Applicants without a Danish CPR number

User guide Optagelse.dk
Contents

1 Important information ........................................................................................................................................... 5

2 How to log on ....................................................................................................................................................... 6

3 How to fill out your application ......................................................................................................................... 11
   3.1 The tab Information about you .................................................................................................................. 11
   3.1.1 Citizenship .............................................................................................................................................. 13
   3.1.2 Previous admissions to a higher education programme ......................................................................... 14
   3.1.3 Admission under the special Greenlandic scheme ................................................................................. 19
   3.2 The tab Entry qualifications ....................................................................................................................... 19
   3.2.1 Supplementary courses ......................................................................................................................... 24
   3.3 The tab Choice of education programme .................................................................................................. 26
   3.3.1 How to search for education programmes .......................................................................................... 26
   3.3.2 Field of study, standby, pre-approval, study start and special permission ........................................... 33
   3.3.3 Passed courses or expected to pass in addition to the entry qualifications ............................................ 37
   3.3.4 Quota 2 activities ..................................................................................................................................... 39
   3.3.5 Add programme to your priority list ..................................................................................................... 40
   3.4 The tab Attachments .................................................................................................................................... 42

4 How to approve your application and send a signed signature page ............................................................ 45

5 How to change your priority rank ...................................................................................................................... 49

6 How to delete/cancel applications ..................................................................................................................... 51

7 Help and guidance ................................................................................................................................................ 53
1 Important information

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

If you have a Danish CPR number and NemID, you can find a user guide relevant for you here.

When you apply without NemID you must sign a signature page by hand and send it directly to the educational institutions you are applying to. The educational institutions cannot retrieve your application before they have received your signed signature page.

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

In case you are applying for several education programmes, you must send the **signature page** to every educational institution, you are applying to. Almost every educational institution accepts signature pages by email. You can find relevant email addresses to the educational institutions here.

Only the signature page must be send directly to the educational institutions. Everything else must be uploaded to Optagelse.dk and sent as digital attachments. This includes both diplomas and other types of documentation.

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

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

You will receive response to your application(s) July 30. You will only receive one response. Either you will be offered a study- or standby place at one of the programmes you have applied for or you will receive a rejection letter that applies for all of your applications.

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

step 1  Go to www.optagelse.dk.

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

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

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

Choose *No* and then click *Next*.

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

If you have a Danish CPR number but cannot get a NemID in time before the application deadline, it is possible to fill in an application at Optagelse.dk without NemID. If you choose to use Optagelse.dk without NemID, please be aware that you will need to enter and upload all information by yourself. Optagelse.dk cannot find information about your address based on your Danish CPR number when you do not have one. Nor can Optagelse.dk find information about your entry qualifications in the Danish ‘Eksamensdatabasen’.

You have to upload all documentation in PDF. Please be aware that an application without NemID only applies when you have printed and signed a signature page by hand and sent it to the educational institutions, that you want to apply to. Please do not upload your signature page as an attachment to your application at Optagelse.dk; the educational institutions will not be able to retrieve your application before they have received your signature page.
3.1 The tab Information about you

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

You now have a profile on Optagelse.dk.

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

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

If you click Ok, you will receive a new email with the same link so that you can continue to work on your application. You can only create one profile on Optagelse.dk. If you have used NemID once to log on Optagelse.dk, you must finish your application using NemID.
2 How to log on

step 5  Check the email address you entered in step 4 and open the email from Optagelse.dk. Click on the link (or copy it to your browser). Use this link every time you want to work on your application.

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

https://test.optagelse.dk/kot/pages/application/loginHandlerPage.jsp?token=7ywXKvh5s3yze-U0Mn3W422w03Dlm2g81w3r3h5f2TvZ13PkkR8wWuUk5&lang=en

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

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

Sincerely,
Optagelse.dk

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

step 6  The first time you click on the link a window opens where you must enter your name, date of birth and sex. This information will design a personal profile that the educational institutions and The Coordinated Admission use to register your applications and priorities. You must therefore be careful to enter the correct information, to make the system designs a profile based on correct information. Click Ok when you have entered the information.

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

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

3.1 The tab Information about you

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

step 1 Click the tab Information about you if you wish to edit your personal information.
### 3 How to fill out your application

The tab looks like this:

![Application tab](image)

#### step 2

**CPR number and name**

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

![CPR number and name](image)

#### step 3

**Address**

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

![Address](image)
3.1 The tab Information about you

Please note  When you have approved an application, you can no longer edit the information. If you change your address, you must contact the educational institutions to which you are applying and ask if they need your current address.

step 4  
Email address and telephone number

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

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

3.1.1 Citizenship

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

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.
3 How to fill out your application

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

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

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

3.1.2 Previous admissions to a higher education programme

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

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 How to fill out your application

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.

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 appears on your diploma from the higher education programme you have passed or expect to pass. If you have not passed the element or if you do not expect to pass, enter ‘0’ (zero) in the field.

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

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

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

Enter the name of the higher education programme and the name of the educational institution. Then enter when you started the programme and when you passed it or expect to pass it, and fill in the information relevant in your situation.
When you have filled in information about every element, tick the checkmark to the right to add the information to your application.

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.

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).

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.
3.2 The tab Entry qualifications

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

3.1.3 Admission under the special Greenlandic scheme

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

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 8 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 approved your first application.

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

step 1 Go to the tab Entry qualifications
3 How to fill out your application

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

Please note There are six different types of entry qualification types 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.

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 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. You must upload your diploma on the tab *Attachments* and add it to your applications by ticking the box next to each education programme. If you complete your IB degree the same year in which you apply for a new higher education programme, you must ask the IB coordinator at your school to subscribe you to 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 a long with the country in which you took your exam. You must upload your diploma on the tab *Attachments* and add it to your applications by ticking the box next to each education programme.

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

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

**No entry qualifying exam**

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

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

**step 3**

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

You must now enter the year in which you completed your exam.
3.2 The tab Entry qualifications

step 4  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.

In case you have a Danish upper secondary education or a non-Danish upper secondary education that can be converted to the Danish 7-point grading scale from 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 along 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.
If you are admitted at a higher education programme and apply for state education support (SU), your application for extension will also be reviewed in an assessment of whether or not you are entitled to an extra year of SU in addition to the standard time limit.

### 3.2.1 Supplementary courses

**step 5**

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

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

**Completion before July 5th**

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

**Completion after July 5th**

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

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

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

step 6
When you have finished the tab Entry qualifications you must save the information by clicking Save at the top of the page.
3.3 **The tab Choice of education programme**

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

### 3.3.1 How to search for education programmes

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

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

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

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

step 4
Region and language
You can choose to limit your search by region. Click on the arrow shown below and choose a region from the list that appears. When you have chosen a region, the list of education programmes will be updated to fit your search.

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

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.

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

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

step 6  Type of education, area of education and show more options.
If you click the text Show more options a range of other search options will appear.
More search options:

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.

Now you can choose an area.
3 How to fill out your application

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.

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

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

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

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

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

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 educational institution ultimately decides when you will be offered to start the programme.
step 8 When you have found the education programme you were searching for, click the button Choose at the bottom of the page.

You will now be shown a number of fields. Fields marked * are mandatory. The rest you can fill in if they are important to your application.
3.3.2 Field of study, standby, pre-approval, study start and special permission

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:

![Field Information Table]

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3.3 The tab Choice of education programme
3 How to fill out your application

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 Professional bachelor programme in animation.

![Field of study]

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.

![Standby]

step 12  Winter study start

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

![Winter study start]

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

step 13 Pre-approved admission

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

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.

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

step 14 Application with entry qualifications or with a special permission.
Here you must inform whether or not you (expect to) fulfil the entry qualifications.

To apply with entry qualifications you have to fulfil the entry requirements of the programme in question. You must tick the box Yes if you, for instance, have a Danish upper secondary education even though you need to complete a supplementary course or do not have an exam result higher than the grade point average of the programme last year.
If you expect to complete a Danish ‘eux’, you must still tick the box Yes even if you do not complete it before 5 July.

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.
3.3 The tab Choice of 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.

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

![Courses passed or expected to pass in addition to the entry qualifications](image)

Now it is possible to fill out the fields.

![Filled fields](image)

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

![Filled and added information](image)

The information is now added.
3 How to fill out your application

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.

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.
3.3 The tab Choice of education programme

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 more information about the fields.

These are the fields:

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

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

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

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

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

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

3.3.5 Add programme to your priority list

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

The programme is now added to your priority list.

You can edit the information you have entered until you have approved the application. To do so, click on the name of the programme. Remember to click Save when you are finished editing the information.
You can now add more programmes or approve your application and print and sign your signature page. Read more in section 4.

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

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

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

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

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

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

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

![Digital attachments](image)

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.*

![Information](image)
3 How to fill out your application

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 approve your application and send a signed signature page

Once you have added programmes to your priority list, you must approve the applications and you must print and sign a signature page. You must send the signature page directly to the educational institutions. The educational institutions cannot retrieve your application(s) before receiving your signed signature page(s).

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

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

If you apply for more than one programme, you must send a signature page to each educational institution that you apply to. Almost every educational institution accepts signed signature pages by email. You can learn more about signature pages and find the relevant email addresses to the educational institutions here.

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

step 2  Choose the application you wish to approve and print. Then click the button Approve and print next to the education programme.

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

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

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

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

It is important that you click on Signaturepage.pdf.
3.4 The tab Attachments

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

**Signature page 2017**

| Applicant: | John Petersen  
tacrug 4  
8200 Aarhus N  
Denmark |
|-----------|--------------------------------------------------|
| Educational institution address: | Professorensgård University College Nordjylland  
Selmas Lagerlöfs Vej 2, postboks 35  
9100 Aalborg |
| Education programme: | 7600  
AP Certificate in Automation Engineering  
UCN, Sofiensdalvej 128373857 |
| Application ID: | |

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

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

At Optagelse.dk you can also apply for other higher education programmes before the application deadline. You can change your priority rank or cancel an application before 6 July, 13 noon (CET).

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

**Attachments for the application:**
- Foreign diploma

Please note  You can either send the signed signature page by email (if the educational institution accepts this) or by postal service.

Remember that the educational institutions must receive the signed signature page(s) before the application deadline.
step 5  The application is now approved and marked with an envelope.

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

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

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

When you have approved an application, you can also find the signature page at the top to the right by clicking the printer icon.
5 How to change your priority rank

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

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

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

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

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

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 your priority rank

Please note

If you change the priority rank of an approved application, you will receive a warning message. If you click Yes you can continue changing the priority rank. If you click No, the change will be annulled.

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

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

**step 1  Cancel applications**

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

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

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

You can see the applications you cancelled by clicking the line *Cancelled applications* in the right upper corner.
Please note  **Cancel applications after March 15, 12 noon (CET)**

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

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

If you need personal guidance in your choice of education programme, you can contact eVejledning or Studievalg.

eVejledning 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 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 possible participation 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.