

## What happens after you have applied for admission?

When you have applied for admission, the system sends a confirmation of received application as a PDF-document. The PDF-message in the Application Portal is found in the tab "Messages".

At the same time, the system sends a mail to inform you about the message in the Application Portal. The sender of the mail is no-reply@umit.dk. Notice that the mail may be caught by spam filters.

It is important to check that you do receive the e-mail from the Application Portal.

Every time changes are registered regarding your application, you will receive an e-mail informing you that you have a message from the IT University in the Application Portal.

**Remember: It is always your responsibility to read and react to the messages you receive in the Application Portal.**

E-mails are sent to the e-mail address you registered in your application. Pay close attention to which e-mail address you have given.

### AO0126 Personal startpage/Create application

Create application	Exchange – not available during this intake	See status of applications	Messages	User Information	
<b>Applicant</b>					
First name:	Karen	WAYF	Civil reg. no.:	220222KAH2	WAYF
Lastname:	Hansen	WAYF	Mail address:	karensog@gmail.com	WAYF

### Receipt – confirmation of received application

Your application has not been submitted until you see this confirmation message on your screen:



After this you will receive an e-mail titled: "Confirmation of received application". You have to log in to the Application Portal to see the actual PDF-confirmation – choose the "Messages" tab.

When you choose the tab "Status of applications" your application's status will be "Received".

### See status of applications

You can follow the status of your applications in the application system. Your application's status may be: "Draft", "Received", "Under treatment", "Request for documentation" or "Offered admission".

### Submission of supplementary documentation

When you have submitted your application, be aware that you may receive a reminder to submit supplementary documentation. If you receive such a reminder, you have approximately one week to

upload the specified documentation in the application system. If you fail to react within the given time frame, your application will be dismissed due to lack of documentation.

**Letter of acceptance or rejection**

In the middle of June / beginning of December you will receive your letter of acceptance or rejection as a PDF-message in the Application Portal.

**Acceptance of the study place**

If you are accepted to the study programme you have applied for, you must accept or decline the offer for admission within approximately one week. Please note that if you fail to accept the offer for admission within the given time frame, you will not be admitted to the study programme.