Applicants without a Danish CPR number applying for admission to higher education

User guide optagelse.dk
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1 Introduction

These guidelines are for applicants applying for higher education programmes through the KOT system (The Coordinated Enrolment) in Denmark. The guidelines can help you in the application process if you do not have a Danish CPR number.

If you are in doubt about which higher education programme you wish to apply for, you can seek guidance counselling before you log on to Optagelse.dk:

- **eVejledning** – via email, sms, chat or telephone (page in Danish).
- **Studievalg** – if you wish to meet in person with a guidance counsellor at one of the Guidance centres for choosing a higher education programme (page in Danish).
- **UddannelsesGuiden** – you can find information about various higher education programmes here (Mostly in Danish, but some pages are in English).

1.1 Target Group

These guidelines are intended for applicants who do not have a Danish CPR number.

If you have a Danish CPR number, then you will need to send your application by using your NemID or Digital signatur. You can read more about this in the guidelines for applicants with a Danish CPR number.

When you apply without a Danish CPR number, you need to approve your application choices, print a signature page, sign it and send it by post to the relevant educational institution. Please note that the signature page needs to have reached the educational institution before the deadline which is 15 March 12 noon for Quota 2 and 5 July 12 noon for Quota 1. Please note that the application deadline for some applicants (according to their educational background) always is 15 March 12 noon. It is your responsibility to ensure that you are familiar with the application deadline and that you apply before the deadline. If you do not know which application deadline that applies to you, please contact the educational institution where you want to apply for admission.

It is the date and time that the signature page reaches the relevant educational institution that decides whether or not the application has been received within the designated deadline, and not the date when the application was filled out online.

1.2 Concerning Optagelse.dk

1.2.1 Attestation of application choices

You will need to approve your application choices and send the signature page to each and every educational institutions to which you apply. Once you have done this for your first choice, you can no longer make changes in the tabs *Information about you and Application background*, as the information given here is shared by all the education programmes. You will also be unable to make changes in the information given, and choices
made, for the specific choice of education programme to which you have sent the signature page.

1.2.1 Changes in the priority order

You are allowed to change the priority order in your choices of application up until 5 July, 12 noon. You are also allowed to change the priority order even if you have sent the signature page and approved your application.

It is your responsibility to make sure that you have approved all your applications and send the signature page(s) with plenty of time to ensure that it is / they are received by the relevant educational institutions before the application deadline.

It is not possible to make any changes in your application, or change the priority order of your applications, after 5 July 12 noon when Optagelse.dk closes.

1.2.2 Enclosures

If you need to include documentation in your application, you should include any digital enclosures with your choice of education programmes. You cannot include the signature page in this, as the signature page must be sent separately by postal service, or you can hand it in to the educational institution personally. You must make sure to check the deadline(s) for uploading documentation to the relevant educational institutions. These deadlines can be checked on the homepage for the relevant educational institutions. Please note that the deadlines for uploading documentation may differ.

It is your responsibility to check that all relevant documentation is uploaded and attached to the relevant education programmes before the deadline. Documentation can be attached to the relevant programme at the tab Enclosures.

You can only attach documentation in PDF format. You can save files as PDF files in Word, or you can use a PDF printer to print a document as a PDF file. You can download a free PDF printer here.

1.2.1 Text fields tailored to your application

At Optagelse.dk you can only fill in the text fields that are relevant to your specific application and choice of education programme. As a result of this, you will not be able to fill any text fields that are only relevant to a Quota 2 application after 15 March 12 noon. The content of any Quota 2 text fields filled out will not be sent as part of the application for any programme choices for which the signature page is received after 15 March 12 noon.

1.3 ‘Please note’ text fields

There are various places in the guidelines where you will see a ’Please note’ text field. These text fields highlight and inform you of any special circumstances you need to be aware of in connection with the relevant activity.
2. Important information and logging in

Applicants who do not have a Danish CPR number, and therefore do not have a NemID or Digital Signatur, will need to approve their applications, print the signature page, sign it and send it by post to the relevant educational institutions. The signature page must not be uploaded as an electronic enclosure as these cannot be seen by the educational institutions.

You can choose to interrupt your application process at any time, and continue it at a later date. However, you must remember to approve your application choices and ensure that the relevant places of higher education have received the signature page before the deadline – 15 March 12 noon for Quota 2 and 5 July 12 noon for Quota 1. Please note that if you have non Danish entry qualifications, the application deadline is always 15 March. You will receive an answer to your application on 30 July. Regardless of how many programmes you have applied for, you will only receive one answer, either from the education programme to which you have been offered a place, or a letter informing you that you have not been accepted to any of the programmes applied for.

It is possible to change your application choices after you have approved your application; however, any changes made must be completed before the given deadline. You should only send the signature page once for each education programme applied for.

2.1 Getting started

step 1 Go to Optagelse.dk

Choose Apply for higher education in English (the blue arrow)

Please note. When you fill out your application in English, you can only apply for education programmes which are fully-taught in English. If you wish to apply for a programme taught in Danish, you will need to fill out the application in Danish (use the pink arrow).
2 Important information and logging in

step 2 You will now be able to see the front page for applicants to higher education.

You will need to click on Apply for higher education in order to log on.

![Image](path_to_image)

Please note At the bottom of this page there is a section containing important, current information. Just above this, you will find links to guidelines, help in application choices and other useful information.

step 3 When you click Apply for higher education, a new window will pop up which will ask you whether or not you have a Danish CPR number.

![Image](path_to_image)

Choose No, and then click on Next
Please note These guidelines are intended for applicants without a Danish CPR number only. If you have a Danish CPR number, and are therefore eligible for a NemID or Digital Signatur, then you should choose Yes and read the guidelines for applicants with a Danish CPR number instead.

Applying for admission without a NemID for applicants with a Danish CPR number
If you do not have a NemID, and you are not apple to receive a NemID before the application deadline, it is also a possibility to make a profile at Optagelse.dk without a NemID. If you choose to use Optagelse.dk without NemID, please be aware that you have to provide Optagelse.dk with all your personal information and documentation. Optagelse.dk cannot find information about your address based on your Danish CPR number. Optagelse.dk cannot find information about your entry qualifications in the Danish Eksamensdatabasen.

You have to upload all documentation in PDF format. Please be aware that an application without NemID can only be finished by printing a signature page that you have to sign and send or hand in in person at the educational institution before the application deadline. You have to sign and send a signature page for each education programme that you want to apply for. If you do have a Danish CPR number, but want to apply without using NemID, you have to login at this page. If you create a profile without NemID (step 4), you have to give your e-mail address and your CPR number. Apart from that, the steps are the same as in these guidelines.

step 4 The next window that opens will ask you to type in your e-mail address.

![Login with your e-mail address](image)

When you have given your e-mail address, you should click Ok.
2 Important information and logging in

You will then receive a message that your application process has been registered at Optagelse.dk, and a link will be sent to your e-mail address. Now, you will only be allowed to access your application via the link in this e-mail.

Please note If you have previously started an application with the same email address, you will be re-sent the same link as before. In that way, you are only registered with one profile at Optagelse.dk, and all your applications are connected to the same profile.

If you have started an application using NemID or Digital Signatur, which you registered with the same e-mail address, you will need to complete your application using NemID or Digital Signatur.
2.1 Getting started

step 5 You will now need to login to your email account and find the e-mail from Optagelse.dk which has just been sent to you. You should click on the link (or copy and paste it into your browser). You will need to use this link every time you want to access your application.

It can take up to 30 minutes to receive the e-mail from Optagelse.dk with the link. If you cannot find the email after this period of time, then you should check your spam filter.

step 6 The first time you click on the link, a new window will open where you will need to type your name, date of birth and sex. When you have given this information, click Ok.

Please note You will only need to fill out this information the first time you click on the link. Every time you click on the link after this, you will be directed to your application immediately.
step 7  You have now logged on to Optagelse.dk, and you are ready to begin your application.

Please note  The first time you log on, you will come to the page called Information about you. You will continue to come to this page each time you log on until you have added your choices of education programmes for which you wish to apply. After you have added your choices of application, you will come to the Choice of education programme, where you will be able to see which education programmes you have chosen. It is here that you are able to add new choices, delete any choices and change the priority order of your application choices.
3 Information about you

In the section *Information about you* you will need to fill out your personal details. This information cannot be changed after you have approved your first application and sent the signature page.

**step 1**  
You will need to choose the tab *Information about you*, if you wish to change any of your personal information.

The tab looks like this.

![Illustration of the tab](image)

**step 2**  
**CPR number and name**  
The information you have given in Step 6, *section 2* has been used to create an identification number instead of a CPR number. You cannot change this identification number. Your name is also given, but you may change this, if you can see that there is a mistake.

![Illustration of personal information](image)
3 Information about you

step 3 **Address**
You need to enter your complete address with your postal code and country.

When you type in a Danish postal code, Optagelse.dk automatically finds the relevant town.

**Please note**
The only way to change your address after you have approved your application and sent the signature page, is to contact the educational institution to which you have applied.
Some educational institutions will send you a username and a password to a self-service system which you can use to inform them of any changes in your address.

step 4 **E-mail and telephone details**
Your e-mail is the one which you gave when you started your application. You cannot change your e-mail address in the application.

You will now need to give your telephone number. It is a good idea to give your mobile number. The educational institutions to which you are applying or KOT (The Coordinated Enrolment) may need to contact you by phone.

step 5 **Citizenship**
You will need to choose which country you are a citizen of. Denmark is automatically chosen when you come to this part, so if you are a Danish citizen, you will not need to change the country here.
2.1 Getting started

If you are a citizen of a country other than Denmark, you will need to choose the relevant country on the list given when you click on the arrow on the right-hand side.

**step 6**

Any previous admissions to higher education.

You will need to answer whether or not you have previously been admitted to a higher education programme. Please note that documentation is mandatory for both quota 1 and quota 2.

If you have not previously been admitted to a higher education programme, and therefore click no, then you do not need to fill out anything further for this question.

If you have previously been admitted to a higher education programme, you will need to answer whether or not you have completed a Master’s degree.
If you answer is yes to whether or not you have previously been admitted to a higher education programme, you will need to write the name of the education programme and any parts of it passed in this text field.

You can enter text in this field by clicking on the pencil icon.

You will now be able to fill out this text field.

When you have filled out this information, you can add it to your application by ticking the box at the end of the line.
2.1 Getting started

The information has now been added. Should you wish to edit the information, you can do so by clicking on the pencil icon. Should you wish to delete the information, you can do so by clicking on the rubbish bin icon. Should you wish to add a new line, you can do so by clicking on the plus icon.

Clicking on the plus icon will give you a new line in which you can enter information.

These steps can be repeated until you have entered all the relevant information. You must be able to document the information that you enter in these text fields. You can upload documentation by clicking Add enclosures at the bottom of the page. You can read more about adding digital enclosures in section 6. Digital enclosures can also be added at the tab Enclosures. Please note, that you have to check that your documentation is attached to the right applications by ticking the boxes next to your applications once you have approved your applications.
3 Information about you

Please note

If you have a master’s degree you can only be admitted to a new higher education programme if there are available study places (the “master’s degree rule”).

It is possible for the educational institution to a dispensation from this rule but this rarely happens. If you have received a dispensation from an educational institution you must document this and upload it as an enclosure to your application.

Please note

Given information regarding your previous higher education programmes will be removed, if you tick the box No.

step 7

Finally, you will need to click Save in order to save all the information you have given.
4 Entry qualifications

In this section of Optagelse.dk, you will need to give your background (entry qualifications) on which basis you are applying for higher education. Your entry qualifications cannot be edited once you have approved and sent the signature page for your first choice of application.

You should be aware that documentation on your upper secondary education or any other diplomas is not automatically transferred from your school to the educational institution to which you are applying. It is therefore important that you remember to upload any relevant diplomas under the tab Enclosures. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. Your documentation is attached when you have ticked the box next to each application.

You can read more about uploading enclosures in section 6.

step 1 You should first switch to the tab Entry qualifications.

step 2 You will now come to the page where you will need to give your Entry qualification.

step 3 You will first need to choose which type of entry qualifying exam you have as the basis for applying for higher education.
4 Entry qualifications

For this example, we have chosen non-Danish exam. If your entry qualifications are non-Danish you must choose non-Danish exam.

Please note

The number of text fields here can vary. This is dependent upon which type of entry qualifying exam you hold. You can read a description of the different forms of entry qualifying exams below. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications at the tab Enclosures.

Danish upper secondary education
If you have a Danish upper secondary education, you will need to clarify exactly what type of exam you hold, in the section Entry qualifications. You will also need to give the exam year, the exam result and the grading scale used.
If you have taken a Qualifying Examination for Technical Science, you should note that the application deadline is always 15 March, 12 noon.
You must upload a copy of your diploma before the deadline.

If you are expecting to complete eux this summer, please note that you will not be able to receive your diploma from Eksamensdatabasen. Therefore, you must contact your school in June when you have passed the upper secondary part of your education and request for a preliminary diploma. You must upload your preliminary diploma to your applications yourself before 5 June 12 noon.

If you are accepted at your choice of education programme, you will receive a conditional admission on July 30. Your admission will require that you can submit your final eux diploma to the educational institution after you have completed your apprenticeship. If you do not fulfil your apprenticeship your study place will be deleted.

International Baccalaureate (IB)
If you have an IB, you will need to note it here. You will need to give the exam year and the Total Points. Remember to upload your diploma before the deadline. Remember to tick the box next to each application to add your diploma to your applications. Please note that the application deadline always is 15 March, 12 noon.
Non Danish exam
You will need to give your *Entry qualification*. When you choose *Other* as your entry qualification, you will need to enter which exam you have. You will also need to give the *exam year*.
A copy of your diploma should be uploaded before the deadline. Remember to tick the box next to each application to add your diploma to your applications. Please note that the application deadline always is 15 March, 12 noon.

Vocational Training Exam (EUD)
You will need to give the *Exam year*. Remember to upload a copy of your diploma before the deadline. Remember to tick the box next to each application to add your diploma to your applications. Please note that the application deadline always is 15 March, 12 noon.

Other entry qualifications
Other entry qualifications can, for example, be a combination of specific courses at upper secondary education level. Remember to upload documentation before the deadline. Remember to tick the box next to each application to add your documentation to your applications. Please note that the application deadline always is 15 March, 12 noon.

No entry qualifying exam
You must apply for a special permission to apply for admission without an entry qualifying exam in relation to your specific application. However, this does not apply to the higher education programmes where the entry qualification alone is to pass an admission test (such as, for example, for the Danish journalist education programme at Danmarks Medie- og Journalisthøjskole). An application for a special permission to apply must be uploaded to your application before the deadline. Remember to tick the box next to each application to add your special permission application to your applications. You can read more about the requirements for a special permission application on the respective homepages of the educational institutions to which you are applying. In section 6, you can read more about uploading documentation. Please note that the application deadline always is 15 March, 12 noon.

step 4
You will now need to choose your concrete entry qualifications. In this example we have chosen International Baccalaureate (IB)
4 Entry qualifications

You will now need to give the *Year of completion*. If your exam is non-Danish the educational institution will convert your Exam result (Grade point average) to the Danish 7-scale if possible.

![Entry qualifications](image)

**Please note**

If you are expecting to pass your final exams this year (2014), you can leave the text box concerning your exam result empty. If you are expecting your final exam 2014, you must remember to upload your diploma as soon as you receive it. You must also be aware that you have to upload documentation before the deadline. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications.

**step 5 Bonus for an early start to higher education**

If your entry qualifying exam is 2 years old or less, then your grade point average (GPA) will be adjusted. This adjustment is done by multiplying your exam result by 1.08. The average is rounded to the nearest decimal point. **You must not make this adjustment yourself.** You must not multiply your grade point average (GPA) by 1.08 by yourself to get your bonus. This adjustment will be made by the educational institution to which you are applying. If your entry qualification exam can be converted to the Danish grading scale, the adjustment will not take place before after the conversion to the Danish grading scale. If you are admitted and are qualified to receive The Danish students’ Grants (SU), the information given about your year of completion will be used by the educational institution to decide, whether you are qualified to receive SU for one more year than the standard length of the programme.

![Entry qualifications](image)
It is possible to apply for an extension of the two-year rule under certain circumstances. If you wish to apply for extension, you should tick the relevant box. You will then need to upload documentation as the basis on which you are applying for dispensation under the tab *Enclosures*. Please note that you have to check if your documentation is attached to the right applications once you have approved your applications by ticking the box next to each application. If you apply for SU, your documentation will also be used by the educational institution to decide, whether you are qualified to receive SU for one more year than the standard length of the programme.

**step 6**

**Supplementary courses**

If you need to supplement your entry qualifications with extra courses in order to achieve the correct level required, and you have not yet completed this courses, then you need to tick the relevant box(es) here.

You will need to inform whether you will complete these courses before or after 5 July. If you have already completed the necessary supplementary courses, then you do not need to fill in this section, you simply need to inform us of the passed courses later on in the application. If the educational institution to which you are applying expects limited admittance, they can choose not to accept any supplements which are passed after 5 July. You will therefore need to check whether or not the educational institution to which you are applying accepts supplements passed during the summer.
4 Entry qualifications

Please note: You will always need to upload the relevant documentation before the deadline. If you are starting the course after 5 July, the documentation can be a statement from the school saying that you have been admitted to the course. You can research at the educational institutions to see what type of documentation they require. Please note that you have to check at the tab Enclosures if your documentation is attached to the right applications once you have approved your applications by ticking the box next to each application. It is your responsibility to check that all relevant documentation is uploaded and attached to the relevant education programmes before the deadline. Documentation can be attached to the relevant programme at the tab Enclosures. Read more about uploading documentation in section 6.

step 7 You can finish the section Entry qualifications by clicking Save at the top of the page and thereby saving all the information you have given.
5  Choice of education programme

The following section describes how you add your choices of education programmes to your application. You have to approve each choice individually and you will need to send a signature page for each education programme for which you apply. You can edit your choices until you finally approve them. After approving, you have to send the signature page. The educational institutions to which you have applied must have received the signature page before the deadline. The educational institutions cannot download your applications from Optagelse.dk before they have received a signature page. Your application choices which you wish to be considered in Quota 2 need to be attested, and the signature page needs to have been received by the place of higher education by 15 March 12 noon at the very latest.

Please note that the application deadline for some applicants always is 15 March 12 noon. It is your responsibility to ensure that you are familiar with the application deadline and that you apply before the deadline. If you do not know which application deadline that applies to you, please contact the educational institution where you want to apply for admission. Please also note that some education programmes have one deadline only, 15 March 12 noon, and it is impossible to apply for these programmes after this date.

You can find information about the evaluation criteria in Quota 2 and information about the deadline for uploading enclosures in the information about the specific programme at Optagelse.dk.
5 Choice of education programme

5.1 Finding your education choices

step 1 You will first need to switch to the tab Choice of education programme.

step 2 You are now on the page where you can add your choices of education programmes. Start by reading the text in the blue text box. If you have not added any choices, the page will be empty and your only option will be to click Add education programme once you have read the text. Please note that your choices will be added in a prioritized order. You can, however, change the order of priority after you have added your choices.

If you have already added choices of education to your application, you will be able to see these in the window. You can add a new choice by clicking on Add education programme. Please note that your choices are added in order of priority. You can, however, change the order of priority after you have added your choices.
5.1 Finding your education choices

step 3  
You will now come to the page where you can search through your options.

As a start point you will be shown all higher education programmes divided into 50 education programmes per page.

step 4  
Region and language
You can choose to limit your options by region

You can choose to limit your option regionally by choosing a region. When you have chosen the region, the list of education programmes will be updated to fit your search.

Automatically, you will be shown the education programmes which are taught in English. Should you wish to apply for a programme that is taught in Danish, you will need to fill out the application in Danish.
5 Choice of education programme

step 5  
**Education programme name, city and study start**

You can also limit your search by name of education programme, city and study start in the grey section.

If you wish to search by name of education programme or city, then start by typing the word which you are searching for. You can either write part of the name or the whole name. When you are pausing in your typing, the website will search based on what you have typed and the list of education programmes will be updated accordingly.

You can choose whether you want to see programmes that start in the summer, start in the winter, or start both in the winter and the summer. When you have chosen the study start, the list of education programmes you can see will be updated accordingly.

Please note  
Optagelse.dk only supports application via KOT (The Coordinated Enrolment) in the period between 1 February and 5 July.

step 6  
**Type of education, area of education and show more options.**

If you click on the text *Show more options*, you will be able to see more search options.
5.1 Finding your education choices

More search options:

If you no longer wish to see these search options, you can remove them by clicking *Show less options*.

You will first need to choose the type of education that you wish to search for, before you can choose the area. When you have chosen the type of education, the list of programmes that you will see will be updated accordingly.

You can choose the *Professional bachelor programmes* here.
In the next box, you can choose the area of education. Once you have chosen the area of education, the list of programmes you see will be updated accordingly.
Finally, you can use the last box, which is a text field in which you can type key words, the whole programme name or part of the programme name. When you are finished with typing in your search, you will need to press 'enter' on your keyboard before your search can start. When you search, the list is updated accordingly.

Please note

If you cannot find the programme you are searching for, it may be because it cannot be found within the categories you have selected. Try using fewer search categories. If you have given a region, it could help, for example, to remove that choice so that your search continues in all regions.

If you are in doubt about which education programme you should choose, you can receive help and guidance via eVejledningen, Studievalg or find information at UddannelsesGuiden.

step 7

In the overview of the programmes, you can see the name of the programme, the town in which it is taught, the start period and any comments.
5.1 Finding your education choices

You will only be able to see part of the comments that have been given by the educational institution. You will be able to see the rest by clicking on the arrow next to the programme.

In the left-hand column, you can see general information about the programme, such as where it is taught, the language the programme is taught in and any comments concerning the programme. On the right-hand side, you can read all about the entry requirements / access route for the programme.

In the left-hand column, you will also be able to see a link to the Quota 2 criteria for the programme.

Please note the icons used for study start:

- ☀ means summer start
- 🧵 means winter start
- 🌰 means that there is both summer and winter start, and that you can choose which one you prefer, but ultimately the educational institution decides when you will be offered to start.

At Optagelse.dk, you can search for programmes that start both in the summer and the winter. Some places of higher education also admit students for the winter start at a later date. Contact the educational institutions or look at UddannelsesGuiden for more information about this (the page is in Danish, but has an English section).
5.2 Adding choices of education programmes in Quota 2

When you have searched for the education programmes you are interested in, you will need to add them to your programme choices. The information below explains what you need to consider when adding a programme to your Quota 2 application. This will only be possible until 15 March 12 noon.

If you approve an application, and the educational institution receives your signature page before 15 March 12 noon, your application will automatically be considered in both Quota 1 and Quota 2 if you have a Danish Upper Secondary Education or a non-Danish Education with a grade point average that can be converted to the Danish grading scale. You do not need to apply for the same programme twice for it to be assessed in both Quota 1 and Quota 2.

You should only fill out the parts that you wish to be considered in Quota 2. If you do not wish your application to be assessed on anything other than the grade point average (GPA) of your qualifying entry exam (plus any possible supplementary courses you may have), you should only fill out that which equates to a Quota 1 application. You can read more about this in the next section. If you have non-Danish entry qualifications you can only be considered in Quota 1 if your GPA can be converted to the Danish 7-point grading scale. Please note that the application deadline for holders of non-Danish exams is always March 15, noon.

step 1 You will first need to search for the programme in the way described in section 5.1. Once you have found the programme, you should click on the corresponding arrow.
5.2 Adding choices of education programmes in Quota 2

You will now be able to see all the information about the programme. If this is the programme for which you wish to apply, then you should click Choose.
5 Choice of education programme

step 2  You will now be able to see the programme with a series of text fields. Choices that are marked with an asterisk (*) are things which you must fill out. You can fill out the rest if it is relevant for your application.

<table>
<thead>
<tr>
<th>Current information</th>
<th>Entry requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>List of education programmes</td>
<td>Specific entry requirements</td>
</tr>
<tr>
<td>Major options</td>
<td>Additional Upper Secondary Education</td>
</tr>
<tr>
<td>Language of education</td>
<td>Specific entry requirements</td>
</tr>
<tr>
<td>Legal information</td>
<td>• Mathematics at General C level</td>
</tr>
<tr>
<td>Region</td>
<td>• Language or relevant additional subject</td>
</tr>
<tr>
<td>Region of study</td>
<td>• Social Studies and Differentiation</td>
</tr>
<tr>
<td>List of education programmes</td>
<td>• Art Education and Design</td>
</tr>
<tr>
<td>Step 2: You will now be able to see the programme with a series of text fields. Choices that are marked with an asterisk (*) are things which you must fill out. You can fill out the rest if it is relevant for your application.</td>
<td>• Art Education and Design</td>
</tr>
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</tr>
</tbody>
</table>
5.2 Adding choices of education programmes in Quota 2

step 3  
**Field of study**  
It is possible to choose a field of study for some of the education programmes.

In this example, the field of study is as part of a professional bachelor program.

You will need to choose a field of study for any education programme that has different options for this. You will only be able to choose a field for the relevant programme. Not all education programmes have different fields of study.

step 4  
**Standby**  
You will need to choose whether or not you wish to apply for standby. You can see the explanation about standby in the fact box or by holding your mouse over the "i".

Please note  
Standby is a waiting list system. Applicants that fulfil the admission requirements, but cannot be immediately offered a study place, can instead be offered a standby place. If a place becomes vacant on the programme, the educational institution can offer it to a standby student already the same year. If no places become vacant, then the standby student will be offered a pre-approved place the following year. If you want to accept your pre-approved place the following year, then you have to fill out an application next year where you upload documentation for your pre-approved place sent from the educational institution.

You can apply for standby on each programme for which you apply. If you are offered a standby place, then you will not also be offered a place on a lower priority. You can only apply for standby at the same time as when you apply for admission.
That is to say, you cannot apply for a place a year in advance. Standby places are only offered to students who have chosen standby. You can read more about standby in the explanation about standby at Uddannelsesguiden (the page is in Danish).

step 5

Winter study start

If the programme has this icon 🌋 in the overview, then you will need to consider if you want to start during the winter.

You should answer yes in this text field, if you prefer to start during the winter rather than during the summer. You should say No if you prefer to start in the summer. The place of education can divide applicants according to their own sorting criteria. Because of this, you cannot be certain that you will have your preferences for study start should you be admitted to the programme.

step 6

Pre-approval

If you have pre-approval from the previous year, then you should note this here.
5.2 Adding choices of education programmes in Quota 2

If you answer yes, then you will need to upload documentation. The documentation should be the pre-approval documentation you received from the educational institution. When you answer Yes, a button will appear which you can click on to upload documentation. Please see section 6 to see how to attach digital documentation.

Please note

You should be aware that you will still need to fulfil the admission criteria for the education programme, even if you have a pre-approval from the previous year. Even if you have pre-approval for a particular programme, you can still apply for admission to other education programmes as a higher priority. If you apply for another programme as a higher priority, your pre-approval will only be activated if you are not admitted to a higher priority than the one to which you have pre-approval.

step 7

Entry qualifying exam

You should mention whether or not you expect to have an entry qualifying exam before 5 July.

If you are expecting an eux in the summer, you must tick the box Yes, even though you will not receive your final diploma before July 5.

If you answer No, you will need to say whether you are applying for a special permission to apply for the programme, or whether you have previously been granted a special permission to apply for this programme.
If you have previously been granted a special permission to apply, you will need to give the reference number and the date. You can choose the date by clicking on the icon. After this, you can click on the date in the calendar, and it will be automatically added to your application. If you do not have a journal number, you can give your CPR number or identification number instead. You can find this under the tab information about you.

Please note You should also answer Yes if you have a qualifying exam even if you need additional courses in order to fulfil the specific requirements for the programme, or if you do not have an exam with high enough great point average compared to last year’s entry requirements.

If you do not have an entry qualifying exam, you can apply for a special permission to apply. You can read more about it here (the page is in Danish).

step 8 General information about adding activities in the following text boxes. The same sort of rules applies when adding activities in the following text boxes. You need to click on the pencil icon in order to be able to write in the line about activities.

When you have clicked on the pencil, you will be able to type in the text fields.
5.2 Adding choices of education programmes in Quota 2

When you have finished, you need to tick the box.

All your information has now been added. Should you wish to edit the information, you should click on the pencil icon. Should you wish to delete the information, you should click on the rubbish bin icon. Should you wish to add a new line, you should click on the plus icon.

If you click on the plus icon, a new line will appear in which you can type information.

When you fill out more than one choice of education programme in the priority list, all the information that you filled out in the text fields of the previous choice is copied into the text fields for the new programme. You can delete, edit or keep the information in these text fields according to what is relevant for the new choice of programme in your application. You can also add new lines.

You can add a maximum of 20 lines to each text box.

**step 9**

Passed courses and expected passed courses in addition to the entry qualifications.
You should type in any supplementary courses that you may need to fulfil the specific entry requirements for the relevant choice of programme in this text field.
The text field should also be used if you have passed other relevant courses that you wish to be included in your Quota 2 application.
You read how to add extra lines in step 8. You can add a maximum of 20 lines.
5 Choice of education programme

You must remember to document your supplementary courses by uploading any relevant enclosures. If you are applying in Quota 2, you will need to check the relevant place of study to see what the deadline is for uploading documentation. Remember that all documentation must be included as an enclosure. Digital enclosures can be added at the tab Enclosures. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. Your documentation is attached if you have ticked the box next to each application. You can read more in section 6 about how to attach documentation.

Please note

The following text fields will only show once the choice has been attested for and the signature page has reached the relevant place of study by 15 March 12 noon at the latest. You must also fill in any information that you wish to be considered as part of your Quota 2 application in the text fields.

By clicking the link for Quota 2 criteria, you can see which criteria are important for the specific programme for which you wish to apply.

You must be able to document any information you give in the text fields by uploading relevant documentation and ticking the box next to the relevant applications at the tab Enclosures. You can see which activities the educational institution consider as important, and you can find the deadline for uploading documentation on the website of the educational institution.
5.2 Adding choices of education programmes in Quota 2

step 10

**Work experience, trainee service, military service and maternity/paternity leave may be entered here in chronological order.**

You should mention any work experience, military service, and maternity/paternity leave here. You should mention any information you wish considered as part of your Quota 2 application. You can read more in step 8 about how to add extra lines. You can add a maximum of 20 lines.

You should mention your former employer and what kind of job you had. You should mention when you started, when you finished as well as for how many months you had the job and how many weekly hours you worked in. Remember to document everything by uploading documentation. Digital enclosures can be added at the tab **Enclosures**. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. Your documentation is attached if you have ticked the box next to each application. You can read more in **section 6** about how to upload enclosures.

step 11

**Other activities after the age of 15 including extra-curricular activities**

You can type in any other activities here. Such activities could be if you have been a scout leader, a football trainer, if you have worked in any volunteer leadership role, or any other type of voluntary work. You should only give the information that you wish to be included in your quota 2 application. You can read more in step 8 on how to add extra lines. You can add a maximum of 20 lines.

You should mention for which organization, union or club you have worked. You should describe what you have done and a start and finish date, approximately how many hours per week you worked, and for how many months you worked. Remember that you must be able to document everything. The documentation can be a statement from the scout group leader or the leader of the football club etc. Digital enclosures can be added at the tab **Enclosures**. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. Your documentation is attached if you have ticked the box next to each application. You can read more in **section 6** on how to upload enclosures.
5 Choice of education programme

step 12 Courses at folk high schools, day high schools and schools of home economics
You can type in if you have been attending a course at a folk high school or at a school of home economics here. You should only give the information you wish to be included in your Quota 2 application. You can read more in step 8 about how to add extra lines. You can add a maximum of 20 lines.

You should write the name of the school and the start and finish dates as well as the number of months you attended.
Remember that you must document your residency. Digital enclosures can be added at the tab Enclosures. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. Your documentation is attached if you have ticked the box next to each application. You can read more in section 6 about how to attach documentation.

step 13 Stays abroad (outside your country of residence)
You should mention whether or not you have been abroad for a longer period of time. This can be, as examples, at an orphanage in Guatemala, working in a hotel in Switzerland, a study trip to England or similar. You should only give the information you wish to be included as part of your Quota 2 application. You can read more in step 8 about how to add extra lines. You can add a maximum of 20 lines.

You will need to mention which country you visited and what you did there. You will also need to mention when you were there and for how many months.
Remember that you must document any stays abroad. This could be a statement from the leader of the orphanage, a statement from your boss, any diplomas or similar. Digital enclosures can be added at the tab Enclosures. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. Your documentation is attached if you have ticked the box next to each application. You can read more in section 6 about how to attach documentation.
5.2 Adding choices of education programmes in Quota 2

step 14
You can upload enclosures at the bottom of the page. Digital enclosures can also be added at the tab Enclosures. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. Your documentation is attached if you have ticked the box next to each application. You can read more about uploading enclosures in section 6.

step 15
Finally, you will need to click Add at the bottom of the page. Your choice of programme will not be added until you have clicked here.

Your choice of programme has now been added.

You can now add more choices of education programmes (read more in section 5.1) or approve your choices of application (read more in section 5.5).
Please note If you click on Cancel in step 15 or go back to the list of priorities without having clicked to add your chosen education programme, then you will need to find the relevant programme in the list once again.

step 16 You can edit any information given until you have approved your application. You do this by clicking on the name of the programme. You will now be given the option to edit the information. Remember to save any edited information.
5.3 Adding choices of programmes to Quota 1

Once you have found the programme you are looking for, you will need to add your choice of education programmes. Below, you can see what you need to consider as part of a Quota 1 application. If you have a Danish upper secondary school education, you can add further choices to a Quota 1 application right up until 5 July 12 noon. If you have non-Danish entry qualifications you can only be considered in Quota 1 if your GPA can be converted to the Danish 7-point grading scale. Please note that the application deadline for holders of non-Danish exams is always March 15, noon.

**Step 1**

You will first need to find the programme as described in section 5.1. Once you have found the programme, you should click on the arrow.

You will now be able to see all the information about the programme. If this is the programme for which you wish to apply, then you should click on **Choose**.
5 Choice of education programme

step 2
You will now be able to see the programme with a series of text fields. Choices that are marked with an asterisk (*) are things which you must fill out. You can fill out the rest if it is relevant for your application.

step 3
Field of study
It is possible to choose a field of study for some of the education programmes.
5.3 Adding choices of programmes to Quota 1

In this example, the field of study is as part of a professional bachelor program.

![Field of study: *](Image)

You will need to choose a field of study for any education programme that has different options for this. You will only be able to choose a field for the relevant programme. Not all education programmes have different fields of study.

**step 4**

**Standby**

You will need to choose whether or not you wish to apply for standby. You can see the explanation about standby in the fact box or by holding your mouse over the [i]

![Standby:](Image)

**Please note**

Standby is a waiting list system. Applicants that fulfil the admission requirements, but cannot be immediately offered a study place, can instead be offered a standby place. If a place becomes vacant on the programme, the educational institution can offer it to a standby student already the same year. If no places become vacant, then the standby student will be offered a pre-approved place the following year. If you want to accept your pre-approved place the following year, then you have to fill out an application next year where you upload documentation for your pre-approved place sent from the educational institution.

You can apply for standby on each programme for which you apply. If you are offered a standby place, then you will not also be offered a place on a lower priority. You can only apply for standby at the same time as when you apply for admission. That is to say, you cannot apply for a place a year in advance. Standby places are only offered to students who have chosen standby. You can read more about standby in the explanation about standby at Uddannelsesguiden (the page is in Danish).
step 5  

**Winter study start**

If the programme has this icon 🌬️ in the overview, then you will need to consider if you want to start during the winter.

You should answer yes in this text field if you prefer to start during the winter rather than during the summer. You should say No if you prefer to start in the summer. The place of education can divide applicants according to their own sorting criteria. Because of this, you cannot be certain that you will have your preferences for study start should you be admitted to the programme.

step 6  

**Pre-approval**

If you have pre-approval from the previous year, then you should note this here.

If you answer yes, then you will need to upload documentation. The documentation should be the pre-approval you received from the educational institution. When you answer yes, a button will appear which you can click on to upload documentation. Please see section 6 to see how to attach digital documentation.
5.3 Adding choices of programmes to Quota 1

Please note You should be aware that you will still need to fulfil the admission criteria for the education programme, even if you have a pre-approval letter from the previous year. Even if you have pre-approval for a particular programme, you can still apply for admission to other education programmes as a higher priority. If you apply for another programme as a higher priority, your pre-approval will only be activated if you are not admitted to a higher priority than the programme to which you have pre-approval.

step 7 Entry qualifying exam
You should mention whether or not you expect to have an entry qualifying exam before 5 July.
If you are expecting an eux in the summer, you must tick the box Yes, even though you will not receive your final diploma before July 5.

If you answer No, you cannot apply to Quota 1. See section 5.2 instead.

Please note You should also answer Yes if you have a qualifying exam even if you need additional courses in order to fulfil the specific requirements for the programme, or if you do not have an exam with high enough great point average compared to last year’s entry requirements.

step 8 Passed courses in addition to the entry qualifications.
You should type in any supplementary courses that you may need to fulfil the specific entry requirements for the relevant choice of programme in this text field.
The text field should also be used if you have passed other relevant courses that you wish to be included in your Quota 1 application.

You need to click on the pencil icon in order to be able write in the line about activities.
5 Choice of education programme

When you have clicked on the pencil, you will be able to type in the text fields.

<table>
<thead>
<tr>
<th>Type</th>
<th>Subject</th>
<th>Level</th>
<th>Mark Oral</th>
<th>Mark Written</th>
<th>Month and year (expected) passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single subject course</td>
<td>Mathematics</td>
<td>A</td>
<td>10</td>
<td>10</td>
<td>January 2013</td>
</tr>
</tbody>
</table>

When you have finished, you need to tick the box.

All your information has now been added. Should you wish to edit the information, you should click on the pencil icon. Should you wish to delete the information, you should click on the rubbish bin icon. Should you wish to add a new line, you should click on the plus icon.

If you click on the plus icon, a new line will appear in which you can type information.

When you fill out more than one choice of education programme in the priority list, all the information that you filled out in the text fields of the previous choice is copied into the new line of text fields. You can delete, edit or keep the information in these text fields according to what is relevant for the new choice of programme in your application. You can also add new lines.

You can add a maximum of 20 lines to each text box. Under the tab Enclosures you must add your documentation to the relevant applications.

You must remember to document your supplementary courses by uploading any relevant enclosures. Digital enclosures can be added at the tab Enclosures. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You can read more in section 6 about how to attach documentation.
step 9  You upload enclosures at the bottom of the page. Digital enclosures can also be added at the tab Enclosures. Please note, that you have to check if your documentation is attached to the right applications once you have approved your applications. You can read more about uploading enclosures in section 6.

step 10  Finally, you will need to click Add at the bottom of the page. Your choice of programme will not be added until you have clicked here.

Your choice of programme has now been added.

You can now add more choices of education (read more in section 5.1) or attest your choices of application (read more in section 5.5).
5 Choice of education programme

Please note If you click on Cancel in step 15 or go back to the list of priorities without having clicked to add your chosen programme of study, then you will need to find the relevant programme in the list once again.

step 11 You can edit any information given up until you have approved your application. You do this by clicking on the name of the programme. You will now be given the option to edit the information. Remember to save any edited information.

5.4 Changing priorities

You can change the order of priorities of your education programmes, and you can also cancel programmes.

You can change the order and delete programmes until 12 noon on the 5 of July. You can also change or cancel education programmes you have already approved, even if you have already sent the signature page and the educational institution has retrieved your education programme. Please note that for Quota 2 applications only education programmes which you have approved and for which the education institution has received the signature page prior to 12 noon on the 15 of March will be considered. If you cancel an approved education programme after noon on the 15 of March and then add it again at a later time, it will no longer be assessed under Quota 2, even if you have sent confirmation before March 15. It is your responsibility to apply or make a change before the deadlines.

step 1 Click the Choice of education programme tab to see a list of your priorities. You can change the order or delete programmes.
5.4 Changing priorities

step 2  
Changing the priority of education programmes.
Use the arrows on the left-hand side to change the priority of your study programmes.

![Priority Change Example]

If you click on the down arrow, you move the preference down on the list. If you click on the up arrow, you move the preference up.

step 3  
Cancelling study programmes.
If you click on the waste bin to the right, you remove the preference from your list.

![Cancellation Example]

If you have cancelled an approved study programme, Cancelled applications will be displayed as a link in the top right corner.

![Cancelled Applications]

Click the link to view a list of your cancelled applications.
5 Choice of education programme

Please note

If you change or delete an education programme before you have approved any of your education programmes, you will not be notified of the changes you have made. If you delete an education programme which you have already signed, you will be warned about this with the following message. If you press Ok, the education programme will be deleted. If you press Cancel, the programme will not be deleted.

If you have approved one of your education programmes, you will be notified every time you make a change, irrespective of whether you change the priority or cancel a study programme, and irrespective of whether the approved education programme is impacted.

If you change the order of priority of your signed applications, you will also be warned. If you press Yes, the changed priorities will be made. If you do not wish to change to order of priority you must press No.

Click Yes in order to affect your change. If you do not wish to make the change, you should click on No.
5.5 Approve education programmes and the signature page

Once you have added your education programmes they must be approved, and the signature page must be sent to the educational institutions. Please note that you have to approve each education programme. Only education programmes which have been approved and for which the education institution has received the signature page before the deadline will be considering when the application is processed. The signature page must not be uploaded as a digital enclosure as these cannot be seen by the educational institutions.

step 1

You can view your education programmes under the Choice of education programme tab. This is also where you approve your education programmes and print the signature page which you must send to each of the educational institutions before they can download your application at Optagelse.dk.

step 2

Select the education programme you wish to approve and print the signature page for.
Click on the Approve button to confirm your choice and generate the signature page.

The application is not complete until the signature page is printed and sent to the educational institution. The educational institution must receive the signature page before the application deadline.
5 Choice of education programme

If you have not yet approved any education programmes, you will be warned that you will no longer be able to edit personal information and previous qualifications information once you have clicked Yes to confirm (approve) an education programme.

If you still need to add or edit your personal information or previous qualifications, click No.

Please note

Please note that you must confirm and submit a signature page for all education programmes you wish to apply for. Your application for an education programme is only received when the education institution has received the signature page. An application has been submitted on time if the education institution has received the signed signature page prior to the application deadline. The signature page must not be uploaded as an enclosure as these cannot be seen by the educational institutions.

Step 3

Once you have clicked on the Approve button, a message will be displayed containing a link to the signature page (in the PDF file format).

Click on the link to generate the signature page.
5.5 Approve education programmes and the signature page

You must print the page, sign it, and send it to the address at the top of the page:

The documents you need to upload to Optagelse.dk will also be listed on the signature page, as marked by a red hand on the above screenshot. Remember to consult the web-site of the educational institution regarding the deadline for receiving documentation. If you have not already uploaded the documentation, you must do so at the tab Enclosures. You must also decide which documentation that should be attached to the programmes. It is your responsibility to attach the relevant documentation to the right programmes. It is also your responsibility to upload and attach the documentation before the deadline given by the educational institution. Your documentation is attached if you have ticked the box next to each application. Read more about digital enclosures at section 6.

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Please note If needed, you can always regenerate the signature page by clicking on the printer icon.

Please note that if you delete an approved education programme, but regret and add it again, you must send a new signature page to the education institution. Otherwise they will not be able to see your new education programme because it has got a new Application ID. You must send the new signature page before the application deadline.

step 4 When an education programme has been approved, it will be marked with an envelope icon indicating that you are ready to send the signature page to the receiving institution.

Once the educational institution has received your signature page and has downloaded your application from Optagelse.dk, the sealed envelope will change to an open envelope with a green check mark:

Please note Note that you can still change your priorities even after you have approved an education programme. You can change the priority, add or cancel study programmes, or add enclosures. All changes must be carried out before the deadlines. The signature page must be send so it is received by the educational institution before the deadline. Documents must be uploaded at Optagelse.dk before the deadline. Your documentation is attached if you have ticked the box next to each application at the tab Enclosures.
5.6 Printing your application

If you wish to have a hard copy of your application, then you can print it. You do this by clicking on the printer icon in the right-hand corner.

Depending upon which browser you are using, you will either be asked if you wish to open the document, or download it. You can either print or save it as a PDF document. The paper application is for personal use only and cannot be used to apply to the educational institutions.
6 Digital enclosures

You can upload enclosures at several points in the application process as well as in the tab called Enclosures. You can add documentation to your application under the tab Enclosures by ticking the box next to each educational programme. The procedure is the same regardless of where in the process you upload the enclosure. You can see here how to upload enclosures at the tab Enclosures.

Remember that any enclosures must be uploaded by the deadline given on the respective homepage of the educational institution. Remember to tick the box next to each educational programme to add the relevant documentation. If you do not tick the box the educational institution will not receive the uploaded documentation.

1. Click on the tab Enclosures.
2. You can click Add enclosures here.

Note that you can see your choices of programmes and their priority numbers according to your choice of priorities in your application on the right-hand side.
Please note

You can also see the status of your application here, as well as approve the programmes that have not yet been approved.

When you click on **Add enclosures** a pop-up box will appear. Click on **Browse**.

If you do not wish to upload documentation at this point, click on **Close**.

You should now be able to find the document on your computer.

Double-click on the file which needs to be uploaded.
Give the enclosure a recognizable name. This could, for example, be ‘IB-diploma’. You can see the name of the file at the top of the window.

Click on Ok.

A message will now appear telling you when the document has been successfully uploaded.

If you upload enclosures from the tab Information about you, you will need to save any changes before the enclosures are uploaded.

If you upload enclosures from the tab Choice of education programme, you will need to add the choice of programme before the enclosure is uploaded. (Or save if you have edited a choice that has already been added).
Please note

You can only attach documents in PDF format. You can save files in PDF format in Word, or you can use a PDF printer, that prints a document as a PDF file. You can download a free PDF printer here.

The enclosure is now uploaded to Optagelse.dk, but has not yet been added to a specific choice of education programme, if you have attached it under the tab Enclosures. This is done by ticking the box next to each choice of education programme.

You will now need to tick for which choices of programme your enclosure is relevant. You should tick the box next to the relevant programme for attaching the enclosure. You can see the priority number of the individual choices of programme on the right-hand side. In this example, the enclosure ‘IB-diploma’ has been attached to priority number 3, ‘Bachelor of Architectural Technology and Construction Management’.

If you have added enclosures to the tab Information about you, it will be automatically attached to all your programme choices. You can untick the box if the enclosure should not be attached to a specific programme choice.
If you add the enclosure directly to a programme, the document will automatically be attached to that choice only. You can add further choices if it is relevant.

You can add all the enclosures you wish and you can add different documents to different programmes.

You can also delete the enclosures from the overview, if you click on the red cross. You can delete documents from individual choices of programmes by unticking the relevant box for that choice. The enclosure can however still be downloaded by the place of study, so if you upload a document that you do not wish to be considered as part of your application, you will need to contact the relevant educational institution to tell them that you have inadvertently uploaded an incorrect document.

Please note

The enclosures are only sent to the educational institutions on the programme, where you have ticked the box. That is to say those enclosures that have not been marked by ticking the box for a specific choice of programme will not be received by that respective educational institution.

Enclosures are part of a choice of programme and if you edit that choice in the priority list, the enclosures will also be moved along with the programme choice.

You should also note that when you add an enclosure, the status changes from an open to a closed envelope. This shows that the new information has not yet been downloaded by the relevant educational institution. Once the educational institution has downloaded the document, the envelope will show as open again.