

# Application to enroll in master level courses with incomplete CBS bachelor degree

Read the following before you fill in the application form.

You can apply to enroll in master's courses if:

- You are conditionally accepted to a CBS master's programme AND
- You are enrolled in a CBS bachelor degree\* that you are unable to complete by 31 August AND
- Your last bachelor exam(s) take(s) place after 31 August.

\*Applicants enrolled in an HD2 degree or applicants with bachelor degrees from other universities cannot request to enroll in master level courses if they cannot finish their HD2 degree or their bachelor degree on time.

The process:

1. Fill out the application form and upload it to your application in the Application Portal **no later than 31 August**. Attach any supporting documentation you might find relevant
2. CBS Admissions will start reviewing your application when we have all the information needed to make a decision in your case. The assessment may take up to four weeks.
3. Your application can be approved if we find it academically feasible for you to pass the missing courses needed to finish your bachelor degree, while simultaneously studying master level courses (according to *Uddannelsesbekendtgørelsen*, § 57 of ministerial order 1119 of 19/09/2025).

If you receive permission to enroll in master's level courses:

- You will remain conditionally accepted to the master programme, without being effectively enrolled in it.
- We will register you for 1st semester courses in the master programme (up to 30 ECTS-points), and you will be able to attend classes and participate in the exams.
- You must finish your bachelor degree by 31 January at the latest, otherwise your place offer will be cancelled and your registration for master courses will be closed.
- Your master programme enrollment starts on 1 February, even if you finish your bachelor degree earlier.

Important consequences for SU (the Danish Student Grant):

As long as your bachelor degree is still in progress, you can extend the SU grant for your bachelor studies. You can only apply for SU for your master studies after you have completed your bachelor degree. However, if you complete your bachelor degree before 2 November, you

will not be able to receive SU for your master studies until 1 February, when your enrollment at the master programme begins (according to *SU bekendtgørelsen*, §27 of ministerial order 794 of 22/06/2025).

Other steps you need to take:

Contact your bachelor Study Board to find out if, and how, you can complete your study plan and sit all the remaining examinations no later than 31 January. You may need to ask the Study Board for a separate exemption (e.g. in case you've run out of exam attempts).

You can apply for permission to enrol in master level courses before your Study Board has decided when your remaining bachelor exam(s) will take place. Please note that even if you are granted permission to enrol in master level courses, the Study Board of your bachelor programme is not obliged to accommodate your request to schedule your remaining bachelor exam(s) before 31 January.

For further help:

- To decide what is the right study choice for you: contact a student guidance counsellor
- Questions about the request process: contact CBS Admissions
- Applying for SU: contact the SU Office or the Student guidance

Contact information is available on the [master contact page](#).

## Application to enroll in master level courses with incomplete CBS bachelor degree

Full name:

Application ID number:

CBS bachelor degree:

Remaining bachelor courses:

Course title	ECTS-points	Expected exam date (if available)
1.		
2.		
3.		

**Explanatory statement:**

Describe your situation in the box below and explain how you think it will be academically feasible for you to finish your bachelor degree while simultaneously taking courses at master level while completing your bachelor's degree. Please also attach any documentation you find relevant in support of your argumentation (e.g. detailed study plan, any special measures you have taken or plan on taking in this regard etc.).

You should also attach any supporting documentation you find relevant regarding the causes of the delay in your studies as well as documentation regarding a possible improvement if available (e.g. doctor's notes).

I hereby apply for permission to be enrolled in up to 30 ECTS-points worth of master level courses, while completing my CBS bachelor degree during the autumn semester 2026

I have read the attached information and I hereby attest that:

I understand that it is my responsibility to make arrangements that are necessary to complete my bachelor degree by 31 January 2027.

I understand that, if I am granted permission to be enrolled in master's level courses, and I finish my bachelor degree before 31 January 2027, my enrolment at a master programme will start on 1 February 2027.

I understand that I am not going to be enrolled in a master's programme during the autumn semester 2026, which can have important consequences for my SU grant.

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**Date**            **Name**

**You do not need to print and sign this form. Uploading the form to the Application Portal is equal to a signature.**