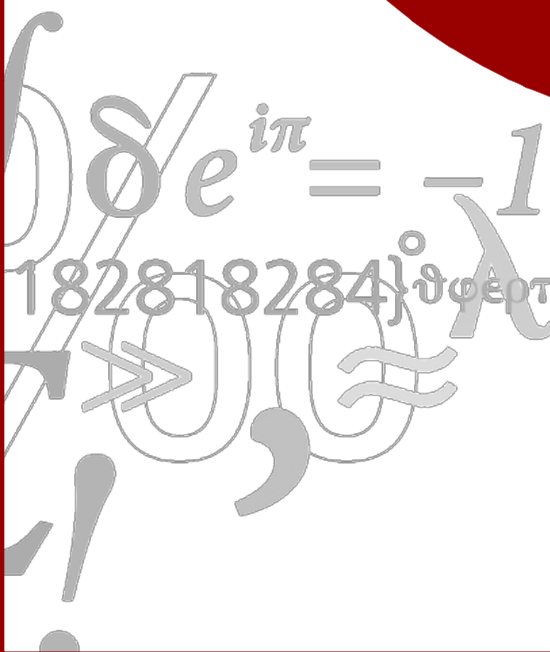
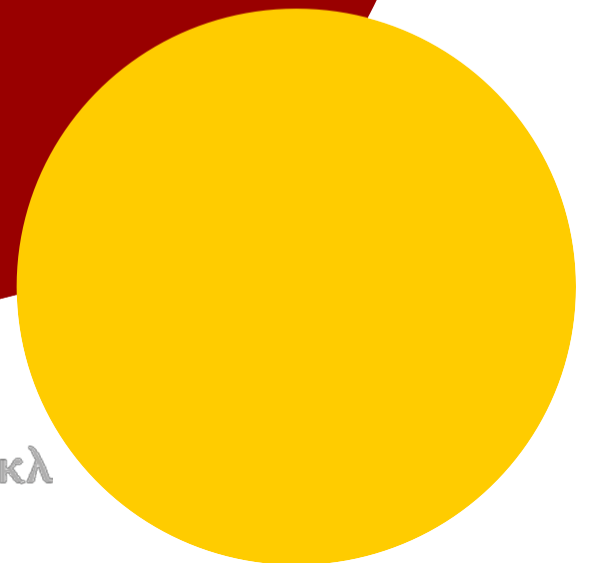


WELCOME

$$f(x+\Delta x) = \sum_{i=0}^{\infty} \frac{(\Delta x)^i}{i!} f^{(i)}(x)$$



ARRIVAL GUIDE



182818284 } διαφορετικοσδφγηξκλ

DTU.DK

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Welcome to Denmark

This guide is designed to be used as soon as you get off the plane. Its purpose is to make your first day in Denmark as easy to understand as possible. It will help you navigate the airport, to get a quick overview of transportation and accommodation, and an overview of the first things you will need to get done after you arrive.

The guide also gives a crash-course in some Danish cultural elements that you might meet as soon as you arrive.

We hope you had a safe journey, and that it continues to your final destination.

Sincerely,

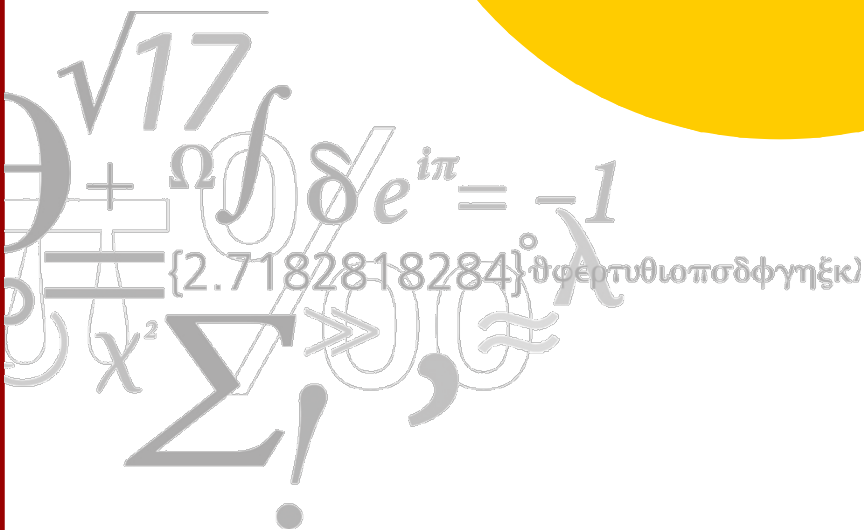
International Student Services

International Affairs, the Department of Study Programmes and Student Affairs

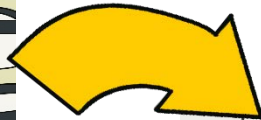
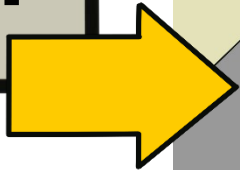
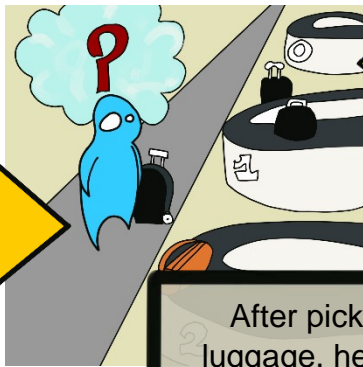
The Technical University of Denmark

COPENHAGEN AIRPORT

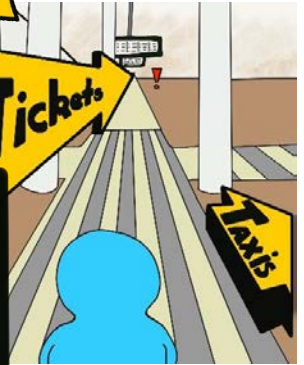
TO
DTU



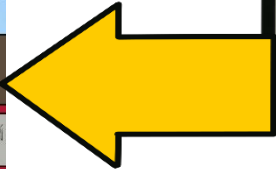
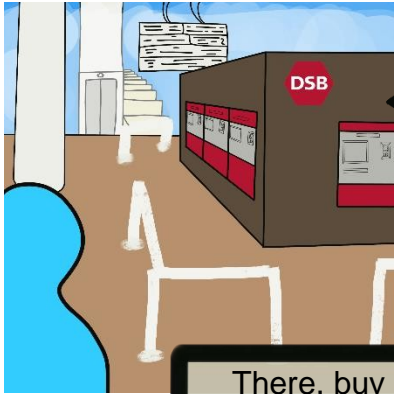
START



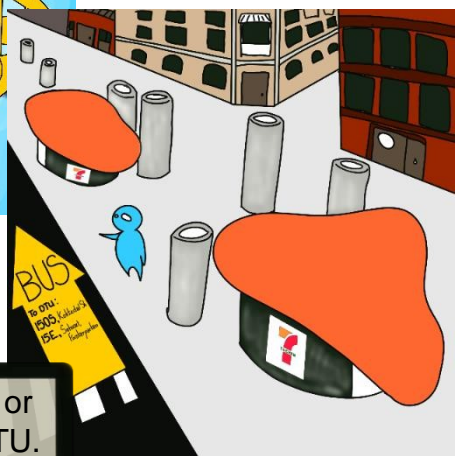
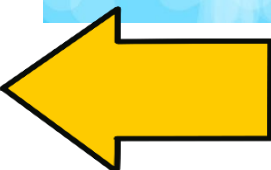
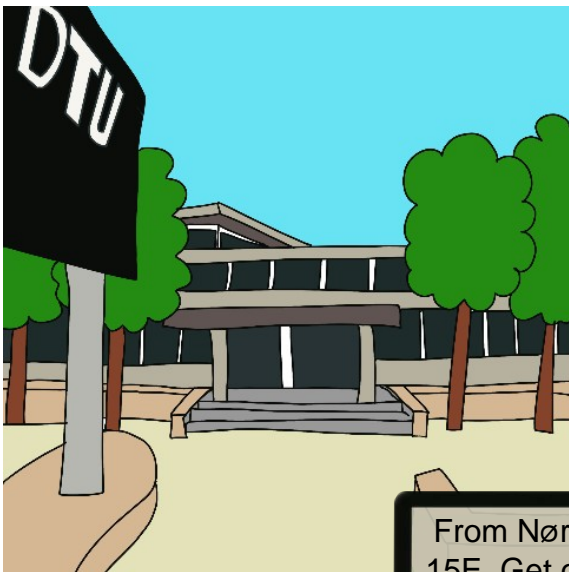
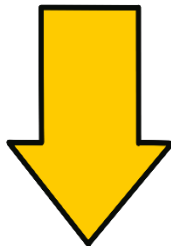
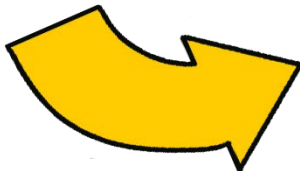
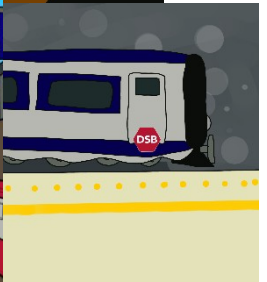
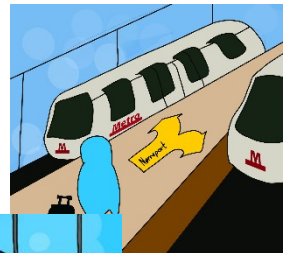
Tickets



After picking up your luggage, head to the exit and go straightforward to the DSB Ticket Booth.



There, buy a ticket to Lyngby Station.
Take the train or metro to Nørreport Station. The direction is towards Copenhagen

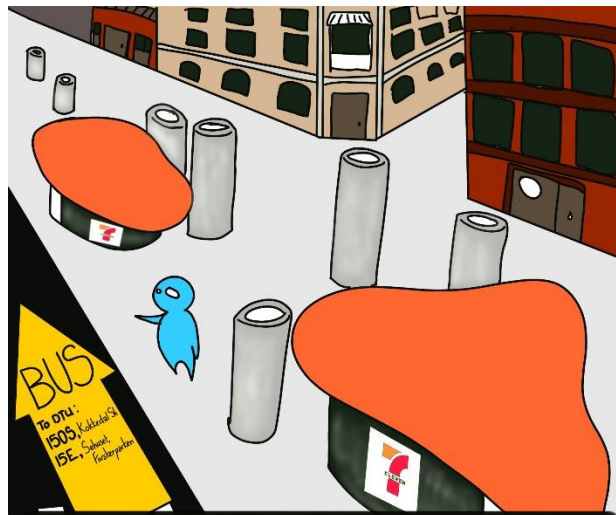


From Nørreport, take bus 150S or 15E. Get off at Rævehøjevej, DTU.
Walk from bus stop to DTU, Building 101A, Anker Engelunds Vej 1

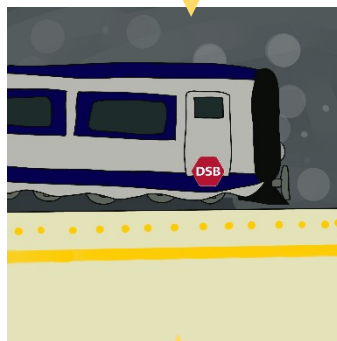
COPENHAGEN AIRPORT

OTHER
DISTRICTS

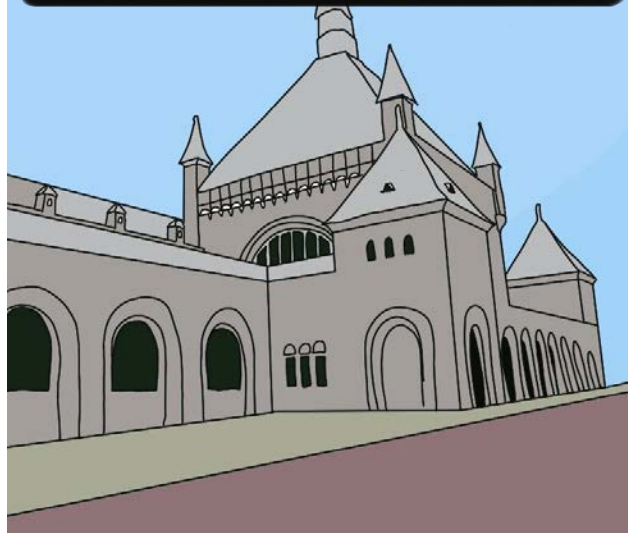


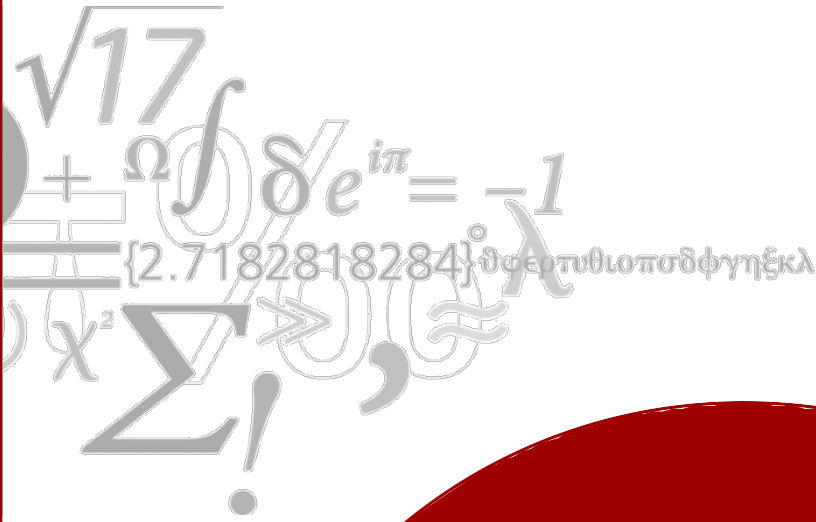


Nørreport Station offers connections to many other districts in Copenhagen. Busses, Metro, Local and Regional Trains. Use Travel Planner (see section Useful Travel Information).



Copenhagen Central Station also offers connections to other districts. Again, use Travel Planner to help plan your journey (see section Useful Travel Information).





**AIRPORT
ARRIVAL**

&

WELCOME

Are you arriving between the 25th January and 27th January? Then The Technical University of Denmark wants to make sure that you arrive at your destination as carefree as possible. Therefore, our Arrival Guide Service will meet you at your arrival point, and help you on your way to your destination.

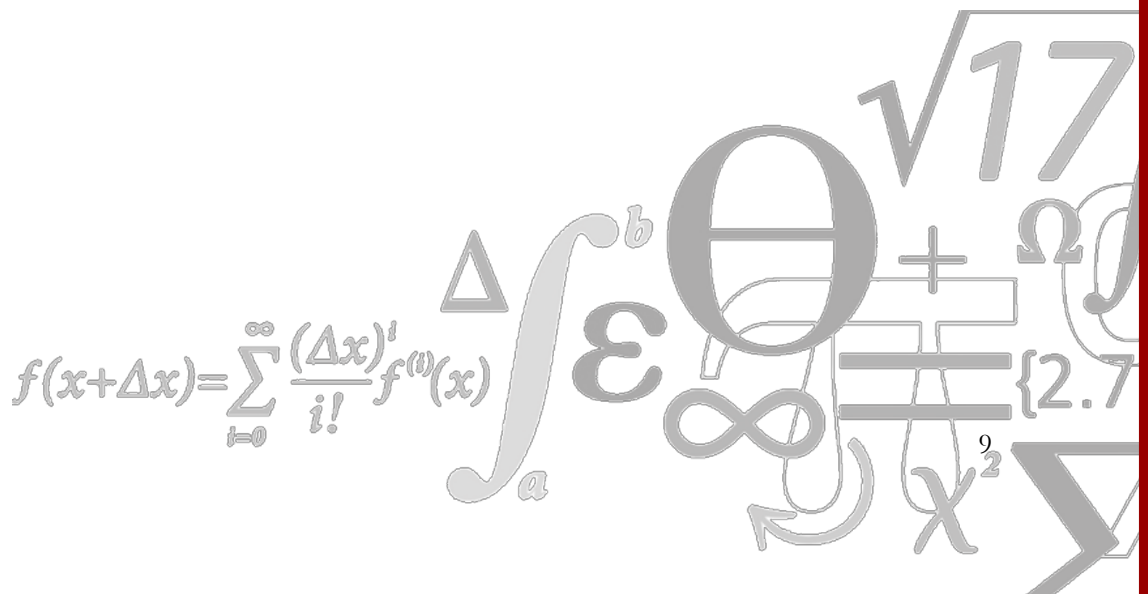
The Arrival ELECTRONS are at the following locations:

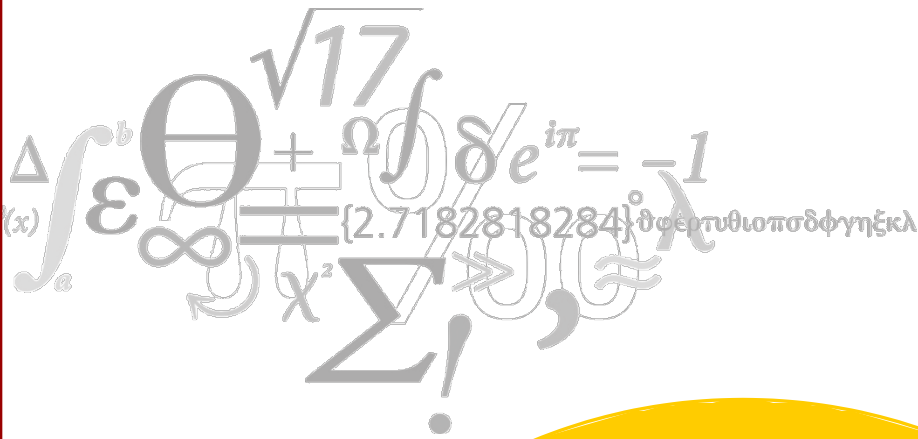
- Kastrup Airport (Terminal 3),
- Nørreport Station,
- Copenhagen Central Station and
- DTU Campus;

Our Arrival ELECTRONS will be easy to find. Look out for the orange DTU T-shirts with 'Electron' written on the back.

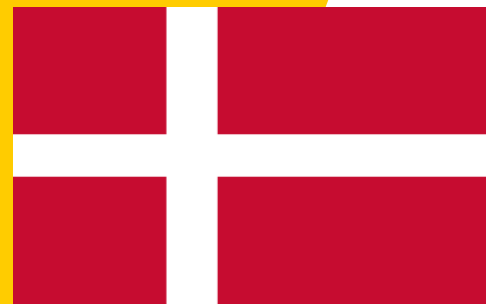
They will help guide you to the transport services and answer general enquiries about your first days in Denmark. We encourage you to arrive within these dates and times, and please announce your arrival so that our guides know when and where to expect (welcome) you. If you are arriving outside of these dates and times, or going to DTU to pick up keys from the Accommodation Office, please see *Useful Travel Information*, *Last Minute Accommodation* and *Who You can Speak to* sections of this guide, for more information.

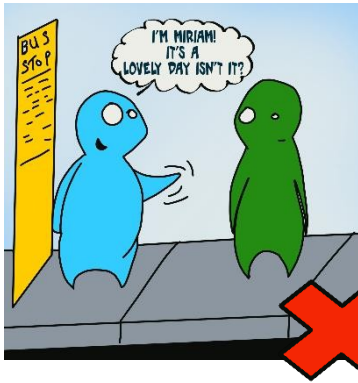
Please, note that this is not a 24h service. The Arrival ELECTRONS will be at their posts from 0900-2200, from 25th January – 27th January. You have to sign up for the service, and you can do so through an invitation we have sent to your DTU email or the email with which you used to apply for DTU. Please, keep an eye out for this email. If you did not receive it, send an email to international@adm.dtu.dk.



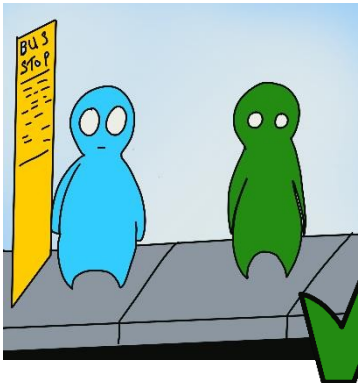


INTRODUCTION TO CULTURE

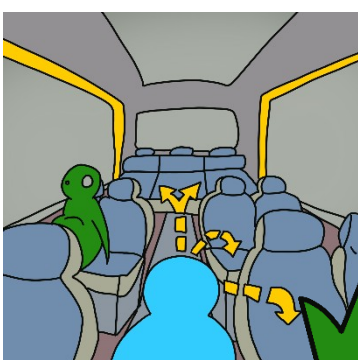




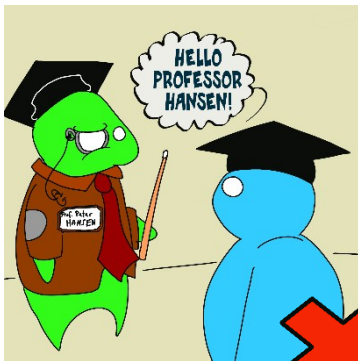
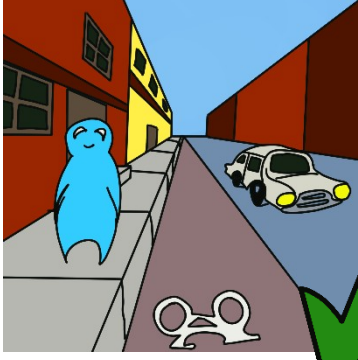
Small talk is not widely practiced. But, most folks are very friendly if you try!



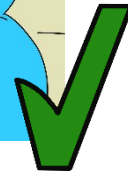
Personal space is larger here. You may notice people not sitting close to each other on public transport.

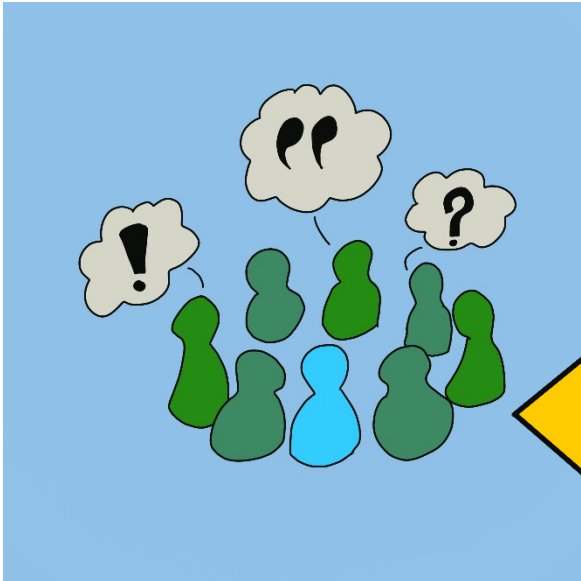


Bike lanes. Do not walk in them. The locals ride bikes hard and fast, and it can be dangerous.

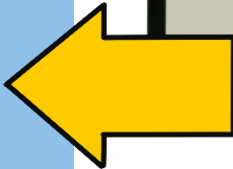


Denmark and DTU are very informal. You do not need to use titles or 'Mr, Mrs, Sir, Ma'm' etc.

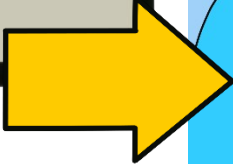
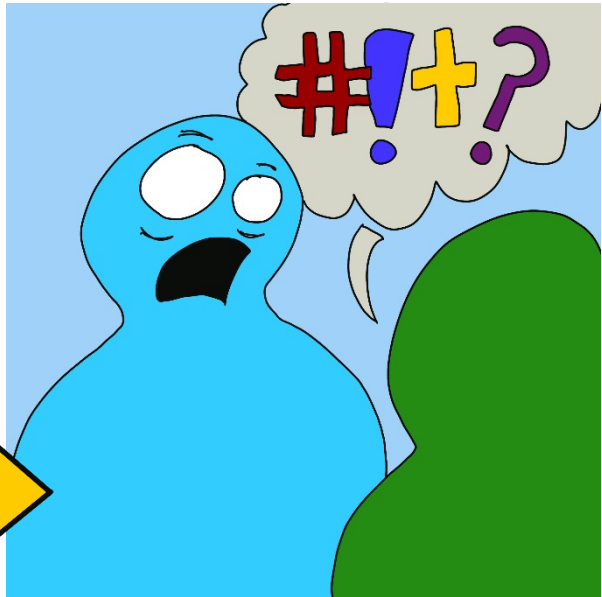




Group work is a common method of learning at DTU, and in Denmark in general. Sharing opinions and knowledge is expected. Do not be afraid to speak your mind.



Swearing and controversial conversation are quite commonplace, especially amongst friends, colleagues and study mates. For some, this can be off-putting. Do not be afraid to decline joining in or anything that might make you feel uncomfortable.



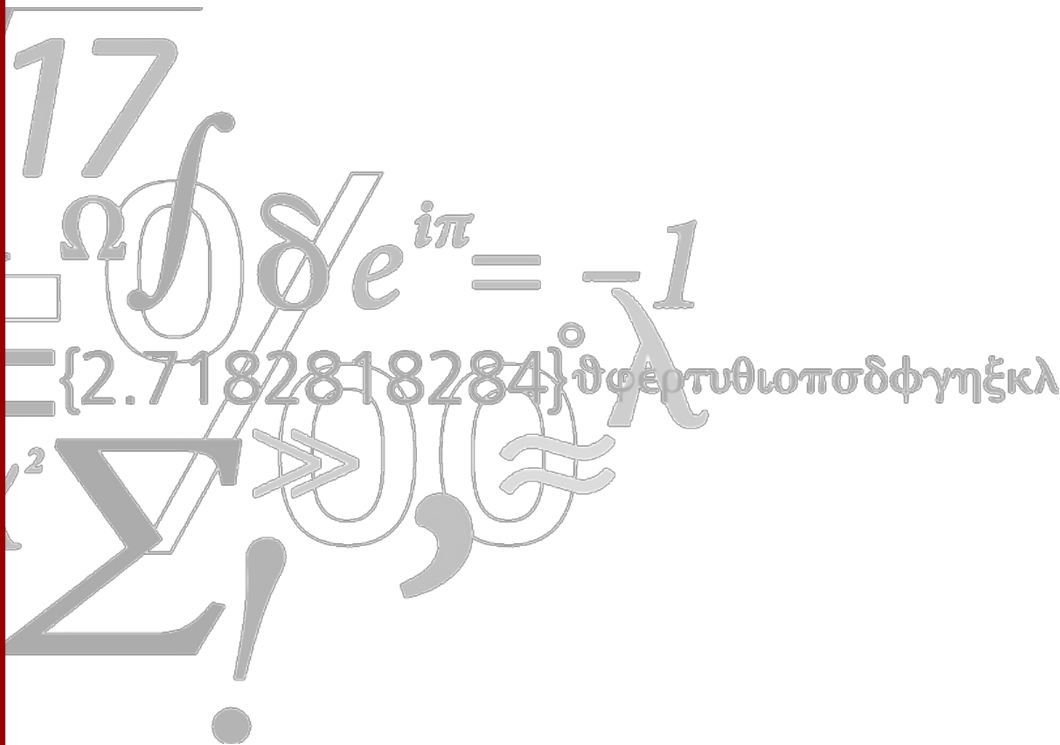
Alcohol consumption is a large part of socializing. There are, however, plenty of people who do not drink. Do not feel obliged to do anything you do not feel comfortable with. It is quite normal that people who drink and not drink, hang out together.



More Information

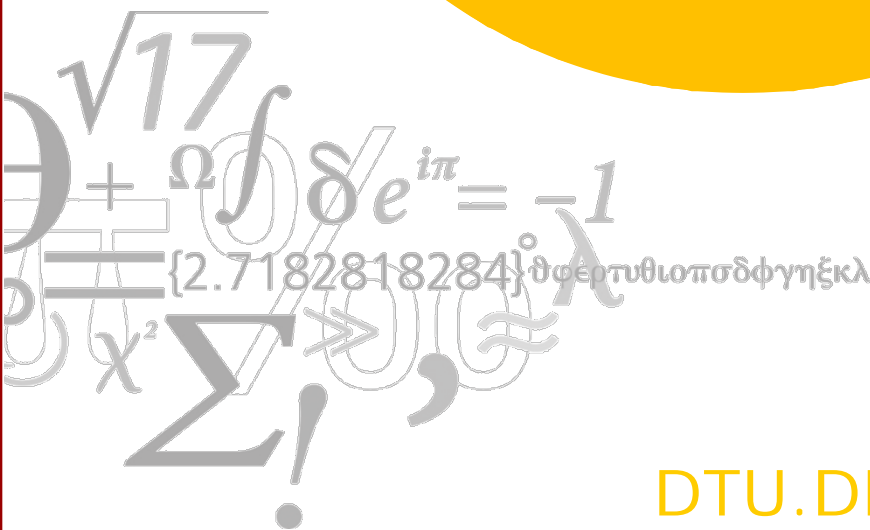
If you want more information on culture and life in Denmark in general, there are several great things to read, watch and listen to. You can listen to the podcast “The CiC Show Podcast”, which is a fun guide on how to cope in Copenhagen. Search for “The CiC Show Podcast” where you normally find your podcasts. You will also be able to find it on, for example Sound Cloud.

Another great page you can look to for some advice on how to survive as an international student in Denmark is: [How to live in Denmark](#). There you will find videos and stories on culture, life and practicalities that are good to know as a newcomer to Denmark. The page is written with a unique sense of humor, and should not be taken too seriously. Another page you can check out is: [When you live in Denmark](#), which is a blog with tips and tricks on what to do in Copenhagen as well as funny memes that highlight the lighter side of living in Denmark. You can also try to google “living in Denmark”, and you will find different pages on being an international in Denmark that are both useful and funny. Enjoy!



USEFUL

TRAVEL
INFORMATION



Below you will find a collection of useful information regarding travelling within Denmark. The information you are about to read is meant for immediate arrival. More long-term solutions can be found in “Things to look into”.

Rejseplanen (Travel Planner)

With this webpage and mobile app, you can search departure and arrival destinations and get information about what routes, transport types and connections you will need to take. <http://www.rejseplanen.dk/bin/query.exe/en>

Main travel Hubs

Nørreport Station and Copenhagen Central Station are the two main transport hubs where most connections to other destinations can be made.

At Nørreport Station, you will find:

- Busses
- Local trains (S-Trains)
- Regional Trains (Connections outside Copenhagen Proper)
- Intercity trains (Long distance)
- Metro (Inner city connections)
- Use the Travel Planner to find what connections are available.

At Copenhagen Central Station, you will find:

- Busses
- Local trains (S-Trains)
- Regional Trains (Connections outside Copenhagen Proper)
- Intercity trains (long distance)
- Use the Travel Planner to find what connections are available.

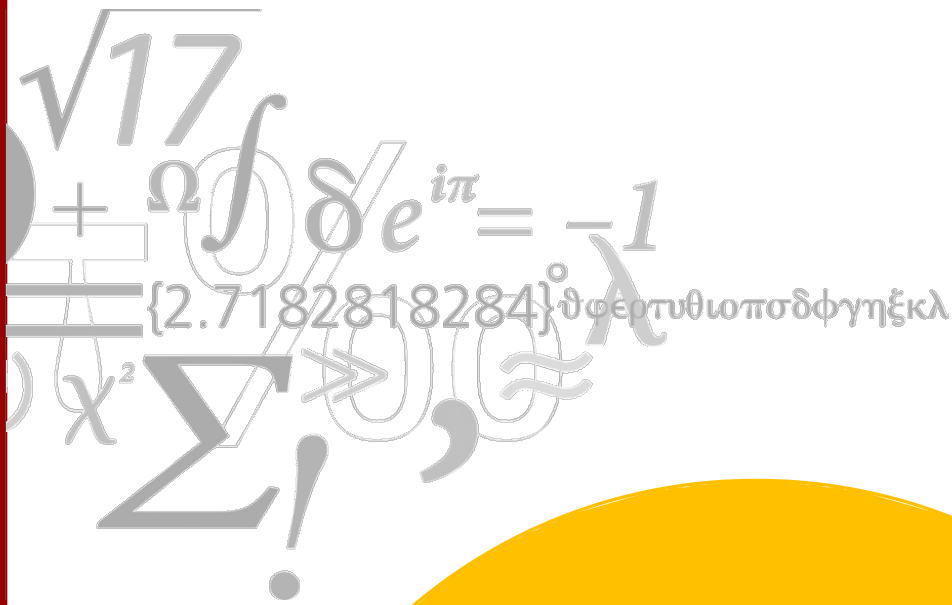
Taxis

Taxis are more expensive here than most other places around the world, but they are very convenient. All legitimate taxis use a taximeter in Denmark, or you can request a fixed price if you are travelling a great distance.

4x35 taxi – Telephone: +45 35 35 35 35

4x48 taxi – Telephone: +45 48 48 48 48

You can pay with international credit cards and Danish kroner in all taxis. They are a great last resort, if you cannot get to where you are going.



LAST MINUTE ACCOMMODATION

If you plan to arrive at an earlier date than when you have your accommodation, you might have to book temporary accommodation for a few nights. This might also be necessary if you arrive outside of the Accommodation Offices opening hours.

If you do need temporary accommodation for a few nights when you first arrive in Denmark, it is important to book in advance. There will be several thousand new students arriving in the city, within a few days, therefore hostels and private halls may fill up early. We have compiled a small list of inexpensive hostels and hotels that will not break your budget for one or two nights.

Below, you will find the opening hours for the Accommodation Office followed by our list of accommodation options.

Accommodation Office

SPECIAL OPENING HOURS FOR ARRIVAL PERIOD

| | | |
|-----------------|--------------------------|---------|
| Friday | January 25 th | 10 – 19 |
| Saturday | January 26 th | 12 – 17 |
| Sunday | January 27 th | 12 – 17 |
| Monday | January 28 th | 10 – 19 |

Normal opening hours during weekdays: 10 – 14, Mon – Fri

Please note that keys can only be picked up during the opening hours of the Accommodation Office. If you cannot pick up the keys during the opening hours, you can ask a friend to do so. Alternatively, you will have to find accommodation on your own for the first night(s).

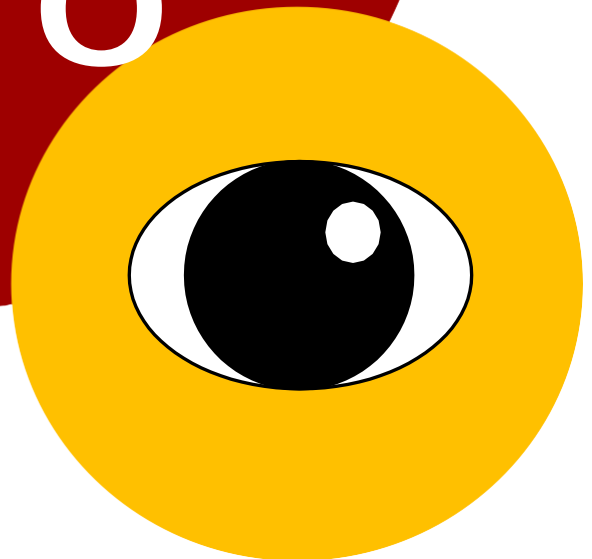
Inexpensive hostels/hotels

| | Avg. PN* | Webpage | Telephone |
|------------------------|----------|---|-----------------|
| Danhostel | 350 kr. | https://danhostelcopenhagencity.dk/en | +45 33 11 85 85 |
| Sleep in heaven | 230 kr. | http://www.sleepinheaven.com/ | +45 35 35 46 48 |
| Urban house | 270 kr. | https://urbanhouse.me/ | +45 33 23 29 29 |

*The Average Price per Night (PN) can vary and may be more expensive than stated here.



THINGS TO LOOK INTO



Once you are settled, there are a few things you should look into getting done as soon as possible:

STUDENT CARD

To order your student card, simply upload a picture at www.dtubasen.dtu.dk. Your student card will be produced automatically. Be aware, that your card can take up to three weeks to be produced.

DTU INSIDE & STUDENT EMAIL

DTU Inside is your access point for information and news at DTU. Access Inside at www.inside.dtu.dk. You can access your student mail through DTU Inside by clicking on “Toolbox” then “DTU Student Mail”.

Your username and password are the same for both DTU Inside and your Student Email.

On the other hand, your Student Email is the same as your student number (“X” represents your student number): SXXXXXX@student.dtu.dk.

COURSE REGISTRATION

You can find the Course Base and Study Planner at www.courses.dtu.dk.

Registration for courses is done through the Study Planner at <http://studieplan.dtu.dk/>. To see a guide to using both of these websites, go to [How to Use the Study Planner and Course Base](#)

YOUTH TRAVEL CARD (UNGDOMSKORT)

All DTU students can apply for a Youth Travel Card (Ungdomskort). This entitles you to discounts on transport to and from DTU. You need a CPR and Nem ID (see below) in order to apply.

You can apply for the Youth Travel Card and read about the rules and regulations governing it, at www.ungdomskort.dk. To be able to order your youth travel card, remember to update your CPR number **on DTU Inside** at www.dtubasen.dtu.dk.

For guidance regarding the Youth Travel Card, contact the SU Office at su@adm.dtu.dk.

Alternatively, you can order a normal travel card (rejsekort), which you also need your CPR to be able to order. See www.rejsekort.dk for more information.

NEMID

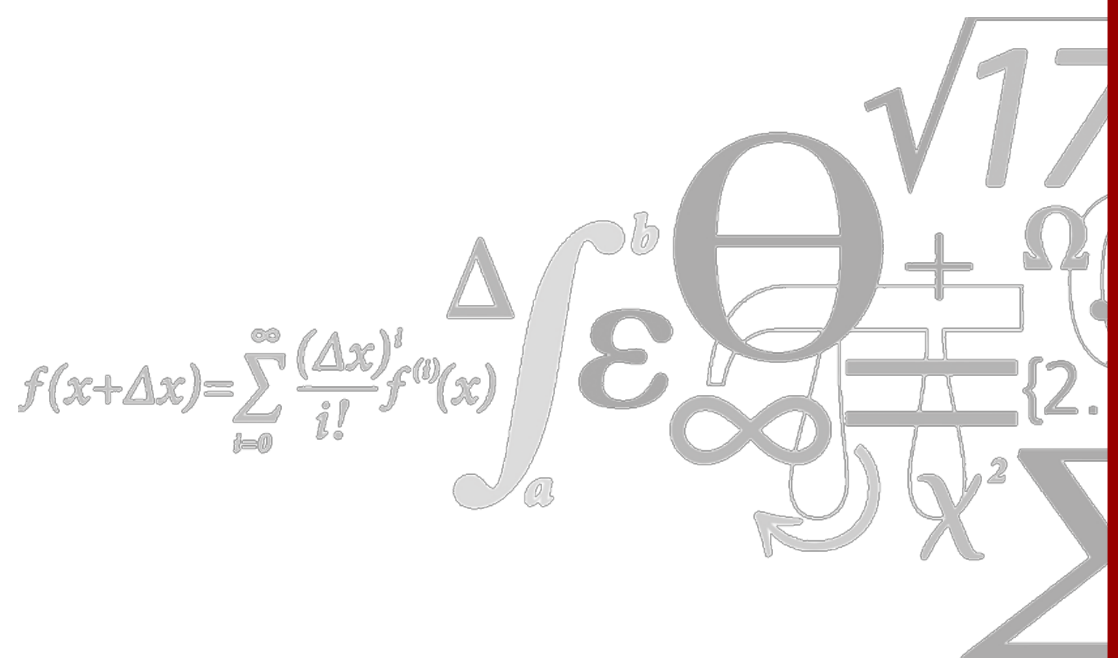
NemID is an extra security measure used extensively in Denmark when accessing sensitive webpages with personal information e.g. online banking, public self-service websites, etc. you can obtain a Nem ID through a citizenship service centre or through a Danish bank (if you have an online-banking agreement).

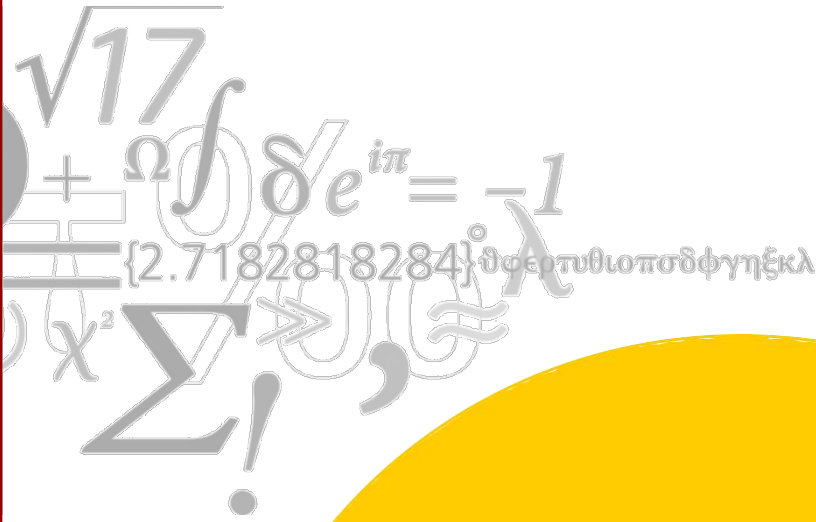
Read more about this at www.nemid.nu and see the appendix for more detailed guidelines.

E-BOKS: DIGITAL POST BOX

This is a digital post box that can be relevant for you, especially if you get a job or receive digital post from government services. You will need a NemID to get access to e-Boks. e-Boks can be accessed at www.e-boks.com/danmark/en/.

A guide on how to set up your e-Boks will also be made available on DTU Inside.





RESIDENCE PERMIT & CPR

Residence Permit for EU and EEA Citizens

If you are a non-European citizen, you most likely already have a residence permit (visa) so you do not need to worry about this step.

If you are a Nordic citizen (a Finnish, Norwegian or Swedish national), you do not need a Residence Permit.

If you are an EU or EEA citizen, you will need a residence permit directly after you arrive. You will need this in order to complete your registration for a CPR number.

Residence Permits are handled by Statsforvaltningen (State Administration). To get the permit, you will need to fill out the OD1 form as well as offer particular documentation. To see what you will need and to get the OD1 form, go here: [State Administration webpage](#). We have also supplied relevant documents and a checklist in the appendices.

You will need to go to the State Administration in person to get a residence permit. They have special opening hours for this purpose. You will find these in the appendices.

CPR

You will need to get a Civil Registration Number (CPR) while in Denmark. This number makes many everyday things possible, including receiving digital post and checking out library books.

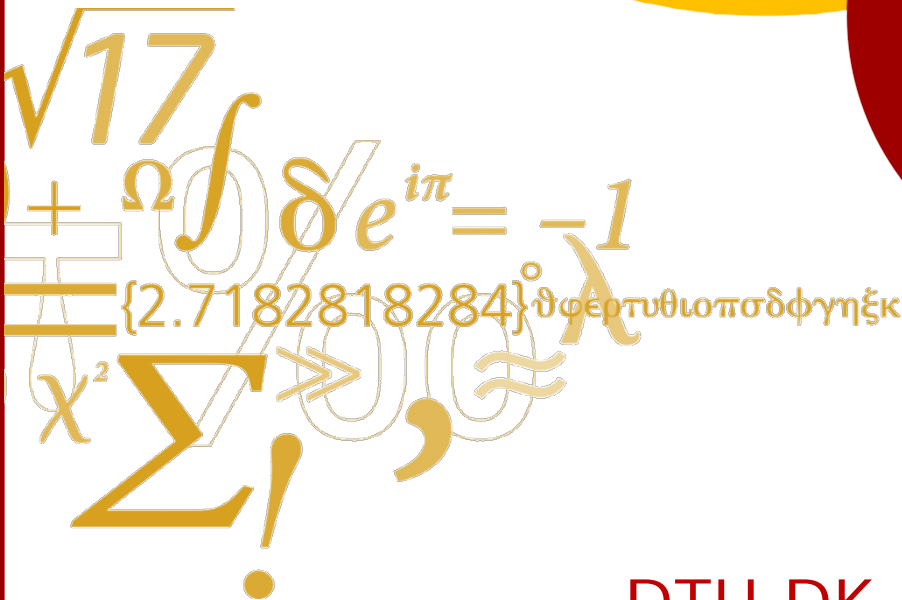
The CPR is given by the Danish State; however, it is administered mostly through International House. CPR registration happens online, unless you will be living in the following municipalities: Lyngby, Taarbæk or Frederiksberg. If you will be living in either of these municipalities, you will have to visit the Citizens Office of your respective municipality.

Documentation: to see what documentation you will need, click here [International House Documentation](#).

To register online for a CPR number click here [International House CPR Registration](#). International House has special opening hours just for you, at a dedicated event. You can see the invitation to that event (as well as the address and location of Lyngby, Taarbæk and Frederiksberg Citizenship Offices) in the Appendices of this guide.

Once you have received your CPR, remember to update it on your profile on DTU Inside at www.dtubasen.dtu.dk.

WHO YOU CAN SPEAK TO



There are many people you can speak to, if you have questions about your new life in Denmark and at DTU. Here you can find a few of them.

International Study Guidance Office (ISGO)

Here you can speak to our International Study Advisors about life in Denmark, making sure you have everything in order, going on exchange from DTU, etc.

| | |
|---|--|
| Building 101A, Location 1.010 Anker Engelunds Vej 1 2100 Kgs. Lyngby | Open Telephone: 09 – 11, Mon – Fri Open Enquiries: 11 – 14, Mon – Fri |
| Email: international@adm.dtu.dk | Telephone: +45 45 25 10 23 |

Accommodation Office

The Administration for our student residence halls:

| | |
|---|---|
| Building 101A, Anker Engelunds Vej 1 2800 Kgs. Lyngby | Email: acco@adm.dtu.dk Telephone: +45 45 25 10 24 |
| Normal Opening Hours: 10 – 14, Mon – Fri | |

SPECIAL OPENING HOURS FOR ARRIVAL PERIOD

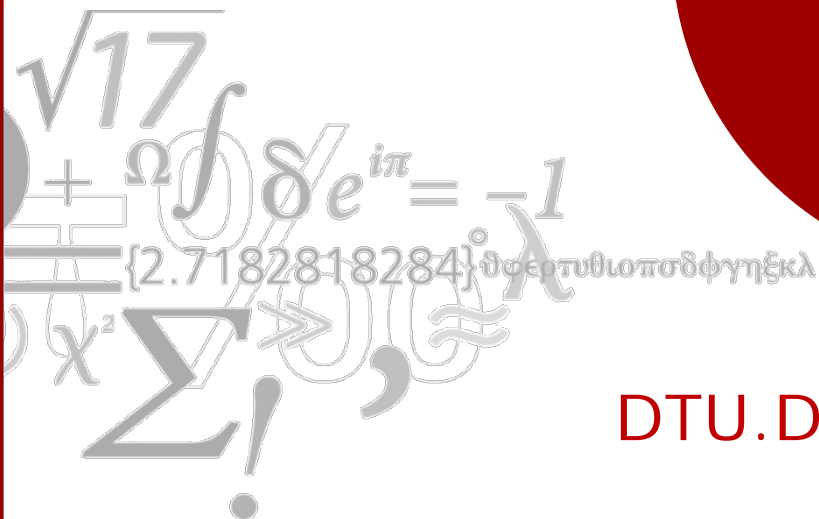
| | | |
|----------|--------------------------|---------|
| Friday | January 25 th | 10 – 19 |
| Saturday | January 26 th | 12 – 17 |
| Sunday | January 27 th | 12 – 17 |
| Monday | January 28 th | 10 – 19 |

Study Guidance Office

The Study Guidance Office can help with anything related to planning your studies at DTU. If you are an exchange student, however, contact the International Guidance Office first.

| | |
|--|--|
| Building 101A, Location 1.010 Anker Engelunds Vej 1 2100 Kgs. Lyngby | Open Telephone: 09 – 11, Mon – Fri Open Enquiries: 11 – 14, Mon – Fri |
| Email: studvej1@adm.dtu.dk | Telephone: +45 45 25 11 99 |

GOOD TO KNOW & WHERE TO GO



DTU has a lot of facilities you can use on Campus. Here, you will find information on the most essential ones.

For your convenience, you will find a map over the DTU campus in Lyngby, as well as a map of Greater Copenhagen. You will find the maps on the first pages of the appendices.

Library

DTU Library plays a central role for the students at DTU, not only as university library, but also as a part of the active student environment.

You will find the DTU library on the Lyngby Campus in building 101 across from the Student-Canteen. See campus map in the appendices for directions. [Click here for more information about the DTU library.](#)

Opening hours:

Monday-Friday: 8.00-22.00

Saturday-Sunday: 12.00-16.00

Access with student card 24 hours, 7 days a week.

The “Polyteknisk” bookstore

In the Bookstore, “Polyteknisk Boghandel”, in building 101, you can buy academic books as well as scientific literature. As a student, you get 10% discount on everything you buy. Find directions for the bookstore on the campus map in the appendices. [Click here for more information about the Polytechnic Bookstore.](#)

Opening hours:

Monday – Friday 8.30-16.30

The Canteens and Student bar “S-Huset”

On DTU Lyngby Campus, there are several canteens and cafés, where you can buy everything from a good cup of coffee to hot food. You will find the main canteen in building 101. Besides the main canteen, you will find other canteens, cafes, street food and several other places on Campus.

The main Student bar, “S-Huset”, is the place where students hang out after classes for a chat and a drink, or a board game. On Fridays, many students go here for a beer or two. Sometimes, S-Huset also hosts big events and parties.

See campus map in the appendices for directions for canteens, street food and S-Huset.

[You can find more information about S-Huset here.](#) [Find the different canteens and opening hours here.](#)

Opening hours for main canteen:

Monday-Friday 11.00-14.00

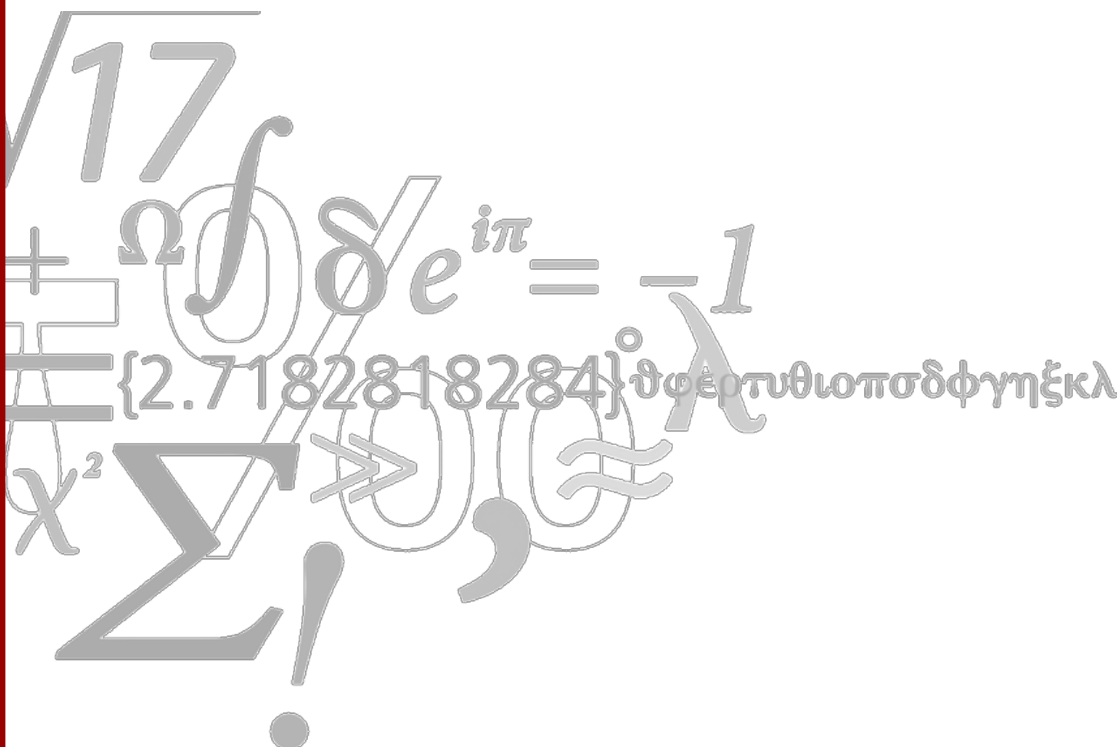
DTU Skylab

DTU Skylab is an innovative workshop for the students at DTU. Here you will find free workshop and office facilities. Amongst other things, you will find a prototype workshop with a laser-cutter, 3D printer and a 3D scanner.

In Skylab, you can also get free advice and guidance about start-up businesses and innovative entrepreneurship. You will find DTU Skylab in building 373, see campus map in the appendices. [Click here for more information about the DTU Skylab.](#)

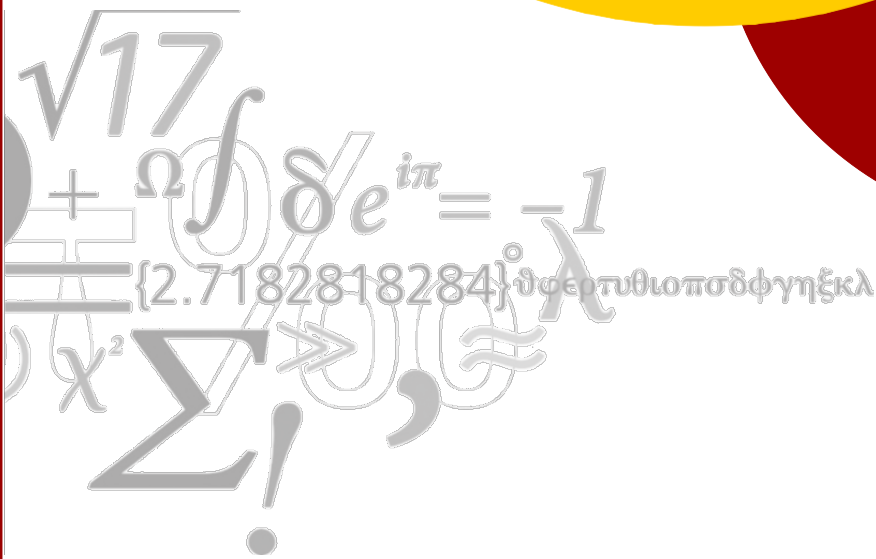
Netto

Netto is a cheap supermarket, and is the only supermarket placed on Campus in Lyngby. Here you can buy stuff for a cheaper lunch, or do your grocery shopping on your way home. Find Netto close to Building 101, up the street "Kollegiebakken". You can see the location for Netto, on the campus map, here called convenient store, in the appendices.



Thank you for choosing to study at the Technical University of Denmark.
Welcome and Good Luck in your studies!

APPENDICES



SPECIAL SERVICE FOR EU STUDENTS

Special opening hours for students in August and September 2018 at Statsforvaltningen (*the State Administration*), Ellebjergvej 52, 2450 Copenhagen SV

If you visit Statsforvaltningen within these opening hours, an EU registration certificate may be issued the same day (while you wait):

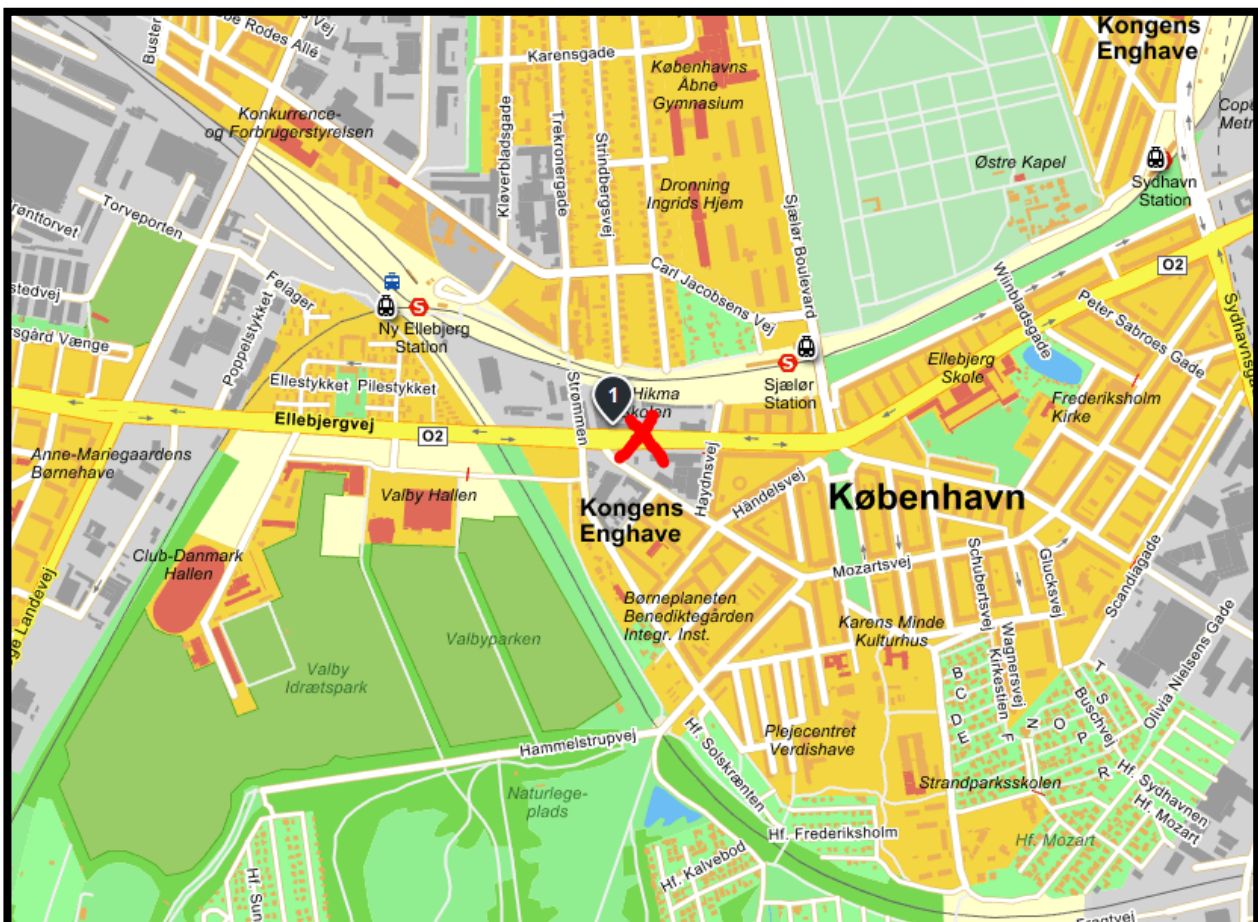
- Thursday 24th of January 2018: 8.30-10.00
- Thursday 31st of January 2018: 8.30-10.00
- Thursday 7th of February 2018: 8.30-10.00

We recommend that you arrive early in the day. All department employees will participate in the event. However, at extraordinary attendance, we may need to close for service earlier than the expected closing time mentioned above.

Please note:

If you visit Statsforvaltningen outside these special opening hours, the registration certificate will be issued within three weeks.

Our location:



Information for EU-students on application for EU-residence document at Statsforvaltningen (*the State Administration*)

Before submitting your application for the EU-residence document at Statsforvaltningen please make sure you have these documents at hand:

- 1. A completed and signed application form: “OD1 – application for EU-residence document”**
 - Please fill in *all* relevant spaces - including all your first and last names.
 - Make sure all information corresponds with the passport/ID card you present at Statsforvaltningen.
- 2. Your original passport or original national ID-card and a colour copy of this**
 - Bring either your original passport or national ID-card *and* a copy of same
 - If you bring your national ID-card the copy must include both sides of the card
 - If you bring your passport the copy only has to include the page with your photo and the particulars
- 3. A current photo of you in the size of a passport photo**
 - It must be a real photo and not a printout on regular paper
 - See further requirements for the photo here: <https://www.politi.dk/da/borgerservice/pas/pasbilleder>
 - The photo should be attached to the application form in the top of the front-page of the application form
 - *It is not possible to have your photo taken at the State Administration*
- 4. Proof of admission from the Danish school/host institution.** This could be either:
 - A copy of the admission letter from the place of study. The letter should be addressed to you and provide information about the specific study, when it begins and is expected to finish and must be signed by a relevant employee from the school and provide the school's logo and / or colophon
 - or**
 - The form *Erklæring om studieaktivitet* (declaration about study activity) completed, dated, signed and stamped by the school

Note that your admission must be final – if your admission letter says the admission is conditionally you must get a letter or other proof from the Danish host school stating, that the admission is now final
- 5. Declaration regarding support**
 - The form *declaration on self-support* – completed and signed by you

Please note that we need all the documents physically. It is not sufficient to present us some of the documents on e.g. your phone or tablet, to e-mail them to us or to hand us the documents on a USB-stick etc. All documents must be printed before you submit them to us. We recommend that you have all documents ready before you show up at Statsforvaltningen. However, in our waiting area it is possible to access a computer from where you can print documents you may have forgotten.

What to do when you arrive at Statsforvaltningen (during the special opening hours for students):

1. Make sure you have the above mentioned documents at hand
2. Pick a number ticket from the touch screen in front of the main door – *press “EU-residence”*. Then wait for your turn
3. At your turn an employee from Statsforvaltningen will go through the information in your application form and the other documents. If everything is ok we will keep the papers and produce your residence certificate within approximately an hour. You may get more precise information about the expected waiting time from the employee.
4. Please keep your number ticket and remain in the waiting area
5. When your residence certificate is ready we will call out your number from the number ticket. Upon showing the employee your passport/national ID-card your certificate will be handed to you.

Please note that if you visit Statsforvaltningen outside the special opening hours for students, the registration certificate will not be issued on the spot but within three weeks and sent to you by regular post.

With your residence certificate in hand you can proceed to your local Municipality (or International House in Copenhagen) to get a CPR-number, yellow card for health insurance etc. Bring proof of housing (e.g. rental agreement).

Keep your residence certificate while in Denmark. Never give away the original certificate.

Ansøgning om EU-opholdsdokument

Application for EU-residence document

Foto

3,5 * 4,5 cm

EU/EØS-statsborgere: 1 stk. foto
 Familiemedlemmer, der ikke er EU-statsborgere: 2 stk. foto

1 photo for EU/EEA-citizens
 2 photos for non-EU family members



Forbeholdt myndighederne / For official use only

personID

Formålet med dette skema

Skemaet bruges til at ansøge om EU-opholdsdokument i Danmark efter EU-opholdsbekendtgørelsen. Opholdsdokumentet bekræfter retten til ophold i Danmark og kan samtidig tjene som grundlag for, at ansøgeren efterfølgende kan opnå dansk CPR-nr. ved henvendelse til folkeregistret i bopælskommunen.

Hvem kan bruge skemaet?

Skemaet kan bruges af personer, der er statsborgere i et andet EU/EØS-land. Skemaet kan også bruges af familiemedlemmer til en EU/EØS-statsborger, som allerede har fået - eller samtidig søger om - opholdsdokument i Danmark.

Indgivelse af ansøgningen

Ansøgningen indgives ved personligt fremmøde på Statsforvaltningen (se kontaktoplysninger bagest i skemaet). Ansøgeren skal medbringe sit originale pas eller nationale identitetskort, foto samt relevant dokumentation for opholdsgrundlaget (se pkt. 2), når ansøgningen indgives.

The purpose of this form

The form must be completed in order to apply for an EU-certificate of residence in Denmark under the executive order on EU-residence. The residence certificate affirms the right to reside in Denmark, and may also enable the applicant to obtain a Danish CPR number from the municipal registry in the municipality in which the applicant lives.

Who can use this form?

The form may be used by persons who are nationals of another EU or EEA country. The form may also be used by family members of nationals of an EU or EEA country who have already been granted - or who are simultaneously applying for - a certificate of residence in Denmark.

Submission of application

The application is submitted by the applicant in person at the State administration (see contact information at the end of the form). The applicant must bring his or her original passport or national identity card, a photograph of the applicant, and any documentation relevant to the grounds for residence (see item 2) when submitting the application.

1. Oplysninger om ansøger / Information about the applicant

UDFYLDES MED BLOKBOGSTAVER / PLEASE COMPLETE IN CAPITAL LETTERS

| | | | |
|--|----------------------------|---|--|
| Efternavn / Surname | | Evt. tidligere efternavn / Former surname (if applicable) | |
| Fornavn(e) / Given and middle name(s) | | Nationalitet / Nationality | |
| Fødselsdato (dag-måned-år) / Date of birth (day-month-year) - - | | Evt. dansk CPR-nr. / Danish CPR number (if applicable) - | |
| Fødeland / Country of birth | | Fødested (by) / Place of birth (city) | |
| Køn / Gender <input type="checkbox"/> Mand / Man <input type="checkbox"/> Kvinde / Woman | | Har du børn? / Do you have children? <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nej / No | |
| Indrejsedato i Danmark / Date of entry into Denmark | Telefonnr. / Telephone no. | E-mail-adresse / Email address | |
| Adresse i Danmark (gade/vej, nr., etage og side) / Address in Denmark (Street, number, floor and side) | | | |
| Evt. c/o (navn) / C/o (name) if applicable | | Postnr. og by / Post code and city | |
| Nuværende ægteskabelig stilling / Current marital status <input type="checkbox"/> Ugift / Unmarried <input type="checkbox"/> Gift / Married <input type="checkbox"/> Fraskilt / Divorced <input type="checkbox"/> Enke (enkemand) / Widow(er) | | | |
| Evt. stilling / Occupation (if applicable) | | | |
| Evt. tidligere nationalitet / Former nationality (if applicable) | | | |

Forbeholdt myndighederne / For official use only

Resolution: Meddelt bevis for registrering i medfør af EU-opholdsbekendtgørelsen (nr. 474 af 12. maj 2011)

- | | | |
|--|--|--|
| <input type="checkbox"/> §3 lønnet beskæftigelse | <input type="checkbox"/> §8 familie (t. arb.tager) EU-borger | <input type="checkbox"/> familie til EU-hovedpers. der har TUB |
| <input type="checkbox"/> §3 selvstændigt erhverv | <input type="checkbox"/> §8 familie (t. arb.tager) 3.landsstatsb. | <input type="checkbox"/> §19 tidsbegr. EU-hovedpers. |
| <input type="checkbox"/> §5 studerende (skal forsørge sig selv) | <input type="checkbox"/> §11 familie (t. pers. m. midler) EU-borger | <input type="checkbox"/> §19 tidsbegr. EU-familiemedl. |
| <input type="checkbox"/> §6 tilstrækk. midler (skal forsørge sig selv) | <input type="checkbox"/> §11 familie (t. pers. m. midler) 3.landsstatsb. | <input type="checkbox"/> §19 tidsbegr. 3.landsstatsb. |

Bemærkn. / anden resolution:

| | | | |
|------|---------------|---------|-------------------|
| Dato | Sagsbehandler | Kontrol | Evt. "disco-kode" |
|------|---------------|---------|-------------------|

1. Oplysninger om ansøger (fortsat) / Information about the applicant (continued)

Sprogkunderskaber / Spoken languages

Seneste adresse i udlandet inden indrejse til Danmark (gade/vej og nr.)
/ Last address abroad before travelling to Denmark (street and number)

Postnr., by og land / Post code, city and country

2. Oplysninger om anledningen til ansøgningen / Information about the reason for application

Anledningen til ansøgningen bedes oplyst nedenfor (sæt kun ét kryds) / Please indicate below the specific reason for the application (tick one box only)

Arbejde / Work

Følgende dokumentation bedes vedlagt ansøgningen: / Please include the following documentation with the application:

- **Ansættelseskontrakt** / Employment contract
Og/eller / and/or
- **Arbejdsgivererklæring** (Appendiks A i dette skema) /
Declaration from the employer (Appendiks A in this form)

Dokumentationen skal være udstedt eller bekræftet af arbejdsgiveren mindre end en måned før Statsforvaltningen modtager den / The documentation must be issued or confirmed by the employer less than a month before the State Administration receives it.

Selvstændig erhvervsdrivende / Self-employed

Følgende dokumentation bedes vedlagt ansøgningen: / Please include the following documentation with the application:

- Budget (virksomhedens 1. driftsår) udarbejdet af reg./aut revisor / Budget (1st year of operation) made by a certified accountant
- Evt. registrering ved Erhvervs- og Selskabsstyrelsen / Alt. registration at the Danish Commerce and Companies Agency
- Evt. registrering hos skattecenter Tønder / Alt. registration at Tax Centre Tønder
- Evt. lejekontrakt for erhvervslejemål / Alt. a lease contract for a place of business

Studier/ Education

Følgende dokumentation bedes vedlagt ansøgningen: / Please include the following documentation with the application:

- Optagelsesbrev fra den danske uddannelsesinstitution / letter of enrolment from the Danish educational institution
- Forsørgelseserklæring / Declaration of sufficient means

Tilstrækkelige midler / Sufficient Funds

Du bedes oplyse følgende: / Please state the following:

- Jeg forsørger mig selv / I support myself financially

Følgende dokumentation bedes vedlagt: / Please include the following documentation:

- Evt. udskrift fra bankkonto / alt. bank statement
- Evt. legater / alt. scholarships
- Evt. dokumentation for andre midler / alt. documentation of other means

- Jeg forsørges af en anden person / Another person supports me financially

Følgende dokumentation fra forsørgeren bedes vedlagt: / Please include the following documentation from the person supporting you financially:

- Erklæring om forsørgelse / Declaration about financial support
- Evt. Ansættelseskontrakt/arbejdsgivererklæring og lønsedler / alt. employment contract/employers declaration and pay slips
- Evt. udskrift fra bankkonto / alt. bank statement
- Evt. anden dokumentation / alt. other documentation

Medfølgende familie / Accompanying Family

Følgende dokumentation bedes vedlagt ansøgningen: / Please include the following documentation with the application:

- Hovedpersonens registreringsbevis / Registration of certificate of the main person
- Aktuel dokumentation for hovedpersonens opholdsgrundlag (arbejde, tilstrækkelige midler osv.) / Current documentation of the main persons basis for residence (work, sufficient funds etc.)
- Vielsesattest for ægtefæller og fødselsattest for børn / Marriage certificate for spouses and birth certificate for children
- Evt. dokumentation for samliv af længere varighed / Alt. documentation for cohabitation longstanding duration

For børn under 18 år desuden / For children under 18 years moreover:

- Kopi af forældremyndighedsindehavers pas / copy of the custody holders passport
- Evt. forældremyndighedsindehaveres samtykker / Alt. parental consents

(Husk at der også for børn under 18 år skal indgives særskilt ansøgningsskema / Please remember that also children under the age of 18 have to hand in an application form of their own)

Ansøger (familiemedlemmet) og hovedpersonen skal udfylde Appendiks B.1 og B.2 / The applicant (family member) and the main person must fill in Appendix B.1 and B.2

Andet / other

Dokumentation for grundlaget for ansøgningen bedes vedlagt / Please include the relevant documentation to support the application

Ansøgning om forlængelse / application for extension

Ansøgning om tidsubegrænset ophold / application for permanent residence

Dokumentation/redegørelse for 5 års lovligt ophold bedes vedlagt / Please include documentation/account for 5 years of legal residence

| 3. Oplysninger om ansøgers pas / Information about the applicant's passport | |
|--|---|
| <input type="checkbox"/> Nationalitetspas / National passport eller / or <input type="checkbox"/> Nationalt ID-kort / National ID-card (Kun EU-borgere / EU-citizens only) | |
| Pas-/id-kort nummer / Passport (or nat. id-card) number | Udstedelsesdato / Date of issue - |
| Udløbsdato / Date of expiry - | I hvilket land er passet/ID-kortet udstedt? / In which country was the passport/ID-card issued? |

| 4. Oplysninger om ansøgers evt. ægtefælle/partner / Information about the applicant's spouse/partner (if applicable) | |
|--|---|
| Efternavn / Surname | Tidligere efternavn / Former surname |
| Fornavne / Given and middle name (s) | |
| Nationalitet / Nationality | Sted og dato for vielsen / Place and date of marriage |
| Fødselsdato (dag, måned, år) / Date of birth (day, month, year) | - |
| Telefonnummer / Telephone number | E-mail-adresse (kontaktperson)/ Email address (reference) |
| Søger ansøgers ægtefælle/partner også om EU-opholdsdokument i Danmark / Does the spouse/partner also apply for EU-Residence Document in Denmark? <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nej / No | |
| Har ægtefællen / partneren allerede fået EU-opholdsbevis i Danmark / Has the spouse/partner obtained an EU-Residence Document for Denmark? <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nej / No | |
| Hvis ansøgers ægtefælle/partner allerede er i Danmark, bedes følgende oplyst / If the applicant's spouse/partner is currently in Denmark, please provide the following information: | |
| Har ægtefællen samme adresse som ansøger oplyst ovenfor / Does the spouse have the same address as the applicant as informed above <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nej / No | |
| Hvis ansøger søger om ophold som familiemedlem til en person (hovedpersonen), der har ret til ophold efter EU-opholdsbekendtgørelsens § 3, stk. 1 og 2. og §§ 5-7, skal ansøgeren besvare følgende spørgsmål / If the applicant is applying for residence as a family member to a person who is residing in Denmark according to EU Residence Order section 3.1 and 3.2 and sections 5 – 7 (the main person), the applicant is kindly asked to answer the following questions: | |
| Hvilken type bopæl har dit familiemedlem (hovedpersonen) i Danmark? (leje, fremleje, andel, eje, hotel, andet) / How is your family member (the main person) established in Denmark? (rented house or apartment, sub-rent house or apartment, (andel), owns the house or apartment, hotel, other) | |
| For hvilket tidsrum skal din ægtefælle (hovedpersonen) opholde sig på bopælen i Danmark / How long is your family member planning on residing at the established residence? | |
| Husk at ansøger og hovedpersonen skal udfylde Appendiks B.1 og B.2 til dette skema / Remember that the applicant and main person must fill in Appendix B.1 and B.2 in connection with this form. | |
| Indrejsedato i Danmark / Date of entry into Denmark - | |
| Adresse i Danmark (Gade/vej nr., etage og side.) / Address in Denmark (Street, number, floor and side) | Postnr. og by / Post code and city |
| C/o (navn) / C/o (name) | Telefonnr. / Telephone number |
| E-mail-adresse / Email address | |

Hvis du søger som medfølgende familiemedlem / *if you apply as an accompanying family member:*
Husk at udfylde Appendiks B.1 & B.2 / Remember to fill in Appendiks B.1 and B.2

5. Oplysninger om ansøgers evt. børn / Information about the applicant's children (if applicable)

| | Barn 1 / Child 1 | Barn 2 / Child 2 | Barn 3 / Child 3 |
|---|---|---|---|
| Efternavn / Surname | | | |
| Fornavn(e) / Given and middle name(s) | | | |
| Fødselsdato (dag, måned, år) / Date of birth (day, month, year) | - | - | - |
| Barnets køn / Gender of the child? | <input type="checkbox"/> Dreng / male <input type="checkbox"/> Pige / female | <input type="checkbox"/> Dreng / male <input type="checkbox"/> Pige / female | <input type="checkbox"/> Dreng / male <input type="checkbox"/> Pige / female |
| Nationalitet / Nationality | | | |
| Er barnet i Danmark / Is the child in Denmark? | <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nej / No | <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nej / No | <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nej / No |
| | Barn 4 / Child 4 | Barn 5 / Child 5 | Barn 6 / Child 6 |
| Efternavn / Surname | | | |
| Fornavn(e) / Given and middle name(s) | | | |
| Date of birth (day, month, year) / Fødselsdato (dag, måned, år) | - | - | - |
| Barnets køn / Gender of the child? | <input type="checkbox"/> Dreng / male <input type="checkbox"/> Pige / female | <input type="checkbox"/> Dreng / male <input type="checkbox"/> Pige / female | <input type="checkbox"/> Dreng / male <input type="checkbox"/> Pige / female |
| Nationalitet / Nationality | | | |
| Er barnet i Danmark / Is the child in Denmark? | <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nej / No | <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nej / No | <input type="checkbox"/> Ja / Yes <input type="checkbox"/> Nej / No |

6. Ansøgers bemærkninger / Applicant's comments

UDFYLDES MED BLOKBOGSTAVER / PLEASE COMPLETE IN CAPITAL LETTERS

7. Erklæringer på tro og love – ansøger / Sworn declarations – applicant

A. Erklæring på tro og love om, at de oplysninger, jeg har givet, er korrekte

Jeg erklærer på tro og love, at jeg har givet sande og fuldstændige oplysninger under del 1 (pkt. 1-7) af dette ansøgningskema.

Hvis det senere viser sig, at oplysningerne ikke var sande og fuldstændige, kan det have følgende konsekvenser:

- Jeg kan blive straffet med bøde eller fængsel i op til 2 år
- Jeg kan blive dømt til at erstatte de udgifter, som den danske stat har haft på grund af de falske oplysninger
- Mit EU-opholdsdokument kan blive inddraget

B. Erklæring om samtykke til, at myndighederne skaffer de nødvendige oplysninger

Jeg giver samtykke til, at de danske udlændingemyndigheder kan videregive og indhente oplysninger om mine private forhold, hvis det er nødvendigt for at kunne behandle denne ansøgning. Oplysningerne kan videregives til og indhentes fra andre danske eller udenlandske myndigheder, herunder politimyndigheder.^{4/7}

Det gælder fx oplysninger om:

- Evt. straffesager mod mig
- Hvem jeg er i familie med
- De dokumenter, som jeg har vedlagt min ansøgning, herunder oplysninger om dokumenternes ægthed

Jeg giver desuden samtykke til, at myndigheder, som til brug for behandlingen af min ansøgning hører af Udlændingestyrelsen og Statsforvaltningen, kan indhente oplysninger om mine private forhold til brug for besvarelsen af høringen.

C. Information om, at myndighederne kan give oplysninger om dig videre til de danske efterretningstjenester og til den danske anklagemyndighed

De oplysninger og dokumenter, som du har givet i forbindelse med din ansøgning, kan blive videregivet til de danske efterretningstjenester og til den danske anklagemyndighed, jf. udlændingelovens § 45 a og § 45 c. Dette kan ske på udlændingemyndighedernes initiativ eller på initiativ fra efterretningstjenesterne eller anklagemyndigheden.

Anklagemyndigheden vil kunne benytte disse oplysninger til at vurdere, om der er grundlag for at rejse tiltale mod dig for forbrydelser begået i eller uden for Danmark, til at identificere ofre eller vidner til en konkret forbrydelse, eller til at bistå udenlandsk politi.

D. Information om, at nogle oplysninger også vil blive givet til de lokale danske myndigheder

De danske udlændingemyndigheder vil kunne give visse oplysninger videre til den kommune, som du kommer til at bo i, hvis du får EU-opholdsdokument.

Det gælder fx oplysninger om:

- Grundlaget for dit EU-opholdsdokument
- Eventuelle betingelser for dit EU-opholdsdokument, der er gjort undtagelse fra

Kommunen vil blive informeret, hvis

- dit EU-opholdsdokument senere nægtes forlænget eller bliver inddraget,
- det senere konstateres, at dit EU-opholdsdokument er bortfaldet, eller
- dit EU-opholdsdokument bliver gjort tidsubegrænset.

E. Information om, at de danske myndigheder har registreret oplysninger om dig og dine forhold

De oplysninger, som du giver eller har givet i forbindelse med din ansøgning om EU-opholdsdokument, vil blive registreret i Udlændingestyrelsens registre. Det samme gælder oplysninger, som du senere giver i forbindelse med ansøgninger om fortsat ophold i Danmark.

Når du med henblik på registrering i Det Centrale Personregister fremviser dit opholdsdokument på folkeregisteret / borgerservice, vil dette blive registreret i Det Centrale Personregister.

Det Centrale Personregister er et edb-register, som det danske Økonomi- og Indenrigsministerium er ansvarligt for.

Oplysningerne i Udlændingestyrelsens registre og Det Centrale Personregister vil blive brugt i forbindelse med behandling af spørgsmål vedrørende dit ophold i Danmark. Statsforvaltningen (sagsoplysning), politiet (sagsoplysning eller kontrol) samt Justitsministeriet (klagebehandling) vil have adgang til de oplysninger, der er registreret i Udlændingestyrelsens registre og Det Centrale Personregister om dig.

Andre relevante myndigheder eller organisationer vil eventuelt modtage oplysninger om dig fra Udlændingestyrelsens registre og Det Centrale Personregister, såfremt de har brug for oplysningerne i forbindelse med behandling af spørgsmål vedrørende dit ophold i Danmark.

Du har pligt til at meddele de oplysninger, som er nødvendige til bedømmelse af, om du kan få EU-opholdsdokument i Danmark. Hvis du ikke meddeler disse oplysninger, risikerer du at blive straffet med bøde eller fængsel i indtil 4 måneder, og du risikerer, at du ikke får EU-opholdsdokument. Du har ret til at få indsigt i de oplysninger, der registreres om dig i Udlændingestyrelsens registre og Det Centrale Personregister. Henvendelse herom kan ske til Udlændingestyrelsen, Ryesgade 53, 2100 København Ø.

Persondataloven

Vi behandler din sag efter persondataloven. Ifølge persondatalovens bestemmelser har parter og andre registrerede personer – med visse undtagelser – bl.a. ret til indsigt i de personoplysninger, Statsforvaltningen indhenter i forbindelse med behandlingen af sagen. Du kan finde yderligere oplysninger om reglerne i Persondataloven på

A. Sworn declaration of correctness

I solemnly swear that the information I have given in this application is correct and complete.

If the information is found to be false or incomplete, I am subject to the following penalties:

- Fine or imprisonment of up to two years
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false or incomplete information
- My EU-Residence Document can be revoked

B. Declaration of consent to allow authorities to gather necessary information

I consent to letting the relevant authorities obtain and pass on information about my private affairs for the purpose of enabling them to process my application. Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities.

Such information includes:

- Previous criminal proceedings against me
- My familial relations
- Verification that the documents submitted with my application are genuine

I also consent to giving authorities contacted by the Danish Immigration Service and the State Administration while processing my application permission to gather information about my private affairs for use in responding to the Immigration Service's enquiry.

C. Notification that information can be passed on to Danish intelligence agencies and prosecuting authorities

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority (Aliens Act section 45 a and section 45 c). This process can be initiated by Danish immigration authorities, Danish intelligence agencies or the Danish public prosecutor.

The prosecuting authority will be able to use the information to evaluate whether there are grounds for prosecuting you for crimes committed in Denmark or abroad, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

D. Notification that some information will be passed on to local Danish authorities

Danish immigration authorities are permitted to give certain information to the municipality (Kommune) in which you settle if you receive an EU-Residence Document.

Such information includes:

- The grounds for issuing you a EU-residence certificate
- Exemptions to restrictions placed on your EU-residence certificate (if any)

The municipality will be informed if:

- Your EU-Residence Document is revoked or not extended
- Your EU-Residence Document is found to have expired
- Your EU-Residence Document is made permanent

E. Notification that Danish authorities have registered information about you and your affairs

The information you supply or have supplied in connection with your application for a passport will be registered in the Danish Immigration Service's registers. The same holds true for any information you give in conjunction with an application to extend your residence.

If you receive an EU-Residence Document, it will be registered in the Central Person Register. The Central Person Register is a computerised register maintained by the Ministry of Economic Affairs and the Interior.

The information in the Danish Immigration Service's registers and the Central Person Register will be used to answer questions relating to your residence in Denmark. State Administration (record keeping), the police (record keeping and verification) and the Ministry of Justice (reviewing complaints) will have access to the information about you contained in the Danish Immigration Service's registers and the Central Person Register.

Other authorities or organisations will receive information about you from the Danish Immigration Service's registers and the Central Person Register if they require the information to address questions relating to your residence in Denmark.

You are obligated to provide the information necessary for deciding whether you are eligible for a Danish EU-Residence Document. Failure to provide the information can result in a fine or up to four months imprisonment, as well as placing your EU-Residence Document in jeopardy. You are entitled to right of access to the information about you in the Danish Immigration Service's registers and the Central Person Register. Enquiries about this can be addressed to the Danish Immigration Service, Ryesgade 53, DK-2100 Copenhagen Ø.

Personal Data Act

We will process your case in accordance with the Personal Data Act. Under the provisions of the Personal Data Act, the parties concerned and other registered persons – with some exceptions – are entitled to view the person data collected by the State Administration in dealing with the case. You can find further information on the rules in the Person Data Act at www.statsforvaltningen.dk/persondataloven.

8. Underskrift – ansøger / Signature – the applicant

Jeg bekræfter ved min underskrift at have læst, forstået og accepteret indholdet af pkt. 7 / By signing below, I confirm that I have read, understood and accepted the terms laid out in section 7

Dato og sted/ Date and place

Underskrift / Signature

Kontaktoplysninger Statsforvaltningen / *contact information*

Statsforvaltningen Afdeling Aabenraa

Storetorv 10
6200 Aabenraa

Statsforvaltningen Afdeling Aalborg

Aalborghus Slot
Slotspladsen 1
9000 Aalborg

Statsforvaltningen Afdeling Aarhus

Lyseng Allé 1
8270 Højbjerg

Statsforvaltningen Afdeling København

Ellebjergrvej 52
2450 København SV

Statsforvaltningen Afdeling Odense

Mogensensvej 24 C, 1.
5000 Odense C

Statsforvaltningen Afdeling Rønne

Østre Ringvej 1
3700 Rønne

Skriftlige henvendelser rettes til Statsforvaltningen Afdelingskontoret Aabenraa, Storetorv 10, 6200 Aabenraa eller euophold@statsforvaltningen.dk

Se oplysninger om telefon- og åbningstider på www.statsforvaltningen.dk

Forbeholdt myndighederne / *For official use only*

Navne og pasoplysninger er i overensstemmelse med forevist legitimation

Der vedlægges:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Pas eller anden rejselegitimation <input type="checkbox"/> Foto <input type="checkbox"/> Arbejdstilbud (ikke over 30 dage gammel) <input type="checkbox"/> Dokumentation for studie <input type="checkbox"/> Erklæring vedr. selvforsørgelse (studerende) <input type="checkbox"/> Dokumentation for egne midler (max. 14 dage gammel) <input type="checkbox"/> Fødselsattest | <ul style="list-style-type: none"> <input type="checkbox"/> Samlivserklæring <input type="checkbox"/> Vielsesattest <input type="checkbox"/> Samtykke fra forældremyndighedsindehaver <input type="checkbox"/> Dokumentation for selvstændig virksomhed <input type="checkbox"/> Dokumentation/redegørelse for 5 års lovligt ophold <input type="checkbox"/> Andet: |
|--|---|

Modtaget dato

Modtaget af

Statsforvaltningen har ved modtagelsen af ansøgningen anmodet ansøger om at indsende følgende dokumentation:

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Foto <input type="checkbox"/> Arbejdstilbud (ikke over 30 dage gammel) <input type="checkbox"/> Dokumentation for studie <input type="checkbox"/> Dokumentation for egne midler (max. 14 dage gammel) <input type="checkbox"/> Fødselsattest <input type="checkbox"/> Samlivserklæring | <ul style="list-style-type: none"> <input type="checkbox"/> Vielsesattest <input type="checkbox"/> Samtykke fra forældremyndighedsindehaver <input type="checkbox"/> Dokumentation for selvstændig virksomhed <input type="checkbox"/> Dokumentation/redegørelse for 5 års lovligt ophold <input type="checkbox"/> Andet: |
|--|--|

Statsforvaltningens eventuelle bemærkninger i forbindelse med ansøgningens modtagelse:

Selvforsørgelseserklæring / *Declaration on self-support*

Navn/*Name*: _____

Fødselsdato/*Date of birth*: _____

Nationalitet/*Nationality*: _____

Undertegnede EU-statsborger, der har søgt om EU-registreringsbevis som studerende i Danmark i medfør af EU-opholdsbekendtgørelsen § 5, erklærer herved at råde over tilstrækkelige midler til mit og min families underhold i Danmark uden at falde det offentlige til byrde under mit ophold.

I the undersigned EU citizen, having applied for an EU registration certificate as a student in Denmark pursuant to § 5 of the Danish Executive Order on EU residence, hereby declare that I have sufficient resources to support myself and my family in Denmark without burdening the state during my stay.

Dato/*Date*

Underskrift/*Signature*

Erklæring om studieaktivitet efter reglerne om statens uddannelsesstøtte

Udfyldes af uddannelsesinstitutionen

*Declaration on study activity
to be completed by the Danish host institution*

Person ID _____

Oplysninger om uddannelsesinstitutionen

| |
|-------------------------|
| Undertegnede (navn): |
| Stilling: |
| Uddannelsesinstitution: |

erklærer, at

Oplysninger om den studerende

| |
|--------------------------|
| Navn: |
| Fødedato: |
| Nationalitet: |
| Studium: |
| Påbegyndt dato: |
| Forventes afsluttet den: |

er studieaktiv efter reglerne om statens uddannelsesstøtte

dato, underskrift og stempel

| | |
|---------------|---|
| Dato og sted: | Studiekontorets underskrift og stempel: |
|---------------|---|

International House for Students

Dear international student,

We have made it easy for you to get your CPR number:

1. Apply at ihcph.dk
2. Wait for your invitation letter
3. Go to International House Copenhagen for an ID check.
If your application is approved, you will get your CPR number right away.

We are open just for you

Friday 1 February from 15:00 -17:00 and Thursday 7 February from 16.00-18.00

Please bring your passport /National ID and all other relevant documents.

From 28 January-8 February 2019, you will **not** be able to get your CPR number during normal opening hours.

We look forward to welcoming you to Copenhagen!

International House Copenhagen

Gyldenløvesgade 11

1600 Copenhagen V

We ask students living in Frederiksberg and Lyngby-Taarbæk to register at:

Frederiksberg Citizen Service

Smallegade 1

2000 Frederiksberg

Lyngby-Taarbæk Citizen Service

Toftebæksvej 12

2800 Kgs. Lyngby

NemID – How to get it.

Visit a citizen service center and bring:

- Health insurance card (Yellow Card) The card is sent to you within 2-4 weeks.
- ID with picture: Passport, National Id Card, EU/EEA driver's license, Residence card (pink)

NemID consists of a user ID, a password and a code card (one-time codes) The code card will be sent to you by ordinary post.

If you wish to get instant issuance of the NemID you must bring a witness who

- Is min.18 years old
- Accepts to be registered with full name, CPR and Id with picture
- Has had a NemId for min. 30 days
- Has not been registered as a witness more than 3 times during the last 120 days

If you live in Copenhagen, Please book an appointment here: www.international.kk.dk/nemid

If you do not live in Copenhagen, you can visit your local citizen service center when you get your health insurance card.

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Legend

- Departments
- Oticon Hall
- Administration
- Campus Service
- Halls of Residence and guest houses
- Scion DTU
- Instructional buildings
- Bus stops
- Canteens
- DTU Library
- DTU Meeting Centre
- DTU Street Food



Trains & Stations



DOT

Cruise Ships



Legend

- Tourist information
- Cruise ships
- Long distance buses
- Toilet
- Playground
- City bike
- Bike rental
- Drinking water
- Hostel
- Pharmacy
- Church/Synagogue
- Exchange
- Bathing
- Parking
- Harbour cruise
- Sightseeing
- Post Office
- The Harbour Circle
- Green Cycle Routes
- Self-guided walk
- Train & Metro
- Buses
- Harbour Bus
- Sights

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 visitor@visitorservice.dk
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North Zealand

