

Practical guide and FAQ

Accommodation

Please look under each college

AP degree:

Academy Profession (AP) Degree designed to provide immediate access to business career through higher education. An AP Degree takes two years (or two years and three months) of full-time study. An AP Degree is comparable to the first two years of a 3-year Bachelor Degree.

After graduation you can start your work immediately or continue your studies at the top-up universities. It usually takes approximately from one to two years to obtain a Bachelor Degree, depending on the university you opt for in Denmark or abroad.

Application

Before filling in the forms, we recommend you to download the guidelines

<https://www.optagelse.dk/a268/index.jsp>

Certified copy

This means that your college or the place you do the copying, verifies by stamp and signature, that the document is in fact a true copy of the original.

CPR-number

CPR number is a personal identification number that is given to all citizens residing in Denmark. After you obtain your study permit, you need to register in the city authorities and obtain 10-digit number. Please contact our International Office for assistance. The first six digits of your CPR number are your date of birth (dd/mm/yy-xxxx). If you don't hold a CPR number yet, it's enough if you just fill in the first six digits.

Currency

The Danes use "kroner" and "oerer". For the actual exchange rate, see:

<http://www.danskebank.dk>. Supermarkets normally only take Danish kroner (DKK), but some do accept Euro. Shops often accept the most common kinds of credit cards. Otherwise you can draw cash from ATMs and pay with cash when doing your shopping.

Deadlines

We kindly ask you to pay attention to the deadlines for signing different documents, sending in applications etc. Denmark is strict in that regard.

Driving licence

It is not necessary to convert a foreign driving licence if it has been acquired in an EU country or in Norway, Iceland or Liechtenstein. Licences from other countries may be used for 14 days after permanent residence has been established in Denmark. Hereafter they should be converted. Please contact the nearest driving licence office.

Electricity plug used in Denmark

In Denmark a two-wire plug with two round prongs is generally used. It is popularly known as the Europlug. Denmark uses 220/230 volts.

Entry visa

Entry visa is required for non-EU Students from a number of countries; please see

www.udlst.dk/english or residence permit.

Finance - Is Denmark an expensive country!

If compared to some other European countries, Denmark might seem a bit more expensive, but it is the cheapest of the Scandinavian countries. However, there are always ways to save money, namely: sales are very common in Denmark – prices fall by up to 70%; grocery shopping at discount supermarkets; using telephoning cards and Internet telephony; eating and drinking out at the student-friendly locations.

How much cash should I bring!

In cash, you should carry enough money to pay for: transport from the airport; (in case of pre-booked accommodation) monthly payment for the study-room, deposit, bed-linen service; food; telephone calls home; and any other expenses you may incur during the first week (bus fares, stationery, social events and so on). In total it makes up approximately DKK 2000,-.

We strongly advise *against* bringing large amounts of cash.

Financial documentation

Only non-EU-Students: The Danish Immigration Service will ask you for financial documentation of 50,000 DKK. per year.

Insurance

Health Insurance

Important – Once you are registered with the municipal registration office in Denmark you are automatically covered by the Danish national health scheme after a period of 6 weeks counting from the day of registration. This means that visits to the doctor and hospitals are free. Dental and Eye work are not included. Prescription medicine is not subsidised and medicine is quite expensive in Denmark, so you might want to bring a supply for your own use if you take prescribed medicine.

Home transportation in case of illness or death is not covered, so might want to make an additional insurance www.studenterforsikring.dk

Procedures for obtaining health coverage vary depending on where you come from.

Nordic students staying for less than 6 months are covered for up to 6 months by the Danish Health Security Act if in need of acute medical treatment.

Nordic students staying for more than six months must obtain “internordiske flyttepapirer” from their home municipality and bring these when applying for a Health Insurance Certificate.

EU students staying for less than 3 months should bring a Health Insurance Card from the health care authorities in their home country, needed for acute medical treatment in Denmark. The national health care authorities in the home country should be contacted in order to obtain the card.

EU Students staying more than 3 months. Once you are registered with the municipal civil registration office in Denmark you are automatically covered by the Danish Health Insurance after a period of 6 weeks. If you bring a European Health Insurance card upon arrival you will avoid the 6-week period of non-coverage.

Non-EU Students staying for more than 3 months should apply for a Health Insurance card upon arrival. This card is valid six weeks after you receive it.

As you are not covered from the beginning of your stay, we recommend that you take out health insurance covering the first 2 months of your stay www.studenterforsikring.dk

Accident, theft and liability insurance

We recommend that all international students take out liability insurance as well as insurance against accidents and theft. We especially recommend that you check the coverage in case of accidents during practical exercises and other activities related to your studies.

The Danish marking scale

The system consists of a 7 point scale. A mark 00 or below indicates that the student has failed. Some courses are assessed on a pass/fail basis. The scale is brand new and is used from August 2006.

- 12:** For an excellent presentation that demonstrates a high level of command of all aspects of the relevant material and containing no or only few minor weaknesses.
- 10:** For a very good presentation that demonstrates a high level of command of most aspects of the relevant material and containing only minor weaknesses.
- 07:** For a good presentation that demonstrates good command of the relevant material but containing some weaknesses.
- 04:** For a fair presentation that demonstrates some command of the relevant material but containing some major weaknesses.
- 02:** For a presentation meeting only the minimum requirements for acceptance.
- 00:** For a presentation not meeting the minimum requirements for acceptance.
- 3:** For a presentation that is unacceptable in all respects.

If you pass an exam it is not possible to re-sit it in order to improve the mark.

ECTS points

Each AP programme provides students with 120 ECTS points (European Credit Transfer System)

Language skills

Is TOEFL/IELTS compulsory? Is there any alternative language proficiency test acceptable to the academies?

We require the English language command sufficient for the academic studies. We accept only the IELTS or TOEFL for non-EU students or personal interview by the Academy/ agents. For EU students we can accept other language test made in cooperation with our agencies or documented English skills of at least intermediate level with good grades.

Qualifications needed

Each programme varies, but in general you will need qualifications comparable to a Danish upper secondary school leaving certificate (generally 12-13 years of education). For the requirements for the educational background necessary for the specific programmes at the different academies please visit the individual homepages contact the colleges directly. Please look under language skills as well.

Registration for different courses or only once for the whole study programme?

You only register once. The programmes are not catalogue based, and once you are signed in, the courses are fixed.

Religion

Most Danes are Protestants – often with a very relaxed attitude towards religions. The Danish church is the Evangelical Lutheran Church. In the larger cities you can find Catholic Churches, mosques, synagogue and several Free Churches (Baptist, Pentecostal etc.).

According to Danish law, everyone has a right to practice his/her belief.

Residence permit

Depending on your nationality and the length of your stay, various rules apply. Check the table below for details.

Who needs a residence permit.

Apart from citizens from the *Nordic countries*, everyone staying in Denmark for more than 3 months needs to have one. Nordic students have to remember to bring "internordiske flyttepapirer" from their home municipality when they stay longer than 6 months.

EU-students /citizens from Lichtenstein need a residence permit after 3 months and can obtain it upon arrival in Denmark.

Non-EU students who stay less than 3 months need a visa for Denmark. Please check with the Danish Embassy or consulate general in the country where you are staying or with the Danish Immigration Service at www.udlst.dk/english

Non-EU students who stay longer than 3 months must apply for a residence permit immediately upon receipt of the letter of Acceptance.

Tax

As a general rule, any money earned in Denmark is subject to taxation. However, special rules apply to students: tax is deducted from the income exceeding certain amount per year and if you do not earn more than that limit approx. 38,000 DKK. Per year, you are normally tax exempt. We strongly recommend contacting local tax authorities for further specifications.

You can find information about how the tax system in Denmark applies to foreigners on the website of the Danish Central Tax Administration "Told Skat" <http://www.toldskat.dk>

Tuition fee

EU / EEA students are free of charge.

All non EU/EEA students have to pay tuition fees, please look under the specific educational programmes.

Weekly lessons

The study programmes are full-time. That means that you will be at the Academy at approx. 7 hours a day, with the exception of project preparation periods.

Work during my stay in Denmark!

Being a student, you can get a work permit which allows you to work 15 hours a week. But please remember, that studying is a full-time job itself. You have lessons, projects which have to be made in groups and homework.