

# Quick Guide

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## How to apply for an AP Degree Programme

Certain NON-EU applicants are required to pay an application fee of EUR 100. 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 1: Check the admission requirements

Before applying, please check that you meet the admission requirements for the programme for which you apply. You can find this information on our website. <http://zibat.dk/apply/>

### Step 2: Make sure you have all relevant documentation

Please make sure to save your diploma and other relevant documentation in PDF-format and have them 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. You must submit the following documents:

#### Mandatory documentation:

- Diplomas and/or Certificates (original + English translation)\*
- Transcripts of grades (original + English translation)\*
- Language Proficiency Certificate, e.g. IELTS or TOEFL
- Copy of Passport or copy of ID card if from EU/EEA
- Residence Permit card (for non-EU students who already live in Denmark)
- Motivation letter\*\*
- Power of Attorney if you apply through an agency

#### Optional documentation:

- Recommendation letter / proof of: Volunteering, study abroad, work experience.
- Documentation for other extra-curricular activities, competitions, etc.

\*) Documentation for your exams (Diplomas, Certificates, Transcripts of grades) must be translated into English or Danish 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 finalize our evaluation).

\*\*\*) 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 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. The motivation letter is NOT enough for proof of extra-curricular activities such as volunteering, study abroad or work experience. This must be proven otherwise.

### Step 3: Apply

Go to [www.optagelse.dk](http://www.optagelse.dk) and choose the English version.

We recommend that you download and carefully read the general instructions:

[http://www.optagelse.dk/vejledninger/pdf/KOTapplicant\\_UK.pdf](http://www.optagelse.dk/vejledninger/pdf/KOTapplicant_UK.pdf)

### Step 4: Civil registration number

Since most international applicants do not have a Danish CPR number (civil registration number) you will be asked to give your personal e-mail address in order to create your application profile in the system. Once you have entered your e-mail address, a direct link to your login page will be sent to your e-mail account.

### Step 5: Online application

The system will automatically create a temporary CPR number. The combination of your personal e-mail address and the temporary CPR number will be used to identify you throughout the whole application process both within the online application system and by us as the educational institution.

Please fill in the online application, step by step, by typing the required information in the system. When you have filled in the required information, remember to “save” (use the save icon).

### Step 6: Personal Information

In the first section you fill in personal information. The address you state must be your current one. Once you have approved your application, it is not possible to change the address on [www.optagelse.dk](http://www.optagelse.dk), then you have to inform us by sending an e-mail to [apply@zibat.dk](mailto:apply@zibat.dk), if you move to a new address.

In the section “Citizenship” you have to choose the correct country from a drop-down menu. If you are a non-EU citizen already living in Denmark you must upload a copy of your residence permit card.

In the field “Any previous admissions to higher education” you must provide the necessary information, if you have previously studied in higher education (university/college), even if you have not graduated.

### Step 7: Entry Qualification

In “ENTRY QUALIFICATIONS” you indicate your admission qualifications. In most cases you have to choose Non-Danish Exam and next All other non-Danish exams and finally write the name of your high school qualification and the Year of Completion.

The fields concerning supplementary courses are only relevant, if you do not meet one of the specific admission requirements (e.g. mathematics B-level) and have signed up for a course to upgrade your qualifications (e.g. a summer course). Usually, only Danish students take these courses.

### Step 8: Choice of education programme

In the field “Choice of education programme” you should indicate which educational programme(s) and Institution(s) you wish to apply for.

Use the Admission Area no. for each programme you apply for.

Below you find a list of the international programmes offered by ZIBAT, Zealand Institute of Business and Technology:

| <b>Programme</b>                               | <b>Campus</b> | <b>Admission Area No.</b> |
|--|---------------|---------------------------|
| AP Marketing Management                        | Roskilde      | 79165                     |
| AP Multimedia Design and Communication         | Køge          | 81215                     |
| AP Computer Science                            | Roskilde      | 71215                     |
| AP Service, Hospitality and Tourism Management | Køge          | 86085                     |
| AP Service, Hospitality and Tourism Management | Slagelse      | 86082                     |
| AP Logistics Management                        | Køge          | 87035                     |
| AP Commerce Management                         | Næstved       | 74615                     |

### Step 9: Attachments

Digital attachments - here you have to upload all the relevant documentation mentioned in step 2 and step 6. Please make sure that you tick all boxes for the documents needed for each of your priorities, as otherwise, we cannot download them.

### Step 10: Finalize your application

You finalize the online application by clicking on Approve and print and this must be done for each priority. When you have printed the signature page, please sign and date the page, scan it, and send it by e-mail to: [apply@zibat.dk](mailto:apply@zibat.dk).

In the subject field of the e-mail, please write: “Signature page – your full name – Programme you apply for – and Campus you apply for”.

You must send the signature page to [apply@zibat.dk](mailto:apply@zibat.dk) before the application deadline. We are not able to access and process your application until we have received the signature page.

## How to apply for a Top-up Bachelor programme

### Step 1: Check the admission requirements for Top-up

Before applying, please check that you meet the admission requirements for the programme for which you apply. Remember 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.

### Payment of Application Fee

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: Make sure you have all relevant documentation

Please make sure to save your diploma and other relevant documentation in PDF-format and have them 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. You must submit the following documents:

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#### Optional documentation:

- Recommendation letter / proof of: Volunteering, study abroad, work experience.
- Documentation for other extra-curricular activities, competitions, etc.

\*) **Documentation for your exams** (Diplomas, Certificates, Transcripts of grades) must be translated into English or Danish 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 finalize our evaluation).

\*\*\*) **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 should include the following topics in the letter:

4. Explain the choice of programme and your motivation for studying in Denmark (only if applying from abroad)
5. Which specific competences do you have to contribute to the study environment?
6. 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. The motivation letter is NOT enough for proof of extra-curricular activities such as volunteering, study abroad or work experience. This must be proven otherwise.

### Step 3: Apply

Go to our application portal: <https://efteroptag.optagelsesportal.dk/easj/>.

- Enter your e-mail address and you will receive a link which you need to follow in order to start your application.
- 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.

### About: The Admission Portal

When you apply, either for an AP Degree Programme or a Top-UP Bachelor programme, you will receive a confirmation of your application within 24 hours.

The confirmation mail is sent to the email address you used in your application from our Admission Portal. Please check your Spam filter.

On the Admission Portal you can follow the status of your application as well as receive messages about missing documents (if any) and whether you are offered admission. It is very important that you remember to activate your profile on the Admission Portal as this is here you will receive all messages from us.

### About: Selection criteria

You can read more on our website about the selection criteria, we use when determining which students will be offered admission, and how to document the criteria: <http://zibat.dk/apply/>