

## **Five step application guide – for applicants for the Bachelor in Animation and Bachelor in Graphic Storytelling programs. www.optagelse.dk in five steps**

### **1. Go to www.optagelse.dk**

You must submit your application **no later than March 15 at 11:59 am (midday!)**.  
The system closes for login at 11.45!

**The Animation Workshop cannot change the deadline, and is not able to register applications submitted after the deadline.**

You can log in

- a) with the Danish NEM-ID identification system. Use option 5 (a) to sign your application.
- b) with email user profile (without Danish NEM-ID). Use option 5 (b) to sign your application.

### **2. Fill the application**

Make sure to fill in **all relevant contact information**, including a valid email address and your complete phone number with country and area codes.

- The tab on “entry qualifications” pertains to your upper secondary qualification.
- Any other courses or educations must be listed under the tab “Information about you”, where you can list “Previous admissions to a higher educational programme”.

### **3. Choose the right program**

Choose: VIA University College – Viborg – in the drop-down menu.

Then, choose the education area code (“Optagelsesområdetnummer”):

- Choose 47650 for Graphic Storytelling
- Choose 50610 Bachelor of Arts in Animation, then choose a study line:
  - Computer Graphic Arts
  - Character Animation

- Complete the Priority form.

### **4. Upload attachments to your application**

- Upload your portfolio (PDF (one single file only, maximum size: 99.9 MB).
- Upload proof of upper secondary education.
- Upload proof of English skills if not entailed in your upper secondary education (read more about the proficiency requirements on our website).
- Upload documentation for other courses, previous education etc.

### **5. Sign the application**

Sign the application:

- a) If you apply with NEM-ID, your application is signed digitally.
- b) If you apply without NEM-ID, you must conclude the application by printing the “følgeskrivelse” (a receipt slip, containing a 10 digit application ID number).



Send the page to [apply@via.dk](mailto:apply@via.dk) by email (please send it only once!). Please indicate which education/study line you have applied to in the mail's subject line.

**NOTE: WE MUST HAVE THE SIGNED RECEIPT SLIP BEFORE THE DEADLINE ON MARCH 15 AT 11:59 AM MIDDAY.**

**We will not review applications and portfolios submitted after the final deadline.**

### **What happens next? Track your application on nemStudie**

When we have registered your application, you will receive an invitation to log on to VIA's admissions portal – nemStudie.dk. The invitation serves as your return receipt for the registration of your application.

### **It is your OWN responsibility to make sure your application has been registered!**

If you have applied and have not received a return receipt/invitation to log on to nemStudie at the end of March 20th, please contact us at [apply@via.dk](mailto:apply@via.dk)

After the registration, VIA's admissions portal is the main platform for further communication about your application. Here, we will post info and notifications on dates etc, and it is through this platform that you will receive any new information about our processing of your application.

### **Need help?**

- Guides in English: <http://www.optagelse.dk/admission/index.html>
- Technical support to the system: <http://www.optagelse.dk/writeto.html>
- Questions about the specific admissions requirements for The Animation Workshop's Bachelor Education: [apply@via.dk](mailto:apply@via.dk)

