How to apply

How to login to the Application Portal
When you have entered the Application Portal you can choose three different ways to login.

Login – only for applicants currently studying at a Danish University. Here you log in if you have an active login to a Danish 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 a Danish residence you can login with your Danish NemID. 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 an user below).

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

At this page, you type in the requested information and click Create. 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 programme to which you want to apply. First, choose Aalborg University as institution name and type of education:

- ‘Study change/Transfer – Bachelor’ = Applying for a Bachelor’s programme - based on previous activities in a Bachelor’s programme.
- ‘Study change/transfer – Master’ = Applying for a Master’s programme – based on previous activities in a Master’s programme.

Then click **search**. It is important that you leave **Education name** and **start of study from** blank.

Now choose the programme to which you want to apply by writing the name of the programme or part of the name in the third column. Click on **select**, then **create application** and follow the further instructions.