Guide 1 to online application system

MSc in Engineering Programmes
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1. General information about the online application

You can only apply for admission to DTU's MSc in Engineering Programmes or Nordic Master Programmes using DTU's online application system. Through this system you can upload your documents, i.e. you do not need to send any documentation to us by post. You have the possibility to apply for 4 programmes of your choice. Please remember to prioritize the applications.

⚠️ Please note that the deadline for applications is 15 January for non-EU/EEA citizens and 1 March for EU/EEA citizens.

This guide applies to applicants who:

- have never studied at DTU or lived in Denmark before
- have studied at Danish university in the past (not currently) and have their Danish university login or NEM ID inactive

If you are currently studying at DTU, a Danish university or if you have a NEM-ID, please refer to Guide 2.
2. Access to the digital application system

To access the application system, click on the following link:

https://dans.stads.dk/SelfUserRegistration/faces/WelcomePage.jspx

You will be redirected to the application portal.

- Alternatively, you can click on the following link:

  http://www.dtu.dk/english/Education/msc/Admission-and-deadlines/Application_procedure/Application_Form

  You will have to choose from **EU/EEA applicants** or **NON EU/EEA applicants** depending on your citizenship. The list of MSc in Engineering Programmes will appear. Choose the programme you wish to apply for. Once you click on a chosen programme, you will be redirected to the application portal.

2.1. Create a user account

Once the application portal opens, you will see the welcome information. To have an access to the portal you will need to create an account. Press the **Set me up as a user** button.

You will be redirected to a page where you will be asked to enter the following information:

- **first name**
- last name
- nationality
- email address

Make sure to enter the correct email address! The email address is used to identify you in the system. From this point on, all official communication will be sent to this address. You will not be able to change it. So please ensure that the e-mail address will be valid for at least one year after you have submitted your application.

- upload documentation of identity (passport or national id showing citizenship)
- your Danish social security number (CPR), if you have one.

You will only have this if you have been to Denmark before and did apply for it. If you do not have a Danish social security number (CPR), you will also be asked to enter:

  o date of birth
  o gender
  o national ID

‘National ID’ is taken to mean your foreign social security number, and you may enter ‘N/A’ if you do not have a personal identity number of this kind.

  o address

It might be misleading that there is an option to ‘find your postcode in the list’ – this applies only to Danish residents. If your address is not in Denmark simply type your postcode and the city manually on the right in the windows shown below:

Make a note of your login data, as you will need them to use the same login to access your application and read messages about your application for admission to Technical University of Denmark.
### 3. Activating your user account

Once you have entered the information requested and clicked the **Create** button, the system will send you an email containing an **activation link**. Please note that this email might be captured by your spam filter. Click the link to activate your user account. You will be asked to create your own access code (password).

You will be redirected to the login page:

![Login Page Screenshot]

Log in with your user name (your email address) and the password you have created before. Once you have logged on, a consent form will be displayed. This tells you what information will be passed on through the application system.

⚠️ **Under the 'National ID number'** information you will see an automatically generated CPR number. Don’t be concerned about it.

Once you have accepted the terms and conditions (by pressing **Yes, I accept** button) you will have an access to the application system.

#### Next log in

**The next time you log on** using your self-registered account, use the link provided at the very beginning ([https://dans.stads.dk/SelfUserRegistration/faces/WelcomePage.jspx](https://dans.stads.dk/SelfUserRegistration/faces/WelcomePage.jspx)), but this time use the **button** as you already have your account created. This will redirect you to the **Application Portal login page**.
4. Completing your online application

Welcome to the digital application system!

Once you have logged onto the application system, it will open to display the tab entitled ‘See status of applications’. From here, select the tab entitled ‘Create application’.

For assistance in filling in the application form, use the help options on the right-hand side of the screen. Click on: 🎓

4.1. Choosing Master Programme

Please note that the information under the ‘Applicant’ section is already filled in. Do not worry when you see the number in ‘Civil reg. no.’ The ‘Civil reg. no.’ is an automatically generated Danish number which includes the month and the year of your birthday. It has been created for administrative purposes.

The first step in filling in your application is to select the university where you wish to apply for admission onto a study programme. Use the field marked ‘Institution name’ to do this. Select Technical University of Denmark from the list.

The next step is to use the ‘Type of education’ field to choose the type of study programme you wish to apply for. Here, select Master. If this is your first application, do not write anything in the ‘Education name’ and ‘Start of study from’ fields.
Click ‘Search’ and you will see a list of all the MSc in Engineering study programmes taught at Technical University of Denmark for which you can currently apply.

Please note that the names of the MSc in Engineering programmes are not listed in alphabetical order. To arrange the programmes in alphabetical order, move the mouse pointer to the ‘Education name’ field and click one of the arrows that appears.

⚠️ Remember to check whether you are searching for study programmes with the correct start time.

To indicate the study programme you wish to apply for, put a tick in the checkbox in the column under the header ‘Select’. You can only select one study programme at a time.

Then click the button marked ‘Move on to creation of application’
4.2. Information about Applicant

If your citizenship is not stated in connection with your login, select it here from the drop-down list.

- **Permanent residence**: Yes

If you do **not** have citizenship in Denmark, the Nordic countries or another EU/EEA country, you have to pay an **application fee of EUR 100** for your application to be processed, unless you have a permanent residence permit or a time-limited residence permit issued with a possibility of permanent residence in Denmark. In case of doubts, please write to international@adm.dtu.dk, with a scanned copy of your current Danish residence permit.

Please state your resident status here, later you will be asked to upload documentation of your residence permit as part of your application. Once you have entered all the information here, click the button marked **'Move on to creation of application'**.
4.3. Filling the application

You are now about to fill in the application. You will need to go through all the steps shown on the website (see below) in order to complete it.

⚠️ Please note that you can save your application as a draft at any point in the application process, as long as you have not submitted it.

Before you prepare your application, remember to refer to the general admission requirements, the academic requirements for admission and the list of documents to be submitted.

See more information here: http://www.dtu.dk/english/education/msc/admission-and-deadlines/application_procedure

4.3.1. Collection of data

You will then proceed to the ‘Collection of data’ screen.

- If you have never studied in Denmark before – press the button straightaway.

- If you are currently studying - or have previously studied - at Technical University of Denmark, Aarhus University, Aalborg University, the University of Southern Denmark, the IT University of Denmark, Roskilde University, or the University of Copenhagen, you can now use the digital system to collect a transcript of your university records. To do this, tick the box(es) next to the institution(s) from where the system is to collect data. Then click Request information.
When you progress to the ‘Requirements and prerequisites’, 4th step in the application, the transcript(s) collected will have been entered automatically by the system. If they have not appeared, you will need to return to the ‘Collection of data’ screen, where you can see whether the system has finished collecting your transcripts or whether the process is still underway. In some cases it is not possible to collect your data in this way. In such cases, we recommend that you simply complete the application without this data. The Technical University of Denmark will then collect the relevant data when processing your application.

After you have clicked ‘Request information’ click ‘Next’.

If you are not—or have not been—a student at one of these institutions, simply click ‘Next’ to progress to the next screen.

The system might want to try to retrieve the data from Technical University of Denmark automatically, therefore do not worry when you see DTU is ticked as shown above and also do not worry when the ‘Collection of the data is not started’ red statement is displayed – just continue with the application.

4.3.2. Personal data

The next stage of the application is about your personal data. Some of the fields may have been filled in automatically, whereas you will have to complete the others manually. You will see the abbreviation ‘WAYF’, which stands for ‘Where are you from?’ This means that your information has already been collected in the system (WAYF).

Please fill in the missing information.

Citizenship

Please state your citizenship, and upload either your passport or your national id showing your citizenship. Any other document will be invalid.

Residence permit

Non-EU/EEA citizens are required to pay an application fee and tuition fees at DTU. However, if you have a Danish permanent residence permit or a time-limited residence permit issued with a possibility of permanent residence in Denmark, you can be exempted from
paying the application and the tuition fees. Thus, if you are a non-EU/EEA citizen and have a Danish residence permit you should upload it here. Otherwise, you can ignore this question. Further information on the types of exemptions can be found here: http://www.dtu.dk/english/Education/msc/Tuition_fees_and_terms_of_payment/Non-EU-citizens-exempt-from-paying-tuition

When you have entered your information in all the required fields, click ‘Next’.

4.3.3. Applied education/course

In this part of the application you will be asked how did you learn about DTU and if you have studied at DTU before.

- **How did you learn about DTU?**
  Please state how did you hear about DTU. We will need this information useful for statistical purposes.

- **If you have previously studied at DTU, please type your DTU student number here.**
  If you have studied at DTU in the past, or if you are a current student at DTU, it is important that you let us know your DTU student number. If you cannot remember it, please email us at international@adm.dtu.dk

- **Honours Programmes**
  DTU offers honours programmes as part of all regular MSc in Engineering programmes. If you wish to apply for the honours programme, please upload a separate statement of purpose here. Please name the document ‘Honours’. You can read more about the honours programmes and how to apply for it here: http://www.dtu.dk/english/Education/msc/Honours-Programmes

- **Emergency Contact**
  If you are enrolled at DTU and have an accident, we may contact your next of kin. By giving us their contact details you are agreeing to the fact that we may contact them on your behalf in case of an emergency.

Once you have entered the information required, click ‘Next’.

4.3.4. Requirements and prerequisites
In the ‘Requirements and prerequisites’ section, you will be asked questions about your admission qualifications. You need to start by stating whether you have graduated from a Danish education institution, and whether your qualification is sufficient to grant direct access. You must then upload the relevant documentation. If you asked the system to collect data earlier in the application process, the transcripts collected will already have been entered. If you have any questions about what you need to upload with your application, refer to the link below:

http://www.dtu.dk/english/education/msc/admission-and-deadlines/application_procedure

➢ **Upload of supporting documents**

Please upload the following documentation as one document:

- Copy of passport or national ID indicating citizenship
- A clear and concise statement of purpose
- CV
- two recommendation letters. DTU requires two recommendation letters (should be on the university or company letterhead and signed by the concerned.)
- diploma supplement or completed academic transcripts
- Excel sheet called GPA Converter – you should download it from the DTU website, fill it in and upload it into your application

**Imp:** Please note, if you are unable to upload all the documents at the same time, and will submit a document later, please send it to international@adm.dtu.dk. Remember to mention your full name and journal number.

➢ **Number of ECTS completed/ongoing at university level**

In this field please state number of ECTS credit points that you have already completed at the undergraduate level. If you haven’t completed your education yet, please state number of ECTS credit points that you still have to complete.

➢ **Official description of grade scale used at your home university**

In order to assess your application accurately please upload a short description of the grading scale that is applied at the universities where you have obtained, or will obtain your degree. In many cases this is stated on your academic transcript, or the university website.

➢ **Grade Point Average**

One of the admission criteria that you have to fulfill to be admitted at DTU is the sufficient Grade Point Average (GPA). The requirement is approximately 75 per cent of the maximum obtainable grade. This may vary depending on the grading system of the university awarding the Bachelor degree. Please state your GPA at the home University here and also remember to convert your GPA to the Danish weighted scale by using the Excel convertor from the website.
Upload of tuition fee waiver application

DTU has a limited number of tuition fee waivers to award new non-EU/EEA MSc in Engineering students at DTU. Decisions on waivers are taken primarily on the basis of excellent academic performance at the undergraduate level. All non-EU/EEA applicants who apply **before 15 January** and who wish to apply for tuition fee waiver must submit a short academically oriented statement along with the application. The personal statement must include graduate goals, research interests, experiences and an explanation why the applicant should be considered for the tuition fee waiver. Please target your personal statement to the admission requirements and curriculum for the MSc in Engineering programme in question. Please label your document as ‘tuition fee waiver’.

Level of qualifying degree

Here you are asked to choose your official degree title.

Do you apply for change of study/transfer based on an ongoing or interrupted education?

This question is **only** relevant for current DTU MSc in Engineering students, who are interested in applying for a change of study programme. All other applicants should ignore this question.

If you have been admitted to, or have had an application to an MSc in Engineering programme rejected in the past please upload the admission/rejection letter.

If you still have the letter please upload it, as it will speed up your application process. If you do not have it, or cannot access it, just ignore this question.

Completed academic degree/ in-progress academic degree - upload documentation regarding your undergraduate degree

Please upload your transcript of records and undergraduate degree certificate if you have graduated.

⚠️ All documents should be **both in the original language**, as well as **translated into English** (the translation must be official). There should be official stamps and signature on it.

Documents in Norwegian, Swedish and Danish do not require a translation. Applicants whose universities issue Diploma Supplements must upload them as well.

⚠️ Please make sure you upload the transcript of records and the undergraduate degree certificate in the academic degree and **NOT** in the supporting documents.
If you have not graduated yet, please upload necessary documents in ‘In-progress academic degree’.

- **English language skills – upload documentation in order to fulfill DTU’s English language requirements**

  Please upload the documentation proving your English language skills. At DTU we will only accept English tests that we can verify online through TOEFL, IELTS, CAE Advanced or Pearson's online verification system. Please name the document: ‘English’.

  Please note that you need to fulfil this requirement at the time of submitting your application. If you have not yet taken the test, it is important that you upload your test date receipt. If you qualify for an English language exemption, please upload documentation that supports this fact.

  DTU's English language requirement can be found here:
  
  http://www.dtu.dk/english/Education/msc/Admission-and-deadlines/Language_test_requirements

- **Have you completed elements of previous programmes at the same level and subject as the programme you are applying for? According to Danish legislation to document completed elements of a previous unfinished Master's Programme when applying for a Master's Programme. This is in order for the university to evaluate the possibility of credit transfer.**

  If you are currently studying at an MSc level, but you will not graduate with an MSc before you start at DTU, please indicate this here. If you answer yes and you are admitted to DTU, you will be contacted and asked to provide documentation on this in order for enable us to assess if any of the courses can be transferred to your MSc in Engineering programme at DTU.

  For more information on Credit Transfer visit:  
  http://www.dtu.dk/english/Education/msc/Admission-and-deadlines/Application_procedure/Credit_Transfer

  Once you have entered the information required, click 'Next'

- **4.3.5. Service Offer**

  - **I affirm that the information...**

  By agreeing to this you are saying yes to the fact that we may contact your higher educational
institution in order to verify your degree, without further notification

- **Application fee**

Non-EU/EEA citizens are required to pay an application fee to DTU. The application fee is 100 EUR. You should complete your application now and then make the payment, as you must state your **journal number and full name when paying**. If you do not state your journal number and full name, we cannot register your payment. Please note that you are responsible for all fees in relation to money transfer. **Please note that your application will not be processed until we have received your application fee.** You can then send the payment receipt to international@adm.dtu.dk for upload. Remember to mention your journal nr. and full name.

Information on how to make the payment can be found here: [http://www.dtu.dk/english/Education/msc/Admission-and-deadlines/Application_fee](http://www.dtu.dk/english/Education/msc/Admission-and-deadlines/Application_fee)

Once you have answered the relevant questions and attached the appropriate documents, click 'Next'.

- **4.3.6. Show application**

Under ‘**Show application**’, you can see the information you have entered as well as the documentation you have attached to your application. If you wish to make changes to your application, you can return to an earlier stage of the process by clicking the appropriate item on the task bar:

The information you have entered will not be deleted, even if you go back. Once you are ready to submit your application, click 'Next'. This will take you to the ‘**Send application**’ stage.

- **4.3.7. Submitting application**

If you are still not quite ready to submit your application, you can choose to save it as a draft by clicking the ‘**Save draft**’ button in the bottom right-hand corner. This may be necessary, for example, if you need to attach some more documentation. However, please note that if you choose to save your application as a draft, it has not yet been submitted and **will not** be processed in its present form by Technical University of Denmark.
If you are ready to send in your application, click the button.

An application confirmation will then appear on the screen. Click ‘OK’.

The ‘Messages’ tab will now display a message confirming that Technical University of Denmark has received your application. You will also receive a notification email in your personal inbox. You will find your journal number in this notification mail. If it does not arrive in your inbox, it may have been captured by your Spam filter.

4.4. Status of application

You can use the ‘See status of applications’ tab to display the applications you have already sent in or to edit the drafts that you have not yet submitted. You can also cancel an application here if you wish to withdraw it.

4.5. Multiple priorities

You can only apply for admission onto one study programme at a time. If you want to create additional applications after you have finished the first one, go to the ‘Create application’ tab. You will need to create a separate application for each programme.
When creating the next application you can go to the ‘Requirements and prerequisites’ page and collect the documents you have previously attached to another application using the function entitled ‘Use documentation from previous application’.

The first application you submit will be registered as your first priority. For each of the following applications you submit, you will need to decide what priority the study programme is to have. This means that when defining new priorities, you have the option to change the entire prioritized order, i.e. including the first application you submitted. You are allowed to submit a maximum of four applications. Please remember to submit a separate statement of purpose depending on which programme you have applied for.

Please note that your applications are considered according to the priority you set. Once you have been admitted to your highest priority MSc in Engineering programme, the rest of your applications are not considered (f.e.g. You are applying for four programmes and you are not admitted to your first priority programme. However, you are admitted to the second priority. In this case the third and fourth priorities are not considered).
5. Useful information

Here you will find some useful tips about the application portal:

- You cannot use the ‘arrow forward’ and ‘arrow back’ buttons in your browser to navigate back and forth in the application process. Use the task bar for this instead.

- As long as you have not clicked ‘Save draft’ or ‘Send application’ buttons, you can click ‘My start page’ to return to the first screen and start the application process afresh.

  NB! If you click ‘My start page’, your application will not have been saved or submitted.

- You can save your application as a draft at any point in the application process, as long as you have not submitted it.

- As you progress through the process, you can also access an overview of the application form by clicking the ‘Show application’ button in the bottom right-hand corner.

- A help text will always be displayed when the cursor is positioned in one of the data entry fields in the application form. To access additional help, click the question mark icon on the right-hand side of the screen.
6. Contact information and help

If you are having any problems with your application after reading these instructions, please contact us on the following address: international@adm.dtu.dk

We will do our best to help you as quickly as possible.

In order to be able to provide you with the best possible assistance, you are asked to send us the following information. Please remember to keep the whole e-mail conversation when you write to us:

- Are you a current or former student at DTU?
- Which browser and which version are you using?
- A description of the problem
- If possible, attach screen dumps to illustrate the problem

Good luck with your application!