



# Welcome guide

for international employees,  
guest researchers, non-employed  
PhDs and accompanying families





# Welcome to SDU

*This guide contains information on matters that need your attention before, and when, you have arrived in Denmark.*

*We advise you to read this guide carefully to make sure, you are well prepared for your stay in Denmark.*





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# 1 | International Staff Office

International Staff Office (ISO) is a unit within the Organisation and Recruitment Office at HR-Services. ISO assists with the recruitment, guidance and welcoming of SDU's international researchers, PhD research fellows and their families. We are looking forward to welcoming you to Denmark!

Please contact us if you have any questions:

## **Campus Odense**

If you have any questions in connection with your employment or stay in Denmark, and you are interested in having an online meeting with us, you are welcome to contact us at: [iso@sdu.dk](mailto:iso@sdu.dk).

You are also welcome to contact the relevant person directly by using the following contact information.

### **Legal advice regarding employed researchers and PhDs**

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Administrative Academic Officer

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Head of International Staff Office

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### **Legal advice regarding guest researchers, non-employed PhDs, short term visa and stationing abroad**

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Administrative Academic Officer

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## **Intercultural ISO**

### **Practical help and intercultural activities**

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## **Campus Esbjerg and Kolding**

### **Practical help and intercultural activities**

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## **Campus Sønderborg**

### **Practical help and intercultural activities**

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International Coordinator and  
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Please note that ISO at Campus Odense provides legal advice for all SDU campuses including Slagelse and Copenhagen.





## 2 | Checklists

You will find detailed checklists on our **website** and detailed information about each of the points on the following pages.

Please use the checklists as a guide to the practical matters you must handle when moving to Denmark.







## REGISTRATION PROCESS IN DENMARK

Odense - find a checklist about the registration process and what to bring at the International Citizen Service Center's **website**:

Please note there are three different checklists depending on your citizenship.

**The address of the Citizen Service Center in Odense is:**

Østre Stationsvej 15, 5000 Odense C

If you are living outside of Odense, please contact International Staff Office (ISO) for more information at: **iso@sdu.dk**



## 3 | Work and Residence Permit

### 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 in the work permit.

### Citizens of the Nordic countries

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

### EU/EEA and Swiss citizens

EU/EEA and Swiss citizens are free to stay in Denmark for up to 3 months.

EU-citizens are citizens from Austria, Belgium, Bulgaria, Croatia, Cyprus (applies to 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 of Liechtenstein, Norway and Iceland. Citizens of Switzerland fall under the same rules as EU/EEA-citizens.

You can find more information **here**.

### Citizens from outside the EU

Non-EU citizens must apply for residence and work permit before coming to Denmark. Normally you will need to pay a processing fee and a fee to the Danish Embassy/Diplomatic Mission where you submit your application.

We strongly advise you to apply early because it takes at least 1 month to obtain the permit. You can find more information about the service goals of the Danish Agency for International Recruitment and Integration (SIRI) **here**.

ISO will initiate the application process, and you will receive further instructions on how to com-

plete the application. Please note that it is a good idea for you to submit the application for residence permit for any accompanying family members at the same time as submitting your application.

It is very important to fill out the application forms correctly and enclose all required documentation. The application form contains a checklist. Please review this list carefully.

### International Citizen Service Center in Odense

International Citizen Service (ICS) is a one-stop service center that offers assistance to international employees, students and their families.

The Danish Agency for International Recruitment and Integration (SIRI), the municipality, (Odense kommune) The Danish Tax Agency and Work in Denmark are represented there.

ICS can assist you with paperwork related to applying for EU Registration Certificate, your CPR-number, tax card and health insurance card. At the office you can obtain information and guidance about swapping your driver's license, finding day care and school, Danish education, housing, and how to find a job in Denmark for accompanying spouses/partners.

To receive your CPR-number at the International Citizen Service Center - South in Odense, you must be a resident in one of these municipalities: Odense, Esbjerg, Sønderborg, Kolding, Billund, Fredericia, Faaborg-Midtfyn, Kerteminde, Middelfart, Nordfyn, Nyborg, Svendborg, Langeland, Vejle, Varde, Ærø.

If you live in a different municipality, please visit your local Citizen Service Center.

### International Citizen Service in Copenhagen, Aarhus and Aalborg

If you live in Copenhagen, Aarhus or Aalborg you can find information about International Citizen Service **here**.





## 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 the International Citizen Service Center, or the municipality, where you live. This must be done 5 days within obtaining a permanent address in Denmark, however we advise you to register immediately upon arrival. Please note that you need to book an appointment through this **website** (only applies for citizens in Odense).

After registering, you will receive your CPR-number (social security number) and health insurance certificate (sundhedskort). It is important that you put a sticker with the name on the mailbox, where you live, as your yellow health insurance card will be sent to you by mail. Please note that EU/EEA-citizens must have an EU residence certificate from the The Danish Agency for International Recruitment and Integration (SIRI) before they can register. Please note that you need to book an appointment beforehand through **SIRI's online booking system**. If you book an appointment at SIRI's branch office Wednesday morning or Thursday afternoon, you can use an iPad to book an appointment directly at the International Citizen Service Center to get registered after your appointment at SIRI's.

If you have a spouse/partner and/or children, you must all visit the national registration office for registration at the same time. Please inform The Personnel Office at HR-Services at SDU of your CPR-number.

### IMPORTANT INFORMATION

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

- Residence certificate or residence permit + one printed copy
- Passport + one printed copy
- Proof of address in Denmark for at least 3 months (a lease agreement or letter from the owner) + one printed copy
- 1 passport photo, if you are an EU-citizen and 2 passport photo's, if you are a non-EU-citizen + one printed copy
- Proof of sufficient funds in (an authorized) English version, if you are a guest researcher/non-employed PhD + one printed copy
- Marriage certificate or registered partnership certificate, if any. + one printed copy
- Divorce/death certificate, if you are a widow(er) + one printed copy
- Birth certificates for accompanying children, if any. + one printed copy

*Please note that some certificates need to be authorized translated to English before the registration process. For further information please have a look at Work in Denmark's website.*

## 5 | 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.

During your registration with the national registration office, you will be asked to choose a primary general practitioner.

Once you have registered, you will receive a national health insurance card. This is a small, yellow plastic card with your name, address, CPR-number and the name of your general practitioner.

The health insurance card gives you access to free medical treatment at the doctor's office and the hospital. You will normally receive the health card within 2-3 weeks. Remember to put your name on the mailbox!

You must contact the relevant municipality administration, if you don't receive your health card. Always remember to bring the card with you to doctor's and dentist appointments, the emergency room, or if you are admitted to the hospital. Please note that in Denmark, both medicine and dental treatment are subsidized but not free.

### Blue European Health Insurance Card

EU/EEA-citizens are entitled to a blue card and must order it online at [lifeindenmark.dk](http://lifeindenmark.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 travelling.

Please note, however, that it is still necessary to purchase a private travel insurance plan if you wish to have insurance coverage concerning costs of home transportation from your travel destination due to illness.

Normally, citizens from outside the EU/EEA do not qualify for the European Health Insurance Card and must therefore purchase a private insurance plan when travelling outside Denmark.

### Stays in Denmark less than 3 months

If your stay in Denmark is less than 3 months, you will not be covered by the public health insurance scheme. Consequently you will need to take out another 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, The Netherlands, Iceland, Italy, Luxembourg, Norway, Portugal, Spain, Sweden, Slovakia, the Czech Republic, Estonia, Latvia, Hungary, Malta, Lithuania, Poland, Slovenia and Liechtenstein), Greenland and 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. You can find more information [here](#).





A broken Danish 20-krone coin lies on a dark, textured surface. The coin is split into two main pieces, with a smaller fragment detached. The intricate design of the coin, including the text 'DANMARK' and '20 KRONER', is visible on the remaining parts.

## 6 | Taxation

### Special tax scheme for researchers

In Denmark, there are special rules for taxation of researchers from abroad. Including the AM (labour market contribution) tax of 8%, the effective tax rate is 32.84%.

Under this scheme researchers recruited from abroad pay a lower tax rate for up to 7 years in Denmark. To be eligible for this tax scheme, you must be at postdoc level or higher.

You and your department must complete an **application form** (form 01.012A, Approved Researcher).

The form must be sent to the salary office at SDU. The salary office will send it to the Danish Tax Agency.

The Danish Tax Agency will decide whether or not, you can be approved for this scheme.

Please note that you must have a Danish CPR-number before you can be considered for the special tax scheme. You can find the Danish Tax Agency's guide about the special tax scheme **here**.

### Tax card under the special tax scheme

If you as a researcher only receive payment from SDU, and this is covered by the special tax scheme, no tax card needs to be issued as you are not entitled to any deductions under this scheme.

The 27% tax will be withheld from your income from the time, SDU receives the application form. However, if you have additional Danish income, e.g. fees from lectures, 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 your local tax office to receive a new tax card.

### Ordinary taxation

Researchers, who have not yet attained research level corresponding to lecturer/senior lecturer (i.e. PhD-students and research assistants), and others who do not qualify or wish to apply for the special tax scheme for researchers, must fill out and submit an **online application** form to obtain a tax card. You can also obtain a tax card at International Citizen Service Center upon arrival.

### Contacting the Danish Tax Agency

You must call the Danish Tax Agency to make an appointment before visiting your local tax office: +45 7222 2892. It is also possible to send the Danish Tax Agency an e-mail through the Danish Tax Agency's website **here**.

## 7 | Bank account (NemKonto/account)

In order to receive salary payment from SDU, international employees will need to open a Danish bank account, a NemKonto. In order to open a bank account in a Denmark, you need to apply for it online. The following documentation is requested in the application form:

You need to have your yellow card, residence card and national (picture) ID from your home country. You also need to have your Tax Identification Number (TIN)/foreign tax number. For Chinese Citizen it is the ID number on their Chinese ID card, and for US Citizens it is the social security number, which can be used as a TIN.

Please note that the banks charge a small annual fee to have a bank account etc.

If you have got any questions in connection with this, you are welcome to contact ISO at: [iso@sdu.dk](mailto:iso@sdu.dk)

### What is a NemKonto?

**NemKonto** is part of a project to digitalize the Danish public sector. Most residents in Denmark occasionally receive payments of some kind from the public sector. These can be tax refunds, child subsidies, pension dispensations, etc. and they

are all transferred electronically. Everybody in Denmark must designate one bank account as his or her NemKonto. We ask you to designate your NemKonto as soon as possible.

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

### What is E-boks?

E-boks is a free, secure, electronic inbox, where you will receive digital post including your payslip, 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 or you can set-up your account, so you receive a notification by e-mail/text message, when you receive mail in your E-boks.





## 8 | Pay and working hours

### Pay

As a state employee, your pay is regulated by collective agreements signed by the various professional associations and the Danish state.

The standard wage system has, however been modified in order to accommodate for negotiations for higher rates based on individual qualifications. As an employee at SDU you have a union representative, who negotiates your salary on your behalf, if you submit a wage demand.

Your pay is regulated in accordance with the collective agreement. It can also be regulated locally upon negotiations with SDU in connection with salary negotiations.

You will receive your monthly pay in your NemKonto, and you will receive a digital payslip in your E-boks.

### Working hours

Working hours are generally fixed by collective agreement. Working hours consists of 37 hours per week on average (full time employment).

#### **DID YOU KNOW THAT DENMARK HAS THE 6<sup>TH</sup> HIGHEST WAGE LEVEL IN THE WORLD?**

Denmark also has a reputation for high taxes, but even after tax employees in Denmark enjoy high wages, while having the benefit of free, first-class healthcare and education among many other things.

*Source: Prices and earnings, CIO Wealth management Research, September 2015 from the website.*



## 9 | Concurrent holiday

### **Concurrent holiday**

The new Danish Holiday Act came into force on 1 September 2020. The new holiday regulations mean that you, as an employee can take holiday as you accrue it (concurrent holiday). Holidays is accrued from 1 September to 31 August (the holiday year). Holiday can be taken at the same time as it is earned and up to 16 months after, i.e. can be taken in the period 1 September to 31 December the following year (the holiday period). You will accrue 2.08 days of holiday per month, i.e. 25 holidays per year.

### **Special holidays (The holiday agreement applying to state-employed staff)**

The special holidays are not covered by the Danish Holiday Act. Special holiday days are accrued in the calendar year and can be taken the year after from 1 May to 30 April. You earn 0.42 special holidays per month you work at SDU which gives you 5 special holidays a year. For more detailed information regarding holiday rules, please read the guidelines at **ISO's website**.





# 10 | Pension Schemes

As an employee at SDU, you are covered by a collective pension scheme, which means, that SDU will transfer a monthly pension contribution to the relevant pension fund calculated as 17.1% of your gross salary.

Your pension fund will depend on your educational background, and the name of the relevant pension fund will appear on your pay slip.

Your pension scheme is both a way of saving capital for your future and an insurance policy that comes into effect from the first day of your employment.

The insurance coverage consist of a disability insurance and a partner/children's pension in event of your untimely death.

International researchers employed by SDU can choose between 2 different pension schemes or pension exemption.

## **Pension paid into a pension fund**

### **1. Ordinary pension contribution without taxation**

It follows from the collective agreement that pension contributions are exempt from taxation, when they are paid into the pension fund.

This means that you will not need to pay tax on pension contributions transferred to your pension fund. Instead, tax will be deducted, when you request for your pension savings to be paid out.

If you choose to take out your pension savings when your employment ends, the current taxation and administration fee is approximately 60%.

If you choose to take out your pension savings, when you reach the age of retirement, the taxation rate will depend on your tax situation and the prevailing pension tax legislation of that time.

Please note that your pension savings can only be paid out early if, and when, you choose to leave Denmark.

### **2. Ordinary pension contribution with taxation.**

As a new international employee you can choose to have the monthly pension contribution from SDU taxed according to your current tax status, as it is payed into the relevant pension fund. In order to be eligible for ordinary pension contribution with taxation, some pension funds also require that you are following the special tax scheme for researchers. When you leave Denmark permanently, you can take out your pension savings without further taxation. You can find more information about this pension scheme and the requirements at ISO's **website**.

### **3. Pension exemption**

New and existing international employees can choose to have their pension contributions payed out as part of their salary and it will be taxed according to your current tax status. To be eligible for pension exemption, you must fulfil the following requirements:

- Employment as a researcher, research assistant, PhD fellow, postdoc, assistant professor, associate professor or professor.
- Non-Danish citizenship.
- Fixed-term employment
  - maximum of five years.
- Recruited from outside Denmark.

If you choose pension exemption instead of the ordinary pension contributions, you should be aware that you will not benefit from the insurance coverage that comes with the ordinary pension scheme. It is therefore advisable to consider taking up additional private insurance. You will only be covered by the mandatory group life insurance policy, which provides basic insurance in the event of critical illness or death.

For more detailed information regarding pension rules and options, please read the guidelines at ISO's **website**.





# 11 | Insurance

## General insurance

As an employee at SDU, you are covered by a compulsory employers' liability insurance plan, while you are at work. This is an insurance plan that all employers in Denmark must have to cover their employees.

## Private insurance plans

There are some additional insurance plans that you may wish to consider during your stay in Denmark.

- Household insurance covers 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.
- You may also consider taking out an accident insurance plan to cover accidents outside of work.

You are always welcome to contact the Danish Insurance Information Service, which is an impartial advisory body. You can find contact information and more details about insurance **here**.

## Travel insurance

When you travel with work outside of Denmark, you should make sure to bring a valid insurance card. Please ask the secretary of your Department for the card or contact the Travel Office at SDU directly: **rejser@sdu.dk**.

You can find more information about the travel insurance **here**.

Our vendor is Europæiske Rejseforsikring and they have a 24-hour emergency line: +45 70109030. 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 do some private travel along with your business travel, you should make sure to buy a private insurance to cover that part of the journey. SDU employees receive a discount through our vendor Europæiske Rejseforsikring – also for your spouse and children. You can contact them through Customer Service at +45 70106030

## Unemployment insurance

In Denmark, many choose to insure themselves against unemployment. You can do this by purchasing your own plan through one of the government-sanctioned unemployment insurance funds (arbejdsløshedskasse/A-kasse). Typically you will pay your premium in quarterly installments.

There are many different unemployment insurance funds, and the majority is tailored to employees with specific professional backgrounds (e.g., academics, business leaders, lawyers, etc.). In addition to providing unemployment benefits, the unemployment insurance funds are also responsible for helping their members find relevant work through personal meetings and workshops, so you are encouraged to sign up for the fund that best matches your profession.

Please note that in order to qualify for unemployment benefits, you must be a member of an unemployment insurance fund for a minimum of 12 months and fulfil the requirement of residence and the requirement of employment.

You can find a more detailed description **here**.

Please note that if you are a citizen from outside the EU, it is always a good idea to discuss your specific situation with the unemployment insurance fund before joining to make sure you fulfill the requirements.

## 12 | Car and Driver's License

### Import a Motor Vehicle

If you bring your car to Denmark, please read the information on the website of the Danish Motor Vehicle Agency 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 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 license

EU/EEA-nationals can use their driver's license in Denmark, while other nationalities must convert their driver's license if they establish permanent residence in Denmark.

You can find more **here**.



## 13 | Emergencies

### After-hour medical assistance

After-hours medical assistance (in Danish: Lægevagten) is available, when the general practitioner is closed. The phone no. is: +45 70 11 07 07.

After-hour medical assistance is available 16-08 Monday to Friday and 24 hours a day at weekends and public holidays.

You can call the after-hour medical assistance in case of sudden illness or if your condition worsens.

### Emergency number 112

In case of emergency, call 112 for the police, ambulance or fire. Give

your name, phone number, address, city and postal code. State the reason for your call. Pay phones do not require money, when calling an emergency number. You can also download the app 112. If you enter the app, the app will automatically call the emergency number 112 and send your coordinates, if your GPS on your phone is turned on.

### Police

On <https://www.politi.dk> you will find information about the Danish police force in English. You can also find information about your local police station, driver's license, laws and much more.





# 14 | Housing

## Odense

SDU Accommodation Office can help you find accommodation. Please contact them as soon as possible as it might take some time for them to find the perfect housing for you.

Inform them about your specific needs regarding housing etc. Please note that January and August may be very busy.

The office is situated in the tall building (Campus Kollegiet) on the ground floor at Campusvej 1.

### Contact:

✉ [bolig@sdu.dk](mailto:bolig@sdu.dk)  
☎ (+45) 6550 2053

Besides the Accommodation Office, Odense city has a very helpful Newcomer Service that helps people with relocation.

They are a part of International Community Odense and on their homepage, you can find more information on housing whether you are planning on renting or buying.

## Esbjerg

New employees may contact the ISO-office or the Accommodation Office ([boligesbjerg@sdu.dk](mailto:boligesbjerg@sdu.dk)) for help to find accommodation.

You can also find important information concerning renting or buying accommodation on Esbjerg Municipality's website for Newcomers: **here**.

Here there are links to Housing Associations and private property companies/landlords.

## Kolding

New employees at Campus Kolding can also contact the ISO-office or the local Accommodation Office ([boligkolding@sdu.dk](mailto:boligkolding@sdu.dk)). On the website of the Triangle Region you can find more information concerning finding a house/apartment and living in this area.

## Sønderborg

The three largest housing organizations in Sønderborg are B42, SØBO and SAB.

Unfortunately do neither of them have their homepage in English, we recommend that you write them an email or call them.

You can also search for private rented accommodation through property portals such as: [www.boligportal.dk](http://www.boligportal.dk) or [www.lejebolig.dk](http://www.lejebolig.dk).

## Slagelse

The two largest housing organizations in Slagelse are FOB and SB. Unfortunately do neither of them have their homepage in English so we recommend that you write them an email: [Fob@fob.dk](mailto:Fob@fob.dk) and [slagelsebolig@slagelsebolig.dk](mailto:slagelsebolig@slagelsebolig.dk).

You can also search for private rented accommodation through property portals such as: [www.boliga.dk](http://www.boliga.dk) or [www.lejebolig.dk](http://www.lejebolig.dk).









## 15 | Childcare and education

In Denmark we have 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.

### Child benefits

When working in Denmark, families with children are eligible for child benefits. Please note there are special rules for non-employed/guest PhDs and guest researchers. Please contact ISO at [iso@sdu.dk](mailto:iso@sdu.dk) for more information. You can find more information [here](#).

### Daycare

If you need daycare services for your child (age 6 month-6 years), please contact your municipality:

#### Odense

More information about the offers, prices, etc. can be found [here](#).

#### Esbjerg

More information about the offers, prices, etc. can be found [here](#). You are also welcome to ask for more information at the ISO-Office.

#### Kolding

Information on offers for childcare is available on Kolding Municipality's [website](#).

#### Sønderborg

Information about the offers, prices etc. can be found [here](#). Choose 'Live' on the left-hand side.

### Primary Education

In Denmark, education is compulsory between the age of 6 and 15 (in the year the child turns 6). 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 website of the Ministry of Higher Education and Science.

### **International schools**

A number of international schools offer instruction in other languages than Danish. The international schools charge a fee. Interested applicants must contact the individual school to inquire about a spot for their child. You may also wish to ask if the school can guarantee an after-school facility for your child. We strongly recommend contacting the individual school as early as possible.

Here you can find a list of international schools in the areas where SDU is situated:

#### **Odense International School**

Odense International School is placed together with Henriette Hørlücks School in the city center. It provides internationally recognized primary and secondary education for children between the ages of 5 and 16. For further details please visit their **website**.

#### **Esbjerg International School**

Esbjerg International School currently has over 300 registered students representing 51 nationalities. Though English is the main language of instruction at EIS, students with no prior English ability are accepted at all age levels. Read more about the school on their **website**.

#### **International School of Billund**

The closest international school for citizens living in Kolding is the one in Billund. You can read more about the International School on their **website**.

#### **Sønderborg International School**

Sønderborg International School, read more about the school at their website. Sønderborg also provides German daycare and schools. Information about offers in Sønderborg is available **here**.

### **Upper secondary school**

The International Baccalaureate (IB) is a 2-year international upper secondary school diploma program that is offered in over 100 countries, including Denmark.

Find more information about the program, entry

requirements and admission under each educational institution on the list at Uddannelsesguiden.

The closest upper secondary school to Odense is at Nyborg Gymnasium. Besides the Danish upper secondary education program they also offer the International Baccalaureate (IB) - an international diploma program that is recognized by universities worldwide. The IB program is taught in English. Tuition is free. Further information can be found **here**.

The International Baccalaureate in Esbjerg is offered by Esbjerg Gymnasium, Spangsbjerg Møllevvej 310, 6705 Esbjerg Ø. Tel.: 7514 1300. Further information can be found **here**.

The International Baccalaureate in Kolding is offered by Kolding Gymnasium, Skovvangen 10, 6000 Kolding. Tel: 7633 9600. Further information can be found **here**.

The International Baccalaureate in Sønderborg is offered by EUC Syd, Hilmar Finsens Gade 18, 6400 Sønderborg. Further information can be found **here**.

### **Higher education**

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

For more information and access to the relevant application form, please visit the Ministry's Guide to **Diploma Recognition**.



## 16 | Libraries

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

Most of the services at the public libraries are free. You can often find a large number of international newspapers and foreign language books, journals and newspapers there.



### Odense

SDU, Campus Odense, has a library, where you can borrow international newspapers and magazines, PhD-thesis and a lot more useful resources etc. You can find further information **here**.

In Odense the Main Library is at the train station, Østre Stationsvej 15, 5000 Odense C. There are library branches all over town incl. a Music Library. You can find further information **here**.

### Esbjerg

In Esbjerg you will find the main library in Nørregade 19, 6700 Esbjerg, Tel.: 7616 2000. Further information can be found at this **website**.

Besides, there are library branches in Kvaglund and Sædding, and also a library bus, which will visit smaller villages and suburbs in the municipality.

Esbjerg Municipality has also a library in Ribe. Please find further information **here**.

The address is: Simon Hansens Vej 1, 6760 Ribe, tel.: 7616 6540.

### Kolding

You will find the central library here: Slotssøvejen 4, 6000 Kolding, tel.: 7979 1100. Further information can be found **here**.

Besides, there are open libraries in Lunderskov, Vamdrup and Christiansfeld.

### Sønderborg

Information about the library in Sønderborg can be found **here**.

### Slagelse

The library in Slagelse is situated at: Stenstuegade 3, 4200 Slagelse. Further information can be found **here**.

There are a lot of different libraries in Copenhagen. Please visit Copenhagen Libraries **website** for more information.



## 17 | Public transportation

You can find information about ways to reach SDU at SDU's **website**.

**[www.rejseplanen.dk](http://www.rejseplanen.dk)** can help you plan your trip using public transportation. You can also download the app called "Rejseplanen" to your phone, as this app can help you find the easiest and fastest way to go from A to B in Denmark. You can also find the bus no., train station, route, ticket price etc. that you are looking for.

### **Bus**

If you are going by bus, please note that there are different kinds of tickets/cards depending on, how frequently you travel. We recommend that you contact your local bus ticket office to get more information about the different types of tickets and cards for the buses and public transportation in Denmark. For information about busses in Odense, you can have a look at ISO's website **here**.



## 18 | SDU Intercultural

### Odense

In order to support the international staff and their families in the initial period following their arrival in Denmark, ISO has developed an Intercultural program that is designed to welcome all international employees and their families. This is to support them in the integration process in their new job and society.

The program includes: Introduction Day, welcome talks, help to spouses/partners, and a wide range of monthly intercultural activities focusing on the socialization of our international staff and families.

When signing a contract with SDU as an expat you will automatically be invited to join our one day course “Introduction meeting for new employees”. We highly recommend that you join this course to get to know more about your new workplace and society.

“Welcome talk” is offered to you as a new international employee together with your family. It is personalized and informal talks which focus on your specific needs. Whatever you need to know to get integrated and settled in Denmark fast and easy. We therefore recommend you and your family to book a “Welcome talk” with Annika Jarl: jarl@sdu.dk.

SDU International Club is a network created to make the expats understand the Danish culture better and to meet up with people in a similar situation through various initiatives/activities. Each month we arrange a number of social and cultural activities such as:

- family activities
- social meet ups
- culture workshops
- yoga in English
- and much more

Once or twice a year we arrange an excursion to other parts of Denmark for you to experience

the countryside and learn more about culture in local areas. To know more about the different events taking place you need to sign up for our monthly newsletter by writing to: jarl@sdu.dk.

It is also a good idea to follow us on our **Facebook** group – SDU Staff Community – where many relevant issues for you as an expat will be posted.

### Esbjerg

ISO’s Intercultural program is also offered to international employees and their families at Campus Esbjerg. The foreign employee will automatically be invited for SDU’s one day course “Introduction meeting for new employees”.

We highly recommend that you participate in the course. Besides, you can book a “Welcome talk” with Anette Møller: am@sdu.dk.

The “Welcome talk”, which is informal and focuses on your specific questions and needs, is offered to you as a new international employee together with your family. The aim of the “Welcome talk” is to help you and your family to get integrated and settled in Denmark fast and easy.

The ISO-Office at Campus also offers various social and intercultural activities such as: lunch meetings called “Snack-time”, Chat in Danish, Cake and Culture arrangements, Friday afternoon get-together at a café, pot-luck dinners, etc.

To learn more about Denmark and Danish history and culture we also offer 2-3 excursions / outings a year, e.g. a day-trip to the Viking Market in Ribe, a Christmas trip to Tønder or a weekend-trip to e.g. Skagen.

Around festive seasons we meet to talk about the Danish traditions and to taste some of the specialties, e.g. participation in Midsummer bonfires and Christmas parties. These activities will be announced in the Newsletter or by e-mails to all foreign colleagues at Campus. If you have questions to the social and intercultural activities, please contact Anette Møller: am@sdu.dk.



### **Kolding**

ISO's Intercultural program is also offered to international employees and their families at Campus Kolding. The foreign employee will automatically be invited for SDU's one day course "Introduction meeting for new employees".

We highly recommend that you participate in the course. Besides, you can book a "Welcome talk" with Anette Møller: [am@sdu.dk](mailto:am@sdu.dk).

The "Welcome talk", which is informal and focuses on your specific questions and needs, is offered to you as a new international employee together with your family. The aim of the "Welcome talk" is to help you and your family to get integrated and settled in Denmark fast and easy.

All social and intercultural arrangements offered by the ISO-Office also apply for foreign staff members at Campus Kolding.

In cooperation with the Triangle Region various excursions will be offered. Together we have e.g. visited the Trapholt Museum with guides and the Hindsgavl Nature Park with lunch at Hindsgavl Castle.

On the website of the **Triangle Region** you will find important information for newcomers and invitations for social and intercultural events.

Social and intercultural activities as well as excursions will be announced in the Newsletter

or by e-mail to all foreign colleagues at Campus. To know more about the different events taking place, you can also contact Anette Møller: [am@sdu.dk](mailto:am@sdu.dk).

### **Sønderborg**

ISO's intercultural program is also offered to international employees and their families at Campus Sønderborg. The foreign employee will automatically be invited for SDU's one day course "Introduction meeting for new employees". We highly recommend that you participate in the course.

Besides, you can book a "welcome talk" with Karina Madsen Skellgaard at: [kmas@sdu.dk](mailto:kmas@sdu.dk).

The "welcome talk", which is informal and focuses on your specific questions and needs, is offered to you as a new international employee together with your family. The aim of the "welcome talk" is to help you and your family to get integrated and settled in Denmark fast and easy. All arrangements offered by the ISO-Office also apply for foreign staff members at Campus Sønderborg. Together we have e.g. visited the Tønder Museum and made a trip to Zealand.

To know more about the different events taking place, you can contact: [kmas@sdu.dk](mailto:kmas@sdu.dk).



# 19 | SDU Networks for International Employees and Spouses

## Expat in Denmark

**Expat in Denmark** is a platform, where you can network and socialize with other expats through events and meetings.

You can also find links to information about taxation, healthcare, residency, culture and leisure. The network is free for all internationals.

## International Community Odense

International Community Odense is a network for Expats in Odense. Throughout the year a range of events are organized for international professionals and their accompanying families.

## You can join them for:

- Monthly International Meetup at a local bar
- Spouse café for accompanying spouses
- Seminars on tax, banking, culture shock and daily life
- International book club
- ...and much more!

## You can follow International Community Odense here:

### Facebook

**Instagram:** @internationalcommunityodense

### Meet up

### Contact:

✉ internationalcommunity@odense.dk  
☎ +45 51165018

At the same time the Newcomer Service center in Odense has a very informative **website**, where you will find many important and interesting issues for you as an expat.

## International Communities Esbjerg

- Esbjerg Newcomers, LinkedIn: Esbjerg Newcomers
- International Ladies, Facebook: Esbjerg international ladies
- Mentor Network, [www.mentoresbjerg.dk](http://www.mentoresbjerg.dk)
- Esbjerg Expats, Facebook: Esbjerg Expats
- International Book Club, Facebook: Esbjerg international book club
- English Book Club, Facebook: For the love of books

## Newcomer Service Esbjerg

Esbjerg Municipality's **homepage** for Expats, who settle in Esbjerg.

Esbjerg Municipality also offers a very active





Newcomer Service. Here you can read more about their services and the activities they organize:

**<http://newinesbjerg.dk/en-gb/about-newcomer-service>.**

**Some of the activities offered by the Newcomer Service are:**

- Monthly café and film night (for free)
- Cook and talk arrangement (with food from all over the world)
- Mother's group in the library and spouse café (Newcomer Hub: Connect)
- Seminars on tax, banking, culture shock and Danish workplace culture
- Guided walks in Esbjerg and Ribe
- Etc.

The list of offers and activities will be in the website or on Facebook.

### **Newcomers Service Kolding**

When you move to Kolding, you can find a lot of important and useful information **here** and a Welcome brochure.

**Other networks for Expats in Kolding are:**

- Network for international employees: Out in Kolding
- Network for Expats: The Expats Association of Kolding.

### **Newcomer Service Sønderborg**

The Newcomers Network Sønderborg arranges events for Newcomers.

**Please contact Newcomer Service Sønderborg at:**

☎ +45 27907468

✉ [newcomerservice@sonderborg.dk](mailto:newcomerservice@sonderborg.dk)

You can also visit Newcomer Service's **website**. for more information about local activities.

You are welcome to join the network on their Facebook group: Newcomers Network Sønderborg.



## 20 | SDU Dual Career Program

SDU is aware that being the accompanying spouse/partner to a member of the international staff is a unique, exciting but also challenging experience.

That is why SDU intends to help you through coordinating different activities and programs that get you integrated fast and easy into the Danish society.

SDU Dual Career Program was created in order to support the growing number of international employees and their families hired to SDU. Please

note that SDU Dual Career Program is an offer for international spouses/partners, who are looking for their first job in Denmark in connection with their first stay in Denmark.

Moving to a new country is both an exciting, yet overwhelming experience and this network is a resource available to accompanying partners to counter these initial challenges.

Even though SDU can't promise to find your spouse/partner a job in Denmark, we do our best and have some tools, networks etc. that might be very helpful to you in your search for a new job for example:

- Work in Denmark's job search seminar
- Academic link (wage subsidy job program)
- SDU is a member of IDCN (International Dual Career Network)

### We can provide:

- **Spouse consultant** - If you are interested in a meeting with a spouse consultant, please contact Annika Jarl, who will help you set up a meeting with the spouse consultant, Aleksandra Jensen, in Odense. You can contact Annika at: jarl@sdu.dk. You can read more about the spouse consultant at the website of International Community Odense.
- **Academic Link** - a wage subsidy job program that might help you get started in the Danish job market
- **Danish Language Program/Course** – a good way to enter the Danish job market because many companies only want employees, who can speak Danish
- **International Dual Career Network** (IDCN Jutland/Funen) – a network where you have the possibility to meet other spouses and HR-recruiters from a lot of different companies to international events throughout the year to increase the possibility to find job in Denmark, or you can join the network as a volunteer to



*International  
Dual Career  
Network event.*



help plan the event. IDCN Jutland/Funen is a great opportunity for you to create a professional network in Denmark. You can get more information about IDCN on our website:

**<https://www.sdu.dk/en/iso>** → Accompanying family → Dual Career → International Dual Career Network.

- **Support for starting your own business**

Starting your own business in Denmark is fairly straight-forward. Odense Kommune has a program called Entrepreneur Booster: A program designed to support entrepreneurship and new businesses, which is hosted by “Stjerneskipet”

- and much more...

If you are interested, we recommend that you start with an introduction meeting with one of us from International Staff Office at SDU, so you can get to know more about the possibilities for help with your job search, social activities and events and much more.

We can help you in the right direction and to get in contact with the relevant people e.g. from the municipality:

**Odense:**

Annika Jarl:

✉ [jarl@sdu.dk](mailto:jarl@sdu.dk)

☎ +45 6550 2840

**Esbjerg/Kolding:**

Anette Møller:

✉ [am@sdu.dk](mailto:am@sdu.dk)

☎ +45 6550 1502

**Sønderborg:**

Karina Madsen Skellgaard:

✉ [kmas@sdu.dk](mailto:kmas@sdu.dk)

☎ +45 6550 9350

You can also find more information at International Staff Office's **website**.



## 21 | Danish Language Programme

SDU offers our new international employees customised Danish language courses. The university strongly encourages all international employees to attend the Danish Language Programme.

While fulfilling the requirements forwarded by The Act of Danish for Adult Foreigners, the language programme also seeks to adapt to your personal needs, skills and daily life.

The aim of the programme is to give you a solid foundation in Danish that will allow you to carry out most of your work-related tasks at SDU.

Therefore classes are based on your everyday-life at SDU.

### Enrolment

In order to enroll, Lærdansk needs the following details no later than 2 month after, you have received your CPR-number:

Full name:

Job title:

Institute/department:

SDU email:

SDU employment start date:

End date for temporary contract:

Private address in Denmark:

Date of birth:

Have you previously participated in a Danish language course? If yes, which module/level:

Date of arrival, if you have lived in Denmark previously:

Please send the above mentioned personal data to Mai Lykke Bentsen at:  
[mai.bentsen@adm.laerdansk.dk](mailto:mai.bentsen@adm.laerdansk.dk)

You can find more information about enrolment and legislations at ISO's **website**.

### Enrolment for employees at Campus Esbjerg

Please contact Anette Møller, International Staff Office, [am@sdu.dk](mailto:am@sdu.dk), who will help you register for the Danish course.

In Esbjerg it is the language school: AOF Job & Dansk that is responsible for the courses. The Language School is situated in the same area as the new SDU building. The address is: Hededammen 5, 6705 Esbjerg Ø. You can read more about AOF Job & Dansk **here**.

### Enrolment for employees at Campus Kolding

In Kolding it is at Sprogskolen, Ågade 27, 6000 Kolding, where you can attend Danish classes.

Please contact Anette Møller, International Staff Office, [am@sdu.dk](mailto:am@sdu.dk), who will help you register for the Danish course.

You can read more about Sprogskolen Kolding **here**.

### Enrolment for employees at Campus Sønderborg

Please contact Karina Madsen Skellgaard at: [kmas@sdu.dk](mailto:kmas@sdu.dk) for enrolment, or find more information at: **<http://www.a2b.dk>**.

Danish courses are held at our campus in Sønderborg.



## MORE INFORMATION

- 🌐 [www.sdu.dk/iso](http://www.sdu.dk/iso)
- 🌐 [www.workindenmark.dk](http://www.workindenmark.dk)
- 🌐 [www.newtodenmark.dk](http://www.newtodenmark.dk)
- 🌐 [www.lifeindenmark.dk](http://www.lifeindenmark.dk)
- 🌐 <https://energymetropolis.com>
- 🌐 <http://www.trekantomraadet.com/>
- 🌐 <https://ico.odense.dk/>
- 🌐 <https://www.facebook.com/expatindenmark>
- 🌐 <https://icitizen.dk/>
- 🌐 [work-live-stay.dk](http://work-live-stay.dk)
- 🌐 [www.thisisodense.dk](http://www.thisisodense.dk)
- 🌐 [www.sdu.dk](http://www.sdu.dk)
- 🌐 <http://www.idcn.info/our-locations/jutland-funen-denmark.aspx>







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