

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).

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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 user interface of the application portal. At the top left, there is a logo for 'Uddannelses- og Forskningsministeriet'. Below the logo, the page title is 'AO0251 Personalized Home/See the status of applications'. 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 the message, there are 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, there is a table with three columns: 'Institution', 'Education name', and 'Status'. The table content is 'No data to display.'

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: If you landed on the page "Create application" via the link for the specific type of education at itu.dk, the field "Institution name" might be pre-filled.

AO0126 Personal startpage/Create application

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

Applicant

First name: WAYF Civil reg. no.:
 Last name: WAYF Mail address:

Choose educational and training

* Institution name:
 * Type of education:

Education name:
 Start of study from: to

Search Results

Select	Type of education	Education name
<input type="checkbox"/>		

Annotations:
 1. Choose IT University of Copenhagen (if not pre-filled)
 2. Choose appropriate Type of Education (if not pre-filled) (Diploma/Master, Student Place Vacancy or Single subject as a guest student)
 Do not fill anything in these fields
 3. Click Search

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

Choose educational and training

* Institution name:
 * Type of education:

Education name:
 Start of study from: to

Search Results

Select	Type of education	Education name
<input checked="" type="checkbox"/>	Single subject - Diploma/Master	Software Architecture, Master (professional education)
<input type="checkbox"/>	Single subject - Diploma/Master	IT Project and Portfolio Management
<input type="checkbox"/>	Single subject - Diploma/Master	Digital Transformations in Public Enterprises
<input type="checkbox"/>	Single subject - Diploma/Master	Advanced Programming, Master (professional education)
<input type="checkbox"/>	Single subject - Diploma/Master	Blockchain
<input type="checkbox"/>	Single subject - Diploma/Master	Enterprise Architecture, Master (professional education)

Annotations:
 1.
 2.
 3.

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 guest student", the search result shows course levels (see below). When you get to the application form, you will be asked to choose the specific course that you apply for.

Choose educational and training

* Institution name: IT University of Copenhagen
 * Type of education: Student Place Vacancy
 Education name:
 Start of study from: to

1.

Search

3. Move on to creation of application

Search Results

Select	Type of education	Education name
<input checked="" type="checkbox"/>	Student Place Vacancy	Single subject courses at MSc level
<input type="checkbox"/>	Student Place Vacancy	Single subject courses at BSc level

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

When you have chosen the course or course level depending type of education, 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:

The screenshot shows the application portal interface. At the top right, there is a "Log out" button and a blue question mark icon. A red arrow points to this icon. Below the header, the page title is "AO0126 Personal startpage/Create application". The main content area is divided into sections: "Create application" (with sub-sections: Exchange - not available during this intake, See status of applications, Messages, User Information), "Applicant" (with form fields for First name, Last name, Gender, Citizenship, Civil reg. no., Date of birth, Telephone no., and Mail address), and "Choose educational and training" (with form fields for Institution name and Education name). On the right side, there is a "Contact and support" section with a book icon and text: "Common help for page AO0126 (kopi fra AI forår 2012)", "The digital application form", and "You can find information about all the Master's degree programmes offered by Aarhus University here".

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 spelling “MAN” during the application form, which stands for “manual” – please ignore this information, as it is not relevant.

* 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 checked="" type="checkbox"/> ITU , IT University of Copenhagen	Time of collection
<input checked="" type="checkbox"/> AU , Aarhus University	10 November 2016 12:20
<input type="checkbox"/> CBS , Copenhagen Business School	Social Security number ██████████ is not known at the institution
<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”, 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 are confirmed by one of the universities" (see below).

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 under the 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		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	<input type="text"/>	1		Remove

[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"/>

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:

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

Applicant

First name: WAYF Civil reg. no.: WAYF

Last name: WAYF Email: WAYF

Choose institution and education

* 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.

* 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 

[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
BSMOAPD1KU Mobile App Development Courses at BSc level	Received
BABAFRE1KU 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.

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	BABAFRE1KU Sustainable Futures Courses at BSc level	Draft
1	BSMOAPD1KU Mobile App Development Courses at BSc level	Received

Sort

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 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 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 (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.

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 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: [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".