How to log in to the Application Portal

There are three different ways to log in to the Application Portal – **please remember always to log in the same way as you did the first time**:

1. **"Log in"**
   This option is only used if you have an active login account at a Danish university. Click the button and find your university on the list. Please make sure that your current Danish university does not deactivate your login account, e.g., if you complete your education or if your job situation changes. You need to be able to log in to the Application Portal later to read messages and to see the status of your application(s).

2. **"Log in as self-registered user"**
   Use this option if you have already created an account for the Application Portal and chosen a password (via "Set me up as a user" – read more below).

3. **"Log in using NemID"**
   This option is only for current Danish residents. Use this if you have Danish NemID and wish to log in using this. Please note, that you must have an email address registered with NemID. If you experience problems logging in using NemID, please create an account for the Application Portal instead (see below) and log in as self-registered user.

"Set me up as a user"
If you do not have NemID or an active login at a Danish university, you need to create an account for the Application Portal. You must use your private email address and choose a password. Please fill in the fields and click "Create". You will then receive an email with a link to activate your user account (please check your spam filter for the email). You must click on the link in the email and create your password to the Application Portal. From here on you must **"Log in as self-registered user".**

Good to know before applying:

- Click F11 to maximize the view of the Application Portal on your screen.

Save as a draft:
- During the process of applying, you can save your application as a draft (that is, an unfinished application which you can access again and edit) by clicking the button "Save draft" at the bottom right corner. After saving as a draft, you will find your application under the tab "See status of applications".

You can only apply for one program or course at a time:
- If you wish to apply for more than one program or course, you must finish one application first and then repeat the process by clicking "Create application" again.
- In the new application you can reuse your documentation from the first application: Click the small file icon "Use documentation from previous application", which is shown at every up-load function.

How to apply through the Application Portal

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When you have logged in to the Application Portal, you will enter the page (or tab) called "See status of applications". At this page you can see applications which you have created. If you have not created any applications, this page will be empty.
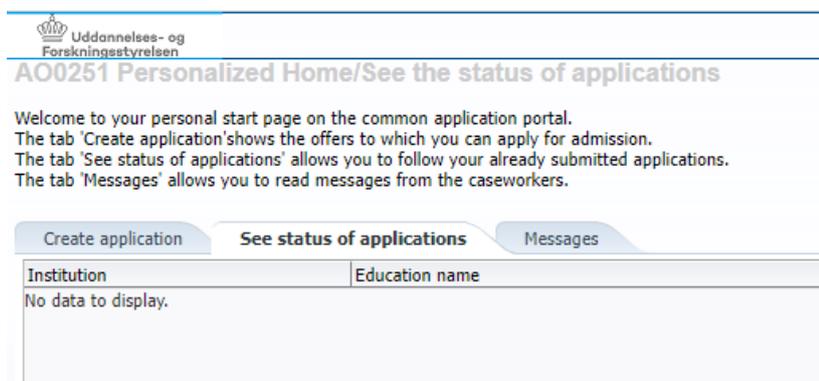
Create Application:

Click the tab "Create application".
Your personal information is presented at the top of the page.

- Under the headline "Choose institution and education" please choose "Aalborg University" and the relevant type of education, for example "Part-time Master", "Single subject – Diploma/Master", or "Student Place-vacancy".

- Then click "Search" and a list of relevant options will show.

- It is possible to search for a specific program or course by writing a search word with * at the beginning and the end (e.g., *Communication Technologies*) in the space above "Education name":

- Please choose the program or single course that you wish to apply for by ticking the square next to the course or program and clicking "Create application"
- In the next screen display you must register your nationality in the drop-down menu of "citizenship".
- Then click "Create application".

The process line illustrates the different steps that you must go through before sending your application.

Navigation forward and back:
Please note that you **cannot** navigate forward and back in the application display by using "arrow back" in the browser. Instead, you must move forward in the application process by the help of the process line.
- To move to the next step: Click on "Next".
- To move to the previous step: Click on the step in the actual process line.

Step 1: Data Collection

If you are studying or have studied at one of the listed institutions, you can collect your transcript from them. Otherwise, click "Next".

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 'Start Data Collection' to start the collection.

The collected data will be shown in a section further along in the application process. Click "Next" to continue the application process.

Start Data Collection

	Time of collection
☑ AAU , Aalborg University	Not downloaded.
☐ AU , Aarhus University	Not downloaded.
☐ CBS , Copenhagen Business School	Not downloaded.
☐ DTU , Technical University of Denmark	Not downloaded.
☐ ITU , IT University of Copenhagen	Not downloaded.
☐ KGLA , Royal Danish Academy - Architecture, Design and Conservation	Not downloaded.
☐ KU , University of Copenhagen	Not downloaded.
☐ RUC , Roskilde University	Not downloaded.
☐ SDU , University of Southern Denmark	Not downloaded.

If you are **not** a former student at one of the listed universities, please click "Next".

How to collect exam results?

- Choose the university(ies) where you are studying or have studied. Aalborg University is always ticked by default.
- Click the button "Start Data Collection".
- Status now changes to "Retrieving Data".
- You can now move on in the process by clicking "Next", even though data is not yet collected. If the date and time of today is shown, the collection of data has been successful and the documentation from the university(ies) has automatically been uploaded under the step "Documentation".

Are you receiving an error message?

Even if you receive an error message, you can proceed in the application process - simply click "Next". Upload instead the documentation from university/educational institution manually further along in the process under the step "Documentation".

Step 2: Person

Please fill in the fields and click on "Next".

Step 3: Dispensation and credit transfer

At this step you must register whether you wish to apply for dispensation from admission requirements and/or for transfer of credits.

If you do **not** wish to apply for dispensation or transfer of credits:
- Choose "No" and proceed by clicking "Next".

If you wish to apply for dispensation or transfer of credits:
- Choose "Yes" and upload your application for dispensation from admission requirements or for transfer of credits.

What is dispensation?

If you have not obtained one of the qualifying degrees described in the admission requirements for the program or course that you are applying for, you can apply for admission with dispensation from the admission requirements. Dispensation may be granted when it through an evaluation of your documentation is estimated that you have educational qualifications corresponding to one of the qualifying degrees.

Please note that regarding Master's and diploma programs (or courses) there is **no dispensation from the requirement of relevant work experience**.

Procedure of applying for dispensation:

You must upload an application for dispensation in which you explain how you find that your educational background can replace the formal admission requirements in terms of level and relevance. Please remember to upload relevant documentation.

What is credit transfer?

Transfer of credit can be relevant if you have already obtained a degree or passed courses that are equivalent in terms of level, duration, and content to part of or the entire program or course that you are applying for. If you obtain approval of credit transfer you cannot participate in the parts of the program that you have obtained credit transfer for. The relevant Study Board evaluates applications for transfer of credit.

Procedure of applying for credit transfer:
You must upload an application in which you explain and substantiate your application for transfer of credit. Always remember to upload descriptions of and documentation (diplomas) for the courses and exams that form the basis of your application.

Step 4: Documentation

At this step you must document your educational background and work experience if relevant work experience is part of the admission requirements for the program or course that you are applying for. Please follow the instructions in the Application Portal.

Notice:
- If you have already applied for admission to Aalborg University, you can reuse documentation from previous applications by clicking the button "Use documentation from previous application" – **if you are using the same login as in the previous application.**
- When you have sent your application, you can no longer edit or upload further documentation.
- If you do not have all required documentation ready but can provide and upload this before the application deadline, you can save your application as a draft by clicking "Save draft". When you have obtained further documentation, you can access your draft and complete your application.
- If the caseworker finds that more documentation is required, you will receive a message regarding this. Then your application will be accessible for you to upload the required documentation.

Step 5: Payment

It is very important that all fields are correctly filled in with correct information.
Therefore, please follow the steps of the Application Portal carefully.

* Please indicate whether we should send the invoice to your place of employment or to your private adress	⦿ Company ○ Private
Company name	
Address 1	
Address 2	
Zip code	
City	
Country	
PO number If your employer uses PO number, this **must** be stated here.	
Att.	
* Company email address to which AAU must send invoice and any reminders.	

[Reset invoice information] [Select company via the central business register (CVR)]

Step 6: Further information

This step is not visible for all programs or courses. Under this step there may be further questions for you to answer.

Step 7: Show application

Here you can see what you have stated in and uploaded to your application. It is advised to examine your application and check that you have included everything of importance and relevance. If you wish to edit your application, please do so now. You cannot edit your application or upload documents after you have sent it. Go back to earlier steps by clicking on the process line.

Step 8: Send application

Send your application to Aalborg University by clicking "Send application".
- You will receive a confirmation of receipt in the Application Portal which you can see under the tab "Messages".
- You can see all applications that you have sent under the tab "See status of applications".
- When there is a new message for you in the Application Portal, you will receive a notification by email to the email address which you registered when applying. Remember to check your spam filter / junk mail.