

# Instructions

How to log in and apply for  
the Graduate Diploma (HD)  
at CBS

Log on to the application portal here:

<https://dans.stads.dk/SelfUserRegistration/faces/WelcomePage.jspx>

Remember to select the English version by clicking on the English flag.

**Helpful hint!** Press F11 to get the Application Portal in full screen.

### **Notice, before you create your application!**

- You can always save your application as a draft, as long as you have not submitted it. Click the button, "Save draft", at the bottom right corner.
- See your status under the tab. "See application status".
- Please notice that you can only apply for one programme or one course.

### ***Are you applying for a single course at the Diploma programme?***

Only use the application portal if you are a new student at the Graduate Diploma Programme in CBS. If you have already studied a course please go to my.cbs Please notice that some courses have several registration options and different teaching times. This will appear from the course name. When you apply for a course, you have already chosen the type of registration and time of teaching (that is if several variants are offered).

### ***Are you applying for a complete course package?***

If you wish to register for a complete course package at the Graduate Diploma programme, you must choose the programme, type of registration and time of teaching (Part-time education - Diploma/Master). The course catalogue varies, which is why some programmes do not appear with type of registration and time of teaching - and others appear in two or more variants.

# 1. LOG ON INSTRUCTIONS TO THE APPLICATION PORTAL

## *Three different ways to log on to the application portal:*

- Create a user profile for the application portal (1A below)  
*or*
- Log in via an active login to a Danish educational establishment (1B below)  
*or*
- Log in with NemID (1C below)

The below instructions will describe the three ways to log on in detail. It is important to log on in the same way each time you log on to the application portal.

## 1A. CREATE A USER PROFILE

*Choose this method if you want to use your e-mail address only (instead of NemID or as an active login to a Danish educational establishment)*

Log on to the application portal here:

<https://dans.stads.dk/SelfUserRegistration/faces/WelcomePage.jspx>

Click the button "Set me up as a user"

Welcome to the joint application portal for master's programmes, electives, continuing and further education and training at the Danish universities.

**Select how you want to log in:**

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

[Log in](#) [Log in as self-registered user](#) [Log in with NemID](#)

**New user?**

If you don't have NemID or a login at a Danish University, you must first register as a user here.  
Use a personal email address, which you will always have access to. If you have any questions about the login to the application portal, you must contact the University for which you want to apply for admission on.  
Once you are a registered user, you must log in as a self-registered user.

[Set me up as a user](#)

You need to provide the following information about yourself:

- Name
- Nationality
- E-mail address
- Documentation of identity (ex passport, driver's license or Danish health insurance card)
- Civil registration number (in case you do not have a Danish civil registration number, you will be asked to provide your address)

When you have provided the above-mentioned information and clicked on the button, "Create", the system will send an e-mail to the email address you have provided. Please note that the e-mail can get lost in your spam filter. Click on the activation link in the e-mail. You must now create a password for the application portal.

When you log on to the application portal in the future, you must begin at [www.cbs.dk/diploma](http://www.cbs.dk/diploma) under *Enrolment* and click on the button "Application Portal". You will be directed to the application portal. Click on the button "Log in as self-registered user". Use your e-mail address and chosen password to log in to the application portal.

## 1B. LOG ON VIA AN ACTIVE LOGIN TO A DANISH EDUCATIONAL ESTABLISHMENT

*Choose this method if you are already enrolled and have an active university login*

Log on to the application portal here:

<https://dans.stads.dk/SelfUserRegistration/faces/WelcomePage.jspx>

Click the button: "Log in"

Welcome to the joint application portal for master's programmes, electives, continuing and further education and training at the Danish universities.

**Select how you want to log in:**

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

**New user?**

If you don't have NemID or a login at a Danish University, you must first register as a user here.  
Use a personal email address, which you will always have access to. If you have any questions about the login to the application portal, you must contact the University for which you want to apply for admission on.  
Once you are a registered user, you must log in as a self-registered user.

Choose your university from the WAYF institution list. You are only able to log in in this way, if you are an active student at the chosen university. You are not an active student if your last registration for a programme/course was more than one month ago.

After choosing your institution, you will be directed to the login page of your institution. Enter your username and password (as previously used).

## 1C. LOG ON WITH NemID

*Choose this method if your e-mail address is already linked to your NemID*

Log on to the application portal here:

<https://dans.stads.dk/SelfUserRegistration/faces/WelcomePage.jspx>

Click the button: "Log in with NemID"

Welcome to the joint application portal for master's programmes, electives, continuing and further education and training at the Danish universities.

**Select how you want to log in:**

In order to use the portal you must log in using one of the following:

- If you already have a login at a Danish University, select 'Log in', after which you must select your University in WAYF-list.
- If you have previously created a user account for this portal, select 'Log in as self-registered user'.
- If you want to log in using NemID, select 'Log in with NemID'.

Important! Remember to use the same login in the future, so that you can find your applications again as they are identified by the email address, that is transferred with your 'Log in' information.

**New user?**

If you don't have NemID or a login at a Danish University, you must first register as a user here.  
Use a personal email address, which you will always have access to. If you have any questions about the login to the application portal, you must contact the University for which you want to apply for admission on.  
Once you are a registered user, you must log in as a self-registered user.

Please be aware that your NemID must contain both your e-mail address and your civil registration number for the application portal. This is not always the case, so you might have to set up your NemID for this:

1. Go to the NemID website [www.nemid.nu](http://www.nemid.nu) and click "Log on to Self-service".
2. Make sure that you have registered your e-mail address. Check the right side of the screen. If not, then register your e-mail address.
3. Click on 'Certificates' in the left menu under "My NemID".
4. Click "Edit settings".
5. Choose "Yes" when asked "Do you wish your e-mail to appear on the certificate?"
6. Write your e-mail address.
7. Click "Save changes".
8. To confirm this change, you must provide the PIN number that is sent to the e-mail address you have provided. Please note that the e-mail can get lost in your spam filter.
9. After you have entered the PIN number and clicked "Confirm", you are asked to confirm the certificate settings once more.

Your NemID is now compliant with the application portal.

**NB!** Please check if your NemID has registered you as an anonymous user. If this is the case, you can change your NemID's settings by contacting your local Citizen Service Centre (Borgerservicecenteret).

### **Attention!**

After you have logged in using one of the above-mentioned methods, there will appear a WAYF consent form. Check the WAYF information, whether it is your e-mail address and civil registration number that are transferred to the application portal to make sure that you have provided the correct information. As soon as you have accepted the WAYF consent form, the application portal is open.

### **Questions**

If you have any questions regarding the Application Portal or in need of assistance, you are welcome to send an e-mail to the CBS IT-Support at [help@student.cbs.dk](mailto:help@student.cbs.dk)

## 2. CREATE AN APPLICATION

### Tabs

When you log on to the application portal, the page is called "See application status". The page shows your previous applications. If you have not created any applications, this page will be empty.



### CREATE APPLICATION

Here you can create an application. Read these guidelines to learn more about what you can find on this tab.

### EXCHANGE

Exchange is not possible for the Graduate Diploma programmes.

### SEE STATUS OF APPLICATIONS

The page shows your former applications and status of new applications.

### MESSAGES

Here you will receive messages from CBS regarding your application, if any.

### USER INFORMATION (ONLY VISIBLE TO SELF-REGISTERED USERS)

Here you can see your own information and change your password for the application portal. You can also edit your personal information if you for instance typed something wrong when you created your profile. Important! Corrections will not be integrated in already created and submitted applications.

Please contact [hdtilmelding@cbs.dk](mailto:hdtilmelding@cbs.dk) to apply your corrections to your existing applications.

### The tab "Create application"

- Your name, civil registration number and e-mail address will be at the top of this page.
- Under "Choose place of education", you choose the relevant institution (i.e. Copenhagen Business School) and type of education (the programme/courses you are applying for).

Choose *Part-time Diploma* if you are applying for a complete programme, either the Graduate Certificate (HD 1) or the Graduate Diploma (HD 2)

Choose *Single subject – Diploma/Master* if you are applying for a single course.

**Select educational institution and programme**

\* Institution name:  Education name:

\* Type of education:  Start of study from:  to

Click "Search". A list of available programmes/courses will appear. Please note that the courses/programmes are not necessarily in alphabetical order.

Now you can search for the programme of your choice or enter a search word surrounded by asterisks (\*) – in the text box at the top of the column *Education name*

**Search Results**

Select	Type of education	Education name	Start time
<input type="checkbox"/>	Single subject - Diploma/Master	HD 1. del - enkeltfag - Innovation & Entrepreneurship, valgfag	Aug - 2016
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Økonomistyring og Procesledelse - enkeltfag - Neuropsykologi - Ledelse, Udvikling og Innovation - Valgfag	Aug - 2016
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Organisation og ledelse - enkeltfag - Organisationsforandring og Innovation - valgfag	Aug - 2016
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Innovation Management - enkeltfag - Core Lecture in Management and Economics of Innovation	Sep - 2016
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Innovation Management - enkeltfag - Strategy and Leadership for Innovation	Nov - 2016
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Marketing Management - enkeltfag - Strategisk markedsledelse, produktudvikling & innovation	Jan - 2017
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Innovation Management - enkeltfag - Management, Organization and Marketing of Innovation	Mar - 2017
<input type="checkbox"/>	Single subject - Diploma/Master	HD 2. del Innovation Management - enkeltfag - Management Control and Financing of Innovation	May - 2017

- Choose the programme or course you wish to apply to and click on the button "Create application". Please note that at this stage, you already choose your type of registration/days of teaching if the programme/course is offered in different variants.
- At the next step, you state your nationality. This field is filled in per default, so please proceed by clicking "Create application".
- You have now moved to the next step of the application process. A process bar will inform you of the different steps before you can submit your application. Please note that you cannot navigate the process by using the "back" and "forward" buttons on the browser. Instead, you must navigate back and forth by using the process bar.

Person
  Applied education/Course
  Requirements and prerequisites
  Show application
  Send application

## NON EU/EEA CITIZEN

If you do **not** obtain a residence permit in Denmark, there is an application fee of 100 € in order to have your application reviewed. Upon admission, the application fee will be recovered.

## Person

In the step "Person", some of your data will already have been retrieved from your WAYF-login. Just state your telephone number and a private address, on which we can reach you. You will be presented to the abbreviations: "WAYF", "MAN", and "DANS". This means that your information already has been retrieved via different systems, or that you have to enter them yourself manually.

Please note your designation of occupation and what company/organization you are employed by. If you are not currently under employment then state "none".

## Requirements and prerequisites

In this step, you must document your educational background and state your upper secondary or higher education and relevant professional experience (depending on the courses/programme you are applying for).

## Show the application

Here you can see what you have indicated in your application.

## Submit the application

Submit the application electronically to CBS by clicking "Submit application". As soon as you have submitted your application, you are no longer able to edit it. However, you can still view and read all the applications you have submitted under the step "See application status".

## Questions?

Any questions related to the application portal can be directed to CBS IT Support at:

[help@student.cbs.dk](mailto:help@student.cbs.dk)

Any questions related to the content of the application can be directed to the Admission office at the Graduate Diploma (HD Tilmelding): [hdtilmelding@cbs.dk](mailto:hdtilmelding@cbs.dk)

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