

This is what you need in order to get a referral for Danish class at Lærdansk Aarhus (and many other benefits in Denmark)

Referral for Danish class

If you have a valid residence permit, a CPR number and a registered address within the municipality of Aarhus, you are entitled to up to three years of Danish education paid for by the municipality.

You need to get **a referral for Danish Classes** (henvisning til danskuddannelse) from Jobcenter Aarhus as soon as possible in order to start and continue your Danish class.

When you have obtained the above-mentioned documents please contact Jobcenter Aarhus, and ask for a referral for Danish classes.

You can do that by sending an e-mail to jobcenter@aarhus.dk

Important: The subject line must read: Tove Herlev Wulff Sørensen, Job & Integration.

You can also contact Jobcenter Aarhus at Værkmestergade 3-5 ground floor (Behind Bruuns Galleri and the Train station).

Follow the link for the location on a map: <http://goo.gl/maps/iPPuI>

What do you need to bring or 'scan and send'

A valid residence permit from the Regional State Administration (EU) or the Danish Immigration Service. It is important that you provide them with the entire residence document.

Furthermore, you need to be registered in the 'Folkeregister' with an address within Aarhus Kommune (contact Citizens' Service) and have obtained a CPR number before you contact them.

Finally you need to fill out this document – see the next page.

All this you can either bring to them in person (see address above) or scan and send them by e-mail (address above). You can scan your documents here at the school in the Multicenter in parterre-level.

Registration for Danish Education – Please fill in ALL boxes

Date / CPR-number:			
First name:			
Last name:			
Address:			
Postal code & Town:			
Phone number (preferably mobile number):			
Email:			
Nationality / Mother tongue:			
Date of residence permit:			
<u>When is it possible for you to attend classes: (please tick more than one)</u>			
Evening:			
Evening - late	Tuesday + Thursday:	7pm -9:10pm	___
Evening - early	Monday + Wednesday:	4:30pm-6:40pm	___
Day:			
Afternoon			___
Prefer morning but I can also attend classes in the afternoon:			___
Morning			___
Student at Aarhus University	Monday + Wednesday:	7:00pm-9:10pm	___
	Tuesday + Thursday:	4:30pm-6:40pm	___
Employee at Aarhus University:	4:00pm-5:45pm	___	6:00pm-7:30pm ___
Nordic speaking:	4:30pm-6:35pm	___	6:30pm-8:35pm ___
Netdansk / Online Education: ___			
Are you a student in Denmark? If YES, where? _____			
Do you work in Denmark? If YES, where? _____			
Do you speak English? YES: ___ NO: ___			
Do you speak some Danish? YES: ___ NO: ___			
If YES, Did you learn Danish in Denmark? ___ Your home country? ___ Other? ___			
Do you speak other languages? If YES, which? _____			

RESIDENCE CERTIFICATE/PERMIT

(Source: <http://www.au.dk/en/exchange/livingindk/visaresidencedocuments/residencepermit/>)

Depending on your nationality, you will most likely need to apply for a residence certificate (for EU/EEA students) or permit (non-EU students) for the duration of your stay in Aarhus. Please read the following information below carefully. Also, please note that it is a condition for the residence permit/certificate that you are active and enrolled in an educational programme. If this is not the case, the Immigration Service can revoke your residence permit/certificate. The educational institution is obliged to inform the Immigration Service if you are not actively following the educational programme.

We encourage you to check www.newtodenmark.dk to see if there are any special requirements for applicants from your country.

Read the appropriate section below to find out what further steps you must take to apply for a residence permit/certificate.

Nordic citizens

If you are a Nordic citizen, you are free to enter, reside, study and work in Denmark. You do not need a visa, residence permit/certificate or work authorisation. For further information, please see www.newtodenmark.dk under EU and Nordic citizens.

EU/EEA citizens

Since you will be in Denmark for more than three months, you will need to apply for a residence certificate. To obtain it, you must submit an application to the Regional State Administration immediately **after** your arrival. With the residence certificate, you will gain work authorisation. For more information about working in Denmark, click [here](#).

Please take note that representatives from the Regional State Administration will be at the University at the beginning of the semester to receive your application.

When applying, you need to bring the following documents:

- Residence certificate application form – follow this link:

http://www.nyidanmark.dk/resources.ashx/Resources/Blanketter/Ansoegningsskemaer/2008/O_D1_ansoegning_eu_opholdsdokument_statsforvaltningen.pdf

(maybe you need to copy the link and open it in a new browser)

- Valid passport or ID card
- A photocopy of your passport

- One passport-sized photo
- Letter of admission to

The residence certificate is valid as long as you are actively enrolled as a student at Aarhus University.

Other international citizens

Since you will be in Denmark for more than three months, you will need to obtain a residence permit. You are expected to apply for and receive the permit prior to your arrival in Denmark.

Upon acceptance to the University, you will receive the appropriate application form. The university completes part 2 of the original ST1 form and sends the application to you. You then complete **your part** (part 1) of the form, attach the required documents, and submit the entire **original** application to a Danish diplomatic mission in your country of residence. You must apply for a Danish residence permit before you leave for Denmark. It takes approximately three months to obtain your permit therefore you should apply at least three months prior to arrival.

Documentation required to be submitted along with your application:

- Copy of passport (all pages including the front page). Your passport must be valid for 6 months longer than your intended stay in Denmark.
- Two passport-sized photos

We recommend that you check with the Danish diplomatic mission in your country of residence for any additional requirements such as fees or additional copies of the application and work permit application procedures. For more information about working in Denmark, click [here](#).

If you have not received your residence permit before arriving in Denmark, contact the International Centre as soon as you arrive.

CPR number (Getting your Civil Registration number)

After you have obtained your residence permit, you need to get your Danish CPR number. This number is used when dealing with public authorities, health authorities, libraries, banks, and the like. The CPR number is issued at the National Registry Office (Folkeregisteret), in "Aarhus Kommune".

The National Registry Office in Aarhus Kommune:

Borgerservice (Citizens Service Office)

Rådhuspladsen 2, 8000 Århus C

Hours:

Monday, Tuesday, Wednesday and Friday: 8:00- 16.00

Thursday: 10:00 – 19:00

Saturday: 9:00- 13:00

Please go to Folkeregisteret immediately after have arrived in Denmark or after you have received your residence permit. Remember to bring your passport and documentation for your residence permit. The CPR number will be sent to your Danish address. At Folkeregisteret you will be asked to choose a physician from a list of medical doctors in your area.

/Lærdansk Aarhus, 13/08/2013