Please go to the website https://dans.stads.dk
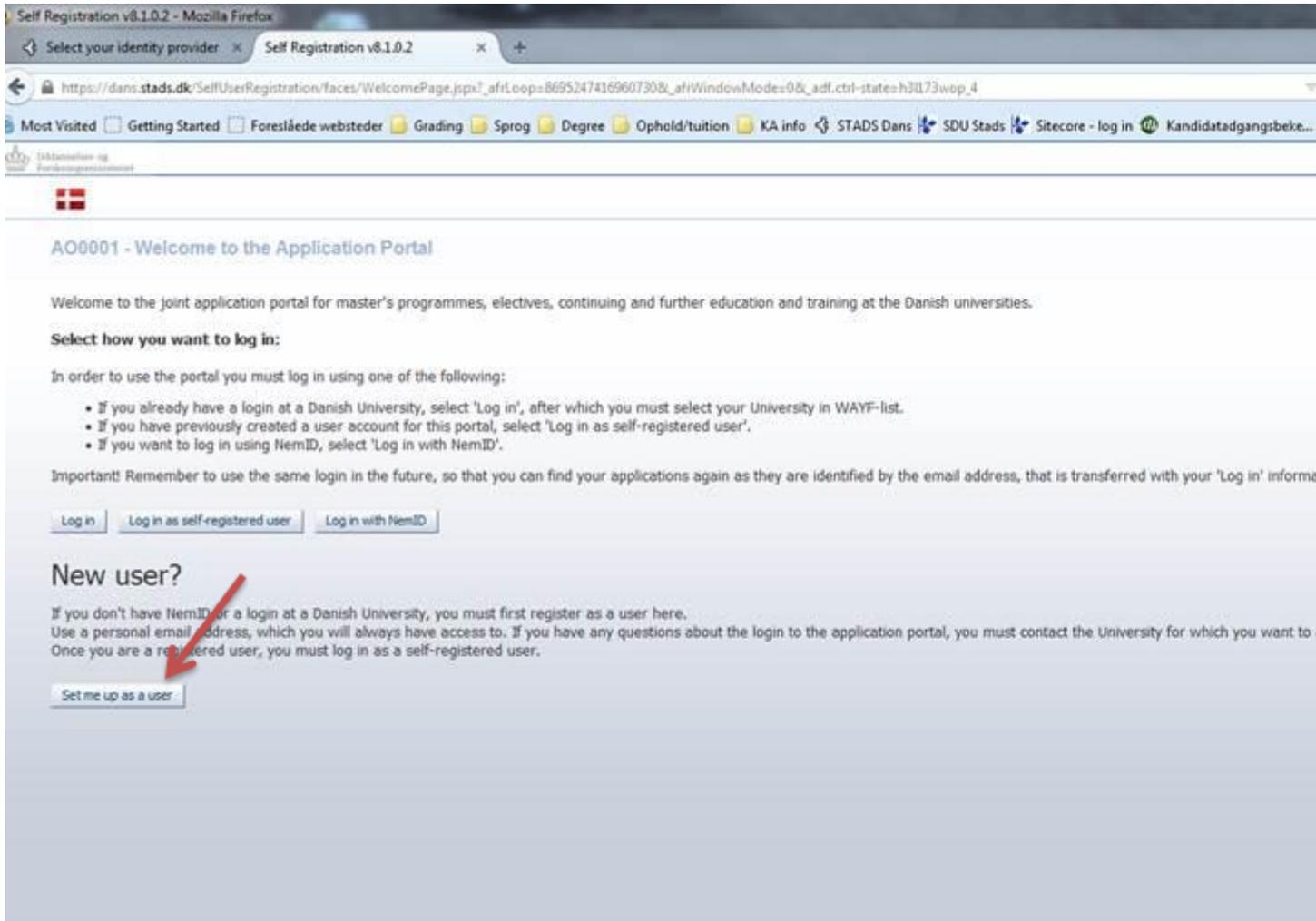
First you must log in. If you do not have a NemId with an email address attached or an email from a Danish university, please click the button 'Set me up as user' and follow the steps.

Once you have logged in, please click on the 'create application' header.

Then you must fill out the *Choose education and training* section as you can see in the screen shot and then click on 'Search'. When the programmes show up on the list, please choose the appropriate programme in the way I have indicated with the arrow. After you have chosen the programme on the list, please click the 'Move on to creation of application'.

Please choose your citizenship and indicate whether you already have a permanent Danish residence permit. Then click Next.

On the next page – if you do not have a degree from a Danish university, please just click 'Next'

After that, please follow the instructions and remember to click Send.