Application guide for incoming exchange students

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UCn

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Where can I read about the admission procedure?

Please go to UCNs website here to read more about the admission procedure. Here you can also find answers to the most frequently asked questions.

How do I apply through MoveOn?

MoveOn is UCNs system for handling incoming exchange applications. Therefore, you must apply through MoveOn. We <u>do not</u> accept applications sent by e-mail.

When you are entering MoveON for the first time you need to register your e-mail address in the system (the right column on the login page).

After registration MoveOn will send an e-mail to you with an account activation link which is a confirmation e-mail to the address you entered. The confirmation message for the registration is sent automatically from noreply@ucn.moveon4.com with the subject "Online application - Confirmation registration & set password".

Please confirm your e-mail and activate your account by clicking the link in the activation e-mail. Please note that the link will only be valid for 24 hours! After registering and creating your password you can log into the system with the e-mail address and password you have entered.

If you are not able to receive or locate the account activation link respectively confirmation e-mail within a reasonable time span (30 - 60 min), please check your e-mail spam folder and, especially, our guidelines for troubleshooting. If not, please contact legat@ucn.dk.

How can I upload additional documents to my application after I have sent the application?

If you have been asked to upload additional documentation, please go to your [MoveOn portal](). Under forms you need to find Upload additional documents to your application - incoming students. Please click start new application.

Form	Status
Application for Incoming Students 2018/19	Start new application
Upload additional documents to your application - incoming students	Start new application

In the form you need to type in little information, but the important step is under please select your stay. Here you need to choose the option from the drop-down list. Then your documentation will be connected to your application in our system.

Identity

* Family name	Test
* First name	Test
* Stay type	Studies
Type of Exchange	Erasmus+ Studies
* Please select your stay	Jensen,Mette Brink-2017

Please select
Application PDF
Jensen, Mette Brink - 2017/18
Jensen,Mette Brink-2017/18
Jensen, Mette Brink - 2017/18

Jensen, Mette Brink TESTER IMPORT - 2018/19 – Internship
Jensen,Mette BRINK INCOMING TESTER-2018
Jensen,Mette Brink-2017
Jensen,Mette Brink-2017

Documentation regarding

Signed Learning Agreement

Additional documentation

I cannot upload additional documents, what do I do?

If you have submitted the application for incoming exchange students and want to upload additional documentation via Upload additional documents to your application - incoming students, you may not be able to do so right after submitting your application. Therefore, you need to wait around 24 hours before you try to upload additional documentation.

When is the deadline?

Our deadline for incoming exchange students is:

Spring semester: November 1

Fall semester: May 1

Who should I contact in case of any technical difficulties with the application form?

Please contact legat@ucn.dk if you should encounter any technical difficulties.