CHECKLIST LESS THAN 90 DAYS

As a researcher or PhD student staying in Denmark less than 90 days you cannot register for a CPR No. as you are not entitled to be enrolled into the Danish health insurance system. In fact, if you are not receiving any salary or grant you do not need to do anything by arrival. If you receive a salary or grant during your stay you need to do the following:

1. If you receive any kind of salary or grant you need to apply for a tax card and a personal tax number. Please contact the department secretary as she will start up the application process. If you wish to apply for the researcher’s taxation (if your are employed as Posdoc, Assisting Professor, Associate Professor or Professor) you need to fill out the form §48 taxation. Please read more.

2. Open a Danish bank account as soon as you have received your tax registration No. and request your bank to register this account as a "NemKonto".

3. If you are to receive a salary, please inform International Staff Office (ISO) of the following by e-mail to iso.hr@adm.aau.dk:
   - Your Danish private address
   - Your Danish taxation registration number

Only when ISO has received this information, will the University be able to finalize your letter of appointment and pay out salary.

4. Sign up for an electronic mailbox (e-Boks). Almost all information from public authorities (including pay slips from AAU) will be sent electronically to your e-Boks. You are required to have E-Boks, and it is free of charge. As you won’t receive a CPR No. your bank will need to create the NemID for you.