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VIA University College

How to Apply 2025
Webinar

Today's presenters

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Agenda

- Introduction to the Danish admission system - Important dates

- The application form

- English proficiency requirements

- Design Technology and Business (AP) and Top-up in Design & Business

- The Animation Workshop

- Criteria- Engineering and ATCM

- Standby list

- NemStudie.dk

- Information for NON-EU applicants

- Other usefull sites and links

Introduction to the Danish admission system

Applications to higher study programmes in Denmark are coordinated centrally through the national admission website: www.optagelse.dk.

Important dates set by the Ministry of Higher Education and Science

1 February	15. marts 12.00 noon	5 July 12.00 noon	28 July
Optagelse.dk is Open for applications	application deadline	Deadline for uploading final documentation	Decision letters

1 February - 15 March at 12.00 noon
Optagelse.dk open for applications

- Send a signature page for each application

- The signature page will be generated on optagelse.dk after the digital application has been made. You must print it, sign it, and send it to apply@via.dk before 15 March, 12.00 noon.

- State which study programme you have applied for **in the subject line** of the email.

- Apply at www.optagelse.dk in due time before this date to avoid any queue (Especially for TAW with the portfolio)

- Make sure to register before deadline, even if there are still documents missing to complete your application

> Take your time and start in due time ahead of the deadline

15 March at 12.00 noon Application deadline

You may add attachments after the application deadline within the time limit given in our messages sent to you through nemStudie.dk.

This could be a diploma, if you finish your Upper Secondary Education after 15 March or documentation for English proficiency

Please note that TAW require that you produce a **portfolio** and attach it to your application before the application deadline of 15 March 12.00 noon.

Remember when you upload the portfolio to enter the tab "attachments" for the specific programme.

Applications received **after the deadline will not be accepted.**

5 July at 12.00 noon- Deadline for uploading final documentation

At www.optagelse.dk you can :

➢ Delete applications

➢ Change list of priorities - Please inform to apply@via.dk if change of priority is made, as this will not get to our attention automatically (send screenshot)

➢ Apply for a Standby place

➢ Upload final documentation

If you do not receive your Upper Secondary School Certificate and final transcript of records till after 5 July you may expect a rejection of your application. However, there may available study places after 28 July.

We have to send in all our assessments of the applications we have received to the Coordinated Admission so they can have their decision ready for 28 July. This is the reason why we are **not able to extend the deadline** further than to 5 July.

As for IB Diplomas we are able to attain these from Ibo.org as soon as they are registered.

28 July - nationwide date for responding to applicants that have applied for a higher education study programme in Denmark

You will receive response regarding your application **either by** an email or as a message in nemStudie

Confirming your offer

You must submit your answer at nemStudie.dk in the end of July. The specific date and procedure will appear from the admission letter. There are three days to respond.

If you are not admitted to any of the programmes that you have applied for you may have a possibility of applying **for an available study place**. We open up for available study places on 28 July on our website.

The application form (optagelse.dk)

Sections/Tabs to fill

➢ "Information about you"

➢ "Entry qualifications"

➢ "Choice of study programme"

➢ "Attachments"

➢ "Approve the application"

1. Information about you

➢ Personal information including contact information

➢ Citizenship - Copy of passport

➢ Information about previous enrollment to higher education – Relevant for credit assessment

2. Entry Qualifications - Upper Secondary School Certificate

➢ Choose 'Non-Danish exam' under 'Qualification type'

➢ Choose 'IB or another non-Danish diploma' under 'Entry qualifications'

➢ Choose country and write the original name of your diploma

➢ Enter the year that you completed or expect to complete your non-Danish exam in 'Year of completion'.

3. Choice of educational programme:

VIA University College Professional bachelor's programme (Area codes)

- 49320 Bachelor in Software Engineering

- 49705 Bachelor in Climate and Supply Engineering

- 41165 Bachelor in Architectural Technology and Construction Management

- 50610 Bachelor in Animation

- 73115 AP Graduate in Design, Technology and Business

- 47650 Graphic Storytelling

- 440100 top-up degree in Design & Business

Apply for up to 8 study programmes with priority 1 to 8

4. Attachments:

Documentation and attachments must be uploaded and added to each application by ticking the box next to each application in the section "attachments" at optagelse.dk.

✓Documentation for Upper Secondary Education (if you do not finish until this summer and you are yet to receive your certificate then **make sure to upload transcript of records including all exam grades)**

✓Documentation for final transcript of records

✓Documentation for hours obtained in relevant subjects - *use verification form*

✓Documentation for English Proficiency

✓Documentation of citizenship

✓Documentation for the set criteria relevant for the specific programme. E.g. Work experience, courses or motivational letter/video (Engineering, ATCM)

Remember both original and State authorized translations

5. Sign & submit

Sign the application:

-If you apply with Danish CPR / MitID, your application is signed digitally.

-If you apply without Danish CPR/ MitID, you must conclude the application by printing the "Signature page" (a receipt slip, containing a 10-digit application ID number) and email it to us at apply@via.dk

State which study programme you have applied for in the subject line of the email.

Remember to forward the Signature page before March 15 (11:59 am) to each of the study programmes you are applying to. If not, your application will be rejected.

English proficiency requirement

All applicants must meet the English proficiency requirement.

The English proficiency requirement can be met by documenting one of the following:

Upper Secondary School:

min. 210 hours, 1 hour = 60 minutes obtained during the final three years in Upper Secondary School. A verification form signed and stamped by your school may be used

An internationally recognized language test
- IELTS (Academic) (also online) with a minimum average score of 6.5
- TOEFL (iBT) Internet-based or Home Edition with a score of at least 83
- One of the following Cambridge English tests with an average score of at least 180 (C1-level):
    - C1 Advanced (former Cambridge English: Advanced (CAE))
    - C2 Proficiency (former Cambridge English: Proficiency (CPE)

Book an English test (if needed) early in the admissions process. Please state on the application form that the English test has been booked and when you expect to pass it.

Note that the IELTS and TOEFL test result must be no more than two years old.

English as a specific admission requirement

At some study programmes you also need English as a specific admission requirement

If you apply for an engineering education in Software Technology Engineering or Climate- and Supply Engineering, the requirements is (mandatory) English B (210 hours) also if you have other forms of documentation for English, e.g. stay in an English-speaking country or education conducted in English.

If you apply for Architectural Technology and Construction Management, The Animation Workshop or Design programmes, then a test will be fine to fulfill the English language requirement. Assumes you have at least English C (75 hours)

An English test **is not sufficient for specific admission requirements**

Verification Form

To document the specific admission requirements, we advise you to use the verification form

Verify the hours of instruction to compare to Danish Levels. Find required levels on each programme webpage

State the length of instruction hour

To be accepted, the Verification Form must be signed and stamped by the Educational institution

Design, Technology & Business (AP)

Application:

➢ Online application from 1 February to 15 March at 12:00 (noon): www.optagelse.dk

Admissions assignment

➢ Information regarding admissions assignment will be sent by email in week 12 (17 to 21 March 2025)

➢ The Admissions assignment is available in WISEflow from 24 March 2025 and deadline for handing in is no later than 7 April 2025 at 12.00 noon

➢ All examination papers from summer examinations must be uploaded at www.optagelse.dk as soon as possible and no later than :
- 5 July 2025 at 12:00 noon

Potential online interview

➢ Week 21-22 (the applicant will receive an invitation in week 20 if the applicant is going to attend an interview)

Final, formal reply: 28 July 2025

Remember to accept the offered study place on nemStudie within 3 days

Design & Business (top-up)

Application:

➢ Online application from 1 February to 15 March at 12:00 (noon) at www.nemstudie.dk. You can find the link on the study programme's website.

Admissions assignment

➢ The information regarding admissions assignment will be sent by email in week 12 (17 to 21 March 2025)

➢ The Admissions assignment is available in WISEflow from 24 March 2025 and deadline for handing in is no later than 7 April 2025 at 12.00 noon

➢ All examination papers from summer examinations must be uploaded at www.nemstudie.dk as soon as possible and no later than : 1 July 2025 at 12:00 noon

Potential online interview

➢ Week 19-20 (the applicant will receive an invitation in week 18 if the applicant is going to attend an interview)

Final, formal reply: 6 June 2025

Remember to accept the offered study place at nemStudie within 3 days

Bachelor in Animation

- Character Animation
- Computer Graphic Arts

By the end of April, you will receive either an invitation for the admission test and an interview or a rejection letter.

Because of the large number of very qualified applicants and our limited study places, we must unfortunately reject qualified applicants.

You are welcome to join an online feedback session for all applicants who did not pass the portfolio assessment. The rejection letter will include a link to this session

Bachelor in Animation Admission test and interview

Individual online admission test: **May 5 or 6, 2025**

In person admission interviews in Viborg, Denmark: May 12 – 16, 2025.

If you are prevented in coming to Viborg, we can arrange an online interview, but we highly recommend that you attend the interview in person.

End May/ start June through nemStudie.dk, You will be informed individually whether- or not you passed the admission test and the interview.

A passed admission test and an interview does **not** guarantee final admission.

Criteria: Engineering and Architectural Technology and Construction Management

If you fulfill all entry requirements you will be assessed by the means of different criteria

- ➢ Applicants are screened on grades, work experince and motivational video– it appears from each programme webpage

- ➢ Make sure to upload relevant documentation for the criteria set by the programme

- ➢ For the Engineering programmes and the ATCM programme, you must upload a motivational video of approx. 3 minutes.- please make a link to the video in a separate document

Standby list

What is the stand-by list?

➢ The standby list is a **waiting list,** through which VIA's programmes, offer study places in case there are available study places on 28 July and until shortly after study start.

➢ If you get a standby-place you will be guaranteed a study place the following year, if you are not admitted this year.

You **tick the standby box** on the application, **to apply for a standby place.**

If you change your mind regarding applying for a standby place, you must **notify the admissions office** by writing to us through nemStudie.dk not later than 5. July 12.00 noon.

Standby list

Why should you apply for the standby list?

➢ If you are certain about admission to a specific study programme which means that you are not interested in any other study programme, it is an advantage to apply for at standby-place.

➢ If you get a standby-place you will be guaranteed a study place the following year, if you are not admitted this year.

➢ This means that you will **improve your chances of admission**

What to be aware of once you are offered a standby place

➢ First of all, you have to accept the standby place within the stated deadline if offered on 28 July.

➢ If an available study place occurs, you must be **available on phone and check nemStudie.dk,** as you receive the offer here.

➢ If you do not respond within the deadline, you lose your place on the standby list and the offer will be given to the next person on the list.

➢ If you decline the offer for a study place, you will also lose your place on the standby list, and you must reapply for a study place.

nemStudie.dk – Communication channel

➢ Once you have applied, you will receive an email with a link to log in to nemStudie.dk Check spam filter if you do not receive it in your inbox.

➢ Log in to nemStudie by using the email address you used when applying through optagelse.dk. If you already have a MitID, you may use this when logging in.

➢ Follow the status of your application(s) through www.optagelse.dk

➢ Receive messages regarding your application(s) from the Admissions Office

➢ Contact the Admissions Office through nemStudie.dk with questions and comments regarding the assessment of your application(s)

➢ New message ➡ notification through email

➢ Stay informed through nemStudie.dk and deal with the messages received from the Admissions Office

nemStudie.dk

➢ Follow the progress of your application

➢ Reminder if additional documentation regarding entry requirements is required

➢ The admission letters will be posted at nemStudie on 28 July 2025 and you must confirm/decline the offer at nemStudie.dk. Rejection letters are posted by email from optagelse.dk or E-boks

Information for Non-EU applicants

Deadline for payment of Tuition Fee: 15 May 2024 and 1 June for TAW and Top-up in Design & Business

Application process for VISA:

➢ The Admissions office begin the application for residence permit and **forward the applicant a password** in order to fill in part 2 and attach all the documentation required by SIRI. The VISA application may take up to **60 days to process**

➢ Note, that the application is only open for 30 days after you receive the passwords, so it is **important to fill in part 2 as soon as possible** after receiving the passwords from the Admissions Office

➢ Forward the VISA decision to apply@via.dk

➢ If the VISA decision is not received in time for study start, please inform VIA University College of this via email to apply@via.dk

Other useful sites & links

www.optagelse.dk
Comprehensive step-by-step-guides

How to fill in your application
Chat support & live chat (DK + ENG)

Questions before sending your application
Mail: studieservice.info@via.dk

Questions after sending your application:
Contact us through **nemStudie.dk**

International qualifications for entry to undergraduate programmes — English (ufm.dk)
Which upper secondary certificates meet the general entry requirements

NemStudie_FAQ_ENG.pdf

Frequently asked questions about admission

https://www.ug.dk/programmes/study-guidance-denmark
- Study guidance in Denmark
- Live chat up till 13 March