

ANTICIPATING ARRIVAL GUIDE

THIS COULD BE YOU!

Mathilde, exchange student from the USA
biking through Nyhavn, Copenhagen

FOR EXCHANGE STUDENTS **CBS 2023**

WELCOME TO CBS

It will be our pleasure to welcome you to the Copenhagen Business School (CBS) community!

CBS is a Danish university with an international environment. We welcome around 2,400 international students from all over the world each academic year. You, as a one of our future international students, will be an important aspect of our campus life and a valuable addition to the internationalization of CBS' own academic environment.

Denmark is a country which is driven by individuality and self-responsibility, and we believe that it is extremely important for you to be well prepared for your time here. As such, we have compiled this guide to give you a short introduction to Denmark, the aspects of living in Copenhagen as well as to advise you about some of the practicalities to think about when moving to Denmark and what to expect of studying at CBS.

Our students have many international opportunities available to them during their studies, and you can take advantage of these opportunities yourself while you are here. We are confident that your time at CBS will be a cornerstone in both your academic and personal development, and you will become better prepared to communicate cross-culturally and to live in a society of global awareness.

It is not without reason that many of our exchange students decide to prolong their stay with us. Either by taking another exchange semester, transferring their whole education to CBS, or coming back to work. We hope you will enjoy it too and we, at the CBS International Office, will do all we can in assisting you in making this the best experience possible for you.

We look forward to welcoming you to Copenhagen and on campus!

Best regards,

Team Inbound
CBS International Office



What to anticipate?

We hope that you will read this guide before leaving for your exchange.

The idea is that you will be more prepared for what to expect, and can plan thoroughly so your arrival here becomes less confusing.

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Disclaimer: Copenhagen Business School does not accept any responsibility for the contents of the external websites to which we link in this guide.

INTRODUCTION TO DENMARK

Denmark is many things! Maybe you already know Hans Christian Andersen, Carlsberg, Pierre-Emile Højbjerg, the little mermaid, Lego, Danish pastries...? Well, Denmark is a lot more than that. Did you for instance know that the Danes are ranked among the happiest people in the world?

A balanced work/leisure time, how we 'hygger' (Check out this definition in the [Oxford Dictionaries](#)), welfare, environment, trust and freedom, such as a simple thing of riding bicycles, are all factors that make us so happy. We will not mention the long, dark and cold days of winter here. If you want to know more about our happiness, you can read about it [here](#).

Denmark is more than fairytales and crazy bike riders. We hope our little introduction will convince you that you have made a correct choice in spending your semester with us!

GEOGRAPHY

So where is this little fairytale country of ours? Denmark is one out of the three countries of Scandinavia (including Norway and Sweden), and the smallest among the Nordic countries. Denmark is situated in northern Europe between the North Sea and the Baltic Sea and between continental Europe and the Scandinavian Peninsula.

The country's total area is about 43,000 km². This includes 443 islands and the Jutland peninsula, which is part of continental Europe and has a 68 km territorial border with Germany.

QUICK FACTS ABOUT DENMARK

Capital:	Copenhagen (København)
Population:	5,941,388 (2023)
Language:	Danish
Currency:	krone
Electricity:	230V, AC (EU standard)
Religion:	Evangelical Lutheran (72%)
Time zone:	CET (Central European Time) or GMT+1
Number of islands:	443
Country phone code:	+45



DANISH LANGUAGE

Can you say 'Rød grød med fløde?' Danish is the national language of Denmark. Schoolchildren begin learning foreign languages at the age of 6 (English), and German or French at the age of 11. There is usually, especially among the younger generation, no problem in communicating in English.

THE POLITICAL SYSTEM

Denmark is a constitutional monarchy and has a single chamber parliamentary system, supplemented with referendums. The voting age in Denmark is 18 years, and elections are decided by proportional representation with a 2% minimum. There are currently sixteen political parties represented in parliament including parties representing Greenland and the Faroe Islands. With an app. 85% turnout (2022), Denmark can boast of high participation in parliamentary elections. The Parliament (Folketinget) has 179 members, including two elected from the Faroe Islands and two from Greenland. Christiansborg Palace, in the city centre of Copenhagen, is the seat of the Parliament.

International cooperation

Denmark is a member of the European Union (member since 1973, but not the Monetary Union with the Euro), the United Nations, NATO, OECD, Schengen, OSCE, IMF, WTO and the Nordic Council.

CURRENCY

The Danish currency is the krone (abbreviated kr. or DKK) and 1 krone is divided into 100 øre. As of June 2023, 1 euro equals 7.44 kroner. Exchange rates and currency conversions can be found on the website of the [Central Bank of Denmark](#).

RELIGION

Religious Freedom is a constitutional right in Denmark. The official religion of Denmark

The national flag of Denmark is named 'Dannebrog'.

It is red with a white Scandinaian cross, featured on all of the Nordic flags.

It is the oldest continuously used national flag in the world and legend has it that 'Dannebrog' fell from the sky in Estonia in 1219 during a battle.



is Evangelical Lutheran and around 72% of the ethnic Danish population belongs to this religion. The Danes have a very relaxed relation to their Christian upbringing. Numerous churches and places of worship belonging to other religious denominations than Evangelical Lutheran are located around Copenhagen.

EDUCATION

Education is compulsory for nine years from the age of 6 to 15 or 16. After this, a number of various upper secondary courses and higher educational programmes are available that qualify students for higher education such as university. Education is Government-funded, meaning it is free of charge and open to all. 42% of all Danes have a higher-level education, which is average among OECD countries.

The university sector offers undergraduate and graduate courses as well as doctorates. All teaching at these institutions must be research-based, which is a fundamental principle for all universities in order to ensure high standards in all programmes.

WEATHER

Denmark has a temperate climate that varies under the marine influences of the Gulf Stream. Due to Denmark's northern geographical placement, you should expect short days in the winter (from 9-16 around winter solstice) and long days and bright nights in the summer (from 4.30 - 22 around summer solstice).

Average temperatures for Copenhagen in the summer are around 19-20 degrees celcius. Winters in Copenhagen have become milder, and a daytime temperature of 5 degrees celcius is normal.. For an average weather parameter, check [Danish Meteorological Institute](#) (DMI). DMI can also provide you with daily weather forecasts (or download their app).

Being outdoors is an important part of enjoying life in Denmark, so be prepared and bring clothes that enable you to go outside and enjoy yourself regardless of the weather.

The kingdom of Denmark is represented by one of Europe's oldest monarchies. The Danish monarchy has continued in a direct line for more than 1,000 years without revolutions.

Right now, the monarch is Queen Margrethe II. She has been the Queen of Denmark since 1972.

Her oldest son Crown Prince Frederik will one day succeed her and become King Frederik X.



TRAVELING IN/TO DENMARK

We know students do not only study while they are here. They also spend time exploring. There are several means of transportation to get to and from Denmark, and once here it is the perfect hub for exploring the rest of Europe.

Travelling around the country is easy by public transportation. Public transportation is reliable, punctual and can take you everywhere. In a "big" city like Copenhagen there are good reliable options for transportation such as busses, metros and local trains.

Bus

There are several bus lines that connect cities in Denmark, the Scandinavian countries as well as Germany, and from there to all of Europe. Please check [Eurolines](#) or [Flixbus](#) for bus routes from over 26 European Countries to Aalborg, Aarhus, Copenhagen, Fredericia, Kolding, Odense, Vejle and many more.

Train

Taking the train is a comfortable and perfect way to be sightseeing the countryside. To plan trips around Denmark, go to the [Journey Planner](#). Here you can see the price for the trip as well as get directed to the [DSB website](#) to book your ticket and seat reservation. Here you can also book train/ Interrail tickets for abroad.

Air

You will find that Copenhagen Airport is only a short distance from the city centre by metro or train. From here you can fly to and from destinations within Denmark and around the world. It is a good stepping-stone for short trips to London, Paris, Helsinki etc. But do consider your carbon footprint.

Boat

You can travel by ferry from Denmark to Germany, Poland, Sweden and Norway. You can find more information about ferry routes (both domestic and international) on [aferry.dk](#).



Denmark is one of the most **LGBT+ friendly** countries in the world. Danish people are overall very open minded, tolerant and an inclusive population.

In Denmark same sex marriages are legalized and the rights of LGBT+ persons in Denmark are some of the most extensive in the world and has a high priority.

You find more information on the [Danish National Organization for LGBT+](#).



THIS COULD BE YOU!

Frederico Dughera, exchange student from Italy, jumping on the roof on the top of a parking house in Nordhavn, Copenhagen

LIFE IN COPENHAGEN

Copenhagen is a trendy, vibrant and sustainable metropolis with high living standards. The city offers a rich cultural life, a high standard in housing, a unique bicycle culture, efficient public transport, plenty of green recreational areas and lots of things to see and do. Participate in the many cultural events, enjoy Nordic cuisine and be inspired by Scandinavian fashion and design. The options are many and varied.

Copenhagen is a multicultural city and even if you live here for a short term, we are sure that you will get to intermingle with people from around the world! Although being a safe city with a low crime rate, you should of course, as with anywhere else in the world, always take your precautions.

LEISURE TIME

For Danes, work and leisure are interlinked. A healthy work/life balance is very important to Danes, who believe that time for social activities or to explore other interests – whether creative, cultural or sports – is essential to personal fulfilment.

Denmark offers an exciting range of leisure activities, such as theatres, operas, museums, concerts and festivals. There are trendy nightclubs and bars in and around Copenhagen city centre and quaint, traditional inns in the unspoiled countryside. Participating in different sporting activities is a great way to get to know people in Denmark, and you have many options available to you at CBS and in Copenhagen.

The eating establishments in Copenhagen range from expensive Michelin-starred restaurants serving haute cuisine to cozy side-walk cafes, which make great meeting places. At the cinema, films are usually shown in their original language with Danish subtitles.

The Danes value spending long hours outside, and especially when the weather is nice we come out of our homes. Being close to the seafront, taking a stroll or a swim in the sea or in the harbor baths (open in the summer time), hanging out in parks, playing football or meeting up for barbeques are all outdoor activities that Danes enjoy.



Wonderful Copenhagen ('København') is the capital of Denmark and home of 1 million Danes and people of many different nationalities. Big enough to be a metropolis, yet small enough to be intimate, safe and easy to navigate.

Situated on the east coast of Denmark, it overlooks the Øresund strait with Sweden just across the water (40-minute train ride to Malmö).

TRANSPORT

Copenhagen has an efficient public transportation system. All public transportation in the city and greater Copenhagen area operates on a zone system. The transportation and ticket systems are fully integrated in the Greater Copenhagen Area, and one single ticket covers busses, trains and the Metro, which runs 24/7. We are explaining more about prices, travel cards, time tables and tickets in our Smooth Studies Guide.

Biking

Biking is a very popular way of getting around in Denmark. Copenhagen is a very bicycle-friendly city, and most Danish students use their bikes as their main means of transportation. However, if you are not an experienced cyclist and do not feel confident on a bike, you should not make your first attempt in the fast-paced traffic of Copenhagen. Many Danes ride very fast and you are advised to practice first.

More information about bikes and bicycle regulations is found on the website of the interest organization [Danish Cyclists' Federation](#). You will get more information on where to buy or rent a bike upon arrival and dos and don'ts when biking.

Car

If you plan to use your private car in Denmark, and you are registered as a Danish resident, you must register your car within 30 days of your arrival in Denmark. Registration of vehicles is administered by SKAT. Some driver licenses must also be converted within 14 days after establishing residence. Check rules and all the information before bringing your car to Denmark at [skat.dk](#). If you plan on bringing your car to Denmark, you can park for free with a parking permit at CBS campus. Read more about parking permit in our Smooth Studies Guide.

HEALTH

Usually, no special immunizations are required or recommended before entry into Denmark. Remember that most health insurance services and hospitalization are free of charge in Denmark. Read more below under 'Health Insurance'.

Information can be found on the the website of the [Danish Health Authority](#) and in our Smooth Studies Guide.

WORK

In order to balance studies with student work, most Danish students work approximately 15-20 hours a week. Your student residence permit will also allow you to work part-time in Denmark. However, chances of finding employment can be slim if you do not speak Danish, so you should not base your budget on obtaining paid employment. More information on working in Denmark is found on the student intranet my.cbs.dk (you need your CBS login to access to page).

Work permit

Foreign students who are EU and Nordic nationals are allowed to work while here on exchange. Students from all other countries may only undertake paid employment while enrolled at CBS for a maximum of 20 hours per week during the semester and full-time June through August.

[Work authorization](#) is granted in your residence permit. Nordic citizens can work without a permit. More information about working in Denmark can be found at workindenmark.dk. Bear in mind that you need a Civil Registration Number (CPR number) and a bank account in order to get a job.



Getting a job within your field of study can be difficult, even for Danes.

International students who do not speak Danish are most likely to find student jobs at restaurants, cafes, bars and hotels.

Another idea is contacting companies where your language skills or knowledge of your home country could be useful.

VISITORS

Overnight guests are not permitted in the CBS allocated student residences. Looking for temporary lodging for family members, friends or others who might “drop in” while you are in Copenhagen, you can always check with Wonderful Copenhagen Tourist Information for recommendations on where to stay. Find inexpensive lodging options at [Visit Denmark](#) or [Danhostel](#).

The cheapest option to stay in Copenhagen is at a camping site, and you find sites close to the city centre. Youth Hostels & Sleep-inn are good alternatives to camping sites and hotels. Sleep-inn is budget accommodation, mostly for young people, in dorms with bunk beds, and generally only open during the summer months.

You can find more information on hotels, hostels, sleep-inns and camping sites on [Visit Copenhagen](#) (See ‘Planning’). An easy way

to find available hotel accommodation in Copenhagen and the surrounding area is of course also by making a search on any of the available accommodation search sites.

If your visitors are citizens in countries outside Europe, they might (depending on their country of citizenship) have to apply for a visa to visit you in Denmark. For more information about visa visit [New to Denmark](#).

GETTING INVOLVED

As a new international student in Denmark, it is recommended that you participate in the social life among students in your study groups and around campus.

Start getting involved right away if you would like to make new friends and establish ties with Danes. Not only will you have the opportunity to get to know Danes while working in study groups but also when socializing or being active in campus events.

Danish society is friendly and informal, and it is socially acceptable to ask about people’s lives and families. Read about various CBS student associations under [student organizations](#).

We very much recommend that you participate in the Exchange Social Programme and the Danish Crash Course Week leading up to the start of the semester. It would be a great start to your time in Copenhagen as an exchange student - during the [welcome programme](#). Also see the section ‘Danish language’ below.

MOVING TO DENMARK

Studying abroad is a major decision and an experience that will be challenging as well as rewarding and enjoyable.

We hope the following information will help answer some of your questions about living in Denmark and studying at CBS. The suggestions you find below are based on our experiences combined with words of wisdom from former international students.

RESIDENCE PERMIT / REGISTRATION CERTIFICATE

Everyone staying in Denmark for more than three months (except Nordic citizens), must apply for either a Residence Permit (non-EU/EEA) or a Registration Certificate (EU/EEA and citizens from Switzerland). You will be informed about the application process once you have been accepted as an exchange student at CBS.

Please note that your residence permit is given on the condition that you are a full-time student at Copenhagen Business School. Since a full work load per semester is 30 ECTS credits in total, and almost all our courses are worth 7.5 ECTS, it means that you must sign up for four courses.

For this reason we do not allow our exchange students to take only 7.5, 15 or 22.5 ECTS during their exchange period with us. If you are close to graduation and you need to complete only one or two courses, you should not select CBS as your exchange destination.

NON-EU / EEA CITIZENS

Non-EU/EEA citizens staying in Denmark for more than three months must complete and submit the ST1 application form in order to obtain a residence permit. If you are a citizen in a country where there is no visa requirement for travelling to Denmark, you can save money by applying for your residence permit from Denmark after arrival. If a visa is required, you need to apply in due time in order to receive your permit before departure. The normal processing time is approximately 2 months. Read more information on the website of [New to Denmark](#).

EU / EEA CITIZENS

Citizens from EU/EEA and Switzerland need a Registration Certificate if staying longer than three months in Denmark. The certificate must be obtained upon arrival in Denmark.

NORDIC AND DUAL CITIZENSHIP

Nordic citizens do not need a Registration Certificate. If you expect to reside in Denmark for more than three months, you can (optionally) register for a civil registration number (CPR number). If you plan to stay in Denmark for more than six months, you are obligated to register for a CPR number.

Dual citizenship holders with an EU/EEA/Swiss passport are recommended to use their European passport to apply for the Registration Certificate upon arrival in Denmark. This is easier than applying for a residence permit and there is no processing fee.

CPR NUMBER

A Danish CPR number is your civil registration number, and it is used in many aspects of life in Denmark, e.g. when in contact with the health authorities, libraries, banks, taxes, etc.

You need a residence permit or a Registratin Certificate to register for a CPR number (unless you are a Nordic citizen). Please note that if you are a non-EU/EEA citizen and chooses to apply for your residence permit after arrival in Denmark (only students from visa-free countries), it will postpone your registration for a CPR number. If you get your permit less than three months before the end of your stay, you will not get a CPR number and, therefore, nor the benefits of having a CPR number.

We will give you further practical information about how to apply for the CPR number as we approach the beginning of your exchange semester with us. You can only apply for it once you are in Denmark, so do not worry about it before your arrival to Copenhagen.



Many shops offer **student discounts** if you show a valid student card. When the end of the month approaches, the only affordable meal is often pasta with ketchup. Do not despair, with your student ID there are savings to be made. Check out these sites that bundle student discounts:

- [Studiz](#)
- [Studenterguiden](#)

BUDGET / EXPECTED EXPENSES

Staying in Copenhagen is not exactly cheap, and living expenses vary according to personal requirements and standards. However, you can get a broad idea of the monthly expenditures that you can expect to have at studyindenmark.dk.

Food

A meal in the CBS canteens costs DKK 25-50. If you plan to eat out, you should expect to spend much more on food than DKK 2000 a month. Your food budget will stretch further if you shop in discount grocery stores and prepare your own meals.

Books/supplies

In general, there is a high tax on books in Denmark. The cost of your academic books depends on the course subject and can cost anywhere between DKK 100 and 2000. More information can be found at [Academic Books](#).

Money-saving tips include borrowing your books from the CBS Library (or any other public library) and buying second-hand books from other students.

Transportation

Transportation costs depend on how far away from campus you live, but expect around DKK 1,700 per semester. Investing in a second-hand bicycle for your stay here might be the best option for keeping transportation costs low.

Wi-fi

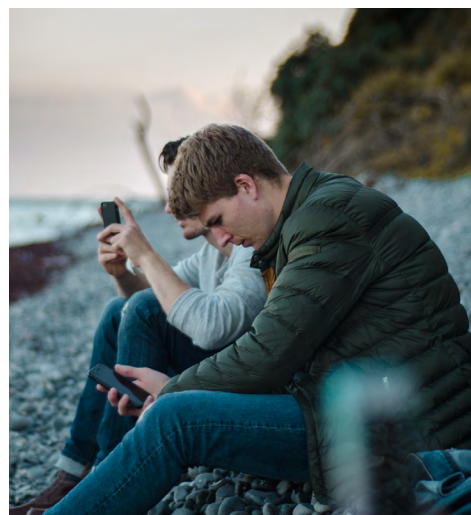
Denmark is a very digital society and internet access is essential. Free wi-fi is available on all CBS campuses and in many public places such as shopping centres and coffee shops.

ACCOMMODATION

Copenhagen is a great place to live, but like in most major cities finding available housing is competitive and can be quite expensive. A realistic estimate of the monthly cost of a room in Copenhagen is between DKK 4500 and DKK 7000. However, Copenhagen has an efficient public transportation system that covers the entire Greater Copenhagen Area (read more in

Get a Danish phone number...

Copenhagen has many companies that offer great deals on SIM cards, where you can buy more minutes online with international credit cards.



Transport), so you will have a larger number of opportunities available to you – many significantly more affordable – if you are flexible about where to live.

CBS Housing Department

The [CBS Housing Department](#) has access to eight student residence halls, available on for exchange students (including CEMS and double degree), as they are in Copenhagen for a short period and, thus, cannot commit to a long-term housing contract required by most Danish rental companies. During the autumn semester, the CBS Housing Department supplements the available accommodation with private housing. More information about the services of the CBS Housing Department, the various housing options, and allocation process (deadlines, payment procedure, online application system etc.) is found at the website of the [CBS Housing Department](#).

Acquiring housing on your own

If you plan to look for a place to stay by yourself without using the services of our housing department, you should make sure to read the guide for [how to avoid scammers](#). While crime rates in Denmark are relatively low, scams do occur and unfortunately it happens now and again that one of our students falls prey to a scammer. Make sure it will not happen to you!

Moreover, you should know that it is very, very difficult to find a place to stay by yourself for the autumn semester. If you are joining us in the autumn semester, we advise that you apply for housing via our housing department.

ELECTRICITY

In Denmark, the electric voltage is 230 V at a frequency of 50 Hz AC. If you bring your own electric devices which can only use a different current (check the label on your devices), you will also need a transformer. Otherwise, you will most likely get by with simply a two-pin type C or type K adapter.

USEFUL THINGS TO BRING

- phone numbers and email addresses for relevant contact persons at your home university
- hard copies of all important documents (passport, personal prescriptions etc.)
- a laptop

- a calculator (for exams); at some exams you are only allowed to use specific calculators. This appears from the exam rules in the course description.
- a watch (for exams)
- SIM-unlocked phone.

Clothing

For staying in Denmark during both spring and autumn semesters, you should bring the whole spectrum of clothes. Heavy boots, scarves and gloves are necessary for the cold months of November through March. Light clothes and a cardigan are suitable for the rest of the year. Most importantly, you should be prepared for rain all year round.

We do not have a certain dress code for attending classes at CBS. So you are not expected to dress up as for a business meeting for going to class and, hence, there is no need to bring along several sets of suits to Denmark. Bring one or two sets of nice clothes to attend parties or formal events.

CREDIT CARDS

Most major credit cards are typically accepted in Denmark. However, there is usually a fee to be paid, and some supermarkets do not accept foreign credit cards at all. You may want to carry some cash for immediate expenses.

Make sure you can use your credit card in Denmark, so contact your bank about your options for withdrawing money while you live and travel abroad. Fees associated with withdrawal can vary greatly, so be certain to inquire specifically about that.

Cash machines/ATMs

Cash machines/ATMs are found outside banks as well as in most shopping centres. There will be a fee for withdrawing money with a foreign credit card.

INSURANCE

We strongly advice that you make sure that you have adequate insurance during your stay in Denmark. Below you will find information on health insurance and other insurances.

Health Insurance

All residents in Denmark are entitled to free emergency treatment. Students registered in

the civil registration system (CPR) are covered by Denmark's national healthcare scheme, which entitles you to free medical consultation from your general practitioner (GP), medical consultation from specialists on referral from your GP, and subsidies for medicine and free hospitalization, among other things. However, you are not covered until you have received your Danish health insurance card ("Sundhedskort"), which will be send to your Danish address automatically when you are registered for a CPR number.

It may take 3-4 weeks from the day you register until you receive your health insurance card. You are therefore responsible for carrying health insurance coverage for the period until your Danish health insurance card arrives.

Please note that if you are a non-EU/EEA citizen and choose to apply for your residence permit after arrival in Denmark (only students from visa-free countries), it will postpone your registration for a CPR number and, hence, your health insurance card. If you get your permit less than three months before the end of your stay, you will not get a CPR number and will therefore not get a health insurance card. You should in this case make sure to have health insurance coverage for your entire stay in Denmark.

Dental care is only partly covered by the national healthcare scheme. Preventative dentistry pricing is regulated by the Danish Dental Association and somewhat subsidized. More extensive treatment receives almost no subsidy and can be quite expensive.

It is highly recommended for exchange students to take out insurance that covers repatriation in case of severe illness, as this is not covered by ordinary health insurance.

Other insurance

CBS will not be responsible for any losses that may occur during your studies, so you may want to take out additional insurance to cover liability and personal belongings during your stay in Copenhagen. Some insurance companies extend their coverage to other countries, so make sure to contact your current insurance company for further information.

Make sure that you have adequate insurance while studying at CBS:

- **Third-party liability insurance** – to cover expenses if you have to pay compensation to another person
- **Accident insurance** – to cover the financial consequences of an accident
- **Home insurance** – to cover loss or damage of your personal belongings
- **Car insurance** – to cover damage and repairs if you have a car while you are in Denmark.

DANISH LANGUAGE

Danish is the national language of Denmark. However, due to our education system and close geographical and historical relation to the UK, communicating in English is relatively easy for Danes, especially the younger generation. In spite of that, you might find it useful to learn some Danish in order to make your time in Denmark easier. It is especially important if you are considering working during or after your stay in Denmark.

We encourage you to get a jumpstart on your life here in Denmark by getting a feel for the Danish language already now! Although your academic programme may be in English, having some Danish language skills is helpful in getting to know your Danish classmates on a personal level, as well as giving you many more opportunities if you would like to work in Denmark.

All international students can enroll in Danish lessons. As an international student at CBS, you have several options for learning Danish:

Credit-bearing course:

Danish Integrated Skills (7.5 ECTS) is an introduction to Danish language and culture, suitable for beginners. The course awards 7.5 ECTS credit points and is taught twice per week. More information can be found in the course description. The course is not suitable for Swedes or Norwegians, as the level is too low for students who speak Swedish or Norwegian.

Non-credit-bearing courses with Studieskolen:

Danish Crash Course runs for one week – two weeks before the beginning of each semester. It is a week of learning the basics of the Danish language while, at the same time, you have fun getting to know some of your fellow exchange students.

Danish Language Courses for foreigners are offered by [Studieskolen at CBS](#). They are external providers of Danish language courses who have rented rooms at CBS and the teaching takes place at CBS. Courses offered by Studieskolen are non-credit bearing. The classes are for beginners as well as for intermediate and advanced students.

CULTURE SHOCK

Moving to a new country is a big decision – especially if you have never lived abroad before. It takes time to adapt to a new culture, even if the culture is not entirely different. Even though Denmark is systematized and people are eager to make you feel comfortable, you may feel disoriented, anxious or overwhelmed – both physically and psychologically. This is called culture shock and it is entirely normal. Be patient and give yourself time to settle into your new environment.

Be aware that these feelings and reactions will most likely occur at some point during your stay. When this happens, it is important for you to remember that you are going through a learning process. If you accept this brief period as one of transition, you will ultimately return home with greater self-confidence and the ability to succeed in a multicultural environment. Get engaged and keep active, explore your social opportunities on- and off-campus and, if possible, try to learn some Danish.

By keeping an open mind, you will soon be drawn into the many impressions and activities on offer. We encourage you to speak to other international students – after all, chances are they know exactly what you are going through – or even CBS staff about your concerns.

Tips on easing yourself into a new culture:

- Accept that you cannot know everything about your new country and the local language
- Keep an open mind and be flexible
- Try to do things that you did at home
- Talk to other students about how you feel
- Stay active and get involved with local organizations or student associations.

Need a time out? Surely you want to know the national holidays where you most definitely do not have any classes scheduled. Time to study... or explore!

For more information on Danish holidays and traditions, check out [this site](#).



THIS COULD BE YOU!

Kathrine, exchange student from the USA
Kayaking in one of the canals of Christianshavn
in Copenhagen



BEING A STUDENT AT CBS

Established in 1917, CBS recently celebrated its 100th year anniversary. Many things have happened since then, and today the business school can boast of being an internationally recognized university holding a triple-crown accreditation and ranked highly in an array of rankings.

At CBS you are responsible for your own learning. Self-discipline is a must and you will find that there is a lot of focus on group and project work as we believe that this will prepare you for your future work life.

APPLICATION PROCEDURE

With this section we aim to give you an overview of the application procedure for exchange students at CBS. The application is done online so you do not have to send us any documents by post or email; nor will you receive any documents from us by post. All information from us to you is sent via your secure CBS email.

Application portal

When applying for CBS, all application forms are found in our application portal. Our application process is two-step. First, you submit your general application and second, you submit your course application.

General application

The application form will be available soon after your nomination. Application deadlines are in the last week of October for the spring semester and the last week of April for the autumn semester. We will send you a link to the application portal, and you must complete the application and upload the required documents no later than the stipulated deadline.

Information about the application procedure, required documents, available courses, important dates, etc. is available at www.cbs.dk/app

Course application

The course application form is available from a couple of weeks before the application deadline. Before applying, you will find our course lists online at cbs.dk/undergrad (courses open to undergraduate students) and cbs.dk/grad (courses open to graduate students).

All the courses on our course lists, and only those courses, are open to exchange students.

You may apply for any courses you wish as long as your home university has given you pre-approval to take the courses.

After application closes, we will process the application documents and course applications as soon as possible and issue an official acceptance letter to you - if you have submitted the necessary application documents.

PERIOD OF ATTENDANCE - WHAT TO EXPECT

When considering spending a semester in Copenhagen, you might be wondering how this will impact any other obligations you might have, for instance an internship. The official start and end dates of the semesters are as follows:

Autumn: From September 1 to January 31

Spring: From February 1 to June 30

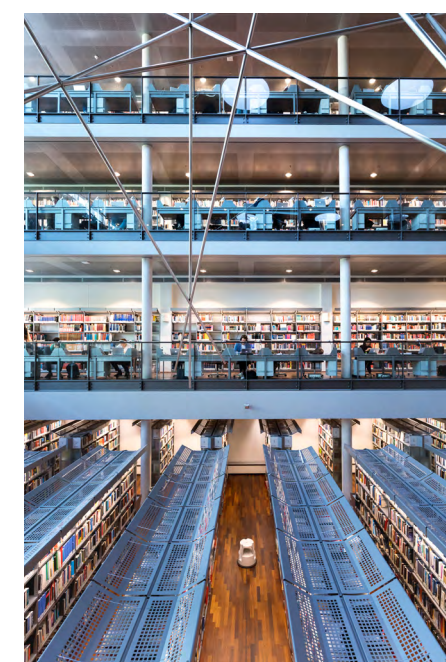
However you are not expected to be present in Denmark for this exact period. We hope that [this information](#) will ease any worries that you might have about the timing of your stay in Denmark.

If you are unable to participate in the welcome programme, please contact us at inboundexchange@cbs.dk.

CBS International Office

You are always welcome to contact the academic advisors at the CBS International Office for questions about the application procedure, your course enrolment, your residence permit etc.:

- Undergraduate-level exchange students: undergrad.intoff@cbs.dk
- Graduate-level exchange students: grad.intoff@cbs.dk
- CEMS students: cems@cbs.dk
- Double degree students: doubledegree@cbs.dk



The academic calendar is available on our website. Here you see an overview of the most important dates and deadlines.

Check the [academic calendars](#)

WELCOME PROGRAMME, CRASH COURSE WEEK AND BUDDY PROGRAMME

International exchange students, CEMS, and double degree students have a mandatory Welcome Programme the week before semester starts. This is designed to give you an introduction to CBS and to the city of Copenhagen.

Two weeks before the semester starts, you can participate in a crash course in Danish. Attendance in the course is optional.

Exchange Social Programme (ESP)

In the evenings of both Crash Course Week and the week leading up to semester start, the CBS Exchange Social Programme (ESP) coordinators have arranged the Exchange Social Programme with various informal events to ease your integration process, to help you build a social network, and to introduce you to Danish culture, Copenhagen and CBS.

Information about the Exchange Social Programme and how to register is found on the website of the [CBS International Office](#).

Buddy Programme

At CBS, you have the option of being assigned a “Buddy” from among full-degree CBS students. The role of the Buddy is to help you settle in Copenhagen, for instance by picking you up from the airport or showing you how the public transportation system works.

Buddies are helping on a volunteer basis and since they are students themselves with a busy daily schedule, you might find that they are not always available during the semester. However, they have volunteered to help you as much as they can, especially in the beginning of the semester, and who knows? Your Buddy might turn out to be a new friend.

You will be able to register for a Buddy (or decline to have a Buddy) through our application portal, which also contains the form for general application and course application as described in the section Application Procedure. You might worry about overwhelming yourself, but we recommend participating in as many initiatives during the first couple of weeks prior to semester start as they are excellent opportunities to meet your fellow students and make new friends. In short, give yourself a



Laptops are important tools in your studying, and you are advised to bring your own laptop to Denmark. Make sure it is compatible with the electricity in Denmark.

If you do not have a laptop, you can use a computer in one of our computer labs but only within [opening hours](#).

smooth start here at CBS.

CBS FACILITIES

As a student at CBS, you get:

- An email account
- A student ID card
- A personal student number
- A personal drive for storing files
- Access to the self-service system
- Access to the student intranet
- Access to the learning platform
- Access to computer rooms
- Access to library facilities and resources
- Access to free wi-fi on all CBS campuses

You will receive access to your CBS email account as soon as possible after we have been notified of your nomination. After that, your CBS email address is used for all communication from CBS while you are enrolled. Therefore, it is essential that you check your CBS email.

DISABILITIES

Denmark is a society where equality and fairness are valued. Our international students with disabilities are encouraged to disclose their situation if requesting special accommodations for academic-related matters.

Learning disabilities

If you have a learning disability, such as dyslexia, and you normally require extra time at exams, we will help you apply for exemption. You need to gather documentation, in the form of a letter from your doctor or a letter from your university which describes the extra help that you are given at home. We will try to match that and give the same kind of help. Such an application should be submitted as soon as possible after you have been informed about your course enrolment since it will take some time to process the application. Information is available on my.cbs: [Special conditions at exams](#).

Visually impaired students

Visually impaired students who need specific aids in order to complete their courses, e.g. special software programs to enlarge text in reading materials, must bring those aids to CBS

from their home university as, unfortunately, CBS cannot provide these aids.

Accessibility

All CBS academic buildings and some student residences are wheelchair accessible. If you are a wheelchair user, please state so in your application for housing through the CBS Housing Department. Information about access to museums, hotels, etc. is found at [Visit Denmark](#).

ACADEMIC CULTURE AND GUIDANCE RESOURCES

Academic culture

Studying at CBS and in Denmark may require preparation to study in a different academic culture than what you are used to. In Denmark, university students are responsible for their own learning, and you must be prepared to manage your own time wisely to enhance your learning outside lectures/classes. The focus of university education in Denmark is not learning by heart, but acquiring valuable skills and knowledge for your future carrier. Critical thinking skills and independent thought are highly valued, and you will have both the opportunity and responsibility for making the most out of your education at CBS.

More information about the CBS academic experience, the Danish grading system, exam types, project work, etc. is found at [CBS Academic Experience](#). In particular, please note that some of our exams are oral exams. We know that many of our international students are unfamiliar with oral exams, we have made a [short film](#), which will introduce you to the concept. Also, please be aware that at CBS the exam is usually 100 percent of the grade. Attendance in class does not count towards your grade, nor is it possible to obtain extra credits to improve your grade.

Student Guidance Service

Should you need help with issues such as exam anxiety, study techniques, depression etc. you are welcome to contact the [Student Counselling Service](#), which is an institution under the Danish Ministry of Science and Higher Education. Their team consists of psychologists, social workers with psychotherapeutic training, and psychiatric specialist physicians. All of the employees have a duty of secrecy and students may contact them anonymously.

Alternatively, you can make use of the [CBS Student Guidance](#) who offer more or less the same services, but the staff are not educated psychologists, psychiatrists or therapists. They are full-time CBS employees and student counsellors, who are all specialized in study guidance and personal guidance.

STUDENT ASSOCIATIONS

Joining one of the many [student associations at CBS](#) is a great way to meet new friends. There are many different types of organizations, ranging from academic and political organizations to sports clubs and an international choir.

USEFUL LINKS AND READINGS

Denmark

[Official website of Denmark](#)

[Ministry of Foreign Affairs of Denmark](#)

[New to Denmark – portal for foreigners & integration](#)

[Study in Denmark](#)

[Life in Denmark](#)

[Official tourism site of Denmark](#)

[Official tourism site of Greater Copenhagen](#)

[Copenhagen Post](#)

CBS

[CBS International Office website](#)

[The CBS CEMS programme](#)

[The CBS Double Degree programme](#)

[CBS Wire – student blog](#)

[Undergraduate courses](#)

[Graduate courses](#)

CBS International Office contacts

inboundexchange@cbs.dk

Undergraduate courses: undergrad.intoff@cbs.dk

Graduate courses: grad.intoff@cbs.dk

CBS CEMS Programme Manager: cems@cbs.dk

CBS Double Degree Manager: doubledegree@cbs.dk

CBS Housing Department: housing.intoff@cbs.dk

Social Programme Coordinators: esp.intoff@cbs.dk

Buddy Programme Coordinators: buddy.intoff@cbs.dk

Important about contacting the CBS International Office:

We strive to keep our website as updated and comprehensive as possible, but should you still have questions even after reading this guide and following the various links, you are most welcome to contact us.

We are dedicated to helping incoming international students from start to finish – with issues of an academic or personal nature. We look forward to welcoming you as one of our students and with this guide we hope that you feel well informed and look forward to spending a semester at CBS.

CBS International Office Copenhagen Business School

