

Process for foreign interns

NON-EU/EEA/SWISS CITIZENS

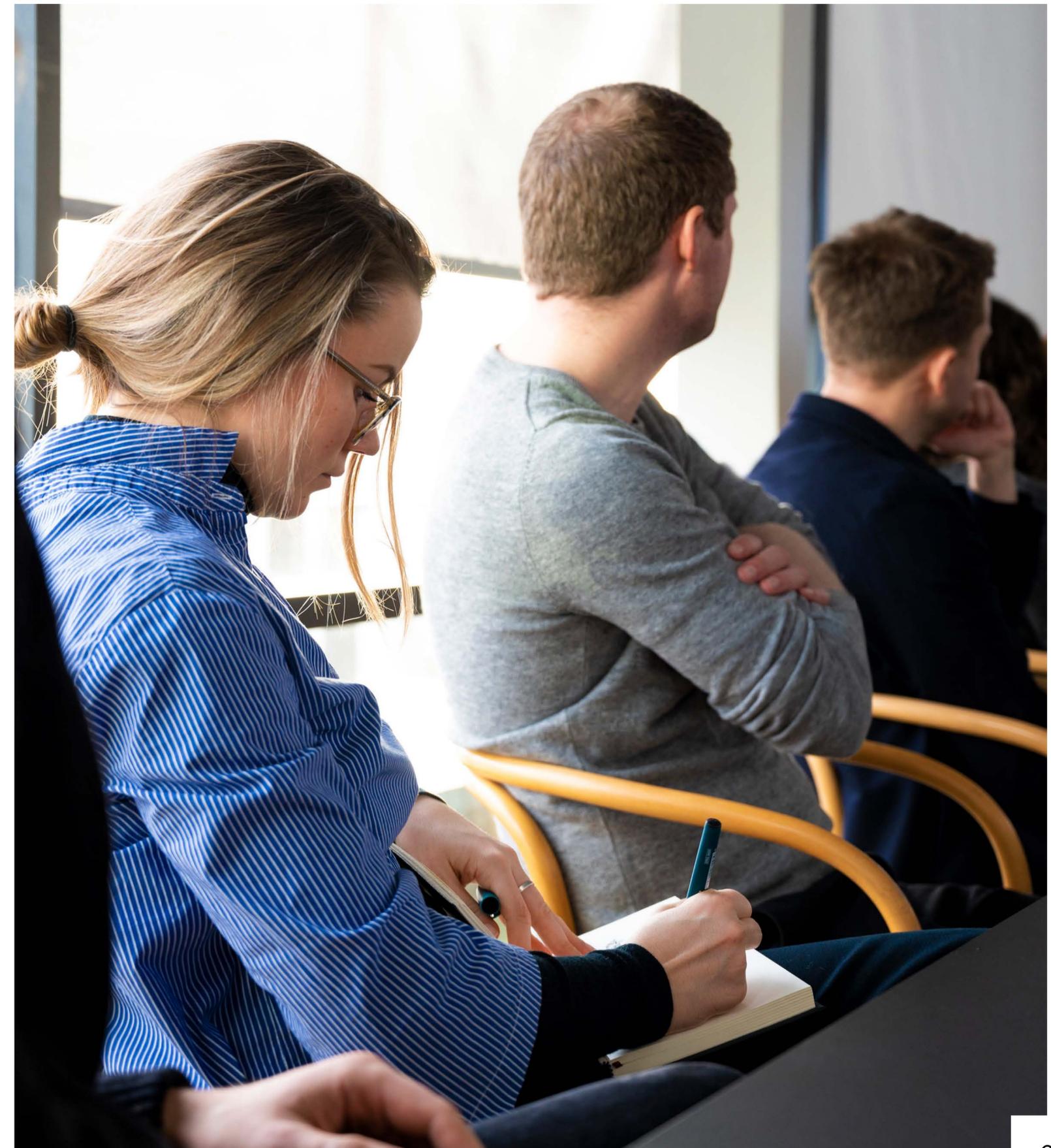


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Process for foreign interns that are non-EU/EEA or Swiss citizens

In this document you can find an overview of the process of coming to Denmark for an internship. You must be aware that the process you are about to start can be long. We recommend that you have some money available since the waiting and processing time might interfere with our possibility to pay you your salary in the beginning. You will of course receive your earned salary when you get your Danish Bank account (find more information in 2.4)

If you need guidance during the process, feel free to ask!



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01 What you can do from home

1.1 Residence and work permit for non-EU/EEA, Swiss and Nordic citizens

As a citizen from a country outside the Nordic countries, the EU/EEA and Switzerland you must apply for a residence and work permit. You will find the official guidelines and applications forms on the Danish agency for International Recruitment and Integration's website here:

[Apply Here >](#)

We recommend that you start applying for the permit as soon as possible as the processing time can be 2-3 months. The processing time will not begin before both parts of the application is filled out. This alone can take 2-3 weeks.

We will help you apply for the resident and work permit. You need to log into the link above and pay the fee, which is 4040 DKK. When the fee is paid, please send us the informed ID-number and we will fill out the first part of the resident and work permit. When we have filled out part one, we send you the information you need to start the second part. Be aware that you must have your biometric features (facial photo and fingerprints) recorded in person at the Danish Consulate within 14 days of submitting the second part.

You will receive your residence card within 4-6 weeks after registering at the population/nation register/apply for CPR | Denmark. (See section 2.2)



01 What you can do from home

1.2 Find a place to live

We recommend that you start looking for a place to live as soon as possible! You need an address and a legit tendency agreement, to start the rest of the process, which can take a long time.

Make sure the contract you sign is a legit tendency agreement. Otherwise, it will not be accepted later in the process. It must look like this:

Tenancy Agreement >

In some cases, you will be asked for a housing confirmation instead of the tendency agreement. The housing confirmation is different for Aarhus and Copenhagen.

For Copenhagen >

For Aarhus:

You will get it automatically when you register your address later (see 2.2)



01 What you can do from home

1.2 Find a place to live

To find a place to live you can check out www.boligportal.dk or different Facebook-groups:

For Aarhus:

Aarhus Group 1 >

Aarhus Group 2 >

For Copenhagen:

CPH Group 1 >

CPH Group 2 >



01 What you can do from home

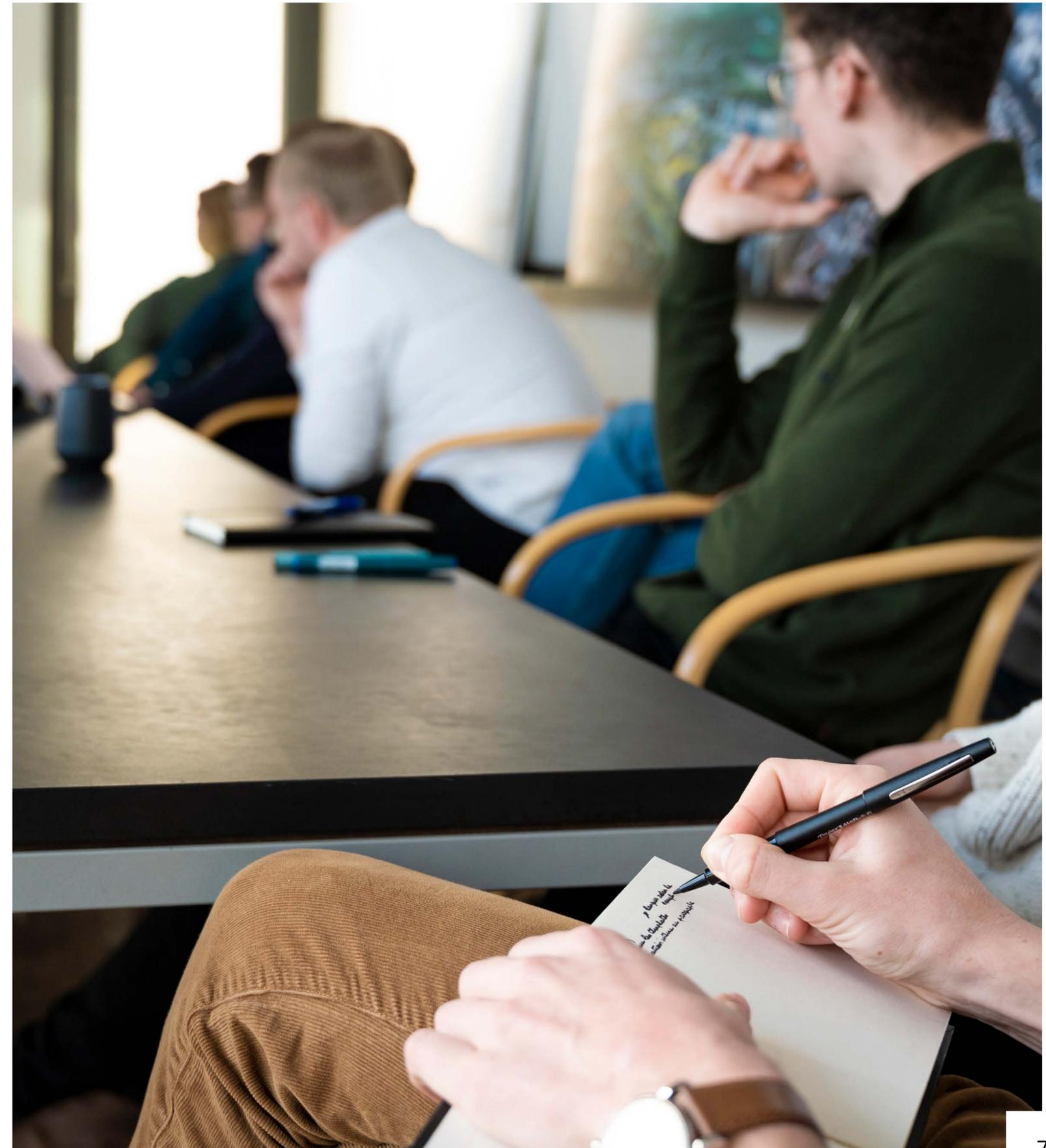
1.3 Danish tax deduction card

You need a Danish tax deduction card (skattekort) to get your salary. The tax deduction card is not a physical card, but an online “card” that register you in the Danish tax system. We recommend that you apply for this from home since the processing time can take up to 6 weeks. The earliest you can apply for your tax deduction card is 60 days before your first day of work – we recommend that you do it as soon as possible.

To apply for the tax deduction card, you need to have a place to live in Denmark, as this is part of the form you must fill out.

[Apply Here >](#)

The amount you must pay in taxes in Denmark depend on a various number of factors. You can see what you must pay when you receive your tax deduction card, in the confirmation letter or by logging in to skat.dk



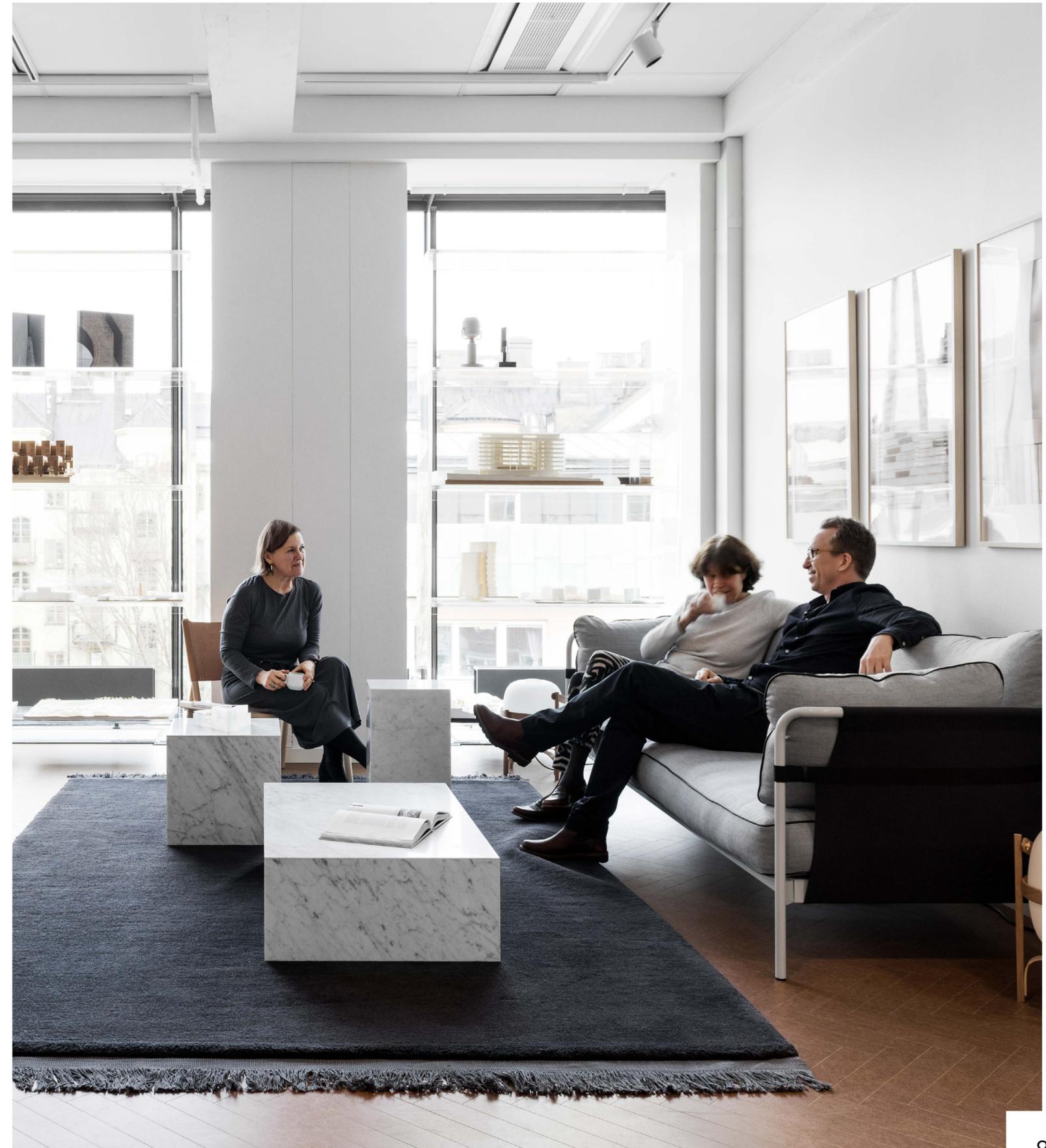
02 What you must do when you arrive in Denmark

2.1 Register your address

Once you have received your residence permit you must register your address.

[Register Here](#) >

When you vacate your Danish address after the internship you need to inform The Citizen Center as well (Borgerservice).



02 What you must do when you arrive in Denmark

2.2 CPR number and health insurance card

CPR number is widely used in Denmark when dealing with public authorities, health authorities, libraries, banks etc. The CPR-number is issued by the Citizen Service.

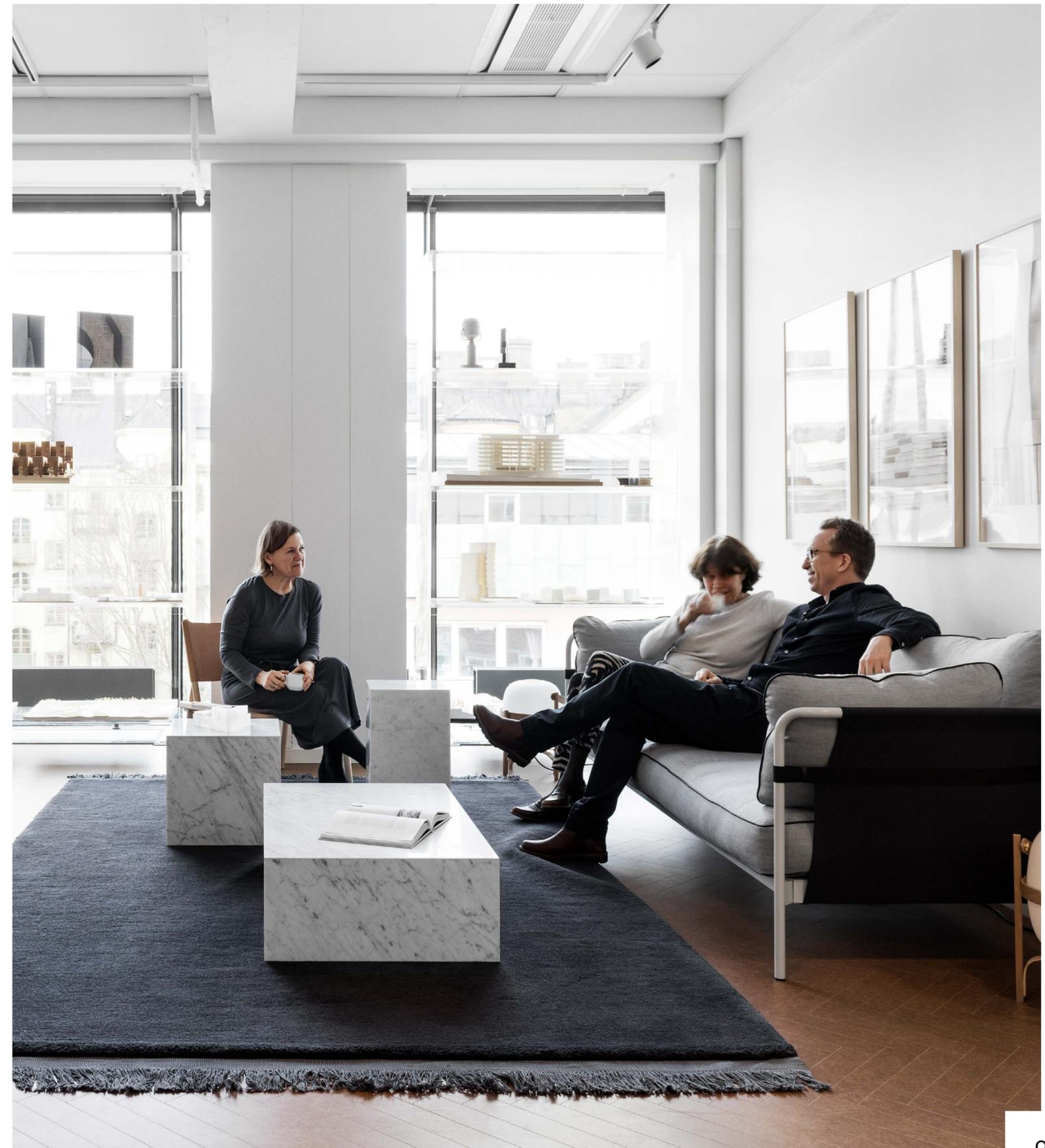
Within 5 days of arrival in Denmark you must register in the population/nation register (CPR). You register at the Citizen Service in the municipality where you have registered your Danish address. You must apply for an appointment at the Citizen service online to get your CPR number – the process of applying online is different for Aarhus and Copenhagen. Please see the difference on the next page.

Please have the following documents ready for the application:

- Your resident and work permit
- Passport or national ID with photo (must include your place of birth)
- Proof of your address in Denmark (e.g., a rental contract, Tendency agreement, confirmation from registering your address)
- If you are married documentation for this

You will receive a yellow health insurance card by post which carries your Danish CPR number. It usually takes 5-7 days for the insurance card to arrive by post. In the meantime, you get a temporary CPR number. You are advised to always carry your yellow health insurance card with you as you will need to use it when contacting your doctor, hospitals, and dentists.

You will be covered by the C.F. Møller liability insurance, and the C.F. Møller accident insurance will cover accidents during travel made for work purposes.



02 What you must do when you arrive in Denmark

2.2 CPR number and health insurance card

Aarhus Employees

If you are moving to Aarhus, you must first apply for a CPR number online and thereafter show up in person at Citizen Service at Dokk1. Please bring the receipt you get from your registration online and the original documents mentioned above. You can book an appointment here:

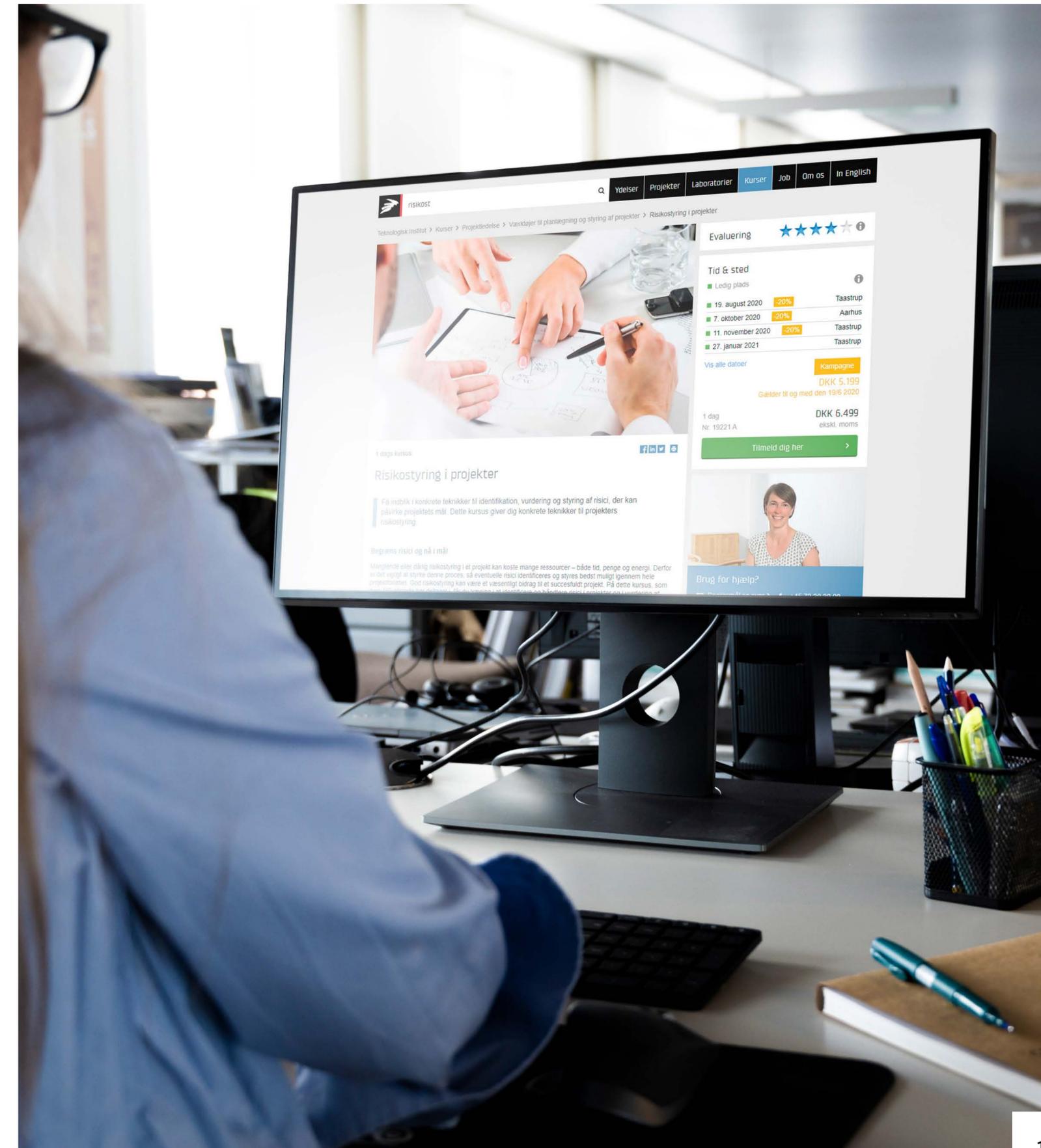
[Apply Here >](#)

Copenhagen employees

If you are moving to Copenhagen, you can apply for a CPR number here:

[Apply Here >](#)

You will be called in for a final approval when the International Citizen Service has processed your application.



02 What you must do when you arrive in Denmark

2.3 Get MitID

We recommend that you get a MitID for your stay in Denmark. MitID is Denmark's common secure logon solution when using online public self-service, online banking etc.

When you have received your CPR number you can obtain MitID. When you attend the appointment at the Citizen Center for your CPR number, you will normally get transferred directly to another line to get your MitID.

If this is not the case (they might be too busy), you must apply for the MitID by either going to the Citizen Service Center or request MitID online here:

[Request Here >](#)

You can also obtain MitID at your (Danish) bank.

It usually takes 5-7 days for the code (you need to login) to come by post.



02 What you must do when you arrive in Denmark

2.4 Money and banking

It is not possible for us to pay your salary before you get a Danish bank account – be aware that this process might take a while! As soon as you get your Danish bank account please let us know.

We recommend that you become a customer at the Danish bank “Lunar” as the processing time might be less compared to other banks.

[Read more here >](#)

To be a customer you can download the Lunar app. Create your free account in the app in a few minutes by using your passport.

When you receive your debit card, please show it to Mette Knoblauch in Financial Dept., Aarhus mkn@cfmoller.com as soon as possible. She needs to know the registration and account number, which is both informed at the debit card.

In Denmark we have an app called MobilePay, which is widely used for payments in Denmark. You can use the app to pay with your credit card from your smartphone in supermarkets, different stores and among you and your friends. You need a Danish phone number to use the app.

