

APPLICATION GUIDE

This guide seeks to facilitate your application for single subject course at the IT University of Copenhagen (ITU) by providing step-by-step instructions and technical help.

You will apply online via the Application Portal.

To log in to the portal, see login guide.

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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.

- Upload documents in PDF-format
- Each PDF-file cannot exceed 10 MB.
- All pages in your diploma (incl. grades/marks) must be compiled in one PDF-file. If you are scanning 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 login guide) you will be at the page “Personalized Home/Create application” or “ Personalized Home/See status of applications”.

Choose the tab “Create application” to begin your application:

Uddannelses- og Forskningsministeriet

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 Exchange – not available during this intake **See status of applications** Messages User Information

Institution	Education name	Status
No data to display.		

Click on the tab "Create application"

In the section “Create application” choose “IT University in Copenhagen” and the appropriate “Type of Education” (see below), and then click “Search”.

Type of Education:

- “Single subject – Diploma/Master”:
Courses on a professional master programme level. Classes takes place outside of normal working hours. Tuition fee per course.
- “Student Place Vacancy” (tomplads):
Free seats in courses on bachelor and master level. Classes takes place in during the day. Tuition fee per course.
- “Single subject as a guest student”:
Courses only for applicants enrolled in a bachelor and masters’ programme at a Danish university and who has a pre-approval of credit transfer from their home university.

Please note: If you have come to “Create application” via the link for the specific education type at itu.dk the field “Institution name” is pre-filled.

Uddannelses- og Forskningsministeriet

AO0126 Personal startpage/Create application

Create application Exchange – not available during this intake See status of applications Messages User Information

Applicant

First name: WAYF Telephone no.:
 Last name: WAYF Mail address: WAYF
 Gender: DANS
 Citizenship: DANS
 Civil reg. no.: WAYF
 Date of birth: DANS

Choose educational and training

* Institution name: IT University of Copenhagen
 * Type of education: Single subject - Diploma/Master

Education name:
 Start of study from: to

Move on to creation of application

Search Results

Select	Type of education	Education name	Start time	Ap
No data to display.				

In the Search Results courses or course levels, that are available are shown.
 For Single subject – Diploma/Master the search result shows a list of courses:

Choose educational and training

* Institution name: IT University of Copenhagen
 * Type of education: Single subject - Diploma/Master

Education name:
 Start of study from: to

Search Results

Select	Type of education	Education name
<input checked="" type="checkbox"/>	Single subject - Diploma/Master	Development of Digital Business Models
<input type="checkbox"/>	Single subject - Diploma/Master	Usability & User Experience - Methods and Communication
<input type="checkbox"/>	Single subject - Diploma/Master	

1. Education type Single subject - diploma/master
 2. Choose the course you wish to apply for
 3. Click "Move on to creation of application" to proceed

For Student Place Vacancy (tomplads) and Single subject as a guest student the search result shows course level. You will have to choose the specifik course in the application.

Choose institution and education

* Institution name: IT University of Copenhagen
 * Type of education: Single subject as guest student

Education name:
 Start of study from: to

Search Results

Select	Type of education	Education name	Start time
<input checked="" type="checkbox"/>	Single subject as guest student	Courses om MSc. level	Feb - 2017

1. Education type "Student Place Vacancy" and "Single Subject as a guest student"
 2. Choose course level (course is chosen in the application)
 3. Click "Move on to creation of application" to proceed

ONLINE HELP IN THE APPLICATION PORTAL

The Application Portal has a help function in right section of the browser. Click on the question mark to open the function:

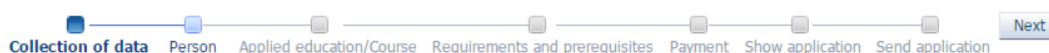
The top screenshot shows the 'Create application' page with a red arrow pointing to a question mark icon in the top right corner. The bottom screenshot shows the same page with the 'Contact and support' sidebar open, displaying help information and a 'Next' button.

(Click on book icon to close)

NAVIGATING THE APPLICATION FORM

The digital application form comprises of a series of sections, shown through a process bar in the top of the form, which have to be filled in sequentially (see below).

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

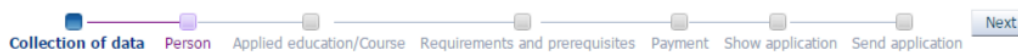


DATA COLLECTION FROM DANISH UNIVERSITIES

If you are or have been a student at one of the universities in 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 one of the listed universities, move on to the next step in the process bar (click "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

<input checked="" type="checkbox"/> ITU , IT University of Copenhagen	Time of collection 10 November 2016 12:20
<input checked="" type="checkbox"/> AU , Aarhus University	Social Security number [REDACTED] is not known at the institution
<input type="checkbox"/> CBS , Copenhagen Business School	Not downloaded.
<input type="checkbox"/> DSDK , Designskolen Kolding	Not downloaded.
<input type="checkbox"/> DTU , Technical University of Denmark	Not downloaded.
<input type="checkbox"/> IHK , Ingeniørhøjskolen i København	Not downloaded.
<input type="checkbox"/> KU , University of Copenhagen	Not downloaded.
<input type="checkbox"/> RUC , Roskilde Universitet	Not downloaded.
<input type="checkbox"/> SDU , University of Southern Denmark	Not downloaded.
<input type="checkbox"/> UMIT , UNI-IT Test University	Not downloaded.
<input type="checkbox"/> AAU , Aalborg Universitet	Not downloaded.

When initiating "Collect data" status changes to "Retrieving data".

After about half a minute the status is 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 in the application, 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".

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 are confirmed by one of the universities."

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.



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
No data to display.						

[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

Users who have used NemID or have had their user verified is shown like this:



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
Global virksomhedsinformatik	IT-Universitetet i København		ITU	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
Kandidatuddannelsen i IT	IT-Universitetet i København		ITU		1		Remove

[Add additional in-progress academic degrees](#)
Use documentation from previous application

HOW TO UPLOAD DOCUMENTATION?

Below an example is given 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"
- Choose "Browse" to find the relevant document.
- The file name is now shown in the pop-up.
- If it is the correct file – choose "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 selected.

[Official diploma Learning-Education-and-Technol...](#)

Upload documentation

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

* Completed academic degrees:

Education name	Institution	Date passed	Source	Number of Files	View/Edit upload	Remove education
Master of Arts in Learning, Education a...	University of Oulo	12/7/2002	MAN	1		<input type="button" value="Remove"/>

[Add additional completed academic degrees](#)

[Use documentation from previous application](#)

APPLYING TO 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 over again:

MORE APPLICATIONS – RE-USING DOCUMENTATION

By the help of the function "Use documentation from previous application", you can re-use documentation from previous applications, making it easier to create more than one application.

[Use documentation from previous application](#)

MORE APPLICATIONS – PRIORITISING APPLICATIONS

Your first application for a course is automatically given first priority. If you subsequently create more applications for courses within the same type of education, you will upon submitting the application prioritise your application. If it is the education types "Student Place Vacancy" and "Single subject as guest student" on the other hand, you will also need to tell if you wish to be enrolled in all the courses or just some of them (in a prioritised sequence).

You are also able to change the overall prioritisation of your applications, albeit not for applications that have been processed and given a decision. Please note, at that you can only prioritise within the same type of education.

For Single subject – Diploma/Master you need only to prioritise between the courses you have applied for:

AO0133 Priority of applications

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

Priority	Education name	Status
1	Usability & User Experience - Methods and Communication	Received
2	Development of Digital Business Models	Draft

Prioritise your applications
You cannot change your prioritisation on courses that have been processed and decided.

Sort

Submit with the selected priority Annuller

For “Student Place Vacancy” and “Single subject as a guest student” you need either choose between.

A00133 Priority of applications

You have more than one application for ITU within same type of education. You can prioritize your applications within the same type. It's not possible to prioritize across education types.

You must select whether you wish to

☒ Be accepted for all of the courses/subjects applied for

☐ Prioritize the applications sent, as acceptance for only some of the courses/subjects is required

Education name	Status
BSMOAPD1 KU Mobile App Development Courses at BSc level	Received
BABAFRE1 KU Sustainable Futures Courses at BSc level	Draft

Sort

Submit with the selected priority

Annuler

If you wish to be enrolled in all the courses you have applied for, you need not to prioritise.

A00133 Priority of applications

You have more than one application for ITU within same type of education. You can prioritize your applications within the same type. It's not possible to prioritize across education types.

You must select whether you wish to

☐ Be accepted for all of the courses/subjects applied for

☒ Prioritize the applications sent, as acceptance for only some of the courses/subjects is required

State the number of subjects you wish to be admitted for

Priority	Education name	Status
2	BABAFRE1 KU Sustainable Futures Courses at BSc level	Draft
1	BSMOAPD1 KU Mobile App Development Courses at BSc level	Received

Sort

Submit with the selected priority

Annuler

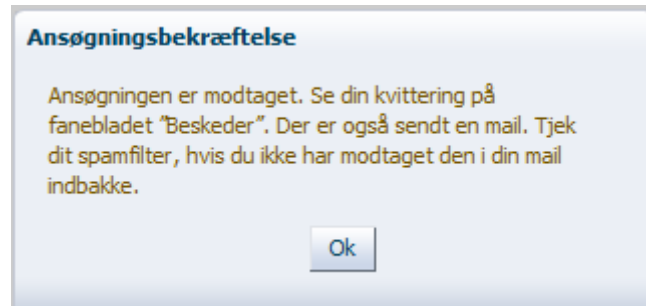
Check here, if you wish to prioritise.

How many courses do you want in total?

Prioritise your applications. You cannot change your prioritisation for courses that have been processed and decided.

RECEIPT FOR SUBMITTED APPLICATION

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



NEED MORE HELP?

If you have any questions on the application procedure or in need of assistance, please contact [ITU Efteruddannelse](#).

AFTER YOU APPLY

First you will be sent an automated confirmation of submission by the online application system immediately after submitting your application. The confirmation is placed under the tab “Messages” in the application portal. Please note that this is not a confirmation that your application includes all the required materials.

You are advised to review your application (via the “View application”-function on the ‘See status of applications’ tab) to ensure that everything has been submitted correctly. The application has the status “Received” while pending processing.

You will also receive by e-mail a notification with the subject “Receipt for application for xxx”, telling you to log on to the Application Portal to see the abovementioned receipt. The sender of the e-mail is no-reply@umit.dk. Please note, that this kind of e-mail may end up in your spam filter.

It is important to check if received the e-mail, as all the following messages concerning your application will be sent to you the same way. That includes requests for more additional supporting documents needed to process your application, as well as the final message with the outcome of your application.

Alle e-mails are sent to the e-mail you have registered on application. Make sure that this is correct:

IT UNIVERSITY OF COPENHAGEN

AO0129 Application form - View application

Applicant

First name:	Kari	WAYF
Last name:	Nordmann	WAYF
Civil reg. no.:		WAYF
Mail address:	norsktestperson@live.dk	WAYF

Education

Institution name:	IT University of Copenhagen
Education:	Development of Digital Business Models
Start of study:	February, 2017
Application deadline:	28-Jan-2017

TRACK YOUR APPLICATION STATUS

You should regularly track the application status for your applications. E.g. "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 in your application will be reopened, in order that you can upload new or additional documentation.

1. You will receive a notification by e-mail that new/additional documentation is requested.
2. Log on the Application Portal with the same login (e-mail) that is registered on your application, i.e. the same e-mail you used when you created the application.
3. 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 the size of your screen, you might have to scroll to see the link.

Create application		Exchange – not available during this intake		See status of applications		Messages	User Information
Institution	Education name	Status	Priority	Status date	Action		
IT University of Copenhagen	BABAFRE IKU Sustainable Futures Courses at BSc level	Request for documentation	2	11-Nov-2016 16:25:08	Cancel Application	Edit Application	View Application
IT University of Copenhagen	Usability & User Experience - Methods and Communication	Received	1	10-Nov-2016 14:56:05	Cancel Application	View Application	
IT University of Copenhagen	BSMOAPD IKU Mobile App Development Courses at BSc level	Received	1	10-Nov-2016 15:57:46	Cancel Application	View Application	

The fields/questions in the applications, which you are requested to upload new or additional documentation, are open for editing. These are marked with orange buttons. 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 for your university degree and the pre-approval of credit transfer.

AO0128 Application - Answering questions

* 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 


* 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 your pre-approval of credit transfer from your home institution

Description	Document Name	Source	Download	Remove
KU	Preapproval from KU.pdf	MAN		Remove

Brief description of attached:

Gennemse...

Ingen fil valgt.

Upload

4. Upload the new/additional documentation and go to "Show application"
5. Check that all your uploaded documentations are attached to the application
6. Go to "Send application"– and press the button "Send application" to re-submit the application.

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

Submit application

The application has not yet been posted

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