Anticipating Arrival at CBS

Guide for exchange students

2018-2019

Updated March 2018
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Welcome

It is our pleasure to welcome you to the Copenhagen Business School community!

Copenhagen Business School is a Danish university with an international environment. We welcome more than 4,500 international students from over 50 countries each academic year, and our international students are an important aspect of our campus life and a valuable addition to the internationalization of CBS’ own academic environment.

Since Denmark is a country that is driven by individuality and self-responsibility, we believe that it is extremely important for you to be prepared for your time here. In order to get off to a good start when settling into your studies at CBS, we have compiled this guide to advise you about the practical aspects of studying at CBS, as well as to offer you a better understanding of some of the cultural aspects of living in Copenhagen. We have tried to anticipate the questions and concerns you may have as you prepare for your arrival to CBS, so please read this guide carefully and refer to it often, as we will update the information as necessary.

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 be better prepared to communicate cross-culturally and to live in a society of global awareness.

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.

We look forward to welcoming you on campus! Vi ses!

Best regards / Med venlig hilsen

CBS International Office

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

1.1. Passport

Be sure to bring your passport when you travel to Denmark. For those of you who do not yet have a passport, you must get one before travelling to Denmark. It is very important that you do not leave this until the last minute, as it may take weeks or even months to get a passport. In order to apply for a residence card for studying in Denmark, you will need your passport.

Your passport must be valid for the period of your studies at CBS, plus an additional three months. If you are studying with us in the fall semester 2018 your passport should be valid at least until May 1 2019. If you are studying with us in the spring 2019 or the entire academic year 2018-2019 your passport should be valid at least until September 30 2019. If your passport is new, please make sure to sign it if you are supposed to do so. We strongly advise students with dual citizenship to bring both valid passports.

Although EU citizens should be able to travel within the Schengen Area without passport using only their national ID, EU regulations from mid-October 2005 require that those flying from one country to another show their passport at various check-points before entering the aircraft.

1.2. Residence card / Registration certificate

Excepting Nordic citizens, everyone staying in Denmark for more than three months must apply for either a residence card or a registration certificate. Below is an overview of

a) Who needs what
b) When to apply
c) The application process for exchange students
d) Special notifications for non-EU/EEA students
e) Full-time enrolment at CBS as a pre-condition for the residence permit

a) Who needs a residence card/registration certificate

- **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 apply for a Danish residence card. The application form must be submitted to the Danish diplomatic mission (embassy or consulate general) in your country of residence. If there is no Danish representation in your country, please contact the Schengen authority for the country which has been identified to represent Denmark. All relevant information on Danish embassies and consulates abroad can be found on the website of the Ministry of Foreign Affairs of Denmark.

- **EU/EEA or Swiss citizens**
  EU nationals and citizens of Switzerland and Liechtenstein need a registration certificate if staying longer than three months in Denmark. The certificate must be obtained upon arrival in Denmark. More information on this will be in your welcome packet, which is distributed upon arrival.
• **Nordic citizens**
  Students from the Nordic countries do not need a residence card or registration certificate. However, when arriving in Copenhagen, Nordic citizens must register with their municipal Citizen Service (Borgerservice) in order to get a Danish CPR-number (read more in section 1.3. CPR number).

• **Dual citizenship European /Non-European**
  If you have dual citizenship and one of them is in an EU/EEA country, a Nordic country, or in Switzerland, you should use your European passport to apply for the registration certificate upon arrival in Denmark. This way, you will be able to save the processing fees.

b) **When to apply for a residence card/registration certificate**

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<tr>
<th></th>
<th>Before arrival</th>
<th>After arrival</th>
<th>Need not apply</th>
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<td>Non-EU/EEA citizens</td>
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<td>Nordic citizens</td>
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c) **The application process for guest students**
(exchange, CEMS, double degree)

• **Non-EU/EEA citizens**
  o **Where to receive the application form**
    The CBS International Office will send you a partly pre-filled ST1 form by e-mail with your preliminary acceptance letter.
  o **Which enclosures are needed**
    ▪ Documentation of paid fee
    ▪ Copy of your passport (all pages, including front page)
    ▪ Preliminary acceptance letter to CBS
    ▪ Proof that you can support yourself financially while in Denmark

  Please check the most updated enclosure list from the ST1 form. More information can be found at newtodenmark.dk.
  o **Where to send application form**
    The form is to be handed in personally to a Danish embassy, consulate general, or consulate which is authorized to record biometric features from the applicant. Read more, including where to submit your application, at the website of the Danish Ministry of Foreign Affairs as in certain countries, another Schengen country will handle applications on behalf of Denmark.

• **EU/EEA or Swiss citizens**
  o **Where to receive the application form**
    You will receive an OD1 form in your welcome packet which will be available to you one week before the beginning of the welcome week.
  o **Which enclosures are needed**
    ▪ Documentation of your enrolment
    ▪ Your passport and a copy of it
    ▪ 1 passport photo
Where to apply
You can apply for your certificate at:

The State Administration
Ellebjergvej 52
2450 Copenhagen SV

The State Administration certain timeslots of the week are typically allocated to students. If you hand in your application during those timeslots you will be fast-tracked. We will give you further information about these timeslots in your welcome package.

d) Special notifications for non-EU/EEA students

- **Processing fees**: Non-EU/EEA citizens must pay a processing fee to the Danish Immigration Service when applying for a residence card. The normal processing time is approximately 2 months, so please be patient.
  More information can be found at [newtodenmark.dk](http://newtodenmark.dk).

- **Bank transaction fees**: Please be aware that part of the amount you pay in a bank transaction goes to your bank or credit card as a transaction fee. This is a common procedure. It is up to you to ensure that you transfer the full amount to the Danish Immigration Service as well as pay any transaction fees.

- **Local authority fees**: If you submit your application to a diplomatic mission (embassy or consulate general), you will normally also have to pay a fee. Fees vary. We recommend that you check the fee on the website of the diplomatic mission before submitting your application.

- **Processing time**: The processing of your application may take up to 60 days after the Danish Immigration Service has registered the receipt of the full application fee and has received a complete application from you. Do not procrastinate; apply for your residence card immediately to make sure that you will receive your residence card in due time before your departure to Denmark.

- **Avoid errors**: You should double-check that the exchange or full-degree period stated on the acceptance letter and the residence card application form are accurate and identical.

- **Travels outside Denmark**: If you plan to visit another country for which a visa is required before or after your period of study at CBS, you should consider getting any necessary visas before leaving your home country. Also, if you consider travelling around Europe after your stay in Denmark, you should do so before your visa expires. A residence card normally allows for visits up to 90 days within a time period of six months in the entire Schengen Area, i.e.: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland. (These countries are all European Union members except Norway, Iceland and Switzerland.) However, there might be exceptions, so please check upon this before travelling.

- **Residence card**: Note that your residence card will automatically lapse if you no longer have a residence in Denmark – i.e. if you terminate the rental contract of your home and are no longer are registered at a Danish address in the Central Office of Civil Registration (CPR office) – or you leave Denmark. If you keep a residence in Denmark – i.e. if you are registered at a Danish address – there are rules for how long you may leave the country without losing your residence card. More information about lapse of residence card is found at [newtodenmark.dk](http://newtodenmark.dk).

- **About proof that you can support yourself financially while in Denmark**: This should be documentation of a grant or scholarship or a bank statement exclusively in your name. Documentation must show that you have at your disposal a minimum amount for the period of time covered by your residence permit. For 2018, the amount is DKK 6,090 per month.
e) Full-time enrollment at CBS as a pre-condition for the residence permit

Please note that your residence permit is given on the condition that you are a full-time student at Copenhagen Business School. A full work load per semester is 30 ECTS credits in total and since almost all our courses are worth 7.5 ECTS this means that you must sign up for four courses / 30 ECTS per semester at CBS. For this reason we do not allow our exchange students to take only 7.5, 15 or 22.5 during their exchange period with us. If you are close to graduation and you need to complete only one or two courses before writing your thesis, you should not select CBS as your exchange destination.

1.3. CPR number

A Danish CPR number is your Civil Registration Number, and it is absolutely necessary to have. It is used in all aspects of life in Denmark, e.g. when in contact with the health authorities, libraries, banks, etc. 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 and have your residence card so do not worry about it before your arrival in Copenhagen.

1.4. Budget

Currency
The Danish currency is the krone, abbreviated kr. or DKK. 1 krone is divided into 100 øre. As of March 2018, 1 euro equalled 7.45 kroner. Exchange rates and currency conversions can be found on the website of the Central Bank of Denmark.

Price estimations
Naturally your expenses depend on your living situation and your own spending habits. However, you can get a broad idea of the monthly expenditures that can expect to have at studyindenmark.dk.

Many shops offer student discounts if you show a valid student card. When the end of the month approaches, the only affordable option is often pasta with ketchup.

This is why we have made a short list of sites that bundle student discounts:

Studiz (available in English)
Studenterguiden (available in English)
Mecenat (In Danish)
1.5. 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 section 2.3. 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 seven student residence halls, and priority is given to international exchange, CEMS and double degree students, who 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. If you seek information that is not found on the website, the CBS Housing Department can be reached by e-mail. However, with over 700 international guest students per semester, it might take some time to get an answer, so please be patient.

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 hard to find a place to stay by yourself for the fall semester. If you are joining us in the fall semester we advise that you apply for housing via our housing department.

Food
A meal in the CBS canteens costs DKK 30-40. 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. You can find more information about this in our Smooth Studies Guide.

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.

1.6. What to bring with you to Denmark

Clothing
For staying in Denmark during both spring and fall 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 (read more in section 2.2. Weather).

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.

**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.
You might also consider getting your hair dryer, shaver, etc., in Denmark since they can be bought relatively cheap.

**Bicycle**
Copenhagen is a bicycle-friendly city. You can buy a second-hand bike in Copenhagen or bring your own. Check the costs of freight with your airline company. Read more about biking in section 2.3. Transport.

**Other useful things**
- Extra passport-size photos for your bus/train/metro pass, etc.
- Phone numbers and e-mail address 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 approved calculators. This appears from the exam rules in the course description. The approved calculators are: HP 10bII+ and Texas BA II Plus
- A watch (for exams)
- SIM-unlocked phone

### 1.7. Banks and Credit Cards
Contact your bank about your options for withdrawing money while you live and travel abroad. Fees associated with withdrawal can vary greatly, so be sure to inquire specifically about that.

**Bank account**
In Denmark, as in many other countries, it is not wise to carry large sums of cash. Therefore, it is natural to open a bank account in Denmark, but you need to have a Danish CPR number to do so.

There are a lot of banks that students can choose to create a bank account with. For more information about banking in Denmark, please see [banking in Denmark](#)
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.

Cash machines/ATMs
Cash machines/ATMs are found outside all banks as well as in most shopping centres. On campus, there is one located at Solbjerg Plads.

Traveller’s cheques
When using traveller’s cheques, there is a fee for each transaction, so make sure to ask your bank about relevant fees before purchasing traveller’s cheques.

1.8. Insurance

Health Insurance
All residents in Denmark are entitled to free emergency treatment. Students registered with the Civil Registration System are covered by Denmark's national healthcare scheme, which entitles you to free medical consultation from your general practitioner, 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”).

It may take two weeks or more 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 security certificate arrives. EU / EEA students should bring the European Health Insurance Card from their local health insurance office and inform the local authorities about their health insurance country. If you submit the information according to the information in this guide the financial transaction between Denmark and your home country will happen automatically if you need medical treatment.

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 guest students (exchange, double degree, CEMS) 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, but make sure to contact your current insurance company for further information.

We strongly recommend that you take out adequate insurance while studying at CBS.

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

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

All international students can enrol in free Danish lessons. According to Danish law, the Danish municipalities pay language tuition for a period of up to three years for qualifying individuals.

As an international student at CBS, you have several options for learning Danish:

a) Credit-bearing course

Danish Integrated Skills (7.5 ECTS)
One option is to enrol in the CBS course “Danish Integrated Skills”. This course 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.

b) Non-credit-bearing courses with IA Sprog

- Danish Crash Course
The 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 international students.
More information is found on the website of IA Sprog.

- Danish Language Courses by IA Sprog at CBS
IA Sprog offers free Danish lessons for foreigners. They are external providers of Danish language courses who have rented rooms at CBS and the teaching takes place at CBS. Courses offered by IA Sprog are non-credit bearing. The classes are for beginners as well as for intermediate and advanced students. For more information, please see their webpage.

1.10. 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

2. Life in Copenhagen

2.1. News

A fantastic way for you to get involved in Danish society is by knowing what is happening here. We recommend that you read some Danish newspapers, e.g. Politiken, and Copenhagen Post – both have English online versions.

2.2. Weather

Denmark has a temperate climate that varies under the marine influences of the Gulf Stream. Generally, the winters are cold, cloudy, windy and wet, while the summers are warm and sunny. Rainfall occurs throughout the year but is heaviest between September and November. Snow can fall anytime between November and April.

<table>
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<tr>
<th>Month</th>
<th>Day (°C)</th>
<th>Night (°C)</th>
<th>Day (°F)</th>
<th>Night (°F)</th>
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<td>36</td>
<td>27</td>
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<tr>
<td>February</td>
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<td>36</td>
<td>27</td>
<td>38 / 1.5</td>
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<td>March</td>
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<td>31</td>
<td>46 / 1.8</td>
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<td>April</td>
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<td>2.1</td>
<td>49</td>
<td>36</td>
<td>41 / 1.6</td>
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<tr>
<td>May</td>
<td>15.0</td>
<td>6.5</td>
<td>59</td>
<td>44</td>
<td>48 / 1.9</td>
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<td>June</td>
<td>18.7</td>
<td>9.9</td>
<td>66</td>
<td>50</td>
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<tr>
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<td>53</td>
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<td>31</td>
<td>66 / 2.6</td>
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Average temperature and precipitation in Denmark
(Source: Danish Meteorological Institute)

The Danish Meteorological Institute uploads the latest weather forecast in English and German.
2.3. Transport

Public transport around Copenhagen

Copenhagen has an efficient public transportation 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. The current ticket system is based on fixed zones. The cheapest ticket or pass type depends on how frequently you travel.

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<th>Zones</th>
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<tbody>
<tr>
<td>Ticket</td>
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<td>116 DKK</td>
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<td>124 DKK</td>
<td>127 DKK</td>
<td>130 DKK</td>
<td>133 DKK</td>
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<th>Zones</th>
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<tr>
<td>Ticket</td>
<td>138 DKK</td>
<td>142 DKK</td>
<td>145 DKK</td>
<td>148 DKK</td>
<td>151 DKK</td>
<td>154 DKK</td>
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• Buying single tickets is only a good idea if you don’t normally use public transport and need to use public transport as an exception. You can buy the tickets in the ticket vending machines at any train station or at a DSB ticket office.

• The monthly pass is the cheapest solution if you travel the same route more than 26 times per week in the day-time. You can buy a monthly pass at a DSB ticket office and you need a passport photo and proof of your address in Copenhagen in order to buy the pass.

• Rejsekort (which means “travel card”) is the cheapest solution if you travel regularly but not necessarily the same distance, at odd times of the day. With the rejsekort you are not restricted to travelling a certain route but the prize changes according to the time of the day and the ticket is cheaper if you do not travel during rush-hour. There are three types of Rejsekort. For further information and information about how to obtain a Rejsekort, please see this guide

Prices in DKK as of March 2018 (source: DOT)

Travelling around Denmark

If you want to travel between the different parts of Denmark, we recommend that you buy tickets at ticket vending machines or at a DSB ticket office. If you choose to travel between the different parts of the country using a Rejsekort Anonymous card, please note that you have to change the setting on your Rejsekort account to "høj forudbetaling" (national journey), which requires a prepayment of DKK 600. If you fail to do this, your card will not be a legally valid travel document. To change the setting, go to a Rejsekort ATM or a point of sale. Find out which journeys are national journeys here

The fine for riding on trains, metro and buses without (adequate) fare is up to DKK 750.

Regional trains leave Copenhagen Central Station for main cities like Aalborg, Aarhus, Odense, Helsingør and Malmo (Sweden) on an hourly or half-hourly basis. Tickets can be bought at Central Station or online on the website of DSB.

Journey planner

If you need to find out how to get from one address to another by public transport, you can use Rejseplanen app and website (journey planner), which provides you with a full description of the journey including timetables, prices and maps.

Biking

Biking is a very popular way of getting around in Denmark. Copenhagen is a very bicycle-friendly city, and most Danish students use the bike 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 you first attempt in the fast-paced traffic of Copenhagen. Many Danes ride very fast you are advised to practise first.

The fine for breaking the traffic laws for cyclists is DKK 700-1000 per violation.

More information about bikes and bicycle regulations is found on the website of the interest organisation Danish Cyclists’ Federation. You will get more information on where to buy a bike upon arrival and in our Smooth Studies guide.
Tips on biking:
- Follow the traffic laws
- You must have proper front and back lights fixed to the bicycle
- It is strongly recommended to wear a crash helmet, but wearing a crash helmet is not required by law
- Learn bicycle etiquette before attempting biking in Copenhagen

Parking at CBS Campus

The parking agreement at CBS means that students, staff and guests at CBS can park for free with a parking permit. So if you bring your car to Denmark, you can register your permit here.

The agreement is made with APCOA/Europark, and the parking control will be executed by EuroPark Parkeringskontrol, because the City of Frederiksberg has introduced payment for parking in the entire City. The agreement is made to improve parking conditions for staff, students and guests at CBS. Hopefully the agreement will mean that there will be less demand for the parking spaces for staff, students and guests at CBS.

If you want to park for free and avoid a control charge, register and sign up for a parking permit. It takes approximately two weekdays from you order your parking permit until you receive it. Remember it is your own responsibility to check that your registered information is correct. You cannot park for free before you have received your parking permit by email (the second email you receive). Parking in the same spot for more than 24 hours is considered long-term parking. Long-term parking is not permitted at CBS and may trigger fining / towing. A valve check may be performed.

2.4. Phone

Phones
If you want to bring you phone with you to Denmark, it should be SIM-unlocked and work with the Danish frequencies:

- 2G capabilities: GSM/GPRS/EDGE: 900/1800 MHz
- 3G capabilities: UMTS/HSPA+: 900/2100 MHz
- 4G capabilities: LTE: 800/1800/2600 MHz

You can also buy a new (SIM-unlocked) phone in Denmark from around DKK 200 DKK (mobile phone) or DKK 1000 (smart phone).

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

Subscription
Students staying longer than 6 months may want to consider a subscription. A subscription is for a minimum of 6 months, and you need a Danish CPR number in order to sign up for one. Some companies have high fees for international customers who are not permanent Danish residents, so be sure to do your research and read the fine print before signing any contract. You can find more information about SIM-card in our Smooth Studies Guide.
The CBS International Office often has sponsors providing our guest students with prepaid SIM-cards. Our exchange students will receive such a sim-card upon arrival with a welcome packet. However, we cannot guarantee that sponsored SIM-cards will be available every year!

2.5. Health and medication

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 (see section 1.8. Insurance).

Prescriptions from other countries are not accepted in Denmark, although occasionally, a Danish doctor can reissue them. Also, brand names frequently vary from country to country, so if you require medication and decide to bring it with you, you must be sure to bring a statement from the doctor that issued the prescription – both for the authorities upon entry into Denmark and in case you need to go to a doctor in Denmark to get a similar prescription here. More information is found on the website of the Danish Health and Medicines Authority and in our Smooth Studies Guide.

2.6. Work

In order to balance studies with student work, most Danish students work approximately 15-20 hours a week. 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 part-time jobs, internships, taxation, etc., is found on the CBS International Office website.

Work permit
As a principal rule, EU nationals and citizens of Switzerland and the Nordic countries do not usually need a work permit for regular student jobs. Students from all other countries may only undertake paid employment, while enrolled at CBS, for a maximum of 20 hours a week during the semester and full-time June through August. More information about working in Denmark can be found at workindenmark.dk.

2.7. Travelling

By air
Copenhagen International Airport (CPH) is situated just a few kilometres outside the city centre, and from there, you can fly to and from destinations around the world. It is a convenient stepping-stone for short trips to e.g. London, Paris, and Rome, etc. We recommend using travel sites, such as Momondo, travelstart.dk, etc., to find the best offers.

By boat
You can travel by ferry from Denmark to Norway, Sweden and Germany. Find timetables and fares and book online on the website of DFDS Seaways, Scandlines or Stena Line.
By train
You can take trains from Copenhagen to various destinations in Central Europe. Tickets can be bought at Copenhagen Central Station or online on the website of DSB.

By bus
You can travel by bus from Denmark to various destinations in Central Europe. Find timetables and fares and book online on the website of Eurolines.

If you travel within Denmark, you can use Flixbus or 888. It is cheaper than the train, but it takes a while longer to get to your destination.

2.8. Visitors

Overnight guests are not permitted in the CBS allocated student residences. Find inexpensive lodging options at Visit Denmark or Danhostel. 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 that, please see the following visa information.

2.9. Leisure time

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

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 cosy side-walk cafes, which make great meeting places. At the cinema, films are usually shown in their original language with Danish subtitles.

Getting involved
As a new international student in Denmark, it is recommended to participate in the social life among students in your study programme 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 in section 3.2. student organizations.
2.10. Useful links to Denmark and Danish culture

You may explore the following links for a thorough understanding of life in Denmark:

<table>
<thead>
<tr>
<th>Official website of Denmark</th>
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<tr>
<td>Ministry of Foreign Affairs of Denmark</td>
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<tr>
<td>New to Denmark – The official portal for foreigners and integration</td>
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<tr>
<td>Study in Denmark</td>
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<tr>
<td>Study in Europe</td>
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<tr>
<td>Your Europe</td>
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<tr>
<td>Official tourism site of Denmark</td>
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<tr>
<td>Official tourism site of Greater Copenhagen</td>
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<tr>
<td>Expat guide for working and living in Copenhagen</td>
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<tr>
<td>All about Copenhagen</td>
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<tr>
<td>Copenhagen Post</td>
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<tr>
<td>CBS Life – student blog</td>
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<td>Website of official Nordic co-operation</td>
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3. Being a student at CBS

3.1. IT facilities

IT facilities

As a student at CBS, you get:

- An e-mail account at mail.cbs.dk
- A personal drive for storing files
- Access to the self-service system: Online Student Service
- Access to the student intranet: my.cbs.dk
- Access to the learning platform: learn.cbs.dk
- Access to computer rooms
- Access to library facilities and resources
- A personal student number

You will be informed about your CBS email account (username and password) as soon as possible after we have been notified about your nomination. After that your CBS e-mail address is used for all communication from CBS while you are enrolled. Therefore, it is essential that you check your CBS e-mail account regularly and make sure that it is active. For your own convenience, you can forward your CBS e-mail to another account, but check your CBS e-mail account weekly to delete messages and empty the trash so your account does not go over quota. When it goes over quota, no messages are forwarded and you will miss important information from CBS.

Laptops

You are advised to bring your own laptop to Denmark. Make sure it is compatible with the electricity in Denmark (see section 1.5. What to bring with you to Denmark). If you do not have a laptop, you can use a computer in one of our computer labs but only within our opening hours.
Print, copy and Scan
CBS Students Print is only available with your laptop and with a valid CBS email account. You cannot use the library computers.

You have to download and install a driver on your laptop, create an account, top up the account via the CBS Students website using a credit card, and, finally, activate your account with PUK and PIN on a CBS Students printer or photocopier. It is not possible to print in A3 using CBS Students Print. All you need to print is: your laptop, your Student-id and any Credit Card (or Dankort). You can find printers all over the Campus (see map), and they are available during all the opening hours of CBS. For more information about how to install the print solution, please see http://www.cbsstudents.dk/print. CBS Students machines can also be used for copying and scanning.

Dictionaries
Online dictionaries are accessible through the library, but we recommend that you bring or borrow monolingual or bilingual dictionaries as they sometimes may be used during exams.

3.2. Disabilities
Denmark is a society where equality and fairness is 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 dispensation. In this case you should provide us with documentation either 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 to us as soon as possible after you have been informed about your course enrolment since it will take some time to process the application.

Visually impaired students
Visually impaired students who need specific aids in order to complete their courses – e.g. special software programmes 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 online application for accommodation through the CBS Housing Department. Information about access to museums, hotels, etc., around Copenhagen, is found at Visit Denmark.

3.3. Academic culture and guidance resources

Academic culture
Studying at CBS and in Denmark may require that you are prepared to study in a different academic culture than in your home country. 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 the lectures as well. 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. Since most 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, Innovation 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 also contact 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.

They offer help on subjects such as:
- Planning your studies, e.g. choosing electives, changing programmes, stays abroad, parental leave, choosing a master programme at CBS.
- Study techniques, e.g. reading and note-taking techniques and writing assignments.
- Personal/private and social matters that affect your studies, e.g. loneliness, stress, illness, relationship problems or other life crises.

You can contact your student guidance counsellor by calling CBS Student Guidance at +45 3815 2709 Mondays and Wednesdays between 10 am and noon. If you would like a personal guidance session, you must book it over the phone. You will find the student guidance counsellors at Solbjerg Plads entrance A, 1st floor.

Career centre – events and student job portal
As a student at CBS you are welcome to attend the events planned by CBS Career centre and apply for student jobs via our jobsite. Having a student job is a great way to meet locals and get a better understanding of the Danish society. Likewise, the events arranged by the Career centre will be a great opportunity for you to network with companies.

3.4. Student Associations

Joining one of the many interest organizations or 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. A list can be found at CBS students.

3.5. Short films about student life at CBS

We advise you to check out http://studentlife.cbs.dk/ which is a collection of short videos about student life at Copenhagen Business School. They will give you a better idea of all the possibilities you have as one of our students.
3.6. Registration procedure at CBS for exchange students

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

Registration
The registration typically takes place the last week of October (for the spring semester) and the last week of April (for the fall semester). You will receive a link to the registration flow and must complete the registration no later than the stipulated deadline. When registering, you’ll be required to upload the following documents:

- A color scan of the photo page of your passport (or a color scan of your national ID if you’re an EU/EEA-citizen)
- Your CV/résumé in English
- Your official grade transcript (or a certified copy) in English with grading scale
- Documentation for your English language proficiency. For accepted tests, read our English proficiency FAQ.

When registering, you’ll also be required to apply for courses. Our course catalogs are only available online at cbs.dk/undergrad (courses open to undergraduate and graduate students) and cbs.dk/grad (courses open only to graduate students). All the courses in our course catalogs (and only those courses) are open to exchange students, and you may apply for any course you wish as long as you fulfill the prerequisites stated in the course description. Note that certain courses have additional application requirements, which must be followed.

If you’re required to take a specific course to fulfill a requirement at your home university, ask your home university to write or sign a letter of priority. Students who upload such a letter will be prioritized for courses which might otherwise be oversubscribed. The letter must state the full code and title of the course(s) in question and why it is vital to you. Note that a letter of priority only carries weight when uploaded to the registration system at this time.

After registration closes we will process the registration documents and course applications as soon as possible and issue an official acceptance letter to the students who have submitted the necessary registration documents.

Academic calendar
To see an overview of the most important dates and deadlines, please see the academic calendar for the fall 2018.

CBS International Office
You are always welcome to contact the academic advisors at the International Office should you have any questions about the registration procedure, your course enrolment or questions about your residence permit:

- Undergraduate-level exchange students should contact undergrad.intoff@cbs.dk
- Graduate-level exchange students should contact grad.intoff@cbs.dk
- CEMS students should contact cems@cbs.dk.
- Double degree students should contact doubledegree@cbs.dk.
3.7. **Introduction week, Crash Course week and Buddy programme**

**Exchange, CEMS and double degree students**  
International exchange, CEMS and double degree students have a mandatory Introduction week the week before semester start, and the week before that, you have the option to participate in the Danish Crash Course (see section 1.8. Danish language).

**Exchange social programme**  
In the evenings, during both the Crash Course week and Introduction week, the CBS ESP coordinators have arranged the Exchange social programme with various 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. Please see the section called “cultural immersion”. If you seek information that is not found on the website, the ESP coordinators can be reached by e-mail. However, the ESP coordinators are volunteers, who may hold student-jobs in addition to being full-time students. It might take some time to get an answer, so please be patient.

**Buddy programme for exchange students**  
At CBS our new international students have the option of being assigned a “buddy” among the 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 transport system works.

The 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 the buddy might turn out to be a new friend.

You will be able to register for a buddy (or decline to have a buddy) when registering at CBS as described in section 3.6 Registration Procedure at CBS for exchange students.

3.8. **Post and Parcel**

If you need to have letters or parcels sent to Denmark prior to your arrival, you may have it sent to the CBS International Office. After you arrival, you can come to the reception to pick it up. Remember to bring your photo ID.

Post should state your name clearly and be addressed:  
c/o Copenhagen Business School  
The International Office  
Porcelænshaven 18A  
2000 Frederiksberg  
DENMARK

In case of emergency, where you need to have something sent via courier and a signature is required, the CBS International Office can receive it for you.
### 3.9. Common questions

Below we have listed the most useful links to common questions you may have about:

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<td>The website of CBS</td>
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<td>The website of the CBS International Office</td>
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<th>General or frequently asked questions about</th>
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<td>The CBS exchange programme (“General FAQ”)</td>
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<td>The CBS CEMS programme</td>
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<td>The CBS Double degree programme</td>
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<table>
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<tr>
<th>CBS course descriptions</th>
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<td>Undergraduate courses</td>
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<td>Graduate courses</td>
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<tr>
<th>Latest acceptable arrival in Copenhagen</th>
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<tr>
<td>Arrivals later than the start of the mandatory Introduction week cannot be accepted. If you have problems arriving by the start of the Introduction week, please contact us at <a href="mailto:receipt.intoff@cbs.dk">receipt.intoff@cbs.dk</a></td>
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<tr>
<th>CBS International Office contacts</th>
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<tr>
<td>Academic advisor for undergraduate exchange students</td>
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<tr>
<td>Academic advisor for graduate exchange students</td>
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<tr>
<td>CBS CEMS programme manager</td>
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<td>CBS Double degree manager</td>
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<tr>
<td>CBS Housing Department</td>
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<tr>
<td>Exchange social programme coordinators</td>
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<tr>
<td>Buddy programme coordinators</td>
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<td>Danish Crash Course coordinators</td>
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**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 guest students from start to end – with issues of an academic or personal nature. We look forward to welcoming you as one of our students and we hope that with this guide you feel well informed and look forward to spending a semester at CBS.

**The International Office**

**Copenhagen Business School**