

# 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](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.

- Upload documents in PDF-format. Doc and docx can also be used.
- 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 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 top of the application portal. At the top left is the logo of the Uddannelses- og Forskningsministeriet. Below it, the text "AO0251 Personalized Home/See the status of applications" is displayed. A welcome message follows: "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 horizontal tab bar with five tabs: "Create application", "Exchange – not available during this intake", "See status of applications", "Messages", and "User Information". The "Create application" tab is highlighted with a red box. A red arrow points from the text "Click on the tab 'Create application'" to the "Create application" tab. Below the tabs is a table with three columns: "Institution", "Education name", and "Status". The "Institution" column contains the text "No data to display."

In the section “Create application” choose institution name “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 (part-time education level). Classes takes place outside of normal working hours. Tuition fee per course.

- "Student Place Vacancy" ("tomplads"):  
Free seats on courses on BSc and MSc level (full-time education 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 BSc or MSc programme at a Danish university and who has a pre-approval of credit transfer from their home university.

Please note: If you landed on the page "Create application" via the link for the specific type of education at itu.dk, the field "Institution name" will be 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 [ ]

Search

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 will be 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

Move on to creation of application

**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 (see below). When you get to the application form, you will be asked to choose the specific course that you apply for.

**Choose institution and education**

\* Institution name: IT University of Copenhagen  
 1. \* Type of education: Single subject as guest student  
 Education name:   
 Start of study from: to   
 Search

3. Move on to creation of application

**Search Results**

2.

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

When you have chosen the course or course level, 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:

Uddannelses og Forskningsministeriet Log out

AO0126 Personal startpage/Create application

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

**Applicant**

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

**Choose educational and training**

Uddannelses og Forskningsministeriet Log out

AO0126 Personal startpage/Create application

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

**Applicant**

First name: 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 Education name:

**Contact and support**

Common help for page AO0126 (kopi fra AU forår 2012)

**The digital application form**  
 Welcome to the digital application form where you can apply for admission to Master's degree programmes. On the [following link](#) you can find a guide on how to apply online.

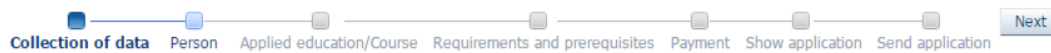
You can find information about all the [Master's degree programmes](#) offered by Aarhus University here. You also have the possibility to get a more general guidance about Aarhus University's degree programmes at the [Information Center](#). If you're still experiencing difficulties with applying through the digital application system, after reading the

(Click on book icon to close)

## 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. Furthermore, you will also see the word “MAN” during the application guide, which stands for “manual” – please ignore this information, as it is not relevant for your application.

\* Phone number

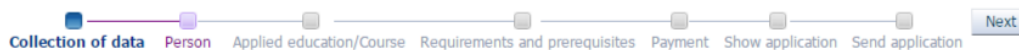
MAN

## 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”).



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”.

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

When initiating “Collect data” 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 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.						
<a href="#">Add additional completed academic degrees</a> <a href="#">Use documentation from previous application</a>						

#### \* 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.							
<a href="#">Add additional in-progress academic degrees</a> <a href="#">Use documentation from previous application</a>							

Users who have used NemID or have had their user verified is shown like this under section “Requirements and prerequisites”:



#### 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		<a href="#">Remove</a>

[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		<a href="#">Remove</a>

[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”
- 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 over again:

**Applicant**

First name:  WAYF Telephone no.:

Last name:  WAYF Mail address:  WAYF

Gender:  DANS

Citizenship:  DANS

Civil reg. no.:  WAYF

Date of birth:  DANS

**Select educational institution and programme**

\* Institution name:  Education name:

\* Type of education:  Start of study from:  to:

## 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.

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. 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 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 will be asked if you wish to be enrolled in all the courses or just some of them (in 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
BSMOAPD1KU Mobile App Development Courses at BSc level	Received
BABAFRE1KU 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

Check here, if you wish to prioritise.

How many courses do you want in total?

State the number of subjects you wish to be admitted for

Priority	Education name	Status
2	BABAFRE1KU Sustainable Futures Courses at BSc level	Draft
1	BSMOAPD1KU Mobile App Development Courses at BSc level	Received

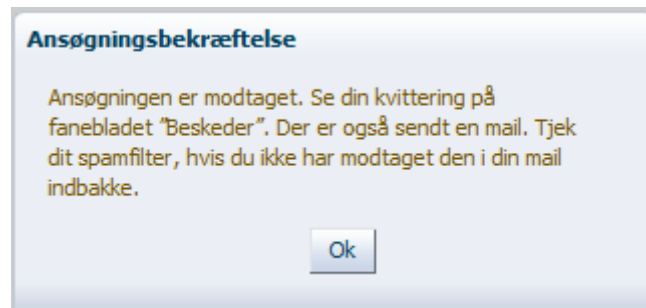
Prioritise your applications. You cannot change your prioritisation for courses that have been processed and decided.

Sort

Submit with the selected priority Annuler

## RECEIPT FOR SUBMITTED APPLICATION

Your application is not sent until you see the following confirmation on the screen (the below message is in Danish and will be shown in English if you clicked on the English flag on the login page of the Application Portal):



## NEED MORE HELP?

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

## 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](mailto: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 (see the next page).

## 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 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.

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

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
KUJ	Preapproval from KUJ.pdf	MAN		<a href="#">Remove</a>

Brief description of attached:  Gennemse... Ingen fil valgt.

Upload

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**

Submit 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".