

## FAQs

Here you would find answers to questions in the below mentioned categories:

1. Questions relating to online application system
2. Questions relating to applications
3. Questions relating to application fees
4. Questions relating to English Test Result / Diploma

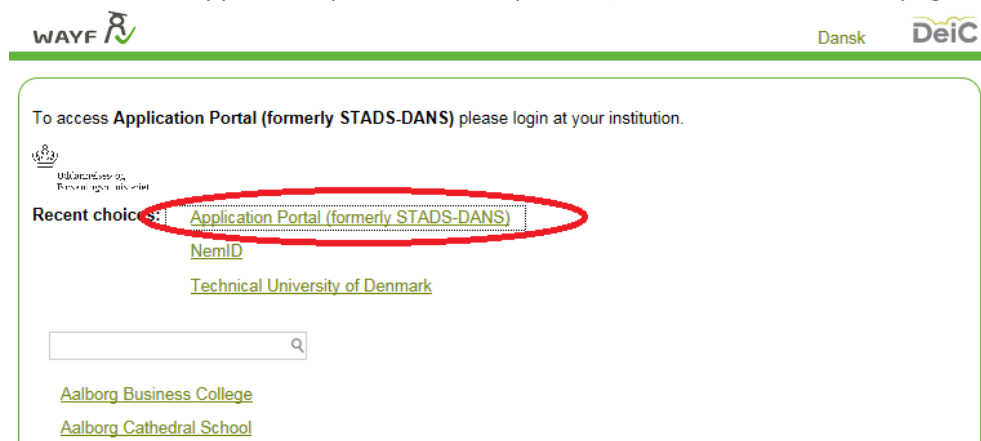
### 1. QUESTIONS RELATING TO ONLINE APPLICATION SYSTEM

- I have not yet received my activation link.

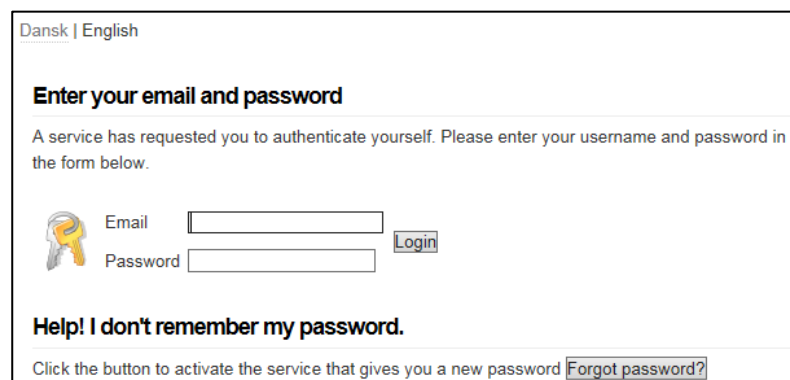
This is a system failure. You have to open a new user account using a new e-mail address from a different domain. We recommend gmail domain because it works.

- I can't log in through WAYF portal because i do not know my username.

If you have never been to Denmark or you do not log in using NemID or Campusnet user account, you need to choose 'Application portal (formerly STADS)' from the list on WAYF page:



You will be directed to the website where you can log in:



- I have forgotten my password


Please click on the forgot password button which is highlighted in the screen below.


Dansk | English

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## Enter your email and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

 Email

 Password




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## Help! I don't remember my password.

Click the button to activate the service that gives you a new password [forgot password?](#)

- **Where can I find my Journal number?**

You can find your Journal Number on the right side in the PDF document generated for you in the 'Messages' tab (after submission of the application):

Messages			
User Information			
Subject	Sender	Institution name	Document
Receipt for received application	Technical University of Den...	Technical Universi...	
Receipt for received application	Technical University of Den...	Technical Universi...	
Receipt for received application	Technical University of Den...	Technical Universi...	

## 2. QUESTIONS RELATING TO APPLICATIONS

- **How many programs can I apply for?**

You can apply for 4 programs. You have to set a priority number from 1 to 4 on the applications.

- I have submitted 4 applications? Will all of them be evaluated?

No, we will only evaluate one application at a time. The evaluation will be on the basis of the priority number mentioned against the applications.

- **Where should I upload my transcript?**

You should upload your transcript in the 'Completed/In-progress education' field and NOT in the supporting documents.

PLEASE NOTE: if your transcript has many pages you should upload it as one document.

- **I have typed in the wrong date of birth / sex / nationality?**

You can either open a new user account (using a new e-mail address) OR you can inform us about the same by e-mail. Changes can ONLY be made by us after the applicant is admitted.

- **My recommendation letters can only be sent directly to the University.**

This is okay. We can upload the documents for you. Please remember to mention the journal number, program applied for and the name of the student to enable us to upload the document.

- **Am I supposed to upload grades from education lower than undergraduate?**

No, you do not need to upload the transcripts from education level lower than the undergraduate.

- **I want to re-upload a document, what do I do?**

Please send us a mail clearly mentioning the document that needs to be re-uploaded along with your journal number and program applied for. The respective field will then be opened for you and you can re-upload the document.

### **3. QUESTIONS RELATING TO APPLICATION FEES**

- **How should I pay the application fee?**

You will not be directed to a link to the application payment after submission of your application. You have to make the payment by bank transfer. There is no other way to make the payment. You can find all the information needed to make a payment on the following website:

[http://www.dtu.dk/english/Education/msc/Admission-and-deadlines/Application\\_fee](http://www.dtu.dk/english/Education/msc/Admission-and-deadlines/Application_fee)

- **I have not yet paid my application fee. Will my application be processed?**

No, the application will not be processed. The application will be rejected on the grounds of non – payment of application fees.

- **I did not mention the journal number at the time of payment. What do I do?**

As long as you have mentioned your full name against the payment, it is absolutely okay.

- **I wish to apply for 4 different programs? Do I need to pay the application fee 4 times?**

No, you have to only pay the application fee once.

- **How do I know that the application fee is received?**

As soon as DTU registers the payment, applicants will be informed of the same through mail.

- **How long does it take for the money to be transferred?**

It varies from country to country. It can take upto 2 weeks.

#### **4. QUESTIONS RELATING TO ENGLISH TEST RESULT / DIPLOMA**

- **English test score: what to upload to the application form if I have not taken the test yet/I do not have the result yet.**

Please upload a Word document stating that you are going to take the test soon.

- **Can I submit my application without the English test results / Diploma?**

Yes you can do so. The deadline for submitting these 2 documents is 15<sup>th</sup> July.

- **How do I upload my Language test results/ Diploma after I have submitted my application?**

When the application is being processed, applicants will be informed of the missing documents and the respective fields will be open to upload the relevant documents.

- **Do I need to submit DTU's Institution code (1684) for the TOEFL test?**

Yes, it is compulsory, otherwise we cannot verify the scores online.

- **English test score: Should my English test center send my result to DTU by post?**

No. The scores will be verified online.

- **How do I ensure that DTU can verify the scores online?**

TOEFL – remember to mention DTU's Institution code (1684) to the ETS center.

IELTS – remember to mention DTU (Institution name) at the test taking center.

Pearsons - remember to mention DTU (Institution name) at the test taking center.

- **How does the Language online verification process work?**

It is the applicant's responsibility to ensure that the ETS center is informed of the Institution code or the name of the Institution (DTU) as the case maybe. Thereafter, it is possible for DTU to verify the scores online.

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