Five step application guide

www.optagelse.dk in five steps

1. Go to www.optagelse.dk
You must you submit your application **no later than March 15 at 11:59 am**. 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 Danish CPR (social registration number), using the Danish NEM-ID identification system. Use option 5 (a) to sign your application
   b) without Danish CPR (social registration number).
      Use option 5 (b) to sign your application.
      Please note that there is an application fee for non-EU applicants:
      http://en.via.dk/programmes/fees-and-finances

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.
   - Section 3.2. on "entry qualifications" pertains to your upper secondary qualification.
   - Any other courses or educations must be listed under section 3.3.

3. Choose the right program
Choose: VIA University College – Viborg – in the drop down menu. Then, choose the education.
The education area code ("Optagelsesområdenummer"):
- 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), including the letter of intention and coverletter
   - Upload proof of upper secondary education
   - Upload proof of English skills: http://animationworkshop.via.dk/programs-and-courses/admission-for-bachelor-programs
   - 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 studieplads@via.dk by email (please, send it only once!).

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

What happens next? VIAs admissions portal: Optagelse.via.dk

When we have registered your application, you will receive an invitation to log on to VIA's admissions' portal – www.optagelse.via.dk. This invitation serves as your return receipt for the registration of your application. It is your 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 optagelse.via.dk at the end of March 20th, please contact taw.bachelor@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: taw.bachelor@via.dk.

The Animation Workshop / VIA University College
Kasernevej 5, 8800 Viborg, Denmark
+45 87 55 49 00 · taw@via.dk · www.animationworkshop.via.dk

The Animation Workshop
VIA University College