FLOWCHART

- What to do to get registered For staff at AU employed for 3 months or more

Select an option from the list below:



PhD Nordic citizen

EMPLOYED
 Postdoc/researcher Nordic citizen

EMPLOYED
PhD EU/EEA citizen

EMPLOYED
Postdoc/researcher EU/EEA citizen

EMPLOYED
PhD Non-EU/EEA citizen

EMPLOYED
 Postdoc/researcher Non-EU/EEA citizen



Choose and click on options below

EMPLOYED

PhD Nordic citizen



PRE-ARRIVAL

- Find accommodation_ for minimum 1 month
- · Choose holiday scheme
- · Choose pension scheme

ARRIVAL (1-4 WEEKS): STEP 1

 Register for CPR number and choose a doctor

ARRIVAL (1-4 WEEKS): STEP 2

- Register with tax
- · Open bank account
- Sign up for digital post
- Sign up for Nem-ID
 (at bank and/or Citizen Service)
- Register car (within 30 days)

WITHIN 8 WEEKS

• Take out unemployment insurance

WITHIN 90 DAYS

 Convert driving licence (within 90 days for non-EU/EEA driver's licences only)

NO DEADLINE

- · Register for media licence
- Take out private insurance
- Sign up for Danish courses
- Choose dentist

IF CHILDREN

- Sign up children for childcare
 (2 months before starting childcare)
- Sign up children for school

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Choose and click on options below

EMPLOYED

Postdoc/researcher Nordic citizen



PRE-ARRIVAL

- Find accommodation for minimum 1 month
- · Choose holiday scheme
- Choose researcher taxation scheme

ARRIVAL (1-4 WEEKS): STEP 1

 Register for CPR number and choose a doctor

ARRIVAL (1-4 WEEKS): STEP 2

- · Open bank account
- Sign up for digital post
- Sign up for Nem-ID (at bank and/or Citizen Service)
- Register car (within 30 days)

WITHIN 8 WEEKS

• Take out unemployment insurance

WITHIN 90 DAYS

 Convert driving licence (within 90 days for non-EU/EEA driver's licences only)

NO DEADLINE

- · Register for media licence
- Take out private insurance
- Sign up for Danish courses
- Choose dentist

IF CHILDREN

- Sign up children for childcare (2 months before starting childcare)
- · Sign up children for school

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Choose and click on options below

EMPLOYEDPhD EU/EEA citizen



PRE-ARRIVAL

- Find accommodation for minimum 1 month
- · Choose holiday scheme
- · Choose pension scheme

ARRIVAL (1-4 WEEKS): STEP 1

 Apply for EU residence certificate (OD1 form)

ARRIVAL (1-4 WEEKS): STEP 2

 Register for CPR number and choose a doctor

ARRIVAL (1-4 WEEKS): STEP 3

- Register with tax
- · Open bank account
- Sign up for digital post
- Sign up for Nem-ID
 (at bank and/or Citizen Service)
- Register car (within 30 days)

WITHIN 8 WEEKS

• Take out unemployment insurance

WITHIN 90 DAYS

 Convert driving licence (within 90 days for non-EU/EEA driver's licences only)

NO DEADLINE

- · Register for media licence
- · Take out private insurance
- Sign up for Danish courses
- Choose dentist

IF CHILDREN

- Sign up children for childcare
 (2 months before starting childcare)
- Sign up children for school

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Choose and click on options below

EMPLOYED

Postdoc/researcher EU/EEA citizen



PRE-ARRIVAL

- Find accommodation for minimum 1 month
- · Choose holiday scheme
- Choose pension scheme
- Choose researcher taxation scheme

ARRIVAL (1-4 WEEKS): STEP 1

 Apply for EU residence certificate (OD1 form)

ARRIVAL (1-4 WEEKS): STEP 2

 Register for CPR number and choose a doctor

ARRIVAL (1-4 WEEKS): STEP 3

- · Open bank account
- Sign up for digital post
- Sign up for Nem-ID (at bank and/or Citizen Service)
- Register car (within 30 days)

WITHIN 8 WEEKS

• Take out unemployment insurance

WITHIN 90 DAYS

 Convert driving licence (within 90 days for non-EU/EEA driver's licences only)

NO DEADLINE

- · Register for media licence
- Take out private insurance
- Sign up for Danish courses
- Choose dentist

IF CHILDREN

- Sign up children for childcare
 (2 months before starting childcare)
- Sign up children for school

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Choose and click on options below

EMPLOYED

PhD Non-EU/EEA citizen



PRE-ARRIVAL

- Find accommodation for minimum 1 month
- · Choose holiday scheme
- · Choose pension scheme
- · Apply for residence and work permit
- Record biometrics for residence cards

ARRIVAL (1-4 WEEKS): STEP 1

 Register for CPR number and choose a doctor

ARRIVAL (1-4 WEEKS): STEP 2

- Register with tax
- Open bank account
- · Sign up for digital post
- Sign up for Nem-ID (at bank and/or Citizen Service)
- Register car (within 30 days)

WITHIN 8 WEEKS

 Take out unemployment insurance (Only relevant if you have been living in Denmark or another EU/EEA country for the past 7 years)

WITHIN 90 DAYS

 Convert driving licence (within 90 days for non-EU/EEA driver's licences only)

NO DEADLINE

- · Register for media licence
- · Take out private insurance
- Sign up for Danish courses
- Choose dentist

IF CHILDREN

- Sign up children for childcare (2 months before starting childcare)
- · Sign up children for school





Choose and click on options below

EMPLOYED

Postdoc/researcher Non-EU/EEA citizen



PRE-ARRIVAL

- Find accommodation for min. 1 month
- · Choose holiday scheme
- · Choose pension scheme
- Choose researcher taxation scheme
- · Apply for residence and work permit
- Record biometrics for residence cards

ARRIVAL (1-4 WEEKS): STEP 1

 Register for CPR number and choose a doctor

ARRIVAL (1-4 WEEKS): STEP 2

- Register with tax
- Open bank account
- · Sign up for digital post
- Sign up for Nem-ID
 (at bank and/or Citizen Service)
- Register car (within 30 days)

WITHIN 8 WEEKS

 Take out unemployment insurance (Only relevant if you have been living in Denmark or another EU/EEA country for the past 7 years)

WITHIN 90 DAYS

 Convert driving licence (within 90 days)

NO DEADLINE

- · Register for media licence
- · Take out private insurance
- Sign up for Danish courses
- Choose dentist

IF CHILDREN

- Sign up children for childcare
 (2 months before starting childcare)
- · Sign up children for school



