

# 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](http://itu.dk)).

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## 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:

The screenshot shows the 'AO0251 Personalized Home/See the status of applications' page. At the top left is the logo for 'Uddannelses- og Forskningsministeriet'. Below the header, there is a welcome message: 'Welcome to your personal start page on the common application portal. The tab 'Create application' shows the offers to which you can apply for admission. The tab 'See status of applications' allows you to follow your already submitted applications. The tab 'Messages' allows you to read messages from the caseworkers.' Below this is a navigation bar with five tabs: 'Create application' (highlighted with a red box), 'Exchange – not available during this intake', 'See status of applications', 'Messages', and 'User Information'. Below the navigation bar is a table with columns 'Institution', 'Education name', and 'Status'. The table content is 'No data to display.' A red arrow points from the text 'Click on the tab "Create application"' to the 'Create application' tab.

In the section “Create application” choose the institution “IT University in Copenhagen”, the appropriate “Type of education” and click “Search”.<sup>1</sup>

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

<sup>1</sup> 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.

AO0126 Personal startpage/Create application

Create application   See status of applications   Messages   User Information

**Applicant**

First name: Test WAYF Telephone no.:   
 Last name: Testesen WAYF Mail address: dingsedanstest@gmail.com WAYF  
 Gender: Male DANS  
 Citizenship: DK DANS  
 Civil reg. no.: 111111111 WAYF  
 Date of birth: 11-11-1911 DANS

**Choose educational and training**

\* Institution name: IT University of Copenhagen  
 \* Type of education: Master

Education name:  Leave these fields blank  
 Start of study from:  to   
 3. Click Search

**Search Results**

Select	Type of education	Education name
<input type="checkbox"/>	Master	Test: MSc in Games, Technology Track
<input type="checkbox"/>	Master	MSc in Digital Design and Interactive Technologies

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

**Choose educational and training**

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

2.

**Search Results**

Select	Type of education	Education name
<input type="checkbox"/>	Master	Test: MSc in Games, Technology Track
<input checked="" type="checkbox"/>	Master	MSc in Digital Design and Interactive Technologies

1.

1. Choose the MSc programme that you want to apply for  
 2. Click "Move on to creation of application" to proceed

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:

AO0251 Personalized Home/See the status of applications

Welcome to your personal start page on the common application portal.  
 The tab "Create application" shows the offers to which you can apply for admission.  
 The tab "See status of applications" allows you to follow your already submitted applications.  
 The tab "Messages" allows you to read messages from the caseworkers.

Create application   See status of applications   Messages   User Information

**Applicant**

First name: Test WAYF Telephone no.:   
 Last name: Testesen WAYF Mail address: dingsedanstest@gmail.com WAYF  
 Gender: Male DANS  
 Citizenship: DK DANS  
 Civil reg. no.: 111111111 WAYF  
 Date of birth: 11-11-1911 DANS

**Choose educational and training**

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

## 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").

Collection of data   Person   Applied education/course   Requirements and prerequisites   Show application   Send application   [Next](#)

If you are studying or have studied at one of the listed institutions, you can collect documentation from them automatically.  
 If you wish to collect data from more than the institution to which you are applying, please give consent by ticking off the relevant boxes below.  
 Click the button "Collect data" to start the collection.  
 The collected data will be shown in the section "Requirements and prerequisites".

[Collect data](#)

	Time of collection
<input checked="" type="checkbox"/> ITU , IT University of Copenhagen	Not downloaded.
<input type="checkbox"/> AU , Aarhus University	Not downloaded.
<input type="checkbox"/> CBS , Copenhagen Business School	Not downloaded.
<input type="checkbox"/> DTU , Technical University of Denmark	Not downloaded.
<input type="checkbox"/> KADK , The Royal Danish Academy of Fine Arts, Schools of Architecture, Design and Conservation	Not downloaded.
<input type="checkbox"/> KU , University of Copenhagen	Not downloaded.
<input type="checkbox"/> RUC , Roskilde University	Not downloaded.
<input type="checkbox"/> SDU , University of Southern Denmark	Not downloaded.
<input type="checkbox"/> AAU , Aalborg University	Not downloaded.

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).

**Collection of the data is not started**

The following file types are allowed: doc, docx, pdf. Max size 10 MB - files that do not comply with these instructions will not be uploaded to the application.

Collection of data   Person   Applied education/course   **Requirements and prerequisites**   Show application   Send application   [Next](#)

Admission basis

If we have obtained information about your educational background, your degrees will appear below. It is also possible to add additional information about your educational background.

If we have not obtained any information about your educational background, you must fill in the boxes below.

\* Completed academic degrees:

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

Collected data will be displayed here

[Add additional completed academic degrees](#)

Use documentation from previous application

\* In-progress academic degrees:

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

[Add additional in-progress academic degrees](#)

Use documentation from previous application

## HOW TO UPLOAD DOCUMENTATION?

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

\* Completed academic degrees:

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

- 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.

**A00136 Upload to higher educations**

Create additional documentation for passed and not passed education

\* Institution name:       \* Education:

\* Date passed/expected passed:

\* Documentation:  No file chosen

[Test eksamensbevis.pdf](#)     

Upload documentation and save

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

* 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		<a href="#">Remove</a>	
<a href="#">Add additional completed academic degrees</a> <a href="#">Use documentation from previous application</a>							

## 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:  WAYF Telephone no.:

Last name:  WAYF Email:  WAYF

Gender:  DANS

Citizenship:  DANS

Civil reg. no.:  WAYF

Date of birth:  DANS

**Choose institution and education**

\* Institution name:  Education name:

\* Type of education:  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.

* Completed academic degrees:							
Education name	Institution	Date passed	Source	Number of Files	View/Edit upload	Remove education	
No data to display.							
<a href="#">Add additional completed academic degrees</a> <a href="#">Use documentation from previous application</a>							

[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:

**A00133 Priority of applications**

You have more than one application to the same educational institution. Therefore, you are requested to set the priority before you submit.

Priority	Education name	Status
1	MSc in Digital Design and Interactive Technologies	Assessment in progress
2	Test: MSc in Games, Technology Track	Draft

Prioritise your applications if you apply for more than one MSc programme

Sort

Submit with the selected priority Annuller

## RECEIPT FOR SUBMITTED APPLICATION

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

**Application confirmation**

The application has been received. Find your confirmation of received application at the tab "Messages". An email has been send to your email address. Check your spam filter if you do not find it in your mail box.

Ok

## 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 your 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 [reply@umit.dk](mailto: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:

AO0126 Personal startpage/Create application

Create application   See status of applications   Messages   User Information

**Applicant**

First name:	Test	WAYF	Telephone no.:		
Last name:	Testesen	WAYF	Email	dingsedanstest@gmail.com	WAYF
Gender:	Male	DANS			
Citizenship:	DK	DANS			
Civil reg. no.:	1111111111	WAYF			
Date of birth:	11-11-1911	DANS			

## 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.

AO0251 Personalized Home/See the status of applications

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 The tab 'Messages' allows you to read messages from the caseworkers.

Institution	Education name	Status	Priority	Status date	Action
IT University of Copenhagen	MSc in Digital Design and Interactive Technologies	resent	1	26-Nov-2019 13:31:03	Cancel Application View Application
IT University of Copenhagen	Test: MSc in Games, Technology, Track	Request for documentation	2	09-Dec-2019 11:41:48	Cancel Application <b>Edit Application</b> View Application

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).

AO0128 Application - Answering questions

Application status: Request for documentation

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

The following file types are allowed: doc, docx, pdf. Max size 10 MB - files that do not comply with these instructions will not be uploaded to the application.

Collection of data | Person | Applied education/course | **Requirements and prerequisites** | Show application | Send application

Admission basis

If we have obtained information about your educational background, your degrees will appear below. It is also possible to add additional information about your educational background.

If we have not obtained any information about your educational background, you must fill in the boxes below.

**Data regarding completed and not-completed educations have been retrieved, but are not visible before your identity are confirmed by one of the universities.**

\* 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

\* In-progress academic degrees:

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

Add additional in-progress academic degrees

Use documentation from previous application

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

Collection of data | Person | Applied education/course | Requirements and prerequisites | Show application | **Send application**

**Submit application**

The application has not yet been posted

- 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".