry qualifications | Choice of education programme | Attachments

CPR: 230471ANP2 Name: Anja Møller Pedersen ? [Cancelled applications](#)

Choice of education programme
Add a maximum of 8 education programmes to your priority list. **Remember to approve, print, sign and send the signature page for each of the education programmes you are applying for!**

Priority list

1	▼	Bachelor of Architectural Technology and Construction Management VIA University College, Campus Aarhus C Summer and winter start	Approve and print	
2	▲	AP Graduate in Agro Business and Landscape management Erhvervsakademi Aarhus, Sønderhøj Summer start	Approve and print	

[Add programme to priority list](#)

Information about you

All information that you enter on the tabs "Information about you" and "Entry qualifications" will be part of all your applications. Therefore you only need to enter this information once. Once you have approved your first application you will no longer be able to edit the information.

Approve and send your signature page

You have to approve each application. When you have approved an application, you must print the shown signature page. You must sign and send the signature page to the educational institution to which you are applying. It is your responsibility to ensure that the signature page reaches the educational institution before the application deadline.

You must send a signature page for each application you have approved. Do not upload your signature page as an attachment to your application. When the educational institution has received the signature page, they will retrieve your application from Optagelse.dk. When you have approved an application you will still be able to add new education programmes before the given deadline. You can change your priority rank and delete an application before 5 July, 12 noon (CET).

Priority rank

You can apply for a maximum of 8 education programmes, but you can only be offered one study place. If you are offered a study place, your priority rank will have influence on which study place you are offered. In that case you will only be offered a place at your highest possible priority.

To apply for an education programme, please press the "Add programme to priority list" button. To change your priority rank, please click the arrows on the left. The priority rank will be saved automatically when you change the order.

step 2

Choose the application you wish to approve and print. Then click the button *Approve and print* next to the education programme.

Choice of education programme
Add a maximum of 8 education programmes to your priority list. **Remember to approve, print, sign and send the signature page for each of the education programmes you are applying for!**

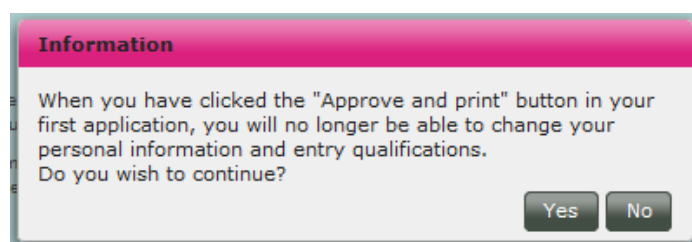
Priority list

1	▼	Bachelor of Architectural Technology and Construction Management VIA University College, Campus Aarhus C Summer and winter start	Approve and print	
2	▲	AP Graduate in Agro Business and Landscape management Erhvervsakademi Aarhus, Sønderhøj Summer start	Approve and print	

[Add programme to priority list](#)

The first time you click the button *Approve and print* you will see a warning that you will no longer be able to edit information on the tab *Information about you* and *Entry qualifications* once you have approved the application.

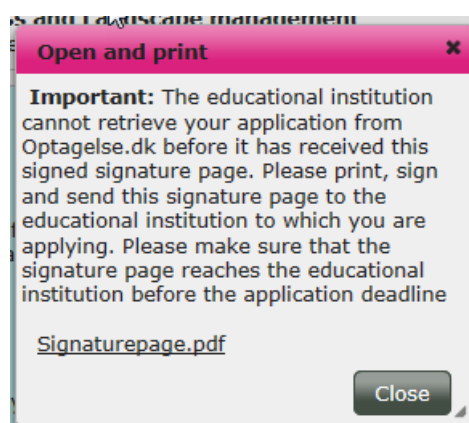
4 How to approve your application and send a signed signature page



If you have finished filling in *Information about you* and *Entry qualifications*, click *Yes*. If you still need to add or edit something on the tabs, click *No*. You can still approve an application even though you have not yet received your diploma or if you have not yet completed a supplementary course. You must upload your diploma(s) when you receive them and before July 5, 12 noon (CET). Read more in section 7.

You can also upload and add documents to your applications even after you have approved the applications. Check the deadline of documentation upload on the websites of the educational institutions.


step 3 When you have clicked Yes, the following message will appear:




It is important that you click on [Signaturepage.pdf](#).

step 4 Open the signature page, print it and sign it by hand in the bottom of the page.


4 How to approve your application and send a signed signature page

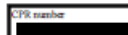
 **Signature page 2018**

Applicant: 

Educational institution address: Professionshøjskolen VIA University College
Skejbyvej 1
8240 Risskov

Education programme: 41175
Bachelor of Architectural Technology and Construction Management
VIA University College, Campus Aarhus C

Application ID: 

CFR number: 

You have to sign and send this signature page to the educational institution stated above. Do not upload the signature page as an attachment to your application. It is your responsibility to ensure that the signature page reaches the educational institution before the application deadline.

Even though you have approved this application at Optagelse.dk the educational institution cannot retrieve your application before they receive your signature page. When the educational institution has received your signature page they can retrieve your application from Optagelse.dk digitally with the application ID. Please note that you have to send a signature page for each education programme.

At Optagelse.dk you can apply for other higher education programmes before the application deadline. You can change your priority rank or cancel an application before 5 July, 12 noon (CET).

Please make sure that all relevant attachments have been uploaded to your application. The attachments can be uploaded as PDF under the tab "Attachments". Remember to tick the relevant boxes next to each education programme. The deadline may differ from each educational institution. Please ensure to upload the attachments before the deadline. You will find the deadline at the website of the educational institution.

Attachments for the application:

- Foreign diploma

Signature
I hereby declare all the information in my application to be truthful and accurate under liability according to Danish law.
Day/month/year _____ Signature _____

Please note



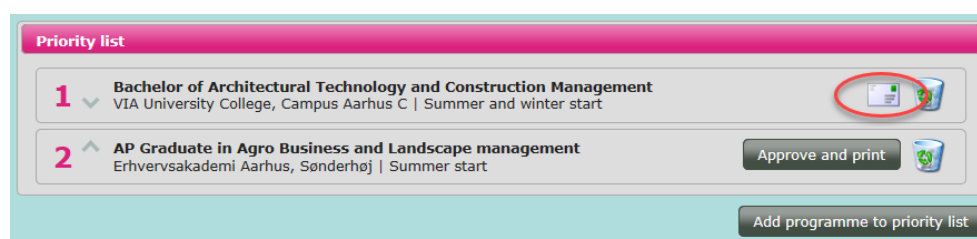
You can either send the signed signature page by email (if the educational institution accepts this) or by mail. Almost every educational institution accepts signed signature pages by email and a few institutions only accept signature pages by email. Scan the signed signature page or take a picture of it and attach it to the email.

You can learn more about signature pages and find the relevant email addresses to the educational institutions [here](#).

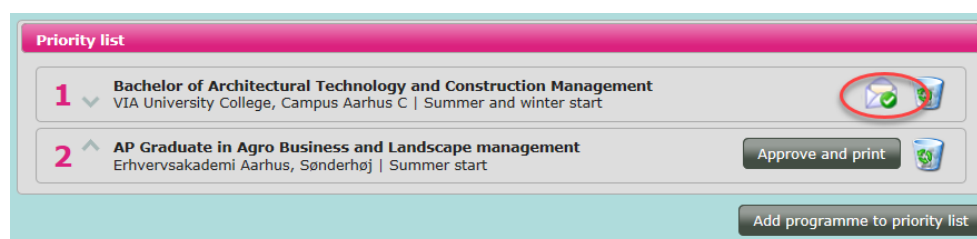
4 How to approve your application and send a signed signature page

Remember that the educational institutions must receive the signed signature page(s) before the application deadline.

step 5 The application is now approved and marked with an envelope.



Once the educational institution has retrieved your application, the sealed envelope will change in to an open envelope with a green check mark:

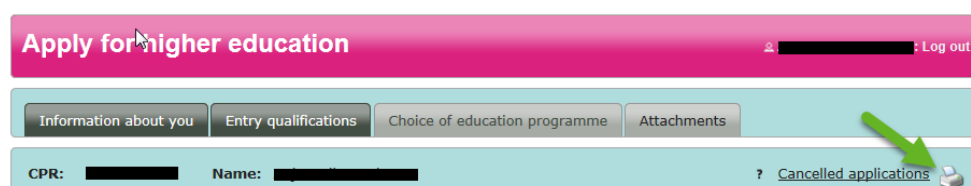


Please note You must send a signature page to each educational institution that you apply to.



If you apply for more than one education programme on the same educational institution, you also have to send a signature page for each education programme.

When you have approved an application, you can also find the signature page at the top to the right by clicking the printer icon.

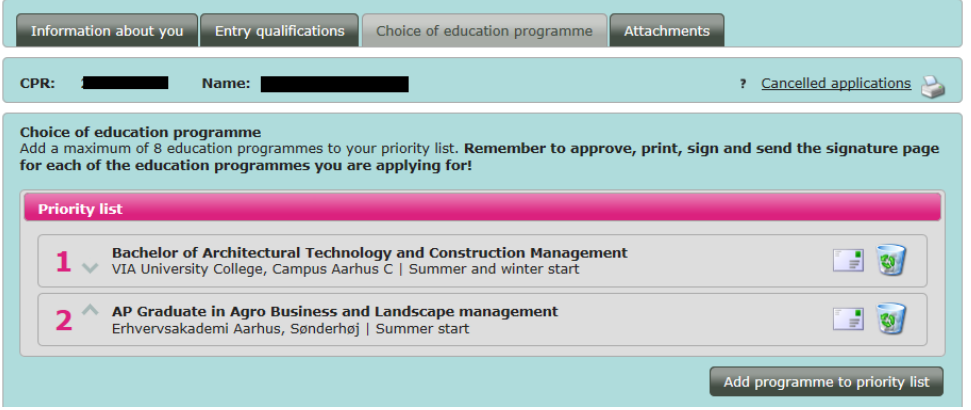
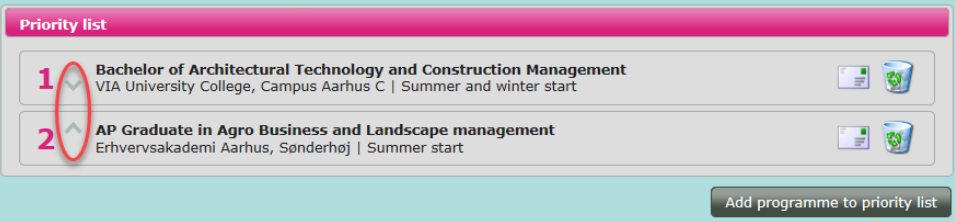



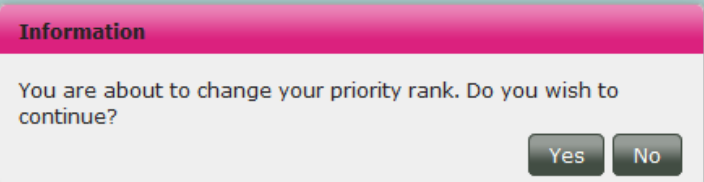


5 How to change your priority rank

If you apply for more than one programme, you must prioritize your applications. The priority rank is important as you can only be offered one study place.

You can see the current priority rank of your applications on your priority list on the tab *Choice of education programme*.

You can change the priority rank as often as you like until July 5, 12 (CET). You can change the priority rank whether or not they are in quota 1 or quota 2.

<p>step 1</p>	<p>You can see your applications on the tab <i>Choice of education programme</i>.</p> 
<p>step 2</p>	<p>The arrows by the numbers are used to change the priority rank of your applications.</p>  <p>If you click  you push the application down the priority list. If you click  you push the application up the list.</p>
<p>Please note </p>	<p>If you change the priority rank of an approved application, you will receive a warning message. If you click <i>Yes</i> you can continue changing the priority rank. If you click <i>No</i>, the change will be annulled.</p> 

5 How to change your priority rank

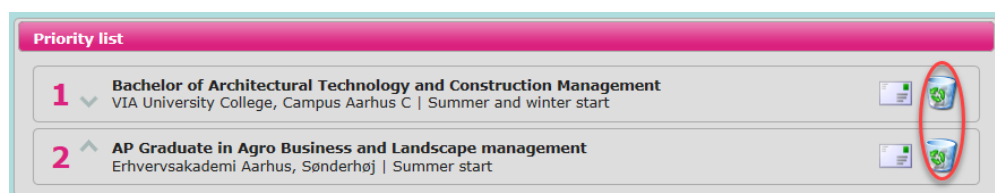
	<p>Past July 5, 12 noon (CET) you cannot change the priority rank or cancel applications. Therefore it is important that you check your priority list before July 5, 12 noon (CET) to check the priority rank and to make sure you have added the programmes you wish to apply for.</p>
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6 How to delete/cancel applications

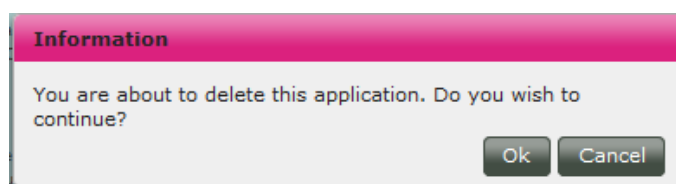
If you want to cancel an application, you can do so on the tab *Choice of education programme*. You can only cancel applications before July 5, 12 noon (CET).

step 1 Cancel applications

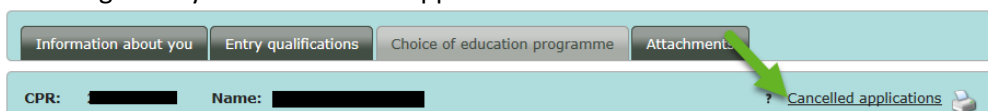
If you click on the waste bin to the left, you cancel the education programme from the list.



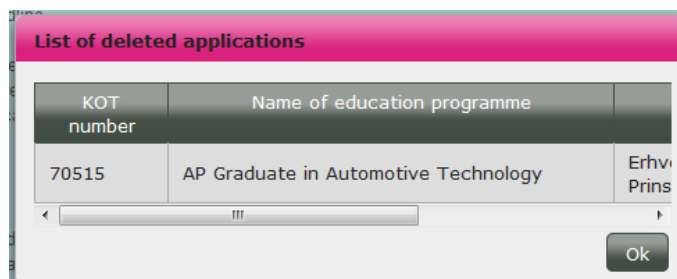
If you cancel an application, that you have approved, you will receive the following warning message



If you click *Ok*, you cancel the application and the educational institution will receive a message that you cancelled the application.



You can see the applications you cancelled by clicking the line *Cancelled applications* in the right upper corner.



Please note **Cancel applications after March 15, 12 noon (CET)**



6 How to delete/cancel applications

Remember that only applications signed before March 15, 12 noon (CET) are considered in time before the March 15-deadline. If you delete an application past March 15, 12 noon (CET) you have signed before March 15, 12 (CET), and then apply for the same programme, the application will only be assessed in quota 1 and only if you have a Danish upper secondary education. If you wish to edit a signed application, you must contact the educational institution to which you are applying instead of cancelling the application.

7 Help and guidance

On ug.dk you can find answers to frequently asked questions about admission to higher education programmes.

If you need personal guidance in your choice of education programme, you can contact [eVeiledning](#) or [Studievalg](#)

[eVeiledning](#) offers guidance by chat, phone and email – day, night and weekends. You can also participate in digital meetings about applications and admission.

In 'Studievalg' in Denmark, you can be guided face to face and participate in workshops with others who are about to choose their education programmes.

[Ug.dk](http://ug.dk) has articles where you can read all about different education programmes. If you have other questions about the programmes, you can see the websites of the educational institutions for more information and possibly participate in open houses at the educational institutions. You can also contact the student advisors at the educational institutions.

International applicants can read more at <http://studyindenmark.dk/>.

Support

If you are experiencing technical issues with Optagelse.dk or you have questions concerning technical aspects of Optagelse.dk, please contact the Support unit. You find the contact details on the front page of Optagelse.dk

The fastest point of contact is the phone-based support function.

Please note the extended operating hours leading up to the application deadlines.