PRACTICAL INFORMATION
FOR NEW INTERNATIONAL STUDENTS
AAU CPH
2017
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to AAU CPH</td>
<td>4</td>
</tr>
<tr>
<td>Planning your stay</td>
<td>6</td>
</tr>
<tr>
<td>International Welcome Day at AAU CPH</td>
<td>10</td>
</tr>
<tr>
<td>How to register in Denmark for non-EU students</td>
<td>11</td>
</tr>
<tr>
<td>How to register in Denmark for EU-Students</td>
<td>12</td>
</tr>
<tr>
<td>Living in Denmark</td>
<td>15</td>
</tr>
<tr>
<td>How to save money</td>
<td>16</td>
</tr>
<tr>
<td>Transportation</td>
<td>19</td>
</tr>
<tr>
<td>Learning Danish</td>
<td>22</td>
</tr>
<tr>
<td>Services at AAU CPH</td>
<td>23</td>
</tr>
<tr>
<td>Study environment</td>
<td>26</td>
</tr>
<tr>
<td>Important network</td>
<td>28</td>
</tr>
<tr>
<td>The Student Guidance Centre</td>
<td>29</td>
</tr>
<tr>
<td>Important contacts</td>
<td>30</td>
</tr>
</tbody>
</table>
WELCOME TO
AALBORG UNIVERSITY COPENHAGEN

AAU consists of three campuses, which are situated in Aalborg, Esbjerg and Copenhagen. Common to all three campuses is AAU’s strong focus on problem based learning as well as research based innovation - but there are also local differences in study environments, study programmes and practicalities.

This Practical Information folder will help you as new international student prepare your journey and arrival at campus AAU CPH, so please read the folder carefully and make use of the information already prior to your arrival.

The International Guidance at AAU CPH together with Study and Career Guidance AAU CPH acts as a central service unit for all new international students, where you can get non-academic guidance both prior to your arrival and throughout your studies.

We strive to provide you with excellent service and look forward to assist you in making your stay a great experience.
JOIN US!

@ InternationalOfficeAalborgUniversity

/ AAU-CPH International Corner

/ International Accommodation Office AAU CPH

@ aaucph

@ aalborguniversitet

@ aaustudieliv

@ AAUcph

@ sesaau
PLANNING YOUR STAY - CHECK LIST

TO DO BEFORE ARRIVAL

☐ Apply for visa and residence permit (non-EU students only)

☐ Arrange for insurances (for example health/travel/personal insurance)

☐ Apply for the EU European Health Insurance Card (the blue card) (EU students only)

☐ Make travel arrangements

☐ Find accommodation

REMEMBER TO TAKE WITH YOU

☐ Valid passport and ID card (and 2 photo copies)

☐ Debit card/traveller’s cheques/Danish currency

☐ Travel adopter for electrical appliances (220V)

☐ Mobile phone

☐ Dictionary, books or other study material

☐ Weatherproof clothing

☐ Any documents required for your registration in Denmark (see checklist on page 11 and 13)
PLANNING YOUR STAY

RESIDENCE PERMIT & CERTIFICATES

As an international student you must apply for a residence permit in Denmark. You must apply for both a residence permit/certificate and a Civil Personal Registration number (CPR-number). To obtain a residence permit/certificate you must be enrolled and active in a study programme. If this is not the case, the Danish Immigration Service can revoke your residence permit/certificate. The University is obliged to inform the Immigration Service, if you are not actively attending the study programme.

We recommend you to check the Danish Immigration Service website: https://www.nyidanmark.dk/en-us/ to learn more about the requirements which apply to applicants from your country.

NON EU/EEA STUDENTS

Non EU/EEA students are expected to apply for and receive their residence permit prior to their arrival in Denmark.

EU/EEA STUDENTS

EU/EEA students should apply at the State Administration, Ellebjergvej 52, 2450 Copenhagen SV. Visit the State Administration within the opening hours (see p. 12).

NORDIC STUDENTS

Nordic students do not need a residence certificate or a permit to reside or study in Denmark.
PLANNING YOUR STAY

INSURANCE & HEALTHCARE
When you have received your residence permit and live in Denmark, you are entitled to the health insurance services and treatment offered by general practitioners (GP) and at hospitals.

As an international student staying in Denmark for more than three months, you are required by law to apply for a Civil Personal Registration Number (CPR number) online at ihcph.kk.dk/indhold/sorting-out-your-paperwork.

After your registration, you will receive a yellow health insurance card, that allows you to receive free medical treatment.

Always remember to bring the yellow Health Insurance Card when you see your GP or dentist. The name, address and phone number of your GP will be printed on the card. Please note that this card does NOT cover the costs of emergency repatriation and personal liability.

Before leaving your home country we therefore encourage you to purchase an additional travel insurance covering the full period of your stay in Denmark.

A travel insurance will typically cover the expenses related to illness, injuries, medical and dental treatments and usually also cases of theft.

We also recommend you to take out a personal accident insurance to cover your stay in Denmark. It is particularly important for students conducting laboratory work to insure that their insurance covers accidents involving laboratory work.

Please note, since medical treatment is only free of charge when you have received you residence permit, you may want to take out a personal insurance to cover the first 4 to 6 weeks of your stay in Denmark. The permit may take a few weeks to arrive.

HEALTH INSURANCE
For more information:
https://goo.gl/eaDkAL
ACCOMMODATION

Finding accommodation in Copenhagen is a great challenge. The two main offices in Copenhagen - KKIK and CIU - who administer student accommodation in Copenhagen are under pressure as the demand this year far exceeds the number of rooms available. We recommend that you join their waiting lists if you plan to study in Copenhagen for more than one year. Please note, it may take up to 12 months before you receive an offer from them.

The International Accommodation Office at AAU CPH exclusively offers guidance on how to search for accommodation on your own.

Renting a room in Copenhagen usually costs between DKK 3,000-5,000 per month. You can find more information on how to search for student accommodation and private accommodation at our website:

http://www.en.aau.dk/education/apply/international-accommodation-office/copenhagen/

ALL ROOMS ADMINISTERED BY AAU CPH ARE BOOKED!

We are sorry to inform you that AAU CPH no longer has available rooms for the autumn of 2017.
INTERNATIONAL WELCOME DAY AT AAU CPH

On your first day you will attend the International Welcome Day on Thursday 31 August 2017.
At this meeting you can pick up your AAU card, if you have ordered it in advance.

In order for you to pick it up at the International Welcome Day, you’ll need to order it no later than 8 August, 2017 at http://www.en.its.aau.dk/instructions/aaucard

IMPORTANT

OFFICIAL REGISTRATION IN DENMARK

When you arrive in Denmark you need to register your arrival. As EU-student please go to the State Administration to get your residence certificate.
Apply online for a CPR-number at ihcph.kk.dk/indhold/sorting-out-your-paperwork.
HOW TO REGISTER IN DENMARK FOR NON-EU STUDENTS

YOU NEED

- **VISA**
  You need to apply for/ receive your visa BEFORE your arrival

- **RESIDENCE PERMIT**
  You need to apply for/ receive your residence permit BEFORE your arrival

- **CIVIL PERSONAL REGISTRATION NUMBER**
  You need to apply online for your CPR-number and make an appointment at the Internatiol House in order to receive your CPR-number.

TO OBTAIN A CPR NUMBER, YOU NEED TO HAVE A SCANNED COPY / CLEAR PHOTO OF

- Your passport or other valid national ID with photo
- Valid residence permit
- Your Danish address (e.g. rental contract / housing confirmation / payment receipt)
HOW TO REGISTER IN DENMARK FOR EU STUDENTS

YOU NEED

- **RESIDENCE CERTIFICATE**
  The State Administration (in Danish ‘Statsforvaltningen’) will issue your registration certificate. Please complete the OD1 form “Application for EU-residence document”. You will find the form in your Welcome Bag or at this link: www.statsforvaltningen.dk/site.aspx?p=6110

- **CIVIL PERSONAL REGISTRATION NUMBER**
  Please apply online at www.ihcph.kk.dk/

OFFICIAL REGISTRATION IN DENMARK

When you arrive in Denmark you need to register your arrival. The State Administration will have special opening hours for students in August and September 2017 at Statsforvaltningen, Ellebjergvej 52, 2450 Copenhagen SV.

If you visit Statsforvaltningen within these opening hours, an EU registration certificate can be issued the same day.

SPECIAL OPENING HOURS

- Thursday 17 August: 8:30 - 10:30
- Thursday 24 August: 8:30 - 10:30
- Friday 25 August: 8:00 - 14:00
- Thursday 31 August: 8:30 - 10:30
- Friday 1 September: 8:00 - 14:00
- Friday 8 September: 8:00 - 14:00
- Thursday 14 September: 8:30 - 10:30
- Friday 15 September: 8:00 - 14:00
TO OBTAIN A REGISTRATION CERTIFICATE YOU NEED TO BRING TO THE STATE ADMINISTRATION

- A completed and signed application form: “OD1 - application for EU-residence document”
- Your original passport or original national ID-card and colour copy of this
- A current photo of you in the size of a passport photo
- Proof of admission from the Danish school/host institution
- Declaration regarding support

TO APPLY ONLINE FOR A CPR NUMBER, YOU NEED TO HAVE A SCANNED COPY / CLEAR PHOTO OF

- Your passport or other valid ID with photo
- Valid residence permit, that you got from the State Administration
- Your Danish address (e.g. rental contract / housing confirmation / payment receipt)

APPLY ONLINE AT IHCPH.DK/INDHOLD/SORTING-OUT-YOUR-PAPERWORK
ABOUT REGISTRATION

The State Administration and the International House are open on regular work days.

SERVICES AT THE INTERNATIONAL HOUSE

The International House covers a wide range of areas and will be able to provide you with a number of services. These services include:

- Issuing Civil Personal Registration numbers (CPR-numbers)
- Registration of address and relocation. (It is not an accommodation agency, they just register your address)
- Issuing the yellow Health Insurance Card
- Assigning general practitioners (GP)

YOU NEED TO HAVE A SCANNED COPY / CLEAR PHOTO OF

- Your passport with photo
- Valid Registration Certificate
- Address (e.g. rental contract)

THE STATE ADMINISTRATION

(in Danish: “Statsforvaltningen”)
Ellebjergvej 52
2450 København SV
Phone: (+45) 72 56 70 00
E-mail: post@statsforvaltningen.dk
www.statsforvaltningen.dk

Opening hours, for personal assistance

Monday, Tuesday and Wednesday: 8:00 - 14:00
Thursdays: 12:00 - 16:00
Friday: 8:00 - 14:00

INTERNATIONAL HOUSE

International House Copenhagen
Gyldenløvesgade 11
1600 Copenhagen V
www.kk.dk/borgerservice

You need to apply online and make an appointment to receive your CPR-number
BANK ACCOUNT
You can choose any bank you want. All banks require your Civil Registration number (CPR number) in order for you to open a bank account. You must also bring a photo ID, a letter of enrolment/admission (an AAU email), and provide the bank with information on your name, current address, date of birth, nationality, gender, e-mail address and CPR number. Remember to ask the bank whether they charge a fee for opening an account and whether they offer internet banking in English.

CURRENCY
The estimates in this brochure are stated in the Danish currency called ‘KRONER’ and abbreviated ‘kr.’ or DKK. 1 Danish krone is equal to 100 Danish ‘Øre’.

JUNE 2017
1 US-dollar ≈ DKK 6.67
1 Euro ≈ DKK 7.44

LIVING EXPENSES
It is never too early to start preparing your budget for your time in Denmark. In general the cost of living in Denmark is high but this will, of course, vary according to personal requirements, living situation, spending habits and standards.

AVERAGE LIVING EXPENSES
Average cost of living (including travel expenses):
approx DKK 5,500 per month

Renting a room in Copenhagen:
approx DKK 3,000-5,000 per month

Basic food expenses:
approx DKK 1,500-2,000 per month
HOW TO SAVE MONEY

Even though living expenses are generally high in Denmark, you can keep expenses at a minimum by borrowing study books from the library, cooking your own meals, shopping in discount supermarkets or at second-hand shops and by looking for sales, students deals, etc.

CLOTHING
Clothing prices are generally high in Denmark. However, you can find places to buy clothes at reasonable prices in some of the budget shops, like H&M. In the large Danish supermarkets such as Føtex, Kvickly and Bilka, you can find cheap clothes. If you have a tight budget, a great alternative may be second-hand clothes. In Denmark, buying second-hand and vintage clothes have become a popular trend.

GROCERY SHOPPING
Please note that some supermarkets do not accept foreign credit cards, so it might be a good idea to bring cash, when you go shopping. The cheapest places to do your grocery shopping are in Aldi, Lidl, Netto, Fakta and Rema1000.

On Borgbjergsvej, in walking distance of campus, at Sydhavnen, you will find a Fakta supermarket in which you can do your budget grocery shopping.

GENERAL OPENING HOURS
Monday to Sunday: 8:00 - 22:00

Please note that opening hours may vary. Supermarkets tend to have longer hours and most are also open on Sundays.
**PHONE**

The easiest way to call your home country at a low cost is by using the DKK 10 Lebara sim-card that you will be given at AAU CPH on International Welcome Day. The card gives you a personal Danish phone number and allows you to make very inexpensive international as well as domestic calls.

If you do not want a sim-card for your phone, you can buy a prepaid calling card called ‘Global One’. The Global One card costs DKK 100 and offers some of the cheapest prices for international calls. You can buy it at the post offices and in various types of kiosks.

Of course, you can also use the various apps and freeware systems for calling and texting for free, such as Skype, Viber, Tango etc., when you have access to free Wi-Fi.

**STUDENT JOBS**

The amount of student jobs available to international students in Copenhagen is rather limited.

However, if you get a student job remember that you have to pay Danish tax on your salary. You are allowed to work a maximum of 20 hours a week. To search for student jobs, please visit AAU Jobbank at: [www.jobbank.aau.dk](http://www.jobbank.aau.dk).

You can find important information about working in Denmark, Danish tax rules etc. at: [www.workindenmark.dk](http://www.workindenmark.dk)  
[https://goo.gl/PyUDNN](https://goo.gl/PyUDNN)
[www.facebook.com/globejob](http://www.facebook.com/globejob)

At AAU CPH you can also make an appointment with our career counsellor. They offer career coaching, information about the Danish system and how to apply for jobs in Denmark.

**CAREER GUIDANCE**

(at the Student Guidance Centre)

**CONTACT**  
karriere@cp.haau.dk

**PHONE**  
(+45) 99 40 74 47

**BOOK AN APPOINTMENT ONLINE**  
FOR YOUR SMARTPHONE OR LAPTOP

GOOGLE TRANSLATE
Google’s free online language translation service allows you to instantly translate single words, texts, documents and entire web pages online.
translate.google.com/?hl=da#da/en/

JOURNEY PLANNER (REJSEPLANEN)
If you need to find out how to get from one place to another by public transportation, an easy way is to use the Journey Planner. Just type in your starting point and ending point and the Journey Planner will map out your entire trip.
www.rejseplanen.dk/bin/query.exe/en

THE AAU SEARCH ENGINE
Find information available on the University’s website or the contact information of employees of Aalborg University.
http://www.search.aau.dk/?locale=en
TRANSPORTATION

PUBLIC TRANSPORTATION
Public transportation in Denmark consists of buses, trains and the metro.
To find out how to get from one place to another you may use the online Journey Planner (in Danish ‘Rejseplanen’). Type in where you will be travelling from and to and the Journey Planner will generate options for your trip. Find the Journey Planner here: www.rejseplanen.dk/bin/query.exe/en

FIND FURTHER TRAVEL INFORMATION:
Train: www.dsb.dk/en/
Metro: intl.m.dk
Bus: www.dinoffentligetransport.dk/service/for-tourists/

TICKETS AND ZONES
The Greater Copenhagen area is divided into zones. At bus stops and stations you can find zone maps (see the image on the next page). At each station you will find a card, attached to the map, indicating its zone. Zones are divided by the white lines, and the names written in black are names of all the stations in each zone. The coloured areas on the map are referred to as zone rings.
Tickets can be purchased at ticket offices, from ticket machines at train and metro stations or directly from your smartphone. When travelling by bus you can also buy tickets from the bus driver, if you bring small change (coins only). Remember to keep your ticket throughout the journey in case a conductor wants to see it. Travelling without a valid ticket will incur a fine.

PRICES
There are several ways of obtaining discount on public transport. You can buy a monthly travel card at a ticket office. You must bring your ID e.g. your passport and passport photo. For more information on monthly travel cards, please visit the ticket office at Copenhagen Central Station.
You can also apply for an “Ungdomskort”, which will give you student discounts on public transportation. You can apply for the “Ungdomskort” when you have obtained a NEM-ID. Apply for the “Ungdomskort” at www.ungdomskort.dk
TRAVEL CARD (REJSEKORT)

“Rejsekort” is an electronic ticketing system for travelling by bus, train and metro. Rejsekort unites the different transport operators, travel zones, ticketing systems and discount schemes into one common system. You can buy a rejsekort at:

http://www.rejsekort.dk/?sc_lang=en

PRICE EXAMPLE - 2 ZONES:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Ticket</td>
<td>DKK 24</td>
</tr>
<tr>
<td>Monthly travel card</td>
<td>DKK 365</td>
</tr>
</tbody>
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ZONE MAP

SYDHAVN S-TRAIN STATION

(Station closest to Aalborg University Copenhagen)
**TAXI**

Taxi services are rather expensive in Denmark. For example; the 9.5 km trip from Copenhagen Airport to AAU CPH is around DKK 170 – 220. There are several different taxi companies in Copenhagen, these are just a few of them:

- **AMAGER-ØBRO TAXI**
  Phone: (+45) 27 27 27 27

- **TAXA 4X35**
  Phone: (+45) 35 35 35 35

- **DANTAXI**
  Phone: (+45) 70 25 25 25

**BICYCLES**

Travelling by bicycle is usually cheaper, healthier and sometimes faster. When it is dark outside, you are required by law to have lights on your bike, so remember to always bring two lights for the bicycle, a white light at the front and a red light at the back. A new bicycle costs between DKK 1,500-3,000. In some of the larger supermarkets such as Kvickly, Føtex and Bilka, you can buy new bicycles at a cheaper price.

You can buy a used bicycle at either the Police Auction for lost properties, at ‘Kjøbenhavns Genbrugs Compagni’ or on the Internet. Please note when buying a bicycle at an auction, additional expenses for repairs may arise. Or you can rent a bike via “Bycyklen”. Read more at [www.bycyklen.dk](http://www.bycyklen.dk).

- **POLICE AUCTION**
  Tæbyvej 3 B, 2610 Rødvre
  Phone: (+45) 36 72 73 74
  [www.topauktioner.dk/auktionskalender/](http://www.topauktioner.dk/auktionskalender/)

- **KJØBENHAVNS GENBRUGS COMPAGNI**
  (Second-hand bicycles)
  Valdemarsgade 14 (in the yard)
  1665 Copenhagen V
  Phone: (+45) 33 31 45 13
  Mon, Tus, Thu: 9:00 – 15:30
  Wed: 9:00 – 17:30
  Fri, Sat, Sun: Closed

- **DBA.DK**
  Visit [www.dba.dk](http://www.dba.dk) to find used bikes - search for ’cykler’ or ’cykel’
LEARNING DANISH

The City of Copenhagen offers free Danish lessons to international students. Attending these lessons will give you a grasp of the language, and an understanding of the Danish society.

We are happy to inform you that you can also attend Danish language courses at campus. You may select any language provider; however, only the following two providers currently offer Danish language courses at the AAU CPH campus.

**KØBENHAVN SPROGCENTER**
Courses on campus every Thursday
Sign up here: [www.kbh-sprogcenter.dk/learn_danish](http://www.kbh-sprogcenter.dk/learn_danish)

**IA SPROG COURSES**
Courses on campus every Tuesday
Sign up here: [www.iasprog.dk/en/](http://www.iasprog.dk/en/)

**FURTHER DETAILS**
[www.en.cph.aau.dk/international-students/learning-danish/](http://www.en.cph.aau.dk/international-students/learning-danish/)

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INTERNATIONAL HOUSE COPENHAGEN

You can contact International House Copenhagen, if you are in need of additional help with any of the following:

- CPR-registration,
- Guidance for jobsearch
- Information on culture and leisure activities
- Tax-questions

**INTERNATIONAL HOUSE COPENHAGEN**
Gyldensløvesgade 11
1600 Copenhagen V
[www.ihcph.dk](http://www.ihcph.dk)

Opening hours:
Mon-Wed: 10:00 - 15:00
Thu: 11:00 - 15:00
Fri: 10:00 - 14:00
SERVICES AT AAU CPH

CANTEEN
The main canteen is located on Building A, ground floor, and a smaller canteen is located on Building B, ground floor. You can see the menu of the week here: Intranet.cph.aau.dk.

MAIN CANTEEN
Monday - Thursday 7:30 – 15:00
Friday 7:30 – 14:00

SMALL CANTEEN
Monday - Thursday 9:00 – 14:30
Friday 9:00 – 14:00

QUIET CONTEMPLATION ROOM
The quiet contemplation room is open to all, regardless of religious beliefs, and may be used for prayer, reflection, meditation or for enjoying some quiet time. The room is located at Building A, 3rd floor, room 3060.

IT SUPPORT
IT support is available to all students at AAU CPH. Visit the webpage www.its.aau.dk for topics concerning login, guides, printers, lab computers, personal computers, network drives etc. If you have problems, contact IT support:
E-mail support@its.aau.dk
Phone (+45) 99 40 20 20
Local Service Desk A.C. Meyers Vænge 15, 5th floor

AALBORG UNIVERSITY LIBRARY (AUB)
At AAU CPH on A.C. Meyers Vænge 15, the library (AUB) does not contain books. During opening hours, the librarians can order books for you from the main library in Aalborg, and the books are then sent to AAU CPH for you to pick up. www.aub.aau.dk
STUDY PROGRAMME SECRETARIES
The programme secretaries keep track of various information. If you have any practical questions you can always contact your study programme secretary. A study secretary is assigned to one or more specific programmes. Find a list of the secretaries including contact information: www.kortlink.dk/mgyc

STUDENT COUNSELLOR FOR SPECIFIC COURSES
In addition to the general study counselling, the different study programmes have student counsellors of their own. The counsellor can inform you of the composition of your study, including its study programme and study environment. To find your student counsellor, please follow this link: intranet.cph.aau.dk/students/ uddannelsernes-vejledere

STUDENT GRANTS AND LOAN SCHEME (SU)
Questions related to students grants and loan schemes must be directed to the SU office which is located in Aalborg. For further information please visit: www.sukontor.aau.dk/english/

PHONE (+45) 99 40 94 30
between
Mon-Fri 12:00 - 14:00
Wednesday: Closed
E-MAIL su@aau.dk

TUITION WAIVERS
If you have any questions regarding tuition waivers, please direct them to: masteradmission@aau.dk

Please also read more at: www.ibc.aau.dk/international-education/ tuition-waivers
THE AAU CARD - STUDENT ID CARD

The AAU card is your student ID card during your entire time of study at AAU CPH. The card is required for entering the University buildings both during and outside regular opening hours.

NOTE!
In order to receive your AAU card at time of your arrival, you must upload a photo at UniStart (www.en.unistart.aau.dk) before 8 August 2017.

Until activated, the card does not work; therefore, as soon as you have received your card, you must go to the building supervisors’ office. If you lose your AAU card we ask you to report this immediately in order to prevent misuse.

If you lose your AAU card, you need to contact your local Facility Support Team at campusserviceCPH@cph.aau.dk or send an email to aaucard@adm.aau.dk as soon as possible.

Learn more about how you can use your AAU card at: www.en.aaucard.aau.dk/students

YOU NEED THE AAU CARD IN ORDER TO:

- Enter the University buildings
- Use library services
- Use printing services
STUDY ENVIRONMENT

As an international student at AAU CPH you have ample opportunity to make your mark on the study environment. AAU CPH campus offers a wide variety of activities targeted at international students, these include the Tutor/Buddy Network, The Student Society, Sports Clubs, Coffee Spots etc.

THE COFFEE SPOT
At the Coffee Spot, you can meet your friends for coffee every Wednesday between 13:00 and 17:00 at Building B, ground floor.
- guest canteen
FB page @ Kaffepletten

“SLUSEN”
Slusen is run by students, who organises Friday bars and parties.
For more information about Slusen and their events visit their Facebook page: @SlusenAAU
CONTACT: Filip Adamik
fadami15@student.aau.dk
+45 93 95 93 59

GET MORE INFORMATION ON AAU CPH STUDENT ORGANISATIONS
Cph.aau-student.com functions as an information providing and re-directing site for events that are scheduled at AAU CPH campus.

SOCIAL LIFE ORGANISATION
Network social events for all students at AAU CPH.
FB page @ social.life.organisation
SPORTS

FITNESS ROOM AT THE AAU CPH CAMPUS

If you want to workout before or after your lectures you may use the gym at the ground floor Building A. There you will find a room with different exercise machines and an exercise studio equipped with mirrors. All students at AAU CPH may organise or attend different exercise classes such as yoga or boxing.

Find more information on campus intra.
IMPORTANT NETWORK

INFORMATION ON THE TUTOR/BUDDY TEAM
www.en.cph.aau.dk/international-students/buddy-network

E-MAIL
tutor.buddy.team@cph.aau.dk

HOME COUNTRY NETWORKS
AAU would like to encourage our international students to connect and network across study programmes and across nationalities.
However, we do know that it is important to our international students to network with other students from their home country.
Currently, we have information of the following home country networks:

LITHUANIAN YOUTH SOCIETY IN DENMARK
Webpage: www.lys.lt
Facebook: www.facebook.com/LYSinDenmark.

ROMANIAN YOUTH ORGANISATION
A local branch of a global Romanian youth organisation: www.mygrasp.org/about-us/
The Student Guidance Centre is available from your first day on campus and until you complete your studies at AAU CPH. We can help you find answers to questions that may arise during your studies. These may relate to your participation in group work, internship, studying abroad or questions related to your career considerations. At the Student Guidance Centre the counsellors will help you make the most of your studies at AAU CPH. If required, we will refer you to the proper expertise and/or help you to contact other relevant contact units at campus.

**OUR SERVICES**

- Application procedure and admission
- Leave of absence due to illness, maternity leave, etc.
- Study methods
- Lack of personal motivation, loneliness and other personal issues
- Studying and traineeships abroad
- Career opportunities with your programme and preparations for work life
- Accommodation in Copenhagen

**FIND US AT**

Building B, Ground floor, next to the small canteen
IMPORTANT CONTACTS

HOSPITALS WITH ACCIDENT AND EMERGENCY DEPARTMENTS
(In Danish: ‘Skadestue’)

BISPEBJERG HOSPITAL
Bispebjerg Bakke 23
2400 Copenhagen NV
Phone: (+45) 35 31 35 31

HERLEV HOSPITAL
Herlev Ringvej 75
2730 Herlev
Phone: (+45) 38 68 38 68

HVIDOVRE HOSPITAL
Kettegård Alle 30
2650 Hvidovre
Phone: (+45) 38 62 38 62

IN CASE OF

EMERGENCY  112
SICKNESS    1813

112
Call 112 if you need to contact any emergency service such as an ambulance, the fire department or the police.

1813 (HELP LINE)
Call 1813 outside your own GP’s opening hours. The specially trained nurses at will advise you about proper treatment and can also refer you to a hospital, if necessary.
HOSPITALS OPEN 24 HOURS

BISPEBJERG HOSPITAL
Bispebjerg Bakke 23
2400 Copenhagen NV
Phone: (+45) 35 31 35 31

HERLEV HOSPITAL
Herlev Ringvej 75
2730 Herlev
Phone: (+45) 38 68 38 68

HVIDOVRE HOSPITAL
Kettegård Alle 30
2650 Hvidovre
Phone: (+45) 38 62 38 62

HOSPITALS WITH LIMITED OPENING HOURS

AMAGER HOSPITAL
Italiensvej 1
2300 Copenhagen S
Phone: (+45) 32 34 32 34

Monday - Sunday 7:00 - 22:00

FREDERIKSBERG HOSPITAL
Nordre Fasanvej 57
2000 Frederiksberg
Phone: (+45) 38 16 3816

Monday - Sunday 7:00 - 22:00
Emergency clinic 9:00 - 21:00

IMPORTANT!
YOU ALWAYS CALL 1813 BEFORE GOING TO A EMERGENCY ROOM
DOCTORS
(In Danish ‘Læge’)

GENERAL PRACTITIONERS (GP)
When you receive your Health Insurance Card (yellow card) from the Citizen Service Centre, a GP has been assigned to you. You can visit your GP free of charge. Before visiting your GP, you must make an appointment. The contact details of your new GP will be printed on your Health Insurance Card. When visiting your GP, please remember always to bring your Danish Health Insurance Card (yellow card).

FOR THOSE WHO DO NOT YET HAVE A CPR NUMBER / HEALTH INSURANCE CARD
If you do not have a CPR number and a Health Insurance Card (yellow card) yet, you may visit the Citydoctors. Citydoctors welcome English-speaking patients and charge per consultation. To see a list of their prices and opening hours visit: www.citydoctors.dk.

Citydoctors
Lille Strandstræde 20, 1254 Copenhagen K

PHONE (+45) 33 33 84 84

DENTISTS
(In Danish: ‘Tandlæge’)

If you need to see a dentist, you may choose any dentist and simply call to make an appointment. Please note, however, that dental treatment is not free of charge in Denmark, actually it is quite expensive. You can find a list of dentists based in Copenhagen here: http://www.degulesider.dk/search/København/tandlæger/1/

DENTISTS - OUTSIDE OPENING HOURS
(In case of emergencies)

EMERGENCY DENTAL SERVICE
(in Danish ‘Tandlægevagten’)
Oslo Plads 14,
2100 Copenhagen Ø

PHONE (+45) 35 38 02 51

Monday - Friday 10:00 - 12:00 and 20:00 - 21:30
Weekends, holidays 20:00 - 21:30
PHARMACY
(In Danish: ‘Apotek’)

SYDHAVNSAPOTEKET
(Close to campus)
Borgbjergsvej 15
2450 Copenhagen SV

PHONE  (+45) 33 31 16 50

Tuesday - Friday  9:00 - 17:30
Saturday  9:30 - 13:30
Sunday  Closed

PHARMACY OUTSIDE OPENING HOURS

COPENHAGEN STENO PHARMACY
(Close to Central Station)
Vesterbrogade 6C
1620 Copenhagen V

PHONE  (+45) 33 14 82 66

COPENHAGEN SØNDERBRO PHARMACY
Amagerbrogade 158
2300 Copenhagen S

PHONE  (+45) 32 58 01 40

POLICE
(In Danish: ‘Politi’)

POLICE STATION - CITY
Halmtorvet 20
1700 Copenhagen V
Phone: (+45) 33 25 14 48
EMERGENCY: 112
Open 24 hours a day
POST OFFICE
(In Danish: ‘Posthus’)

Post offices are located in most bigger supermarkets.

LIBRARY
(In Danish: ‘Bibliotek’)

THE CENTRAL LIBRARY
(in Danish: ‘Hovedbiblioteket’)

Krystalgade 15
1172 Copenhagen K

www.bibliotek.kk.dk/temaer/copenhagen-libraries-english

PHONE (+45) 33 66 30 00

Monday - Friday 8:00 - 21:00
Saturday 8:00 – 17:00
Sunday Closed

THE ROYAL LIBRARY
(In Danish: ‘Det Kongelige Bibliotek’)

The National Library of Denmark and Copenhagen University Library

www.kb.dk/en/index.html

CPH STUDENT CONGREGATION AND UNIVERSITY CHAPLAINS IN COPENHAGEN

You have the opportunity to use the university chaplains in Copenhagen as counsellors in personal matters. You do not have to be Christian or a firm believer of any kind to make an appointment with one of the chaplains. He/she is available for talks on all subject matters of a personal, existential, religious kind.

Find more information at
http://www.smikbh.dk/english.html
WHERE TO FIND
THE STUDENT GUIDANCE CENTER

Building B (ground floor)
Frederikskaj 12, 2450 Copenhagen SV

Cross the bridge from Building A
or take the stairs in the hallway at Building B
(access from Sydhavnsvej)