

# **Step by Step Application Guide regular student 4<sup>th</sup> year**

After carefully reading the information below, proceed to the online application portal.

The application portal is now open, the link is published on the webpage under Admission.

## Create an account

Enter your email address and create a password.

Please remember your password. If you forget it, you can request a new one through the system at any time.

## Prepare your application in advance

We strongly recommend that you prepare all documents to be uploaded, as well as the information that must be entered manually, before starting the application process.

Please note that your application will not be saved until it is submitted at the final step of the process.

This means:

You cannot partially complete the application and return later.

If you log out before submitting, all entered information will be lost.

## Submitting and editing your application

Once your application has been submitted, you may log in again and make changes up until the application deadline.

## **The Different Parts of the Application (Preparation Guide)**

Below is an overview of the different sections of the online application. We recommend reviewing this information carefully and preparing all required materials before starting your application.

### **Personal Information**

Please complete the following fields:

- Email address  
Confirm your email address. *Important:* Do not add a space after the last character, as the system will not accept the address.
- National Identification Number  
If you do not have a Norwegian national identity number, enter your date of birth in the format DDMMYY and check the box "*I do not have a Norwegian NIN*".
- Name
- Date of birth
- Gender
- Citizenship
- Country of educational background  
The country where you obtained your Bachelor's degree.

- Qualification background  
Select *Bachelor's degree or equivalent*.
- Place of employment  
Not applicable.
- Phone number  
Use digits only, with no spaces.  
Example (including country code): 004755363880  
Minimum 11 digits.

### **Bachelor's Degree**

- Name of institution
- Start and end dates of your Bachelor's degree  
(month/year to month/year)

### **English Proficiency**

Self-evaluation of your English proficiency level

Select the level that best reflects your skills.

*Please note:*

You do not need to submit official language test results. By applying to a programme taught in English, you confirm that you have sufficient language skills.

### **Tuition Fee Exemption (Non-EU/EEA/EFTA Applicants)**

Indicate whether you are exempt from paying the non-EU/EEA/EFTA tuition fee

Select the exemption category that applies to you. If admitted to BAS, you will be required to submit official documentation confirming your exemption status.

### **Declarations (for Admitted Students)**

The following sections apply if you are admitted and begin your studies at BAS:

- Documentation and publication  
Select the appropriate option regarding documentation and publication as a student at BAS.
- Use of official communication channels  
Select *Yes, I agree*.

*Please note:*

You must check all required boxes in this section in order to proceed with your application.

## UPLOADS

**Portfolio:** Upload your portfolio (maximum 5 MB)

- File name format: Last name, First name – Portfolio
- Your portfolio is a very important part of your application. It should include academic projects and may also include other architectural or artistic work that demonstrates your skills and interests.
- If your portfolio exceeds 5 MB and must be submitted via other means (e.g. Issuu, WeTransfer, Google Drive, etc.): Check the box *“My portfolio exceeds 5MB. I will provide this by other means.”*
- It is your responsibility to ensure that BAS receives your portfolio.
- BAS will not contact applicants if a portfolio is missing.
- If you wish to confirm receipt, please contact [adm@bas.org](mailto:adm@bas.org) after submission.

**Motivation Letter:** Your motivation letter should explain:

- Why you wish to apply to BAS
- What background, interests, and experiences you actively engage with in your encounter with architecture
- Aspects of practice, fields of interest, and personal expressions that give architecture meaning to you
- Upload your motivation letter as a Word or PDF file.

File name format: Last name, First name – Motivation

## Educational Documentation

- Upload your Bachelor's diploma/certificate
- If you have not yet completed your final exams, upload an official transcript showing completed credits to date

## Photo

- Upload a passport/ID-style photo of yourself

Accepted formats: JPG or PNG. (PDF is not accepted)

File name format: Last name, First Name – Photo