Welcome Guide
for international employees and PhD students
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Last updated: 4 November 2015 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) is a department within Corporate HR that 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.

Work & Residence Permits
EU Registration Certificates

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

Stine Bernickow Christensen
+45 45 25 78 19
stbech@adm.dtu.dk

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

Heidi Thomsen Dahlgaard (on maternity leave)

Housing

Erica Frederiksen
+45 45 25 10 83
housing@adm.dtu.dk

Anders Krøll
+45 45 25 12 51
housing@adm.dtu.dk

Recruitment & Relocation Support

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

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

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

Cassie Wu
+45 45 25 78 15
caswu@adm.dtu.dk

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 certificate (up to 1 month in advance)

☐ Find an 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 at DTU. We will apply on your behalf.

☐ Open a bank account and designate it as your NemKonto

☐ Register for your NemID

☐ Sign up for e-Boks

☐ 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.

There are no general rules for residence and/or work permits for accompanying spouses. 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.

If you will stay in Denmark for more than 3 months, you will need to obtain an EU/EEA residence certificate [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 76 00
euophold@statsforvaltningen.dk

If you live in or near Copenhagen, please visit:
Statsforvaltningen København
Ellebjergvej 52
2450 København NV

If you live in Roskilde, please visit:
Statsforvaltningen Ringsted
Nørregade 2
4100 Ringsted

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

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

International Faculty Services will start the application process, and you will receive 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.

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

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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.
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. Such activities include teaching, attending a course or participating in meetings, negotiations, briefings and training.

It is important that you and your department 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 after 3 months 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 regarding termination 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] at International House Copenhagen (see below) or in the municipality where you live. This must be done within 5 days of arriving in Denmark, however it is best to register immediately upon arrival.

After registering, you will then receive your CPR number (social security number) and health insurance certificate [sygesikringsbevis].

Please note that EU/EEA citizens must have a residence certificate from the State Administration authorities before they can register (see page 7), and non-EU citizens must have a valid work and residence permit.

When you register for your CPR number, you must bring the following documentation with you:

- Residence certificate or residence permit
- Passport
- Marriage certificate or registered partnership certificate, if any
- Birth certificates for accompanying children, if any
- Proof of address in Denmark for at least 3 months (a lease agreement or letter from the owner)

If you have a spouse/partner and/or children, you must all come together to the national registration office for registration.

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

International House Copenhagen

International House Copenhagen is a one-stop 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 certificates
- job searches for accompanying spouses and students
- exchanging your driver’s license
- finding schools and childcare options

* 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).

INTER-NATIONAL HOUSE COPENHAGEN

Gyldenløvesgade 11
1600 København V
+45 33 66 66 06
Monday – Wednesday 10 – 15
Thursday 11 – 15 & Friday 10 – 14
Municipal Offices

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

**Frederiksberg**
Frederiksberg City Hall
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

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**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 Registration Certificate
- CPR number and Health Insurance Card
- Tax card and introduction to the tax system

Aarhus International Citizen Service is located at:

**International Community**
Nordhavnsgade 4
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 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 national health insurance card gives you access to free medical treatment at the doctor’s office and the hospital. The time it takes to get 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

As of 1 August 2014, the blue European Health Insurance Card will replace the Danish yellow health insurance card when traveling abroad for private purposes. EU/EEA citizens are entitled to a blue card and must request one online at borger.dk. 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. 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 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 DKK 250,000. 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 at the postdoc level or higher, and you will need to contact your department secretary. He or she will inform 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.

Please note that DTU can only apply for the 26% tax scheme if you are employed for more than 14 days.

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.
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.

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

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.

You can also receive help with your application at the International House Copenhagen (see page 9).
In order to receive your monthly salary from DTU, you will need to open a Danish bank account and designate it as your NemKonto (see page 15).

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 license)
- Employment contract
- Documentation of your personal finances

If you are unable to obtain a CPR number (e.g., if you will be in Denmark for less than 3 months), you may be able to open a bank account with a local bank that cooperates with DTU, but please note that you will have limited options with regard to credit cards and designating a NemKonto, among other things.

Please contact IFS if you would like to know more about opening a bank account without a CPR number.

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**Banks in Lyngby**

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alm. Brand Bank</td>
<td>Lyngby Hovedgade 10</td>
<td>+45 45 26 73 70</td>
</tr>
<tr>
<td>Arbejdernes Landsbank</td>
<td>Jernbanepladsen 14</td>
<td>+45 38 48 30 66</td>
</tr>
<tr>
<td>BankNordik</td>
<td>Klampenborgvej 235-237</td>
<td>+45 76 97 80 00</td>
</tr>
<tr>
<td>BRFkredit</td>
<td>Klampenborgvej 205</td>
<td>+45 70 10 21 00</td>
</tr>
<tr>
<td>Danske Bank</td>
<td>Lyngby Hovedgade 39</td>
<td>+45 45 12 07 00</td>
</tr>
<tr>
<td>Handelsbanken</td>
<td>Klampenborgvej 222, 1. sal</td>
<td>+45 44 56 47 00</td>
</tr>
<tr>
<td>Jyske Bank</td>
<td>Klampenborgvej 244</td>
<td>+45 89 89 03 30</td>
</tr>
<tr>
<td>Lån og Spar</td>
<td>Lyngby Hovedgade 52</td>
<td>+45 45 20 26 00</td>
</tr>
<tr>
<td>Nordea</td>
<td>Lyngby Torv 2</td>
<td>+45 89 89 12 00</td>
</tr>
</tbody>
</table>

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**Banks in Roskilde**

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arbejdernes Landsbank</td>
<td>Algade 14</td>
<td>+45 38 48 30 96</td>
</tr>
<tr>
<td>Danske Bank</td>
<td>Stændertorvet 5</td>
<td>+45 45 12 21 00</td>
</tr>
<tr>
<td>Handelsbanken</td>
<td>Industrivej 20, 1. th.</td>
<td>+45 44 56 20 50</td>
</tr>
<tr>
<td>Jyske Bank</td>
<td>Algade 24</td>
<td>+45 89 89 12 00</td>
</tr>
<tr>
<td>Lån og Spar</td>
<td>Gammel Landevej 1A</td>
<td>+45 46 31 29 00</td>
</tr>
<tr>
<td>Nordea</td>
<td>Algade 4</td>
<td>+45 70 33 33 33</td>
</tr>
<tr>
<td>Spar Nord</td>
<td>Københavnsvej 65</td>
<td>+45 46 35 51 00</td>
</tr>
</tbody>
</table>
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. You will receive your monthly salary in your NemKonto (Easy Account), and you will receive a digital payslip in your E-boks.

**What is a NemKonto?**

Nemkonto (Easy Account) is part of a project to digitalize the Danish public sector.

The majority of residents in Denmark receive payments of some kind from the public sector. These can be tax refunds, child subsidies, pension savings, etc., and they are all transferred electronically. Everybody in Denmark must thereby designate one bank account as his or her Nemkonto. We ask that you designate your NemKonto as soon as possible.

Please visit [http://www.nemkonto.dk/Servicemenu/Engelsk](http://www.nemkonto.dk/Servicemenu/Engelsk) for more information about how to designate one of your normal bank accounts as your NemKonto.

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**Pay and Working Hours**

Banks in Denmark
- Alm. Brand Bank
- Arbejderne's Landsbank
- BankNordik
- Danske Bank
- Handelsbanken
- Jyske Bank
- Lån & Spar Bank
- Nordea Bank Danmark
- Nykredit Bank
- Saxo Bank
- Spar Nord Bank
- Sydbank

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.

You will receive your monthly salary in your NemKonto (Easy Account), and you will receive a digital payslip in your E-boks.

**Working hours**

The number of working hours is regulated by the collective agreements signed by the professional associations and the Danish state. As a state employee, your work week consists of 37 hours.

**What is 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 where they will receive mail from the public sector.

You can set up your account at [www.e-boks.dk](http://www.e-boks.dk). Remember to check your account regularly.
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 days 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 2015, 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 2016.
**Concurrent Holiday**

An alternative to the Danish Holiday Act

DTU recognizes that the 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 (hired after 1 May 2013) 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](#).
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
- **Unipension** – 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 read this information sheet for more information about having your pension paid out as salary.

**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 should make sure 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 Portalen for more details.

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 member of an A-kasse for a minimum of 12 months and have worked full-time during this period.

In addition, you can only receive benefits if you have the ability to work and reside legally in Denmark. Depending on your nationality and the type of residence permit you have been issued, you may not automatically have the right to reside or work in Denmark after your employment at DTU ends.

We strongly recommend contacting IFS or the relevant A-kasse to look into the details surrounding your particular situation before joining an unemployment insurance fund.
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 or banking, 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 permanent 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, call 1813. You will receive assistance from a specially trained medical professional, who will determine whether you should go to the nearest hospital.

Police
On this site, you will find information about your local police station, passports, driver’s licences, laws and much more. You can use the website to report bicycle theft, however you cannot report attacks or other offences that demand immediate intervention.
Finding Accommodation

DTU has created the International Housing Portal (IHP), which contains housing options that are suitable for your stay in Denmark. The IHP is reserved for the exclusive use of new international employees and guests who will be at DTU for at least 3 months and only within their first year in Denmark. To receive access to the site, please send an e-mail to housing@adm.dtu.dk with the text “Access to International Housing Portal” in the subject field.

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).

Below are some additional sites that may help you in your search for accommodation:

- **AirBnB**: furnished apartments, suitable for short-term stays
- **Red Apple Apartments**: furnished apartments, suitable for short-term stays
- **HusVild**
- **Boliga Lejnu**
- **LejeBolig**
- **FindBolig**
- **Ejendoms Kontoret**
- **Housing Denmark**

It should be mentioned that it is difficult to find accommodation in Denmark. Appropriate matching of expectations is therefore important, and it is expected that you make an effort to search for accommodation on your own. It is also important to realize that the size and location – especially if you wish to stay within a certain budget – may not be what you wished for to begin with. We recommend using Google Maps to get an overview of the region when considering the location of your accommodation.

Hopefully, the IHP will provide you with suitable accommodation, and the International Housing Consultants can provide you with tips and advice if you “get stuck”. If you have further questions regarding accommodation in Denmark, please send an e-mail to housing@adm.dtu.dk.

If neither you nor the housing consultant can find suitable accommodation, we can direct you to a housing service via an external partner. Please contact the housing consultants for further information.

In addition, we recommend contacting a lawyer’s office in order to check your tenancy/lease agreement before signing your rental contract.

For legal advice, we refer our employees to:

Advokatfirmaet Bonnor
Att: Peter Boholdt
Øverødvej 5, 2. sal
Postboks 20
2840 Holte
pb@bonnor-law.dk
+45 45 87 17 17

* DTU’s International Housing Consultants may be able to explain your Danish lease to you if you e-mail it to housing@adm.dtu.dk. Please allow a few days for response. Please note that the consultants cannot provide legal advice.
Guest Accommodations
DTU has a limited number of guest accommodations. These are intended as starter housing and are meant for international employees and guests at DTU.

The length of stay for all guest accommodations is restricted to a minimum of 1 month and a maximum of 6 months. There is internet access in all guest accommodations.

Lyngby Campus
DTU Apartments
DTU has 13 guest apartments on campus and in the Lyngby area. 6 of these are shared apartments with a common kitchen.

Campus Village and DTU Guest House
DTU also has PhD guest housing located on campus: 18 rooms in Campus Village and 7 rooms in the DTU Guest House. These are meant for guest PhD students who will be at DTU.

These are dorm rooms with a common bathroom and kitchen (do not expect hotel standards). Please note that when living in the dorm, you are responsible for cleaning up the kitchen, bathroom and other common areas.

Risø campus
Risø Huse 15
Risø Huse 15 has 5 rooms, 2 bathrooms, 1 separate shower, 1 separate bathtub, a kitchen, washer and dryer, a dining room and a TV lounge.

Risø Huse 23
Risø Huse 23 has 3 rooms, 1 bathroom, a kitchen, washer and dryer and a TV lounge.

Risø Huse 27
Risø Huse 27 has 4 rooms, 1 bathroom, a kitchen, washer and dryer and a TV lounge.

Guest houses
For visiting scientists and their families who will be staying at Risø for a longer period of time, DTU has 2 fully furnished guest houses, including tableware and cutlery, as well as bed linens. In addition, the guest houses are equipped with radio, satellite TV and telephone service. There is no subscription fee, and guests will be billed for their outgoing telephone calls only. Campus Services will maintain the guest house garden.

If you are interested in booking a guest accommodation on either campus, please contact your department directly, as each department is responsible for applying on your behalf.
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 municipal authorities about prices and waiting lists. You can read more about childcare options here.

Børnehuset Drivhuset

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

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 the 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
  Hellerupvej 22-26
  2900 Hellerup
  +45 39 46 33 00

• Europaskolen
  Sankt Anne Gymnasium
  Sjælør Boulevard 135
  2500 Valby
  +45 36 46 62 22

• Hørsholm International School
  Cirkelhuset
  Christianshusvej 16
  2970 Hørsholm
  +45 45 57 26 16

• Prince Henrik School
  Frederiksberg Alle 22A
  1820 Frederiksberg C
  +45 33 21 20 48

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

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.

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

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.
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 (incl. Roskilde) is divided into 9 zones. Coloured zone maps are posted at stations and bus stops. The fare depends on the number of coloured zones (zone rings) you travel through.

The red zone is the zone you are in and forms the basis of the calculation of the fare. 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 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.

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. Outside of rush hour, Rejsekort users receive an extra 20% off their journey.

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.

Periodekort (monthly pass)
You can purchase a monthly pass for regular travel through specific zones at all DSB stations in the Greater Copenhagen region. Please remember to bring your photo (35 x 35 mm – dimensions as a passport photo). You will receive your monthly pass by mail.

Another option is to purchase a mobile monthly pass through the Mobileperiodekort app on your smartphone. Your pass will be downloaded to your phone, and you will show this to both bus drivers and ticket inspectors.
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 month, but only within those zones. Travel through any other zones will require an additional ticket.

**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.

**Getting to DTU**
You can find information about ways to reach DTU here. For other journeys, Rejseplanen can help you plan your trip using public transportation.

**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 10:00 to 17:00. Your ID card will be available a couple of 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 is run by a board of international and Danish employees with support from International Faculty Services (IFS).

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 like 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 both social and professional activities for accompanying families. Our goal is to provide support and assistance to international partners who have relocated to Denmark.

To join the DTU Spouse Network, please e-mail Cassie Wu at caswu@adm.dtu.dk.

**CampusNet**
CampusNet is an internal DTU site that allows members to share pass information about available rooms for rent, events in Lyngby and Copenhagen, items for sale and more.

The network is also a good opportunity to keep in contact with other internationals at DTU. You will automatically be invited to the network when you join our mandatory introductory program at DTU (you will receive an invitation for the introductory program with your employment letter).

For additional information, please contact your department.

**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 internationals.
**Discount chains**
Aldi, Fakta, Rema 1000 and Netto
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**
Kvickly, Føtex, SuperBrugsen, Bilka, Meny and Irma
The main supermarket chains have a larger assortment of goods, including food items, hardware and clothing in the same store. Their service level is typically higher than that of the discount chains.

**Opening hours**
During the week, supermarkets are typically open from 9 – 20 and close at 18 on Sunday. 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 (Frederiksbergade 21, 1360 København K), an indoor/outdoor food market near Nørreport station.

**Danish Lessons**
Denmark offers free Danish lessons to international citizens who are registered with the National Registration Office.

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 or contact our partner, Hellerup Language School. 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.
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. Sports club announcements can be found on Portalen, DTU’s intranet.

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.

On the DTU Risø Campus, 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 [nytårdsdag] – 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>English</th>
<th>Danish</th>
</tr>
</thead>
<tbody>
<tr>
<td>hello</td>
<td>hej</td>
</tr>
<tr>
<td>goodbye</td>
<td>hej hej</td>
</tr>
<tr>
<td>thank you</td>
<td>tak</td>
</tr>
<tr>
<td>excuse me, sorry</td>
<td>undskyld</td>
</tr>
</tbody>
</table>

#### Housing

<table>
<thead>
<tr>
<th>English</th>
<th>Danish</th>
</tr>
</thead>
<tbody>
<tr>
<td>accommodation</td>
<td>bolig</td>
</tr>
<tr>
<td>apartment</td>
<td>lejlighed</td>
</tr>
<tr>
<td>cooperative</td>
<td>andelsbolig</td>
</tr>
<tr>
<td>condominium</td>
<td>ejerlejlighed</td>
</tr>
<tr>
<td>house</td>
<td>hus</td>
</tr>
<tr>
<td>annex</td>
<td>anneks</td>
</tr>
<tr>
<td>room</td>
<td>værelse (vær., v.)</td>
</tr>
</tbody>
</table>

*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.*

<table>
<thead>
<tr>
<th>English</th>
<th>Danish</th>
</tr>
</thead>
<tbody>
<tr>
<td>room</td>
<td>rum</td>
</tr>
<tr>
<td>kitchen</td>
<td>køkken</td>
</tr>
<tr>
<td>bathroom</td>
<td>bad / toilet</td>
</tr>
<tr>
<td>shower</td>
<td>bruser / bruseniche</td>
</tr>
<tr>
<td>bedroom</td>
<td>soveværelse</td>
</tr>
<tr>
<td>living room</td>
<td>stue</td>
</tr>
<tr>
<td>balcony</td>
<td>altan</td>
</tr>
<tr>
<td>basement</td>
<td>kælder (kld.)</td>
</tr>
<tr>
<td>attic</td>
<td>loft</td>
</tr>
<tr>
<td>furnished</td>
<td>møbleret</td>
</tr>
<tr>
<td>unfurnished</td>
<td>umøbleret</td>
</tr>
<tr>
<td>pets</td>
<td>husdyr</td>
</tr>
<tr>
<td>story</td>
<td>etage</td>
</tr>
</tbody>
</table>

*(e.g., The building is 5 stories high.)*

#### Lease terminology

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

<table>
<thead>
<tr>
<th>English</th>
<th>Danish</th>
</tr>
</thead>
<tbody>
<tr>
<td>ground floor</td>
<td>st.</td>
</tr>
<tr>
<td>1st floor</td>
<td>1 sal</td>
</tr>
</tbody>
</table>

*This is the floor directly above the ground floor, what in some countries would be the 2nd floor.*

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

*These abbreviations are used for your address.*
nyistandsat / newly renovated /
uestandsat / not newly renovated /
som beset / 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

bred / bread

kød / meat

oksekød / beef

svinekød / pork

kylling / chiken

fisk / fish

grøntsag / vegetable

frugt / fruit

mælk / milk

sødmælk / whole milk

letmælk / low-fat milk (1,5%)

minimælk / low-fat milk (0,5%)

skummetmælk / non-fat milk (0,1%)

kærnemælk / buttermilk

laktosefri / lactose-free

ost / cheese

hytteost / cottage cheese

fløde / cream

smør / butter

margarin / margarine

æg / egg

ger / yeast (usually sold fresh, in the refrigerator section)

salt / salt

sukker / sugar

brun farin / brown sugar

flormelis / powdered sugar

bagepulver / baking powder

bicarbonat / baking soda

hvedemel / white flour

fuldkornshvedemel / whole wheat flour

majs / maize, corn

ris / rice

olie / oil

eddike / vinegar

kaffe / coffee

the / tea

vin / wine

øl / beer

stanniol / sølvpapir / aluminum foil

plastfolie / plastic wrap

sæbe / soap

vaskemiddel / laundry detergent

opvaskemiddel / dishwasher detergent

afspændingsmiddel / dishwasher rinse aid
Links and Further Reading

DTU
- Technical University of Denmark (DTU)
- How to get to DTU
- DTU Shuttle (172E)
- Map of DTU Campus

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