How to apply to the credit transfer programme BSc Economics and Business Administration via the application portal "DANS"

Create application

When you are registered as a user in the application portal, you will be forwarded to your personal startpage. From here you can create your application:

1. Choose the institution and education you wish to apply for. The credit transfer programme can be found under "Specific undergraduate courses". When you are done, click the search button.
2. Choose the city in which you wish to apply from the search results. You can choose several, but please note that the credit transfer programme varies from city to city. Each application must be submitted separately.
3. Click the button "Move on to creation of application".

1

Choose institution and education

* Institution name: University of Southern Denmark   Education name:
* Type of education: Specific undergraduate courses   Start of study from: ___ to ___

3

Search

Move on to creation of application

2

Search Results

Select	Type of education	Education name	Start time	Application period
☐	Specific undergraduate courses	Meritordning på bacheloruddannelsen i erhvervsøkonomi, HA i Esbjerg	Sep - 2018	03-Oct-2017 - 15-Mar-2018
☐	Specific undergraduate courses	Meritordning på bacheloruddannelsen i erhvervsøkonomi, HA	Sep - 2018	03-Oct-2017 - 15-Mar-2018
☐	Specific undergraduate courses	Meritordning på bacheloruddannelsen Economics and Business Administration i Sønderborg	Sep - 2018	03-Oct-2017 - 15-Mar-2018

Nationality

Now you must specify your nationality:

1. Choose the country of your citizenship from the option list. If your nationality is not Danish or belonging to another Nordic country, you must also indicate whether you have a permanent residence in Denmark or any of the other Nordic countries.
2. Click the button "Move on to creation of application".

Application deadline: 15-Mar-

Choose your nationality. If your nationality is not Danish or belonging to another Nordic country, you must also indicate whether you have a permanent residence in Denmark or any of the other Nordic countries.

2 Move on to creation of application

1

Citizenship

Permanent residence ☐

Application – Answering questions

Now you must answer a series of questions about your:

- Person
- Applied education/course
- Requirements and prerequisites.

When you have added the required information and files click the button "Next".

The following file types are allowed: doc, docx, pdf. Max size 10 MB - files that do not comply with these instructions will not be uploaded to the application.

Person Applied education/Course Requirements and prerequisites Show application Send application Next

Private address		MAN
Zip code		MAN
City		MAN
Country		MAN
Phone		MAN
* Citizenship		DANS
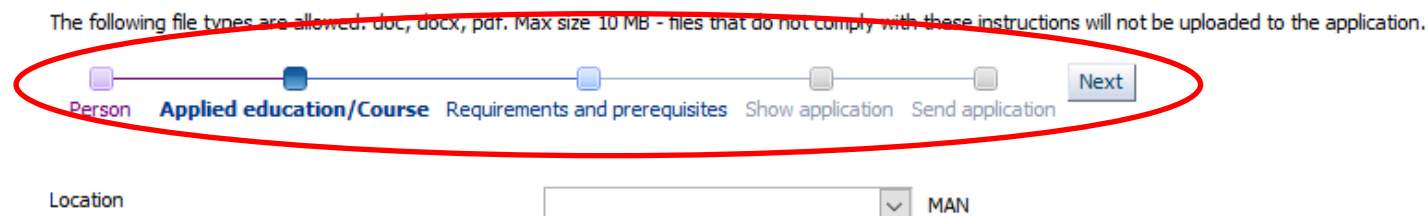
Recidency permit   ○ Yes ● No MAN

Description	Document Name	Source	Download	Remove
No data to display.				

Examples of documentation:

- School record/transcript and final diploma both in native language and English version, if you have graduated from high school. Alternatively, a transcript of records if you finish school in summer 2018.
- The document "Statement of hours".
- Any supplementary material, i.e. English language certificates, university studies etc.
- NON-EU applicants (except applicants from the US, Canada, New Zealand, Australia or Great Britain) **must** submit a TOEFL iBT test minimum score of 88 or an IELTS test minimum score of 6.5 overall band. (for more information visit www.toefl.org or www.ielts.org), check out the information about the English language requirement.

The following file types are allowed: doc, docx, pdf. Max size 10 MB - files that do not comply with these instructions will not be uploaded to the application.

Person — Applied education/Course — **Requirements and prerequisites** — Show application — Send application   [Next]

* Have you passed a Bachelor or a Master's degree programme?   ◯ Yes ◯ No   DANS

* Successful academy education

Education name	Institution	Date passed	Source	Number of Files	View/Edit upload	Remove education
No data to display.						

[Please list successful academy education]
Use documentation from previous application 📄

* Not completed academy education

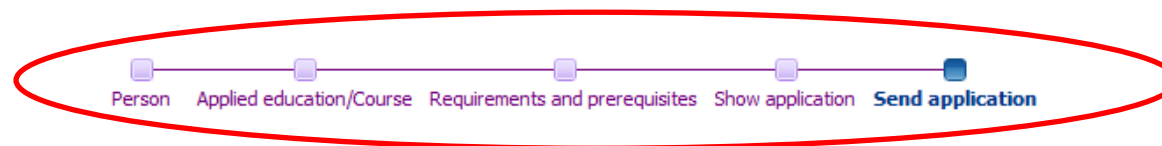| Education name	Institution	Source	Date expected passed	Number of Files	View/Edit upload	Remove education

View application

When you have filled in "Requirements and prerequisites" you will see a full version of the complete application. Please read it carefully and correct if necessary.

Person   Applied education/Course   Requirements and prerequisites   **Show application**   Send application   Next
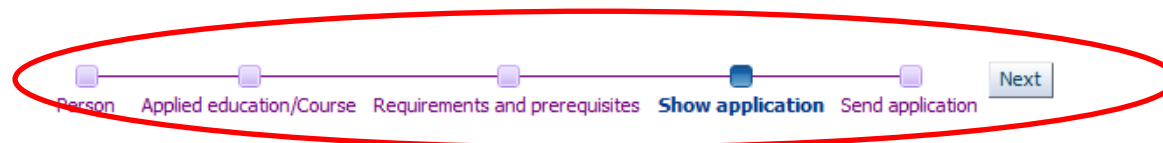
Private address		MAN
Zip code		MAN
City		MAN
Country		MAN
Phone		MAN
* Citizenship		DANS

Submit application

Now your application is ready to be submitted. Click the button "Submit application". Via the status message at the bottom of the page you can see whether your application has been posted or not.

Person   Applied education/Course   Requirements and prerequisites   Show application   **Send application**

Your application for enrolment in the education Meritordning på bacheloruddannelsen Economics and Business Administration i Sønderborg at University of Southern Denmark is ready to be submitted

Submit application

The application has not yet been posted

Status

Via "Personalized home" you can choose a tab, that shows the status of your application(s).

AO0251 Personalized Home/See the status of applications

Welcome to your personal start page on the common application portal.
The tab 'Create application' shows the offers to which you can apply for admission.
The tab 'See status of applications' allows you to follow your already submitted applications.
The tab 'Messages' allows you to read messages from the caseworkers.

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

Institution	Education name	Status	Priority
University of Southern Denmark	Meritordning på bacheloruddannelsen Economics and Business Administration i Sønderborg	Draft	
University of Southern Denmark	Meritordning på bacheloruddannelsen i erhvervsøkonomi, HA	Assessment completed, Conditionally admitted	1

Example:

If you have created an application but not yet completed and submitted it, the status will say "Draft". From here you can either cancel, edit or view the application.