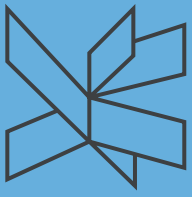


VIA University
College



How to Apply to VIA as an International Student

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Welcome!

You have decided to study abroad, chosen a country, Denmark, and the study programme just right for you – but how do you apply to an educational institution in Denmark? Getting the application just right can be difficult, especially if you are applying to a teaching institution abroad with rules and requirements that are different from what you are used to at home. When is the deadline? What are the admission requirements? What about documentation?

Especially the Danish application portal **optagelse.dk** raises a lot of questions. But do not despair. This e-book provides all the answers. With guides, checklists and FAQs, we will take you through the entire process of applying to VIA University College.

Whether you are a citizen of the EU or not, we will take you through, step-by-step and provide the answers to the most frequently asked questions, writing a great motivational letter and getting your documentation in order.

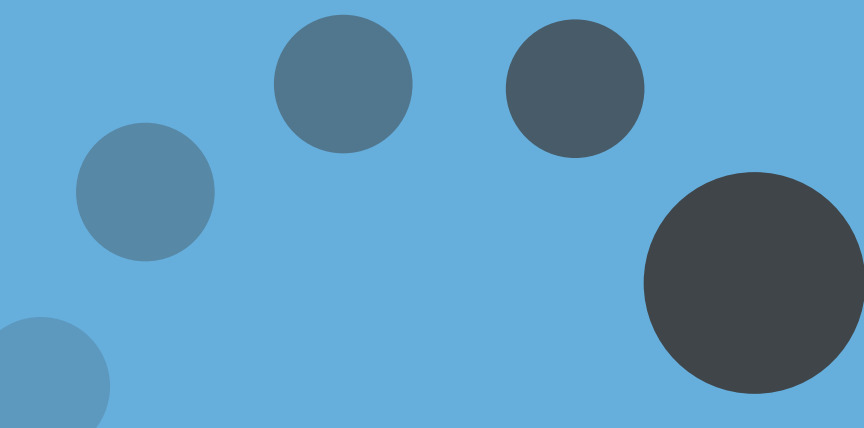
Enjoy – and good luck on your application!

The International Team,
VIA University College

5 important things to know about the Danish admissions system

The Danish admissions system for higher education may be different from what you are used to at home. Here are the 5 most important things to know about the system before you apply.

- **Apply centrally**
- **Documentation**
- **Signature page**
- **Applications handled locally**
- **Deadlines**



5 IMPORTANT THINGS TO KNOW

1

Apply centrally

In Denmark, applications to higher education are submitted centrally at **optagelse.dk**. This makes it easier if you are applying to more than one teaching institution. At **optagelse.dk**, you can apply for up to 8 prioritised study programmes in Denmark at the same time. The Coordinated Admission (KOT) who manages **optagelse.dk** ensures that applicants are offered only one study place.

2

Documentation

When filling in your application at **optagelse.dk**, you need to supply documentation in the form of e.g. your diploma from Upper Secondary School or the like, proof that you fulfil the English language requirements and any other specific requirements for the programme you are applying to. Look at the website of the study programme you are applying to to find the admissions requirements.

3

Signature page

When you apply as an international student, you have to send a so-called signature page for each programme you apply to. The signature page contains an application ID, which the institution(s) you are applying to need to identify and download your application from **optagelse.dk**. The signature page is generated at **optagelse.dk**, when the digital application is completed. You need to print the signature page, sign it by hand, scan it and send it by e-mail to the institution(s) you are applying for. If you are applying to multiple study programmes, you have to make a signature page for each study programme.

5 IMPORTANT THINGS TO KNOW

4 Applications handled locally

Applications are handled locally by the institution(s) you applied for and they also take care of any communication with applicants. Institutions typically do this through their own digital system. At VIA, this system is called nemStudie. In nemStudie, you can find notifications and questions from VIA's admissions team about your application.

5 Deadlines

Deadline for applying with a foreign exam is 15 March at 12 noon (CET). You can edit your priorities at **optagelse.dk** until 5 July at 12 noon. The final decision on your application will be sent 28 July. At VIA, this happens through nemStudie. If you have been offered a study place through nemstudie.dk, it is very important that you confirm the offered study place within the stated deadline. If you do not confirm the offered study place within the stated deadline, the study place will be forfeited.



Checklist for applying to VIA

Use this easy, step-by-step checklist to make sure you get your application right and make all deadlines.

- Checklist for EU citizens
- Checklist for Non-EU citizens
- Important deadlines



CHECK LIST FOR APPLYING TO VIA

EU Citizens

1 Prepare your application and documentation

Before starting the application process make sure you have the needed documentation ready in pdf format, e.g. Upper Secondary School Certificate and transcript of records, documentation of English and other required proficiencies, copy of your ID/ passport.

It may also be advisable to fill in a verification form in order to document the hours obtained in the required subjects.

2 Apply online

Go to **optagelse.dk** and fill in the needed information and upload documentation

3 Send signature page

When applying without a Danish CPR number, VIA needs your signature to get access to and start processing your application. This means that you have to sign, print and send an e-mail with a signature page for each of the programmes you are applying for.

4 Assessment of application

VIA will assess your application. If there are any questions about your application, you will be notified through nemstudie.dk and e-mail notifications. You can follow the progress of your application in [nemStudie](https://nemstudie.dk) and this is also where you will receive the final decision 28 July.

5 Confirm study place

If you have been offered a study place through nemstudie.dk, it is very important that you accept it before the stated deadline. If you do not confirm your study place it will be forfeited.



CHECK LIST FOR APPLYING TO VIA

Non-EU citizens

1 Prepare your application and documentation

Before starting the application process make sure you have the needed documentation ready in pdf format, e.g. Upper Secondary School Certificate and transcript of records, documentation of English and other required proficiencies, copy of your ID/passport.

It may also be advisable to fill in a verification form in order to document the hours obtained in the required subjects.

2 Apply online

Go to optagelse.dk and fill in the needed information and upload documentation

3 Send signature page

When applying without a Danish CPR number, VIA needs your signature to get access to and start processing your application.

This means that you have to sign, print and send in a signature page for each of the programmes you are applying for.

4 Assessment of application

VIA will assess your application. If there are any questions about your application, you will be notified through nemstudie.dk and e-mail notifications.

You can follow the progress of your application in [nemStudie](https://nemstudie.dk) and this is also where you will receive the final decision 28 July.

5 Sign and return contract

When the assessment of your application has been completed, you will receive a contract, which you are required to sign and return one copy of.



CHECK LIST FOR APPLYING TO VIA

6 Pay tuition fee

In order to complete your application, you will be required to pay the tuition fee. Find information on payment schedules and terms at the website of your study programme.

Your Visa application will not be started until the tuition fee has been paid.

7 Student Visa application

VIA will start your Student Visa application at SIRI (The Danish Agency for International Recruitment and Integration). You then must fill in part 2 of the Student Visa application form.

Make sure this is done no later than 30 days after receiving the link from the VIA's Admissions Centre otherwise the application will be annulled.

8 Confirm study place

If you have been offered a study place through nemstudie.dk, it is very important that you accept it before the stated deadline.

If you do not confirm your study place it will be forfeited.



DEADLINES

Important deadlines

Make sure you reach all deadlines if you want to ensure a smooth application process

1 February

Optagelse.dk opens for applications. Remember to send the signed signature page(s) generated at **optagelse.dk** to **apply@via.dk** (do not upload the signature page(s) to your application at **optagelse.dk**)

15 March at 12.00 noon

Application deadline (make sure to register on time, even if there are still documents missing to complete your application).

15 May/1 June

Pay tuition fee (only Non-EU citizens)
Deadline 1 June (only animation programmes).

5 July at 12.00 noon

Deadline for uploading documentation and for changing priorities at **optagelse.dk**

28 July

Official acceptance letter – remember to confirm/decline offered study place

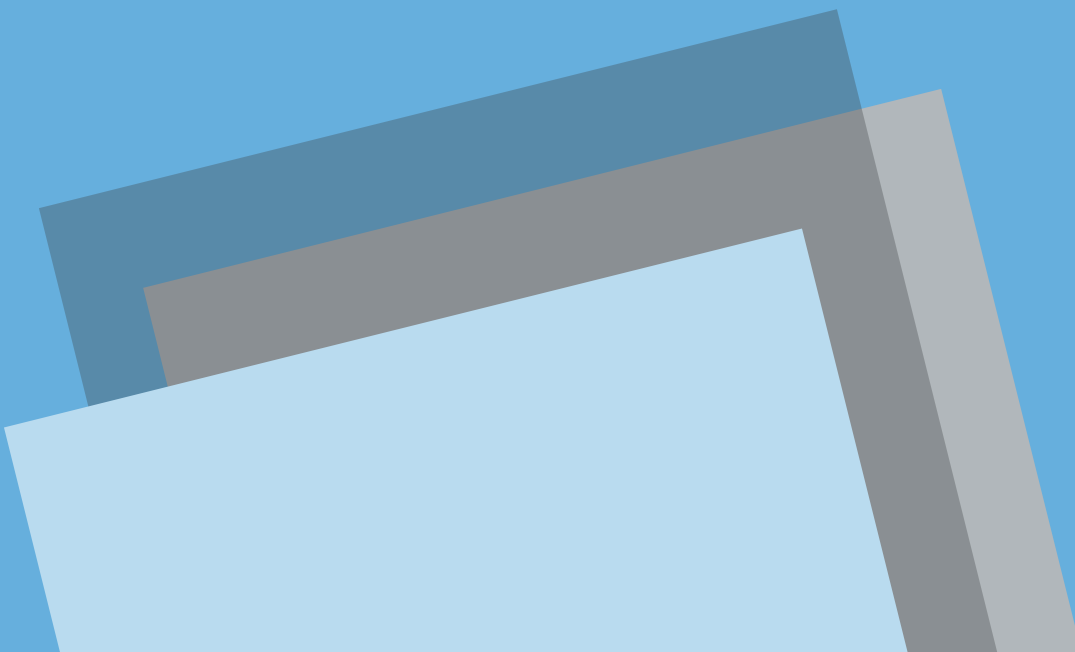


Documentation: Get your papers straight

In order to have a smooth application process, it is important to have the right documentation of your diploma(s), certificate(s) and other relevant experience.

Use this list to make sure you have everything before starting your application.

- **Diploma/certificate**
- **CV**
- **Motivational letter**
- **Verification form**



GET YOUR PAPERS STRAIGHT

Diploma/certificate

The most important piece of documentation in your application is your Upper Secondary School Diploma/Certificate, as this is your qualifying exam.

Make sure you get a pdf copy of it as soon as possible. If you have not graduated from Upper Secondary School before submitting your application, you will be able to upload until 5 July at 12 noon.

CV

Some study programmes requires you to submit a detailed resumé, as they evaluate potential students based on other qualifications than just grades, i.e. work experience, creative skills etc.

Make sure your resumé looks professional and reflects your skills accurately.

Motivational letter

When applying to some of VIA's study programmes, you need to submit a motivational letter, because the programme wants to enrol the most highly motivated students.

In many ways, a motivational letter is like a cover letter for a job application. This is where you can tell who you are and which skills and competences you hold in your own words.

Make sure to explain why YOU are qualified for the study place and what motivates you. Find our 7 tips on writing a great motivational letter later in this e-book.

Verification form

VIA's study programmes have a set of admissions requirements.

All programmes require an upper secondary school certificate or similar and some programmes require a specific level of e.g. English or mathematics.

All applicants holding a non-Danish entry qualification, must fill in a verification form in order to document the hours of instruction of every needed subject during the final three years of secondary school, as well as the last received grade.

The verification form needs to be stamped and signed by your previous school – usually they can also help you fill it in. The form must be submitted with your application at optagelse.dk.



Frequently Asked Questions

As an applicant, you probably have a lot of questions about how to apply, different rules and deadlines.

We have put together a list with answers to the most frequently asked questions about admissions at VIA.

- **What is a stand-by place?**
- **When is the deadline**
- **What about accommodation?**
- **And much more ...**



FAQ

How many study programmes can I apply to?

You can apply for up to 8 different study programmes. Make sure you prioritise the programmes you apply to right, as you are only offered one study place, usually the one you prioritised the highest providing that you fulfil the admissions requirements. You can change your priorities at optagelse.dk until 5 July at noon.

When is the deadline for applying?

When applying as an international with a qualifying exam from a foreign school, the deadline is March 15 at 12 noon. If you have an exam from a Danish Upper Secondary School, you can apply until 5 July at 12 noon. However, if you want to be assessed on other qualifications than your grades, you have to apply before 15 March through the so-called quota 2.

What is a stand-by place?

Stand-by is a waiting list system. A stand-by place can result in a study place the year you applied or the following year. Be aware that if you get a stand-by place, you will not be offered a study place at any of the other study programmes you may have applied to. So, a stand-by place is a good idea if you only applied to one study programme.

If you do apply for more than one programme or at more than one school at the same time, a stand-by place may hinder you from being offered a study place at the programmes low on your priority list. Therefore, it is important that you get familiar with the consequences of choosing a stand-by place before applying.

Do I have to pay tuition?

Applicants from the EU, EEA and Switzerland do not pay tuition. Foreign applicants with residence outside of Denmark and in need of a Danish residence permit based on study or applicants in Denmark with a temporary residence permit may have to pay tuition fees. More about tuition fees [here](#).

Can I apply for a Scholarship?

Citizens of the EU/EEA/Switzerland do not pay tuition. Every year, VIA offers a limited number of scholarships for tuition fee-paying full degree students. The scholarship covers a maximum of 2 full semesters, and it is not possible to apply as a new student, as you need to have completed one year of studies at VIA. The application period is from 1 February to 15 March.



FAQ

What is the Master's degree rule?

The Master's degree rule entails that applicants that hold a Master's degree only will be offered a study place at a new higher education programme, if there are available study places at the Bachelor's programme, which the applicant is applying for. The Master's degree rule applies to all students that have completed a Master's degree equivalent to a Danish Master's degree disregarding in which country the Master's degree has been completed.

If I don't meet the requirements, can I then still apply for a Bachelor programme

Yes, if you do not fulfill the set admission requirements including the specific admission requirements for the programme that you wish to apply for, but you have other professional qualifications that can be equated to the missing admissions requirements, it is possible to apply for admission with special permission. VIA will then assess whether your professional qualifications can be equated to the admission requirements.

If you wish to apply for admission with special permission you must apply at optagelse.dk and state that you do not have a qualifying exam. In addition, you must tick the box "admission with special permission".

What if I miss the deadline?

If you miss the 15 March application deadline, you have the option of applying to an available place. These will be announced 28 July on VIA's website when all incoming applications have been processed. The available places page is updated continuously as places become available.

How do I apply for an available study place?

Go to VIA's website [here](#) to see available places and apply. When applying for an available place, you apply directly at VIA through our nemStudie system, not at optagelse.dk. Note that available places are awarded at a first come, first served basis.

Does VIA help me find accommodation in Denmark?

No, VIA does not assist students in finding accommodation and we do not have on-campus housing. But we have put [this list](#) together with places to look for accommodation in each of our campus cities and towns [here](#). Most common student accommodation types in Denmark are dormitories, private apartments or house/apartment sharing.



FAQ

What are the English proficiency requirements

All applicants with a foreign entry qualification will have to document English proficiency equivalent to a Danish B-level with a minimum weighted grade point average score of 3.0 on the Danish grading scale (min. 210 hours, 1 hour = 60 minutes during the final three years in Upper Secondary School). You can find a verification form for this on VIA's website. If it is not possible for your Upper Secondary School to verify your English level, you can take on of the following internationally recognised language tests: IELTS, TOEFL, Cambridge ESOL tests.

Still have questions or need help with your application?

If you need help on your application **optagelse.dk** has admissions support available all weekdays on phone, chat and e-mail. Find contact information on **optagelse.dk**. You can also get in touch with VIA's admissions counsellors in our chat at en.via.dk if you have questions about admissions requirements at any of VIA's study programmes. The chat is open weekdays from 9 to 11 am (CET). Find the chat at our admissions page **here**.

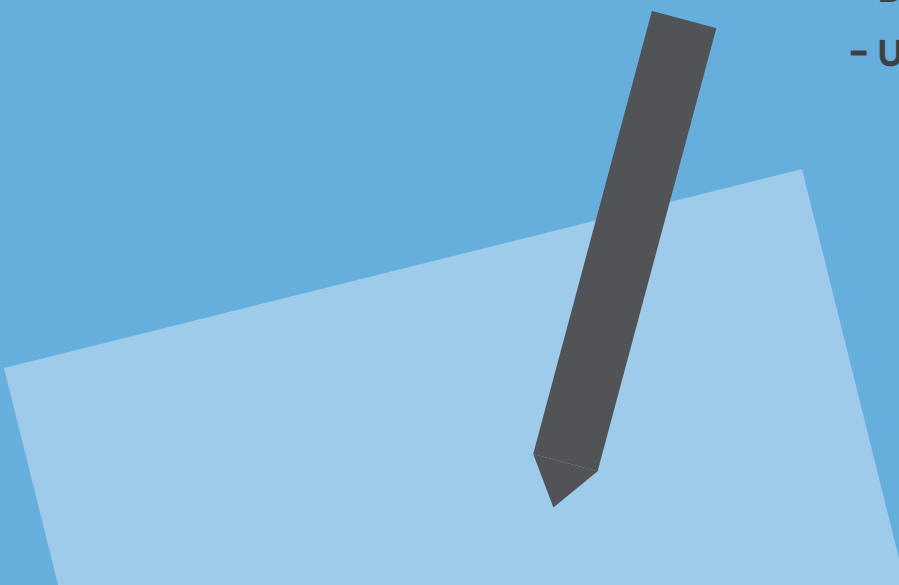


7 tips for writing a great motivational letter

Some study programmes require applicants to write a motivational letter for their application. Look under enrolment to find out if this is a requirement for the programme you are applying to.

But, how do you write a motivational letter that gets noticed? With these 7 tips, you can write a motivational letter that stands out from the crowd.

- **Kickstart your writing process**
- **Write short and to the point**
- **Highlight your strengths**
- **Show that you have researched the study programme**
- **Be concrete**
- **Divide your letter into sections**
- **Use the right grammar**



7 TIPS FOR WRITING A MOTIVATIONAL LETTER

A motivational letter is in many ways similar to a cover letter for a job application. This is where you can show who you are and which skills and competences you hold in your own words. Make sure to explain why YOU are qualified for the study place and what motivates you. Here are 7 tips that can help you write a motivational letter that stands out from the crowd.

1

Kickstart your writing process

A good way of getting started is to ask yourself some very concrete questions and use the answers in your letter:

- Why do I want to study at this specific programme?
- Which elements in the programme appeals to me – and why?
- Do I have any experiences from the past that I can use in my future studies at the programme?
- What are my strengths and weaknesses?
- What are my future career plans?

2

Write short and to the point

A great cover letter is precise and targeted. A good rule of thumb is that your letter should not be any longer than 1-2 standard pages.

However, some programmes have specific demands for the scope of the letter, so make sure to check the programme website before writing your letter. The short letter form requires you to write short and to the point.

3

Highlight your strengths

There is no recipe for what your letter should look like, as it is a personal letter.

However, it is important that you highlight the qualities in you that matches the important evaluation criteria at the study programme. So, make sure that you explain how you live up to the admissions requirements at the programme.



7 TIPS FOR WRITING A MOTIVATIONAL LETTER

4

Show that you have researched the programme

Explain how your skills and experiences relate to the study programme. Make it clear that you know what the programme is about, e.g. by comparing elements or academic content of the programme with the skills and experiences you have.

5

Be concrete

Make sure you substantiate the points you make in your letter. Use concrete examples that link your experiences and skills to the study programme.

An example: Instead of just stating that you are great with children, give some examples of how you have successfully worked with children, e.g. through a student job in a kindergarten.

6

Divide your letter into sections

Divide your letter into sections creating structure for the reader. Make a meaningful headline for each section. This makes it easy for the person reading the letter to scan through it and get an overview.

7

Use the right grammar

Make sure to proof read your letter to eliminate spelling mistakes, typos and incorrect grammar. Grammar mistakes distracts the reader and disturbs your message.

Get someone who knows you well to read the letter and give you feed back. Adjust and finetune before submitting the letter.



Good luck on your application
- hope to see you at VIA next semester!