**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** **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 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 and inform us about your application.