University of Copenhagen  
Application Process  
2015-2016

- UCEAP will send your nomination for the exchange program to the University of Copenhagen (UCPH).

- After receiving this nomination, UCPH will send you an email with information on how to apply online for acceptance at UCPH. You will be applying for admission and Danish language courses.

- You will receive a pin code, which you will need to access the online application.

- You will be guided through the online process. You have to upload your transcripts – be prepared. If the admission office does not receive your transcript they will send you an e-mail and inform you that the application is incomplete. You will also receive a confirmation once the application is complete.

- If needed, you can save the application and access it again later to finish it.

- **IMPORTANT:** Your application will be reviewed for acceptance by the individual departments you indicate in your application. Choose your subjects and departments carefully. You must be accepted by each department you apply to, and this can sometimes take a long time. Therefore, it is best to apply to no more than 2 departments. You can apply for a single course in a different department at a later time.

- **Guide to Fields of Study**  
  Use this guide to help determine which Field(s) of Study (Department) to enter on page 3 of your application. This is a very important step, so please review this information, as well as the Academic Tips for Course Selection, prior to making your selection in the online application. You cannot change your 1st choice after you enter it in the application.

- **Academic Tips for Course Selection at University of Copenhagen**

**Instructions for completing your online application:**

- Log-in to the online application system with your e-mail and the pin code that was e-mailed to you from UCPH
- Accept the Invitation and enter your personal information
- Click on “Application” on the left hand side and then click on “Application Form”
- Page 1
  - Enter your Emergency Contact information
  - Leave the address in Denmark blank unless you already have housing secured
• **Page 2**
  
  o Enter the date you started at your UC campus (be sure to use the “Day-Month-Year” format)
  
  o Diploma/degree expected, for example “Bachelor of Arts/Bachelor of Sciences”
  
  o Enter your expected graduation date
  
  o Enter your major at your UC Campus
  
  o For the “Period of Study at University of Copenhagen” drop-down menu, choose one:
    - **Fall Students**: 3-week Danish + Autumn 2015
    - **Year Students**: 3-week Danish + 2015-2016
    - **Spring Students**: 3-week Danish + Spring 2016
  
  o Complete the language questionnaire as appropriate to your knowledge of the Danish language

• **Page 3**
  
  o Select the field(s) in which you would like to study at UCPH.
    
    **IMPORTANT:** The field of study you enter in the “First Department” drop down menu will be locked in as your first priority, so make sure that you choose carefully. Your application will be assessed by the relevant department, in regards to the field of study you have chosen. This will be the department you “belong to” at UCPH.
    
    It is best to keep your department requests to no more than 2 departments in order to facilitate an earlier acceptance.
    
    *Do not select Danish as one of your departments unless you are planning to study Danish Literature. If you wish to take either Danish Culture or Language courses (besides the ILP) you do not need to put these subjects on your application. You sign up for these courses separately once you are accepted to UCPH.
    
    o Check the box to indicate if you would like to have a mentor (a Danish ‘buddy’) assigned to you.
    
    o Check the box to indicate that you wish to apply for housing.
      
      ▪ Application for housing will be an independent application process with the UCHP Housing Foundation. After your admission to UCPH you will receive an invitation to apply online for housing from the UCPH Housing Foundation.
      
      ▪ Familiarize yourself with the housing options online at [www.housingfoundation.ku.dk](http://www.housingfoundation.ku.dk). Please refer to the separate housing application instructions for information about the UCPH Housing Foundation online system.
    
    o Write a brief description of your studies at your UC Campus and describe your academic objectives at University of Copenhagen. You can describe the coursework you have taken, the focus of your studies/research, and your academic goals. The description must be at least 300 words.
    
    o Upload your transcript in a PDF or JPG format. **Note:** This does **NOT** have to be an official transcript. **UCPH will accept unofficial transcripts as long as it has your name and the name of your university clearly printed on it.** If your campus’ electronic version does not include your name and the name of your university, you will need to order an official one from your registrar.
    
    o Click “Confirm”
    
    o Print a copy of your application for your own records
    
    o Submit application **online** – Do **NOT** mail a copy to UCPH.
• Submit your application no later than two weeks after receiving the instructions e-mail from the University of Copenhagen.

The official deadline given by the University of Copenhagen is May 1 for fall and year students, and October 1 for spring students, but it can take a very long time (2 months or more) to be accepted at University of Copenhagen. It is therefore highly recommended that you apply for admission as soon as possible.

See the UCPH website at http://studies.ku.dk/admission/exchange/.

The sooner you submit a complete application the sooner UCPH will be able to accept you, and the sooner you can apply for your residence permit.

• If you have specific questions about the UCPH application please contact the University of Copenhagen International Office at int-admission@adm.ku.dk or the UC Program Coordinator Katrine Samson Heller at khel@adm.ku.dk.

• Make copies of everything for your records!