



# HOW TO APPLY VIA THE APPLICATION PORTAL FOR

a part-time Master's program,  
single course or semester from a Master's program,  
or single courses through the Empty-place scheme

Please make sure to choose the English version of the login page.

**TIP!** Click F11 to use the Application Portal in full screen.

## EXPLANATION OF THE TABS

When you log in to the application portal, you will always start at the tab "See status of applications". If you have previously created any applications, you will see them listed here. If you have not yet created an application, the page will be empty.

The screenshot shows the top of the application portal. At the top left is the logo for 'Uddannelses- og Forskningsministeriet'. Below it is the heading '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.' At the bottom, there is a navigation bar with five tabs: 'Create application', 'Exchange – not available during this intake', 'See status of applications' (which is highlighted), 'Messages', and 'User Information'.

## CREATE APPLICATION

Go here to create an application. Read more about the process on the following page.

## EXCHANGE

Not available at the moment.

## SEE STATUS OF APPLICATIONS

View your applications.

## MESSAGES

Go here to download and read any messages sent to you by Aalborg University.

## USER INFORMATION

*Only visible to self-registered users*

Here, you can view your personal information and edit it if you made an error.

You also have the option to change your password to the Application Portal here.

### Did you make an error when creating your user?

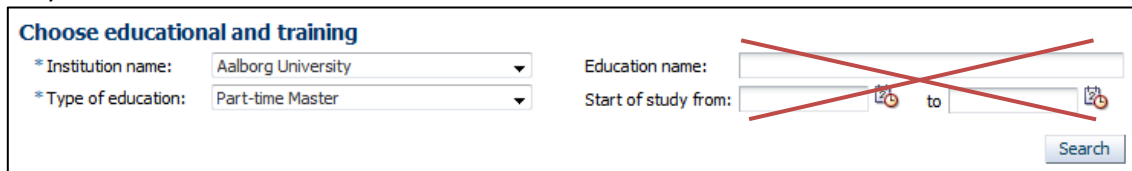
**Important!** Changes are not saved to applications that you already created and submitted.

Please contact [studyit@aau.dk](mailto:studyit@aau.dk) and request to have the changes transferred to existing applications.

## GUIDE: CREATE APPLICATION

Open the tab "Create application". Your personal information will be stated at the top of the page.

- ✓ "Institution name", choose Aalborg University
- ✓ "Type of education", choose one of the following:
  - "Part-time Master" = full part-time Master's programme
  - "Single subject – Diploma/Master" = a single semester or single course from a part-time Master's programme
  - "Student Place Vacancy" = one or more courses through the Empty-place Scheme
- ✗ Please do not write anything in the field "Education name" as the search option does not function optimally.



- ✓ Click [Search]. A full list of the programmes that you can apply for is available under "Search results".

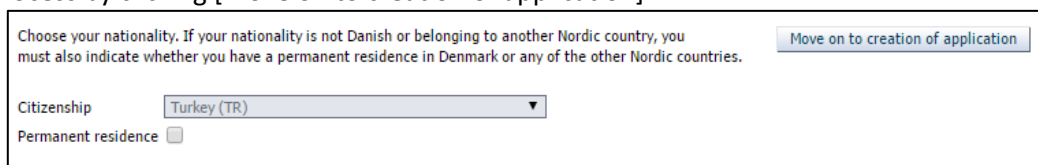
### How do I search for a specific programme?

In the table under "Search results", you have the option to search for a specific programme/course by writing a search word – indicated with \* – in the text box at the top of the column:

Search Results		
Select	Type of education	Education name
<input type="checkbox"/>	Part-time Master	Udsatte Børn og Unge
<input type="checkbox"/>	Part-time Master	Information and Communication Technologies (mICT-MII) three-year program
<input type="checkbox"/>	Part-time Master	Bygningsfysik
<input type="checkbox"/>	Part-time Master	Public Administration (MPA)
<input type="checkbox"/>	Part-time Master	Information and Communication Technologies (mICT-MII) one-year program
<input type="checkbox"/>	Part-time Master	Management of Technology

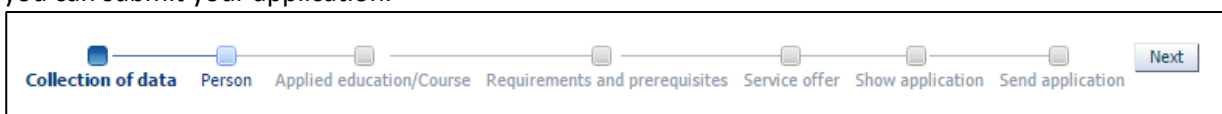
### How do I create an application?

1. Choose the programme/course you want to apply to, select it in the column "Select", and click [Move on to creation of application]
2. In the following step, your citizenship is stated. This is already filled out, so simply continue the application process by clicking [Move on to creation of application]



The field 'Permanent residence' should only be ticked off if you have permanent residence in Denmark.

3. Now, the application process begins!  
The different application steps are indicated on a line, and you will need to go through all steps before you can submit your application.



- ✗ Please note that you cannot navigate using the browser arrows.
- ✓ To navigate to the next step, click [Next]
- ✓ To navigate back to a previous step, click on the step

The application process is explained in detail on the following pages:

## STEP 1: COLLECTION OF DATA

Collection of data Person Applied education/Course Requirements and prerequisites Service offer Show application Send application 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".

Request information

	Time of collection
<input checked="" type="checkbox"/> AAU , Aalborg University	Not downloaded.
<input type="checkbox"/> AU , Aarhus University	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.

### Read this first:

- ? **Have you not previously been a student at any of the universities listed?**  
→ Simply click [Next] to skip this step and continue the application process
- ? Are you, or have you previously been a student at any of the universities listed?  
→ You can retrieve your exam results and transfer them to the Application Portal instead of manually uploading them.

### How do I collect my results?

1. Choose the university where you are/have been studying. AAU is per default chosen.
2. Click [Request information]
3. The status will now change to "Retrieving data"
4. Continue the application process by clicking [Next]

### What is the status of the collection?

*The status will be shown instead of "Retrieving data"*

- ✓ Is today's date and time showing?  
Then the collection was successful, and attachments have automatically been uploaded under the step "Requirements and prerequisites".
- ✗ Do you see an error message?  
The collection was not successful. **An error message here is in no way blocking! Simply click [Next] to continue the application process.**  
Maybe you attempted to collect data from an institution where you have not previously been a student? Simply click [Next] to continue.  
Or do you get a more technical error? Please try again simply by clicking [Request information] again.

## STEP 2: PERSON

In this step, most of the data will already be filled out.

You may be presented with the abbreviations "WAYF" and "MAN". This means that the information in question has been collected from your login (WAYF), or that you have to fill them out manually (MAN).

1. Answer the questions indicated with \* (e.g. register a phone no. that you can be contacted via)
2. Click [Next] to continue the application process

### STEP 3: APPLIED EDUCATION/COURSE

In this step, please state whether or not you wish to apply for exemption or credit transfer.

- ✘ Are you not applying for exemption or credit transfer?  
→ Choose “No”. Now, you can continue by clicking [Next]
- ✓ Do you need to apply for exemption or credit transfer?  
→ Choose “Yes”. Now, you get the option to upload your application for exemption.

#### EXEMPTION

If you have not obtained one of the qualifying exams described in the admission requirements for the program or course that you wish to apply for, you may apply for exemption. If your educational background on the grounds of an evaluation of your data is considered to equate the formal admission requirements, an exemption may be granted.

Exemption from the requirement of relevant work experience cannot be granted.

#### Procedure for applying for exemption

You must upload a letter which accounts for your previous programmes which you believe may equate the educational admission requirements. Remember to upload relevant documentation for these courses/programmes.

#### CREDIT TRANSFER

Credit transfer is relevant in the case that you have already obtained parts of or a full program of higher education, which in terms of credits (ECTS points), duration and level correspond to the course or program which you are applying for. If credit transfer is approved, your programme will be shortened and the tuition fee will be reduced in accordance with the ECTS points which are transferred. The study board decides whether you can be granted credit transfer.

#### Procedure for applying for credit transfer

You must upload a letter in which you explain which courses you wish to apply for credit transfer for and on what grounds. Remember to upload documentation for the activities and exams which form the basis of your application for credit transfer. If credit transfer is approved, it implies that you cannot participate in the instruction or the exam of the course/programme concerned.

## STEP 4: REQUIREMENTS AND PREREQUISITES

In this step, you have to document your educational background (completed or in progress).

? Did you collect data from a Danish university in step 1?

- ✓ Your transcript will already be uploaded to your application as PDF-files
- ✗ You cannot view/download the documents?

This is because your user has not yet been validated, but don't worry! The caseworker at AAU will still be able to see the documents.

? Do you need to manually upload your transcripts?

- ✓ Upload your documents to the relevant "box": The first is for *completed* degrees; the second is for *incomplete (in-progress) degrees*.

1. Click [Add additional completed academic degrees]
2. In the pop-up, fill out the fields and upload your document
3. You can only choose one file at a time
4. Click [Yes]

- ✗ Having problems? Perhaps your browser does not allow pop-ups. Check your settings or try using a different browser.

### Important!

- Regardless of whether or not the system has automatically collected your transcripts, it is your responsibility to make sure that all relevant information is registered under this step.
- There could be **additional questions** specific to the programme you are applying to; scroll down on the page to check for further questions that you may need to answer or upload documentation to.
- Upload additional documentation (English test, copy of your passport/ID card,) in the relevant fields.

### You do not have all your documentation yet?

- Once you have submitted your application, you will not be able to edit it, e.g. to add further documentation.
- If you are missing any documentation but will be able to provide it before the beginning of the semester, please upload a document, where you explain the situation and provide a date for when you will be able to upload the final documentation.
- If the caseworker registers that any documentation is missing, you will receive a "request for missing documentation". Then, you will be able to edit your application and upload the missing document(s).

## STEP 5: PAYMENT

You must state whether the invoice is to be sent to you privately or to a company (your employer).

? Will you pay privately?

- ✓ State this in the first question.

Click [Next] to continue the application process

\* Please indicate whether we should send the invoice to your place of employment or to your private address  Company  Private

? Will your employer pay?

- It is important that you state accurate and complete information.
- ✓ At the bottom of the page, you can choose to use the function [Select company via the central business register (CVR)]
- ✓ You can also fill out the fields manually

## STEP 6: SERVICE OFFER

*Not used for all applications*

Under this step, there may be further questions for you to answer, e.g. whether you have previously been enrolled at the part-time programme.

## STEP 7: SHOW APPLICATION

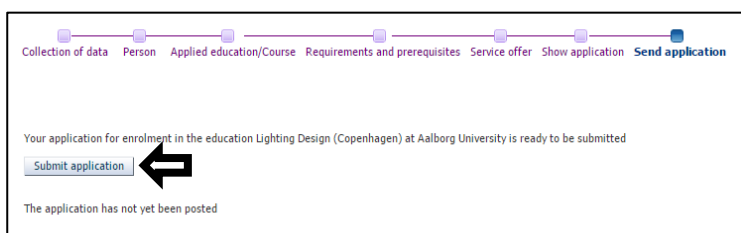
Finally, review your application before you submit it.

It is a good idea to read through your application to check if you have remembered everything.

If you have any changes to your application, make them now. It is not possible to make changes after you have submitted your application. You can go back by clicking on the individual steps.

## STEP 8: SEND APPLICATION

Send your application to Aalborg University by clicking [Submit application]:



- You will now receive a message in the Application Portal confirming the reception of your application. Messages are viewed under the tab “Messages”.
- When there is a new message for you in the Application Portal, a notification message is sent to your email. Remember to check your spam folder!
- You can view all your applications in the tab “See status of applications”

## TIPS

### Save as draft:

- You always have the option to save your application as a draft by clicking [Save draft] in the bottom right corner. Drafts are found under the tab “See status of applications”. You can then complete and send your application later.

### You can only apply to one programme at a time:

- When you have created your first application and wish to create another, go to the tab “Create application” and start the application process from the beginning
- In the new application, you have the option to reuse the documentation that you uploaded to your first application: Click on the small file icon next to “Use documentation from previous application”, which can be found below each question with an upload function.

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