

## How to complete an application for Study-Change/Transfer (Top-Up)

Welcome to the digital application portal!

Following your login to the application portal you will be directed to the tab called **“See status of applications”**. 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.

The first thing you need to do is to choose the university you wish to apply for in the box called **“Institution name”**. Here you choose **”Aarhus University”**. Next you must state what type of education you are applying for in the box called **”Type of education”**. Here you must choose **“Study-Change/Transfer - Bachelor”**. Then click on the button **“Search”** and you will be presented with all the programmes at Aarhus University which are open for applications study-change or transfer at the present time. Please do not enter any information in the fields ‘Education name’ and ‘Start of study from’.

### AO0126 Personal startpage/Create application

**Create application** Exchange – not available during this intake See status of applications Messages

**Applicant**

First name:  WAYF Civil reg. no.:  WAYF

Last name:  WAYF Mail address:  WAYF

**Select educational institution and programme**

\* Institution name:  Education name:

\* Type of education:  Start of study from:  to

Search

Move on to creation of application

Be aware, the **Education names** are not listed in alphabetical order. You can list the degree programmes in alphabetical order by moving the cursor to the space **Education name** and then click on one of the small arrows.

#### Search Results

Select	Type of education	Education name	Elective subject	Start time	Application period
No data to display.					

You choose the programme you want to apply for by ticking the check box in the column called “**Select**” far left next to the programme. Remember, you can only select one programme at a time.

#### Search Results

Select	Type of education	Education name
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Erhvervsøkonomi, HA (Campus Aarhus), vinteroptag
<input checked="" type="checkbox"/>	Study Change/Transfer - Bachelor	Top-up programme for AP degrees (Economics and Business Administration, HA) (Campus Herning), winter intake
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Top-up - HA - Supplering for erhvervsakademiuddannelser (Campus Herning), vinteroptag
<input type="checkbox"/>	Study Change/Transfer - Bachelor	International Business Communication in French and European Studies, winter intake
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Elektrisk energiteknologi (Stærkstrøm) (campus Aarhus), vinteroptag
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Informations- og kommunikationsteknologi, vinteroptag
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Top-up programme for AP degrees (Economics and Business Administration, HA) (Campus Aarhus), winter intake
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Top-up - HA - Supplering for erhvervsakademiuddannelser (Campus Aarhus), vinteroptag
<input type="checkbox"/>	Study Change/Transfer - Bachelor	International Business Communication in German and European Studies, winter intake
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Economics and Business administration (Campus Herning), vinteroptag
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Erhvervsøkonomi med tysk, HA med tysk, vinteroptag
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Erhvervsøkonomi, HA (Campus Herning), vinteroptag
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Economics and Business administration (Campus Aarhus), winter intake
<input type="checkbox"/>	Study Change/Transfer - Bachelor	International Business Communication in Spanish and European Studies, winter intake
<input type="checkbox"/>	Study Change/Transfer - Bachelor	Global Management and Manufacturing (Campus Herning), vinteroptag

If your educational background is an AP degree in Marketing Management, Financial Management and Services or Financial Controller and you want to apply for the top-up programme in Economics and Business Administration, please choose from the following options (if the title is in Danish, the programme is taught in Danish):

- Top-up programme for AP degrees (Economics and Business Administration, HA) (Campus Aarhus)
- Top-up – HA - Supplering for erhvervsakademiuddannelser (Campus Aarhus)
- Top-up programme for AP degrees (Economics and Business Administration, HA) (Campus Herning)
- Top-up – HA - Supplering for erhvervsakademiuddannelser (Campus Herning)

It is possible to apply for more than one top-up programme, but you can only create one application at a time.

#### The following programmes are not top-up programmes:

- Economics and Business administration (Campus Aarhus)
- Erhvervsøkonomi, HA (Campus Aarhus)
- Economics and Business administration (Campus Herning)
- Erhvervsøkonomi, HA (Campus Herning)

If you wish to apply for a top-up programme in Economics and Business Administration for AP Degrees, it is very important that you choose one of the programmes named ‘top-up’ in the title.

When you have chosen a programme, push the button “**Move on to creation of application**”.

[Move on to creation of application](#)

## Applicant

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

Choose your citizenship. If you need help with the "Country code", please click on "?" on the right hand side of the page. If you are not a resident in an EU/EAA country, you must also indicate whether you have a permanent residence permit in Denmark or one of the other Nordic countries.

[Move on to creation of application](#)

Citizenship

Check here, if you hold a permanent residence permit/temporary residence with the possibility of achieving a permanent residence permit in Denmark or another Nordic country.

If you are a citizen of a country outside the EU/EAA, you must indicate if you have a permanent residence permit/temporary residence with the possibility of achieving a permanent residence permit – later you will have to attach proof of your residence permit to the application. Next, you push the button **“Move on to creation of application”**.

[Move on to creation of application](#)

## Help with the 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. 

On the top right side of the page you find the headline **Further Information**, where you find links to the academic regulations and general guidance.

## Collection of data

Now, you are presented with the image called **“Collection of data”**. Are you or have you been a student at Aarhus University, University of Southern Denmark, Copenhagen School of Business, IT University of Copenhagen, Aalborg University, Technical University of Denmark, Roskilde University or University of Copenhagen you have the option to obtain a transcript through the digital application system. You must check the box next to the university you wish to collect data from. Then you press on **“Collect data”**. Diplomas and transcripts from your AP degree must be uploaded later on in the application.

[Collect data](#)

- |  |                    |
|--|--------------------|
| <input checked="" type="checkbox"/> AU , Aarhus University     | Time of collection |
| <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.    |

Please note that it is not possible to remove the “check” in the box next to Aarhus University.

If you are not or have not been a student at one of the mentioned universities just press “Next”.



### **Personal information**

Next, you must complete your personal information. Some of the spaces may already be completed automatically through your login, while others must be completed now. You will encounter the word “WAYF”. WAYF means that your personal information has been transferred when you logged on. Once you have answered all the questions, press “Next”.

### **Applied education/Course**

Here you must enter an alternative email address to the one connected to your log in for the application system. Be aware that email notifications will only be sent to the email connected to your login.

Furthermore, you must tell us whether Aarhus University may contact you regarding development and quality assurance of the university's degree programmes and you must inform us where you have heard about Aarhus University.

Once you have answered all the questions, press “Next”.

### **Requirements and prerequisites**

Here you may encounter a text saying “Collection of data failed, check the error under ‘Collection of data’!” This is not an error, just a notification. If you have not been a student at one of the universities that the system can collect data from, you should just continue with your application.

The following page deals with “**Requirements and prerequisites**”, where you must answer questions regarding your qualifying degree and upload documentation.

Here you must state if you already have passed a Master’s degree. If you have passed a Master’s degree you have the option to apply for exemption for the Master’s regulation.

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

### **Payment**

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 under [application fees](#). Please upload the receipt for paid application fee OR documentation for exemption from paying the fee here. Aarhus University will not process your application before the fee is paid. The fee must be paid in Aarhus University’s Webshop. You can access the Webshop [here](#).

## Show application

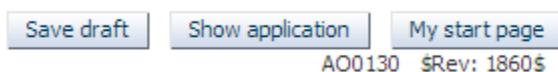
On the page called “**Show application**” you will find the information you have entered and the documentation you have attached. If you wish to alter your application at this stage you can use the process line to do so:



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 then press “**Next**”, which takes you to “**Send application**”.

## Save draft or send application

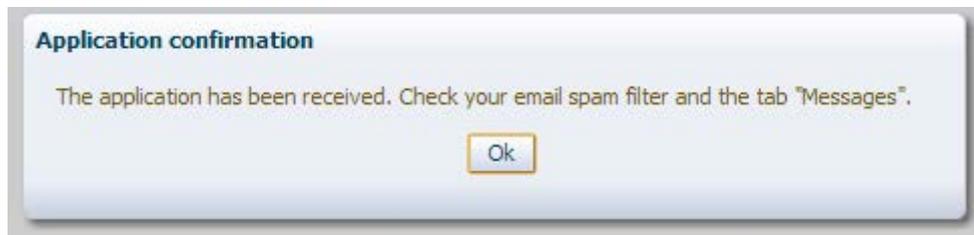
You can choose to save a draft by pressing “**Save draft**” in the lower right corner of the screen. This may be relevant if you need to attach further documentation. Just be aware of the fact that if you save a draft, it has not been submitted and will not be processed by Aarhus University.



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



When you have pressed “**Submit application**” a message of confirmation will appear on the screen. Here you click on “**OK**”.



Under the tab “**Messages**” you will receive a confirmation letter and you will also receive a notification email in your personal mailbox. Remember to check your spam filter.

## See status of applications

Under the tab “**See status of applications**” you can view your submitted applications, edit your unsent drafts or cancel an application. This tab will also appear when you log on to the application system again.

Aarhus University	Economics and Management (Economics line)	Draft	29-Oct-2013 14:15:36	Cancel Application Edit Application View Application
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## Questions

If you have any questions, please write to [transfer@au.dk](mailto:transfer@au.dk)

Good luck with your application!

## Important tips

- Please notice 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:



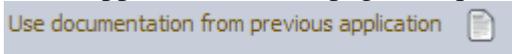
- Throughout the whole application process it is possible for you to save your application as a draft as long as you have not sent it. As long as you do not save your application or send it you can press on “**My starting page**” and start over without saving a copy of your application.



- You will receive further help throughout the application process through a help text. This will be shown when you place the cursor in the text box. Furthermore, you can receive additional help from a help box that will pop out when you push the blue question mark in the right hand side of the page:



- Please notice that you are only able to apply for one programme at a time. You can reuse documentation from previous applications at 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 what priority the programme is. Therefore, you have the possibility of changing your priorities during the application process. If you apply for admission for more than three priorities only the three highest prioritized applications will be processed. The rest of the prioritized applications will be rejected.

AO0133 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