How to complete an application for a Supplementary subject

Welcome to the digital application portal!

Following your login to the application portal you will be directed to the tab called **"See status of applications".** Choose the tab called **"Create application"**.
On the right hand side of the screen you will find a guide on how to apply. Click on the blue question mark to open the guide.

The first thing you need to do is to choose the university you wish to apply for in the box called **"Institution name"**. Here you choose "**Aarhus University"**. Next you must state what type of education you are applying for in the box called **"Type of education"**. Here you must choose **"Elective for Bachelor"**. Then click on the button **"Search"** and you will be presented with all the Supplementary subjects at Aarhus University which are open for applications at the present time.

Be aware, the **Education names** are not listed in alphabetical order. You can list the Supplementary subjects in alphabetical order by moving the mouse to the space **Education name** and then click on one of the small arrows, which appears. It is also possible to search the list of educations by typing the education name in the box above the list.

You choose the programme you want to apply for by ticking the check box in the column called **"Select"** far left next to the programme. Remember, you can only select one programme at a time. When you have chosen a programme, push the button **"Move on to creation of application".**

Applicant

If your nationality was not transmitted in connection with your login, you must choose your nationality from the drop down list.

Choose your nationality. If you need help with the "Country code", please click on "?" on the right hand side of the page. If you are not a resident in an EU/EAA country, you must also indicate whether you have a permanent residence permit in Denmark or one of the other Nordic countries.

Nationality

Check here, if you hold a permanent residence permit/temporary residence with the possibility of achieving a permanent residence permit in Denmark or another Nordic country.

Move on to creation of application

If you are a citizen of a country outside the EU/EAA, you must indicate if you have a permanent residence permit/temporary residence with the possibility of achieving a permanent residence permit – later you will have to attach proof of your residence permit to the application. Next, you push the button **"Move on to creation of application"**.

Move on to creation of application

Help with the application

On the right hand side of the screen you will find a guide on how to apply. Click on the blue

question mark to open the guide.

On the top right side of the page you find the headline **Further Information**, where you find links with information about the programme and general guidance on how to apply.

Collection of data

Now, you are presented with the image called **"Collection of data"**. Are you or have you been a student at Aarhus University, University of Southern Denmark, Copenhagen School of Business, IT University of Copenhagen, Aalborg University, Technical University of Denmark, Roskilde University or University of Copenhagen you have the option to obtain a transcript through the digital application system. You must check the box next to the university you wish to collect data from**.** Then you press on **"Collect data"**.

Collect data

		Time of collection
☑	AU , Aarhus University	Not downloaded.
☐	CBS , Copenhagen Business School	Not downloaded.
☐	DTU , Technical University of Denmark	Not downloaded.
☐	ITU , IT University of Copenhagen	Not downloaded.
☐	KU , University of Copenhagen	Not downloaded.
☐	RUC , Roskilde University	Not downloaded.
☐	SDU , University of Southern Denmark	Not downloaded.
☐	AAU , Aalborg University	Not downloaded.

It is not necessary to wait until the system has obtained your documents. You can continue your application by pressing **"Next"**. If you are not or have not been a student at Aarhus University,

Technical University of Denmark, IT University of Copenhagen, Copenhagen School of Business, University of Southern Denmark, Aalborg University or University of Copenhagen just press **"Next"**. It is not possible to remove the "check" in the box next to Aarhus University.

Personal information
Next, you must complete your personal information. Some of the spaces may already be completed automatically through your login, while others must be completed now. You will encounter the word "WAYF". WAYF means that your personal information has been transferred when you logged on. Once you have answered all the questions, press **"Next"**.

Applied education/Course
Here you must enter an alternative email address to the one connected to your log in for the application system. Be aware that emails will only be sent to the email connected to your login.

Once you have answered the question, press **"Next"**.

Requirements and prerequisites
The following page deals with **"Requirements and prerequisites",** where you must answer questions regarding your qualifying degree and upload documentation.

You will also be able to see the transcript collected by the digital application system. Data regarding completed and ongoing education is not visible before your user account/identity has been validated by the university.

You may encounter a text saying "Collection of data failed, check the error under 'Collection of data'!". This is just to inform you that no data has been collected. The admissions Office can collect the data at a later stage. You can continue with your application.

NB! Have you completed courses from previous unfinished Supplementary subjects? According to Danish legislation you are required to document completed courses of any previous unfinished Master's degree Programme. This is in order for the university to evaluate the possibility of credit transfer. Please see: *Obligatory credit assessment*.

Please make sure that ALL documents are attached correctly. Once this is completed and you have attached all the relevant documents, press **"Next".**
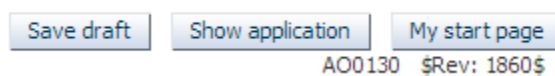
Show application
On the page called **"Show application"** you will find the information you have entered and the documentation you have attached. If you wish to alter your application at this stage you can use the process line to do so:

The information you have entered or documents you have uploaded will not be deleted if you move back on the process line. When you are ready to send your application then press **"Next"**, which takes you to **"Send application"**.

Save draft or send application
You can choose to save a draft by pressing **"Save draft"** in the lower right corner of the screen. This may be relevant if you need to attach further documentation. Just be aware of the fact that if you save a draft, it has not been submitted and will not be processed by Aarhus University.

If you want to send your application you can do so by pressing **"Submit application"**.

When you have pressed **"Submit application"** a message of confirmation will appear on the screen. Here you click on "**OK"**.
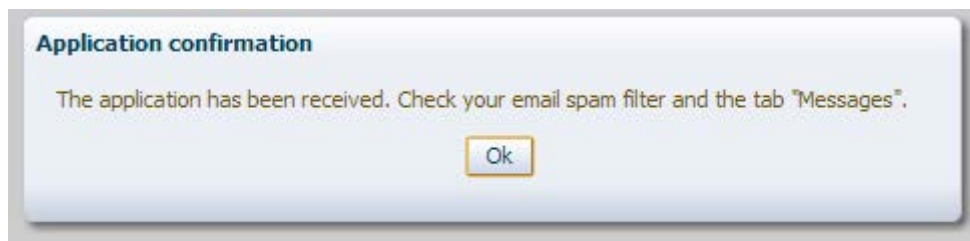
Under the tab **"Messages"** you will receive a confirmation letter and you will also receive a notification email in your personal mailbox. Remember to check your spam filter.

See status of applications
Under the tab **"See status of applications"** you can view your submitted applications, edit your unsent drafts or cancel an application. This tab will also appear when you log on to the application system again.

Aarhus University	Economics and Management (Economics line)	Draft	29-Oct-2013 14:15:36	Cancel Application Edit Application View Application

Questions
If you have any questions, please write to tilvalg@au.dk

Good luck with your application!

Important tips

- Please notice that it is not possible to navigate back and forth in the application by using "the arrow back and forth" in the browser. Instead you must move back and forth using the process line:

Collection of data Person Applied education/Course Requirements and prerequisites Show application Send application | Next
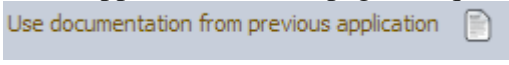
- Throughout the whole application process it is possible for you to save your application as a draft as long as you have not sent it. As long as you do not save your application or send it you can press on **"My starting page"** and start over without saving a copy of your application.

Save draft | Show application | My start page
AO0130 $Rev: 1860$

- You will receive further help throughout the application process through a help text. This will be shown when you place the cursor in the text box. Furthermore, you can receive additional help from a help box that will pop out when you push the blue question mark in

the right hand side of the page:

- Please notice that you are only able to apply for one programme at a time. You can reuse documentation from previous applications at the page "Requirements and prerequisites", by

Use documentation from previous application

using this function:

More priorities
If you wish to apply for more than one programme you must create an application for each programme. The first application you submit will be registered as your first priority. For each subsequent application you submit, you will have to decide what priority the programme is. Therefore, you have the possibility of changing your priorities during the application process.
If you apply for admission for more than four priorities only the four highest prioritized applications will be processed. The rest of the prioritized applications will be rejected.