ONLINE APPLICATION GUIDE

For MSc Programs at DTU

General information about the online application portal

You can only apply for admission to DTU's MSc or Nordic Master Programs using the online application system, DANS.

Through the system, you can upload all your documents.

You do **not** need to send the documents via post.

You have the possibility to apply for **2 different MSc programs** of your choice.
Please remember to prioritize the applications.

Please note that the deadline for applications is **15th January** for non-EU/EEA citizens and **1st March** for EU/EEA citizens for the Fall intakes.
The application deadlines for the Spring intakes are **15th September** for non-EU/EEA citizens and **15th October** for EU/EEA citizens.

If you have a bachelor's degree from a Danish university, please contact the **Danish Admission team** on kandidatopt@adm.dtu.dk. This guide is only for applicants with a bachelor's degree acquired outside Denmark.

![DTU logo]

Access to the online application portal

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

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

Create a user account

Once the application portal opens, you will see the welcome information. To get 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!
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 email address will be valid for **at least one year** after you have submitted your application. Also make sure to check this email address **regularly**.

- Upload documentation of identity (passport or national ID showing your citizenship)

If you have a Danish CPR-number, please enter it under "Danish social security number (CPR)". In this case please make sure that your **Nem-ID is active**.

If you do not have a Danish CPR-number, select "**I do not have a Danish social security number (CPR)**". You will need to enter the following information:
- Date of birth (DD-MM-YYYY)
- Gender
- National ID (your foreign social security number, and you may enter "n/a" if you do not have a personal identity number of this kind)
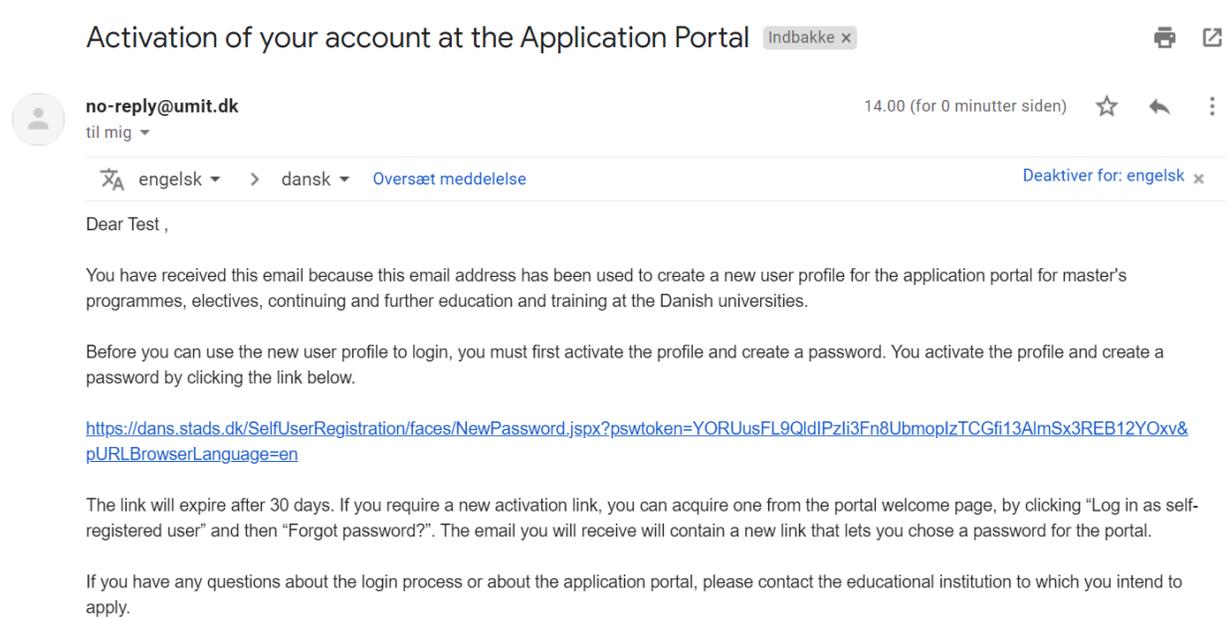- Address (if you do not have a Danish address, type in your postcode and city in the right column)

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**.

Activation of your account at the Application Portal Indbakke x   🖶 ⧉

👤 **no-reply@umit.dk**   14.00 (for 0 minutter siden) ☆ ↩ ⋮
    til mig ▾

🗛 engelsk ▾   >   dansk ▾   Oversæt meddelelse   Deaktiver for: engelsk x

Dear Test ,

You have received this email because this email address has been used to create a new user profile for the application portal for master's programmes, electives, continuing and further education and training at the Danish universities.

Before you can use the new user profile to login, you must first activate the profile and create a password. You activate the profile and create a password by clicking the link below.

https://dans.stads.dk/SelfUserRegistration/faces/NewPassword.jspx?pswtoken=YORUusFL9QldIPzIi3Fn8UbmopIzTCGfi13AlmSx3REB12YOxv&pURLBrowserLanguage=en

The link will expire after 30 days. If you require a new activation link, you can acquire one from the portal welcome page, by clicking "Log in as self-registered user" and then "Forgot password?". The email you will receive will contain a new link that lets you chose a password for the portal.

If you have any questions about the login process or about the application portal, please contact the educational institution to which you intend to apply.

Click on the link to activate your user account. After that, you will be asked to create your own access code (password).

Now you will be redirected to the login page.

Log in with your username (email address) and password you have created before.

Next log in

The next time you log in using your self-registered account, use the link provided at the very beginning. This time you have to click on the "**Log in as self-registered user**" user, as you already have your account created. This will redirect you to the Application Portal login page.

Completing your online application

Welcome to the online application system!

Once you have logged in to the portal, it will open to display the tab entitled "**See status of applications**". From here, select the tab entitled "**Create application**".

Choosing MSc Program

Select the university where you wish to apply for admission in to one or more study programs. 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 program you wish to apply here. Select "**Master**".

Click on "**Search**" and you will see a list of all the MSc programs offered by DTU for which you can currently apply.

Please note that the names of the MSc programs are **not listed in alphabetical order**. To arrange them in one, move the mouse pointer to the "**Education name**" field and click one of the arrows that appears.

Remember to check whether you are selecting the study program with the **correct start time**.
Also, do not forget to check if you are applying for a **regular MSc or the Industry track** (where you need to have a study-relevant work contract to start your studies).

To indicate the study program you wish to apply for, put a tick in the checkbox in the column under the header "**Select**".

You can only select **one study program at a time.**

Click on the button "**Move on to creation of application**".

Information about the applicant

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

> If you do not have a 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 the possibility of permanent residence in Denmark.
> In case of doubts, please send an email to mscadmissions@adm.dtu.dk with a scanned copy of your current Danish residence permit.

Please state your Danish residence 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 "**Move on to creation of application**".

Completing the application

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

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

Collection of data

If you have never studied in Denmark before, press the "**Next**" button straight away.

If you have previously studied at a Danish university, 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 the data. Then click "**Request information**". After it, click on "**Next**".

Person

Here you need to fill out the information about your personal data. Some fields are already filled.

> Check the "**Communication language**" and change it to English. All the messages related to your application will be sent in this language.

If everything is filled out, click "**Next**".

Applied education/course

To the question "**If you have previously studied at DTU, please type your student number here**" select "Yes" if you have studied. Your transcript will be automatically collected from the system. If you did not study at DTU before, select "No".

Honors program

DTU offers Honors programs as part of all regular MSc programs. If you wish to apply for the honors track, please upload a separate statement of purpose here. Please name the document "Honors".

You can read more about the Honors program here: https://www.dtu.dk/english/Education/msc/About-DTUs-MSc-programmes/Honours-Programmes

Once you enter all the required information, click "**Next**".

Requirements and prerequisites

In this section, you will be asked to upload the necessary documents to your application. You can read more about the documents you need here - https://www.dtu.dk/english/Education/msc/Admission-and-deadlines/Application_procedure/Apply/Required-Documents

If your qualifying degree is from a non-Danish university, select "No" for "**Is your qualifying degree from a Danish higher education institution?**" question.

Other relevant documentation or information

If you do not have additional documents to your application, you can leave this section blank.

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 have not completed your education yet, please state number of ECTS credit points that you still have to complete.

If your university does not use the ECTS system, use the **local credit system**.

GPA at home university

Please insert your local GPA here. Use commas (,) if needed.

Completed academic degrees

You have to upload your BSc diploma here. If you are currently finishing your BSc degree, upload your transcript here.

In-progress academic degrees

Please upload your transcript here (if finished your BSc) or the list of courses you are currently enrolled in (if you are in the last year of your BSc).

Upload of supporting documents

Here you have to upload your CV, the mandatory template for the relevant MSc program and the 2 recommendation letters.

Level of qualifying degree

Choose the option that is best suited to your bachelor's degree.

Please note that the basis of admission to our MSc program is a bachelor degree.

The "**Do you apply for a change of study/transfer based on an ongoing education**?" is only relevant for current DTU MSc students, who are interested in applying for a change of study program. All other applicants should ignore this question.

If you have studied in an MSc program, but did not finish it, answer "Yes" to the "**Have you completed elements of previous programs at the same level?**" question. If 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 program at DTU. For more information on Credit Transfer visit: https://www.dtu.dk/english/Education/msc/Admission-and-deadlines/Application_procedure/After-Application/Credit_Transfer

English language skills

Please select the best option suited for your situation.

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 or CAE Advanced online verification system. Please name the document "English".

You can read about the English requirements here: https://www.dtu.dk/english/education/msc/admission-and-deadlines/language_test_requirements

Upload of tuition fee waiver application (only for Fall intakes)

DTU has a limited number of tuition fee waivers to award new **non-EU/EEA MSc 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 15th 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 program in question. Please label your document as 'tuition fee waiver'.

Once you have entered all needed information, click "**Next**".

Service offer

I, hereby, confirm...

By agreeing to this, we may contact your higher educational institution in order to verify your degree, without further notification.

Application fee

Information on how to make the payment can be found here: https://www.dtu.dk/english/Education/msc/ Tuition_fees_and_terms_of_payment/Application_fee

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

Show application

Here 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**".

Send 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**". 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. The Journal number is mentioned just below the date. Make sure to mention your Journal number, every time you write to us.

If it does not arrive in your inbox, please check your **spam filter**.

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.

Multiple priorities

You can only apply for admission onto one study program 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 program.

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 program 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 **two applications**. Please remember to submit a mandatory template for each of the study programs you wish to apply for.

Please note that your applications are considered according to the priority you set. Once you have been admitted to your **highest priority MSc program**, the rest of your applications are not considered (f.x. You are applying for two programs and you are admitted to your first priority program. In this case, the second priority is not considered).

Contact information and help

If you are having any problems with your application after reading these instructions, please contact us on the following email: mscadmissions@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 shots to illustrate the problem)
- If you have already submitted your application and have another query, then remember to mention your journal number.

Good luck with your application!