

## Application via nemStudie – FAQ – Questions and Answers

Question:	Answer:
<b>How do I log in to nemStudie?</b>	If you are a Danish citizen, log in using NemID. If you are not a Danish citizen or you do not have NemID, log in using your email address.
<b>Why can't I log in?</b>	If you cannot log in with NemID, check whether NemID is operating on its website. If you have trouble logging in to nemStudie, we recommend that you wait for the issue to be resolved. If you have not received a nemStudie login in your inbox, please check your spam folder.
<b>How do I edit my profile?</b>	Once you have logged in to nemStudie and created a profile, you can then only edit your email address and telephone number.
<b>When will my application be submitted?</b>	Your application will be submitted once you have chosen: 1. "Reviewed and approved" 2. Accepted "consent form" and 3. "Send"
<b>Can I edit my application once it has been sent?</b>	You cannot edit your application once it has been submitted. If the educational programme you are applying to allows, you can supplement your application with, e.g., extra appendices and/or send a message.
<b>How can I follow the processing of my application?</b>	You will receive notification via email whenever there is a new message regarding your application in nemStudie. You can read the message in nemStudie. If you are asked to supplement your application, you must do so in nemStudie.
<b>How can I communicate with the educational institution to which I have submitted my application?</b>	If the educational programme to which you applied allows, you can send a message in nemStudie. You can send a message under "Applications". Otherwise, you can find contact information on the educational institution's website.
<b>How can I see which documentation is sent with my application?</b>	Once you have submitted your application, you will see an application summary where you can see all the information and attachments in your application. You can download the application summary under "Applications" (as a pdf file).

Questions:	Answers:
<b>How do I know if anything is missing from my application?</b>	You will receive notification via email if there is a new message in nemStudie regarding your application. You read the message, e.g., regarding something missing from your application to the educational institution, in nemStudie.
<b>When and how will I receive an answer to my application?</b>	You will receive an answer to your application in nemStudie. When you get an answer depends on which educational programme you have applied for. See more on the educational institution's website.
<b>How can I cancel my application?</b>	You can cancel your application by <ol style="list-style-type: none"> <li>1. Selecting the "Applications" menu</li> <li>2. Selecting the relevant educational programme</li> <li>3. Canceling your application at the bottom of the screen.</li> </ol> It can take a few minutes from the time you submit your application before you are able to cancel it.
<b>Where can I find answers to questions regarding the educational programme to which I would like to apply or have already applied?</b>	You find information on the website of the educational institution to which you have applied. You can also find contact information here. Find all educational institutions in nemStudie by clicking on one of the institution types under "Institutions on nemStudie.dk" at the bottom of the page in nemStudie. You can also find information regarding educational programmes at <a href="http://www.ug.dk">www.ug.dk</a> .
<b>Can I apply for admission to more than one educational programme at a time? And how?</b>	You have to submit a completed application for each degree/module/course/educational activity you wish to apply for.
<b>How do I find my employer's CVR, EAN or P number?</b>	Typically you can find your company's CVR on it's webpage. You can also find your company's CVR, EAN or P number at <a href="http://www.cvr.dk">www.cvr.dk</a>
<b>How are the fees for further/continuing education paid?</b>	Before you start, we will send an invoice to the payer named in your application. If you yourself are paying, we will send an invoice to your e-boks or your email.