

## Guide to the application form 2008

This guide tells you how to fill in the application form. Please read it carefully before you begin. As you fill in the application, it will explain what you should write in each section.

On the following pages you will find the application forms for all types of higher education programmes included in the Danish Coordinated Application System (Den Koordinerede Tilmelding KOT). There are eight application forms, as you are allowed to apply for a maximum of eight study admission areas. You must fill in a form for each admission area you apply for, even if some of the programmes are run by the same educational institution, or if the same programme is run by different institutions.

The regulations and requirements for admission may vary from one admission area to another and from one educational institution to another.

With each application you must attach documentation for the examinations, translations hereof, tests and activities you have mentioned on the application form. Documentation must be in the form of certified copies, which means that each individual copy must carry a statement that the copy corresponds with the original. Documents can be certified by:

- A Danish authority
- Your embassy in Denmark
- The Danish embassy in the country of origin
- The school/authority that issued the original document

The document must include the names, addresses and date of both the signatory and the school/authority

The application with the appropriate documentation should be sent to each individual educational institution. All activities you want to be taken into consideration in the assessment of your application must be mentioned directly on the application form.

### 1. Personal data

#### **Applicants with a Danish CPR number (Civil registration number)**

If you have a Danish CPR number, please fill it in carefully.

#### **Applicants without a Danish CPR number**

If you do not have a Danish CPR number, then you must write your date, month and year of birth, in that order, in the six spaces before the dash. In the first three spaces after the dash write the first two letters of your first given name followed by the first letter of your family name. In the last space you must indicate your gender as 1 for male and 2 for female. A person called Claes Anders Fredrik Moen, born on 31 August 1985, who is a man, should write: 310885-CLM1

#### **Address**

If your address is outside Denmark, please remember to write in the country code ([Link](#)) for the country where you live.

### 2. Citizenship

You must write in the country code ([Link](#)) and the name of your country. Please remember to attach documentation.

### **Residence permit**

If you already have a Danish residence permit, you must attach documentation.

### 3. Application for admission to

In the spaces marked in black you must fill in the number of the admission area of the programme you are applying for. For each programme there is an admission area with a name and number, which you will find in the Programme Overview. The number is shown in the coloured box, and you must also refer to this number on the priority form and on the priority list on the front of the application form.

### **Standby**

You can apply for a standby place for most programmes. If you are offered a standby place, you will not be offered a place on any of your lower priorities. If you are offered a standby place, but are not offered a place to begin studying this year, you will be guaranteed a place to begin studying next year.

### **Line of study, training location or practical training location**

Some admission areas include more than one programme – called lines of study – and in these cases you must also state the name of the line of study. Other admission areas may include several study locations or possibly several locations for practical training. In all cases, you may only apply once for any particular application area.

### 4. Upper secondary education/Entry qualification

Write the name of the examination certificate which forms the basis of your qualification for admission. You should include both diploma and transcript if separate. All documents that are not in the Danish or English language must be accompanied by translations made into Danish or English. Translations must be made by authorised translators in Denmark or be signed by “Notarius Publicus”, The Justice Department and Foreign Ministry or other as required in the country of origin for documents to be legalised.

### 5. Bonus for extra subject at the highest possible level

If you in your qualifying exam, have chosen an **extra subject** at the **highest possible** level replacing the subject at a lower level and if your grade point average/examination marks is convertible into the Danish admission system and is used as a selection criteria then your average examination mark may be increased by 1.03 or 1.06. This is called “achieving bonus points”. The conditions are:

- For exams considered similar to “studentereksamen” (stx) or “Højere handelseksamen” (hhx) the total number of A-level subjects must be 5 or 6 where 1 subject is taken at a higher level than required by the national standards
- For exams considered similar to “højere teknisk eksamen” (htx) the total number of A-level subjects must be 4 or 5 where 1 subject is taken at a higher level than required by the national standards
- For exams considered similar to “højere forberedelseksamen” (hf) the total number of A-level subjects must be 2 or 3 where 1 subject is taken at a higher level than required by the national standards

Check [eksamenshåndbogen](#) to find out if your qualifying exam can be converted to the Danish quota system. If eksamenshåndbogen does not give you sufficient information, then contact the institution to which you intend to apply

It is your own responsibility to submit sufficient documentation proving that you have taken the required number of extra subjects at the highest possible level (Danish A-level). The institution to which the application is sent will hereafter consider whether or not you fulfil the requirements to achieve bonus points.

#### 6. Current or previous admission to higher education programmes, if applicable

Please state here whether you have previously been admitted to programmes of higher education which you have not completed. You should tick the box below if you have a Master's degree (Post-graduate, second cycle higher education degree) or a long cycle first degree of minimum 5 years of study. If you have an educational level corresponding to the Danish "kandidat" degree (Master's degree), you may only be admitted to a new programme of higher education if there is a vacant place (the so-called Master's degree rule).

If you have previously been admitted to two programmes of higher education but have not completed them, you may only be admitted to a new programme of higher education if there is a vacant place (the so-called third time rule).

The educational institutes may grant an exemption from these two rules. Applications for exemption must be sent to the educational institutions where you are applying for admission.

#### 7. Order og priority

The priority list in this box is a summary of the priority form, and it must contain exactly the same information and priority list of programmes.

#### 8. Post-secondary education

You must complete section 8 if you are at present following or have followed studies of higher education. You must also state which subjects, tests or examinations you have passed as part of these higher education studies.

#### 9. Examinations passed supplementary to upper secondary education/entry qualification

In this box you must state which examinations you have passed supplementary to the entry qualification. Mention all courses you want to be taken into consideration when your application is assessed, other than those included in the entry qualification.

#### 10. Work experience

Work experience is assessed by each educational institution, and certified copies of documentation should be attached to your application. You should also obtain details from the institution about which requirements are made, and which activities are considered important.

#### 11. Extra-Curricular activities

State other activities in section 10. Remember to attach documentation for every activity mentioned.

12. Residence outside your home country

Give details here of periods when you have worked or studied outside your home country, including any periods spent in Denmark.

13. Knowledge of the Danish language

A pass in the Study Test in Danish as a Second language (studieprøven i dansk som andetsprog) is required for most programmes of higher education. Please state on the form when you passed the test or expect to pass it. You should also state here if you have any additional knowledge of the Danish language.

14. Knowledge of English language

State on the form which certificate you have taken, and when you passed or expect to pass it. Also state if you have any other qualifications in English. If you are applying to an institution that requires a specific test, the test results should be sent directly from the test centre.

Signature

All the application forms must be signed and dated by the applicant in person.

**Confirmation of examination certificates**

After you have been admitted, the educational institutions are entitled to seek confirmation of the information in your application. This applies to all the details you have given. If this reveals that forged documents have been submitted or any form of misleading information has been given, this will be reported to the police and admission to the course will be cancelled.

Any other attachments

When your applications are being assessed, it is very important that complete and correct documentation has been attached. Check therefore with the educational institution what documentation is required.

Send only photocopies, not original documents.

The photocopies must be certified. This means that each individual copy must carry a statement that the copy corresponds with the original. Documents can be certified by:

- A Danish authority
- Your embassy in Denmark
- The Danish embassy in the country of origin
- The school/authority that issued the original document

The document must include the names, addresses and date of both the signatory and the school/authority

**Remember to write your CPR number or the special identification mentioned on p.1 on all documentation.**