**1. Deadlines**

Graduate: Apply by latest **1st March 2019** for study start 1st September 2019 via the Application Portal.

Bachelor: Apply by latest **15th March 2019** for study start 1st September 2019 via Optagelse.dk

**2. Contact Information**

Name:

D.O.B.:

Address:

Town:

Postcode:

Tel.:

Email:

**3. Study programme**

|  |  |
| --- | --- |
| I am currently studying the following programme at the following university: |  |
| I am applying for transfer to the following bachelor/graduate programme at CBS: |  |
| Concentration if applicable: |  |

**4. Fulfilling the current general and specific entry requirements and the language requirement.**

Step by step guide

1. Check **entry requirements and language requirements**
   1. Check them here for graduate: <https://www.cbs.dk/uddannelse/kandidatuddannelser/optagelse-paa-kandidat/optagelse-paa-kandidat-trin-1>
   2. Check them here for bachelor: <https://www.cbs.dk/en/study/bachelor/undergraduate-admission-step-1>
2. Check your **qualifications**
3. **Match** them up in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Entry requirements for the programme (general and specific)** | **ECTS-points**  (for graduate only) | **The following education / courses fulfil the entry requirement** | **ECTS-points**  (for graduate only) | **Appendix no.** |
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| *For example Maths level B* |  | *International Baccalaureate Mathematics SL* |  | *Appendix no. 5* |
| *For example, English A* |  | *IELTS score 6.5* |  | *Appendix no. 2* |
| *For example, Marketing* | *7.5* | *Principles of Marketing* | *7.5 ECTS* | *Appendix no. 4* |

**5. Self-assessment – have you passed the 1st year of the curriculum?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1st year courses of the CBS programme**  (You can find an overview of the programme curriculum at <http://studieordninger.cbs.dk/> ) | **ECTS-points** | **The courses below from my previous / current studies match the CBS course in the first column** | **ECTS-points** | **Appendix no.** |
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**6. Reason for application for transfer:**

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| --- |
| Please remember to include a statement explaining your reason for applying for administrative enrolment |

**7. Signature**

**I am aware that if my application is missing any information or documentation, I will be contacted by email from** [**ae@cbs.dk**](mailto:ae@cbs.dk) **and given 7 days to provide the requested information/documentation. If I do not respond within 7 days, my application for transfer will be processed based only on the information and documentation already submitted.**

Date and signature

**9. Checklist – have you remembered everything in your application?**

Documentation that you fulfil the current general and specific entry requirements

Documentation for the language requirement

Grade transcript and registration of current courses

Reason for applying for administrative enrolment

Course descriptions for all courses mentioned

For graduate: Upload the form with the rest of your documentation in the Application Portal.

Write an e-mail to [ae@cbs.dk](mailto:ae@cbs.dk) and inform us about your application.

For bachelor: Upload the form with the rest of your documentation in Optagelse.dk

Write an e-mail to [ae@cbs.dk](mailto:ae@cbs.dk) and inform us about your application.