

Ver. 1, Feb. 2013

UCN Admission Student user manual

CONTENTS

Introduction	3
Compatible browsers	3
Finding UCN Admission	3
Logging in.....	4
Applying to UCN.....	6
The “My page” screen	7
Uploading your documents	8
Booking a Skype interview	10
Applying for accommodation assistance.....	11
Requesting arrival services	13
Editing your account information	14
Need help?.....	14

INTRODUCTION

At University College of Northern Denmark, we have created an online application system called UCN Admission. This allows anyone who applies to study at UCN to quickly and easily upload their application and any relevant documents and be sure that we will receive their papers immediately.

This speeds up the application process and the built-in status bar shows the progress of your application process while the message box informs you of what is going on and what you will need to do next.

Welcome to UCN Admission!

COMPATIBLE BROWSERS

We cannot guarantee that UCN Admission will run properly on every computer and every browser, however, UCN Admission is designed to work on the two most recent versions of Internet Explorer, Mozilla Firefox, Google Chrome and Safari. If you are having trouble using one browser, try downloading another one instead. We have used Mozilla Firefox successfully and recommend using that browser with UCN Admission.

You can find all browsers for free download here:

Internet Explorer: <http://www.microsoft.com/en-gb/download/ie.aspx?q=internet+explorer>

Mozilla Firefox: <http://www.mozilla.org/en-US/>

Google Chrome: <https://www.google.com/intl/en/chrome/browser/>

Safari: <http://www.apple.com/uk/safari/>

FINDING UCN ADMISSION

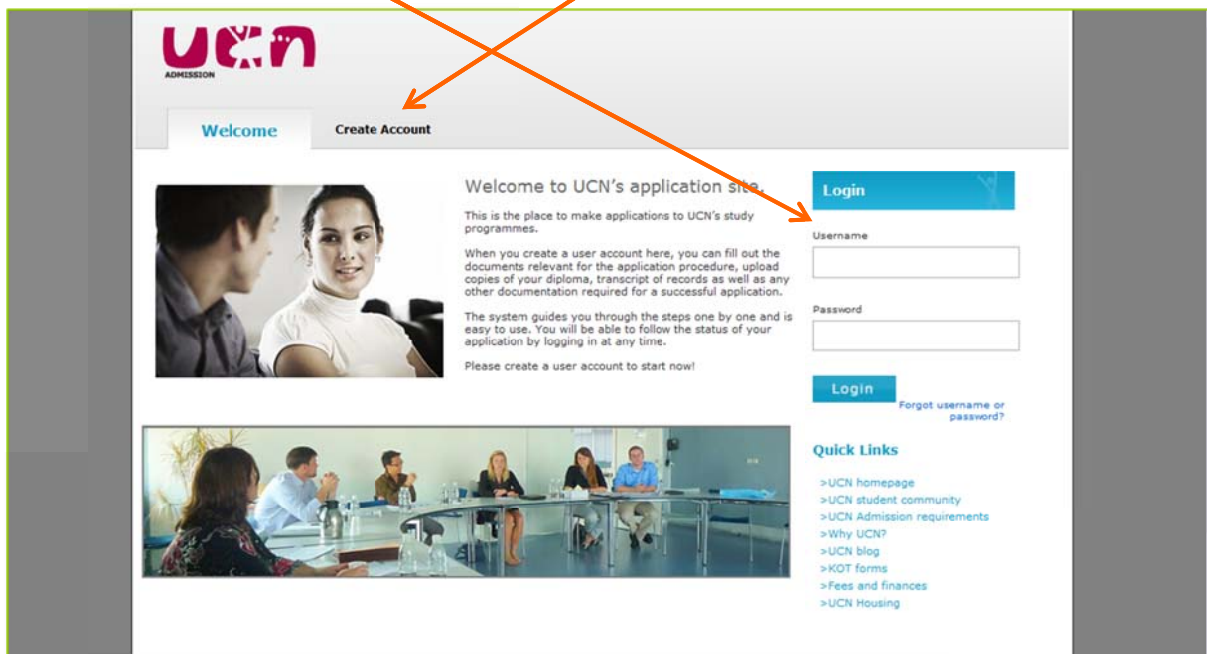
First of all, you will need to go to UCN Admission's website.

You will find it on this URL: <http://admission.ucn.dk>

LOGGING IN

This is the front page of UCN Admission. If you are applying through an agent, you can use the boxes on the right to log in using the user name and password that you received in an email.

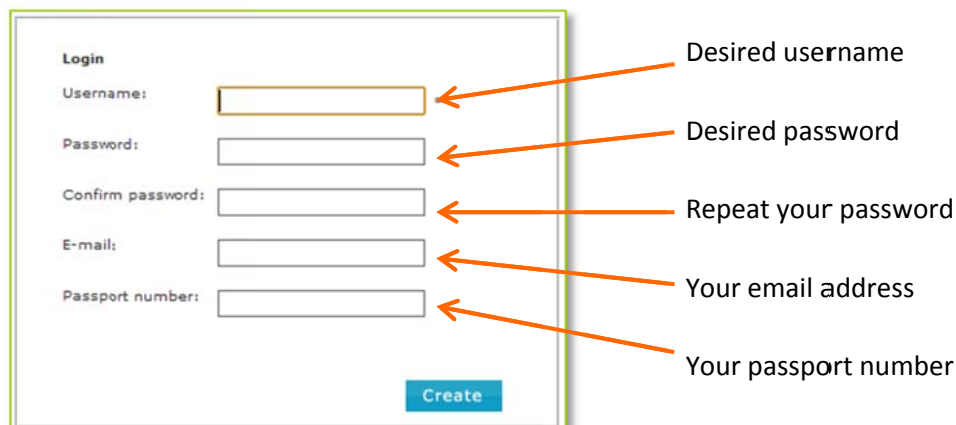
If you are applying on your own, you must create an account before you can log in. To do this, click the "Create Account" tab at the top of the screen. Next time you return to the page, you can use the boxes on the right to log in.



Only for students who are applying on their own

When you create your user account, please note that you have to use a valid e-mail address as the system will use this address to send you messages about your application and admission to UCN.

Fill in your information as shown here, and click "Create":



Login

Username:

Password:

Confirm password:

E-mail:

Passport number:

- Desired username
- Desired password
- Repeat your password
- Your email address
- Your passport number

When your account is created successfully, you will see a message telling you so. Click "Continue".

For all applicants

You will see a box stating our terms and conditions. To continue please read the terms and conditions and accept them if you agree. If you do not accept the terms, you cannot apply to UCN.

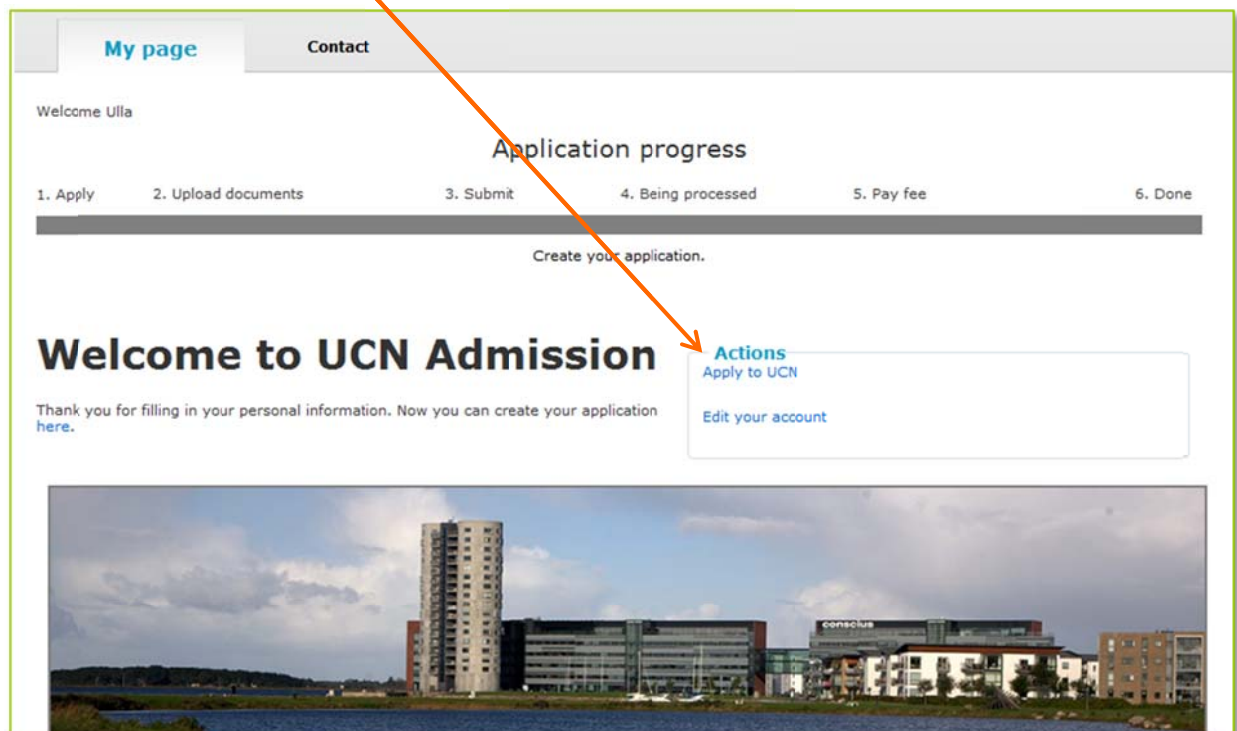
Next you will be prompted to fill in your personal information just as you would if you were filling out a regular application using pen and paper. If your agent created an account for you, please check that your information is correct. You will also be able to change this data later if necessary.

The picture that we ask you to upload should be a passport-style photo that shows you as you currently look. Please note that the picture must be in JPG format.

When you have filled in all fields, click the "Save information" button at the bottom of the screen and "Continue" in the next screen.

Now you will be taken to the "My page" screen. This is where the action takes place in UCN Admission.

To get started, click "Apply to UCN".



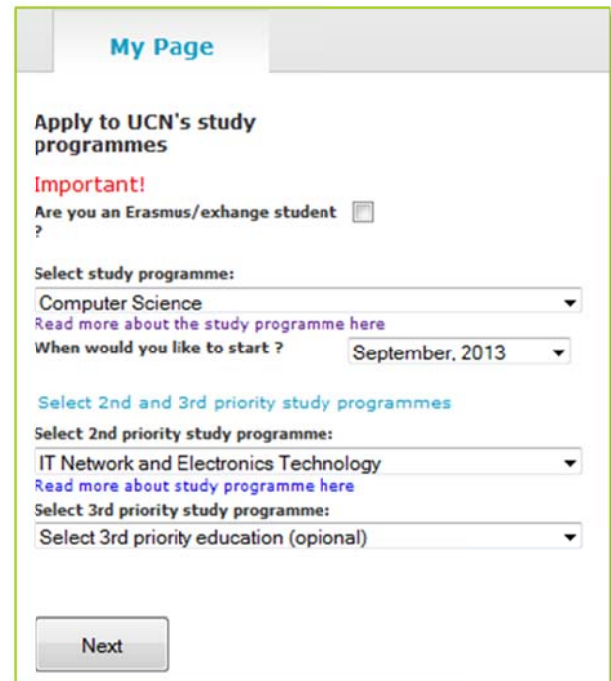
APPLYING TO UCN

You will see a box that says *"Are you an Erasmus/exchange student"*. This box is only intended for students who come to UCN on an exchange. As you are applying for a full degree, please ignore this box.

Select which study programme you would like to follow at UCN. Then select when you would like to start your studies with us. You may also choose a second and third priority.

If you want to know more about a programme, click *"Read more about the study programme here"* to be taken to that study programme's pages on UCN's website.

When you are done, click *"Next"* at the bottom of the screen to go back to the *"My page"* screen.

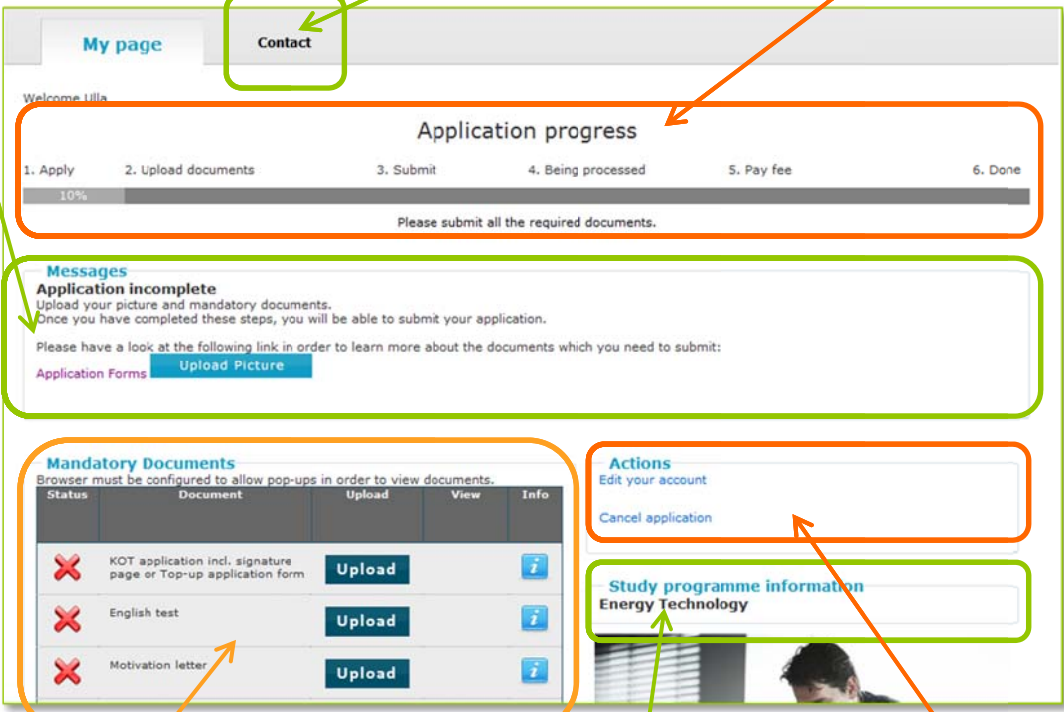


The screenshot shows a web form titled "My Page" with the following elements:

- Section Header:** "Apply to UCN's study programmes"
- Important!** section with a checkbox: "Are you an Erasmus/exchange student ?"
- Select study programme:** A dropdown menu currently showing "Computer Science". Below it is a link: "Read more about the study programme here".
- When would you like to start ?** A dropdown menu currently showing "September, 2013".
- Select 2nd and 3rd priority study programmes** section:
- Select 2nd priority study programme:** A dropdown menu currently showing "IT Network and Electronics Technology". Below it is a link: "Read more about study programme here".
- Select 3rd priority study programme:** A dropdown menu currently showing "Select 3rd priority education (optional)".
- Next** button at the bottom.

THE "MY PAGE" SCREEN

Now the "My page" screen will have expanded to look like this.



The Messages section

The Contact tab

The status bar

The Mandatory Documents section

Study programme information section

The Actions section

Status	Document	Upload	View	Info
✗	KOT application incl. signature page or Top-up application form	Upload		i
✗	English test	Upload		i
✗	Motivation letter	Upload		i

The Contact tab will take you to a form where you can send us emails with your questions.

The status bar shows you the progress of your application.

The Messages section will show you messages and buttons relating to your application.

The Mandatory Documents section shows you the documents you need to upload to us.

The Study Programme Information section displays which programme you are applying to.

The Actions section lets you apply, cancel your application or edit your account information (see p. 14).

UPLOADING YOUR DOCUMENTS

Begin by uploading your documents in the "Mandatory documents" section.

Each document has its own "Upload" button. To upload a document click the respective "Upload" button and follow the procedure illustrated in the figure below.

Please note that your documents must be in PDF format.

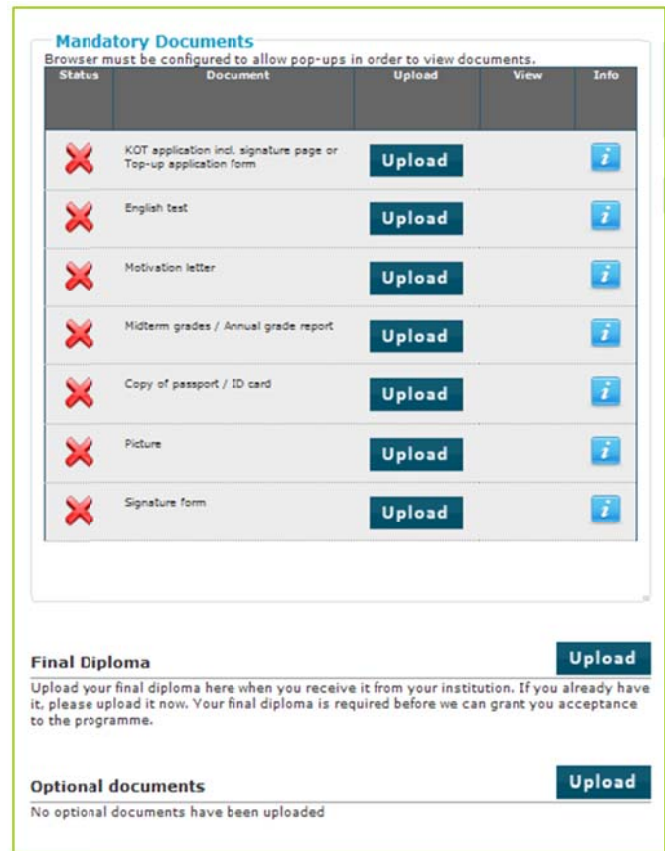
If you are unsure about what kind of documents we need you to upload, you can click the info icon to the far right for more information.

IMPORTANT: The Mandatory Documents section only includes documents that are mandatory for us to evaluate your papers. But of course we will eventually need your final diploma to be able to admit you to UCN.

Many applicants do not have their final diploma at the time of applying. This is why you can always return to UCN Admission to upload the final diploma and an English translation. The final diploma can be uploaded in the Final Diploma section below the Mandatory Documents section.

If you have any additional documents that you would like us to see and assess for your admission, you can upload them under "Optional documents" below the "Mandatory documents" section. Optional documents could be any documentary evidence of your work experience, letters of recommendation or perhaps you have some portfolio work that you would like us to take into consideration. All this can be uploaded here.

When you click the "Upload" button you will see the file uploader where you will be able to browse for and select the document you want to upload. You can also enter a text, which will be shown to us before your file is opened, if you feel there is any reason to do so.



Status	Document	Upload	View	Info
X	KOT application incl. signature page or Top-up application form	Upload		i
X	English test	Upload		i
X	Motivation letter	Upload		i
X	Midterm grades / Annual grade report	Upload		i
X	Copy of passport / ID card	Upload		i
X	Picture	Upload		i
X	Signature form	Upload		i

Mandatory Documents
Browser must be configured to allow pop-ups in order to view documents.

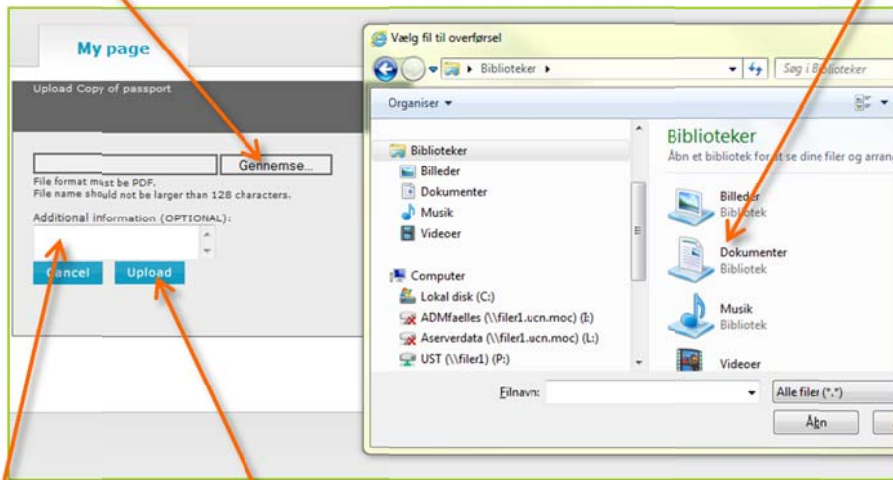
Final Diploma Upload

Upload your final diploma here when you receive it from your institution. If you already have it, please upload it now. Your final diploma is required before we can grant you acceptance to the programme.

Optional documents Upload

No optional documents have been uploaded


Click this button (the browse button) to open your file browser and then select the document you want to upload.



Enter any text here (optional)

And click "Upload" when you are done to upload your document to UCN Admission.

You will now see a green tick mark indicating that your document has been uploaded.

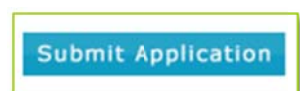
Status	Document	Upload	View	Info
✓	KOT application	Reupload		
✗	English test	Upload		
✗	Motivation letter	Upload		

You can click the magnifying glass to take a look at the uploaded document. (Doesn't always work with Internet Explorer)

And if you find that you have accidentally uploaded the wrong document, click "Reupload" to upload a different document.

Upload all the documents in the list as well as any optional documents you may have.

When you have uploaded all the mandatory documents, you will see a "Submit application" button in the "Messages" section.



Click the button when you are ready to submit your documents and that's it!

In case any of your documents cannot be opened, or if we find that they were poorly scanned or the writing is unclear, we may request you, by email, to re-scan and re-upload your documents.

Now all you have to do is wait while we go over your documents. Remember to check your email and spam filter for any messages regarding your application.

BOOKING A SKYPE INTERVIEW

We randomly check the English skills and motivation of our applicants by carrying out interviews with them over Skype.

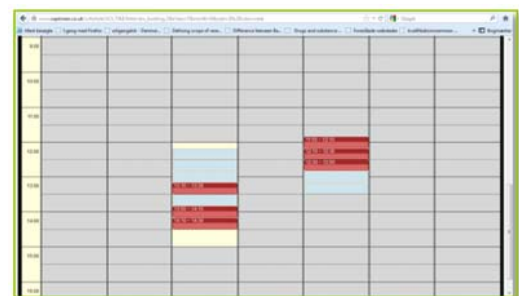
If you are among those students who are selected to do a Skype interview, you will at some point receive an email with an invitation and all the information you need. After receiving an invitation, log into your UCN Admission account where you will see a “Book now” button in the “Messages” section.

When you click the button, you will be taken to our booking site where you will first of all see an orange text informing you about how to use the booking schedule.



The clock shows you the current time in Denmark, so you can plan your interview to take place at a time that suits you.

Below the text you will find the booking schedule showing the time slots that are available for interviews (blue cells) and the time slots that have already been booked by other applicants (red cells).



Please note that you must have a Skype account to be able to book an interview.

Find a blue time slot that suits you, and click it to make a reservation for an interview. Once you have booked, you will receive an email confirmation and so will we. This means that you won't have to inform us about the time you have booked. When you want to leave the booking site, click “logout” in the top right hand corner, and you will be taken to www.ucnorth.dk

When it's time for your interview log into Skype and call the interviewer using the Skype name that was indicated in the email you received. After your interview, we will look at your interview results and include them in our considerations on whether or not to accept you to UCN.

You will receive an email informing you of our decision.

Most applicants must pay a fee to accept the offer of a study place. You will receive an email with all the information you need to do this.

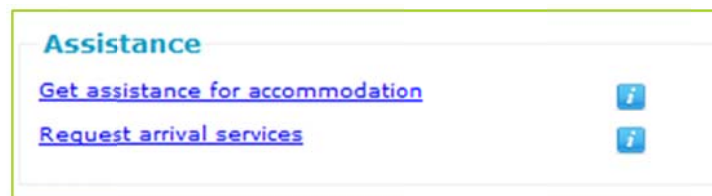
APPLYING FOR ACCOMMODATION ASSISTANCE

If you are admitted to UCN, you can request help for finding accommodation in Aalborg through the UCN Admission system. Here is how.

In Aalborg there is a service that provides cheap accommodation for students. That place is called AKU. You need to go to their web page and sign up before you can apply for accommodation assistance through UCN Admission. On our web site, you can find a link to AKU's web page and a set of guidelines that tell you how to use AKU.

Please note: If you are applying to the Natural and Cultural Heritage Management programme (which is located in Hjørring) you do not have to apply to AKU. There will be special instructions for you in the UCN Admission system.

Once you have been admitted or got a conditional acceptance letter, a new "Assistance" panel will be available above the "Actions" panel in the "My page" screen.



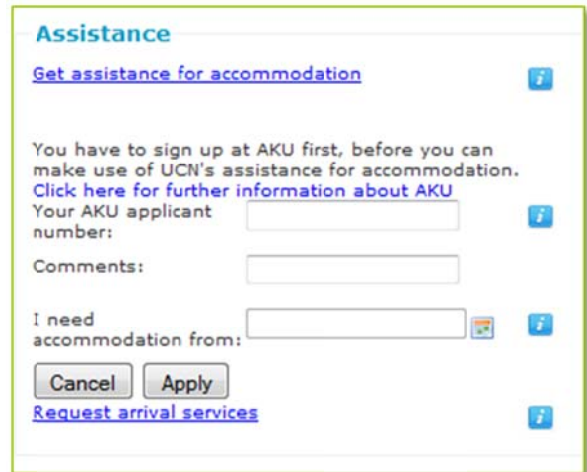
You can request help for accommodation and request to be picked up when you arrive in Aalborg or Hjørring.

Click the “*Get assistance for accommodation*” link to open the application field.

First you will need to enter your AKU applicant number, which you will find in your log in pages at AKUs website.

Next you can enter any comments you may have. An example could be that you would like to share a flat with a friend.

As the last thing, you must enter the date from which you will need your accommodation so we can find something that will be available.



The screenshot shows a web form titled "Assistance". At the top, there is a blue link "Get assistance for accommodation" with an information icon. Below this, a message states: "You have to sign up at AKU first, before you can make use of UCN's assistance for accommodation. Click here for further information about AKU". The form contains three input fields: "Your AKU applicant number:", "Comments:", and "I need accommodation from:". Each field has an information icon to its right. At the bottom of the form, there are "Cancel" and "Apply" buttons, and a blue link "Request arrival services" with an information icon.

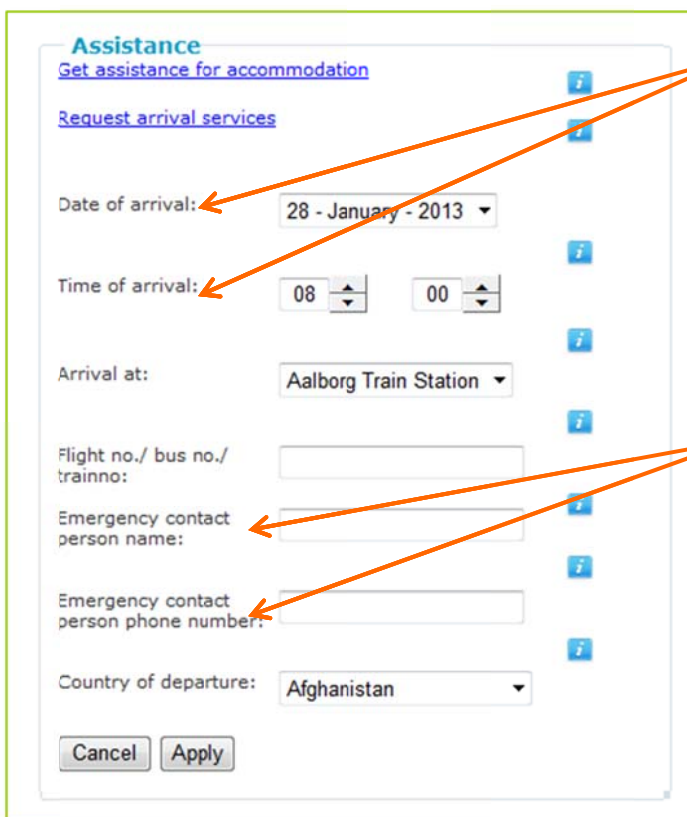
When you are done, click “*Apply*”. You should see a thank you message. If you don’t, this may either be because you are using Internet Explorer or because your message has not been sent. Please try a different browser.

REQUESTING ARRIVAL SERVICES

Once you've planned your travel route and booked your ticket to go to Denmark, you might start to wonder what to do when you arrive in Aalborg.

This is where our arrival services come in! Arrival services are services that we offer to international students coming to Denmark. If you request arrival services, we will pick you up at the airport or the bus or train station, and we will take you to your place of accommodation. If you travel by car, we can arrange to meet with you to hand over the key to your accommodation if necessary.

To request this service, we need some information about your arrival, so click *"Request arrival services"* in the *"Assistance"* panel and fill in the information about your arrival. Please note that two fields are particularly important.



Your time of arrival is important to get right. Remember that someone will be driving to your arrival destination and waiting to pick you up. If, for some reason, you miss your flight/train etc. please try to contact us so we can re-arrange your pick-up.

The name and number of your emergency contact person is important because we need to know who we can call in case you do not show up at the airport as expected.

That's all there is to it.

Thank you for applying to UCN, we hope you find the process easy and straightforward.

EDITING YOUR ACCOUNT INFORMATION

As stated in the beginning of this manual, you can change your personal information as necessary. If you need to change your personal information, click „*Edit your account*“ in the „*Actions*“ panel. This will take you to the window containing your personal information. You can enter your changes to the relevant fields and click „*Save*“ to save and go back to “*My Page*”.

NEED HELP?

If you have any feedback or if you are having technical problems, please send an email stating your problem or feedback to admissionservice@ucn.dk