

How to fill in the UCAS Online Application Form for PhD students

[UCAS online application system](#)

1. Click on the tab “Registration” and create an account. Activate your account by choosing the tab “Active Account”. You can find your activation code in the email from UCAS, which is sent upon creating an account. If you cannot find the email, please check your SPAM filter. After activating your account, you are now able to login to the Online Application System for International Students at UCAS.
2. Login to the Online Application System. A window with a guide on how to fill in the on-line registration will appear. Tick the 2 boxes in the right-hand corners confirming that you have read and understood. Then click on the tab “Application” and from the drop down choose “Select Admission Application form”. Choose “Doctoral Student” from the drop-down list and tick the 5 boxes and click “confirm”.
3. Items 1-15: Fill in the requested information. Remember to upload the requested files. Click “Next page” at the bottom of each page.
 - Item 4: In regard to birthdate, click on the month and you can easily change “year”.
 - Item 8: Please be aware that it says your passport must be valid for at least 2 years. Remember to upload a passport copy (picture page) and a photo as in a jpeg format and the filename must be your passport number to be accepted. Please read the document **“Some important application requirements for UCAS international students”** (attachment no. 3) meticulously prior to upload. It is important to state your name in the right order (with correct letters) and to upload a qualified picture.
 - Item 11: E.g., “170cm”.
4. Item 17: Please fill in “Sino-Danish College” (80094) as the UCAS School/College/ CAS Institute. As “Major”, please select the PhD programme which you would like to apply for from the drop-down list. If you are unsure about which programme to choose, please contact Wang Xin (xinwang@ucas.ac.cn). Afterwards choose your Chinese supervisor from the drop-down list. When the “Supervisor-signed provisional acceptance form” is requested please upload the attached “PROVISIONAL ACCEPTANCE FORM OF INTERNATIONAL STUDENT BY UCAS SUPERVISOR” (in PDF, attachment no. 2) which you need to fill in your information and contact your Chinese supervisor to approve and sign in advance.
5. Item 18: Fill in the start date and expected end date of your PhD employment at the Danish university.
6. Item 19: If you have obtained a Master’s Degree choose “Master’s Degree (acquired)” from the drop-down list. If you have not obtained a Master’s Degree choose “Master’s Degree (in school)” from the drop-down list. Fill in the rest of the required information and upload the requested files. Leave the two questions “The certificate/transcript is written in Chinese or English” blank.



7. Item 20: Fill in the required information.
8. Item 21: The occupation must be accurate and identical. If you are a student at present, select “Student” as current occupation cf. attachment no.3.
9. Item 22: Fill in the required information.
10. Item 23: Fill in the requested information. If English is not an official language in your country, please select “no” as reply to the question “Is English an official language?” To the question “Can you study in English” please reply “yes”. You do not have to fill in anything in regard to English tests.
11. Item 24: Fill in the required information or leave blank if no
12. Item 25: Fill in the title of your thesis and title of any major publications (if any)
13. Item 26: Choose “I have obtained a scholarship” and under the organization(s) state “SDC The Danish SDC-secretariat”. Do not write any further information about grants etc. Upload the letter from referee 2 (Morten Laugesen) again as proof of financial support.
14. Item 27: Fill in the required information. Please be aware that a student cannot be the emergency contact person.
15. Item 28: Your contact in China is the SDC Office.
 - SDC Building, Eastern Yanqihu Campus, University of Chinese Academy of Sciences, 380 Huaibeizhuang, Huairou district, Beijing 101400
16. Item 29: Referee 1 & 2. Please upload the two recommendation letters, which you have received together with this guide.

Name of Referee 1: Principal Coordinator of the relevant SDC research area (contact information is in the letter)

Name of Referee 2: Morten Laugesen (contact information is in the letter)
17. After Item 29: Choose “Save” and then afterwards “Submit” at the bottom of the page.
18. Tick the two boxes and then press “No more revision and submit”
19. Check that your status for admission application is: “under review” on the front page.
20. Download your application and send a copy by e-mail to phd@sdc.university.

