

Welcome

We appreciate your
interest in Denmark

Welcome to Denmark – useful information
which will make it easier for you to settle into
your professional and private life i Denmark



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, 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



Welcome – We appreciate your interest in Denmark

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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.



Danes prioritize time with the family during their leisure time.

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. The Swedes say that these informal Danes are unassuming, humorous, cheerful and jovial folks always likely to say, “Things will work out”, but that they are shortsighted, 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.

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.

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

Facts about Denmark

- Monarchy – Queen Margrethe II
- Representative democracy
- 5,5 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
- 75% of all 16 to 64 years old Danes have a job
- 73% of all women and 78% of all men work
- 72% of all employees are member of an union and 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

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.

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 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 in 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 studio
- At the theatre
- At the swimming baths, indoor swimming pools, beaches
- Etc.

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

Work in Denmark 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.

We can help you with all three.

First steps in Denmark

Check List – 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 check list mainly refers to people who signed an employment contract with a Danish company and who will have residency in Denmark.

☐ In general it is advisable to bring:

Passport/ID, employment contract/admission papers, passport photo, birth certificate, insurance papers and tax card from your home country

Optional: educational certificates, marriage certificate, children certificate, vehicle papers, driving licence, visa, medical card, rental contract, credit card.

☐ Residence certificates and work permit in Denmark

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

More information in chapter [“Register as a citizen in Denmark”](#)

☐ Social security and personal registration number “CPR number”

Everybody who is living in Denmark must be registered at the local municipal authorities. Fill in a form at the local Citizens Service Centre (*Danish: Borger-service*). At the registration you will choose a doctor. Your social security card (*Danish: sundheds-*

kort) which include your CPR number will be send to you by post.

More information in chapter [“Register as a citizen in Denmark”](#)

☐ Tax Centre (tax registration)

When you work in Denmark you must also have a tax card. This is issued to you at either the International Citizens Service or the local tax centre.

More information in chapter [“Tax”](#)

☐ Bank

Open a bank account – preferably an “Easy account” (*Danish: Nem-konto*). This is generally a current account, into which payments from you employer and from the state are made (e.g. tax refunds).

More information in chapter [“Bank”](#)





☐ Vehicle

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

More information in chapter [“Bringing your private vehicle to Denmark”](#)

☐ Driver's licence

Driver's licence issued within the EU is valid in Denmark

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

More information in chapter [“Driving licence”](#)

☐ Insurance

Check you insurances from you 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*)
- Life insurance (Danish: *Livsforsikring*)
- Legal protection insurance (Danish: *Retshjælpsforsikring*)
- Car insurance (Danish: *Bilforsikring*) - optional
- Dog insurance (Danish: *Hundeforsikring*) – optional

More information in chapter [“Private insurance”](#)

Further information and advice:

In the International Citizens 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

More information in chapter [“Register as a citizen in Denmark – International Citizens Service”](#)

If you work in Denmark for 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
4. Bank account, insurance etc.

Step 1. Work and residence permit

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. The only thing you have to do, is to register at the tax authorities (*Danish: SKAT*).

EU Citizens

As EU Citizen you may freely enter Denmark to work. If you work in Denmark less than 3 months you do not need a residence permit. The only thing you have to do is to register at the tax authorities (*Danish: SKAT*).

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 service 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 short term employees to get a residence and work permit in Denmark.

Further information at www.newtodenmark.dk

Step 2. Tax (Danish: SKAT)

When you work in Denmark, you must pay income taxes in Denmark – you will need a tax card. This is issued to you at either International Citizens Service en Aalborg, Aarhus, Odense or Copenhagen or at the local tax centre. Your tax card will be send directly to your employer and will include an individual “Tax number”, which is a 10 digit number – birth day, month and year + a 4 digit number (e.g. 100855 – XXXX).

You must have a tax card, even by short term work.



Step 3. Social security - Citizens Service Centre (Danish: *Borgerservice*)

Everyone who is working in Denmark is entitled to be enrolled in the Danish health insurance system.

In order to be enrolled you must register at the nearest Citizens Service Centre as soon as you start working in Denmark. The Citizens Service Centre will issue a special health card (*Danish: særligt sundhedskort*). You will be given a medical doctor, who you should get in contact with in case of illness or accident. You have the same rights and duties as any other Danish citizen.

Required documents:

- work contract – incl. your individual Tax number (the 10 digit number)
- pay slip

Step 3. Bank, insurance etc.

Your employer will need a bank account in order to be able to pay out your salary. As soon as you have your individual 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.



A job in Denmark will give you access to free of charge medical help

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 have to consider a private household and liability insurance and an accident insurance (more information in chapter “[Private insurance](#)”). You may have insurance from your home country – if not, it is recommended to insure yourself in Denmark.

Driving License

If you are not resident in Denmark you can use your foreign license when driving in Denmark.

Vehicles

If you work in Denmark for a limited period of time - up to one year, and have retained your residence abroad, you can apply for a permission to drive a foreign registered vehicle, while in Denmark. You must apply for permis-

sion immediately after arrival to Denmark. Until a permit is granted, you should keep a copy of the application when driving in Denmark.

Note that, if you are staying in Denmark for more than half a year or 185 days within a period of 12 months, you are considered to be resident in Denmark, and therefore the vehicle must be either registered in Denmark or removed from Denmark.

You must complete the form 21.059 from www.skat.dk and return it to SKAT. Remember always to keep the permission in your car.

Cross-border Workers

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

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

1. Work- and residence permit
2. Tax
3. Social security
4. Bank account, insurance etc.

Step 1. Work permit:

Cross-border workers from Nordic- and EU countries do not need a work permit in Denmark.

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

Step 2. Tax:

Cross-border workers are limited tax payers in Denmark, which means that you in most cases must pay tax of the income earned in Denmark. You will need a tax card which is issued to you at either International Citizens Service in Aalborg, Aarhus, Odense or Copenhagen or at the local tax centre. Your tax card will be sent directly to your employer and will include an individual "Tax number", which is a 10 digit number – birth day, month and year + a 4 digit number (e.g. 100855 – XXXX). Your employer will withhold your tax from your salary and pay it directly to the tax authorities.



Step 3. Social security - Citizens Service Centre

(Danish: *Borgerservice*)

As a cross-border worker you have a right to health insurance scheme 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.

In order to be enrolled you must register at the nearest Citizens Service Centre as soon as you start working in Denmark. The Citizens Service Centre will issue a special health card (*Danish: særligt sundhedskort*). You will be given a medical doctor, who you should get in contact with in case of illness or accident.

Required documents:

- Your work contract – incl. your individual Tax number (the 10 digit number)
- Your pay slip

Step 4. Bank, insurance etc.

Your employer will need a bank account in order to be able to pay out your salary. As soon as you have your individual 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 licence

As a cross-border worker you can use your driving licence 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. 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. 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



Get free of charge advice on drivers' license and other questions that may arise.

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.

For further information concerning cross-border workers please check:

In English

https://www.workindemark.dk/Find+information/Til+arbejdstagere/Publications/~media/AMS/Dokumenter/Faktaark%20juli%202011/Graensearbejder_Juli_2011_ENG.ashx

In German

https://www.workindemark.dk/Find+information/Til+arbejdstagere/Publications/~media/AMS/Dokumenter/Faktaark%20juli%202011/Graensearbejder_Juli_%202011_DE.ashx

In Polish

https://www.workindemark.dk/Find+information/Til+arbejdstagere/Publications/~media/AMS/Dokumenter/Faktaark%20juli%202011/Graensearbejder_Juli_2011_PO.ashx

In Danish

https://www.workindemark.dk/Find+information/Til+arbejdstagere/Publications/~media/AMS/Dokumenter/Faktaark%20juli%202011/Graensearbejder_Juli_2011_DK.ashx

Most cross-border workers in Denmark are from Sweden and Germany.

On www.oresunddirekt.dk (in Danish and Swedish only) 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 only) you find more information concerning cross-border workers between Denmark and Germany

More information concerning tax:

In English: <http://skat.dk/getFile.aspx?Id=83337>

In German <http://skat.dk/getFile.aspx?Id=83342>

oresunddirekt.com

Register as a Citizen in Denmark

After having obtained a work contract for a job in Denmark you must decide whether you will change your residence to Denmark or keep your residence in your home country. If you decide to register as a citizen in Denmark the following information will help you take the first steps in official matters with the authorities in Denmark. You can register in two ways - by using the International Citizens Service in Copenhagen, Aarhus, Aalborg or Odense or by visiting the different authorities needed.

International Citizens Service – www.icitizens.dk

In the International Citizens Service you find all relevant authorities under one roof – the Danish immigration service, the Danish Tax and Customs administration – SKAT, the Regional State Administration, the local municipal administration (Copenhagen, Aarhus, Aalborg and Odense) 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.

International Citizen Service offers foreign employees, job seekers and their families:

Help with the paperwork:

- Residence permit for non-EU citizens
- Registration certificate for EU citizens
- Tax card
- Social security number (CPR)
- Medical card

Useful information about and personal guidance on:

- Job search in Denmark
- Finding a job for your partner
- Student jobs 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
- Danish driver's licence
- Study and career
- Schooling
- Day-care for children
- Network and social activities in your area

Danish companies can also get help and guidance with regard to recruitment and retention of foreign employees.

International Citizen Service is a nationwide service for foreign employees and Danish Companies. Citizens not residing in one of the four host municipalities may have to visit their own municipality in order to get a social security number and medical card. International Citizen Service will refer to the relevant authority. The service is of course free of charge.

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



International Citizen Service North

Nytorv 7, 2.tv
9000 Aalborg
Phone: +45 72 56 89 20
Mail: north@icitizen.dk
Office hours: Thursday 1pm - 5pm and Friday 9am - 1pm

International Citizen Service West

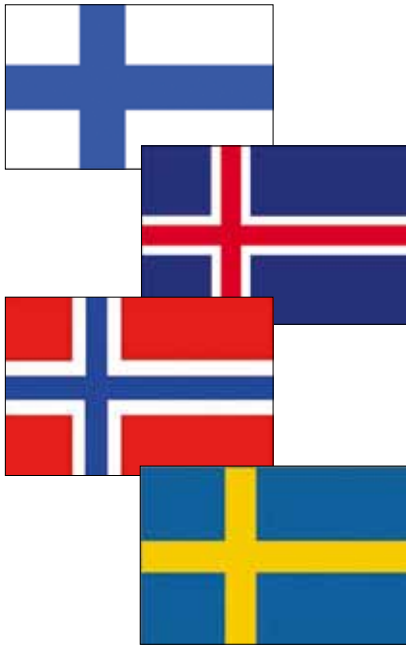
Nordhavnsgade 4-6
8000 Aarhus C
Phone: +45 72 22 33 75
Mail: west@icitizen.dk
Office hours: Thursday 1pm - 5pm and Friday 9am - 1pm

International Citizen Service South

Dannebrogsgade 3, 1
5000 Odense C
Phone: +45 72 20 54 20
Mail: south@icitizen.dk
Office hours: Tuesday 12pm - 4pm and Thursday 12pm - 4pm

International Citizen Service East

Nyropsgade 1
1602 København V
Phone: +45 33 66 66 06
Mail: east@icitizen.dk
Office hours: Wednesday 1pm - 5pm and Thursday 11am - 3pm



Register as a citizen in Denmark

(not using the International Citizens Service)

It is of course possible to register as a citizen in Denmark by using the relevant authorities' directly. Which authority you need to visit and in which order depends on your nationality.

Nordic Citizens

Citizens from Finland, Iceland, Norway and Sweden may enter Denmark without restriction to reside or work. They do not require a residence permit, but must register with the Citizen Service Centre (*Danish: Borgerservice*) in the municipality where they reside and must have a tax card.

Step 1. Social and health insurance and CPR number

When you start working in Denmark you can (and must) register in your local municipality Citizens Service Centre (*Danish: Borgerservice*) within 3 months. You will then obtain a CPR number and enrolled in the Danish health insurance system.

Required documents:

- Passport or personal ID
- If applicable, documentation for changes of name, marriage certificate, divorce certificate, etc. – (must be in English or German language)
- If applicable, birth certificates for children
- Proof of your address in Denmark (e.g. rental contract).

When you register yourself at the Citizens Service Centre, you will also choose your general practitioner (GP) as your family doctor. Your GP (*Danish: praktiserende læge*) is your point of access to the public health system. For some health problems, your GP will be able to help you directly. In other cases, this doctor can refer you for tests or to a specialist or hospital for further treatment.

Your health insurance card (*Danish: sundhedskort*), on which your CPR number is printed, will generally be sent to you by post within one week. When you receive a CPR number and health insurance card, you will be covered by the Danish health insurance system and will receive the same benefits as other Danish citizens.

Addresses, telephone numbers and opening hours can be found on the municipality web-site www.municipalityname.dk (e.g. www.aarhus.dk)

Step 2 Tax card

As soon as you start working in Denmark, you must pay tax on your wages to the Danish state – you will need a tax card. These taxes pay for the Danish welfare system, including child care, education, elderly care, and access to doctors and hospitals. You also benefit from these welfare services.

Tax cards are issued by the Tax authorities (*Danish: SKAT*) at either International Citizens Service or the local Tax centre.

Required documents:

- Passport or personal ID
- CPR number (in the National Register), if you already have one
- Employment contract or other income details
- If applicable marriage certificate, child certificate
- Form 04.063 <http://skat.dk/getFile.aspx?Id=77649>)

You should be aware that SKAT may at any time request that you provide documentation for the information that you have given on this form (04.063).

The income tax card is electronic, and it will be sent directly to your employer by the tax office. 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.

Other steps – insurance, unions, car...

Registration at the Citizens Service Centre is without doubt the most important step enabling you to work and live in Denmark. However, you will of course have to attend to some other things as well, such as insurance, possibly union membership and possibly also the importation of your vehicle. Please read the information sheets on these topics in this welcome packet.



EU Citizens

All EU-EEA citizens may freely enter Denmark and start working in Denmark without a registration certificate. If you work contract is for less than 3 months, you only need a tax card. If you expect to stay in Denmark for more than 3 months, it is required that you apply for an EU registration certificate prior to the expiry of the 3 month period - it is recommended that you apply for the EU residence permit as soon as you start working. Only after you have obtained an EU residence permit can you register in the Danish social and health insurance system.

Step 1: EU residence permit

If you are not yet in Denmark, you can apply for the EU residence permit at the Danish embassy or a Danish consulate in your home country. You must appear there in person.

If you are already in Denmark, you apply for the EU residence permit at the State Administration office (*Danish Statsforvaltning*) that has jurisdiction for you. Here, you will also need to appear in person.

Required documents:

- completed Form OD 1 (will be handed out at the State Administration)
- passport or personal ID
- one passport photo
- employment contract (If you do not yet have an employment contract, you will need to complete the appendix to Form OD 1 or provide evidence of sufficient financial means.
- if applicable, evidence for changes of name (marriage certificate, divorce certificate, etc.)
- if applicable, birth certificates for your children.

Note: Family members moving to Denmark with you do not generally need to complete their own application forms. They are listed in points 4 and 5 of Form OD 1.

Addresses, telephone numbers and openings hours can be found in the chapter "Important telephone numbers and addresses".

Processing time

Your application for an EU residence permit will generally take two weeks to process (in individual cases, up to five weeks). The EU residence permit will be sent by post to your address in Denmark. If you are not yet resident in Denmark, the EU residence permit will be sent to your home address.

Further information

You can find further information (in English) regarding the EU residence permit at <http://www.statsforvaltning.dk/site.aspx?p=4082>.

You can find Form OD 1 on the internet at:

http://www.nyidanmark.dk/resources.ashx/Resources/Blanketter/Ansoegningsskemaer/2008/OD1_ansoegning_eu_opholdsdokument_statsforvaltningen.pdf

Step 2: Social and health insurance and CPR number

Registration in your municipality Citizens Service Centre (*Danish: Borgerservice*) Once you have obtained your EU residence permit, you can (and must) register at the Citizens Service Centre where you are living. You will then be given a CPR number and enrolled in the Danish health insurance system.

Required documents:

- EU residence permit
- passport or personal ID
- if applicable, documentation for changes of name, marriage certificate, divorce certificate, etc.- (must be in English or German language)
- if applicable, birth certificates for children
- proof of your address in Denmark (e.g. rental contract).

When you register yourself at the Citizens Service Centre, you will also choose your general practitioner (GP) as your family doctor. Your GP (*Danish: praktiserende læge*) is your point of access to the public health system. For some health problems, your GP will be able to help you directly. In other cases, this doctor can refer you for tests or to a specialist or hospital for further treatment.

Your health insurance card (*Danish: sundhedskort*), on which your CPR number is printed, will generally be sent to you by post within one week. When you receive a CPR number and health insurance card, you will be covered by the Danish health insur-

ance system and will receive the same benefits as other Danish citizens.

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

Step 3 Tax

As soon as you start working in Denmark, you must pay tax on your wages to the Danish state – you will need a tax card. These taxes pay for the Danish welfare system, including child care, education, elderly care, and access to doctors and hospitals. You also benefit from these welfare services.

Tax cards are issued by the Tax authorities (SKAT) at either International Citizens Service or the local Tax centre.

Required documents:

- Passport or personal ID
- CPR number (in the National Register), if you already have one
- Employment contract or other income details
- If applicable marriage certificate, child certificate
- Form 04.063 <http://skat.dk/getFile.aspx?Id=77649>

You should be aware that SKAT may at any time request that you provide documentation for the information that you have given on this form (04.063).

The income tax card is electronic, and it will be sent directly to your employer by the tax office. 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.

Other steps – insurance, unions, car...

Registration at the Citizens Service Centre is without doubt the most important step enabling you to work and live in Denmark. However, you will of course have to attend to some other things as well, such as insurance, possibly union membership and possibly also the importation of your vehicle. Please read the information sheets on these topics in this welcome packet.



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

Step 1: Work and residence permit – immigration service

You must submit your application for work and residence permit to the immigration service 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 have been designed in order to make it easier for highly qualified professionals to get a residence and work permit in Denmark.

For further information on the various schemes, procedures, and which application forms to use please consult the homepage of the immigration services: www.newtodenmark.dk

Sundhedskort



Step 2: Social and health insurance and CPR number

Registration in your municipality Citizens Service Centre (*Danish: Borgerservice*)

Once you have obtained your work and residence permit, you can (and must) register at the Citizens Service Centre where you are living. You will then be given a CPR number and enrolled in the Danish health insurance system.

Required documents:

- Work and residence permit
- Passport or personal ID
- If applicable, documentation for changes of name, marriage certificate, divorce certificate, etc. – (must be in English or German language)
- If applicable, birth certificates for children
- Proof of your address in Denmark (e.g. rental contract).

When you register yourself at the Citizens Service Centre, you will also choose your general practitioner (GP) as your family doctor. Your GP (*Danish: praktiserende læge*) is your point of access to the public health system. For some health problems, your GP will be able to help you directly. In other cases, this doctor can refer you for tests or to a specialist or hospital for further treatment.

Your health insurance card (*Danish: sundhedskort*), on which your CPR number is printed, will generally be sent to you by post within one week. When you receive a CPR number and health insurance card, you will be covered by the Danish health insurance system and will receive the same benefits as other Danish citizens.

Addresses, telephone numbers and opening hours can be found on the municipality web-site www.municipalityname.dk (e.g. www.aarhus.dk)

Step 3 Tax

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- If applicable marriage certificate, child certificate
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www.skat.dk

Other steps – insurance, unions, car...

Registration at the Citizens Service Centre is without doubt the most important step enabling you to work and live in Denmark. However, you will of course have to attend to some other things as well, such as insurance, possibly union membership and possibly also the importation of your vehicle. Please read the information sheets on these topics in this welcome packet.



SKAT

Working in Denmark

Working Conditions in Denmark

Danes loves their job – Danes have the highest job satisfaction rating in Europe.

37 hours work week, 5 + 1 weeks paid vacation combined with flexible working hours, at many work places emphasises a good work-life balance.

The general work conditions are:

- 37 hour work week
- 5 + 1 weeks paid holiday pr. year (after one year of work in Denmark)
- Salary also paid during illness
- 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. The primary working hours are Monday-Friday from 06:00 - 18:00. 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.



The Danes have the highest job satisfaction in Europe.

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.

On www.workinfo.dk ("See and learn videos" - "Wage slip") you find detailed information on how to read and understand your wage slip (in English, German and Polish language)

Terms of notice

The employee's and employer's terms of notice must also be included in the employment contract.

If the employee is covered by a *collective agreement*, the terms of notice are typically stipulated by this agreement.

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

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 are regulated by law.

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.

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 6. holiday week. Whether you have



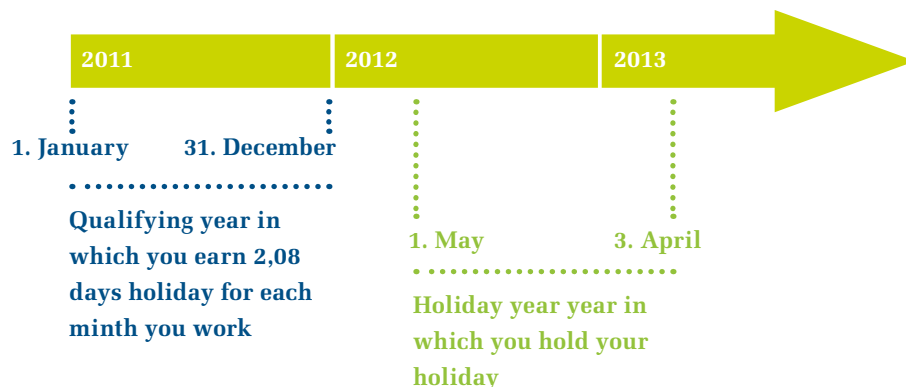
this right or not - please ask your employer or your union.

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 1 May and ends on 30 April. 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 1 May - 30 September (primary holiday). Notice of this holiday 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 they leave.

Tax

Everyone working in Denmark pays income tax and needs an income tax card. The income tax card is issued by the tax authority (*Danish: SKAT*) when you start working.

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. Base tax (*Danish: Bundskat*)
2. Upper tax (*Danish: Topskat*)
3. Health contribution (*Danish: Sundhedsbidrag*)
4. Labour market contribution, AM-bidrag (*Danish: Arbejds-markedsbidrag*)
5. Municipality tax (*Danish: Kommuneskat*)
6. Church tax (*Danish: Kirkeskat*)
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-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 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 should ideally discuss all of your personal circumstances with an employee of the Danish tax authority, SKAT.

Addresses, telephone numbers and openings 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 2011 and that changes will 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



1. Preliminary Income Assessment

(Danish: *forskudsopgørelse*)

When you start working in Denmark the tax authorities generates a preliminary tax card for the coming year. The preliminary tax card is based on your expected income and deductions. Please make sure to give 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, this 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). If you do not have a PC or a NemID, you can call SKAT and have the tax card

mailed to you. 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 or by phone or via a tax return form.

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

Forskudsopgørelse

SKAT **2012** **Forskudsopgørelse**

Ægtefællens personnummer		Personnummer	
Skattekommune		Struer kommune	
Skatteprocent	7.00	Sundhedsbidrag	24.90
Personfradrag	42.900	Kommune	Kirke
Telefonnummer	7222 1818	Kørselsdato	12.01.2012
TastSelv-telefon	7010 6989	Kontaktadresse	www.skat.dk/kontakt
		Webadresse	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
Bikort	Skattefrit fradrag: 129	909	1.818	3.939	01.01.2012
					37
Opgørelse af indkomst					100.000
Personlig indkomst	For AM-bidrag	AM-bidrag	Efter AM-bidrag		
Kontanthjælp	100.000	0	100.000		100.000
Skattepligtig indkomst					

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 a 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

- **Base tax** (Danish: *Bundskat*): 3,64% of annual income over 42,900 D.kr. after deduction of the labour market contribution (AM-bidrag).
- **Upper tax** (Danish: *Topskat*): 15 % of annual income over 389.900 D.kr. after deduction of the labour market contribution
- **Health contribution** (Danish: *Sundhedsbidrag*) 8% of the taxable income
- **Labour market contribution, AM-bidrag** (Danish: *Arbejds-markedsbidrag*): 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 community to community)

- **Church tax** (Danish: *Kirkeskat*) 0.7 percent (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.

- **Personal tax allowance** (Danish: *Personfradrag*)

In 2011, every taxpayer over 18 years of age is entitled to a personal tax allowance of 42,900 kroner pr. year (approx. 118 kroner pr. day). 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 4.25 percent, but it is limited to a maximum of 13,600 kroner

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

If there is a long way between your home and your work, you are eligible for a commuting deduction (also referred to as "deduction for transport be-

Årsopgørelse

SKAT 2010 Årsopgørelse

Altid angiv personnummeret: 01 07 61-96 15

Personnummeret: 01 07 61-96 74

Kommune: Lolland Kommune

Procent	Statshedsbidrag	Kommune	Kirke	AM-bidrag
8,0	26,7	1,23	8,0	

Personbidrag: 42.900

Indbetalt restskat: 5.3.2012

SKAT telefon: 7222 1818

SKAT internet: www.skat.dk

Taxi- og transport: 7010 1070

Taxi- og transport: 54933313

Resultat af årsopgørelse 661.00

Ingen restskat eller overskydende skat.

Rest AM-bidrag til indbetaling. Se under Specifikation af arbejdsmarkedsbidrag.

Orientering fra SKAT

Denne årsopgørelse udsendes via skatcentret.

Der kan senere ske ændringer, og du vil så modtage en ny årsopgørelse.

Opfølgelse af indkomst

	Før AM-bidrag	AM-bidrag	Efter AM-bidrag
Personlig indkomst	25.000	2.000	23.000
Lønindkomst, bestyrelses honorar, multimedier, fri bil mv.			0
Kapitalindkomst			- 1.063
Ligningsmæssige fradrag			21.937

Beskæftigelsesfradrag

Så angives indkomst

Tax calculation:

Gross income	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)

Supplements for on-call duty, overtime and week-end/night work are extra.

tween home and work”). What can be deducted is not the actual expenses but a deduction based on fixed rates, the number of kilometres 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 or by personal appearance at the tax authorities.

- **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 kilometres to work

Key employees and researchers - 26% tax in 5 years

If you come to Denmark as a researcher or key employee, you may possibly enjoy a reduced tax rate of 26 percent for maximum

60 months. If you include the mandatory labour market contribution (8%), you will end up with 34 % tax. .

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

Key employees must earn at least 69.390 D.kr. pr. months.

Further information

You will find further information on the tax system in Denmark at the website www.skat.dk - “Taxation - when moving to Denmark” and “Tax in Denmark - An introduction for new citizens”.

Personal guidance

You are welcome to contact SKAT on +45 72 22 18 18 (in Danish).

Meet the tax authorities at the International Citizens Service or at the local tax office – see chapter “[Important phone number and addresses.](#)”

Payslip

Payslips 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 payslip, you should check that the figures are correct. You should also save your payslips until the end of the tax year and until your tax for the year has been calculated (on the annual tax statement). Your payslips are proof that you have paid tax.

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 payslip, 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 - Arbejdsmarkedets bidrag / Labour market contribution: All working citizens must contribute a labour market contribution at a rate of 8 per. The contribution is deducted from your gross pay after ATP has been deducted and before other allowances are deducted. Your tax is then calculated.

Payslip example

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.	
Beløb til disposition 31.1.2012		19.298,86 kr.
Ferie ⁹		
eSkattekort:		
Fradrag: 7.727 kr.		
Trækprocent 41 pct.		

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 pay. 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)



Dankort is the most popular debit card.

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.

Current account

Most Danes use netbank for payment. Many banks offer free access to online net bank. 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 gener-

ally 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*.

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 credit-worthy. 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: Betalingsservice)

If you have a bank account and access to net bank you can use the automatic electronic payment system – “Betalingsservice”. If you regularly receive bills from the same company, organisations or public service institutions as for instance rent, private insurance, day care, sport club fees etc. you can use Betalingsservice. You can register the bills in the Betalingsservice 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 net bank which bills will be paid when. This ensures that you bills will be paid on time.

90 % of all Danes use Betalingsservice, which is free of charge. More information and guidance in you bank.



NEM ID

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 CRP 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.

NemID is issued at the local Citizens Service Center – please remember personal ID papers e.g. passport.

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

More information at www.nemid.nu/om_nemid/about_nemid/

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

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 to use.

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, NEM ID pincode or online banking info to log into your e-Boks.

e Boks.dk

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 International Education (*Danish: Styrelsen for Universiteter og Internationalisering*) 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.ui.dk you can read more about recognition of your foreign qualifications depending on how you plan to use them

- Continuing your education
- Job search
- Applying for admission to an unemployment fund
- Being pay graded as a graduate in the Danish public sector

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

You can download a form to obtain recognition for your training from www.ui.dk

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 National Board of Health (*Danish: Sundhedsstyrelsen*). The National Board of Health charges a fee for the certificate of authorisation. Find more information on www.sst.dk

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).



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.

If you are over the age of 18, have a valid Danish residence permit and a Danish CPR number, you are entitled to up to three years' Danish language tuition.

Danish language courses are free of charge – a proficiency test fee may apply. Your municipality is required to offer you language tuition no later than one month after you have applied for it. You are entitled to language tuition until you have passed a final language proficiency test. However, this must take place within a three-year period.

The language training is divided into three different education stages – Danish training 1, Danish training 2 and Danish training 3. This division ensures that you receive language tuition that matches your level of education. Each of these stages is divided into six modules, which you can pass with an examination. Many of these language courses also include topics about the culture and society of Denmark including a basic introduction to the labour

market, the educational system and Denmark's democratic traditions

You can get an overview of the different language centres at the Citizens Service Centres (*Danish: Borgerservice*) in your Danish municipality.

Learning Danish over the internet – E-learning

On www.newtodenmark.dk you will find a list of free online Danish courses. Click “Integration” and “Online Danish”. Online language courses will make it possible for you to learn Danish in a flexible way - even before coming to work in Denmark.

Life-long Learning

Denmark has a long-standing tradition of lifelong learning. Nearly one in three of the population participate 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 on

- the Danish education system
- higher education
- programmes taught in English
- adult education and continuing training.

Integration is far easier if you learn to speak Danish.



Social security in Denmark is tax funded.

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 Austria or Germany.

When you have registered at the Citizens Service Centre (*Danish: borgerservice*) in the municipality where you live. They will send you a personal ID number and an insurance card (*Danish: sundhedskort*). 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 with you to each visit to the doctor.



If your insurance card gets lost or damaged, there is a 175 kroner fee (January 2011) for a replacement card. However, the replacement card may be free in special cases such as name changes after marriage or changes of address.

Health insurance and sickness benefits

Health insurance

There is an option to choose between two health insurance groups (I or II). Those insured in group I choose a recognised general practitioner's office practice. They must have a referral issued by the general practitioner (GP) for visits to specialists. This medical treatment is free. You may change doctors, if you wish. However, applications to change doctors must be submitted to the respective municipality.

Those insured in group II have a free choice of doctors and specialists. People insured in this group are sometimes responsible for a portion of the costs themselves. 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 benefits

A sickness benefit is paid by the employer from the first full day lost. However, you should note that different rules apply for the different collective bargaining agreements. Please contact your Danish union, your employer or your municipality to get further information -

Please note!

If an EU citizen has only been employed in Denmark, for example, for three weeks, but has come from employment in another member state, the Danish municipality must use Certificate E104 to obtain information regarding previous employment and use this as a basis for deciding whether a person who is signed off sick is entitled to sickness benefits in Denmark.

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*).

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!), you must register with one of the 27 state-recognised unemployment insurance funds. 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. You can become a member of an unemployment insurance fund if you meet the following conditions:

- Between 18 and 63 years of 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. As an employee, you cannot become a member of the insurance fund until the day that you start working.
- 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.

You can be full-time or part-time insured. Once you have joined an unemployment insurance fund, you must pay a contribution.

A list of all unemployment insurance funds can be found on http://www.ask.dk/A-kasser/~link.aspx?_id=AB806DAF75144EF7BDB03485C0D539E0&_z=z

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

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) as they have, for example, in Germany and Austria. 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 instances, 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 pensionsordning*)

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.

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

1. The basic social security pension (*Danish: folkepension*)

The Danish folkepension, which is actually called "socialpension" (social pension) 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 pension. However, anyone who reached the age of 61 before July 1, 1999, is only entitled to this government pension from the age of 67. Due to recent legislation, the pensionable age in Denmark is going to be raised gradually.

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.atp.dk. You can also find them on your payslip. The additional pension you can expect from this fund is relatively low.



3. Company pensions

The majority of employees in Denmark receive a company pension, which in most cases is governed by collective bargaining. A percentage of the salary is paid into a company pension insurance scheme, with the employer paying part and employees in most cases paying a smaller portion. The proportion payable by the employee is deducted as deferred compensation, as a result of which this contribution is not taxed. The actual personal contribution from the employee is therefore relatively small. Taxes on these pensions are deferred and they fall due when the pension funds are paid out.

4. Private pension insurance

(Danish: pensionsordninger)

In Denmark, you can also obtain what are known as "pensionsordninger", a type of private pension insurance. These are also tax deductible to a certain extent. Anyone interested in pension insurance of this type should get comprehensive advice from their primary bank or from the insurance companies. The advice of a tax advisor (*Danish: revisor*) can be helpful in this respect.

Please find more information at <http://uk.penst.dk/>

Maternity Leave

The main rule is that women are entitled to four weeks of maternity leave before the birth and 14 weeks after the birth. Men are entitled to two weeks of leave within the first 14 weeks. After that you both have 32 weeks of parental leave, which you are free to distribute between you.

There are many options for spending your leave flexibly. For example, you can divide a large part of the leave between you both as you wish, you can extend your leave, or save some of it for later in the child's life.

Your financial situation during your maternity/parental leave depends on your job situations. Most people have a right to maternity benefits during the leave. However, some salaried employees have the right to receive salary for part of the leave.

Contact your municipality if you are in doubt or have questions about the rules on maternity/parental leave.

Children in Denmark

Denmark has a population of 5.4 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 1.8. Almost 80 percent of Danish mothers work.

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.

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 centres (6–10 years). In addition, there is local day care ("day nannies") in which children are cared for privately.

All parents are offered public child care (and it is normal for both parents to work once the child has turned one year old).





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 or her own home.

Childcare for three to five year-olds takes place in kindergartens. Most Danish kindergartens are public, but you'll find private ones, too – and 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

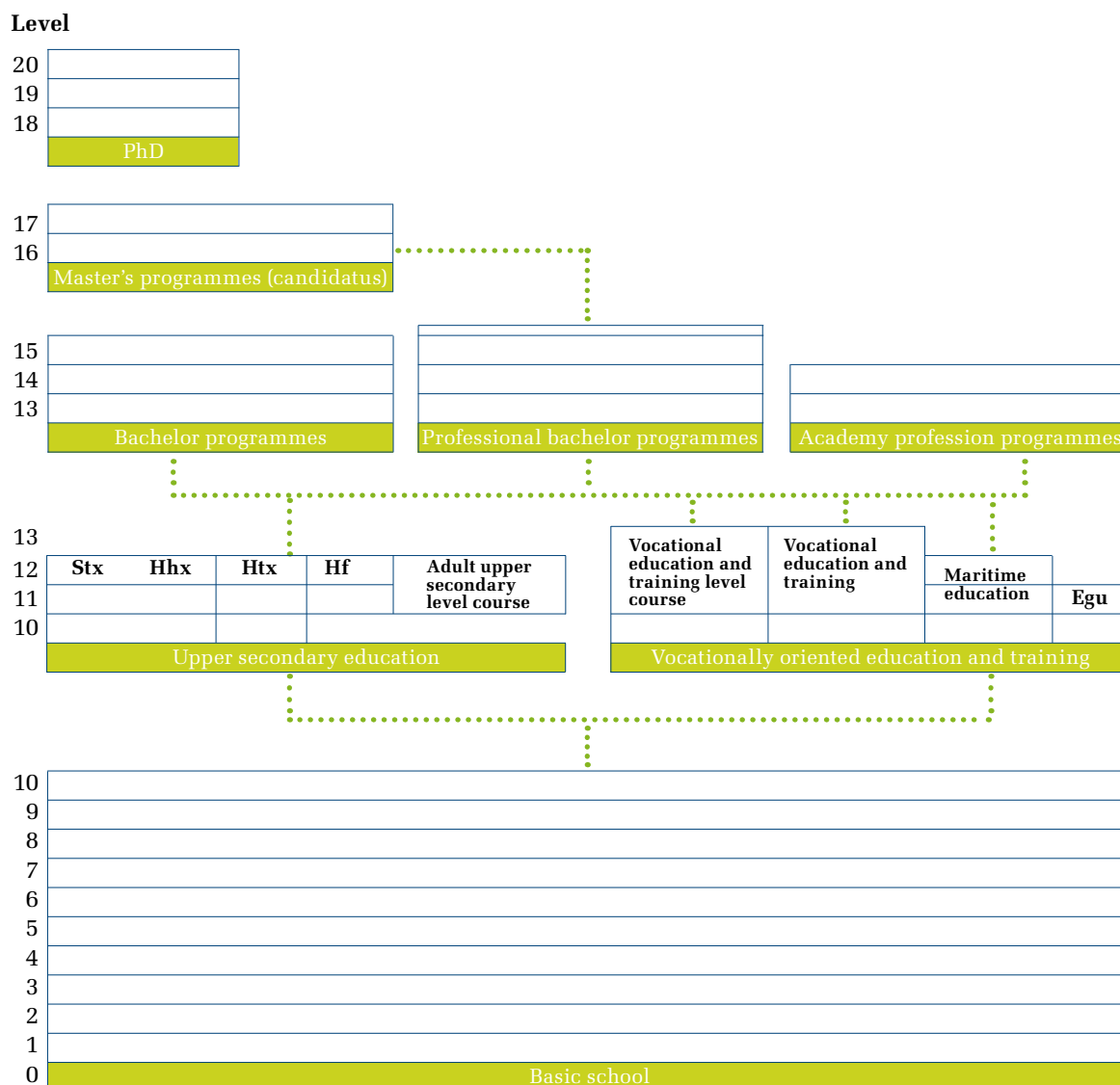
Schooling in Denmark starts with the nine-year basic school (*Danish: folkeskole*), which concludes with a final examination called the FSA (*Danish: folkeskolens afgangsprøve*). After this final examination, pupils have several different options, depending on their suitability for any walk of life.

Both knowledge and social skills are valued in primary school.

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 app. 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 <http://www.efterskole.dk/Top%20menu/english.aspx>)

Apart from normal school topics the students at most of the *efterskoler* are focussing on developing other abilities - primarily social, artistic, sporting or musical skills.

Because pupils are not required to take year 10, they can attend a 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.

In 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

More information concerning the Danish school system and the different programmes can be found on: <http://eng.uvm.dk/Fact%20Sheets.aspx>



Pupils 16 to 19 years old attend upper secondary school.

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 Centres in the municipality in which you live.

IB Programme

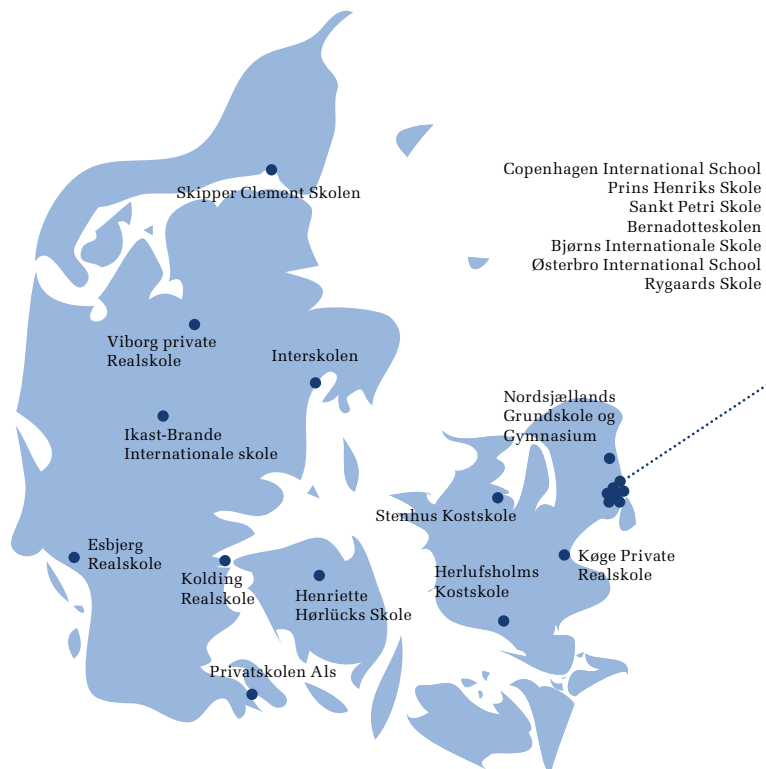
The International Baccalaureate Diploma (IB) is a two year international upper secondary educational programme designed for highly motivated young people aged sixteen to nineteen who would like to be part of an international community.

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

The IB Diploma Programme is presently offered in 139 countries and is taught in English, Spanish and French.

International Primary Schools in Denmark (March 2011)



- 19 independent primary schools are currently authorised to teach in other languages than Danish
- Two private and 10 state schools offer the International Baccalaureate (IB) Diploma Programme. The IB Diploma qualifies students for higher education programmes in Denmark or abroad
- The primary teaching language in Danish international schools is English - except at Prins Henrik's Skole (French) and Sankt Petri Skole (German)
- Tuition fees at Danish international schools run from DKK 15,000 to DKK 80,000 a year
- For a full list of Danish international schools, please go to www.eng.uvm.dk

In Denmark the IB Diploma is offered in the following cities:

Aarhus Cathedral School, Aarhus
Birkerød Gymnasium, Birkerød
Copenhagen International School,
HellerupEUC SYD, Sønderborg
Grenaa Gymnasium, Grenaa
Hasseris Gymnasium, Aalborg
Herlufsholm Skole, Næstved

Herning Gymnasium, Herning
Ikast-Brande Gymnasium, Ikast
Kolding Gymnasium, HF-kursus
Langkaer Gymnasium & HF, Tilst, Aarhus
Nyborg Gymnasium, Nyborg
Nørre Gymnasium, Brønshøj
Struer Statsgymnasium, Struer

More information at
<http://www.ib-skoler.dk/>

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:

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, regardless of their income, 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.).

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

In order to receive child benefits

1. The parent receiving the benefits, must be a tax payer in Denmark. In most cases this means, that you are a resident in Denmark.
2. The child must reside in Denmark
3. at least one of the persons, who hold custody of the child must have had residence or worked in Denmark in minimum 2 years within the last 10 years. If you have worked or resided in Denmark in less than 2 years you are entitled to a percentage of the child benefit proportional to the time you have been in Denmark.

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

Quarterly child benefits (as of 2011)

- Children 0 – 2 years old: 4,248 kroner (approximately €567) each
- Children 3 – 6 years old: 3,363 kroner (approximately €448) each
- Children 7 – 14 years old: 2,646 kroner (approximately €353) each
- Youth 15 – 17 years old: 882 kroner (approximately €118) each

It is important to note that you must apply for Danish child benefits and any other applicable allowances. In order to avoid delays in payment, you should apply for a child benefits as quickly as possible. Contact the Citizens Service Centre (Danish: *Borger-service*) to find out what evidence is required for the application.

If you have any questions regarding children over 18 years of age, you can also contact the Citizens Service Centre where you live. They will check whether you are entitled to benefits for these children. You can find further information at www.borger.dk (in Danish).

Work or residence in Denmark	Entitled to child benefit in %
0 – 5 months	0 %
6 – 11 months	25 %
12 – 17 months	50 %
18 – 23 months	75 %
24 months	100 %



Living Expenses

High prices, free welfareand high salaries

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

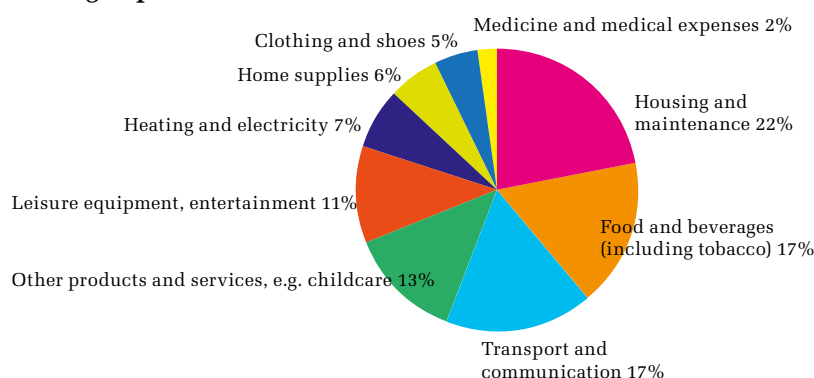
The Danish salary levels are among the highest in the world and many welfare services are either free or state-subsidised in Denmark. Medical help, hospital treatment, schooling and elderly care are all free – and day care for children is far cheaper than in other countries. This means that the purchasing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

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

Consumer prices in Denmark

In this index you can compare prices levels of final consumption by private households including indirect taxes in the different EU/EEA countries. As you can see the consumer prices are 44.9 % higher in Denmark than average prices in Europe.

Living expenses

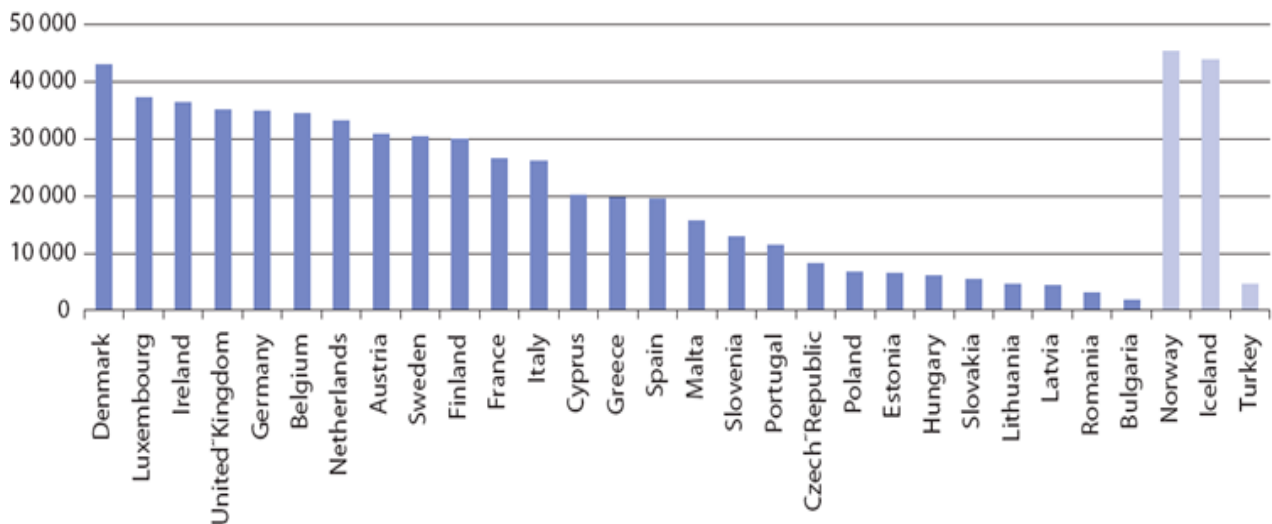


Consumer Price index – EU/EEA countries

EU countries (27 countries)	100
Finland	125,4
Switzerland	138,4
Denmark	144,9
Norway	135,8
Iceland	98,5
Cyprus	90,0
Spain	97,7
Portugal	88,6
Malta	79,8
Hungary	64,2
Estonia	76,6
Czech Republic	70,0
Slovenia	84,3
Poland	57,9
Bulgaria	49,7
Ireland	126,0
Sweden	107,6
Netherlands	109,0
Germany	105,8
Italy	105,4
Belgium	113,3
Luxembourg	121,0
United Kingdom	95,1
Austria	107,6
France	114,2
Greece	96,5
Latvia	73,5
Lithuania	66,2
Romania	57,8
Slovakia	72,4

Source of data: Eurostat Comparative price levels of final consumption by private households including indirect taxes, 2009

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 Europe



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

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.

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, which covers all family members, costs approx. 2,500 dkr. per year.



Purchasing power

Minutes you have to work in order to buy a Big Mac, 1 kg. bread and an iPod Nano

Country	1 Big Mac in Min.	1 kg. bread in Min.	1 iPod Nano in Hours
Finland	27	16	12,5
Switzerland	15	12	9,0
Denmark	17	12	11,0
Norway	21	15	10,5
Cyprus	18	10	15,0
Spain	27	21	15,5
Portugal	23	30	19,5
Hungary	59	20	68,5
Estonia	41	29	74,5
Czech Republic	38	12	43,0
Slovenia	34	25	32,0
Poland	31	13	45,5
Bulgaria	56	18	78,0
Ireland	15	9	10,0
Sweden	20	25	11,0
Netherlands	19	10	13,5
Germany	18	11	13,7
Italy	27	26	19,5
Belgium	19	13	13,0
Luxembourg	15	12	10,0
United Kingdom	13	10	11,0
Austria	17	16	14,0
France	20	22	15,0
Greece	30	13	24,5
Latvia	42	29	51,0
Lithuania	41	29	74,5
Romania	56	18	78,0
Slovakia	62	23	45,5

Source: Swiss Bank UBS: Preise und Löhne - Ein Kaufkraftvergleich rund um die Welt, Ausgabe 2009



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 ap-

proximately 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 centres buy collective accident insurance covering the children during their time in the school/centre and on trips arranged by the school/centre. In some cases the children's direct route between home and the school/centre 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 1500 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.

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. No coverage of the driver
Liability insurance does not cover damage to the motor vehicle's driver. However, 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 the theft of the vehicle. There are however some exceptions – ask your insurance company. Further information at www.forsikringogpension.dk (in Danish)

Housing

In Denmark – just like many other countries – you can either rent or buy a home. Here 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: boligselskab*) 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.

Finding a cheap rental home can be difficult.

Useful websites when looking for housing in Denmark include:

www.boligportal.dk
www.flytteklar.dk
www.boligstedet.dk
www.ledige-lejligheder.dk
www.husvild.dk

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 let 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.





It is common to sign a mortgage when buying property.

Moving

If you move your household within Denmark, you must inform the Citizens Service Centre (*Danish: Borgerservice*) of your new address in the municipality that you move to. You can do this by either showing up personally or completing the appropriate change-of-address form (*Danish: flytteanmeldelse*) on the website of your new municipality. Please note that you have to do this within 5 days after you move in to the new home!

You should also inform the Danish Post Office of your move and provide them with a forwarding 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).

less. 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 contact your local municipality to find out more, and you can also find more information at www.llo.dk

The Danish Tenant Union can be found at www.llo.dk

Buying an apartment or house

If you would like to purchase an apartment or a house, you can get information 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.

Radio and Television Fees

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

You are legally obligated in Denmark to pay fees for your fee-payable equipment. This even applies 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.

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 cancel your registration either on the internet at www.dr.dk/licens or send a letter to the following address:

DR Licens- og Programservice,
DR Byen, 0999 København C

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

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 leave Denmark or move in with a partner who is already paying the fee.

News from Denmark in English
www.dr.dk/Nyheder/Andre_sprog/English/index.htm



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

The vehicle must be registered 14 days after arrival

If you bring a vehicle to Denmark and you take up residence in Denmark, the vehicle must be registered to Danish number plates within 14 days of arrival, and you must pay registration tax. If you are resident in Denmark, you must not use a vehicle which is registered in a foreign country. Contact SKAT if you have any doubt as to whether you are resident in Denmark. You can do so by filling in form no. 21.059. The form is also available in English (21.059E). You can find the forms at www.skat.dk under *Borger – Blanketter*. If you own a vehicle which has been registered in another EU country, you may bring the vehicle to Denmark without paying VAT if it has done more than 6,000 kilometres and is more than six months old. Customs duty and VAT are normally charged on vehicles imported from non- EU countries.

Taxes and liability insurance

When you register a vehicle to Danish number plates, you must pay registration tax. If you stay

in Denmark for a period of one to three years, you can seek permission from SKAT to pay the registration tax quarterly in advance. To do this, use form no. 21.033 (Danish version) or form no. 21.036 (English version). You can find the forms at www.skat.dk under *Borger – Blanketter*. You must pay annual taxes and duties (vehicle excise duty or green owner's tax) when your vehicle is registered in Denmark. The taxes and duties depend on the vehicle and how you use it, among other things. Contact SKAT if you need further information. To register a motor vehicle in Denmark, you must first take out liability insurance. Contact an insurance company if you need further information.

Contact a tax centre when the vehicle has passed the vehicle inspection

Before the vehicle can be registered to Danish number plates, an ordinary technical inspection and a customs inspection must be performed by a vehicle inspection authority to determine the identity, the number of kilometres on the clock, features and general condition of the vehicle.

When the vehicle has passed the inspection, you must visit your nearest tax centre. You will find your nearest tax centre at www.skat.dk under *Kontakt*.

Please bring the following documents and items with you:

- Vehicle inspection form and the customs inspection form issued by the vehicle inspection authority
- Foreign registration certificate
- Receipt, if any, for payment of customs duty (when bringing vehicles from non- EU countries)

- Cash to pay the registration tax
- Registration form (form no. 21.016). You can find it at www.skat.dk under *Borger – Blanketter*.

SKAT will then calculate the registration tax based on the vehicle's market price inclusive of registration tax if sold to a person in Denmark. This price will be compared to the vehicle's original cost and loss in value. Our decision concerning the valuation of the vehicle will be sent to you (form no. 21.043).

Number plates

When you have paid the registration tax, the number plate desk at the tax centre will issue Danish number plates to you. Please bring the following documents and items with you:

- Vehicle inspection form and the customs inspection form issued by the vehicle inspection authority
- Foreign registration certificate
- Insurance certificate
- Decision concerning valuation
- Receipt for registration tax paid
- Cash to pay for number plates (DKK 1,180 for cars).

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 less 15%, however a minimum of DKK 7,500 for private cars and DKK 4,000 for vans and motorcycles. You can apply by filling in form 21.044 (Danish). You can find the form at www.skat.dk under *Borger / Blanketter*.



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

Driving Licence

Exchange your driving licence for a Danish licence

If you have a driving licence from an EU country or Iceland, Norway or Lichtenstein, you can use it in Denmark. If you are a resident of Denmark you can choose to exchange it for a Danish EU driving licence without doing a driving test.

Licences can also be exchanged for a Danish licence without a driving test if they are issued in the Australian Capitol Territory, Brazil, Japan, Chinese Taipei (Taiwan), the Republic of Korea (South Korea), Russia, Switzerland or the Ukraine, but you must bring a medical certificate issued by your own doctor.

An exchange for a Danish licence costs DKK 260 (as of 2011).

Where to get a driving licence

Contact a citizen service centre (*Danish: Borgerservice*) in one of the country's municipalities to exchange your foreign licence for a Danish one.

You must bring:

- a medical certificate issued by your doctor
- a photograph
- your driving licence
- a valid passport.

If you do not have a valid passport, bring your original birth certificate and a photo ID.

Non-EU Citizens

Non-EU citizens resident in Denmark must exchange their driving license from their home country to a Danish driving license within 90 days in order to drive in Denmark. When driving in this period you must bring:

- Your current residence permit (or proof of residence if you are an EU citizen).
- Your driving licence from your home country. If it is not issued in the Latin alphabet or if it does not exist in a translation into German, English or French you need a translation. The translation must be carried out by a state-authorised translator or a translator approved by the Danish police. You can find the nearest state-authorised translator in the yellow pages or on www.krak.dk (type "statsautoriseret translator" in the search box).

Driving licences issued in non-EU countries can be exchanged after passing a driving test.

Requirements for the photo in your driving licence

There are special requirements for the photograph to be used for your driving licence. See: http://www.politi.dk/NR/rdonlyres/8E37DFDF-9B14-48E9-A9E2-5F1D171393EC/0/1058_pasplakat_A4_web.pdf

Temporary residence in Denmark

If you are a foreigner with temporary residence in Denmark, you can use an international driving licence or a valid foreign driving licence. If you do not have one, you can have a tourist driving licence issued by the police.

The citizen service center helps if you need a Danish driver's license.



Domestic Transportation

Rail/bus: Buses and trains travel hourly between Denmark's major cities. You can find further information on the Danish State Railways website at www.dsb.dk; information about specific routes can be found at www.rejseplanen.dk.

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



The major cities are connected by buses, trains, flights and motorways.



Passport

Your foreign passport is fully valid in Denmark. If you live in Denmark and need a new passport, 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.

You can find an overview of all foreign representations (embassies and consulates) in Denmark at:

<http://www.um.dk/NR/rdonlyres/2B4CA5EF-1173-4A99-8CCD-2B9F4E2A3CA0/0/DiplomaticMissions2010.pdf>

Traffic Regulations

Speed limits (in km/h)

Cars 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.

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 licence on you when driving a vehicle.



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](#)"





Diplomatic Representations

You can find an overview of all foreign representations (embassies and consulates) in Denmark at:

<http://www.um.dk/NR/rdonlyres/2B4CA5EF-1173-4A99-8CCD-2B9F4E2A3CA0/0/DiplomaticMissions2010.pdf>

Legal Assistance

Citizen's advice office

At the local citizen's advice office (*Danish: advokatvagten*) in your Danish municipality, you can get information if you would like it in case of legal problems, such as tax errors, housing, contracts, etc. This information is free of charge but you do have to 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.advokatsamfundet.dk

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

The Danish parliament at Christiansborg in Copenhagen.



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.



Christmas is usually spent with the family and many people go to church on 24th December.

Public Holidays, Celebrations and Cultural Events

Statutory public holidays

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.tlib.dk/kalender

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



The swallow-tailed flag is used by state authorities and the royal family.

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 Him-
melfartsdag*) – sixth Thursday af-
ter 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: *Juleaf-
ten*) – December 24 (depending
on collective agreement) 1st and
2nd Christmas Day –
December 25 and 26



Christmas evening is time for presents.



Typical Easter egg decoration.

Celebrations and cultural events throughout the year

Please find a complete list and inspiration on
www.visitdenmark.dk

January

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

April

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

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

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).

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).



Midsummer is celebrated with bonfires and songs in the bright night.



The Danes love live music.

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

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

Odense: *Odense Sommerjazz* (www.odensesommerjazz.dk) præsenterer nogle af de bedste udenlandske og danske jazz-bands.

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

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.roskildefestival.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.jazzfestival.dk)

Samsø Festival (www.samfest.dk)

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). (Five days in August).

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

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

Odense: *OFF Odense International Film Festival* (<http://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.

September

Rømø: *Dragefestival*

(www.danskdrageklub.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

Aarhus: *Took it*

(www.aarhustookit.dk) – Northern Europe's largest hip-hop festival takes place at the start of the month.

Copenhagen and Aarhus:

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 (<http://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)

Tønder: *Julemarked*

(www.tonderjul.dk) – one of the most beautiful Christmas markets in Denmark (from the middle of November to the weekend before Christmas).

Aarhus: *Julemarked*

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

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, overviews 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/?lingo=eng



Denmark offers a large variety of festivals all year round, and some are free of charge. Libraries can also be used free of charge, and they offer many cultural events.

Job search in Denmark

Employment for Your Partner

If you would like to find out about employment opportunities for your partner in Denmark, these websites offer useful pointers:

Websites in English:

www.workindenmark.dk

On this website you will find a wide range of jobs submitted by Danish employers directed at foreign nationals looking for work. Here you will also find some useful information regarding how to write a CV and cover letter “the Danish style” and some useful tips on job seeking in Denmark.

Websites 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.

At <https://info.jobnet.dk/jobs%c3%b8ger/link+for+jobs%c3%b8gere/job-banker> you find an up dated list with more than 80 databases with 1000 of jobs.

In addition, many Danish companies have a menu heading on their website (Jobs) 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.

Join Workindenmark's Spouse Programme

As a spouse, you may have put your career on hold to accompany your partner to Denmark. Having settled in Denmark, you might like to pursue a professional career at a Danish workplace too.

A job is the quickest way to build a network in Denmark. However, many spouses experience difficulties finding a job in Denmark.

Finding a job requires that:

- you have a good overview of your education and work experience.
- you can write a short, effective cover letter and a CV that appeal to Danish employers.
- your CV and application are visible to Danish employers.
- you have knowledge of Danish labour market requirements and working conditions.

Workindenmark can help you meet these four requirements and assist you in your job search.

Accompanying partners can receive help with their CV and application.





Graduates can register as unemployed jobseekers.

Graduates

Students from abroad who have completed a graduate program 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 Greencard 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.

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 entitle 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 speciality 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.

More info at www.skat.dk. You meet the tax authorities at either the International Citizens Service in Aalborg, Aarhus, Odense or Copenhagen or at the local tax offices.

4. Work and residence status

EU Citizens

While studying you have been registered as a student at the Regional State Administration. After graduation you must change your status. If you receive unemployment benefits your residence status must be changed 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 at either the International Citizens Service in Aalborg, Aarhus, Odense or Copenhagen or at the Regional State Administration. More info at www.statsforvaltning.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 15 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 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' (15 hours pr. week) you were granted during your study time.

Greencard scheme: It is possible to be granted a residence permit for the purpose of seeking work, and subsequently working, in Denmark. A residence and work permit under the Greencard scheme is issued on the basis of an individual evaluation using a point system designed to assess the likelihood that the applicant will be able to find qualified work in Denmark.

If you are granted a residence permit under the Greencard scheme, you do not need to obtain a work permit. A residence permit under the Greencard scheme gives you the right to carry out paid or unpaid work. If you hold a Greencard you can receive unemployment benefits, if you comply with the registration and admission directives (see above)

You can submit your application for extension, apply for Greencard, ask questions and get personal guidance at either the International Citizens Service in Aalborg, Aarhus, Odense or Copenhagen or at the immigration service in Copenhagen. More info at www.newtodenmark.dk

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 benefits. 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 register at 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 Regional State Administration for advice regarding residence certificate.

Non-EU/EEA citizens must contact the immigration service for advice regarding work and residence permit.

Members of an unemployment insurance fund

If you are not a Danish citizen, you must have a valid Danish work and residence permit or a registration certificate in order to get unemployment benefits from an unemployment insurance fund. The permit must be valid through the whole period for which you seek benefits, and also give you the right to work full-time.

If you lose your job in Denmark and want to stay 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

Step 3A. Contact the Regional 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

You can register by personal appearance at a Jobcenter in Denmark (you can choose any Jobcenter in Denmark). Please note that you must register on the first day of unemployment.

At the Jobcenter you must complete a declaration of unemployment that must be submitted to your unemployment insurance fund.

The Jobcenter will also guide you concerning the registration procedure, your rights and your duties as unemployed.



Step 2: Contact your unemployment insurance fund

To be entitled to unemployment benefits, you must have had at least 52 weeks of work within the last three years and been a member of an unemployment insurance fund for at least one year.

Unemployment insurance periods earned in another EU/EEA country can be included in the calculations for entitlement to unemployment benefits. Your unemployment insurance fund will guide you how.

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)

Important

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

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 benefits will be stopped. Please ask for advice concerning rules and regulations at your unemployment insurance fund.

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

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

If you loose 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 either the International Citizens Service in Aalborg, Aarhus, Odense or Copenhagen or at the Regional State Administration. More info at www.statsforvaltning.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 benefits 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 benefits, that you have a valid work- and residence permit e.g. a Greencard or a permanent residence permit. More information concerning Greencard and work- and residence permits for non-EU Citizens at www.newtodenmark.dk

Workindenmark services

Help finding a new job

Workindenmark job-search services focus on three areas: making your qualifications visible, job search courses and individual job search counseling.

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.
- 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.

Taking part in job search courses

Workindenmark offers a job search course, 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.
- Denmark from a work perspective and Danish corporate culture.

Getting 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.
- explaining how your partner can increase his or her job opportunities in Denmark.
- 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 and putting you in contact with relevant companies.
- offering a permanent contact person as a source of support during the entire process.
- advising on all aspects concerning job search and settling in to a job in Denmark.

You can improve your job opportunities by taking part in job seeking courses.



Leaving Denmark

Check List

– 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 should contact your local municipality Citizens Service Centre (*Danish: Borgerservice*) to deregister yourself as a resident in Denmark. Please provide the Citizens Service Centres with your future address outside of Denmark.

☐ **Tax**

Contact The Danish Tax Authorities (*Danish: SKAT*) to finalize your taxes. Please provide the Tax Authorities with your future address outside of Denmark. In the end of the tax year the tax authorities will calculate you final tax. SKAT might contact you regarding tax issues such as tax refunds for instance – if they know you future address!

☐ **Holiday pay**

Remember to contact Feriekonto – more information on www.atp.dk (in 6 different languages) to collect any outstanding holiday pay before you leave Denmark.

☐ **Insurances in Denmark**

Inform your insurance company, that you are leaving Denmark.

☐ **Bank**

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

☐ **Pensions**

Contact The Danish Pensions Agency (*Danish: Pensionsstyrelsen*) (www.penst.dk) to sort out your pensions. 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.



Inform SKAT and other relevant authorities that you are leaving the country.

☐ **Cancel media fee, subscriptions e.g. mobile phone and newspaper, membership of clubs, associations etc.**

If you are member of an union you must inform the union, that you are leaving Denmark.

You must cancel your registration for media fee on TV and Radio in writing. You can cancel your registration on the internet at www.dr.dk/licens. The cancellation will only be valid from the date on which DR Licens- og Programservice receives your letter and is not retroactive.

When you cancel your newspapers subscription, membership of clubs, associations etc. you may be entitled to payment refund.



Withdraw subscriptions in due time.

Important Telephone Numbers and Addresses

– Region North Denmark

(Danish: Region Nordjylland)

International Citizens Service

Nytorv 7 2.tv
9000 Aalborg
Telephone: +45 72 56 89 20
north@icitizen.dk
www.icitizens.dk

Opening hours

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 Centre.

Residence permit – The State Administration

(Danish: Statsforvaltning)

If you work and live in the North Jutland area (Region North Denmark - Nordjylland), you must apply for your residence permit at the state administration (Statsforvaltning) in either the International Citizens Service in Aalborg or at the administration office in Aalborg



State Administration

Statsforvaltningen Nordjylland (EU Department)
Nytorv 7 2.tv
9000 Aalborg
Telephone +45 72 56 87 00
nordjylland@statsforvaltning.dk

Opening hours

Monday 08.30 – 12.30
Tuesday 08.30 – 12.30
Wednesday 08.30 – 12.30
Thursday 13.00 – 17.00
Friday 09.00 – 13.00

Tax Card

Tax cards are issued by the tax authorities (Danish: SKAT). Apart from the Tax centres you can apply for your tax card and get personal guidance about tax questions at the International Citizens Service in Aalborg.

Tax Centres

Skattecenter Aalborg
Skibsbyggerivej 5
9000 Aalborg

Skattecenter Hjørring
Parallelvej 11
9800 Hjørring

Skattecenter Thisted
Thisted Kystvej 4
7700 Thisted

Telephone +45 72 22 18 18

Opening hours

Monday 10.00 – 16.00
Tuesday 10.00 – 14.00
Wednesday 10.00 – 14.00
Thursday 10.00 – 14.00
Friday 10.00 – 14.00

Social and 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.aarhus.dk)

At the International Citizens Service in Aalborg you get personal guidance and general information on social security, CPR number etc.

International Citizens Service

Nytorv 7 2.tv
9000 Aalborg
Telephone: +45 72 56 89 20
north@icitizen.dk
www.icitizens.dk

Opening hours

Thursday 13.00 – 17.00
Friday 9.00 – 13.00

Accident & Emergency Emergency (ambulance) – Tel: 1-1-2

In the event of accident or life threatening situations, call 1-1-2

General practitioners

General practitioners' (GPs) are open 08.00 to 16.00 Monday to Friday. Contact a GP in the event of sudden illness – on holiday, for example. The nearest GP is listed in the phone book under "Læger, praktiserende". The GP will refer you to Accident & Emergency if necessary.

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' surgeries 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 18-22
9000 Aalborg

Sygehus Thy-Mors
Højtoftevej 2
7700 Thisted

Sygehus Vendsyssel
Bispensgade 37
9800 Hjørring

Sygehus Himmerland
Stolbjergvej 8
9500 Hobro

Sygehus Himmerland
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.

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 92

Important Phone Numbers and Addresses – Central Region Denmark

(Danish: Region Midtjylland)

International Citizens Service

Nordhavns­gade 4-6
8000 Aarhus C
Telephone: +45 72 22 33 75
west@icitizen.dk
www.icitizens.dk

Opening hours

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 Centre.

Residence permit – The State Administration

(Danish: Statsforvaltning)

If you work and live in the Mid Jutland area (Region Central Denmark/Midtjylland), you must apply for your residence permit at the state administration (Statsforvaltning) in either the International Citizens Service in Aarhus or at the administration office in Ringkøbing or Højbjerg

Statsforvaltningen Midtjylland

St. Blichers Vej 6, Postboks 151
6950 Ringkøbing
Telephone +45 72 56 83 00
midtjylland@statsforvaltning.dk

Opening hours

Monday 9.00 – 15.00
Tuesday 9.00 – 15.00
Wednesday 9.00 – 15.00
Thursday 9.00 – 17.00
Friday 9.00 – 12.00



Statsforvaltning Midtjylland
Lyseng Alle 1
8270 Højbjerg (Aarhus)
Telephone +45 72 56 83 00
midtjylland@statsforvaltning.dk

Opening hours

Monday 10.00 – 14.00
Tuesday 10.00 – 14.00
Wednesday 10.00 – 14.00
Thursday 10.00 – 17.00
Friday 10.00 – 14.00

Tax Card

Tax cards are issued by the tax authorities (Danish: SKAT). Apart from the Tax centres you can apply for your tax card and get personal guidance about tax questions at the International Citizens Service in Aarhus.

Tax Centres

Skattecenter Århus
Lyseng Alle 1
8270 Højbjerg

Skattecenter Horsens
Løvenørns­gade 25
8700 Horsens

Skattecenter Randers
Toldbodgade 3
8900 Randers C

Skattecenter Herning
Brændgårdvej 10
7400 Herning

Skattecenter Skive
Jægervej 2
7800 Skive

Skattecenter Grenå
Bredstrupvej 40
8500 Grenå

Skattecenter Struer
Fabriksvej 13
7600 Struer

Telephone (all Tax Centres)
+45 72 22 18 18

Opening hours

Monday 10.00 – 16.00
Tuesday 10.00 – 14.00
Wednesday 10.00 – 14.00
Thursday 10.00 – 14.00
Friday 10.00 – 14.00

Social and 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.aarhus.dk)

At the International Citizens Service in Aarhus you get personal guidance and general information on social security, CPR number etc.

Accident & Emergency Emergency (ambulance)

– Tel: 1-1-2

In the event of accident or life threatening situations, call 1-1-2

General practitioners

General practitioners' (GPs) are open 08.00 to 16.00 Monday to Friday. Contact a GP in the event of sudden illness – on holiday, for example. You find the number on your Yellow Card (Sundhedskort). The GP will refer you to Accident & Emergency if necessary.

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' surgeries 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 Holstebro
(Open 24 hours)
Lægårdvej 12, 7500 Holstebro

Regionshospitalet Herning
(Open 24 hours)
Gammel Landevej 61
7400 Herning

Regionshospitalet Ringkøbing
(Open 08.00 to 16.00 Monday to Friday)
Nørreport 9, 6950 Ringkøbing

Regionshospitalet Viborg
(Open 24 hours)
Heibergs Allé, 8800 Viborg

Regionshospitalet Skive
(Open 08.00 to 23.00 every day)
Resenvej 25, 7800 Skive

Regionshospitalet Randers
(Open 24 hours)
Skovlyvej 1, 8930 Randers NØ

Regionshospitalet Grenaa
(Open 8 am to 22.00 every day),
Sygehusvej 6, 8500 Grenaa

Regionshospitalet Silkeborg
(Open 24 hours)
Falkevej 1-3
8600 Silkeborg

Århus Universitetshospital,
Århus Sygehus
(Open 24 hours)
Nørrebrogade 44, 8000 Århus C

Regionshospitalet Samsø
(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 70 20 02 55. The telephone gives information about the emergency service and opening hours.

Tandklinikken Brobjergskolen
Frederiks Allé 20
8000 Aarhus C

Opening hours

Friday 18.00 – 21.00
Saturdays, Sundays and public holidays 10.00 – 13.00

Tandlægevagten
Regionstandplejen
Regionshospitalet, Holstebro
Lægaardsvej 12
7500 Holstebro

Opening hours

Saturdays, Sundays and public holidays 12.00 – 15.00

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 92

Important Phone Numbers and Addresses – Region of Southern Denmark

(Danish: Region Syddanmark)

International Citizens Service

Dannebrogsgade 3, 1.
5000 Odense C
Telephone: +45 72 20 54 25
south@icitizen.dk
www.icitizens.dk

Opening hours

Tuesday 12.00 – 16.00
Thursday 12.00 – 16.00

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 Centre.

Residence permit – The State Administration

(Danish: Statsforvaltning)

If you work and live in the Southern part of Denmark (Region of Southern Denmark/Region Syddanmark), you must apply for your residence permit at the state administration (Statsforvaltning) in either the International Citizens Service in Odense or at the administration office in either Aabenraa, Odense or Ribe.

State Administration

Statsforvaltningen Syddanmark in Aabenraa

Storetorv 10
6200 Aabenraa
Telephone +45 72 56 79 00
syddanmark@statsforvaltning.dk



Opening hours

(EU residence department)

Monday 9.30 – 14.00
Tuesday 9.30 – 14.00
Wednesday 9.30 – 14.00
Thursday 12.00 – 16.00
Friday 9.00 – 13.00

or

Statsforvaltning Syddanmark in Odense

Mogensensvej 24 c, 1.
5000 Odense C
Telephone +45 72 56 79 00
syddanmark@statsforvaltning.dk

Opening hours

(EU residence department)

Monday 10:00-15:00
Tuesday 10:00-15:00
Wednesday 10:00-15:00
Thursday 10:00-16:00
Friday 10:00-13:00

or

Statsforvaltningen Syddanmark in Ribe

Sorsigvej 35
6760 Ribe
Telephone +45 72 56 79 00
syddanmark@statsforvaltning.dk

Opening hours

(EU residence department)

Monday 11:00-14:30
Tuesday 11:00-14:30
Wednesday 11:00-14:30
Thursday 12:00-16:00
Friday Closed

Tax Card

Tax cards are issued by the tax authorities (Danish: SKAT). Apart from the Tax centres you can apply for your tax card and get personal guidance about tax questions at the International Citizens Service in Odense.

Tax Centres

Skattecenter Odense
Lerchesgade 35
5000 Odense C

Skattecenter Svendborg
Bryghusvej 30
5700 Svendborg

Skattecenter Middelfart
Teglårdsparken 19
5500 Middelfart

Skattecenter Haderslev
Christian X's Vej 22
6100 Haderslev

Telephone +45 72 22 18 18

Opening hours

Monday	10:00-16:00
Tuesday	10:00-14:00
Wednesday	10:00-14:00
Thursday	10:00-14:00
Friday	10:00-14:00

Social and 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.odense.dk)

Accident & Emergency

Emergency (ambulance) – Tel: 1-1-2

In the event of accident or life threatening situations, call 1-1-2

General practitioners

General practitioners' (GPs) are open 08.00 to 16.00 Monday to Friday. Contact a GP in the event of sudden illness – on holiday, for example. The nearest GP is listed in the phone book under "Læger, praktiserende". The GP will refer you to Accident & Emergency if necessary.

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' surgeries 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
Kabbeltøft 25
7100 Vejle

Kolding Sygehus
Skovvangen 2-8
6000 Kolding

Sygehus Sønderjylland Aabenraa
Egelund 10
6200 Aabenraa

Odense Universitetshospital
Sdr. Boulevard 29 - bygning 1 - indgang 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, Sundhedshuset 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 850 kroner and for Sundays and public holiday, 1,150 kroner (as of 2011).

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 92

Important Phone Numbers and Addresses – Region Sjælland/Zealand

(Danish: Region Sjælland)

International Citizens Service

Nyropsgade 1
1602 København V
Telephone: +45 33 66 66 06
east@icitizen.dk
www.icitizens.dk

Opening hours

Wednesday 13.00 – 17.00
Thursday 11.00 – 15.00

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 Centre.

Residence permit – The State Administration

(Danish: Statsforvaltning)

If you work and live in the region Sjælland (Region Zealand/Sjælland), you must apply for your residence permit at the state administration (*Statsforvaltning*) in either the International Citizens Service in Copenhagen or at the administration office in Nykøbing Falster or Roskilde.

Statsforvaltningen Sjælland

Dronningensgade 30
DK – 4800 Nykøbing F.
Telephone +45 72 56 76 00
sjaelland@statsforvaltning.dk

Opening hours

(EU residence department)
Monday 10.00 – 14.00
Tuesday 10.00 – 14.00



Wednesday 10.00 – 14.00
Thursday 10.00 – 16.00
Friday Closed

Statsforvaltning Sjælland Afdelingskontoret Roskilde (EU residence department)

Algade 12, 3.
4000 Roskilde
Telephone +45 72 56 76 00
sjaelland@statsforvaltning.dk

Opening hours

(EU residence department)
Monday 10.00 – 14.00
Tuesday 10.00 – 14.00
Wednesday 10.00 – 14.00
Thursday 10.00 – 16.00
Friday Closed

Tax Card

Tax cards are issued by the tax authorities (Danish: SKAT). Apart from the Tax centres you can apply for your tax card and get personal guidance about tax questions at the International Citizens Service in Copenhagen.

Tax Centres

Skattecenter Roskilde
Universitetsvej 2
4000 Roskilde

Skattecenter Næstved
Toldbuen 2
4700 Næstved

Skattecenter Holbæk
Jernbanevej 6
4300 Holbæk

Skattecenter Køge
Gymnasievej 21
4600 Køge

Skattecenter Korsør
Storebælts Erhvervspark 3
4220 Korsør

Skattecenter Maribo
Brovejen 15 A
4930 Maribo

Telephone (all Tax Centres) +45
72 22 18 18

Opening hours

Monday 10.00 – 16.00
Tuesday 10.00 – 14.00
Wednesday 10.00 – 14.00
Thursday 10.00 – 14.00
Friday 10.00 – 14.00

Social and 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)

Accident & Emergency

Emergency (ambulance)

– Tel: 1-1-2

In the event of accident or life threatening situations, call 1-1-2

General practitioners

General practitioners' (GPs) are open 08.00 to 16.00 Monday to Friday. Contact a GP in the event of sudden illness – on holiday, for example. The nearest GP is listed in the phone book under "Læger, praktiserende". The GP will refer you to Accident & Emergency if necessary.

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' surgeries 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 07 00. The doctor will refer you to A&E if necessary.

Accident & Emergency departments are at the following locations:

Holbæk Sygehus
(Open 24 hours), Smedelundsgade 60, entrance A, 4300 Holbæk

Kalundborg Sygehus
(Open Monday-Friday 14-22 and weekends 10 – 20), Nørre Allé 27, entrance 2, 4400 Kalundborg

Køge Sygehus
(Open 24 hours) Lykkebækvej 1, 4600 Køge

Nakskov Sygehus
(Open Monday-Friday 14-22 and weekends 10 – 20), Hoskiærsvvej 17, 4900 Nakskov

Nykøbing F. Sygehus (Open 24 hours), Fjordvej 15, 4800 Nykøbing F.

Næstved Sygehus
(Open 24 hours), Ringstedgade 61, 4700 Næstved

Odsherred Sundhedscenter
(Open Monday-Friday 14-22 and weekends 10 – 20), Sygehusvej 5, 4500 Nykøbing Sj.

Roskilde Sygehus
(Open 24 hours), Køgevej 7-13, entrance 14, 4000 Roskilde

Slagelse Sygehus
(Open 24 hours), Ingemannsvej 18, entrance 18, 4200 Slagelse

Emergency dental service

(Danish: *tandlægevagten*)

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

Slagelse

Region Sjællands Tandpleje
Æblehaven 2
4200 Slagelse
+45 29 60 01 11

Opening hours

Telephones: Monday-Friday: 9.30 a.m. – 11.30 a.m.

Opening hours:

Saturdays, Sundays and public holidays: 10 a.m. -12 a.m.

Contact: Telephone and
Show up in person

Guldborgsund

Nr. Alslev Klinikken
Guldborgsund Tandpleje
Børre Alslev Parkevej 12
4840 Nr. Alslev
+45 29 60 01 11

Telephones: Monday-Friday: 9.30 a.m. – 11.30 a.m.

Opening hours:

Saturdays, Sundays and public holidays: 10 a.m. -12 a.m.

Contact: Telephone and
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 92

Important Phone Numbers and Addresses – Region Capital of Denmark

(Danish: Region Hovedstaden)

International Citizens Service

Nyropsgade 1
1602 København V
Telephone: +45 33 66 66 06
east@icitizen.dk
www.icitizens.dk

Opening hours

Wednesday 13.00 – 17.00
Thursday 11.00 – 15.00

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 Centre.

Residence permit – The State Administration

(Danish: Statsforvaltning)

If you work and live in the greater Copenhagen area (Region Capital of Denmark/Hovedstaden), you must apply for your residence permit at the state administration (Statsforvaltning) in either the International Citizens Service in Copenhagen or at the administration office in Copenhagen or Rønne (Bornholm).

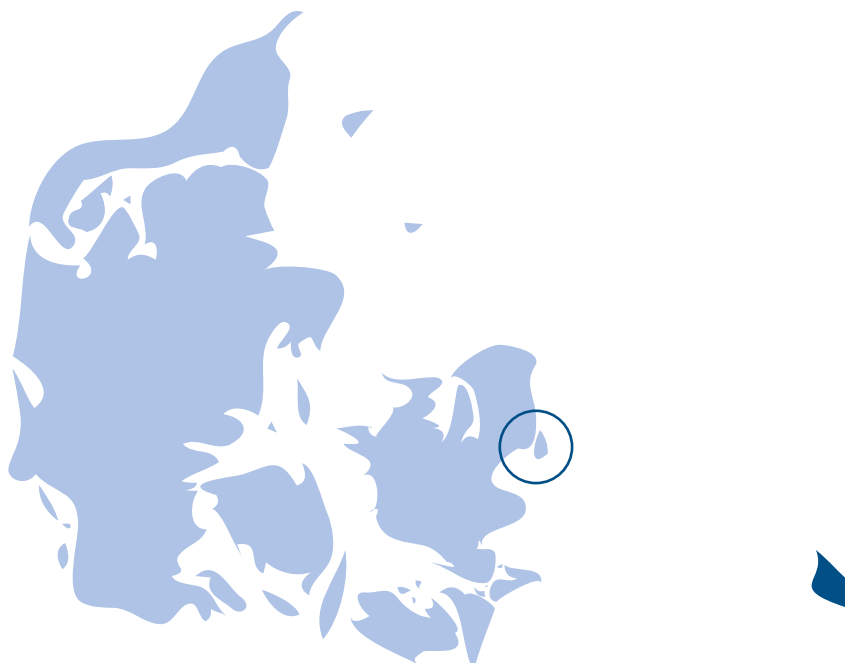
Statsforvaltningen Hovedstaden

Borups Allé 177, blok D-E
DK – 2400 København NV
Telephone +45 72 56 70 00
hovedstaden@statsforvaltning.dk

Opening hours

(EU residence department)

Monday 9.00 – 12.00
Tuesday 9.00 – 12.00



Wednesday 9.00 – 12.00
Thursday 13.00 – 16.00
Friday 9.00 – 12.00

Statsforvaltning Hovedstaden, Afdelingskontor Bornholm

Storegade 36
DK - 3700 Rønne (Bornholm)
Telephone +45 72 56 70 00
afdbohov@statsforvaltning.dk

Opening hours

Monday 9.00 – 12.00
Tuesday 9.00 – 12.00
Wednesday 9.00 – 12.00
Thursday 13.00 – 16.00
Friday 9.00 – 12.00

Tax Card

Tax cards are issued by the tax authorities (Danish: SKAT). Apart from the Tax centres you can apply for your tax card and get personal guidance about tax questions at the International Citizens Service in Copenhagen.

Tax Centres

Skattecenter København
Sluseholmen 8B
2450 København SV

Cross Border Tax Centre Øresund
Sluseholmen 8B
2450 København SV

Skattecenter Nærum
Rundforbivej 186-188
2850 Nærum

Skattecenter Fredensborg
Kratbjerg 236
3480 Fredensborg

Skattecenter Høje Taastrup
Helgeshøj Allé 9
2630 Taastrup

Telephone (all Tax Centres) +45
72 22 18 18

Opening hours

Monday 10.00 – 16.00
Tuesday 10.00 – 14.00
Wednesday 10.00 – 14.00
Thursday 10.00 – 14.00
Friday 10.00 – 14.00

Social and 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.københavn.dk)

At the International Citizens Service in Copenhagen you get personal guidance and general information on social security, CPR number etc.

Accident & Emergency

Emergency (ambulance) – Tel: 1-1-2

In the event of accident or life threatening situations, call 1-1-2

General practitioners

General practitioners' (GPs) are open 08.00 to 16.00 Monday to Friday. Contact a GP in the event of sudden illness – on holiday, for example. The nearest GP is listed in the phone book under "Læger, praktiserende". The GP will refer you to Accident & Emergency if necessary.

After-hours medical assistance

– Telephone +45 38 69 38 69

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' surgeries 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 bleed-

ing, 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 38 69 38 69. The doctor will refer you to A&E if necessary.

Accident & Emergency departments are at the following locations:

Amager Hospital (Open 24 hours), 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 (Open 24 hours), Nordre Fasanvej 57 - Road 2, entrance 3A
2000 Frederiksberg

Frederikssund Hospital (Open 24 hours), Frederikssundsvej 30, 3600 Frederikssund

Gentofte Hospital (Open 24 hours), Kildegårdsvej 28, 2900 Hellerup

Glostrup Hospital (Open 24 hours), Nordre Ringvej 57, 2600 Glostrup

Helsingør Hospital (Open 24 hours), Esrumvej 145, 3000 Helsingør

Herlev Hospital (Open 24 hours), Herlev Ringvej 75, 2730 Herlev

Hillerød Hospital (Open 24 hours), Dyrehavevej, entrance 04 29, 3400 Hillerød

Hvidovre Hospital (Open 24 hours), 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 14
2100 Copenhagen
(near Østerport Station)

Opening hours

Monday-Friday: 8 p.m. – 9.30 p.m.

Saturdays, Sundays and public holidays: 10 a.m. -12 a.m. and 8 p.m. – 9.30 p.m.

24th and 31st of December:

9 a.m. – 2 p.m.

Contact: Show up in person

North Zealand (Nordsjælland)

+45 70 25 00 41

Opening hours:

Monday-Friday: 4 p.m. – 7 1.m.

Saturdays, Sundays and public holidays: open 24 hours

Contact: Telephone

Bornholm

+45 56 95 67 00

Opening hours:

Saturdays, Sundays and public holidays:

between 10 am and 10:30 am

Contact: Telephone

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 92

Workindenmark

– services to Danish Employers and foreign Jobseekers

Where does your next employee come from?

Talent is everywhere – so why only look for it in Denmark? Workindenmark helps companies find the right international candidate outside Denmark. We also make sure they get off to a good start in their new job – and in Denmark.

Benefit from international talent

Danish companies are increasingly looking outside Denmark when they need to increase their workforce or recruit people with specific skills.

Every year, thousands of employees come to Denmark from Europe and the rest of the world.

The German doctor and the West African engineer are already working here. So is the Columbian researcher, the Polish carpenter, the computer game developer from London – and many more. Some relocate for a short period; others bring their families in the hope of staying in Denmark long term.

International recruitment is still a new concept for most Danish companies. But it's an option many will have to consider to meet the need for labour. Already, certain sectors have positions they cannot fill. And in the not too distant future, labour market research predicts that Denmark will be short of labour.

Before you start, consider:

- where and how you will find the most qualified candidates?
- how you plan to make your new colleague a part of your company?
- the level of language proficiency your candidate needs to have – will he/she need Danish courses?
- if you need to help the employee's partner find a job?
- what you can do to help your new colleague's family settle in Denmark?
- who to go to for help with the necessary paper work?

Workindenmark is here to help

We can help you and your new employee through the entire process – from recruitment until the international employee is settled at work in Denmark. If your employee is bringing his or her family, we can also help them settle in Denmark.

All our services are free of charge – both for you and your new employee.

Finding the right match

Workindenmark helps to:

- make open positions in Danish companies visible internationally
- advise companies and applicants on job ads and how to advertise
- find relevant international candidates for open positions
- manage the initial contact between Danish companies and foreign job applicants

Settling in at work

Workindenmark provides:

- assistance with the initial contact to Danish authorities
- help getting the new employee off to a good start in the work place
- a welcome package to new employees

Getting settled as a family

Workindenmark offers:

- job-seeking advice to the partners of foreign employees
- company membership to our nation-wide job exchange for partners
- advice on issues such as Danish courses, housing, schools and childcare

Our services are directed at Danish companies as well as foreign employees. In many cases, we are able to offer counselling in your employees' mother tongue.

Professional service

As a public service, Workindenmark gives companies and foreign job seekers access to:

- three regional centres, offering a high level of expertise and great experience in international recruitment
- an internet portal, Workindenmark.dk, which provides companies and job applicants with relevant knowledge – in Danish and several foreign languages
- a CV bank with CVs from international applicants
- a job bank where Danish companies can advertise their

vacant positions internationally

- a network of 800 European recruitment consultants who work together via the European EURES collaboration
- a hotline in Danish, English and Polish
- a newsletter in Danish, 'Employees from abroad'

Contact us to find out about our services and how we can help you – or read more at www.workindenmark.dk

Workindenmark provides professional services to any organisation that would like to take advantage of international recruitment.

We work with large companies running international operations as well as smaller companies that are about to take on their first foreign employee. We make it easier, quicker and more effective for private and public employers to find the right people – and fully enjoy their qualities.

Denmark

First steps in Denmark

Working in Denmark

Life in Denmark

Job search in Denmark

Leaving Denmark

**Important Telephone
Numbers and addresses**

**Workindenmark – services
to Danish Employers**

Workindenmark West
Nordhavnsgade 4-6
8000 Aarhus C

Workindenmark South
Dannebrogsgade 3, 1.
5000 Odense C

Workindenmark East
Nyropsgade 1, 1.
1602 København V

WORK IN DENMARK