

The Royal Danish Academy's user guide for students

Application for incoming exchange students

Important note

During the application process you will receive most of our e-mails, including acceptance or rejection notice, from the sender address exchange@kglakademi.dk or in some cases, from personal address from the exchange officer. Please add exchange@kglakademi.dk address to your email providers list of secure or trusted addresses or check your spam filter on a regular basis in case the e-mails end up there.

How to log in to the application system

Once you are nominated by your school, you will receive an automated e-mail "Create a Password to The Royal Danish Academy". 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 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	<input type="text" value="334211637"/>	*
Date of birth	<input type="text" value="17.04.1966"/>	

Now you fill in your login and password 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 "Apply to The Royal Danish Academy" that you have just received.

You are now in your Application workflow.

Here you must complete your personal details, complete your application data and upload application documents.

Your personal details

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 **Forward to update** and enter your nationality.

Click on **Update personal details**.

If the action is successful, click on **Back to general overview**.

You're now back in your **Application workflow**.

Your application data

Now click on **Complete application data** (blue box)

To complete your data, click on **Forward to update** in the bottom of the page.

Update your personal data and click on **Update**.

Then use **Cancel** to go back to application workflow.

Before the stay – upload application documents

In the next step, “Before the stay”, you will upload your application documents, one by one.

- **Application photo**
- **Passport or ID Card**
- **Curriculum Vitae (CV)**
- **Transcript of Records**
- **Motivation Letter**
- **Portfolio.** Portfolio must be max 15 MB.

Each time you have uploaded a document you have to click on **Create**.

When you are finished uploading your application documents, click on **Submit confirmation of completion of uploads** (blue box) to confirm that you have uploaded all the required documents.

Application photo & passport/or ID card

The application photo cannot extend 500 pixel. If your photo is too big, you can downsize/crop it with a crop tool. You have also the option to use a webcam and take a photo of yourself.

Once you have uploaded the photo and clicked on Create, you might need to use the back step in the browser and then go to **My application data – Application workflow** to refresh the data.

The same size restriction applies for your passport /or ID card. You should only use the front page of your passport.

Complete/ Incomplete data

- **If your application is complete:** If you have uploaded all the required documents, you will receive an e-mail “Confirmation of Completeness” when the exchange officer at The Royal Danish Academy has checked your application documents. It may take some time before you receive the e-mail.
- **If your application data is incomplete:** If your application documents are not complete, you will when the exchange officer at the Royal Danish Academy has checked your application documents, receive a reason for incompleteness that you can see in your application workflow. Additionally, you will receive an e-mail regarding incomplete data “Confirmation of incomplete completion”. It may take some time before you receive the e-mail.

If one or more of your documents are **not complete**, you upload the correct one(s) in the workflow by clicking on **My application data** and then on **Application workflow**. You upload a new document by clicking on the blue upload box (for instance Upload Portfolio) and then on **Forward to update**. Then you upload the new file and click on **Update**. When you are finished uploading your new application document(s), click on **Submit confirmation of completion of uploads** (blue box) to confirm that you have uploaded all the required documents.

Once your application has been completed by the application deadline, it will then be reviewed by one of our programmes that you have applied for.

The end of your mobility

Once you have successfully completed your exchange semester at the Royal Danish Academy, you will receive your transcript of records via Mobility Online.

We will send an e-mail with the information when your transcript of records is ready to be downloaded.

Then please use the link <https://www.service4mobility.com/europe/LoginServlet> to access your Mobility Online account in order to download your official transcript of records.