FLOWCHART

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

Select an option from the list below:

EMPLOYED
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
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

Go back to content page >
WORKFLOW

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

Go back to content page >
Choose and click on options below

**EMPLOYED**
PhD 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

Go back to content page >
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

Go back to content page >
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

Go back to content page >
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

Go back to content page >