

Quick Guide

How to apply for a top-up Bachelor programme – September and February intakes

This is a quick guide to help you file your application with us.

Step 1:

Before applying, please check that you meet the admission requirements for the programme for which you apply. If you apply as a **non-EU student** – please make sure that you can pay the required tuition fee. For further information on tuition fee, please see here:

<http://zibat.dk/bachelor-programmes-top-uptuition-fees/>

Certain NON-EU applicants are required to pay an application fee of EUR 100 or DKK 750. Check here, if you are required to pay the application fee, how to pay the fee and terms of payment:

<http://zibat.dk/wp-content/uploads/2017/03/Application-fee2017ny.pdf>

Step 2:

Go to our application portal: <https://efteroptag.optagelsesportal.dk/easi/>. First, you will have to enter your e-mail address. Secondly, you will receive a link that you have to follow in order to be able to start your application and finally, you will be asked to do as follows:

- Enter personal details (name, address etc.)
- Choose the programme(s) you wish to apply for
- Choose which entrance requirements you apply with and upload documentation
- Choose a programme and if necessary, change the priorities
- If relevant, add other activities and upload documentation
- Sign and send your application
- You will receive a receipt stating that your application has been sent.

Remember always to have your diploma and other relevant documents scanned in PDF-format and ready to upload before starting your application. Please note that it is your own responsibility to make sure that your application comply with the entrance requirements and contains the necessary documentation.

Within approximately 24 hours, you will receive a confirmation of your application via ZIBAT's Admission Portal (<https://optagelsesportal.dk/easi/>). On the admission portal you can follow the status of your application as well as receive messages about missing documents (if any) or whether you are offered admission.

Mandatory documentation:

- Diplomas and/or Certificates (original + English translation)*
- Transcripts of grades (original + English translation)*
- Language Proficiency Certificate, e.g. IELTS or TOEFL or equivalent
- Copy of Passport (personal information page) or copy of ID card if from EU/EEA
- Residence Permit/card (for non-EU students who already live in Denmark)
- Motivation letter**
- Documentation for your work experience, if any

Optional documentation:

- Recommendation letters
- Sports activities etc.
- Documentation for other extra curricular activities, competitions, etc.

*) Documentation for your exams (Diplomas, Certificates, Transcripts of grades etc.) must be translated into English and signed by a notary public or an equally authorized person, e.g. the institution who issued the document (If you do not have the final diploma/certificate yet, you must attach a transcript of grades for the latest 2 years. When you receive your final diploma, you must submit this in order for us to be able to confirm your final admission).

***) You MUST motivate your application. It is mandatory that you include a motivation letter with your application to convince us that you should be admitted. The motivation letter can be compared to a job application, and you should include the following topics in the letter:

- 1) Explain the choice of programme and your motivation for studying in Denmark (only if applying from abroad)
- 2) Which specific competences do you have to contribute to the study environment?
- 3) How can you contribute positively to the Danish society upon graduation?

The letter should be **no more than one A4 page** and remember that it is NOT a CV. Do not include everything, but be clear and precise in addressing the above three issues equally.

Selection criteria

You can read more about the selection criteria, we use when determining which students will be offered admission, and how to document the criteria: http://zibat.dk/wp-content/uploads/2017/07/00_Requirements-for-top-up-programmes-2017.pdf

All documents must be scanned and uploaded as ONE PDF-file!