

Who are the Non-EU citizens?

The term used here is loosely defined as foreign students that are not from Austria, Belgium, the Czech Republic, Cyprus (applies to the Greek-Cypriot area only), Estonia, Finland, France, Germany, Greece, Holland, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, the United Kingdom, Liechtenstein, Norway, Iceland or Switzerland.

Residence Permits

All the non-EU citizens need residence permits issued by the Danish Immigration Service or its representative offices (embassies and general consulates) to reside in Denmark.

How to get the residence permit?

As a general rule, an initial application for residence permit must be submitted to a Danish representative office in the applicant's country of origin. An application form can be obtained at the representative office. When the applicant has completed and returned the application form, the representative office will forward it for assessment to the Danish Immigration Service in Denmark.

If the applicant has legally resided in another country for longer than the past three months, the application can be submitted in a Danish representative office in that country. If there is no Danish representative office in that country, the Danish Immigration Service may determine that the application can be submitted in another country.

It is vital to the examination of the case —and to its processing time— that you enclose the **correct and complete documents** with the application. These include:

- A valid national passport or other form of legitimate travel documentation
- A lifelike passport photo. The photo must be a portrait in half-profile, measuring 35 x 45 mm. The features of the face, including the chin, cheekbone, jawline, forehead (to such an extent that the shape of the face is clear), nose, eyes, eyebrows and mouth, must be clearly visible in the photograph.
- Admittance letter from the Business Academy South West
- Receipt of paid tuition fee
- Documentation of your ability to support yourself during the stay in Denmark (a minimum of DKK 50,000). This may be demonstrated through a statement of bank account, scholarships, etc.

Special requirements may arise under different circumstances. Therefore please contact the representative office concerned for more detailed and up-to-date information.

After a decision has been made, the Danish Immigration Service will send its decision to the official representative office where you applied. The representative office will then forward the decision to you, or request that you collect it in person at the representative office.

A foreign student studying in Denmark is granted a residence permit for **one year** at a time with a possibility for extension, provided this does not extend beyond the duration of the educational programme. In order to keep your residence permit valid, you have to study actively, that is, handing in assignments, attending all classes and exams.

Does a student have the right to seek employment?

As a student you do not have the right to work until you are granted a work permit by the Danish Immigration Service. A student is eligible for a permit to work 15 hours per week, as well as full-time during the months of June, July and August. A work permit sticker will be placed in the passport.

A foreign national who works illegally in Denmark risks punishment via fine, imprisonment or deportation and may be banned from re-entering the country for a set period.

How to extend the residence permit?

Applications for the extension of a residence permit should be submitted at the **earliest** 2 months before and at the **latest** 1 month before the expiration of a current residence permit.

When you apply for an extension of the residence permit, the international office will certify that you are active and enrolled, and that the duration of the educational programme as reported by the student does not exceed the prescribed length of the programme by more than 12 months. In addition, you must present documentation of your ability to support yourself during the stay in Denmark (a minimum of DKK 50,000). This may be demonstrated through a statement of bank account, scholarships, etc.

As a general rule, an application for extension of a residence permit must be submitted in the

Aliens Office, Esbjerg Police Station, Kirkegade 76, 6700 Esbjerg

Monday–Friday, 9-12, tlf. 76 11 14 48.

The application form can be obtained from the office or downloaded – ask the international office.

It is of extreme importance that you submit the correct and complete information. If the Danish Immigration Service receives information that does not correspond with the information provided by the applicant, he or she will normally be asked to explain discrepancies before the service reaches a decision in the case. Once the Danish Immigration Service has received all necessary information in a case, a decision is taken. The decision will either be a rejection of an application, a revocation of an existing permit, or the issuance of a new residence permit.

After a decision has been made, the Danish Immigration Service will send its decision to the applicant's address in Denmark or ask the Esbjerg police to forward the decision. If the Danish Immigration Service has decided not to grant a residence permit, the service will ask the immigrant to leave Denmark before a given date. In this case, the applicant will be informed of his or her avenues to appeal this decision.

Travel

Making your travel plans

Plan to arrive in Denmark a few days before the start of your course. This will give you a chance to settle down and get ready for the educational challenge. It may also mean that you have the chance to take part in the orientation programme, a sure way to meet other new students, make friends and explore the academy and city of Esbjerg.

Getting here

Many international students arrive by air at Copenhagen airport. Most airlines have regular flights to the Copenhagen international airport, which is about three hours by train to Esbjerg. The international airport of Billund is only an hour's drive from Esbjerg and has good connections with major airports in Germany and Scandinavia. Students from UK should consider arriving at the Esbjerg airport, which is in the suburb of Esbjerg city. Euros and US Dollars are easily convertible in all the airports though other internationally convertible currencies are also accepted.

Esbjerg is well-connected with the European railway and bus network. The transport service is quite comfortable and drives precisely on time. However you should book your ticket in good time before the trip. Relevant information regarding transportation in Denmark is available at <http://www.dsb.dk>. To make a good travel plan, please click [here](#). For travel beyond borders, please check <http://www.eurail.com/> and <http://www.eurolines.com/>. The students from nearby countries may drive their cars to the academy. You are advised to arrive during the office hours of the international office, that is, from 8 to 15, Monday to Friday, so that the staff can better help you with the practical matters.

Packing your bags

Denmark can be very wet and cold as well as dry and hot, so you will need clothes to cover all conditions. All students dress informally with no particular dress code being applied by the academy. Comfortable clothes such as jeans, t-shirts, pullovers, jumpers, casual shirts, sweaters and sports shoes are all perfectly acceptable. Please remember that your personal sizes, styles and type of clothing may be cheaper in your home country but that you can buy everything here in Esbjerg.

Excess luggage costs can be very expensive on commercial flights, so be selective and make alternative arrangements to ship over the other things later to minimise costs.

Be aware that a number of items are listed by the European Customs Regulations as illegal to bring into the country and these will be taken from you by customs officers at the airport, so check first before risking having them taken from you in the customs areas at the airport. Please do NOT bring large amount of cash. Use a bank account instead.

Important documents and emergency contacts

As you prepare yourself to travel to Denmark, make sure you have important documents and information such as:

- passport which must be valid for at least 6 months beyond the date of your course completion
- your letter of acceptance from Business Academy West
- your insurance policy
- personal identification; driver's licence, birth certificate etc
- a list of personal contacts at home, in case of special circumstances arising
- details of your government representatives in Denmark (this can be obtained from the Danish Government web page <http://www.ambassade.dk/index-e.php3>)
- your blood type and details of any special medical treatment you may need (in English)
- personal money to cover your living for the first few days until you can make your own banking arrangements
- a photocopy of your passport deposited with your family or friends in case of loss, damage or theft
- other important documents

Health Service

Everybody in Denmark is entitled to hospital assistance in case of accidents, emergency illness or emergent worsening of an illness.

Public health provision in Denmark is of the highest international standard. It covers hospitalisation and medical consultation. Furthermore, the health insurance subsidises medicine and a range of treatments. You have access to the Danish public health services after a six week quarantine period.

The health insurance card is a very important document throughout your stay in Denmark

The staff in the international office will guide you to apply for a health insurance card (yellow card) during the first days of your arrival. The card is most useful in health care matters, besides it can be used for the library and some school facilities.

When you apply for the health insurance card you have to choose one particular doctor. The doctor's name, address and phone number will appear on your health insurance card.

Doctor Consultation

You must contact your own doctor if you need medical consultation. You also have to contact your doctor if you wish a referral to a specialist, physiotherapist or psychologist, or if you need a prescription for medicine. You call the doctor between 8 and 9 am (some doctors have longer telephone time) for telephone consultation and make an appointment, either the same day or one of the following days depending of the seriousness of the illness. Danish doctors' opening hours are typically between 9 am and 3 pm. Some doctors have extended opening hours one or more days a week. It does NOT cost anything to consult a doctor if you bring your yellow health insurance card to the consultation. If you need medical consultation before you are entitled to the health insurance services, you have to pay for the treatment yourself.

Emergency doctor

If you need medical consultation outside the opening hours, you should contact the emergency doctor at telephone number: 75158808. The emergency doctor will either refer you to the hospital, come to visit you or advise you to wait until the next day, depending on the seriousness of your sickness. It is a good idea to have your health insurance card and information about your consumption of medicine ready, when you call the emergency doctor.

Dial 112 if you need help urgently

The emergency number call can be dialled for free from any pay phone, fixed phone or mobile. It is a good idea to report your location and symptoms clearly when you dial 112.

Getting a prescription and buying medicine

In Denmark, we distinguish between prescription and over-the-counter drugs. Prescription drugs are available only from pharmacies. Over-the-counter drugs are sold without prescription in pharmacies and various supermarkets, corner shops and gas stations.

To purchase a prescription drug, you need a prescription from a physician, dentist or vet. A prescription from another Nordic country is valid in Denmark.

Over-the-counter drugs usually include drugs to treat:

- Light pain
- Sore throat
- Cough
- Transport sickness
- Smoking addiction
- Excessive stomach acid

Pharmacies

Prescription drugs are available only from pharmacies. Most pharmacies are open from 9.00/9.30 AM to 5.30/6.00 PM on weekdays and from 9.00/9.30 AM to 12.00/2.00 PM on Saturdays. If you need medicine outside business hours, you must go to the Esbjerg Krone Apotek at Kongensgade 36, telephone: 75 12 92 11.

Dental Care

You are free to choose your dentist in Denmark, and no referral is required. Dental care is subsidised by the state, yet it is still expensive. The subsidy has been subtracted when you receive your bill. At some dentists the bill must be paid right away. Therefore we strongly suggest that you take a thorough dental check before coming to Denmark.

Accommodation

Unlike many other countries, Denmark's student accommodation is centrally organised. As a result student accommodation will include students from other institutions. The available options include student hostels, flats and houses. In all cases please be aware that furniture is NOT available.

Kollegieforeningen - Ungdomsbo is the centrally organised accommodation office in Esbjerg. They will assist you in any matters regarding your accommodation. It is possible for international students to apply for accommodation from abroad and in Denmark and to be placed on a waiting list through their website. However it is a good idea to apply in good time before hand so that there is better chance to get a room before your arrival. You can apply for accommodation, change the application or get information on the available accommodation at www.e-k-f.dk

The accommodation office is at:

Ungdomsbo, Esbjerg Kollegieforening

Nygårdsvej 37, 6700 Esbjerg

Phone: (+45) 76 135050

Fax: (+45) 76 135090

Homepage: <http://www.e-k-f.dk/en/default.htm>

Opening hours:

Monday - Friday: 10:00 - 12:30

Thursday: 10:00 - 12.30

14:30 - 17:00

Student accommodation usually costs DKK1,500-2,500 per month. When you get the accommodation, please read through the contract and the brochure handed out to you. Serious violation of the rules will result in immediate termination of your leasing contract.

Bank

It is a good idea to bring money in the form of traveller's check or credit card. Please be aware of the high risk of transporting large amount of cash.

It is strongly suggested that you make arrangements with your "home" bank to allow you to draw money from your existing account while in Denmark. In making the financial arrangements, the most important feature to consider will be the cost of making withdrawals in Denmark in Danish Kroner. You should ensure that any card you use has a PIN access code and is not dependent on a signature. This single feature will ensure easy access to your funds as almost all shops have a banking type facility for cash withdrawals provided you buy something no matter how small.

The international office will assist you in opening a bank account as soon as you receive the yellow card. The major banks in Esbjerg are:

- a. Danske Bank, Torvet 18, telephone: 79157200;
- b. Sydbank, Kongensgade 62, telephone: 76 11 65 00

Please note that foreign currency will immediately be transferred to Danish kroner when you deposit them into your bank account. There is no requirement for deposit when you open a bank account yet a yearly fee for the bank services should be expected.

During your stay in Esbjerg, you will receive different bills for accommodation, utilities or other services and products. All these should be paid in due time unless you have made other arrangements with the issuing body. The bills could be paid over the counter in banks and post offices or through other services against a small charge. Please consult the local banks for more information.

Living in Esbjerg

The City of Esbjerg

Esbjerg is the 5th largest city in Denmark with a population in excess of 83,000; most people live in the city of Esbjerg itself. Esbjerg tends to call itself Denmark's Gateway to the West. Esbjerg has Denmark's undisputed number one offshore port due to its access to the North Sea, and has an industrial centre of international dimensions. Esbjerg has all necessary facilities for both local and international students.

In comparison with the rest of Denmark, Esbjerg is a relatively new city. Prior to 1870, Esbjerg was just a few farms, but when the harbour was built it developed into the 5th largest city in Denmark, and has become the fastest-growing industrial city in Denmark.

You can read more about Esbjerg here:

www.esbjerg-tourist.dk

Facts about Denmark

Full country name: The Kingdom of Denmark

Area: 43,093 sq km

Population: 5,356,000

Capital city: Copenhagen (pop 1.4 million)

People: 97% Danish; 3% foreign nationals

Language: Danish; English & German are widely spoken

Religion: Lutheran

Government: Constitutional monarchy

Prime Minister: Anders Fogh Rasmussen

GDP: US\$122.5 billion

Major industries: Agricultural products, fish, beer, home electronics and furniture.
Major trading partners: EU (esp. Germany, Sweden, UK), USA
Member of EU: yes

“Hygge”

Living with the Danes you will soon experience the old concept called "hygge" which is almost impossible to translate but is a special feeling of warmth and cosiness with good food, candle lights and drink added! People from Esbjerg are friendly, helpful and most of them speak English fluently and interacting with Danes is generally enjoyed in a relaxed and informal atmosphere.

Currency

The Danish currency is Danish kroner (kr) 100 øre = 1 kr

7,40 DKK equals one Euro.

Denmark has not yet entered the EMU (European Monetary Union)

Climate

Denmark is located in northern Europe and enjoys the full range of seasons which often means winters are cold, often freezing with temperatures as low as -10, and summers are sometimes hot and sunny with temperatures up to 30 degrees Celsius, sometimes cool and rainy. You should be prepared to encounter all kinds of weather during your stay in Esbjerg.

Average temperatures during the day in Celsius:

Jan: 1° , Feb: 1° , Mar: 4° , April: 8.5° , May: 13° , June: 17° , July: 18° , Aug: 18° , Sep: 15° , Oct: 11° , Nov: 6° , Dec: 3°

Food

Markets, supermarkets and discount markets sell a variety of fresh foods, provisions, spices and other necessities.

The restaurants and cafès in Esbjerg offer a wide variety of foods from around the world including Chinese, Mexican, Italian, French and of course Danish cuisine.

Shopping

All over Esbjerg you find shops, shopping centres, markets, and department stores that will supply you with anything from clothes to specialities and discount goods.

Nightlife

There is a growing life at the Cafès in Esbjerg and widely used by people from all age groups as a place to meet, have coffee and read the newspaper during the day and as a place for meeting with friends in the evening. Nightclubs offer music ranging across techno, pop, jazz, rock music, salsa etc. We can recommend you to sign up for a membership with the **“Students house”** (www.husetesbjerg.dk) , where you will meet other students from Esbjerg and where you can meet with your classmates and enjoy a beer (at student prices). On Wednesdays you can order a cheap meal for the price of DKK 30.-

Transport

Any area and suburb of Esbjerg can be reached by bus which leaves every half hour.

National holidays

- January 1
- Thursday and Friday before Easter and Easter Monday
- The fourth Friday after Easter (Store Bededag)
- Ascension Day falls on the 6th Thursday after Easter
- Whitsun Monday.
- Constitution Day is June 5th (Private organisations and firms will be working. Shops will only be open till noon.)
- December 25, 26 (shops are closed on December 24, 25 & 26)

Weights and measures

Denmark follows the metric system as far as measurements are concerned:

kilometres (km), metres (m), centimetres (cm), millimetres (mm)

litres (l), decilitres (dl), centilitres (cl), millilitres (ml)

tons (t), kilograms (kg), grams (g)

Most food products are sold in ½ kg, 1 kg and in ½ l, 1 l, and 1.5 l sizes.

Living expenses

It is suggested that you budget on having to spend around DKK 4,500 – 5,000 pr month taking care of your personal needs for food and accommodation. To save money try to make arrangements with other people in your dormitory to cook together or make your shoppings together. This might save you some money.

Miscellaneous

Personal property insurance

During any international visit, the risk of damage or loss of personal property or effects is real. It is highly likely that you are travelling with a number of items of considerable value, maybe a personal computer or camera, whose damage or loss may prove to be expensive. Therefore it is strongly suggested that you purchase personal property insurance in your own country before departure. Please note that loss of cash is NOT covered by insurance.

Receiving Packages

If you need some commodities sent from your home country, please check the custom regulations before hand. The Danish customs make random checks on packages. Tariffs and extra fees could be charged when you receive the package. Food, medicine, cigarettes and computers are under special rules for custom clearance.