

1The University of Copenhagen (UCPH)

last update: 21 January 2013

Fact Sheet for application procedure 2013-2014 for European Erasmus and Nordic Nordplus students

GENERAL INFORMATION

Email address for Erasmus and Nordplus students

INT-admission@adm.ku.dk

Website for exchange-related information

For students: <http://studies.ku.dk/>

For partner universities (online nomination procedure): <http://universitypartners.ku.dk/>

Postal address

University of Copenhagen
University Education Services
The International Office
Noerregade 10
DK-1165 Copenhagen
Denmark

Visiting address

University of Copenhagen
University Education Services
The International Office
Fiolstraede 1
DK-1171 Copenhagen
Denmark

Admission Officers

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APPLICATION PROCEDURE

Deadlines for application

Spring semester: 1st October
Autumn semester: 1st May

It is not possible for the University of Copenhagen be lenient with regard to deadlines.

Deadlines for housing

Please note that we have access to only a third of the required rooms for students in the autumn semesters, and therefore, the Housing window in the online application will close once we have received a certain number of applications. The Housing window is usually closed already by the end of March for the autumn semester.

Nomination procedure

The nomination and application procedure of the University of Copenhagen is purely electronic. Partner universities must nominate their students online, <http://universitypartners.ku.dk/>. Students are invited to complete an online application.

Every year, in January or February, we send revised log-in details for this procedure for the coming academic year to all of our partner universities. Until you receive this information you can use the log-in details from last year if you have an early nomination. Please feel free to request this information any time.

Nomination issues for Erasmus students

The University of Copenhagen accepts nomination of students who study the field covered by the subject-bound Erasmus agreement within which they are nominated and intend to sign up for courses within the same field at the University of Copenhagen.

In addition to the first mandatory subject, the students can select up to 4 other subjects within other fields in the online application.

Please note that currently, the Faculty of Social Sciences (Anthropology, Economics, Psychology, Political Science and Sociology) requires Erasmus students nominated on their agreements to take on a course load of at least 20 ECTS credits per semester within the subject of the agreement (for Economics: at least 22½ ECTS credits).

When you nominate your students please use the free text field for subject on the online nomination site to indicate the subject of the agreement AND the Erasmus subject code (the ISCED97 system).

If in doubt, please write to INT-admission@adm.ku.dk

Nomination issues for Nordplus students

Please be specific regarding the type of programme when you nominate your Nordplus students.

Use the free text field for subject on the online nomination site to indicate if the student is nominated within a specific Nordplus network (write the name of the network) or the cross-disciplinary programme Nordlys (write Nordlys).

For the Nordlys programme please be aware that the current quota is 2 students per semester for Copenhagen.

If in doubt, please write to INT-admission@adm.ku.dk

Application procedure

Partner universities must nominate their students online, <http://universitypartners.ku.dk/>. The International Office processes the online nomination from the partner university and sends **an invitation to apply online to the student's email address**. The students receive a pin

code which they need to access the on-line application. They can save a draft of the application and access it by logging on again later to complete the application. The students will be guided through the process while on-line, and they can upload the required supporting material on-line as well.

The students upload document(s), fill in the application form and send it online.

A complete online application must include all the requested documents.

PLEASE NOTE THAT NOMINATION IS NOT EQUAL TO ADMISSION. Once the online application has been completed and sent to us, we check data and documents and forward applications to the relevant departments for assessment.

Upon receipt of the assessment reply/replies from the department(s), the admission procedure will be finalised and the students will be informed by email if they have been accepted.

Proof of English language proficiency – for non-native English speakers*

If you wish to apply for **English Studies, Education, Film & Media, Philosophy, Rhetoric, Geography/Geoinformatics and Geology/Geoscience** you are required to upload proof of English proficiency.

The tests below are accepted (with the minimum scores):

Toefl Internet-based: 79-80

Toefl Computer-based: 213

Toefl Paper-based: 550

IELTS: 6.0

CAE or CPE: C

For the subject **English Studies**, one of the tests mentioned above is **mandatory**.

For the subjects **Education, Film & Media, Philosophy, Rhetoric, Geography/Geoinformatics and Geology/Geoscience**, the departments are also willing to consider institutional tests or statements regarding the students' English proficiency issued by the home university.

*Non-native English speakers enrolled for full degree programmes at universities in native English speaking countries are exempted from this rule.

Supporting documents

- **Transcript***
- **Proof of English proficiency:** NB - only necessary if you apply for one or more of the subjects mentioned above.

Transcript* and Proof of English proficiency should be uploaded in the online application. We do not accept hard copies sent by mail.

As a general rule we accept documents in Danish, English, German, French, Spanish, Italian, Swedish and Norwegian. However, in some instances it could be necessary to have an English translation. Translations must be approved by the home university.

Please note that we have no use for hard copies of documents pertaining to the students' Erasmus agreement for their home university. See the section below "Learning Agreements (LA)".

*We accept unofficial transcripts from the electronic registrar system of the home university provided that it includes the student's name and the name of the home university.

Faculties open to Erasmus and Nordplus students

The 6 faculties at the University of Copenhagen:

Faculty of Humanities
Faculty of Social Sciences
Faculty of Law
Faculty of Science
Faculty of Health and Medical Sciences
Faculty of Theology

Fields not offered by the University of Copenhagen

Business, Accounting, Financing, Marketing, Management, Engineering, Design, Architecture. Please note that in Denmark, performing art programmes are typically offered by specialised colleges or academies.

Please enquire in case of doubts: INT-admission@adm.ku.dk

Fields not open for Erasmus and Nordplus students

Courses in English within the Master degree programme Cognition and Communication offered by the Department of Media, Cognition and Communication.

The Summer University Programme (usually not covered by the programme or agreement in question) is announced here: http://studies.ku.dk/studies/summer_university/ Tuition fees may be required.

What Erasmus and Nordplus students should be aware of

Keep an eye on the spam folder of your email account. If you have not received the invitation after 3 days upon nomination, write to INT-admission@adm.ku.dk

You cannot select courses in the online application. You are assigned the first subject and can select up to 4 other subjects. Please note that the order of priority is not significant – all selected subjects in an online application will be assessed on an individual basis.

You cannot change the first subject in the online application. We only accept nomination of students who study the field covered by the subject-bound Erasmus agreement within which they are nominated and intend to sign up for courses within the same field at the University of Copenhagen.

Where to get advice on course selection. Courses are announced 6-8 weeks prior to semester start on http://studies.ku.dk/studies/courses_offered_in_English/
Find the relevant advisors at departmental level here:
http://studies.ku.dk/studies/registration_for_courses/

Do you have dual citizenship? If a student has dual citizenship, and this includes an EU/EEA country or Switzerland, please tick-off the relevant European country in the box for citizenship. Otherwise, you will receive residence permit papers you do not need.

Do not send hard copies of documents or online application by post. The nomination and application procedure at the University of Copenhagen is purely electronic.

Courses designed particularly for international students across disciplines – indicate your wish to take a Danish language Course, a Danish Culture Course, one or more of the general courses within Social Sciences, etc. in the Study Description of the online application – do NOT select a subject to match such a course. These courses do not require academic assessment, <http://studies.ku.dk/studies/> You sign up close to semester start or upon arrival.

Electronic admission package

Upon receipt of assessment reply(ies) from the relevant department(s) the International Office can finalise the admission procedure.

Nordic and EU/EEA students (citizenship) will receive an electronic admission package by e-mail, with a full copy to their home universities by e-mail.

Non-Nordic and Non-EU/EEA students (citizenship) will receive an electronic admission package by e-mail, including the ST1 application form for a residence permit: Part 1 for the

student to complete (pages 1-10) and Part 2 (pages 11-13), completed, signed and stamped by the University of Copenhagen. The home universities will also receive a full copy of the admission package by e-mail.

Learning Agreements (LA)

In general, we do not sign a Learning Agreement until the letter of admission has been issued. Faculties and departments are responsible for course registration. Therefore, LA's must be signed at faculty or departmental level in the first instance. Afterwards, LA's will be forwarded to the International Office for the signature of the Institutional Erasmus Coordinator (if such a section is included in the LA). Finally, LA's will be returned to the student and/or the home university, according to request.

COURSES

Courses offered in English

Information on courses offered in English is available 6-8 weeks prior to semester start.

Web site: http://studies.ku.dk/studies/courses_offered_in_english

We advise students to make a preliminary plan based on previous course offers and adjust the plan when the course catalogue is announced, if necessary.

Students and student advisors are most welcome to contact the academic advisors at the relevant departments at the University of Copenhagen for advice on course selection - please find information here: http://studies.ku.dk/studies/registration_for_courses

Within certain fields, few or no courses are offered in English at undergraduate level. Some departments are willing to accept Erasmus and Nordplus students in their last year of an undergraduate programme at their home university for courses offered at graduate level at the University of Copenhagen. Please note that in certain courses there are a limited number of places for Erasmus and Nordplus students.

Medicine, Dentistry and Public Health are usually not available for Erasmus and Nordplus students unless they are nominated according to agreement with the Faculty of Health and Medical Sciences.

Within other fields some courses in English at undergraduate level are offered, but please note that the range of courses and levels may differ from one semester to the next.

Some departments are willing to accept Erasmus and Nordplus students in their last year of an undergraduate programme at their home university for courses offered at graduate level at the University of Copenhagen.

Danish language courses

The University of Copenhagen offers a pre-semester (in August or January) Danish language course free of charge for Erasmus and Nordplus students (**Danish language courses are not open to students from Iceland, Sweden and Norway**). In addition, Danish language courses are offered during the semesters. Danish language courses are optional.

Web site: http://studies.ku.dk/studies/danish_language_courses/

Danish Culture courses

Each semester the University of Copenhagen offers a course in Danish Culture and a range of intensive courses about Danish cultural and historical issues such as Danish Cinema, Nordic Mythology etc. The courses are open to all Erasmus and Nordplus students. There is unlimited access to most of these courses. <http://culturecourse.ku.dk/>

Courses designed particularly for international students across disciplines

In both semesters, the University of Copenhagen offers a number of courses within Social Sciences. No prior academic record within the subject in question is required.

Two English language related courses are offered both semesters; Academic English and English Academic Writing.

http://studies.ku.dk/studies/courses_offered_in_English/

Course load and credit system

Students are expected to take on 30 ECTS credits per semester. The European Credit Transfer System defines a full study load for one year as 60 ECTS credits.

Grading system

Read about the Danish grading system here: http://studies.ku.dk/studies/exams_and_credits/

DATES

Academic Calendar

The most recent up-date of the Academic Calendar is available on our web site

http://studies.ku.dk/studies/academic_calender/

Please note that dates, breaks etc. may differ from one department to another and from year to year. Therefore, students must always contact the relevant department directly;

<http://introduction.ku.dk/organisation/departments/> for precise information.

Orientation meetings upon arrival in Copenhagen

The International Office invites accepted Erasmus and Nordplus students for general orientation meetings which are held twice every semester in the first weeks of August and September in the autumn semester and in the first weeks of January and February in the spring semester. Students who have applied for a pre-semester Danish language course will be invited for the meetings in August and January.

Welcoming activities on faculty and departmental levels are not organised by the International Office. Students will receive e-mails from the relevant faculties or departments.

RESIDENCE PERMIT

Residence Permit for studies in Denmark for Nordic students

If you are Nordic citizen (Iceland, Finland, Norway or Sweden), you do not need a residence permit. However, if you are staying for more than 6 months, your need to register with the Danish authorities. For more information about moving within the Nordic countries, please see the web site <http://www.norden.org/da>

Work Permit.

Students from the Scandinavian countries will not need a work permit for regular student jobs.

Residence Permit for studies in Denmark for EU/EEA students

If you are an EU/EEA citizen, you will need a residence permit, if you are staying in Denmark for more than three months. The permit should be obtained at the Regional State Administration (Statsforvaltningen) upon arrival in Denmark. Bring your passport or ID-card, two colour copies of passport/ID-card, one passport photo and your 'letter of admission' when you apply.

Note that it may take up to three weeks for the Regional State Administration to process your application and issue your residence permit. You need to obtain your residence permit before you can register with the Danish Civil Registration Office/Borgerservice and be covered by

Work Permit.

Students from EU member states will not need a work permit for regular student jobs.

Residence Permit for studies in Denmark for non-EU/EEA students

Non-EU/EEA students who are citizens of other countries than the EU/EEA or Nordic countries need a residence permit to study in Denmark.

Along with the letter of admission from University of Copenhagen, the student will receive an application form called ST1 as well as instruction on how to apply for the residence permit. Students cannot apply for a residence permit until after they have received the letter of admission and the ST1.

Detailed information on how to enter Denmark:

http://studies.ku.dk/visa_residence_permit_insurance/citizenship/non_eu_non_eea_non_nordic/

The application

The application process for a residence permit usually takes a considerable length of time (2-3 months). **Students should start the application process immediately upon receipt of the letter of admission and the ST1.** For information on how to apply for the residence permit students must contact the Danish consulate or embassy in their country, or affiliated with their country. Students can usually find the information they need on the websites of these authorities.

Find the relevant embassy or general consulate: <http://www.um.dk/en> - "Find us abroad"

The Danish Immigration Service, Copenhagen: <http://www.nyidanmark.dk/en-US/>

Application fee

Prior to submitting an application for the residence permit, students must create a case order ID online and pay a fee online according to the guidelines from The Danish Immigration Service, http://www.nyidanmark.dk/en-us/coming_to_dk/fee/fee.htm

Please make sure that any possible bank fees in connection with the transfer are added to the amount and not deducted from it. **If full payment is not received, the residence permit application will not be processed.** It is therefore essential for the processing of the application that students ensure that the full amount reaches The Danish Immigration Service. For information on the current fee please see here: http://www.nyidanmark.dk/en-us/coming_to_dk/fee/about_fees/overview-of-case-categories-and-fees.htm

The embassy or consulate processing the application may require payment of additional fees.

The embassy/general consulate is not responsible for checking the application and the enclosures. Nor is the embassy/general consulate responsible for checking that students have created the Case Order ID and paid the fee. This will not be checked until the ST1 application is received by the Danish Immigration Service in Copenhagen.

Non-EU/EEA students who have applied late and are still under assessment for some subjects (while accepted for others) and are urgently in need of a resident permit must contact us and ask us to issue an acceptance package on the basis of assessment reply/replies received so far.

Financial documentation

The Danish Immigration Authorities requires documentation of your ability to support yourself financially during the length of your stay. You must be prepared to provide documentation, for example from your bank, verifying that you have the equivalent of DKK 4,200 per month during your intended stay.

Biometric Features

All non-EU citizens over the age of 18 applying for residence permits under the terms of the Aliens Act must have their biometric features recorded.

Individuals who submit an application at a Danish embassy or consulate abroad must submit it in person and will have their biometric features recorded at that time.

Individuals who submit an application at another country's embassy or consulate, such as a Norwegian or Swedish consulate which has agreed to process Danish applications, will be required to have biometric features recorded after arriving in Denmark.

Individuals who submit their application at the Immigration Service/Agency for Labour Retention and International Recruitment in Denmark will have their biometric features recorded at that time. This only applies to applicants who can enter Denmark legally without a visa or residence permit, i.e. citizens from visa free countries.

Further information on residence cards with biometric features:

http://www.nyidanmark.dk/en-us/coming_to_dk/Residence_cards_biometric/

In addition, please be referred to our web site:

http://studies.ku.dk/visa_residence_permit_insurance

Work Permit:

Non-EU/EEA and non-Nordic students are allowed to work in Denmark, 15 hours a week from September to May and 37 hours a week from June to August. Permit for this extent of work is automatically granted with the residence permit.

Further information on residence cards with biometric features:

http://www.nyidanmark.dk/en-us/coming_to_dk/Residence_cards_biometric/

In addition, please be referred to our web site:

http://studies.ku.dk/visa_residence_permit_insurance

HOUSING

Housing application procedure

The University of Copenhagen does not offer on-campus housing, and we only have access to a limited number of rooms at halls of residence (kollegier) and shared apartments.

Please note that students from universities in Iceland, Norway and Sweden cannot apply for housing assistance. Students from these countries are expected to find housing on their own much more easily than other nationalities due to the similarities in languages and cultures,

http://studies.ku.dk/housing/finding_housing_on_your_own/

Students apply for housing concurrently with admission when completing the online application form.

Please note that we have access to only a third of the required rooms for students in the autumn semesters, and therefore, the Housing window in the online application will close once we have received a certain number of applications. The Housing window is usually closed already by the end of March for the autumn semester.

Students who were nominated too late or applied too late to be considered for housing assistance can request the "Direct Housing List" with housing offers, typically from private landlords/landladies. Please note that the International Office is not in any way responsible for the housing offers on this list.

Rent

The typical monthly rent in Copenhagen varies from DKK 3,000 to 4,500 per person. Around DKK 3,200 – 4,000 is the most common. Read more about it here:

http://studies.ku.dk/housing/exchange_students/

Further details on housing: http://studies.ku.dk/housing/exchange_students/

Housing for Science students

The Faculty of Science assists all international Science students in finding accommodation. To know if you are a Science student you must answer YES to one of these questions:

- Will you be taking the majority of your classes within one of the following departments:
<http://www.science.ku.dk/kontakt/institutter/> ?
- Are you coming to Copenhagen on an agreement between your home university and the Faculty of Science?

If you belong to one of these two categories it means you are eligible for accommodation through Science and must apply with the Science Housing department – and not through the International Office at University of Copenhagen.

For further information and application form, please visit the web site

<http://www.life.ku.dk/English/education/accommodation.aspx>