

Getting registered in Denmark

PLEASE READ THIS AND STUDY CAREFULLY STEP 1 AND 2

STEP 1. HOW TO APPLY FOR A RESIDENCE PERMIT

- **Students from Nordic countries:** do not need to apply.
- **Students from European countries:** must register to get a residence permit. This proves as documentation that you have the right to stay in Denmark more than the normal 3 months.
- **Students from non-European countries:** you need to apply for a residence permit / student visa prior to your departure for Denmark through the Danish representation in your home country.

You must apply in person and bring the following documentation:

1. Two passport size photographs
2. Passport or other ID with photo
3. Acceptance letter from Business Academy South West (sent to your home address prior to arrival)

When you have registered, the municipality will send you a confirmation letter and a residence certificate approx. 2-3 weeks later. This can be used to apply for the CPR number (see below).

You register at: Statsforvaltningen Ribe,

Sorsigvej 35
6760 Ribe
7256 7900

Opening hours:

Mon-Wed 09:00-14:00
Thurs 13:00-17:00
Fri 09:00-13:00

Special service from Business Academy South West

The international Office will assist you in the process – we will rent a bus and take you within the first week of your stay.

STEP 2. HOW TO APPLY FOR A CPR NUMBER

When moving to Denmark, even for a short period of time, all students are required to apply for a CPR-number. The CPR number is required for official purposes, e.g. when dealing with public or health authorities, opening a bank account or a mobile phone account, using the public libraries etc. You will receive a yellow card “sundhedskort” which entitles you to free emergency medical treatment by a general practitioner and in public hospitals. The CPR number will be sent to your Danish address.

- **Students from Nordic countries:** Please apply for your CPR number immediately after you arrive to Denmark.
- **Students from EU countries:** You can apply for the CPR-number as soon as you have received your residence permit.
- **Students from non-European countries:** Please apply for your CPR number immediately after you arrive to Denmark. The health certificate is valid immediately after you have registered with "Folkeregistret". It is therefore strongly recommended that you register as soon as possible upon arrival in Denmark.

You must bring the following documentation:

1. Passport or other ID with photo
2. Residence certificate (or letter of confirmation from the municipality)
3. Proof of your address in Denmark

You register at the "Borgerservice" at the Esbjerg Kommune, Torvet, 6700 Esbjerg

IF YOU CHANGE YOUR ADDRESS

Please make sure you inform the municipality as well as the International Office at Business Academy South West of any change of address.

WHEN YOU LEAVE DENMARK

Please make sure you inform the municipality ("Folkeregistret") of your departure.