

## FAQ – AP programmes

### **Q: Can I use a paper application form?**

A: No, we no longer use paper application forms. If you apply for our September intake, you can only apply online on [www.optagelse.dk](http://www.optagelse.dk). If you apply for our February intake, you have on our Application Portal <https://efteroptag.optagelsesportal.dk/easi/>.

### **Q: I have not graduated yet, so what do I send instead of a diploma?**

A: If you are still in High School, you have to send a transcript of grades from the first semester of your final year, and if that is not possible, the final grades from the previous year.

### **Q: Which English tests do you accept?**

A: You will find it on [Admission requirements for AP Degree Programmes](#)

### **Q: Where do I find admission requirements?**

A: You will find it [here](#)

### **Q: Why do I have to give information about work experience?**

A: When we evaluate applications, we award points for [several criteria](#), among these is relevant work experience. You have to document your work experience by a letter from your employer giving the following information: Period of employment, number of hours per week, job description.

### **Q: Do I need to send a motivation letter?**

A: Yes, the motivation letter is mandatory. A motivation letter can be compared to a job application. It serves to show us, why we should accept you as a student. You may include the following topics in the letter:

- 1) Why did you choose this particular programme
- 2) Why do you want to study in Denmark (only if applying from abroad)
- 3) What will make you a good student (relevant work experience, travels etc. which has given you specific competences
- 4) What do you know about the programme and why is it suitable for you

The letter should be no more than one A4 page and remember that it is not a CV. Do not include everything, but just things that may convince us that you should be admitted.

### **Q: Do I have to sit for an interview?**

A: If you are a NON-EU applicant (fee-paying) you have to sit for an admission interview. We may also select other applicants and invite them to sit for an interview, either in person or by Skype.

### **Q: What is a Danish B-level in mathematics?**

A: In order to have a Danish B-level in mathematics, you have to have had minimum 250 hours (of 60 min.) of mathematics during high school. If your high school is four years, we only take the last three years into consideration, and if your high school is only two years, we include the number of hours you had in the final year of the previous study level (e.g. lower secondary). This is to make the number of hours comparable to the Danish high school, which is three years.

**Q: What is an Admission Area Number?**

A: Each programme has its own 5-digit code which you have to use when applying. The numbers are for

**ZIBAT September programmes:**

79165	Marketing Management
71215	Computer Science
81215	Multimedia Design and Communication
86085	Service, Hospitality and Tourism Management, ZIBAT Køge
86082	Service, Hospitality and Tourism Management, ZIBAT Slagelse
87035	Logistics Management
74615	Commerce Management

**ZIBAT February programmes:**

79167	Marketing Management
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**Q: Which “Entry qualifications” should I choose in the online application?**

A: You should choose Non-Danish Exam and then All other non-Danish exams (unless of course you have actually taken one of the Danish exams or the IB). Next you specify the name of your national high school diploma, e.g. Brandos Atestatas (Maturita diploma), if you are from Lithuania. Finally, you have to enter the year of completion.

**Q: What is a supplementary course?**

A: Supplementary courses are courses you take, if you do not meet one of the specific admission requirements (e.g. mathematics B-level). They are usually taught as evening classes or as a summer course, and usually only Danish students take these courses. Supplementary courses are not offered in English in Denmark.

**Q: What does STANDBY mean?**

A: Each of our programmes has a certain number of available places + a few standby places. When you tick the box “Standby”, it means that if you are offered a standby place, you will be able to start your studies, if one of the other students declines the place he/she has been offered. If no students decline their offer, you will be given first priority for the next intake in the same programme. Please note that if you are offered a standby place, you will not be offered a place in any of your lower priorities.

**Q: Where should I send my Signature Page (SEPTEMBER intake)?**

A: You can send the signature page by e-mail to [apply@zibat.dk](mailto:apply@zibat.dk) or by post to:

*Zealand Institute of Business and Technology*

*Lyngvej 19*

*DK-4000 Roskilde*

*Denmark*

*Att: International Admissions Office*

Please note that the Signature Page must be received by us no later than 15 March!

**Q: Why have I not received an e-mail from you?**

A: Unfortunately, our e-mail occasionally end up in spam-mail, so check here first. You can also add our e-mail address [apply@zibat.dk](mailto:apply@zibat.dk) as an approved address, to avoid this problem in future.

**Q: Should I tick the boxes in section 5 “Previous enrolment at higher education programmes**

A: if you have been enrolled in further education previously, it is very important that you tick the appropriate box(es) in section 5, and fill out section 9 accordingly. Please do not leave out this information, whether it is relevant for the programme you have applied for, or not.