

Online Application Instructions

The following instructions will guide you through the application form for exchange studies at **Aarhus University's main campus**.

Please note that your application **must** be complete before submission.

If you have any problems with the application form you may call (0045) 89 42 23 20, or e-mail ic@au.dk.

These guidelines will assist you with the following sections of your application:

- | | |
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| ➤ Choosing your campus | Page 1 |
| ➤ Personal Information | Page 2 |
| ➤ Contact person in case of emergency | Page 2 |
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| ➤ Contact person at home university | Page 7 |
| ➤ Submitting the application | Page 8 |

Getting started

It is not necessary to complete the entire application all at once. You can save what you have entered and exit the application form as required.

You can navigate between the individual parts of the application using the menu options in the column to the left of the main window. Click on a menu option to change the window.

The fields in the application that must be completed before submission are marked with a red asterisk. You will probably find it necessary to complete any non-mandatory fields also.

Remember to save what you have entered by pressing the 'save' key at the bottom of the page when you have completed all the relevant fields in a window.

Choosing your campus

The first step in the application form is to choose the campus you wish to attend. Please select the appropriate campus that has an exchange agreement with your home university. If you do not choose the correct campus you will not be able to complete the form correctly and consequently will not be accepted to the university.

Personal Information

The following page requires you to fill out the contact information. You can see an example of a completed page below.

APPLICATION FORM FOR EXCHANGE STUDENTS

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Application

- > **Personal information**
 - [Contact person in case of emergency](#)
 - [Academic information](#)
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 - [Contact person at home university](#)

Personal information

Journal no. 42485
Date of birth 300970
First Name* Jane
Last/Family/Surname* Roberts
Gender* Female
Citizenship* United States
Email* jane@roberts.com

Permanent address

Street/number* 45 Rodeo Drive
City* Los Angeles
Zip/postal code* 54879
State or province (if applicable) California
Country* United States
Phone 555 458 6845

Contact person in case of emergency

The menu option *contact person in case of emergency* requires you to fill out the contact information for a person who can be contacted in the case that something happens to you (accident or other event). It is advised that you use a family member or close friend as this contact person. You can see an example of a completed page below.

APPLICATION FORM FOR EXCHANGE STUDENTS

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- [Personal information](#)
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Contact person in case of emergency

First name* Julia
Last/Family/Surname* Roberts
Relationship* sister
Email* julia@roberts.com
Street/number* 23 Hollywood Boulevard
City* Los Angeles
Zip/postal code* 15428
State or province California
Country* United States
Phone (Country code, area code (if applicable) local tel. number) 555 254 256

Academic Information

Attaching your transcript of records

You are required to attach a transcript of records to your application. It should be uploaded as a PDF file in the Academic Information section of the application. See *Downloading and using the free PDF writer* for instructions on how to make a PDF document.

All documents **must** be files in PDF format (See below for instructions on downloading a free PDF writer). Press the 'Browse ...' key to get access to the general file directory on your computer. Choose the file you want to attach and the path and file names are carried over to the "Attach " field. The document is now attached to your application.

You must follow these requirements as we do not accept the Transcript of Records in any other form.'

Specifying your English proficiency

The 'English proficiency' drop down menu has 4 choices. Here are the definitions for each choice so you can choose appropriately. You must select the choice that closest fits your English language skills.

Native speaker – English is your native language. It was the first language you learnt and the language you use in most everyday situations. You are fluent in English and can communicate without any problems.

Advanced – English is not your native language but you are fluent and can communicate with minimal difficulty.

Intermediate – You are proficient enough in English to communicate in most everyday situations. However your grammar is not perfect and you may have some difficulty expressing certain thoughts.

Beginner – You can have a basic conversation but you are not able to use English to communicate in everyday situations.

The screenshot shows a web application interface for exchange students. The main heading is "APPLICATION FORM FOR EXCHANGE STUDENTS". Below it is a breadcrumb trail: "Selfservice > Forms > Application form for exchange students > Application".

The interface is divided into two main columns. The left column, titled "Application", contains a navigation menu with links: "Personal information", "Contact person in case of emergency", "Academic information" (which is highlighted with a blue bar and a right-pointing arrow), "Study plan at Aarhus University", and "Contact person at home university". At the bottom of this menu is a "Submit application" button.

The right column, titled "Academic information", contains the following fields and controls:

- "Home university*" with a dropdown menu.
- "Area of study*" with a text input field.
- "Current level of study*" with a dropdown menu.
- "When did you begin your university studies (dd.mm.yy)*" with a date input field and a "Gennemse..." button.
- "When do you expect to graduate (dd.mm.yy)*" with a date input field.
- "Upload Transcript of Records and Learning Agreement*" with a file upload button.
- A text area for "Please list the courses you are currently taking and ECTS credits if applicable.*" with a character count of "200 remaining characters".
- "Proficiency in English*" with a dropdown menu.
- A "Save" button at the bottom.

Downloading and using the free PDF writer

If you attempt to attach a document which is not in PDF format, you will receive an error message with a link to a [free PDF Writer](#), which is tested by the university and which you can use, if you have no access to a PDF Writer. If you need a PDF writer, you can follow this link (<http://sourceforge.net/projects/pdfcreator/>). This PDF writer is a commercial product which means that at a certain point of time you will be asked if you want to buy the product. You can reject this offer and continue saving your documents in PDF format. The product may inform you, that after having made a certain number of PDF documents, it may start adding water marks to your PDF documents. This will not happen, however.

The installation procedure is as follows:

1. Activate the link *PDF-Writer – Free Download* in the right hand side window box
2. Choose desk PDF-standard in the next window and press *Free Download!*
3. Follow the installation guide from here.

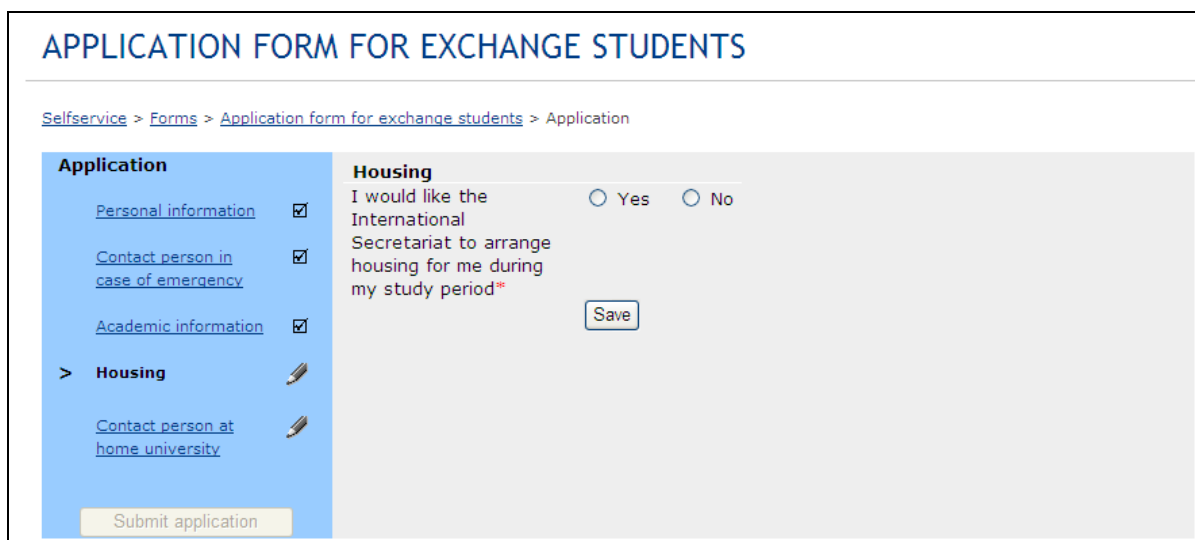
When the product is installed, you will have *deskPDF* as a virtual printer in your usual printer drop down list. This “printer” makes a PDF version of your document, which you can save and attach to your application.

Housing

This section inquires whether or not you would like to be assigned housing offered by the International Centre.

The AU offers fixed housing periods, which typically begin about 2 weeks before the start of your courses and end after the exam period at the end of the semester. Your housing period will depend on which academic courses you choose when filling in your application form. It is not possible to choose a housing period starting earlier or later than this.

We recommend that you arrive to Aarhus before your courses start, to give yourself time to settle in and get used to your new surroundings. This will make the start of your studies less troublesome and much more fun.



The screenshot displays the 'APPLICATION FORM FOR EXCHANGE STUDENTS' interface. The breadcrumb trail is 'Selfservice > Forms > Application form for exchange students > Application'. The form is divided into two main sections: 'Application' and 'Housing'. The 'Application' section on the left has a blue background and contains three items: 'Personal information' with a checked checkbox, 'Contact person in case of emergency' with a checked checkbox, and 'Academic information' with a checked checkbox. Below these is a 'Housing' section with a right-pointing arrow and a pencil icon. Under 'Housing', there is a link 'Contact person at home university' with a pencil icon. At the bottom of the 'Application' section is a 'Submit application' button. The 'Housing' section on the right has a light grey background and contains the text 'I would like the International Secretariat to arrange housing for me during my study period*'. To the right of this text are two radio buttons: 'Yes' (which is selected) and 'No'. Below the text and radio buttons is a 'Save' button.

Once you select yes, you will be given more fields to complete. You can see an example of a completed page and further instructions below.

The screenshot shows a web form titled "APPLICATION FORM FOR EXCHANGE STUDENTS". The breadcrumb trail is "Selfservice > Forms > Application form for exchange students > Application". The form is divided into two main sections: "Application" (left sidebar) and "Housing" (main content area). The "Application" sidebar has links for "Personal information", "Contact person in case of emergency", "Academic information", and "Housing" (which is selected). A "Submit application" button is at the bottom of the sidebar. The "Housing" section contains the following fields and options:

- "I would like the International Secretariat to arrange housing for me during my study period*": Radio buttons for "Yes" (selected) and "No".
- "Housing period": A text field containing "-".
- "My preferred type of accommodation is": A dropdown menu with "Student residence" and "Private housing" options.
- "1st priority*": A dropdown menu with "Student residence" and "Private housing" options.
- "2nd priority": A dropdown menu with "Student residence" and "Private housing" options.
- "Do you smoke*": Radio buttons for "Yes" and "No" (selected).
- "Please choose 1 of the following: low price, proximity to Campus, private bathroom": A text area containing "private bathroom".
- "184 remaining characters": A character count indicator.
- "I accept the terms and conditions for housing*": A checked checkbox.
- "Save": A button.

There are three types of housing offered by the IC:

- rooms in student residences,
- rooms in shared facilities houses and
- rooms to sublet from Danish students/families.

All rooms are furnished with basic furniture and are for one person only. You can find more detailed information about the different housing options on our website. (www.au.dk/en/is/housing)

The IC is not able to promise you a specific location for your housing in Aarhus. You can indicate your preferences by specifying *either* low price *or* proximity to campus *or* private bathroom. Choose one option only. If at all possible we will try to meet your requirement.

You can indicate whether you have specific requirements due to handicaps or special needs that you would like us to pay attention to. If you want to live together with a friend, partner or family member, please write the name of him/her and indicate whether he/she is a student at AU or not.

Please make sure to read the 'Terms and Conditions for housing' (http://www.au.dk/en/is/pdf/terms_and_conditions_housing.pdf) to be aware of the rules in place once you indicate that you would like a housing offer by the IC.

Study Plan

You must complete an intended course plan by specifying which courses you intend to take while studying at Aarhus University. The total required number of ECTS credits depends on your length of study. Type a course name in the 'Course title' field, select the appropriate institute and the number of ECTS credits it is worth from the drop-down menu, then select the 'Add' key. You must repeat this until the Accumulated ECTS equals the Expected ECTS.

You can see an example of a partially completed page below.

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Application

- [Personal information](#)
- [Contact person in case of emergency](#)
- [Academic information](#)
- > **Study plan at Aarhus University**
- [Contact person at home university](#)

[Submit application](#)

Study plan at Aarhus University

Course has been added

Exchange programme* Erasmus

Area of study* Physical Education and Sport

Study Period* Spring 2010 (ECTS: 30)

[Save](#)

Intended course plan (write one course at a time, then click add)

| Course title** | Institute** | ECTS** | |
|--|---|--------------------------------|------------------------|
| <input type="text" value="Work based learning"/> | <input type="text" value="Learning, Dept. of"/> | <input type="text" value="5"/> | Add |
| Comparative education | Education, Dept. of | 15 | Delete |
| Education and training | Education, Dept. of | 10 | Delete |

[Study plan at Aarhus University](#)

| | |
|-------------|----|
| Accumulated | 25 |
| Expected | 30 |

Contact person at home university

Aarhus University requires applicants to get a confirmation of their nomination for exchange studies from their coordinator at their home university before *submitting the application*. You can send this request in the *contact person at home university* window. Please notice that you must have completed the Study Plan and Personal Information sections of your application before sending the request.

To complete this section, you must enter the contact information for the individual who has accepted to act as your coordinator in connection with your application for exchange studies at Aarhus University.

The following screen shot shows that you must click the 'Edit contact person' button in order to proceed.

The screenshot displays the 'APPLICATION FORM FOR EXCHANGE STUDENTS' interface. On the left, a blue sidebar lists application sections: 'Personal information', 'Contact person in case of emergency', 'Academic information', 'Study plan at Aarhus University' (checked), and 'Contact person at home university' (selected). The main content area is titled 'Contact person at home university' and includes a description: 'This person is a contact person at your home university, either at your department or the international office, who is in charge of your studies abroad.' Below this are input fields for 'Name of contact person*', 'Position*', 'Department*', 'Phone*', 'Fax*', and 'Email*'. A yellow 'Submit request' button is positioned above these fields. To the right of the input fields is an 'Edit contact person' button. At the bottom of the form, there is a 'Coordinator confirmation' section with a 'Submit request' button and a note: 'This will send an email to your coordinator requesting a confirmation of your nomination for exchange studies at Aarhus University.'

Once all of the information is completed, you should click the 'Submit request' button. When you press the 'Submit request' button, the application form sends an e-mail to the appointed coordinator at the e-mail address shown in connection with the key. *It is important to double check that the e-mail address you have entered is correct before pressing the Submit request key.*

Once you have pressed the 'Submit request' key, the coordinator can confirm acceptance via a link contained in the e-mail. The status in *contact person at home university* window is then updated. You can only submit your application once your coordinator has confirmed your nomination electronically. Until this happens, you will not be able to click the 'Submit' button. You will receive an e-mail when your coordinator has confirmed your nomination notifying you that your application is ready to be submitted.

If your coordinator does not receive the confirmation e-mail, try resending it and ask your coordinator to check their junk e-mail folder.

To cancel a request for coordinator confirmation

If an e-mail submitted by the application form is lost, or the coordinator you want a confirmation from, for some reason does not want to make that confirmation, you must cancel the request ('Cancel request' button) before you submit another request to a different coordinator. This functionality offers you the possibility to go on with your application, even if an e-mail is lost.

APPLICATION FORM FOR EXCHANGE STUDENTS

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Application

- [Personal information](#)
- [Contact person in case of emergency](#)
- [Academic information](#)
- [Study plan at Aarhus University](#)
- > **Contact person at home university**

[Submit application](#)

Contact person at home university

This person is a contact person at your home university, either at your department or the international office, who is in charge of your studies abroad.

| | |
|-------------------------|---------------------------|
| Name of contact person* | Steven Spielberg |
| Position* | International Coordinator |
| Department** | International Office |
| Phone* | 555 2456 5645 |
| Fax* | 555 2456 4530 |
| Email* | steven@spielberg.com |

Coordinator confirmation **Your request was sent**

You will receive an email once your coordinator has confirmed your nomination.

[Cancel request](#)

Submitting an application

When you have finished your application and have checked that it is complete and that all documents have been attached, press the 'Submit application' key. The application form confirms with an *Application submitted* message, and you will receive confirmation by e-mail sent to the address indicated in your application.

Once the application has been submitted, you can no longer edit it and it will look like this:

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Application

- > **Personal information**
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- [Housing](#)
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Application submitted

You will receive an e-mail in a few minutes confirming that your application has been submitted.

Personal information

| | |
|---------------|------------------|
| Journal no. | 42485 |
| Date of birth | 300970 |
| Gender* | Female |
| Citizenship** | United States |
| Email* | jane@roberts.com |

Permanent address

| | |
|-------------------|--------------|
| Jane Roberts | |
| 45 Rodeo Drive | |
| 54879 Los Angeles | |
| California | |
| United States | |
| Phone | 555 458 6845 |