

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

Instructions on completing the priority form

Priority form 2012

Please read the instructions below on how to complete the priority form.

You must send the form to the educational institution where you want to be enrolled as your first choice.

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. Exam year

You must write the year of the completion of your upper secondary education/entry qualification. 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 year of the first qualifying exam.

4. Danish upper secondary education/entry qualifications

If you have a Danish upper secondary education/entry qualifications, you must indicate which one.

5. Non-Danish upper secondary education/entry qualifications

If you have an IB from outside Denmark or a non-Danish upper secondary education/entry qualifications you must indicate it here.

6. Order of priority

Here you must write the programmes to which you want to apply for admission, and the order of priority of the programmes. You can apply for admission to up to eight programmes. Each programme may be included once only on the priority form.

For each programme, please indicate the programme's admission area number, name of programme and the name of the educational institution. Admission area numbers and the names of all the programmes can be found at www.optagelse.dk in the Overview.

You should only submit one priority form, even if you are applying for admission to programmes in quota 1, quota 2 or programmes with admission tests.

You must enclose the priority form with the application form for the programme which is listed at the top of your order of priority (your 1st priority). The educational institution which you have listed as your 1st priority will make sure that your priority form is forwarded to the Coordinated Enrolment System (KOT), which is responsible for coordinating

the enrolment on higher education programmes.

Please remember to send application forms for admission to all the programmes that you list on your priority form.

Change of priority form

You should submit a change of priority form if you want to change your order of priority.

You must send the change of priority form to the first priority on the change of priority form. The change of priority form must be received by the educational institution by 12 noon on 5 July at the latest.

The change of priority form must contain all the priorities which you indicated on the initial priority form, but you may change the order of priority. You may also add new programmes on the change of priority form, but please do not forget to send applications for admission to each of the new programmes.

If you no longer want to apply for admission to some of the programmes, you must cancel your applications by contacting the relevant educational institutions, but you must still include them on the change of priority form even though you have cancelled them.

You must also continue to write any programmes on the form which is no longer relevant for other reasons. This may, for example, be programmes for which you have failed an

admission test or programmes for which you have been informed that you do not fulfil a specific entry requirement.

It is thus necessary that you include all the programmes to which you have applied for admission, even though they may no longer be relevant. If there is not enough space for the cancelled applications in the eight fields available on the form, you should write them on the back of the change of priority form.

Please remember to date and sign your change of priority form as this form now indicates the order of priority of your applications and will be used as the basis for your admission.

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