

Instructions

How to log in and apply as
credit transfer student
(guest student) or single
course student (vacant
place student) at CBS

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 (copy/picture of your passport or a driver's license)

- 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 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"

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 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.

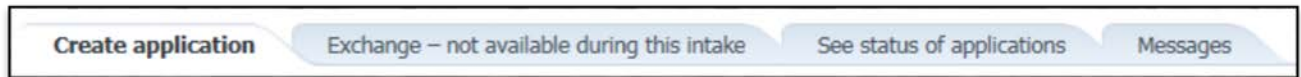
Questions

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

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.



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.

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 **Single subject as guest student** if you want to take electives as a part of your studies at another institution

Choose institution and education

* Institution name: Programme name:

* Type of education: Study start from: to

Choose **Student place vacancy** – if you are applying for single courses as tuition fee payer.

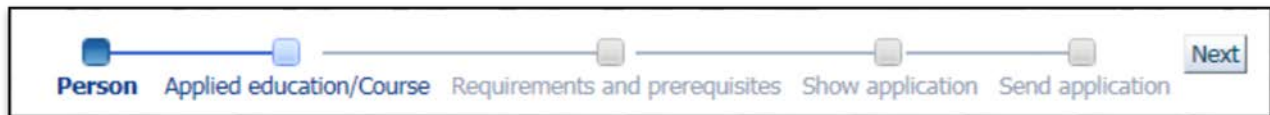
Choose institution and education

* Institution name: Programme name:

* Type of education: Study start from: to

Click "Search". A list of available types of education will appear.

- Choose either the bachelor course programme or the graduate course programme and click on the button "Create application".
- 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.



NON EU/EEA CITIZEN

Please note! If your nationality is not Danish or Nordic, you have to provide documentation of a residence permit in Denmark. Later on in the application, you need to provide this documentation.

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 (WAYF and DANS), or that you have to enter them yourself manually (MAN).

Requirements and prerequisites

If you apply as a credit transfer student, you must upload your pre approval here. If you do not have your pre approval yet, select the option "Will be forwarded later". You can access your application at a later time and attach the pre approval. The pre approval is a prerequisite for admission to a course as a credit transfer student and must be uploaded before the beginning of the semester.

You may upload files in the following formats: doc, docx, pdf. The maximum allowed file size is 10 MB per file.

A horizontal progress bar with five steps: 'Person' (grey square), 'Krav og forudsætninger' (active, blue square), 'Andet' (grey square), 'Review application' (grey square), and 'Send application' (grey square). A 'Next' button is located at the end of the bar.

* Do you have a pre-approval for merit from your home institution Yes Will be forwarded later

If you have applied as a vacant place student the step Requirements and prerequisites will not appear.

Other

Now you need to fill out how many courses you wish to apply for. It is very important that you only write numbers 1, 2, 3 or 4.

You now need to write which courses you want to apply for. You can choose up to 8 priorities and these will be distributed according to the order of priority.

Each priority must contain a course code and title: eg. BHA AV2389U

It may be a good idea to copy paste the course code directly from our [homepage](#).

* How many courses do you need?

You must write the number (1-4) of courses you want to enroll in.

Below you must indicate between 1-8 courses in order of priority.

Each priority must be indicated with **course code** eg. BHAAV2389U.

It may be a good idea to copy paste course codes directly from our [homepage](#).

1. Priority

2. Priority

3. Priority

4. Priority

5. Priority

6. Priority

7. Priority

8. Priority

Show the application

Here you can see what you have indicated and uploaded to 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, unless the caseworker returns it and asks for additional information. 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

Any questions related to the content of the application can be directed to the Student Affairs:

valgfaq@cbs.dk