



## Application for DTU's Flexible Master's Programme

See instructions on page 4

### Programme start date

Desired title: Master in:.....

Department at DTU:.....

**I am applying for admission to the flexible master programme with start (tick off):**

February. Year:.....

September. Year:.....

Application deadline is 1st november  
for the spring semester and 1st of may  
for the fall semester.

### Information about the applicant

Personal Identification Number (CPR):.....

Surname:.....

First and middle names:.....

Street adress:.....

Zip code and city:.....

Telephone number:.....

e-mail:.....

### Citizenship (tick off)

Danish

Other Country.....



### **Information on basis for admission**

Qualifying examination (Relevant bachelor's degree):.....

.....

Examination year and month:.....

Educational institution:.....

Work experience (at least 2 years):.....

.....

### **Payment information**

Company name/Job center:.....

Street address:.....

Zip code and city:.....

VAT-number (CVR-number):.....

GLN-number (EAN-number):.....

Contact person at the company:.....

E-mail:.....

Telephone number:.....

Order or requisition number:.....

### **Motivation for applying for admission to the flexible master's programme**



## Academic profile

Which professional field is the programme about:.....

Desired courses indicated by number and name

Course number	ECTS-points	Course title
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Credits to be transferred:.....

## Appendix (tick off)

A certified copy of the diploma for a completed degree is attached

Documentation of at least 2 years of relevant work experience after qualifying education

Curriculum Vitae (CV) containing information about:

- Current and/or previous employment
- Relevant continuing and further education
- Other academic qualifications

## Signature and date



Please send the signed application form and attachments to: [learnforlife@dtu.dk](mailto:learnforlife@dtu.dk)

**Instructions for filling in the application form**

Please read the following instructions thoroughly before you fill in the application form.

This application outlines admission requirements for the flexible master programme and the desired academic profile for the programme. The individual study programme is completed in a dialogue with the advisor once DTU has confirmed that the formal prerequisites have been fulfilled. DTU reserves the right to interview the applicant as part of the admission procedure.

**Section 1: Programme start date**

- The year and semester desired for starting the programme.

**Section 2: Information about the applicant**

Please provide as much information as possible in section 2.

- Personal identification number (CPR): if you do not have a Danish personal identification number, enter your date and year of birth.
- Please enter the e-mail address you check most frequently, whether work or private. It is important that you provide an e-mail address you check frequently and that you enter the e-mail address correctly and clearly on the application form.
- Citizenship: If you are a citizen of a country outside the EU / EEA but have permanent residence in Denmark or a residence permit with possibility of permanent residence in Denmark, please disclose that fact for the sake of payment. Please attach documentation.

**Section 3: Information on prerequisites for admission**

Be aware of the requirements, which are:

- A polytechnic degree, a bachelor degree or a diploma degree taken as a supervised course of study
- At least 2 years of relevant work experience after qualifying education

You must provide the following:

- What is the educational foundation upon which you apply to the programme, and when and where did you complete your education.

Documentation must be attached (certified copy)

- Other educational relations that you would like to be considered, must be indicated in CV.
- Work experience is given as the number of years in the labour market. Note that the requirement for at least 2 years relevant work experience cannot be waived.

**Section 4: Payment information**

Section 4 should be completed if your employer or job center pays for the programme.

- Contact information for the employer or job center
- Danish business registration number (CVR), which is needed to issue an invoice. All registered companies in Denmark have a VAT number. For more information see [www.cvr.dk](http://www.cvr.dk)
- If a public institution or authority will be paying, it must be done with an e-invoice. In this case please provide the EAN number. Be aware that even if the EAN number is disclosed the CVR number must also be disclosed.
- The personal reference (optional) could be the person responsible for continuing education in the company or job center.
- Order or requisition number (optional) is typically used by the finance departments at the company.

**Section 5: Motivation**

Write a few lines about your wishes after graduation. How do you think this educational programme will influence your career?

**Section 6: The academic profile**

- Professionally field – Describe the subject the programme must cover. Elaborate with specific course requests. If credit transfer is desired for previously completed courses, write the course name and educational institution. The maximum transfer of ECTS credit points that can be transferred is 15, and only courses that are not part of another programme can be transferred.
- Desired title – give your take on the title to appear on the diploma, Master in XXXX. The final title will be agreed with the supervisor.

**Section 7: Appendix**

DTU needs the following documentation in order to find a supervisor. The application will not be processed until DTU has received all relevant documents.

- Provide CPR-number on all documents
- Confirmed diploma for qualifying education
- Relevant work experience must be documented with copies of letters of employment, copy of salary statements or statements from an employer. If you have other employment that you would like to be considered, disclose this on your CV.
- Curriculum Vitae: If you have other relevant qualifications or completed/ongoing educational programmes, you can state this in your CV.

**Section 8: Signature**

By signing this application you certify that the information you provided is correct.