

For further information please contact:
info@daniaitovabbtanulas.dk
www.daniaitovabbtanulas.dk

Instructions on completing the application form

These are instructions on how to complete the application form. Please read the instructions carefully before you complete the forms. Print the entire guide and keep the instructions by the form while completing it! The folder contains eight application forms, corresponding to the eight programmes to which you may apply for admission as a maximum.

You must complete a form for each programme to which you apply for admission, also if several of the programmes are offered at the same educational institution or if you are applying for admission to the same programme at several educational institutions.

Admission rules and entry requirements may differ from programme to programme and from institution to institution. Therefore please enquire at the educational institution, check the institution's website or check on www.ug.dk before submitting your application.

You must enclose documentation for your upper secondary education/entry qualifications and the activities you have indicated on the form with each of your applications. You must send or hand in the application and the related documentation to the educational institution. On the application form, you should mention all the activities that you would like to have considered in connection with the assessment of your application.

1. Personal data

CPR number

If you have a Danish civil registration number (CPR number), you must state it.

Applicants without a Danish civil registration number (CPR number)

If you do not have a Danish civil registration number (CPR number), you must state your date, month and year of birth in the order indicated in the six fields before the dash. In the first three fields after the dash, you must enter the first two letters of your initial given name followed by the first letter of your (last) family name. In the last field, you must indicate your gender using 1 for male and 2 for female.

So a man by the name of Clark Arthur Ellis Miller born 31 August 1990 should write: 310890-CLM1.

Contact information

It may be necessary to contact you during the period when the applications are being processed. It is therefore important that you fill in your contact information with phone/mobile phone number, e-mail address and postal address.

You must fill in your postal address with complete information on street name, house number, floor or room number (if relevant), postal code, city (postal area) and country. If you live in a room rented in a private home, you must include the name of your landlord (c/o). If you live at a residence hall, you must include the name of the residence hall.

If you live outside Denmark, you must enter the country code for the country in which you are living (country codes can be found at the last pages of this guide).

2. Citizenship

Tick the 'Danish' field if you are a Danish national. If you are not a Danish national, you must enter the country code for the country of which you are a national (country codes can be found at the last pages of this guide).

3. Application for admission to

You must write the admission area number of the programme to which you are applying for admission in the field framed in black. Admission area numbers and programme names for all programmes can be found at www.optagelse.dk in the Overview. The number is also the number that you must use on the priority form and the order of priority on the first page of the application form (section 8).

Standby

You can apply for a standby place for most programmes. Enquire at the educational institution, check the institution's website or check at www.ug.dk. If you are offered a standby place, you will not be admitted on a lower priority. If you get a standby place, but are not offered enrolment this year, you will be granted pre-approved admission for next year.

Postponement of study start

Most programmes offer study start once a year only (summer), and you should skip this field if that is the case. If a programme offers study start in both summer and winter, you can see this in the Overview at www.optagelse.dk. You may tick this field if you prefer starting the programme in the winter. There is no guarantee, however, that the educational institution will be able to comply with your wish.

Please note that quite a few programmes offer separate enrolment in the winter (winter enrolment). Please contact the educational institutions for further information or check at www.ug.dk.

Line of study, training location or practical training location if applicable

Some programmes cover several programmes or practical training places, which you must enter here. In any case, you may apply for admission to the same admission area no. once only!

4. Upper secondary education/entry qualifications

Pre-approved admission

If you received a pre-approved admission in 2011, you must tick the box. Remember to enclose your letter of pre-approved admission from 2011.

Upper secondary education/entry qualifications

You must write the name of your up-

per secondary education and the year in which you completed. If you have completed several qualifying exams at upper secondary level, the first exam forms the basis for admission. You should therefore always enter the name and year of the first qualifying exam.

If you do not have an entrance exam, you are to apply for admission with special permission. Contact the educational institution for more information on the requirements applying to you and on the documentation you must include.

You must only tick one of the boxes in 4.B.

5. Current or previous enrolment in higher education programmes, if applicable

You must write the number of higher education programmes that you are or have been enrolled at. You must tick the field if you already hold a master's degree.

If you have been enrolled in a higher education programme twice before without having completed the programmes, you can only be admitted to a new higher education programme if there are available study places (so-called third time rule).

If you have a master's degree, you must tick this field.

If you have a master's degree, you can only be admitted to a new higher education programme if there

are available study places (so-called master's degree rule).

6. Bonus for early study start

For the 2012 enrolment, applicants applying for admission in quota 1 will have their final grade point average multiplied by 1.08 if they have completed their upper secondary education in 2010, 2011 or 2012 and if their grade point average can be converted to the Danish 7-point grading scale. The time of the completion is the date of issue on the first upper secondary diploma.

If the applicant's final grade point average has not been awarded according to the Danish 7-point grading scale, the adjustment will take place after conversion of the grade point average to the 7-point grading scale.

Applicants who have completed their upper secondary education in 2007 and onwards and who are unable to start on a programme before the expiry of the two-year deadline, can have this deadline extended by up to four years due to the following documented circumstances:

1. National service in the Danish Defence, including service on national service-like terms
2. Training and education with a view to deployment as well as deployment on international operations for the Danish Defence
3. Adoption or maternity/paternity leave
4. Long-term illness

5. Caring for close relatives and other related persons who are disabled, seriously ill or dying
6. Training for and participation in the Olympic Games or Paralympic Games as an elite or world-class athlete appointed by Team Denmark

The application for extension and the documentation must be enclosed with the application for admission.

7. Supplementary courses

If you are currently taking a supplementary course which will be completed before 5 July, you must tick the first box. The educational institution must receive your diploma on 5 July at the latest.

If you're planning to take a supplementary course during the summer, you must tick the second box. Please contact the educational institution for further information.

8. Order of priority

The order of priority in this field is an exact copy of your priority form with the same information about your programme wishes in the same order of priority.

9. Post-secondary education.

Here you must indicate whether you have passed parts of a higher education programme.

10. Examinations passed supplementary to the upper secondary education/entry qualifications

If you are applying in quota 1, you should indicate whether you have taken supplementary courses in order to fulfil specific admission requirements for the programme to which you are applying for admission.

If you are applying in quota 2, you should indicate all the courses that you would like to have considered in the educational institution's assessment of your application. The educational institution can provide you with more information on the types of courses which are relevant to include.

11. Work experience (including trainee, military service and maternity/paternity leave)

You can enter the work experience that you have here. The educational institution can provide you with more information on whether they have special requirements for weekly hours, job type etc. You may use an employer's declaration, which you will find at end of this guide. This is only relevant if you are applying in quota 2.

12. Other activities after the age of 15, including extra-curricular activities

Here you must indicate whether you have engaged in some other activities than mentioned above. Remem-

ber to provide documentation for the information you put in the form.

13. Courses at folk high schools, day high schools etc.

Here you must indicate any courses at folk high schools, day high schools etc.

14. Staying abroad (outside your country of residence)

Here you must indicate any periods of residence outside your home country.

Signature

You must date and sign the application form yourself.

If you are unable to sign it yourself, you may grant power of attorney to another person whom you authorise to apply on your behalf. The power of attorney must be submitted along with the application. You may use a form, which you will find at end of this guide.

Checking information and documentation

Please remember that you are signing your application under criminal liability according to Danish law. This means that you are criminally liable for the correctness of the information provided by you.

During or after the enrolment, the educational institution has the right to check the authenticity of your information and your documentation. If it turns out that forged or in other

ways misleading documentation has been used, this will be reported to the police and the application or the offer, if any, of a study place will be cancelled.

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About documentation

It is very important in relation to the processing of applications that you have enclosed correct and complete documentation. Please check what kind of documentation is required with the educational institution or on its website.

Submit photocopies only.

Remember to mark all documentation with your civil registration number (CPR number).