

Welcome Guide

for international employees, PhD students & guests



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This Danish KZ III aircraft was in use from 1944 – 1980
and now hangs in the DTU Library, Lyngby.



Corporate HR, International Faculty Services

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

IFS services are coordinated by our HR consultants.

Work & Residence Permit and EU Residence Documents are coordinated by our HR coordinators.

You will be contacted by the relevant HR consultant and HR coordinator early in the recruitment process. We look forward to welcoming you to Denmark. Please let us know if you have any questions.

Work & Residence Permit
EU Residence Document

Head of HR consultants
IFS Services

Ane Tind Skak
+45 61 66 45 50
anska@adm.dtu.dk

Head of HR coordinators
Work & Residence Permit

Lotte Tefke
+45 45 25 10 35
lte@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

DTU Lyngby Campus - one of the connecting bicycle lanes on campus.



Work and Residence Permit

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](#)].

The HR coordinator connected to your department

* 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.

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.

Corporate HR 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. 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 the HR coordinator at your department with any questions you may have regarding work. 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 Corporate HR 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).

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.
- You must have a lease contract for housing for at least 3 months.
- You can fill in your application for a Danish CPR number no earlier than 1 month before the date you move into your Danish home

- If your spouse / children are accompanying you, please make a joint application.

When you have sent in your application and it has been processed, you will be contacted within two weeks by e-mail asking you to visit the International Citizen Service (located at the International House). Please bring all relevant documents.

After an ID check and final approval, you will receive your CPR number. Please make sure to inform your department secretary and Corporate HR of your CPR number.

Please apply for your CPR number [here](#)

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](#)).

**INTER-
NATIONAL
HOUSE
COPEN-
HAGEN**

Gyldenløvesgade 11
1600 København V
+45 33 66 66 06

Municipal Offices

Kongens Lyngby

Borgerservice

Toftbæksvej 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.](#)

Health Insurance Card

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.



Søhuset Conference Center, DTU, Hørsholm

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 7 years in Denmark, provided they meet the required qualifications.

The Researcher Tax Scheme is a flat-rate income

tax of 27%. This tax rate is applied after a mandatory labour market contribution of 8%, making the effective tax rate 32,84%.

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 HR consultant in 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.



Visiting the Tax Office

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

Phone: +45 72 22 28 92

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

Appointments may be made within the following hours:

Please note that DTU can only apply for the 27% 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 27% 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 7 years of employment, you will no longer be covered by the 27% 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](#)).

Bank Account, NemKonto & NemID

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

Banks in Denmark

[Alm. Brand Bank](#) – Lyngby

[Arbejdernes Landsbank](#) – Lyngby, Roskilde

[BankNordik](#) – Lyngby

[BRFkredit](#) – Lyngby

[Danske Bank](#) – Lyngby, Roskilde

[Handelsbanken](#) – Lyngby, Roskilde

[Jyske Bank](#) – Lyngby, Roskilde

[Lån & Spar Bank](#) – Lyngby, Roskilde

[Nordea](#) – Lyngby, Roskilde

[Nykredit Bank](#)

[Saxo Bank](#)

[Spar Nord Bank](#) – Lyngby, Roskilde

[Sydbank](#) – Lyngby

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. Your NemID will arrive in the mail. Once you have received it, log on to your bank account online and make sure to select that you wish to connect your NemID to all official websites from the Danish public sector.

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):

2018											
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Calendar year in which you earn paid vacation for the coming holiday year											

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

2019												2020			
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
												Holiday year in which you spend the vacation days you earned the previous calendar year			

You earn 2.08 holiday days per month = 25 days = 5 weeks per year.
You earn 0.42 special holiday day per month = 5 days = one week per year.

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).



DTU Lyngby campus

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
- **JØP** – 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.

View from Søhuset Conference Center, DTU, Hørsholm



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.

Housing

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](#)
- [Charlies Roof](#)

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. 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.

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, DTU Housing can give you advice on possible relocation partners.

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 \[familieydelse\]](#) 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, Østebro: +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

Furesø: +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

Need help?

If you have additional questions regarding childcare or schools for your children, please contact the HR consultant of your department (see [page 4](#)).

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](#).

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 (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.

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 Inter-

national 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.

Expatriate in Denmark

[Expatriate 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

From September 2018 there are two options for students, employees and spouses who want to learn Danish at the DTU campuses: the Preparatory Education for Adults (FVU) and the Danish Language Training Program.

The lessons are divided into levels, that are determined by ministry approved tests.

The Danish Language Training Program stretches over 2,5 years and 5 modules.

Each module of the Danish Language Training Program costs DKK 2,000. At your registration, you must pay a deposit of DKK 1,250, which will be refunded when you decide to terminate your enrolment in the program.

The preparatory adult education programme, in Danish FVU (Forberedende Voksenundervisning), is free of charge and is also divided into steps. In order to enroll the first class of FVU, you must have Danish basic skills.

The language school will determine if you can join FVU-Start through an examination or if you have to take some other classes.

You can sign up now contacting:

Clavis (Risø Campus): seg@clavis.org for the Danish Language Training Program and ele@clavis.org for FVU

UC Plus (Lyngby Campus): [sign up for Danish lessons at DTU](#)

(Should you have any questions, you are welcome to contact Elitsa on ei@ucplus.dk)

Sprogcenter Hellerup (Lyngby Campus): [The Danish Language Training Program](#)

FVU: [enrolment for FVU at DTU](#)

(If you have further questions, contact Gina Garde: dtu@sprogcenterhellerup.dk)

Everyday 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

Christmas Day [[1. Juledag](#)] – 25 December

Boxing Day [[2. Juledag](#)] – 26 December

New Year's Eve [[Nytårsaftensdag](#)] – 31 December

Dictionary

Greetings							
hej	hello	st.	ground floor	nyistandsat /	newly renovated /	ost	cheese
hej hej	goodbye	1. sal	1st floor	uistandsat /	not newly renovated /	hytteost	cottage cheese
tak	thank you		This is the floor directly above the ground floor, what in some countries would be the 2nd floor.	som beset	as-is	fløde	cream
undskyld	excuse me, sorry				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.	smør	butter
Housing		til højre (th.) /	to the right /	A/C forbrug	consumption (on account) This is a monthly charge which has been estimated and may be reconciled once per year.	margarin	margarine
bolig	accommodation	til venstre (tv.) /	to the left /			æg	egg
lejlighed	apartment	midt for (mf.) /	in the middle /			gær	yeast (usually sold fresh, in the refrigerator section)
andelsbolig	cooperative	kælder (kld.)	basement			salt	salt
ejerlejlighed	condominium (privately owned apartment)	Lease terminology				sukker	sugar
		lejekontrakt	lease	varme	heating	brun farin	brown sugar
hus	house	fremleje	sublease	vand	water	flormelis	powdered sugar
anneks	annex	lejer	tenant	elektricitet (el.)	electricity	bagepulver	baking powder
værelse (vær., v.)	room 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.	udlejer	landlord	licens	TV license fee for Danmarks Radio (public broadcasting service, mandatory)	bikarbonat	baking soda
		husleje / leje	rent	Food & Household		hvedemel	white flour
		indflytning	move-in			fuldkornshvedemel	whole wheat flour
		fraflytning	move-out			majs	maize, corn
rum	room	tidsbegrænset	temporary	brød	bread	ris	rice
køkken	kitchen	tidsubegrænset	permanent	kød	meat	olie	oil
bad / toilet	bathroom	kr./md.	Danish kroner per month	oksekød	beef	eddiike	vinegar
bruser /	shower	betalingssted	landlord's bank registration and account number	svinekød	pork	kaffe	coffee
bruseniche				kylling	chicken	the	tea
soveværelse	bedroom	depositum	deposit	fisk	fish	vin	wine
stue	living room	forudbetalt leje	prepaid rent 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.	grøntsag	vegetable	øl	beer
altan	balcony			frugt	fruit	stanniol /	aluminum foil
kælder (kld.)	basement			mælk	milk	sølvpapir	
loft	attic			sødmælk	whole milk	plastfolie	plastic wrap
møbleret	furnished			letmælk	low-fat milk (1,5%)	sæbe	soap
umøbleret	unfurnished			minimælk	low-fat milk (0,5%)	vaskemiddel	laundry detergent
husdyr	pets			skummetmælk	non-fat milk (0,1%)	opvaskemiddel	dishwasher detergent
etage	story (e.g., The building is 5 stories high.)			kærnemælk	buttermilk	afspænd- ingsmiddel	dishwasher rinse aid
				laktosefri	lactose-free		



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](#)

Aerial view of DTU Risø Campus



Corporate HR, International Faculty Services
Technical University of Denmark

Anker Engelunds Vej 1
Building 101A, 1st floor
2800 Kongens Lyngby
Tlf. +45 45 25 25 25

ifs@adm.dtu.dk
www.dtu.dk