APPLICATION GUIDE – APPLICANTS FOR MSC PROGRAMMES

This guide helps you through the application process step-by-step when you apply for an MSc programme at the IT University of Copenhagen. You can also use the guide as a reference tool. You apply online via the Application Portal. Please see the separate instructions on how to log in to the Application Portal (available at itu.dk).

CONTENTS

Click on the link below to go to the topic you are looking for:

## TECHNICAL REQUIREMENTS FOR ATTACHED DOCUMENTS/FILES

Before you start your application, make sure that you have your documentation ready. Learn more about the requirements for documentation on our website.

- Documentation must be uploaded in PDF.
- Each PDF file cannot exceed 10 MB.
- All pages in your diploma (incl. grades/marks) must be compiled in one PDF file. If you scan your documents, please set your scanner to scan multiple pages into one file.
- When you scan your documents, you must set your scanner to scan text (as opposed to images) to make sure that the file will not exceed the 10 MB.
- All pages in your document must have the same viewing orientation to make sure that they can be opened and read directly on the computer screen (they should not be horizontal or upside down).
- Documentation must be uploaded under the question to which it belongs.

SELECT TYPE OF EDUCATION AND START APPLICATION

When logged in to the Application Portal (see separate login guide), you will see the page "Personalized Home/Create application" or "Personalized Home/See status of applications".

Choose the tab "Create application" to start your application:
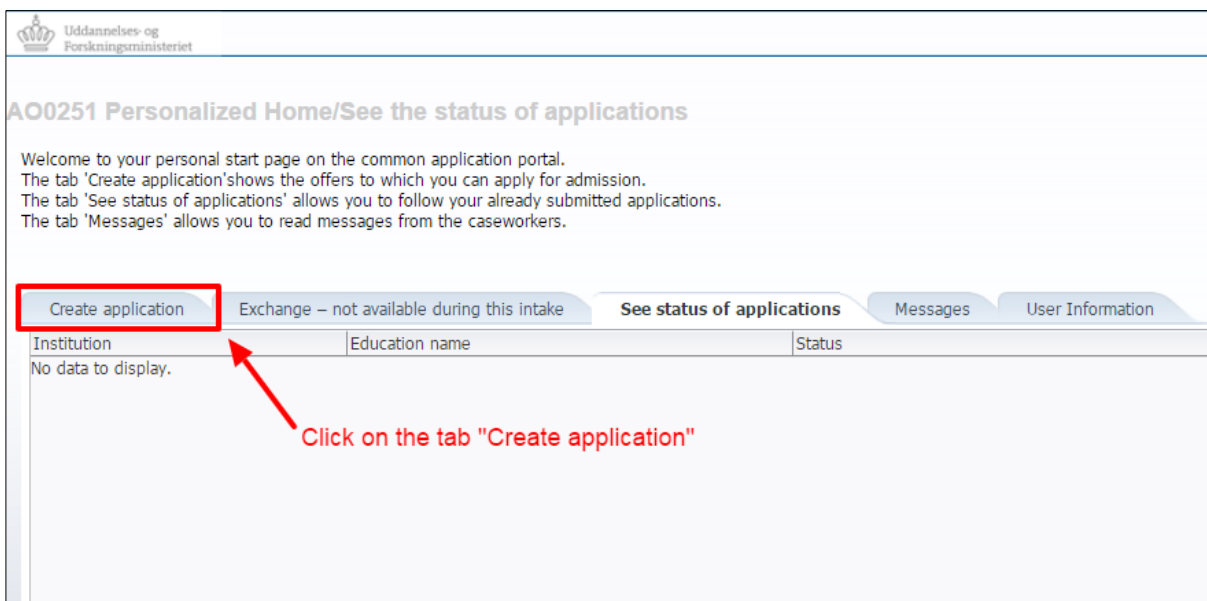
In the section "Create application" choose the institution "IT University in Copenhagen", the appropriate "Type of education" and click "Search".[1]

As an MSc applicant, choose "Master" as type of education.

---

[1] If you landed on the page "Create application" via the link for the specific type of education at itu.dk, the field "Institution name" and "Type of education" may be pre-filled.

Under "Search Results", you will find all available MSc programmes:

When you have chosen the MSc programme, click on "Move on to creation of application" highlighted above (read more about navigating the application form below).

ONLINE HELP IN THE APPLICATION PORTAL

The Application Portal has a help function in the right section of the browser. Click on the question mark to open the function and click on the book icon to close it:

NAVIGATING THE APPLICATION FORM

The digital application form comprises a series of sections shown by a process bar in the top of the form. You must go through the process step-by-step (see below).

Please note that you cannot use the navigation buttons in your browser to navigate back and forth in the application form. You have to click on the process bar to navigate:

Questions marked with a star are mandatory questions:

DATA COLLECTION FROM DANISH UNIVERSITIES

If you are or have been a student at one of the universities on the list, the Application Portal can collect your official transcript directly from the university in question.

- Choose appropriate universities (ITU will always be checked).
- Click on "Collect data".

If you are not currently or have never been a student at one of the listed universities, move on to the next step in the process bar (click "Next").

When initiating "Collect data", the status changes to "Retrieving data". After about half a minute, the status will be updated with the result of the data collection. If it was successful, date and time for the data collection is displayed. If it was unsuccessful, a reason is displayed next to the university you attempted to collect data from.

It is possible to move on as the system fetches your data. A red text with the status will be displayed at the top of the application form:

⚠ Collection of data is still in progress…

⚠ Collection of data is complete, check out 'Requirements and prerequisites' that your documents are uploaded!

⚠ Collection of data failed, check the error under 'Collection of data'!

If the data collection was successful for current or completed educations, the transcripts will eventually be displayed under "Requirements and prerequisites". **Please note that self-registered users cannot open and view the transcripts until one of the universities verifies their user identity**. The system shows a red text saying: "Data regarding completed and not-completed educations have been retrieved, but are not visible before your identity is confirmed by one of the universities" (see below).

HOW TO UPLOAD DOCUMENTATION?

An example is given below on how to upload documentation for completed university degrees.
Choose "Add additional completed academic degrees":

- Fill in the fields in the pop-up "Upload to higher educations".
- Click "Choose File" to find the relevant document.
- The file name is now shown in the pop-up.
- If it is the correct file, click "Yes" to upload and save the document.

The file is now saved and visible under "completed academic degrees":

Education name	Institution	Date passed	Source	Number of Files	View/Edit upload	Remove education
Education X	University X	1/1/2000	MAN	1	✎	Remove

Add additional completed academic degrees
Use documentation from previous application

APPLYING FOR MORE THAN ONE COURSE?

You can only create one application at a time. If you wish to create applications for more than one course, you can go back to "Create application" and start again:

AO0126 Personal startpage/Create application

Create application   See status of applications   Messages   User Information

Applicant

First name:	Test	WAYF
Last name:	Testesen	WAYF
Gender:	Male	DANS
Citizenship:	DK	DANS
Civil reg. no.:	1111111111	WAYF
Date of birth:	11-11-1911	DANS

Telephone no.:
Email   dingsedanstest@gmail.com   WAYF

Choose institution and education

* Institution name: IT University of Copenhagen ▼   Education name:
* Type of education: Master ▼   Start of study from: ___ to ___

Search

Move on to creation of application

MORE APPLICATIONS – RE-USING DOCUMENTATION

With the function "Use documentation from previous application", you can re-use documentation from previous applications, which makes it easier to create more than one application.

Education name	Institution	Date passed	Source	Number of Files	View/Edit upload	Remove education
No data to display.						

Add additional completed academic degrees
Use documentation from previous application

Use documentation from previous application

MORE APPLICATIONS – PRIORITISING APPLICATIONS

Your first application is automatically given first priority. If you subsequently create more applications, you will be asked to prioritise your application(s) when submitting. You are also able to change the overall prioritisation of your applications:

RECEIPT FOR SUBMITTED APPLICATION

Your application is not submitted until you see the following confirmation on the screen:

NEED MORE HELP?

If you have any questions regarding the application procedure or if you are in need of assistance in general, please contact Student Affairs and Programmes.

AFTER YOU APPLY – WHAT HAPPENS?

When you have submitted you application, the application portal will immediately send you an automatic confirmation, which you can find under the tab "Messages" in the application system. This confirmation confirms that the IT University has received your application.

You are advised to review your application via the function "View application" under the tab "See status of applications" to ensure that everything has been submitted correctly. The application has the status "Received" while pending processing.

You will also receive a notification via email with the subject "Receipt for application to the XXX", telling you to log in to the application portal to see the above mentioned receipt. The sender of the email is no-reply@umit.dk. Please note that this kind of email may end up in your spam filter.

It is important to check if you have received the email, as all the following messages concerning your application will be sent this way. That includes requests for more documentation as well as the final message with the outcome of your application.

All emails are sent to the email that you have registered on your application. Make sure that this is correct:

TRACK YOUR APPLICATION STATUS

You should regularly track the application status for your application. The different statuses are "Draft", "Received", "Under treatment", "Request for documentation" or "Final".

UPLOAD OF ADDITIONAL DOCUMENTATION UPON REQUEST

If you have received a request for documentation, the relevant fields/questions on your application will be re-opened in order for you to upload new or additional documentation.

1. Log in to the application portal with the same login (email) that is registered on your application – that is the same email you used when you created the application.
2. Go to the tab "See status of application ". Choose "Edit application".

The application opened for editing is shown with the status "Request for documentation". To the right, there is a link with the text "Edit Application". Please note that depending on the size of your screen, you may have to scroll to see the link.

The fields/questions on the application(s) on which you are requested to upload new or additional documentation, are open for editing. These are marked with orange. All orange fields/questions need to be edited before re-submitting your application. Other fields/questions are not open for editing.

In the example below (see next page), the request is regarding your academic degree(s).

3. Upload the new/additional documentation and go to "Show application" in the process bar.
4. Make sure that all your uploaded documentation is attached.
5. Go to "Send application" and click "Submit application" to re-submit the application including the requested documentation.

6. The application with the requested documentation is now submitted. You will see a confirmation on the screen. The application status is now "Resent" and you will find a confirmation message under the tab "Messages".