

# Admissions checklist

## Mandatory documentation for ALL applicants

### 1. Qualifying exam certificates

Your entry qualification is your high school or upper secondary education diploma. If you took other higher education, this must be stated in a separate section.

If you only earn your entry qualification diploma in the summer of 2019, state "2019" as the year of qualifying exam, and upload the diploma when you have received it.

Deadline: July 5, 2019.

If you do not have an upper secondary exam, you [must apply for special permission](#) and assessment of your qualifications. Please attach the necessary and relevant documentation.

### 2. Your entrance test PORTFOLIO (one PDF file, max 100 MB).

- The portfolio must clearly state the study program you apply for: Computer Graphic Arts, Character Animation or Graphic Storytelling.
- The portfolio must clearly state your full name and contact information
- The portfolio must contain your **Letter of intention**
- The portfolio must contain a filled and signed version of the **cover letter** which can be found in the templates.
- Your final file should be named:  
**Firstname\_Lastname\_Portfolio\_LineOfStudy\_2019.PDF**
- Your work should be sequenced as described in here
  - o [Bachelor in Animation: Computer Graphic Arts](#)
  - o [Bachelor in Animation: Character Animation](#)
  - o [Bachelor in Graphic Storytelling](#)

### 3. English language exam certificates

Mandatory for applicants from outside the Nordic countries. Does not apply for native speakers Danish and Nordic applicants must also hand in a test if they do not have the required English level in their secondary exam certificate . Find a PDF overview over acknowledged tests and scores here (scroll down to the last section).

### 4. Receipt for payment of application fee (Non-EU citizens).

Mandatory for applicants from outside the EU countries (the fee will be reimbursed if you are admitted). Read more about the fee and find the link to the payment form here:

<http://en.via.dk/programmes/fees-and-finances>

### 5. Other relevant documentation

For ALL applicants: School certificates, transcripts from higher education, proof of previous (relevant) work, etc.

### 6. Signature page

Applicants without Danish social security number: Email the signature page to [studieplads@via.dk](mailto:studieplads@via.dk) after completing the application before the deadline.

**Your application is not registered unless we have the signature page in our mailbox before the deadline on March 15, 11:59 am (midday).**

