HOW TO APPLY FOR A MASTER'S PROGRAM IN THE APPLICATION PORTAL

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

EXPLANATION OF THE TABS

When you login 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 yet, the page will be empty.

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 these if you made an error.
You also have the option to change your password to the Application Portal here.
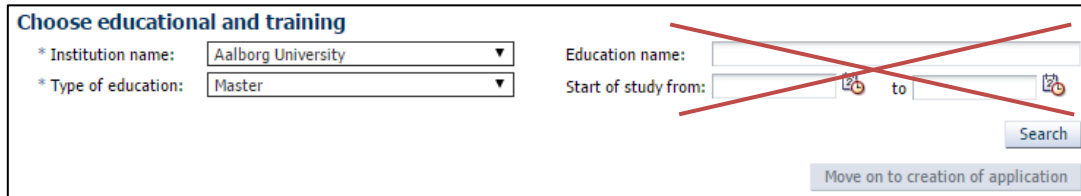
Did you make an error when creating your user?
Important! Changes are not saved to applications that you already created and submitted.
Please contact studyit@aau.dk and request to have the changes transferred to existing applications.

GUIDE: CREATE APPLICATION

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

- ✓ Under the title "Choose educational and training", choose "Aalborg University" and "Master"
- ✗ Please do not write anything in the field "Education name", since 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".**
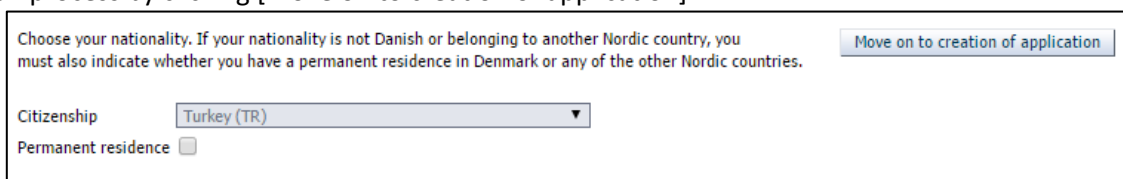
How do I search for a specific programme?

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

How do I create an application?

1. Choose the programme 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 <u>only</u> be ticked off if you have <u>permanent</u> 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.
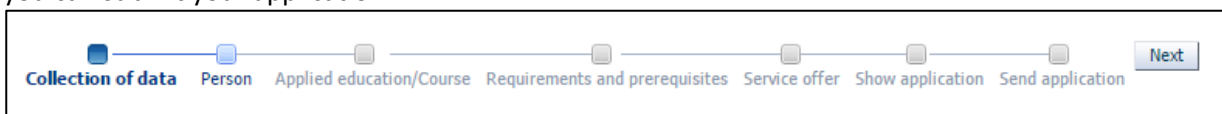
- ✗ Please note that you <u>cannot</u> navigate using the browser arrows.
- ✓ To navigate to the next step, click [Next]
- ✓ To navigate back to a previous step, click on the step

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

? Have you <u>not</u> 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 get 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. If you wish, you can 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 happened with success, and attachments have automatically been uploaded under the step "Requirements and prerequisites".

✗ Do you see an error message?
The collection was not successful. Maybe you attempted to collect data from an insitution where you have <u>not</u> previously been a student? Or do you get a more technical error?

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. Upload documentation for your citizenship (passport).

2. Pay attention to the question regarding **communication language**.
✓ If your nationality is *not* Danish or Greenlandic, please choose "English".

3. State a phone no. and an alternative email address that you can be contacted via

STEP 3: APPLIED EDUCATION/COURSE

Apply for credit transfer if you have already completed courses on Master level, similar to the courses in the programme you are applying for.
Read more about exemption at www.masteradmission.aau.dk

? Do you need to apply for exemption?
→ Choose "Yes". Now, you get the option to upload your application for exemption.

? Are you not applying for exemption?
→ Choose "No". Now, you can continue by clicking [Next]

STEP 4: REQUIREMENTS AND PREREQUISITES

In this step, you have to document your educational background and state your higher education degree (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
  - ✗ Can't 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 transcript?
  - ✓ 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 choose one file at a time
  4. Click [Yes]

  - ✗ Having problems? Perhaps your browser doesn't allow pup-ups. Check your settings, or try using a different browser.

Important!
- Regardless of whether or not the system has automatically collected your transcript, 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.

Don't have all your documentation yet?
- Once you've submitted your application, you will not be able to edit it, e.g. to add further documentation.
- If you're missing any documentation, but will be able to provide them 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).

Programme with restricted admission?
- Some programmes with restricted admission require additional documentation (e.g. motivation, résumé or similar)
- Find out about these requirements at www.en.aau.dk/education/master/ - Find the programme that you wish to apply tom, and read about the requirements under the menu "Application and requirements"
- In the Application Portal, you will find directions on how to upload the documentation

Other documentation to upload:
- English language skills
- Copy of passport or national ID card
- Official description of the Grading System at your home institution
- Official document stating that your degree is at minimum equivalent to a Danish or other European Bachelor's degree, if your Bachelor's degree is from a university outside of the EU
- Receipt for application fee payment if relevant

STEP 5: SERVICE OFFER
In this step, you have to answer if you are currently enrolled at Aalborg University.
1. Either choose "Yes" or "No"
2. Click [Next] to continue the application process

STEP 6: 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 7: SEND APPLICATION
Send you application to Aalborg University by clicking [Submit application]:
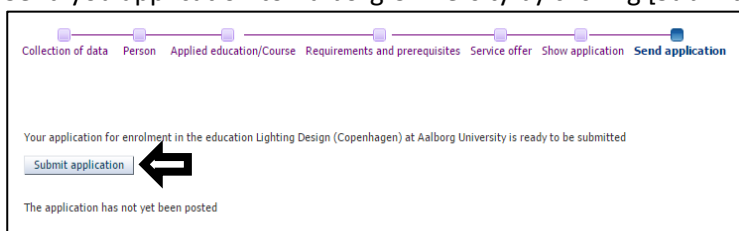
- You will now receive a message in the Application Portal confirming the reception of your application. Messages are viewed under the tab "Messages".
- Once you've submitted your application, you will not be able to edit it, e.g. to add further documentation, unless a caseworker sends you a "request for missing documentation".
- You can view all your applications in the tab "See status of applications"
- When there's a new message for you in the Application Portal, a notification message is sent to your email. Remember to check your spam folder!

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 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 you uploaded to your first application: Click on the little file-icon next to "Use documentation from previous application", which is apparent underneath each question with an upload function.
- Only when you submit your second application are you asked to **prioritise** your application.
- At Aalborg University, you are allowed to apply to a maximum of three Master's programmes within the take intake.

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