APPLICATION FOR DTU's FLEXIBLE MASTER PROGRAMME

See instructions on page 3

1. Programme start date		
I would like to apply for admission to a flexible master program starting:		
January 20		Application deadline November 1
August 20		Application deadline May 1

2. Information about the applicant					
Personal identification number (CPR)		Citizenship (mark with X)			
Last name		Danish	☐		
All first and middle names		Other	☐	Country:	
Street address					
Postcode		City			
Telephone no.					
Mobile no.					
E-mail					

3. Information on prerequisites for admission	
Degree received	
Year and month received	
Educational institution	
Work experience, incl. number of years (may be detailed in CV)	

4. Payment information			
Firmanavn/Jobcenter			
Street address			
Postcode		City	
Company business registration number (CVR)			
Electronic payment (EAN) number			
Person or department reference			
E-mail			
Work telephone number			
Order or requisition number			

Danmarks Tekniske Universitet
DTU Continuing Education - Study Programs and Student Affairs

Anker Engelunds Vej 1
Building 101 A
DK- 2800 Kgs. Lyngby
Denmark

Tel. +45 45 25 45 25

efteruddannelse@dtu.dk
www.dtu.dk/efteruddannelse

5. Reasons for seeking admission to the flexible master programme

6. Disciplinary profile of the individual programme		
Disciplinary focus		
Desired courses: numbers and titles	Course number	Course title
Any credits to be transferred		
Desired title: Master of/in		

7. Attachments	
☐	A certified copy of the transcript for a completed degree program is attached
☐	Documentation for at least 2 years of relevant work experience after obtaining the degree being used as a prerequisite
☐	Curriculum vitae, which includes information on: • Current and/or previous employment • Relevant continuing and further education and training • Other academic or professional qualifications

8. Signature		
Applicant's signature		
	Date	Signature

9. Returning the application	
Send the signed application form and attachments:	
DTU Continuing Education Office for Study Programs and Student Affairs Technical University of Denmark Anker Engelunds Vej 1 Building 101 A DK-2800 Kgs. Lyngby	By e-mail to: efteruddannelse@dtu.dk

Instructions for the application form

Please read the following instructions before you complete the application form.If possible, complete the form using Adobe Reader or Acrobat or other program that can be used to fill out PDF forms electronically. If this is not possible, please type or print legibly using CAPITAL LETTERS
This application requests information on the prerequisites the applicant has for admission to the DTU flexible master program and on the desired disciplinary profile for the program. The individual program is completed in a dialogue with the advisor when DTU has confirmed that the formal prerequisites have been fulfilled. DTU reserves the right to interview the applicant as part of the admissions procedure.

Section 1: Programme start date
• The year and semester desired for starting the program.

Section 2: Information about the applicant
Enter as much information as possible in section 2.
• Personal identification number (CPR): if you do not have a Danish personal identification number, enter your date and year of birth.
• Please enter the e-mail address you check most frequently, whether work or private. It is important that you provide an e-mail address you check frequently and that you enter the e-mail address correctly and clearly on the application form.
• Citizenship: please attach documentation if you are not a citizen of a country in the European Union or the European Economic Area but have a permanent residence permit in Denmark or a residence permit with the possibility of obtaining permanent residence in Denmark.

Section 3: Information on prerequisites for admission
• State the educational degree on which your application for admission is based and where and when you obtained your degree. Attach documentation in a paper copy by mail or a scanned version by e-mail.
• The curriculum vitae should include any other educational prerequisites you want to be considered.
• Enter work experience as the number of years in the labor market. Two years of relevant work experience is required, with no exceptions.

Section 4: Payment information
Complete this section if your employer or a municipal job center in Denmark is paying for the programme:
• Provide the contact information for the employer or job center.
• Provide the Danish business registration (CVR) number, which is needed to issue an invoice. All companies registered in Denmark have this number. For more information, see www.cvr.dk.
• If a public institution or authority will be paying the invoice, this must be processed electronically. Please provide the electronic payment (EAN) number in addition to the business registration number.
• The personal reference (optional) could be the person responsible for continuing education in the company or person handling the matter.
• Company finance departments typically use an order or requisition number (optional).

Section 5: Reasons for seeking admission to the flexible master program
• Write a few lines on your plans after completing the program. How do you think this educational program will influence your career?

Section 6: Disciplinary profile of the programme
• Describe the focus of the program and detail this with specific course requests. If credit transfer is desired for previously completed courses, write the course name and educational institution. The maximum number of ECTS credits that can be transferred is 15, and these must be for courses that are not incorporated in another educational programme.
• Desired title: provide the title you would like on the diploma: Master of/in _____. The final title will be agreed with your supervisor.

Section 7: Attachments
DTU needs the following documentation to match you with a supervisor. The application will not be processed until DTU has received all relevant attachments.
• Certified transcript for the degree program completed - a photocopy by mail or electronically to efteruddannelse@dtu.dk.
• Relevant work experience must be documented through such means as copies of letters of employment, copies of salary statements or statements from an employer. List other employment you want considered in the application process in the curriculum vitae.
• Curriculum vitae: you can list any other relevant qualifications or completed or ongoing educational programs, courses or employment here.

Section 8: Signature
• By signing this application, you certify that the information you provided is correct.

Section 9: Return adress
Send the signed application form and attachments to the Section for PhD Programs and Continuing Education:

By mail to:

DTU Continuing Education
Office for Study Programs and Student Affairs
Technical University of Denmark
Anker Engelunds Vej 1
Building 101 A
DK-2800 Kgs. Lyngby

By e-mail to:

efteruddannelse@dtu.dk