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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 (PBL) 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, to 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.

INTERNATIONAL GUIDANCE AAU CPH

HOW TO CONTACT US?

PHONE  +45 99 40 37 75

E-MAIL  international@cph.aau.dk

WEB  www.newstudents.aau.dk/

OPEN FOR DROP IN
Monday and Thursday 13:30 - 14:30
Building B, ground floor

PLEASE DO NOT HESITATE TO CONTACT US IF YOU HAVE QUESTIONS OR NEED ASSISTANCE
JOIN US!

/ Aalborg Universitet København - AAU CPH
/ AAU-CPH International Corner
/ International Accommodation Office AAU CPH
/ Social Life AAU CPH
/ InternationalOfficeAalborgUniversity

@ aaucph
@ aaustudieliv

www.aau-cph.dk
www.en.cph.aau.dk/campusintra-students/
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 adapter 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 - 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 for a residence certificate at the State Administration, Ellebjergvej 52, 2450 Copenhagen SV. Visit the State Administration within the opening hours (see p. 11).

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). It should be done online at https://ihcph.kk.dk/artikel/apply-your-cpr-number-here. Then you wait for your invitation letter and go to International House Copenhagen for an ID Check. If your online application is approved you will get your CPR number and your yellow insurance card. You have to pick the card up in person at International House, Gyldensløvesgade 11, 1600 Copenhagen V. The card 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 some 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 your 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

YELLOW HEALTH INSURANCE CARD
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 2018. You are welcome to register on our waiting list should there happen to be unforeseen cancellations: Accomodation@cph.aau.dk
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 at ihcph.kk.dk/artikel/apply-your-cpr-number-here and wait for an invitation letter to go to the International House in order to receive your CPR-number.

TO OBTAIN A CPR NUMBER, YOU NEED TO APPLY ONLINE AND BRING THE FOLLOWING TO THE INTERNATIONAL HOUSE:

- Your passport or other valid national ID with photo
- Valid residence permit if you are a non-EU Citizen
- A place to live - 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=5466](http://www.statsforvaltningen.dk/site.aspx?p=5466)

- **CIVIL PERSONAL REGISTRATION NUMBER (CPR)**
  Please apply online at [https://ihcph.kk.dk/artikel/apply-your-cpr-number-here](https://ihcph.kk.dk/artikel/apply-your-cpr-number-here).

See more details on page 12 - 13

RECIDENCE CERTIFICATE: REGISTER YOUR ARRIVAL

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 2018 at Statsforvaltningen, Ellebjergvej 52, 2450 Copenhagen SV.

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

SPECIAL OPENING HOURS

- Thursday 16 August: 8:30 - 10:00
- Thursday 23 August: 8:30 - 10:00
- Friday 24 August: 8:00 - 14:00
- Thursday 30 August: 8:30 - 10:00
- Friday 31 August: 8:00 - 14:00
- Thursday 6 September: 8:30 - 10:00
- Friday 7 September: 8:00 - 14:00
- Thursday 13 September: 8:30 - 10:00

IMPORTANT
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

https://ihcph.kk.dk/artikel/apply-your-cpr-number-here
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 WILL NEED TO BRING TO THE INTERNATIONAL HOUSE

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

THE STATE ADMINISTRATION

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

Opening hours, for personal assistance
Monday: 8:00 - 15:00
Tuesday and Wednesday: 9:00 - 15:00
Thursday: 12:00 - 15:00
Friday: 9:00 - 15:00

INTERNATIONAL HOUSE

International House Copenhagen
Gyldenløvesgade 11
1600 Copenhagen V
https://ihcph.kk.dk/

You need to apply online and make an appointment to pick up your CPR-number

Special opening hours, just for new international students:
Friday 7. September 15:00 - 17:00
Friday 14 September 15:00 - 17:00

NB: From 3 – 14. September 2018, students will not be able to get their CPR-number during normal opening hours at The International House.
AAU CPH would like to give a special welcome to all our new international students. On Friday 31 August 2018 you will attend the International Welcome Day. Here you will receive the most important information that you need to know, meet your new international student-fellows and learn more about different important services etc. At this meeting, you can also 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, 2018 at http://www.en.its.aau.dk/instructions/aaucard

**INTERNATIONAL WELCOME DAY AT AAU CPH**

**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 https://ihcph.kk.dk/artikel/apply-your-cpr-number-here
THE AAUCARD - STUDENT ID CARD

The AAUcard 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 AAUcard at time of your arrival, you must upload a photo at UniStart (www.en.unistart.aau.dk) before 8 August 2018.

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

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

Learn more about how you can use your AAUcard 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
- Document your affiliation with the University, if asked to by security
LIVING IN DENMARK

BANK ACCOUNT
You can choose any bank you want. All banks require your personal 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’.

LIVING EXPENSES
Living expenses in Denmark are high compared to other nations. We recommend that you prepare a budget for your stay in Copenhagen.

AVERAGE LIVING EXPENSES
Renting a room in Copenhagen: approx DKK 3,000-5,000 per month
Basic food expenses: approx DKK 1,500-2,000 per month

May 2018
1 US-dollar ≈ DKK 6.31
1 Euro ≈ DKK 7.45
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. A good place to start is at Studenterhuset. They host a flee market the first Sunday every month.

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 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: https://jobbank.aau.dk/en
You can find important information about working in Denmark, Danish tax rules etc. at:
www.workindenmark.dk
https://goo.gl/PyUDNN
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@cph.aau.dk
PHONE (+45) 99 40 74 47
BOOK AN APPOINTMENT ONLINE at www.en.cph.aau.dk/student-guidance-centre.
FOR YOUR SMARTPHONE OR LAPTOP

AAU STUDENT APP
AAU Student is an app developed to make your study life easier. Among other things, you can access your schedule, subscribe to news and view events near you.
http://www.en.its.aau.dk/app/aau-student/

CITY MAPPER
If you need to find out how to get from one place to another by public transportation, on foot or by bike – an easy way is to use Citymapper. Just type in your starting point and ending point and citymapper will map out your entire trip.
https://citymapper.com/copenhagen

AAU MAP APP
With AAU map you can easily navigate around Aalborg University. Just search for what you need to find and let the app guide you to your destination.
http://www.its.aau.dk/app/aau-map/
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 http://www.ungdomskort.dk/ungdomskort/
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

ZONE MAP

PRICE EXAMPLE - 2 ZONES:

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly travel card</td>
<td>DKK 395</td>
</tr>
<tr>
<td>Single Ticket</td>
<td>DKK 24</td>
</tr>
</tbody>
</table>
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”.
They even has a dropzone at campus. Read more at www.bycyklen.dk/en

POLICE AUCTION
Tæbyvej 3 B, 2610 Rødovre
Phone: (+45) 36 72 73 74
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 to find used bikes - search for ’cykler’ or ’cykel’
LEARNING DANISH

It is highly recommendable to attend Danish language courses in order to get to know the Danish language and culture. Attending these lessons will give you a grasp of the language, and an understanding of the Danish society.

Different language providers are available in Copenhagen and you can choose any Danish language provider you wish. We are also happy to inform you that you can attend Danish language courses on campus. You can find prices and schedules on their webpages.

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
- Tax-questions
- Information on culture and leisure activities

ADDRESS

Gyldensløvesgade 11
1600 Copenhagen V
www.ihcph.dk

Opening hours:

Mon-Wed: 10:00 - 15:00
Thu: 11:00 - 15:00
Fri: 10:00 - 14:00

NB
Special opening hours for new international students in September: Friday 7. and Friday 14. Between 15.00 - 17.00
SERVICES AT AAU CPH

CANTEEN
The main canteen is located in Building A, first floor, and a smaller canteen is located in 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 – 14:30

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

CONTEMPLATION ROOM
The contemplation room is open to all students and may be used for quiet reflection, meditation etc. The room is located at Bulding 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, Building A, 5th floor
Opening hours:
Monday - Thursday: 8:00 - 15:30
Friday: 8:00 - 15:00

AALBORG UNIVERSITY
LIBRARY (AUB)
The library (AUB) on A.C. Meyers Vænge 15, building A, does not contain books. You can order books from the homepage with your AAU login. 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: en.aub.aau.dk.

Opening hours:
Monday - Thursday: 9:00 - 16:00
Friday: 9:00 - 15:00
**STUDY SECRETARIES**
The study secretaries keep track of various information. If you have any practical questions you can always contact your study secretary. A study secretary is assigned to one or more specific programmes. Find a list of the secretaries including contact information:

http://www.aau-cph.dk/campusintra-studerende/vejledning-og-support/#studiesekretaer

**PROGRAMME SPECIFIC STUDENT COUNSELLORS**
In addition to the general study counselling, the various 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
SPORTS

FITNESS ROOM AT THE AAU CPH CAMPUS
As a student or employee on AAU CPH you can become a member of the AAU CPH Fitness Club. Here you have access to bikes, cardiovascular and strength training equipment, and you can attend group fitness classes. The membership costs 79 DKK a month and gives you unlimited access to everything, including group fitness classes. The fitness studio is open 24 hours a day, but is unmanned outside of the group classes. Find more information on campus intra: www.en.cph.aau.dk/campusintra-students/

NAVIGATOR
Navigator is AAU CPH's student magazine, written by and for students; the magazine is published a few times each semester. Follow Navigator on Facebook: @navigatoraaucph

INTRANET
www.en.cph.aau.dk/campusintra-students
THE STUDENT GUIDANCE CENTRE

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 INCLUDE:

- 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
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, Sports Clubs, Coffee Spot 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.
- small 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: Slusenaucph@gmail.com

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

STUDY LIFE COORDINATOR
The Study Life Coordinator support the study life at campus by helping pre-existing organisations and students who wish to create new ones. The Study Life Coordinator is also proactive in trying to examine what the students want and help set new initiatives into motion. Contact:
studylife@cph.aau.dk
IMPORTANT NETWORK

INFORMATION ON THE TUTOR-BUDDY TEAM
www.aau-cph.dk/campusintra-studerende/
studiemiljoe/tutor-buddy/

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
Facebook: www.facebook.com/LYSin
Denmark.

ROMANIAN YOUTH ORGANISATION
A local branch of a global Romanian youth
organisation: www.mygrasp.org/about-us/

THE TUTOR-BUDDY TEAM
At AAU CPH, we encourage our students to
support and help each other across study
programmes and nationalities. One of the
ways students support and welcome new
students is through the Tutor-Buddy Team,
where you will be able to connect and ask
questions to other students at AAU CPH.

You will meet your Tutor-Buddy on the
International Welcome Day and Study Start
Day. During the first semester, your Tutor-
Buddy will support, help and connect with
you, for instance at the Friday bar, the Coffee
Spot or other events. They will also be able
to give you insights about life on campus and
in Copenhagen.
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

<table>
<thead>
<tr>
<th>EMERGENCY</th>
<th>112</th>
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<td>SICKNESS</td>
<td>1813</td>
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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 nurses at the phone 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
Emergency clinic 9:00 - 21:00

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

GENERAL PRACTITIONERS (GP)
When you receive your Health Insurance Card (yellow card) from the Citizen Service Centre (International House), 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.

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: citydoctors.dk/in-english

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

SYDHAVNSAPOTEKET
(Close to campus)
Borgbjergsvej 15
2450 Copenhagen SV

PHONE (+45) 33 31 16 50
Tueday - Friday 9:00 - 17:30
Saturday 9:30 - 13:30
Sunday Closed

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

PHARMACY OUTSIDE OPENING HOURS

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

PHONE (+45) 33 14 82 66
**POST OFFICE**  
(In Danish: ‘Posthus’)  

Post offices are located in most bigger supermarkets. You can read more about postal services at [www.postnord.dk/en](http://www.postnord.dk/en).

**LIBRARY**  
(In Danish: ‘Bibliotek’)  

**THE CENTRAL LIBRARY**  
(in Danish: ‘Hovedbiblioteket’)  
Krystalgade 15  
1172 Copenhagen K  
[www.bibliotek.kk.dk/temaer/copenhagen-libraries-english](http://www.bibliotek.kk.dk/temaer/copenhagen-libraries-english)

**PHONE**  
(+45) 33 66 30 00  
Monday - Thursday  8:00 - 21:00  
Friday  Closed  
Saturday  8:00 - 17:00  
Sunday  11.00 - 16.00

**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 or religious kind.  
Find more information at [http://www.smikbh.dk/english.html](http://www.smikbh.dk/english.html)

**THE ROYAL LIBRARY**  
(In Danish: ‘Det Kongelige Bibliotek’)  
The National Library of Denmark and Copenhagen University Library  
AAU CPH

ADDRESS
A.C. Meyers Vænge 15
2450 Copenhagen SV
Denmark
Phone: (+45) 99 40 25 00

WEBSITE
www.en.cph.aau.dk

WHERE TO FIND
THE STUDENT GUIDANCE CENTER

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

Cross the bridge from Building A to Building B. You will find the Student Guidance Center on the ground floor - next to the small canteen.