

Technical University of Denmark



Guide 2 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 the Danish NemID
- have an active DTU Portalen account
- have an active account at another Danish university (e.g. Copenhagen Business School, University of Copenhagen, IT University of Copenhagen, Aarhus University, Roskilde University, Aalborg University, University of Southern Denmark)

If you have never studied at DTU or lived in Denmark before or if you have your NemID inactive, please refer to Guide 1.

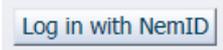
2. Access to the digital application system

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.

Once the application portal opens, you will see the welcome information. To have an access to the portal you will need to log in. You will have two options:

- Select  if you have:
 - a user name and password for the DTU intranet *Portalen*, or if you have an active login at another Danish university (go to 2.1. instructions)
- Select  if you have:
 - NemID (go to 2.2. instructions)



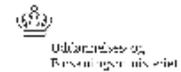
Make a note of your login data, as you will need them to use the same login to access your application and read messages about your application for admission to Technical University of Denmark.

➤ 2.1. Access using an active login

Follow the instructions if you have login data to DTU's intranet *Portalen* or to another Danish university.

Once you have pressed the 'Login' button, you will be redirected to the WAYF (Where Are You From) page:

To access **Application Portal (formerly STADS-DANS)** please login at your institution.



Recent choice:

[Aalborg Cathedral School](#)

[Aalborg Studenterkursus](#)

[Aalborg University](#)

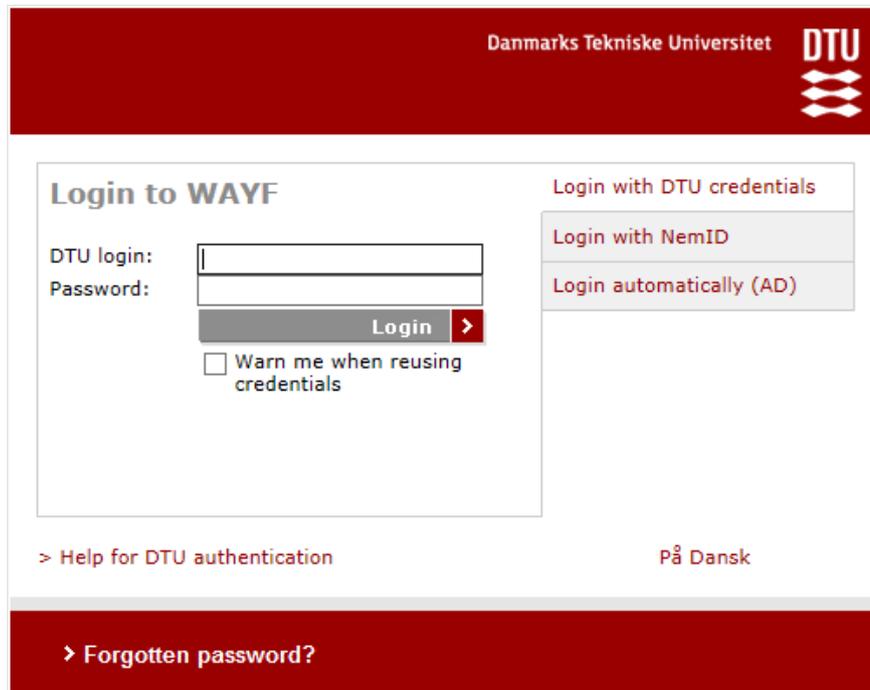
[Aarhus Basic Health Care College](#)

Here you will need to choose your Danish 'home university' as the institution. Select 'Technical University of Denmark' **only if you are already enrolled** as a student here and you have your own user name and password.



If you are a student at a different Danish university, choose this university instead. After selecting an institution, you will be redirected to your home university's login page.

- If you are a former DTU student and your **access to Portalen has been closed**, you cannot use DTU as your WAYF entrance. Therefore, you must either use your NemID (go to 2.2 instructions) or register as a new user in the system (see the Guide 1 for application for new students).



If you are a student at Technical University of Denmark you will need to log on using your DTU login and password for DTU *Portalen*. You will be redirected to the following page

- If you have forgotten your password, click the 'Forgotten password?' button.

Once you have logged onto DTU *Portalen* using your DTU login and password, you will see a consent form. You will be informed what information will be passed on through the application system.

Check whether your email address will be transferred. Look for the field marked **Email address**. All emails issued from the system will be sent to the registered email address, which is displayed in the consent form. As you have logged on using your DTU login and password, the email address displayed will be your DTU student email address.

If all data are correct, **accept** the consent form. You will then have access to the application system.

- If the DTU student email address registered is incorrect, contact Campusnet support:

Tel. +45 45 25 74 43

Email: help@campusnet.dtu.dk

<https://www.campusnet.dtu.dk/help/uk/login.ht>

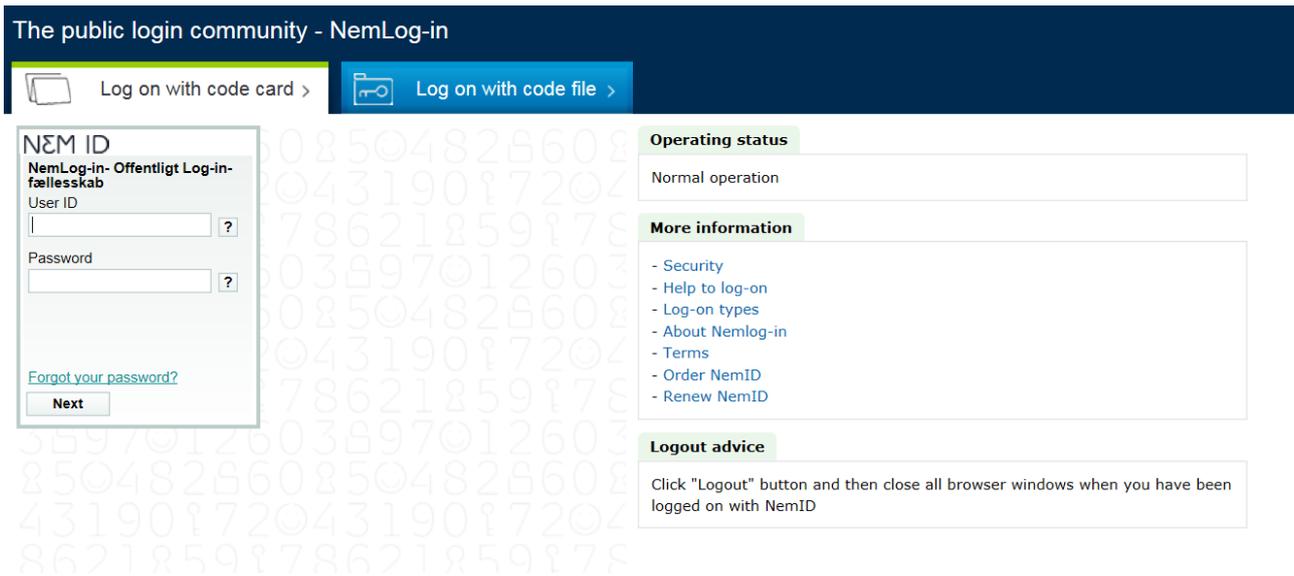
The helpline staff can assist you through DTU *Portalen* login process and make sure that the correct DTU student email address is linked to your WAYF profile. If the wrong email address is displayed, you will need to wait until it has been corrected to complete your application.

Once the correct email address has been registered, **accept** the consent form. You will then have access to the application system.

➤ 2.2. Access using NemID

Follow the instructions if you have a Danish NemID.

Once you have pressed the 'Login' button, you will be redirected to the WAYF (Where Are You From) page:



Please log in using your NemID User Id and password.

Please note that the NemID system must transfer some data (your email address and Danish social security number - CPR) to the application system. Therefore, you should make sure that you have registered those data in the NemID system. See below for details of how to set up your NemID so that it can be used for the application system:

➤ Setting up NemID

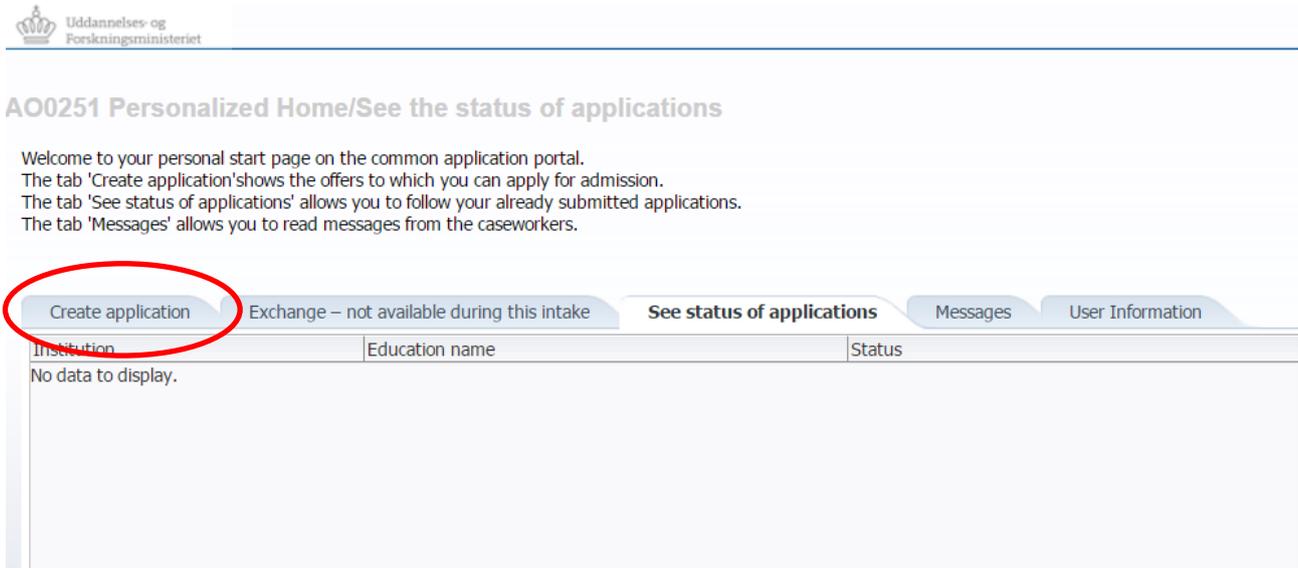
1. Go to the NemID website <https://www.nemid.nu/dk-en/> and log on to 'Self-service'.
2. Check if you have registered an email address. Look at the right-hand side of the screen.
3. If you have not registered an email address, click the 'Edit' button and register your email address.
4. You will need to state that your email address is to feature on your NemID certificate. Go to My NemID on the left-hand side of the screen
 - a) Click *Certificates*
 - b) Click *Edit settings*

- c) Select 'Yes' in response to: *Do you want your email on your certificate?*
 - d) Click *Save changes*
 - e) To confirm this change, you will need to enter a PIN code which will be sent to the email address you have just stated. Please note that this email might be captured by your Spam filter.
 - f) After you have entered the PIN code and clicked 'Confirm', you will be asked to confirm your certificate settings again.
 - g) Your NemID has now been set up so that it functions with the application system.
5. You can now choose NemLog-in from the WAYF list.

3. 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**'.



Uddannelses- og Forskningsministeriet

AO0251 Personalized Home/See the status of applications

Welcome to your personal start page on the common application portal.
 The tab 'Create application' shows the offers to which you can apply for admission.
 The tab 'See status of applications' allows you to follow your already submitted applications.
 The tab 'Messages' allows you to read messages from the caseworkers.

Institution	Education name	Status
No data to display.		

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

➤ 3.1. 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.

AO0126 Personal startpage/Create application

Create application Exchange – not available during this intake See status of applications Messages User Information

Applicant

First name: WAYF Civil reg. no.: WAYF
 Last name: WAYF Mail address: WAYF

Choose educational and training

* Institution name: Education name:
 * Type of education: Start of study from: to

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.

Search Results

Select	Type of education	Education name
<input type="checkbox"/>	Master	Master of Science in Engineering in Advanced and Applied Chemistry (semester start 1st Feb. 2015)
<input type="checkbox"/>	Master	Master of Science in Engineering in Aquatic Science and Technology (semester start 1st Feb. 2015)
<input type="checkbox"/>	Master	Master of Science in Engineering in Architectural Engineering (semester start 1st Feb. 2015)

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'**

AO0126 Personal startpage/Create application

[Create application](#) |
 [Exchange – not available during this intake](#) |
 [See status of applications](#) |
 [Messages](#) |
 [User Information](#)

Applicant

First name: WAYF Civil reg. no.: WAYF
 Last name: WAYF Mail address: WAYF

Choose educational and training

* Institution name:
 * Type of education:

Education name:
 Start of study from: to

Search Results

Select	Type of education	Education name
<input checked="" type="checkbox"/>	Master	Master of Science in Engineering in Advanced and Applied Chemistry (semester start 1st Feb. 2015)

➤ 3.2. Information about Applicant

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

Please specify your citizenship, if this has not already been registered with your login. If you do not have citizenship in Denmark, the Nordic countries or another EU/EEC country, an application fee and tuition fees will apply, unless you have a permanent residence permit or a time-limited residence permit issued with a possibility of permanent residence in Denmark, Finland, Iceland, Norway and Sweden. Please state your resident status below, and upload any documentation of your residence permit as part of your application.

Citizenship

Permanent residence

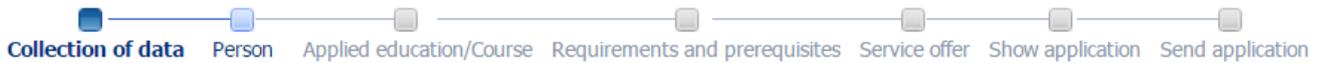


If you **do not** have citizenship in Denmark, the Nordic countries or another EU/EEA country, you have to pay an **application fee of EUR 100** for your application to be processed, unless you have a permanent residence permit or a time-limited residence permit issued with a possibility of permanent 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**'.

➤ 3.3. 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

➤ 3.3.1. Collection of data

You will then proceed to the **'Collection of data'** screen.

- If you have never studied in Denmark before – press the **Next** 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**.

If you are studying or have studied at one of the listed institutions, you can collect documentation from them automatically. If you wish to collect data from more than the institution to which you are applying, please give consent by ticking off the relevant boxes below. Click the button "Collect data" to start the collection. The collected data will be shown in the section "Requirements and prerequisites".

Request information	
	Time of collection
<input checked="" type="checkbox"/> DTU , Technical University of Denmark	Not downloaded.
<input type="checkbox"/> AU , Aarhus University	Not downloaded.
<input type="checkbox"/> ITU , IT University of Copenhagen	Not downloaded.
<input type="checkbox"/> KU , University of Copenhagen	Not downloaded.



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.



➤ 3.3.2. 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'**.

➤ **3.3.3. 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'**.

➤ **3.3.4. 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'

➤ **3.3.5. 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

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

➤ **3.3.6. Show application**

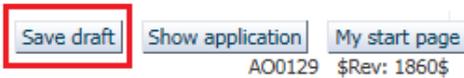
Under **'Show application'**, you can see the information you have entered as well as the documentation you have attached to your application. If you wish to make changes to your application, you can return to an earlier stage of the process by clicking the appropriate item on the task bar:



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.

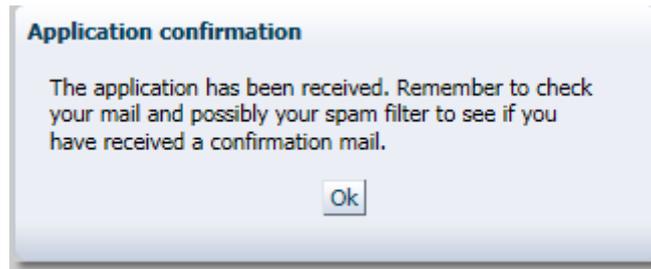
➤ **3.3.7. Submitting application**

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 [Submit application](#) 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.

➤ 3.4. 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.

AO0251 Personalized Home/See the status of applications

Welcome to your personal start page on the common application portal.
 The tab 'Create application' shows the offers to which you can apply for admission.
 The tab 'See status of applications' allows you to follow your already submitted applications.
 The tab 'Messages' allows you to read messages from the caseworkers.

Institution	Education name	Status	Priority	Status date	Action
Technical University of Denmark	Master of Science in Engineering in Bioinformatics and Systems Biology (semester start 1st Feb. 2015)	Received	2	05-Nov-2014 17:42:47	Cancel Application View Application
Technical University of Denmark	Master of Science in Engineering in Biotechnology (semester start 1st Feb. 2015)	Under treatment	1	05-Nov-2014 15:52:49	Cancel Application View Application
Technical University of Denmark	Master of Science in Engineering in Computer Science and Engineering (semester start 1st Feb. 2015)	Received	3	05-Nov-2014 17:57:39	Cancel Application View Application

➤ 3.5. 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’.

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.eg. 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).

A00133 Priority of applications

You have more than one application to the same educational institution. Therefore, you are requested to set the priority before you submit.

Priority	Education name	Status
<input type="text" value="1"/>	Master of Science in Earth and Space Physics and Engineeri...	Under treatment
<input type="text" value="2"/>	Kandidatretning i Farmateknologi med studiestart 1/2 2015	Received
<input type="text"/>	Kandidatretning i Transport og logistik	Draft

Sort

Submit with the selected priority

4. 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.

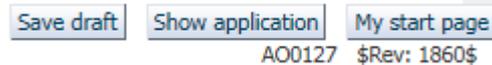


- As long as you have not clicked '**Save draft**' or '**Send application**' buttons, you can click '**My start page**' to return to the first screen and start the application process afresh.



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.

5. 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!