

Overview of the admissions process for Professional Master students

Autumn intake	1 May application deadline	1 June course registration deadline
Spring intake	1 November application deadline	1 December course registration deadline

Activities between admission and course registration

Step	Topic	Action
1	Admission and Registration	The application form can be found on our website – Professional Master at the Centre of African Studies
2	Tuition fee payment	Invoice is sent via email
3	Study Plan made in agreement with your advisor	<ul style="list-style-type: none"> • Assignment of advisor for the study plan. The advisor is stated in the admission letter. • The student contacts their advisor • The study plan form is available on Professional Master at the Centre of African Studies. It is signed by the student and approved by the advisor via email. • The study plan is sent to evu@teol.ku.dk
4	Course Registration	<ul style="list-style-type: none"> • The course registration form is electronic TEO ÅU TOMPLADS (ku.dk) (it is open from May 1st to June 1st and from November 1st to December 1st).
5	Credit Transfer Application (if applicable)	<ul style="list-style-type: none"> • If the student wishes to apply for a credit transfer, this should be submitted to the Study Board via an email to evu@teol.ku.dk
6	Course registration is ready before the deadline	<ul style="list-style-type: none"> • Course registration can now be processed
7	Tuition fee paid for the course(s)	Invoice is sent via email
8	Access to KUnet and other KU student services	<ul style="list-style-type: none"> • Up to 14 days after the payment is registered, you will receive a log-in and PIN code for KUnet and intranet. • If you are a former student and have had a login, it is the same login and PIN code. • From KUnet, you can access Absalon, the online course room with teaching plans, syllabus, etc. • If you wish to obtain a Student ID card, you need to upload a photo on KUnet.