



THIS COULD BE YOU!

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

ANTICIPATING ARRIVAL GUIDE



FOR EXCHANGE STUDENTS **CBS 2019**

WELCOME TO CBS

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

CBS is a Danish university with an international environment. We welcome more than 5,000 international students of all nationalities each academic year. You, as a one of our future international students, are 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 all 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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It's
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INTRODUCTION TO DENMARK

Denmark is many things! Maybe you already know Hans Christian Andersen, Carlsberg, Peter Schmeichel, the little mermaid, Lego, Danish pastries...? Well, Denmark is a lot more than just that. Did you for instance know that the Danes are ranked as the top 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 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 (includes 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 include 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:	5,778,570 (2017)
Language:	Danish
Currency:	kroner
Electricity:	230V, AC (EU standard)
Head of State:	Queen Margrethe II (since 1972)
Prime Minister:	Lars Løkke Rasmussen
Religion:	Evangelical Lutheran – 75.9%
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, especially English and German, at the age of 7-8. 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 eight political parties represented in parliament. With an app. 86% turnout (2015), 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 center 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 September 2018, 1 euro equals 7.45 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 is Evangelical Lutheran and nearly 85.9% of the ethnic Danish population belongs to

The national flag of Denmark is named 'Dannebrog'.

It is red with a white Scandinavian 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.



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. On km.dk you can find a list of approved and recognized religious communities and congregations.

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 programs are available that qualifies students for higher education such as university. Education is Government-funded, meaning it is free of charge and open to all. 60% of all Danes between the ages of 15 and 69 have a higher-level education and as such there is a high literacy rate in Denmark.

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 programs.

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 and winters rarely get much colder than -10 to 0 degrees. 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 enables 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 once 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 center 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.

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 **LGBTQ-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 lesbians, gays, bisexuals and transgender (LGBTQ) 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 fairly safe city with a low crime rate, you should of course, as with anywhere else in the world, always take your precautions.

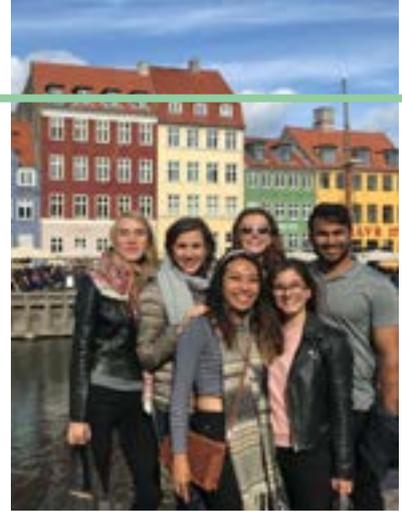
LEISURE TIME

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 center 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 barbecues are all outdoor activities that Danes enjoy.



Wonderful Copenhagen ('København' in Danish) is the capital of Denmark and the home of around a million Danes. 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 is overlooking the Øresund strait with Sweden only a few minutes away.

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. Single tickets, multi-ride tickets, monthly cards or travel cards are much cheaper than ordinary tickets. 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 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 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 a bike upon arrival and do's and don'ts when biking in our Smooth Studies guide.

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

Parking at CBS campus

A parking agreement made with APCOA/Europark means that students, staff and guests at CBS can park for free with a parking permit. Parking control is executed by EuroPark/APCOA parking and if you plan on bringing your car to Denmark, you can [register your permit here](#).

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 e-mail (the second e-mail 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.

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.

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.



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.

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 foreign student, EU and Nordic nationals are allowed to work 37 hours per week. 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 / registration. Nordic citizens can work without a permit.

More information about working in Denmark can be found at [workindenmark.dk](#). If you undertake work in Denmark, remember to contact the local tax authorities in your municipality to get an electronic tax card. For further information visit [skat.dk](#)

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 center. 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 under ‘Plan your stay’. 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, like [booking.com](#), [expedia.com](#), [hotels.com](#), etc.

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](#).

Getting involved

As a new international student in Denmark, it is recommended that you participate in the social life among students in your study 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](#).



Danish news... are good news! A fantastic way for you to get involved in Danish society is by knowing what is happening here.

We recommend that you already in advance take a read in some Danish newspapers, e.g. [The Local](#) and [Copenhagen Post](#) – both are Danish news in English.

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, as well as help you with the practical side of preparing for your study abroad. The suggestions you find below are based on our experiences combined with words of wisdom from former international students.

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 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 2019 your passport should be valid at least until May 1, 2019. If you are studying with us in the spring 2020 or the entire academic year 2019-2020 your passport should be valid at least until September 30, 2020. 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.

RESIDENCE CARD / REGISTRATION CERTIFICATE

Everyone staying in Denmark for more than three months (except Nordic citizens), must apply for a residence permit, either a residence card or a registration certificate.

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 ECTS 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.

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.

- **When to apply:** Prior to arrival. Apply well in advance as it can be a time consuming process taking several months.

- **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.

- **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

- **Where to apply:** 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.

Please check the most updated enclosure list from the ST1 form. More information can be found at [newtodenmark.dk](#).

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.
- **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 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.
- **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 an amount at your disposal that covers the period of time stated on your residence permit. For 2018, the amount is DKK 6,090 per month.

EU / EEA CITIZENS

EU/EEA or 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.

- **When to apply:** After arrival to Denmark. Do it as soon as possible as it can take up to several weeks to get the permit.

- **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.

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 allocates certain timeslots of the week specifically 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.

NORDIC AND DUAL CITIZENSHIP

Nordic citizens do not need a residence card or registration certificate. If you expect to reside in Denmark for more than three months, you can (optional) register in the Civil Registration System (CPR). If you plan to reside in Denmark for more than six months you are obligated to register for a CPR number.

Dual citizenship holders with an EU/EEA or a Swiss passport should use their European passport to apply for the registration certificate upon arrival in Denmark. This way, you will be able to save the processing fees.

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, so do not worry about it before your arrival to Copenhagen.

BUDGET / EXPECTED EXPENSES

Staying in Copenhagen is not exactly cheap and living expenses of course 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 25-40. 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.

Transportation

Depends on how far away from campus you live, but expect around DKK 1,500 per semester. Investing in a second hand bicycle for your stay here might be the best option for keeping transportation costs low.

Housing

This depends upon what you are assigned or perhaps can find yourself. In 2017, the average price for renting a room in Copenhagen was DKK 4,700 and DKK 7,100 for a one room apartment, so finding accommodation on your own you should calculate with this price level and upwards.

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 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.



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](#)
- [Mecenat](#)

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 difficult 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.

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.

USEFUL THINGS TO BRING

- Extra passport-size photos for your bus/train/metro pass, etc.
- Phone numbers and e-mail 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 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

Phone

Bringing your 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

If you are coming from a European country, your phone will most likely work here. You can also buy a new (SIM-unlocked) phone in Denmark from around DKK 200 DKK (mobile phone) or DKK 1000 (smart phone).

Phone 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.

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.

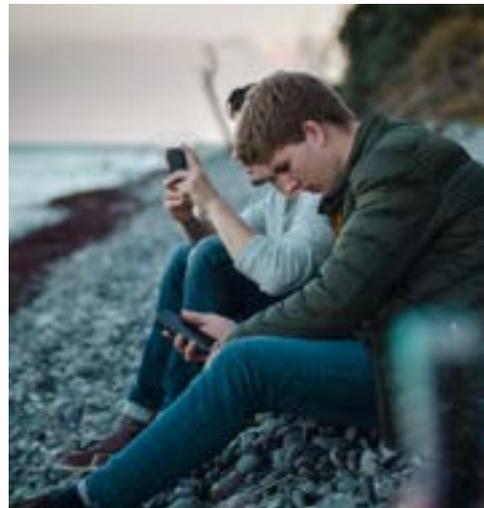
We do not have a certain dress code for attending classes at CBS. So you are not expected to dress up as for a business meeting for going to class and hence there is no need to bring along several sets of suits to Denmark. Bring one or two sets of nice clothes to attend parties or formal events.

Get a Danish number...

Copenhagen has many companies that offer great deals on SIM cards, where you can buy more minutes online with international credit cards. You can find more information about SIM-card in our Smooth Studies Guide.

The CBS International Office often has sponsors providing our 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!



BANKS AND 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.

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. Find more information about [banking in Denmark](#).

Recently, however, we have discovered that semester students find it difficult to open a bank account due to more strict administrative control in opening an account because of current issues of money laundering. Take your precautions and make sure you are able to manage if opening a bank account seems impossible.

Cash machines/ATMs

Cash machines/ATMs are found outside all banks as well as in most shopping centers. On campus, there is one located at Solbjerg Plads. There will be a fee for withdrawing money with a foreign credit card.

Traveler's cheque

When using traveler's cheque, there is a fee for each transaction, so make sure to ask your bank about relevant fees before purchasing traveler's cheque.

INSURANCE

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.

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 (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").

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, but make sure to contact your current insurance company for further information.

We strongly advice that you take out 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. 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.

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 program 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 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:

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 IA Sprog:

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. More information is found on the website of [IA Sprog](#).

Danish Language Courses for foreigners are offered by [IA Sprog 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 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](#).



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!

2019

Easter:

Maundy Thursday - April 18

Good Friday - April 19

Easter Monday - April 22

Spring semester:

General Prayer Day - May 17

Ascension Day - May 30

Constitution Day - June 5 - not celebrated by all

Whit Monday - June 10

Christmas time:

Christmas Eve - December 24

Christmas Day - December 25

Boxing Day - December 26

New Years Day - January 1

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

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



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 application documents by post or e-mail; nor will you receive any documents from us by post. All information from us to you is sent via e-mail.

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 is readily 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 fall semester. We will send you a link to the application portal, and you must complete the application no later than the stipulated deadline.

When applying, you will 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 are an EU/EEA-citizen).
- Your CV/résumé in English.
- Your official grade transcript (or a certified copy) and the grading scale, both in English.
- Documentation for your English language proficiency. Read our [English proficiency FAQ](#).



Copenhagen Business School, or CBS in daily speech, has a city campus located in the municipality of Frederiksberg.

It has a student body of more than 20,000 students, including 5,000 international students from over 50 countries.

One of these international students is soon to be you!

Course application

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

All the courses in our course catalogs, and only those courses, are open to exchange students. 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 are 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 your course application form.

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.

CBS International Office

You are always welcome to contact the academic advisors at the CBS International Office if you have any questions about the application 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



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

Check the Academic Calendar for [spring 2019](#).

INTRODUCTION WEEK, CRASH COURSE WEEK, AND BUDDY PROGRAM

International exchange students, CEMS, and double degree students have a mandatory Introduction Week the week before semester start. Introduction Week is designed to give you an introduction to CBS and to the city of Copenhagen. You will be given information, talks, tours, and a welcome party so you, as new students, can get to know each other and your new surroundings.

The week before Introduction Week, you have the option to participate in [Danish Crash Course](#) as part of Crash Course Week.

Exchange Social Program

In the evenings of both Crash Course Week and Introduction week, the CBS Exchange Social Program (ESP) coordinators have arranged the Exchange Social Program 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 Program 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 student assistants in addition to being full-time students, so it might take some time to get an answer. Please be patient.

Buddy Program

At CBS, you have the option of being assigned a "Buddy" among the 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 transport 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 smooth start here at CBS.

CBS FACILITIES

As a student at CBS, you get:

- An e-mail account
- 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
- A personal student number



You will receive access to your CBS e-mail account as soon as possible after we have been notified of 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.

Print, copy and scan

CBS is a green campus, and as such, we urge students to minimize their printing. You will find printing services at the CBS Library where you pay per page printed. On your own laptop, you can download and install a driver from [CBS Students Print](#).

All you need in order to be able to print via CBS Students Print is a valid CBS e-mail account, your student ID card, and any credit card. You can find printers all over campus, and they are available during CBS opening hours.

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 as exam aids.

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](#).

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 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 accommodation through the CBS Housing Department. Information about access to museums, hotels, etc., around Copenhagen, 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 the lectures. 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, 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 programs, stays abroad, parental leave, choosing a master program 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 Center - events and student job portal

As a student at CBS, you are welcome to attend the [events](#) planned by CBS Career Center 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 Danish society. Likewise, the events arranged by the Career Center will be a great opportunity for you to network with companies.

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](#) and the [Network Book](#) will be given to you in your welcome package upon arrival.

POST AND PARCEL

If you need to have letters or parcels sent to Denmark prior to your arrival, you may send to the CBS International Office. Upon your 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:

Copenhagen Business School
Attn: "Your name"
CBS 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.

LATEST ACCEPTABLE ARRIVAL

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 receipt.intoff@cbs.dk

We advise you to check out studentlife.cbs.dk/, which is a collection of short videos about student life at Copenhagen Business School.

The videos will give you a better idea of all the possibilities you have as one of our students.



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](#)

[Study in Europe](#)

[Your Europe](#)

[Official Nordic co-operation](#)

[Official tourism site of Denmark](#)

[Official tourism site of Greater Copenhagen](#)

[Expat guide for working and living in Copenhagen](#)

[Copenhagen Post](#)

CBS

[CBS website](#)

[CBS International Office website](#)

[The CBS CEMS program](#)

[The CBS Double Degree program](#)

[CBS Life – student blog](#)

Exchange Course descriptions:

[Undergraduate courses](#)

[Graduate courses](#)

CBS International Office contacts:

[Academic Advisor for undergrad exchange students](#)

[Academic Advisor for grad exchange students](#)

[CBS CEMS Program Manager](#)

[CBS Double Degree Manager](#)

[CBS Housing Department](#)

[Exchange Social Program Coordinators](#)

[Buddy Program Coordinators](#)

[Danish Crash Course Coordinators](#)

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

