

## How to apply

This guide explains how to apply for graduate study at The University Centre of the Westfjords, including how to complete the application form and provide supporting documents.

1. Create an account
2. Log into your account
3. Fill in your personal information
4. Apply to the study program of your choice

### 1. Create an account

Please create an account for the Owl Communication Portal to apply to any study program at the University of Akureyri or the University Centre of the Westfjords. You can use one account to create multiple applications.

a) Create an account

**Háskólinn á Akureyri**  
University of Akureyri

Communication doorway

All applications for studies go through this communication portal and all your communication regarding the application process will take place here. **Enrolled and graduate students who have Owl Access also need to create a special access to the communication portal when applying for a new course.**

Login with email address

Email  
Please enter your email address

Password  
Please enter your password

Login

**Create an account**

Lost password

b) Enter your email address  
and check the box

Create an account

Enter your email address and click "Send verification email".  
You will then receive an email with a URL to complete the account.

Sign up here

Email

Email

I'm not a robot

reCAPTCHA  
Privacy - Terms

Send verification email

Login

Lost password

c) Choose a password and  
create an account

Email address confirmed

Your email address, **astrid@uw.is** has been confirmed. Now select a password to use when logging in to the communication doorway.

Choose a password

Password

Password

Confirm the password

Confirm the password

Create an account

Login

Lost password

d) Click "continue" to sign in

Password saved

An account has been created for the email address **astrid@uw.is** with the requested password.

Click "continue" to sign in to the Uglá Communication Doorway

Continue

## 2) Log in to your account

Use your email address and your chosen password to login to your account to update or delete your application, to add an application or to monitor the status of your application.

## 3) Fill in your personal information


a) Do you have an Icelandic ID number (Kennitala)?

Please choose how to continue.

### Personal Information

*i* I have an Icelandic ID number

*i* I do NOT have an Icelandic ID number



**Háskólinn á Akureyri**  
University  
of Akureyri

Communication doorway

All applications for studies go through this communication portal and all your communication regarding the application process will take place here. **Enrolled and graduate students who have Owl Access also need to create a special access to the communication portal when applying for a new course.**

Login with email address

Email

Please enter your email address

Password

Please enter your password

b) Fill in your Personal Information. Mandatory questions are marked with an asterisk (\*). Don't forget to save.

### Personal Information

*i* I have an Icelandic ID number

*i* I do NOT have an Icelandic ID number

Name - Please write your name as it appears on your passport/ID-card.

\*First name      Middle name      \*Last name

Day/Month/Year applies to birthday

\*Day      \*Month      \*Year

\*Gender      \*Citizenship      \*Native language

Permanent home

\*Home/Street address      \*Place/City      \*Postal Code/Zip

\*Country

Address for correspondence (if different from permanent home)

Home/Street address      Place/City      Postal Code/Zip

Country

\*Phone number

Describe your English skills

\*Speaking      \*Reading      \*Writing

#### 4) Apply

##### a) Choose the programme you want to apply for.

In the "Programme" tab you select the study program you want to apply for. The "Applications - overview" tab displays information about the study programs you have chosen. In the same tab, you can monitor the progress and status of your application.

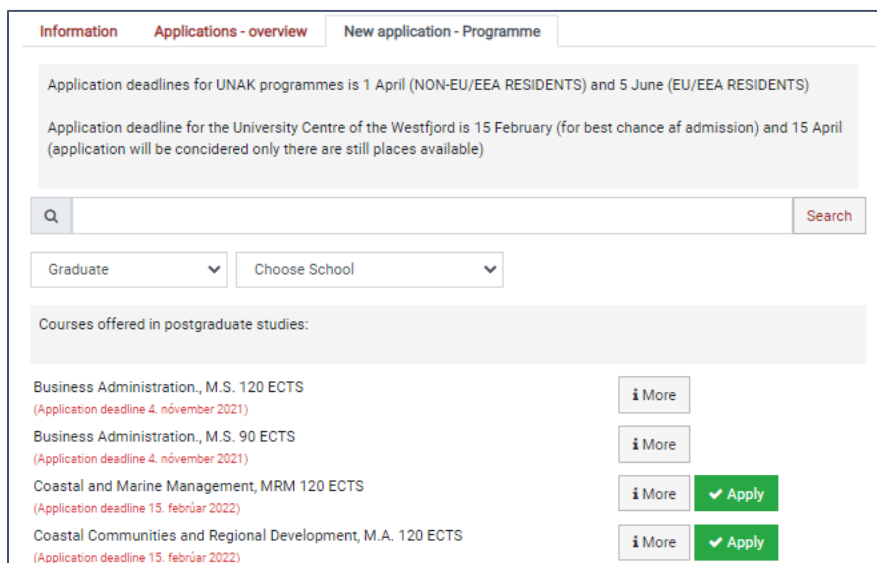
##### Application deadline for the University Centre of the Westfjords

15 February first deadline - for the best chance of admission

15 April second deadline - \*

\* Please note that non-EU/EEA citizens need to gather multiple documentations for visa and/or residence permits, and we recommend applying before the first deadline. Applications after 15 April will be considered only if there are still places available. Please contact the University Centre at [info@uw.is](mailto:info@uw.is) for further information.

Please note that the **application fee does not apply** for programs taught at the University Centre of the Westfjords. Information for registration fee for the University Centre of the Westfjords can be found here <https://www.uw.is/coastal/apply/>.



The screenshot shows a web interface with tabs: "Information", "Applications - overview" (selected), and "New application - Programme". Below the tabs, there is a grey box with application deadlines: "Application deadlines for UNAK programmes is 1 April (NON-EU/EEA RESIDENTS) and 5 June (EU/EEA RESIDENTS)" and "Application deadline for the University Centre of the Westfjords is 15 February (for best chance of admission) and 15 April (application will be considered only there are still places available)". Below this is a search bar with a magnifying glass icon and a "Search" button. There are two dropdown menus: "Graduate" and "Choose School". Below these is a section titled "Courses offered in postgraduate studies:" with a list of courses and their application deadlines. Each course has an "i More" button and a green "Apply" button.

Course	ECTS	Application Deadline	More	Apply
Business Administration, M.S.	120	4. nóvember 2021	i More	
Business Administration, M.S.	90	4. nóvember 2021	i More	
Coastal and Marine Management, MRM	120	15. febrúar 2022	i More	Apply
Coastal Communities and Regional Development, M.A.	120	15. febrúar 2022	i More	Apply

##### b) Read the admission requirements and information about required supporting documents and check the boxes.



The form contains two checkboxes, both of which are currently unchecked:

- \* I have read the admission requirements
- \* I have read the information about required supporting documents

**c) Provide information on previous studies**

### Previous Studies

Specify previous studies - highest degree first

Here you will enter information on previous degrees, the latest degrees at the top. By selecting "Add" you can add further degrees that support the application.

*Educational institution	*Major subject	*Degree/diploma
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Country	*Studies completed? Select "Yes" or "No"	*Final year
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Month		
<input type="text"/>		

**d) Provide information on your referees.** Please note that at least one of your referees should be able to judge your academic performance. Referees may provide a letter or fill out the form available on the UW website.

### Names and contact info of two persons (i.e. teachers and/or recent employer) who can provide references for you

*Name	*Email address	Phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Name	*Email address	Phone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

**e) Supporting documents.** The University Centre of the Westfjords will only process your application when all supporting documents are handed in.

The following documents must be submitted (in pdf format) as part of your application.

1. CV (curriculum vitae)
2. Letter of motivation
3. Transcript of records
4. Copy of passport

Please have the following documents sent to [applications@uw.is](mailto:applications@uw.is).

5. References from two people, sent by the referring person
6. Certification of English Language proficiency

If you want to add any further documents to your application after you have submitted your application, we recommend you sending them via email to [applications@uw.is](mailto:applications@uw.is). Please name the documents clearly and add a short explanation.

**f) Submit your application.**