

A guide for applicants to the Royal Danish Academy of Fine Arts programmes

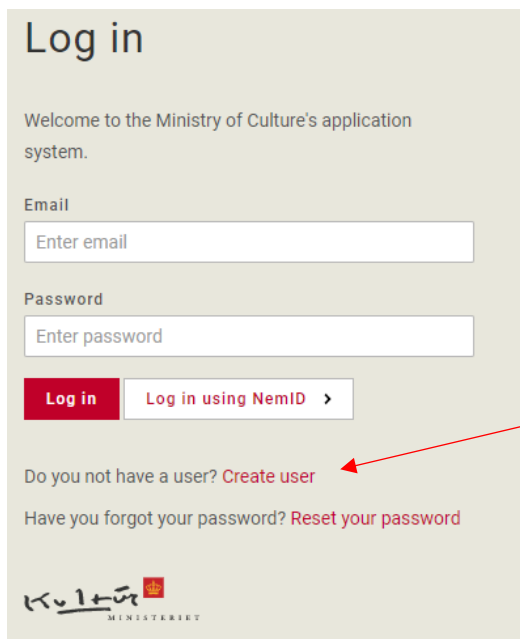
This guide provides information on how to apply for admission to one of the Royal Danish Academy of Fine Arts' programmes through the Academy's application portal.

You can access the application portal via the website of the relevant programme: the [BFA programme](#) and the [MFA programme](#).

Create an account

The first time you use the application system, you must set up a user account.

If you have any questions during the application process, you are welcome to contact the study administration via email: studieadm@kunstakademiet.dk.



Log in

Welcome to the Ministry of Culture's application system.

Email

Password

Log in Log in using NemID >

Do you not have a user? [Create user](#)

Have you forgot your password? [Reset your password](#)

Kultur MINISTERIET

We know from the system provider that the admission system works best from Google Chrome.

Enter basic data

You will then enter your basic data (name, address etc.) and upload a profile picture if you wish. You are not required to upload a profile picture. Fill in *either* the field marked 'Danish CPR number' or 'Date of birth'.

If you have a Danish CPR number, the Academy would prefer you to use it here. This makes it easier for us to enrol you if your application is successful.

Danish social security number (DDMMYY-XXXX)

Date of birth (DD/MM/YYYY)

Once you have filled in your details and accepted the privacy policy notification, click 'Create' at the bottom of the screen. You will then have the opportunity to choose which programme you are applying for.

You can read more about how we process your personal data in our [Privacy policy](#)

I accept the privacy policy

[Cancel](#) [Create](#)

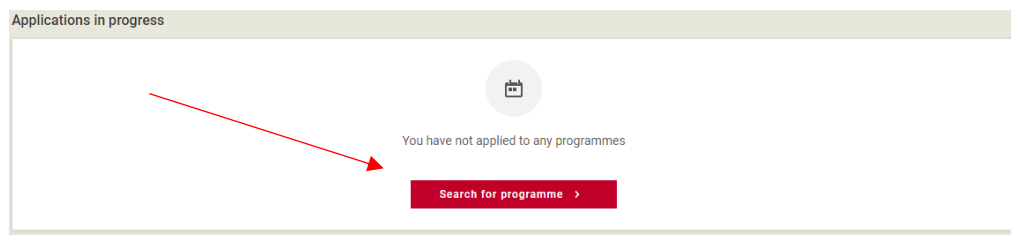
Programme overview

Click 'Search for programme' and select the programme you wish to apply for.

Please note that the list will probably also include other programmes besides those offered by the Royal Danish Academy of Fine Arts.

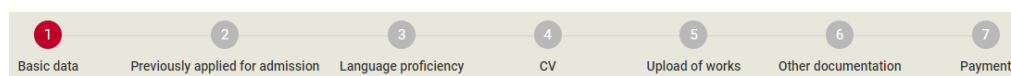
For admission to the Academy's Bachelor degree programme, select *Bachelor of Fine Arts (BFA)*

For admission to the Academy's Master's degree programme, select *Master of Fine Arts (MFA)*



Apply for admission

At the top you will find an overview of the various steps in the application process:



Check your details/master data. If everything is as it should be, click 'Next' at the bottom of the page.



Have you applied before?

If you have previously applied for admission to one of the Royal Danish Academy of Fine Arts programmes, you can indicate it here.

If not, just leave the field blank and click 'Next' at the bottom of the page.

A screenshot of a form section titled 'Enter information'. It contains the following text: 'Please tick if you have previously applied for admission to the Royal Danish Academy of Fine Arts' visual arts schools?'. Below this is a red checkmark in a box. A red asterisk follows. Below that is the text: 'Please indicate which years you have applied for admission in the past:'. At the bottom is a text input field with the placeholder text: 'For example 2007, 2009, 2010...'

Language

Specify the level of your language proficiency in Danish, Swedish, Norwegian and English and then click 'Next' at the bottom of the page.

Please note that applicants for the Master of Fine Arts (MFA) programme are only required to indicate their level of proficiency in Danish and English.

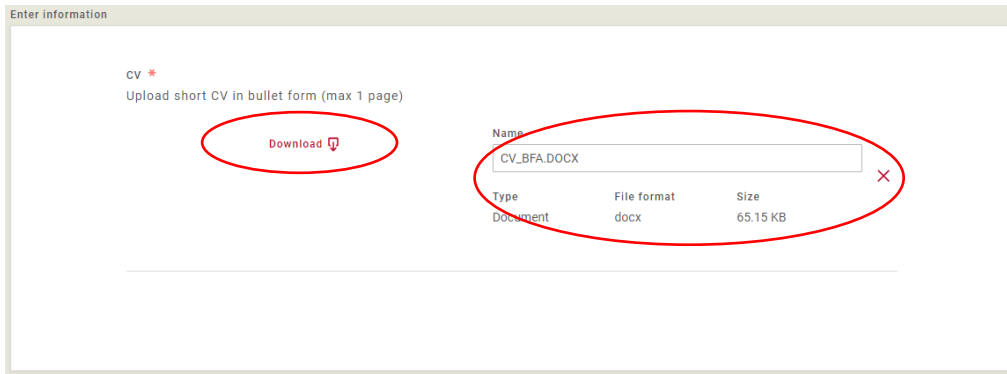
A screenshot of a form section titled 'Enter information'. It contains four language proficiency sections, each with a dropdown menu:

- Language proficiency (Danish) *
Specify the level of your language proficiency in Danish
- Language proficiency (Swedish) *
Specify the level of your language proficiency in Swedish
- Language proficiency (Norwegian) *
Specify the level of your language proficiency in Norwegian
- Language proficiency (English) *
Specify the level of your language proficiency in English

CV

Fill in and upload the CV template for the programme you wish to apply for. You can find the template on the Academy's website.

Once you have uploaded the template, you should be able to see a download icon as well as the file name, format and size.

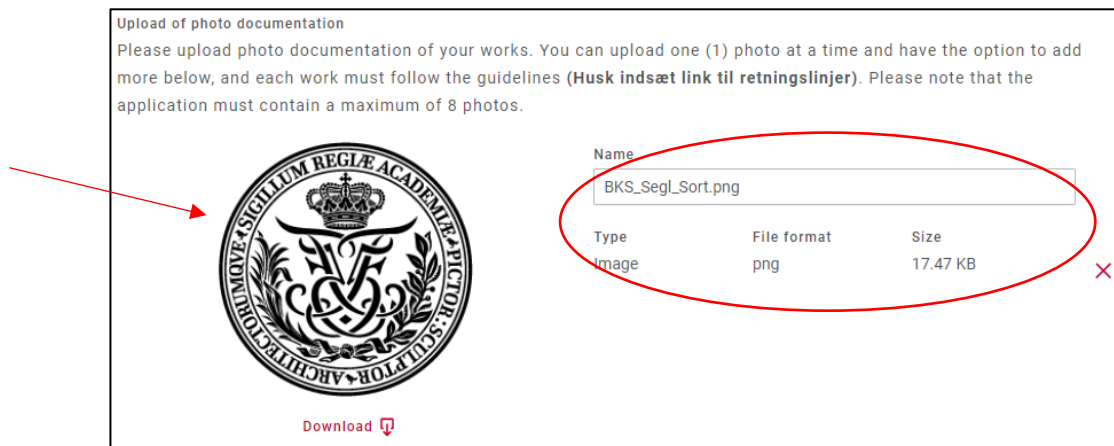


Uploading art works

Please note that your upload is only successful when you can see the file itself as well as the file name, format and size. This applies to image and video file uploads alike.

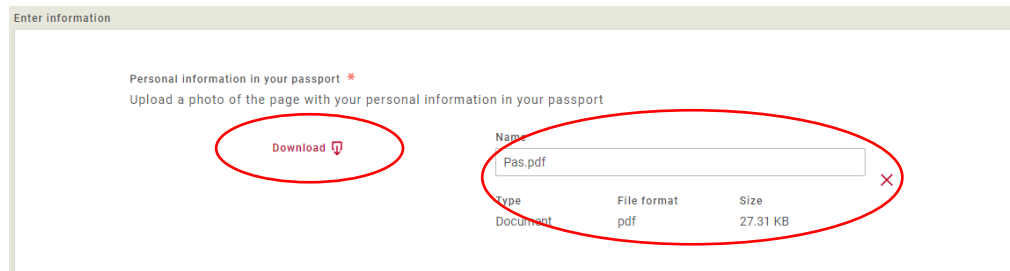
If you can't see the file and/or file name, etc., please contact the Study Administration (studieadm@kunstakademiet.dk) for further assistance. Please attach a screenshot to your email for easy reference.

Please note that you can only proceed to the next step in the application process once you have completed your uploads. If you do not complete your uploads, your art works will not be saved in the system.



Other documentation

Upload a photo of the page from your passport which contains your personal information. Once you have uploaded the photo, you should be able to see a download icon as well as the file name, format and size.



Enter one first name and one last name from your passport.

Study email *


Choose one first name and one last name from your passport. If you are admitted to The Royal Danish Academy of Fine Arts, your study e-mail will be created based on the chosen names.


For example Anders Andersen

Upload your graduation certificate from primary or secondary school. Once you have uploaded your certificate, you should see a download icon as well as the file name, format and size.

Afgangsbevis fra folkeskole eller gymnasium *

The Royal Danish Academy of Fine Arts uses the graduation certificate from primary school or high school to decide the amount of months students are entitled to receive Danish students' Grants (SU). Please note, however, that not all students are entitled to receive SU. Please find more information on [SU's website](#).

Download 


Name
Primary school.DOCX 

Type	File format	Size
Document	docx	65.15 KB

Upload your Bachelor's Certificate (MFA applicants only). When you have uploaded your certificate, you should be able to see a download icon as well as the file name, format and size.

Bachelor's certificate *

For admission to the MFA programme, it is a requirement that you hold a BFA degree or an equivalent degree from another artistic educational institution. Therefore, please upload a copy of your bachelor's certificate or confirmation that you will complete your bachelor's degree by September 2020.


[Download](#) 

Name	Type	File format	Size
Bachelorbevis.docx	Document	docx	13.39 KB

Fill in and upload the Sworn Statement (tro og love-erklæringen). Once you have uploaded the declaration, you should be able to see a download icon as well as the file name, format and size.

Tro og love-erklæring *

Fill in and upload the sworn statement on previous education. You find the statement here [Husk indsæt link](#).


[Download](#) 

Name	Type	File format	Size
Tro og Love.pdf	Document	pdf	27.31 KB

Pay and submit

Once you have paid the fee, you will see the following notification on your screen:

Payment



Payment complete!

Betalt beløb: 750.00 DKK

Your payment is complete and you can submit your application.
If your application is not complete you can return to your application using the button below.

[Back](#) [Send](#)

To submit your application, **be sure to click 'Send'**. We will only receive your application if and when you send it. You will receive a confirmation email upon submission.

If you do not receive an email confirmation upon submission, contact the study administration (studieadm@kunstakademiet.dk) for assistance. Please note that the system will not allow you to submit your application until all mandatory fields have been filled in.