CHECKLIST THIRD COUNTRY CITIZENS

1. **CPR No.:** Within 5 days after your arrival in Denmark, you must register at your local municipality or at the International Citizen Service in order to be given a CPR No. Once registered, you will receive a personal registration number (CPR No.) and a National Health certificate ("sygesikringsbevis") within a week. You must bring:

- Work and residence permit
- Passport or personal ID
- Letter of appointment / e-mail "Confirmation of employment"
- Letter of enrolment (for PhD students)
- If relevant, birth certificates for children, marriages certificate, divorce certificate (must be in English, German or Scandinavian language).
- Documentation if you have changed your name
- Proof of your address in Denmark (lease for apartment/room or deed to house/apartment). Find information on approved places of residence upon registration.

2. **TAX card:** If you wish to apply for the researcher's taxation (if you are employed as Posdoc, Assisting Professor, Associate Professor or Professor) please contact the Salary Office. Further information regarding researcher’s taxation is available in the part "Living in Denmark". If you don’t comply with the requirements for researcher’s taxation you need to apply for a tax card at "International Citizen Service". You can read more about Danish Tax at the homepage of the tax authorities, "SKAT". Before you visit the International Citizen Service, it is a good idea to have already filled in the form(s) referred to by "SKAT". When you visit International Citizen Service, please bring a copy of your:

- CPR No.
- Documentation if you have any loans, union fees or contributions to unemployment insurance as these types of expenses might be tax deductible.
- Same as above mentioned

3. Open a Danish bank account as soon as you have received your CPR No. and ask your bank to register this account as an "easy account" (NemKonto).

4. Please inform International Staff Office (ISO) of the following by e-mail to iso.hr@adm.aau.dk:

- Your Danish private address
- Your Danish CPR no. or 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.

5. 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 an e-Boks, and it is free of charge.