



Application Form for Enrollment as a Guest Student -EU/EEA applicants with foreign academic qualifications

Application deadlines: 1 June for autumn semester /// 1 December for spring semester

Please read the instructions on page 3 before completing this form.

The course catalogue will be available on 10 November for spring semester and 10 May for autumn semester.

1. Personal data			
First name(s)		Surname	
Citizenship		Date of birth (DD/MM/YY)	
Phone number		E-mail	
Permanent street address			
City and postal code		Country	

2. Course selections at UCPH-Faculty of Humanities			
<i>Applicants may prioritize up to six (6) courses offered by the Faculty of Humanities. Please list the courses in the order the courses should be prioritized. For information on available courses, please refer to: http://humanities.ku.dk/education/exchange/courses/</i>			
I am applying for a total of _____ ECTS in the <input type="radio"/> Spring semester <input type="radio"/> Autumn semester _____ (year).			
1	Course title	ECTS	Level (BA/MA)
2	Course title	ECTS	Level (BA/MA)
3	Course title	ECTS	Level (BA/MA)
4	Course title	ECTS	Level (BA/MA)
5	Course title	ECTS	Level (BA/MA)
6	Course title	ECTS	Level (BA/MA)

3. Applicant status	
<i>Please tick the appropriate box. For information about tuition fees, please refer to: http://humanities.ku.dk/education/guest/</i>	
<input type="radio"/> EU/EEA applicant currently enrolled at a foreign educational institution	
<input type="radio"/> EU/EEA applicant not currently enrolled at a foreign educational institution (e.g., graduates, professionals, etc.)	
<input type="radio"/> Non-EU/EEA/Swiss applicant with a valid Danish residence permit with a view to permanent residency in Denmark	



4. Educational background (for students and graduates)

For the checklist of documentation to be enclosed in your application, please see part 5 below.

Home university	
Faculty/department of study	
Level (e.g. BA, MA, PhD)	
Title of degree conferred	
Optional: Additional information that may be relevant for your application	

5. Checklist: Documentation to be enclosed

- Proof of citizenship: A copy of passport
- A copy of valid Danish residence permit (if applicable)
- Certified transcript of academic records and degree certificate diploma(s)
- Certificate diplomas (if applicable)

[For applicants to courses offered by the Department of Media, Cognition and Communication, Department of Library and Information Science, and English Studies programme offered by the Department of English, Germanic and Romance Studies.]

- Proof of English language proficiency. Non-native English speakers are required to provide proof of English language proficiency by way of an official language report. UCPH-Faculty of Humanities accepts the following tests with minimum scores:

- TOEFL iBT: 80
- IELTS (academic): 6.0
- Certificate of Advanced English (CAE): B
- Certificate of Proficiency in English (CPE): C

- Other:

6. Signature

I declare that to the best of my knowledge, all of the information I have provided in this application is correct.

NB: If you send your application via your UCPH-mail, you are not required to sign it.

Date:

Signature:

Instructions for applying as an EU/EEA guest student at the University of Copenhagen-Faculty of Humanities

Please read this information sheet carefully before you submit your application

Applying

- The application deadline is 1 June for the autumn term and 1 December for the spring term.
- The application form and required documents are submitted in pdf format to gueststudents@hum.ku.dk.
- The Faculty of Humanities can only enroll in courses offered at the Faculty of Humanities. If you apply to other faculties, you will receive separate enrolment letter(s) and invoice(s) from those faculties.
- Applicants may submit one application per semester.

Required documents

- Applicants must have completed at least two years of full-time studies prior to commencing studies at UCPH.
- The applicant's academic background will be assessed by the department(s) at which you wish to study. The respective departments' study boards determine eligibility for admission to their courses.

Course selections

- Applicants apply for courses for one semester at a time.
- Applicants can search for courses offered to fee-paying guest students in the UCPH-Faculty of Humanities' online course catalogue: <http://humanities.ku.dk/education/exchange/courses/>
- Applicants can prioritize up to six (6) courses at the Faculty of Humanities. It is not possible to choose additional courses if there is no availability in the prioritized courses.
- Priorities cannot be changed after the application deadline.
- Applicants can choose bachelor- and master-level courses, but not PhD and Professional Master's courses.
- Please note that guest students may only complete up to 90 ECTS credits of bachelor-level courses and 60 ECTS of master-level courses. It is not possible to schedule a bachelor's project or master's thesis as a guest student.

Admission

- Admission is subject to course availability. Meeting the admission requirements is not a guarantee that applicants will be enrolled, as there is limited availability in the courses.
- Applicants receive the admission decision sent to the e-mail provided in the online application form.
- Enrolment and invoicing take place close to semester start. Applicants should allow for a processing time of up to five (5) weeks after the application deadline.

Payment

- UCPH – Faculty of Humanities accepts international bank transfers for payment of tuition fees.
- The payment deadline is fourteen (14) days after the invoice is sent. If you pay late, you risk having your course space given to another applicant.

Cancellation

- Payment is binding. It is not possible to switch courses after payment has been credited to UCPH Finance.
- If you cannot attend a course you have paid for, you can receive a reimbursement within the following deadlines: 1 August for autumn semester courses /// 1 January for spring semester courses
- Requests for reimbursement are submitted in writing to gueststudents@hum.ku.dk.