How to apply for the International Honours Degree in Teaching

User guide for admission

Content

Introduction

The International Honours Degree in Teaching is an English-language study course under the Danish Professional Bachelor Degree in Teaching. If you wish to apply for the education you have to apply in Danish. This step by step-guide will take you through the admission process.

We have described the process in English, and marked all the Danish words with red writing.

Free education or Fee

The International Honours Degree in Teaching is part of The Danish Professional Bachelor's Degree in Teaching. The following rules apply for foreign applicants:

You are a citizen from a EU/EEA country or have a permanent/with the possibility of permanent residence permit for staying in Denmark

If you a citizen from EU/EEA and Switzerland or have one of the below mentioned residence permits you are eligible for free higher education in Denmark:

- Permanent residence permit in Denmark
- Temporary residence permit in Denmark, with the possibility of a permanent residence permit.
- Residence permit as the accompanying child of a non-EU/EEA parent holding a residence permit based on employment (§9a and §9m of the Danish Aliens Act - text in Danish)

You are a citizen from outside the EU/EEA and does not have a residence permit that gives you access to free higher education

If you are a citizen of a country from outside the EU/EEA and either have a residence permit for staying in Denmark temporarily or no residence permit at all, but plan to commute to Denmark from your home country, you can apply for admission to the Teacher Education as a self-paying student.

Self-paying students are themselves responsible for their stay in Denmark. Admission to one of University College Absalons Danish educational programmes does not give the self-paying student access to Denmark or permits for staying in Denmark.

We can help you if you wish to apply for a student visa, but we cannot guarantee that you will receive a student visa. You can read more about this on the site [Nyidanmark](#).

As a self-paying student your admission will be on the condition, that you pay for the 1st Semester of the education before study start.
You must fulfill the same admission requirements as other applicants and you will receive answer to your application ultimo July

Contact information

If you have any questions, regarding admission for the International Honours Degree in Teaching you can contact the Admission Office by e-mail admission@pha.dk, or by phone +45 72481010 Monday, Tuesdays and Thursday at 10-12 am, and Monday at 1-3 pm.

Application website

To apply for the International Honours Degree in Teaching you will have to apply through the Danish application form via www.optagelse.dk.

Step 1: Go to www.optagelse.dk. Now you are at the frontpage of www.optagelse.dk where you apply for admission to higher education in Denmark.

Click on apply for higher education /*søg vidgåerende uddannelsen*

Step 2: Click on If you don't have MitID /*Har du ikke MitID*

Step 3:   When you click on the button Har du ikke MitID, a window will open. Here you have to answer whether or not you have a Danish CPR-number.
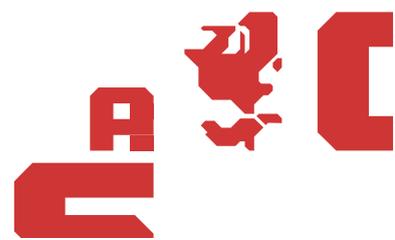
If you do not have, a Danish CPR-number click on no/*nej*, and press next/*næste*. Then go to the chapter about how to login without a Danish CPR-number.


If you do have, a Danish CPR-number click on yes/ja, and press next/*næste*. Then you will have to use your Nem-ID to login. After you have login, then go to the chapter about information about you (page 8).

How to login without a Danish CPR-number

If you do not have a Danish CPR-number, you will have to use a link to apply for admission via www.optagelse.dk.

Step 1:   After you have indicate that you do not have a Danish CPR-number, a new window will open. You will need to enter your e-mail and press OK.
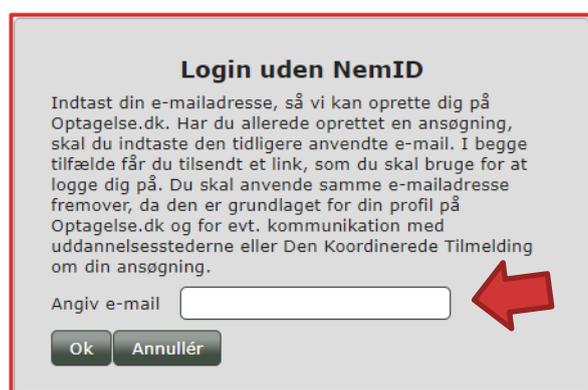
You receive a message saying that you are now a registered user on www.optagelse.dk. An e-mail containing a link has been sent to your e-mail. You can only apply for admission via this link.
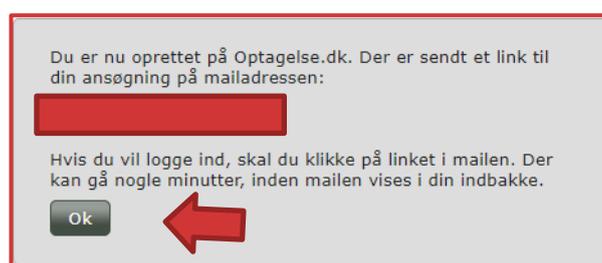
Step 2:   Login to your e-mail account and open the e-mail from www.optagelse.dk. Click on the link or copy it into a browser. You have to use this link every time you want to enter your application.

It can take up to 30 minutes before you receive the e-mail. If you do not receive the e-mail, try looking in your spam-folder.

Step 3: The first time you click on the link, a new window will open. Here you have to enter your:

- First name(s)/*Fornavn(e)*
- Sir name/*Efternavn*
- Birthday/Fødselsdato
  Date/*Dag*, Month/Måned, Birth year/*Fødselsår*
- Gender/*Køn*
  Male/*Mand* or Female/Kvinde

When you have fulfilled the information box, enter Ok.

Please note: You only have to fill out this information the first time you enter your application trough the link.

Information about you

You have now logged in to www.optagelse.dk, and will be able to fill out the application form.

The application form will lead you through four sections of information.
1. Information about you/*oplysninger om dig*
2. Your entrance exam/*adgangsgrundlag*
3. Which education you want to apply for/*uddannelsesvalg*
4. Documentation/*bilag*

The first time you login, you are directed to the first section that contains information about you/oplysninger om dig. In this page, you have to fill out your personal information.

Please note: You will not be able to change your information in this section (Information about you) when you have approved the information and have moved on to the next section.

Step 1:   Enter your personal information in the section: information about you/oplysninger om dig.

Step 2:   The information you entered in the previous section, is used to create a personal constructed CPR-number. It is not possible to change the CPR-Number. Your first name(s)/*Fornavn(e)* and sir name/Efternavn is also copied, but can be edited.

Please note: If you have login with a Danish CPR-number, the above-mentioned information will be fill out from the population register.

Step 3:   Type in your home address. You have to enter your:
- Street name/*Vej*
- Postal code – Zip code/*Postnummer*
- City/town/*By*
- Country/*Land*

Vej *		←
Postnummer *	←	By *	←
Land *	Vælg land	←

Please note: If you have login with a Danish CPR-number, the above-mentioned information will be fill out from the population register.

Step 4:   Enter your contact information. It is important that the information is correct. The educational institution you are applying admission to will not be able to contact you, with questions regarding your application.

Enter your:
- Phone number/*Fastnetstelefon and Mobil*
- E-mail – (If you have applied without a Danish CPR-number your e-mail is already registered based on the e-mail you used when you became a user of www.optagelse.dk)

Fastnetstelefon	←
Mobil	←
E-mail *	

Step 5:   Enter your citizenship/*Statsborgerskab*.

Statsborgerskab	?
Statsborgerskab (Land) *	Danmark, DK

When choosing another country than Denmark, you have to answer whether you have a residence permit in Denmark. If you have a residence permit enter yes/*ja*, and if you do not enter no/*nej*.

Statsborgerskab	
Statsborgerskab (Land) *	Norge, NO
Har du opholdstilladelse i Danmark eller er du EU/EØS-borger?	⦿ Ja ○ Nej Læs mere om opholdstilladelse og statsborgerskab under ?-ikonet.

Please note: You have to be a Danish/European/ Nordic citizen or have to have a specific residence permit in Denmark to get free education in Denmark. Read more in the section about Free education or Fee (page 3).

Important: If you not are a European/ Nordic citizen but inform us that you have a residence permit, **you have to** upload a copy of the permit to your application, otherwise you have not documented that you fulfil the requirement for free education in Denmark and you will be a self-paying student.

You are a self-paying student if you not are a European/ Nordic citizen and do not have a special residence permit for free education in Denmark.

If you are a European / Nordic citizen, you do not have to document your residence permit.

Step 6: Please inform us if you previously have been admitted to a higher education.

If you previously have been admitted to a higher education, enter yes/*ja*.
If you have not been admitted to a higher education before, enter no/*nej*.

> **Tidligere optagelse på videregående uddannelse**
>
> Er du optaget, eller har du været optaget på en videregående uddannelse? *
> ○ Ja ○ Nej

If you enter yes to the above-mentioned question, you have to inform us if you have a higher education from Denmark.

If you do have a higher education from Denmark, enter yes/*ja*.
If you do not have a higher education from Denmark, enter no/*nej*.

> **Tidligere optagelse på videregående uddannelse**
>
> Er du optaget, eller har du været optaget på en videregående uddannelse? *
> ⦿ Ja ○ Nej
>
> Har du tidligere fuldført en videregående uddannelse i Danmark, eller forventer du at fuldføre en videregående uddannelse i Danmark inden studiestart på den uddannelse, som du nu søger optagelse på? *
> ○ Ja ○ Nej

If you earlier stated that you previously have been admitted to a higher education please fill out this box (picture below). You can enter the sheet if you click on the pencil.

Uddannelsens navn	Uddannelsesstedets navn	Årstal påbegyndt	Årstal fuldført uddannelse/forventet fuldførelse af uddannelse	Årstal afbrudt	Antal beståede/forventet beståede ECTS-point	Stadig optaget	
							✏ 🗑

You have to type in the following information about the higher education you previously have been admitted to:

- The name of the education/*Uddannelsens navn*
- The name of the institution/*Uddannelsesstedets navn*
- The year you begin/*Årstal påbegyndt*
- The year you departure or the year you expect to departure/*Årstal fuldført uddannelse/forventet fuldførelse af uddannelse*
- The year you interrupted your education/*Årstal afbrudt*
- Number of past/expect to past ECTS points/*Antal beståede/forventet beståede ECTS-point*
- Are you still admitted/*Stadig optaget*

When you are done, click on the checkmark.

Uddannelsens navn	Uddannelsesstedets navn	Årstal påbegyndt	Årstal fuldført uddannelse/forventet fuldførelse af uddannelse	Årstal afbrudt	Antal beståede/forventet beståede ECTS-point	Stadig optaget	
Engineering	Absalon	2015		2016	30	Nej	✓ ✗

If you want to change your information, click on the pencil again. If you want to delete your answer click on the trash icon. If you want to fill out a new box, because you have been admitted to more than one higher education, click on the plus icon.

Uddannelsens navn	Uddannelsesstedets navn	Årstal påbegyndt	Årstal fuldført uddannelse/forventet fuldførelse af uddannelse	Årstal afbrudt	Antal beståede/forventet beståede ECTS-point	Stadig optaget	
Engineering	Absalon	2015		2016	30.0	Nej	✏ 🗑 ➕

You have to document the information you have given regarding your admittance to higher education. Please attach the documentation by clicking on upload documentation/*tilføj bilag*, and upload the documentation.

Uddannelsens navn	Uddannelsesstedets navn	Årstal påbegyndt	Årstal fuldført uddannelse/forventet fuldførelse af uddannelse
Engineering	Absalon	2015	

Bilag
Tilføj bilag

Step 7: To save the information click on the save button/*gem*, at the top of the page.

Admission requirement

In this section, you have to fill in information about your upper secondary education, or other education that makes you eligible for admission to the Honours Degree in Teaching. If you have not completed an upper secondary education, please type in what other education you want to apply for admission for the International Honors Degree in Teaching with.

Please note: You will not be able to change your information in this section (admission requirements) once you have approved the information and have moved on to the next section.

Step 1: Click on the section 'admission requirement/*adgangsgrundlag'*

Step 2: You have to inform us which type of upper secondary examination you have completed. Click on admission requirement/*adgangsgrundlag* and choose one of the following categories of examinations:

- Danish upper secondary examination/*Dansk gymnasial eksamen*
- The International Baccalaureate/*International Baccalareaute*
- Foreign qualifying examination/*Udenlandsk eksamen*
- Vocational Training Examination/*Erhvervsuddannelse*
- Qualifying examination for the Engineering/*Adgangseksamen for ingniøruddannelser*
- Another admission requirements/*Andet adgangsgrundlag*
- No qualifying examination/*Ingen adgangsgivende eksamen*

Please note: Please note that you only have to choose the International Baccalaureate <u>if your IB examination is from Denmark</u>.
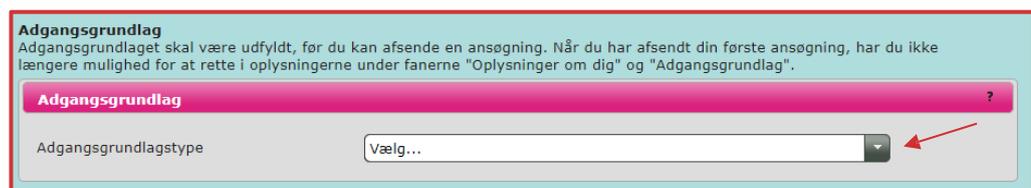
Step 3: If you choose 'foreign qualifying examination' you have to state which kind of admission requirements you which to apply for admission with. There-fore, choose one of the following examinations:

- The International Baccalaureate/*International Baccalareaute*
- All other foreign examination/*Alle andre udenlandske eksamener*
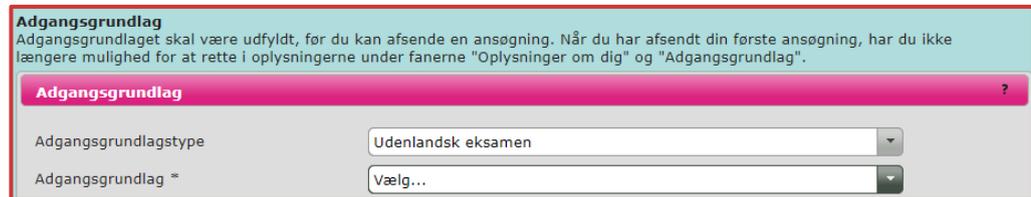
Adgangsgrundlag
Adgangsgrundlaget skal være udfyldt, før du kan afsende en ansøgning. Når du har afsendt din første ansøgning, har du ikke længere mulighed for at rette i oplysningerne under fanerne "Oplysninger om dig" og "Adgangsgrundlag".

Adgangsgrundlag		?
Adgangsgrundlagstype	Udenlandsk eksamen	
Adgangsgrundlag *	Vælg...	

Step 4: Now you have to fill out information about your examination. Please enter:

- What country your qualifying examination is from? /*Hvilket land er din adgangsgivende eksamen fra?*
- What type of examination? /*Hvilken?*
- The year you completed your examination/*Eksamensår*

Adgangsgrundlag
Adgangsgrundlaget skal være udfyldt, før du kan afsende en ansøgning. Når du har afsendt din første ansøgning, har du ikke længere mulighed for at rette i oplysningerne under fanerne "Oplysninger om dig" og "Adgangsgrundlag".
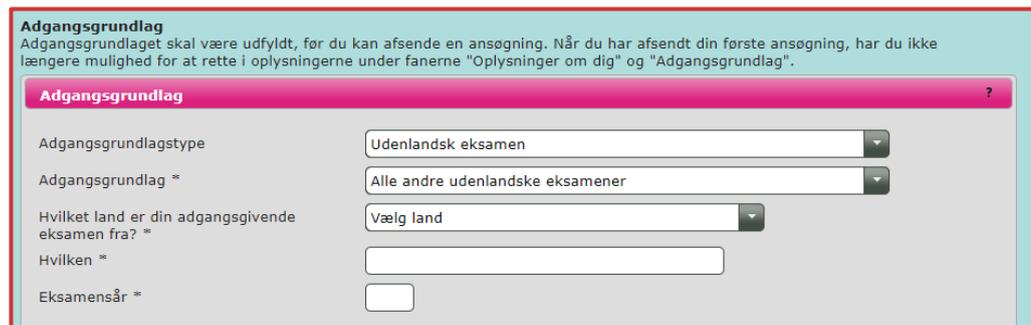
Adgangsgrundlag		?
Adgangsgrundlagstype	Udenlandsk eksamen	
Adgangsgrundlag *	Alle andre udenlandske eksamener	
Hvilket land er din adgangsgivende eksamen fra? *	Vælg land	
Hvilken *		
Eksamensår *		

Graduation date

You have to inform us, if you have not yet finished your qualifying upper secondary examination, when you apply for admission to the International Honours Degree in Teaching.

If you graduate before the 5th of July, 12.00 (Noon) click on: *'Jeg er i gang med et suppleringskursus og afslutter inden 5. Juli'*, (the box at the top).

If you graduate after the 5th of July, 12.00 (Noon) click on: *'Jeg er tilmeldt et suppleringskursus, som jeg forventer at afslutte efter d. 5. Juli'*, (the box at the bottom).
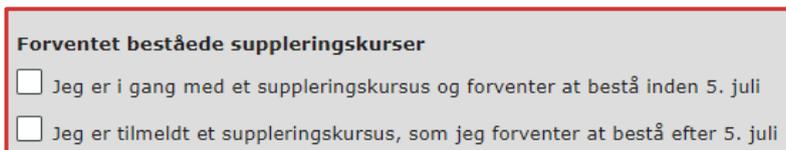
Forventet beståede suppleringskurser
☐ Jeg er i gang med et suppleringskursus og forventer at bestå inden 5. juli
☐ Jeg er tilmeldt et suppleringskursus, som jeg forventer at bestå efter 5. juli

Step 4: Leave the page with admission information by clicking on save/*gem* at the top of the page.

Choose education

In this section, you have to choose the education you want to apply for admission to.

Step 1:   Click on the section choose the education/*uddannelsesvalg*.

In this section, you will be able to choose which educations you wish to apply for. You can apply for eight different educations. Make sure that you prioritize your educational choices.

Step 2:   Click on Add an education to your priority list/*tilføj uddannelse til din prioriteringsliste*.

Søg videregående uddannelse   ⚲ [_____] : Log ud

| Oplysninger om dig | Adgangsgrundlag | Uddannelsesvalg | Bilag |

CPR: [_____]   **Navn:** [_____]   **?**

Uddannelsesvalg
Tilføj op til 8 ansøgninger til din prioriteringsliste. **Husk at godkende, printe, underskrive og sende en underskriftside til hver af de uddannelser, du søger optagelse på!**

[Tilføj uddannelse til din prioriteringsliste]

Informationer om dig

Alle ansøgninger deler de informationer, der ligger under fanerne "Oplysninger om dig" og "Adgangsgrundlag", så disse oplysninger skal du kun udfylde en gang. Oplysningerne kan ikke længere ændres, når du har godkendt din første ansøgning.

Godkendelse og indsendelse af underskriftside

Du skal huske at godkende ansøgningerne enkeltvis. Når du har godkendt en ansøgning, skal du printe og underskrive den viste underskriftside med et personligt ID-nummer, som du skal sende direkte til det uddannelsessted, hvor du har søgt. Underskriftsiden må ikke uploades som et bilag til din ansøgning.

Det er dit ansvar at sikre, at du både har godkendt alle ansøgninger, og at uddannelsesstedet har modtaget din underskriftside inden ansøgningsfristens udløb.

Du skal indsende en underskriftside for hver uddannelse, du har godkendt. Først når uddannelsesstedet har modtaget din underskriftside, kan uddannelsesstedet hente din ansøgning elektronisk fra Optagelse.dk. Efter du har godkendt en uddannelse, kan du stadig tilføje nye uddannelser inden ansøgningsfristen. Du kan ændre din prioriteringsrækkefølge eller annullere en ansøgning inden 5. juli kl. 12.00.

Prioriteringsrækkefølge

Du kan søge optagelse på op til 8 uddannelser, men højest blive tilbudt plads et sted, nemlig på den højest mulige prioritet. Den rækkefølge, du vælger at prioritere dine ansøgninger i, har altså betydning for, hvor du får tilbudt en studieplads, hvis du får tilbudt en plads.

Vælg en uddannelse ved at klikke på knappen "Tilføj uddannelse til din prioriteringsliste". Når du har tilføjet alle de uddannelser, du ønsker at søge, kan du ændre på prioriteringsrækkefølgen ved at bruge pilene til venstre. Når du ændrer på prioriteringsrækkefølgen, gemmes denne ændring automatisk. Læs mere om prioritering på ug.dk

You will now enter a page where you can search through your educational options.

Step 3:   To apply for the International Honours Degree in Teaching, click on show more options/*vis flere muligheder*.

Vælg uddannelse

Region   Sprog
[Alle   ▾]   [Alle   ▾]   Vis flere muligheder

Step 4:   Now you can search for a specific KOT number. In the box marked with red (*Søg efter fx uddannelsessted*) you type in the KOT number for the International Honours Degree in Teaching: **46070**.

Step 5:   To see more information about the International Honours Degree in Teaching, click on the arrow at the left.

Step 6:   If you want to apply for the International Honours Degree in Teaching, you have click on choose/*vælg* (marked with red).

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When you have chosen an education, you have to go through a number of steps, before you can add the programme to your priority list.

Standby

Step 7:   You have to indicate whether you wish to apply for a standby seat or not. Standby is a waiting list system, but there is only a limited number of seats available.

Please note: If you are offered a standby seat you will not receive other offer of admission.

If you want to apply for a standby seat, click on yes/*ja*.
If you do not want to apply for a standby seat, click on no/*nej*.

Preapproval

Step 8:   You have to inform us if you have been given a preapproval/*tilsagn* from last year.

If you have a preapproval, click yes/*ja*, and upload the preapproval letter you have received.
If you do not have a preapproval, click no/*nej*.

Tilsagn:

Hvis du fik tilbudt en standby-plads i sidste optagelsesrunde, men ikke fik tilbudt en studieplads, fik du i stedet tilsagn fra uddannelsesstedet om en studieplads i denne optagelsesrunde. Hvis du har dette tilsagn, skal du klikke "ja" og som dokumentation for tilsagnet uploade det tilsagnsbrev, som du har modtaget fra uddannelsesstedet. *

○ Ja ○ Nej

Special permission

Step 9:

If you <u>do not</u> have a qualifying examination, you can apply for admission trough a special permission. If you wish to apply for special permission click no/*nej.*

If you have a qualifying examination, click on yes/*ja*.

Ansøgning med en adgangsgivende eksamen eller ansøgning med særlig tilladelse?

Hvis du har eller forventer at bestå en adgangsgivende eksamen, skal du klikke "Ja".

Hvis du ikke har eller ikke forventer at bestå en adgangsgivende eksamen, men ønsker at søge om optagelse med særlig tilladelse, skal du klikke "Nej". *

○ Ja ○ Nej

If this is the first time you apply for special permission or if you have not received approval for admission through special permission before, click on
Jeg har endnu ikke fået en særlig tilladelse til at søge om optagelse, men ønsker med denne ansøgning at søge om optagelse med særlig tilladelse.

Ansøgning med en adgangsgivende eksamen eller ansøgning med særlig tilladelse?

Hvis du har eller forventer at bestå en adgangsgivende eksamen, skal du klikke "Ja".

Hvis du ikke har eller ikke forventer at bestå en adgangsgivende eksamen, men ønsker at søge om optagelse med særlig tilladelse, skal du klikke "Nej". *

○ Ja ● Nej

● Jeg har endnu ikke fået en særlig tilladelse til at søge om optagelse, men ønsker med denne ansøgning at søge om optagelse med særlig tilladelse.

○ Jeg har tidligere fået særlig tilladelse til denne uddannelse

If you have previously obtained approval to apply for admission to International Honors Degree via special permission, click *on Jeg har tidligere fået særlig tilladelse til denne uddannelse.*

You have to enter the special permission journal number/*journalnummer* and the date/*dato* you received the special permission.

Ansøgning med en adgangsgivende eksamen eller ansøgning med særlig tilladelse?

Hvis du har eller forventer at bestå en adgangsgivende eksamen, skal du klikke "Ja".

Hvis du ikke har eller ikke forventer at bestå en adgangsgivende eksamen, men ønsker at søge om optagelse med særlig tilladelse, skal du klikke "Nej". *

◯ Ja ⦿ Nej

◯ Jeg har endnu ikke fået en særlig tilladelse til at søge om optagelse, men ønsker med denne ansøgning at søge om optagelse med særlig tilladelse.

⦿ Jeg har tidligere fået særlig tilladelse til denne uddannelse

Journalnummer * [   ]

Dato * [   ] [📅]

Relevant courses

Step 10:   If you currently are participating or are planning to participate in a relevant supplementary course, you have to fill out the textboxes in supplementary courses/*suppleringskurser*:

- Type/*Type*
- Courses/*Fag*
- Level/*Niveau*
- Character oral/*Karakter mundtlig*
- Character writing/*Karakter skriftlig*
- Month and year for passing or expected passing/*Måned og år bestået/forventet bestået*

Before you can write in the textboxes, you have to click on the pencil.

Type	Fag	Niveau	Karakter Mundtlig	Karakter Skriftlig	Måned og år bestået / forventet bestået	
						✏️ 🗑️

When you have fill out the textboxes, you have to click on the tick.

| Type	Fag	Niveau	Karakter Mundtlig	Karakter Skriftlig	Måned og år bestået / forventet bestået	
IETLS	English	B			April ▾ 2018	✔ ✖

Add education

Step 11:   When you have filled out your application, you have to add the chosen edu-
cation to your priority list. You do this by clicking on: Add education to your
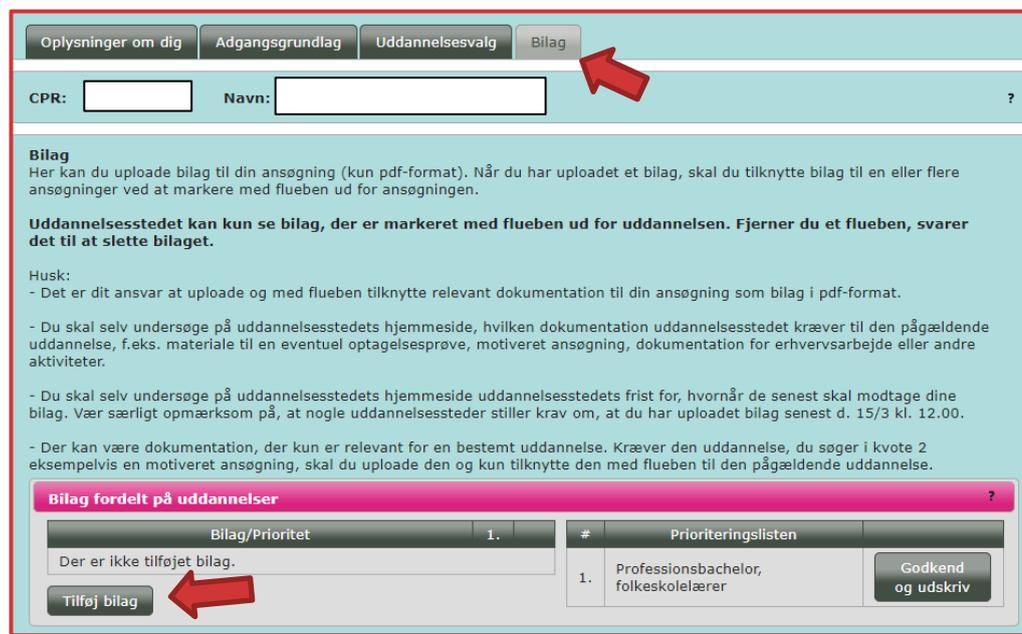priority list/*Tilføj uddannelse til din prioritetsliste*.

The education is now added to your priority list. You can change your appli-
cation until you have approved the application.
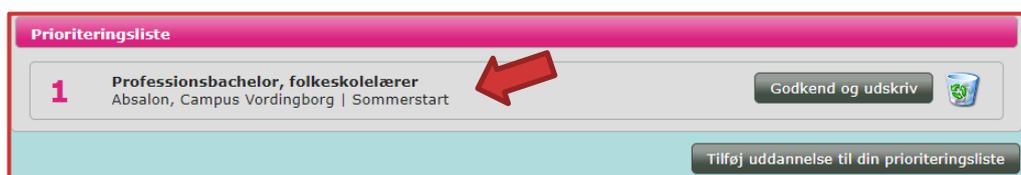
Upload and attached your documentation

In this section, you have upload and attach documentation to your application.

Step 1:   Click on documentation/*bilag*. In the bottom you can click on upload documentation/*tilføj bilag*.

Step 2:   When you have clicked on upload documentation/*tilføj bilag*, you are able to search for the relevant documentation on your computer.

Please note that the documentation has to be uploaded in PDF.

Step 3: When you have identified the relevant documentation, you have to give the file a relevant name, and click on OK.

Digitale bilag

Tilføj dit bilag ved at udpege det på din computer via funktionen "Tilføj bilag". Bilagene skal være i pdf-format.

'Tilføj bilag'

Giv bilaget et relevant navn, så du kan genkende det. Det kan fx være "MatematikB", "Arbejdsgivererkl." eller lignende. Klik på Ok.

[ ] OK

Klik på 'Luk', hvis du ikke vil tilføje bilag.

Luk

Step 4: A box will appear stating that the documentation has been uploaded and you have to attach the documentation to each of the educations on your priority list that the documentation has relevance to. Click on OK.

Information

Bilaget er blevet uploadet og kan ses på fanen "Bilag". OBS!: Husk at markere med flueben ud for den eller de uddannelser, som du ønsker det uploadede bilag knyttet og medsendt til. Ellers vil uddannelsesstedet ikke modtage bilaget.

Ok

Step 5: You attach the documentation to the relevant educations on your priority list by ticking of the numbers that the documentation should be attached to.

Bilag
Her kan du uploade bilag til din ansøgning (kun pdf-format). Når du har uploadet et bilag, skal du tilknytte bilag til en eller flere ansøgninger ved at markere med flueben ud for ansøgningen.

Uddannelsesstedet kan kun se bilag, der er markeret med flueben ud for uddannelsen. Fjerner du et flueben, svarer det til at slette bilaget.

Husk:
- Det er dit ansvar at uploade og med flueben tilknytte relevant dokumentation til din ansøgning som bilag i pdf-format.

- Du skal selv undersøge på uddannelsesstedets hjemmeside, hvilken dokumentation uddannelsesstedet kræver til den pågældende uddannelse, f.eks. materiale til en eventuel optagelsesprøve, motiveret ansøgning, dokumentation for erhvervsarbejde eller andre aktiviteter.

- Du skal selv undersøge på uddannelsesstedets hjemmeside uddannelsesstedets frist for, hvornår de senest skal modtage dine bilag. Vær særligt opmærksom på, at nogle uddannelsessteder stiller krav om, at du har uploadet bilag senest d. 15/3 kl. 12.00.

- Der kan være dokumentation, der kun er relevant for en bestemt uddannelse. Kræver den uddannelse, du søger i kvote 2 eksempelvis en motiveret ansøgning, skal du uploade den og kun tilknytte den med flueben til den pågældende uddannelse.

Bilag fordelt på uddannelser ?

Bilag/Prioritet	1.	#	Prioriteringslisten	
Vitnemål	[ ] ⊗	1.	Professionsbachelor, folkeskolelærer	Godkend og udskriv
Tilføj bilag				

Approve your application

When you have added the education you wish to apply for admission to, to your priority list, you have to approve your application. You approve your application by printing and signing the signature page. You have to send the signature page to each of the educational institutions where you have applied for admission. When the educational institution have received your signature page, they are able to download your application.

Please note: The educational institution must receive your signature page before the deadline. The deadline is the 15th of March, at 12.00 (noon).

Step 1:   Click on the section choose the education/*uddannelsesvalg*. You will be able to see all the educational programs that you have added to your priority list. It is in this section you have to approve your applications.

Step 2:   Choose the application you wish to approve. Click on approve and print/*godkend og udskriv*.

The first time you approve an application, you will receive a warning. You will no longer be able to change the accessed information you specified when you started the application. You will no longer be able to access and change your application, when you approve.

If you have finalized your application, click on yes/*ja*.

If you want to change some of your entered information, click on no/*nej*, and change the information.

Information

Når du har klikket på knappen "Godkend og udskriv" ved den første ansøgning, kan du ikke længere ændre på adgangsgrundlag og personlige oplysninger.
Ønsker du at fortsætte med godkendelsen af din ansøgning?

Ja   Nej

Please note: After you have approved your application, you can still change your priority, upload documentation and delete the application. This is possible until the 5th of July, 12.00 (Noon).

Step 3:   When you have approved by clicking yes, it is important that the box below is appearing. When the box appears, click on signature page/*underskriftside.pdf*.

Gem/Print   ✖

Vigtigt: Uddannelsesstedet kan først se og hente din ansøgning fra Optagelse.dk, når uddannelsesstedet har modtaget denne side med din underskrift. Du skal derfor printe, underskrive og sende denne side til det uddannelsested, som du vil søge optagelse på. Uddannelsesstedet skal modtage underskriftsiden inden ansøgningsfristen for at være rettighed.

Underskriftside.pdf

Luk

Step 4:   You have to print and sign the signature page before you send it to the educational institution.

Step 5:   **Important:** You have to send the signature page by e-mail to admission@pha.dk. You can see University College Absalon's contact information under the section contact information (page 3).

Step 6:   Now the application is approved and marked with an envelope.
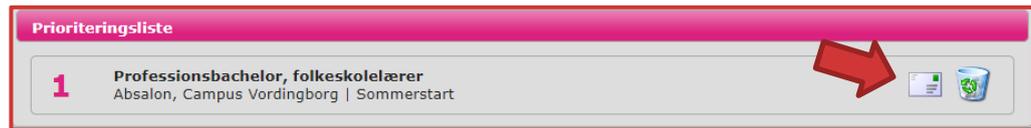
When the educational institution have received the signature page and downloaded the application, the closed envelope change to an open envelope.
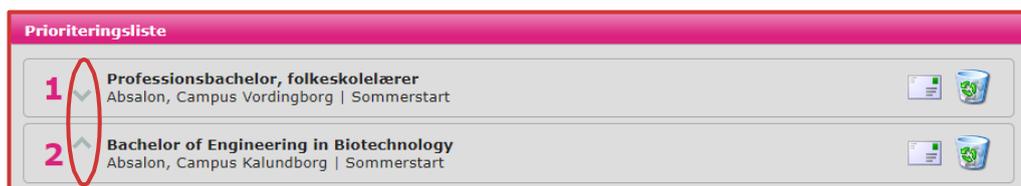
Change your priority list

If you apply for more than one education, you have to priority your applications. You can see your current priority list under the section choose the education/*uddannelsesvalg*.

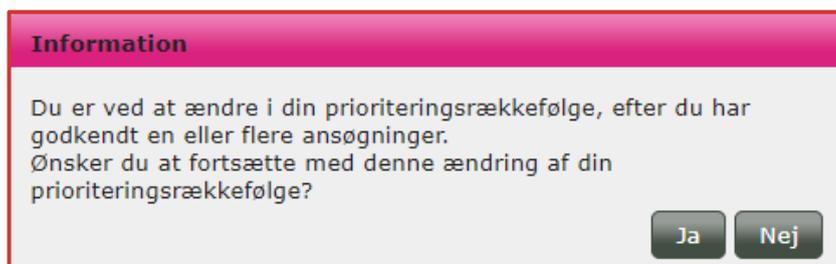You can change your priority list until the 5th of July, 12.00 (Noon).

Step 1:   Click on the section choose the education/uddannelsesvalg, on this section you can see your priority.

Step 2:   The arrows in the left side of the page, you can use changing your priority of your applications.

Step 3:   If you change your priority list after you have approved your applications, you will be warned. If you wish to continue the changes, press yes/*ja*, and if you do not wish to continue the changes, press no/*nej*.
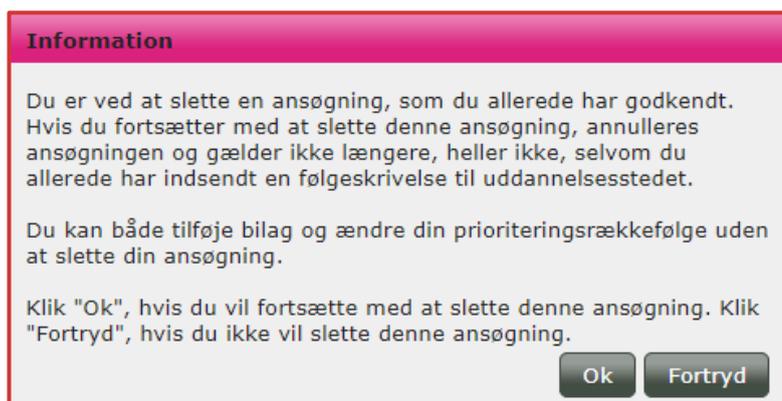
How to delete your application

If you wish to delete your application, you can do that under the section choose the education/*uddannelsesvalg.* You can delete your application before the 5th of July, 12.00 (Noon).

Step 1:   If you click on the trash icon, you delete the application from your priority list.

Step 2:   When you try to delete an approved application, you will be warned. If you wish to delete the application, click on OK. If you do not want to delete the application, click on regret/*fortryd*.

Please note: If you delete your application, you cannot regret this.