

APPLICATION GUIDE – SINGLE SUBJECT STUDENTS AND GUEST STUDENTS

This guide helps you through the application process step-by-step when you apply for a single subject course as a single subject student or a guest student at the IT University of Copenhagen. You can also choose to 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	2
Select type of education and start application	2
Online help in the application portal	4
Navigating the application form	5
Data collection from Danish universities	5
How to upload documentation?	7
Applying for more than one course?	8
More applications – re-using documentation	9
More applications – prioritising applications	9
Receipt for submitted application	11
Need more help?	11
After you apply – what happens?	11
Track your application status	12
Upload of additional documentation upon request	12

TECHNICAL REQUIREMENTS FOR ATTACHED DOCUMENTS/FILES

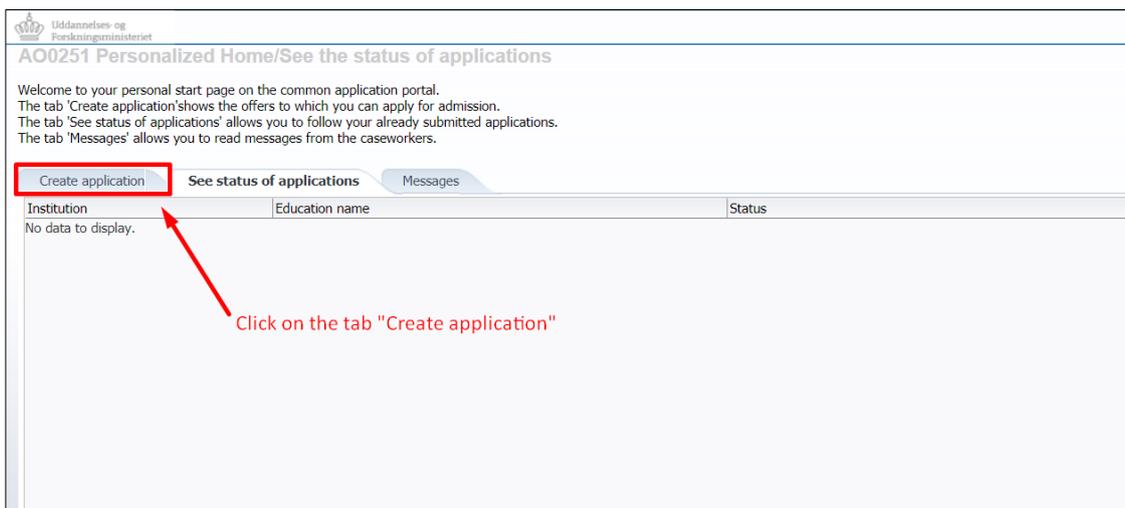
Before you start your application, make sure that you have your documentation ready. Learn more about the requirements for documentation on our website.

- 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 institution name “IT University in Copenhagen” and the appropriate “Type of Education” (see the different types below), and then click “Search”.

Type of Education:

- “Single subject – Diploma/Master”:
Courses on a professional master programme level (part-time education level). Classes take place outside normal working hours. There is a tuition fee per course.
- “Student Place Vacancy” (“tomplads”):
Vacant seats on courses on BSc and MSc level (full-time education level). Classes take place during the day. There is a tuition fee per course.
- “Single subject as guest student”:
Courses only for applicants enrolled in a BSc or MSc programme at a Danish university and who have a pre-approval of credit transfer from their home university.

Please note that if you landed on the page “Create application” via the link for the specific type of education at itu.dk, the field “Institution name” may be pre-filled.

In the “Search Results”, available courses or educational levels will be shown. For “Single subject – Diploma/Master”, the search result shows a list of courses:

Select	Type of education	Education name	Start time	Application period
<input checked="" type="checkbox"/>	Single subject - Diploma/Master	Enterprise Architecture	Sep - 2020	01-Jan-2020 - 01-Nov-2020

For “Student Place Vacancy” (“tomplads”) and “Single subject as guest student”, the search result shows the educational levels: BSc or MSc (see below). Later on in the application process, you will be asked to choose the specific course you wish to apply for.

Applicant

First name: Danny Dans (login profile) Telephone no.: [input]
 Last name: Test (login profile) Email: dannydansstest@gmail.com (login profile)
 Gender: Male (login profile)
 Citizenship: DK (login profile)
 Civil reg. no.: 0101010101 (login profile)
 Date of birth: 01-01-1901 (login profile)

Choose institution and education

* Institution name: IT University of Copenhagen
 * Type of education: Student Place Vacancy

1. [Search]

Search Results

Select	Type of education	Education name	Start time	Application period
<input checked="" type="checkbox"/>	Student Place Vacancy	Courses on BSc level	Sep - 2020	01-May-2020 - 30-Oct-2020
<input type="checkbox"/>	Student Place Vacancy	Courses on MSc level	Sep - 2020	01-May-2020 - 30-Oct-2020

2. [Move on to creation of application]

3. [Move on to creation of application]

When you have chosen the course or educational level, depending on the type of education, click on the button “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:

Contact and support
The digital application form

The application system is constructed with 4 tabs:

- Create application
- Create application exchange (not yet in use)
- See status of application
- Messages

Information and guidance about the different types of programmes may be found at the university to which you apply to be admitted.

Create application
 When creating an application, first choose university and type of programme. Click "Search" which shows you the list of programmes. You can search through the list of programmes by typing a word in the search box above each column. If you do not want to complete your entire application at once you may save your application in draft form in the system.

See status of applications
 This is where you can see all the applications you have created – completed and submitted as well as drafts. This is where you can reopen a draft to continue working on it. Please note that once you submit your application you can no longer edit it or add extra attachments.

Messages
 At this tab you can see all the

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 can navigate by clicking on each process in the process bar or by clicking the “Next” button just right to the bar. Also note that you must complete a step in the process (that is: when you have answered all the mandatory questions) before you can go to the next step.



Questions marked with a star are mandatory questions. Phone number as an example:

* Phone number

DATA COLLECTION FROM DANISH UNIVERSITIES

If you are or have been a student at one of the universities on the list in the first section “Collection of Data”, 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, just 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

	Time of collection
<input checked="" type="checkbox"/> ITU , IT University of Copenhagen	Retrieving data...
<input type="checkbox"/> AU , Aarhus University	Not downloaded.
<input checked="" type="checkbox"/> CBS , Copenhagen Business School	Retrieving data...
<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"/> UMIT , UFM-IT Test University	Not downloaded.
<input type="checkbox"/> AAU , Aalborg University	Not downloaded.

When initiating “Collect data”, the status in the column “Time of collection” changes to “Retrieving data...”. After about ½/-1 minute, the status will be updated with the result of the data collection. If it is successful, date and time for the data collection is displayed in front of the name of the university in the column “Time of collection”. If it is unsuccessful, a reason is displayed.

It is possible to move on as the system fetches your data. On the following steps in the application process, a warning triangle with a text with the status is displayed just above the process bar. Examples:

⚠ Collection of data is still in progress...

⚠ Collection of data is fully or partially failed, check the error under 'Collection of data' and the documentation in 'Requirements and prerequisites'

⚠ 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 is 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 text with the following status:

⚠ Collection of data is complete, but will not be visible until the institution has verified your identity

⚠ Collection of data is complete, but will not be visible until the institution has verified your identity

Only PDF files are accepted for upload. Each file must not exceed 10MB.

Collection of data Person Applied education/course **Requirements and prerequisites** Payment 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.

Collection of data is complete, but will not be visible until the institution has verified your identity

* Completed academic degrees:

Education name	Institution
No data to display.	
Add additional completed academic degrees Use documentation from previous application 	

* In-progress academic degrees:

Education name	Institution
No data to display.	
Add additional in-progress academic degrees Use documentation from previous application 	

Users who have used NemID for login or have had their self-registered user verified by an institution (for example in connection with a previous application), may find the documentation under the section “Requirements and prerequisites” as shown below.

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

Only PDF files are accepted for upload. Each file must not exceed 10MB.

Collection of data Person Applied education/course **Requirements and prerequisites** Payment 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.						
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
Bacheloruddannelse	IT-Universitetet i København	23	ITU	<input type="text"/>	1		Remove
Add additional in-progress academic degrees							
Use documentation from previous application							

If the collection of data is complete, but no universities can deliver the information, the following status is shown:

⚠ Collection of data is complete, but no institution delivered information. Please upload the documentation under 'Requirements and prerequisites'

You must then upload the necessary documentation under "Requirements and prerequisites" yourself.

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".
- 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.

AO0136 Upload to higher educations

Create additional documentation for passed and not passed education

* Institution name: * Education:

* Date passed/expected passed

* Documentation No file selected.

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"/>

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: (login profile) Telephone no.:

Last name: (login profile) Email: (login profile)

Gender: (login profile)

Citizenship: (login profile)

Civil reg. no.: (login profile)

Date of birth: (login profile)

Choose institution and education

* Institution name:

* Type of education:

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.						

Add additional completed academic degree

Use documentation from previous 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 be asked to prioritise your application. If it is the education types “Student Place Vacancy” and “Single subject as guest student”, you will also be asked 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 by a caseworker. Please note 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:

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	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 guest student”, you will be asked if you wish to be enrolled in all the courses or just some of them (in a prioritised sequence):

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
BABAFREI.KU Sustainable Futures Courses at BSc level	Draft

Sort

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. **Check here, if you wish to prioritise.**

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 **How many courses do you want in total?**

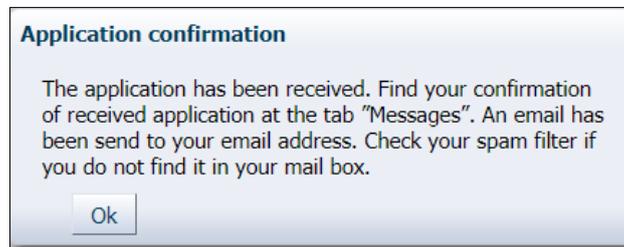
Priority	Education name	Status
2	BABAFREI.KU Sustainable Futures Courses at BSc level	Draft
1	BSMOAPD1.KU Mobile App Development Courses at BSc level	Received

Sort

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 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?

First, you will be sent an automatic confirmation by the online application system immediately after submitting your application, which you can find under the tab “Messages” in the Application Portal. This confirmation confirms that the IT University has received your application.

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 a notification via email with the subject “Receipt for application for 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.

Applicant	Education
First name: <input type="text" value="Danny Dans"/> (login profile)	Institution name: IT University of Copenhagen
Last name: <input type="text" value="Test"/> (login profile)	Education: Courses on BSc level
Civil reg. no.: <input type="text" value="0101010101"/> (login profile)	Start of study: September, 2020
Mail address: <input type="text" value="dannyanstest@gmail.com"/> (login profile)	Application deadline: 30-Oct-2020

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.

Institution	Education name	Status	Priority	Status date	Action
IT University of Copenhagen	BABAFRE 1KU 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 1KU Mobile App Development Courses at BSc l...	Received	1	10-Nov-2016 15:57:46	Cancel Application 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 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: Ingen fil valgt.

3. Upload the new/additional documentation and go to "Show application" in the process bar.
4. Check that all your uploaded documentation are attached.
5. 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**

The application has not yet been posted

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