

FAQ – Top up Bachelor Programmes

Q: Can I use a paper application form?

A: No, we no longer use paper application forms. You have to apply on our APPLICATION PORTAL

<https://efteroptag.optagelsesportal.dk/easj/>

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

A: If you are still studying for an AP degree (or equivalent), you have to send a transcript of grades from your current study.

Q: Which English tests do you accept?

A: You will find it on <http://zibat.dk/admission-requirements-for-top-up-bachelor-programmes/>

Q: Where do I find admission requirements?

A: You will find it on <http://zibat.dk/admission-requirements-for-top-up-bachelor-programmes/>

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

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

Q: How do you select the students for admission?

A: Normally, we have far more applicants than we have available places and therefore, we cannot offer admission to all qualified students. In our evaluation, we award points to all applicants based on a set of

selection criteria, which you can find here: http://zibat.dk/wp-content/uploads/2017/07/00_Requirements-for-top-up-programmes-2017.pdf

At the bottom of this page, we have specified how you may document the different criteria. Only criteria which are sufficiently documented will be taken into consideration.