

Accessing the online Application portal

You can access the application portal through the Aarhus University website:
<http://kandidat.au.dk/en/admission/application-procedure/>

The application portal welcome page presents you with four options: *Log in*, *Log in as a self-registered user*, *Log in with NemID* and *Set me up as a user*.

AO0001 - Welcome to the Application Portal

Welcome to the joint application portal for master's programmes, electives, continuing and further education and training at the Danish universities.

Select how you want to log in:

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

New user?

If you don't have NemID or a login at a Danish University, you must first register as a user here.
Use a personal email address, which you will always have access to. If you have any questions about the login to the application portal, you must contact the University for which you want to apply for admission on.
Once you are a registered user, you must log in as a self-registered user.

N.B.!

When you log on to the digital application portal to check your messages and the status of your application(s), you have to use the same login information every time. Therefore, it is very important that you remember how you logged on to the digital application portal the first time.

If you are a current or former student at Aarhus University and have access to mit.au.dk (Self-Service) or if you have an active login to another Danish university, you can *Log in*

as a Danish student

If you have a Danish social security number (CPR number) and have obtained a so called *Nem ID* you can *Log in with NemID*

If none of the above applies to you, you must set up a new user account in order to log in to the application portal.

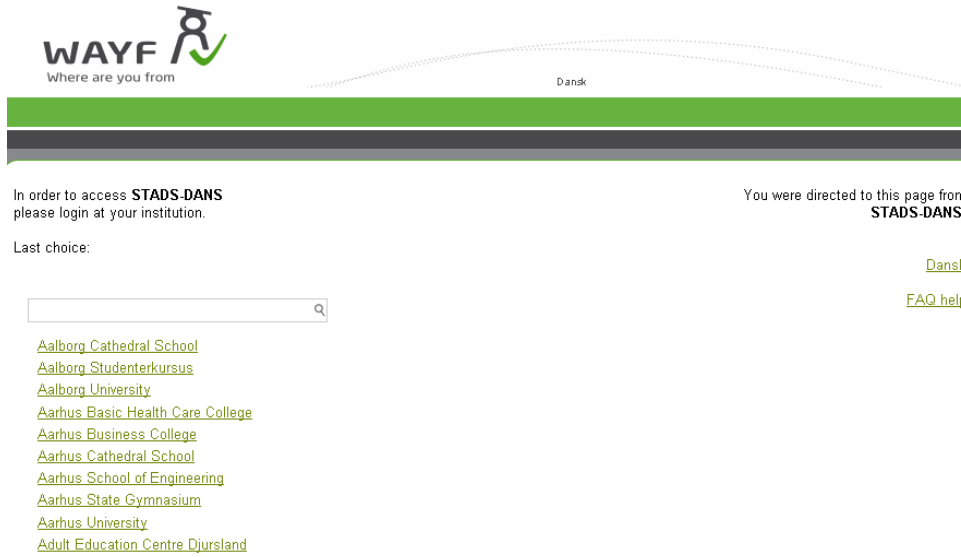
Log in as a Danish student

Please choose this option if you are a current or former student at Aarhus University

and have access to mit.au.dk (Self-Service) or if you have an active login to another Danish university.

When you have pressed “Log in” you will be re-directed to the page called WAYF (Where-Are-You-From). Please press “English” on the top left side of the page to have it translated from Danish to English.

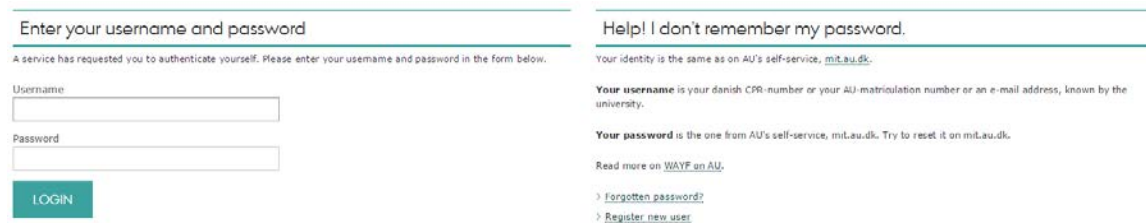
If you are a current or former student at Aarhus University please select Aarhus University on the WAYF list of institutions. If you are a student at one of the other Danish Universities please choose your home university on the WAYF list.



Once you have chosen your home university on the list, you will be redirected to your university’s login site.

Aarhus University Students only

After choosing Aarhus University on the WAYF list you will be redirected to the web site *WAYF Login for AU Services*.



Enter your username and password for mit.au.dk (Self-Service). If you have forgotten your password please choose “Forgotten password?”.

Log in with Nem ID

Log in with Nem ID

You should only choose this option if you have a Danish social security number (CPR number) and have obtained a so called *Nem ID*.

When you have pressed “Log in with Nem ID” you will be re-directed to the Nem ID website where you can enter your Nem ID login information.

NB! You should be aware of the fact that your Nem ID must supply the application portal with both your email address and your Danish social security number (CPR number). This means that you may experience problems using Nem ID, if your email address has not been registered in your Nem ID account.

Please follow the instructions below on how to set up your Nem ID to include your email address, so that it can be used in the Application portal.

How to set up your NEM-ID

- 1) Go to the Nem ID website <https://www.nemid.nu/dk-en/> and log on to the Selfservice using your Nem ID keycard and login information.
- 2) To make sure that that you have registered an email address, look at the right hand side of the page, where you will find information such as email, mobile number and postal address if this information has been registered in your Nem ID account.
- 3) If your email address is not registered in your Nem ID account, please do the following:
 - a. Click on *My NemID* in the menu on the left side of the page.
 - b. Click on *Certificates* in the menu on the left side of the page.
 - c. Click on *Edit settings*.
 - d. Choose *Yes* to the question *Do you wish your e-mail to appear on the certificate?*
 - e. Enter your email address. Click on *Save changes*.
 - f. A confirmation email with a PIN number will be sent to the email address you have entered. You have to use this PIN number to confirm the changes you have just made. Please note that the email may be caught by your spam filter.
 - g. After you have entered your PIN number and pressed “*confirm*” you will be asked to confirm the certificate settings once again.
 - h. Your Nem ID is now set up to work with the Application portal.

When you have set up your Nem ID to work with the application portal please click “Log in with Nem ID” on the welcome page and log on to the application portal using your Nem ID login information.

Set up a user account

Please choose this option, if do not have a Danish Nem ID and you are not a current or former student at Aarhus University or have an active login to one of the other Danish universities.

If you want to set up a new user account please click: [Set me up as a user](#).

When setting up a user account you must provide the following information:

- First/Middle names
- Last name
- Citizenship
- Email (Your email address is the key to accessing your application(s) and all notification messages regarding your application(s) will be sent to this email address. Therefore it is important that you use an email address that you have permanent access to!)
- Documentation for identity (e.g. a copy of your passport). Must include nationality, name and date of birth.
- Danish social security number (CPR number), if you have one
- If you do not have a Danish social security number (CPR number), please select “I do not have a Danish social security number (CPR)”. You will then be asked to provide additional information as demonstrated below. In the box marked *National ID* you should write your national social security number or personal identification number (e.g. your passport number). If you do not have a national ID or personal identification number you can proceed without filling out this particular field.

AO0002 - Self-registration

* First/Middle names

* Last name

* Citizenship

* Email

Documentation for identity Der er ikke valgt nogen fil

The following file types are allowed
doc , docx , jpeg , jpg , odt , pdf

Document	Source	Uploaded date
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Danish social security number (CPR) I do not have a Danish social security number (CPR)

* Date of birth

* Sex Female Male

National ID

Address

* Country

Postcode If you cannot find your postcode in the list, please enter postcode and city here: * Postcode

City * City

When you have entered the required information click: [Create](#).

Once the account has been created an activation link will be sent to the email address you have used to set up your user account. Please check your spam filter, if you have not received the email in your inbox after a few minutes.

To access the application portal you must activate your account with the link you have received by email. Your account is activated by creating a password. Once you have created a password you will be redirected to the login page. If the page is in Danish please click the British flag at the top left hand side of the page. You can now log in with your username, which is your email address, and your chosen password.

The next time you log in using your new user account, select [Log in as self-registered user](#) on the welcome page. Remember always to log in the same way with your email address, and chosen password.

WAYF consent

Regardless of how you logged in you will be presented with a consent form once you have entered your username and password.

The consent form demonstrates which information is passed on to the application portal when you login. Before accepting please check if your email address and Danish social security number (if you have one) are transferred correctly. If you do not have a Danish social security number an ID number will be constructed by the application portal, therefor it is not an error that the ID number in the consent form does not correspond to the national ID number you typed in the application portal. Please accept the consent form after checking email address and name is correct.

If the registered information is incorrect please fill out this [form](#) to register the correct information. It is important that you do not consent or create any applications before all the information is correct.

Once you have checked that the information is correct, you can accept and the application portal is opened.

Help

If you have problems with your login, you can get help by filling out this [form](#). You can also write to ma.admission@au.dk. For instructions on how to fill out the application please read the [Guide on how to complete your application](#)

Overload on the application system

Please be aware that you may find that the application system is overloaded leading up to important deadlines and you may be placed in a queue.

We recommend that you remain in the queue and wait your turn.

Please note that this does not exempt you of missing a deadline.

NB!

Please note that all email notifications sent through the application portal will be sent to the registered email address, so it is important that you have permanent access to the email address you use to create your user profile.