



AARHUS
UNIVERSITET

A GUIDE FOR INTERNATIONAL ACADEMIC STAFF



A GUIDE FOR INTERNATIONAL ACADEMIC STAFF CREDITS

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WORK IN DENMARK

The AU Guide for International Academic Staff is for international PhD students and researchers who are new employees at Aarhus University. The guide is supplemented by the guide 'Welcome to Denmark' published by Work in Denmark, which provides comprehensive information on settling in Denmark. Subjects which are touched on briefly in the AU guide are dealt with in depth in the Work in Denmark welcome guide. We suggest you keep both guides on hand, as they complement one another.

The Work in Denmark welcome guide is available in hardcopy at Work in Denmark centres. The guide is also available online at www.ias.au.dk/onarrival under 'Guides and welcome packages' and at www.workindenmark.dk

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WELCOME TO AARHUS UNIVERSITY

By Rector Brian Bech Nielsen



Photo: Lars Kruse

It is my pleasure to welcome you to Aarhus University and to our academic community, which is internationally renowned for excellence in teaching and research.

Aarhus University attaches great importance to attracting talented researchers from around the world. Rich intellectual diversity and a faculty of highly qualified researchers allow the university to meet society's need for knowledge and help our students reach their full potential. The university's four faculties – Arts, Health, Science & Technology and Aarhus BSS-Business and Social Sciences – strive to create an international environment with excellent facilities for both students and staff. This

publication is one of numerous services provided by the International Centre. We are committed to making you feel at home at Aarhus University. The International Centre is situated at the heart of the main AU campus in the Dale T. Mortensen Building, and it houses a cluster of support services and social functions for both students and academic staff at the university.

I would like to take this opportunity to extend my warmest welcome to you. I have no doubt that you will be stimulated and inspired by Aarhus University's research community. I wish you a pleasant stay in Aarhus, and trust that your time at Aarhus University will be both fruitful and challenging.

RESEARCH AT AARHUS UNIVERSITY

Aarhus University is a leading international university. We stand for quality and the continual pursuit of excellence in research and research-based education. Knowledge exchange, talent development and collaboration with society are high priorities.

Aarhus University is honoured to have two Nobel Laureates and is home to numerous leading research environments. Seventeen of these are Centres of Excellence supported by the Danish National Research Foundation.

Research conducted at Aarhus University makes a strong contribution to solving the societal challenges the world is facing today. It provides a deep understanding of these challenges, as well as key enabling technologies to develop solutions.

To optimise opportunities for junior researchers, Aarhus University has made targeted investments in doctoral education and in early career researchers. The university currently has around 1,800 PhD students and 900 early career researchers. Aarhus University is also home to the Aarhus Institute for Advanced Studies, which exists to advance research of the highest order by attracting talented fellows in all disciplines from research environments overseas and giving them the freedom to pursue their research across disciplines in an international environment.

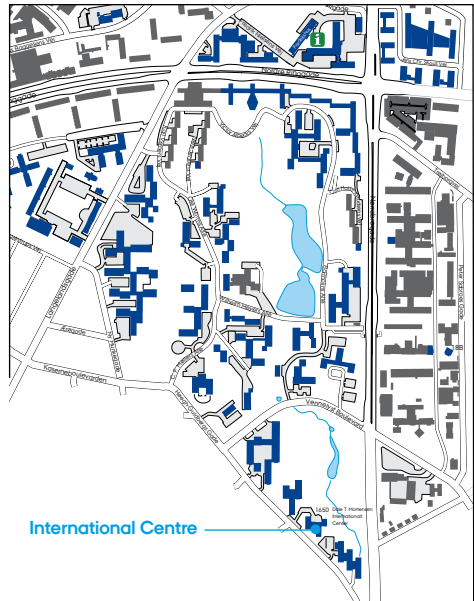
SERVICES FOR INTERNATIONALS AT **THE INTERNATIONAL CENTRE**

THE INTERNATIONAL CENTRE

The International Centre at Aarhus University is the central service point for international students, academic staff and guest researchers. The centre exists to provide practical advice, support and assistance prior to your arrival and throughout your stay in Denmark. The help desk—International Student and Staff Services—is open all weekdays. We are happy to assist and guide internationals in all matters related to their stay at AU.

The International Centre is based in the Dale T. Mortensen Building, which was named after Aarhus University's 2010 Nobel Laureate in Economic Sciences. The building houses the International Centre, the IC dormitory, the PhD House, and Dale's Café, a meeting place for internationals at AU.

The International Centre is comprised of five offices dedicated to international academic staff and students: International Academic Staff Services, the Student Mobility Unit, the International Housing Office, International Recruitment and Summer University.



For further information about the International Centre, please see: au.dk/ic



DALE'S CAFÉ

Dale's Café is a meeting place for all internationals at AU.

Situated in the Dale T. Mortensen Building, along with the International Centre, the café offers quality coffee, sandwiches and a wide selection of beers. There is an informal lounge area where you can relax while enjoying snacks and beverages.

Opening hours:

Mon–Thu: 09:00 to 16:00

Fri: 09:00 to 19:00

Sat: 10:00 to 15:00

Dale's Café is located at Høegh-Guldbergs Gade 4B, 8000 Aarhus C.



INTERNATIONAL ACADEMIC STAFF SERVICES (IAS)

International Academic Staff Services assists international researchers, PhD students, guest researchers, and their families with practical issues connected to their stay at Aarhus University. Services offered include a service desk and an extensive web portal, www.ias.au.dk, for international and Danish PhD students, guest researchers and researchers admitted to or employed at AU. Areas covered include health insurance, extension of residence and work permits, insurance, and registration.

IAS has the following service functions:

- Relocation Service – Offers personalised assistance to international researchers relocating to Denmark for a position at AU as postdoc or above.

ias.au.dk/relocationservice

- Expat Partner Programme – Provides customised career counselling to expat partners. Partners can receive coaching during the transition phase and can participate in network events to support their new life in Denmark.

ias.au.dk/expat-partner-programme

- Guest Researcher Support – Service for non-employed guest researchers and non-employed, non-enrolled PhD students. We assist with the proper registrations and permits including applications for residence and work permits for guest researchers.

ias.au.dk/guest

- Going Abroad – Provides information to assist international academic staff and PhDs with planning a research stay abroad.

ias.au.dk/goingabroad

- University International Club – Provides a social and cultural meeting place and place to network for international staff members and their partners, guest researchers and internationally minded Danish staff members.

au.dk/uic

International Centre

Aarhus University
Høegh-Guldbergs Gade 4A
DK-8000 Aarhus C

Telephone: (+45) 8715 0220

Fax: (+45) 8715 0202

Web: ias.au.dk

Email: ias@au.dk

Telephone hours

Monday–Thursday: 9:00–15:00 (CET)

Friday: 9:00–14:00 (CET)

Help Desk – International Student & Staff Services

Opening hours: Monday–Friday 10:00–14:00 (CET)

Email: ias@au.dk

Web: ias.au.dk

INTERNATIONAL HELP DESK, CAMPUS FOULUM

The International Help Desk at Campus Foulum is a local extension of the international academic staff help desk in Aarhus. The help desk works closely with international academic staff services in Aarhus and the PhD secretaries in Foulum.

Upon arrival, the help desk coordinator provides internationals with a welcome package containing important on-arrival information and general information about what both Denmark and Aarhus University have to offer during your stay.

For further information, please contact International Coordinator Helle Karvonen, hk@au.dk

Read more about the Foulum International Help Desk at ias.au.dk/foulum-help-desk

INTERNATIONAL HELP DESK, CAMPUS ROSKILDE

The International Help Desk at AU Roskilde was established to ensure that international academics have a contact person at the help desk secretariat who can provide them with necessary information on how to find accommodation and other important local information prior to their arrival.

The help desk coordinator ensures that new arrivals get a good introduction to practical and social activities at the department and locally around Roskilde.

For further information regarding BIOS, please contact Winnie Grynnerup at wig@bios.au.dk

For further information regarding ENVS, please contact Klaus Condé Christensen at kcc@envs.au.dk

Read more about the Roskilde international help desk at ias.au.dk/roskilde-help-desk

THE HUMAN RESOURCES DEPARTMENT (HR) Researchers

Each faculty at AU—Arts, Science & Technology, Aarhus BSS—Business and Social Sciences, and Health—has its own branch of the AU HR organisation. Each department has its own HR partner and/or HR supporter and you should contact him/her in connection with HR-related issues.

The HR department deals with issues related to employment, including contract, salary, pension, leave, tax, holidays (general questions) and (if applicable) the AU part of the application for a work and residence permit.

Website: medarbejdere.au.dk/en/administration/hr

Contact information: See the Important Addresses section

PhD students

PhD students can get assistance with most employment-related legal and contractual issues from their graduate school.

Website: phd.au.dk/gradschools

Contact information: See the Important Addresses section

WELCOME PROGRAMMES AT AU

“Thank you so much for all the newsletters and the organization of all these wonderful activities. It was of great help in making me feel at home in Aarhus.

For now, I have returned to my home country... but I do hope to return one day...”

Participant in the University International Club (UIC)

AU INTRODUCTION DAY

The university invites all new employees to participate in a half-day welcome programme which includes a welcome by the rector, an introduction to the university's organisation, and information about opportunities, responsibilities, and how to get support in relation to activities such as fundraising. The programme introduces you to the service functions of the university and is an opportunity to network with other newly arrived colleagues, both international and Danish.

For information on the time and place of the next Introduction Day, see:

medarbejdere.au.dk/newemployee

GETTING STARTED IN DENMARK

In addition to the AU welcome programme, the International Centre invites all new international academic staff and PhD students to join the twice-monthly orientation and registration event organised by International Academic Staff Services (IAS). IAS will accompany you to the International Citizen Service to be registered for residency (see Registration and International Citizen Service page 21). The programme is in English.

For information on the time and location of the next Getting Started in Denmark event, see: **ias.au.dk/gettingstarted** or contact International Academic Staff Services.



CHECKLIST

1

BEFORE ARRIVAL

Nordic citizens:

- | | | |
|--------------------------|---|-------------------|
| <input type="checkbox"/> | Apply for accommodation | (see pages 19-20) |
| <input type="checkbox"/> | Decide on pension scheme | (see pages 27-28) |
| <input type="checkbox"/> | Decide on holiday scheme | (see page 27) |
| <input type="checkbox"/> | Investigate eligibility for researcher taxation | (see page 31) |
| <input type="checkbox"/> | Sign up children for childcare | (see page 42) |

EU/EEA citizens:

- | | | |
|--------------------------|---|-------------------|
| <input type="checkbox"/> | Apply for accommodation | (see pages 19-20) |
| <input type="checkbox"/> | Apply for EU health insurance card | (see page 33) |
| <input type="checkbox"/> | Decide on pension scheme | (see pages 27-28) |
| <input type="checkbox"/> | Decide on holiday scheme | (see page 27) |
| <input type="checkbox"/> | Investigate eligibility for researcher taxation | (see page 31) |
| <input type="checkbox"/> | Sign up children for childcare | (see page 42) |

Non-EU/EEA citizens

- | | | |
|--------------------------|---|-------------------|
| <input type="checkbox"/> | Apply for residence and work permit approx. three months before starting work | (see pages 17-21) |
| <input type="checkbox"/> | Apply for accommodation | (see pages 19-20) |
| <input type="checkbox"/> | Arrange temporary health insurance (until you are covered in Denmark) | (see page 34) |
| <input type="checkbox"/> | Decide on pension scheme | (see pages 27-28) |
| <input type="checkbox"/> | Decide on holiday scheme | (see page 27) |
| <input type="checkbox"/> | Investigate eligibility for researcher taxation | (see page 31) |
| <input type="checkbox"/> | Sign up children for childcare | (see page 42) |

CHECKLIST

2

ONCE YOU ARRIVE

Nordic citizens:

Join Getting Started in Denmark and register for CPR/yellow card and tax card in one go*	Get Danish health insurance card (see pages 10 & 21-25)
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EU/EEA citizens:

Join Getting Started in Denmark and register for CPR/yellow card and tax card in one go*	Get Danish health insurance card (see pages 10 & 21-25)
--	---

Non-EU/EEA citizens:

Join Getting Started in Denmark and register for CPR/yellow card and tax card in one go*	Get Danish health insurance card (see pages 10 & 21-25)
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Record biometric prints (if not already done). The residence card will then be sent to the address registered at Citizens' Services' Takes approx. four weeks.	Get Danish residence card. (see page 18)
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* Only applies if you are staying in Denmark for more than three months.

CHECKLIST

3

NEXT STEPS AFTER ARRIVAL

After receiving a CPR number, citizens of all countries need to:

- | | | |
|--------------------------|---|-------------------|
| <input type="checkbox"/> | Open a Danish bank account in order to receive salary and other payments from the state | (see page 38) |
| <input type="checkbox"/> | Register for NemID | (see page 40) |
| <input type="checkbox"/> | Register for eBoks and digital post | (see page 40) |
| <input type="checkbox"/> | Take out private insurance | (see pages 33-34) |
| <input type="checkbox"/> | Sign up children for childcare | (see page 40) |

Once you have received your CPR number/card, you will be able to do the following::

- | | | |
|--------------------------|--|-------------------|
| <input type="checkbox"/> | Receive Danish healthcare | (see page 36) |
| <input type="checkbox"/> | Find a dentist | (see page 37) |
| <input type="checkbox"/> | Use public libraries | (see page 45) |
| <input type="checkbox"/> | Purchase a contract mobile phone | (see page 45) |
| <input type="checkbox"/> | Children can start childcare and school | (see pages 42-43) |
| <input type="checkbox"/> | Set up a home internet and TV connection | (see page 45) |
| <input type="checkbox"/> | Take free Danish classes | (see page 44) |
| <input type="checkbox"/> | Sign up for a gym membership (once you have a Danish bank account) | (see pages 54-56) |

Other things you may need to do:

- | | | |
|--------------------------|---|---------------|
| <input type="checkbox"/> | Convert your driver's licence (within 90 days) | (see page 52) |
| <input type="checkbox"/> | Register your vehicle (within 30 days of arrival) | (see page 52) |

WHAT TO BRING WITH YOU TO DENMARK

- Adaptor for electrical appliances (220V)
- Credit/debit cards/ Danish currency
- Blue EU health insurance card (EU citizens only)
- Insurance documents
- Letter of admission or employment contract
- Original birth certificates (if you are bringing children)
- Original marriage certificate (if married)
- Passport and/or ID card
- Passport photos
- If applicable: divorce certificate/death certificate (widow(er))
- If applicable: documentation for change of name
- If applicable: any documents concerning legal custody of accompanying children

* Only certificates in English/German/Scandinavian languages are accepted (original or authorised translations).

Please note that certificates from some countries need to be apostille certified. Contact the Ministry of Foreign Affairs in your home country or International Academic Staff Services to learn more.

PERMITS TO RESIDE AND WORK IN DENMARK

Rules regarding residence certificates and permits and/or work permits may change. For this reason, you should also consult the following web sites: ias.au.dk/permits or newtodenmark.dk

NORDIC CITIZENS

Nordic citizens are free to enter, reside, study and work in Denmark. No visa, residence or work permit is needed.

EU/EEA CITIZENS

If you wish to stay in Denmark for more than three months, you must apply to the Regional State Administration (Statsforvaltningen) for a certificate of registration (the residence certificate) once you arrive in Denmark. You cannot do this before arrival. The application must be submitted no later than three months after entering Denmark. Read more on the website of the regional state administration statsforvaltning.dk or ias.au.dk/permits

The human resources department or your graduate school will assist you with the application process.

NON-NORDIC AND NON-EU/EEA CITIZENS

Non-Nordic and non-EU/EEA citizens need to apply for a residence permit (which also includes your work permit) in order to reside and work in Denmark. Residence permits must also be obtained for accompanying family members.

It takes at least 30 days for the public authorities to process the permit, and you should begin preparing at least two months in advance of travelling to Denmark.

Read more on the website ias.au.dk/non-eu or newtodenmark.dk

The human resources department or your graduate school will assist you with the application process.

PARALLEL PHD/MASTER'S STUDENTS: FOUR YEAR SCHEME (4 + 4) AND FIVE YEAR SCHEME (3 + 5)

Please contact the graduate school you have been admitted to for further information and assistance.

For links to the individual graduate schools, see the back of this folder.

SHORT-TERM VISITORS

If you wish to visit Denmark for up to three months you may need a residence and work permit. This depends on your position at Aarhus University.

Please read more about the rules for residence and work permits for short-term stays at ias.au.dk/short-term-stays or at newtodenmark.dk

BRINGING YOUR FAMILY

If you are granted a residence and work permit, your spouse/registered partner/cohabiting partner and your children under the age of 18 will also be eligible for a residence permit for the same length of time. Different rules apply for children aged 18 and over: please contact the IAS or the immigration authorities for further information.

You and your family members must be able to support yourselves, and you must live together in Denmark at the same address. Your spouse/registered partner/cohabiting partner may work full time for the entire period during which his/her permit is valid.

Read more about the application process and access the MF1 form and further information on this website: newtodenmark.dk

BIOMETRIC FEATURES AND RESIDENCE CARD

All non-EU/EEA citizens over the age of 18 applying for residence permits will receive a residence card containing their biometric prints (facial image and fingerprints). A residence card is optional but recommended for persons under the age of 18.

You will receive your residence card once you have registered in Denmark with a Danish address.

RE-ENTRY PERMITS – IF YOU ARE LEAVING DENMARK FOR A LIMITED PERIOD

If you are a legal resident in Denmark but do not hold a multiple-entry visa or residence card and you need to leave Denmark for a limited period, you must apply for a re-entry permit to Denmark. This will also be the case if you have applied for an extension of your residence and work permit and need to leave the country while the application is being processed, before you have your residence card.

More information is available at newtodenmark.dk and ias.au.dk/non-eu under Applying for a re-entry permit.



EXTENSION OF RESIDENCE AND WORK PERMIT

You are personally responsible for extending your residence permit if you wish to stay in Denmark. You need to extend your permit if your employment or enrolment at Aarhus University is extended.

If you have accompanying family members, please remember to extend their residence permits as well.

Contact your human resources department or graduate school for assistance.

For further information please see newtodenmark.dk

ACCOMMODATION

Aarhus University encourages all internationals to visit AU Housing's website for detailed, up-to-date housing information: au.dk/housing

Staff at AU Housing will be happy to assist you with housing-related questions. Please contact housing@au.dk

HOUSING IN THE AARHUS AREA

Because of a high demand for housing in Aarhus, it may be difficult and can sometimes even take several months to find the accommodation you prefer. We therefore strongly encourage you to start looking for accommodation at least two (or preferably) three months before arrival.

There are very few on-campus accommodation options available and the vast majority of AU students and employees (Danish as well as internationals) live off-campus. We therefore recommend that you be prepared to commute to/from campus every day. Public transportation is convenient and you can reach campus within 30 minutes from most locations within the municipality of Aarhus. Find your route with journeyplanner.dk

HOUSING OPTIONS FOR AU PHD STUDENTS

International PhD students who have not previously lived in Denmark can apply for temporary accommodation (1-12 months maximum) via AU Housing. Learn more about the different housing options and the application procedure at au.dk/housing under PhD>Aarhus>Phd.

HOUSING OPTIONS FOR AU STAFF

Single rooms – dormitory style

The Teknolog and Vennelyst dorms offer single rooms for staff members. Find more information about the dorms and the application procedure at au.dk/housing under International Staff>Aarhus>Guest researcher>housing options via AU Housing.

Apartments in the Nobel Park and Old Observatory Building

AU's Research Foundation's Property Company (FEAS) has residences for visiting professors and researchers at the Nobel Park or the Old Observatory Villa for between two and twelve months. For more information, including application procedure, please visit au.dk/housing under International Staff>Aarhus>Guest researcher>Housing via FEAS.



AU STAFF HOUSING PORTAL

The AU Staff Housing Portal provides easy and free access to find housing to sublet. You can post your own housing wanted ad and/or contact landlords via their housing to let ads. Find more information at au.dk/ic under Housing>AU Staff Housing Portal

SHORT-TERM ACCOMMODATION

If you require a place to stay for a short time, perhaps before moving into something more long-term, you will find information about the AU Guesthouse, hotels, hostels etc. at au.dk/ic under Housing>info – Private Accomodation>Short-term accommodation Aarhus PhD/staff

HOUSING OUTSIDE THE AARHUS AREA

If you will be working at an AU campus outside Aarhus, you can find information about accommodation by visiting our housing portal au.dk/housing. Select your employment status at AU, and then the campus you will be working at.

REGISTRATION UPON ARRIVAL

We strongly recommend that you participate in the Getting Started in Denmark event (see page 10) if you will be residing in the greater Aarhus area and that you register with all of the necessary authorities at the International Citizen Service (ICS). This gives you easy access to the public authorities and makes getting registered considerably easier than visiting the different authorities individually.

International citizen services

There are International Citizen Service (ICS) centres in Aalborg, Aarhus, Odense and Copenhagen. ICS centres take care of your paperwork and provide answers to your questions. At an ICS, you can register for your residence certificate, tax card and CPR number as well as getting information regarding residence permits, taxes, Danish driving li-

cences, and so on. ICS provides easy access to the public authorities and makes getting registered considerably easier.

At an ICS the following public authorities are represented: Citizens' Services, the State Administration, the tax authority SKAT and the organisation Work in Denmark, which provides information and assistance to internationals in Denmark.

If you live near Foulum, Silkeborg or Kalø, you can use the ICS in Aarhus. If you live near Roskilde, Slagelse or Emdrup, you can use the ICS in Copenhagen, and if you live near Aarslev, you can use the ICS in Odense. The ICS offices have limited opening hours, so be sure to check the website for details: [icitizen.dk](https://www.icitizen.dk)

CPR NUMBER

Everyone who stays in Denmark for more than three months must have a CPR number. You need this number as identification when dealing with the public authorities, health authorities, libraries and banks. In general, if you need to identify yourself for any reason in Denmark, the CPR number is the primary documentation of identification.

Your address in Denmark, bank account and phone number are linked to your CPR number. The CPR number is therefore issued both as a 12-digit number, which can be used as a form of electronic identification, and also as a physical, swipeable card. Your CPR number card is also your health insurance card or 'yellow card.' It states your name and address as well as your CPR number, and you must present it when seeking medical treatment.

For more information visit: lifeindenmark.dk under Coming to Denmark > CPR Bank NemID > CPR – Registration in Denmark.

REGISTRATION OF EU CITIZENS

The State Administration

Once you arrive in Denmark, you need to apply for a residence certificate with the Regional State Administration or International Citizen Service office. If you choose not to register immediately, you will not receive the Danish CPR number, which is a prerequisite for basic procedures such as opening a bank account and makes living in Denmark much easier.

You must bring the following documents with you:

- Work contract or Declaration by the Employer (Appendix A in form OD1). Please note that the contract/invitation letter or Declaration by the Employer cannot be more than 30 days old.
- Original passport/ID card with photo + two copies
- One passport size photo

Processing your application generally takes one to two weeks. If you register at the International Citizen Service office, you get your EU residence certificate immediately. For the address of your Regional State Administration, see pages 62-71.



Please inform your local HR department (see the Important Addresses section) when you receive your CPR number, as they need it to pay your salary.

Citizens' Services

Once you have obtained your residence certificate, you must then register with an address and get your Danish civil registration (CPR) number. You can do this at the Citizens' Service office or at the International Citizen Service.

You must bring the following documents with you:

- Your residence certificate
- A completed arrival form for new citizens in Denmark
- Original passport/ID card as well as a copy
- A copy of proof of your current address in Denmark (e.g. rental contract, letter from landlord) (minimum one month)
- Original marriage certificate + a copy if you are married. Please remember to bring your marriage certificate, even if your partner is not accompanying you.
- If applicable: divorce certificate/death certificate (widow(er))
- If applicable, documentation of change of name (2 copies)

You will then receive your CPR card at your registered address in Denmark approximately two weeks after you have applied. Please note that if you are staying in Denmark for less than three months, you cannot register or get a CPR number.

REGISTRATION OF NON-EU/EEA CITIZENS

Citizens' Services

Once you have obtained your work and residence permit, you must then register your address and get your Danish civil registration (CPR) number. You can do this at Citizens' Service or at the International Citizen Service office.

You must bring the following documents with you:

- Your residence permit
- A completed arrival form for new citizens in Denmark
- Original passport/ID card as well as a copy
- A copy of proof of your current address in Denmark (e.g. rental contract, letter from landlord) (minimum one month)
- Original marriage certificate + a copy if you are married. Please remember to bring your marriage certificate, even if your partner is not accompanying you
- If applicable: divorce certificate/death certificate (widow(er))
- If applicable, documentation for changes of name (2 copies)

You will then receive your CPR card at your registered address in Denmark approximately two weeks after you have applied and residence card approximately four weeks after registration.

Please note that if you are staying in Denmark for less than three months, you cannot register or get a CPR number. Read more on ias.au.dk/short-term-stays

Biometric prints

Once you arrive in Denmark, you must have your biometric features recorded, if you have not already done so in your home country. You must do this within a specified time period (usually 14 days) after arriving in Denmark. You can do this at a police station capable of recording biometric features, or the service centre of the Danish Immigration Service in Copenhagen. See newtodenmark.dk

You must bring the following documents:

- Passport
- Copy of your application for a residence and work permit and/or letter from the immigration authorities

REGISTRATION OF NORDIC CITIZENS**Citizens' Services**

Nordic citizens are not required to obtain a Danish civil registration number (CPR number) until after they have stayed in Denmark for more than six months. However, we strongly recommend that you do so if you intend to stay in Denmark for more than three months since it makes a number of procedures much faster and easier. In order to obtain your CPR number as a Nordic citizen, you can register at either Citizens' Services or the International Citizen Service office.

To register you must bring the following documents:

- A completed arrival form for new citizens in Denmark
- Original passport/ID card as well as a copy

- A copy of proof of your current address in Denmark (e.g. rental contract, letter from landlord) (minimum one month)
- Original marriage certificate + a copy if you are married. Please remember to bring your marriage certificate, even if your partner is not accompanying you.
- If applicable: divorce certificate/death certificate (widow(er))
- If applicable, documentation of change of name (2 copies)

Once you have notified the Citizens' Services office of your Danish address, you will receive your Danish CPR number and health insurance card within two weeks of registration.

TAX REGISTRATION

Once you have received your Danish civil registration (CPR) number, you should register at your local tax authority (SKAT) or International Citizen Service office. You will be issued an electronic tax card, which AU needs in order to calculate your taxes. If you do not have an electronic tax card, your employer must withhold 55 per cent of your salary.

Please note that if you have chosen to enroll in the Researcher Taxation Scheme, you should not register with SKAT upon arrival. Learn more about the special taxation scheme on page 36.



What to bring when registering at the tax authority (SKAT):

- Documentation of salary and pension (contract of employment)
- Information about any employee benefits (free car, free board and lodging, free phone or internet)
- Credit information about income, expenses, foreign accounts, etc.
- Personal identification, e.g. a passport.
- Fill out tax form 04.063.

If you are going to enroll in the researcher's tax scheme, you do not need to fill out this form.

Read more about taxation:

as.au.dk/taxation or **workindenmark.dk** under Information>Informationforjobseekers> Tax rules. Or **www.skat.dk**

For relevant addresses and further information about your local tax office, see the important addresses section.

Please note that you need to make an appointment to visit the tax centre.

EMPLOYMENT CONDITIONS

COLLECTIVE AGREEMENTS AND LABOUR UNIONS

The Danish job market is primarily regulated by collective agreements between the various unions and the Ministry of Finance. Collective agreements stipulate the rights and obligations of employers and employees regarding such conditions as wages, pension scheme contributions, working hours, notice of termination and holidays. The collective agreements are a supplement to the generally applicable Danish labour market legislation.

In Denmark, joining a labour union is voluntary, and you do not join automatically as part of your job. Union membership does not include the right to unemployment benefit. To receive this, you must join a separate unemployment insurance fund. Read more about labour unions and how to become a member in the Work in Denmark welcome guide.

Academic staff members are generally appointed in accordance with the collective agreement for academics employed by the state (AC), regardless of whether they are members of a union, with the special provisions laid down in the job structure for academic staff at universities.

SALARY

Your total salary consists of a basic salary based on your seniority in addition to different types of salary supplement. When employed as an academic staff member in accordance with the job structure in the collective agreement (i.e. research assistant, PhD student, postdoc, assistant professor, associate professor or professor), you will automatically receive a centrally agreed standard supplement attached to the specific job category. In addition to the basic salary and job category supplements, the collective agreement and the university salary policy allow for additional supplements. It is the responsibility of your department to negotiate any additional supplements.

Your salary is paid in arrears and will be transferred to your Danish bank account by the end of each month.

Once a year, all employees have the opportunity to request a salary increase. The salary negotiation typically follows procedures laid down by your department, and your labour union representative at the university will most often handle the negotiations. This applies whether or not you are a member of the union in question.

Ask your superior or your local department secretariat about the procedures at your department.

For further information about your salary, please contact your local HR department (see the Important Addresses section).

WORKING HOURS AND ABSENCE FROM WORK

According to the collective agreements, a full-time position is 37 hours a week. Normally, a 30-minute paid lunch break is included in the 37 weekly working hours. Employees like PhD students and researchers, who plan their work themselves or whose working hours cannot be monitored, are not entitled to overtime pay.

Normally you are entitled to full pay during illness. You have the right to paid leave for the first two days of your child's illness. Furthermore, all parents are entitled to two childcare days with pay per child per calendar year until the child has reached the age of seven.

HOLIDAYS

Under the Danish Holiday Act (Ferieoven), employees are entitled to 25 ordinary days of holiday and five special days of holiday. Holiday is accrued throughout the calendar year and must be taken in the year following the year of accrual (from 1 May the following year). This system of holiday is called staggered holiday.

Under the Holiday Act, however, you may make an agreement on concurrent holiday with your employer for a maximum period of five years. According to the rules on concurrent holiday, the holiday may be taken while being accrued. After five years under the concurrent holiday scheme, you automatically revert to the staggered holiday scheme.

You will be asked which holiday scheme you wish to be on when negotiating your contract. Special holiday is not covered by the rules on concurrent holiday. Special holiday is subject to the general rules set out in the state's Holiday Agreement. For more information about staggered holiday, see staff.au.dk under HR>Holiday>Holiday rules.

For more information about concurrent holiday, see staff.au.dk under HR>Holiday>Concurrent holiday

PENSION SCHEMES

International academic staff members have three different options when choosing a pension scheme.

- Ordinary pension contributions scheme – an option for all international staff members employed under to the collective agreement for academics
- International pension scheme (taxed immediately when transferred to your pension fund). An option for some academic staff members employed under the collective agreement for academics

- Pension exemption (pension contribution paid out as salary) for a maximum period of five years. An option for some international researchers employed by the university on a fixed term contract

You will be asked to choose a pension scheme when negotiating your employment contract.

For more information, see ias.au.dk/pension or contact your local HR office.

MATERNITY/PATERNITY LEAVE

Both the mother and father of the child are entitled to maternity/paternity leave:

- Mother: Six weeks before expected date of birth and 14 weeks after childbirth with full pay
- Father: Two weeks after childbirth with full pay

After the 14th week after childbirth, the parents are entitled to an additional 19 weeks parental leave with full pay. Six of these are earmarked for the mother, seven are earmarked for the father, and the last six weeks can be divided between the mother and the father.

There are many options for using maternity/ paternity leave flexibly: partial resumption of work during leave, deferment of leave and extension of leave. If you are in fixed-term further-education position such as employed PhD student or assistant professor, the employment period can be prolonged on request by the period of

maternity/paternity leave taken during the employment period.

Read more about maternity/paternity leave at staff.au.dk under HR>Parental leave

STAFF DEVELOPMENT DIALOGUE (SDD)

Once a year, as an AU employee, you are entitled to a dialogue with your employer about your work situation. The dialogue will focus on your performance and job satisfaction over the past year, as well as current and future tasks and development opportunities. Often, individual development targets are set at SDD dialogues. Read more on staff.au.dk under HR> Organisational Learning and Development> Staff Development Dialogue (SDD)

PSYCHOLOGICAL COUNSELLING SERVICE

AU has entered an agreement with Dansk Krisekorps, a health advisory company, to provide psychological counselling for all university employees.

If you have any questions about the scheme, you are welcome to contact AU HR, Organisational Development and Work Environment, Team Work Environment or your HR partner, who will process your inquiry as confidential.

Read more on staff.au.dk under HR>Working environment>Psychological work environment>Psychological Counselling Service

DANISH WORKING CULTURE

Danish working culture is characterised by collaboration, knowledge-sharing, personal responsibility and flat hierarchies.

Danish working culture is based on communication, collaboration and personal responsibility. Danish employees are team players with a high degree of personal responsibility and initiative, which means you will have an influence on organising your work schedule. This enables you to have a career that balances work and free time (work-life balance).

FLAT HIERARCHY

At the typical Danish workplace, everyone is encouraged to contribute ideas and opinions regardless of title or status. Moreover, everyone working on a particular task is always involved in making decisions.

This means that the general atmosphere of a Danish workplace is professional, but also casual and informal. Many workplaces have a fairly flat management hierarchy, which means that employees often have the freedom to take up issues directly with their CEO.

FLEXIBLE WORKING CONDITIONS

In Denmark, a standard working week consists of 37 hours of work, usually performed from Monday to Friday. Most employees have a certain degree of flexibility when it comes to working hours and are within a fair margin allowed to distribute and balance their workload according to individual needs.

It is more important that you meet your deadlines and show up on time at meetings than when or where you carry out your work. This 'freedom with responsibility' keeps stress at a minimum and creates a sense of commitment among Danish employees.

KNOWLEDGE-SHARING

Danes hold many meetings to facilitate the free flow of communication and ensure unity, agreement and consensus. In addition to this, Danes believe in informal knowledge-sharing. This means Danes often eat lunch together and hold coffee breaks during the day to socialise and discuss both private and work related topics.



SOCIAL ACTIVITIES

Many Danish workplaces organise activities that bring employees together, such as after-work gatherings on Fridays, Christmas parties in December and other social activities such as running or fitness clubs.

For newcomers to Denmark, it is a good idea to participate in these social activities, as it is a good way to get to know your colleagues. (Source: Work in Denmark)

AU MENTOR SCHEMES

'A mentor is a person who makes a difference in another person's life by passing on his or her knowledge and experiences.'

At AU, we have different mentor programmes available to researchers at different stages of their careers. As a mentee, you are matched with a mentor who can provide you with valuable insights and understanding of your current or future career path, whether in academia or the private sector.

A mentorship is a long-term relationship lasting about ten months that requires commitment from you as a mentee. In return, you will have a valuable experience that can help you achieve your future goals. Read more about the different mentor programmes at AU:

au.dk/en/collaboration/mentor

TAXATION IN DENMARK

The general rule is that a foreign employee must pay tax in Denmark on the salary earned in Denmark in connection with work performed in Denmark as an employee of Aarhus University. There may be exceptions to this rule if, for example, the provisions in a double taxation agreement prevent Denmark from taxing your salary.

You can contact your local tax authorities in your home country about double taxation agreements prior to your departure. However, you should also contact the Danish tax authorities upon arrival in Denmark. For contact information, see the Important Addresses section. Read more about the Danish tax system in the Work in Denmark Welcome guide and on [skat.dk](https://www.skat.dk) > English.

The Danish tax authorities have useful information in English at [skat.dk](https://www.skat.dk) under Coming to Denmark>Coming to Work and Live.

TAX SCHEME FOR FOREIGN RESEARCHERS OR KEY EMPLOYEES

When you are employed at Aarhus University as a foreign researcher (minimum assistant professor/postdoc level) or a key employee, you may under certain conditions be eligible for the special tax scheme for foreign researchers or key employees.

The researcher taxation rule means that the salary is subject to a gross tax rate of approximately 32 per cent for up to 60 months including contributions to Danish social security (labour market contributions), instead of the normal income tax rate – typically between 37 and 42 per cent. In turn, the staff member cannot deduct any expenses in connection with the salary and is not entitled to the standard personal allowance. Whether the special tax scheme is beneficial to you will depend on your circumstances.

Your HR partner will ask you whether you wish to enrol in the researcher taxation scheme.

Read more about the tax scheme for foreign researchers or key employees: [staff.au.dk](https://www.staff.au.dk) under HR>Payroll>taxation-of-researchers

DEDUCTIONS FROM INCOME AND ALLOWANCES

You may be able to offset certain deductions and allowances against your Danish income before tax is calculated, for example personal allowances. Everyone who works in Denmark and who is 18 years old at the beginning of the income year automatically receives a deduction of DKK 45,000.00 (2017).

You may also be entitled to deductions for expenses in connection with your work in Denmark.

However, please note that you are not eligible for any deductions from income and allowances if you are enrolled the tax scheme for foreign researchers or key employees.

You can read more about deductions and allowances at skat.dk under Individuals>Working and living in Denmark>Deductions and allowances.

UIC TAX SEMINAR

You can also join the UIC Tax Seminar, which is held twice a year to follow the tax year. The seminar provides information about the Danish tax system, your personal tax folder, deductions and allowances and the researcher taxation scheme. Visit ias.au.dk/uic for further information or contact the University International Club at uic@au.dk.

TAX ASSISTANCE

The Danish tax rules are quite complicated, so you should contact the Danish tax authority (SKAT) regarding any personal tax issues.

You may ask SKAT for a binding answer (bindende svar) if you are in doubt about the consequences of an action on your personal tax situation. There is a fee of DKK 400 for a binding answer.

See the back of this folder for contact information for the local tax centres, or call the SKAT foreign department at + 45 7222 2892.

Aarhus University is not able to provide personal tax guidance. However, we can inform you about the general tax rules. You can find tax information at ias.au.dk/taxation or by contacting your local HR office (for researchers) or graduate school (for PhD students).

You can also consult accountants with special tax expertise. This could be relevant if you have a number of issues to take into consideration, e.g. property abroad. See ias.au.dk/taxation for the current agreements and prices negotiated by AU.

Typically, you have to cover the expenses yourself, but you can ask your department to contribute or cover the costs.

INSURANCE

HEALTH INSURANCE

Everyone residing in Denmark for more than three months has the right to receive free national health service treatment. This means that as soon as you are a registered resident here, you have the same access to medical assistance as Danish citizens.

Read more at

ias.au.dk/insurance/healthinsurance

The yellow health insurance card (sygesikringsbevis) documents your right to health insurance services in Denmark. The card states your name, address and civil registration number (CPR number).

To obtain coverage under the Danish Health Security Act, you must register at your local Citizens' Services centre (Borgerservice) or the International Citizen Service immediately upon receiving your residence permit or EU residence certificate (see pages 21-24). Short-term visitors are entitled to receive emergency treatment, but must take out private health insurance to cover general medical care. Read more at ias.au.dk/short-term-stays

It is recommended that EU citizens bring the blue European health insurance card. With this card, EU citizens are entitled to Danish healthcare on equal footing with Danish citizens. For further information about the EU health insurance card, see

ias.au.dk/insurance/healthinsurance

The national health insurance scheme covers hospitalisation and visits to a general practitioner (GP). The Danish healthcare system also pays part of the cost of dentist, physiotherapist and chiropractor services, but you must pay part of the bill yourself.

PRIVATE INSURANCE

It is your responsibility to make sure you are insured while you are in Denmark. We highly recommend that you take out the following insurance policies either before or immediately after arriving. Please note that you usually need a CPR number to take out an insurance policy in Denmark. If you are staying in Denmark for less than three months, you cannot get a CPR number and will need to take out insurance before arrival.

We recommend basic insurance (*familiens basisforsikring* or *indboforsikring*), which includes the following:

- Third-party/liability insurance (*ansvarsforsikring*): This insurance covers any losses you might incur if you have to pay compensation to another person.
- Home insurance (*indboforsikring*): Insurance of your personal belongings against fire, theft and water damage.
- Travel insurance: It is possible to add to the basic insurance package, which is often the most affordable option.

We also recommend

- Accident insurance (ulykkesforsikring):
This insurance covers the financial consequences of an accident.

For further information about insurance, please see ias.au.dk/insurance/private-insurance



Make sure that you have travel insurance to cover you the first weeks in Denmark until you are registered. If you are staying in Denmark for less than three months, you cannot get a CPR number and will need to take out insurance before arrival:

Non-EU/EEA citizens: Take out private travel insurance.

EU/EEA citizens: Bring the blue EU health insurance card.

UNEMPLOYMENT INSURANCE

In Denmark, insurance against unemployment is voluntary, and you are not insured against unemployment automatically. If you wish to be insured against unemploy-

ment, you must apply for membership in an unemployment insurance fund (A-kasse).

EU/EEA citizens

Please note that you should sign up for unemployment insurance (A-kassen) within a period of eight weeks from the date on which any previous unemployment insurance expires.

Non-EU/EEA citizens

For people from non-EU/EEA countries, unemployment insurance may not be relevant or even permitted, depending on the type of residence and work permit you hold. Contact the IAS or Danish Immigration Authorities for further information (see the Important Addresses section) or see ias.au.dk under Insurance>Unemployment Insurance and the Work in Denmark welcome guide.

AU INSURANCE

Employees at Aarhus University are covered by the Danish Consolidated Workers' Compensation Act. This means that Aarhus University covers you if you sustain an injury on the job. For further information about workers' compensation insurance, see [staff.au.dk](https://ias.au.dk) under Insurance or contact your local HR department (see the Important Addresses section).



AU TRAVEL INSURANCE

Aarhus University's travel insurance is part of the Danish state's self-insurance arrangement. As an employee at Aarhus University you will be covered by the travel insurance on official business, which means that Aarhus University carries the financial risk in cases of injury/damage.

A travel insurance card can be given to employees at Aarhus University. To apply for a travel insurance card, you must fill out an application, have it signed by

your head of department and send it to the Accounting Office at Aarhus University. The form is available at staff.au.dk under Finance>Travel Insurance.

Read more about the AU travel insurance on staff.au.dk under HR>Insurance

MEDICAL CARE

When you apply for your CPR number (and health insurance card) the Citizens' Services office in your municipality will give you a list of GPs/doctors in your area of residence. When choosing a doctor, you are free to choose among GPs on the list who are accepting new patients, which will be indicated on the list. You may change your doctor later by contacting the local Citizens' Services office. The change will take effect 14 days after the municipality has received payment for issuing a new health insurance card. You do not have to choose a particular GP at this time, but may consult a different one whenever you please. If you choose this option, please be aware that you must pay a fee at each consultation.

WHAT TO DO IF YOU NEED A MEDICAL CONSULTATION

You should contact your GP if you need a medical consultation. You can make an appointment by phone or online, either on the day that you want to go or several days in advance, depending on the severity of the illness. Most practitioners also have phone consultations for one hour a day, usually in the morning. You should also contact your GP if you need a referral to a medical specialist, physiotherapist, psychologist, chiropodist, etc., or if you need a prescription for medicine.



Payment

If you are covered by the public health insurance system, medical consultations are free. You need to take your yellow health insurance card with you to the consultation. If you haven't yet received your yellow health insurance card, EU citizens should bring their blue EU health insurance card and non-EU/EEA citizens their private insurance papers.

Opening hours

Danish GPs are normally open Monday to Friday between 8am and 4pm.

AFTER HOURS DOCTOR

If you urgently need a medical consultation outside opening hours, you should contact the emergency medical call service ('Lægevagten' in Danish) in your area. See the Important Addresses section.

GOING TO THE DENTIST

Dental care is free for children under the age of 18. For adults, dental care is subsidised by the government, which means that you will only have to pay part of the bill when you go to the dentist.

In order to make an appointment with a dentist, you should make an appointment by phone.

Payment

You should bring your yellow health insurance card, personal ID and bank card.

Emergency dental treatment

If you have an accident involving your teeth, there are emergency dentists available outside normal opening hours. For further information, please visit lifeindenmark.dk and see 'Emergencies.'

MONEY AND BANKING

OPENING A BANK ACCOUNT

All Danish banks require that you have a CPR number in order to open a bank account. Most banks require the yellow health insurance card and it may take several weeks before you receive the card, which means you will not be able to open a bank account for several weeks. A few banks allow you to open a bank account just with the CPR number. Contact the IAS-team for further information about banks.

To open a bank account you must submit the following documents:

- Your passport/national ID card
- Your work contract
- Your yellow health card or the letter from Citizens' Services (Borgerservice) you receive when you register for the CPR number indicating your CPR number and your Danish address.

Once you have a Danish bank account, you will be able to sign up for the direct debit payment service Betalingservice, which allows you to have your rent as well as other similar payments and bills debited from your account automatically: this is called PBS. This allows you to handle your finances via internet banking, which is the

most common and most inexpensive way to bank in Denmark. You should also ask for a Dankort (a debit card for use only in Denmark) Read more under Dankort and debit/credit cards below.

When choosing a bank, make sure to choose a bank providing internet banking in English.

Regular banking hours in Denmark are weekdays 10:00am-4pm (10:00-5pm on Thursdays). Banks are closed at weekends.

ALL CITIZENS MUST HAVE A NEMKONTO

When you open a bank account, this will become your NemKonto (your 'easy account') unless you specifically request a different solution. The NemKonto is the bank account into which all payment from public sector institutions are paid, including salaries from public sector institutions such as AU, housing subsidies, tax deductions/rebates and pensions. The account is automatically linked to your CPR number.

DANKORT AND DEBIT/CREDIT CARDS

Dankort is the most widely used debit card in Denmark. Please be aware that when you first open your bank account, it is possible that you may only be issued a Danish Visa/Mastercard, as Dankorts are given only to those who are working in Denmark. This means you may have to wait until you have received a number of pay checks before being issued a Dankort. Be sure to ask for a Dankort when opening a bank account. If you show the bank your letter of employment confirming your status as an AU employee, this may speed up the process. All major credit cards such as Visa, MasterCard, American Express, Euro Card and Diner's Club are widely accepted in large stores, international chains and cash machines. However, smaller stores, cafés and university canteens may not accept a foreign card, and in most small shops you can only pay in cash or with a Dankort.

INTERNATIONAL CREDIT/DEBIT CARDS

As in most European countries, Danish credit and debit cards have chips. In order to use a credit/debit card in Denmark, whether charging a purchase to the card directly or withdrawing money from a cash

machine, you will need a pin code. If your card only has a magnetic strip or if you usually sign for purchases when using the card, you will not be able to use it in Denmark without a pin code. Contact your home country bank/credit card company before arrival in Denmark to check this. Please note that transaction fees are charged when foreign cards are used in Denmark.

You can find more information on money and banking at ias.au.dk/money-and-banking or in the Work in Denmark welcome guide.

MOBILE PAYMENTS

Mobile payments are becoming a more and more common way of transferring money, purchasing goods and paying bills. You can use mobile payments in stores, webshops, apps and to transfer money to other users. You link your account to your phone number, which lets you transfer money quickly and easily with your phone. The major providers are Mobile Pay by Danske Bank and My Wallet by Nets. Read more on mobilepay.dk and nets.eu or contact your bank for further information.

DIGITAL DENMARK



HOW TO CREATE A NEMID

Your NemID (EasyID) is your digital signature – the key to digital Denmark. NemID is a single login for public sector websites, online banking and for many other websites and services. Your NemID is comprised of a user ID, a password and a code card. Read more about NemID, how to log on, get a password and much more:

nemid.nu/dk-en

e-BOKS – FROM BOTH PUBLIC AUTHORITIES AND PRIVATE COMPANIES

e-Boks is your online digital mailbox. In e-Boks, you can receive and file digital versions of documents from the government and public and private sector institutions that you would normally receive in the post in one secure place. You are advised to sign up for e-boks in order to securely store your mail from both private companies and public authorities.

Read more about e-Boks at e-boks.com

Digital Post – from the public authorities
You receive mail from the public authorities via Digital Post. This includes any letters from hospitals, pension statements, changes to housing benefits, replies to applications for childcare, letters from the Danish Tax and Customs Administration (SKAT), etc.

HOW TO ACCESS DIGITAL POST

You will be automatically signed up for Digital Post when you register at the International Citizen Service or join our Getting Started in Denmark event.

Read more about Digital Post on lifeindenmark.dk under Living in Denmark>Digital Post

ACCOMPANYING PARTNERS

If you are an accompanying spouse/partner of an international researcher and you are looking for work or dual career opportunities or interested in setting up your own business in Denmark, you can benefit from a number of resources. Aarhus University offers assistance in your job search in Denmark through the Expat Partner Programme, which provides career counselling, coaching, cultural training and an introduction you to both social and professional networks.

The Expat Partner Programme provides customised career counselling to expat partners. You can get coaching and advice during the transition phase, and you can participate in network events to support your new life in Denmark. The goal is to help you settle in well and make a good life for yourself here in Denmark.

IDCN – INTERNATIONAL DUAL CAREER NETWORK

Accompanying partners can also become an active partner of IDCN, the International Dual Career Network, a global dual career network which helps facilitate the job search for the partners of mobile professionals. Please read more at www.idcn.info

WORK IN DENMARK AND LOCAL JOB CENTRES

Another good starting point is the portal Work in Denmark: workindenmark.dk. This is the official Danish website for international recruitment and job hunting. Work in Denmark provides job search assistance and information on work conditions and culture. Personal advice and assistance are available, and you can do job searches.

As an accompanying spouse/partner, you are also entitled to receive assistance in your job search from the municipality. They offer advice on the job search and assist you in finding internships or on-the-job training in public and private companies. For further information, please contact your local job centre: www.jobnet.dk

NETWORKS

Through the Expat Partner Programme, the University International Club, Work in Denmark, and International Community, expat partners can become active in social and professional networks. These organisations can help you settle in to Danish culture and everyday life in Denmark, in addition to helping you create a network with other people with similar professions. They also offer seminars and workshops dealing with different topics relevant to job hunters.

CHILDREN

EDUCATION

As a spouse/partner it is possible to continue your education in Denmark, and you will find a large variety of educational institutions which offer a wide range of options. To qualify for enrolment in a programme, you may need to have your academic qualifications recognised by the Danish Agency for Universities and Internationalisation. The assessment offered is a brief statement of what your foreign qualification correspond to in Denmark, at which educational level and, if possible, in which subject(s).

If you and your family have further questions, International Academic Staff Services will be glad to provide information and personal assistance. Read more at ias.au.dk/expat-partner-programme

CHILDCARE

In Denmark, childcare facilities are provided by the municipality for all children up to age six.

You can find out more about childcare options and prices on the Citizens' Services website of your municipality. Normally, it is necessary to know your future address in Denmark and CPR number in order to sign your child up for childcare. However, it is possible to have your child's name added to the wait list without an address and CPR number. You are advised to add your child to the wait list before arrival, in order to access childcare as soon as you arrive. Contact the Citizens' Services in your future municipality of residence or the AU Relocation Service (see page 8 or the Important Addresses section) to ask about your options. For further information please visit www.ias.au.dk/children under Childcare.

CHILD BENEFITS

In Denmark, parents receive child benefits for each child under 18 years of age. The child benefits are paid on a quarterly basis. The rates vary according to whether you have lived in Denmark for six months, one year, eighteen months or two years.

Please contact Udbetaling Danmark by calling +45 7012 8062 to find out whether you are entitled to benefits for your children and how to apply.

You can find further information at the web-portal lifeindenmark.dk and ias.au.dk/children under Child benefits.

PRIMARY AND LOWER SECONDARY SCHOOL

All children in Denmark have the right to receive instruction free of charge from the age of six or seven in the municipality's primary and lower secondary schools (folkeskole). Apart from these primary and lower secondary schools, a number of fee-based private and international schools exist.

Your child must have a fixed address in Denmark and a CPR number in order to be enrolled in primary and lower secondary school. Contact the Citizens' Services office in your future municipality of residence if

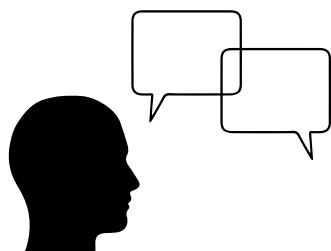
you wish to enrol your child in school before arriving in Denmark.

There are a number of international schools in Denmark. You can find a list of international schools at eng.uvm.dk under Primary and Lower Secondary Education>Municipal International Basic Schools.

For further information about childcare, after-school care and school enrolment, please see ias.au.dk under Children or Lifeindenmark.dk. See also the welcome guide from Work in Denmark, or you can contact the Citizens' Services office in your municipality (see the Important Addresses section).

General information about the Danish education system can be found on the Ministry of Education website: eng.uvm.dk

DANISH LANGUAGE COURSES



DANISH COURSES FOR AU STAFF

Aarhus University offers international staff members and their partners an opportunity to attend Danish courses at beginner and advanced levels. The regularly scheduled courses start in February and August, and new courses may start up at other times of the year, depending on demand. Besides the regular semester courses, there are also intensive, two-week sessions starting at different times throughout the semester called crash courses. All the courses are free of charge and are held at the language school, on AU campus, or at the International Centre in Aarhus.

In order to enrol in the courses, participants must pay a deposit of DKK 1,250.00 at the beginning of the course. The deposit will be returned at the end of the course.

ias.au.dk/danish-courses

The language school Lærdansk operates across the country and offers free Danish language courses to internationals at all levels: **laerdansk.dk/en/schools**

Contact your Citizens' Services office to get information about the free Danish language courses available in your municipality.



ONLINE RESOURCES

startdansk.dk

speakdanish.dk

learnoasis.com

thedanishstudy.com

LIVING IN DENMARK

PHONE AND INTERNET SERVICES

If you plan on buying a new mobile phone with a talk plan, these are offered in six-month contracts once you have a CPR number. Otherwise, you can buy mobile phones without a SIM card with or without subscriptions in supermarkets such as Føtex and Bilka, or from a telecommunications company such as TDC. It is then easy to buy a prepaid SIM card in kiosks or on the internet.

Read more about internet providers and prices at internettjek.dk/mobilt-bredband. The website is in Danish but the list of internet providers and prices is easy to understand without knowledge of Danish.

Most private houses have internet connections, and there is access to computers at your department and in all libraries. There is also wireless internet access on all university campuses. In some towns such as Viborg and cities such as Aarhus and Copenhagen, there are numerous cafés with free WiFi access.

As an international employee at AU, you will usually be given your own office space with internet access.

LIBRARIES

The Royal Danish Library (Det Kgl. Bibliotek) is the university's main library with location in both Copenhagen and Aarhus. Besides this, there are a number of specialised libraries. More information is available on the location and opening hours of the various libraries on the department websites.

All the university's libraries use the same borrowing system, and you need your yellow health insurance card to take out books. However, you can get a temporary library card until you receive your CPR card (yellow health insurance card). All libraries have photocopiers and printers available, and the Royal Danish Library subscribes to all major international newspapers. It also has an extensive electronic journal database which you can use by logging on as a researcher at the library or from home.

For further information on how to become a user of the many online facilities of the library, see statsbiblioteket.dk or visit the library.

Denmark also has a network of public libraries which provide free internet access. To get a library card you will need your CPR number. At some public libraries, you can use the yellow health insurance card as a library card.

TRAVEL TO DENMARK

AIRPORTS IN DENMARK

Copenhagen Kastrup Airport (CPH)

The main international airport in Denmark

Location:

15 km. SE of Emdrup,

40 km E of Roskilde,

100 km E of Slagelse and

170 km E of Aarslev (Funen).

cph.dk

Aarhus Tirstrup Airport (AAR)

Mainly domestic with some international connections

Location:

45 km NE of Aarhus

aar.dk

Billund international Airport (BLL)

International and domestic connections

Location:

60 km S of Silkeborg,

90 km S of Viborg,

100 km SW of Aarhus and

120 km W of Aarslev (Funen).

billund-airport.com

Karup Airport (KRP)

Domestic airport

Location:

24 km N of Herning,

27 km SW of Viborg,

36 km NW of Silkeborg.

karup-lufthavn.dk

Aalborg Airport (AAL)

International and domestic connections

Location:

90 km. NE of Viborg,

125 km N of Aarhus

aal.dk

INTERNATIONAL TRAIN CONNECTIONS TO DENMARK

There are good direct train connections from Sweden and Germany to Copenhagen and Aarhus. The international train connections are primarily run by the Danish state-owned railway network DSB.

Please bear in mind that when you book tickets on Danish trains, you need to pay a small additional fee for a seat reservation. A seat reservation is advisable if you are travelling on a weekend or with a lot of luggage.

In addition, if you buy your ticket over the counter, please make sure to make clear which part of Aarhus University, i.e. what city or station, you are going to. Not everybody knows that Aarhus University has campuses scattered around the country and asking for a ticket to Aarhus University might mean that you end up in Aarhus rather than another campus such as Emdrup.

dsb.dk



INTERNATIONAL BUS CONNECTIONS TO DENMARK

Major international bus companies often have connections to Denmark. One possible choice is Eurolines. [eurolines.com/en](https://www.eurolines.com/en)

TRAVEL WITHIN DENMARK

TICKETS

For discounted travel by bus, S-train and metro, the best option is an electronic ten-ticket multi-ride card (klippekort) or electronic payment card (Rejsekort). The ten-ticket card must be stamped electronically upon boarding.

You buy the electronic ten-ticket multi-ride card via the Midttrafik App for bus travel within the region of central Denmark or the DSB App for train travel across Denmark. The Apps are available for iPhone via App Store and Android via Google Play.

You buy the Rejsekort via their website Rejsekort.dk. You can buy a Rejsekort Personal, Flex or Anonymous. The Rejsekort Personal gives the most discounts.

A Rejsekort gives discounted fares depending on how frequently, when and where you travel. You have to check in when you start your journey, when you transfer, and when your journey ends, either by swiping your card over the card readers on the train and metro platforms or on the bus.

Read more about the Rejsekort on rejsekort.dk

INTEGRATED TICKET SYSTEM COVERING REGIONAL BUSES, CITY BUSES AND TRAINS

Denmark has five regional public transport companies which provide regional bus, city bus and commuter train services. Each regional public transport company has an integrated ticket system covering transport by regional bus, city bus and train (both commuter and national trains) within the area. In Copenhagen, the metro is also covered by the integrated ticket system. This means that tickets are valid for all four modes of transportation, including transfers between different modes of transportation. Please note, however, that national bus connections are not necessarily covered by the integrated ticket system (e.g. the Abildskou/FlixBus Coaches are not part of the system).

TIMETABLES AND TRAVEL PLANNING

The easiest way to determine the quickest mode of transportation is to use the online journeyplanner: journeyplanner.dk

The journey planner helps you plan travel within Denmark. If you type in departure and destination points, the site will help you find the best possible travel options by bus, train, metro, and even by bike and on foot. Alternatively, use the apps or visit the websites of the national railway network DSB (dsb.dk) or the regional public transport

companies. Their websites provide information on public transport within their area, including individual bus timetables:

- Midttrafik covers the Central Jutland (Midtjylland) area (covering Aarhus, Viborg/Foulum, Silkeborg, and Herning). You can get free bus timetables (køreplaner) for all city buses at the main bus station (rutebilstation) in Aarhus.
midttrafik.dk
- Fynbus covers Funen (Fyn). Buses 800 and 801 serve Odense train station and Aarslev.
fynbus.dk
- Movia covers the Copenhagen and Zealand area (including Roskilde, Emdrup and Slagelse).
movia.dk
- Sydtrafik covers southern Jutland.
sydtrafik.dk
- Nordjyllands Trafikselskab covers northern Jutland.
nordjyllandstrafikselskab.dk

TRAVELLING BY TRAIN WITHIN DENMARK

The Danish rail network is well developed. It is operated primarily by the Danish state-owned railway network, DSB.

DSB runs national train connections throughout the country with frequent services. InterCity trains are direct and hourly and connect Copenhagen and Zealand with Funen and Jutland. InterCity Lyn trains con-

nect the Copenhagen area with Odense, Aarhus and East Jutland by hourly fast trains with few stops. Other companies run regional train services (including commuter traffic) in different parts of Denmark.


If you travel at the weekend or with a lot of luggage, you are strongly advised to pay a small additional fee to book a seat reservation. Tickets can be bought at the station (in the kiosk or at self-service ticket machines) or online. Please note that it is not possible to buy tickets on the train. It is important that you purchase your ticket before boarding the train. Otherwise, you risk being fined DKK 750.

Discount DSB Orange tickets are considerably cheaper (but less flexible) than regular tickets. DSB Orange tickets should be bought well in advance.

For information on ticket prices and timetables and to book your ticket, we encourage you to use **dsb.dk** or **journeyplanner.dk**. You may also contact the DSB customer service centre at +45 7013 1415.

By train from CPH to Aarhus

You can either take the airport bus to the Copenhagen central train station or, more conveniently, take a direct train from Copenhagen Airport to Aarhus. The train ride takes three to four hours, and trains for

 For all train travels you can look up a detailed travel plan for your journey at journeyplanner.dk

Aarhus depart every 30 minutes during the day and evening. The Aarhus central train station (Hovedbanegården) is centrally located in downtown Aarhus at the end of the main pedestrian shopping street. Outside the station, you will find a taxi rank and bus stops for most city buses.

By train from CPH to Aarslev

The train ride takes approximately two hours, and it is necessary to change trains at Copenhagen central station and in Odense. There are trains leaving Copenhagen central station for Odense every thirty minutes during the day and evening. Connecting trains for Aarslev leave Odense every thirty minutes on weekdays and hourly on evenings and weekends.

By metro and S-train to Campus Emdrup

The easiest way to reach Campus Emdrup from Copenhagen Airport is to take the metro and then change to the S-train. The metro (direction Vanløse) runs every four to 20 minutes and you should get off at Nørreport. From here, take the S-train (direction Farum) and get off at Emdrup. From Copenhagen Central Station there are direct trains (S-train) to Emdrup, connecting Emdrup station to national train and bus connections from e.g. Aarhus.

By train from CPH to Herning

Take the metro from Copenhagen Airport to the Copenhagen central train station

(København H). There are many direct train connections to Herning from København H, and the journey takes approximately three to four hours. There are frequent train connections on weekdays (about once every hour).

By train from CPH to Kalø

Take the metro from the airport to the Copenhagen central train station (København H). Trains leave for Jutland (the mainland of Denmark) about once every hour on weekdays. You should take the train to the main Aarhus train station, Aarhus H. From Aarhus, you can take a bus (generally bus 123) to Kalø.

By train to Roskilde and Slagelse

There are frequent services from Copenhagen Airport to Roskilde (takes approximately 50 minutes). Some services are direct from the airport, others require a change at Copenhagen Central Station. The same applies to Slagelse (approximately 80 minutes), although it can be quicker to use the metro. Both Slagelse and Roskilde can be reached by direct national train connections from Funen and Jutland.

By train from CPH to Silkeborg

You can take the metro from the airport to the Copenhagen central train station (København H). From Copenhagen, the train ride to Silkeborg takes approximately three to four hours. The train to Silkeborg

leaves from the Copenhagen central train station about once every hour on weekdays. You will normally have to change trains in Skanderborg to continue to Silkeborg train station.

By train from CPH to Viborg

The train ride takes 4½–5 hours and trains leave every hour from Copenhagen Airport during the day and evening. You will normally have to change trains at Aarhus central station.

BUS TRAVEL WITHIN DENMARK

The Abildskou/FlixBus and Rød Billet Coaches operate within Denmark and offer a cheaper alternative to the train.

Abildskou/FlixBus has buses departing directly from Copenhagen Airport, as well as busses leaving from from Valby train station W in Copenhagen. Valby station is easily reached by S-trains and regional train connections.

Rødbillet busses stop at DGI Byen, Ingerslevsgade at the tourist buses 150 meters from Copenhagen central train station.

abildskou.dk
rødbillet.dk

CITY BUSES

The yellow city busses are run by the five regional public bus companies. Digital multi-ride tickets and the Rejsekort can be bought online, and season cards can be purchased in a number of kiosks and supermarkets. Please note that city busses do not usually accept credit cards, so payment in cash is required. Single-ride tickets can usually be bought on the bus from a self-service ticket machine. A train ticket often includes a free ride on connecting city buses: ask the bus driver if your train ticket is valid for the bus. Please note that bikes cannot be taken on a city bus.

REGIONAL BUSES

Regional buses are also run by the five regional public bus companies. Regional buses connect smaller towns and rural villages with public transport to major cities, train stations etc. The frequency of regional buses varies depending on the weekday, time of the year and time of day/night. Digital multi-ride tickets and the Rejsekort can be bought online, and season cards can be purchased in a number of kiosks and supermarkets or at central bus stations. Please note that regional buses do not accept credit cards, so cash is required.



Photo: Jesper Raas

BICYCLES

Bicycles are a popular way to get around in Denmark. Bike paths cut across the country, and all Danes are used to bikes as a means of transportation. You can rent a bicycle for a short stay in Denmark or buy a second-hand bike. Major supermarkets offer cheap new bikes starting at around DKK 1,500. You can also buy a second-hand bike at police auctions around the country. For times and locations of the next auction, contact your local police station. During the summer, Aarhus provides city bikes parked in the city centre which you can use free of charge. In Copenhagen, bikes are available year round. Here you need to register and pay a fee.

CAR

Because of the 25 per cent VAT and a very high registration tax, it's expensive to drive a car in Denmark. Many people choose not to bring their car with them to Denmark for this reason.

If you wish to drive your foreign car in Denmark, you must register it within 30 days of your arrival in Denmark and you must pay a registration tax. Registration of vehicles is administered by the tax authority (SKAT), where you can also find rules and tax rates for imported cars. Please check all the information before bringing your car to Denmark.

Read more about car registration and number plates on ias.au.dk/onarrival under Bringing your car to Denmark and in the Work in Denmark Welcome guide

CONVERTING YOUR DRIVER'S LICENCE

You do not need to convert a driver's licence issued in an EU country, Iceland, Lichtenstein, Switzerland or Norway. When relocating to Denmark with a non-EU/EEA driving licence, you may be required to exchange your licence for a Danish equivalent within 90 days. Whether you need to change your licence or not depends on where your driving licence was issued. You can change your driving licence at your local Citizens' Services office. See also ias.au.dk/onarrival

ASSOCIATIONS, LEISURE AND FACILITIES AT AU

AU offers a number of associations and clubs for internationals.

CAMPUS AARHUS

University International Club, Campus Aarhus

The Aarhus University International Club provides a social and cultural meeting place and a place to network for international staff members and their spouses, guest researchers, and visitors from abroad. The club was established in 1998 with the goal of welcoming international staff members and their spouses to the city. Today it includes internationally-minded Danish staff members and their spouses as well.

The International Club offers seminars on social, cultural and HR-related topics in a comprehensive programme with weekly meetings and events all year round. The spring programme is launched at the end of January, and the autumn programme at the end of August. See the current and previous club programmes on the International Club website.



Photo: IAS Archive

The International Club also offers a Play-Group, a Nights' Out club, and a Nature Club. See the club website for a complete and up-to-date programme of activities.

The International Club newsletter in English is sent out every Thursday. It offers news, ideas for activities, cultural information on Danish society, holidays, culture and traditions, events within AU and the greater Aarhus area, and listings of events for the weekend and for each day of the coming week. Website: au.dk/UIC

Contact: Gitte Haahr-Andersen
Email: gha@au.dk

The AU Exercise Centre

The AU Exercise Centre is located on the Aarhus campus at Katrinebjergvej 89B. The centre has a full range of weightlifting equipment and exercise machines, a small café with a coffee machine, a sauna and changing facilities and showers. The centre also offers exercise classes taught by instructors and physiotherapists. All this is included in the membership fee.

All full-time employees of AU or visiting researchers/staff from other institutions working at the university (subject to a minimum period of three months) and their spouses and partners are eligible to join.

Membership costs DKK 75 per month, and is deducted from the monthly salary.

motion.au.dk/en

Aarhus Student House (Studenterhus Aarhus)

The Student House (Studenterhus Aarhus) offers activities and events for students. Some additional events are open to all. Membership costs DKK 99 per year. The Student House offers discounts on some drinks and organises an international night every Tuesday. The Student House is located on the Aarhus campus.

studenterhusaarhus.dk

PhD House Activity Group, AU Campus Aarhus

The PhD House Activity Group is a volunteer group primarily aimed at PhD students and postdocs. The group organises activities and cooperates with the four PhD associations to offer academic and social events such as music events, games events, PhD cafés and after-work meetings.

To stay informed about future events, join the Facebook page PhD House Activity Group at Aarhus University.

Read more at PhD.au.dk under PhD House>PhD House Activity Group

Email, PhDhouse.au@gmail.com

Aarhus University PhD Association (AUPA)

AUPA is the coordinating body for all PhD associations at Aarhus University. AUPA works politically and strategically to improve talent development across all four faculties—Arts, Health, Science and Technology and Aarhus BSS-Business and Social Sciences.

PhD.au.dk/aupa

Email, board.aupa@maillist.au.dk
Email, President: president@aupa.dk
In addition to AUPA, each faculty has PhD associations. Contact AUPA or your graduate school for further information about PhD associations in your field.



CAMPUS EMDRUP

Events and excursions for internationals, Campus Emdrup

As part of the international student mentoring programme at the Danish School of Education (DPU), a local team of coordinators organises local events and excursions. The programme activities are open to international students, visiting PhD students and researchers at the Danish School of Education.

The programme offers insight into Danish culture, informal gatherings in private homes, and visits to sights, events and cultural institutions in the greater Copenhagen area.

Further information and current activities
International Coordinator
Eva Lise Eriksen
eli@au.dk

The Exercise Club

The Exercise Club, Campus Emdrup, has a full range of weightlifting equipment and exercise machines and changing facilities. Anyone working at Aarhus University, including guests, can join. Membership costs DKK 40 per month. For more information or to sign up, please email one of the contacts on the Danish School of Education employee website, edu.medarbejdere.au.dk under Om DPU>Foreninger og tilbud>motionsklub

Other associations and clubs

Campus Emdrup also has a bridge club, staff club, wine club and a choir.

For a full overview of clubs at Campus Emdrup (in Danish) please visit edu.medarbejdere.au.dk under Om DPU>Foreninger og tilbud

CAMPUS FOULUM

International Club, AU Foulum Campus

The aim of the International Club at AU Foulum is to promote a social environment for both internationals and Danes. The club plans, organises and initiates English language activities for the benefit of foreign and Danish staff and PhD students. On the agenda are plans for talks, walks, parties and excursions.

The International Club was established at AU Foulum in November 2007 and is supported by the Foulum Staff Club.

Contact chairman Alastair James Ward, Alastair.ward@eng.au.dk and mobile no.: +45 41 12 2494 for further information and the current programme.

Fitness Centre and other facilities

Foulum has a fitness centre equipped with a wide variety of modern machines for weight and fitness training including bathing and changing facilities. It is free to use if you are a member of the Staff Club, and membership costs DKK 25 per month. The centre also offers free yoga and exercise classes as well as massage and/or craniosacral therapy at a favourable price. The employees may use the building for arrangements or parties and there is a small kitchen.



You can read more about associations, leisure and facilities in and around Aarhus and at the different locations of Aarhus University on ias.au.dk/leisure-activities

Photo: Maria Randirna



Photos: Lars Kruse



ADDITIONAL SOURCES OF INFORMATION

IMPORTANT WEBSITES AT AU FOR EMPLOYEES

AU website: au.dk/en

AU locations, the AU phonebook, list of departments, Who's Who, etc.:

au.dk/en/about

Information for new staff about intro meeting, welcome Package, useful links, etc.:

au.dk/en/newemployee

News, events, announcements, etc. for AU staff (academic and non-academic):

staff.au.dk

PhD studies, graduate schools, the PhD House, latest PhD news and events, etc.:

phd.au.dk

Information for staff, tools and services for employees: staff.au.dk under Staff Service at AU

The International Academic Staff Service website is a resource for all international academic staff at AU:

ias.au.dk

ADDITIONAL WEBSITES AND ONLINE GUIDES

Internationalcommunity.dk

International Community supports you and your family during your stay in and around the Aarhus area. International Community's website provides step-by-step-guides to practical matters, upcoming events, Spouse Community Aarhus, newsletter, matching with clubs and associations and much more.



International House Copenhagen

International House Copenhagen provides citizens in the greater Copenhagen area with one-stop access to the city. International House is ready to assist you with everything from paperwork to practicalities, ensuring things run smoothly from your very first day. In the seven-floor building in the heart of the city, you can get help to find a network and/or job, talk to a leisure guide, participate in events and much more.

ihcph.kk.dk



Lifeindenmark.dk

The Life in Denmark website is part of the citizens' services portal borger.dk.

Both sites offer information about public sector services and self-service online services.

lifeindenmark.dk
borger.dk

NewCitizen.dk

NewCitizen.dk is a one-stop-shop for residents of the Greater Aarhus area. The website provides all the information you need when you come to study, work and live in Eastern Jutland. You will find step-by-step guides, a welcome pack, information about the Danish labour market, job search, volunteering and much more. The portal provides links to other relevant websites to help you find all the information you need and to help you discover everything that Eastern Jutland has to offer.

newcitizen.dk

Work in Denmark

The Work in Denmark website is run by the Danish government and is the official Danish website for international recruitment. It offers information about working in Denmark. Additionally there are Work in Denmark centres in Aarhus, Odense and Copenhagen, where employees can answer questions and assist with issues related to being an international employee in Denmark.

Work in Denmark offers a comprehensive guide for internationals in Denmark called 'Welcome to Denmark'. For further information, see page 2.

workindenmark.dk

Work live stay

Work-live-stay.dk is a career portal which aims to provide a single point of access to all there is to know about private and professional life in Southern Denmark. You will get a one-point entry to companies, job opportunities, people, cities, nature, leisure life, family life, events – in fact, everything you need to know about creating a career and a good life in Southern Denmark.

work-live-stay.dk



BOOKS ABOUT DANISH CULTURE

If you would like some insight into Danish culture, here is some suggested reading:

Introducing Denmark and the Danes:

A Two Hour Briefing

By David E. Nye

Xenophobe's Guide to the Danes

By Steve Harris

The Worktrotter's Guide to Denmark

By Dagmar Fink

Expat Partners: Our Stories

Edited by International Community, Aarhus

(can be downloaded for free at

internationalcommunity.dk)

Coming to Denmark: Our Stories

(can be downloaded for free on

internationalcommunity.dk)

Cultural Intelligence for Stone-Age Brains:

How to Work with the Danes and Beyond

By Dennis Nørmark

IMPORTANT ADDRESSES



EMERGENCIES

In case of an emergency:
Dial 112 for medical assistance
and police. It is free to call this
number from all phones.

www.ias.au.dk/acute

www.au.dk/emergency-response

Health and Safety

Pharmacies are usually open weekdays

9:00 - 17:30 and

Sat 9:00 - 13:00

apoteket.dk

Immigration, Residence Permit and Registration

Danish Immigration Service

Danish Agency for Labour Market and

Recruitment / Styrelsen for Arbejdsmarked og

Rekruttering

The Citizen Centre

Njalsgade 72C

DK-2300 København S

Tel: +45 7214 2001

Tel for researchers: + 45 3396 3616

newtodenmark.dk

International Citizen Service North

Slotspladsen 1, opgang A

DK-9000 Aalborg

Tel: +45 7256 8920

E-mail: north@icitizen.dk

icitizen.dk

International Citizen Service South

Dannebrogsgade 3, 1.th,

DK-5000 Odense C

Tel: +45 7220 5420

E-mail: south@icitizen.dk

icitizen.dk

International Citizen Service West

Nordhavnsvej 4-6

DK-8000 Aarhus C

Tel: +45 7222 3375

E-mail: west@icitizen.dk

icitizen.dk

International Citizen Service East

Gyldenløvesgade 11

DK-1600 Copenhagen

Tel: +45 3366 6606

E-mail: east@icitizen.dk

icitizen.dk

AARHUS

Police

Eastern Jutland Police
Aarhus Police
Ridderstræde 1
DK-8000 Aarhus C
Tel: 114 or +45 8731 1448

politi.dk

Hospitals: Accident and Emergency Wards

Aarhus University Hospital / Aarhus Sygehus
Tel: 112 (emergency) / +45 7011 3131 (helpline)
You will be directed to the closest accident and emergency ward

After-hours Doctor (Lægevagten)

Region Midtjylland
Tel: +45 7011 3131

laegevagten.dk

24-hour Pharmacy

Århus Løve Apotek
Store Torv 5
8000 Århus C
Tel: 86 12 0022

Citizens' Services (Borgerservice)

Aarhus Citizen Service, DOKK1
Hack Kampmanns Pl. 2
DK-8000 Aarhus C
Tel: +45 8940 2222

aarhus.dk

Childcare

Childcare administration
(Pladsanvisningen)
Tel: +45 8940 2222
E-mail: pladsanvisningen@mbu.aarhus.dk
aarhus.dk

Municipal Primary and Lower Secondary School

Office for Children and Youth (Børn og Unge)
Tel: +45 8940 2000
E-mail: post@mbu.aarhus.dk
aarhus.dk

Tax Centre (Skattecentre SKAT)

Tax Centre Aarhus
Skattecenter Aarhus
Lyseng Alle 1
DK-8270 Højbjerg Tel: +45 7222 1818 or +45
7222 2892 (SKAT Foreign department number)
Personal assistance by appointment only
skat.dk

State Administration / Aarhus Office

Statsforvaltningen Midtjylland, Aarhus kontor
Lyseng Alle 1
DK-8270 Højbjerg
Tel: +45 7256 7000
E-mail: post@statsforvaltningen.dk
statsforvaltning.dk

AARSLEV

Police

Funen Police
Faaborg - Midtfn Local station
Bygmestergade 29 DK-5750 Ringe
Tel: 114
politi.dk

Hospitals: Accident and Emergency Wards

Odense Universitetshospital
Kløvervænget 25, entrance 64
DK-5000 Odense C
Tel: 112 (emergency) / +45 7011 0707 (helpline)
You will be directed to the closest accident and emergency ward

After-hours Doctor (Lægevagten)

Lægevagten - Region Syddanmark
Tel: +45 7011 0707
laegevagten.dk

2- hour Pharmacy

Odense Apoteket Ørnen

Filosofhaven 38
5000 Odense C
Tel: 6612 2970

Citizens' Services (Borgerservice)

Ringe Citizen Service
Tinghøj Allé 2
DK-5750 Ringe
Tel: +45 7253 0530
E-mail: sikkerpost@faaborgmidtfn.dk
faaborgmidtfn.dk

Childcare

Daycare for Children (Fagsekretariatet Dagtilbud -Børn)
Tel: +45 7253 0320
E-mail: dagtilbud@faaborgmidtfn.dk
faaborgmidtfn.dk

Municipal Primary and Lower Secondary School

Ringe Citizen Service
Tel: +45 7253 0530
E-mail: sikkerpost@faaborgmidtfn.dk
faaborgmidtfn.dk

Tax Centre (Skattecentre SKAT)

Tax Centre Odense
Skattecenter Odense
Lerchesgade 35
DK-5000 Odense C
Tel: +45 7222 1818
Personal assistance by appointment only
skat.dk

State Administration (Statsforvaltningen)

Odense office
Statsforvaltningen Syddanmark
Mogensensvej 24 C, 1.
DK-5000 Odense C
Tel: +45 7256 7000
E-mail: post@statsforvaltningen.dk
statsforvaltning.dk

COPENHAGEN

Police

Copenhagen Police
Station City
Halmtorvet 20
DK-1700 København V
Tel: 114 or +45 3314 1448
politi.dk

Hospitals: Accident and Emergency Wards

Find the nearest accident and emergency ward at visitcopenhagen.com/copenhagen/emergencies

You must call the helpline before going to an accident and emergency ward.

The helpline will tell you which hospital to visit.
Tel: 112 (emergency) / 1813 (helpline)
visitcopenhagen.com/copenhagen/emergencies

After-hours Doctor (Lægevagten)

Lægevagten – Capital Region,
Frederiksberg, Dragør og Tårnby
Tel: 1813
laegevagten.dk

24-hour Pharmacy

Københavns Steno Apotek
Vesterbrogade 6C
1620 København V
Tel: 3314 8266

Københavns Sønderbro Apotek

Amagerbrogade 158
2300 København S
Tel: 3258 0140

Citizens' Services (Borgerservice)

Inner City, Copenhagen Citizen Service
Nyropsgade 7
DK-1602 København V
Tel: +45 3366 3366
kk.dk

Childcare

Municipality Child Care Office (Pladsanvisningen)
Tel: +45 7025 0660
E-mail: pladsanvisning@buf.kk.dk
kk.dk

Municipal Primary and Lower Secondary School

Office for School and Leisure (Skole og fritid)
Tel: +45 3366 4201
E-mail: fac@buf.kk.dk
kk.dk

Tax Centre (Skattecentre SKAT)

Tax Centre Copenhagen
Skattecenter København
Sluseholmen 8B
DK-2450 København SV
Tel: +45 7222 1818 or +45 7222 2892 (SKAT
Foreign department number)
Personal assistance by appointment only
skat.dk

State Administration (Statsforvaltningen)

Copenhagen office
Borups Allé 177
DK-2400 København NV
Tel: +45 7256 7000
E-mail: post@statsforvaltningen.dk
statsforvaltning.dk



HERNING

Police

Central and Western Jutland Police

Local station Herning

Nørregade 1

DK-7400 Herning

Tel: 114 or +45 9614 1448

politi.dk

Hospitals: Accident and Emergency Wards

Regional hospital Herning

Regionshospitalet Herning

Gammel Landevej 61

DK-7400 Herning

Tel: 112 (emergency) / +45 70 11 31 31

(helpline)

You will be directed to the closest accident and emergency ward

After-hours Doctor (Lægevagten)

Region Midtjylland

Tel: +45 7011 3131

laegevagten.dk

24-hour Pharmacy

Herning Løve Apotek

Bredgade 45

DK-7400 Herning

Tel: +45 9712 0022

On-call staff outside regular opening hours. See sign at the entrance or listen to the answering machine.

herningapoteket.dk

Citizens' Services (Borgerservice)

Herning Citizen Service

Torvet 5 – Entrance B

DK-7400 Herning

Tel: +45 9628 2400

E-mail: borgerservice@herning.dk

herning.dk

Childcare

Municipality Child Care Office (Pladsanvisningen)

Newcomer service

Tel: +45 9628 8518

E-mail: newcomer@herning.dk

herning.dk

Municipal Primary and Lower Secondary School

Section of School (Skoleliv)

Newcomer service

Tel: +45 9628 8518

E-mail: newcomer@herning.dk

herning.dk

Tax Centre (Skattecentre SKAT)

Tax Centre Herning

Skattecenter Herning

Brændgårdvej 10

DK-7400 Herning

Tel: +45 7222 1818 or +45 7222 2892 (SKAT

Foreign department number)

Personal assistance by appointment only

skat.dk

State Administration (Statsforvaltningen)

Aarhus office

Lyseng Alle 1

DK-8270 Højbjerg

Tel: +45 7256 7000

E-mail: post@statsforvaltningen.dk

statsforvaltning.dk

KALØ

Police

Eastern Jutland Police
Aarhus Police
Ridderstræde 1
DK-8000 Aarhus C
Tel: 114 or +45 8731 1448
politi.dk

Hospitals: Accident and Emergency Wards

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Aarhus Sygehus
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After-hours Doctor (Lægevagten)

Region Midtjylland
Tel: +45 7011 3131
laevagten.dk

24-hour Pharmacy

Grenå Apotek
Kannikegade 12
8500 Grenå
Tel: 8632 1422 /M: 2142 5061

Citizens' Services (Borgerservice)

Syddjurs Citizen Service
Lundbergsvej 2
DK-8400 Ebeltoft
Tel: +45 8753 5000
E-mail: syddjurs@syddjurs.dk
syddjurs.dk

Childcare

Municipality Child Care Office (Dagtilbud)
Tel: +45 8753 5000
E-mail: syddjurs@syddjurs.dk
syddjurs.dk

Municipal Primary and Lower Secondary School

Section of School (Skoleafdelingen)
Tel: +45 8753 5400
E-mail: syddjurs@syddjurs.dk
syddjurs.dk

Tax Centre (Skattecenter SKAT)

Tax Centre Aarhus
Skattecenter Aarhus
Lyseng Alle 1
DK-8270 Højbjerg
Tel: +45 7222 1818 or +45 7222 2892 (SKAT Foreign department number)
Personal assistance by appointment only
skat.dk

State Administration (Statsforvaltningen)

Aarhus office
Lyseng Alle 1
DK-8270 Højbjerg
Tel: +45 7256 7000
E-mail: post@statsforvaltningen.dk
statsforvaltning.dk

ROSKILDE

Police

Central and Western Sealand Police
Police station Roskilde
Skovbogade 3
DK-4000 Roskilde
Tel: 114 or +45 4635 1448

politi.dk

Hospitals: Accident and Emergency Wards

Roskilde Hospital
Køgevej 7-13
DK-4000 Roskilde
Tel: 112 (emergency) / +45 7015 0700 (helpline)

After-hours Doctor (Lægevagten)

Region Sjælland
Tel: +45 7015 0700

24-hour pharmacy

Roskilde Dom Apotek

Algade 52
4000 Roskilde
Tel: 4632 3277

Citizens' Services (Borgerservice)

Roskilde Citizen Service
Stændertorvet 1
DK-4000 Roskilde
Tel: +45 4631 3000
E-mail: borgerservice@roskilde.dk
roskilde.dk

Childcare

Municipality Child Care Office (Pladsanvisningen)
Tel: +45 4631 3007
E-mail: borgerservice@roskilde.dk
roskilde.dk

Municipal Primary and Lower Secondary School

Office of School and Clubs
(Skole og Klub)
Tel: +45 4631 4047
E-mail: velfaerd@roskilde.dk
roskilde.dk

Tax Centre (Skattecentre SKAT)

Tax Centre Høje-Taastrup
Helgeshøj Allé 9
DK-2630 Taastrup
Tel: +45 7222 1818 or +45 7222 2892
(SKAT Foreign department number)
Personal assistance by appointment only
skat.dk

State Administration (Statsforvaltningen)

Ringsted office
Nørregade 2
DK-4100 Ringsted
Tel: +45 7256 7000
E-mail: post@statsforvaltningen.dk
statsforvaltning.dk

SILKEBORG

Police

Central and Western Jutland Police
Local station Silkeborg
Christian 8.s Vej 2C
DK-8600 Silkeborg
Tel: 114 or +45 9614 1448
politi.dk

Hospitals: Accident and Emergency Wards

Regionshospitalet Silkeborg
Falkevej 1-3
DK-8600 Silkeborg
Tel: 112 (emergency) / +45 7011 3131 (helpline)

After-hours Doctor (Lægevagten)

Lægevagten – Region
Midtjylland
Tel: +45 7011 3131
laegevagten.dk

24-hour Pharmacy

Svane Apoteket
Torvet 9
8600 Silkeborg
Tel: 8682 0200

Citizens' Services (Borgerservice)

Silkeborg Citizen Service
Søvej 1
DK-8600 Silkeborg
Tel: +45 8970 1000
E-mail: kommunen@silkeborg.dk
silkeborgkommune.dk

Childcare

Silkeborg Municipality (Silkeborg Kommune)
Office for children and family
(Børne- og Familieafdelingen)
Tel: +45 8970 2007
E-mail: dagtilbud@silkeborg.dk
silkeborgkommune.dk

Municipal Primary and Lower Secondary School

Office of School (Skoleafdelingen)
Tel: +45 8970 1900
E-mail: skole@silkeborg.dk
silkeborgkommune.dk

Tax Centre (Skattecentre SKAT)

Tax Centre Aarhus
Skattecenter Aarhus
Lyseng Alle 1
DK-8270 Højbjerg
Tel: +45 7222 1818 or +45 7222 2892
(SKAT Foreign department number)
Personal assistance by appointment only
skat.dk

State Administration (Statsforvaltningen)

Aarhus office
Statsforvaltningen Midtjylland, Aarhus kontor
Lyseng Alle 1
DK-8270 Højbjerg
Tel: +45 7256 7000
Email: post@statsforvaltningen.dk
statsforvaltning.dk

SLAGELSE

Police

Southern Sealand and Lolland-Falster Police
Local station Slagelse
Antvorskov Allé 139
DK-4200 Slagelse
Tel: 114 or +45 5531 1448
politi.dk

Hospitals: Accident and Emergency Wards

Slagelse Sygehus
Ingemansvej 18
DK-4200 Slagelse
Tel: 112 (emergency) / +45 7015 0700 (helpline)
You will be directed to the closest emergency ward

After-hours Doctor (Lægevagten)

Region Sjælland
Tel: +45 7015 0700
laegevagten.dk

24-hour Pharmacy

Rådhusapoteket
Smedegade 8
4200 Slagelse
Tel: 5852 1145
The pharmacy has limited opening hours. Call Rådhusapoteket for further information about their shift or visit laegevagten.dk/apoteker

Slagelse Svane Apotek

Jernbanegade 7, city 3
4200 Slagelse
Tel: 5852 0134
The pharmacy has limited opening hours. In case of emergency they have an on call doctor. Call the pharmacy for further information or visit laegevagten.dk/apoteker

Citizens' Services (Borgerservice)

Slagelse Citizen Service
Gørtlergade 4
DK-4200 Slagelse
Tel: +45 5857 3600
E-mail: borger@slagelse.dk
slagelse.dk

Childcare

Office for Children and Family (Pladsanvisningen)
Tel: +45 5857 3600
E-mail: pladsanvisning@slagelse.dk
slagelse.dk

Municipal Primary and Lower Secondary School

Office for Children and Family
(Børn- og Familieafdelingen)
Tel: +45 5857 3600
E-mail: borger@slagelse.dk
slagelse.dk

Tax Centre (Skattecentre SKAT)

Tax Centre Næstved
Skattecenter Næstved
Toldbuen 2
DK-4700 Næstved
Tel: +45 7222 1818
Personal assistance by appointment only
skat.dk

State Administration (Statsforvaltningen)

Ringsted office
Nørregade 2
DK-4100 Ringsted
Tel: +45 7256 7000
E-mail: post@statsforvaltningen.dk
statsforvaltning.dk

VIBORG

Police

Central and Western Jutland Police
Section for foreign nationals
Skivevej 2
DK-7500 Holstebro
Tel: 114 or +45 9614 1448
Local Station Viborg
Rødevej 1, DK-8800 Viborg
politi.dk

Hospitals: Accident and Emergency Wards

Regional Hospital Viborg,
Regionshospitalet Viborg, Skive, Kjellerup
Heibergs Allé 4, DK-8800 Viborg
Tel: 112 (emergency) / +45 7011 3131 (helpline)

After-hours Doctor (Lægevagten)

Lægevagten - Region Midtjylland
Tel: +45 7011 3131
laegevagten.dk

24-hour Pharmacy

Løve Apoteket

Hjultorvet 2, 8800 Viborg
Tel: 8662 0633
Viborg Løve Apotek takes turns being on call with Viborg Svane Apotek. For opening hours call Løve Apoteket or visit laegevagten.dk/apoteker

Viborg Svane Apotek

Odinparken
Lille Sct. Pedersstræde 10, 8800 Viborg
Tlf. 86 62 00 22
Viborg Svane Apotek takes turn being on call with Viborg Løve Apotek. For opening hours call Viborg Svane Apotek or visit laegevagten.dk/apoteker

Citizen Service (Borger Service)

Viborg Citizen Service
Prinsens Alle 5 DK-8800 Viborg
Tel: +45 8787 8787
E-mail: borgerservice@viborg.dk
viborg.dk

Childcare

Municipality Child Care Office
(Pladsanvisningen)
Tel: +45 8787 8787
E-mail: pladsanvisningen@viborg.dk
viborg.dk

Municipal Primary and Lower Secondary School

Office of Children and Youths (Børn og Unge)
Tel: +45 8787 8787
E-mail: boern-unge@viborg.dk
viborg.dk

Tax Centre (Skattecentre SKAT)

Tax Centre Aalborg
Skattecenter Aalborg
Skibsbyggerivej 5, DK-9000 Aalborg
Tel: 7222 1818 or +45 7222 2892 (SKAT Foreign department number)
Personal assistance by appointment only
skat.dk

State Administration (Statsforvaltningen)

Statsforvaltningen, Aalborg office
Aalborghus Slot
Slotspladsen 1
DK-9000 Aalborg
Tel: +45 7256 7000
E-mail: post@statsforvaltningen.dk
statsforvaltning.dk

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Building A, room 314, 316

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Tel: (+45) 87 16 53 62

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Building 5132
E-mail: health.hr@au.dk

HR OFFICE, SCIENCE AND TECHNOLOGY

Address:

Ny Munkegade 120, 8000 Aarhus C
Building 1521, 2nd floor

Contact:

Find your HR partner at **staff.au.dk** under HR>Find your HR partner>ST HR

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Local help desk for PhD students and researchers in Foulum

ias.au.dk/foulum-help-desk

ROSKILDE HELP DESK

Local help desk for PhD students and researchers in Roskilde

as.au.dk/roskilde-help-desk

GRADUATE SCHOOLS AT AU

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Address:

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8000 Aarhus C
Building 1443, 3rd floor

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Tåsingevej 1,
8000 Aarhus C
Building 1447, 2nd floor

Contact:

Find your PhD partner at phd.au.dk under Graduate Schools>Business and Social Sciences>Contact

GRADUATE SCHOOL OF HEALTH

Address:

Katrinebjergvej 89F, 8200 Aarhus N
Building 5132

Contact:

Find your PhD partner at phd.au.dk under Graduate Schools>Health>Contact

GRADUATE SCHOOL OF SCIENCE AND TECHNOLOGY

Address:

Ny Munkegade 120, 8000 Aarhus C
Building 1520, ground floor

Contact:

Find your PhD partner at phd.au.dk under Graduate Schools>Science and Technology>Contact





“International Academic Staff (IAS) at Aarhus University has assisted and helped us in several key aspects of our family relocation, from administrative support of any kind to housing service, partner support programme, enrollment of our kids in day care and school, as well as our participation to social activities and events, and many others.

We did not expect to find such an amazing support to relocation from the university... Thank you very much!”

Domenico Zito about International Academic Staff Services