



ARRIVAL GUIDE FOR EXCHANGE STUDENTS

JANUARY / FEBRUARY 2010



Welcome!	4
Orientation Day	5
Arrival Procedures	6
EU/EEA/Swiss Citizens	6
Nordic Citizens	7
Other Foreign Citizens	7
Useful Information	8
Registration for Courses	8
Computers	8
Confirmation of Enrollment	8
Insurance - Third Party Liability	8
Bank Account	8
Mobile Phones	8
Studenterhus Århus	8
Bus Pass	9
Bicycles	9
A Few Danish Translations	10
Important Addresses	11



Published: December 2009

International Centre
Fredrik Nielsens Vej 5, 2.
8000 Aarhus C

E-mail: ic@au.dk
Tel: +45 8942 2320
Web: www.au.dk/en/ic

WELCOME! VELKOMMEN!

We wish to welcome you to Denmark, Aarhus University and the International Centre!

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

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

International Centre
Aarhus University
Fredrik Nielsens Vej 5, 2.
8000 Århus C
Denmark

Tel: +45 8942 2320
Fax: +45 8942 2329
E-mail: ic@au.dk
Web: www.au.dk/en/ic



FOTO: SØREN STENKJÆR KJELDGAARD / AU-FOTO

ORIENTATION DAY



FOTO: AU-FOTO

Aarhus University hereby has the pleasure of inviting you to participate in our Orientation Day for exchange students, which is held **Friday February 5, 2010**.

This Orientation Day will only be useful to you if you have not participated in Denmark Today.

The purpose of the Orientation Day is to introduce you to the country, city and institution where you will be spending the next semester. You will also receive useful information about studying at Aarhus University and about the administrative procedures connected to your stay. Moreover, this is a great opportunity for you to get to know your fellow exchange students.

The Organizers

The Orientation Day is jointly organized by the Student House and the IC.

The IC is the administrative unit for international students at Aarhus University. The Student House is the meeting place for international and Danish students and the host of numerous cultural and social events throughout the year.

Registration for Orientation Day
Please fill in the registration form at:
www.au.dk/en/ic before **Wednesday February 3, 2010**.

What will happen at Orientation Day?

Orientation Day offers information about the University and the city of Århus to new exchange students. Topics include: Study tips for Denmark, what it is like as an international student in Århus, and an introduction to the city of Århus, among other things.

ARRIVAL PROCEDURES

EU/EEA/Swiss Citizens

These tasks are listed in the order that they should be completed.

1. Residence Permit

**Dates: January 12 OR February 2, 2010
12:30 - 15:00**

The State Administration of Central Jutland will be at the University to receive your application for a residence certificate on these dates. Please fill out the form beforehand and bring it along with:

- 1 passport photo
- Your valid passport
- A copy of your passport
- Letter of Admission to Aarhus University

It will take approximately two weeks to process the application. Once the certificate is ready you will receive an email from the IC. You can obtain an application form at the IC if you did not receive one when you first arrived.

2. Registration with the Borgerservice (Citizen Service)

With your residence certificate you will also receive an application form from the Borgerservice. You should fill in the application and return it to the Borgerservice representatives at the IC **on the date specified** to you. It may take up to 2 weeks to process the application. This will give you access to your Health Security Card and CPR-number.

3. The Top-Up Grant

The Top-up Grant is a monthly grant offered only to students from the Baltic states, Central and Eastern Europe. This includes the following countries:

- Bulgaria
- Estonia
- Latvia
- Lithuania
- Poland
- Czech Republic
- Slovakia
- Romania
- Hungary

The student must be on exchange at Aarhus University for a period of at least 3 months and be enrolled in at least 30 ECTS credits per semester.

Aarhus University will provide eligible students with a grant up to 100 € per month for a maximum of 5 months per semester (or 10 months per academic year). The exact amount is determined by the number of applicants and the amount of your actual scholarships. As a rule, the Top-Up Grant is given until it reaches 100 € per month or the total amount of all your grants equals 500€ per month.

You can obtain an application form at the IC if you did not receive one when you first arrived.

Application deadline: February 15, 2010



FOTO: SØREN STENKJÆR, KJELDGAARD / ALU-FOTO

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. As soon as you arrive, you should visit the Borgerservice, bringing your passport or other photo ID, in order to obtain a CPR-number.

Other Foreign Citizens

These tasks are listed in the order that they should be completed.

1. Residence Permit

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

2. Registration at the Borgerservice (Citizen Service)

Students from outside the EU and EEA-countries who have already obtained residence permits must go directly to the Borgerservice and register within five days after their arrival in Denmark. Remember to bring your residence permit with you. Be aware that you are covered by the Danish Health Insurance Scheme as soon as you have registered at the Borgerservice.

3. The Travel Grant

The Travel Grant is a reimbursement up to 1,000 € for travel expenses. It is available only for students coming from the following countries:

- Australia
- Canada
- China
- Hong Kong
- New Zealand
- Singapore
- USA.

The student must be on exchange at Aarhus University for a period of at least 3 months and be enrolled in at least 30 ECTS credits per semester.

Fill in the application form and return it to the International Centre. Include the following documents in your application: airplane tickets and boarding passes, **original** invoice for the airplane tickets, original bus tickets and invoice (if any), original train tickets and invoice (if any).

You can obtain an application form at the International Centre if you did not receive one when you first arrived at the IC.

Application Deadline: February 15, 2010

USEFUL INFORMATION

Registration for Courses

It is important that you meet with your coordinator as soon as possible and that you sign up for courses. This is usually done at the department office, but ask your mentor for any specific procedures. It is also very important to sign up for your exams in advance. We encourage you to ask your coordinator, mentor or student councillor about it as soon as the semester starts.

Intranet

Most departments will post important information and upload documents needed for classes on their intranet. It is important that you have access to either First Class or AULA, depending on which classes you follow, by semester start. Ask your mentor or coordinator which intranet your department uses. You can also follow these links for instructions:

First Class: www.humaniora.au.dk/en/services/itservices/fcuk/aboutfc

AULA: www.au.dk/en/aula/support/howto
You will find English instructions in PDF under "Manual for students".

Computers

In the International Centre you will find one computer to use free of charge. This computer should only be used for practical purposes (not checking e-mail) and not for writing papers or reports. For computer access at your department (including passwords or access codes), contact your mentor, your departmental coordinator or secretary.

Confirmation of Enrollment

Remember to print out your confirmation of enrollment from the Self Service site. For student discounts, you must show this paper along with your student card to prove that it is valid.

Insurance - Third Party Liability

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

Bank Account

All banks require a CPR-number to open a bank account. You need to bring your passport and Letter of Admission. Students from non EU/EEA countries should be aware of fees. Ask the bank if they charge a fee for opening an account.

Mobile Phones

If you plan on buying a new mobile phone, be aware that most companies demand a six month contract. It is easy to buy a prepaid SIM card in kiosks or on the internet.

Studenterhus Århus

Aarhus University offers a membership to Studenterhus Århus (The Student House) to all exchange students. The SÅ organises a number of activities throughout the semester for international and Danish students. If you did not receive a membership card when you registered at the IC please visit the Student House to obtain it. Remember to bring your student-ID.



FOTO: LAAS KRUSE / AUL-FOTO

Bus Pass

Midtrafik, the regional bus company, runs the yellow busses in town. Multi-ride tickets and season cards are much cheaper than ordinary tickets. You can buy season cards for a period of 30 or 90 days. The season card can be bought at Visit Århus, Banegårdspladsen 20. Bring 1 passport photo, your student-ID, confirmation of enrollment, and a piece of paper with your name and address. You can buy a bus schedule, which covers all the busses in Århus or you can find the individual schedules at www.rejseplanen.dk.

How much does bus fare cost?

- A single ticket costs DKK 18.
- A 10-ride ticket for two zones costs DKK 115.
- A 1-month ticket costs DKK 340.

Bicycles

Biking is the easiest way to get around in Århus. It is possible to rent a bicycle for the length of your stay in Århus. You can ask at the Student House or contact companies like bikes4rent and BikeMe which offer special rates for students. Another possibility is to look for a second-hand bike in newspapers such as Gul&Gratis and Den Blå Avis.

You can also purchase a second hand bike through the monthly police auction held on the first Wednesday of every month. You can take a look at the bikes from 12 p.m. and the auction starts at 1 p.m.

Find out more on www.politi.dk

Alternatively, big supermarkets like Bilka, Kvickly and Føtex offer new but cheap bikes for around DKK 1.000.

HVAD? WHAT?!

A FEW DANISH TRANSLATIONS

...At the supermarket

Agurk - cucumber	Remoulade - fast food sauce	Fisk - fish
Appelsin - orange	Boller - buns	Fiskefilet - fish filet
Frisk - fresh	Rugbrød - rye bread	Laks - salmon
Frugt - fruit	Havre - oats	Fryse - frozen
Grøntsager - vegetables	Hvedemel - flour	Kvittering - receipt
Gulerod - carrot	Hvidløg - garlic	Kylling - chicken
Kartoffel - potato	Ingefær - ginger	Kalkun - turkey
Løg - onions	Mælk - milk	Oksekød - beef
Peberfrugt - peppers	Ost - cheese	På beløbet - on the amount
Æble - apple	Peber - pepper	(say this when using a Dankort to pay)
Pære - pear	Smør - butter	Pølse - sausage
Leverpostej - paté	Sukker - sugar	Svinekød - pork
Spegepølser - salami	Æg - eggs	

...Shopping

Billig - cheap	...Eating out	...Around town
Brugt - used	Jeg vil gerne have... - I would like to have...	Hvor er...? - Where is...?
Butikker - shops	...et glas vand - a glass of water	Biograf - cinema
Dyr - expensive	Brød - bread	Den gamle by - The Old Town
Kvinde/dame - women	Kaffe - coffee	Gade - street
Mand/herre - men	Mad - food	Havet - the ocean
Mode - fashion	Te - tea	Kirke - church
Ny - new	Vin - wine	Kunst - art
Udsalg - sale	Øl - beer	Rutebil/bus - bus
Bukser - pants	Sodavand - soda water	Skov - forest
Bluser - shirts	Bestik - cutlery	Strand - beach
Sko - shoes	Til at tage med - Take away/to go	Tog - train
Strømper - socks		Taxi - taxi

...At school

Bog - book	...In general	Undskyld - sorry/excuse me
Bygning - building	Venner - friends	Hej - Hi
Eksamen - exam	Rejse - travel	Fodbold - European football
Lokale - room	Hjælp - help	Hvad laver du? - What are you doing?
Underviser - professor	Leje - rent	Hvad så? - What's up?
Speciale - dissertation	Måned - Month	Hvor er du? - Where are you?
Eksamenstilmeldning - exam registration	Uge - week	Fredagsbar - Friday bar
	Dag - day	
	Time - hour	

IMPORTANT ADDRESSES

Emergencies

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

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

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

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 and Friday: Closed

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

Health and Safety

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

After 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

Student Resources

Studenterhus Århus
Nordhavns-gade 1
8000 Århus C
Tel: +45 86 18 30 21
www.studenterhusaarhus.dk

University Student House
Studenternes Hus
Nordre Ringgade 3
8000 Århus C

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

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

Libraries

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

Main Library
Hovedbiblioteket
Møllegade 1
8000 Århus C
Tel: +45 89 40 92 00
Monday-Thursday: 10-20
Friday: 10-18
Saturday: 10-15
Sunday: Closed

Aarhus University
International Centre
Fredrik Nielsens Vej 5, 2.
8000 Aarhus C

Tlf.: 8942 2320
Monday - Friday 10.00-14.00
ic@au.dk
www.au.dk/en/ic

