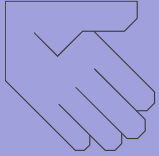


Make the world your workspace  
**VIA University College**



# How to Apply 2024

Webinar

# Today's presenters

**Thea Thaysen**

Senior Advisor, International Marketing and Recruitment

**Anne-Louise Degn Stagstrup**

Student Counsellor – Design&Business

**Mette Osbon**

Study Administrative Partner  
VIA Admissions Office

# Agenda

- Introduction to the Danish admission system - Important dates
- The application form
- English proficiency requirements
- Design AP and top up
- The Animation Workshop
- Criterias- 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 education programmes in Denmark  
are coordinated centrally through the national admission  
website: [www.optagelse.dk](http://www.optagelse.dk).

## IMPORTANT DATES SET BY THE MINISTRY OF HIGHER EDUCATION AND SCIENCE



1. February

Optagelse.dk is  
open for applications



15 March 12.00 noon

Application  
deadline



5 July 12.00 noon

Deadline for  
uploading final  
documentation



26 July

Decision letters

# 1 February - 15 March at 12.00 noon [Optagelse.dk](https://www.optagelse.dk) open for applications

- Send a signature page for each application
- The signature page will be generated on [optagelse.dk](https://www.optagelse.dk) after finishing the digital application. You must print it, sign it, and send it to [apply@via.dk](mailto:apply@via.dk) before 15 March, 12.00 noon.
- State which programme you have applied for in the subject line of the email.
- Apply at [www.optagelse.dk](https://www.optagelse.dk) well before this date to avoid any queue (Especially for TAW with the portfolio)
- Make sure to register on time, even if there are still documents missing to complete your application

**Take your time and start  
well 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 15 March 12.00 noon.

Applications received **after the deadline are not accepted.**

# 5 July at 12.00 noon- Deadline for uploading final documentation

On [www.optagelse.dk](http://www.optagelse.dk) you can :

- Delete applications
- Change list of priorities - Please inform [apply@via.dk](mailto:apply@via.dk) if changes of priorities are made, as this will not happen 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 and instead look out for available study places on 26 July.

We have to send in all our assessments of our applications to the Coordinated Admission so they can have their decision ready for 26 July. For this reason we are **not able to extend the deadline** further than 5 July.

For IB Diplomas we are able to attain these from [ibo.org](http://ibo.org) as soon as they are registered.

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

You will only receive **response from one place**. Either you will receive a letter from VIA University College with an offer for a study place/ standby place or you will receive a rejection letter from the coordinating authority.

You will not receive a letter from each of your priorities.

## Confirming your offer

You must submit your answer at [nemStudie.dk](https://nemStudie.dk) in the end of July. The specific date and procedure will be indicated in the admission letter.

If you are not admitted to any of the programmes that you have applied for you may have a possibility to **apply for an available study place**. We open up for available study places on 26 July on our website.



# The application form (optagelse.dk)

## Sections/Tabs to fill

- "Information about you"
- "Entry qualifications"
- "Choice of education 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

VIA University College Top-up degree:

- 440100 top-up degree in Design & Business

Apply for up to 8  
programmes with  
priority 1 to 8

# 4. Attachments:

Name the files e.g.,  
Motivational letter,  
Certificate

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 finishing 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 - Verification form
- ✓ Documentation for English Proficiency
- ✓ Documentation of citizenship
- ✓ Documentation for the set criteria's relevant for the specific programme. E.g. Workexperience, 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](mailto:apply@via.dk)

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

Remember to forward the Signature page before the March 15 deadline (11:59 am) to each of the programmes you are applying to

# English proficiency requirement

All applicants must meet the English proficiency requirement.

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

## **Upper Secondary School:**

min. 210 hours, 1 hour = 60 minutes during the final three years in Upper Secondary School. A verification form 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 if 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

Some programme's also have English as a specific admission requirement

## Software Technology Engineering and Climate & Supply Engineering

- English B (210 hours, last three years of Upper Secondary School)  
**1 hour = 60 minutes**

## Design Technology and Business and Architectural Technology and Construction Management

- English C (75 hours, last three years of Upper Secondary School)  
**1 hour = 60 minutes**

**An English test is not sufficient**



# 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.

State the grade for the last year

The Verification Form must be signed and stamped by the Educational institution



## Verification Form

To document fulfilment of the specific admission requirements this verification form can be used to verify the hours of instruction during the **final three years** of your Upper Secondary School. Only the subjects required as part of the specific admission requirements for the programme that you are applying for are to be filled in. The verification form must be stamped and signed by the school in order to be accepted.

Name of student: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name of School: \_\_\_\_\_

Length of instruction hour: \_\_\_\_\_

(in minutes, eg. 45 min. 50 min. or 60 min.)

	Total number of hours of instruction* Grade 10/11	Total number of hours of instruction* Grade 11/12	Total number of hours of instruction* Grade 12/13	Last annual grade/Final Grade
English				
Mathematics				
Physics				
Chemistry				
Biology				
**				

\*Make sure to use the length of instructions hours stated above when calculating the total number of hours of instruction.

\*\*Other relevant subject that is part of the specific admission requirements. Please state which.

Date and place \_\_\_\_\_

Stamp and signature of the headmaster or registrar of the school  
I hereby declare that the above information is correct

This verification form must be completed and submitted with your application at  
[www.optagollee.dk](http://www.optagollee.dk)

# Design, Technology & Business (AP)

Application:

- Online application from 1 February to 15 March at 12:00 (noon):  
[www.optagelse.dk](http://www.optagelse.dk)

## Admissions assignment

- The information regarding admissions assignment will be sent by email in week 12 (20-24 March 2024)
- The Admissions assignment is available in WISEflow from 25 March 2024 and deadline for handing in is no later than 8 April 2024 at 12.00 noon
- All examination papers from summer examinations must be ploaded at [www.optagelse.dk](http://www.optagelse.dk) as soon as possible and no later than :  
- 5 July 2024 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: 26 July 2024

Remember to accept the offered study place on nemStudie within the stated deadline

# Design & Business (top-up)

## Application:

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

## Admissions assignment

- The information regarding admissions assignment will be sent by email in week 12 (20-24 March 2024)
- The Admissions assignment is available in WISEflow from 25 March 2024 and deadline for handing in is no later than 8 April 2024 at 12.00 noon
- All examination papers from summer examinations must be ploaded at [www.optagelse.dk](http://www.optagelse.dk) as soon as possible and no later than :
  - 1 July 2024 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: End May 2024

Remember to accept the offered study place on nemStudie within the stated deadline

# Bachelor in Animation

- Character Animation
- Computer Graphic Arts

Open house 8  
February in  
Viborg

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

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

You are welcome to join a 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 6 or 7, 2024**

In person admission interviews in Viborg, Denmark: **May 13 – 17, 2024.**

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

End May/ start June,

You will be informed individually whether you passed the admission test and interview or not through [nemStudie.dk](https://nemstudie.dk)

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

# Criteria: Engineering and Architectural Technology and Construction Management

Once you fulfill all entry requirements you will be assessed on different criterias

- Applicants are screened on grades, workexperince and motivational letter– see each programme webpage
- Make sure to upload relevant documentation for the criterias set by the programme
- For the Engineering programmes you must upload a motivational letter in form of a 3 min. video- Link to video on a seperate document
- For the Architectural Technology and Construction Management programme you must upload a motivational letter

# Standby list

## What is the stand-by list?

- The stand-by list is a **waiting list** through which VIA's programmes offer study places in cases where there are available study places on 26 July and uptill shortly after study start.
- An available study place can occur in the case of a withdrawal from an applicant.
- If not offered an available study place within a deadline set by the programme your stand-by place will be **converted to a guaranteed study place for next year.**

## How to apply for the stand-by list?

You **tick the stand-by box** on the application.

If you change your mind regarding applying for a standby place you may **notify the admissions office** by writing to us through [nemStudie.dk](mailto:nemStudie.dk) no later than 5. July 12.00 noon.

# Stand-by list

## Why should you apply for the stand-by list?

- Because you are certain that this is the programme -that you wish to be admitted to.
- It will **improve your chances of admission**


## What to be aware of once you are offered a stand-by place

- First of all you have to accept the stand-by place within the deadline if offered on 26. July.
- If an available study place occur, you must be **available on phone and check nemStudie.dk** as you receive the offer here.
- If not responding within the deadline you lose the spot on the stand-by list and the offer will go to the next person on the stand-by list.
- If declining the offer for a study place you will lose the spot on the standby list and you must reapply the following year



# nemStudie.dk – Communication channel

Set the browser  
language to English

- Once applying you receive an email with a link to log in to nemStudie.dk. Check spamfilter if not received in your inbox.
- Log in to nemStudie by using the email address used when applying through optagelse.dk. If already having a MitID you may use this when logging in.
- Follow the status of your application(s) after applying through [www.optagelse.dk](http://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

- Follow the status of your application
- Reminder if additional documentation regarding entry requirements are required
- The decision will be posted at nemStudie on 26. July 2024 and you must confirm/decline the offer at nemStudie.dk

**IMPORTANT ! Check  
nemStudie regularly**

# Information for Non-EU applicants

Deadline for payment of Tuition Fee: 15 May 2024 and 1 June for TAW and Design-Top Up

## Application process for VISA:

- The Admissions office initiate 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 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](mailto:apply@via.dk)
- If the VISA decision is not received in time for study start, please inform VIA University College of this on email [apply@via.dk](mailto:apply@via.dk)

# Other useful sites & links

[www.optagelse.dk](http://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: [studinfo@via.dk](mailto:studinfo@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 satisfy the general entry requirements

[NemStudie\\_FAQ\\_ENG.pdf](#)

<https://www.ug.dk/programmes/study-guidance-denmark>

- Study guidance in Denmark

- Live chat up till 13 March