CHECKLIST NORDIC CITIZENS

1. **CPR No.**: You must register at your local municipality or at the “International Citizen Service” within 3 months 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 that proves that you are now enrolled in the Danish health insurance system. You must bring:

   - Passport or personal ID
   - Nordic CPR No.
   - Letter of appointment for staff
   - 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 Postdoc, 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. 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.

*Less than 6 months? Find info on the next page....*
Residence for less than 6 months

If you reside in Denmark for less than 6 months as a Nordic citizens, you might not need to register your residence in Denmark or to go register for a CPR no. In case you wish to be enrolled into the Danish health care system or if you receive salary from a Aalborg University (or another Danish employer) you might need to register for a CPR no.

Please contact the International Citizen Service for further information.