



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

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# Applicants with a Danish CPR number

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

**Applicants with a Danish CPR number**

User guide Optagelse.dk

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# 1 Important information

This user guide is intended to help applicants with a Danish CPR number and NemID to apply for higher education programmes.

If you do not have a Danish CPR number or a NemID, you can find a user guide relevant for you [here](#). If you have a Danish CPR number, but not NemID, you can [order NemID](#).

If you have a Danish NemID, you must sign and send your applications digitally on Optagelse.dk before the application deadline:

- Quota 2: March 15, 12.00 noon (CET)
- Quota 1: July 5, 12.00 noon (CET)

The deadline July 5, 12 noon (CET) only applies to applicants with a Danish upper secondary education. 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.

Up until July 5, 12 noon (CET), you can change the priority rank of your applications and cancel applications that you have already signed.

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 on one of the education programmes you have applied for or you will receive a rejection letter that applies for all of your applications.

## 2 How to log in

step 1 Go to [www.optagelse.dk](http://www.optagelse.dk)

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



Please note

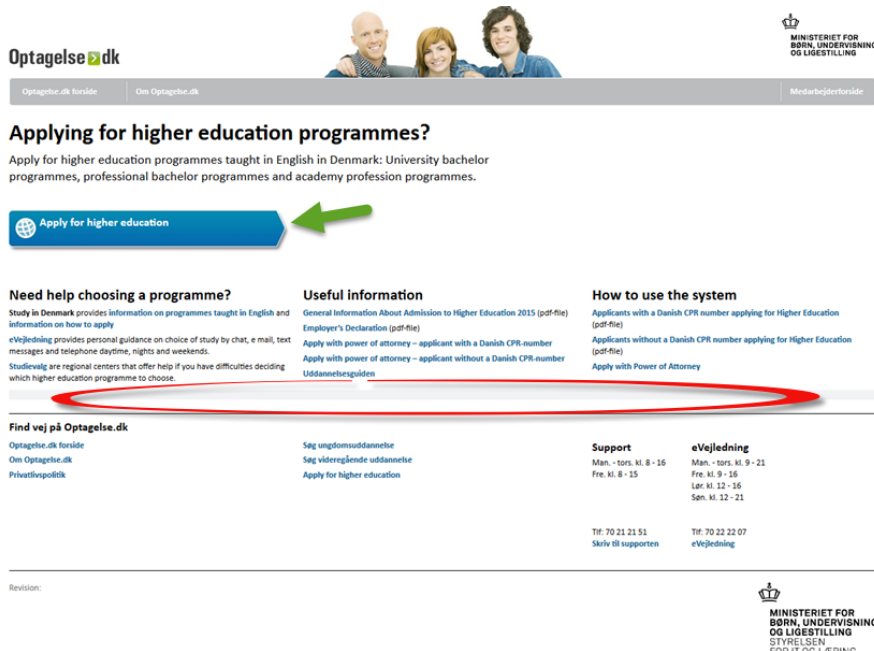


When you fill out your application in English, you can only apply for higher education programmes which are taught fully in English. If you wish to apply for a programme taught in Danish, you will need to fill out an application in Danish (click the pink button)

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.



Please note



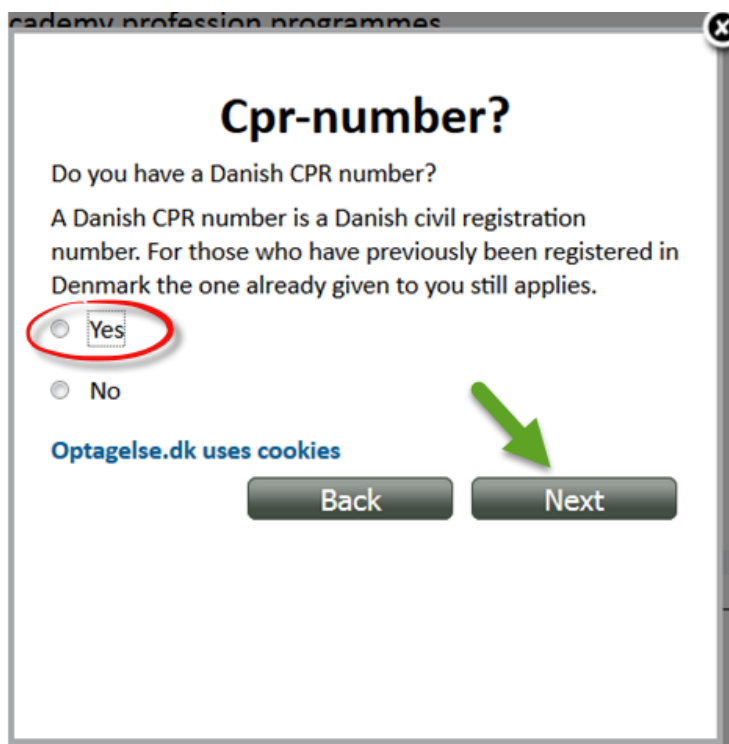
At the bottom of this page is a section that may contain important, current information. Just above this, you will find links to user guides, help in choosing an education and other useful information.

## 2 How to log in

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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 *Yes* and then click *Next*

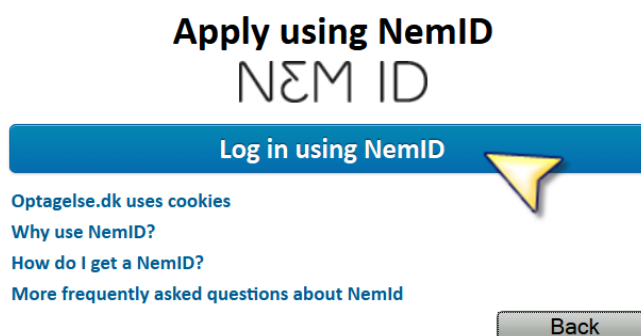
Please note



If you do not have a Danish CPR number, choose *No* and see the user guide for applicants without a Danish CPR number [here](#).

step 4

In the next window opening, click the button *Log in using NemID*.



In this window you can also find help if you do not have a NemID.

step 5

You are now on the login page (in Danish).

NEM ID Log ind med nøglekort >

NEM ID  
Optagelse.dk

Bruger-id ?

Adgangskode ?

[Glemt adgangskode?](#)

**Næste** Afbryd

245802980  
301549086  
4 NEM ID 3  
038867289

Genveje

- > Få hjælp nu
- > Bestil NemID
- > Glemt adgangskode

Enter your user name (Bruger-id) and your password (Adgangskode) and click *Næste*.

step 6

Enter the code from your NemID key card and click *Log på*.

NEM ID Log ind med nøglekort >

NEM ID  
Indtast nøgle

Nøglekort: V417-737-273 ?

# 4299 ?

Du har 122 nøgler tilbage.

**Log på** Afbryd

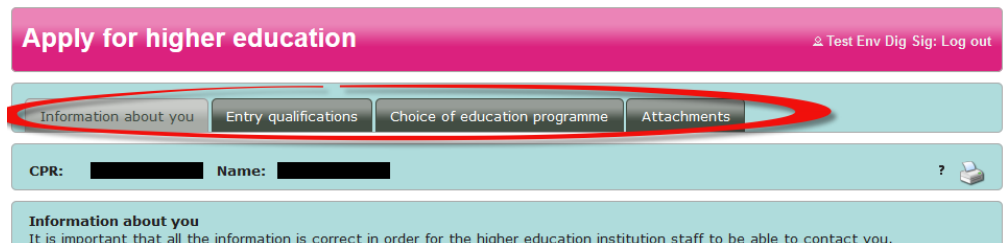
245802980  
301549086  
4 NEM ID 3  
038867289

Genveje

- > Få hjælp nu
- > Bestil NemID
- > Glemt adgangskode

## 3 How to fill out your application

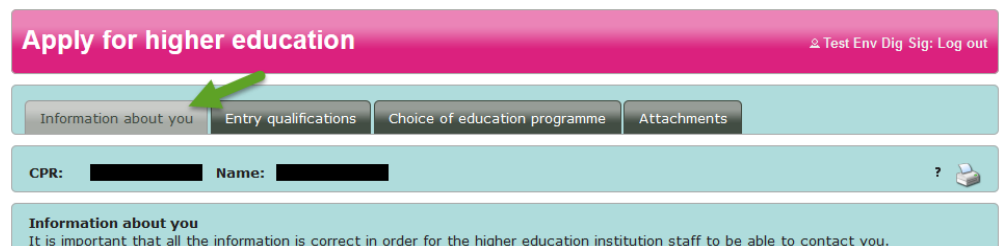
You are now logged into Optagelse.dk and you are ready to begin your application. You can navigate through your application by clicking the dark grey tabs.



### 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 signed your first application.

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





## 3.1 The tab Information about you

The tab looks like this:

**Apply for higher education** Test Env Dig Sig: L

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) \* [redacted]  
Family name \* Wolfcastle  
Address \* Evej 5  
Postal code \* 3550 City \* Slangerup  
Country \* Denmark, DK  
Phone number (landline) [redacted]  
Phone number (mobile) [redacted]  
E-mail \* [redacted]  
Repeat e-mail \* [redacted]

**Citizenship**

Citizenship (Country) Denmark, DK

**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?'

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

### 3.1.1 Personal information

step 2

When you are logged in with NemID, your name, CPR number and address is automatically retrieved from the central CPR register. The information is written in grey, and you cannot edit the information. In case the information is not correct, contact 'Borgerservice' (the City) where you live.

Please note



Once you have signed an application, information in the central CPR register is not automatically updated on the tab. If you change your address after signing an application, you must contact the educational institutions that you wish to apply to and ask, if they need your current address.

### 3 How to fill out your application

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#### step 3

#### E-mail and telephone details

Enter your email address and telephone number.

It is important that you enter an e-mail address that you use regularly, as you may receive important information and queries from the educational institutions or KOT (The Coordinated Enrolment). Furthermore, when you sign your application, you will receive a receipt for a submitted application by email.

The educational institutions to which you are applying or KOT (The Coordinated Enrolment) may also need to contact you by telephone.



A form with four input fields, each with a pen icon to its right. The fields are labeled: 'Phone number (landline)', 'Phone number (mobile)', 'E-mail \*', and 'Repeat e-mail \*'.

#### 3.1.2 Citizenship

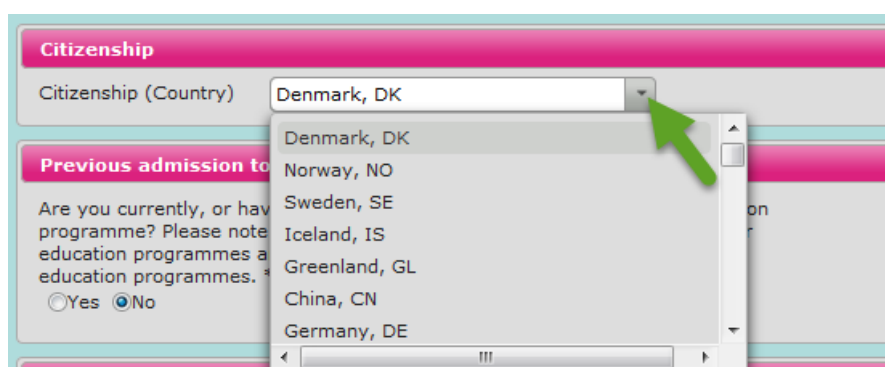
#### step 4

Choose which country you are a citizen of. Denmark is automatically chosen, so if you are a Danish citizen, you can go on to step 5.



A dropdown menu titled 'Citizenship' with the label 'Citizenship (Country)' and the selected option 'Denmark, DK'.

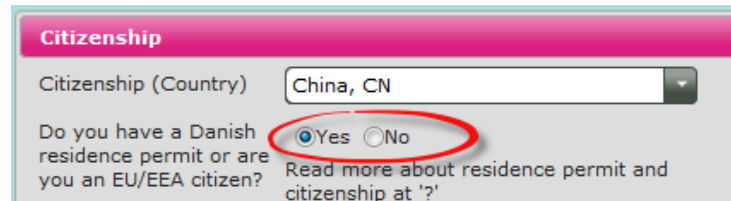
If you are a citizen of a country other than Denmark, you will need to choose the relevant country on the list that occurs, when you click the arrow to the right.



The 'Citizenship' dropdown menu is open, showing a list of countries: Denmark, DK; Norway, NO; Sweden, SE; Iceland, IS; Greenland, GL; China, CN; and Germany, DE. A green arrow points to the dropdown arrow. Below the dropdown, there is a section titled 'Previous admission to' with the text 'Are you currently, or have you ever been, in an education programme? Please note that this includes education programmes abroad.' and radio buttons for 'Yes' and 'No'.

### 3.1 The tab Information about you

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*.



The screenshot shows a form titled "Citizenship" with a pink header. Below the header, there is a dropdown menu for "Citizenship (Country)" with "China, CN" selected. Below the dropdown, there is a question: "Do you have a Danish residence permit or are you an EU/EEA citizen?". There are two radio buttons: "Yes" (which is selected and circled in red) and "No". To the right of the radio buttons, there is a link: "Read more about residence permit and citizenship at '?'".

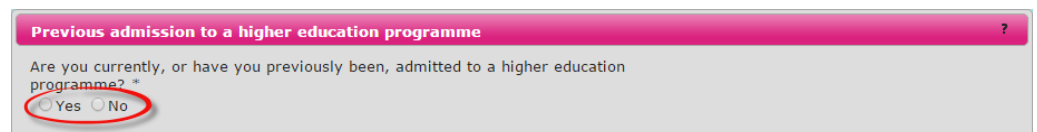
If you are a citizen of a country outside EU/EEA but have a Danish residence permit, you must upload your residence permit on the tab *Attachments* and attach it to all of your applications by ticking the box next to each application.

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

#### 3.1.3 Previous admissions to a higher education programme

step 5

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.



The screenshot shows a form titled "Previous admission to a higher education programme" with a pink header. Below the header, there is a question: "Are you currently, or have you previously been, admitted to a higher education programme? \*". There are two radio buttons: "Yes" (which is selected and circled in red) and "No".

### 3 How to fill out your application

If you choose yes, you will need to answer whether or not you have completed a Master's degree. If you have passed or expect to pass a Master's degree before July 5, you can only be admitted to a new higher education programme if there are available study places or if the educational institution grants you exemption. If you have an exemption, you must upload it on the tab *Attachments* and attach it to all of your applications by ticking the box next to each application.

**Previous admission to a higher education programme** ?

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

Yes  No

Do you have a Master's degree? \*

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, you can only be admitted to a new higher education programme on a higher level than the one you have already completed. However, you can, due to health issues or due to an outdated education, apply for an exemption from this requirement and apply for admission to an education programme on the same or a lower level as the education programme you have already completed. Some education programmes with particular labor market needs in Denmark are exempt from this rule. Learn more about exemption, documentation requirements and exemptions of education programmes by clicking the question mark '?'.

*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 question mark '?'.

*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 question mark '?'.

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**

The Danish Parliament has passed an act concerning restriction on admission to higher educations. This may have consequences for you if you have already completed a higher education programme from Denmark. Therefore please read the instructions below carefully.

You must now enter information about the higher education programme(s), of which you have passed, or expect pass, an element (course).

### 3.1 The tab Information about you

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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.

**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 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.

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 appear 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 fields 'Year of completion of degree/expected year of completion of degree' and '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.

### 3 How to fill out your application

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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 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.

### 3.1 The tab Information about you

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 Uni	2016		2016	20	No	<input checked="" type="checkbox"/>

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. Do 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	<input type="checkbox"/> <input type="checkbox"/>

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="checkbox"/> <input type="checkbox"/>
						No	<input type="checkbox"/> <input type="checkbox"/>

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	<input type="checkbox"/> <input type="checkbox"/>

**Attachment**

### 3 How to fill out your application

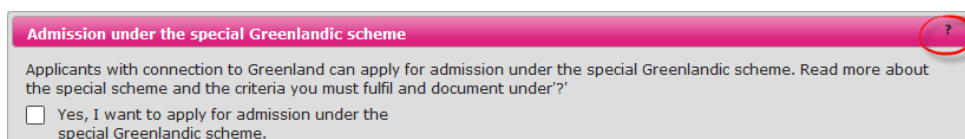
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Please note  It is important that you check the educational institution's own specifications for documentation on their website.

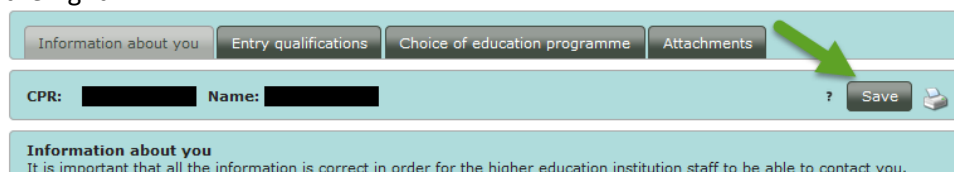
#### 3.1.4 Admission under the special Greenlandic scheme

step 6 If you do **not** have a connection to Greenland, please do **not** tick this box.

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.



step 7 Remember to save information on the tab *Information about you* by clicking *Save* to the right.



### 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 signed your first application.

When applying using NemID any passed diplomas from a Danish upper secondary education will, if found in the Danish 'Eksamensdatabasen', be retrieved and added to your application(s).

The educational institutions to which you are applying will receive every diploma in 'Eksamensdatabasen' when you have signed your application. You do not have any influence on which institutions will receive which diplomas.

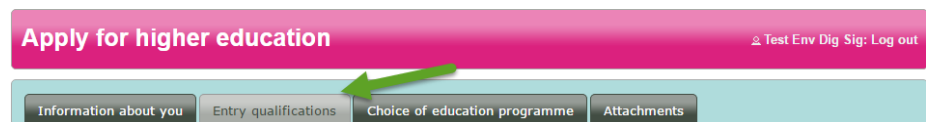
In case your diplomas are not found in the Danish 'Eksamensdatabasen' before the application deadline, you must make sure that the educational institutions receive your diplomas.

It is your responsibility that every relevant diploma is added to your applications. Remember to check the deadline of documentation upload to the educational institutions.

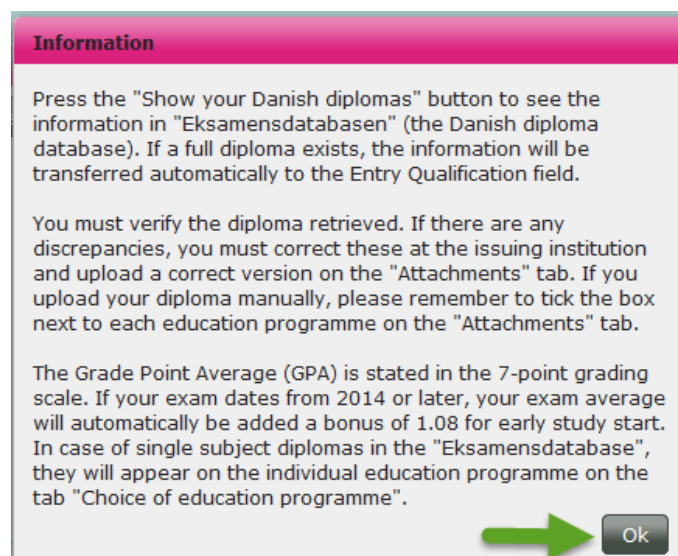


### 3.2.1 Diplomas in 'Eksamensdatabasen'

step 1 Go to the tab *Entry qualifications*.



step 2 When you are logged in with NemID and the following message occurs, your diplomas have been retrieved from the Danish 'Eksamensdatabasen'. Click *Ok* when you have read the information.



### 3 How to fill out your application

You can see and verify the information retrieved from 'Eksamensdatabasen' by clicking the button *Show your Danish diplomas* (temporarily called *Show print from Eksamensdatabasen*). Check if the information is correct. In case you find errors in the information retrieved, contact the school where you completed your exam. You can only fill in the two bottom fields regarding supplementary courses. Go to step 6 to see how.

**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**

Show your Danish diplomas

Qualification type: Danish upper secondary education

Entry qualifications \*: Upper secondary school leaving examination (stx)

Year of completion \*: 2016  
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).

GPA \*: 7.7  
7-point grading scale

Exam result with bonus: 8.3

I am currently taking a supplementary course which will be completed before July 5  (The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)

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)

Please note **Bonus for early study start**



If you have a Danish upper secondary education from 2015, 2016 or 2017, your GPA will automatically be adjusted according to the bonus for early study start. See where to find your adjusted GPA on the screenshot above. The adjustment is made by multiplying the GPA result on the 7-point grading scale by 1,08. (The average is calculated by 1 decimal).

In case you have a Danish upper secondary education from 2011, 2012, 2013 or 2014 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 application. Tick the box shown in the screenshot below to apply for extension.

## 3.2 The tab Entry qualifications

If you are admitted in 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** ?

Show your Danish diplomas

Qualification type: Danish upper secondary education

Entry qualifications \*: Upper secondary school leaving examination (stx)

Year of completion \*: 2014

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.

GPA \*: 10.8 7-point grading scale

I am currently taking a supplementary course which will be completed before July 5  (The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)

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)

Please note



### Important information to applicants who graduate this year

If you graduate this year – and wish to apply quota 2 – you must sign your applications before 15 March, 12 (CET). Remember to log on to Optagelse.dk again before July 5, 12 noon (CET) and retrieve your diploma from 'Eksamensdatabasen', when you have received your diploma from your Danish upper secondary education. Read more in step 7.

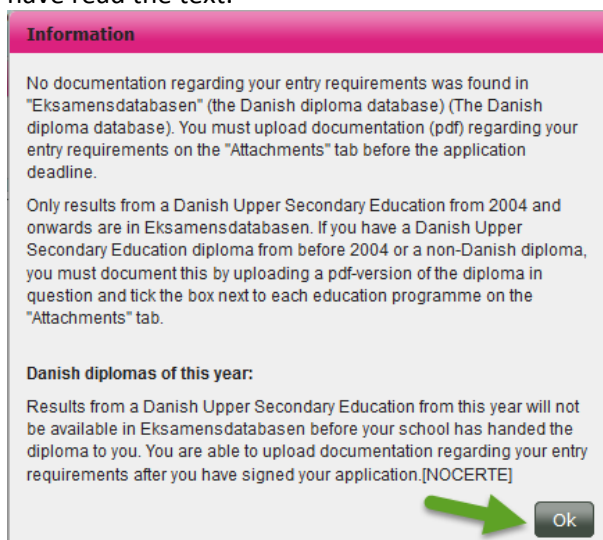
If you graduate with a non-Danish diploma, you must log on Optagelse.dk again before 5 July, 12 (CET) and attach the diploma under the tab *Attachments*. Please remember to tick the box next to each application.

### 3 How to fill out your application

#### 3.2.2 Manual entering of entry qualifications

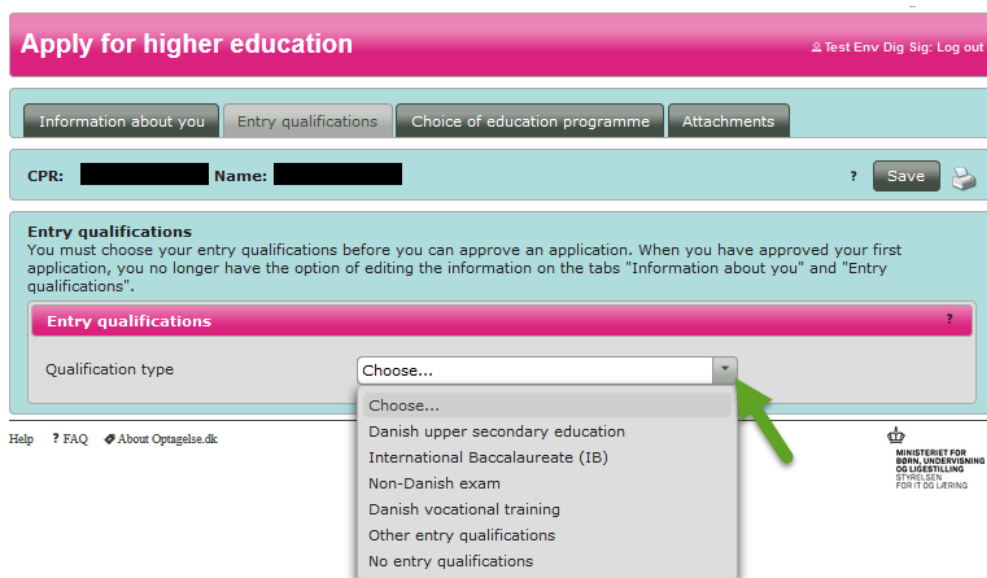
step 3

In case the following message occurs when you click on the tab *Entry qualifications*, your diploma(s) have not been found in 'Eksamensdatabasen'. Click *Ok* when you have read the text.




Therefore you must fill in the fields on the tab manually and upload your diploma(s).

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



**Apply for higher education** Test Env Dig Sig: 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...
- Danish upper secondary education
- International Baccalaureate (IB)
- Non-Danish exam
- Danish vocational training
- Other entry qualifications
- No entry qualifications

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Please note There are six different types of exam on the tab Entry qualifications.



### **Danish upper secondary education**

If you have a Danish upper secondary education you must enter Year of completion, your GPA and choose which scale of marks your GPA is on.

When your diploma is not in the Eksamensdatabasen, 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.

#### *For applicants with a Danish 'eux'*

If you are expecting to complete a Danish 'eux' this summer, you can apply for a conditional admission if the educational institution accepts applicants under conditional admission. You must contact your school in June when you have passed the upper secondary part of your education and request a preliminary diploma. You must upload your preliminary diploma to your application(s) yourself before July 5, 12 noon (CET).

If you are admitted in an education programme, you will receive a conditional admission July 30. Your admission will require that you submit your 'eux' diploma to the educational institution when you have completed your apprenticeship. If you do not complete your apprenticeship, your study place will be annulled.

If you have completed the first part of an 'eux' (merkantil), you can apply on the basis of the first part of your exam on the same terms as applicants with an upper secondary education. Choose 'eux' under *entry qualifications*. You must then upload the diploma of the first part of your exam and add it to your applications on the tab *Attachments* by ticking the box next to each education programme.

#### *For applicants with access course for engineering educations*

Please note that Danish access course for engineering educations are only qualifying for engineering education programmes and a few other programmes. Contact the educational institution in case you are in doubt. Applicants with access course for engineering educations must apply before March 15, 12 noon (CET).

### **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. The diploma for your IB is not registered in 'Eksamensdatabasen'. Therefore 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

### 3 How to fill out your application

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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 IB-NET'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 of your diploma along 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).

#### **Vocational Training education (EUD)**

If you have a vocational training education (EUD), you must enter 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).

#### **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 your diploma is in the 'Eksamensdatabasen', it will appear when you click *Show your Danish diplomas*. In case your diploma is not in 'Eksamensdatabasen', 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 to retrieve the diploma from 'Eksamensdatabasen' or upload it and add it to your applications before July 5, 12 noon (CET). See section 7.

#### **No entry qualifying exam**

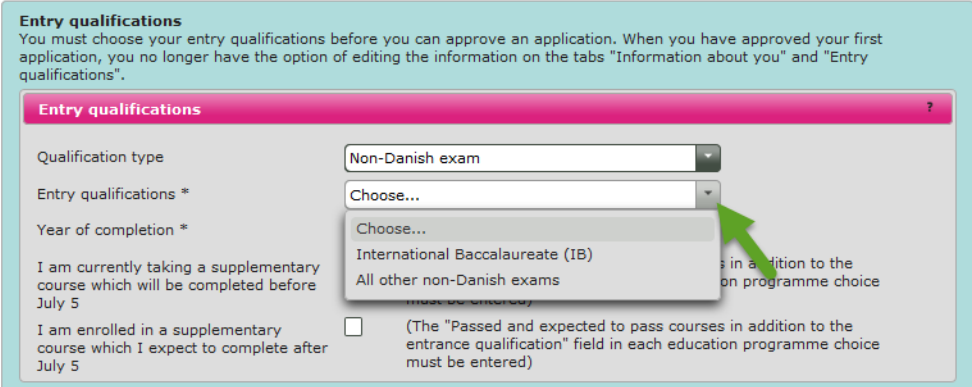
If you do not have an entry qualifying exam, but have other educational qualifications, you can apply for admission with special permission.

### 3.2 The tab Entry qualifications

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 4

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

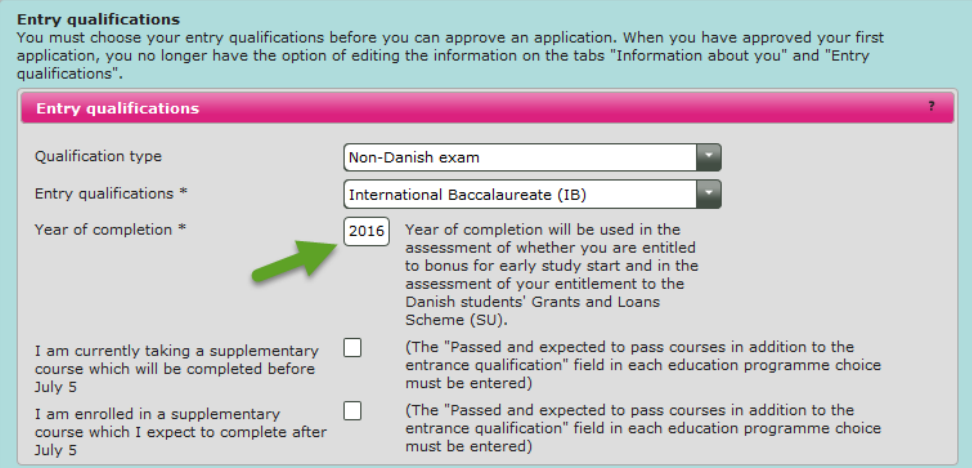
Entry qualifications \*: Choose... (dropdown menu open with options: Choose..., International Baccalaureate (IB), All other non-Danish exams)

Year of completion \*: Choose...

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)

You must now enter the year in which you completed your 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)

Year of completion \*: 2016 (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)

### 3 How to fill out your application

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step 5

#### Bonus for early study start

If you have an upper secondary education from 2015, 2016 or 2017, 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 must not 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 \*: 2016  
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 from 2011, 2012, 2013 or 2014 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 screenpicture below to apply for extension.



## 3.2 The tab Entry qualifications

If you are admitted in 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	<input type="text" value="Non-Danish exam"/>
Entry qualifications *	<input type="text" value="International Baccalaureate (IB)"/>
Year of completion *	<input type="text" value="2014"/>
Extension of the two-year deadline for early study start bonus and of your possible entitlement to the students' Grants and Loans Scheme (SU)	<input type="checkbox"/> 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.
I am currently taking a supplementary course which will be completed before July 5	<input type="checkbox"/> (The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)
I am enrolled in a supplementary course which I expect to complete after July 5	<input type="checkbox"/> (The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)

### 3.2.3 Supplementary courses

step 6

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.

I am currently taking a supplementary course which will be completed before July 5	<input type="checkbox"/>	(The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)
I am enrolled in a supplementary course which I expect to complete after July 5	<input type="checkbox"/>	(The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)

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

#### Completion before July 5<sup>th</sup>

If the supplementary course is completed before 5 July you must log on Optagelse.dk immediately after completing the course and retrieve your diploma from the Eksamensdatabasen or upload it and add it to your application(s) on the tab *Attachments*. The diploma must be added to your application(s) before July 5, 12 (noon). See step 7.

#### Completion after July 5<sup>th</sup>

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 insti-

### 3 How to fill out your application

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tution 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.

#### Already completed

If you already completed your supplementary course you should not write anything here. Make sure it is stated in the application under *passed courses* and *expected to pass courses* in addition to the entry qualifications when you fill out the application on the tab *Choice of education programme*.

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 7

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 a web application interface with four tabs: "Information about you", "Entry qualifications", "Choice of education programme", and "Attachments". The "Entry qualifications" tab is active. Below the tabs, there are fields for "CPR:" and "Name:" followed by a "Save" button with a question mark icon. A green arrow points to the "Save" button. The main content area is titled "Entry qualifications" and contains the following text: "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'." Below this text is a form with the following fields:

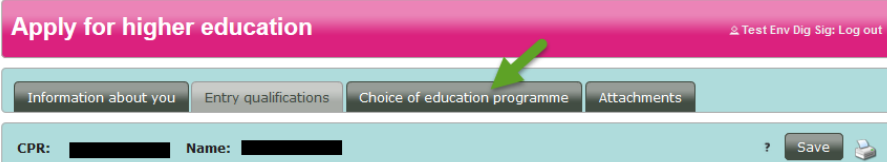
Qualification type	Non-Danish exam	
Entry qualifications *	International Baccalaureate (IB)	
Year of completion *	2016	
Year of completion will be used in the assessment of whether you are entitled to bonus for early study start and in the assessment of your entitlement to the Danish students' Grants and Loans Scheme (SU).		
I am currently taking a supplementary course which will be completed before July 5	<input type="checkbox"/>	(The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)
I am enrolled in a supplementary course which I expect to complete after July 5	<input type="checkbox"/>	(The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)

### 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.

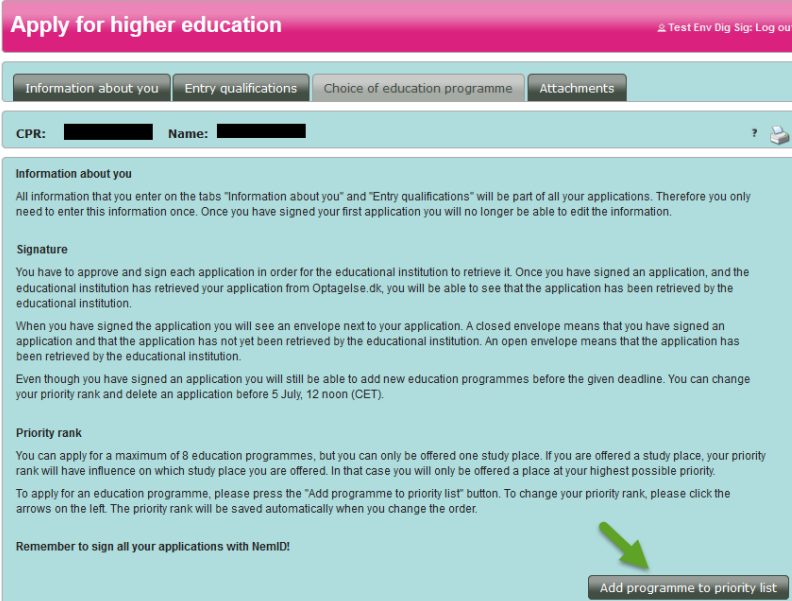
#### 3.3.1 How to search for education programmes

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



The screenshot shows the top navigation bar with the title 'Apply for higher education' and a 'Log out' link. Below it is a tabbed interface with four tabs: 'Information about you', 'Entry qualifications', 'Choice of education programme', and 'Attachments'. The 'Choice of education programme' tab is highlighted with a green arrow. Below the tabs is a form with fields for 'CPR:' and 'Name:', a 'Save' button, and a printer icon.

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 an order of priority. You can however change the order of priority before 5 July, 12 noon (CET). See section 5.



The screenshot shows the 'Apply for higher education' interface with the 'Information about you' section expanded. The 'Choice of education programme' tab is selected. The 'Information about you' section contains the following text:

**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 signed your first application you will no longer be able to edit the information.

**Signature**  
You have to approve and sign each application in order for the educational institution to retrieve it. Once you have signed an application, and the educational institution has retrieved your application from Optagelse.dk, you will be able to see that the application has been retrieved by the educational institution.  
When you have signed the application you will see an envelope next to your application. A closed envelope means that you have signed an application and that the application has not yet been retrieved by the educational institution. An open envelope means that the application has been retrieved by the educational institution.  
Even though you have signed 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.

Remember to sign all your applications with NemID!

A green arrow points to the 'Add programme to priority list' button at the bottom right of the section.

### 3 How to fill out your application

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

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...

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.

Name of education programme	City	Studystart	Comment
Business and Landscape management	Risskov	Choose	Deadline for handing in docu...
Automation Engineering	Aalborg SV	Choose	http://www.ucnorth.dk/admis...

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.

### 3.3 The tab Choice of education programme

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.

**Choose an education programme**  
Find an education programme and ensure you meet the entry requirements. Choose an education programme and ensure you meet the entry requirements. Choose an education programme and ensure you meet the entry requirements. Use the filters to limit your choices.

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

Rows per page: 50 | Page 1 of 3

Name of education programme	City	Studystart
AP Graduate in Agro Business and Landscape management	Risskov	Choose
AP Graduate in Automation Engineering	Aalborg SV	Choose

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.

**Choose an education programme**  
Find an education programme and ensure you meet the entry requirements. Choose an education programme and ensure you meet the entry requirements. Choose an education programme and ensure you meet the entry requirements. Use the filters to limit your choices.

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

Rows per page: 50 | Page 1 of 3

Name of education programme	City	Studystart
AP Graduate in Agro Business and Landscape management	Risskov	Choose

Please note



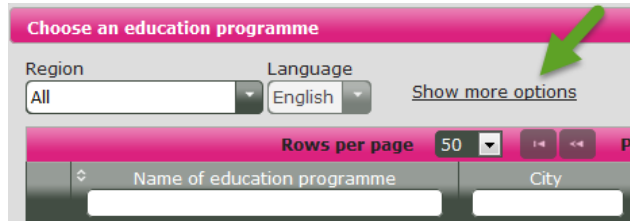
Optagelse.dk only supports application via KOT (The Coordinated Admission) in the period between 1 February and 5 July.

### 3 How to fill out your application

step 6

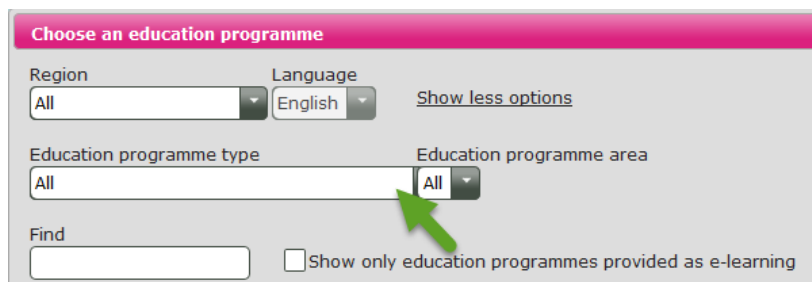
**Type of education, area of education and show more options.**

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



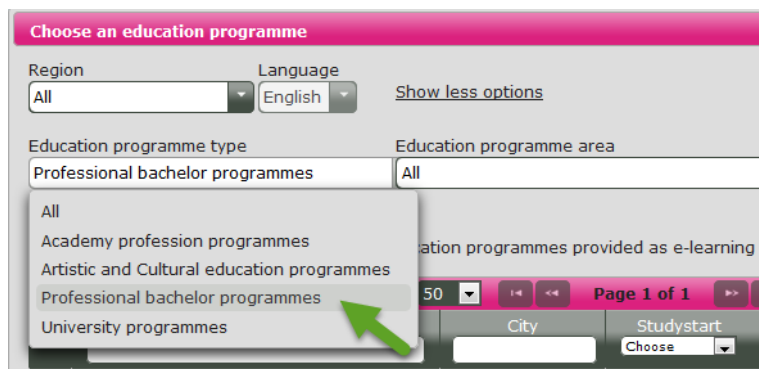
The screenshot shows the top part of a web form titled "Choose an education programme". It features two dropdown menus: "Region" set to "All" and "Language" set to "English". To the right of these is a link labeled "Show more options" with a green arrow pointing to it. Below the dropdowns is a "Rows per page" selector set to "50" and a "Page" indicator. At the bottom, there are two input fields: "Name of education programme" and "City".

More search options:



This screenshot shows the form with expanded search options. The "Region" and "Language" dropdowns remain. The "Show less options" link is now visible. Below it, there are two new dropdown menus: "Education programme type" set to "All" and "Education programme area" set to "All". A green arrow points to the "Education programme type" dropdown. At the bottom, there is a "Find" input field and a checkbox labeled "Show only education programmes provided as e-learning".

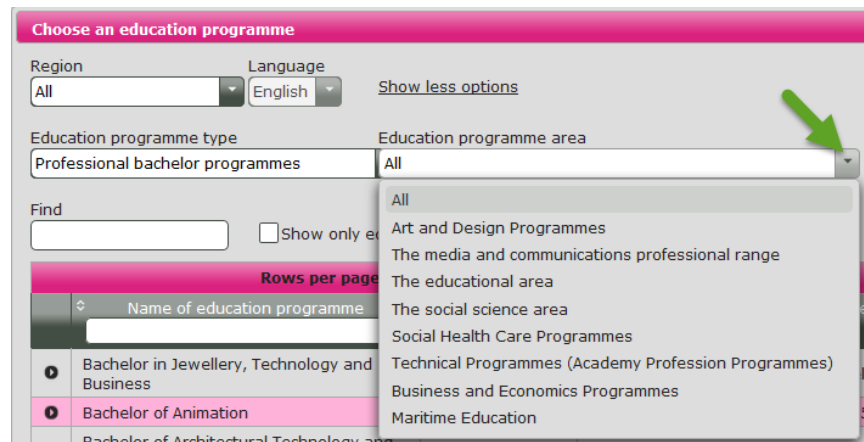
You must choose the education programme type that you wish to apply for before you can choose an area. In this example we choose *Professional bachelor programmes*.



This screenshot shows the "Education programme type" dropdown menu expanded. The options listed are: "All", "Academy profession programmes", "Artistic and Cultural education programmes", "Professional bachelor programmes", and "University programmes". A green arrow points to the "Professional bachelor programmes" option. The "Education programme area" dropdown is still set to "All". The "Find" input field and the "Show only education programmes provided as e-learning" checkbox are also visible.

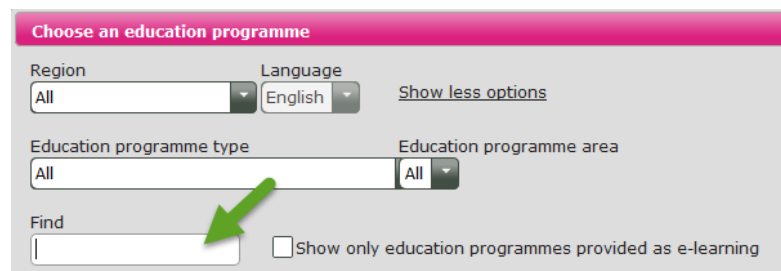
### 3.3 The tab Choice of education programme

Now you can choose an area.



The screenshot shows the 'Choose an education programme' interface. At the top, there are dropdown menus for 'Region' (set to 'All') and 'Language' (set to 'English'), with a 'Show less options' link. Below these are 'Education programme type' (set to 'Professional bachelor programmes') and 'Education programme area' (set to 'All'). A green arrow points to the 'Education programme area' dropdown, which is open, showing a list of options: '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', and 'Maritime Education'. Below the dropdown is a 'Find' search box and a checkbox for 'Show only education programmes provided as e-learning'. At the bottom, there is a table with columns for 'Name of education programme' and 'Rows per page'. The table lists 'Bachelor in Jewellery, Technology and Business' and 'Bachelor of Animation'.

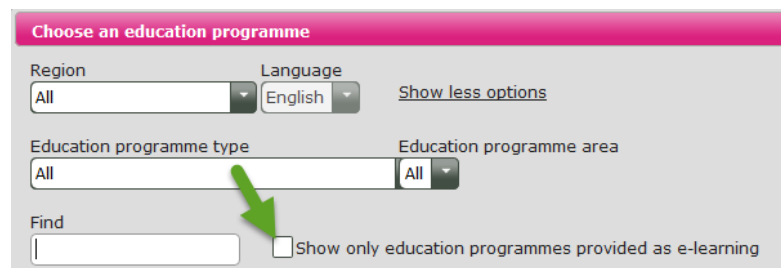
You can enter certain words in the field Find. Press Enter/Return on your keyboard to search for the word. The list of programmes will be updated to fit your search.



The screenshot shows the 'Choose an education programme' interface. The 'Region' dropdown is set to 'All' and the 'Language' dropdown is set to 'English'. The 'Education programme type' dropdown is set to 'All' and the 'Education programme area' dropdown is set to 'All'. A green arrow points to the 'Find' search box. To the right of the search box is a checkbox labeled 'Show only education programmes provided as e-learning'.

step 7

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



The screenshot shows the 'Choose an education programme' interface. The 'Region' dropdown is set to 'All' and the 'Language' dropdown is set to 'English'. The 'Education programme type' dropdown is set to 'All' and the 'Education programme area' dropdown is set to 'All'. A green arrow points to the 'Show only education programmes provided as e-learning' checkbox, which is currently unchecked. The 'Find' search box is empty.

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.

### 3 How to fill out your application

- step 8 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

Rows per page: 50 | Page 1 of 3

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



### 3.3 The tab Choice of education programme

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/ access route for the programme.

AP Graduate in Automotive Technology	Aarhus C	Deadline for handing in docu...
<b>General information</b> <b>Admission area number</b> 70470 <b>Language of education</b> Engelsk <b>Higher education institution:</b> Erhvervsakademi Aarhus, Inge Lehmanns Gade Inge Lehmanns Gade 10 8000 Aarhus C <a href="http://www.eaaa.dk">www.eaaa.dk</a> <a href="#">Read more about the education programme options on Uddannelsesguiden.</a> <a href="#">See quota 2 criteria for this higher education institution.</a> <b>Education comment</b> Deadline for handing in documentation: Please see the point 'How to apply' under the programme on <a href="http://www.baaa.dk">www.baaa.dk</a> Please do not send in documentation for non-relevant activities. The teaching address will be available on our website in spring 2015.	<b>Entry requirements</b> <b>Specific entry requirements</b> <b>Access route: Upper Secondary Education</b> <i>No specific entry requirements</i> <b>Access route: Vocational Education and Training</b> <i>At least one education from the following list:</i> <ul style="list-style-type: none"><li>• Entry requirements met through vocational education and training with duration of at least 3 years (except from relevant vocational education and training as mentioned above)</li></ul> <i>Specific entry requirements:</i> <ul style="list-style-type: none"><li>• Mathematics at Danish C level</li></ul> <b>Access route: Vocational Education and Training</b> <i>At least one education from the following list:</i> <ul style="list-style-type: none"><li>• Aircraft mechanic</li><li>• Bicycle mechanic</li><li>• Car mechanic (step 2)</li><li>• Construction and agricultural machinery education (with specialization)</li><li>• Entry requirements met through one of the relevant vocational education and training listed below:<ul style="list-style-type: none"><li>• Mechanic (step 2)</li><li>• Panel beater</li><li>• Truck mechanic (step 2)</li></ul></li></ul> <i>No specific entry requirements</i> <b>Access route: Other education</b> <i>At least one education from the following list:</i> <ul style="list-style-type: none"><li>• Qualifying Examination for Technical Science</li></ul> <i>Specific entry requirements:</i> <ul style="list-style-type: none"><li>• Mathematics at Danish C level</li></ul> <b>Local requirements</b> Please note that English at Danish B level or equivalent is required for this programme. If you are a student with a non-Danish educational background, please see the admission requirements of the programme on the website <a href="http://www.baaa.dk">www.baaa.dk</a>	

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.

### 3 How to fill out your application

step 9 When you have found the education programme you were searching for, click the button *Choose* at the bottom of the page.

AP Graduate in Automotive Technology	Aarhus C	Deadline for handing in docu...
<b>General information</b> <b>Admission area number</b> ? 70470 <b>Language of education</b> Engelsk <b>Higher education institution:</b> Erhvervsakademi Aarhus, Inge Lehmanns Gade Inge Lehmanns Gade 10 8000 Aarhus C <a href="http://www.eaaa.dk">www.eaaa.dk</a> <a href="#">Read more about the education programme options on Uddannelsesguiden.</a> <a href="#">See quota 2 criteria for this higher education institution.</a> <b>Education comment</b> Deadline for handing in documentation: Please see the point 'How to apply' under the programme on <a href="http://www.baaa.dk">www.baaa.dk</a> . Please do not send in documentation for non-relevant activities. The teaching address will be available on our website in spring 2015.	<b>Entry requirements</b> <b>Specific entry requirements</b> ? <b>Access route: Upper Secondary Education</b> <i>No specific entry requirements</i> <b>Access route: Vocational Education and Training</b> <i>At least one education from the following list:</i> <ul style="list-style-type: none"><li>• Entry requirements met through vocational education and training with duration of at least 3 years (except from relevant vocational education and training as mentioned above)</li></ul> <i>Specific entry requirements:</i> <ul style="list-style-type: none"><li>• Mathematics at Danish C level</li></ul> <b>Access route: Vocational Education and Training</b> <i>At least one education from the following list:</i> <ul style="list-style-type: none"><li>• Aircraft mechanic</li><li>• Bicycle mechanic</li><li>• Car mechanic (step 2)</li><li>• Construction and agricultural machinery education (with specialization)</li><li>• Entry requirements met through one of the relevant vocational education and training listed below:<ul style="list-style-type: none"><li>• Mechanic (step 2)</li><li>• Panel beater</li><li>• Truck mechanic (step 2)</li></ul></li></ul> <i>No specific entry requirements</i> <b>Access route: Other education</b> <i>At least one education from the following list:</i> <ul style="list-style-type: none"><li>• Qualifying Examination for Technical Science</li></ul> <i>Specific entry requirements:</i> <ul style="list-style-type: none"><li>• Mathematics at Danish C level</li></ul> <b>Local requirements</b> Please note that English at Danish B level or equivalent is required for this programme. If you are a student with a non-Danish educational background, please see the admission requirements of the programme on the website <a href="http://www.baaa.dk">www.baaa.dk</a>	



You will now be shown a number of fields. Fields marked \* you must fill in. 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

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:

AP Graduate in Automotive Technology - 2017	
<b>General information</b>	<b>Entry requirements</b>
<b>Admission area number</b> 70470	<b>Specific entry requirements</b>
<b>Language of education</b> Engelsk	<b>Access route:</b> Upper Secondary Education
<b>Higher education institution:</b> Erhvervsakademi Aarhus, Inge Lehmanns Gade Inge Lehmanns Gade 10 8000 Aarhus C <a href="http://www.eaaa.dk">www.eaaa.dk</a>	<i>No specific entry requirements</i>
<a href="#">Read more about the education programme options on Uddannelsesguiden.</a>	<b>Access route:</b> Vocational Education and Training
<a href="#">See quota 2 criteria for this higher education institution.</a>	<i>At least one education from the following list:</i>
<b>Education comment</b> Deadline for handing in documentation: Please see the point 'How to apply' under the programme on <a href="http://www.baaa.dk">www.baaa.dk</a> Please do not send in documentation for non-relevant activities. The teaching address will be available on our website in spring 2015.	<ul style="list-style-type: none"><li>• Entry requirements met through vocational education and training with duration of at least 3 years (except from relevant vocational education and training as mentioned above)</li></ul>
<b>Options</b>	<i>Specific entry requirements:</i>
<b>Standby:</b> 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	<ul style="list-style-type: none"><li>• Mathematics at Danish C level</li></ul>
<input type="radio"/> I wish to apply for a standby place *	<b>Access route:</b> Vocational Education and Training
<input type="radio"/> Yes <input type="radio"/> No	<i>At least one education from the following list:</i>
<b>Pre-approved admission:</b> 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. *	<ul style="list-style-type: none"><li>• Aircraft mechanic</li><li>• Bicycle mechanic</li><li>• Car mechanic (step 2)</li><li>• Construction and agricultural machinery education (with specialization)</li><li>• Entry requirements met through one of the relevant vocational education and training listed below:</li><li>• Mechanic (step 2)</li><li>• Panel beater</li><li>• Truck mechanic (step 2)</li></ul>
<input type="radio"/> Yes <input type="radio"/> No	<i>No specific entry requirements</i>
<b>Entry qualifications or special permission?:</b> Do you have a diploma to fulfil the entry requirements or do you expect one? Please tick the box 'Yes'.	<b>Access route:</b> Other education
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'. *	<i>At least one education from the following list:</i>
<input type="radio"/> Yes <input type="radio"/> No	<ul style="list-style-type: none"><li>• Qualifying Examination for Technical Science</li></ul>
	<i>Specific entry requirements:</i>
	<ul style="list-style-type: none"><li>• Mathematics at Danish C level</li></ul>
	<b>Local requirements</b> Please note that English at Danish B level or equivalent is required for this programme. If you are a student with a non-Danish educational background, please see the admission requirements of the programme on the website <a href="http://www.baaa.dk">www.baaa.dk</a>

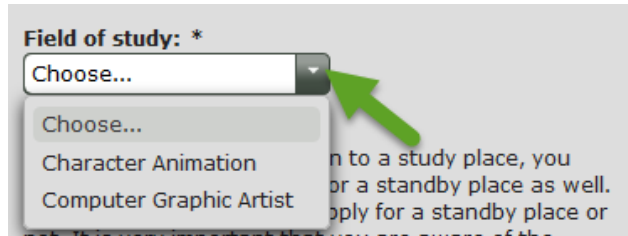
### 3 How to fill out your application

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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. In this example, we choose a field of study of a bachelor programme in animation.

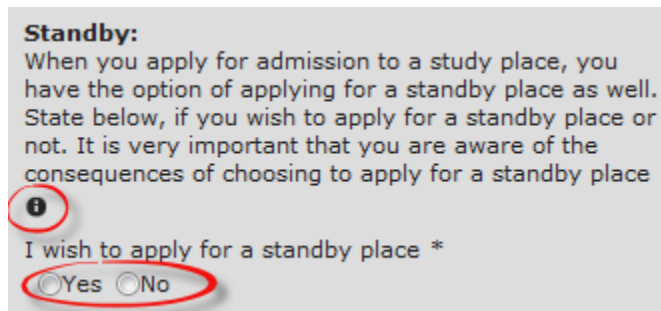


If there are several fields of study on the programme in question, you can only choose one. It is not every programme that has fields of study.

step 11


#### Standby

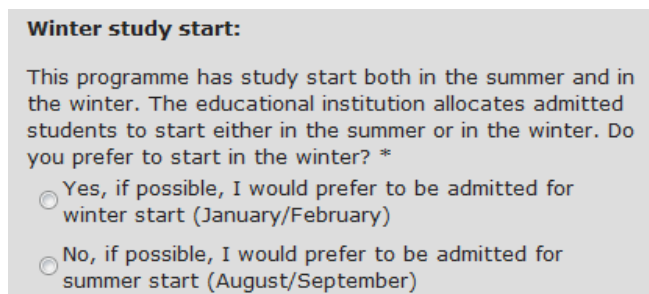
Here you must inform if you wish to apply for a standby place. See an explanation on standby by moving cursor to this icon .



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.



Here you can tick the box Yes if you prefer to start in the winter rather than in the summer. The educational institution enrols 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 to other programmes as higher priorities on your priority list. If you prioritise 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

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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 this 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.

If you have completed one or more supplementary courses – and the exam certificate is available in the 'Eksamensdatabasen', it will already appear in the system.

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
GS,	Matematik (04932)	B	12	10	2016	+

You do not have to upload documentation of courses that are already retrieved from the 'Eksamensdatabasen' and added to your application(s). You can see the diploma(s) by clicking the button *Show your Danish diplomas* on the tab *Entry qualifications*.

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** ?

Show your Danish diplomas

Qualification type: Danish upper secondary education

Entry qualifications \*: Upper secondary school leaving examination (s)

Year of completion \*: 2016  
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).

If you have not passed the supplementary course yet you have to fill out the fields below.

### 3 How to fill out your application

If you pass the course before 5 July you also have to remember to log on to Optagelse.dk again after your exams and retrieve your diploma from the 'Eksamensdatabasen' to your application. You can read more in section 7 *How to add attachments to signed applications*. If your diploma isn't in the 'Eksamensdatabasen' you have to upload it yourself on the tab *Attachments*. Remember to Tick the box below the priorities of the programmes to add the document to them.

If you pass the course after 5 July you have to send the diploma directly to the educational institute.


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", "Studieprøven" 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="checkbox"/>

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" value="B"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Juni"/> <input type="text" value="2017"/>	<input checked="" type="checkbox"/>




The information is now added.



Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
GSK	Matematik	B			Juni 2017	  



### 3.3 The tab Choice of education programme

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	B			Juni 2017	  

Type	Subject	Level	Mark Oral	Mark Written	Month and year (expected) passed	
GSK	Matematik	B			Juni 2017	  
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**

Add attachment

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

### 3.3 The tab Choice of education programme

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.

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 17

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.


**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	
					 

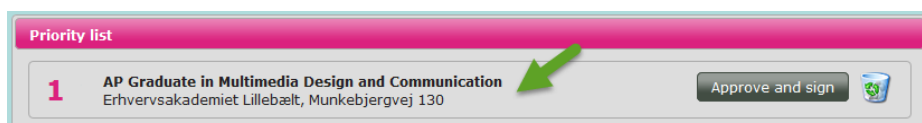
**Attachment**

The programme is now added to your priority list.

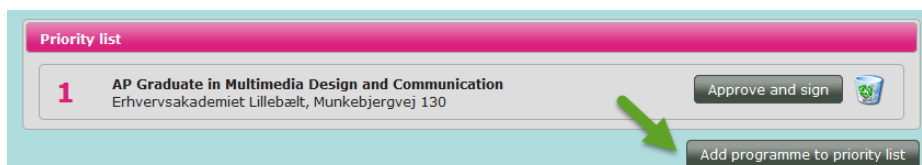
You can edit the information you have entered until you have signed the application. To do so, click on the name of the programme. Remember to click *Save* when you are finished editing the information.

### 3 How to fill out your application

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You can now add more programmes or sign your application. Read more in section 4.



step 18 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 order of priority, 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.

### 3.4 The tab Attachments

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.

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="checkbox"/>			1.	AP Graduate in Multimedia Design and Communication	Approve and sign
<input type="checkbox"/>			2.	AP Graduate in Design, Technology and Business	Approve and sign

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.

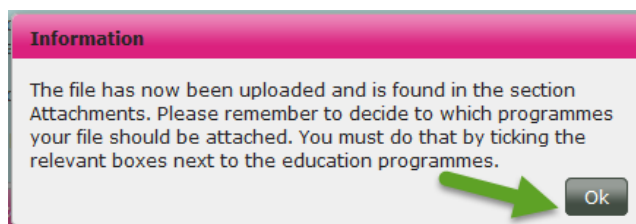
Press the 'Close' button if you do not want to add any attachments.

### 3 How to fill out your application

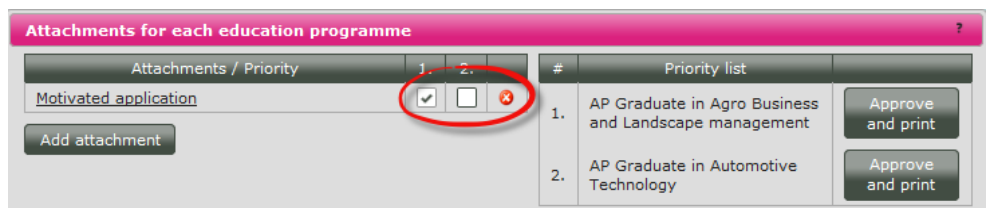
step 3 Please give the document a relevant name in the text field and click *Ok* to add the document.



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.



The document is now added to your application for priority no. 1. In case you wish to delete the attachment, click the red cross on the right to the priorities. Click *Add attachment* again to add more attachments and tick the box below the priorities on to which you wish to add the new attachment.

## 4 How to sign and send your application

Once you have added your education programmes to your priority list, you must sign them using your NemID. Please note that you must sign each application individually. You can sign applications at different times before the application deadline. The educational institution cannot retrieve your application(s) before you have signed them. It is the time of signature that states if you have applied in time and within which quota.

- 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 sign your application(s).

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

CPR: [REDACTED] Name: [REDACTED] ? [Print icon]

**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 signed your first application you will no longer be able to edit the information.

**Signature**  
You have to approve and sign each application in order for the educational institution to retrieve it. Once you have signed an application, and the educational institution has retrieved your application from Optagelse.dk, you will be able to see that the application has been retrieved by the educational institution.  
When you have signed the application you will see an envelope next to your application. A closed envelope means that you have signed an application and that the application has not yet been retrieved by the educational institution. An open envelope means that the application has been retrieved by the educational institution.  
Even though you have signed 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.

**Remember to sign all your applications with NemID!**

**Priority list**

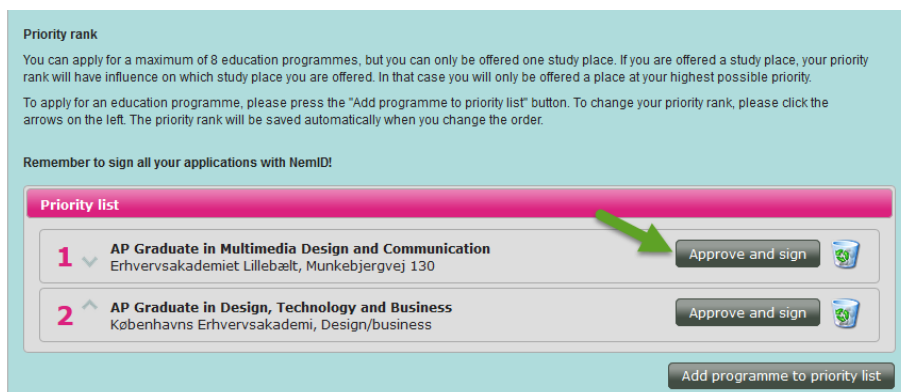
1	AP Graduate in Multimedia Design and Communication Erhvervsakademiet Lillebælt, Munkebjergvej 130	Approve and sign [Trash icon]
2	AP Graduate in Design, Technology and Business Københavns Erhvervsakademi, Design/business	Approve and sign [Trash icon]

Add programme to priority list

## 4 How to sign and send your application

step 2

Choose the application you wish to approve and sign. Then click the button *Approve and sign* next to the application.



**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.

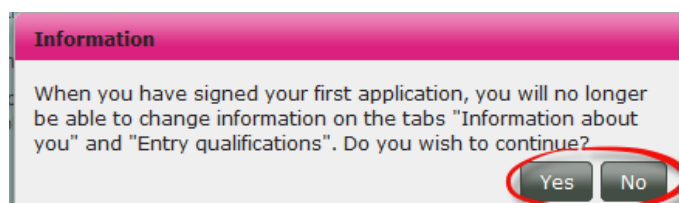
Remember to sign all your applications with NemID!

**Priority list**

1	AP Graduate in Multimedia Design and Communication Erhvervsakademiet Lillebælt, Munkebjergvej 130	Approve and sign
2	AP Graduate in Design, Technology and Business Københavns Erhvervsakademi, Design/business	Approve and sign

Add programme to priority list

The first time you click the button *Approve and sign* 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 and signed the application.



**Information**

When you have signed your first application, you will no longer be able to change information on the tabs "Information about you" and "Entry qualifications". Do you wish to continue?

Yes No

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 sign 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 signed the applications. Check the deadline of documentation upload on the websites of the educational institutions.



### 3.4 The tab Attachments

step 3

When you have clicked the button *Approve and sign*, you will come to the signature page (in Danish only).

Enter your user id (*Bruger-id*) and password (*Adgangskode*) and click next (*næste*).

NEM ID Signer med nøglekort >

NEM ID ? | X

I hereby declare all the information in my application to be truthful and accurate under liability according to Danish law.

Applicant: [redacted]

Education programme:  
Priority: 1  
State programme: AP Graduate in Multimedia Design and Communication 81315  
Institution: Erhvervsakademiet Lillebælt, Seebladsgade 1

You are to upload the documentation (PDF) listed below on Optagelse.dk on the Attachments tab.

Bruger-id  
Adgangskode [Glemt kode?](#)

[Udskriv dokumentet](#)  
[Vis dokumentet](#)

**Næste**

Husk jeg vil signere med nøglekort

You must now enter the code from your key-card (*nøglekort*) which the system requests and finally click *Godkend*.

NEM ID Signer med nøglekort >

NEM ID ? | X

I hereby declare all the information in my application to be truthful and accurate under liability according to Danish law.

Applicant: [redacted]

Education programme:  
Priority: 1  
State programme: AP Graduate in Multimedia Design and Communication 81315  
Institution: Erhvervsakademiet Lillebælt, Seebladsgade 1

You are to upload the documentation (PDF) listed below on Optagelse.dk

Nøglekort: L356-463-385


# [redacted] 4305

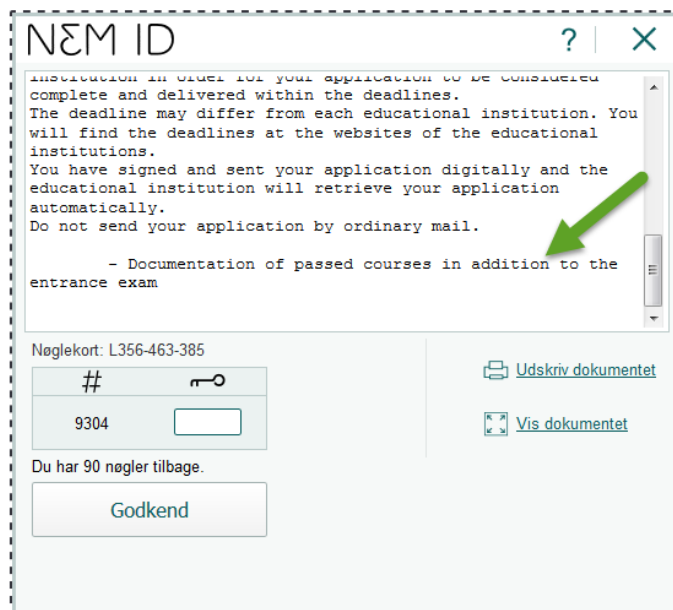
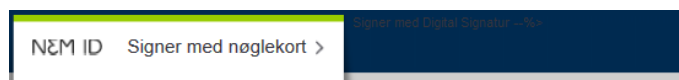
[Udskriv dokumentet](#)  
[Vis dokumentet](#)

**Godkend**

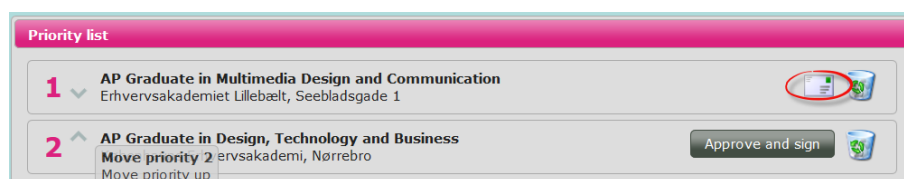
Du har 91 nøgler tilbage.

## 4 How to sign and send your application

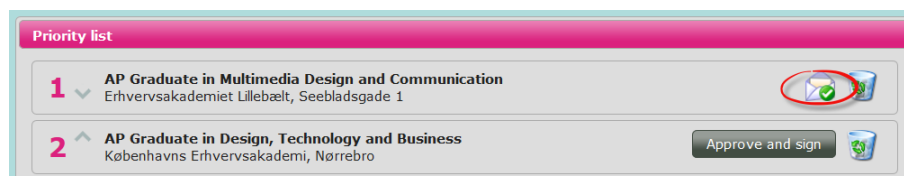
Please note  If you have entered information in your application which you need to document, you will be reminded to upload documentation in the text box when signing. Please remember to upload documentation before the deadline.



step 4 When an application has been approved and signed it will be marked with an envelope icon indicating that it has been sent. You will also receive a receipt of each application to the email you have specified on the tab *Information about you*.



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  Remember to sign each application individually.

## 5 How to change the rank of your priority list

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

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

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

step 1 You can see your applications on the tab *Choice of education programme*.

The screenshot shows the 'Choice of education programme' tab selected. At the top, there are tabs for 'Information about you', 'Entry qualifications', 'Choice of education programme', and 'Attachments'. Below the tabs, there are fields for 'CPR:' and 'Name:'. The main content area is titled 'Information about you' and contains instructions about signing applications and priority ranking. Below this, there is a 'Priority list' section with two entries:

Priority list		
1	<b>AP Graduate in Multimedia Design and Communication</b> Erhvervsakademiet Lillebælt, Munkebjergvej 130	Approve and sign
2	<b>AP Graduate in Design, Technology and Business</b> Københavns Erhvervsakademi, Design/business	Approve and sign

At the bottom of the priority list, there is a button labeled 'Add programme to priority list'.

step 2 The arrows by the numbers are used to change the priority of your applications.

This is a close-up of the 'Priority list' section from the previous screenshot. A red circle highlights the arrows next to the numbers 1 and 2. The first entry is 'AP Graduate in Multimedia Design and Communication' and the second is 'AP Graduate in Design, Technology and Business'. Each entry has an 'Approve and sign' button and a trash icon.

If you click you push the application down the priority list. If you click you push the application up the list.

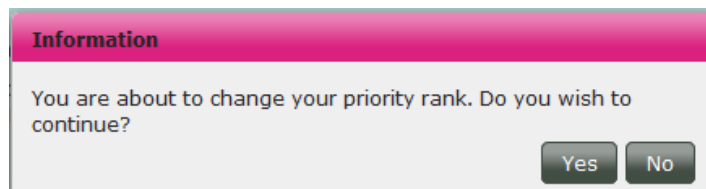
## 5 How to change the rank of your priority list

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Please note



If you change the order of priority of signed applications, you will receive a warning message. If you click *Yes* you can continue changing the order. If you click *No*, the change will be annulled.



Past July 5, 12 noon (CET) you cannot change the order of priority or cancel applications. Therefore it is important that you go through your priority list before July 5, 12 noon (CET) to check the order of priority and to make sure you have added the programmes you wish to apply for.

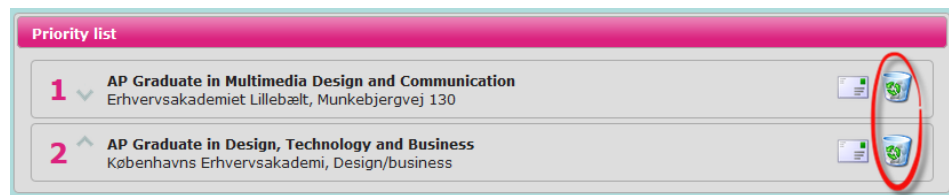
## 6 How do I delete/cancel applications

In case you do no longer wish to apply for a certain programme, you can delete/cancel the application on the tab Choice of education programme. You cannot delete/cancel applications past July 5, 12 noon (CET).

Step 1

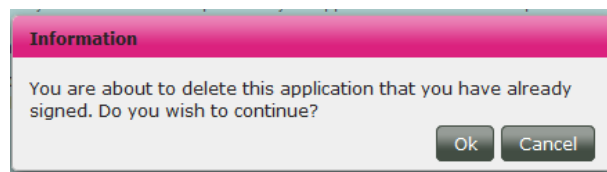
### Delete/cancel application

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

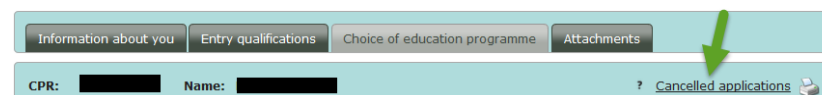


If you delete/cancel an application before signing it, you will not receive a warning message.

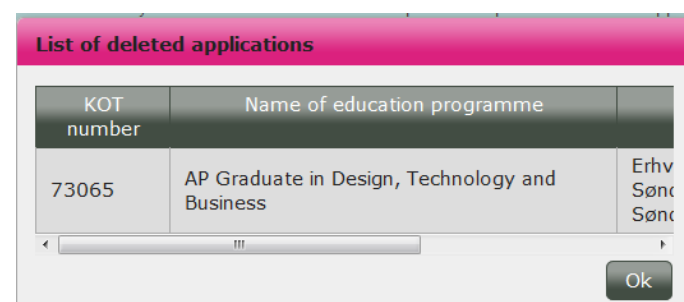
If however you delete/cancel an application after signing it, you will receive the following warning message:



If you click Ok you delete/cancel the application and the educational institution will receive a message that the application is cancelled.



By clicking the line of text *Cancelled applications* on the top of the page, you can see every signed application you have cancelled.



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



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 How to add attachments to signed applications

It is your responsibility that your applications contain documentation of your entry qualifications and other courses in relation to fulfil the specific admission requirements. If you have not completed your upper secondary education or supplementary courses, you must log on Optagelse.dk and upload your diplomas before 5 July, 12 noon (CET).

### 7.1 Applicants who graduate this year

In case you complete your Danish upper secondary education in 2017 you can, if you only wish to apply in quota 1, wait to sign your applications until your diploma is in 'Eksamensdatabasen' once you receive your diploma from your school. When you have received your diploma, you must log on Optagelse.dk to retrieve and add the diploma to your applications.

If you complete your Danish upper secondary education in 2017 and wish to apply in quota 2, you must fill in and sign your applications before March 15, 12 noon (CET). At this point, the tab *Entry qualification* will be empty.

- step 1                      In case the diploma is not in 'Eksamensdatabasen', you must upload it on the tab *Attachments*. Remember to add it to your applications before the deadline.

First you must choose the type of qualification and entry qualifications you hold.

Then you must enter the *year of completion*. It is important that you do not fill in the field GPA as the tab *Entry qualification* will be locked when you have signed your first application.

**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".

Qualification type	<input type="text" value="Danish upper secondary education"/>
Entry qualifications *	<input type="text" value="Upper secondary school leaving examination (stx)"/>
Year of completion *	<input type="text" value="2017"/> <small>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).</small>
GPA	<input type="text"/> <input type="text" value="Choose scale of marks"/> <small>Do not fill out if the exam has not yet been completed)</small>
I am currently taking a supplementary course which will be completed before July 5	<input type="checkbox"/> <small>(The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)</small>
I am enrolled in a supplementary course which I expect to complete after July 5	<input type="checkbox"/> <small>(The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)</small>

## 7 How to add attachments to signed applications

Before 5 July, 12 (CET) you must log on Optagelse.dk and click the button *Check for new diploma* to upload your diploma.

**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** ?

**Check for new diploma** (indicated by a green arrow)

Qualification type: Danish upper secondary education

Entry qualifications \*: Upper secondary school leaving examination (stx)

Year of completion \*: 2017  
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).

GPA: Choose scale of marks (Do not fill out if the exam has not yet been completed)

I am currently taking a supplementary course which will be completed before July 5:  (The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)

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)

If the diploma is in 'Eksamensdatabasen', you will receive the following message:

**Information**

The most recent diploma from "Eksamensdatabasen" (the Danish diploma database) is from 31-01-2017. Your diploma is now attached to your application.

**Ok** **Cancel** (indicated by a green arrow)

If you click *Ok*, you will get this message

**Information**

Your diploma is attached as an attachment. You can see it on the "Attachments" tab with the name: eksamensbevis\_fra\_eksamensdatabasen

**Ok** (indicated by a green arrow)



## 7.1 Applicants who graduate this year

If you click *Ok*, you will be able to see your diploma on the tab *Attachments*.

**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	
eksamensbevis fra eksamensdatabasen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.	AP Graduate in Multimedia Design and Communication	
			2.	AP Graduate in Design, Technology and Business	

The diploma is automatically added to your applications. Remember to check that the diploma is correct. The educational institutions will now receive a message that they can retrieve the diploma. They will then make the adjustment according to the bonus for early study start if you are entitled to bonus.

### 7.2 Diplomas for supplementary courses (gsk)

If you have applied for a programme before you have completed your supplementary courses, you must make sure that the educational institutions receive the diploma.

- step 1            If you complete the courses before 5 July, 12 noon (CET) you must click the button *Check for new Diploma*.

**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**

Show your Danish diplomas    Check for new diploma

Qualification type    Danish upper secondary education

Entry qualifications \*    Upper secondary school leaving examination (stx)

Year of completion \*    2016    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).

GPA \*    7.7    7-point grading scale

Exam result with bonus    8.3

I am currently taking a supplementary course which will be completed before July 5        (The "Passed and expected to pass courses in addition to the entrance qualification" field in each education programme choice must be entered)

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)

If the new diploma is in 'Eksamensdatabasen' a pop-up will notify you. If you choose *Ok* you will be able to see the diploma on the tab Attachments. The diploma is automatically added to your applications. Remember to check that the diploma is correct.

The educational institutions will now receive a message that they can retrieve the diploma.

If the diploma isn't in the 'Eksamensdatabasen' you have to upload it yourself under the tab "Attachments". See the section How to upload diplomas to the application below on how to do that.

### 7.3 How to upload diplomas to the application

If you want to send a diploma that isn't in the 'Eksamensdatabasen' you have to upload the the diploma yourself.

- step 1                      Go to the tab "Attachments" in order to add the document to the applications that it is relevant for. Click on the button "Add attachments" at the bottom of the page to find and add you attachment.

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			1.	AP Graduate in Multimedia Design and Communication	
<b>Add attachment</b> ←			2.	AP Graduate in Design, Technology and Business	

- 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.

**'Browse'** ←

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.

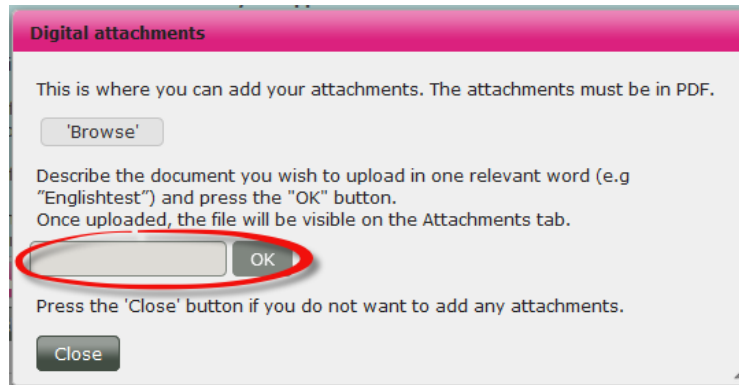
   **OK**

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

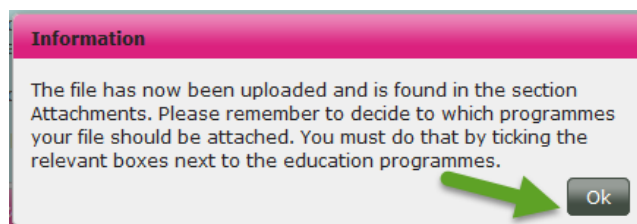
**Close**

## 7 How to add attachments to signed applications

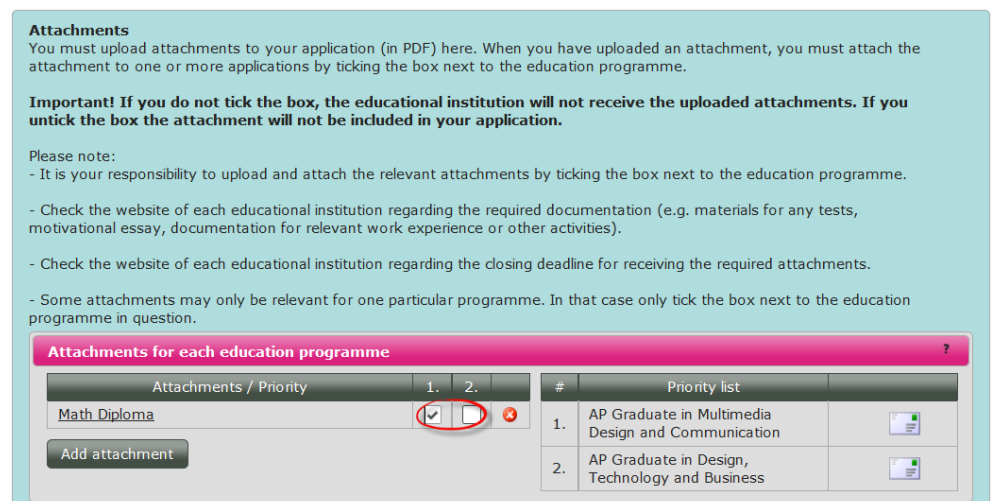
step 3 Please give the document a relevant name in the text field and click *Ok* to add the document.



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.



Attachments / Priority	1.	2.	#	Priority list
Math Diploma	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.	AP Graduate in Multimedia Design and Communication
			2.	AP Graduate in Design, Technology and Business

## 8 Help and guidance

On [ug.dk](http://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.