

# Guide to the Application Portal for exchange students

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## How to login to the Application Portal

When you have entered the [Application Portal](#) you will be given a choice of three different ways to login.

Most likely you will need to login as a self-registered user.



### AO0001 - Welcome page

Welcome to the joint application portal for master's programmes, electives, continuing and further education and training at the Danish universities.

#### Select how you want to log in:

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

#### New user?

If you don't have NemID or a login at a Danish University, you must first register as a user here.

Use a personal email address, which you will always have access to. If you have any questions about the login to the application portal, you must contact the University for which you want to apply for admission on.

Once you are a registered user, you must log in as a self-registered user.

**Login** – only for applicants currently studying at a Danish University. Here you log in if you have an active login to a Danish university (so this is not really an option for you as you will be applying as an exchange or guest student from an international university).

**Log in as self-registered user** – use this if you already created a user and password in the Application Portal via **Set me up as a user** (see how to set up an user below).

**Log in with NemID** – if you are currently residing in Denmark, have registered with the Danish authorities and obtained a NemID you can use this to login. If you encounter an error from NemID, you can create a ‘self-registered’ user via **Set me up as a user** (see how to set up a user below).

**Please note** that it is important that you always login to the Application Portal the same way!

## How to set me up an user in the Application Portal

If you cannot login with **Log in** or **Log in with NemID** you can create a user by clicking **Set me up as a user** and you will be transferred to this page:

Uddannelses- og Forskningsministeriet

### AO0002 - Self-registration

\* First/Middle names

\* Last name

\* Citizenship

\* Email

Documentation for identity  No file selected. **The following file types are allowed**  
doc , docx , jpeg , jpg , pdf

Document	Source	Uploaded date
No data to display		

Danish social security number (CPR)  I do not have a Danish social security number (CPR)

\* Date of birth

\* Sex  Female  Male

National ID

\* Address

\* Country

Postcode   If you cannot find your postcode in the list, please enter postcode and city here: \* Postcode

City  \* City

At this page you type in the requested information and click **Create**.

**Please be sure to enter your name as stated in your passport (or, for EU-citizens only, national ID).**

You will automatically receive an email with an activation link, where you must follow the indicated guidelines.

**Please note** that if you have created a user in the Application Portal it is important that you always login using **Log in as self-registered user!**

## How to create an application in the Application Portal

When you have logged in to the Application Portal, you can create an application. In the section **Create application** you can search for the Faculty to which you want to apply. First, choose Aalborg University as institution name and Exchange/Visiting Student - Incoming as type of education. Then click **search**.

The screenshot shows a web form titled "Choose institution and education". It has two dropdown menus: "\* Institution name:" with "Aalborg University" selected, and "\* Type of education:" with "Exchange/Visiting Student - Incoming" selected. There are "Search" and "Create application" buttons. Below is a "Search Results" table with a "Select" column and two columns: "Type of education" and "Education name".

Select	Type of education	Education name
<input checked="" type="checkbox"/>	Exchange/Visiting Student - Incoming	Faculty of Humanities
<input type="checkbox"/>	Exchange/Visiting Student - Incoming	The Technical Faculty of IT And Design
<input type="checkbox"/>	Exchange/Visiting Student - Incoming	Faculty of Engineering and Science
<input type="checkbox"/>	Exchange/Visiting Student - Incoming	Faculty of Medicine
<input type="checkbox"/>	Exchange/Visiting Student - Incoming	Faculty of Social Sciences

Now choose the Faculty to which you want to apply. Click on **select**, then **create application** and follow the further instructions.

If you are not sure which Faculty you need to apply for, please see an overview of the AAU Study Boards here: <https://www.en.aau.dk/about-aau/organisation-management/study-boards/>. This will give you an idea of which areas are covered in what Faculty.

## Further explanations for selected areas of the application

Below you'll find some extra information on areas of the application that we often receive questions for.

### Further personal information (Person)

Alternative email address (if you have one) and your phone no:

The screenshot shows a progress bar with steps: "Person", "Home institution", "Host institution", "Learning Agreement", "Show application", "Send application", and "Next". The "Person" step is highlighted in yellow. Below the progress bar are two input fields: "Alternative email address" and "\* Phone number".

### English language documentation

Please select how you will be documenting your English language skills. All applicants need to document their English language skills one way or another.

Please note that if you believe that you are exempted from providing a valid test result you will need to provide documentation that shows that you are exempted. Your nationality alone will not exempt you.

If you are not sure if you are exempted from providing a test, please read the [information on English language documentation for exchange students](#). If your documentation is not described there, it is not considered valid English language documentation for exchange at AAU.

### List of courses

In the section List of courses you will need to upload the list of courses that you plan on taking while at Aalborg University.

### Learning Agreement

Please do not upload your Learning Agreement to the application. Please also note that your Learning Agreement will not be signed by Aalborg University at this stage.

It will only be signed by your host department at AAU if you are fully accepted (depends on individual academic evaluation and on you providing all required documentation).

Information on the "host institution responsible person" for the Learning Agreement will be disclosed in the Letter of Enrollment for exchange.

The Learning Agreement is an academic matter and is to be handled between the student and the host department. The International Office is not involved in the signature of Learning Agreements.