


How to complete an application as a freemover

Welcome to the digital application portal!

If you have logged in using the link on our website, you should be directed to this screen when entering the portal. If you do not see this picture please, close the application portal and press the application link again.

On the right hand side of the screen, you will find a guide on how to apply. Click on the blue question mark to open the guide. 

Choose institution and education

* Institution name: Education name:

* Type of education: Start of study from: to

Search Results

Select	Type of education	Education name	Start time	Application period
<input checked="" type="checkbox"/>	Student Place Vacancy	Tomplads BSS Efteråret 2020	Sep - 2020	19-Oct-2019 - 01-May-2020

Do not write anything in **“Education name”** and **“Start of study from”**.

The right application link is prechosen for you, and you just need to click the button **“Move on to creation of application”**.

Citizenship


If your nationality or citizenship was not transmitted in connection with your login, you must choose your nationality from the drop down list.

If you are a citizen of a country outside the EU/EAA and you have a permanent residence permit/temporary residence with the possibility of achieving a permanent residence permit in Denmark or one of the other Nordic countries you have to click the checkbox to indicate this and then upload your residence card to the application.

Next, you click the button **“Move on to creation of application”**.

Help with the application

On the top right side of the page, you can find the headline **Further Information**, where you will find links to information about the programme and general guidance on how to apply.

You can also click on the blue question mark on the right hand side of the screen to open a guide on how to apply. 

Collection of data

Now, you are presented with the image called “**Collection of data**”.

You can collect your transcript of records through the digital application portal, if you are currently or previously have been a student at one of the following universities in Denmark:

	Time of collection
<input checked="" type="checkbox"/> AU , Aarhus University	Not downloaded.
<input type="checkbox"/> CBS , Copenhagen Business School	Not downloaded.
<input type="checkbox"/> DTU , Technical University of Denmark	Not downloaded.
<input type="checkbox"/> ITU , IT University of Copenhagen	Not downloaded.
<input type="checkbox"/> KU , University of Copenhagen	Not downloaded.
<input type="checkbox"/> RUC , Roskilde University	Not downloaded.
<input type="checkbox"/> SDU , University of Southern Denmark	Not downloaded.
<input type="checkbox"/> AAU , Aalborg University	Not downloaded.

To collect your transcript, please check the box next to the university you wish to collect data from and click ”**Collect data**”. Notice that it is not possible to remove the checkmark from Aarhus University.

It is not necessary to wait until the system has downloaded your documents. You can continue your application by clicking “**Next**”.

If you are not currently and you have not previously been a student at one of the Danish universities just click “**Next**” to proceed with your application.



Please do not be alarmed if you see a red text, saying that data has not been collected. You can still click “**Next**” and then you will have the opportunity to upload all the relevant documentation later in the application form.

Personal information

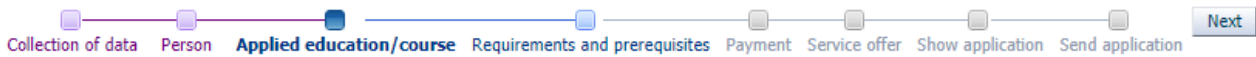
Next, you must complete your personal information. You will encounter the word “WAYF”. WAYF means that your personal information has been transferred when you logged in. Once you have answered all the questions that were not automatically filled out through WAYF, click “**Next**”.

Be aware that emails will only be sent to the email connected to your login, and not to the alternative email address that you enter in this section of the application.

Applied education/course

On this page you need to state:

- the degree programme/field of study pertaining to the single-subject course(s) you are applying to
- the name of the course(s),
- the STADS UVA code(s),
- how many single-subject courses you wish to be admitted to
- the place you wish to study if the single-subject course is offered at Campus Aarhus as well as at Campus Herning.



The information above is available from the [Course catalogue](#).

Once you have answered all the questions, please click “Next”.

Requirements and prerequisites

The following page concerns “**Requirements and prerequisites**”, where you must answer questions and upload documentation for your qualifying degree. On our website, you can find a [documentation checklist](#) with more information about what you need to upload.

You have to document your qualifying degree and other upload it along with other relevant documents.

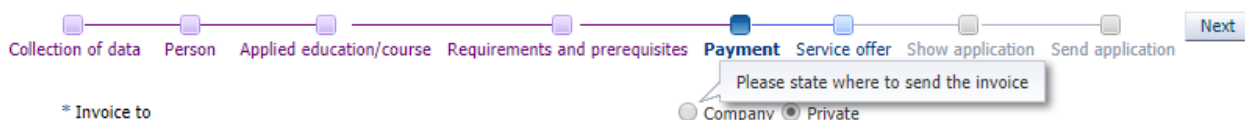
If the digital application portal automatically collected your transcript, you will be able to see it in one of the fields under “**Requirements and prerequisites**”. If you are a self-registered user, data regarding completed and ongoing education, will not be visible before your user account/identity is validated by the university. The case worker will validate your identity, when your application is being processed.

Please make sure that ALL your documents are uploaded correctly. Once this is completed and you have attached all the relevant documents, click “Next”.

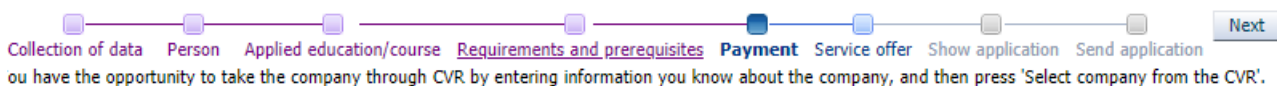
Payment

In this section, you must fill out your billing information to pay for the participation fee and possible tuition fee.

If you are paying for the course(s) yourself, then you must check the “Private” box and press “Next”



If your company/employer is to pay, then you must check the “Company” box.



* Invoice to

Company Private

If you have an agreement with a Danish company/an employer to pay for your courses, you can either search the CVR register by clicking the 'Select Company via the central business register (CVR)' button or you can fill in the mandatory spaces. If you fill out the spaces yourself, it is important that you write the company name, address, postcode, city, country and telephone number. The fields "Attention/PO number" and "EAN or order number" must be filled in if you want a PO, personal reference, EAN or order number stated on your invoice. This option is not available for non-Danish companies/employers.

NB! If a non-Danish company/employer is to pay and therefore does not have a Danish CVR number, you must write 00000000 in the CVR, and then fill in the rest.

Service offers

If you are not applying for residence/housing just check “No” box and click “Next”.

If you are applying for residence/housing, please check yes and fill in your preferred period and click “Next”

Collection of data Person Applied education/course Requirements and prerequisites Payment **Service offer** Show application Send application Next

Applying for residence Yes No

Preferred period of residence, from

Preferred period of residence, to

Show application

On the page called “Show application” you will find the information you have entered and the documentation you have uploaded. If you wish to alter your application at this stage, you can use the process line to go back and do so:



The information you have entered or documents you have uploaded will not be deleted if you move back on the process line. When you are ready to send your application please click “Next”, which takes you to “Send application”.

Save draft or send application

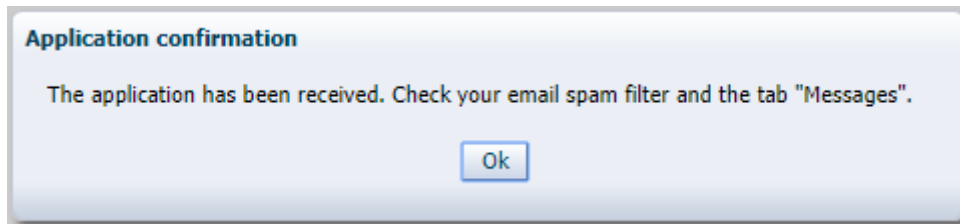
You can choose to save a draft by clicking “Save draft” in the lower right corner of the screen. This may be relevant, if you need to upload further documentation. Just be aware of the fact that if you save a draft, the application has not been submitted and drafts will not be processed by Aarhus University.

[Save draft](#) [Show application](#) [My start page](#)

If you want to send your application you can do so by clicking **“Submit application”**.



When you have clicked **“Submit application”** a confirmation message will appear on the screen. Click **“Ok”** to proceed.



Under the tab **“Messages”** you will receive a confirmation letter. You will also receive an email notification in your personal mailbox. Remember to check your spam filter. If the email notification ends up in your spam filter, please register the email as a sender you trust, to make sure that you receive the next email notification in your inbox.

See status of applications

Under the tab **“See status of applications”** you can view your submitted applications, edit your unsent drafts or cancel an application.

Aarhus University	European Studies, summer intake	Draft	18-Dec-2017 15:22:54	Cancel Application Edit Application View Application
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Questions

If you have any questions, please write to evu.bss@au.dk

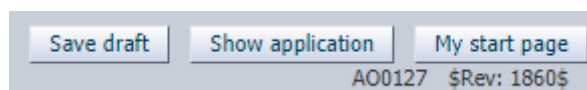
Good luck with your application!

Important tips

- Please note that it is not possible to navigate back and forth in the application by using “the arrow back and forth” in the browser. Instead you must move back and forth using the process line:



- Throughout the whole application process, it is possible for you to save your application as a draft, as long as you have not sent it. As long as you do not save your application or send it you can press on **“My starting page”** and start over without saving a copy of your application.



- You can get help throughout the application process by clicking the blue question mark on the right hand side of the page:



- You can reuse documentation from previous applications on the page “Requirements and prerequisites”, by using this function:

Use documentation from previous application 