

## How to complete an application for Re-enrolment

Welcome to the digital application portal!

Following your login to the application portal you will be directed to the tab called “**See status of applications**”. Choose the tab called “**Create application**”.

On the right hand side of the screen you will find a guide on how to apply. Click on the blue question mark to open the guide.

The first thing you need to do is to choose the university you wish to apply for in the box called “**Institution name**”. Here you choose ”**Aarhus University**”. Next you must state what type of education you are applying for in the box called ”**Type of education**”. Here you must choose “**Reenrollment**”. Then click on the button “**Search**”:

### AO0126 Personal startpage/Create application

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

**Applicant**

First name:  WAYF Civil reg. no.:  WAYF

Last name:  WAYF Mail address:  WAYF

**Select educational institution and programme**

\* Institution name:  Education name:

\* Type of education:  Start of study from:  to:

You will now be presented with the programme/programmes you can apply for enrollment at:

**AO0132 Re-enrollment**

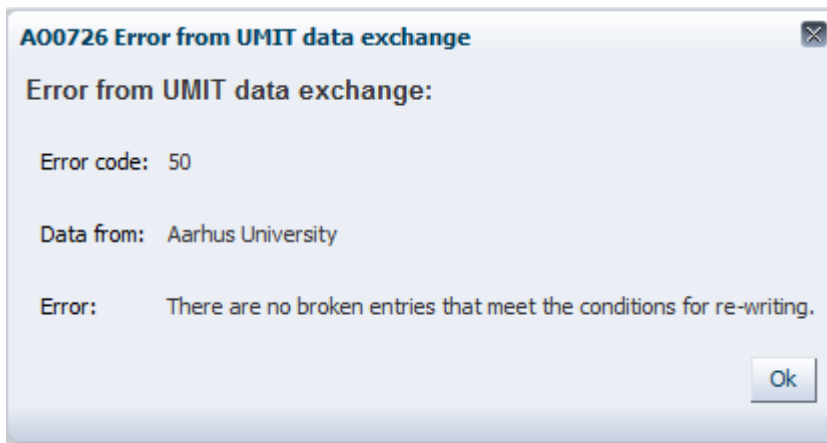
You have previously been enrolled in the following programs at Aarhus University

Choose	Education name	Study program	Study code	Field of study code	Field of study	Passed number of ECTS	Resignation date
<input checked="" type="checkbox"/>	CLM-overbygning	CLM-overbygning	412082505	41224	Spansk (ASB)	90	26. Jul 2012

Select the course you wish to apply for re-enrollment to.

Please make sure that the box next to the programme you wish to apply for reenrollment at is checked. Then press “**Apply for re-enrollment**”.

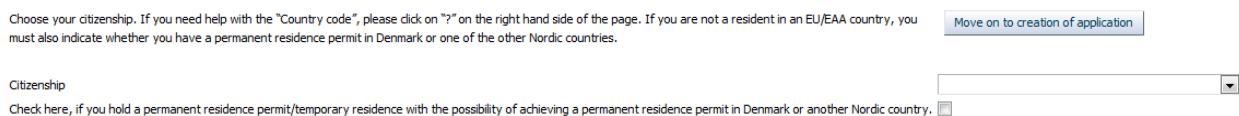
**NB!** If the system cannot find any programmes you can apply for reenrollment for you will get this message on the screen:



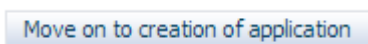
If this is a mistake please write an email to [transfer@au.dk](mailto:transfer@au.dk).

### Applicant


If your nationality was not transmitted in connection with your login, you must choose your nationality from the drop down list.



If you are a citizen of a country outside the EU/EAA, you must indicate if you have a permanent residence permit/temporary residence with the possibility of achieving a permanent residence permit. If you have a residence permit please upload a copy to your application. Next, you push the button **“Move on to creation of application”**.



### Help with the application

On the right hand side of the screen you will find a guide on how to apply. Click on the blue question mark to open the guide. 

On the top right side of the page you find the headline **Further Information**, where you find links to the academic regulations and general guidance.

### Collection of data

Now, you are presented with the image called **“Collection of data”**. Are you or have you been a student at Aarhus University, University of Southern Denmark, Copenhagen School of Business, IT University of Copenhagen, Aalborg University, Technical University of Denmark, Roskilde University or University of Copenhagen you have the option to obtain a transcript through the digital application system. You must check the box next to the university you wish to collect data from. Then you press on **“Collect data”**.

Collect data		Time of collection
<input checked="" type="checkbox"/>	AU , Aarhus University	Not downloaded.
<input type="checkbox"/>	CBS , Copenhagen Business School	Not downloaded.
<input type="checkbox"/>	DTU , Technical University of Denmark	Not downloaded.
<input type="checkbox"/>	ITU , IT University of Copenhagen	Not downloaded.
<input type="checkbox"/>	KU , University of Copenhagen	Not downloaded.
<input type="checkbox"/>	RUC , Roskilde University	Not downloaded.
<input type="checkbox"/>	SDU , University of Southern Denmark	Not downloaded.
<input type="checkbox"/>	AAU , Aalborg University	Not downloaded.

It is not necessary to wait until the system has obtained your documents. You can continue your application by pressing “**Next**”. It is not possible to remove the “check” in the box next to Aarhus University.



### Personal information

Next, you must complete your personal information. Some of the spaces may already be completed automatically through your login, while others must be completed now. You will encounter the word “WAYF”. WAYF means that your personal information has been transferred when you logged on. Once you have answered all the questions, press “**Next**”.

### Applied education/Course

At the top of the page you can see which programme you are applying for reenrollment at.

Here you must also enter an alternative email address to the one connected to your log in for the application system. Be aware that emails will only be sent to the email connected to your login..

Furthermore, you must tell us whether Aarhus University may contact you regarding development and quality assurance of the university's degree programmes.

Once you have answered all the questions, press “**Next**”.

### Requirements and prerequisites

The following page deals with “**Requirements and prerequisites**”, where you must answer questions regarding your qualifying degree and upload documentation.

Here you must state if you already have passed a Master’s degree. If you have passed a Master’s degree you have the option to apply for exemption for the Master’s regulation.

You will also be able to see the transcript collected by the digital application system. Data regarding completed and ongoing education is not visible before your user account/identity has been validated by the university.

If you have any questions please see: <http://studerende.au.dk/en/re-enrolment/> or send an email to [transfer@au.dk](mailto:transfer@au.dk).

Please make sure that ALL documents are attached correctly. Once this is completed and you have attached all the relevant documents, press “Next”.

### Show application

On the page called “**Show application**” you will find the information you have entered and the documentation you have attached. If you wish to alter your application at this stage you can use the process line to do so:



The information you have entered or documents you have uploaded will not be deleted if you move back on the process line. When you are ready to send your application then press “Next”, which takes you to “**Send application**”.

### Save draft or send application

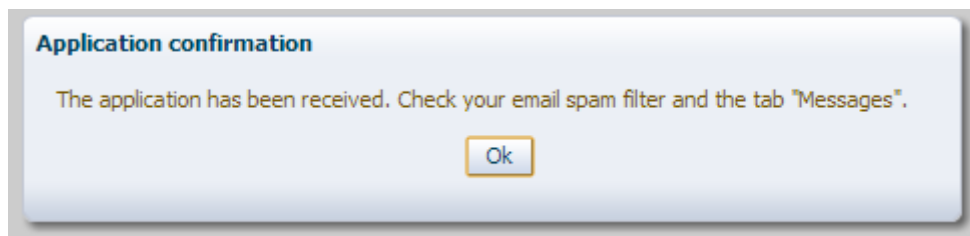
You can choose to save a draft by pressing “**Save draft**” in the lower right corner of the screen. This may be relevant if you need to attach further documentation. Just be aware of the fact that if you save a draft, it has not been submitted and will not be processed by Aarhus University.



If you want to send your application you can do so by pressing “**Submit application**”.



When you have pressed “**Submit application**” a message of confirmation will appear on the screen. Here you click on “**OK**”.



Under the tab “**Messages**” you will receive a confirmation letter and you will also receive a notification email in your personal mailbox. Remember to check your spam filter.

## See status of applications

Under the tab “See status of applications” you can view your submitted applications, edit your unsent drafts or cancel an application. This tab will also appear when you log on to the application system again.

Aarhus University	Economics and Management (Economics line)	Draft	29-Oct-2013 14:15:36	Cancel Application Edit Application View Application
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## Questions

If you have any questions, please write to [transfer@au.dk](mailto:transfer@au.dk)

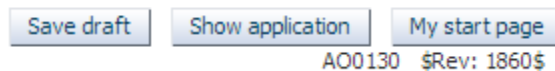
Good luck with your application!


## Important tips

- Please notice that it is not possible to navigate back and forth in the application by using “the arrow back and forth” in the browser. Instead you must move back and forth using the process line:



- Throughout the whole application process it is possible for you to save your application as a draft as long as you have not sent it. As long as you do not save your application or send it you can press on “My starting page” and start over without saving a copy of your application.



- You will receive further help throughout the application process through a help text. This will be shown when you place the cursor in the text box. Furthermore, you can receive additional help from a help box that will pop out when you push the blue question mark in the right hand side of the page: 

- Please notice that you are only able to apply for one programme at a time. You can reuse documentation from previous applications at the page “Requirements and prerequisites”, by using this function: 