User guide - Royal Danish Academy electronic application system for exchange

1. Read the Royal Danish Academy homepage

Well ahead of the application deadline you must read the information on the Royal Danish Academy homepage about exchange opportunities, requirements, partner institutions and deadlines:

In Danish: https://kglakademi.dk/interne-studerende-udveksling
In English: https://royaldanishacademy.com/internal-students-exchange

Please note that application for an exchange contains more steps that must all be completed before the application deadline (see below). It is not enough to only fill in the application form before the deadline.

2. Submit application form

Fill in and submit the online application form. You will find the link to the form and further information on the intranet pages above.

Important: During the application process you will receive most of our e-mails, including acceptance or rejection notice from the on-line application system. Please check your spam filter on a regular basis in case the e-mails end up there.

3. Create a password to The Royal Danish Academy exchange application system

Once you have submitted the application form, you will receive an automated e-mail "Create a Password – Exchange system". The e-mail contains a link to register to the application system Mobility Online.

Your registration code is pre filled. Enter your date of birth and click on **Continue**:

Now you create your own personal login and password, fill it in and click on **Continue**:

When you have successfully registered, click on **Login to Mobility-Online**.

If you close the window you can find a link to the system in a new e-mail "Finish your exchange application" that you have just received.

Please keep your login and password and the e-mail with the link to the system for later use.

4. Complete your personal details in the Application workflow
You are now in your "Application Workflow".

Now you must complete your personal details before the application deadline.

When you log in to your application account, you will see the following picture:

Click on **complete personal details** (blue box)

Now you will see this picture:

Click on **Create** and then on **Back to the application workflow**.

5. Upload documentation for required language proficiency in the Application workflow

If there are language requirements for the institution(s) that you are applying for then you must upload the language documentation in the application workflow before the application deadline.

To see the language requirements please read the description of the institutions in the Royal Danish Academy partner list: partnerliste.kglakademi.dk

When no requirements are mentioned then you do not need to upload any documentation and you can leave the exchange application system.

To upload language documentation click on **Upload documentation for language proficiency** and upload your document(s).

Your application is now being processed by the Academy's Study Administration.

6. If you are offered an exchange place - Confirm that you accept the place

If you are offered an exchange study place you will receive an e-mail with the offer. Remember to check your spam filter.

You must accept or reject the study place before the deadline mentioned in the e-mail.

In your application workflow you click on **Accept or reject your offer of exchange place** (blue box). Then click on **Forward to update**. When you have accepted or declined the place you must click on **Update**.

1-3 days after you have accepted your study place you will receive an e-mail with further information about how to apply to the exchange partner institution.

In your application workflow you can download a confirmation letter that you have been selected for the exchange. You may for instance use the letter as documentation if you want to apply for grants or scholarships.

7. If you are not offered an exchange place

If you are not offered an exchange study place you will receive an e-mail with the rejection. Remember to check your spam filter.

15.02.2023