

How to complete an application for admission to a part-time Master's programme

Welcome to the digital application portal!

Following your login to the application portal, you will be directed to the tab called “**create application**”.

To start your application you have to choose the right educational institution and type of education. Please choose “**Aarhus University**” in the box called “**Institution name**” and **Master**” in the box called “**Type of education**”. Then click “**Search**” and you will be presented with a list of all the part-time Master’s degree programmes at Aarhus University that are open for applications at the present time. Do not write anything in the boxes called “**Education name**” and “**Start of study from**”.

Choose institution and education

* Institution name: Education name:

* Type of education: Start of study from: to

Please note that **Institution name** and **type** may be pre-filled when you login.

Choose the preferred programme from the list by clicking the box in the left column under “**Select**”. Then click “**Move on to creation of application**”

NB! do not click the "search button.

Search Results

Select	Type of education	Education name	Elective subject	Start time
<input type="checkbox"/>	Master	Political Science, English language line, summer intake	<input type="text"/>	Sep - 2018
<input type="checkbox"/>	Master	English - A-line, summer intake	<input type="text"/>	Sep - 2018

Please note that the **Education names** are not listed in alphabetical order. You can list the Master’s degree programmes in alphabetical order by clicking on one of the small arrows that appear, when you move the mouse to the space **Education name**. Make sure you chose the programme with the correct **Start time** (summer intake with commencement of studies in September or winter intake in

Søgeresultat

Vælg	Uddannelsesstype	Uddannelsesnavn	2-Faglig	Starttidspunkt	Ansøgningsperiode
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February).

There are two options for the Master in Curating programme 1) the entire programme or 2) module 1 only. You can only choose one programme or module per 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.

Nationalitet 
Permanent opholdstilladelse

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”**.

[Move on to creation of application](#)

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.

Requirements and Prerequisites

Under "Requirements and prerequisites", you must answer questions and upload documentation of your passed and ongoing higher education. You must start by answering where your qualifying degree is from, and then upload the relevant documentation.

If you have collected data earlier in your application, the collected transcripts of studies will have been inserted in the first or second question. If the system has not obtained the exam results, or if they are from a different institution than the ones stated previously, you must upload the exam certificates yourself. Regardless of whether the system has obtained documentation or not, it is your responsibility according to Danish law to ensure that all relevant information about previous education is registered during this step.

The following file types are allowed: doc, docx, pdf. Max size 10 MB - files that do not comply with these instructions will not be uploaded to the application.



Admission basis

Below you must answer questions and upload documentation concerning your passed and ongoing higher education.

If we automatically through the application system have obtained information about your educational background, your transcripts will appear below. If we have not obtained any information about your educational background, you must fill in the relevant boxes below.

Passed higher educations :

Education name	Institution	Date passed	Source	Number of Files	View/Edit upload	Remove education
No data to display.						

[Upload documentation of completed academic degrees](#)

Use documentation from previous application

Unfinished higher educations :

Education name	Institution	Missing ECTS	Source	Date expected passed	Number of Files	View/Edit upload	Remove education
No data to display.							

[Upload documentation of non-completed academic degrees](#)

Use documentation from previous application

Description	Document Name	Source	Download	Remove
No data to display.				

In this step, you can also indicate that you wish to apply for an exemption from the admission requirements. Please note that it is only the educational requirements that you can apply for dispensation from. The requirement for master's degree programmes concerning two years of relevant business experience, corresponding to full-time qualifying examination is mandatory, and it is therefore not possible to grant exemptions from this. You apply by clicking the "Dispensation" box.

Beskrivelse	Dokumentnavn	Kilde	Hent	Fjern
Der er ingen data at vise				

Dispensation

Dispensation for adganggrundlag

kort beskrivelse af vedhæftede :

Gennemse...

Upload

Genbrug dokumentation fra tidligere ansøgning

The master's degree programmes have a general admission requirement on degree programmes at a minimum of bachelor's degree level and subsequently two years of relevant work experience corresponding to full-time.

Documentation for work experience must include pay slips, employment contract or statement from the employer. You must do the following to upload: 1) In the first field, write your current job title and, if necessary, Work place, 2) give your document a name in the field "brief description of the attachment", 3) Find your document by clicking "Browse", 4) then click "Upload".

For the CV, you must upload your CV, please note that there are required text fields, which must be completed in order for you to proceed. In both of these, it is enough for you to write a CV.

NB!: If you do not have any documentation but can obtain it within a short period, you must upload a document in which you explain the situation and provide a date for when you intend to upload the final documentation. The case officer will then register that there are appendices that are

missing and open the application portal for you, so that you still have the opportunity to upload appendices. However, this is only possible if special circumstances apply.

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

Billing information – if you pay yourself

In this section, you must fill out your billing information. If you are paying for the programme/module yourself, then you must check the **“Private”** box.

*The following file types are allowed: doc, docx, pdf. Max size 10 MB - files that do not comply with these instructions will not be uploaded to the application.

The screenshot shows a progress bar with seven steps: 'Collection of data', 'Person', 'Applied education/course', 'Requirements and prerequisites', 'Payment', 'Show application', and 'Send application'. The 'Payment' step is highlighted with a blue square. To the right of the progress bar is a 'Next' button. Below the progress bar, there is a section for '* Invoice to' with two radio buttons: 'Company' and 'Private'. The 'Private' radio button is selected. Below the radio buttons are two buttons: 'Reset invoice information' and 'Select company via the central business register (CVR)'.

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

The screenshot shows the same progress bar as above, with the 'Payment' step highlighted. Below the progress bar, there is a text prompt: 'You have the opportunity to take the company through CVR by entering information you know about the company, and then press 'Select company from the CVR''. Below this prompt are two radio buttons: 'Company' and 'Private'. The 'Company' radio button is selected. Below the radio buttons is a text input field for '* VAT number'.

If a **Danish company/employer** is to pay, then you can either fill in the mandatory fields, or you can search the CVR register by clicking the ' Select Company via CVR ' button. If you fill out the fields yourself, it is important that you write the company name, address, postcode, city, country and telephone number. The fields "PO number" and "part-EAN or order number" must be filled in if you want a PO, personal reference, part-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 **0000000** in the CVR/VAT field, and then send an email with the correct billing information for your company/employer to evu@au.dk.

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

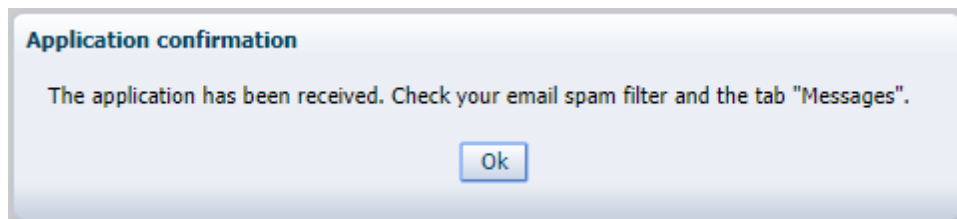
You can choose to save a draft by clicking “Save draft” in the lower right corner of the screen. This may be relevant, if you need to upload further documentation. Just be aware of the fact that if you save a draft, the application has not been submitted and drafts will not be processed by Aarhus University.



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

Submit application

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



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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 unsubmitted 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.arts@au.dk.

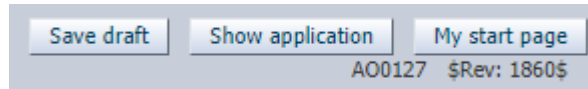
Good luck with your application!

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.



- Please note that you can apply for one programme at a time. You can reuse documentation from previous applications on the page “Requirements and prerequisites”, by using this function:

Use documentation from previous application 