

# 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>.



Optagelse.dk

Søg ungdomsuddannelse eller 10. klasse

Søg videregående uddannelse

Apply for higher education in English

Uddannelse- og Forskningsministeriet

UNDERSKRIV

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.



Søg ungdomsuddannelse eller 10. klasse

Log på med UNI-Login

Log på med NemID

Har du ikke UNI-Login eller NemID?

Underskriv dit barns ansøgning

Forsidelogin med NemID

Har du ikke NemID?

## 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.



## Vocational Educations

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

**Ansøgning - Uddannelsesområder**

**1** Uddannelsesområde  
Erhvervsuddannelser

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

Jeg har en skriftlig uddannelsesaftale  
 Ja  Nej

Jeg har tidligere været startet på en erhvervsuddannelse  
 Ja  Nej

Vælg grundforløb  
Vælg grundforløb

Vælg grundforløb  
Grundforløb 1. del  
Grundforløb 2. del

**2** Postnummer  
Vælg postnummer

Region  
Region Syddanmark



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

**Ansøgning - Uddannelsesområder**

**1** Uddannelsesområde  
Erhvervsuddannelser

Jeg har en skriftlig uddannelsesaftale  
 Ja  Nej

Jeg har tidligere været startet på en erhvervsuddannelse  
 Ja  Nej

Hovedområde  
Vælg hovedområde

Vælg hovedområde  
der eux-fag

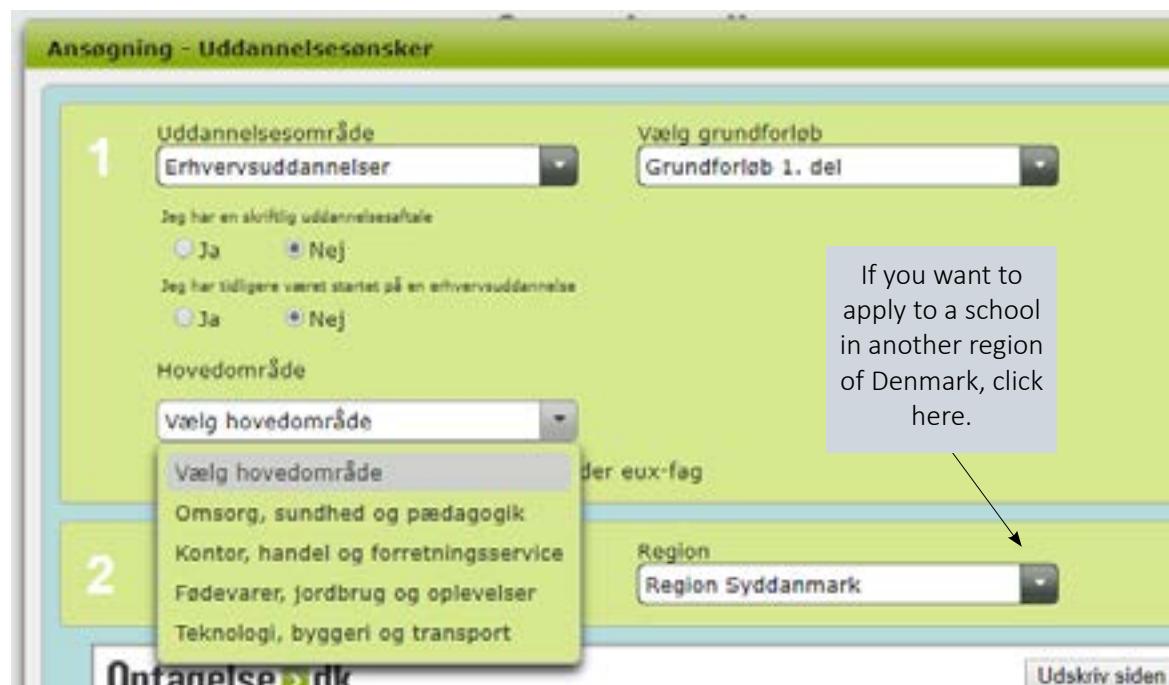
Omsorg, sundhed og pædagogik  
Kontor, handel og forretningsservice  
Fædevarer, jordbrug og oplevelser  
Teknologi, byggeri og transport

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

**2** Region  
Region Syddanmark

Udførelse

Udskriv siden



## 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

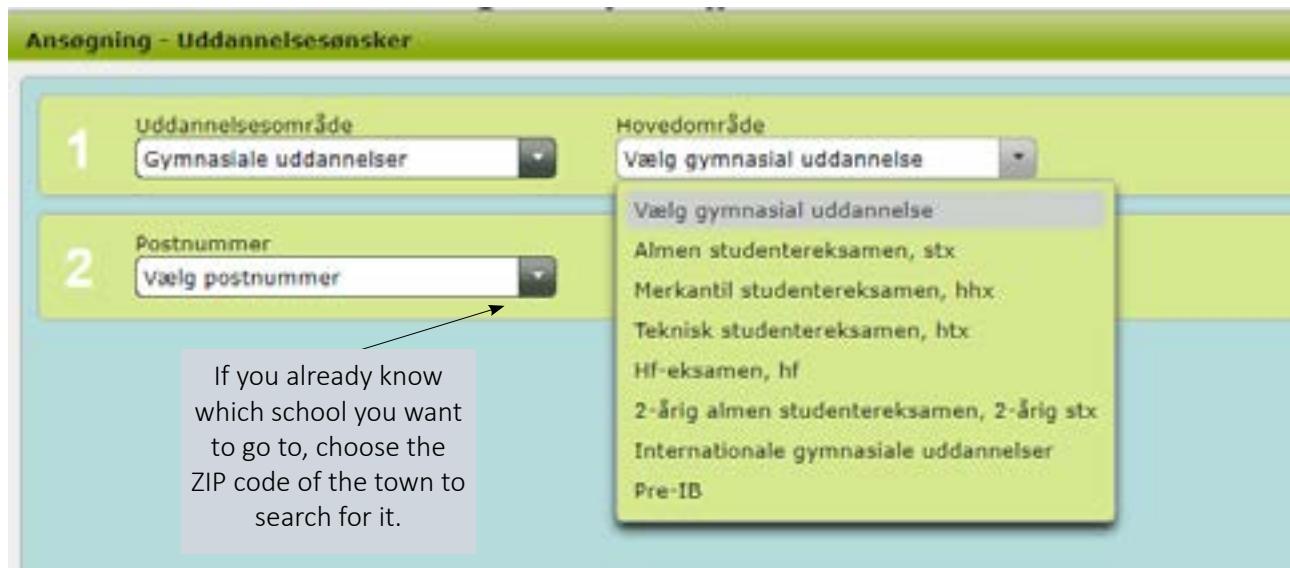
**2** Postnummer  
Vælg postnummer

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

Hovedområde  
Vælg gymnasial uddannelse

Vælg gymnasial uddannelse

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



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.

**Uddannelsesområde**  
Gymnasiale uddannelser

**Hovedområde**  
Internationale gymnasiale uddannelser

**2** Postnummer  
Vælg postnummer

Region  
Region Sjælland

| Indsættelsessted                           | By      | Adresse                  |
|--|---------|--------------------------|
| Esbjerg Gymnasium                          | Esbjerg | Sængetjerns Højvej 310   |
| EBC, Esb                                   | Esbjerg | Esbjerg, Blevens Gade 18 |
| Kolding Gymnasium - HF-kursus og 3B School | Kolding | Skovvej 10               |

**Internationale gymnasiale uddannelser - 2019/2020**

Åbningstid: 12-08-2019  
Ansøgningsperiode: 01-03-2019 - 01-05-2019

Helelige studentenheder

IB (International Baccalaureate) 

[Yderligere information om studenterkortet voer/vor/section/tilforsk](http://www.international-information.com/students/studenterkortet/voer/vor/section/tilforsk)

**Yderligere information**

• [Nyhedsbrev](#)

• [Nyhedsbrev](#)

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.