

CBS Application Fee for full-time bachelor and graduate programmes

HOW TO PURCHASE

1. Go to webshop.cbs.dk.
2. Click on the product "Application fee for full-time bachelor and graduate programmes" on the left side of screen. Read the product details carefully. If you have established with certainty that you need to pay the application fee, click on "Add to Cart".
3. Click on "Show Cart".
4. Check that you have chosen the right product, then click "Checkout".
5. In order to complete the purchase you will have to log in to your Webshop account (if you already have one) OR create a new personal account by clicking the "No Account Yet? Register".
6. Fill out the form. Make sure that **your first name and last name (i.e. the name of the person applying to CBS) are written exactly the same way as in your application**. Also, select the same e-mail address as you used in your application.
7. Click "Send Registration".
8. Hereafter you will receive an e-mail with a link to activate your account. Click on the link to activate your account. When you have activated your account, you are able to login and finalize your purchase.
9. The billing/shipping address is not relevant, as nothing will be shipped. Press "Next".
10. Make a final control and click "Confirm Order".
11. Now choose which credit card you will like to use. Debit cards are not accepted.
12. Fill out the payment form and click on "Validate Payment".
13. Hereafter you will receive an e-mail saying that you order is pending.
14. When the payment has been accepted, you will receive a new e-mail saying that your order is confirmed. This can take a few bank days, but usually the transaction will be accepted within a few minutes.
15. Upload a copy of the e-mail to your application, as proof that you have paid the application fee. This will help us identify your payment easier.