


How to complete your application for a Master's degree programme

Welcome to the online application portal!

Following your login to the application portal you will be directed to the tab called “See status of applications”. To start your application please choose the tab called “Create application”.

On the right hand side of the screen, you will find a guide on how to apply. Click on the blue question mark to open the guide. 

To start your application you have to choose the right educational institution and type of education. Please choose “Aarhus University” in the box called “Institution name” and “Master” in the box called “Type of education”. Then click “Search” and you will be presented with all the Master’s degree programmes at Aarhus University that are open for applications at the present time. Do not write anything in the boxes called “Education name” and “Start of study from”.

Choose institution and education

* Institution name:	<input type="text" value="Aarhus University"/>	Education name:	<input type="text"/>
* Type of education:	<input type="text" value="Master"/>	Start of study from:	<input type="text"/> to <input type="text"/>
<input type="button" value="Search"/>			

Please note that the **Education names** are not listed in alphabetical order. You can list the Master’s degree programmes in alphabetical order by clicking on one of the small arrows that appear, when you move the mouse to the space **Education name**. Make sure you chose the programme with the correct **Start time** (summer intake with commencement of studies in September or winter intake in February).

Search Results

Select	Type of education	Education name	Elective subject	Start time
<input type="checkbox"/>	Master	Political Science, English language line, summer intake	<input type="text"/>	Sep - 2018
<input type="checkbox"/>	Master	English - A-line, summer intake	<input type="text"/>	Sep - 2018

You choose the programme you want to apply for by ticking the check box of the relevant programme in the column called “Select” on the left. Please note that you can only select one programme at a time. When you have chosen a programme, click the button “Move on to creation of application”.

Citizenship


If your nationality or citizenship was not transmitted in connection with your login, you must choose your nationality from the drop down list.

If you are a citizen of a country outside the EU/EAA without a residence permit in Denmark that exempts from payment of tuition fee (see [exemptions](#)), you must click the checkbox to indicate this and then upload your residence card to the application.

Next, you click the button “**Move on to creation of application**”.

Help with the application

On the top right side of the page, you can find the headline **Further Information**, where you will find links to information about the programme and general guidance on how to apply.

You can also click on the blue question mark on the right hand side of the screen to open a guide on how to apply. 

Collection of data

Now, you are presented with the image called “**Collection of data**”.

You can collect your transcript of records through the digital application portal, if you are currently or previously have been a student at one of the following universities in Denmark:

Collect data	
	Time of collection
<input checked="" type="checkbox"/> AU , Aarhus University	Not downloaded.
<input type="checkbox"/> CBS , Copenhagen Business School	Not downloaded.
<input type="checkbox"/> DTU , Technical University of Denmark	Not downloaded.
<input type="checkbox"/> ITU , IT University of Copenhagen	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"/> AAU , Aalborg University	Not downloaded.

To collect your transcript, please check the box next to the university you wish to collect data from and click “**Collect data**”. Notice that it is not possible to remove the checkmark from Aarhus University.

It is not necessary to wait until the system has downloaded your documents. You can continue your application by clicking “**Next**”.

If you are not currently and you have not previously been a student at one of the Danish universities just click “**Next**” to proceed with your application.



Please do not be alarmed if you see a red text saying that data has not been collected. You can still click “**Next**” and then you will have the opportunity to upload all the relevant documentation later in the application form.

Personal information

Next, you must complete your personal information. You will encounter the word “WAYF”. WAYF means that your personal information has been transferred when you logged in. Once you have answered all the questions that were not automatically filled out through WAYF, click “**Next**”.

Be aware that emails will only be sent to the email connected to your login, and not to the alternative email address that you enter in this section of the application.

Applied education/Course

Here you have to answer, if you have previously been enrolled in the same Master’s degree programme that you are applying to now. If yes, you will have the option to upload an application for exemption.

Furthermore, you must answer where you have heard about Aarhus University.

Once you have answered all the questions, please click “**Next**”.

Requirements and prerequisites

The following page concerns “**Requirements and prerequisites**”, where you must answer questions and upload documentation for your qualifying degree. On our web site you can find a [documentation checklist](#) with more information about what you need to upload.

First, you must answer where your qualifying degree is from.

If the digital application portal automatically collected your transcript, you will be able to see it in one of the fields under “**Requirements and prerequisites**”. If you are a self-registered user, data regarding completed and ongoing education, will not be visible before your user account/identity is validated by the university. The case worker will validate your identity, when your application is being processed.

The last questions in this section concerns previous studies at a Master’s degree level.

Here you have to answer, if you have completed or expect to complete a different Master's degree programme, than the one you are applying to now, before commencement of studies.

You also have to answer if you have completed courses during a Master’s degree that you did not complete.

Obligatory credit assessment

According to Danish legislation, you are required to document completed courses of any previous unfinished Master's degree programme. This is in order for the university to evaluate the possibility of credit transfer. Please see: [Obligatory credit assessment](#). The credit assessment of courses from an unfinished Master's degree programme is mandatory, and it is up to the relevant board of studies to assess, if courses from any unfinished Master's degree programme are relevant. Please make sure to answer yes, and upload documentation for all your courses, if you have an unfinished Master's degree programme.

Please make sure that ALL your documents are uploaded correctly. Once this is completed and you have attached all the relevant documents, click **“Next”**.

Payment of application fee

If you are a citizen of a country outside the EU/EAA, you must pay an application fee, unless you meet one of the exemptions listed [here](#). Please upload the receipt for paid application fee OR documentation for exemption from paying the fee here.

If you are required to pay the fee, Aarhus University will not process your application, before the fee is paid.

The fee must be paid in Aarhus University's Web shop. You can access the Webshop [here](#). The webshop is only visible during periods when it is possible to pay application fee.

Show application

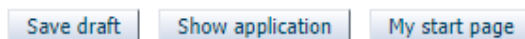
On the page called **“Show application”** you will find the information you have entered and the documentation you have uploaded. If you wish to alter your application at this stage, you can use the process line to go back and do so:



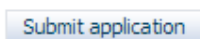
The information you have entered or documents you have uploaded will not be deleted if you move back on the process line. When you are ready to send your application please click **“Next”**, which takes you to **“Send application”**.

Save draft or send application

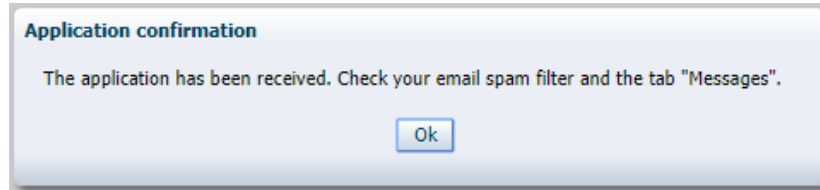
You can choose to save a draft by clicking **“Save draft”** in the lower right corner of the screen. This may be relevant, if you need to upload further documentation. Just be aware of the fact that if you save a draft, the application has not been submitted and drafts will not be processed by Aarhus University.



If you want to send your application you can do so by clicking **“Submit application”**.



When you have clicked “**Submit application**” a confirmation message will appear on the screen. Click “**Ok**” to proceed.



Under the tab “**Messages**” you will receive a letter confirming our receipt of your submitted application. You will also receive an email notification in your personal mailbox. Remember to check your spam filter. If the email notification ends up in your spam filter, please register the email as a sender you trust, to make sure that you receive the next email notification in your inbox.

See the status of your applications

Under the tab “**See status of applications**” you can view your submitted applications, edit your unsent drafts or cancel an application.

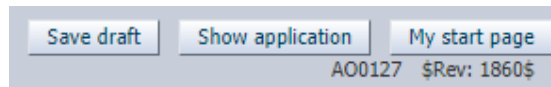
Aarhus University	European Studies, summer intake	Draft	18-Dec-2017 15:22:54	Cancel Application Edit Application View Application
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Important tips

- Please note that it is not possible to navigate back and forth in the application by using “the arrow back and forth” in the browser. Instead you must move back and forth using the process line:



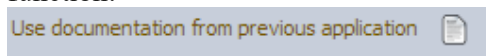
- Throughout the whole application process, it is possible for you to save your application as a draft, as long as you have not sent it. As long as you do not save your application or send it you can press on “**My starting page**” and start over without saving a copy of your application.



- You can get help throughout the application process by clicking the blue question mark on the right hand side of the page:



- Please note that you can apply for one programme at a time. You can reuse documentation from previous applications on the page “Requirements and prerequisites”, by using this function:



More priorities

If you wish to apply for more than one programme you must create an application for each programme. The first application you submit will be registered as your first priority. For each subsequent application you submit, you will have to decide which priority the programme should have. This means that every time you submit a new application, you can change the priorities of all your applications.

You may apply for up to three different Master's degree programmes at Aarhus University. If you apply for admission to more than three programmes, only the three applications with the highest priorities will be processed. The rest of the applications will be cancelled.

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	Østeuropastudier med kandidatvalg (russisk)	Under treatment
2	Chemistry	Under treatment
3	Economics and Management (Management line)	Received
4	Psykologi (ansøgere med dansk adganggrundlag)	Draft

Sort

Submit with the selected priority Cancel

Questions

If you have any questions, please write to ma.admission@au.dk.