

Instructions on Completing the Application Form – Winter Intake 2017

These are instructions on how to complete the application form for AP Degrees. Please read the instructions carefully before you complete the form.

Admission rules and entry requirements may differ from programme to programme. Therefore please check Cphbusiness' website or check on www.ug.dk before submitting your application.

You must enclose documentation for your upper secondary education/entry qualifications and the activities you have indicated on the form. On the application form, you should mention all the activities that you would like to have considered in connection with the assessment of your application. Your application must be uploaded to <https://www.cphbusiness.dk/english/applicants/admission-winter/upload-documents-winter/>

1. Personal data

CPR number

If you have a Danish civil registration number (CPR number), you must state it.

Applicants without a Danish civil registration number (CPR number)

If you do not have a Danish civil registration number (CPR number), you must state your date, month and year of birth in the order indicated in the six fields before the dash. In the first three fields after the dash, you must enter the first two letters of your initial given name followed by the first letter of your (last) family name. In the last field, you must indicate your gender using 1 for male and 2 for female. So a man by the name of Clark Arthur Ellis Miller born 31 August 1990 should write: 310890-CLM1.

Contact information

It may be necessary to contact you during the period when your application are being processed. It is therefore important that you fill in your contact information with phone/mobile number, e-mail address and postal address.

You must fill in your complete postal address, i.e. street name, house number, floor or room number (if relevant), postal code, city and country. If you live in a room rented in a private home, you must include the name of your landlord (c/o). If you live at a residence hall, you must include the name of the residence hall. If you live outside Denmark, you must enter the country code for the country in which you are living (country codes can be found at <https://www.cphbusiness.dk/english/applicants/admission-winter/#admissionareanumberscountrycodespowerofattorneyandemployer'sdeclaration>)

2. Citizenship

Tick the 'Danish' field if you are a Danish national. If you are not a Danish national, you must enter the country code for the country of which you are a national (country codes can be found at <https://www.cphbusiness.dk/english/applicants/admission-winter/#admissionareanumberscountrycodespowerofattorneyandemployer'sdeclaration>)

3. Application for admission to

You must write the admission area number of the programme to which you are applying for admission in the field framed in black. Admission area numbers and programme names for all programmes can be found at <https://www.cphbusiness.dk/english/applicants/admission-winter/#degreeprogrammes-winter>

4. Upper secondary education/entry qualifications

You must write the name of your upper secondary education and the year in which you completed it. If you have completed several qualifying exams at upper secondary level, the first exam forms the basis for admission. You should therefore always enter the name and year of the first qualifying exam.

If you do not have entry qualifications, you must apply for admission with special permission.

You may contact the study counsellors at Cphbusiness for more information about the requirements applying to you and on the documentation you must include with your application. You must only tick one of the boxes in 4.B.

5. Previous enrollment at higher education programmes

If you have previously been enrolled at any higher education programmes, you must tick this field.

You must always state the information in section 9 and enclose official transcripts to your application.

If you apply for any professional bachelor programmes or academy profession programmes you must document any passed parts of any higher education programmes.

If you have passed any elements at a programme at the same educational level as the one that you are applying for, Cphbusiness will decide if you can obtain any credits, if you are admitted.

If you have any further questions, please contact the study counsellors at Cphbusiness.

Please check <https://www.cphbusiness.dk/en/contact/#studentcounselingandinternshipservices>

If you have completed a master's degree, you must tick this field.

If you have a master's degree, you can only be admitted to a new higher education programme if there are study places available (the master's degree rule).

6. Bonus for early study start

For the 2017 winter intake, applicants applying for admission will have their final grade point average multiplied by 1.08 if they have completed their upper secondary education in 2015 or 2016 and if their grade point average can be converted to the Danish 7-point grading scale. The time of the completion is the date of issue on the first upper secondary diploma.

If the applicant's final grade point average has not been awarded according to the Danish 7-point grading scale, the adjustment will take place after conversion of the grade point average to the 7-point grading scale.

Applicants who have completed their upper secondary education in 2011, 2012, 2013 or 2014 and who are unable to start on a programme before the expiry of the two-year deadline, can have this deadline extended by up to four years due to the following documented circumstances:

1. National service in the Danish Defence, including service on national service-like terms
2. Training and education with a view to deployment as well as deployment on international operations for the Danish Defence
3. Adoption or maternity/paternity leave
4. Long-term illness, including specific circumstances related to a disability.
5. Caring for close relatives and other related persons who are disabled, seriously ill or dying
6. Training for and participation in the Olympic Games or Paralympic Games as an elite or Worldclass athlete appointed by Team Denmark.

The application for extension and the documentation must be enclosed with the application for admission.

7. Upper secondary supplementary

Danish and EU-citizens only, who must take a supplementary course to pass subject-specific admission requirements, must tick this box. For further information please read our application guide at <https://www.cphbusiness.dk/english/applicants/admission-winter/#applicationguideforapdegreeprogrammes>

8. Order of priority

Prioritize your choice(s) of programme with “1” being the programme of your first choice etc. Please be aware, that we only consider 3 priorities.

For admission area numbers and name of programmes please go to:
<https://www.cphbusiness.dk/english/applicants/admission-winter/#degreeprogrammes-winter>

9. Post-secondary education

Here you must indicate whether you have passed parts of a higher education programme.

10. Passed courses in addition to your upper secondary education/entry qualification exam

Indicate all the courses that you would like to have considered in Cphbusiness assessment of your application.

11. Work experience, trainee and military service

You can enter the work experience that you have here. You may use an employer’s declaration, which you will find at <https://www.cphbusiness.dk/english/applicants/admission-winter/#admissionareanumberscountrycodespowerofattorneyandemployer'sdeclaration>

12. Other activities after the age of 15, including extra-curricular activities

Here you must indicate whether you have engaged in some other activities than mentioned above. Remember to provide documentation for the information you put in the form.

13. Courses at folk high schools, day high schools etc.

Here you must indicate any courses at folk high schools, day high schools etc.

14. Staying abroad (outside your country of residence)

Here you must indicate any periods of residence outside your home country.

Signature

You must date and sign the application form yourself.

If you are unable to sign it yourself, you may grant power of attorney to another person whom you authorise to apply on your behalf. The power of attorney must be submitted along with the application. The power of attorney form can be found at <https://www.cphbusiness.dk/english/applicants/admission-winter/#admissionareanumberscountrycodespowerofattorneyandemployer'sdeclaration>

Checking information and documentation

Please remember that you are signing your application under criminal liability according to Danish law. This means that you are criminally liable for the correctness of the information provided by you.

During or after the enrollment, the educational institution has the right to check the authenticity of your information and your documentation. If it turns out that forged or in other ways misleading documentation has been used, this will be reported to the police and the application or the offer, if any, of a study place will be cancelled.

About documentation

It is very important in relation to the processing of your application that you have enclosed correct and complete documentation. Please check what kind of documentation is required in our application guide: <https://www.cphbusiness.dk/english/applicants/admission-winter/#applicationguideforapdegreeprogrammes>

Submit photocopies only

Remember to mark all documentation with your civil registration number (CPR number).