

Overview of required documentation

- ❖ **Citizenship:** You must upload a copy of your passport, which clearly indicates your citizenship.
- ❖ **Grade transcript:** You must upload an official grade transcript issued by your university.
 - The grade transcript must include all courses that are done at bachelor level, including obligatory courses, electives done at CBS or at another university, and courses in progress that are part of your bachelor degree.
 - If you are doing courses or a planning to do courses in addition to your bachelor degree, remember to upload official transcript or proof of enrolment. If you are doing courses at CBS ISUP, upload your application receipt.
- ❖ **English or Danish language requirement:** Remember to check if you need a language test. You may apply even if you do not yet fulfil the language requirement by the time you apply. The requirement must be fulfilled before study start.
- ❖ **Bachelor diploma:**
 - You can apply even if you have not yet finished your bachelor degree:
 - If you are not enrolled in a bachelor degree at CBS, you must upload your final bachelor diploma before study start in order to be fully accepted.
 - If you are enrolled in a bachelor degree at CBS, you do not need to upload your final bachelor diploma – it will appear in our system if you have graduated by study start.
 - If you have already finished your bachelor degree, you must upload a copy of your bachelor diploma – this includes applicants with a bachelor degree from CBS.
- ❖ **Course description:**
 - You must upload the official course descriptions for those courses you think may fulfil the specific entry requirements. Furthermore, you may include a self-assessment; in a separate document, you state your own suggestions regarding which specific entry requirements your courses can cover in relation to the selection criteria.
 - You do not need to upload course descriptions for courses taken at CBS.
 - You can upload a maximum of five files for each question in the Application portal. If you have more than five course descriptions, please merge them into one file (word or pdf).
- ❖ **Motivational essay:**
 - Once you have decided which programme you wish to apply for, you must look into whether a motivational essay is required in relation to the selection process.
 - If you are a non-EU/EEA citizen applying for a scholarship you must upload a motivational essay.

For further information, see [Documentation for graduate admission](#). Remember to check, if you need any non-Danish documents converted or translated.