

# Instructions for applying for the

Master of Science in IT: Media Technology and Games, Technology  
Master of Science in IT: Media Technology and Games, Design and Analysis  
Master of Science in IT: Software Development and Technology



IT University  
of Copenhagen

Page 1 of 4

## How to apply

In order to apply for the international graduate programme *Master of Science in IT in Media Technology and Games or Software Development and Technology* at the IT University of Copenhagen, you must do the following:

- Complete the mandatory GRE + TOEFL or GRE + IELTS tests. Test scores must be sent direct by the test center to the IT University of Copenhagen. The test results must be in our hands on the date of deadline for an application at the latest. Otherwise your application will not be considered. Only applicants who have earned their B.Sc degree in a country in the European Union or in Norway, Iceland, Switzerland, The United States of America, Canada, Australia or New Zealand are exempted from the tests.
- Complete the application form. See instructions below.
- Write a letter of motivation, in which you state your reason for your applying for enrolment in the IT University of Copenhagen. The letter of motivation must be of no more than one page. If you apply for more than one Msc programme, you may choose to enclose one combined letter of motivation, or you may enclose a letter of motivation for each of the programmes applied for.

The letter of motivation forms the basis of an evaluation of your possibilities to finish the programme you have applied for within the official duration of the programme and with a good result. The evaluation will focus on your motivation for your choice of programme, and your description of the connection between the programme applied for and the education qualifying for enrolment, in combination with your wishes for a future occupation. The IT University of Copenhagen strongly recommends you to make yourself thoroughly acquainted with the profiles elaborated by each of the programmes.

- Enclose documentation for your B.Sc. or Master degree and all other information given in the application form. See below.
- Make sure that all photocopies are certified. See below.
- Fill in the Declaration Form under paragraph 12
- Assemble the application so that it is suitable for photo copying. All pages must be numbered consecutively.
- Send the application and documentation by mail to:

**The Student Administration Office  
The IT University of Copenhagen  
Rued Langgaards Vej 7  
DK - 2300 Copenhagen S  
Denmark**

- so that it is in our hands as follows:

### Enrolment in the autumn semester (starting at the end of August):

#### **1 March**

Deadline for non-EU/EEA citizens or applicants with a temporary residence permit in an EU/EEA country. Students are charged tuition fees. The IT University of Copenhagen will offer 2 to 3 scholarships (covering tuition and (part of) living expenses) for exceptionally talented applicants. The IT University offers assistance in finding accommodation.

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IT University  
of Copenhagen

## Page 2 of 4

### 15 May

Deadline for citizens in the EU/EEA countries or non-EU/EEA citizens who have a permanent residence permit in Denmark. There is no tuition fee.

Applicants with a temporary residence in Denmark should apply 1 March but may apply 15 May. Please note, if you apply 15 May, tuition fee will still be charged but no scholarships will be offered. It's your own responsibility to find accommodation (you cannot expect assistance) and get a residence permit in due time. Starting your studies is conditional on a residence permit and an address in Denmark.

### Enrolment in the spring semester (starting at the end of January):

#### 1 September

Deadline for non-EU/EEA citizens or applicants with a temporary residence permit in an EU/EEA country. Students are charged tuition fees. The IT University of Copenhagen will offer 2 to 3 scholarships (covering tuition and (part of) living expenses) for exceptionally talented applicants. The IT University offers assistance in finding accommodation.

#### 15 November

Deadline for citizens in the EU/EEA countries or non-EU/EEA citizens who have a permanent residence permit in Denmark. There is no tuition fee.

Applicants with a temporary residence in Denmark should apply 1 September but may apply 15 November. Please note, if you apply 15 November, tuition fee will still be charged but no scholarships will be offered. It's your own responsibility to find accommodation (you cannot expect assistance) and get a residence permit in due time. Starting your studies is conditional on a residence permit and an address in Denmark.

- Applications sent by e-mail or fax will not be considered.
- Please indicate on the envelope: Application for *International MSc in MTG or SDT*

## Enclosures

All activities under the following items 3, 4 and 7 must be documented by appropriate enclosures: Certificates, diplomas, etc. For enclosures please ensure the following:

- Certificates/diplomas and academic records (grade transcripts) in a language other than English or one of the Scandinavian languages, must be accompanied by a **certified translation into English**.
- All enclosures must be referenced on the application form under item 7 *Enclosures*.
- All enclosures must be numbered.
- All photocopies must be **certified copies**. A copy is considered certified if the copy has been verified by your educational institution (officially stamped and carrying original signature), by a public authority, or by the Royal Danish Embassy or Consulate in your country.

## Instructions for filling in the application form

### 1. Personal information

**Danish CPR number, if you hold a Danish CPR number, because you have a Danish residence**

**Date of birth + ID No., if you do not live in Denmark**

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Master of Science in IT: Media Technology and Games, Design and Analysis  
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IT University  
of Copenhagen

## Page 3 of 4

Use the first six boxes before the dash to write the date, month and year of your day of birth in this order: DD-MM-YY. In the first 3 boxes after the dash write the first two letters of your (first) first name followed by the first letter of your (last) surname. In the last box indicate your sex by using a 1 for male and 2 for female.

A male with the name **Claes Anders Fredrik Moren, born 31 August 1975** must write: **310875-CLM1**.

### Address

The address must be complete with street, number, floor, room number, zip code, city and country. If you can be reached by telephone, please write your telephone number.

An e-mail address is **mandatory**, because we will acknowledge by e-mail receipt of your application and contact you via e-mail in case we need to get in touch with you for other reasons.

## 2. Citizenship

Write your citizenship. If you are living in Denmark without a citizenship, please state if you have a permanent or temporary residence in Denmark.

## 3. University studies required for admittance

Write the qualifying university graduate programmes you have completed and which of them you want to use as the qualifying Bachelor or Master of Science degree for studying at the IT University of Copenhagen.

All completed, qualifying degrees should be listed with the official title, name of university, date of start and finish of the programmes, and the resulting average grades. If a degree is characterized by two grades, for instance an average of course grades and a thesis grade, write both grades with a slash. For instance, a course average of 8 and thesis grade of 9 (in the Danish 13-scale grading system) should be written as 8 / 9.

All completed studies must be documented by certified copies of diplomas or certificates. See above.

## 4. Courses apart from those mentioned in item 3

In item 4 please specify courses, tests and passed examinations that are not covered under item 3. All courses, tests and examinations must be documented with certified copies. See above.

## 5. Personal information

See item 1.

## 6. Priority

Please state your preferences when indicating which programme you apply for and state your priorities. You can apply for enrolment in the following programmes:

Programme	Code	Name (IT = Information Technology)
Graduate (MSc degree)	K-SDT	MSc IT, Software Development and Technology
Graduate (MSc degree)	K-MTG-DA	MSc IT, Media Technology and Games, Design and Analysis
Graduate (MSc degree)	K-MTG-T	MSc IT, Media Technology and Games, Technology

**Applicants for Media Technology and Games, please note:**

### The MSc programme in Media Technology and Games

The MSc programme in Media Technology and Games has two areas:

- 1) *Design and Analysis (DA)*
- 2) *Technology (T)*.

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**IT University**  
of Copenhagen

## Page 4 of 4

You can apply for each area as an independent area with an independent priority and independent assessment.

### 7. Enclosures

Additional information can be forwarded as enclosures. In item 9 you must list enclosures not mentioned elsewhere in the application form. These enclosures must also be numbered. Write the number next to the description of the enclosure.

### 8. Suggestions for e-mail address

Each student at the IT University of Copenhagen will get his/her own e-mail address. We therefore ask you indicate three suggestions for an e-mail address, so that we can quickly allocate to you an e-mail address in case you will be admitted

### 9. Evaluation of own IT experience

Here you have to put a check mark according to your own evaluation of your IT experience:

- The category *IT at user level* has to be check marked, if you are an experienced user of IT at user level, for instance in connection with e-mails and text processing.
- The category *IT at advanced user level* has to be check marked, if you are an experienced and advanced user of IT systems, for instance the setting up of databases, the installation of web documents with HTML codes, image processing in for instance Photoshop, setting up of web animations with for instance Flash.
- The category *IT programming* has to be check marked if you have got experience with programming, i.e. you have unassistedly designed and implemented software like for instance (as a minimum) a Java programme of 200-300 lines.

### 10. Personal information

See item 1.

### 11. Remarks

Please indicate all information, which you want to be considered, and which is not covered by the above (e.g. grading system).

### 12. Declaration

With your signature you confirm the correctness of the information stated in the application.

You can choose to give a voluntary declaration committing yourself as a full time student.

### 13. Check list

This list is to help you check that you have included the documentation that we need from you and to remind you to order test results/pass the tests that we require for processing applications.