

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**:

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your matriculation number. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Continue]**

| | | |
|---------------------|---|---|
| Registration number | <input type="text" value="257806298"/> | * |
| Date of birth | <input type="text" value="17.04.1966"/> | |

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

Step 1 of 2 - Input Registration number

First you have to enter your registration code and your date of birth. If this site was executed via the link in the confirmation mail the registration code should be filled out by the system.

Please confirm your entries and press the button **[Next step]**

Registration number *
Date of birth

Step 2 of 2 - Input User Name and Password

Now, you can enter your desired login and password (at least 6 characters, at least one upper-case letter, at least one digit, no special characters).

Should your desired login already exist in the database, please try another one.

For the purpose of password security, repeat the chosen password to confirm.

Please proceed by clicking on the button: **[Continue]**.

Login
Password
Repeat password

Registration successful

Your registration was successful.

By pressing the button **[Login Mobility-Online]** you will be forwarded to Mobility-Online. There you have the possibility to edit your application data again, to administer your personal data, download and print documents.

Additionally you will receive an E-Mail with the confirmation of your registration. This E-Mail contains the link to Mobility-Online for future login.



Action successful!

[Close window](#)

[Login to Mobility-Online](#)

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:

Royal Danish Academy of Fine Arts (KADK)



English

My application data >

Change password

Application workflow

| | | | |
|---------------------------------|--|--|--|
| Last name | Utzon | Field of study | Architecture |
| First name | Bente | Country of host institution (1st priority) | United Kingdom |
| Date of birth | 17.04.1966 | Host institution (1st priority) | NOTTING01 - THE UNIVERSITY OF NOTTINGHAM |
| Country of the home institution | Denmark | | |
| Home institution | KOBENHAS9 - Royal Danish Academy of Fine Arts (KADK) | | |

| Necessary steps | Done | Done on | Done by | Direct access via following link |
|--|-------------------------------------|------------|-------------------------|----------------------------------|
| Online application | | | | |
| Confirmation e-mail online-application | <input checked="" type="checkbox"/> | 26.06.2020 | Automatically generated | |
| Online registration | <input checked="" type="checkbox"/> | 26.06.2020 | | |

First click on the blue button "Complete personal details". Then click on "create" and then on "Back to the application workflow".

Personal data completed [Complete personal details](#)

Overview of all your uploaded documents

If there are language requirements for the institution(s) that you are applying for then you must upload the documentation here. To see the language requirements please read the description of the institutions in the partner list on the KADK intranet. When no requirements are mentioned then you do not need to upload any documentation here and you can leave the exchange application system.

Documentation for required language proficiency uploaded

Thank you. Your application will now be processed by the KADK Study Administration. You will receive an e-mail with the decision on 25 September at the latest. Please check your e-mail every day after the application deadline. We may send out answers before 25 september and you will have a short deadline for confirming if you accept a study place.

Application documents complete. Application is being assessed by KADK

Applicant received e-mail with offer of exchange place

Do you accept the study place?

E-mail about the next steps in application received

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


Now you will see this picture:

Personal details

Last name

First name

Gender Male Female

Date of birth 

E-mail address

Nationality

[Back to the application workflow](#) [Create](#)

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