

Housing Application Instructions for international full degree students enrolled at Aarhus University's Herning campus

The following step-by-step guide will help you in applying for accommodation for international full degree students enrolled at Aarhus University's Herning campus. Please read about the [housing options](#) and the full [Terms and Conditions](#) before filling in the housing application.

Please note that your application **must** be complete before you submit it.

If you have any problems with the application form you may call (0045) 8715 0220 (between 9-14 CET), or email us at ic@au.dk.

We advise you to fill out the application using a computer (laptop/PC/Mac) instead of a tablet or smartphone, since you might need to have more windows open at once.

Room sharing

All rooms/apartments that are available in Herning, except for the single rooms at Lupinens kvarter (Gullestrup), can be rented by a single person or can be shared with another person.

If you intend to share the room with another person then you only need to send one housing application between the two of you. However, this means that the person who sends the application will be the person who holds the contract to the room, since only one contract will be issued. This also means that the contract holder is responsible for claiming the rent from the roommate and paying the monthly rent to the International Centre.

If the contract holder terminates the contract, then the roommate who is subletting will also have to vacate the room.

Step 1: Create a Self-service account

Before you fill out your housing application you must create a self-service account via mit.au.dk. You can find information on creating a self-service account [here](#). Click here to go to the [Self-service system](#).

After you have created a self-service account it is important that you start filling out your housing application **within 24 hours**. It is not necessary to complete the entire application at once. You can save what you have entered and exit the application form as required.

Step 2: Filling out your housing application

On the following pages you can find information on how to fill out the different sections of your application (remember to save what you have entered in the different sections by pressing the 'save' button on each page):

1. Personal information
2. Studies at Aarhus University
3. Housing
4. Finishing and submitting the application

1. Personal Information

The first step in the application form is to fill out your contact information. You can see an example of a completed page below. Remember to click 'save' when you have filled out the form. To proceed to the next section, click on the link titled 'Studies at Aarhus University', as shown in screenshot below.

The screenshot shows a web application interface for housing in Herning. The breadcrumb trail is: You are here: AU > Self service > Applications > Housing application forms > Herning Full Degree students > Application. The page title is 'APPLICATION FORM FOR HOUSING IN HERNING'. On the left, there is a navigation menu with categories like 'Supplementary subjects and Master's programmes', 'Stads Selfservice', 'Applications to Study Councils', 'Application form for exchange students', 'Housing application forms', 'Erasmus Mundus and MBA students', 'Herning Full Degree students', 'AU Summer University students', 'PhD, visiting PhD, guest students', 'Postdocs', 'Summer School Teachers', 'Staff, visiting staff, others', and 'AU Research Foundation application forms'. The 'Housing application forms' section is expanded, showing 'Personal information' and 'Housing'. The 'Personal information' section is active and contains the following fields: Journal no. (63033), Date of birth (300386), First Name (John), Last/Family/Surname (Smith), Gender (Male), Citizenship (United Kingdom), Email (js@gmail.com), Street/number (24 Smith lane), City (London), Zip/postal code (SW19 3RQ), State or province (if applicable), Country (United Kingdom), and Phone (+44 (0) 20 7323 8000). A 'Submit application' button is at the bottom left of the form, and a 'Save' button is at the bottom right. A red circle highlights the 'Studies at Aarhus University' link in the navigation menu. A red asterisk indicates that the 'Department' field is required.

2. Studies at Aarhus University

Please indicate which department you will be affiliated with during your stay at Aarhus University, the name of your contact person at Aarhus University, as well as the course that you have been admitted to.

The screenshot shows the same web application interface as above, but now the 'Studies at Aarhus University' section is active. The breadcrumb trail is: You are here: AU > Self service > Applications > Housing application forms > Herning Full Degree students > Application. The page title is 'APPLICATION FORM FOR HOUSING IN HERNING'. The navigation menu is the same as in the first screenshot. The 'Studies at Aarhus University' section is active and contains the following fields: Department (AU Herning), Contact person at AU (Mark Nielsen), and I have been admitted to (Erasmus Mundus (Journalism)). A 'Submit application' button is at the bottom left of the form, and a 'Save' button is at the bottom right. A red asterisk indicates that the 'Department' field is required.

3. Housing

In the last section of the housing application form, you must select the duration of your stay from the dropdown menus as shown in the screenshot below.

The screenshot shows the 'APPLICATION FORM FOR HOUSING IN HERNING' interface. On the left is a navigation menu with 'Housing application forms' selected. The main content area has a breadcrumb trail: 'You are here: AU > Self service > Applications > Housing application forms > Herning Full Degree students > Application'. Below this is the title 'APPLICATION FORM FOR HOUSING IN HERNING'. The 'Application' section includes 'Personal information', 'Studies at Aarhus University', and 'Housing'. The 'Housing' section contains two date dropdowns: 'From' (01.08.2013) and 'To' (30.09.2014). Below the dates is a checkbox for 'I accept the terms and conditions for housing' which is checked. A 'Save' button is visible. A red asterisk and the text '* This field is required.' are present below the 'Housing' section.

After selecting the dates for your stay, you should read and accept the terms and conditions for housing after which you must save your application. Only after saving your application will it be possible to click on the 'submit application' button that is highlighted in the screenshot below.

You can find more detailed information about the different housing options on our [website](#). Unfortunately, at this moment the IC is not able to promise you a specific location for your housing.

This screenshot is identical to the one above, but the 'Submit application' button in the 'Application' section is circled in red. The 'Save' button is also visible. The red asterisk and text '* This field is required.' are present below the 'Housing' section.

4. Finishing and submitting your application

Once you have submitted your application, you will receive a confirmation by email sent to your personal email address indicated in your application. You will later receive an email from the International Housing Office once we have processed your application.