Guide to the Application Portal for exchange students

Content
How to login to the Application Portal .............................................................................................................. 1
How to set me up an user in the Application Portal ........................................................................................ 2
How to create an application in the Application Portal .................................................................................... 3
Further explanations for selected areas of the application .............................................................................. 3
  Further personal information (Person) ......................................................................................................... 3
  English language documentation .................................................................................................................. 3
  Learning Agreement...................................................................................................................................... 3

How to login to the Application Portal
When you have entered the Application Portal you will be given a choice of three different ways to login.

Most likely you will need to login as a self-registered user.

Login – only for applicants currently studying at a Danish University. Here you log in if you have an active
login to a Danish university (so this is not really an option for you as you will be applying as an exchange or
guest student from an international university).

Log in as self-registered user – use this if you already created a user and password in the Application Portal
via Set me up as a user (see how to set up an user below).
Log in with NemID – if you are currently residing in Denmark, have registered with the Danish authorities and obtained a NemID you can use this to login. If you encounter an error from NemID, you can create a ‘self-registered’ user via Set me up as a user (see how to set up a user below).

Please note that it is important that you always login to the Application Portal the same way!

How to set me up an user in the Application Portal

If you cannot login with Log in or Log in with NemID you can create a user by clicking Set me up as a user and you will be transferred to this page:

At this page you type in the requested information and click Create.

Please be sure to enter your name as stated in your passport (or, for EU-citizens only, national ID) and please refrain from entering your name in ALL CAPITAL LETTERS.

You will automatically receive an email with an activation link, where you must follow the indicated guidelines.

Please note that if you have created a user in the Application Portal it is important that you always login using Log in as self-registered user!
How to create an application in the Application Portal

When you have logged in to the Application Portal, you can create an application. In the section Create application you can search for the Faculty to which you want to apply. First, choose Aalborg University as institution name and Exchange/Visiting Student - Incoming as type of education. Then click search.

Now choose the Faculty to which you want to apply. Click on select, then create application and follow the further instructions.

If you are not sure which Faculty you need to apply for, please see an overview of the AAU Study Boards here: https://www.en.aau.dk/about-aau/organisation-management/study-boards/. This will give you an idea of which areas are covered in what Faculty.

Further explanations for selected areas of the application

Below you’ll find some extra information on areas of the application that we often receive questions for.

Further personal information (Person)

Alternative email address (if you have one) and your phone no:

English language documentation

Please select how you will be documenting your English language skills. All applicants need to document their English language skills one way or another.

Please note that if you believe that you are exempted from providing a valid test result you will need to provide documentation that shows that you are exempted. Your nationality alone will not exempt you.
If you are not sure if you are exempted from providing a test, please read the information on English language documentation for exchange students. If your documentation is not described there, it is not considered valid English language documentation for exchange at AAU.

Learning Agreement
In the section Learning Agreement you will need to upload your Learning Agreement signed by you and your home institution, your Learning Agreement will not be signed by Aalborg University at this stage. If you are not from an Erasmus partner, please upload the list of courses that you plan on taking while at Aalborg University.