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Subject: Information

Dear exchange partners for psychology,

Greetings from Aarhus University (AU).

Our online application system for the autumn semester of 2016/academic year 2016-17 will open March 15 and close on May 1, 2016, the application deadline. Due to the high number of incoming applicants, we kindly ask that the application deadline of May 1 is respected. Applications submitted before the official opening of the application system or after the deadline will not be considered.

Application form and required documents

All prospective exchange students must fill out an application in our online system which also includes the application for housing.

Please be aware that we only process applications submitted online and that we do not accept paper based applications.

When filling out an online application for exchange at AU, all students are asked to upload the following documents in PDF format:

- English version of transcript of records
- A copy of valid passport/ID card

Furthermore, applicants who plan to take their courses at the *Faculty of Science and Technology, the School of Engineering (ASE), the international semester in medicine at the Faculty of Health or the English Degree Programme* at the Faculty of Arts also have to provide:

- Documentation of English language skills. Please see [here](#) for specific information regarding the required language documentation

Please notice that we cannot process applications without the required documents attached. This also means that the housing application is not processed either! Therefore, failure to provide e.g. a transcript of records in English or language documentation (if required) by the application deadline will result in rejection of your application.

Please make sure to read all the detailed instructions on our [Incoming Exchange Portal](#) before starting the application process.

Application procedure

1. Create an account on our [self-service website](#) by clicking “[new user access](#)”.
2. Login to the self-service website and write down the registered so-called “CPR number” which will appear the first time you enter into your self-service account. You will need the CPR number later in the process. This number is only to be used in relation to your AU application. After arrival in Denmark you will apply for an official, Danish CPR number (social security number).
3. Find the relevant online application module depending on your study area and/or campus listed [here](#). It is very important that you apply for the correct study area.
4. Start an application by clicking “Application form for exchange students”. Be aware of choosing the relevant application module.
5. It is important that you start filling out the application within **24 hours** after creating your self-service account. You do not need to complete the entire application at once. You are able to edit, exit, and re-enter the application at any time as long as it has not been submitted. After submission you are not able to make any changes.
6. It is very important that you list the **same first and last/family/surname and also nationality** as stated in your passport, both in the self-service account **and** the online application. When we send official

documents such as letter of enrolment and application for residence permit (only to non-EU nationals) to admitted students. We use the information that you have listed both in your self-service account and the online application.

7. In case you hold a **double nationality**, including either a European or Nordic nationality, you should choose this nationality throughout the application procedure because it will make the registration procedures connected to the residence permit/certificate and the official CPR number easier for you.
8. As stated earlier your housing application is included in the online application form. Therefore, **your housing application is not processed before your entire application for an exchange has been successfully submitted and approved**. Please notice that Aarhus University offers a housing guarantee for exchange students in the spring semester (but not in the autumn semester). For more information about housing options, please visit the webpage of [AU International Housing Office](#).
9. Please be aware that you are required to upload your transcript of records IN ENGLISH. We need the information about your previous studies in order to assess your application. This means that if you have just recently started your Master's, you must also include the transcript of records from your Bachelor's studies.
10. When creating your study plan at Aarhus University please make sure to choose courses equivalent to **30 ECTS** per semester – no more and no less.
11. Please make sure that the chosen courses correspond with your level and field of study. Applicants under an Erasmus+-agreement should check with their home university under which study area they are applying and choose courses within the relevant study area. If you do not have any experience in the courses you choose, you will not be allowed to follow them.
12. Students applying for Business Administration, Business Communication or Economics and Business will receive information on how to choose courses separately after admission to Aarhus University.
13. If you choose to follow courses in English at the Faculty of Science and Technology, at the Faculty of Health or the Department of English at the Faculty of Arts, you have to provide documentation of your language skills according to [this information](#).
14. If you are applying for a full year exchange (both autumn and spring semester or reverse order) make sure that your choice of courses includes 30 ECTS for each semester. In case the Aarhus University's course catalogue does not show courses for your second semester, please select courses from a previous, but similar type of semester.
15. As part of the application you will be required to fill in contact information for the contact person at your home university. **The contact person will receive an email from noreply@au.dk with a link to where the student's nomination can be confirmed**. If this person does not receive an email, please make sure to check spam, unwanted email, etc. We have not yet experienced that the email was not successfully sent but sometimes it ends up in a wrong folder. We are not able to resend the email since it is sent automatically by the system, so please check all the folders in the mailbox before contacting us. **You will not be able to submit the application before it has been approved by the coordinator has approved the application digitally.**
16. When you have filled in all the necessary information in the application and your home coordinator has approved your nomination, you are able to submit the complete application to us.
17. You can follow the status of your application on the self-service website by logging in with the same username and password as when you created your application. Here you can use either the constructed CPR or the email you used to create the account.
18. If you are accepted to Aarhus University, the International Centre will send you a Welcome email including information and further instructions on how to proceed with your exchange to Aarhus University.

Your student should make sure that he/she **receives a confirmation e-mail for submitting the application** – otherwise it is not submitted and cannot be processed by us. A confirmation e-mail is the evidence that everything has gone through correctly.

The application process is also outlined on our website about "[Admission to AU](#)"

If you, or your students, have any further questions regarding the application process, please do not hesitate to contact us at ic@au.dk or phone +45 871 50220.

Med venlig hilsen/ Best wishes

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