

# International applicant | Optagelse.dk

## How to fill in your application

You can apply from February 1<sup>st</sup>. [If you wish to apply for programmes taught in Danish, you will need to use the Danish application, you find by following this link.](#)

Each application must be complete and **sent before March 15<sup>th</sup>, 12 noon (CET) for applicants without a Danish exam**. The deadline July 5<sup>th</sup>, 12 noon (CET) only applies to applicants with a Danish upper secondary education.

You will receive a respond to your application(s) July 26th 2024.

[You can read about admission requirements, rules and principals for admission in quota 1 and quota 2 at ug.dk.](#)

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## How to log in to Optagelse.dk

Do you not have a Danish CPR-number?

- Click No, if you do not have a Danish CPR-number
- Type your email address and click OK

You will receive an email with a link to your application. You have to use the link every time, you want to access your application.

- Click at the link or copy the link to your browser
- Enter your personal information

The system will create a constructed ID which you can see in the application.

Do you have Danish MitID?

- Log in with your MitID

You can apply using MitID if you have a Danish CPR-number.

[Problems logging in?](#)

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## The tab Information about you

### Personal information

Have you not logged in with MitID?

- Type your personal information
- Type your email address and telephone number including the country code

When you log in with MitID, the sections with your name, CPR-number and address automatically appears with information from the Danish CPR-register. You can not edit this information.

If the information is not correct, you must contact Borgerservice in the municipality where you live.

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### Citizenship

Do you hold a citizenship in another country than Denmark?

- Choose the country of your citizenship in the drop down menu
- Mark whether you have a residence permit in Denmark or are a EU/EEA citizen
- If you hold a citizenship in a country outside the EU/EEA and have a residence permit in Denmark, you must upload your residence permit under the tab Attachments

Denmark is chosen as default, so if you are a Danish citizen you do not have to do further.



If you are a citizen in a EU/EEA country (including Nordic citizens) you do not have to document your citizenship.

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## Previous admissions to a higher educational programme

- Click No, if you are not and have not previously been accepted at a higher educational programme

Higher educational programmes are Business Academy-, Professional Bachelor-, University programmes and artistic educations.

Vocational upper secondary educations and part time educations do not count in this context.

Are you currently or have you previously been accepted at a higher educational programme?

- Click Yes, if you are or have previously been enrolled in a higher education
- Mark whether you have completed or expect to complete a master's programme
- Click the pencil to the far right, to fill in the blanks with the name of the programme and passed ECTS points
- Click the check mark when you have filled in the blanks
- Upload the relevant documentation by clicking the button Add Attachments. You can also upload documentation later under the tap Attachments

### Please note

Applicants, who have completed a master's degree, can only be offered a place at a higher educational programme, if there are available study places.  
You find more information about this rule at [ug.dk](#) (in Danish) and [ufm.dk](#).

Please note, that applicants with a completed master's degree, can not apply for a standby place.

You find information on how to fill in the blanks if you want to:

- [Indicate that you are still enrolled in an educational programme?](#)
- [Enter a discontinued education in your application?](#)
- [Enter your completed or expected completed education?](#)

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## Admission after the special Greenlandic scheme

You only have to mark this if you have a connection to Greenland and meet the criteria for the special scheme.

Do you have a connection to Greenland?

- Mark, if you want to apply for admission under [the special Greenlandic scheme](#)
- Upload relevant documentation by clicking the button Add Attachments. You can also upload documentation later under the tab Attachments



You find information about whether the special Greenlandic scheme is relevant for you by clicking the question mark up in the right hand corner.

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## Save Information about you

- Click the button Save on the top of the page when you have filled in the information



You can not edit this information about you, once you have approved your first application.

If you want to edit the contact information later, you can upload an attachment with your wishes for corrections or contact the educational institution directly.

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## How to fill in the tab Entry qualifications

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### Entry qualifications

See how to fill in your Entry qualifications if you have a:

- [Non-Danish Exam](#)
- [International Baccalaureate \(IB\)](#)
- [Vocational training education from another country than Denmark](#)
- [No entry qualifying exam and will apply for admission with special permission](#)
- [Expect to pass your upper secondary education this summer](#)

Are you logged in with MitID?

When you apply with MitID, your diploma will automatically be attached to your application, if it is registered in the Danish exam database (Eksamensdatabasen).

- Click the button View your diplomas to check if the diploma is correct
- If the diploma is not correct, please contact the school that issued the diploma

See how to fill in your Entry qualifications if you have [Danish exams that are not in the Danish Exam database](#) (in Danish).

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## Save your entry qualifications

- Click the button Save at the top of the page, if you have filled in your entry qualifications by yourself



You can not edit your entry qualifications, once you have approved your first application.

After approving your application you can submit new diplomas to the application by clicking the tab Attachments

This also applies if you pass your upper secondary education this year.  
**Remember** to log in to [Optagelse.dk](#), once you have passed the courses to upload your new diploma and add it to your applications before July 5<sup>th</sup>, 12 noon (CET).

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## How to fill in the tab Choice of education programme

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### Add educations to your priority list

- Click the button Add Education to your priority list
- Find an educational programme
  - You can search for the name of the educational programme in the search bar
  - You can choose to limit your search by region, city and/or study start
- Click the little arrow to the left of the name of the educational programme to view admission requirements, and find links to more information about the education
- Click the button Choose to apply for admission to the educational programme



You can apply for up to 8 educational programmes in prioritized order.

You can only be offered 1 study place - at the highest ranked option possible. It is therefore important that you prioritize the applications according to where you prefer to study.

You can change your priorities up until July 5<sup>th</sup>, 12 noon (CET).

If you have an upper secondary education and your grade point average can be converted to a Danish grade point average, your application will automatically be assessed in both quota 2 and 1. Applicants with a non-Danish exam must submit their application **no later than March 15<sup>th</sup>, 12 noon (CET)**. This is also the deadline for quota 2-applications.

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## Check courses on an upper secondary level passed in addition to the entry qualifications

Have you passed other courses than your upper secondary education?

- Click the pencil to the far right to fill in the blanks
- Click the check mark when you have filled in the blanks
- Click the + icon that emerges to add courses to the list
- Upload diploma(s) as documentation by clicking the button Add Attachments at the bottom of this section. You can also upload the diploma(s) later under the tab Attachments

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## Expected supplementary courses passed

- Mark, if you are currently taking supplementary courses, or if you are submitted to Summer supplementary courses
- Click the pencil in the list to the very right to fill out the sections
- Mark by ticking the box, when you have added the supplementary courses
- Upload documentation for admission to the supplementary courses, if the educational programme you want to apply for requires it
- Click the button Add Attachments at the bottom of the page. You can also upload documentation for admission to supplementary courses later using the tab Attachments



In the article about [summer supplementary courses](#) at ug.dk you will find an overview of which educational institutions that demands documentation for admittance to Summer supplementary courses (in Danish). Please note that not all educational institutions accept summer supplementary courses.

You must log in to your application again before July 5<sup>th</sup>, 12 noon (CET) and upload documentation for passed supplementary courses.

Documentation for passed summer supplementary courses has to be send directly to the educational institution(s).

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## Choose field of study

Some educational programmes have different fields of study.

Are you looking for a programme with several fields of study?

- Select the field of study that you want to search for in the drop down menu

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## Choose if you want to apply for standby admission

- Mark if you want to apply for a standby place



Before you decide if you want to apply for a standby place, it is a good idea to read about the rules and the consequences of standby admission.

Please note, that applicants with a completed master's degree, can not apply for a standby place.

Read more about standby admission by clicking the question mark up in the right hand corner. You can also read about [standby](#) at ug.dk.

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## Mark summer or winter start

At some educational programmes you have to decide whether you wish to start in the summer or in the winter the following year.

- Click No if possible, I would rather start in the summer, if you prefer to start in August/September
- Click Yes if possible, I would rather start in the winter, if you prefer to start in January/February



The educational institution distributes the study places according to their own criteria. Therefore, you can not be sure to have your wish for preferred study start fulfilled, even if you are admitted to the education. You can read more about [summer and winter start](#) at ug.dk.

Please note that some educational programmes have to be applied for twice, if you want to apply for both summer and winter start.

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## Mark, if you have pre-approval from last year

- Click No, if you did not get a standby place last year
- Click Yes, if you got a standby place last year and have pre-approval to start studying at the educational programme

If you have pre-approval you must upload your letter of admission from the educational institution.

- Click Add Attachments to upload the letter of admission. You can also upload the letter of admission later using the tab Attachments



If you have pre-approval for a specific educational programme, you can still apply for admission at other educational programmes.

Please note that you can only be offered one study place. Therefore, if you apply for higher prioritized programmes than the programme you have pre-approval for, the pre-approval will only apply if you are not accepted at one of the higher prioritized programmes.

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## Mark, if you apply without a qualifying exam

This section will show, if you have chosen that you do not have a qualifying exam under the tab Entry Qualifications.

- Mark if you want to apply for admission with special permission or if you have previously received special admission for the educational programme you are applying for.

Do you wish to apply for special permission to admission without entry qualifications?

- Write your application about special permission in a separate document and attach it as a pdf
- Upload the document by clicking the button Add Attachment at the bottom of the page. You can also upload your application for special permission for admission later under the tab Attachments

Have you previously received special permission for the educational programme you are applying for?

- Add your journal number, and the date you got the permission

- Upload documentation for the special permission
- Click the button Add Attachments at the bottom of the page. You can also upload documentation for special permission later under the tab Attachments

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## Fill in the quota 2 sections

The quota 2 sections in the application only shows until the application deadline for quota 2 at March 15<sup>th</sup>, 12 noon (CET).

- Click the link [See quota 2 criteria at the website of the educational institution](#) to orientate yourself about which criteria you will be appraised from



You can only see the activities that are relevant for the educational programme you are applying for. The quota 2 section can be different for the different educational programmes and educational institutions - even if it is the same educational programme you are applying for different places in the country.

- Fill in the sections that are relevant for you
- Click the pencil to the far right to fill in the blanks
- Click the check mark when you are finished
- Click the + icon that emerges to add more activities if it is relevant for you
- Click the button Add Attachment at the bottom of the page. You can also upload documentation for your activities later using the tab Attachments

[See what you should be aware of when filling in the quota 2 sections](#)



**Is the section Professional experience, professional internship, military service and maternity/paternity leave showing?**

- Examine the educational institution's website for their requirements concerning work hours and length of employment. Please note that the requirements may vary at the different educational programmes

You can use a [employer's declaration](#) to document your employment.

If you are unable to obtain an employer's declaration, please check the educational institution's website, to see what other documentation they accept.



**Is the section Admission test in quota 2 showing?**

- Read about contents and time for the admission test, how to sign up for the test or the homework assignment at the website of the educational institution



**Is the section Motivated application showing?**

- Write your motivated application in a separate document and save as a pdf file
- Upload the document at the bottom of the page by clicking the button Add Attachments. You can also upload your motivated application using the tab Attachments

If the section Motivated application is not showing in the application it means that the specific educational programme does not take motivated applications in to account when assessing the applications.

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## Use the button Add attachments

- Click the button Add Attachments to add relevant documentation for the activities you wish to add
- Click the button Add Attachments to upload your motivated application if the field Motivated Application is shown

You can also upload documentation and the motivated application later under the tab Attachments.



When you add attachments under the tab Choice of education programme the attachment will automatically link to the application you are currently filling in. If the attachment is relevant for more applications on your priority list, you can link it to the other priorities under tab Attachments.

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## Save and add the educational programme to your priority list

- Click the Save button at the bottom of the page to finish your application

The educational programme does now appear on your priority list.

If you have not completed the application you can save it and continue later.

- Click the name of the application on the priority list to fill in or to edit the application



When you have completed the specific application, you have to approve it before it is sent off to the educational institution and you have applied.

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## Entry requirements for higher education programmes

[Read about entry requirements for higher education programmes and introduction of changes in entry requirements \(pdf\)](#)

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## Approve your application

Did you not log in with MitID?

- Click the button Approve and to print the signature page
- Print the signature page
- Sign the signature page
- Scan and save the signed signature page if you want to attach it to an email
- Send the signed signature page to the education institution using e-mail or mail

You can find [email addresses of the educational institutions](#) that accept signed signature pages sent by e-mail or upload at ug.dk (the article is in Danish).



### Please note

The educational institution(s) must have received the signature page **no later than March 15<sup>th</sup>, 12 noon (CET)** for quota 2 and applicants without a Danish exam for the application to be considered on time.

Deadline for quota 1 is before July 5<sup>th</sup>, 12 noon (CET) for applicants with a Danish exam who does not wish to apply in quota 2.

You must send a signature page to each educational programme you are applying for.

Have you logged in with MitID?

When you have completed the specific application, you have to approve it before it is sent off to the educational institution and you have applied.

- Click the button Approve and sign to sign with your MitID

You have to approve each specific application with your MitID no later than March 15<sup>th</sup>, 12 noon (CET), when you apply with an international exam.

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## How to check and add attachments under the tab Attachments

To upload your upper secondary school leaving certificate or add other attachments:

- Click the button Add attachment
- Find the relevant document on your computer. You can only add documents that are saved as pdf files
- Give the file a relevant name in the text box and click OK
- Click the check mark of one or more educational programme(s) you wish to attach. If the attachment is not ticked of, the educational institution will not receive the attachment

Have you previously added attachments to the application?

- Check that the box next to the priority the attachment is connected to is ticked
- Click on more check marks if the attachment is relevant for the priorities

Attachments / Priority	1.	2.	3.	#	Priority list	
Diploma	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.	Bachelor of Export and Technology Management	Approve and print
Appendix	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.	Bachelor of Engineering in Biotechnology	Approve and print
Letter of motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3.	Bachelor of financial management and services	Approve and print



The educational institution can only see the attachments that are marked with a tick next to the number on the priority list.

## How to check that the application is sent

You can access your application again in the same way as when you first made the application

- Go to the tab Choice of education programme and view your priority list

Have you applied without MitID?

- Check that there is an envelope next to your priority

The envelope signals that you have printed the signature page, but you have not applied before you have sent the signature page to the educational institution(s) by e-mail or mail. If you send your application by mail the application must be received at the educational institution before March 15<sup>th</sup>, 12 noon (CET).

When the envelope is open and the box next to it is ticked, the educational institution has retrieved the application.

Have you applied with MitID?

- Check that you have an envelope next to your priority

The envelope signals that you have sent the application correctly and that you have applied. When the envelope is open and the box next to it is ticked, the educational institution has retrieved the application.

## How to change your application

After you have approved and sent your application you can:

- Add new educational programmes to the priority list until March 15<sup>th</sup>, 12 noon (CET)

You have to make the following changes before July 5<sup>th</sup>, 12 noon (CET)

- [Change the order of priorities](#)
- [Annul and delete an application](#)
- [Upload new attachments to the applications using the tab Attachments](#)



Remember to check the deadlines for uploading attachments at the educational institution.

If you delete an application after March 15<sup>th</sup>, 12 noon (CET) and add the educational programme to your priority list again, it will no longer be assessed.

If you want to change contact information, entry qualifications, applying for standby place or start date you can upload an attachment including a description of what you want to change, or you can contact the educational institution directly.

## Other information

[Here you can find an employer's declaration](#)