



# **How-To Guide**

## **Applying for a Masters' Programme on Antagning.se**

# How-To Guide

## Applying on Antagning.se

### Direct Link:

**Copy this link directly in to your browser – the full link includes all filters needed:**

<https://www.antagning.se/se/search?publishers=oru&period=9&courseProgram=programs&searchableOnlyOutside=on&searchableOnly=on&advancedLevel=on&semesterPart=0&languageOfInstruction=en>

### Active Filters:

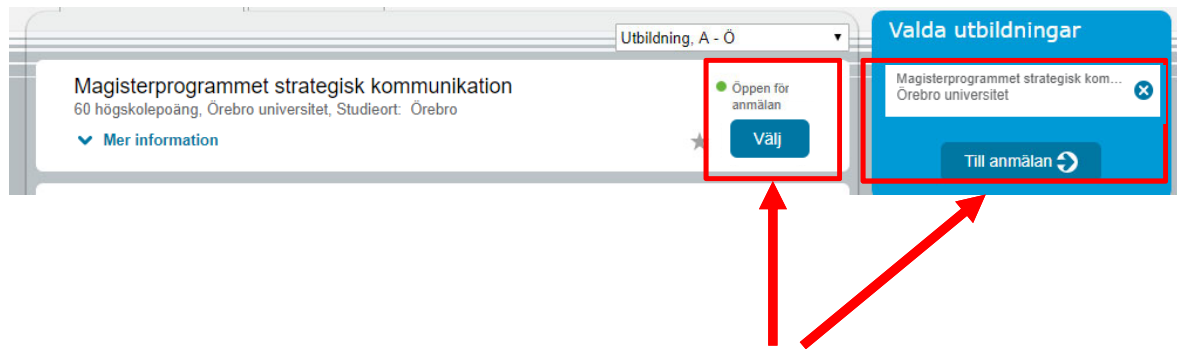
- University - Örebro Universitet
- Study Period - Hösten 2020 (Autumn)
- “Alla Program” only
- Search Terms -
  - Undervisningspråk = engelska
  - Nivå = avancerad nivå
- “Öppna för anmälan” (open for applications)

*Applications on Antagning.se are open between 16 March – 15 April each year. The programs may not be visible until 16 March if using the “Öppna för anmälan” filter.*

The screenshot shows the Antagning.se search interface. At the top, there are three dropdown menus: "Örebro universitet", "Hösten 2020", and "Alla program". Below these is a green search bar with the text "Sök utbildningar" and a "Sök" button. Under the search bar, there are filters for "Sökning avgränsad till: Avancerad nivå" and "Engelska". A blue box highlights the "Öppna för anmälan" checkbox, which is checked. Below this, there are several filter panels: "Examen" (Alla), "Distans" (Visa bara distansutbildningar, utan sammankomst), "Nivå" (Förutbildning, Grundnivå, Avancerad nivå, Visa bara utbildningar som endast kräver gymnasiebehörighet), "Undervisningstid" (Dagtid, Kvällstid, Veckoslut), "Startperiod" (Alla, Period 1, Period 2), "Studietakt" (Alla, Upp till och med 75 %, Upp till och med 50 %, Upp till och med 25 %, Endast helfart), "Undervisningsspråk" (Alla språk, Svenska, Engelska, Övriga språk), and "Studieavgift" (Visa studieavgifter (gäller endast studenter utanför EU/EES)). The "Nivå" and "Undervisningsspråk" panels are highlighted with red boxes. At the bottom, there is a "Rensa" button and a "Sök" button.

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## Applying on Antagning.se – Selecting a Programme



### Selecting a Programme:

To select a programme you want to apply for, click "Välj" (Select). This will add the programme to your list on the right of the page.

Once you have selected the programme(s) you are interested in, click "Till anmälan" (To Application).

This takes you to a login page (if you are not already logged in).

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## Applying on Antagning.se – Logging In

The screenshot shows the Antagning.se website. At the top, there is a logo for 'ANTAGNING.SE' and a button labeled 'Utbildningar'. Below this, there are two buttons: 'Så funkar det' and 'Logga in'. The main content area is titled 'Logga in' and contains a form for logging in. The form has two input fields: 'Personnummer eller e-postadress' and 'Lösenord'. Below these fields is a blue button labeled 'Logga in'. To the right of the login form, there is a section titled 'Är du redan student?' with a dropdown menu for 'Välj studentportal' and a blue button labeled 'Till studentportalen'. Below this section, there is a link 'Logga in via edulD'. At the bottom of the login form, there are two links: 'Glömt lösenord' and 'Skapa konto'. A red box highlights the 'Logga in' button and the 'Skapa konto' link. A red arrow points from the 'Log in:' text box to the 'Logga in' button. Another red arrow points from the 'Create an Account:' text box to the 'Skapa konto' link.

ANTAGNING.SE

Utbildningar

Så funkar det Logga in

### Logga in

Logga in för att gå vidare

Personnummer eller e-postadress

Lösenord

Logga in

Är du redan student?

Då kan du använda samma inloggningsuppgifter som på din studentportal.

Välj studentportal

Universitet/högskola

Till studentportalen

Logga in via edulD

→ Glömt lösenord

→ Skapa konto

### Log in:

If you already have an account on UniversityAdmissions.se – the international version of Antagning.se – you may be able to log in directly here.

You will need your login details from UniversityAdmissions.se. Enter these details - your email address ("e-postadress") or your Swedish personal ID number ("Personnummer") and password - and click "Logga in".

If it works, you will be taken straight to your profile page – you can then skip the next three slides.

### Create an Account:

If you do not have an account, click "Skapa konto" (Create account).

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## Applying on Antagning.se – Creating an Account

### Swedish Personal ID Number:

Clicking "Skapa konto" (Create account) takes you to this page – giving you two options to proceed.

If you have a "svenskt personnummer" – a Swedish personal ID number – click "JA" (Yes).

Otherwise, click "NEJ" (No) to continue.

*(The purpose of this guide is to help non-natives or non-Swedish speakers – we will assume that you do not have a Swedish personal ID number.)*

ANTAGNING.SE

Utbildningar

Så funkar det

Logga in

### Skapa konto

Har du svenskt personnummer?

→ [JA jag har svenskt personnummer](#)

Du som har svenskt personnummer ska använda det för att skapa kontot.  
Personnumret är ditt användarnamn.

→ [NEJ jag har inte svenskt personnummer](#)

Du som **saknar** svenskt personnummer ska skapa kontot med din e-postadress.  
E-postadressen är ditt användarnamn.

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## Applying on Antagning.se – Creating an Account

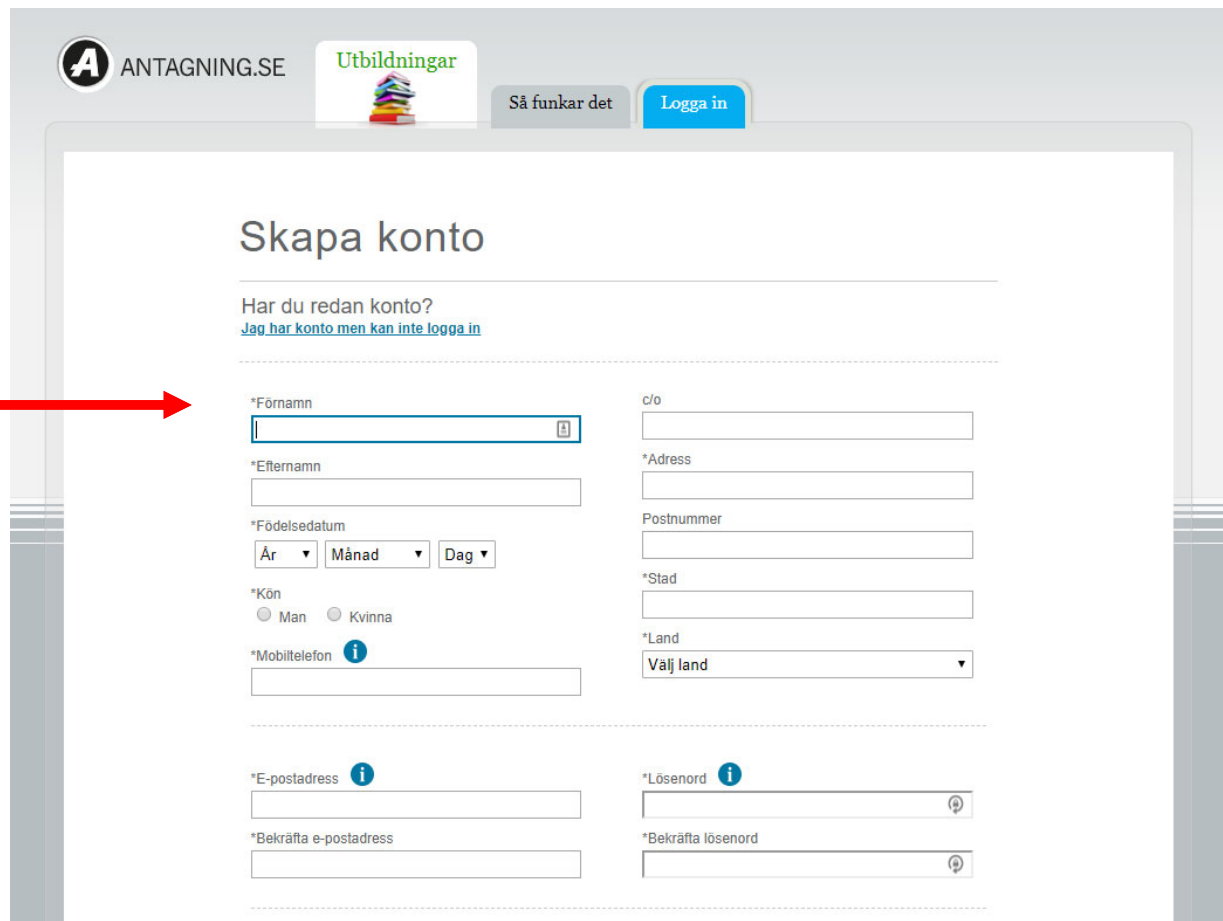
### Create Account:

On this page, you can fill in your details to create an account ("Skapa konto") on Antagning.se.

*(If you are using Chrome, you can install a "Google Translate" extension that lets you translate the whole page. This will make it easier for you to fill in the fields.)*

#### Chrome Extension:

<https://chrome.google.com/webstore/detail/google-translate/aapbdbdomjkkjkaonfhkkikfgjllcleb>



The screenshot shows the 'Skapa konto' (Create account) page on Antagning.se. The page has a header with the Antagning.se logo, a 'Utbildningar' (Education) button, and a 'Logga in' (Log in) button. The main heading is 'Skapa konto'. Below it, there is a question 'Har du redan konto?' (Do you already have an account?) and a link 'Jag har konto men kan inte logga in' (I have an account but can't log in). The form consists of several fields: \*Förnamn (First name), \*Efternamn (Last name), \*Födelsedatum (Date of birth) with dropdowns for År (Year), Månad (Month), and Dag (Day), \*Kön (Gender) with radio buttons for Man (Male) and Kvinna (Female), \*Mobiltelefon (Mobile phone), c/o, \*Adress, Postnummer (Postal code), \*Stad (City), \*Land (Country) with a dropdown menu, \*E-postadress (Email address), \*Bekräfta e-postadress (Confirm email address), \*Lösenord (Password), and \*Bekräfta lösenord (Confirm password). Each field has an information icon (i) next to it.

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## Applying on Antagning.se – Creating an Account

### Create Account:

Click "NEJ" (No) on the Marknadsföring section if you do not want marketing emails from Antagning.se. These may include emails from institutions associated with Antagning.se.

Once you have completed the form, click the reCAPTCHA box and then click "Skapa konto" to create an account.

You may receive an email that asks you to verify your email/account. Follow those instructions separately and then you should be able to log in to your new account.

The screenshot shows the account creation form on Antagning.se. At the top, there are two input fields: "\*Bekräfta e-postadress" and "\*Bekräfta lösenord". Below these, a red box highlights the "Marknadsföring" section, which includes two radio buttons: "JA, jag godkänner att mina uppgifter används för direkt marknadsföring" and "NEJ, jag godkänner inte att mina uppgifter används för direkt marknadsföring". Below this, another red box highlights the "Hantering av personuppgifter" section, which includes a link to "Gå till sidan Hantering av personuppgifter". Below that, a red box highlights the reCAPTCHA section, which includes a checkbox labeled "Jag är inte en robot" and the reCAPTCHA logo. At the bottom, a red box highlights the "Skapa konto" button. A red arrow points from the text box on the left to the "NEJ" option in the "Marknadsföring" section.

\*Bekräfta e-postadress

\*Bekräfta lösenord

\*Marknadsföring

☐ JA, jag godkänner att mina uppgifter används för direkt marknadsföring

☐ NEJ, jag godkänner inte att mina uppgifter används för direkt marknadsföring

Hantering av personuppgifter

Gå till sidan [Hantering av personuppgifter](#) om du vill veta mer om hur vi samlar in dina uppgifter och hur de används.

\*Bevisa att du inte är en robot

☐ Jag är inte en robot

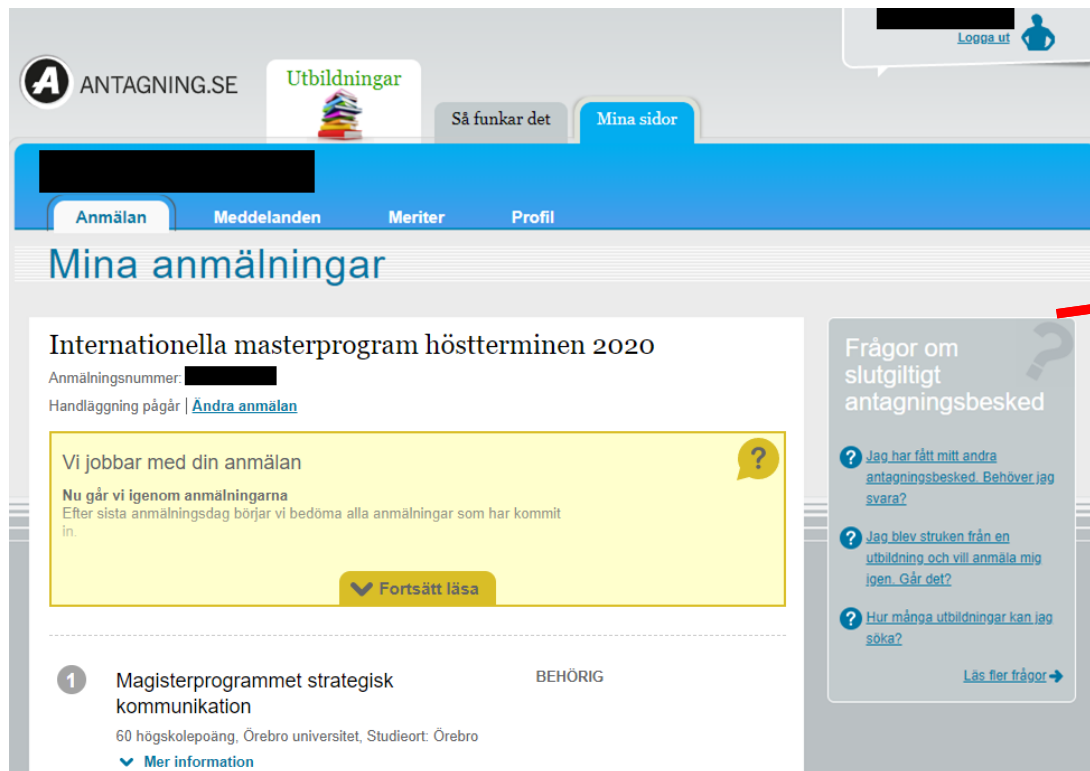
reCAPTCHA  
Sekretess - Villkor

\*Du måste fylla i de obligatoriska fälten

Skapa konto

# How-To Guide

## Applying on Antagning.se – Your Profile



### My Pages:

Your profile page will look something like this. You will see your list of chosen programmes you want to apply for, and options for:

- "Meddelanden" – messages
- "Meriter" – documents
- "Profil" – profile

To have submitted an application, you need to have formally confirmed your programme choices.

You will typically be presented with a screen that asks you to "rank your selections" in order of preference, before being shown the status of each choice.

The Admissions Office will assess your application for each choice, and display a message next to each choice with the status of your assessment.

This can range from "Behörig" (Qualified) and "Obehörig" (Unqualified) to "Handläggning pågår" (In Progress).

The Notification of Selection Results will be announced in July. If you are admitted you will see a green message saying "Antagen" (Accepted).

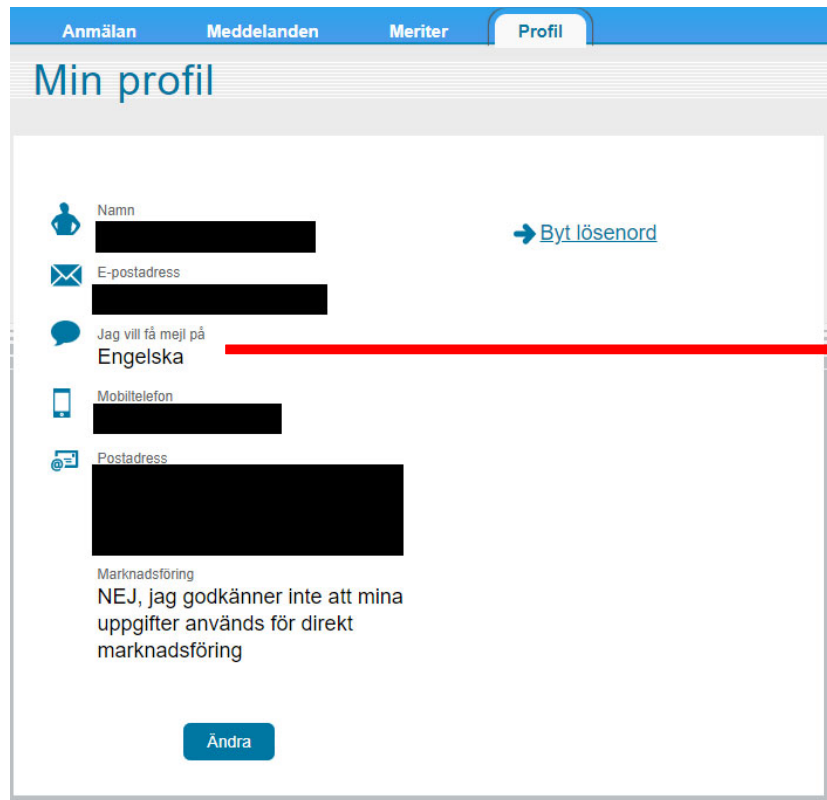
You can also be offered a reserve place, put on a waiting list, or not admitted - due to not meeting the entry requirements or being admitted to a higher prioritised program. You must reply to your offer if you wish to keep your place - this includes reserve offers.

The deadline for replying to your offer is the end of July. More information about this will be found within your Notification of Selection Results.



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## Applying on Antagning.se – Your Profile



### Profile:

Under the "Profil" (Profile) tab, you can see your personal details. This includes a section that lets you choose which language you receive communication from Antagning.se in.

The default language is Swedish.  
You can select "Engelska" (English) – all future correspondence via email will be in English.

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## Applying on Antagning.se - Documents



### Documents:

Under the "Meriter" (Documents) tab, you can upload your required documents.

For your application to be formally assessed, you need to upload documents that show you meet the entry requirements for study.

For master study, these documents include:

- Bachelor/master degree certificate(s) - if available
- Transcripts from your bachelor/master study
- ID document - eg. copy of passport
- Proof of English language proficiency

On [universityadmissions.se](https://www.universityadmissions.se) you can find out if there are specific instructions for the country where you completed your education: <https://www.universityadmissions.se/en/All-you-need-to-know1/Applying-for-studies/Documenting-your-eligibility-for-studies/Instructions-for-Masters-applicants/Specific-requirements-for-my-country1/>

You can also contact us at [internationalmasters@oru.se](mailto:internationalmasters@oru.se) for additional support.

We want to help you submit a valid application!

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## Applying on Antagning.se – Useful Links

For information about the application process (in Swedish):

<https://www.antagning.se/sv/>

Questions and answers section (in Swedish):

<https://www.antagning.se/sv/fragor-och-kontakt/>

English language version of Antagning:

<https://www.universityadmissions.se/en/All-you-need-to-know1/admissionssupport/>

*(You cannot apply here in March/April, but there is some useful information here for international applicants.)*

Direct contact form for UHR (the assessment body that runs Antagning.se):

<https://www.universityadmissions.se/en/All-you-need-to-know1/admissionssupport/#humany-universityadmissions=/contact>

A list of Örebro University's international master's programmes (pages in English):

<https://www.oru.se/english/study/master-students/masters-programmes/>

*(These pages provide practical information about the programmes – any application dates shown refer to the previous application round.)*

Practical information about living as a student in Örebro:

<https://www.oru.se/english/study/master-students/practical-information/>

**GENERAL ASSISTANCE** – if you have any difficulty with the application process, please contact [internationalmasters@oru.se](mailto:internationalmasters@oru.se)

**HOUSING** – to ask about accommodation while studying, please contact [housing@oru.se](mailto:housing@oru.se)