



AARHUS UNIVERSITY

# ARRIVAL GUIDE

ARRIVAL GUIDE FOR INTERNATIONAL  
FULL-DEGREE AND EXCHANGE STUDENTS

AUTUMN 2011

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Version: Autumn 2011

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# WELCOME! VELKOMMEN!

## WELCOME TO DENMARK, AARHUS UNIVERSITY AND THE INTERNATIONAL CENTRE!

We hope you have had a pleasant journey and that you are looking forward to your stay here.

In this booklet you will find important information regarding your first days at Aarhus University (AU). If you have any questions, now or during your stay, please do not hesitate to visit the International Centre (IC) or to call/email us.

International Centre  
Høegh-Guldbergs Gade 4  
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Web: [www.au.dk/ic](http://www.au.dk/ic)

Facebook Profile for chat:  
Internationalcenter Aarhus

Opening hours:  
Monday – Friday 10:00 – 14:00



# ARRIVAL PROCEDURES

All students need to register at the IC as soon as they arrive, in order to receive their student card and other important documents for the following arrival procedures.

## What you receive when you register at the IC

- Student ID card
- Form for CPR application
- Letter of Admission (exchange students)
- Aktiv Attest (full-degree students)
- EU students also receive an application form for your residence certificate

## NORDIC CITIZENS

Nordic citizens do not need a residence permit or certificate. You must, however, apply for a CPR number if you are staying in Denmark for more than three months. If so, you should visit the Borgerservice as soon as you arrive, bringing your passport or other photo ID.

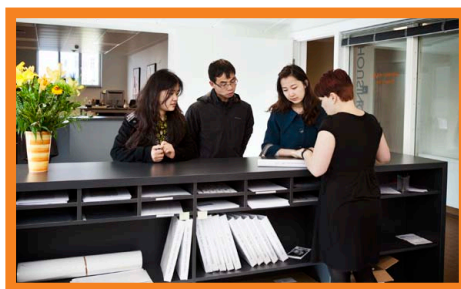
## EU/EEA CITIZENS

You need to apply for a residence certificate and CPR number. You can apply for both at the same time if you register with the authorities on campus on the following dates:

**Wed August 10**

**Wed August 24**

**Wed September 7**



## Registration with the authorities on campus

Please fill out the residence certificate application form beforehand and bring it along with:

- 1 passport photo
- Your valid passport or ID card
- A copy of your passport or ID card
- Your letter of Admission (exchange)
- **OR** your Aktiv Attest (full-degree).

You will then receive your CPR number by mail at your home address in Aarhus. This takes approximately two weeks.

## Registration outside of campus

If you do not register with the authorities on campus, you will need to apply for your residence certificate and CPR number separately. First you will need to apply to the State Administration for your residence certificate, which take approximately two weeks.



Please bring:

- 1 passport photo
- Your valid passport or ID card
- A copy of your passport or ID card
- Your letter of Admission (exchange)
- **OR** your Aktiv Attest (full-degree).

It will be sent to the IC for collection – we will contact you once it arrives.

You will then need to register with the Borgerservice for your CPR number, which will be sent to your home address in Denmark. Please remember to bring your residence certificate and photo identification along with copies.

### Other Foreign Citizens

You should already have a Residence Permit upon arrival in Denmark. If you do not, please visit the Immigration Office (Udlændingekontoret) at Aarhus Police Station.

You need to register with the Borgerservice as soon as you arrive in Denmark in order to apply for your CPR number. You can either go directly to the Borgerservice at the Town Hall or do this on campus on the following dates:

**Wed August 10**

**Wed August 24**

**Wed September 7**

Please bring with you:

- Your residence permit
- A copy of permit/visa in your passport
- Your Letter of Admission (exchange)
- **OR** your Aktiv Attest (full-degree).

You are covered by the Danish Health Insurance Scheme as soon as you have registered at the Borgerservice.



## AU INTRO WEEK

The International Centre has organised an AU Intro Week for all new international students. This is **mandatory** for **exchange** students, whilst **full degree** students are highly encouraged to attend. AU Intro Weeks will be held on the following dates:

**August 15 – 20** for Science international students.

**August 22 – 26** for AU Main Campus international students.

**August 29 – September 02** for ASB international students.

**August 31 – September 02** for Erasmus Mundus students.

Students should be careful to attend the appropriate week. The AU Intro Week is designed to give new international students an introduction to the University and to the city of Aarhus. The programme offers guidance on academic culture, living in Denmark, faculty specific orientations, city tours and social activities in order to allow students to get to know each other and their surroundings. If attending, you will have received upon your arrival an AU Intro Week brochure, including a schedule for your specific Intro week. There is also a more detailed programme online.

For further information please visit:

Exchange: [www.au.dk/en/exchange/studies/auintroweek/](http://www.au.dk/en/exchange/studies/auintroweek/)

Full-degree: <http://kandidat.au.dk/en/>



## USEFUL INFORMATION

### Course Registration

In most cases you will be signed up automatically for courses at your department. You should check this with your international coordinator or department secretary.

### Exam Registration

It is very important that you register for your exams in advance. You may not be allowed to take your exams if you do not sign up in time. In most cases this can be done online or at your department secretary's office.

### Intranet

Most departments will post important information and upload any documents required for classes on their intranet. It is important that you have access to either First Class or AULA (depending on your department) by the start of the semester.

You can find instructions on the following web pages:

First Class: [www.humaniora.au.dk/en/services/itservices/fcuk/aboutfc](http://www.humaniora.au.dk/en/services/itservices/fcuk/aboutfc)

AULA: [www.au.dk/en/aula/support/howto](http://www.au.dk/en/aula/support/howto)

You will find English instructions in PDF format under 'manual for students'.

### Student Discounts

Remember to print out your Confirmation of Enrolment at Aarhus University from the Self Service site. This paper must be shown with your student ID card in order to obtain student discounts.

### Insurance

It is your responsibility to take out insurance for your personal belongings, accidents and Third Party Liability whilst you are studying in Denmark.



### Bank Account

All banks require your CPR number in order to open a bank account. Photo ID and a letter of admission may also be required. Ask the bank beforehand if they charge a fee for opening an account and whether they offer Internet banking in English.

### Mobile Phones

If you wish to buy a mobile phone contract, please note that in Denmark these are for 6 months. An easy alternative is to buy a prepaid mobile SIM card to insert into an unlocked mobile phone. SIM cards are available in most kiosks or on the internet.

### Buses

You must have a valid ticket to travel on the bus. Single tickets last for 2 hours and can be bought from machines on the bus. You can also purchase 10-trip ticket clipcards (available from most kiosks, newsagents and su-

permarkets) or a monthly bus pass, which is available from Visit Aarhus at Banegårdspladsen or the bus station. You will need a passport photo and your CPR card (or proof of identity and address).

The bus timetable is available from Visit Aarhus or the bus station. For further information visit [www.midttrafik.dk](http://www.midttrafik.dk).

You can also use the online journey planner to find routes, journeys and bus times etc. [www.rejseplanen.dk](http://www.rejseplanen.dk).

### Bicycles

Cycling is the easiest way to get around in Aarhus. Look for a second-hand bike in newspapers such as Gul&Gratis and Den Blå Avis. It is possible to rent a bicycle for the length of your stay from companies like bikes4rent and BikeMe, which offer special rates for students, or through the Studenterhus Århus. Alternatively, big supermarkets like Bilka, Kvickly and Føtex sell new but fairly cheap bikes for around DKK 1,000.

# HVAD? WHAT?!

## A FEW DANISH TRANSLATIONS

### At the supermarket

Agurk - cucumber  
 Appelsin - orange  
 Boller - buns  
 Brød - bread  
 Fisk - fish  
 Fiskefilet - fish filet  
 Frisk - fresh  
 Frugt - fruit  
 Fryse - frozen  
 Grøntsager - vegetables  
 Gulerod - carrot  
 Havre - oats  
 Hvedemel - flour  
 Hvidløg - garlic  
 Ingefær - ginger  
 Kartoffel - potato  
 Kvittering - receipt  
 Kylling - chicken  
 Laks - salmon  
 Leverpostej - paté  
 Løg - onions  
 Mælk - milk  
 Oksekød - beef  
 Ost - cheese  
 Peberfrugt - peppers  
 Pære - pear  
 Pølse - sausage  
 Remoulade - Danish sauce  
 Rugbrød - rye bread  
 Svinekød - pork  
 Smør - butter  
 Spegepølse - salami  
 Sukker - sugar  
 Æble - apple  
 Æg - eggs

### Shopping

Billig - cheap  
 Bluser - shirts  
 Brugt - used  
 Bukser - pants  
 Butikker - shops  
 Dyr - expensive  
 Kvinde/dame - women  
 Købe - buy/shop  
 Mand/herre - men  
 Mode - fashion  
 Ny - new  
 Udsalg - sale  
 Sko - shoes  
 Strømper - socks

### Eating out

Bestik - cutlery  
 Kaffe - coffee  
 Jeg vil gerne have... - I would like to have...  
 Mad - food  
 Sodavand - soda water  
 Te - tea  
 Til at tage med - Take away  
 Vand - water  
 Vin - wine  
 Øl - beer

### Around town

Biograf - cinema  
 Den gamle by - The Old Town  
 Gade - street  
 Havet - the ocean  
 Hvor er...? - Where is...?

Kirke - church  
 Kunst - art  
 Rutebil/bus - bus  
 Skov - forest  
 Strand - beach  
 Taxa - taxi  
 Tog - train

### At University

Bog - book  
 Bygning - building  
 Eksamen - exam  
 Eksamenstilmeldning - exam registration  
 Lokale - room  
 Underviser - professor  
 Speciale - dissertation

### In general

Dag - day  
 Fodbold - European football  
 Fredagsbar - Friday bar  
 Hej - Hi  
 Hjælp - help  
 Hvad laver du? - What are you doing?  
 Hvad så? - What's up?  
 Hvor er du? - Where are you?  
 Leje - rent  
 Måned - Month  
 Rejse - travel  
 Time - hour  
 Uge - week  
 Undskyld - sorry/excuse me  
 Venner - friends

# IMPORTANT ADDRESSES

## Student Resources

**Studenterhus Aarhus**  
Studenternes Hus  
Nordre Ringgade 3  
8000 Aarhus C  
www.studenterhusaarhus.dk

**Student Advisors**  
**Studenterrådgivningen**  
Rymsgade 23, 1  
8000 Aarhus C  
Tel: +45 86 19 04 88  
www.studraadgiv.dk

**Accounts Office**  
**AU Regnskabskontor**  
Katrinebjergvej 89F  
Building 5132  
8200 Aarhus N  
Tel: +45 89 42 11 11

## Libraries

**The State and University Library**  
**Statsbiblioteket**  
Universitetsparken  
8000 Aarhus C  
Tel: +45 89 46 20 22  
Monday-Friday: 9-18  
Saturday: 11-14  
Sunday: Closed

**Main Library**  
**Hovedbiblioteket**  
Møllegade 1  
8000 Aarhus C  
Tel: +45 89 40 92 00

Monday-Thursday: 10-20  
Friday: 10-18  
Saturday: 10-15  
Sunday: Closed

## Immigration, Residence Permit and Registration

**Citizen Service**  
Borgerservice  
Town Hall, Park Alle  
Tel: +45 89 40 22 22  
Monday, Tuesday, Wednesday and Friday: 8-16  
Thursday: 10-19  
Saturday: 9-13

**State Administration for Central Jutland**  
**Statsforvaltningen**  
Lyseng Alle 1  
8270 Højbjerg  
Tel: +45 72 56 83 00  
Monday-Tuesday: 9-15  
Thursday: 9-17  
Wednesday  
Friday: Closed

**Immigration Office at Aarhus Police Station**  
**Udlændingekontoret**  
Fredensgade 19, 1. floor  
8000 Aarhus C  
Tel: +45 87 31 14 48  
Monday, Tuesday, Wednesday: 9-12, Thursday: 12-17  
Friday: Closed

## Emergencies

In case of an emergency, dial 112 (medical) or 114 (police) free from all phones

**Police**  
**Politiet**  
Ridderstræde 1  
8000 Aarhus C  
Tel: +45 87 31 14 48

**Hospital**  
**Aarhus Sygehus**  
Tel: +45 87 31 50 50  
They will direct you to the closest emergency room

## Health and Safety

Pharmacies are usually open between 9 and 17.30 during the week and from 9.30 to 13.00 on Saturdays

**Out of Hours Doctor**  
Tel: +45 70 11 31 31

**24 Hour Pharmacy**  
Aarhus Løve Apotek  
Store Torv 5  
Tel: +45 86 12 00 22

**Emergency Dentist**  
Tel: +45 40 51 51 62  
All nights: 16-8



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[www.au.dk/ic](http://www.au.dk/ic)

