

WORK IN DENMARK

Welcome to Denmark

Useful information which will make it easier for you to settle into your professional and private life in Denmark



Danish Agency for Labour
Market and Recruitment

WORKINDENMARK.DK

Welcome to Denmark

We are pleased that you have chosen to settle in Denmark. Denmark has a lot to offer - a good work-life balance, excellent working conditions based on teamwork and consensus in a flat management structure and free welfare. People living in Denmark are said to be the happiest people in the world.

Moving to a new country is automatically associated with surprises - both good and bad. Many questions arise - do I need a work permit, how does my partner find

a job, what about social security, registration, bank account, tax + many more questions. The purpose of this welcome brochure is to answer some of these questions and to help you get started on your new life in Denmark. If you have questions - don't hesitate to contact us. We are there to help you.

Once again, Welcome - we hope you will enjoy living in Denmark.

Workindenmark

WIDK



**Welcome to Denmark is published by Workindenmark
- part of Danish Agency for Labour Market and Recruitment,
Ministry of Employment, November 2018**

Editor: Kirstine Lindved, Workindenmark West

Graphic design: Clienti Aarhus

Photos: Tomas Bertelsen, Thomas Søndergaard, Shutterstock, Scanpix, Colourbox.

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Leaving Denmark

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Service to Danish Employers

Denmark

Country and people

Denmark is a country with many islands. The Kingdom of Denmark encompasses the peninsula of Jutland and more than 400 islands. No place in this country is more than 50 kilometres from the sea coast. These geographic realities present a real challenge, especially for engineers. Bridges are part of the Kingdom's image, as are contemporary design, kilometres of sandy beaches and successful economic policies. People in Denmark enjoy a high standard of living. Probably not least for this reason, OECD studies have concluded that Danes are very contented people.





WIDK

The Danes have the highest job satisfaction in Europe

The Danish labour market serves as a role model for many countries. Liberal employment regulations, a broad net of social security and a pro-active labour market policy are all combined under the watchword of "flexicurity". As a result, the labour market in Denmark is described as deregulated. The unemployed receive a relatively high level of unemployment benefits, as well as comprehensive retraining for new jobs. The employment rate in Denmark is one of the highest in the EU.

Informal social interaction and democracy

Most Danes place a high value on equal rights and democracy. Compared with other countries, social interaction and the tone of voice are informal. Friends, family and also colleagues are addressed informally on a first-name basis. It is also common to address superiors by their first names. The informal tone is also valid in educational

settings, where pupils address their teachers on a first-name basis.

Two basic elements of education in Denmark are discussion and debate, whether in public, in family relations or at work. Danish companies place high demands on their employees, as they expect their staff to develop, propose and implement ideas themselves. There is no need to fear making mistakes here, because companies value their employees highly. They place high priority on skills development, and most companies in Denmark offer continued training for their employees. Teamwork is also appreciated highly in Denmark. Studies repeatedly show that teamwork leads to better use of the knowledge pool and promotes creativity. It is probably for all these reasons that so many Danes are in full swing at work. They are motivated and committed employees.

Getting to know people and making friends

Most Danes have a high level of education, and they take interest in their social circles and local communities as well as happenings around the country. Danes are said to be informal, unassuming, humorous, cheerful and jovial folks always likely to say, "Things will work out", but also to be a short-sighted, impulsive, individualistic, undisciplined, anarchic people with a lack of earnest and little respect for tradition. Danes are also perceived to be relaxed, happy and easy going. All the same, many foreigners find it difficult at first to become acquainted and make friends with Danes outside the work place.

Danes prioritize time with the family during their leisure time.

The Danish people spend a large part of their free time with their families – the spouse, children and other close family members. They generally spend birthdays, Christmas, public holidays and vacations in close family company.

The social behaviour of Danes can best be described by the term “bonding”. One distinguishes in general between those who build bridges to other people and those, who work to bond with others and intensify existing bonds – family ties, friendship bonds, etc. Bridge builders establish contact quickly, but “bonders” like the Danes are slow to do so.



FACTS

ABOUT DENMARK

- Monarchy – Queen Margrethe II
- Representative democracy
- 5.7 mill. inhabitants
- 43.000 km² - more than 400 islands, 7.300 km. coastline
- Official language – Danish
- Currency: Danish Krone (DKK)
1 Krone = 100 øre 1 € = 7,45 DKK
- 98 municipalities and 5 regions
- 78% of all 16 to 64 years old Danes have a job
- 75% of all women and 81% of all men work
- 72% of all employees are member of an union or an unemployment insurance fund
- 83% of all children continue education after elementary school
- More women than men have an academic education
- 90% of all Danish citizens are member of at least one association

Being a small population, the Danes are used to having some kind of shared history with almost everyone in the country. When they meet someone for the first time, they will immediately try to find out what common acquaintances they may have.

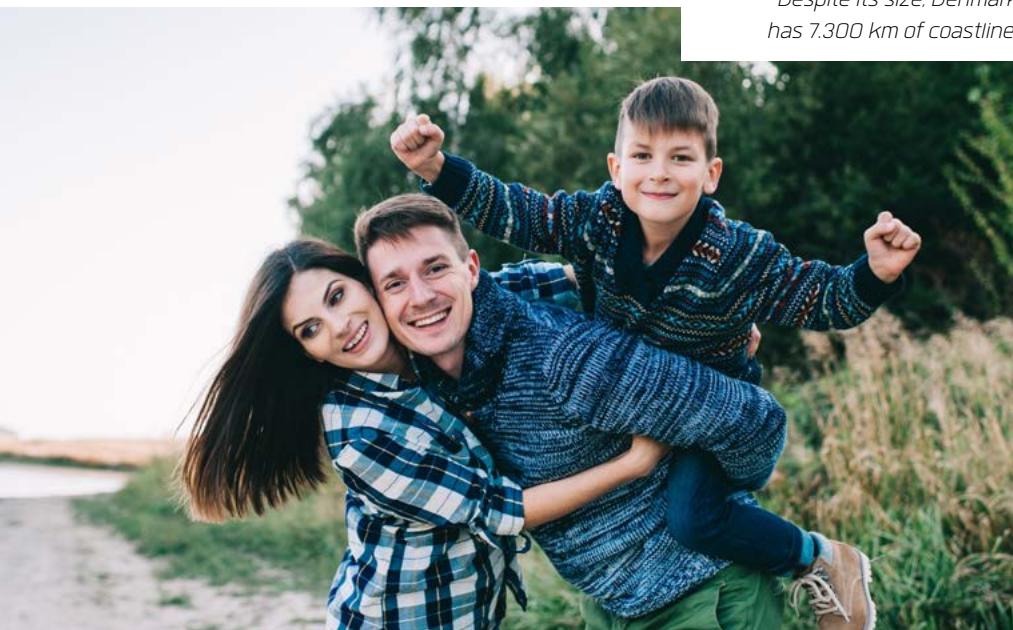
Homogeneous society – the clan-based society

In many respects, the Danes are a very homogeneous society: incomes are about the same (net), they dress similarly, they all have more or less the same values, they

travel to the same holiday destinations, celebrate the same holidays and above all: almost all of them have the same nationality. Foreigners are a relatively new phenomenon in Denmark; compared with other countries, there are relatively few non-natives in Denmark. Anyone whose speech, traditions, attitudes or values are unlike those of the homogeneous “clan-based society” will initially be perceived by Danes as “different”. Many Danes feel that to be “properly” Danish, a person must above all master the Danish language.



Despite its size, Denmark has 7.300 km of coastline.



TIPS

ABOUT THE DANES

All of this makes it a challenge to get to know Danes and to find Danish friends. Here are a few tips:

- Be active and invite people over, rather than waiting for an invitation from the Danish side. Danes want to get to know people, but they find it difficult to take the first step.
- Join an association - Denmark is a country full of associations and clubs. On average, each Dane is a member of no less than five associations.
- Learn Danish. Even though you might find it difficult to begin with, it really pays off.
- Meet other people who are in the same situation as you. A number of international clubs arrange social events where international families can meet and learn more about Denmark and Danish culture.
- Be open minded. What is normal and accepted in your home country may not apply to Denmark. Even if you find the Danish traditions and ways of behaviour strange don't be prejudiced. Remember there are more similarities than differences between the culture you are used to from your home country and the culture and tradition you meet in Denmark.

Where do Danes "hang out" after work?

- At evening classes, in language classes, cooking courses or creative activities
- At Open University events (Danish: Folkeuniversitet) where they participate in lectures and similar
- At sports clubs, associations, literary circles, senior citizens' clubs, stamp collecting associations, volunteer work etc.
- At the fitness center
- At the theatre
- At the swimming baths, indoor swimming pools, beaches

Your local library, town hall/Borger-service and municipality web site are good places to find out what associations, clubs and events there are in your vicinity - otherwise ask you Danish colleagues and friends - you will find, that they are very helpful.

First steps in Denmark

Checklist – Moving to Denmark

What to remember in the first 30 days after your arrival in Denmark?

When newly arrived in Denmark there are a lot of important issues to be aware of as foreign citizen.

In the following checklist we have listed matters of particular importance. The different subjects are discussed in more detail in the following chapters. The checklist mainly refers to people who have signed an employment contract with a Danish company and who will have residency in Denmark.

In general it is advisable to bring:

- Passport/national ID card with photo
- Passport photo
- Residence and work permit from the the Danish immigration authorities (non-EU/EEA citizens only)
- Marriage certificate if you are married. Please remember to bring the marriage certificate, even if your partner is not accompanying you. If applicable: divorce certificate/death certificate (widow(er)). Please note that only certificates in English/German/Scandinavian languages are accepted.
- Birth certificate(s) for accompanying children under 18 years. Please note that only certificates in English/German/Scandinavian languages are accepted.
- Proof of address in Denmark
- The blue European health card (EU/EEA nationals only)
- Medical card (optional)
- Driving license
- Educational certificates
- Vehicle papers (if you bring vehicles)

Residence certificates /work permit in Denmark

- Nordic citizens: You are free to re-side and work in Denmark without a residence certificate.
- EU/EEA/Swiss Citizens: Apply for residence certificate at International Citizen Service in Aalborg, Aarhus, Odense or Copenhagen or at the State Administration (Danish: Statsforvaltningen)
- Non-EU Citizens: Apply for a residence and work permit prior to start working in Denmark at a Danish representation (embassy or consulate) in your home country or at the immigration service in Denmark.

More information in chapter "Register as a citizen in Denmark"

Social security and personal registration number "CPR number"

Everybody who are planning to stay in Denmark for more than 3 months must register for at Personal Registration Number (CPR number) and a health card. You can apply for a CPR number and a health card at the International Citizen Service in Aalborg, Aarhus, Odense or Copenhagen or at the local municipal Citizen Service Centre (Danish: Borgerservice). At the registration you will choose a doctor. Your social security card (Danish: sundhedskort) which includes your CPR number will be send to you by post.

EU/EEA/Swiss citizens who need medical treatment during travels in the EU, Norway, Iceland, Liechtenstein (EEA), or Switzerland must apply for the blue European Health Insurance Card.

More information in chapter "Register as a citizen in Denmark"



Tax registration

When you work in Denmark you must also have a tax card. This is issued to you at either the International Citizen Service or online via form 04.063. More information in chapter "Tax"

Bank

Open a bank account – preferably an "Easy Account" (Danish: Nemkonto). This is generally a current account, into which payments from you employer and from the state are made (e.g. tax refunds).

Further information in chapter "Bank"

Unemployment insurance

Unlike many other countries, unemployment insurance in Denmark is voluntary and you are not as a standard covered through your employer. Thus, you are not automatically insured against unemployment.

Further information in chapter "Unemployment insurance"



FIND MORE
INFORMATION AT
LIFEINDENMARK.DK

□ Insurance

Check your insurances from your home country. Some of the most important insurances in Denmark are:

- Personal liability insurance (Danish: Ansvarsforsikring)
- Household insurance (Danish: Indboforsikring)
- Accident insurance (Danish: Ulykkesforsikring)
- Unemployment insurance (Danish: Arbejdsløshedsforsikring). Further information in chapter "Unemployment insurance"
- Life insurance (Danish: Livsforsikring)
- Legal protection insurance (Danish: Retshjælpsforsikring)
- Car insurance (Danish: Bilforsikring) – if you have a car
- Dog insurance (Danish: Hundeforsikring) – if you have a dog

Further information in chapter "Private insurance"

□ Danish Language

All municipalities in Denmark offer Danish lessons when you have a CPR number.

Further information in chapter "Learning" the Danish language"

□ Vehicle

If you bring your vehicle with you from your home country, the vehicle may have to be re-registered with Danish number plates or you must have obtained exemption.

Further information in chapter "Bringing your private vehicle to Denmark"

□ Driver's licence

Driver's licences issued within the EU are valid in Denmark

Driver's licences issued in a non-EU country may be valid in Denmark

Further information in chapter "Driving licence"

□ Media licenses

You are legally obligated to register with "DR Licens" if you have a television, computer, smart phone or other devices with internet access if you are more than 18 years old. You must register within 14 days of procurement.

Further information in chapter "Radio and television fees"



□ E-Boks & NemID

NemID is a secure log on to internet services. E-Boks is your online mailbox for mail from public authorities (tax, pension etc.) Apply for your NemID at your Citizen Service Center or bank

Further information in chapter "NemID, E-Boks/Digital Post"

Further information and advice:

In the International Citizen Service in Aalborg, Aarhus, Odense and Copenhagen you will receive free of charge advice concerning residence permit, social security, tax, recognition of qualification, insurance and many other questions that may arise when moving to Denmark.

Further information in chapter "Register as a citizen in Denmark – International Citizen Service"



International Citizen Service can help you with your questions about coming to Denmark.



Registration procedure

Please follow the relevant registration procedure according to your nationality and the duration, you plan to work/stay in Denmark.

	NORDIC CITIZENS	EU/EEA CITIZENS	NON-EU/EEA CITIZENS
Work in Denmark for less than 3 months	<p>STEP 1: Create a tax card (online www.skat.dk or at International Citizen Service)</p>	<p>STEP 1: Create a tax card (online www.skat.dk or at International Citizen Service)</p> <p>STEP 2: Apply for special health card (online www.lifeindenmark.dk > Cross-borders > Special health insurance card.</p>	<p>STEP 1: Apply for a residence and work permit (Danish Agency for International Recruitment and Integration – www.newtodenmark.dk)</p> <p>STEP 2: Create a tax card (online www.skat.dk or at International Citizen Service)</p>
Work in Denmark for more than 3 months	<p>STEP 1: Register for a Danish CPR number and the yellow health card (Borgerservice or International Citizen Service)</p> <p>STEP 2: Create a tax card (online www.skat.dk or at International Citizen Service)</p> <p>STEP 3: Apply for the blue European health card (online www.lifeindenmark.dk).</p>	<p>STEP 1: Apply for an EU residence certificate (Statsforvaltningen or International Citizen Service)</p> <p>STEP 2: Register for a Danish CPR number and the yellow health card (Borgerservice or International Citizen Service)</p> <p>STEP 3: Create a tax card (online www.skat.dk or at International Citizen Service)</p> <p>STEP 4: Apply for the blue European health card (online www.lifeindenmark.dk).</p>	<p>STEP 1: Apply for a residence and work permit (Danish Agency for International Recruitment and Integration – www.newtodenmark.dk)</p> <p>STEP 2: Register for a Danish CPR number and the yellow health card (Borgerservice or International Citizen Service)</p> <p>STEP 3: Create a tax card (online www.skat.dk or at International Citizen Service)</p>
Cross-border workers	<p>STEP 1: Create a tax card (online www.skat.dk or at International Citizen Service)</p> <p>STEP 2: Apply for the special health card (online www.lifeindenmark.dk)</p>	<p>STEP 1: Create a tax card (online www.skat.dk or at International Citizen Service)</p> <p>STEP 2: Apply for the special health card (online www.lifeindenmark.dk)</p>	<p>STEP 1: Apply for a residence and work permit (Danish Agency for International Recruitment and Integration – www.newtodenmark.dk)</p> <p>STEP 2: Create a tax card (online www.skat.dk or at International Citizen Service)</p> <p>STEP 3: Apply for the special health card online www.lifeindenmark.dk)</p>

If you work in Denmark less than 3 months

If you work in Denmark for less than 3 months you should consider your:

1. Work- and residence permit
2. Tax
3. Social security

Nordic Citizens

As a Nordic citizen from Finland, Iceland, Norway or Sweden you may freely enter Denmark to reside or work. You do not need to have a residence permit.

When you work in Denmark, you must pay income taxes in Denmark – you will need a tax card. You can apply for the tax card and a personal tax number by completing the online form 04.063 (www.skat.dk English > Coming to Denmark > Coming to work and live > Setting up a life > First steps > Apply for a Danish tax card and a tax number. If you have completed the form in full and attached the documents required (signed work contract, marriage certificate (if you are married) and passport/national ID card), you will receive a preliminary income assessment (Danish: forskudsopgørelse). At the top of your preliminary income assesment, you will see your personal tax number. Your personal tax number works like a Danish personal identification number (CPR number). Your employer will withhold your tax from your salary and pay it directly to the tax authorities.

Make sure you are covered with a health insurance if you work less than three months in Denmark.

You can apply to be enrolled in the Danish health insurance system if you stay in Denmark for less than 3 months. If you are entitled to be enrolled, you will normally receive a special health card within 2-3 weeks by post. Please find further information and application form at www.lifeindenmark.dk > Cross-borders > Special health insurance card.

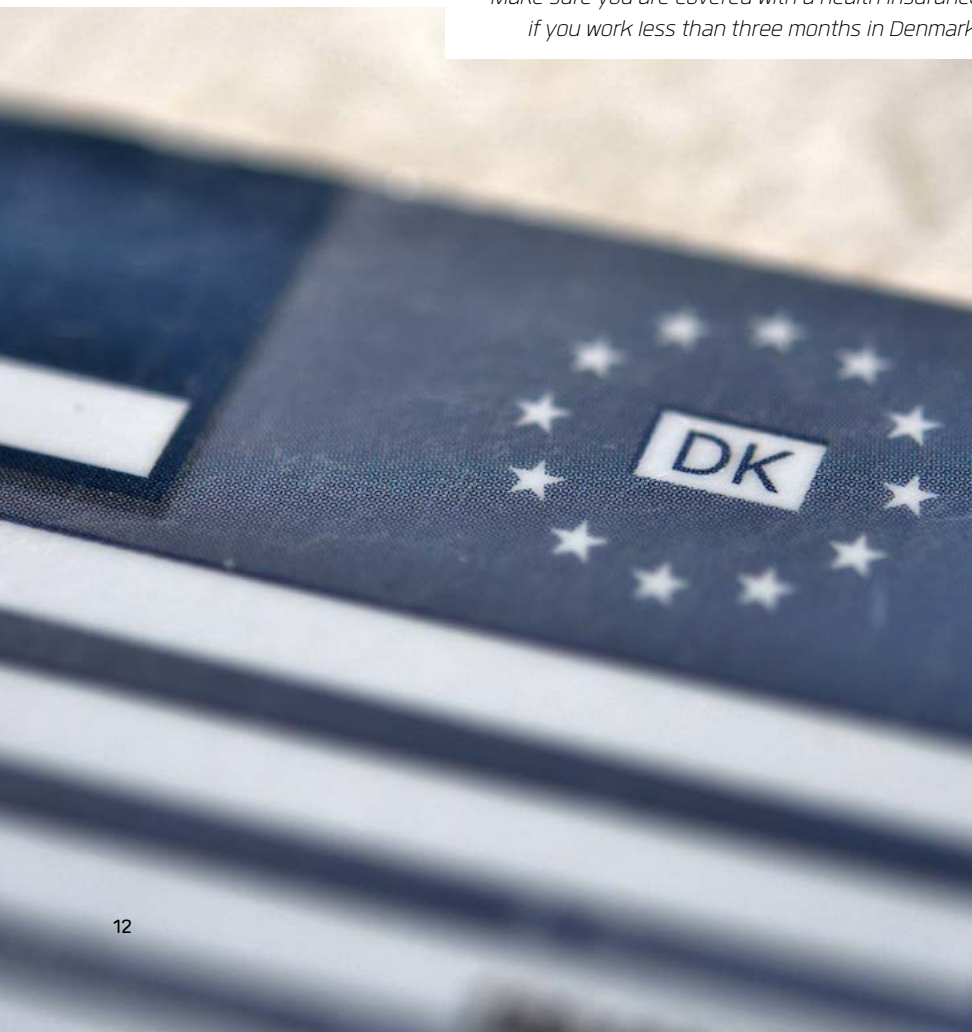
If you do not apply for a tax card, your employer will deduct 55% tax from your salary.

EU/EEA/Swiss Citizens

EU/EEA/Swiss citizens may freely enter Denmark to work. If you work in Denmark less than 3 months you do not need a residence certificate.

When you work in Denmark, you must pay income taxes in Denmark – you will need a tax card. You can apply for the tax card and a personal tax number by completing the online form 04.063 (www.skat.dk > English > Coming to Denmark > Coming to work and live > Setting up a life > First steps > Apply for a Danish tax card and a tax number. If you have completed the form in full and attached the documents required (signed work contract, marriage certificate (if you are married) and passport/national ID card), you will receive a preliminary income assessment (Danish: forskudsopgørelse). At the top of your preliminary income assesment, you will see your personal tax number. Your personal tax number looks like a Danish personal identification number (CPR number). Your employer will withhold your tax from your salary and pay it directly to the tax authorities.

If you do not apply for a tax card, your employer will deduct 55% tax from your salary.





If you are considered a cross border worker, you can be enrolled in the Danish health insurance system if you stay in Denmark for less than 3 months.

You can not register for a normal Danish CPR number. If you need medical assistance during the 3 months period, you should use the blue European health card from your home country. You can, however, apply for a special health insurance card. Please find further information and application form at www.lifeindenmark.dk > Cross-borders > Special health insurance card. If you are entitled to be enrolled, you will normally receive the special health card within 2-3 weeks by post.

Non-EU citizens

As a Non-EU citizen you need a work- and residence permit **before** you start working. You must submit your application for work and residence permit to the immigration authorities in Denmark or to a Danish representation (embassy or consulate) in your home country.

As a general rule a residence and work permit will be issued on the basis of professional or labour market considerations. However, a number of schemes e.g. the Working Holiday Programme have been designed in order to make it easier for young short term employees from some countries to get a residence and work permit in Denmark. Further information at www.newtodenmark.dk

You cannot register for a Danish CPR number and thus, you will not be covered by Danish health insurance. Please make sure you are covered either with an insurance from your home country or sign up for a private insurance in Denmark.

When you work in Denmark, you must pay income taxes in Denmark – you will need a tax card. You can apply for the tax card and a personal tax number by completing the online form 04.063

www.skat.dk > English > Coming to Denmark > Coming to work and live > Setting up a life > First steps > Apply for a Danish tax card and a tax number.

If you have completed the form in full and attached the documents required (signed work contract, residence and work permit, marriage certificate (if you are married) and passport/national ID card) you will receive a preliminary income assessment (Danish: forskudsopgørelse). At the top of your preliminary income assessment, you will see your personal tax number. Your personal tax number looks like a Danish personal identification number (CPR number). Your employer will withhold your tax from your salary and pay it directly to the tax authorities.

If you do not apply for a tax card, your employer will deduct 55% tax from your salary.



Your new Danish address must be registered with the Danish Personal Register.

If you work in Denmark for more than 3 months

If you are planning to work/stay in Denmark for more than 3 months you should consider your:

1. Work- and residence permit
2. Social security
3. Tax

Nordic Citizens

Citizens from Finland, Iceland, Norway and Sweden may enter Denmark without any restriction to reside, study or work. You do not need a residence permit, but must register your address with the Danish Personal Register (Danish: Folkeregister) and must have a tax card. With the registration you get a personal registration number (CPR number) and a health card.

You can apply for the tax card and a personal tax number by completing the online form 04.063 (www.skat.dk > English >

Coming to Denmark > Coming to work and live > Setting up life in Denmark > First steps > Apply for a Danish tax card and a tax number).

If you do not apply for a tax card, your employer will deduct 55% tax from your salary.

You can register in two ways: Either by using the fast track - International Citizen Service in Copenhagen, Aarhus, Aalborg or Odense or by visiting the different authorities needed one by one.

EU/EEA/Swiss Citizens

Citizens from an EU/EEA country and Switzerland can take up residence in Denmark if you are planning to stay in Denmark for more than 3 months and:

- Have found a job in Denmark or
- Start studying in Denmark or
- Have sufficient resources to support yourself financially or
- Is a self-employed person or
- Is a family member to one of the above mentioned groups.

You must apply for a residence certificate, but you may enter Denmark and start working in Denmark during the application period. It is recommended that you apply for the EU residence certificate as soon as you come to Denmark. After you have obtained an EU residence certificate you must register your address with the Danish Personal Register. With the registration

you get a personal registration number (CPR number) and a health card. As soon as you have your CPR number you must apply for a tax card. You can apply for the tax card and a personal tax number by completing the online form 04.063 (www.skat.dk > English > Coming to Denmark > Coming to work and live > Setting up a life in Denmark > First steps > Apply for a Danish tax card and a tax number).

If you do not apply for a tax card, your employer will deduct 55% tax from your salary.

You can register in two ways: Either by using the fast track - International Citizen Service in Copenhagen, Aarhus, Aalborg or Odense or by visiting the different authorities needed one by one.

Non-EU Citizens

If you are a citizen from a country outside the EU/EEA, it is essential that you have been granted a work and residence permit before you start working. Applications for work and residence permits must typically be submitted to a Danish representative office, e.g. an embassy or consulate general in the applicant's home country. The application form and guidelines may be found on the Danish immigration service's website www.newtodenmark.dk. After you have obtained a work- and residence permit, you must register your address with the Danish Personal Register. With the registration you get a personal registration number (CPR number) and a health card.

As soon as you have your CPR number you must apply for a tax card. You can apply for the tax card and a personal tax number by completing the online form 04.063 (www.skat.dk > English > Coming to Denmark > Coming to work and live > Setting up a life in Denmark > First steps > Apply for a Danish tax card and a tax number).

If you do not apply for a tax card, your employer will deduct 55% tax from your salary.

You can register in two ways: Either by using the fast track - International Citizen Service in Copenhagen, Aarhus, Aalborg or Odense or by visiting the different authorities needed one by one.

In order to register for a CPR number, you must have an address in Denmark, and you must attend in person at the International Citizen Service.



Cross-border Workers

Workers who maintain their residence in another country than Denmark and travel to Denmark on a regular basis to work are considered as cross-border workers.

If you are considered as a cross-border worker you should consider you:

1. Work- and residence permit
2. Social security
3. Tax

Step 1. Work permit:

Cross-border workers with Nordic, EU/EEA or Swiss citizenship do not need a work permit/residence certificate to Denmark.

Non-EU citizens need a work permit before start working. You must submit your application for work permit to the Danish representation (embassy or consulate) in your home country or to the immigration service in Denmark prior to your arrival in Denmark.

Step 2. Tax:

If you earn more than 75% of your annual income in Denmark, you can ask to be taxed according to the cross-border worker rules. As a cross-border worker, you are, as a general rule, entitled to the same tax allowances and deductions as people living in Denmark.

You will need a tax card. You can apply for the tax card and a personal tax number by completing form 04.063 (www.skat.dk > English > Coming to Denmark). If you have completed the form in full and attached the documents required (signed work contract, marriage certificate (if you are married), passport/national ID card and your residence and work permit(Non-EU citizens only), you will receive a preliminary income assessment (Danish: forskudsopgørelse). At the top of your preliminary income assessment, you will see your personal tax number. Your personal tax number works like a Danish personal identification number (CPR number). Your employer will withhold your tax from your salary and pay it directly to the tax authorities.

If you do not apply for a tax card, your employer will deduct 55% tax from your salary.

Step 3. Social security

As a cross-border worker you have a right to health insurance services in both your country of residence and in Denmark.

All of your family members, who do not have health insurance of their own, are also insured via the Danish national health insurance scheme. However, family members who live in your home country may only receive medical treatment in their country of residence and in accordance with that country's laws.

You can apply to be enrolled in the Danish health insurance system via www.life-indenmark.dk > Cross-border commuters > Special health insurance card. If you are entitled to be enrolled, you will receive the special health insurance card within 2-3 weeks by post. The special health insurance card is issued by Udbetaling Danmark. If you have any questions about the special health insurance card, please contact Udbetaling Danmark, telephone +45 70 12 80 81.

Step 4. Bank, insurance etc.

You need to open a bank account in order for your employer to pay out your salary. As soon as you have your personal tax number you must open a bank account. It is an advantage to have an Easy Account (Danish: Nemkonto). This is generally a current account, into which payments from your employer are made. The Nemkonto is also used by the Danish state for e.g. tax refunds.

Contact the bank you prefer concerning opening of a bank account.

Insurance

When you work for a Danish employer you are covered by the employers occupational accident insurance held by your employer, but only in the hours you are working. In your spare time you will be covered by your insurances from your home country.

Driving license

As a cross-border worker you can use your driving license from your home country.

Vehicles

As a cross-border worker you are allowed to use your foreign registered vehicle to and from work in Denmark. If you return to your home country on a daily basis you don't have to do anything, but is generally advisable always to keep a copy of your employment contract and your Danish health card in your vehicle.

If you return to your home country once a week it is recommended to apply for permission to drive your foreign registered vehicle in Denmark – use form 21.059 from www.skat.dk > English > Coming to work and live > Foreign Motor vehicles Apply as soon as you start working in Denmark. Until you get your permission, you must bring the application whenever you drive in Denmark. Remember always to keep the permission in your car.

If you do not return on a daily or weekly basis you must apply for permission to drive your foreign registered vehicle in Denmark – use form 21.059 from www.skat.dk. Apply as soon as you start working in Denmark. Until you get your permission, you must bring the application whenever you drive in Denmark. Remember always to keep the permission in your car. Please note that if you stay in Denmark for more than 185 days within one year you are considered to reside in Denmark and you must register your vehicle in Denmark.

On www.oresunddirekt.com (in Danish, English and Swedish language) you find more information concerning cross-border workers between Denmark and Sweden.

On www.eures-kompas.eu and www.pendlerinfo.org (in Danish and German language) you more information concerning cross-border workers between Denmark and Germany

More information concerning tax:
In English: www.skat.dk > English > Coming to Denmark.

More information concerning tax:
In English: www.skat.dk > English flag > Individuals > Coming to Denmark.

Posted workers

If you are posted to work in Denmark, and your employer is a foreign company temporarily providing a service in Denmark, you are covered by the Danish Act on Posting of Workers.

If you are posted to work in Denmark you are assured some minimum rights concerning your working conditions. You have the same right to a safe and healthy working environment as Danish citizens. Other areas covered by posted worker's rights are: discrimination at the workplace, equal rights and equal pay for men and women and some of the regulation on working hours. Besides this, you are assured the minimum rights arising from the Danish Holiday Act, if the holiday regulations in your home country are less generous.

What is a posted worker?

And what is posting?

A worker posted to Denmark is an employee who is usually employed in another country and is sent to Denmark by their employer to work for a limited period of time.

An enterprise is considered to have posted workers to Denmark in the following situations:

1. The enterprise has sent an employee to Denmark to provide a service to an enterprise or private person in Denmark
2. The enterprise, a temporary work agency, for example, has hired out an employee to a user enterprise in Denmark
3. The enterprise has sent an employee to an enterprise in Denmark within the same group or which is otherwise affiliated to the posting enterprise.

One of the conditions that must be fulfilled in order for a situation to be characterised as posting is that an employment relationship exist between the worker and the posting enterprise or temporary work agency. Another condition is that the enterprise making the posting has to be genuinely established in the country of origin, which means that the enterprise must have substantial activity in that country.

Residence and work permit?

Before you can start work in Denmark as a posted employee you need to find out if



you require a residence and work permit. This depends on where you come from.

If you are a citizen of a Nordic country you can freely live and work in Denmark. If you are a citizen from an EU/EEA country or Switzerland, you can start to work in Denmark and then apply for a registration certificate from the State Administration possibly through the International Citizen Service.

If you are a citizen of a country outside EU/EEA/Switzerland, and you are posted by an enterprise from a EU country, you have to seek further advice at the State Administration

If you are a non-EU/EEA/Swiss citizen, and you are not covered by the regulations on posting of workers, you always have to apply for a work and residence permit before starting work in Denmark. You can read more and send your application online to the immigration authorities via www.newtodenmark.dk.

Registration

If you plan to work and live in Denmark for more than 3 months, you need to apply for a CPR number (civil reg. no.) at the Danish National Register (Folkeregisteret). If you stay in Denmark for more than 6 months, you are considered to be fully tax liable to Denmark from the first day of your stay. Further information about registration in chapter "Register as a citizen in Denmark".

Tax

If you are posted to Denmark and your employer has got a permanent establishment in Denmark, you have to apply for a personal tax number and a Danish tax card, no matter how long you intend to stay in Denmark. The same rule applies if you establish a business in Denmark.

Further information

You find further information about working conditions, health and safety, tax and regulations on posting at for posted workers at www.workplacedenmark.dk/en

International Citizen Service

International Citizen Service is a nationwide service for foreign employees and Danish companies. In the International Citizen Service you find all relevant authorities under one roof – the Danish immigration service (residence and work permit), the Danish Tax and Customs administration – (Skattestyrelsen), the State Administration (registration certificate), the local municipal administration (CPR number and health card) and Workindenmark. In most cases the foreign employee only need to visit International Citizen Service in order to get the paperwork done and find answers to possible questions.

At www.icitizen.dk you find details about opening hours, addresses and checklists with information about which documents to bring. Apart from the registration, International Citizen Service offers foreign employees, job seekers and their families useful information about and personal guidance on:

- Job search in Denmark
- Job search for international students
- Danish courses
- The Danish tax system
- Registration of foreign vehicles
- Living and working conditions in Denmark
- Authorization and approval of professional qualifications for regulated professions
- Driver's license
- Study and career
- Schooling
- Day-care for children
- Network and social activities in your area

International students are requested to register for the registration certificate at either the special registration events organized by the educational institutions or directly at the State Administration (EU/EEA citizens). After having received the registration certificate, you can register for the CPR number at Borgerservice in the municipality, where you live. Nordic and non-EU/EEA citizen can register for the CPR number directly at the Borgerservice Center. Further information at www.icitizen.dk.

What to bring when you register at the International Citizen Service

WORKERS

Nordic citizens

Citizens from the Nordic countries can take up residence in Denmark without any restrictions. If you work in Denmark for more than 3 months, you must register for a personal registration number and a tax card.

Please bring:

- Passport/ID card + a copy
- Nordic CPR number
- A proof of your address in Denmark (e.g. rental contract, letter from your landlord etc.)
- Marriage certificate if you are married + a copy. You must bring the marriage certificate, even if your partner is not accompanying you. If applicable: divorce certificate/death certificate (widow(ler)). Only certificates in English/German/Scandinavian languages are accepted.
- Birth certificate(s) for accompanying children under 18 years + a copy. Only certificates in English/German/Scandinavian languages are accepted.
- Tax form 04.063 (can be found on www.skat.dk > write 04.063 in the search field - choose language).
- Your work contract + a copy

Please note that all persons wishing to register in Denmark at the International Citizen Service must attend in person. This also applies to accompanying spouse and children. In order to register for a CPR number, you must have an address in Denmark. You can register with residence or abode in apartments, rooms, guest houses, hotels, camp-sites and similar non-moving housing. What matters is where you sleep regularly, where you have your belongings and length of stay.

EU/EEA citizens

If you are a citizen from an EU/EEA country you can take up residence in Denmark if you have found a job in Denmark.

If you work in Denmark for more than 3 months, you must register for a residence certificate (step 1), a personal registration number (CPR)(step 2) and a tax card (step 3).

For the residence certificate, please use form OD1 – the form can be found on www.statsforvaltningen.dk > EU residence > Application.

Please bring:

- Form OD1. Each family member must fill in form OD1 –incl. accompanying children.
- Work contract or Declaration by the Employer (Appendix A in form OD1). Please note, that you must register within one month from the day your employer have signed the work contract/the Declaration by the employer. This applies for workers only.
- Original passport/national ID card with photo + a copy
- One passport size photo
- A proof of your address in Denmark (e.g. rental contract, letter from landlord) + a copy
- Marriage certificate if you are married + a copy. Please remember to bring the marriage certificate, even if your partner is not accompanying you. If applicable: divorce certificate/death certificate (widow(ler)). Only certificates in English/German/Scandinavian languages are accepted.
- Birth certificate(s) for accompanying children under 18 years + a copy. Only certificates in English/German/Scandinavian languages are accepted.
- Tax form 04.063 (can be found on www.skat.dk > write 04.063 in the search field – choose language)

Please note that all persons wishing to register in Denmark at the International Citizen Service must attend in person. This also applies to accompanying spouse and children. In order to register for a CPR number, you must have an address in Denmark. You can register with residence or abode in apartments, rooms, guest houses, hotels, campsites and similar non-moving housing. What matters is where you sleep regularly, where you have your belongings and length of stay.

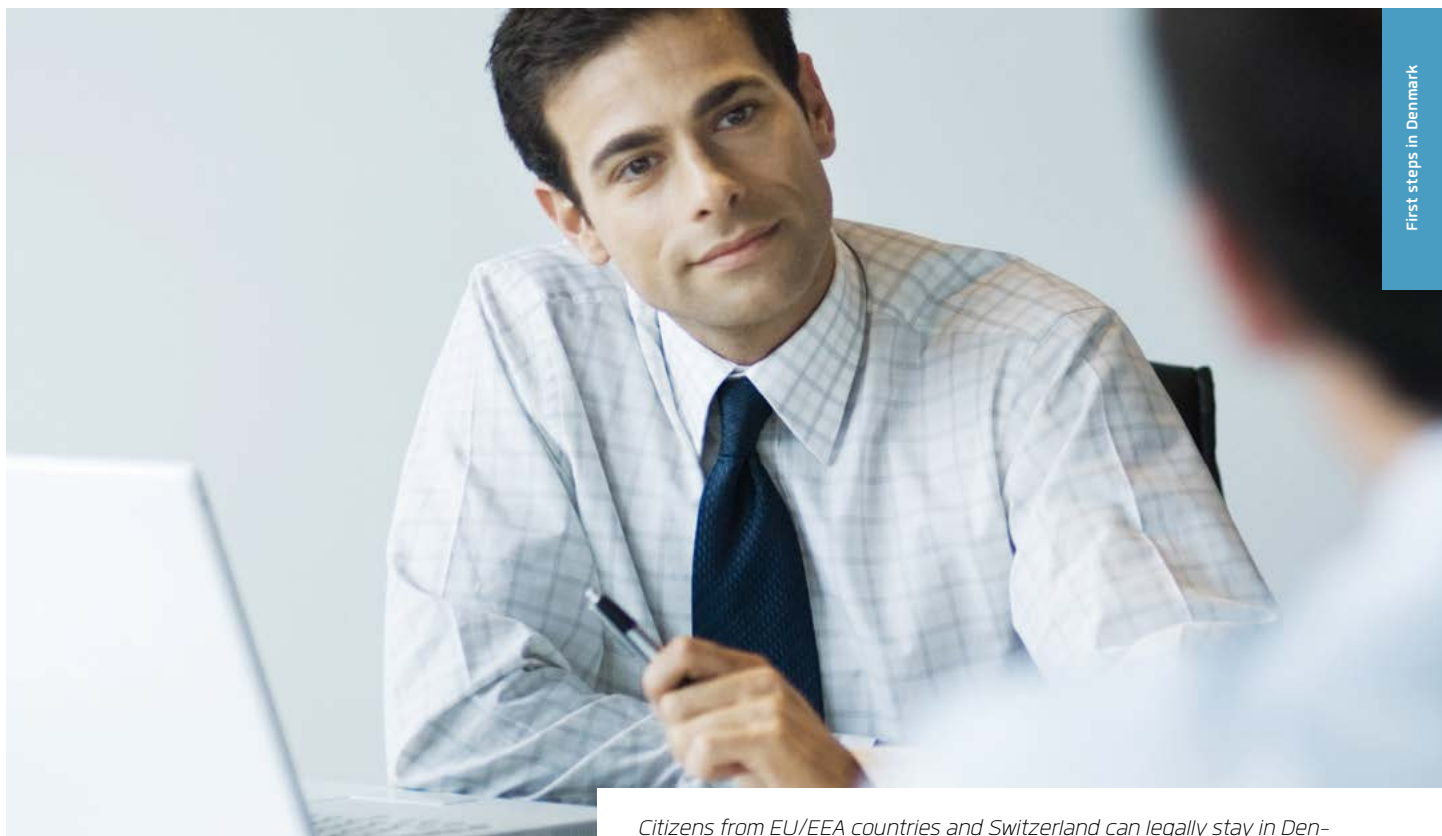
Non-EU/EEA citizens

If you are a citizen from a Non-EU/EEA country, you must apply for a work- and residence permit before arrival in Denmark. Each family member must have a residence permit. After arrival in Denmark, you must register for a personal registration number (CPR) and a tax card.

Please bring:

- Your work- and residence permit from the Danish Agency for International Recruitment and Integration + a copy
- Original passport/national ID card with photo + a copy
- A proof of your address in Denmark (e.g. rental contract, letter from landlord) + a copy
- Marriage certificate if you are married + a copy. Please remember to bring the marriage certificate, even if your partner is not accompanying you. If applicable: divorce certificate/death certificate (widow(ler)). Only certificates in English/German/Scandinavian languages are accepted.
- Birth certificate(s) for accompanying children under 18 years + a copy. Only certificates in English/German/Scandinavian languages are accepted.
- Tax form 04.063 (can be found on www.skat.dk > write 04.063 in the search field - choose language).
- Your work contract

Please note that all persons wishing to register in Denmark at the International Citizen Service must attend in person. This also applies to accompanying spouse and children. In order to register for a CPR number, you must have an address in Denmark. You can register with residence or abode in apartments, rooms, guest houses, hotels, campsites and similar non-moving housing. What matters is where you sleep regularly, where you have your belongings there and length of stay.



Citizens from EU/EEA countries and Switzerland can legally stay in Denmark for up to 6 months without registration while searching for a job.

What to bring when you register at the International Citizen Service

JOB SEEKERS

Job seekers from EU/EEA countries and Switzerland

Citizens from EU/EEA countries and Switzerland can stay legally in Denmark for up to 6 months without registration while searching for a job. During the 6 months you will not get a personal registration number (CPR number). If you need medical assistance during the 6 months, you need your blue European health card from your home country. Please note, that you have no rights for financial support from Denmark during your stay. After the 6 months period, you can stay in Denmark as a job seeker, as long as you can prove, that you are still looking for work, and that you have a genuine chance of being hired.

Register with sufficient funds

If you are a citizen from an EU/EEA coun-

try and are able to support yourself financially (or know someone who is able and willing to support you), you can apply for a residence certificate to Denmark and hereafter a CPR number based on sufficient funds.

You can register at the International Citizen Service or at the State Administration (Statsforvaltningen).

Please bring:

- Form OD1 (can be found on www.statsforvaltningen.dk > EU residence). Each family member older than 18 years must fill in form OD1.
- Documentation for sufficient funds e.g. transcript from your bank account, scholarship or other means. The transcript must indicate the amount, the currency and your name and must be no older than 14 days old.

- Passport/National ID Card
- Passport photo
- A proof of your address in Denmark (e.g. rental contract, letter from landlord etc.)
- Marriage certificate if you are married. You must bring the marriage certificate, even if your partner is not accompanying you. If applicable: divorce certificate/death certificate (widow(er)). Only certificates in English/German/Scandinavian languages are accepted.
- Birth certificate(s) for accompanying children under 18 years (if you have children). Only certificates in English/German/Nordic languages are accepted.

You must attend in person at the International Citizen Service or at the State Administration.

International Citizen Service

The four International Citizen Service offices have the following office hours and contact information:

International Citizen Service North

Aalborghus Slot
Slotspladsen 1
9000 Aalborg
Phone: +45 72 56 89 20
Mail: north@icitizen.dk
Office hours:
Tuesday 8.00 – 12.00
Thursday 12.00 – 16.00

International Citizen Service West

Åboulevarden 31, 1st floor
8000 Aarhus C
Phone: +45 72 22 33 75
Mail: west@icitizen.dk
Office hours:
Thursday 13.00 – 17.00
Friday 9.00 – 13.00

International Citizen Service South

Dannebrogsgade 3, 1st floor
5000 Odense C
Phone: +45 72 20 54 20
Mail: south@icitizen.dk
Office hours:
Wednesday 8.30 – 12.30
Thursday 12.00 – 16.00

International Citizen Service East

Gyldenløvesgade 11
1600 København V
Phone: +45 33 66 66 06
Mail: east@icitizen.dk
Office hours:
Monday, Tuesday and
Wednesday 10.00 – 15.00
Thursday 11.00 – 15.00
Friday 10.00 – 14.00

Please note, that the State Administration will be present at the International Citizen Service in Copenhagen Wednesdays and Thursdays only.

www.icitizen.dk

If you are supported by another person, please include the "Declaration of financial support". You find the declaration at www.statsforvaltningen.dk > EU Residence > Application and documentation. The declaration must be filled in by the person, who will support you and signed in front of the State Administration. The person must bring his/her passport/ID card. If the person is not able to appear in person, the declarations must be signed in front of a notary public.

As documentation for this person's ability to support you, please enclose either:

1. Employer's declaration (Appendix A in form OD1) and the latest 3 months pay slips or
2. Bank statement (max. 2 weeks old). Name, amount and currency must appear on the statement or
3. Other documentation for sufficient funds.

Please note that all persons wishing to register in Denmark at the International Citizen Service must attend in person. This also applies to accompanying spouse and children. In order to register for a CPR number, you must have an address in Denmark.

Job seekers from Non-EU/EEA countries

If you are a job seeker from a Non-EU/EEA country, you must apply for a residence and work permit before arrival in Denmark. Each family member must have a permit. After arrival in Denmark, you must register for a personal registration number (CPR) and a tax card.

Please bring:

- Your residence and work permit from the Danish Agency for International Recruitment + a copy
- Original passport/national ID card with photo + a copy
- A proof of your address in Denmark (e.g. rental contract, letter from landlord) + a copy
- Marriage certificate if you are married + a copy. Please remember to bring the marriage certificate, even if your partner is not accompanying you. If applicable: divorce certificate/death certificate (widow/er). Only certificates in English/German/Scandinavian languages are accepted.
- Birth certificate(s) for accompanying children under 18 years + a copy. Only certificates in English/German/Scandinavian languages are accepted. Service must attend in person. This also applies to accompanying spouse and children. In order to register for a CPR number, you must have an address in Denmark.

Jobseekers from EU/EEA countries and Switzerland with unemployment benefit from another EU/EEA country or Switzerland.

Jobseekers with unemployment benefit from another EU/EEA country or Switzerland must register at a Workindenmark office immediately after arrival in Denmark.

Please bring:

- Form PD U2 from your home country, signed by the institution, which pays out your unemployment benefit.
- Proof of registration as unemployed. As proof of registration as unemployed in Denmark, you must upload your CV

on www.workindenmark.dk > Create profile. When you have completed your CV, you will be given a reference number. Please bring the reference/CV number, when you register at Workindenmark.

You find Workindenmark offices in Copenhagen, Aarhus and Odense. You can also register as a jobseeker with unemployment benefit at the International Citizen Service in Aalborg.

WIDK



Create a job seeking profile
on workindenmark.dk

Working in Denmark

Working Conditions in Denmark

Danes love their job – Danes have the highest job satisfaction rating in Europe. 37 hours work week, 5 + 1 weeks paid vacation (after one year of work in Denmark) combined with flexible working hours, at many work places emphasizes a good work-life balance. Some employees also get a full salary during illness and full payment for the first 2 days, if you need to stay at home with your ill child.

Working hours

The standard working week in Denmark is 37 hours split over 5 days. Lunch breaks are typically 30 minutes long. Lunch breaks are paid as regular working hours in the public sector, whereas most private

employees pay for lunch breaks themselves. However, this varies from workplace to workplace.

Working hours are not regulated by law in the private sector, but rather, are determined by collective agreement or individual contracts.

Employment contract

You have a legal right to get an employment contract from your Danish employer. As a foreign employee you are covered by the same rules and regulations as Danish employees. The law stipulates that you must have an employment contract which specifies the most important terms and conditions of your employment.

The employment contract must at least contain information on the following:

1. Employer's and employee's name and address.
2. The location of the workplace or, if there is no fixed workplace, where the work is primarily performed/information that the employee is to work in various locations, and the employer's main office or address.
3. Job description or employee's job title, rank or job category.
4. Employment commencement date.
5. Expected duration of employment, if not permanent employment.
6. The employee's rights regarding holidays, including whether salary will be paid while the employee is on holiday.

7. Employee's and employer's terms of notice.
8. The applicable or agreed salary to which the employee is entitled upon commencement of employment and allowances or other forms of remuneration that are not included herein, e.g. pension contributions, lodging and meals. The frequency of salary payments must also be included in the contract.
9. The standard daily or weekly working hours.
10. Information on which collective agreements or other agreements regulate the employment and working conditions. If the collective agreements or agreements in question were entered into by parties outside of the company, these parties must be identified in the contract.

Collective agreements

Conditions of employment and wages are normally regulated through collective agreements that are negotiated by trade

unions and employers organizations. There is no minimum salary determined by law in Denmark.

Certain areas of work conditions are however regulated by law – holidays, equal opportunities and health and safety.

Many employees are member of a trade union and many employers are part of an employer confederation. This ensures that collective bargaining agreements cover a large percentage of employees and are widely respected. In addition to centralized agreements, the collective bargaining system can also be used at the workplace level.

Health and safety

All employees working in Denmark must comply with the Danish Working Environment Act. The Act aims at preventing accidents and illnesses at the workplace. It is the responsibility of the employer to ensure that working conditions are safe and sound. Further the employer has a variety of responsibilities e.g. to ensure that

the employees receive work instructions. You as employee must participate in the co-operation on safety and health. Furthermore, you have an obligation to use the protective equipment provided by the employer. More information about health and safety on www.arbejdstilsynet.dk > click on the English, German, Polish or Lithuanian flag.

Insurance

Employers have a legal obligation to obtain an employers occupational accident insurance, which protects you in case of accidents during your work hours.

Consider a private household insurance policy if you want liability and accident insurance during your spare time.

Holiday

As an employee in Denmark you have the right to 5 weeks' holiday.

In most collective agreements you have additionally 5 days holiday pr. year – also known as the 6th holiday week. Whether you have this right or not – please ask your employer or your union.

Qualifying year

The qualifying year runs from 1 January to 31 December. For every month you work in Denmark you earn 2.08 days of holiday. If you work 12 months in Denmark you earn $12 \times 2.08 = 25$ days with holiday pay/salary. If you have only worked for part of the year, e.g. six months, you have earned the right to $6 \times 2.08 = 12.5$ days of holiday with holiday pay/salary.

Holiday year

The holiday year starts on May 1 and ends on April 30. Normally, holiday dates are mutually agreed between the employer and the employee. All employees have the right to three weeks' uninterrupted holiday in the period May 1 – September 30 (primary holiday). Notice of this holiday

At least five weeks holiday per year and up to 37 hours work per week (leaves a great deal of spare time).



must be given 3 months in advance; notice of other holidays must be given 1 month in advance.

Holiday pay

If you are paid monthly, your holiday pay will usually take the form of salary plus a holiday supplement of typically 1% of the qualifying salary from the previous calendar year. Most people receive their holiday supplement in late April or May.

If you are paid by the hour, you get 12.5% in holiday pay of your qualifying salary in the qualifying year.

Even if you have not earned the right to five weeks of paid holiday, you can still go on holiday. However, you have to pay for the days off you have not earned. Employers have the right to deduct 4.8% from your salary for each day off you take.

The employer calculates the holiday allowance to which you are entitled. The employer then transfers the amount due to FerieKonto, or issues a holiday card to the employee. In both cases, the amount due is paid to the employee at a later date, when the holiday is taken.

You take the right to paid holiday with you if/when changing jobs.

If you move to another country, the money can be paid out before you leave - more information on www.lifeindenmark.dk > Living in Denmark > Work > Holiday pay from Ferie Konto

Tax

Everyone working in Denmark pays income tax and needs a tax card. The tax card is issued by the Danish tax authority (based on the information you give on form 04.063 (www.skat.dk > English > Coming to Denmark > Coming to work and live > Setting up a life in Denmark > First steps > Apply for a Danish tax card and a tax number). You will be asked to upload a copy of your work contract, your passport and your marriage certificate (if you are married).

If you do not apply for a tax card, your employer will deduct 55% tax from your salary

The tax card is electronic and your employer has access to your tax information. You will receive a copy of your tax card by post approximately 2 weeks after you have applied. The employer sends the sum of your withholding tax to the tax authority as a preliminary tax payment. You can see how much tax you have paid during the year on your payslips.

In Denmark the tax system is progressive which means that the more you earn the higher percentage you pay in direct tax.

The taxes consist of:

1. Bottom-bracket tax (Danish: Bundskat)
2. Top bracket tax (Danish: Topskat)
3. Health contribution (Danish: Sundhedsbidrag)
4. Labour market contribution, AM-bidrag (Danish: Arbejdsmarkeds-bidrag)
5. Municipality tax (Danish: Kommuneskat)
6. Church tax (Danish: Kirkeskat) (voluntary)
7. Indirect tax – VAT (Danish: Moms)

Denmark is a classic welfare state. Helping fellow citizens when they get ill, become old or lose their jobs is considered a joint responsibility. The same goes for high quality childcare and free schooling for everyone.

This explains why Danish taxes are so high. In 2009, taxation came to 48.2 percent of the GDP, making the Danes the highest taxed population in Europe, a record most people would not boast about. When it comes to income tax, the average citizen pays almost half of their salary in tax. In addition, most goods include 25 percent VAT ('Moms' in Danish). Cars, petrol, alcohol and other goods are also taxed in order to limit consumption.

To compensate for high taxes, Danish salary levels are among the highest in the world, and many welfare services that strain household budgets in other countries are either free or state-subsidized in Denmark. Medical help, hospital treatment, schooling and elderly care are all free – and day care for children is far cheaper than in most other countries. This means that the purchasing power in the Danish capital of Copenhagen is the same as in other European cities.

This information only gives you the most important tax information. You find further information on www.skat.dk > English.

Telephone numbers and opening hours can be found in the chapter "Important telephone numbers and addresses". Please be aware that the following information only is valid for the tax year 2018 and that change in tax rates may apply.

Tax year

The tax year in Denmark coincides with the calendar year. The actual amount of tax is calculated after the end of the year, as a result of which you will have to make an additional payment or you will receive a refund. The Danish tax system consists of 3 steps:

1. Preliminary Income Assessment
2. Tax assessment notice
3. Final tax notice





2016

Forskudsopgørelse

Ægtefællens personnummer	Personnummer		
Skattekommune			
Struer kommune			
Skatteprocent	Sundhedsbidrag	Kommune	Kirke
	7,00	24,90	
Personfradrag		Kørselsdato	
42.900		12.01.2016	
Telefonnummer		Kontaktadresse	
7222 1818		www.skat.dk/kontakt	
TastSelv-telefon		Webadresse	
7010 6989		www.skat.dk	

Resultat af forskudsopgørelsen						19.264,34
Samlet forskudsskat efter grøn check er beregnet til						
Hovedkort/	Pr. dag	Pr. uge	Pr. 14 dage	Pr. måned	Gyldigt fra	Trækprocent
Bikort	Skattefrit fradrag: 129	909	1.818	3.939	01.01.2012	37
Opgørelse af indkomst						100.000
Personlig indkomst		Før AM-bidrag	AM-bidrag	Efter AM-bidrag		
Kontanthjælp		100.000	0	100.000		100.000

1. Preliminary Income Assessment (Danish: forskudsopgørelse)

When you start working in Denmark you must apply for a tax card. The tax authorities generate a preliminary tax card for the coming year. The tax card is based on your expected income and deductions from form 04.063 (www.skat.dk > English > Coming to DK coming to work and live. Please make sure to state your annual income as accurately as possible. Should your income change significantly in the course of the year, you can have the information on the tax card changed at any time. Since recently, the tax card is no longer sent out in paper form, but is kept on file in your electronic tax file at SKAT (www.skat.dk). You can view this on your PC using your EasyID (Danish: NemID). Please check the information on the tax card. If everything is correct, you do not need to do anything else. Your employer will receive the tax card directly from the tax authority. If you are unable to provide a tax card when you are paid for the first time, your employer has to deduct 55 percent of your pay for taxes! So it is advisable to acquire your tax card early on.

2. Submitting your tax assessment notice

Every year in March you will receive a tax assessment notice for the previous income year. The tax assessment notice is a statement of your income, tax allowances and deductions and taxes paid for a particular income year. The tax authorities will be informed about you income, tax paid etc. by you employer in the number will be written in the tax assessment notice. It is up to you to check that the figures are correct. If they are correct, you do not have to do anything else. If they are incorrect, or if some figures are missing, you must notify SKAT via e-tax (Danish: TastSelv) on the Internet, by phone or via a tax return form.

You can submit your tax return online via e-tax (TastSelv.)

3. Final tax notice (Danish: årsopgørelse)

Changes made to the preliminary tax assessment within the deadline should be taken into consideration in the final tax notice. If you identify any discrepancies, please notify the tax authority immediately. If you are to receive a tax refund, you do not have to do anything. The amount will be transferred directly to your designated bank account. However, this requires that you have an EasyAccount (Danish Nemkonto) (see "Bank"). If necessary, ask your bank to help you designate a bank account as your NemKonto. This service is free.

If you have made an underpayment of tax you will be charged interests.

Tax rates

Bottom-bracket tax (Danish: Bundskat): 11.13% of annual income over 46.000 DKK after deduction of the labour market contribution (AM-bidrag)(2016).

Top bracket tax (Danish: Topskat): 15 % of annual income over 489.900 DKK after deduction of the labour market contribution.

Health contribution (Danish: Sundhedsbidrag) 1% of the taxable income.

Labour market contribution, AM-bidrag (Danish: Arbejdsmarkedsbidrag): 8 % of annual income. This is a gross tax, which means it is calculated before any deductions or tax related issues are taken in to account.

Municipality tax (Danish: Kommuneskat): approximately 25 % (varies from municipality to municipality). You find the actual municipality tax at www.skm.dk > Skattotal > Satser > Kommuneskatter

Church tax (Danish: Kirkeskat) 0.88 percent (average - depending on municipality) (only if you are a member of The State Church).

Indirect tax – Value Added Tax (Danish: moms) 25 % of all goods and services. VAT is an indirect consumption tax. Please note that tax rates and deductions may change.

Allowances

All income is taxable, both money and payments in kind. However, there are various allowances that can be deducted from the taxable income, such as the personal allowance, certain types of interest on loans, travelling expenses to work, union fees and contributions to unemployment insurance. It is worth having these allowances entered in the tax card from the outset

In 2018, every taxpayer over 18 years of age is entitled to a personal tax allowance of 46.000 kroner pr. year. This tax allowance is automatically taken into consideration by the tax authority and therefore does not need to be stated explicitly.

Employee allowance

(Danish: Beskæftigelsesfradrag)

This allowance is 9.5 %, but it is limited to a maximum of 28.000 kroner.

Deduction of transport between home and work (Danish: Kørselsfradrag)

If you have more than 24 km to and from work (that is more than 12 km each way), you are entitled to a deduction for transport between home and work no matter what means of transport you use. What can be deducted is not the actual expenses but a deduction based on fixed rates, the number of kilometers driven, the number of working days per year etc. The means of transport you use is irrelevant, and if several persons ride in the same car, they are all entitled to a commuting deduction. The deduction is calculated on the basis of the normal transport route by car, no matter what means of transportation you are actually using. Also, it must be based on the primary place of residence – even if you live in a holiday home for part of the year and therefore have to travel further to get to work.

Current deduction rates can be found on www.skat.dk

Tax allowances for certain types of interest on loans, union fees and contributions to unemployment insurance

These tax allowances depend on the actual costs. Please submit the appropriate documentation (e.g. invoices for contributions) to your tax authority.

Tax calculation example

To give you some idea how much of your income will be left after taxes have been deducted we have put together the following sample calculation (information presented without guarantee):

Gross salary = 27.385 kroner per month

- base pay only, with no bonuses
- unmarried
- not a church member
- no union contributions
- 5 kilometers to work

Gross income pr. month 27.385

Income on which the labour market contribution is payable	27.385
Labour market contribution (8%).	-2.191
Taxable income	25.194
Personal allowance	3.575
Taxable income after allowances	21.619
Community tax and health contribution (33.3%).	-7.199
Base tax	-1.089
Upper tax	0

Total tax withheld (including labour market contribution) -10.479 - Net DKK 16.906 (EUR 2.169)

Key employees and researchers

If you come to Denmark as a researcher or key employee, you may possibly enjoy a reduced tax rate of 27 percent for a maximum of 60 months. When you include the mandatory labour market contribution (8%), you will end up with 32.84 % tax.

Researchers must be approved by the universities in order to enjoy the reduced tax.

Key employees must earn at least 65.100 DKK pr. month.

Further information

You will find further information on the tax system in Denmark at the website www.skat.dk > English > Businesses > Foreign labour > Researchers and key employees

Current deduction rates can be found on www.skat.dk

You should be aware that SKAT may at any time request that you provide documentation for the information that you have given.

Personal guidance

You are welcome to contact SKAT on +45 72 22 28 92.

Employee: Hans Hansen	Year of income 2012	Employer: Director Jensen
Cpr-nr. 010101-0203		CVR-nr. 11-22-33-44 ¹
Month: January		
Månedsløn ²		28.620,92 kr.
Fast tillæg ³		1.941,24 kr.
		108,35 kr.
Indkomst i alt		30.562,16 kr.
ATP ⁴	81,30 kr.	
Arbejdsløshedsforsikring ⁵	365,00 kr.	
AM-bidrag ⁶	2.447,00 kr.	
A-skat ⁷	8.370,00 kr.	
I alt, fradrag ⁸	11.263,30 kr.	

Pay slip example

Pay slip

Pay slips can look different depending on the IT system or salary agency your employer uses. They may also contain different information – though certain information is obligatory.

Every time you receive your pay slip, you should check that the figures are correct. You should also save your pay slips until the end of the tax year and until your tax for the year has been calculated (on the annual tax statement). Your pay slips are proof that you have paid tax. It is advisable to keep your pay slips for 3–5 years.

Pay slip example

¹CVR number: Employers number. All Danish employers are registered in the CVR register.

²Månedsløn / Pay: Could also be stated as "honorar" (fee), "indtægt" (income) etc. Your pay is usually stated at the top of the pay slip, and the amount is your full pay before tax is deducted. At the bottom

of the calculation the following is usually stated: "Løn til udbetaling" (Pay for disbursement), showing the actual amount that you will be paid.

³Fast tillæg: Flat rate allowance – agreed payment e.g. if you have special qualifications

⁴ATP – ATP) Arbejdsmarkedets tillægspension / Labour Market Supplementary Pension Fund: All employees between the age of 16 and 66 will pay to this pension scheme. The amount is deducted from your full pay (gross pay) before your tax is calculated.

⁵Arbejdsløshedsforsikring – unemployment insurance

⁶AM-bidrag – Arbejdsmarkedetsbidrag / Labour market contribution: All working citizens must contribute a labour market contribution at a rate of 8 percent. The contribution is deducted from your gross

pay after ATP has been deducted and before other allowances are deducted. Your tax is then calculated.

⁷A-skat – Tax, deducted from your payment. The tax which is charged on A-income, i.e. your ordinary income. Your employer will calculate your A-tax based on your withholding rate and pay the tax authorities.

⁸Fradrag. Allowances and deductions: The allowance corresponding to the pay period is deducted before the tax is calculated. From your tax card, your employer can see what your allowances and deductions are.

⁹Ferie: Holidays: number of earned holidays/holiday payment. All employees will usually be entitled to holiday payment. This means that in addition to your pay, you will receive 12.5 per cent which is deposited into a holiday account and paid to you when you go on holiday. (See the fact sheet regarding holiday pay for more information)

Banks and Bank Account

There are 15-20 national and regional banks in Denmark. In addition, there are about 170 smaller local banks. All banks offer personal advice in the normal opening hours. Most banks are open from 9:30 am to 4 pm from Monday to Friday and until 6 pm on Thursdays.

Everybody who works in Denmark must have a bank account as your salary will be paid directly into your account. In order to open a bank account you must have a Danish CPR number. To open a bank account you must bring:

- Your passport/national ID card
- Your work contract (workers) or letter of acceptance from your educational institution (students)
- Your yellow health card or the letter from Borgerservice you receive, when you register for the CPR number at International Citizen Service indicating your CPR number and your Danish address.

Please note: workers with a Tax CPR number (cross border workers and workers, who work in Denmark for less than 3 months) must bring:

- Your passport/national ID card
- Your work contract
- Proof of your address in your home country (rental contract, transcript from the municipality or similar)
- Your Danish tax card

Current account

Most Danes use internetbanking for payment. Many banks offer free access to on-line net bank – some in English language. If the account is managed exclusively by online banking, this can have a positive impact on the fees and you can save as a result. Your bank will issue a bank card for access to the account.

Designated bank account

(Danish: Nemkonto)

Since 2005, Denmark has had a special regulation that requires all those who live or work in Denmark to report a designated bank account known as a NemKonto to the state. This is generally a current account, into which payments from the state are made (e.g. tax refunds). This is supposed to make state payment transactions faster and easier and thus more cost effective. Any bank can report the wages account that you have with them as your NemKonto.

If it is not possible for you to open a Danish bank account, you can also assign an account in your home country as a NemKonto. All you need to do is to decide which of your existing accounts you wish to use as your NemKonto and use the selfservice system at www.nemkonto.dk > English & Deutsch > Assign a NemKonto for citizens > "Log ind på selvbetjening" (use your NemID).

Bank cards in Denmark

In Denmark, a distinction is drawn between cash withdrawal, debit and credit cards:

With a debit card, you can withdraw money from various ATMs and make cash-free payments. The account will be debited immediately. The most popular of these is the Dankort, which can be used in most places for free, but only in Denmark.

With a cash withdrawal card, you can normally withdraw money from the ATM machines of the bank where you have an account, but you cannot generally use it to make cash-free payments. A cash withdrawal card is always free.

In most cases, you can use credit cards for credit transactions. You will receive a monthly bill which you can pay either all at once or in part. To get a credit card in Denmark, you need to be creditworthy. This means that you will need to be able to show regular incoming payments. The most popular credit cards in Denmark are Mastercard and VISA. Please note that not all stores accept credit cards.

Automatic electronic payment

(Danish: Betalingservice)

If you have a bank account and access to netbank you can use the automatic electronic payment system – Betalings-service. If you regularly receive bills from the same company, organizations or public service institutions as for instance rent, private insurance, day care, sport club fees etc. you can use Betalings-service. You can register the bills in the Betalings-service system. The bills will automatically be paid on the payment day and the money will be drawn from your bank account automatically. You will be informed via your netbank which bills will be paid when. This ensures that your bills will be paid on time.

90% of all Danes use Betalings-service. More information and guidance in your bank.

Danes prefer online banking and bills are paid via an automatic, electronic payment service.



NemID

NemID is digital signature with a common log-in solution for banks, local public and government websites (e.g. Tax and municipal authorities) and some private companies. If you are more than 15 years old and have a CPR number you are eligible for a NemID. You will be able to log in at web sites from all computers.

Users of NemID are assigned a unique ID number which can be used as a username in addition to their CPR number or a user-defined username. NemID offers strong protection against intruders and hackers.

Users receive a card containing pairs of numbers, similar to transaction authentication numbers. After logging in with a username and password, NemID users are prompted to enter a key corresponding to a number as part of NemID's two-factor authentication scheme. These private keys are one time use only. After all of them are used the user must get new private keys. Electronic keys can be downloaded via the NemID App.

NemID is issued at the local Citizens Service Center or your Danish bank – please remember personal ID papers e.g. passport and your CPR number.

NemID is created as a cooperation between the Danish state and all Danish banks.

More information on www.nemid.nu > English flag

E-Boks

The e-Boks is a secure electronic mailbox where you can receive and store documents that you normally receive in the post. E-Boks is free of charge.

With just a few clicks you can choose which companies and public authorities you want to receive mail from to your e-Boks. You can receive mail from all Danish municipalities, almost all banks and many pension, insurance, energy and telecommunications companies. Businesses cannot send any other material or unsolicited advertising to your e-Boks.

The e-Boks is linked to your social security number (Danish: CPR-nummer) and can follow you if you move or change email address. You do not need to remember new passwords to access your documents. Use your digital signature, NemID pincode or online banking info to log into your e-Boks. Further information on www.e-boks.dk > English



Digital post

All citizens in Denmark above the age of 15, registered with a Danish civil registration number (CPR number) must register for Digital Post.

Digital Post is post from public authorities, identical with the letters that you normally receive from the authorities. These may be tax- and pension statements, letters from the hospital about examinations or messages about a day-care facility place. An increasing number of these letters will be sent to you digitally instead of by letter post.

How to register

Step 1: Create an e-boks account on www.e-boks.dk > "English" > New user > Sign up – Personal. You need your NemID to log on.

Step 2: In e-Boks click on "Tilmeld dig Digital Post". Please indicate your e-mail address and your mobile phone number when you sign up.

When you have new post, you will receive an e-mail and/or a text message. You can find further information at www.e-boks.dk. If you have any questions about Digital Post, please do not hesitate to contact your local Citizen Service Center (Danish: Borgerservice)



Recognition of Foreign Training Qualifications

Training qualifications obtained abroad do not always match those in Denmark. An individual assessment may sometimes be needed to evaluate your training and, if necessary, also your professional experience as they relate to employment in Denmark. The Danish Agency for Science and Higher Education (Danish: Styrelsen for Forskning og Uddannelse) is responsible for recognising foreign training qualifications in Denmark.

There are several ways of having your foreign qualifications assessed and recognised in Denmark. Which procedure is appropriate depends on how you plan to use your qualifications.

On www.ufm.dk > English > Education > Recognition and transparency of qualifications you can read more about recognition of your foreign qualifications depending on if you plan to use them for job search, if you wish to practice a regulated profession pay grading or for admission to education in Denmark.

If you have undocumented competences or qualifications you will also find information on competence assessment.

You can download a form for obtaining recognition for your training from www.ufm.dk

Authorisation for regulated professions

If you wish to practise a regulated profession in Denmark, you need an authorisation or similar recognition by the competent authority. You find a list of the regulated professions and the competent authorities at www.ufm.dk > English > Education > Recognition and transparency of qualifications > Regulated professions.

Please note that applications for authorisation to practice in Denmark as a medical doctor, dentist, nurse, midwife, physiotherapist and other health professions are handled by the Danish Patient Safety Authority (Danish: Styrelsen for Patientsikkerhed). The Danish Patient Safety Authority charges a fee for the certificate of authorisation. Find more information on www.stps.dk > English > Registration of healthcare professionals > Application for registration

Criminal Background Certificate

A private criminal background certificate contains information regarding any judgements, previous convictions and punishable offences. In some cases, an employer will require you to present a criminal background certificate before you start work. You must apply for the issuance of a criminal background certificate to the police in your municipality. You need to bring with you some form of evidence which contains your CPR number (e.g. your health insurance card).

On www.ufm.dk you can read more about recognition of your foreign qualifications.



WIDK



Integration is far easier if you learn to speak Danish.

Life in Denmark

Learning the Danish Language

If you wish to succeed in the Danish labour market and be part of the Danish society – take part in a Danish language course. In most Danish companies working language is Danish and proper integration at work and particularly in Danish society is far easier if you make the effort to learn to speak Danish.

Danish courses are offered by both public and private language schools. Many of the courses on offer are tailored to suit both individuals and businesses.

All self-supporting International employees, accompanying partners and students over the age of 18, who have a valid Danish residence permit and a Danish CPR number have access to Danish lan-

guage courses for up to 42 months (3½ year) within a five-year schooling period. You will be assigned a voucher for up to 6 modules. Each comprises 1 module in a Danish language programme and has a set timeframe. Each module cost 2.000 DKK.

FVU Danish classes.

If you have basic Danish language skills, you can take advantage of FVU Danish classes. FVU classes are for free. Some language schools offer a preparation course for beginners for a very low cost. When you have passed the preparation course, you can continue on the FVU courses for free.

Please contact your municipality (Citizen Service) for further information and information how to sign up.

Learning Danish via the internet

– E-learning

Online language courses make it possible for you to learn Danish in a flexible way – even before arrival in Denmark. On <http://onlinedansk.ventures.dk> you find a free off charge online language learning platform, primarily aimed at people who want to learn Danish before moving to Denmark. The platform can also be used by people who have already moved to Denmark, who wish to enhance their language capabilities. Online Dansk addresses both people who have never spoken Danish before as well as people who have some knowledge of Danish. On the internet you will find a number of other online Danish courses – write Online Danish language courses in the search field of your browser.

Life-long Learning

Denmark has a long-standing tradition of lifelong learning. Nearly one in three of the population in the age bracket 25 to 64 years participated in educational activities, counting both publicly funded and workplace internal and private education programmes and courses in connection with employment or in some form of leisure time education.

On www.studyindenmark.dk you will find useful and profound information about:

- The Danish education system
- Higher education
- Programmes taught in English
- Adult education and continuing training.

Social Security and Sickness Benefit

The subject of insurance is a part of making the right start in a new country. You will certainly have obtained insurance of one kind or another in your home country. In this case, it is particularly important for you to talk with insurance representatives in your home country before immigrating to Denmark. Of course, you do not necessarily have to cancel all of your old policies if you take work in Denmark.

Social security

Social security operates on the principle that you are insured in the country in which you are working or in employment. This means that if you are working in Denmark, you have the same entitlement to social security benefits as Danish citizens. Social security in Denmark is tax-funded. Therefore, you do not pay health insurance contributions, long-term healthcare insurance, etc. here like in other European countries.

When you have registered with the Danish Personal Register you will receive a yellow health card (Danish: Sundhedskort). The card will be sent to you by post. Please remember to put your name on your mail box/front door. The health insurance card will contain your personal registration number and name, address and telephone number of your family doctor. The insurance card is the "entrance ticket" to the Danish social security system. With this card, medical care provided by doctors and hospitals is basically free of charge. However, dental care is only covered in part or not at all. Please bring your insurance card every time you visit the doctor.

If your insurance card gets lost or damaged, there is 200 DKK (2018) for a replacement card. However, the replacement card may be free in special cases such as name changes after marriage or changes of address.



*Social security in Denmark
is tax funded.*

Health insurance and sickness benefits

Health insurance

There is an option to choose between two health insurance groups (I or II). If you are a group 1 or 2 member, you choose one recognised general practitioner as your family doctor. You must have a referral issued by the general practitioner if you need to go to a medical specialist. The medical treatment is free. You may change doctors, if you wish. However, applications to change doctors must be submitted to the respective municipality.

If you are a group 2 member, you have a free choice of doctors and specialists. If you are insured in this group, you may have to pay part of the medical treatment yourself. Hospital care is free for both insurance groups, and all patients can freely choose any public hospital.

If you are unable to work due to illness, you may be required to give a doctor's certificate to either your employer or to the local health administration. Normally, this happens after 3 days of illness, in special cases, however, it can be earlier. Either your employer or the health administration will pay for this certificate.

Sickness benefit

A sickness benefit is paid by the employer from the first full day lost. However, you should note that different rules apply for



Hospital care is free in Denmark.

the different collective bargaining agreements. Please contact your Danish union, your employer or your municipality for further information.

Health insurance if you travel in Europe – The blue European Health Insurance Card

From August 1, 2014 the yellow Health Insurance Card will no longer cover as health insurance on travels outside Denmark, Greenland, and the Faroe Islands. EU/EEA citizens who need medical treatment during travels in the EU, Norway, Iceland, Liechtenstein (EEA), or Switzerland will have to use the blue European Health Insurance Card.

The blue European Health Insurance Card entitles you to the same treatment as the citizens in the country you are visiting in the EU/EEA and Switzerland. This entails that your coverage varies depending on the country you are visiting. If you wish to avoid any kind of self-payment for treatment, you

must take out travel insurance at your insurance agency.

The insurance Card is ordered at www.lifeindenmark.dk > Coming to Denmark > Healthcare > "The blue European Health Insurance Card". Here you are also able to order the card for your spouse or children in the same household as you. To order the card, you will have to use your NemID login. If you, in the case of special circumstances, are not able to order the blue card online, please contact Udbetaling Danmark, telephone +45 70 12 80 81.

Non-EU/EEA citizens who travel to another EU/EEA country must take up a private travel insurance. Non-EU/EEA citizens married to or in cohabitation with an EU/EEA or Danish citizen can order the card at www.lifeindenmark.dk > Coming to Denmark > Healthcare > "The blue European Health Insurance Card".



Unemployment Insurance

In Denmark there is a distinction between unemployment benefit and social benefit. Unlike many other countries, unemployment insurance in Denmark is voluntary. Thus, you are not automatically insured against unemployment. This means that it is your own responsibility to become a member of an unemployment insurance fund (Danish: a-kasse). Unemployment insurance funds are private associations of employees or self-employed persons organised for the sole purpose of ensuring economic support in the event of unemployment. These are private associations that – in most cases – are associated with trade unions and other professional organizations.

Membership of an unemployment insurance fund is a precondition for receiving unemployment benefit. If you choose not to become a member of an unemployment insurance fund, you may not be entitled to any kind of financial support in case of unemployment.

If you decide to insure yourself when you start working in Denmark (which is recommended in most cases), it is an advantage to register with one of the 25 state recognised unemployment insurance funds within 8 week after you have given up your unemployment insurance in your home country.

You can become a member of an unemployment insurance fund if you meet the following conditions:

- Between 18 and 2 years before you pension age
- Reside in Denmark (or another EU/EEA country and work in Denmark)

Furthermore you have to meet one of the following conditions:

- Have paid work within a profession covered by the unemployment insurance fund.

- Have completed a graduate program of at least 18 months in duration. Please note, that you can only become member of an unemployment insurance fund after graduation if you had your residence in Denmark immediately up till start of your education.
- Be a business-owner or help run your spouse's business.

Coming from an EU/EEA country or Switzerland

If you have not previously been a member of a Danish a-kasse, or if you were a member more than five years ago, you must fulfil two conditions for membership a Danish unemployment insurance fund:

1. Within eight weeks of terminating your unemployment insurance in the other EU/EEA country you must start work of at least 8 weeks' duration – corresponding to 296 hours – within a period of 12 weeks/three months (full time insurance)
2. Apply for membership of a Danish unemployment insurance fund

As documentation for having had unemployment insurance in another EU/EEA country you must obtain a form PD U1. You get this form from the unemployment insurance authority in the EU/EEA country where you have worked. It is a good idea to apply for the form before your travel to Denmark.

The unemployment insurance authority in the other EU/EEA country confirms in the form what insurance or employment periods you have had. Your Danish unemployment insurance fund or the Danish National Labour Market Authority can also help you to obtain this form, when you have arrived in Denmark.

You can be full-time or part-time insured. Once you have joined an unemployment insurance fund, you must pay a contribution. The contribution is approximately 450 DKK pr. month. The contribution can be deducted in your tax.

A list of all unemployment insurance funds can be found on www.star.dk > Ydelser og ferie > Tilsyn, kontrol og klager over a-kasseafgørelser > tilsyn og kontrol med a-kasser > Oversigt over a-kasser (in Danish only).

All unemployment funds offer free of charge advice and guidance on issues connected with unemployment benefit and job search.

More information about unemployment benefit in the chapters "Graduates" and "If you lose your job".

You need a job in order to become member of an unemployment insurance fund.





Most employees in Denmark are members of a union.

Unions

The Danish job market is regulated primarily by means of collective bargaining agreements between unions and employer associations. The state interferes as little as possible in regulating the labour market i.e. in wages and work conditions. Unions in Denmark therefore have a great deal of influence and enjoy a positive image. Most employees in Denmark are members of a union.

In Denmark, there is no statutory minimum wage. Instead, the unions are continuously negotiating collective bargaining agreements. There is generally no "13th pay check" in Denmark (Christmas bonus) or "14th pay check" (holiday allowance). However, many unions regularly negotiate supplemental pay based on performance or qualifications for their members.

Apart from representing their members in collective bargaining negotiations, the services provided by unions also include expert legal advice in the case of conflicts with employers as well as further job training options. Furthermore, many unions offer cost-effective private insurance, such as liability and household contents insurance.

Many workplaces have labour representatives (Danish: tillidsmand), who speak for the interests of employees in dealings with company management.

Which union you can organise with will depend above all on your training and your job. If you would like to become a union member, you should ideally look in your employment contract. In many in-

stances, this contract specifies the union responsible for your field of employment. Of course, you can also ask your colleagues or your boss for advice.

Most unions also have an affiliated unemployment insurance fund (Danish: a-kasse), which pays an unemployment benefit (Danish: dagpenge) in case of unemployment. You can decide yourself whether you want to join both the union and the unemployment insurance fund or whether you only want to join one of the two. Of course, you may also choose a different unemployment insurance fund from the one offered by your union (see also the information about the unemployment insurance fund).

Pensions

Old-age pensions in Denmark are essentially based on four elements:

1. The basic social pension (Danish: folkepension)
2. Supplemental job-market pension (Danish: ATP, arbejdsmarkedets tillægspension)
3. Company pensions
4. Private pension insurance (Danish: private pensionsordninger)

The Danish state offers to defer taxation as an incentive for signing up with company and private old-age pensions. This means that contributions within certain limits are tax deductible, but will be taxed as income when the benefits are paid out.

1. The basic state pension (Danish: folkepension)

The Danish folkepension is a tax-funded social security pension in the form of one basic pension scheme for all. It consists of a base sum and a supplement that is dependent on the recipient's financial situation. Recipients living alone receive a higher supplement than those who live together with another person. The rates are adjusted annually and can be viewed at www.borger.dk (in Danish).

In Denmark, everyone over the age of 65 is entitled to the general social security pen-

sion. Due to recent legislation, the pensionable age in Denmark is going to be raised gradually to 67 (2019 - 2022) and 68 (2030)

EU/EEA citizens who have been working in Denmark are entitled to pension from Denmark according to the pro rata temporis principle. This means that you will receive pension from Denmark according to the number of years you have been working in Denmark. An example: you have been working in UK for 20 years and in Denmark for 20 years. When you reach your pension age you will receive your pension from both countries - 50% from each country no matter in which EU/EEA country you choose to live as a pensioner.

2. Supplemental job-market pension (Danish: ATP, arbejdsmarkedets tillægspension)

All wage and salary earners between the ages of 16 and 67 years of age who work at least 9 hours per week pay contributions into the ATP system. Employers also pay contributions. The monthly contributions are relatively low and can be viewed at www.lifeindenmark.dk > Living in Denmark > Pension > ATP Livslang pension. You can also find them on your payslip. The additional pension you can expect from this fund is relatively low.

3. Company pensions / Labour market pension

Labour market pension is a pension scheme that is established as part of your employment in Denmark. Normally, both you and your employer pay contributions to the pension through wages. The pension is in most cases a fixed percentage of your wage.

Labour market pensions often contain payments that are disbursed to a spouse and children if you die before retirement. Most pensions also hold insurance for you if you lose the ability to work.

If you leave Denmark while you are still economically active, you may choose to continue paying into your pension. If you stop paying, the insurances that are part of the schemes will typically no longer be in force after one year. You can have your pension paid out abroad if you do not live in Denmark any longer.

Please contact your pension company, your pension fund or your financial institution if you want to learn more about your labour market pensions.

4. Individual pension

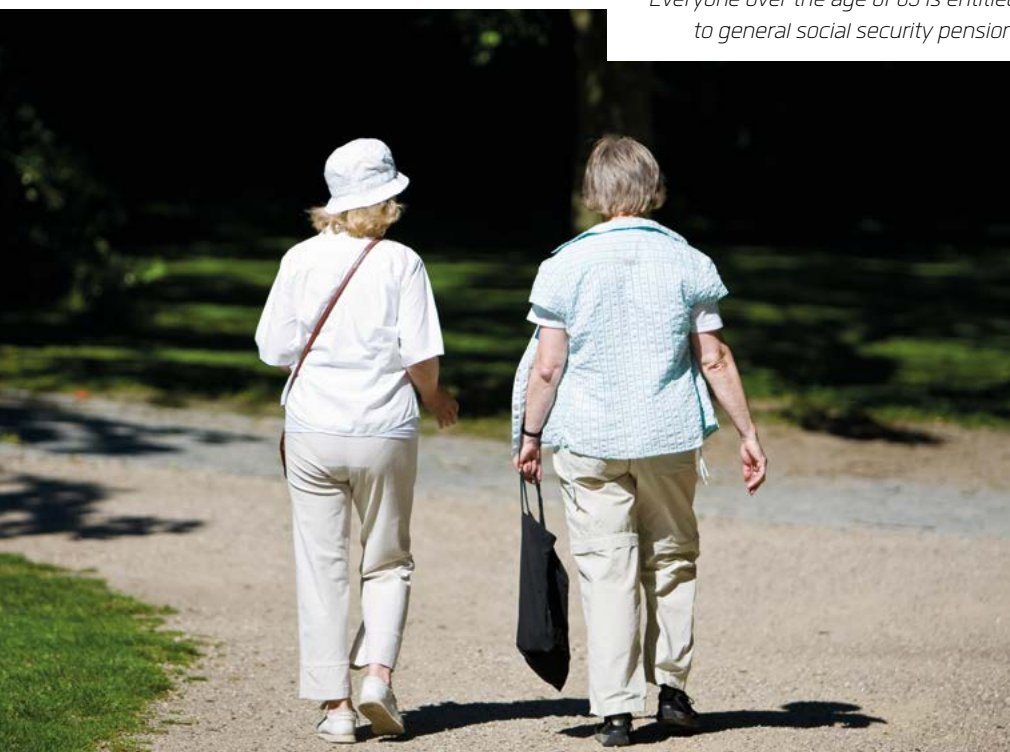
Individual pension is a scheme which you yourself set up and save in through a Danish pension company, financial institution or the like. The pension provides you with income when you grow older. Furthermore, it may contain insurances for you and your family if you lose the ability to work or you die. Some individual pension schemes are tax deductible.

If you leave Denmark while you are still economically active, you may choose to continue paying into your pension. If you stop paying, the insurances that are part of the schemes will typically no longer be in force after one year.

You can have your pension paid out abroad if you do not live in Denmark any longer.

Please contact your pension company, your pension fund or your financial institution if you want to learn more about your individual pensions.

Everyone over the age of 65 is entitled to general social security pension.



Children in Denmark

Denmark has a population of 5.7 million, 453.000 of which are children up to six years of age. The birth rate among Danish women is above the average for Europe at 1.7. Almost 80 percent of Danish mothers work.

Pregnant?

As soon as you know you are pregnant you should contact your general practitioner/family doctor. The GP will inform you about all practical matters (medical tests during your pregnancy, antenatal classes, hospitals etc.).

Children born in Denmark

Children born in Denmark must have a passport/national ID card from your home country. Hereafter they must apply for residence to Denmark.

Maternity/paternity leave

No later than 3 months before the expected date of birth you must inform your employer about your pregnancy and when you plan to take your maternity leave. As a father to be, you have to in-

form your employer no later than 4 weeks before you expect to take your paternity leave. When you wish to take your 2 weeks of leave. As a mother you can keep maternity leave for 4 weeks before you expect to give birth. After you have given birth, you have 2 weeks of maternity leave, which you must keep. Then you have 12 weeks of maternity leave. If you do not keep the 12 weeks, you lose the right to keep them later.

As a father, you can keep paternity leave for 2 weeks just after the birth. You can also hold the 2 weeks at another time within the first 14 weeks after your baby is born, but only by agreement with your employer.

After the 14 weeks of maternity leave both parents have a right for 32 weeks parental leave - in total 64 weeks. However, you can only get maternity benefits for a maximum of 32 weeks.

Maternity/paternity benefit

If you, before you go on your maternity/paternity leave, have been employed for at

least 13 weeks and for at least 120 hours, you are eligible for maternity/paternity benefits. The maternity/paternity benefit is paid out by Udbetaling Danmark.

If you move to Denmark from another EU/EEA country less than 13 weeks before your leave, your employment in that other country counts as part of the 13 weeks - however, this only applies if you have not had any periods of unemployment between employment in the other country and the employment in Denmark. You must be employed in Denmark when your leave begins.

If you move to Denmark after the birth of your child, you are eligible for the benefits from Udbetaling Danmark if:

- You have been employed for at least 13 weeks after your arrival to Denmark or are eligible to receive unemployment benefit
- You do no longer receive maternity/paternity benefits from the country that you arrive from
- Your child was born less than 46 weeks ago

If you comply with all these terms, you are eligible for maternity/paternity benefits until your child is 46 weeks.

Application

Your employer applies for your maternity/paternity benefits through NemRefusion. Subsequently, you will receive a letter of notification from Udbetaling Danmark asking you to fill a form for additional information which you have to return.

Further information about maternity/paternity benefit at www.lifeindenmark.dk > Coming to Denmark > Family and children > Maternity/paternity benefits

Question about maternity leave and benefit to Udbetaling Danmark - telephone +45 70128064

Childcare

Denmark has a long tradition for public childcare. All families in Denmark are offered public childcare. In Denmark, 90 percent of children aged 3-5 years are cared for in a day care facility.

All parents in Denmark are offered public childcare. It is normal for both parents to work once the child has turned one year old.





*Both knowledge and social skills
are valued in primary school.*

The Danish public childcare system is based on a partial free system, and although some day care institutions have waiting lists, most guarantee a place for children from the age of one. The options consist of day nurseries (birth to 3 years), kindergartens (3–6 years) and pre-school/after-school centers (6–10 years). In addition, there is local day care ("day nannies") in which children are cared for privately.

For children below the age of three, parents can choose nursery (Danish: vuggestue) or family day care (Danish: dagpleje). A nursery is an institution designed to look after larger groups of small children while family day care involves only four or five children, looked after by a childminder in his/her own home.

Childcare for three to five year-olds takes place in kindergartens. Most Danish kindergartens are public, but you will also find private ones. Almost all Danish families send their children to kindergarten. All Danish kindergartens have professionally trained staff, but children don't receive preschool

teaching. Instead, Danish kindergartens stimulate children's social, linguistic and democratic skills, primarily through play.

Childcare facilities receive financial support from the state. The amount payable out of pocket by parents is at most 30 percent of the actual cost. The opening hours of the care facilities are in most cases 6:30 am to 5 pm and Fridays until 4 pm. A maximum of 48 hours of care is offered per week. You can register your child for one of these services in the municipality administration office (department: Pladsanvisningen).

School system

Apart from subject knowledge, a great deal of value is placed on acquiring social skills (team skills, etc.). Learning together and developing stable social relationships with fellow pupils, teachers and educators are important here. Therefore, classes remain together up to the end of the 9th year. Value is placed on creativity, perceptions, learning by experimentation, independence and self-reliance. For further information and registration, please contact your local Citizens Service Centre.

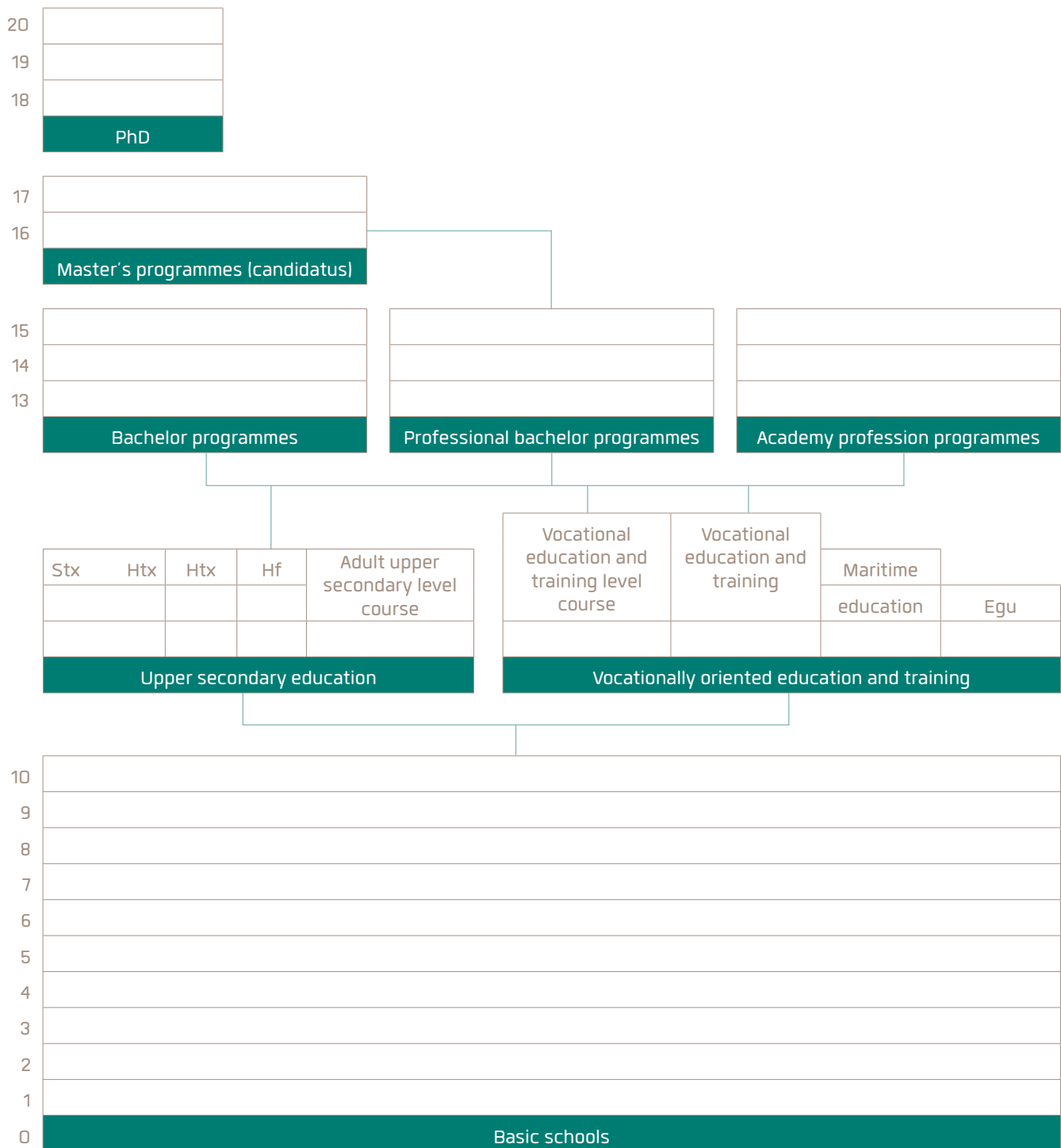
Basic school

Schooling in Denmark starts with the nine-year basic school (Danish: folkeskole), which concludes with a final examination called the FSA (Danish: folkeskolens afgangsprøve). After this final examination, pupils have several different options, depending on their suitability for any walk of life.

Many pupils choose to complete year 9 or 10 at one of the so-called efterskoler. The efterskole is a unique Danish independent residential school for students between 14 and 18 years old. Presently some 28.500 students attend one of the approx. 260 schools throughout Denmark.

The schools are open to students from abroad, but please note that to attend you, like Danish students, must pay school fees (more info at www.efterskole.dk > English) Apart from normal school topics the students at most of the efterskoler are focusing on developing other abilities – primarily social, artistic, sporting or musical skills.

Level



Life in Denmark

Because pupils are not required to take year 10, they can attend an upper secondary school after either year 9 or year 10.

Upper secondary school

(Danish: Studentereksamen, commercial grammar school (HHX) and technical grammar school (HTX)).

Upper secondary school lasts for three years. Denmark, upper secondary education divides into:

1. General education qualifying for access to higher education
2. Vocational or technical education qualifying primarily for access to the labour market.

It normally caters for the 16-19-year-olds and comprises

- the general upper secondary education provision of the Gymnasium
- the higher preparatory examination or HF-programme
- the higher commercial examination or HHX-programme
- the higher technical examination or HTX-programme



- Hasseris Gymnasium, Aalborg
- Herlufsholm Skole, Næstved
- Ikast-Brande Gymnasium, Ikast
- International School Hellerup
- Kolding Gymnasium, HF-kursus
- Langkaer Gymnasium & HF, Tilst, Aarhus
- Nyborg Gymnasium, Nyborg
- Esbjerg Gymnasium og HF
- Nørre Gymnasium, Brønshøj
- Prins Henriks Skole, Copenhagen (French language)
- Sct. Petri, Copenhagen (German language)
- Struer Statsgymnasium, Struer
- Viborg Katedralskole

Apart from the IB Schools a number of Upper Secondary Schools offer education in English, German or French language. Contact your nearest Upper Secondary School (Danish: Gymnasium) for advice.

More information at www.ug.dk > Programmes in English > General Upper Secondary School

Grades

Grades are only awarded in the higher classes in Denmark (in most cases, from year 7). This means that children can be more free and experience no stress with regard to grades at the start of their time in school. The grade system in Denmark is divided into a 12 point scale. The following grades are awarded: 12, 10, 7, 4, 02, 00, -3. Grade 12 is the highest grade and minus 3 is the lowest. A grade of 02 is generally required to pass an examination. Compared with the international ECTS scale, the Danish grade system is as follows:

out the years, the course has earned a reputation of being demanding and having rigorous assessment. The Diploma guarantees holders access to universities throughout the world.

In Denmark it gives students the same possibilities as the Danish Studentereksamen (upper secondary education) does. You find a list of IB schools in Denmark on www.ibo.org > Find an IB world school > write Denmark in the search field.

IB Diploma is offered in the following cities:

- Birkerød Gymnasium, Birkerød
- Copenhagen International School
- EUC SYD, Sønderborg
- Grenaa Gymnasium, Grenaa

More information concerning the Danish school system and the different programmes can be found on: www.uvm.dk > English

International schools

Some families who come to Denmark for professional reasons prefer to send their children to an international school. Some of the international schools have waiting lists, but the Danish government is prioritising the creation of more places at Danish international schools – and the Danish international schools were recently allowed to increase their student intake.

Native language classes

Children with other native language than Danish can attend classes in their native language. If you would like further information on this, please contact the Citizens Service Centers in the municipality in which you live.

IB Programme

The International Baccalaureate Diploma (IB) is a two year international upper secondary educational programme designed for highly motivated young people aged sixteen to nineteen who would like to be part of an international community.

The IB Diploma incorporates the best elements of several national systems, without being based on any of them. Through-

DANISH SCALE		ECTS SCALE
12	Outstanding	A
10	Superior, very good	B
7	Good	C
4	Average	D
02	Satisfactory	E
00	Not satisfactory	F
-3	Deficient	G

Child Benefits

(Danish: børnefamilieydelse)

In Denmark parents receive child benefits, for each child under 18 years of age. In addition, various allowances are payable for children of single parents and for multiple births (twins, triplets, etc.).

EU/EEA/Swiss citizens

In order to receive child benefit at least one of the parents, who have custody of the child must have resided or worked in Denmark or another EU/EEA country for a minimum of 6 years within the last 10 years in order to receive the full amount.

EU/EEA/Swiss citizens who have worked or resided in an EU/EEA country or Switzerland for less than 6 years within the last 10 years are entitled to a percentage of the child benefit proportional to the time you have been in Denmark. Further information at www.lifeindenmark.dk > Family and children > Child benefits

Cross-border workers and workers, who have kept their residence in the country of origin, are not eligible for child benefits.

Child benefit (as of 2018)

- Children 0 – 2 years old: 4.506 DKK quarterly
- Children 3 – 6 years old: 3.567 DKK quarterly
- Children 7 – 14 years old: 2.808 DKK quarterly
- Youth 15 – 17 years old: 936 DKK pr. month



You can receive up to DKK 4470 in quarterly child benefits pr. child

Non-EU/EEA citizens

If you are not a citizen in an EU/EEA country, you can apply for the benefit by contacting Udbetaling Danmark by phone +45 70 12 80 62. You can also contact Udbetaling Danmark by e-mail to udbetalingdanmark@atp.dk.

Please be aware not to send sensitive personal information such as your social security number to Udbetaling Danmark via email because email is not a secure communication channel. If you need to send sensitive personal information, you must send a letter to Udbetaling Danmark, Kongens Vænge 8, DK-3400 Hillerød.

How to apply for the child benefit

If you are a citizen in an EU/EEA country, please fill in the application form and send it to Udbetaling Danmark. You find the form at www.lifeindenmark.dk > Coming to Denmark > Family and children > Child benefits.

Parents with a yearly income of more than 765.800 DDK will receive a reduced child benefit.

The child benefit is paid on a quarterly basis. In most cases it is paid to the mother, although it is paid to the father under certain special circumstances. The child benefit is tax free.

If you need help or have questions you can contact Udbetaling Danmark by phone +45 70 12 80 62 (Monday - Wednesday 8.00 to 16.00, Thursday 8.00 to 18.00 Friday 8.00 to 15.00 or by email to udbetalingdanmark@atp.dk.

Living Expenses

High prices, free welfare ... and high salaries

Consumer prices in Denmark are relatively high, but consumer prices must be compared with free welfare services and the salary level.

The Danish salary levels are among the highest in the world and many welfare services are either free or state-subsidised in Denmark. Medical help, hospital treatment, schooling and elderly care are all free – and day care for children is far cheaper than in other countries. This means that the purchasing power is the same as in most European countries.

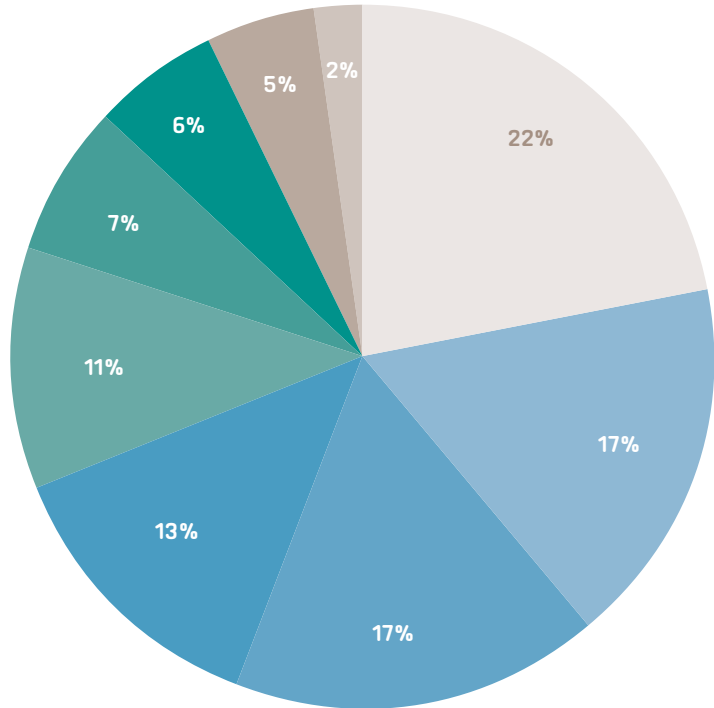
This figure show how much of your income you spend on housing, food, transport etc.

Consumer prices in Denmark

In this index you can compare price levels of final consumption by private households including indirect taxes in the different EU/EEA countries. As you can see the consumer prices are 38% higher in Denmark that average prices in Europe.

The relatively high consumer prices are compensated by the high salaries in Denmark. This figure shows that the average gross earning of a full time employee in enterprises with 10 or more employees in Denmark is the highest in the European Union.

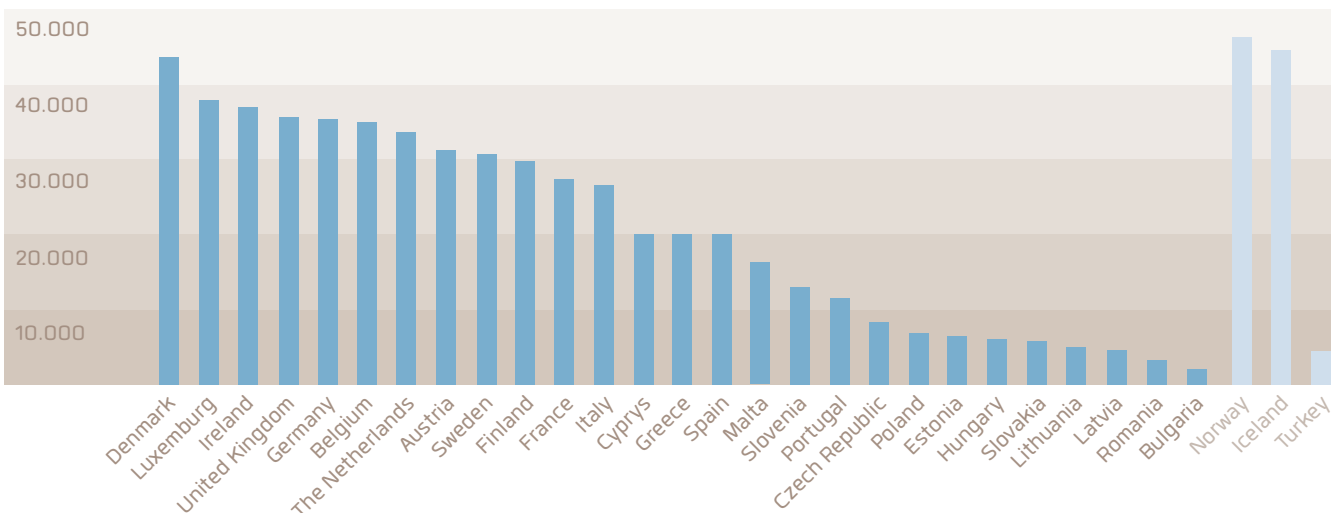
Living expenses in percentage of income



Housing and maintenance.....	22%
Medicine and medical expenses	2%
Clothing and shoes	5%
Home supplies.....	6%
Heating and electricity.....	7%
Leisure equipment, entertainment	11%
Other products and services, e.g. childcare.....	13%
Transport and communication	17%
Food and beverages (including tobacco)	17%

Average gross earning of a full time employee

Source: Eurostat: 'Europe in figures – Eurostat yearbook 2010'





Consumer Price index – EU/EEA countries

In you combine the consumer price level with the salary level you get the purchasing power which shows how many goods and services workers can buy with their net wages.

Source of data: Eurostat Comparative price levels of final consumption by private households including indirect taxes, 2017

EU/EEA COUNTRIES 100			
Finland	122.2	Ireland	125.4
Switzerland	159.0	Sweden	125.5
Denmark	141.5	Netherlands	112.3
Norway	142.7	Germany	105.0
Iceland	166.0	Italy	101.0
Cyprus	88.5	Belgium	110.7
Spain	92.3	Luxembourg	126.9
Portugal	85.1	United Kingdom	116.8
Malta	82.3	Austria	108.3
Hungary	62.0	France	108.8
Estonia	78.5	Greece	84.3
Czech Republic	69.0	Latvia	72.4
Slovenia	85.3	Lithuania	64.6
Poland	56.2	Romania	52.2
Bulgaria	48.4	Slovakia	69.1
Croatia	67.0		

**PURCHASING
POWER IS HIGH
IN DENMARK**

Purchasing power

COUNTRY	1 BIG MAC IN MIN.	1 KG. BREAD IN MIN.	1 IPOD NANO IN HOURS
Finland	16	14	44,5
Switzerland	13	6	22,0
Denmark	16	9	36,5
Norway	18	11	36,0
Cyprus	12	8	53,5
Spain	18	10	53,0
Portugal	22	14	96,5
Hungary	49	14	206,0
Estonia	28	20	139,0
Czech Republic	34	13	131,5
Slovenia	25	23	101,0
Poland	36	13	141,0
Bulgaria	36	20	247,5
Ireland	14	8	45,0
Sweden	17	19	11,0
Netherlands	16	7	44,5
Germany	16	11	55,5
Italy	23	17	70,0
Belgium	20	11	54,0
Luxembourg	11	9	29,5
United Kingdom	16	7	42,5
Austria	14	9	45,5
France	16	15	43,5
Greece	30	13	86,0
Latvia	33	23	168,5
Lithuania	33	19	168,5
Romania	57	21	229,5
Slovakia	32	21	126,5

Purchasing power can be illustrated by calculating how many minutes you have to work to buy e.g. a Big Mac, one kg. bread or an iPod Nano. As you can see the purchasing power in Denmark is approx. the same as in most European countries

Private Insurance

Basic insurance (Danish: **familiens basisforsikring** or **indboforsikring**)

Basic insurance is one of the most important forms of insurance. In most cases, it is offered in an insurance package with the following forms of co-insurance:

1. Household contents insurance (Danish: **indboforsikring**): This covers your personal property against fire, theft and water damage.
2. Personal liability insurance (Danish: **ansvarsforsikring**): This covers damages you may have caused to other people or their property. It is strongly recommended to have a personal liability insurance.
3. Legal protection (Danish: **retshjælp**): This covers lawyer expenses for certain legal matters.

The cost of basic insurance depends on the age of the insured, the type of home and other factors. It starts at 1.600 kroner per year. Coverage for the entire family costs approximately 2.500 kroner per year.

Accident insurance (Danish: **ulykkeforsikring**)

Private accident insurance pays if you suffer lasting injury to your health due to an accident during your free time or an accident on the way to and from work. (Accidents at the workplace are covered by the occupational accident insurance held by your employer.)

The price for private accident insurance depends on the policy limit. The minimum

cost of accident insurance coverage is approximately 400 kroner per year, while the average cost is approximately 1.200 kroner per year.

Children's accident insurance

A child's accident insurance policy consists of disability cover for permanent injury and funeral cover in case of death.

Damage to the child's teeth may also be covered, or may be offered as an extra cover for an additional charge.

Some insurance companies will cover your child automatically in the first year(s) of your own accident insurance policy. Check with your insurance company.

Group accident insurance

Group accident insurance policies are often purchased by workplaces, unions or union members.

Some schools and daycare centers buy collective accident insurance covering the children during their time in the school/center and on trips arranged by the school/center. In some cases the children's direct route between home and the school/center is also covered.

Loss of earning capacity insurance (Danish: **Forsikring ved tab af erhvervsevne**)

Loss of earning capacity insurance provides you and your family with a monthly payment in case you lose at least 50 percent of your earning capacity due to illness or an accident. If your employer pays a company pension, you may possibly be insured against loss of earning capacity

through the company pension system.

The cost of loss of earning capacity insurance depends on income, age and state of health. The minimum cost is approximately 1.500 kroner per year, while the average cost is approximately 3.100 kroner per year.

Private health insurance (Danish: **privat sundhedsforsikring**)

With private health insurance, you can avoid waiting times in the public health system and consult private clinics, doctors, psychologists, acupuncturists, etc.

Life insurance

(Danish: **livsforsikring – ved død**)

With life insurance you can provide your life partner and children with a payment of money in the event of your death. In this way, you can relieve the financial situation of family members that survive you when your income is lost to the family.

The cost of life insurance depends largely on the policy limit. For a policy limit of 400.000 kroner, you will pay approximately 1.300 kroner per year.

Dog insurance (Danish: **hundeforsikring**)

If you have a dog, pet insurance is a legal requirement. Insurance can also be obtained for other pets as well, though not legally required.

Cost: approximately 300 kroner per year.

Car insurance (Danish: **bilforsikring**)

The vast majority of private car owners have insured their car with a comprehensive insurance that includes liability insurance. If there is no debt on the car and if it is an older car, many settle for the compulsory liability insurance.

The Danes have the highest job satisfaction in Europe



Responsibility for motor vehicles

According to the Road Traffic Act, the person responsible for a motor vehicle must compensate for any damage the vehicle causes in an accident, by explosion, or by fire stemming from the vehicle's fuel system. In other words, the owner is always liable for such accidents. Claims resulting from such accidents are paid via the vehicle's compulsory insurance.

Motor liability insurance

Liability insurance for a motor vehicle is compulsory and covers any liability for damages its owner or user may incur. The liability insurance does not cover damage to the motor vehicle's driver – only passengers are covered. Nor does the insurance cover damage to the policyholder's or user's objects or damage to any connected vehicles such as a trailer.

Comprehensive insurance

In addition to the statutory liability insurance, the owner of a motor vehicle (car, motorcycle or moped) can also take out comprehensive motor insurance on their vehicle. This covers any damage to the insured vehicle and theft of the vehicle. There are, however, some exceptions – ask your insurance company.

Further information at www.forsikringogpension.dk > Presse > Publikationer > Insurance and pension for everyday needs.



It is common to sign a mortgage when buying property.



Finding a cheap rental home can be difficult.

Housing

In Denmark – just like many other countries – you can either rent or buy a home. In Denmark there is also a special form of housing called the “condominium apartment” or “housing cooperative” (Danish: andelsbolig). This housing type can be considered to be something between renting and ownership. You buy a share in a building, then pay a monthly housing fee, which is used by the condominium association (Danish: andelsboligforening) for expenses such as interest payments, repairs and upgrades.

Many Danes sooner or later decide to buy a home or a condominium. Younger Danes frequently rent and wait to buy their own home later. The same applies for most of the foreign nationals who work in Denmark.

Because it is common practice to buy a home in Denmark, rental homes are a scarce commodity. This is particularly true of smaller rental homes in the lower price segment. Anyone looking for low-price housing in Denmark should therefore have patience and be prepared for the possibility that they will only get a short-term rental contract.

Finding a rental home (Danish: lejebolig)

The best means of finding a home is the internet. There are many Danish websites that advertise housing offers. Some of the sites include the option of a personal search profile. As soon as a home is available that matches your search profile in such a setting, you will receive notification by email.

On www.workindenmark.dk > Moving to DK > Find a place to live > Link “Housing” you can find useful websites for searching for housing in Denmark.

Please note, that you have to pay a fee on some of these sites, to be able to view the contact details for the renter.

Apart from the internet, rental homes are also advertised in newspapers. You can find advertisements in regional and national newspapers. Another very useful place to look for housing adverts is in the local newspapers. Most of the advertisements for homes in the daily papers appear on the weekend.

A lot of flats are lent to members of housing associations (Danish: boligforening). Often there is a waiting list, and those with the highest seniority will be offered vacancies before others. You often have to pay an annual amount to be a member of a housing association. There are many housing associations in all Danish cities.

Rents

For a rental home, you will usually pay a security deposit of up to three months' rent. In addition, an advance payment of one to three months' rent is often required.

Rents in Denmark vary widely, depending on the region. Homes are most expensive in Copenhagen and Aarhus, while smaller towns and rural areas are considerably less expensive. Twenty kilometres here can mean a big difference in price.

Rental contract

The rental contract defines some of the rights and obligations of the tenant and landlord. This includes the amount of rent payable and the move-in and move-out condition of the home. For example, the contract will state whether the home needs to be renovated when the tenant

moves out and who is to be responsible for maintaining doors, locks, etc. If you rent a home from a public housing enterprise, a written rental contract is required by law. A rental contract is not required by law for homes in private hand, but it is recommended nonetheless. If the landlord does not want to sign a rental contract, you should take a close look at their reasons. When subletting, a written contract is required by law in all cases.

In some cases, you can apply for a housing allowance from the municipality. Please find further information at www.lifeindenmark.dk > Living in Denmark > Your residence > Housing benefits

The Danish Tenant Union can be found at www.llo.dk (in Danish language – however, part of the information can be found in English).

Buying an apartment or house

If you would like to purchase an apartment or a house, you can get information and guidance about home buying from real estate agents. Prices vary widely depending on the location, size and fixtures of the home.

It is common in Denmark for the buyer to obtain a loan from a building and loan association. For this purpose, the apartment or house serves as security.

Generally, a maximum of 80 percent of the property value can be financed using these loans, which have a repayment period of up to 30 years.

You pay taxes on the value of your property but in return, you can deduct any interest payable on a home loan from your tax calculation.

You can find links to real estate agents at sites such as www.boligsiden.dk (in Danish).

Other living expenses

Other living expenses are taken here to mean payments for heating, electricity, water and possibly gas. In rental homes, these costs are usually charged on account, i.e. by instalments along with the rent. If the use of utilities is higher than estimated, the tenant has to make up the difference. If the use is lower, the overpaid amount has to be refunded by the landlord.

A new address must be registered within 5 days.





Moving

If you move your household within Denmark, you must inform the Citizens Service Centre (Danish: Borgerservice) about your new address. Please use **www.lifeindenmark.dk** > Living in Denmark > Your residence > Change address - when living in Denmark > Click on "Start"

You must choose the municipality that you are moving to. Please note that you have to do this within 5 days after you move in to the new home to avoid a fine.

As soon as you have changed your address via **www.lifeindenmark.dk**, the Danish Post will automatically be informed about your new address.

You can find an overview of firms pertaining to a household move on the internet. You can get quotes from moving companies at the website **www.flyttetilbud.dk** (in Danish).

Radio and Television Fees

In Denmark, anyone owning a radio, a television, a smartphone or computer capable of receiving and displaying pictures must pay a media fee (Danish: medielicens). The fee applies for the entire household.

You must pay even if you do not watch or listen to radio or TV channels. You pay for owning the equipment. The fee is a statutory equipment tax and it is payable in advance every 6 months.

The fee is 214.91 DKK pr. month.

You must register with the fees office within 14 days after acquiring the equipment. If you own a television, a computer and a radio, you only pay one media fee.

If you no longer own any fee-payable equipment, you must cancel your registration in writing. You can register and deregister either on the internet at **www.dr.dk** > Om DR > Licens > Licens in English.

The cancellation will only be valid from the date on which DR Licens- og Programservice receives your letter and is not retro-active.

If you move within Denmark, you do not need to do anything; the fee will move with you. You only need to send in notice and cancel a fee if you move in with a partner who is already paying the fee. If you leave Denmark and deregister from the Danish National Register of Persons your media fee will automatically be cancelled.



Questions about license to DR Licens:

DR Byen

Emil Holms Kanal 20

0999 København C

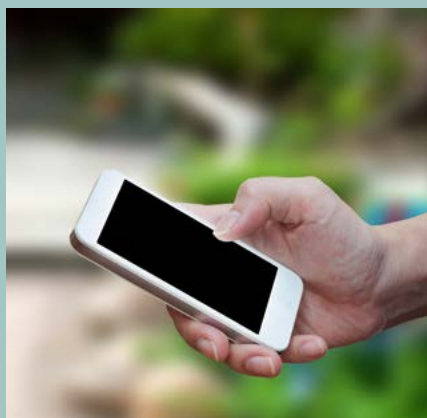
Telephone +45 70 20 13 13

Monday – Tuesday 9.00 to 16.30

Friday 9.00 to 14.00

News from Denmark in English

www.dr.dk > News



Telephone and Internet

Telephone: All Danish telephone numbers consist of eight numbers and have the local code already integrated. The international code for Denmark is: +45.

Your foreign cell phone will of course also work in Denmark, provided that it has roaming capability. You should note that using a telephone you bring with you (or a SIM card from your home country) will involve what are known as roaming fees. Please contact your current cell phone provider for information about the exact amount of the roaming fees that will be charged. It may be a good idea for a start to use your mobile phone from your home country and buy a prepaid telephone card.

As in other countries, there are a large number of telephone and internet service providers in Denmark. Because the market here is also extremely difficult to navigate, it is recommended that you research the prices of each provider in advance. So-called "compact solutions" are currently popular, in which telephone, cell phone, internet and television are bundled into a single package.

Internet is widely used in Denmark and most households have private internet access. Because of this, much contact to Danish authorities takes place via the internet. You can use a free computer with internet access at the Danish libraries.

Bringing your Private Vehicle to Denmark

Residence in Denmark

If you take up residence in Denmark and bring a vehicle you must register your foreign registered vehicle within 30 days of arrival and you must pay a registration tax. This tax is based on the tax authorities valuation of the vehicle. The tax authorities does not make valuations based on an estimate. This means that the vehicle must be in Denmark and have passed a vehicle inspection in order for the tax authorities to be able to make the valuation. For information on how to register your vehicle please follow the step-by-step instructions below.

Please note: the process of registering a vehicle with foreign number plates may be complicated and may also include forms which are only available in Danish. We therefore advise you to get help from a person who understands Danish.

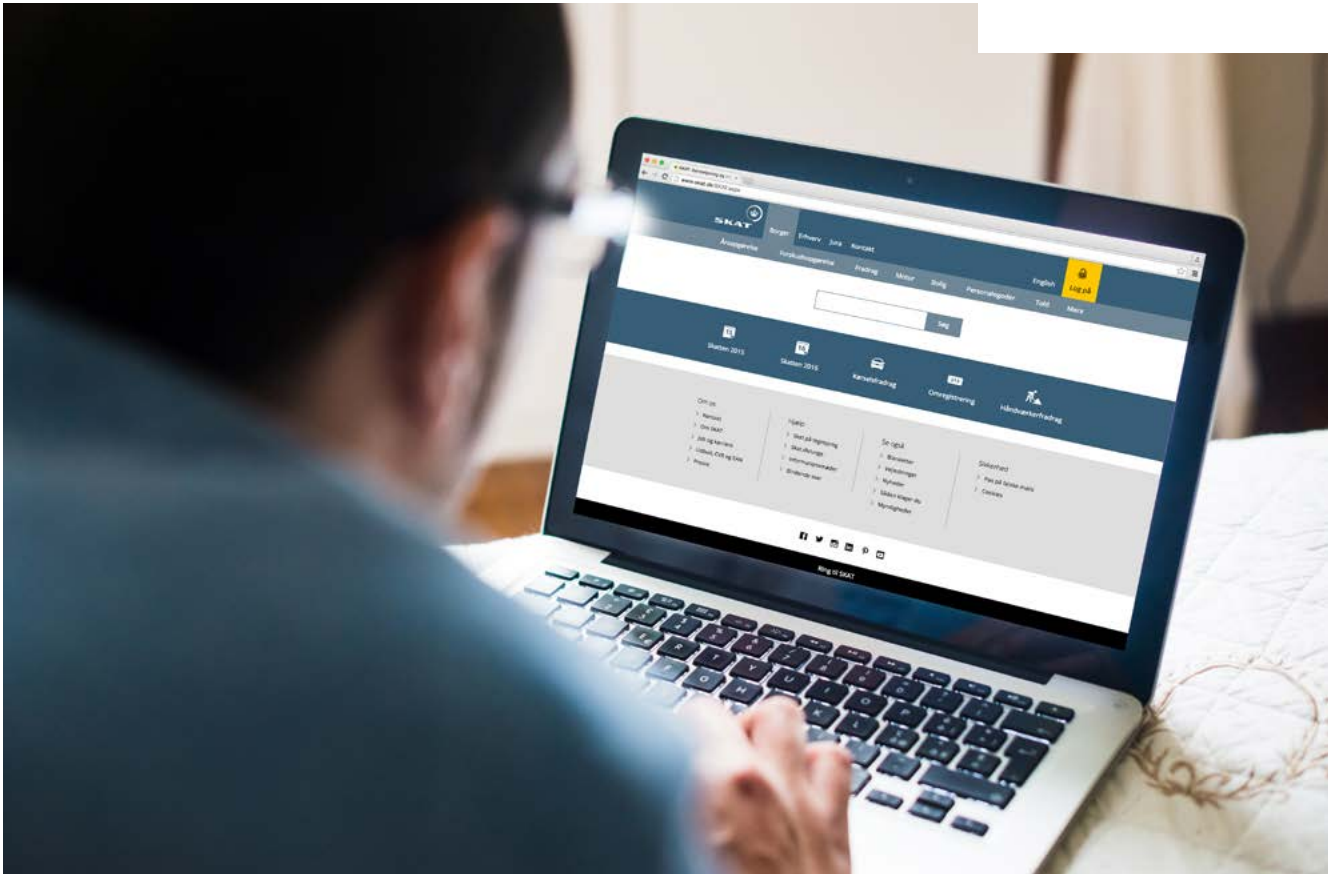
How to register your vehicle and buy number plates

Step 1. Before the vehicle can be registered to Danish number plates, an extended registration inspection must be performed by a vehicle inspection center. You find the authorized vehicle inspection centers at www.færdseleksstyrelsen.dk > Find synshal. When you contact the vehicle inspection, please remember to ask for a valuation of the vehicle for the Danish Register of Motor Vehicles (Motorregisteret).

Step 2. When the vehicle has passed the inspection, you must ask for a valuation of the vehicle in the Danish Register of Motor Vehicles (Motorregisteret) in the tax authorities self-service system E-tax (Tast-Selv). Please use www.skat.dk > English > Log on with your NemID



Bringing your private vehicle is possible, but some paperwork is necessary



1. Click 'Motor' (Motor) - 'Motorregister' (Register of Motor Vehicles)
2. Select 'Registreringsafgift' (Registration tax) and then 'Anmod om værdisættelse' (Request a valuation)
3. Complete the request and click 'Godkend' (Accept).
4. You can see your receipt in your 'Med-delelsesarkiv' (message archive) in E-tax.

The E-tax system is only available in Danish, and therefore we recommend that you have somebody to assist you with the Danish language.

Log on to E-tax for individuals (TastSelv Borger) at skat.dk/tastselv using your NemID. Write in the message box that you have moved to Denmark, or that your vehicle has foreign number plates.

Step 3. The tax authorities will then assess the value of your vehicle and determine the registration tax to be paid.

Step 4. You will receive the valuation in E-tax under the heading 'Meddelelser fra Motorregistret' (Messages from the Register of Motor Vehicles).

Step 5. You pay the registration tax in one of the tax authorities four motor registry offices. You pay the registration tax via online banking, your bank or the post office. The payment ID needed to pay the tax is stated on the valuation from Skattestyrelsen.

Step 6. When you have paid the registration tax, you can buy the number plate from one of the tax authorities motor registry offices. The price of one set of number plates is DKK 1,380 + a fee of DKK 200. You may also buy the number plate from an authorised number plate operator. The price of the number plate is the same, but the fee charged may vary from operator to operator. Remember to bring all relevant car papers e.g. car registration papers, insurance certificate etc.

Further information in English on www.skat.dk > English > shortcut - Motor vehicles.

Short term stay in Denmark

If you are staying in Denmark for a limited period of up to 185 days within a 12 months period, you have the option to apply for permission to drive a foreign registered vehicle during the stay in Denmark without paying the registration tax. You find the application form at www.skat.dk > English > shortcut - Motor vehicles > Foreign vehicles > Staying in Denmark temporarily. Use form 21.059EN.

If the stay is your first in Denmark, and it is not expected to exceed 185 days, you may drive a foreign registered vehicle during your stay in Denmark. You must always bring documentation for the duration of your stay with you while driving (for example a copy of your employment contract). You do not need to apply for permission in such situations.

If your stay exceeds 185 days, the vehicle generally must be registered in Denmark (and you must pay registration tax) or the vehicle must be transported out of Denmark.

Special rules apply for cross-border workers (p. 16).

If your stay in Denmark exceeds 185 days, but you are on a fixed-term assignment in Denmark, you may pay quarterly a proportion of the normal vehicle registration tax. For this purpose, you must complete form no. 21.033 EN (www.skat.dk > English > shortcut - Motor vehicles > Foreign vehicles > Quarterly registration tax).

Double domicile

If you reside both in Denmark and another country at the same time, it must be determined which residence can be regarded as your usual place of residence. Your usual place of residence is defined as the residence to which you have the strongest ties, i.e. the country where you are considered to be domiciled. If you are considered to have your strongest ties to your home country you can drive in your foreign registered car in Denmark. You must apply for permission at the Tax authorities. You find the application form at www.skat.dk > English > Motor vehicles > Bringing a vehicle with foreign number plates to Denmark > Applying for permission to drive your vehicle in Denmark without paying Danish registration tax (form 21.059EN). A fee of DKK 400 is charged for applying for the permission.

If you leave Denmark

If you leave Denmark and bring your vehicle with you, you can apply for a refund if you have paid registration tax. The refund corresponds to the registration tax that would have to be paid if the same vehicle was imported from a foreign country. You can apply by filling in form 21.044 (Danish). You find the form and further information on www.skat.dk > Individuals > Leaving Denmark > Deregistration of vehicles. You can apply by filling in form 21.044 (Danish). You find the form and further information on www.skat.dk > Individuals > Leaving Denmark > Deregistration of vehicles.



Be aware of the rules for exchanging a foreign driving licence to a Danish.

Driving Licence

If you establish normal residence in Denmark, you must in some cases exchange your foreign driving licence for a Danish driving licence.

Whether you must exchange your foreign driving licence and whether you must complete a driving test (consisting of a theoretical and a practical part) prior to the exchange, depends on the country/constituent state which has issued your driving licence. Moreover, different rules apply as to how long you can wait until you must exchange your foreign driving licence for a Danish driving licence. Driving licences can be divided into 4 groups:

- Driving licences issued in an EU/EEA country
- Driving licences issued in a non-EU/EEA country – group 1 countries

- Driving licences issued in a non-EU/EEA country – group 2 countries
- Driving licences issued in other states

Driving licences issued in an EU/EEA country

An exchange is not required and you are allowed to drive the same types of vehicles in Denmark as you are according to your valid driving licence from the issuing country.

However, it is a condition that you must fulfil the age requirements which apply when issuing an equivalent Danish driving licence (certain exceptions apply to driving licences from EU and EEA countries).

If you desire, you may apply for an exchange even if it is not required. You are not required to complete a driving test in connection with the exchange.

Driving licences issued in an non-EU/EEA country – group 1 countries

Group 1 countries.: Australian Capital Territory, Brazil, Japan, Chinese Taipei (Taiwan), the Republic of Korea (South Korea), Russia, Switzerland, Ukraine.

You can drive in Denmark for 90 days (from the day you take up residence in Denmark) without exchanging the licence. After 90 days you must exchange your licence to a Danish driving licence. Driving licences issued in group 2 countries can be exchanged without a driving test.

Driving licences issued in an non-EU/EEA country – group 2 countries

Group 2 countries: Singapore, USA, Canada, Australia, Chile, Isle of Man, Serbia, New Zealand and Bosnia-Herzegovina.

Driving licences issued in group 2 countries where the driving school system is not comparable to the Danish, but the driving conditions are similar to the Danish, can be exchanged without passing a driving test. Which countries qualify for group 2 is decided by the Danish Ministry of Justice.

You can drive in Denmark for 90 days (from the day you take up residence in Denmark) without exchanging the license. After 90 days you must exchange your licence to a Danish driving licence.

It is a condition that your foreign driving licence is valid. Moreover, the driving licence must be issued in the Latin alphabet or be accompanied by an official translation in Danish, English or French. You must also fulfil the age requirements which apply when issuing an equivalent Danish driving licence.

Driving licences issued in other states

If your driving licence has been issued by a country other than the countries mentioned above, you have the right to use your foreign driving licence for a maximum of 90 days after having established normal residence in Denmark.

However, this only applies if your foreign driving licence is valid and if the driving licence is issued in the Latin alphabet or is accompanied by an official translation in Danish, English or French.

You must also fulfil the age requirements which apply when issuing an equivalent Danish driving licence.

No later than 90 days after having established normal residence, you must exchange your foreign driving licence for a Danish driving licence if you still wish to drive in Denmark. To exchange your foreign driving licence for a Danish driving licence, you are requested to complete a driving test (consisting of a theoretical and a practical part).

Temporary residence in Denmark

If you do not have usual residence in Denmark, you may drive on your foreign driving licence in Denmark.

Usual residence means that you have personal or occupational ties to Denmark i.e. that you spend a minimum of 185 days in Denmark within one calendar year. Usual residence in Denmark is established from the date when you move to Denmark with a view to establishing usual residence in Denmark.

If you have exclusively occupational or educational ties to Denmark but personal ties to another country, you will be regarded as having usual residence in the country where you have personal ties if you regularly return to that country and you do not need to exchange your driving licence.

Where to exchange your driving licence

Contact the citizen service center (Danish: Borgerservice) where you live to exchange your foreign licence for a Danish one.

You must bring:

- A medical certificate issued by your doctor (non-EU/EEA citizens only)
- A passport photo
- Residence documents
- Your driving licence
- Your passport/national ID card

If you apply under the group 1 scheme you must provide a written declaration on honour that your driving licence has not been revoked within the last five years and also that your right to drive has not been restricted or made conditional in any way.

Citizens with driving licences from group 2 countries will additionally be asked to provide a declaration on honour stating that you have actively used your driving licence for category B driving within the last 2 years.

The exchange fee is 280,- DKK (2018)



Domestic Transportation

Rail/bus: Buses and trains travel hourly between Denmark's major cities. If you plan to use public transportation in Denmark, you can find out more on the web site www.rejseplanen.dk (English is an option).

Air: With connecting flights, you can travel from Copenhagen to Aarhus, Aalborg, Billund, Odense, Sønderborg, Karup and Bornholm.



Money

The Danish krone (DKK) consists of 100 øre. The following coins are in circulation: 50 øre, 1 krone, 2 kroner, 5, 10 and 20 kroner. Bank notes are available in denominations of 50, 100, 200, 500 and 1000 kroner. The rate of exchange is approximately 7.45 kroner to one euro (7.45 DKK = 1 €). Many shops, hotels and restaurants accept credit cards.

See also "Banks and bank account"



Traffic Regulations

Speed limits

Vehicles on motorways – 130 km/h (however, only 110 near cities); rural roads – 80 km/h, and in built-up areas – 50 km/h. Cars with trailers: 70 km/h on rural roads, 80 km/h on highways (100 km/h if you have a Tempo 100 permit).

The blood alcohol limit is 0.5 per mil. Cars and motorcycles must have their dipped headlights on at all times when on the road. Motorcycle riders must wear a helmet. White triangles painted on the road surface mean give way (yield). The Storebælt and Øresund bridges are toll bridges.

You must have your driving license on you when driving a vehicle.

Diplomatic Representations

You can find an overview of all foreign representations (embassies and consulates) in Denmark at: www.um.dk > English > About us > The Copenhagen Diplomatic list

Legal Assistance

Citizen's advice office

At the local citizen's advice office (Danish: advokatvagten) in your Danish municipality, you can get information and guidance about legal problems, such as tax errors, housing, contracts, etc. The information/guidance is free of charge. You must visit the office personally. The local citizen's advice office will primarily be able to help you to precisely identify the legal problem and will provide you with advice about further steps you can take (possible points of contact, etc.). You can find the addresses and opening times for your local citizen's advice office at the website www.advokatvagterne.dk > Listen over advokatvagter



Passport/ national ID card

Your foreign passport/national ID card is fully valid in Denmark. If you live in Denmark and need a new passport/national ID card, contact the representation of your home country (embassy or consulate) in Denmark. You can find information regarding opening times, addresses, the documentation required, etc. on the websites of each respective representation.



Elections and Voting Rights

The Danish electoral system

In Denmark we have a representative democracy. This means that at elections citizens choose the representatives to parliament and municipal and regional councils whom they want to make decisions on their behalf.

General elections

According to the constitution, general elections to the national parliament must be held at least once every four years, since a given parliament may not be in power for more than four years. Elections are called by the prime minister.

The parliament's 179 elected members are divided into parties. Only rarely is there a candidate without a party – a so-called independent.

When it comes to voting, you can either vote for a party or a specific person.

Municipal elections

In Denmark there is local self-government, meaning that municipalities and regions have self-determination over a number of areas. The municipal elections are an umbrella term for elections to municipal and regional councils.

These elections are held every four years, always on the third Tuesday of November.

EU parliamentary elections

Since Denmark is a member of the European Union, the Danes also elect their own candidates for the EU parliament. 14 Danish representatives are elected to the EU parliament. Elections are held every five years.

Voting rights

Local elections (Danish: kommunalvalg): EU citizens and citizens of the Nordic countries have active and passive electoral rights in local elections in Denmark.

This means that EU citizens can both vote and stand for election. Non-EU citizens are awarded active and passive electoral rights once they have been living in Denmark for three years.

Regional elections (Danish: regionsrådsvalg) EU citizens and citizens from the Nordic countries have active and passive electoral rights in regional elections in Denmark. Non-EU citizens are awarded active and passive electoral rights once they have been living in Denmark for three years.

European election:

All EU citizens have active and passive electoral rights.

Parliamentary election

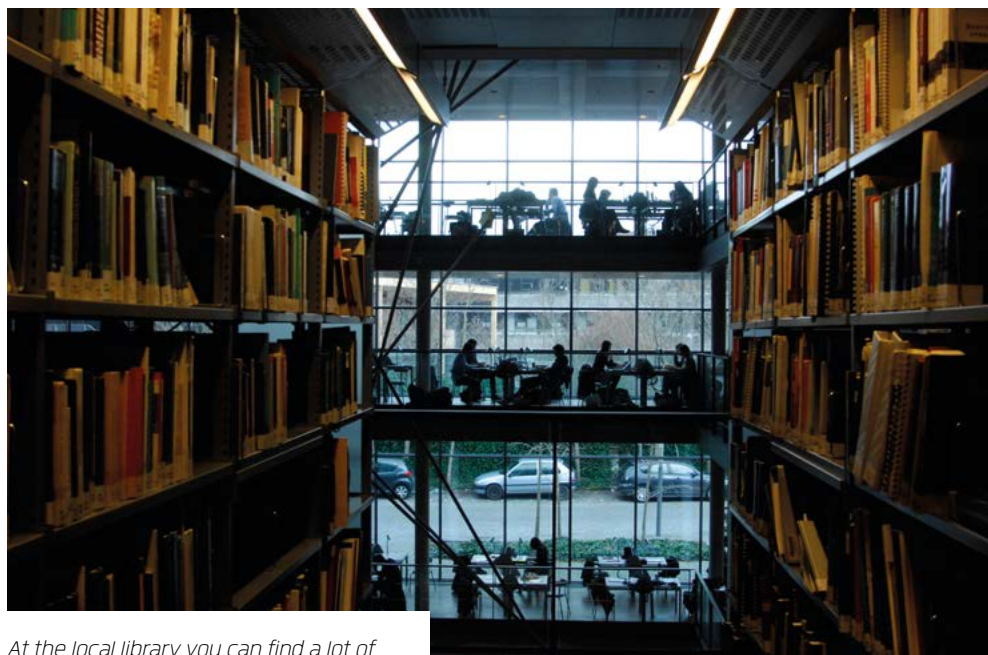
(Danish: folketingsvalg): Only Danish citizens have the right to vote in the parliamentary election in Denmark.

Parliamentary election in your home country: Even if you are living in Denmark, you will generally retain your right to vote in parliamentary elections in your own country. If there are forthcoming parliamentary elections in your home country, please contact your country's embassy. They will be able to provide you with details regarding your participation in the elections.

Local Libraries

Use your local library as a gateway to your local community. Apart from the classical services of lending out books, music and films, the Danish libraries offer an array of free events and services that will help you and/or your family getting settled in your local community. Make use of individual counselling from librarians who can provide you with information on children's events, evening classes, overview on spare time activities for adults and children, cultural events etc. Through most libraries you can also gain online access to more than 1700 international newspapers (Library Press Display). Should you miss anything, you can order any material (from abroad as well) to pick up for free at your local library. Find your nearest library here:

www.bibliotek.dk > Menu > English



At the local library you can find a lot of information about the local community.

Public Holidays, Celebrations and Cultural Events

The statutory public holidays in Denmark are similar to those in many other European countries. You can find an overview of public holidays in Denmark on the website www.officeholidays.com > Countries > Denmark.

Here is a list of the different public holidays, together with their Danish names:

- New year's day (Danish: Nytårsdag) – January 1
- Maundy Thursday (Danish: Skærtorsdag)
- Good Friday (Danish: Langfredag)
- Easter Sunday (Danish: Påskedag)
- Easter Monday (Danish: 2. Påskedag) – March/April (date of holiday varies)
- Penance Day (Danish: Store Bededag) – fourth Friday after Easter (date of holiday varies)
- Whitsunday (Danish: Pinsedag)
- Whit Monday (Danish: 2. Pinsedag) – May/June (date of holiday varies)
- Ascension (Danish: Kristi Himmelfartsdag) – sixth Thursday after Easter (date of holiday varies)
- Constitution Day (Danish: Grundlovsdag) – June 5 (½ or whole day off depending on which collective agreement regulates your work place)
- Christmas Eve (Danish: Juleaften) – December 24 (depending on collective agreement) 1st and 2nd Christmas Day – December 25 and 26
- Celebrations and cultural events throughout the year

Please find a complete list and inspiration on www.visitdenmark.dk (choose language)

■ JANUARY

Nytårs Koncert – classical New Year concert in the major cities.



■ APRIL

Copenhagen: Fødselsdagsparade – in celebration of the birthday of Margrethe II, the Palace Guard marches past Amalienborg Palace (April 16)

Odense: Hans Christian Andersens birthday – in celebration of the birthday of Hans Christian Andersen, the entrance to all of the Hans Christian Andersens museums is free of charge. Furthermore, various cultural happenings take place in Odense. (April 2)



**MORE INFO AT
VISITDENMARK.DK**

■ JUNE

The longest day of the year is celebrated throughout the country with fires and festivities on the Eve of Saint John's or Sankt Hans Aften (June 23).

Silkeborg: Riverboat Jazz Festival (www.riverboat.dk) – this music event draws more than 25,000 visitors.

Odense: Tinderbox festival (www.tinderbox.dk). Open air pop/rock festival.

Aarhus: Northside (www.northside.dk).

One of the biggest pop/rock festivals in Denmark

Frederikssund: Vikinge Spil (www.vikingspil.dk) – four-week Viking spectacle, with open-air theatre and traditional food and drink.

Svendborg: Denmark's largest artisan food producers fair (www.kulinarisk-sydfyn.dk). The fair offers a unique opportunity to get to know the diversity of excellent regional products.

■ MAY

Copenhagen and Aalborg: The carnival jokers spend all year preparing for the hottest carnival in the North, with rambunctious dancing and exotic costumes awaiting. Since it was revived in the 1980s, this festival has been taking place at Whitsun. Most of the costumed fools then gather at the Amagertorv fountain in Copenhagen (end of the month).

Ribe: Vikinger Marked – colourful Viking market with demonstrations of old crafts and combat techniques (first weekend in May).

■ AUGUST

Horsens: Middelalderfest (www.middelalderfestival.dk) – two days of celebrations, including jousting, minnesong, jugglers and revelry (second half of the month).

Copenhagen: Copenhagen International Ballet – ballet festival which includes performances of modern dance.

Odense: Odense flower festival (www.blomsterfestival.dk)

Skanderborg: Skanderborg Festival. Danmarks Smukkeste Festival (www.smukfest.dk)

Odense: Opera on the Meadow / Opera på engen (www.odensesymfoni.dk). Usually 2nd Sunday of August)

Odense: OFF Odense International Film Festival (www.filmfestival.dk/en). Odense International Film Festival is a short film festival that annually celebrates films from across the globe and gathers film enthusiasts from near and far. (End of August)

Tønder: Folkfestival (www.tf.dk) – major festival towards the end of the month, near to the German border.



■ JULY

Rebild Bakker: Rebild Fest – over 10,000 participants celebrate US Independence Day on July 4 every year.

Skagen: Skagen Festival (www.skagenfestival.dk) – International bands play at Denmark's northernmost folk and rock event.

Roskilde: Roskilde Festival (www.roskilde-festival.dk) – the largest rock event in Northern Europe attracts a good 70,000 fans (first weekend in July).

Sønderborg, Aabenraa (www.ringrider.dk) and other locations in South Jutland: Ringriderfest – ring rider games, in which horse riders attempt to spear a small ring with their lance at a gallop.

Aarhus: International Jazz Festival (www.jazzfest.dk) – at the middle of the month; thousands of jazz fans from throughout Europe gather in Aarhus.

Copenhagen Jazz Festival (www.jazz.dk)

Samsø Festival (www.samfest.dk)

■ SEPTEMBER

Rømø: Dragefestival (www.danskdirageklub.dk) – for three days, the most beautiful kites fly in the sky (start of September).

Aarhus: Aarhus Festuge (www.aarhusfestuge.dk) – this ten-day cultural festival with rock, jazz, classical music, theatre and dance is held at the start of the month.

■ OCTOBER

Copenhagen: KulturNat (www.kulturnatten.dk) – on culture night, which is held on the second Friday of the month, museums, galleries and theatres open until midnight and show their exhibitions and an additional cultural programme.



■ DECEMBER

Odense: Hans Christian Andersen Christmas Market – Christmas like in the day of Hans Christian Andersen (www.hcajulemarkedet.dk). In the oldest part of Odense you can experience old fashioned market atmosphere with Christmas decorations, booths, vegetable market and lots of entertainment inspired by the fairy tale poet. (Two weekends in November and/or December)

Aarhus: Julemarked (www.dengambleby.dk) – Christmas market in The Old Town of Aarhus. The Old Town is a 5- star world experience.



WIDK



Workindenmark's workshops can help you gather important knowledge about the Danish job market.

Job search in Denmark

Workindenmark services

Get help finding and changing jobs in Denmark

If you are looking for your first job in Denmark, or if you are already working in Denmark and are looking for a new job, you should:

- Have a realistic view of your job opportunities based on your education and work experience.
- Write a short, effective cover letter and CV that target Danish employers.
- Make sure that your cover letter and CV are visible to potential Danish employers.

Workindenmark can help you with all three.

Job search seminars

Workindenmark organizes a number of free of charge workshops with an introduction to job search for foreign job seekers.

The seminars are in English and cover:

- What is important to Danish employers?
- Motivation letter, CV and job interview
- Tips for your job search – how to improve your opportunities in Denmark?

Further information and sign up at www.workindenmark.dk (front page)

E-learning - job search

Make It Work in Denmark is an e-learning course about job search in Denmark. The course consists of four modules where you will get insight, knowledge and tips on finding a job in Denmark. The four modules are:

- Job search in Denmark
- Contacting companies and succeed in job interviews
- The use of LinkedIn in your job search
- An introduction to Danish workplace culture

At www.workindenmark.dk you will find a wide range of jobs submitted by Danish employers directed at international citizens looking for work.

Supplementary job sites:

<http://ec.europa.eu/eures>
www.jobbank.dk
www.it-jobbank.dk
www.jobfinder.dk
www.toplanguagejobs.dk

Websites with job vacancies in Danish:
www.jobnet.dk

Jobnet.dk is the official website of the Danish Employment Service and contains a comprehensive list of job postings and an applicant database.

Supplementary job sites

www.jobindex.dk, www.jobzonen.dk, www.ofir.dk, www.job-support.dk, www.stepstone.dk, www.vihoo.dk (all in Danish)

Voluntary work

www.volunteering.dk (in English)

In addition, many Danish companies have a menu heading on their website (Jobs or Career) where you can submit applications for specific vacancies as well as CV databases where you can register. The majority of the vacancies are published in Danish, although some are also in English.

Tips for your job search

Your CV/resume and cover letter is most likely your first point of contact with the company or organisation you wish to work for.

Your job application should consist of your CV (2 pages) and a cover letter (approx. one A4 sheet), which describes your professional and social skills and how you believe you as an employee, can contribute to the specific company.

This means thorough research is a must. The more you know about the company, and how your professional qualifications can contribute to their business, the better.

If you have recently graduated, it is a good idea to enclose a copy of your degree diploma. If you have years of work experience, you should only enclose such documents if the job ad requests it. Danish employers are focussing on the candidates

qualifications/competences. Use your employment and educational history and other activities to describe your professional, social and personal competences in your CV.

Most employers decide whether or not you are an interesting candidate within minutes. This means both your cover letter and CV must be well written and to the point.

Further information about job search at www.workindenmark.dk (frontpage)

Use your network

In Denmark many jobs are never posted publicly. A lot of hiring takes place via personal networks, and it is therefore always a good idea to ask around for potential job openings.

Start with your personal network. You may have friends, colleagues or acquaintances with contacts in Denmark who can pave the way for a job interview.

Another idea is to make use of expatriate networks, or contact relevant organisations or even workplaces for good advice.

Unsolicited applications

A common way to approach a Danish employer you would like to work for, is to send an unsolicited application. Most employers appreciate the interest and are willing to consider your application and skills if they are relevant.

Workindenmarks CV bank

You are able to register your CV in English on our website. All CV's are accessible to Danish employers who can contact you in case a vacant position matches your competences. We advise you to register your CV as soon as possible. Please note that Workindenmarks consultants also use the CV bank to present relevant candidates to Danish companies. So it's important that your Workindenmark CV is updated and activated with detailed information about your professional, social and personal qualifications.

Graduates

Students from abroad who have completed a graduate programme in Denmark of at least 18 months in duration can join a Danish unemployment insurance fund if:

- You had a permanent address in Denmark no later than one day before the start of your education.
- You are in Denmark no later than 14 days (including weekends) after you end your education, i.e. you must apply for membership within two weeks (14 days) of completing your education.

Membership of an unemployment insurance fund is a precondition for receiving unemployment benefits.

EU citizen will be entitled to unemployment benefits after the same rules as Danish citizens.

Non-EU citizens must hold a valid Danish work and residence permit e.g. a Green-card or a permanent residence permit in order to receive unemployment benefits – more information below.

If you comply with the above mentioned preconditions and want to stay in Denmark as a jobseeker with unemployment benefits it is important to remember to:

1. Register at the Jobcenter as unemployed on the first day after your graduation
2. Send your admission form to an unemployment insurance fund within 14 days
3. Get a tax card
4. Check your work- and residence status

1. Register at the Jobcenter

On the first day after your graduation you must register as a jobseeker at a Jobcenter. The easiest way to register is to register by personal appearance at a Jobcenter in Denmark (you can choose any Jobcenter in Denmark). The Jobcenter can also guide you concerning the registration procedure, your rights and your duties as unemployed.

Both you and your spouse could have a professional career in Denmark.



You can also register as a jobseeker on www.jobnet.dk (in Danish only). If you choose to register via www.jobnet.dk, please remember to print and save a copy of the receipt of your registration and to print an unemployment declaration form (Danish: ledighedserklæring) and an unemployment benefit card (Danish: dagpengekort)

Please note, that you have no right to unemployment benefits until the day you have registered at the Jobcenter.

2. Send your admission form to an unemployment insurance fund within 14 days

Send your admission form to your unemployment insurance fund. As a graduate you will receive graduate privileges, which entitles you to unemployment benefits already a month after completing your education. Your education is considered ended:

- When student activities have stopped, you have received your final grade and passed your exams
- If your certificate is issued when the student activities have ended, then the date of sending the degree certificate will be considered the date of ending education

If your education ends with a thesis or specialty paper, your education can be considered ended already at the time when you receive an advance approval from your examiner or counsellor. It is required that all grades have been awarded and all student activities have stopped. Student activities include participating in tutorials, exams or defending a thesis etc. Please note, that your unemployment insurance fund must have received your admission form at the latest 14 days after your graduation. This deadline is extremely important.

All unemployment insurance funds offer personal guidance concerning job search and your rights and duties.

3. Tax card

Unemployment benefit is taxable income in Denmark. The Danish tax authorities (Danish: SKAT) calculate your tax, issue your tax card and offer personal information and guidance on tax questions.

Further information at www.skat.dk. You meet the tax authorities at either the International Citizen Service in Aalborg, Aarhus, Odense or Copenhagen.

4. Work and residence status

EU Citizens

While studying you have been registered as a student at the State Administration. After graduation you must change your status. If you receive unemployment benefits your residence status must be



changed to "Sufficient funds" (unemployment benefit = sufficient funds), which means, that you have enough money to support yourself financially without claiming other benefits from the social assistance system.

You can change your registration status at the State Administration. More info at www.statsforvaltningen.dk.

Non-EU Citizens

While studying you have been granted a residence permit as a student by the Immigration service. This residence permit allows you to work 20 hours pr. week (and full time in June, July and August) and allows you to search for a job in Denmark after graduation, but does not allow you to start working full time in Denmark.

Your residence permit is often valid for an additional six months after you complete your study programme – if not, you can have your residence permit extended. This is done by submitting an application for extension to immigration service.

You are only entitled to unemployment benefits if you have a valid work- and residence permit. Your work- and residence permit must be valid through the whole period of which you apply for unemployment benefits, and also give you the right to work full-time. A work permit which is limited to a specific job or a certain amount of hours is not sufficient for having unemployment benefits. Neither is the 'Student work permit' (20 hours pr. week) you were granted during your study time. If you obtain a residence permit under the establishmentschemes, it is a condition, that you do not receive benefits from a Danish Unemployment Insurance Fund under the rules for new graduates.



If you lose your job

Not member of an unemployment insurance fund

Financial support

Membership of an unemployment insurance fund is a precondition for receiving unemployment benefit. If you are not a member and lose your job in Denmark, you may not be entitled to any kind of financial support. To clarify, you must contact the local Jobcenter and ask for advice.

Work and residence permit / registration certificate

Your Danish work and residence permit/ registration certificate is based on your employment. If you lose your job you must contact the authority which granted your work and residence permit/registration certificate.

EU citizens must contact the State Administration for advice regarding residence certificate (www.statsforvaltningen.dk).

Non-EU/EEA citizens must contact the immigration service for advice regarding work and residence permit (www.newtodenmark.dk).

Members of an unemployment insurance fund (Danish: a-kasse)

If you are not a Danish citizen, you must have a valid Danish work and residence permit (non-EU/EEA citizens) or a registration certificate (EU/EEA citizens) in order to claim unemployment benefit from an unemployment insurance fund. The permit must be valid through the whole period for which you seek benefit, and also give you the right to work full-time.

If you lose your job in Denmark and want to register as a jobseeker with unemployment benefit it is important to:

Step 1. Register as unemployed at the local Jobcenter.

Step 2. Contact your unemployment insurance fund



jobcenter

**FIND YOUR LOCAL
JOBCENTER AT
JOBNET.DK**

Step 3A. Contact the State Administration for advice concerning residence status (EU Citizens only)

Step 3B. Contact the immigration service for advice concerning residence status (Non-EU Citizens only)

Step 1: Register as unemployed

On your first day as unemployed, you must register as unemployed. This can be done by personal appearance at your local Jobcenter. Within the first week as unemployed, you must create your own CV at www.jobnet.dk

You must complete a declaration of unemployment (Danish: ledighedserklæring) that must be submitted to your unemployment insurance fund.

At your local Jobcenter you can get further information and guidance about the registration procedure and your rights and your duties as unemployed.

Step 2: Contact your unemployment insurance fund (Danish: a-kasse)

In order to be entitled to unemployment benefit, you must have been a member of an unemployment insurance fund for at least one year and have earned minimum 228.348 DKK.

Unemployment insurance periods earned in another EU/EEA country can be includ-

ed in the calculations for entitlement to unemployment benefit. Your unemployment insurance fund will guide you.

Your unemployment insurance fund is responsible for the payment of benefit but also for checking whether you comply with the regulations for unemployed. Right after having registered at the Jobcenter you must contact your unemployment insurance fund. You must provide the fund with:

- The unemployment declaration form (www.jobnet.dk)
- Your tax card
- Your notice of resignation/notice if discharged
- Your pay slips for the last 14 months (if you have worked that long)

Step 3A: Contact the State Administration for advice concerning residence status (EU/EEA/Swiss Citizens only)

If you lose your job in Denmark you may have to change your residence status – from “Worker” to “Sufficient funds” (Unemployment benefits = “Sufficient funds”) which means, that you have enough money to live in Denmark without claiming other benefits from the social assistance system.

You can change your registration status and get advice at the State Administration. More information and guidance at www.statsforvaltningen.dk

3B. Contact the immigration service for advice concerning residence status (Non-EU citizens only)

Non-EU citizens have the same right as EU citizens regarding membership of an unemployment insurance fund as well as rights to unemployment benefit in case of unemployment, but please note, that apart from registration at the Jobcenter and the membership of an unemployment insurance fund, it is a precondition for receiving unemployment benefit, that you have a valid work- and residence permit e.g. a permanent residence permit. Further information concerning work- and residence permits for non-EU citizens at your a-kasse or www.newtodenmark.dk

Unemployment benefit

As an employee and a member of an unemployment benefit scheme, you can receive unemployment benefit if you become unemployed for a period of time. You can receive unemployment benefit if you:

- Are unemployed
- Have been a member of an unemployment benefit scheme for the past 12 months
- Have earned minimum 228.348 DKK
- Are registered as a jobseeker with your local Job center (jobnet.dk)
- Can seek and undertake work for 37 hours per week if you are full-time insured and 30 hours per week if you are part-time insured.

Important

You must be actively seeking employment and be willing to accept offers of employment when you are unemployed and receiving unemployment benefit.

There are several rules and regulations concerning unemployment benefit. It is your responsibility to comply with the regulations. If you fail to comply, your unemployment benefit will be stopped. Please ask for advice concerning rules and regulations at your unemployment insurance fund.

The Jobcenter and the unemployment insurance funds offers information and guidance – please ask if you have any doubts or questions.

Benefit rate

The unemployment benefit rate is calculated by your unemployment benefit fund based on your previous 2 years income. You will receive 90% of your previous income with a maximum of 18.633 DKK (2018).



You can normally receive unemployment benefit from the first day of unemployment. However, your employer often has to pay your unemployment benefit for the first three days – so-called G-days.

If you have terminated your employment yourself or if you are responsible for losing your job, you will normally receive unemployment benefit following 111 hours quarantine. It is important, however, that you register with the job center on the first day after the expiry of the notice period.

Job search in another EU/EEA country with unemployment benefit

It is possible to bring your unemployment benefit from one EU/EEA country to another EU/EEA country if you are searching for job. You can apply for Danish unemployment benefit for job search in another EU/EEA country for up to 3 months by using PD U2 form. Contact your unemployment insurance fund to find out if you qualify for this scheme.

Workindenmark services

Help finding a new job

Workindenmark job search services focus on 4 areas: making your qualifications visible, job search seminars, e-learning programme and individual job search counselling.

Making your qualifications visible: Workindenmark can explain how to make your qualifications visible to relevant Danish companies and ensure that it happens by:

- Helping you find relevant information on workindenmark.dk.
- Offering free use of our job and CV banks on Workindenmark.dk. In our job bank you can see vacant jobs and you can enter your CV in the CV bank so Danish employers can find it.
- Free use of e-learning programme
- Advising you on how to formulate your CV.

- Helping you find a job if your CV and qualifications are within a field where there is a labour shortage in Denmark.

Job search seminars Workindenmark offers job search seminars, covering subjects such as:

- The actual employment situation and job opportunities in Denmark
- An introduction to job and CV banks
- How to write your CV and job applications
- Job search – how to improve your job opportunities

Individual help with job search

Workindenmark can give you individual help to find work in Denmark by:

- Clarifying wishes and levels of ambition, such as geographical radius, industries, full-time or part-time / freelance work, types of companies, language skills
- Clarifying job opportunities in relation to wishes and qualifications
- Helping you look for jobs on the internet – via workindenmark.dk and other job databases
- Helping you compile a CV and application that target a specific job and specific company
- Helping you formulate your CV so that Danish employers can easily understand it. We can help explain international educations and international work experience to Danish employers
- Finding relevant jobs
- Advising on all aspects concerning job search and settling in to a job in Denmark



You can improve your job opportunities by using Workindenmarks e-learning programme or by taking part in the job search seminars.

WIDK



Remember to inform SKAT and other relevant authorities that you are leaving the country.

Leaving Denmark

Checklist – What should I do when I leave Denmark?

When leaving Denmark there are a few important issues to be aware of as foreign citizen. In the following checklist we have listed matters of particular importance.

Deregister yourself from the Danish National Register of Persons
Before you leave Denmark you must deregister yourself online as a resident in Denmark. Please use www.lifeindenmark.dk > Leaving Denmark > Practical matters before leaving > Notification of change of address to the national registration office – click START. You will need your NemID to log on.

Post
Inform Post Danmark about your future address and the date you leave. Your post will then be redirected to your new post address abroad for 6 months – free of charge. You can send an e-mail to flyt@post.dk or call +45 70 10 00 54.

Unemployment insurance fund
You may need the Form PD U1 to confirm your employment and unemployment insurance periods in Denmark. If you have been a member of a Danish unemployment insurance fund (a-kasse), please contact this fund – if not, please contact the Danish Agency for Labour Market and Recruitment, Njalsgade 72A, 2300 København S. Telephone +45 72 21 74 00, email star@star.dk

You can apply for a PD U1 document by using application form EEA 4.1. You find the application form EEA 4.1 at www.star.dk > English > EEA unemployment benefits

Tax

You have to notify SKAT when you leave Denmark permanently in order to determine your tax liability.

Complete form no. 04.029EN and submit it to SKAT Saksøbing, Post og Arkiv, Nykøbingvej 76, Bygning 45, 4990 Saksøbing, Denmark. Based on this form SKAT will calculate your final tax to Denmark.

If you change address in the country that you move to, please notify the tax authorities so that they know where to send any documents related to your tax situation.

Further information and the form can be found on www.skat.dk > English > Leaving Denmark permanently.

Holiday allowance

When you are no longer registered in the Civil Registration System (CPR), no longer work for a Danish employer and do not receive public benefits from Denmark, you can have all your holiday pay disbursed, even if you do not take holiday.

You must apply to have your holiday pay disbursed within 6 months of your last day of work for your Danish employer at the latest.

Further information at www.lifeindenmark.dk > Leaving Denmark > Holiday allowance > Holiday allowance if you leave Denmark > Claim your holiday allowance > click START

Insurances in Denmark

Inform your insurance company, that you are leaving Denmark.

Bank

Inform your bank that you are leaving Denmark. It may be convenient to keep a Danish account for e.g. the last salary payment, tax refunds etc.



Withdraw subscriptions in due time.

E104

Some EU/EEA countries require documentation that you have been covered by health insurance in Denmark via Form E104. The form is issued by Udbetaling Danmark, International Sygesikring. If you need it please contact Udbetaling Danmark - telephone +45 70 12 80 81

Pensions

You can have your pension paid out abroad if you do not live in Denmark any longer. Please contact your pension company, your pension fund or your financial institution if you want to learn more about your individual pensions.

You can not have your ATP Livslang Pension paid out if you leave Denmark. Each month you have been working in Denmark you have contributed to your ATP pension scheme. The ATP contributions will be paid out from the

day you are entitled to old age pension after Danish law and for the rest of your life - no matter what age you eventually reach. Find further information about ATP Livslang Pension when you leave Denmark at www.lifeindenmark.dk > Living in Denmark > Pension > ATP Livslang Pension. This is especially relevant if you are retiring outside of Denmark or if you have worked in or/and are going to work in a third country.

Media fee

Deregister online here: www.dr.dk > Om DR > Licens > Licens in English > The media licens if you are moving > Deregistration

Miscellaneous

Deregister your vehicle from the Danish Register of Motor Vehicles, cancel membership of clubs, associations, subscriptions e.g. mobile phone and newspaper, etc. You may be entitled to payment refund.

Important Telephone Numbers and Addresses

Danish Agency for International Recruitment and Integration (SIRI)

Information and advice about residence permits for Non-EU/EEA citizens on the grounds of:

- Work
- Studies
- Greencard
- internship
- Au pair stay
- Working holiday in Denmark
- Biometrics

Address:

The Citizen Centre
Njalsgade 72C
DK-2300 Copenhagen S
Denmark

www.newtodenmark.dk

Open for personal service by appointment only. Book an appointment at www.newtodenmark.dk > Contact > Book an appointment in SIRI's Citizen Centre

Telephone numbers:

Information about residence permits concerning the Pay Limit scheme, Positive List, Fast track, researchers

(incl. accompanying family members to the above).

+45 72 14 20 01

Email: please use the contact form from www.newtodenmark.dk (Contact us)

Information about residence permits concerning students, PhD, Establishment Card, au pair, working holiday

(incl. accompanying family members to the above):

+45 72 14 20 02

Email: please use the contact form from www.newtodenmark.dk (Contact us)

Information about residence permits concerning the Greencard scheme, Start-Up Denmark, Agriculture, Sports, specialised chefs, trainees, interns

(incl. accompanying family members):

+45 72 14 20 03

Email: please use the contact form from www.newtodenmark.dk (Contact us)

Other enquiries to the Danish Agency for International Recruitment and Integration (main number): +45 72 14 20 00, Email: please use the contact form from www.newtodenmark.dk (Contact us)

Phone hours

Monday 9.00 - 15.00

Tuesday closed

Wednesday 9.00 - 15.00

Thursday 9.00 - 15.00

Friday 9.00 - 12.00

WIDK



Danish Agency for Labour Market and Recruitment (STAR)

Njalsgade 72A
DK- 2300 København S
star@star.dk

www.star.dk

Telephone numbers:

Information for case workers about payments and legislation in the field of employment: +45 72 21 74 01.

Information for employers, attorneys, trade unions etc. about how to interpret the holiday regulations. Information for citizens about general holiday regulations, holiday pay etc. +45 72 21 74 02

Information about EEA unemployment insurance: +45 72 21 74 03

Information about Centre for unemployment insurance complaints +45 72 21 74 08

Other enquiries to the Danish Agency for Labour Market and Recruitment (main number): +45 72 21 74 00. Monday-Friday 9.00 to 12.00. Please note that the lines concerning EEA unemployment insurance, Centre for unemployment insurance complaints and holiday regulations are closed Wednesdays.

Danish Agency for Science and Higher Education

Assessment and Recognition of Foreign Qualifications
Bredgade 43
DK-1260 Copenhagen K
Telephone: +45 35 44 62 00
Email: sfu@ufm.dk
www.ufm.dk

Tax authorities

Telephone +45 72 22 28 92

Phone hours:

Monday	9.00 to 17.00
Tuesday– Thursday	9.00 to 16.00
Friday	9.00 to 14.00

Personal assistance – only by appointment.

Letter to Skattestyrelsen should be sent to

Skattestyrelsen
Nykøbingvej 76
Bygning 45
4990 Sakskøbing
www.skat.dk

The Danish Working Environment Authority

- Information about health and safety at work
- Register of Foreign Service Providers (RUT)
- Workplace assessment
- Social dumping
- Recognition of professional qualifications e.g. forklift truck and crane drivers, welding, work with asbestos etc.

Address:
PO Box 1228
0900 Copenhagen C
Telephone +45 70 12 12 88 – press 9
Monday – Thursday 8.00 to 15.00
Friday 8.00 to 14.00
E-mail at@at.dk

www.arbejdstilsynet.dk

Hotline on salary and working conditions

Run by the trade unions 3F and the Danish Society of Engineers (IDA), but open to all workers in Denmark

3F
Telephone +45 70 300 300
Email 3f@3f.dk

IDA
Telephone +45 18 48 48
Email ida@ida.dk

Important Telephone Numbers and Addresses – Region North Denmark

(Danish: Region Nordjylland)

International Citizen Service

Aalborghus Slot
Slotspladsen 1
9000 Aalborg
Telephone: +45 72 56 89 20
north@icitizen.dk
www.icitizen.dk

Opening hours personal or personal service service:

Tuesday	8.00 – 12.00
Thursday	12.00 – 16.00

All the service you need in one place. At the International Citizen Service you meet all the Danish authorities you need to register after arrival in Denmark – The State Administration, the Immigration Service, the Danish Tax Administration and the Municipality Citizens Service Centre.

The State Administration (Danish: Statsforvaltningen)

If you work and live in the North Jutland area (Region North Denmark - Nordjylland), EU/EEA/Swiss citizens can apply for residence certificate at the International Citizen Service/the State administration office in Aalborg.

Statsforvaltningen
Afdeling Aalborg (EU Department)
Aalborghus Slot
Slotspladsen 1
9000 Aalborg
Telephone +45 72 56 70 36
euophold@statsforvaltningen.dk

Opening hours

Monday	8.00 – 12.00
Tuesday	8.00 – 12.00
Wednesday	8.00 – 12.00
Thursday	12.00 – 15.00
Friday	8.00 – 12.00

Biometric features, application for re-entry permit, application for work- and residence permit for Non-EU/EEA/ Swiss citizen in Northern Denmark region

Recording of your biometric data (facial image and fingerprints), application for re-entry permit and application for work- and residence permit can be done at the police station in Aalborg. Please note, that biometric data can only be recorded by showing the case order ID, you have received when applying through www.new-todenmark.dk. It is important to bring the completed documents needed for your application.

Nordjyllands Politi
Udlændingecenter
(Indgang fra Trækbanen)
Jyllandsgade 27
9000 Aalborg
Telephone +45 51 54 19 01
Monday to Friday 8.00 - 09.00

Personal service
Monday to Friday 9.00 - 12.00

Email: njyl-udl@politi.dk

Health insurance and CPR number

CPR number and health Cards are issued by the Municipality Citizens Service Centre (Danish: Borgerservice)

Addresses, telephone numbers and opening hours can be found on the municipality website www.cityname.dk (e.g. www.aalborg.dk)

CPR numbers and health cards can also be issued at the International Citizen Service.

Tax authorities

Tax cards are issued by the tax authorities (Danish: Skattestyrelsen). You can apply for your tax card and get personal guidance about tax questions at the International Citizen Service in Aalborg.

The majority of tax customers can find answers to most questions – quicker and easily – at www.skat.dk. If you do not find the answer to your question on the web page you can call Skattestyrelsen on +45 72 22 28 92

Monday	9.00 - 17.00
Tuesday - Thursday	9.00 - 16.00
Friday	9.00 - 14.00

You will only be able to receive personal assistance at a tax centre in special cases – and by appointment.

Personal appointments can be made on +45 72 22 28 92, Monday 10.00 – 16.00 and Tuesday to Friday 10.00 – 14.00.

Accident & Emergency (ambulance)

In the event of accident or life threatening situations, call 112

General practitioners

If you get ill and need medical assistance call your general practitioner. GPs are open 08.00 to 16.00 Monday to Friday. The GP will refer you to Accident & Emergency if necessary. You find your GP's name, address and telephone number on your yellow health card.

After-hours medical assistance

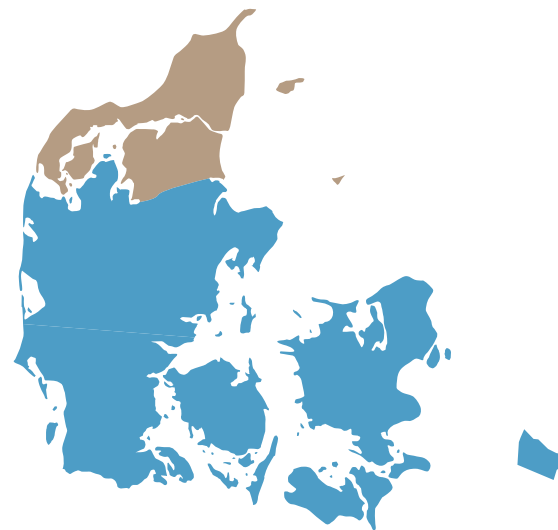
– Telephone +45 70 15 03 00
After-hours medical assistance is available 16.00 to 08.00 Monday to Friday and 24 hours a day at weekends and on public holidays. An after-hours doctor is available after GPs' practices close.

Call the after-hours doctor in the event of sudden illness or if your condition worsens. You will speak to a doctor who will decide whether or not you should attend a medical unit. In special circumstances the doctor may visit you at home or call an ambulance. You must have an appointment with the after-hours doctor to visit the after-hours medical unit, so please do not leave home without calling first!

Emergency room

In the event of injury, involving e.g. broken bones or severe bleeding, and need to be treated at Accident & Emergency, you must first contact a doctor. During the daytime you should call a GP. After 4 pm, at weekends and on public holidays, call an after-hours doctor on +45 70 15 03 00. The doctor will refer you to A&E if necessary.

Accident & Emergency departments are at the following locations:



- Regionshospitalet i Aalborg
Hobrovej 18
9000 Aalborg
- Sygehus Nordjylland
Højtoftevej 2
7700 Thisted
- Sygehus Nordjylland
Bispensgade 37
9800 Hjørring
- Sygehus Himmerland
Stolbjergvej 8
9500 Hobro
Open daily 8.00 to 22.00
- Skadestuen i Farsø
Højgårdsvej 11
9630 Farsø

Emergency dental service

(Danish: tandlægevagten)

If you need dental care outside practice office hours, you can contact the emergency dental service.

Telephone number:
+45 70 20 02 55. The telephone gives information about the emergency service and opening hours.

Address:
Filstedvej 10
9000 Aalborg
Telephone +45 70 20 02 55

Opening hours
Saturdays, Sundays and
public holidays 9.00 – 10.00

Payment

Please note, that you will be charged a fee for using the Emergency Dental Service.

Police/fire brigade

Emergency number: 112

The police can also be contacted at 114 (non-emergency number).

Vehicle breakdowns

Falck +45 70 10 20 30

Dansk Autohjælp +45 70 10 80 90

Workindenmark

Jobseekers and employers from Region North Denmark are served by Workindenmark in Aarhus.

Workindenmark

Åboulevarden 31, 1st floor, 8000 Aarhus C

P. +45 72 22 33 60

M. workindenmark@workindenmark.dk

www.workindenmark.dk

Office hours:

Monday to Thursday 9.00 – 15.00

Friday 9.00 – 13.00

Important Telephone Numbers and Addresses – Central Region Denmark

(Danish: Region Midtjylland)

International Citizen Service

Åboulevarden 31, 1st floor

8000 Aarhus C

Telephone: +45 72 22 33 75

west@icitizen.dk

www.icitizen.dk

Opening hours for personal service

Thursday 13.00 – 17.00

Friday 9.00 – 13.00

All the service you need in one place. At the International Citizens Service you meet all the Danish authorities you need to register after arrival in Denmark – The State Administration, the immigration service, The Danish Tax Administration and the Municipality Citizens Service Center (Borgerservice).

Residence certificate –

The State Administration

(Danish: Statsforvaltningen)

If you work and live in the Region Central Denmark (Region Midt), EU/EEA/Swiss citizens can apply for residence certificate at either the International Citizen Service in Aarhus or at the State administration office in Højbjerg (EU/EEA/Swiss citizens).

Statsforvaltningen

Afdeling Aarhus

Lyseng Alle 1, 8270 Højbjerg

Telephone +45 72 56 70 36

euophold@statsforvaltningen.dk

Opening hours

Monday 8.00 – 14.00

Tuesday 8.00 – 14.00

Wednesday 8.00 – 14.00

Thursday 12.00 – 16.00

Friday 8.00 – 14.00

Biometric features, application for re-entry permit, application for work- and residence permit for Non-EU/EES/ Swiss citizen in Central Denmark region

Recording of your biometric data (facial image and fingerprints), application for re-entry permit and application for work- and residence permit can be done at 3 Danish police stations in Central Denmark Region. Please note, that biometric data can only be recorded by showing the case order ID, you have received when applying through the homepage www.newtodenmark.dk. It is important to bring the completed documents needed for your application. Østjyllands Politi in Aarhus

Biometric data

If you need to get your biometric data recorded i.e. photo and fingerprints, after you have submitted a digital application for a residence permit, you must contact the Reception at

Østjyllands Politi

Ridderstræde1, 8000 Aarhus C.

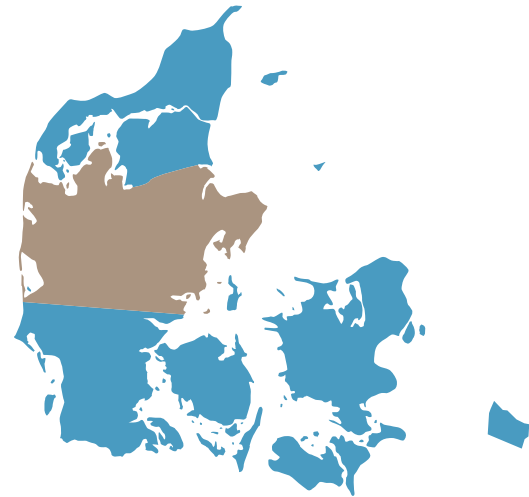
Monday and Tuesday: 9.00 – 13.00

Wednesday closed

Thursday 9.00 – 17.00

Friday: 9.00 – 13.00

Booking in advance is not necessary



All other contacts should be directed to Østjyllands Politi

Foreign Section

Fredensgade 41

8000 Aarhus C

Monday – Wednesday: 9.00 – 14.00

Thursday: 9.00 – 16.30

Friday: 9.00 – 12.00

Booking in advance is not necessary

Syd- og Østjyllands Politi in Horsens

Holmeboes Alle 2

8700 Horsens

Opening hours: Monday and Wednesday:

9.30 - 12.00 and 12.30 – 14.00

Thursday: 9.30 - 12.00 and 12.30 – 15.00

Tuesday and Friday: Closed.

Booking in advance is not necessary

Midt- og Vestjyllands Politi in Holstebro

Stationsvej 74

7500 Holstebro

Opening hours:

Monday to Wednesday: 10.00 – 14.00

Thursday: 10.00 – 17.00

Friday: 10.00 – 14.00

Booking in advance is not necessary

Health insurance and CPR number

CPR number and health Cards are issued by the Municipality Citizens Service Center (Danish: Borgerservice)

Addresses, telephone numbers and opening hours can be found on the municipality web- site www.cityname.dk

(e.g. www.aarhus.dk)

CPR numbers and health cards can also be issued at the International Citizen Service.

Tax Card

Tax cards are issued by the tax authorities (Danish: Skattestyrelsen). You can apply for your tax card and get personal guidance about tax questions at the International Citizen Service in Aarhus. The majority of tax customers can find answers to most questions – quicker and easily – at: www.skat.dk. If you do not find the answer to your question on the web page you can call SKAT on +45 72 22 28 92

Monday	9.00 to 17.00
Tuesday – Thursday	9.00 to 16.00
Friday	9.00 to 14.00

You will only be able to receive personal assistance at a tax center in special cases – and by appointment.

Personal appointments can be made on +45 72 22 28 92, Monday 10.00 – 16.00 and Tuesday to Friday 10.00 – 14.00.

Accident & Emergency

Serious injury or life threatening illness call 112

General practitioners

If you get ill and need medical assistance call your general practitioners. GPs are open 08.00 to 16.00 Monday to Friday. The GP will refer you to Accident & Emergency if necessary. You find your GP's name, address and telephone number on your yellow health card.

After-hours medical assistance

(Danish: Lægevagten)

Telephone +45 70 11 31 31

After-hours medical assistance is available 16.00 to 08.00 Monday to Friday and 24 hours a day at weekends and on public holidays. An after-hours doctor is available after GPs' practices close. Call the after-hours doctor in the event of sudden illness or if your condition worsens. You will speak to a doctor, who will decide whether or not you should attend a medical unit. In special circumstances the doctor may visit you at home or call an ambulance. You must have an appointment with the after-hours doctor to visit the after-hours

medical unit, so please do not leave home without calling first!

Tourists and citizens who do not have access to their own GP can call the emergency doctor service on +45 70 11 31 31.

Emergency room

In the event of injury, involving e.g. broken bones or severe bleeding, and need to be treated at Accident & Emergency, you must first contact a doctor. During the daytime you should call a GP. After 4 pm, at weekends and on public holidays, call an after-hours doctor on +45 70 11 31 31. The doctor will refer you to A&E if necessary. Accident & Emergency departments are at the following locations:

- Regionshospitalet Holstebro (Open 24 hours)
Lægårdvej 12, 7500 Holstebro
- Regionshospitalet Herning (Open 24 hours) Gammel Landevej 61, 7400 Herning
- Ringkøbing Sundhedshus (Open 08.00 to 22.00)
Nørreport 9, 6950 Ringkøbing
- Regionshospitalet Viborg (Open 24 hours)
Heibergs Allé 4, 8800 Viborg
- Skive Sundhedshus (Open 08.00 to 23.00)
Reservevej 25, 7800 Skive
- Regionshospitalet Randers (Open 24 hours)
Skovlyvej 1, 8900 Randers
- Grenaa Sundhedshus (Open 8 am to 22.00)
Sygehusvej 17, 8500 Grenaa
- Regionshospitalet Silkeborg (Open 24 hours)
Falkevej 1-3, 8600 Silkeborg
- Århus Universitetshospital, Skejby (Open 24 hours), Palle Juul-Jensens Boulevard 161, entry J3 8000 Århus C
- Samsø Syge- og Sundhedshus (Open 24 hours)
Sygehusvej 26, 8305 Samsø
- Regionshospitalet Horsens (Open 24 hours)
Sundvej 30, 8700 Horsens

Emergency dental service

(Danish: tandlægevagten)

If you need dental care outside practice office hours, you can contact the emergency dental service.

Telephone number:

+45 40 51 51 62. The telephone gives information about the emergency service and opening hours.

Aarhus: T

Valdemarsgade 1D, 8000 Aarhus C

Opening hours

Friday 18.00 – 21.00

Saturdays, Sundays

and public holidays 10.00 – 13.00

Contact: Show up in person

Holstebro: Tandlægevagten.

Regionshospitalet Holstebro Lægårdvej 12, 7500 Holstebro

Opening hours

Saturdays, Sundays and

public holidays 12.00 – 15.00

Contact: Show up in person

Payment: Please note, that you will be charged a fee for using the Emergency Dental Service.

Police/fire brigade

Emergency number: 112

The police can also be contacted at 114 (non-emergency number).

Vehicle breakdowns:

Falck +45 70 10 20 30

Dansk Autohjælp +45 70 10 80 90

Workindenmark

Åboulevard 31, 1st floor

8000 Aarhus C

P. +45 72 22 33 60

workindenmark@workindenmark.dk

www.workindenmark.dk

Office hours:

Monday to Thursday 9.00 – 15.00 Friday

9.00 – 13.00

Important Telephone Numbers and Addresses – Region of Southern Denmark

(Danish: Region Syddanmark)

International Citizen Service

Dannebrogsgade 3, 1st floor
5000 Odense C
Telephone: +45 72 20 54 20
south@icitizen.dk
www.icitizen.dk

Opening hours for personal service

Wednesday	08.30 – 12.30
Thursday	12.00 – 16.00

Opening hours for telephone service

Monday to Thursday	9.00 – 15.00
Friday	9.00 – 13.00

All the service you need in one place. At the International Citizen Service you meet all the Danish authorities you need to register after arrival in Denmark – The State Administration, The Immigration Service, The Danish Tax Administration and The Municipality Citizens Service Center (Borgerservice).

Residence certificate – The State Administration

(Danish: Statsforvaltningen)

If you work and live in the southern part of Denmark (Region of Southern Denmark/ Region Syddanmark), EU/EEA/Swiss citizens can apply for residence permit at the state administration (Statsforvaltningen) in either the International Citizen Service in Odense or at the State Administration in either Aabenraa or Odense

Statsforvaltningen
Afdeling Aabenraa
Storetorv 10, 6200 Aabenraa
Telephone + 45 72 56 70 36
euophold@statsforvaltningen.dk

Statsforvaltningen
Afdeling Odense
Mogensensvej 24 c. 1., 5000 Odense C
Telephone +45 72 56 70 36
euophold@statsforvaltningen.dk

Opening hours (EU residence department)

Monday	8.00 – 12.00
Tuesday	8.00 – 12.00
Wednesday	8.00 – 12.00
Thursday	12.00 – 15.00
Friday	8.00 – 12.00

Biometric features, application for re-entry permit, application for work- and residence permit for Non-EU/EES/ Swiss citizen in Central Denmark region

Recording of your biometric data (facial image and fingerprints), application for re-entry permit and application for work- and residence permit can be done at 3 Danish police stations in Southern Denmark Region. Please note, that biometric data can only be recorded by showing the case order ID, you have received when applying through the homepage www.newtodenmark.dk. It is important to bring the completed documents needed for your application.

Syd og Sønderjyllands Politi
Kirkegade 76, 6700 Esbjerg
Open Monday to Thursday 10.00 – 12.00
Syd og Sønderjyllands Politi
Haderslevvej 52
6200 Aabenraa
Open Monday to Thursday 9.00 – 12.00

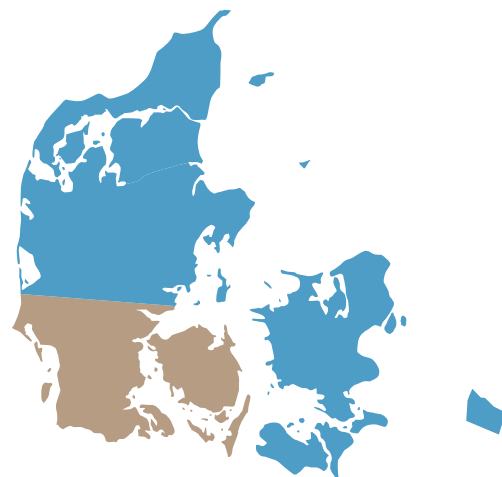
Fyns Politi:
Tvedvej 2, 5700 Svendborg
Open only by appointment, please use <https://fyn-udl-booking.onlinebooq.dk>

Health insurance and CPR number

CPR number and health Cards are issued by the Municipality Citizens Service Center (Danish: Borgerservice). Addresses, tele- phone numbers and opening hours can be found on the municipality web-site www.cityname.dk (e.g. www.odense.dk) CPR numbers and health cards can also be issued at the International Citizen Service.

Tax Card

Tax cards are issued by the tax authorities (Danish: Skattestyrelsen). You can apply for your tax card and get personal guidance about tax questions at the International Citizen Service in Odense.



The majority of tax customers can find answers to most questions – quicker and easily – at www.skat.dk. If you do not find the answer to your question on the web page you can call Skattestyrelsen on +45 72 22 28 92

Monday	9.00 – 17.00
Tuesday to Thursday	9.00 – 16.00
Friday	9.00 – 14.00

You will only be able to receive personal assistance at a tax center in special cases – and by appointment.

Appointments can be made on +45 72 22 28 92
Monday 10.00 – 16.00
Tuesday to Friday 10.00 – 14.00

Accident & Emergency

Emergency (ambulance) – Tel: 1-1-2
In the event of accident or life threatening situations, call 1-1-2

General practitioners

If you get ill and need medical assistance call your general practitioners. GPs are open 08.00 to 16.00 Monday to Friday. The GP will refer you to Accident & Emergency if necessary.

You find your GP's name, address and telephone number on your yellow health card.

After-hours medical assistance

(Danish: Lægevagten)
– Telephone +45 70 11 07 07
After-hours medical assistance is available 16.00 to 08.00 Monday to Friday and 24 hours a day at weekends and on public holidays. An after-hours doctor is available after GPs' practices close.

Call the after-hours doctor in the event of sudden illness or if your condition worsens. You will speak to a doctor who will decide whether or not you should attend a medical unit. In special circumstances the doctor may visit you at home or call an ambulance. You must have an appointment with the after-hours doctor to visit the after-hours medical unit, so please do not leave home without calling first!

Emergency room

In the event of injury, involving e.g. broken bones or severe bleeding, and need to be treated at Accident & Emergency, you must first contact a doctor. During the daytime you should call a GP. After 4 pm, at weekends and on public holidays, call an after-hours doctor on +45 70 11 07 07. The doctor will refer you to A&E if necessary. Accident & Emergency departments are at the following locations:

- Sydvestjysk Sygehus Esbjerg
Finsensgade 35, 6700 Esbjerg
- Vejle Sygehus
Kabeltoft 25, 7100 Vejle
- Kolding Sygehus
Skovvangen 2-8, 6000 Kolding
- Sygehus Sønderjylland
Aabenraa Kresten Phiipsens Vej 15,
6200 Aabenraa
- Odense Universitetshospital
Sdr. Boulevard 29 - bygning 1 - ind-
gang fra J.B. Winsløvsvej,
5000 Odense C
- OUH Svendborg Sygehus
Valdemarsgade 53, 5700 Svendborg

Emergency dental service

(Danish: tandlægevagten)

If you need dental care outside practice office hours, you can contact the emergency dental service.

Telephone number:

+45 65 41 45 51. The telephone gives information about the emergency service and opening hours.

- Odense Regionstandplejen, Heden 7,
3., 5000 Odense C
Opening hours
Saturdays, Sundays and
public holidays 9.00 – 12.00

- Esbjerg Regionstandplejen,
Sundheds huset Sct. Joseph,
Nørregade 63A, 6700 Esbjerg
Opening hours
Saturdays, Sundays and
public holidays 9.00 – 12.00

Payment:

Please note, that you will be charged a fee for using the Emergency Dental Service. Children are treated for free (the municipality pays the bill). Adults pay immediately after treatment. The minimum cost for treatment on Saturdays is 900 kroner and for Sundays and public holiday, 1.202 kroner (as of 2016).

Police/fire brigade

Emergency number: 112
The police can also be contacted at 114.
(non-emergency number).

Vehicle breakdowns:

Falck +45 70 10 20 30
Dansk Autohjælp +45 70 10 80 90

Workindenmark

Dannebrogsgade 3, 1st floor
5000 Odense C, P. +45 72 22 33 30
workindenmark@workindenmark.dk
www.workindenmark.dk

Office hours:

Monday to Thursday 9.00 – 15.00
Friday 9.00 – 13.00

Important Telephone Numbers and Addresses – Region Sjælland/Zealand

(Danish: Region Sjælland)

International Citizen Service

Gyldenløvesgade 11
1600 København V
Telephone: +45 33 66 66 06
east@icitizen.dk
www.icitizen.dk



Opening hours for personal service

Monday, Tuesday
and Wednesday 10.00 – 15.00
Thursday 11.00 – 15.00
Friday 10.00 – 14.00

All the service you need in one place. At the International Citizen Service you meet all the Danish authorities you need to register after arrival in Denmark – The State Administration, The Immigration Service, The Danish Tax Administration and The Municipality Citizens Service Centre.

Please note, that the State Administration will be present at the International Citizen Service in Copenhagen only Wednesdays 10.00 - 15.00 and Thursdays 11.00 - 15.00

Residence certificate – The State

Administration (Danish: Statsforvaltningen)

If you work and live in the region Sjælland (Region Zealand/Sjælland), EU/EEA/Swiss citizens can apply for residence certificate at the state administration (Statsforvaltningen) in either the International Citizen Service in Copenhagen or at the State Administration in Copenhagen.

Statsforvaltningen
Afdeling København
Ellebjergervej 52, 2450 København SV
Telephone +45 72 56 70 36
euophold@statsforvaltningen.dk

Opening hours (EU residence department)

Monday 8.00 – 14.00
Tuesday 8.00 – 14.00
Wednesday 8.00 – 14.00
Thursday 12.00 – 16.00
Friday 8.00 – 14.00

Biometric features, application for re-entry permit, application for work- and residence permit for Non-EU/EES/ Swiss citizen in Central Denmark region

Recording of your biometric data (facial image and fingerprints), application for re-entry permit and application for work- and residence permit can be done at 3 Danish police stations in Region Sjælland. Please note, that biometric data can only be recorded by showing the case order ID, you have received when applying through the homepage www.newtodenmark.dk. It is important to bring the completed documents needed for your application.

Midt- og Vestsjællands Politi
Kongsberg Allé 4, 4600 Køge

Monday and Wednesday 10.00 - 15.00
Thursday 10.00 - 17.00
Sydsjællands og Lolland-Falsters Politi
Parkvej 50, 4700 Næstved

Vestergade 15, 4800 Nykøbing Falster

Monday and Tuesday 10.00 - 15.00
Thursdays 10.00 - 17.00
Friday 10.00 - 12.00

Health insurance and CPR number

CPR number and health Cards are issued by the Municipality Citizens Service Centre (Danish: Borgerservice) Addresses, telephone numbers and opening hours can be found on the municipality web-site www.cityname.dk

(e.g. www.roskilde.dk)

CPR numbers and health cards can also be issued at the International Citizen Service.

Tax Card

Tax cards are issued by the tax authorities (Danish: SKAT). You can apply for your tax card and get personal guidance about tax questions at the International Citizen Service in Copenhagen.

The majority of tax customers can find answers to most questions – quicker and easily – at www.skat.dk. If you do not find the answer to your question on the web page you can call Skattestyrelsen on +45 72 22 28 92

Monday 9.00 - 17.00
Tuesday to Thursday 9.00 - 16.00
Friday 9.00 - 14.00

You will only be able to receive personal assistance at a tax center in special cases – and by appointment.

Appointments can be made on
+45 72 22 28 92

Personal assistance by appointment is available

Monday 10.00 - 16.00
Tuesday to Friday 10.00 - 14.00

Accident & Emergency

Emergency (ambulance)

– Tel: 1-1-2

In the event of accident or life threatening situations, call 1-1-2

General practitioners

If you get ill and need medical assistance call your general practitioners. GPs are open 08.00 to 16.00 Monday to Friday. The GP will refer you to Accident & Emergency if necessary.

You find your GP's name, address and telephone number on your yellow health card.

After-hours medical assistance

– Telephone +45 70 15 07 00

After-hours medical assistance is available 16.00 to 08.00 Monday to Friday and 24 hours a day at weekends and on public holidays. An after-hours doctor is available after GPs' practices close.

Call the after-hours doctor in the event of sudden illness or if your condition worsens. You will speak to a doctor who will decide whether or not you should attend a medical unit. In special circumstances the doctor may visit you at home or call an ambulance. You must have an appointment with the after-hours doctor to visit the after-hours medical unit, so please do not leave home without calling first!

Accident & Emergency

Serious injury or life threatening illness call 112

Acute illness or injury

In the event of acute illness or injury, you must call first. Weekdays from 8.00 to 16.00 – call your General practitioner (GP). You find your GP's name and number on

your yellow health card. On week-days from 16.00 to 8.00, at weekends and on public holidays – call the emergency doctor service (Danish: Lægevagten) on +45 70 15 07 08.

The emergency doctor service will refer you to Accident & Emergency if necessary.

Tourists and citizens who do not have access to their own GP can call the emergency doctor service on +45 70 11 31 31.

Accident & Emergency departments are at the following locations:

- Holbæk Sygehus, Smedelundsgade 60, entrance A, 4300 Holbæk Monday-Friday 16.00 – 24.00, weekends and public holidays 8.00 – 24.00
- Kalundborg Sygehus, Nørre Allé 27, entrance 2, 4400 Kalundborg Limited opening hours
- Køge Sygehus, Lykkebækvej 1, 4600 Køge, Monday-Friday 16.00 – 24.00, weekends and public holidays 8.00 – 24.00
- Nakskov Sygehus, Hoskiærsvvej 17, 4900 Nakskov, Limited opening hours
- Nykøbing F. Sygehus, Fjordvej 15, 4800 Nykøbing F., Monday-Friday 16.00 – 24.00, weekends and public holidays 8.00 – 24.00.
- Næstved Sygehus, Ringstedgade 61, 4700 Næstved, Limited opening hours
- Odsherred Sundhedscenter, Sygehusvej 5, 4500 Nykøbing Sj., Open Monday-Friday 14-22 and weekends 10 – 20
- Roskilde Sygehus, Køgevej 7-13, entrance 14, 4000 Roskilde Monday-Friday 16.00 – 24.00, weekends and public holidays 8.00 – 24.00
- Slagelse Sygehus, Ingemannsvej 18, entrance 18, 4200 Slagelse Monday-Friday 16.00 – 24.00, week-ends and public holidays 8.00 – 24.00.

Emergency dental service

(Danish: tandlægevagten)

If you need dental care outside practice office hours, you can contact the emergency dental service.

Telephone +45 29 60 01 11 (weekends and public holidays between 9.30 and 11.30)

- Slagelse
Region Sjællands Tandpleje
Æblehaven 2, 4200 Slagelse
Opening hours: Saturdays, Sundays and public holidays: 11.00 – 13.00
- Guldborgsund
Guldborgsund Tandpleje.
Nørregade 21 B, 4800 Nykøbing F.
Opening hours: Saturdays, Sundays and public holidays: 11.00 – 12.00

Payment: Please note, that you will be charged a fee for using the Emergency Dental Service.

Police/fire brigade

Emergency number: 112

The police can also be contacted at 114 (non-emergency number).

Vehicle breakdowns

Falck +45 70 10 20 30

Dansk Autohjælp +45 70 10 80 90

Workindenmark

Jobseekers and employers from Region Sjælland/Zealand are served by Workindenmark in Copenhagen.

Workindenmark

Gyldenløvesgade 11, 1st floor

1600 København V

P +45 72 22 33 00

workindenmar@workindenmark.dk

www.workindenmark.dk

Office hours:

Monday to Wednesday 10.00 – 15.00

Thursday 11.00 – 15.00

Friday 10.00 – 14.00

Important Telephone Numbers and Addresses – Region Capital of Denmark

(Danish: Region Hovedstaden)

International Citizen Service

Gyldenløvesgade 11, 1600 København V

Telephone: +45 33 66 66 06

east@icitizen.dk

www.icitizen.dk

Opening hours personal service

Monday, Tuesday

and Wednesday 10.00 – 15.00

Thursday 11.00 – 15.00

Friday 10.00 – 14.00

All the service you need in one place. At the International Citizen Service you meet all the Danish authorities you need to register after arrival in Denmark – The State Administration, The Immigration Service, The Danish Tax Administration and The Municipality Citizens Service Center (Borgerservice).

Please note, that the State Administration will be present at the International Citizen Service in Copenhagen only Wednesdays 10.00 – 15.00 and Thursdays 11.00 – 15.00

Residence certificate –

The State Administration

(Danish: Statsforvaltningen)

If you work and live in the greater Copenhagen area (Region Capital of Denmark/Hovedstaden), EU/EEA/Swiss citizens can apply for residence certificate in either the International Citizen Service in Copenhagen or at the State Administration office in Copenhagen or Rønne (Bornholm).

Statsforvaltningen

Afdeling København

Ellebjergvej 52, 2450 København SV

Telephone +45 72 56 70 36

euophold@statsforvaltningen.dk

Opening hours (EU residence department)

Monday 8.00 – 14.00

Tuesday 8.00 – 14.00



Wednesday	8.00 – 14.00
Thursday	12.00 – 16.00
Friday	8.00 – 14.00

Statsforvaltningen

Afdeling Bornholm

Østre Ringvej 1, 3700 Rønne (Bornholm)

Telephone +45 72 56 70 36

euophold@statsforvaltningen.dk

Opening hours

Monday 13.00 – 14.00

Tuesday 13.00 – 14.00

Wednesday 13.00 – 14.00

Thursday 13.00 – 14.00

Friday 13.00 – 14.00

Biometric features, application for re-entry permit, application for work- and residence permit for Non-EU/EES/ Swiss citizen in Central Denmark region

Recording of your biometric data (facial image and fingerprints), application for re-entry permit and application for work- and residence permit can be done at either the Citizen Centre at the Danish Agency for International Recruitment and Integration or at a police station in Region Capital of Denmark. Please note, that biometric data can only be recorded by showing the case order ID, you have received when applying through the homepage www.new-todenmark.dk. It is important to bring the completed documents needed for your application.

Danish Agency for International Recruitment and Integration

Citizen Centre

Njalsgade 72C, 2300 København S

Open by appointment only. Further infor-

mation at www.newtodenmark.dk > Contact Danish Agency for International Recruitment and Integration > The Citizen Centre

Nordsjællands Politi:
Østergade 1, 3400 Hillerød
Monday, Tuesday and Friday 9.00 - 13.00
Thursday 13.00 - 18.00

Bornholms Politi
Zahrtmannsvej 44 3700 Rønne
Wednesday 9.00 - 14.00

Health insurance and CPR number

CPR number and health Cards are issued by the Municipality Citizens Service Centre (Danish: Borgerservice). Addresses, telephone numbers and opening hours can be found on the municipality website www.cityname.dk

(e.g. www.frederiksberg.dk)

CPR numbers and health cards can also be issued at the International Citizen Service.

Tax Card

Tax cards are issued by the tax authorities (Danish: Skattestyrelsen). You can apply for your tax card and get personal guidance about tax questions at the International Citizen Service in Copenhagen.

The majority of tax customers can find answers to most questions – quicker and easily – at: www.skat.dk. If you do not find the answer to your question on the web page you can call Skattestyrelsen on +45 72 22 18 18

Monday	9.00 - 17.00
Tuesday - Thursday	9.00 - 16.00
Friday	9.00 - 14.00

You will only be able to receive personal assistance at a tax center in special cases – and by appointment.

Appointments can be made on
+45 72 22 28 92

Monday	10.00 - 16.00
Tuesday to Friday	10.00 - 14.00

Accident & Emergency

Emergency (ambulance) – Tel: 1-1-2
In the event of accident or life threatening situations, call 1-1-2

General practitioners

If you get ill and need medical assistance

call your general practitioners. GPs are open 08.00 to 16.00 Monday to Friday. The GP will refer you to Accident & Emergency if necessary.

You find your GP's name, address and telephone number on your yellow health card.

After hours medical assistance

If you are in doubt call the Capital Region help line – dial +45 18 13 (open 24 hours). The +45 18 13 help line is staffed with specially trained nurses, who will be able to tell you at once what to do next: whether to contact your doctor (GP) or go to your local emergency department or in urgent care clinic. In case of the latter, you will also be told the address of the clinic with the shortest wait.

The help line is staffed round the clock, 365 days a year.

Emergency room

In the event of injury, involving e.g. broken bones or severe bleeding, and need to be treated at Accident & Emergency, you must first contact a doctor. During the daytime you should call a GP. After 16.00, at weekends and on public holidays, call help line +45 1813. The doctor will refer you to A&E if necessary.

Accident & Emergency departments are at the following locations:

- Amager Hospital (7.00 – 22.00), Italiensvej 1, 20, 2300 København S
- Bispebjerg Hospital (Open 24 hours), Bispebjerg Bakke 23 – 7C 2400 København NV
- Bornholms Hospital (Open 24 hours) Ullasvej 8, 3700 Rønne
- Frederiksberg Hospital (7.00 – 22.00), Nordre Fasanvej 57 – Road 2, entrance 3A2000 Frederiksberg
- Frederikssund Hospital (7.00 – 22.00), Frederikssundsvej 30, 3600 Frederikssund
- Gentofte Hospital (7.00 – 22.00), Kildegårdsvej 28, 2900 Hellerup
- Glostrup Hospital (7.00 – 22.00), Nordre Ringvej 57, 2600 Glostrup
- Herlev Hospital (Open 24 hours), Herlev Ringvej 75, 2730 Herlev
- Hillerød Hospital (Open 24 hours), Bakkedraget, entrance 04 29, 3400 Hillerød
- Hvidovre Hospital (Open 24 hrs.) Kettegård Allé 30, 2650 Hvidovre

Emergency dental service (Danish: tandlægevagten)

If you need dental care outside practice office hours, you can contact the emergency dental service.

- Copenhagen (København)
Oslo Plads 142100 Copenhagen (near Østerport Station)
Opening hours
Monday – Friday 20.00 – 21.30
Saturday, Sunday and public holiday 10.00 – 12.00 and 20.00 – 21.30
24th and 31st of December: 9.00 – 14.00
Contact: Show up in person
- North Zealand (Nordsjælland)
Carlsbergvej 13, 3400 Hillerød
Opening hours:
Monday-Friday: 18.00 – 19.00
Saturdays, Sundays and public holidays: 9.00 – 10.00 and 18.00 – 19.00
For appointments call +45 70 25 00 41
- Bornholm Ullasvej 8, 3700 Rønne
Opening hours:
Saturdays, Sundays and public holidays: 10.00 – 10.30
Contact: Telephone +45 18 13

Payment: Please note, that you will be charged a fee for using the Emergency Dental Service.

Police/fire brigade

Emergency number: 112
The police can also be contacted at 114 (non-emergency number).

Vehicle breakdowns

Falck +45 70 10 20 30
Dansk Autohjælp +45 70 10 80 90

Workindenmark

Gyldenløvesgade 11, 1st floor
1600 København V
P +45 72 22 33 00
workindenmark@workindenmark.dk
www.workindenmark.dk

Office hours:

Monday to	
Wednesday	10.00 - 15.00
Thursday	11.00 - 15.00
Friday	10.00 - 14.00

WIDK



Your next "Employee of the Month" could just as well come from the other side of the planet.

Find your next employee abroad

Is your company having difficulties finding an employee with the right skill set in Denmark? Workindenmark can help you find qualified candidates abroad – and give them a good start in Denmark.

For some companies, recruiting international staff has become common practice. For others, it's new ground. Workindenmark is there to help.

Workindenmark has extensive experience in helping companies of all sizes finding the right match.

Drawing on our pool of highly skilled inter-

national candidates, we can connect you with the people that have the right kind of qualifications and could fit right in with your company.

If you want to recruit your next employee from abroad, you'll need to:

- Make your vacancies visible to international candidates
- Contact the candidates that have the qualifications you're looking for.

Workindenmark can help you do both.



Workindenmark can get you off to a good start



Workindenmark can help you recruit highly qualified international staff.

Our recruitment services include:

- Posting your vacancies on **www.workindenmark.dk** to make them visible to an international audience
- Advising on advertising jobs abroad
- Search for international candidates that meet your requirements
- Presenting your vacancies at relevant European job fairs.

We work closely with other authorities to make sure all the paperwork is taken care of when the new employee arrives in Denmark.

Workindenmark is part of the International Citizen Service. Other partners are the State Administration, Borgerservice, the tax authorities, the Danish Agency for International Recruitment and Integrations and Danish Agency for Higher Education.

We offer:

- Help with all the necessary paperwork through the International Citizen Service (ICS) offices in Copenhagen, Aarhus, Odense and Aalborg. Learn more at **www.icitizen.dk**
- Advise about application procedures (work permit, CPR number, tax card etc.)
- A welcome package with relevant and practical information about living and working in Denmark.

We assist jobseekers in finding a job in Denmark

- Job search seminars
- Tips for your job search
 - jobsites
 - how to write a targeted application
 - CV templates
 - prepare for the job interview

Professional and efficient service

Workindenmark is a public service that gives you access to:

- Staff with extensive experience and expertise in international recruitment of highly skilled employees from abroad
- An internet portal – **workindenmark.com** – for companies and job seekers, which gathers all the information you need on international recruitment and job seeking in Denmark
- A CV bank with international candidates' profiles
- A job bank where you can post vacancies to an international audience
- A network of 800 recruitment consultants from all over Europe, who collaborate through the European Employment Service, EURES
- A hotline service with Danish, English and Polish-speaking staff.

Get in touch to learn more about our services – or visit **www.workindenmark.dk**

Workindenmark is part of EURES (European Employment Service)



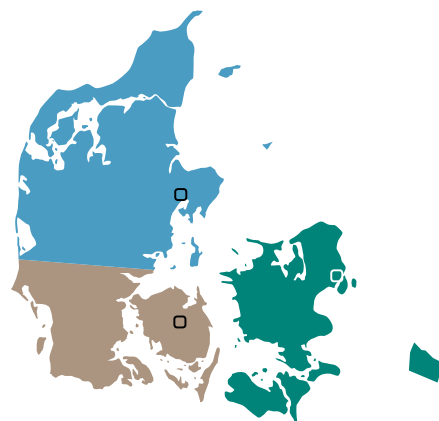
EURES is an organized network of public employment services and other partner organizations in the EU/EEA countries, offering information, guidance and advice to mobile workers about job opportunities, as well as living and working conditions in the European Economic Area. EURES also assist employers in recruiting workers from other countries.

More than 900 EURES Advisers in 31 European countries are ready to assist employers and job seekers.

Workindenmark is a professional public service available to any company that needs help finding highly skilled staff from abroad. We work closely with large, global companies and small companies that are just about to go international.

Our aim is to make it faster and easier for private companies and public organisations to find the staff they need – and make sure that both parties benefit from the match.

Workindenmark is a company that operates under the Ministry of Employment.



WORK IN DENMARK

Workindenmark West

Åboulevarden 31, 1st floor

8000 Aarhus C

Telephone +45 72 22 33 60

workindenmark@workindenmark.dk

Office hours:

Monday – Thursday 9.00 – 15.00

Friday 9.00 – 13.00

Workindenmark South

Dannebrogsgade 3, 1st floor

5000 Odense C

Telephone +45 72 22 33 30

workindenmark@workindenmark.dk

Office hours:

Monday – Thursday 9.00 – 15.00

Friday 9.00 – 13.00

Workindenmark East

Gyldenløvsgade 11, 1st floor

1600 København V

Telephone +45 72 22 33 00

workindenmark@workindenmark.dk

Office hours:

Monday – Wednesday 10.00 – 15.00

Thursday 11.00 – 15.00

Friday 10.00 – 14.00