Application process, translated.

Please follow this link to read up more about the YH Authority: [Higher Vocational Education (HVE) - Yrkeshögskolan (yrkeshogskolan.se)](#)

In order to apply you need to go here: [Ansök | PlaygroundSquad](#) and press the yellow "**TO THE APPLICATION SITE**" button.

- This will take you to the application site

    o **E-postadress:** <Email>

    o **Personnummer:** Press the blue text "Jag har inget svenskt personnummer"

    o Tick the box were it says, "Jag vill registrera ett konto och samtycker till hanterginen av personuppgifter i kontot"

    o Click the button "Vidare"

- You will now be handed an Email from "apply.yh-antagnins.se" open this email

    o In here it says that your application is almost done, your "Användarnamn" <Username> is: (The email you used)

    o För att aktivera din ansökan och få ditt lösenord, klicka på följande länk: Translate to: < **To activate your application and set a password, click on the following link**>

        ▪ Click the link

    o Here you set a password of your choosing in **Ange lösenord** and the same password once again in **Bekräfta lösenord**

    o Click the "**Aktivera konto**" button

- At this page it's time to fill in information about yourself:

    o **Förnamn:** <First name>

    o **Efternamn:** <Last name>

    o **Adress:** <Address>

    o **C/O:** <Care of address>

- o **Postnr:** <ZIP code>

- o **Ort:** <City>

- o **Land:** <Country>

- o **Mobiltelefon:** <Cellphone number>

- o **Telefon:** <Landline number>

- **The section "Jag vill ansöka till"** <This is were you choose what course or courses you want to apply to>

  - o **PlaygroundSquad, Upplevelse- och Speldesign, Falun** <This is the Game Design course>

  - o **PlaygroundSquad, Upplevelse- och Spelgrafik, Falun** <This is the Game Art course>

  - o **PlaygroundSquad, Upplevelse- och Spelprogrammering, Falun** <This is the Game Programming course>

  - o Tick the box at "Jag har läst PlaygroundSquad, upplevelse och spelutbildnings personuppgiftpolicy."

    - ▪ A new window opens, scroll through the text and click on "Jag har läst PlaygroundSquad, upplevelse och spelutbildnings personuppgiftpolicy"

    - ▪ The checkbox should now become ticked

  - o Click the "**Vidare**" button

And now you have a user! Congratulations!

The four icons on the top: Ansökan <Application> | **Meddelanden** <Messages> | **Händelser** <Events> | **Profil** <Profile> | **Hjälp** <Help>

- Ansökan

    - In the middle of this page out in the right hand side, you can see a large gray arrow, depending on if you selected 1 or more courses in the earlier stage, you'll have 1 or more of these arrows. Either way, press the arrow to fill your application with your material.

        - A pop-up will appear, asking you how you heard about this school, I'm only going to translate the once that are not webpages.

            - **Mässa** <Exhibition>

            - **PlaygroundSquads egna kanaler (sociala medier)** <PlaygrounSquads own channels (social media)>

            - **Reklam / Annonser** <Advertising>

            - **The Rookies** <The Rookies, then referring to the webpage The Rookies>

            - **Tips från vän/lärare/familj** <Tips from friend/teachers/family>

            - **Annat** <Other>

                - Here your can be more specific about how you heard about PlaygroundSquad.

Now the true applications process begins:

- **Ansökningsinstruktion** <Application instructions> (The text in this section translates to the following)

Fill in your personal data and upload your application documents to submit your application. For the application to be considered complete, you need to submit the following:

- Grade documents that prove eligibility

- Personal letter

- Work samples

- o **Behörighet** <Competence> (In order to be admitted to the course, you must meet the following eligibility requirements.)
    - ▪ Please copy this text into [Google Translate](became to much text)
- o **Urval** <Selection> (If there are more eligible applicants than places, a selection is made from among the eligible applicants.)
    - ▪ In order to determine which applicants will be admitted to the education, a selection is made in several stages. In a first stage, we make a selection based primarily on work samples, to determine which applicants should be called for an interview. If you are called for an interview, a second selection will then be made based on your interview, your grades, and a practical task that is carried out at the time of the interview.

- • **Ansökningshandlingar:** <Application documents>
    - o **Betyg** <Grades> (Upload grade documents from upper secondary school or municipal adult education and/or grade from folk high school and/or foreign grade corresponding to the Swedish upper secondary school diploma.)
    - o **Arbetsprov** <Work test> (Upload work samples that showcase your artistic skills and technical knowledge in 2D and/or 3D graphics. You can upload a maximum of 20 files, and the maximum file size (per file) is 30MB. If you have too many and/or too large work samples to be able to upload in your application, you are welcome to upload them elsewhere and link to them in your cover letter.)
    - o **CV** <CV> (Here you can upload a CV or curriculum vitae.)
    - o **Personligt brev** <Personal letter> (Upload a short letter where you tell a little about yourself; your interests, your experiences and what you are interested in getting out of the education. If you have a website, portfolio, or similar, please include a link in your letter.)
    - o **Övrigt** <Other> (Here you can upload other documents (e.g. certificates and grades) such as proves real competence, i.e. documents that show that you have the knowledge required for the education even though you cannot show the certificates and/or grades required for the education.)

- o **Buttons**

    - **Ladda upp fil** <Upload file>

    - **Har inget** <Have nothing>

    - **Kompletterar senare** <Will complete later>

- o At the bottom you'll find 2 buttons

    - **Lämna in din ansökan** <Hand in your application> Press this one when you applied your portfolio, CV, Grades and what have you.

    - **Ange Ej längre intresserad** <Enter No longer interested> Press this one if you DON'T want to apply to PlaygroundSquad.

There you go, I really hope we got everything covered.

Please do note! We do not want your raw **3D files** from the software you work in, **we want images** of what you have made. If you have cool videos that you want to show us, please give us a link to it in your **PDF**.

And **DON'T** press the "**Lämna in din ansökan"** button until you are 100% sure that you got everything into the application.

Hope to see you this fall, exited to see what your application will have in it!

All the best,

PSQ