

# How to fill in the application at [www.optagelse.dk](http://www.optagelse.dk)

The application for upper secondary educations must be signed no later than **March 1<sup>st</sup>**. You can fill out the application form from January 1<sup>st</sup>, but you cannot sign it until February 1<sup>st</sup>.



When you are about to sign in at [www.optagelse.dk](http://www.optagelse.dk) you have 2 options:

1. Use the student's UNI-login
  - You have to use the student's UNI-login in order for you to be able to upload the student-portfolio and other appendixes.
2. Use the parent-login (Nem-ID)
  - The parent-login can only be used for signing the application.



## Make sure that the personal information given is correct


When you have successfully logged in, you need to fill out your phonenumber and e-mail adress. The name and adress has already been filled out by ISB.

Also, control that the information provided, such as grades, are correct.

After that, you can create the application.

## Add your wishes of education

On the tab 'uddannelsesområde' (area of education), you can choose what type of upper secondary education the student wants to apply to.



Ansøgning - Uddannelsesområdet

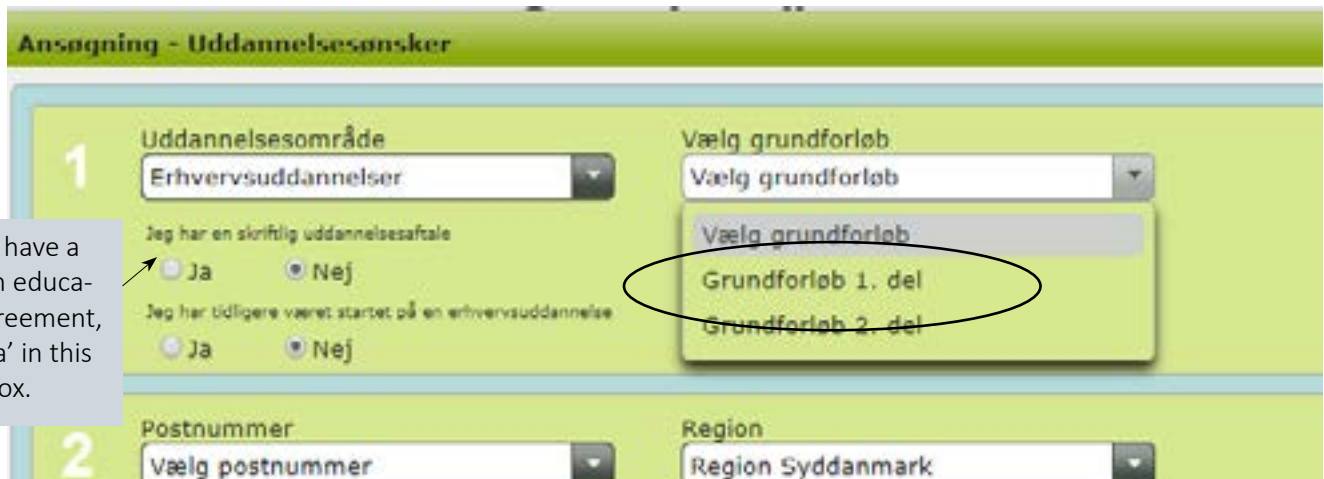
1 Uddannelsesområde  
vælg uddannelsesområde

2 Region  
vælg region

Erhvervsuddannelse  
Gymnasiale uddannelser  
10. klasse

## Vocational Educations

When choosing the vocational educations (erhvervsuddannelser), you must choose the basic course (Grundforløb 1).



**1** Uddannelsesområde: Erhvervsuddannelser

Vælg grundforløb: Grundforløb 1. del

Jeg har en skriftlig uddannelsesaftale: ☐ Ja ☒ Nej

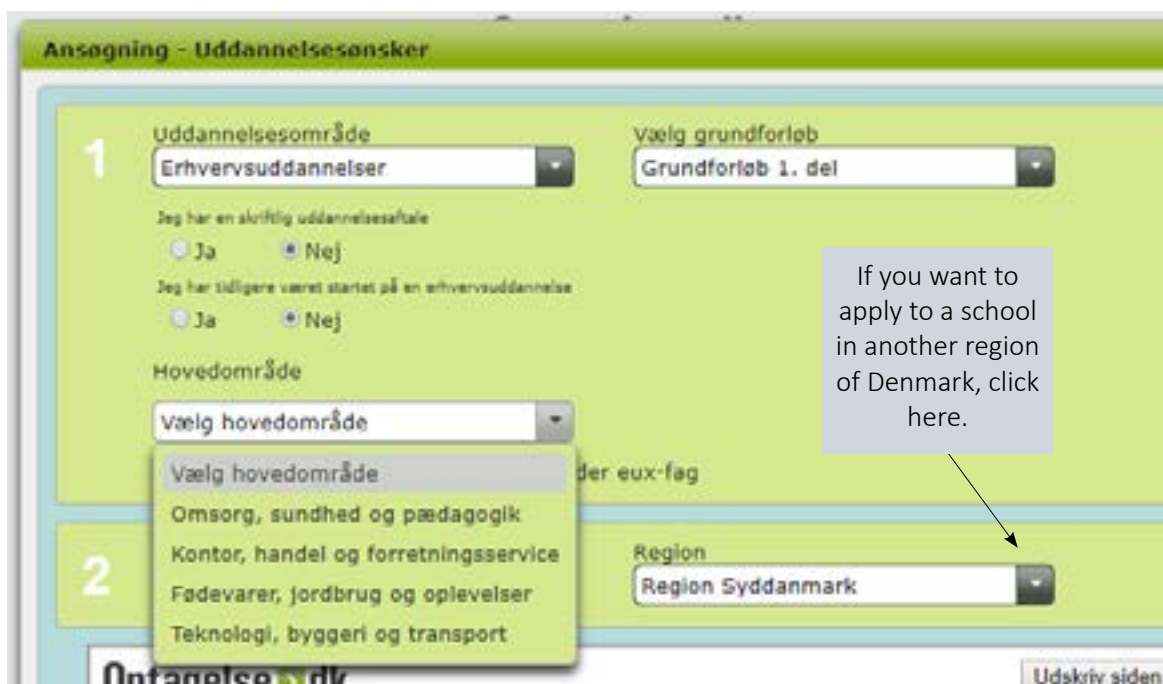
Jeg har tidligere været startet på en erhvervsuddannelse: ☐ Ja ☒ Nej

**2** Postnummer: Vælg postnummer Region: Region Syddanmark

If you have a written education-agreement, click 'ja' in this box.

After choosing the basic course, you have several main areas that you can choose from:

- Care, health and pedagogy
- Office, trade and business
- Food, farming and experience
- Technology, building and transportation



**1** Uddannelsesområde: Erhvervsuddannelser Vælg grundforløb: Grundforløb 1. del

Jeg har en skriftlig uddannelsesaftale: ☐ Ja ☒ Nej

Jeg har tidligere været startet på en erhvervsuddannelse: ☐ Ja ☒ Nej

Hovedområde: Vælg hovedområde

Vælg hovedområde:

- Omsorg, sundhed og pædagogik
- Kontor, handel og forretningsservice
- Fødevarer, jordbrug og oplevelser
- Teknologi, byggeri og transport

**2** Region: Region Syddanmark

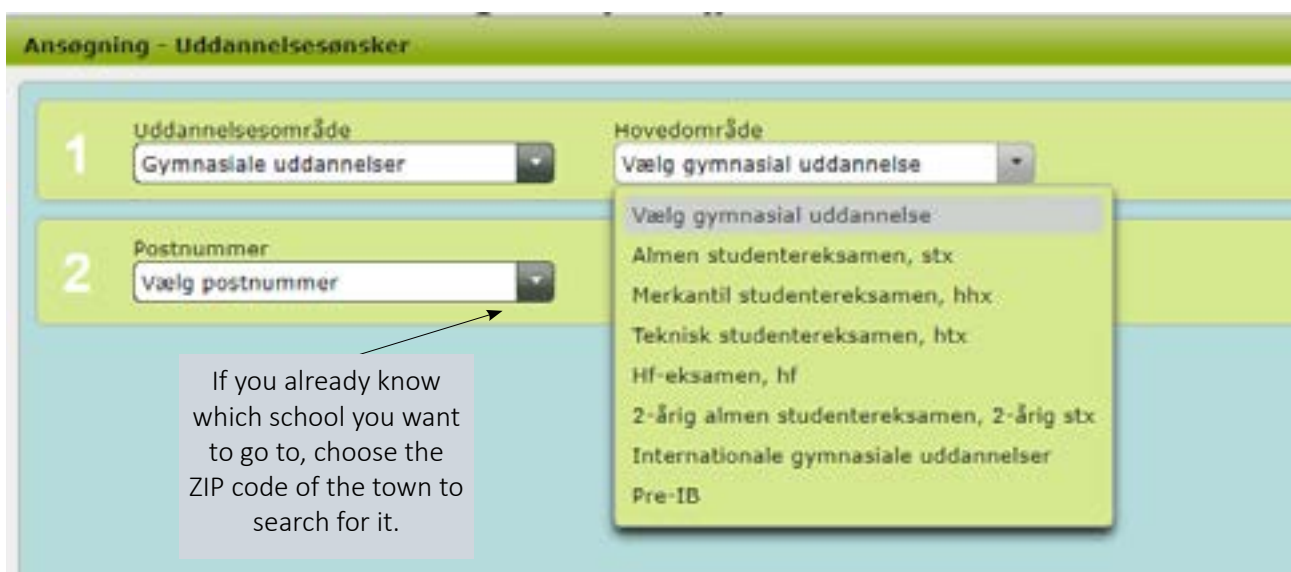
Udskriv siden

If you want to apply to a school in another region of Denmark, click here.

## 2- and 3-year Gymnasium educations:

When choosing an area education, you have the following options:

- Higher General Examination Programme (STX, 3 years)
- Higher Commercial Examination Programme (HHX, 3 years)
- Technical school (HTX 3 years)
- Higher preparatory exam (HF, 2 years)
- General Examination Programme (STX, 3 years)
- International Educations
- Pre-IB



Ansøgning - Uddannelsesønsker

1 Uddannelsesområde  
Gymnasiale uddannelser

2 Postnummer  
Vælg postnummer

Hovedområde  
Vælg gymnasial uddannelse

Vælg gymnasial uddannelse:

- Almen studentereksamen, stx
- Merkantil studentereksamen, hhx
- Teknisk studentereksamen, htx
- Hf-eksamen, hf
- 2-årig almen studentereksamen, 2-årig stx
- Internationale gymnasiale uddannelser
- Pre-IB

If you already know which school you want to go to, choose the ZIP code of the town to search for it.

When you have chosen the area of education that suits you, a list of various schools shows up. Just click on the one that you want to go to.



Ansøgning - Uddannelsesønsker

1 Uddannelsesområde  
Gymnasiale uddannelser

2 Postnummer  
Vælg postnummer

Hovedområde  
Internationale gymnasiale uddannelser

Region  
Region Syddanmark

Skole/Institution	By	Adresse
Esbjerg Gymnasium	Esbjerg	Skolebakken 13
EUC Syd	Esbjerg	Skolebakken 13
Kolding Gymnasium - HF-kursus og IB School	Kolding	Skolebakken 13

**Internationale gymnasiale uddannelser - 2019/2020**

Studieretning: 12-09-2019

Anmeldelsesperiode: 01-01-2019 - 01-09-2019

Valgte studieretning:

IB (International Baccalaureate)

Yderligere information: <http://skolens.studieretning.dk/skole/billund>

Vælg uddannelse

Esbjerg Gymnasium    Esbjerg    Skolebakken 13

When you have chosen your education of choice, remember to attach your portfolio that you have created in cooperation with your guidance counsellor.

When you have gone through all of the tabs and chosen your wishes of education, the application is done and ready to be signed.

The student can approve the application by clicking on the button 'godkend uddannelsesplan'.

At least one parent must sign the application. If both parents want to sign the application, it should be done on the same day.

When a parent have signed the application with his/her Nem-ID, the application will automatically be sent.