

Guidelines for Applying for Admission to the AP Programme in Service, Hospitality & Tourism Management at Copenhagen Business Academy, Copenhagen Hospitality College – applicants with foreign qualifications

We kindly ask you to pay careful attention to the following issues when applying for admission to the AP Programme in Service, Hospitality & Tourism Management at Copenhagen Hospitality College.

Application Forms

Application forms are available on www.optagelse.dk. You may apply digitally using NemID (Danish residents only) or ID-code or print the application forms and fill them out by hand. Application forms in English are available in print-format only.

All applicants are required to complete the following two forms:

- **The priority form** (prioriteringsskema): You must complete the priority form when applying for admission. If you apply digitally using NemID or ID-code, the priority form will automatically be sent to your highest prioritized college/university. If you apply in another way, you must submit the priority form to your highest prioritized college/university – even if you apply for admission to one college/university only.
- **The application form** (ansøgningskema): You must submit an application form when applying for admission. If you apply digitally using NemID or ID-code, the application form will automatically be sent to your highest prioritized college/university. If you apply in another way, you must submit an application form for **each** programme that you apply for admission to. This means that if you apply for admission to 86015 (AP Programme – English) and 86010 (AP Programme – Danish), we must receive two application forms from you.
- Applicants should write their **e-mail addresses** clearly legibly on both forms.

Applicants who apply digitally using ID-code must send their ID-code to Copenhagen Hospitality College **immediately**. If the code is not received by the College, the application will not be processed.

Please refer to the paragraph on documentation below.

Admission Requirements

All applicants are required to submit the following documentation to prove that they satisfy the admission requirements for the AP Programme in Service, Hospitality & Tourism Management:

- A copy of your original diploma **and** transcript from upper secondary school, university or similar. Some applicants are – depending on where they have completed upper secondary school - required to have completed a number of years of university studies after upper secondary school in order for their qualifications to be considered equal to a Danish upper secondary school diploma. Please contact the study counsellors for more information on this matter **and**
- A copy of a translation (into Danish or English) of your original diploma **and** transcript from upper secondary school, university or similar. Translations must be made by a certified translator. It is not necessary to translate diplomas issued by Swedish, Norwegian and German educational institutions.

Applicants who apply on basis of an **upper secondary school diploma** must also enclose the following documents:

- Copies of certificates documenting that you have qualifications in business accounting or mathematics on level C – if one or both subjects are not included on your upper secondary school diploma or similar - and/or
- A copy of a confirmation from your upper secondary school or similar that certifies the number of years you have studied business accounting and/or mathematics for, the number of hours per year, and the contents of the classes – if you have studied business accounting and/or mathematics at upper secondary school - and/or
- A copy of a confirmation of your enrolment on/participation in a supplementary course in business accounting or mathematics on level C – if relevant for your application. (See below.)

Applicants must be aware that they must have passed business accounting or mathematics on level C with at least the grade 2 (Danish marking scale) or an equivalent hereof. If more grades are given in a subject, the average hereof must be at least 2 (Danish marking scale) or an equivalent hereof.

Applicants who do not have qualifications in business accounting or mathematics on level C must be aware of the following:

- It is possible to apply for admission to the AP Programme in Service, Hospitality & Tourism Management if you do not have qualifications in business accounting or mathematics on level C. In such case you are required to submit a confirmation that you are enrolled on/participating in a course that provides you with qualifications on the required level and the date when the course will be completed. The course must be completed and documentation for this must be in receipt of Copenhagen Hospitality College no later than **July 5, 2012**. Otherwise your application for admission will be cancelled.
- Applicants who do not have qualifications in business accounting or mathematics on level C are strongly advised to enrol on a course in business accounting as this subject is more relevant for students on the AP Programme. Likewise, it is recommended that applicants who have qualifications in mathematics on level C do a course in business accounting prior to the commencement of the programme. Copenhagen Hospitality College arranges a course in business accounting on level C in English in August. Please contact the study counsellors for information about the course.

Applicants who apply on basis of a **vocational diploma** must be aware of the following:

- Copenhagen Hospitality College strongly recommends that applicants achieve qualifications in business accounting on level C prior to the beginning of the AP Programme. The College arranges a course in business accounting on level C in English in August. Please contact the study counsellors for information about the course.

All applicants must have excellent qualifications in English and enclose documentation for this with their application. Most applicants will be required to participate in an English test (oral and written) at Copenhagen Hospitality College in April, May or June.

Please refer to the paragraph on documentation below.

Motivated Application

All applicants must also enclose a written letter of application. The letter may not exceed 1 page A4 (typed) and should focus on the following issues:

- Why do you apply for admission to the AP Programme in Service, Hospitality & Tourism Management?
- What are your plans for the future?
- Other issues that you might want to bring to the College's attention

If you have been awarded a rehabilitation allows (revalideringsydelse), cash benefits (kontanthjælp) or subsistence allowance (dagpenge) for the AP Programme in Service, Hospitality & Tourism Management, you must indicate this in the application.

Please refer to the paragraph on documentation below.

Work Experience

Applicants who want work experience or similar to be considered as part of their applications are required to submit the following documentation:

- Documentation for **work experience**. You should preferably submit recommendation letters but employment contracts or pay slips are also accepted.
- Documentation for **other activities** apart from work experience – if relevant! This might include au-pair, military service, extended travels abroad, voluntary work, etc. We prefer to receive recommendation letters but other forms of documentation are also accepted.

All work experience and other activities must be listed on page 2 of the application form – it is **not** sufficient to enclose a curriculum vitae. Be careful to list **all** the required information, i.e. name of company, position held, dates on which employment commenced and ended, number of hours per week, and total length of employment in months.

Work experience and other activities that cannot be documented will not be considered when evaluating your application!

Please refer to the paragraph on documentation below.

Documentation

Applicants who apply digitally using NemID may submit documentation digitally on www.optagelse.dk from March 16, 2012.

All other applicants are requested to submit all documentation with their application. These applicants must be aware that all documentation (except for the written letter of application) must be submitted in photocopy as we cannot accept responsibility for original documents.

The deadline for submitting documentation is **April 11, 2012** for **all applicants**. This does not, however, apply to documentation for courses that are completed after April 11, 2012. The deadline for submitting such documentation is **July 5, 2012 at 12 noon**.

Tuition Fee

Applicants who are not citizens of Denmark, another EU-state or a country associated with the EU (i.e. Iceland, Norway, Switzerland or Liechtenstein) must be aware of the following:

- If you have a permanent residence permit for Denmark or a residence permit in anticipation of permanent stay in Denmark, you must enclose documentation for this. Otherwise you will be charged a tuition fee of DKK. 122,500 for the entire AP Programme.
- If you do not have one of the above-mentioned residence permits, you will be charged a tuition fee of DKK. 122,500 for the entire AP Programme. The fee must be paid on a semester-basis in advance of the beginning of the semester. The fee for the 1st semester (DKK 32,500) must be paid in accordance with the deadline on the invoice forwarded; the fee must, however, be in Copenhagen Business Academy's account no later than **April 30, 2012**.

Results

Fee-paying applicants are notified about the results of their applications in the beginning of June at the latest and must confirm their admission in writing immediately hereafter. **All other applicants** are notified about the results of the applications by post on July 30, 2012 and must confirm their admission in writing no later than August 6, 2012.

Students who do not confirm their admission in writing according to the confirmation deadlines are automatically withdrawn from the AP Programme.

Contact

If you have any questions concerning these matters, please contact the study counsellors:

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| • Christine Nolsø | Tel.: +45 – 33 86 23 48 | E-mail: cnh@hrs.dk |
| • Synne Stuhr Hansen | Tel.: +45 – 33 86 22 63 | E-mail: syh@hrs.dk |

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You should pay careful attention to the fact that you complete all application forms and submit the required documentation:

- Priority form
- Application form(s)
- Written letter of application
- Copy of upper secondary school diploma and transcript + copy of translation
- Documentation for enrolment on or participation in supplementary courses (if relevant)
- Documentation for work experience or other activities (if relevant)