

Power of attorney - what to do if I want another person to complete the application for me?

Please note

If you are an applicant with a Danish CPR-number, you can log in to Optagelse.dk from around the world with your NemID or MitID.

If you log in with NemID or MitID, your diplomas are retrieved and will appear in the application at Optagelse.dk, if they are stored in Eksamensdatabasen. Diplomas can only be stored in Eksamensdatabasen if your diploma is from Denmark.

If you do not have the opportunity to apply for educational programmes at Optagelse.dk during the application period, you can give another person power of attorney to apply on your behalf.

To apply by proxy you must:

- Find the [declaration of power of attorney](#) (Danish PDF)
- Specify which educational programmes you want to apply for, and in which order of priority
- Sign the declaration of power of attorney together with the person you wish to give power of attorney
- Save all necessary documents as pdf files (diplomas, any individual subject certificates, any motivated applications, etc.) and send them to the person holding the power of attorney.

The holder of the power of attorney must:

- Log in to Optagelse.dk via one of the two following entrances after February 1st. and well in advance of the application deadline:
 - [Seek admission with power of attorney on behalf of an applicant with a Danish CPR number](#) (e-maillink)
 - [Seek admission with power of attorney on behalf of an applicant without a Danish CPR number](#) (e-maillink)
- Enter your own email address and write the applicant's CPR number (if applicant has one).

The holder of power of attorney will now receive an e-mail with a link to the application at Optagelse.dk and must complete the application on behalf of the applicant. See the application guide if there are any questions along the way.

The holder of the power of attorney should pay extra attention to:

- Complete the address information and entry qualifications for the applicant
- Find the programmes listed under the tab 'Choice of education programme' and fill in the applications
- Click the ['Approve'](#) button
- Print a signature page for each educational programme and sign it with your own name
- Send the signature page by e-mail or by mail to each of the educational programmes together with a copy of the signed declaration of power of attorney.

[Read more about the signature page \(articles in Danish\) via this link](#) to see more specific information from the educational institutions, e.g. whether the institution accepts the page by e-mail or upload and to find e-mail addresses of the institutions.