Welcome Guide
for international employees, PhD students & guests
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Last updated: 4 September 2017 by Cassie Wu
This Danish KZ III aircraft was in use from 1944 – 1980 and now hangs in the DTU Library, Lyngby.
International Faculty Services

International Faculty Services (IFS), Corporate HR assists with the recruitment, relocation and retention of DTU’s international researchers, PhD students, guests and their families.

We look forward to welcoming you to Denmark. Please let us know if you have any questions.

Recruitment & Relocation Support
Work & Residence Permit
EU Residence Document

Annette Juel Baunsgaard
+45 45 25 10 33
ajb@adm.dtu.dk

Chiara Marmugi
+45 93 51 12 94
chima@adm.dtu.dk

Nadja Dahlberg
+45 45 25 71 68
nadda@adm.dtu.dk

Mikkel Hougaard Orlovski
+45 45 25 78 26
mihor@adm.dtu.dk

Mariella Foght
+45 45 25 78 14
mf@adm.dtu.dk

Kamille Strouhal
+45 45 25 71 02
kls@adm.dtu.dk

Rebecca Graf
+45 45 25 78 19
resau@adm.dtu.dk

Cassie Wu
+45 45 25 01 19
caswu@adm.dtu.dk

Mette Hermannsen
+45 45 25 78 15
mecah@adm.dtu.dk

International Housing Foundation

Erica Lambert / Anders Krøll
+45 45 25 10 83 / +45 45 25 12 51
housing@adm.dtu.dk

Heidi Thomsen Dahlgaard
(on maternity leave)

Head of Recruitment & IFS

Tina Messerschmidt Nielsen
+45 45 25 71 00
tnn@adm.dtu.dk
Checklist

Please use the checklist below as a guide to the practical matters that you will need to take care of when moving to Denmark. You will find detailed information about each of the points on the following pages.

**Before Arrival**

☐ **Non-EU citizens**: Apply for your work and residence permit (at least 1-2 months in advance)

☐ **EU citizens**: Apply for your EU residence document (up to 1 month in advance)

☐ Find accommodation in Denmark

☐ Research daycares and schools

**Upon Arrival**

☐ Register for your CPR number and health insurance card

☐ Apply for a tax card (ordinary tax scheme)
   
   *If you wish to apply for the researcher tax scheme, please inform Corporate HR. We will apply on your behalf.*

☐ Open a bank account and designate it as your NemKonto. Ask your bank to order a NemID for you.

☐ Set up your e-Boks account

☐ Establish a social network

**During Your Employment at DTU**

*Always remember to contact IFS in the following cases:*

- Extension of contract
- Changes to your contract (part-time, leave of absence, etc.)
- Leaving Denmark for an extended period of time
- Pregnancy and childbirth
Charlottenlund Castle, located north of Copenhagen, currently houses DTU Aqua – National Institute of Aquatic Resources.
You can find detailed information regarding residency for foreign nationals in Denmark at newtodenmark.dk

**Overview**
The rules for residing and working in Denmark depend on your country of origin and the purpose and length of your stay in Denmark. A work permit is valid for the same period as the residence permit unless otherwise stated on the work permit.

The Danish Agency for International Recruitment and Integration (SIRI) will make decisions on a case-by-case basis.

**Citizens of the Nordic countries**
Citizens of the Nordic countries, i.e. Sweden, Norway, Finland and Iceland, do not require a residence or work permit.

**EU/EEA and Swiss citizens**
EU/EEA* and Swiss citizens are free to stay in Denmark for up to 3 months without registering for a residence document.

If your stay in Denmark will exceed 3 months, you will need to obtain an EU/EEA residence document [opholdsbevis], which is issued by the State Administration [Statsforvaltningen].

International Faculty Services will start the application process, and you will receive further instructions on how to complete the application.

**Need more information?**
Please contact Statsforvaltningen at:
+45 72 56 70 36
euophold@statsforvaltningen.dk
Statsforvaltningen København
Ellebjergvej 52
2450 København SV

You can find Statsforvaltningen’s opening hours here.

**Citizens from outside the EU**
Non-EU citizens must apply for a residence and work permit before coming to Denmark. Normally, a processing fee will need to be paid.

International Faculty Services will start the application process and send you further instructions on how to complete the application. Please let us know if you have accompanying family members so that their applications can be submitted at the same time.

We strongly advise you to apply early, since it takes a minimum of 4 weeks to obtain the permit. Read more about The Danish Agency for International Recruitment and Integration (SIRI)’s service goals.

It is important to fill out the application forms correctly and attach all required documents. There is a checklist in the application form. Please review this list carefully.

**Exceptions to the need for a work permit**
In certain cases, non-EU citizens can perform certain types of work-related activities while in Denmark on a visa, without holding a work and residence permit.

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* EU citizens are citizens from Austria, Belgium, Bulgaria, Croatia, Cyprus (applies to the Greek-Cypriot area only), the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania Slovakia, Slovenia, Spain, Sweden and the United Kingdom. EEA-citizens are citizens from Liechtenstein, Norway and Iceland. Citizens of Switzerland fall under the same rules as EU/EEA citizens.
Such activities include teaching, attending a course or participating in meetings, negotiations, briefings and training.

It is important to determine whether you need a work and residence permit or a visa before you arrive in Denmark. Please contact IFS with any questions you may have. You can also find more information at newtodenmark.dk.

Lapsed residence permit
If you leave Denmark for an extended period of time, or if you no longer maintain a residence in Denmark, your residence permit may lapse. This means that you can lose the right to reside in Denmark and that you may be denied re-entry when you return.

Your residence permit can lapse if you:
- give up your residence or are no longer registered at a Danish address with the national registration office (see page 9)
- fail to enter Denmark no later than 6 months after you were granted a residence permit
- stay outside Denmark for more than 6 months
- no longer fulfill the requirements of your work and residence permit (e.g., if you take unpaid leave or start working part-time)

Note that a residence permit for a child under 18 will lapse if the child has resided outside Denmark for more than 3 consecutive months in a way that is detrimental to the child’s schooling and integration.

Some types of work and residence permits are exempt from these rules and will not lapse. Please make sure to read your permit carefully.

Please review the complete rules regarding a lapsed residence permit here.

You can apply for a dispensation to prevent your residence permit from lapsing. If you require a dispensation or have further questions, please contact IFS for assistance (page 4).
Registration (CPR number)

If you intend to stay in Denmark for more than 3 months, you must register with the national registration office [folkeregister] and receive a CPR number (social security number). This must be done within 5 days of arriving in Denmark, however it is best to register immediately upon arrival. After registering, you will also receive your health insurance certificate [sygesikringsbevis].

Please note that EU/EEA citizens must have a valid EU residence document and non-EU citizens must have a valid work and residence permit (see page 7) in order to register.

As of 1 June 2017, you can apply for your CPR number online if you will live in Copenhagen or one of these municipalities. After submitting your application, you will receive a link to book an appointment at the International House Copenhagen. You and your family must appear in person and bring all the required documents with you:

- EU residence document or work and residence permit (non-EU citizens)
- Passport
- Marriage certificate or registered partnership certificate, if applicable
- Birth certificates for accompanying children
- Proof of address in Denmark for at least 3 months (a lease agreement or letter from the owner)

At the International House, you will receive your CPR number the same day.

You can also visit your local municipality to apply for your CPR number in person, without using the online application. Please note, however, that it may take a few days before you receive your CPR number by post.

Please make sure to inform your department secretary and Corporate HR of your CPR number.

International House Copenhagen

International House Copenhagen is a service center geared toward all international citizens living in the greater Copenhagen area. At the International House, you can receive help with:

- your CPR number and tax card
- your health insurance card and choosing a general practitioner
- EU registration document (limited opening hours)
- job searches for accompanying spouses and students
- exchanging your driver’s licence

* To receive your CPR number at International House Copenhagen, you must be a resident in one of municipalities listed here. If you live in a different municipality, please visit your local Citizen Service office (see page 10).
Municipal Offices

Kongens Lyngby
Borgerservice
Toftebæksvej 12, Ground floor
2800 Kgs. Lyngby
+45 45 97 30 00
borgerservice@ltk.dk

Frederiksberg
Frederiksberg City Hall
Smallegade 1, 1st floor
2000 Frederiksberg
+45 38 21 21 21
borgerservice@frederiksberg.dk

Roskilde
Borgerservice
Roskilde City Hall
Rådhusbuen 1
4000 Roskilde
+45 46 31 30 00
borgerservice@roskilde.dk

Aarhus
Aarhus Kommune Borgerservice
Dokk 1
Hack Kampmanns Plads 2
8000 Aarhus C
+45 89 40 22 22

International Citizen Service in Aarhus
Meet Citizens’ Services Aarhus, SKAT and the State Administration for Central Jutland at the International Citizen Service office, located at International Community in Aarhus.

The International Citizen Service is for all international employees and their families in the Aarhus area, and it is a central point of access to relevant authorities in Denmark.

International Citizen Service offers in-person assistance with applications for:
- EU residence document
- CPR number and Health Insurance Card
- Tax card and introduction to the tax system

Aarhus International Citizen Service is located at:

International Community
Åboulevarden 31, 1st floor
8000 Aarhus C
+45 72 22 33 75
west@icitizen.dk

Read more about International Citizen Service in Aarhus here.
Danish Health Insurance Card

Everyone who has a valid CPR number and an address in Denmark can obtain free medical treatment at the doctor’s office and at hospitals.

When you register for your CPR number (see page 9), you will be asked to provide information about your health insurance country to Udbetaling Danmark. This information is used to determine which country will pay for your care when you use the Danish public health insurance system.

You will also be asked to choose a primary general practitioner. You are free to choose a male or a female doctor.

Once you have received your CPR number, you will be covered by the Danish public health insurance system. A national health insurance card will be sent to you in the mail. This is a yellow plastic card with your name, address, CPR number and the name of your general practitioner.

The time it takes to receive a national health insurance card varies considerably from one municipality to the other, and it may take up to 6 weeks.

If you have any problems receiving your health insurance card, you should contact your municipality.

Always remember to bring the card with you to doctor’s and dentist’s appointments, the emergency room, or if you are admitted to the hospital. Please note that in Denmark, medicine and dental treatment are subsidized but not free.

Blue European Health Insurance Card

EU/EEA citizens are entitled to a blue European Health Insurance Card, which must be used if you need medical treatment when traveling within the EU/EEA for private purposes. With the blue card, you will be entitled to receive the same public medical treatment as citizens in the country in which you are traveling. You must request your card online. Please note that it is still necessary to purchase a private travel insurance plan if you wish to have insurance coverage for the costs of home transportation due to illness.

Citizens from outside the EU/EEA normally do not qualify for the blue European Health Insurance Card and must therefore purchase a private insurance plan when traveling outside of Denmark. In some cases, a non-EU citizen who is married to an EU citizen can obtain a blue European Health Insurance Card. For more information, please contact IFS.

Stay in Denmark for less than 3 months

If you will stay in Denmark for less than 3 months, you will not be covered by the Danish public health insurance system. Consequently, you will need to purchase a private health insurance plan prior to your arrival.

You may, for example, choose to purchase the Schengen insurance plan, which covers travelers staying in the Schengen countries (Austria, Belgium, Denmark, Finland, France, Germany, Greece, Holland, Iceland, Italy, Luxembourg, Norway, Portugal, Spain and Sweden), Greenland or the Faroe Islands for a period of 1 day to 6 months. The insurance plan can be taken out by any person irrespective of nationality. The plan covers expenses in connection with illness up to a maximum amount of 250.000 DKK. Furthermore, the insurance covers personal liability.
Taxation

Overview of the Danish Tax System
Please review this detailed guide regarding taxes in Denmark, published by the Danish Tax Authority (SKAT).

Researcher Tax Scheme
In Denmark, there are favorable rules for the taxation of researchers and scientists from abroad. Under the Researcher Tax Scheme, scientists recruited abroad are eligible to pay a lower tax rate for their first 5 years in Denmark, provided they meet the required qualifications.

The Researcher Tax Scheme is a flat-rate income tax of 26%. This tax rate is applied after a mandatory labour market contribution of 8%, making the effective tax rate 31.92%.

To be eligible for the Researcher Tax Scheme, you must be employed in a research position at the post-doc level or higher, and you must not have had any tax liability to Denmark within the last 10 years.

If you are interested in applying, please contact your department secretary or Corporate HR, who will apply for the Researcher Tax Scheme on your behalf. You must have received a Danish CPR number before DTU can submit an application.

What is a Tax Card?

A tax card informs your employer of your tax liability and your tax allowance [skattemæssigt fradrag]. This is calculated based on your expected yearly income and relevant deductions. There are 3 different types of tax cards, and they are all handled electronically:

Frikort (Free tax card)
Each year, you are entitled to earn a certain portion of income that is tax-free. The amount varies from person to person, as it depends on which county you live in. Your frikort is automatically sent to your employer, and once you have earned more than the allowed tax-free amount, your employer will switch over to either your primary or secondary tax card.

Hovedkort (Primary tax card)
Your primary tax card may only be used by 1 employer. This is normally your primary place of employment (where you earn the majority of your income).

Bikort (Secondary tax card)
If you have more than one job, you will use your secondary tax card for all other employers besides your primary employer. This card may be used by multiple employers.

If you do not have a tax card, DTU is required to withhold 55 % of your salary (+ 8 % labour market contributions) for taxes without allowances.
Please note that DTU can only apply for the 26% tax scheme if you are employed for more than 14 days.

**Tax card under the Researcher Tax Scheme**

If a researcher only receives income from DTU and if this income is covered by the Researcher Tax Scheme, no additional tax deduction card needs to be issued. The 26% tax will be withheld from your monthly salary once DTU receives approval from SKAT. However, if you have additional Danish income, e.g. fees from lectures, additional employment, etc., you will be taxed on this income under the normal rules and a **tax card** must be issued.

After 5 years of employment, you will no longer be covered by the 26% tax scheme. You will need to contact the tax authorities to obtain a new tax card.

**Ordinary taxation**

Employees who have not yet attained a research level corresponding to a postdoc level or higher (i.e., all PhD students and research assistants) must **fill out and submit this form** to obtain a tax card. If you are married, please submit a copy and official translation of your marriage certificate.

You can also receive help with your application at the International House Copenhagen (see page 9).

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**Visiting the Tax Office**

You must call SKAT to make an appointment before visiting your local Tax Office.

Phone: +45 72 22 18 18

Phone hours: Monday 9 - 17, Tuesday - Thursday 9 - 16, Friday 9 - 14

Appointments may be made within the following hours:
Monday 10 - 16, Tuesday - Friday 10 - 14
In order to receive your monthly salary from DTU, you will need to open a Danish bank account and designate it as your NemKonto. Everybody in Denmark must have a NemKonto in order to receive payments from the public sector (tax refunds, child subsidies, pension savings, etc.).

Since DTU is a public institution, your salary will be transferred electronically to your NemKonto each month. We ask that you designate your NemKonto as soon as possible.

Please remember to bring the following documentation with you to open a bank account:

- Danish address
- Health insurance card (or CPR letter as documentation)
- Passport (EU citizens can present an EU driver's licence)
- Employment contract
- Documentation of your personal finances

NemID

NemID is a secure login tool that is used by the public sector, banks and other businesses. It consists of a user ID, a password and a code card (one-time passwords).

You will need a NemID in order to use online banking and many other self-service functions, such as updating your preliminary tax assessment, changing your address, signing up for childcare, etc.

Please ask your bank to order a NemID for you when you open an account.
e-Boks

e-Boks is a free, secure, electronic inbox where you will receive digital post from the public sector and many private companies.

All individuals in Denmark are required to have an e-Boks account in order to receive mail from the public sector. All communication is sent digitally, so you will not receive letters by post.

It is important to set up your account as soon as you have received your NemID.

Authorities such as SKAT, SIRI and your local municipality will send important information to you in your e-Boks (tax return, notices regarding work and residence permits, childcare, etc.).

You will also receive your monthly payslips from DTU in your e-Boks.

Many private companies also use e-Boks, so you can choose to receive monthly bank statements, yearly pension reports, subscriptions, etc. digitally instead of by post.

Remember to check your e-Boks regularly. You can set up your account to receive e-mail and text alerts when you receive new post.

Pay and Working Hours

As a state employee, your pay is regulated by collective agreements between relevant trade unions and the Danish state. The standard wage system has, however, been modified in order to accommodate for negotiations for higher pay based on individual qualifications.

Your pay is regulated annually in accordance with the collective agreement. It is also regulated locally upon negotiation with DTU.

As a state employee, your work week consists of 37 hours. You will receive your monthly salary in your NemKonto, and you will receive a digital payslip in your e-Boks.

Secondary Employment

Secondary employment is defined as both work-related secondary jobs that are carried out as a result of DTU employment (professional secondary employment), and secondary jobs of a commercial nature that are carried out alongside your employment at DTU (commercial secondary employment).

DTU has a set of guidelines related to secondary employment, which all employees must follow. Please contact your manager if you already have or are considering secondary employment.
Holiday

The Danish Holiday Act
By law, all employees are entitled to take 25 holiday days per holiday year in Denmark, but not everyone is entitled to paid holiday days. Whether you are entitled to paid holiday depends on how much paid holiday you earned during the previous calendar year.

In the example below, you are entitled to take 14.56 paid holiday days. The remaining 10.44 holiday days will be unpaid unless you have a holiday allowance from a previous employer in Denmark. Regarding the special holiday days, however, you cannot take off more time than you have earned.

How to earn and spend holiday days

You earn paid holiday days and special holiday days during the calendar year (1 January – 31 December):

You can spend these earned days during the following holiday year (1 May – 30 April):

Example:
If you start working on 1 June 2017, then you are entitled to:

7 months x 2.08 = 14.56 paid holiday days and
7 months x 0.42 = 2.94 paid special holiday days

that you can use during the following holiday year, starting 1 May 2018.
**Concurrent Holiday**
An alternative to the Danish Holiday Act

DTU recognizes that the standard Danish Holiday Act can be challenging for international researchers who will be in Denmark for a shorter period. The university can therefore offer new employees a concurrent holiday plan in accordance with the following guidelines.

As indicated by its name, concurrent holiday must be taken in concurrence with its accrual. You earn paid holiday days at the same rate as under the Danish Holiday Act, however you are allowed to take these days as early as the following month.

The following employees can choose to take concurrent holiday:

- PhD students
- Research assistants
- Postdocs, assistant professors, researchers, associate professors, senior researchers, professors and professors with special duties within the job structure for scientific staff at universities
- Department heads
- Assistant professors and associate professors within the job structure associated with the bachelor of engineering and export engineering courses

Please note that the concurrent holiday plan is merely an offer for employees and is not implemented automatically. Individual employees must therefore, at the time of their employment, determine whether they wish to enter into an agreement with DTU regarding concurrent holiday, or whether they wish to be covered by the general holiday rules as stated in the Danish Holiday Act.

For more detailed information regarding the concurrent holiday plan, please read the full guidelines here (requires DTU login).
Pension Scheme

Pension
As an employee at DTU, you are covered by a collective pension scheme, which means that 17.1% of your gross salary is saved in a pension plan. In principle, the 17.1% is divided between the employer (2/3) and the employee (1/3). The contribution is, however, shown as a separate and additional payment on your paystub. This means that the employee contribution is not deducted from your pay.

Depending on your degree and professional background, you will belong to one of the following pension funds:

- **DIP** – The Danish Pension Fund for Engineers
- **MP pension** – Pension fund for those with a M.A., M.Sc. or a degree in natural sciences, social studies, medical and health sciences or architecture
- **JOP** – Pension fund for those with a degree in law, economics, political and social science

If you fulfill the necessary requirements, you can choose between having your pension contributions paid into the Ordinary Pension Scheme, the International Pension Scheme (§53A) or having your pension paid out as salary.

Ordinary Pension Scheme
Under the Ordinary Pension Scheme, your pension contributions are exempt from taxation when paid into your pension fund. This means that you will not pay taxes at the time of contribution. Instead, you will pay tax when you withdraw your pension savings.

If you choose to have your pension savings paid out upon the termination of your employment and before retirement age, you will have to pay a government duty of 60%. Please note that your pension savings can only be paid out early if and when you choose to leave Denmark.

If you choose to take out your pension when you reach the age of retirement, the savings will be taxed at the appropriate rate according to your tax situation at that time.

International Pension Scheme (§53A)
Under the International Pension Scheme (§53A), your monthly contributions will be taxed as income at the time of contribution.

When you withdraw your pension savings, you will not pay any additional taxes. You can withdraw the savings at any time (before or at the age of retirement) without paying an additional government duty.

Additional Insurance Coverage (Ordinary Pension Scheme & International Pension Scheme)
When paying into the Ordinary Pension Scheme or the International Pension Scheme, your pension fund will offer a variety of different insurance plans, such as life insurance, disability insurance, etc. You can find general information in the Ministry of Finance’s brochure, Employment in the Danish State Sector (Chapter 4). For more detailed information, please contact your pension fund directly.

Pension Paid Out as Salary
New and existing international employees may choose to have their pension contributions paid out as salary if they fulfill the following requirements:

- are employed as scientific academic staff or as PhD fellows
- were recruited abroad (non-Danish address when first recruited)
- do not hold Danish citizenship
- are employed in a fixed-term position for a maximum period of five years, including contract renewals (six years if agreed upon by the relevant union)

Please note that with the exception of a basic group life insurance coverage, employees renounce the additional insurance coverage linked to the ordinary pension scheme, and should therefore consider their need for supplementary private insurance cover.

Please find more information about having your pension paid out as salary here (requires DTU login).

Taxation when paid out as salary
Pension contributions paid out as salary will be taxed according to the general taxation status of employees, regardless of whether they are taxed under the Researcher Tax Scheme or are taxed in accordance with the standard Danish taxation rules.

How to apply
New employees may apply to have their 17,1% pension contributions paid into the Ordinary Pension Scheme, the International Pension Scheme (§53A) or paid out as salary by ticking the relevant pension option when completing and signing the Information Sheet for New Employees. Changes can be made at any time but may not be applied retroactively. Any payments already made to a pension fund will remain in the pension fund under that particular scheme.
Insurance

General Insurance
As an employee at DTU, you are covered by a compulsory employers’ liability insurance plan while at work.

You may also wish to consider purchasing additional insurance coverage:

- **Household insurance** covers public liability insurance and personal property
- If you have a car or motor vehicle, you must have a Motor Third-Party Liability Insurance plan, which is compulsory in Denmark.
- Accident insurance to cover accidents outside of work

You are welcome to contact the Danish Insurance Information Service, an impartial advisory body, or the Danish Insurance Association with questions. You can find contact information and more details about insurance in this brochure.

Travel Insurance
When you travel for work outside of Denmark, you must remember to bring a valid travel insurance card issued by DTU. You can pick up the card from your department secretary.

Our vendor is European Travel Insurance [Europæiske rejseforsikring], and they have a 24-hour emergency line: +45 70 10 90 30. More contact details are available on their website.

Please note that the insurance plan does not cover your personal computer if you bring it with you. This should be covered by a separate insurance plan – usually a private insurance plan covering personal property.

If you will combine your business travel with personal travel/vacation, you should make sure to buy a private insurance plan to cover that leg of the journey. You and your family can receive a discount on personal travel insurance from our vendor, Europæiske rejseforsikring. Please see DTU Inside for more details (requires DTU login).

Unemployment Insurance
In Denmark, many employees choose to insure themselves against unemployment. You can do this by joining one of the government-sanctioned unemployment insurance funds [arbejdsløshedskasse or A-kasse]. Typically, you will pay your premium in quarterly installments.

There are many different unemployment insurance funds, and the majority are tailored to workers with specific professional backgrounds (e.g., academics, doctors, lawyers, etc.). In addition to providing unemployment benefits, each A-kasse is also responsible for helping their members find relevant work through individual career counseling and workshops.

Please note that in order to qualify for unemployment benefits, you must be a paying member of an A-kasse for a minimum of 12 months and have worked full-time during this period.

In addition, you may only receive benefits if you have the right to work and reside legally in Denmark while unemployed. Depending on the type of residence permit you have been issued, this may not be the case.

Before you join an A-kasse, we strongly recommend requesting a written answer confirming that your work and residence permit will allow you to receive unemployment benefits.
Trade Unions

You have the right to join a relevant trade union [fagforening] in Denmark. Your employment at DTU is covered by a collective agreement that is negotiated between the relevant trade union and the state, regardless of whether or not you choose to be a paying member of a union.

If you choose to join a union, you will have access to membership benefits such as career counseling, access to network events, discounts on insurance, banking, cultural events, etc.

You can find more information and a list of trade unions here.

Car and Driver’s Licence

Import of a Motor Vehicle
If you bring your car to Denmark, please read the information on Tax’s (SKAT) website regarding bringing a vehicle with foreign license plates to Denmark. There you will find information regarding duty, VAT and registration tax for the import of a used car from abroad.

Please note that it is quite expensive to bring your car to Denmark because of the required duty on motor vehicles. Usually, the duty is about 60% of the value of the car in Denmark, and since cars are expensive here, the duty will often be quite high.

Driver’s Licence
EU/EEA nationals can use their driver’s licence in Denmark, while other nationals must convert their driver’s licence if they establish long-term residence in Denmark.

If you plan on driving in Denmark, please familiarize yourself with Danish traffic laws.

Emergencies

112
In case of emergency, call 112. State your name, phone number, address, city, postal code and the reason for your call. Pay phones do not require money when calling an emergency number.

1813
If you require medical assistance for an injury or sickness that is not life-threatening and your doctor’s office is closed, call 1813. You will receive assistance from a specially trained medical professional, who will determine whether you should go to the nearest hospital.

114 (non-emergency police assistance)
Call 114 if you require non-emergency police assistance. Please find more information about your local police station, driver’s licences, laws, etc. online, where you also can report theft, but not attacks or other offences that demand immediate intervention.
Denmark is unique in that university buildings are not usually located together on a campus. Therefore, housing for students and university staff is not necessarily located on or close to campus like one might expect.

However, DTU does have 2 campuses (Lyngby and Risø), and there are a limited number of accommodations located near DTU’s Lyngby campus for internationals starting a stay in Denmark.

There is a slight possibility you will be able to start out in a DTU guest room or apartment. The minimum stay in a guest accommodation is 1 month and the maximum is 6 months. It is necessary to reserve a DTU guest accommodation well in advance, since there are a limited number. Unfortunately, we cannot accommodate everyone. Please contact your department if you would like to inquire about the availability of DTU guest accommodations.

It is very likely that you will need to find an external accommodation at some point. It is very challenging to find a place to live, but if you are proactive, flexible and determined, you will usually find a home within 4-6 weeks prior to your arrival. Because there are few accommodations within the target price range and size most people seek, it is necessary to act quickly and communicate clearly with potential landlords via e-mail prior to your arrival in Denmark.

Quality of life in Denmark is very high, which means that the cost of living is relatively expensive. It will often be necessary to be flexible with your housing budget in order to find an appropriate accommodation.

When looking for housing, please keep in mind that you will need to present proof of your address in Denmark - valid for at least 3 months - in order to receive your CPR number (see page 9).

Finding Accommodation

It is your responsibility to find an accommodation when you come to Denmark. To start, you will need to search for an external accommodation through housing websites and networking. The options for finding external accommodations are:

1. Search online rental sites.
2. Request a referral to a private landlord from the Housing Consultants at Boligfonden DTU.
3. Hire an external relocation consultant for specialized service.

1. Links to Rental Sites

Below are some useful and quality-tested links to begin your search. Some of them may require a membership fee.

- Boliga Lejnu (in Danish)
- LejeBolig (in Danish)
- FindBolig (in Danish – good for places near Roskilde / Risø – postal code 4000)
- Ejendoms Kontoret
- Housing Denmark

There is very little fraud in Denmark, but some sites are more secure than others. It is a good idea to be cautious when speaking with landlords through Facebook. Ask the Housing Consultants if you are in doubt.

You will need to introduce yourself to landlords via e-mail. If a landlord answers, then you may enter a dialogue and get answers to your questions or see
pictures.

Google Maps and Google Earth are useful for seeing the surrounding area and checking the distance to your office. To check commutes with public transportation, use Rejseplanen. Public transportation in Denmark is highly effective and reliable, and it is normal to commute at least 30-45 minutes to work each day. Denmark is relatively a very safe country. It is generally not necessary to be very concerned with personal safety and crime when looking for an accommodation.

2. Housing Consultants at Boligfonden DTU

DTU has a private housing foundation (Boligfonden DTU) which provides service related to accommodations for international employees, PhD students and guests who will be at DTU and in Denmark for at least 3 months. (If your stay is for less than 3 months, please contact your department for hotel/hostel recommendations or try Airbnb).

The housing consultants are experienced in real estate and can support in a number of different ways. As soon as you know you are coming to DTU, you should contact them at housing@adm.dtu.dk and ask for an intro e-mail. This will help you get started with your search.

You can send questions about your housing search to the housing consultants at housing@adm.dtu.dk. After you have received a positive answer from a landlord willing to let to you, you can send your Danish lease to them for an English explanation or to double-check a location before you commit. Once you commit to an agreement, it is binding, and there will be an expectation that you will arrive and make payment as agreed upon in the e-mails. Once you receive your Danish lease (usually via e-mail), your landlord is committed to renting to you.

You will then sign the lease and transfer the deposit and first month’s rent to guarantee your commitment. There will be international transfer fees and exchange rate charges. You will then have a home when you arrive in Denmark, and you will be able to get started as quickly as possible with all the other practicalities.

It is ok to ask questions and to ask for a referral to a private landlord if you cannot find one yourself. The fee is 1500 DKK and will only be charged if you make an agreement with a landlord that was referred to you. Your lease explanation in English is included in the fee.

Please allow several days for a response to lease explanations, especially at busier times of the year (June-September, December-February). Danish lease law sets the rules for letting property in Denmark. Your lease should be standard and is secondary to Lease Law. It is advisable to ask the housing consultants or an attorney for assistance with a lease prior to committing.

3. Relocation Services

You may choose to hire a third-party relocation specialist to save time and effort. Many internationals find this is a good solution for their accommodation searches. If you need specialized service or prefer to have someone else search on your behalf, we can recommend:

Copenhagen Housing
http://copenhagenhousing.dk
info@copenhagenhousing.dk / +45 61 68 97 80
Copenhagen Housing on Facebook
Childcare & Education

In Denmark, there are good childcare facilities for children aged 6 months to 6 years, and it is common to send children to a nursery or daycare from a young age. Day nurseries (age 6 months to 3 years) and kindergartens (age 3 to 6 years), however, are not free. Please ask your municipality about prices and waiting lists. You can read more about childcare options here.

Børnehuset Drivhuset
DTU has an integrated nursery + kindergarten located at our Lyngby campus. You can read more about Børnehuset Drivhuset here. You will still need to go through the municipality if you wish to apply for a spot for your child.

Family support
All tax-liable parents with children residing in Denmark receive a quarterly tax-exempt family support payment [familiedyelse] per child under 18 years of age.

Daycare
If you need daycare services for your child (age 1–6 years), please contact your municipality:

Copenhagen:
- Daycare options, enrollment and costs
- Brønshøj, Vanløse, Husum Tingbjerg, Valby: +45 70 25 06 60, press 1
- Bispebjerg, North West area, Nørrebro, Østrebro: +45 70 25 06 60, press 2
- Amager, Christianshavn, Central City, Vesterbro, Enghave: +45 70 25 06 60, press 3

Roskilde: +45 46 31 30 00
Herlev: +45 44 52 70 00
Fureso: +45 72 35 40 00

Primary Education
In Denmark, education is mandatory between the ages of 6 and 15. Once a child is 6 years old, he or she can attend a public Danish primary school for free.

Your child will be given Danish lessons in an integration class for as long as necessary, and will then be transferred to the nearest primary school. Private schools in Denmark charge a tuition fee.

You can read more about primary and secondary education in Denmark here. For an overview of the entire Danish education system (including adult education), please visit The Ministry of Education’s website.

International schools
A number of international schools offer instruction in languages other than Danish. Most of these schools are located in the Copenhagen area and in other large cities. The vast majority of international schools charge a tuition fee – varying from approximately 15,000 DKK to 80,000 DKK per year. Some schools, such as Copenhagen International School, offer limited, need-based financial assistance for parents who are employed on a temporary contract in Denmark.

Interested applicants must contact the individual school to inquire about a spot for their child. Some schools are very popular and have waiting lists. You may also wish to ask if the school can guarantee an after-school care facility for your child. We strongly recommend contacting schools as early as possible.

On the following page, you will find a list of international schools in the greater Copenhagen area. You can also find a list of all the international schools in Denmark here.
• **Bernadotteskolen**  
  Hellerupvej 11, 2900 Hellerup  
  +45 39 62 12 15

• **Birkerød Gymnasium (IB)**  
  Søndervangen 56, 3460 Birkerød  
  +45 45 16 82 20

• **Bjørns International School**  
  Gartnerivej 5, 2100 København Ø  
  +45 39 29 29 37

• **Copenhagen International School**  
  Levantkaj 4-14, 2150 Nordhavn  
  +45 39 46 33 00

• **Europaskolen**  
  Støberigade 1, 2450 København SV  
  +45 61 36 56 19

• **NGG International School**  
  Christianshusvej 16, 2970 Hørsholm  
  +45 45 57 26 16

• **Lycée français Prins Henrik**  
  Frederiksberg Allé 22A, 1820 Frederiksberg  
  +45 33 55 00 64

• **Rygaards International School**  
  Bernstorffsvej 54, 2900 Hellerup  
  +45 39 62 10 53

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**Higher Education**

For spouses who wish to start or continue higher education, The Ministry of Science, Innovation and Higher Education will assess your foreign education and provides you with a declaration comparing your degrees and qualifications with their Danish equivalent.

For more information and access to the relevant application forms, please visit the Ministry’s Guide to Diploma Recognition.

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**Libraries**

There is a public library in most cities in Denmark. Your yellow health insurance card serves as your library card. Some libraries may issue special library cards that you use to check out books.

Most of the services at the public libraries are free. You can often read international newspapers in your local library’s reading room, and you can also find a large number of foreign language books, journals and newspapers at Central Copenhagen Library [Hovedbiblioteket].

If you live in Lyngby, you can find information about local libraries at [www.lyngbybib.dk](http://www.lyngbybib.dk).

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**Need help?**

If you have additional questions regarding childcare or schools for your children, please contact IFS (see page 4).
Public Transportation

Public transportation in Denmark is very efficient. Trains and buses cover the entire country, and Copenhagen has an excellent metro, bus and S-train network.

Below is an overview of some of the tickets and travel cards that may be relevant for you. They are valid for buses, trains and the metro, however please note that some are only valid for specific periods and zones.

The zone system
The Greater Copenhagen region (including Roskilde) is divided into 9 zones. Zone maps are posted at stations and bus stops. The fare depends on the number of coloured zones (zone rings) you will travel through.

The red zone is the zone you are in and forms the basis of the fare calculation. The most expensive colour zone determines the fare, whether your journey ends here or you just pass through the zone. When counting zones, always include the zone you are starting from.

Single tickets
You can purchase single tickets from ticket offices, station vending machines or from bus drivers. The tickets are stamped with time, date and departure zone. The minimum fare is for 2 zones and the maximum fare is for 9 (all) zones.

You must always keep your ticket and/or discount card with you for the duration of your entire journey and present it to a ticket inspector on request.

We strongly advise you to check that the correct zone is stamped on your ticket, otherwise you run the risk of a fine of 750 DKK.

Children
Two children aged 12 and under may travel free of charge when accompanied by an adult. Children aged 12 and under who are travelling alone must pay the child fare. Children aged 16 and under can buy a child’s ticket for 2 or 3 zones. Two children between the age of 12 and 15 (both ages inclusive) can travel together on one adult ticket.

24-hour ticket
A 24-hour ticket offers you 24 hours of unlimited travel by bus, train and metro throughout all the zones of the Greater Copenhagen region. One adult can bring along two children under the age of 12 for free.

The 24-hour ticket is available from ticket offices and manned stations.

Rejsekort
Rejsekort is a personal pre-paid card that can be used to travel throughout the entire country. The price of a journey is determined by the number of zones through which you travel.

When traveling with a Rejsekort, you must check-in at the beginning of each journey and at every transfer point. You do this by holding the card up to the blue card readers located aboard buses and at train stations. When you have completed your journey, always remember to check out.

Pendlerkort (commuter pass)
If you travel through the same zones on a regular basis, a commuter pass may be your cheapest option. When purchasing a monthly pass, you will need to state which zones you wish to travel through. The pass will be valid for unlimited travel during the given period (30-180 days), but only within those
specific zones. Travel through any other zones will require an additional ticket.

There are 3 different ways to purchase a commuter pass:

- **Rejsekort Pendlerkort** – Activate your card by checking in at the beginning of each period.
- **DSB app** for iPhone or Android – Your pass will be downloaded to your phone, and you will show this to both bus drivers and ticket inspectors.
- **Monthly pass (paper)** – Purchase a monthly pass at all DSB stations in the Greater Copenhagen region. Please remember to bring a passport photo (35 x 35 mm). You will receive your pass by post.

**Getting to DTU**
Find information on how to get to DTU here.

Rejseplanen can also help you plan your trip using public transportation.

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**Media Licence**

In Denmark, anyone who has a television or computer, smartphone or tablet with internet access is required to pay a yearly media licence [licens].

The media licence supports Danmarks Radio (DR), which is the country’s largest provider of public media service. DR is obligated to inform, educate and entertain the public while remaining independent of political, financial or commercial bias.

One licence covers one household, i.e., yourself, your partner and children. You are not covered by your roommate's licence. Please read more about the media licence how to pay it on DR's website.
Access to DTU’s Risø Campus

To enter Risø Campus, you need an ID card that you must show whenever you enter the gate security. If you leave Risø after 18:00, or if you work at Risø on the weekend, you must also show your ID card.

To obtain your ID card, you will need to have your photo taken by gate security. They are located in Building 100 and are open every day from 10–17. Your ID card will be available a couple days later; until then, you must wear a guest ID card.

Your ID card must always be visible when you are on DTU’s Risø Campus.
Networks for International Employees and Spouses

DTU has established two social networks geared toward international employees and their families.

**DTU Blender**
DTU Blender organizes social activities for all employees and spouses at DTU. The network started as the International Employee Network in 2010 and has grown to include Danish employees, as well.

DTU Blender encourages the mixing of Danish and international employees and aims to foster an active, welcoming and intercultural social network at DTU.

To join DTU Blender and receive updates about upcoming events, please send an e-mail to DTU-Blender@dtu.dk or follow us on Facebook.

**DTU Spouse Network**
The DTU Spouse Network is open to all international spouses of DTU employees. The network hosts welcome events and a variety of social and professional activities for accompanying families. The goal of the network is to provide support and assistance to international partners who have relocated to Denmark.

To join the DTU Spouse Network, please e-mail Rebecca Graf at resau@adm.dtu.dk.

**CampusNet**
CampusNet is an internal DTU site that is used for teaching and allows members to share information and receive updates from different user groups.

IFS runs a network for international employees on CampusNet, and you will automatically be added to the network after attending our mandatory International Introduction Programme (you will receive an invitation for the introductory program with your employment letter). The network is also a good opportunity to keep in contact with other internationals at DTU.

**Expat in Denmark**
Expat in Denmark is a platform for expats, where you can network and socialize with other expats through events and meetings. You can also find links to information about taxation, healthcare, education, residency, culture and leisure. The network is free for all international citizens living in Denmark.
Danish Lessons

Denmark offers free Danish lessons to international citizens who are registered with the National Registration Office and have received their CPR number.

To begin with, all international citizens have the right to enroll in ‘Intro-Danish’ – an introductory Danish course (250 hours) that must be completed within 18 months. After the successful completion of this course, you will have the right to continue studying intermediate and advanced Danish for free for up to 3 years. Normally, the lessons take place during working hours, but some schools also offer evening classes.

The purpose of the lessons is to develop basic communication skills in Danish, as well as to provide participants with essential information about Denmark’s history, culture and society.

To enroll, please find an authorized language school located near you. You can also contact Hellerup Language School about classes offered at DTU Lyngby or Clavis Language School regarding classes at DTU Risø. You may be asked to take a placement test to determine which class to join.

DTU also offers in-house language training for DTU employees, but a tuition fee is required. For more information about these courses, please call +45 45 25 10 84 or send an e-mail to tilmelding@adm.dtu.dk.

Everybody Necessities

Discount chains
Aldi, Fakta, Netto and Rema 1000
In the big discount chains, you will find everyday necessities such as bread, milk, butter, meat, fruit, vegetables, etc. These discount chains have less of an emphasis on service and choice, but the goods are cheaper.

Supermarkets
Bilka, Føtex, Irma, Kvickly, Meny & SuperBrugsen
The main supermarket chains have a larger assortment of goods, including food items, hardware and clothing. Their service level is typically higher than that of the discount chains.

Opening hours
Supermarkets are typically open from 8 – 20. Stores in Copenhagen may have longer opening hours. DøgnNetto is open until midnight, and the 7-11 chain is open from 7 – 23, with some branches open 24 hours.

International specialties
You can buy most international specialties in kiosks and small specialty shops in Copenhagen. In addition, a wide selection of gourmet goods can be found at Torvehallerne (Frederiksborggade 21, 1360 København K), an indoor/outdoor food market near Nørreport station.
Culture and Leisure

Danes value their spare time, and many participate actively in sports (football, swimming, running, aerobics, badminton, handball, golf), cultural activities or are members of volunteer clubs and associations.

There are also special programs for children in all municipalities. Joining a local sports team or club is a great way to meet new people, pursue an existing hobby and learn about Danish culture.

The following links provide information on how and where you can participate in various activities.

The Danish Ministry of Culture
Leisure in Lyngby - find a local club or association
DGI: Gym Associations
Culture and Nature
DIF: Sports Clubs
Evening Schools
Adult Education [folkehøjskole]

DTU Sport
At DTU in Lyngby and Roskilde, there are several sports clubs open to both students and employees.

At DTU in Lyngby, there is a fitness center and climbing wall that students and employees can join. You can also sign up for a variety of classes, such as yoga, bodybike, gymnastics and badminton. More information is available here.

There is also a swimming pool located near DTU in Lyngby. Please visit their site to find their opening hours and address.

At DTU Risø, there is also a fitness center open to employees. If you wish to become a member, please sign up via DTU Sport’s website.

Public Holidays in Denmark

New Year’s Day [nytårsdag] – 1 January
Maundy Thursday [skærtorsdag]
Good Friday [langfredag]
Easter Sunday [påskedag]
Easter Monday [2. påskedag]
Prayer Day [St. Bededag]
Ascension Day [Kr. Himmelfartsdag]
Whit Sunday [Pinsedag]
Whit Monday [2. Pinsedag]
Constitution Day [Grundlovsdag] – 5 June
Christmas Eve [Juleaftensdag] – 24 December
New Year’s Eve [Nytårsaftensdag] – 31 December
### Dictionary

#### Greetings

<table>
<thead>
<tr>
<th>Danish</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>hej</td>
<td>hello</td>
</tr>
<tr>
<td>hej hej</td>
<td>goodbye</td>
</tr>
<tr>
<td>tak</td>
<td>thank you</td>
</tr>
<tr>
<td>undskyld</td>
<td>excuse me, sorry</td>
</tr>
</tbody>
</table>

#### Housing

<table>
<thead>
<tr>
<th>Danish</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>bolig</td>
<td>accommodation</td>
</tr>
<tr>
<td>lejlighed</td>
<td>apartment</td>
</tr>
<tr>
<td>andelsbolig</td>
<td>cooperative</td>
</tr>
<tr>
<td>ejerlejlighed</td>
<td>condominium</td>
</tr>
<tr>
<td>(privately owned apartment)</td>
<td></td>
</tr>
<tr>
<td>hus</td>
<td>house</td>
</tr>
<tr>
<td>anneks</td>
<td>annex</td>
</tr>
<tr>
<td>værelse (vær., v.)</td>
<td>room</td>
</tr>
<tr>
<td></td>
<td>In Denmark, the living room is included in the number of rooms in an apartment or house. A 2-room apartment will have 1 living room and 1 bedroom.</td>
</tr>
<tr>
<td>rum</td>
<td>room</td>
</tr>
<tr>
<td>kokken</td>
<td>kitchen</td>
</tr>
<tr>
<td>bad / toilet</td>
<td>bathroom</td>
</tr>
<tr>
<td>bruser / bruseniche</td>
<td>shower</td>
</tr>
<tr>
<td>soveværelse</td>
<td>bedroom</td>
</tr>
<tr>
<td>stue</td>
<td>living room</td>
</tr>
<tr>
<td>altan</td>
<td>balcony</td>
</tr>
<tr>
<td>kælder (kld.)</td>
<td>basement</td>
</tr>
<tr>
<td>loft</td>
<td>attic</td>
</tr>
<tr>
<td>mobleret</td>
<td>furnished</td>
</tr>
<tr>
<td>umøbleret</td>
<td>unfurnished</td>
</tr>
<tr>
<td>husdyr</td>
<td>pets</td>
</tr>
<tr>
<td>etage</td>
<td>story</td>
</tr>
<tr>
<td>(e.g., The building is 5 stories high.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Danish</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>st.</td>
<td>ground floor</td>
</tr>
<tr>
<td>1. sal</td>
<td>1st floor</td>
</tr>
<tr>
<td>til højre (th.) /</td>
<td>to the right /</td>
</tr>
<tr>
<td>til venstre (tv.) /</td>
<td>to the left /</td>
</tr>
<tr>
<td>midt for (mf.) /</td>
<td>in the middle /</td>
</tr>
<tr>
<td>kælder (kld.)</td>
<td>basement</td>
</tr>
</tbody>
</table>

These abbreviations are used for your address.

#### Lease terminology

<table>
<thead>
<tr>
<th>Danish</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>lejekontrakt</td>
<td>lease</td>
</tr>
<tr>
<td>fremleje</td>
<td>sublease</td>
</tr>
<tr>
<td>lejer</td>
<td>tenant</td>
</tr>
<tr>
<td>udlejer</td>
<td>landlord</td>
</tr>
<tr>
<td>husleje / leje</td>
<td>rent</td>
</tr>
<tr>
<td>indflytning</td>
<td>move-in</td>
</tr>
<tr>
<td>fraflytning</td>
<td>move-out</td>
</tr>
<tr>
<td>tidsbegrænset</td>
<td>temporary</td>
</tr>
<tr>
<td>tidsubegrænset</td>
<td>permanent</td>
</tr>
<tr>
<td>kr./md.</td>
<td>Danish kroner per month</td>
</tr>
<tr>
<td>betalingssted</td>
<td>landlord's bank registration and account number</td>
</tr>
<tr>
<td>depositum</td>
<td>deposit</td>
</tr>
<tr>
<td>forudbetalt leje</td>
<td>prepaid rent</td>
</tr>
</tbody>
</table>

In Denmark, it is legal to charge 3 months' prepaid rent + 3 months' deposit + the 1st month's rent before move-in, i.e., 7 months' rent when signing the contract. The prepaid rent is applied after you give termination notice at the end of the tenancy, which means that you only owe consumption for the last 3 months.
nyistandsat / uistandsat / som beset
newly renovated / not newly renovated / as-is
This is particularly important, as it is normal to rent a newly painted apartment with newly sanded/lacquered floors. In this case, it is also normal that the deposit will be used to renovate at move-out.

A/C forbrug
consumption (on account)
This is a monthly charge which has been estimated and may be reconciled once per year.

varme
heating

vand
water

elektricitet (el.)
electricity

licens
TV license fee for Danmarks Radio (public broadcasting service, mandatory)

Food & Household

bread
kød
oksekød
svinekød
kylling
fisk
grøntsag
frugt
mælk
sødmælk
letmælk
minimælk
skummetmælk
kærnemælk
laktosefri

ost
hytteost
fløde
smør
margarin
æg
gær

salt
sukker
brun farin
flormelis
bagepulver
bikarbonat
hvedemel
fuldkornshvedemel
majs
ris
olie
eddike
kaffe
the
vin
øl
stanniol / sølvpapir
plastfolie
sæbe
vaskemiddel
opvaskemiddel
afspændingsmiddel
cheese
cottage cheese
cream
butter
margarine
egg
yeast (usually sold fresh, in the refrigerator section)
salt
sugar
brown sugar
powdered sugar
baking powder
baking soda
white flour
whole wheat flour
maize, corn
rice
oil
vinegar
coffee
tea
wine
beer
aluminum foil
plastic wrap
soap
laundry detergent
dishwasher detergent
dishwasher rinse aid
Links and Further Reading

DTU
- Technical University of Denmark (DTU)
- Maps and How to Get to DTU
- DTU Shuttle (172E)

Denmark
- About Denmark
- Facts and Figures about Denmark
- Ministry of Foreign Affairs of Denmark
- The Danish Parliament (Folketinget)
- The Danish Monarchy
- VisitDenmark
- National Bank of Denmark
- Agency for Modernisation, Ministry of Finance
- The Royal Library

Lyngby
- Welcome to Lyngby Municipality

Roskilde
- Welcome to Roskilde Municipality
- Welcome to Roskilde, A Practical Guide for New Citizens (PDF)

Copenhagen
- Visit Copenhagen
- Welcome to Copenhagen Municipality
- Welcome to Frederiksberg Municipality
- Copenhagen Capacity
- AOK – All about Copenhagen
- Copenhagen Post – English newspaper
- The Murmur – English newspaper
- Cinemateket – The Danish Film Institute’s filmhouse, which shows a selection of international, Danish and English-language films

Transportation
- Rejseplanen – Online trip planner for all public transport
- DSB – the Danish railway system
- Copenhagen Airport
- The Copenhagen Metro