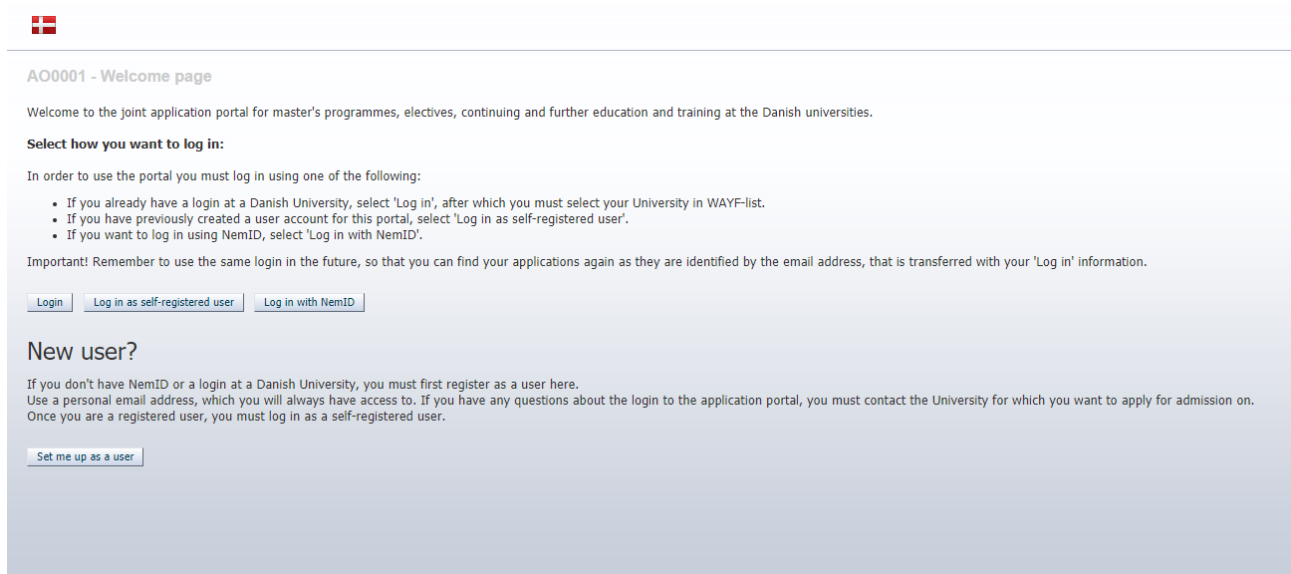



# How to apply

## How to login to the Application Portal

When you have entered the [Application Portal](#) you can choose three different ways to login.





AO0001 - Welcome page

Welcome to the joint application portal for master's programmes, electives, continuing and further education and training at the Danish universities.

**Select how you want to log in:**

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

**New user?**

If you don't have NemID or a login at a Danish University, you must first register as a user here. Use a personal email address, which you will always have access to. If you have any questions about the login to the application portal, you must contact the University for which you want to apply for admission on. Once you are a registered user, you must log in 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.

**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 a Danish residence you can login with your Danish NemID. 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 an 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:

### AO0002 - Self-registration

\* First/Middle names

\* Last name

\* Citizenship

\* Email

Documentation for identity (copy of your passport)  Der er ikke valgt nogen fil

**The following types of files are allowed**  
doc , docx , jpeg , jpg , pdf

Document	Source	Uploaded date
No data to display		

Danish civil registration number (CPR)  I do not have a Danish social security number (CPR)

\* Danish civil registration number (CPR)

At this page, you type in the requested information and click **Create**. 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 programme to which you want to apply. First, choose Aalborg University as institution name and type of education:

- ‘Study change/Transfer – Bachelor’ = Applying for a Bachelor’s programme - based on previous activities in a Bachelor’s programme.
- ‘Study change/transfer – Master’ = Applying for a Master’s programme – based on previous activities in a Master’s programme.

Then click **search**. It is important that you leave **Education name** and **start of study from** blank.

**Create application** See status of applications Messages

**Applicant**

First name: [ ] WAYF Civil reg. no.: [ ] WAYF  
Last name: [ ] WAYF Email: [ ] WAYF

**Choose institution and education**

\* Institution name: [Aalborg University] Education name: [ ]  
\* Type of education: [Study Change/Transfer - Bachelor] Start of study from: [ ] to [ ]

Search

Create application

**Search Results**

Select	Type of education	Education name	Elective subject	Start time	Application period
<input checked="" type="checkbox"/>	Study Change/Transfer - Bachelor	Chemical Engineering and Biotechnology (Esbjerg)	[ ]	Feb - 2020	03-Jun-2019 - 01-Feb-2020
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Chemical Engineering and Biotechnology (Esbjerg)	[ ]	Sep - 2020	01-Dec-2019 - 01-Mar-2020

Now choose the programme to which you want to apply by writing the name of the programme or part of the name in the third column. Click on **select**, then **create application** and follow the further instructions.