



Application for a preliminary assessment

Dear applicant

This form is to be used by **applicants with a foreign exam**.

Please read the information regarding documentation below before you fill in the form (page 2 and 3). Please fill in all the information and send the form together with all the relevant documents.

Our processing time is 4-8 weeks. You will receive a written reply with a secure mail. We will send a code to your mobile phone. So please remember to give us your mobile number including the country code.

PLEASE NOTE: this application for a preliminary assessment is not an application for admission to the University. You apply for admission via Optagelse.dk. It will open for admission on the 1st of February.

Application deadline for admission is the 15th of March at 12.00 o'clock.

As all undergraduate programs at the University of Copenhagen are taught in Danish, you need to prove your Danish language qualifications.

Which documents do you need to attach to this application?

- Copies of your original exams: upper secondary / high school exam and higher education if you have studied after upper secondary / high school.
- Foreign documents need to be translated into Danish or English by an authorized translator.¹
- Possibly documentation for number of hours in the subjects which are part of the specific admission requirements.
- Documentation for passed Danish language test (Studieprøven i dansk or Danish A).
- If you have documentation for supplementary courses taken in Denmark or abroad.
- If you are citizen in a country outside EU/EES, you need to attach a copy of your residence permit in Denmark.

Please send this form and attachments to optagelse@ku.dk

Remember to sign the form on page 3.

Application deadline: 12th of December 2016

¹ You do not need to translate documents issued in English, German, Norwegian and Swedish.

Application form for a preliminary assessment for applicants with a foreign exam

Application deadline: 12th of December 2016

1. Personal information

Danish Civil Personal Number (CPR) or date of birth:

Name(s):

Surname:

Telephone number (mobile):

E-mail:

Address:

Postal code:

City/Country:

2. I wish to apply for a preliminary assessment of my foreign qualifications in order to apply to following BA-programs at the University of Copenhagen:

3. Passed exams and ongoing education / courses:

- Primary school (name of the institution, place and period of time):
-

- Training (title, name of the institution, place and period of time):
-

- Upper secondary / high school exam / courses (title, name of the institution, place and period of time):
-

- Higher education after upper secondary / high school exam (title, name of the institution, place and period of time):
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- Other education / courses (title, name of the institution, place and period of time):

4. Employment (title, place and period of time):

5. Other relevant activities:

6. Danish language qualifications (which test have you passed?)

7. Citizenship:

- What is your citizenship?

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- If you are not a Danish or EU/EES citizen, do you have a residence permit in Denmark?
 - Yes, I have a residence permit (attach a copy)
 - No, I do not have any residence permit.

- Which country is your upper secondary / high school exam from?

Date:

Signature: