

Guide to the application form

This guide tells you how to fill in the application form. Please read it carefully before you begin. As you fill in the application, it will explain what you should write in each section.

On the following pages you will find the application forms for the advanced training and higher secondary education courses included in the Danish Coordinated Application System (Den Koordinerede Tilmelding KOT). There are eight application forms, as you are allowed to apply for a maximum of eight study admission areas. You must fill in a form for each admission area you apply for, even if several courses are run by the same educational institution, or if the same course is run by several institutions.

The regulations and requirements for admission may vary from one admission area to another and from one educational institution to another.

With each application you must attach documentation for the examinations, tests and activities you have mentioned on the application form. Documentation must be in the form of certified copies, which means that each individual copy must carry a statement that the copy corresponds with the original with the names, addresses and date of signature by the witnesses. The statement must be made by two independent witnesses (two people who are not your close relations) or by the school or institution issuing the certificate or another public authority.

The application with the appropriate documentation should be sent to each individual educational institution. All activities you want to be taken into consideration in the assessment of your application must be mentioned directly on the application form.

1. Personal details

Applicants with a Danish CPR number (Civil registration number)

If you have a Danish CPR number, please fill it in carefully.

Applicants without a Danish CPR number

If you do not have a Danish CPR number, then you must write your date, month and year of birth, in that order, in the six spaces before the dash. In the first three spaces after the dash write the first two letters of your first given name followed by the first letter of your family name. In the last space you must indicate your gender as 1 for male and 2 for female. A person called Claes Anders Fredrik Moen, born on 31 August 1975, who is a man, should write: 310875-CLM1

Address

If your address is outside Denmark, please remember to write in the country code (Link) for the country where you live.

2. Citizenship

You must tick the box to show whether you are a Danish citizen or not. If you tick the box for "Other", you must write in the country code (Link) and the name of your country. Please remember to attach documentation.

Residence permit

If you already have a Danish residence permit, you must attach documentation.

3. Application for admission to

In the spaces marked in black you must fill in the number of the admission area of the course you are applying for. For each course there is an admission area with a name and number, which you will find in the Course Overview (Uddannelsesoversigten link). The number is shown in the coloured box, and you must also refer to this number on the priority form and on the priority list on the front of the application form.

Line of study, training location or practical training location

Some admission areas include more than one course – called lines of study – and in these cases you must also state the name of the line of study. Other admission areas may include several study locations or possibly several locations for practical training. In all cases, you may only apply once for any particular application area.

Standby

You can apply for a standby place for most training courses. If you are offered a standby place, you will not be offered a place on any of your lower priorities. If you are offered a standby place, but are not offered a place to begin studying this year, you will be guaranteed a place to begin studying next year.

Postponement

Most study programmes begin only once a year in August/September. However, in some cases study start is possible twice a year; both in August/September and in January/February. You may tick the box “Postponement of study start” if you wish to begin in January/February. This is only possible if stated in the Course Overview (Uddannelsesoversigten).

Most institutions allow you to apply only once a year.

However, some institutions accept applications twice a year.

Please, contact the individual institutions for further information about application procedures for study start in January/February.

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4. Qualifications for admission

Write the name of the examination certificate which forms the basis of your qualification for admission.

5. Previous admission to higher secondary education

Please state here whether you have previously been admitted to courses of higher secondary education which you have not completed. You should tick the box below if you have a Master’s degree (Post-graduate, second cycle higher education degree). If you have a Master’s degree, you may only be admitted to a new course of higher secondary education if there is a vacant place (the so-called Master’s degree rule). If you have previously been admitted to two courses of higher secondary education but have not completed them, you may only be admitted to a new course of higher secondary education if there is a vacant place (the so-called third time rule).

The educational institution may grant exemption from these two rules. Applications for exemptions must be sent to the educational institutions where you are applying for courses.

6. Priority list

The priority list in this box is a summary of the priority form, and it must contain exactly the same information and wishes for training courses.

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7. Present or previous admission to courses of higher secondary education

You must complete section 7 if you are at present following a course of higher secondary education or have previously been admitted to one. You must also state which subjects, tests or examinations you have passed as part of a course of higher secondary education.

8. Tests passed

In this box you must state which examinations you have passed supplementary to the entry qualification. Mention all courses you want to be taken into consideration when your application is assessed, other than those included in the entry qualification.

You should also state in this box if you have taken subjects in the entry qualification at a higher level than the minimum required to qualify for admission.

9. Work experience

Work experience is assessed by each educational institution, and certified copies of documentation should be attached to your application. You should also obtain details from the institution about which requirements are made, and which activities are considered important.

10. Other activities

State other activities in section 10. Remember to attach documentation for every activity mentioned.

11. Residence outside your home country

Give details here of periods when you have worked or studied outside your home country, including any periods spent in Denmark.

12. Knowledge of the Danish language

A pass in the Study Test in Danish as a Second language (studieprøven i dansk som andet sprog) is required for most courses of higher secondary education. Please state on the form when you passed the test or expect to pass it. You should also state here if you have any additional knowledge of the Danish language.

13. Knowledge of English

State on the form which certificate you have taken, and when you passed or expect to pass it. Also state if you have any other qualifications in English. If you are applying to an institution that requires a specific test, the test results should be sent directly from the test centre.

Signature

The application form must be signed and dated by the applicant in person.

Confirmation of examination certificates

After you have been admitted, the educational institutions are entitled to seek confirmation of the information in your application. This applies to all the details you have given. If this reveals that forged documents have been submitted or any form of misleading information has been given, this will be reported to the police and admission to the course will be cancelled.

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Any other attachments

When your applications are being assessed, it is very important that complete and correct documentation has been attached. Check therefore with the educational institution what documentation is required.

Only send photocopies, not original documents.

The photocopies must be certified. This means that a declaration must be made on every single copy – with a name, address and date – that the copy is a true copy of the original. The declaration must be made by two independent witnesses (two people who are not close relations) or by the issuing school or educational institution or another public authority.

Remember to write your CPR number or the special identification mentioned on p.1 on all documentation.