WELCOME TO ROSKILDE

A practical guide for new citizens
I am very pleased that you have chosen Roskilde Municipality as your new home.

Roskilde is a dynamic city with a wide range of cultural, business and living opportunities. With the city’s very attractive location surrounded by beautiful scenery, yet close to the throbbing life of Copenhagen, living here you get the full package of tranquility and entertainment.

Roskilde is where the kingdom of Denmark originates. In Medieval times the city was seat of kings and bishops, and Vikings established a powerful centre of trade. Throughout more than 1000 years Roskilde has kept on developing a strong cultural and business life, and with the present day’s modern research environments, quality educational institutions and a thriving society life, Roskilde combines old history and new thinking in a favourable way.

On top of that, town life is as cosy and familiar as it gets. Strolling down the pedestrian area of Roskilde on a Saturday afternoon, your opportunities of shopping, ice-cream eating or relaxing at a café are plenty.

When it comes to playing a part in the local community and meeting new people, you and your family have several possibilities. There are numerous clubs and associations with a broad appeal to all ages that offer all kinds of activities for you to enjoy in your spare time.

With this guide I want to welcome you to Roskilde Municipality. It will provide you with a wide range of practical information on settling as well as inspiration for a pleasant and enjoyable time here.

Sincerely,
Joy Mogensen
Mayor
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## USEFUL LINKS AND ADDRESSES

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Photos: Roskilde Municipality and Colourbox
Citizen Service / Borgerservice

Citizen Service is your point of contact with the public authorities in Denmark. Here you can obtain help and guidance on everything from passport and driving license to day care, school and health care. If necessary, they will guide you to the relevant authorities.

You can contact your local Citizen Service Centre for help if you require information about public services. The centres can also help you to complete the various municipal forms.

Throughout this guide, you will be advised to contact your local Citizen Service Centre. In Roskilde Municipality there are three Citizen Service Centres, in Roskilde, Jyllinge and Vibe. For contact information, see under the section Useful Links and Addresses of this guide.

International Citizen Service

As an international citizen in Denmark you have the additional option of visiting the International Citizen Service (ICS) and International House in Copenhagen. Many of the authorities you typically need to contact upon arrival are represented at ICS.

As a Roskilde citizen, you can use ICS to get your CPR number, take care of your paperwork such as tax card and driving license. You can get good advice on job seeking and what it is like to live and work in Denmark.

NemID

NemID is a digital signature with a common login solution for banks, local public and government websites and some private companies. You will be able to log into websites from all computers.

NemID is issued at the local Citizens Service Center. Please remember personal ID papers, e.g. passport. Here you can also get help using NemID.

More information about NemID at www.nemid.nu (ENG) or call NemID support on telephone (+45) 80 30 70 50
When newly arrived in Denmark, there are a lot of important issues to be aware of as an international citizen. This is a step-by-step guide that takes you through the most important steps of registration and paperwork upon arrival.

The requirements for your Civil Registration System (CPR) and your tax registration depend on how long you will live in Denmark and on your citizenship.

A distinction is made between:

- Nordic citizens
- Citizens of EU/EEA or Switzerland
- Non-EU/EEA citizens

Relevant contact information is to be found in the back of this guide.
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<tr>
<th></th>
<th>Nordic citizens</th>
<th>Citizens of EU/EEA and Switzerland</th>
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<tbody>
<tr>
<td><strong>STEP 1</strong> Residence and/or work permit</td>
<td>As a citizen of a Nordic country, you have the right to reside, study and work in Denmark without permission. You are allowed to register in the CPR if you wish to stay for more than three months. You are obligated to register in the CPR if you want to stay for more than six months.</td>
<td>If your stay in Denmark lasts more than 3 months, you must apply for a registration certificate no later than 3 months following your entry. You may submit your application personally to the State Administration. You may send your application by ordinary post or e-mail (before or after you move to Denmark) or at International Citizen Service. You may apply via a Danish representation in your home country.</td>
<td>You must be granted a work and residence permit from the Danish Immigration Service before you start working in Denmark. You must submit your application through a Danish representation in your home country before travelling to Denmark. If you are going to study in Denmark, your educational institution begins the application process.</td>
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<td><strong>Read more at</strong></td>
<td><a href="http://www.norden.org">www.norden.org</a></td>
<td><a href="http://www.statsforvaltning.dk">www.statsforvaltning.dk</a></td>
<td><a href="http://www.newtodenmark.dk">www.newtodenmark.dk</a></td>
</tr>
<tr>
<td><strong>STEP 2</strong> CPR number and health insurance</td>
<td>You need to register with Citizen Service or International Citizen Service (ICS) in order to obtain a CPR number that ensures you free healthcare services in Denmark.</td>
<td>Bring along: - EU registration certificate or residence and work permit, if applicable - Identity papers with photo (e.g. driving license or passport) - Proof of address in Denmark (e.g. a lease or a letter from the owner) - Marriage certificate and children’s birth certificates, if applicable</td>
<td>When registering with Citizen Service or ICS, you must also choose a general practitioner. After approximately 14 days, you will receive your health insurance card that contains your CPR number and your general practitioner’s contact information.</td>
</tr>
<tr>
<td><strong>STEP 3</strong> Tax card</td>
<td>As a salary earner in Denmark, you must have a tax card to pay income tax. You must contact the Danish tax authority, called SKAT, in order to retrieve a tax card, or you can retrieve it at the ICS.</td>
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<tr>
<td><strong>STEP 4</strong> Bank account</td>
<td>Once you have your CPR number, you can open a bank account. Ask your bank to make the account your NemKonto. Remember to inform the payroll department of your bank account number.</td>
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<tr>
<td><strong>STEP 5</strong> Additional issues</td>
<td>You will of course have to attend to some other things as well, such as insurance, trade union or importation of your car. Please read the information on these topics in this guide.</td>
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</tbody>
</table>
Different kinds of housing

Most foreign workers choose to rent housing, especially if their stay in Denmark is for a shorter time. Depending on financial circumstances and the length of your stay, it is also possible to own your housing, or own a share of it.

Renting

If you wish to rent a room, apartment or house in Denmark, obtaining a tenancy agreement is recommended. A tenancy agreement outlines some of the rights and obligations the tenant and landlord have in relation to each other, including the total rent and requirements relating to the condition of the leased property when moving in and vacating the property.

The law does not require a tenancy agreement in writing for private rentals, but it is always a good idea to obtain one regardless.

If the landlord will not provide a tenancy agreement in writing, you should pose critical questions as to why. A tenancy agreement in writing is required by law for all sublettings.

Furthermore, it is normal to pay both a deposit and a payment equal to three months’ rent prior to or upon commencement of the tenancy agreement.

Cooperative housing

A cooperative dwelling consists of one or more houses or one or more flats owned and administered by a cooperative housing association.

The cooperative housing society owns the property. When you buy a share of the property, you gain the right of use to a part of the property owned by the association. In addition to the share, you must also pay rent to the housing association.
As a cooperative member, you automatically become a member of the housing society. As a cooperative housing member you have the right to participate in and vote at the society’s annual meeting. At the annual meeting, the members decide what rules shall apply within the association. The annual meeting also decides when and how the building is to be maintained and improved.

It is possible to rent an apartment from a tenant or a cooperative housing member. This is known as "subletting" and is allowed for a period of two years. Or longer, if the owner or the rules allow.

**Student residences**

Some international students prefer to rent a room from a Danish student or landlord, others rent a flat or a house that they share with friends. A third and very popular option is applying for a room in a student residence. Student residences are often cheaper than other rental properties.

A student residence houses many students with each student having his or her own room. Usually, each room has its own toilet and bathroom, while residents share the kitchen and living room.

To look for a room in a student residence in Roskilde, go to [www.RIU-Roskilde.dk](http://www.RIU-Roskilde.dk) (Danish). This is the central portal that lists almost every student residence in Roskilde. You can apply online for free. You can also contact RIU at info@riu-roskilde.dk or at (+45) 39 46 62 62.

More information about student residences in general can be found at [www.studyindenmark.dk/live-in-denmark/housing](http://www.studyindenmark.dk/live-in-denmark/housing) (English).

**Owner-occupied housing**

If you are staying in Denmark for a longer period, you may consider buying a property.

In some circumstances you must obtain permission to do so from the Ministry of Justice. It is a good idea to use a lawyer. This will ensure that your interests are safeguarded.

The prices vary greatly, especially in relation to location. Twenty kilometres can make a huge difference in the price of housing.

In Denmark it is normal that buyers take out a housing loan from a mortgage credit institution. Mortgage credit institutions offer loans based on collateral in the house/apartment. You can typically borrow up to 80 percent of the property value and the loan can be paid back over a period of up to 30 years.

You must pay tax on the value of your property.
House hunting
In many parts of the country, finding accommodation can be difficult. Roskilde is a very popular place to live, so the best advice is to start looking right away. You can obtain help from a number of sources.

Free legal aid
If you need help to understand your tenancy agreement or if you need legal counselling in any legal matter, you can get free legal aid from [www.roskildejurist.dk](http://www.roskildejurist.dk) (Google translated into English).

You can also get free legal aid at Roskilde Library every Wednesday 5 pm – 6.30 pm. It’s recommended to be there early as only a certain amount of tickets are available.

Internet
On the following websites, individuals and agencies offer rooms and apartments for rent and sale. Some websites are free to use, others are pay-to-view sites.

[www.findbolig.nu](http://www.findbolig.nu) (DA)
Student housing, flats, shared apartments and rooms for rent.

[www.boligsurf.dk](http://www.boligsurf.dk) (ENG)
Flats, shared apartments and rooms for rent.

[www.lejerbo.dk](http://www.lejerbo.dk) (Google translated into English)
Lejerbo administers apartments across Denmark.

[www.boliga.dk](http://www.boliga.dk) (Google translated into English)
Student housing, flats, shared apartments and rooms for rent.

[www.dba.dk](http://www.dba.dk) (Google translated into English)
Flats and rooms for rent. Some are pay-to-view.

[www.boligportal.dk](http://www.boligportal.dk) (ENG)
Flats, shared apartments and rooms for rent. Pay-to-view.

[www.lejebolig.dk](http://www.lejebolig.dk) (ENG)
Flats, shared apartments and rooms for rent. Pay-to-view.

[www.bolighasen.dk](http://www.bolighasen.dk) (ENG)
Flats, shared apartments and rooms for rent. Pay-to-view.

[www.rosbolig.dk](http://www.rosbolig.dk) (Google translated into English)
Single-family houses, villas, houses and farmhouses for rent in the Roskilde area. Pay for service.

Check the ads in the daily newspapers, local papers or special housing newspapers. You can also place an ad stating that you are looking for accommodation.
Network
Ask family, friends and acquaintances. Put a notice on the board at the local supermarkets.

Housing organization
You can put your name down on a building association waiting list. Boligselskabet Sjælland administer most housing organizations in Roskilde. You can put your name down on the waiting list at the prize of DKK 100 per year.

More information at www.bosj.dk (Google translated into English). Here you will also find a guide on non profit housing in English.

Housing benefits
If your residence is rented, you will in some circumstances be able to apply for housing benefits from the municipality. The right to housing benefits depends on a number of conditions, for example how much you pay in rent, how many children and adults live there, and what the total income is for the family.

Please note, that only EU/EEA citizens are eligible for housing benefits. Non-EU/EEA citizens that apply for housing benefits may risk their residence permit being revoked. If in any doubt, please contact your local Citizen Service Centre.

If you wish to apply for housing benefits you can do it electronically with NemID here:


If you need help filling out the form you can get personal assistance at the Citizen Service centre. If you have any questions regarding general rules of housing benefits, please contact Udbetaling Danmark at (+45) 70 12 80 63.

Find more information about tenancy agreements, terms of notice, housing benefits and more at www.lievindenmark.dk

Moving
There are many things to remember when moving to a new location within Denmark. This list is a guide to most things, and can hopefully help to ease your way through the system.

Change of address
You must inform the authorities of your new Danish address not later than 5 days after you have moved. This can be done online at www.borger.dk [DA] with NemID. If you need any help you can call the Citizen Service Center at (+45) 46 31 30 07 or get help to fill it in at the center. Remember to bring your NemID. It is also possible to change your GP at the same time.

You will have to inform the postal service, PostDanmark, of your relocation. This can be done online at www.postdanmark.dk [DA] with NemID. Remember to do so 5 days earlier than you would like to have your mail forwarded to your new address. PostDanmark will forward your mail directly to the new address, even if it is sent to your old address.
Heat, water and electricity
Don’t forget to check heat, water and electricity from time to time and when you move. Your home is equipped with meters that record your consumption. You can read the meters yourself. Reporting meters can often be done online or by phone. The necessary information – customer number and recipient number – is marked on your bill.

Garbage and recycling
Household waste
Your household waste is collected every week. If you rent your home, waste handling is included in the monthly rent. If you own your home, you pay an annual fee to your municipality.

Recycling
Most bottles that are bought in Denmark are part of the Danish deposit and return system. These bottles can be returned at any supermarket and you will receive your deposit.

Bottles and glass that are not part of the Danish deposit and return system can be recycled by disposing them in the green glass recycling stations that are placed at different locations around the city.

It is also possible to recycle paper and newspapers. If you live in a house you will have a paper container at your disposal that is emptied every 6 weeks. If you live in a multi-storied building you will have access to a shared paper container.

When recycling card, such as cardboard and egg cartons, you will have to fold it up and recycle it in one of the designated containers that are normally placed next to the glass containers.

Bulky waste
Bulky waste is large household items that cannot be handled together with general household waste – such as furniture, bikes or broken fridges. You may deliver your bulky items at a local recycling center.

At the recycling centres you can dispose of all kinds of waste except household garbage. Ask the staff for help in order to use the right containers for your waste.

Read more about how to use the recycle centre at the webpage of KARA/NOVEREN
www.karanoveren.dk (DA)

Recycling centres
In the municipality of Roskilde there are three local recycling centres administered by KARA/NOVEREN:

Roskilde Genbrugsplads
Vestre Hedevej 32
4000 Roskilde
Opening hours: All week 9 a.m. – 5 p.m.
Closed on 24, 25, 31 December and 1 January.

Jyllinge Genbrugsplads
Brohaven 2
4040 Jyllinge
Opening hours: Monday, Wednesday, Friday, Saturday and Sunday 9 a.m. – 5 p.m.
Closed on 24, 25, 31 December and 1 January.

Viby Genbrugsplads
Vestergade 25 B
4130 Viby
Opening hours: Tuesday, Wednesday, Friday and Saturday 9 a.m. – 5 p.m.
Closed on 24, 25, 31 December and 1 January.

For more information about waste, recycling, garden or bulky waste, please contact Citizen Service.
Media licence

The Media Licence is an appliance fee, set by Parliament. The collection of the licence fee is handled by DR Licens.

In Denmark you are legally obligated to register with DR Licens when you are of legal age (18 years old). You need to register, within 14 days of procurement, whether you own, lease, or borrow your appliances.

The Media License covers appliances such as TV sets, video or DVD recorders, computers with internet access, and mobile phones and similar electronic devices that also work as a television or radio receiver.

A license covers all appliances in the household, including its car, boat, and summer residence.

A household is:
- the license payer
- his/her spouse or partner
- and children; minors and children of legal age living at home

Registration

Please, register at www.dr.dk/licens (ENG) or call DR Licens at (+45) 70 20 13 13

Cancellation

If you no longer have any of the above-mentioned appliances you need to cancel your license fee registration in writing or use the cancellation form, as soon as possible. The cancellation takes effect from the day it is received by DR Licens and cannot be backdated.
Most Danes speak English quite well. Nevertheless, being able to speak some Danish will benefit you at your workplace, your study place or in social life. In Denmark, you have the right to free Danish courses that will help you improve your language skills and cultural knowledge.

Free Danish language courses for adults
In Denmark, you have the right to free Danish courses that will help you improve your language skills and cultural knowledge.

Most Danes speak English quite well. Nevertheless, being able to speak some Danish will benefit you at your workplace, your study place or in social life.

As a newcomer to Denmark, you have the right to free Danish language courses during your first 3 years in the country if you meet one of the following requirements:

- You have a Danish CPR-number and you are listed at the National Register (Folkeregister)
- You have a residence permit in Denmark
- You are an EU border commuter

How do I sign up for a language course?
Roskilde Municipality refers new students to Danish language courses. To get a referral, please contact Roskilde Jobcenter, where you can also get answers to other questions about Danish language courses.

If you are employed or self-supporting, you can also contact the language school directly. In Roskilde, it is the language school CLAVIS that offers Danish language courses.

When CLAVIS has received the referral, they will invite you for a sign up and level placement interview.

At the interview, they will find the type of course which best matches your language level.

If you work outside the Roskilde area and want to receive lessons in Danish close to your work or home, CLAVIS also offers courses in Greve, Copenhagen and Lyngby.

Go to CLAVIS language school in Roskilde

See a complete list of language centres in Denmark

When and where do the courses take place?
The courses are flexible and effective. CLAVIS offers morning, afternoon and evening classes. Courses are given at CLAVIS Roskilde, at companies all over greater Copenhagen and for foreign students and employees at Roskilde University and Risø DTU. You are able to take online courses as either an alternative or a supplement to their traditional classes.

Through CLAVIS’ cooperation with major international companies in greater Copenhagen, they also offer intensive Danish courses for their employees and spouses. Most of these courses are held at the companies.
What courses can I choose from?

**IntroDanish – learn Danish fast and efficiently**

IntroDanish – CLAVIS In2Danish is a free Danish course for newcomers to Denmark with a duration of 250 lessons divided in five modules organized for employees, spouses, au pairs, students and cross border commuters. The course serves as a quick introduction to the Danish language with a key focus on job and study related Danish.

**Danish education 1, 2 and 3**

Danish education 1, 2 and 3 are for those who are not employees, spouses, au pairs, students or cross border commuters.

The courses are divided into 3 levels – Danish education 1, 2 and 3. Danish education 1 is for foreigners who cannot read or write in their own language. Danish education 1 can be concluded with PD1 exam. Danish education 2 is for foreigners with short educational background and who had not learned foreign languages before. Danish education 2 can be concluded with PD2 exam.

Danish education 3 requires a minimum of 12 years of schooling and is for foreigners who may speak one or more foreign languages besides their native language.

Danish education 3 can be concluded with PD3 exam. It is possible to use PD3 examination for application for Danish citizenship.

**Private classes in Danish**

You can also contact CLAVIS directly for tailor made, individual courses in Danish

[Read more about the courses at CLAVIS](http://www.clavis.org)

**Kontakt**

CLAVIS sprog & kompetence
Maglehøjen 6
4000 Roskilde
Administration Eksterne
Tlf 4173 8100
E-mail kontakt@clavis.org
Hjemmeside [http://www.clavis.org](http://www.clavis.org)

**Reception classes for children**

Children that move to Roskilde Municipality and don’t speak or understand sufficient Danish to benefit from the teaching are referred to a reception class to receive basic Danish teaching.

**From reception class to normal class**

The purpose of the teaching in a reception class is to give your child the necessary language conditions to follow classes in a normal Danish class. The teaching is planned according to the individual pupil’s needs. After 3 months your child will gradually take part in a normal class, and after a maximum of 2 years your child will be fully integrated in a normal Danish class. This will happen with recommendation from the teachers in the reception class and in collaboration with the parents and the bilingual consultant.

**Start-up conversation**

Before starting in a reception class, parents and child are invited to a start-up conversation with the bilingual consultant from Roskilde Municipality. An interpreter will be present at the conversation, if needed. You will also be able to visit the school before the beginning of lessons.
How to register
When you want to register your child to a reception class, or if you have any questions regarding reception classes, please contact a bilingual consultant at the Municipal School Department at (+45) 46 31 41 30 or at tosprogskonsulent@roskilde.dk

Young people age 15 to 25
Young people that are between 15 and 25 years are referred to the language school CLAVIS that offers a special class called 11th Class for young bilinguals.

Native language courses for bilingual children
Røskilde Municipality offers native language courses for bilingual pupils in classes 0-9, provided that a minimum of 12 students are enrolled in mother-tongue teaching in any given language and that a qualified teacher can be assigned to the class.

If possible, the native language courses will be placed on the pupil’s own school following the student’s regular school hours. If this is not possible according to pupil numbers or other reasons, the students will be referred to another school in the municipality.

For more information, please contact a bilingual consultant at the Municipal School Department at (+45) 46 31 41 30 or at tosprogskonsulent@roskilde.dk
Being a regional junction that combines the Greater Copenhagen area with the rest of Zealand, Roskilde is with its well-functioning public transportation system the perfect starting point for a daily commute or an inspiring day trip.

And within Roskilde Municipality, 9 out of 10 citizens have less than 500 meters to the nearest bus stop or train station.

On top of that you have good biking conditions, and a traffic that often favours cyclists.

**Public transport**

**Buses**
The A-buses are buses that depart frequently all day with fixed intervals. S-buses are quick and direct buses with few stops on route.

More information about buses at the bus company Movia’s webpage [www.movia.dk](http://www.movia.dk) (DA)

**Trains**
Roskilde is a major train station between Copenhagen and the regions of Denmark located to its west. That means that from the Roskilde train station you will find trains to Copenhagen several times an hour, and it only takes between 18-27 minutes, depending on the train. It is also possible to travel to other towns and cities with direct connections, for example Holbæk, Ringsted, Odense or Aarhus.

Young people aged 16 to 26 years can buy a DSB WildCard (youth card) for 185 DKK. It allows half-price train fares Monday to Thursday and Saturday and 25% off on Fridays and Sundays, as well as other discounts. The card is valid for 1 year. See more at [www.dsb.dk/wildcard](http://www.dsb.dk/wildcard) (DA)

More information about train fares and buying train tickets, see [www.dsb.dk/english](http://www.dsb.dk/english) (ENG) or call DSB at (+45) 70 13 14 15.

**S-trains and Metro**
In The Greater Copenhagen area you can get around using the S-train (S-tog), and in inner Copenhagen you can also use the Metro. See [timetables for S-trains](http://www.dsb.dk/s-tog) (DA) and read more about the Metro at [www.m.dk/english](http://www.m.dk/english) (ENG).

**Pushchairs**
To take a pushchair on the train is free in regional trains. When taking a pushchair on an IC train, you must make a reservation beforehand at (+45) 70 13 14 15. The reservation is free.

To take a pushchair on the bus is free. Signal to the bus driver first, and then enter through the middle exit with the pushchair. If the bus is packed or if there are already two pushchairs on the bus, the driver is allowed to refuse another one.
**Rejsekort (Travel Card)**

In Denmark a new electronic ticket system for public transport called Rejsekort has been newly introduced. The former ticket system is to be phased out throughout 2014 and will until then still be valid parallel to the Rejsekort system.

Rejsekort covers all of Denmark and can be used in all buses, trains, and Metro, and a combination of these.

Travelling with Rejsekort, journeys are calculated from the distance made from the beginning of the journey to the end. The card must be checked in at the beginning of your journey, when changing transport along the way on the journey, and it must be checked out when the journey ends. This is to be done at one of the blue card readers at stations or inside buses. Please check that an “OK” appears on the card reader screen and that a sound appears. It is your responsibility that the card is correctly checked in.

You can make an automatic money transfer from your bank account to your Rejsekort, or you can transfer money manually at the online self-service, at one of the travel card machines on train stations or in one of the DSB Ticket Sales.

Order your Rejsekort for free at [www.rejsekort.dk](http://www.rejsekort.dk) (Google translated into English). You will need a CPR number to order online. If you have not received your CPR number yet, you can order your Rejsekort in person in one of the DSB Ticket Sales, e.g. at Roskilde Train Station.

**Tickets, multicards and period passes**

You can always buy normal tickets without a Rejsekort at all times in buses, at machines at train stations and in DSB Ticket Sales before beginning your journey. Tickets are in most cases a lot more expensive than travelling with Rejsekort.

Multicard tickets, called Klippekort, is a 10 clip card that can be bought in various forms depending on how long your journey is. You must stamp it in the bus or at the train station before your journey begins. Klippekort will be phased out throughout 2014 and replaced by Rejsekort.

A period pass, called Periodekort, is a monthly pass that is a good option if you often travel the same route. Contact DSB for more information at [+45] 70 13 14 15 or ask in a DSB Ticket Sales.

**Rejseplanen (Journey Planner)**

On [www.rejseplanen.dk](http://www.rejseplanen.dk) you can plan your travel in Danish, English or German. You can also download Rejseplanen as an app for your phone, so that you always have your journey planner with you on the go.
Cycling

A very popular way to get around in Denmark is cycling. In cities and towns, cycling is often the fastest, most efficient and not to mention the cheapest way.

You will need a special ticket for your bike if you want to take it on the train, bus (not allowed on A-buses) or Metro. In the S-trains it is free to bring your bike.

How to get a bike

If you want to buy a new bike, you will find many shops and larger supermarket that sell bikes. If you want to buy a second-hand bike, you can find one on www.db.dk (DA), www.gulloggratis.dk (DA), or www.brugtencykler.dk (ENG). In Roskilde, you can also rent a bike from Jupiter Cykler. They are situated close to Stændertorvet at Gullandsstræde 3.

Traffic regulation for bikes

There are some bike regulations that you must observe. If not, you will risk a fine of DKK 700 or DKK 1000, depending on the type of violation.

You must always cycle on the right-hand side of the road. If there is a bike path, you should use this, and you must keep to the right of the bike path. The left part of the bike lane is reserved for overtaking.

If you wish to turn left at an intersection, continue straight forward through the intersection and stop on the other side. When light is green, go with the traffic.

To signal slowing down or stopping, raise your hand up in the air. To signal turning left or right, straighten your arm out to the side you want to turn to so that it is clear to other road users which way you are about to turn.

Read all of the rules, including how to equip your bike legally at www.cyklistforbundet.dk (Google translated into English). Also, take a look at www.worktrotter.dk (ENG) that contains good advice on cycling in Denmark.
Driving a car

You are allowed to bring your own car or purchase or rent a car in Denmark.

As a foreign resident in Denmark, you are not allowed to drive a vehicle with foreign number plates on Danish roads, except if your stay is for less than 185 days or if you have come to Denmark to carry out a task of a definite duration for less than six months. In all other cases than the two previously mentioned, you must register your car with Danish number plates.

Registering your car

You must register your car with Danish number plates within 14 days of your arrival to Denmark, and you must pay registration tax.

Car registration is administered by SKAT. At their website www.skat.dk (ENG) you can fill out an application for permit to drive a foreign-registered motor vehicle in Denmark and send it to:

SKAT, Motorbevillinger
Helgeshøj Allé 9
2630 Taastrup

Driving in Denmark

At www.thecopenhagenbook.dk there is an extensive guide on driving in Denmark, including speed limits, toll roads, traffic regulations, stopping and parking, alcohol and driving, maps, and accidents.

Converting your driving license

If you wish to drive a car in Denmark, you might have to convert your foreign driving license into a Danish driving license.

It is not necessary to exchange a foreign driving license if it was obtained in an EU country, or in Norway, Iceland, or Liechtenstein. Driving licenses from other countries may be used for up to 90 days after a permanent residence is established in Denmark, after which time it must be exchanged for a Danish driving license.

To convert your foreign driving license, please contact your local Citizen’s Service Centre. You must bring with you:

- Your national driving license
- Identification with a personal identification number
- Passport or original birth certificate
- Valid residence permit, unless you may legally reside in Denmark without permission
- Passport photo
- Doctor’s certificate
- Cash to pay for the exchange
- If your driving license is not issued in the Latin alphabet or if it does not have a translation into German, English or French, you will need a translation of your driving license

In addition, a driving test will typically be necessary when exchanging a foreign driving license to a Danish driving license.

If you have any questions about registering your car, you can contact SKAT at (+45) 72 22 18 18. You can also read more about rules and tax rates for imported cars at SKAT’s website www.skat.dk (ENG)
A job is a good way to build a network in Denmark for you or your spouse. And as a student, having a student job is often a shortcut to a full-time employment afterwards.

Denmark has attracted foreign labour to a large number of industries in recent years. Denmark expects that in the coming years there will be an increasing need for foreign labour, especially foreign qualified professionals.

The following will give you a general view of employment and job opportunities in Denmark, including specific information about working conditions, tax, banking and insurance.

**Job seeking**

Job seeking in Denmark is not significantly different from job seeking in other countries. Here are some of your options:

- Put your CV in a database, either via a job portal (e.g., workindenmark.dk) or a recruitment company
- Search for at specific job advert
- Send an unsolicited application
- Use your network

Employers in Denmark generally expect to receive a brief and motivated application (approximately one A4 sheet) as well as a CV.

At [www.workindenmark.dk](http://www.workindenmark.dk) (ENG) you will find more information about writing applications and CVs and about job interviews and student jobs. Also, keep an eye out for job search workshops that are frequently arranged by Work in Denmark.

For information about volunteer work, please see under the section [Leisure and Culture](#).

**The Jobcenter and Jobnet**

In Denmark every municipality has its own job center, including the Roskilde Municipality. At the Roskilde Jobcenter you will find free access to a computer as well as general information on how to find a job in Denmark. The concept of a jobcenter is self service, which means that they provide resources enabling you to find work. The Danish jobcentres administer the website [www.jobnet.dk](http://www.jobnet.dk) (DA), which is a job- and CV database that advertises job vacancies for employers.

At Roskilde Jobcenter you can ask for an international consultant for work guidance. They can answer your questions and assist you in your job search.

**Roskilde Jobcenter**

Rådhusbuen 3
4000 Roskilde
Tel (+45) 46 31 78 00
jobcenter@roskilde.dk

Phone hours: Monday to Wednesday 8 am – 3 pm, Thursday 10 am - 6 pm, Friday 8 am to 1 pm

Visiting hours: Monday to Wednesday 10 am – 3 pm, Thursday 10 am - 5 pm, Friday 10 am to 1 pm
Recognition of foreign qualifications
The Danish Agency for Universities and Internationalisation can help you with recognizing your foreign qualifications by making an assessment free of charge. The assessment is a brief statement saying what your foreign qualification corresponds to in Denmark. This can help you when you are seeking a job, applying for education or if you wish to practice a regulated profession where authorization is needed.

More information at The Danish Agency for Universities and Internationalisation’s web site www.fivu.dk/en [ENG], including a guide to recognition of foreign qualification.

Self-employment
If you want to start your own company in Denmark or adding Danish operations to an existing company, you will find relevant information from The Ministry of Foreign Affairs at www.investindk.com [ENG].

As an entrepreneur in Roskilde, you can get guidance from the network erhvervsFORUM Roskilde on your business idea and get motivation and extensive knowledge about being self-employed. Here you can get in touch with many other people who have run – or is still running – their own business. ErhvervsFORUM offers an hour and a half free guidance to discuss your idea and help you progress. Book a meeting about your plans of becoming an entrepreneur at info@erhvervsforum.biz

If you want to become a green entrepreneur, The Green Entrepreneur House in Roskilde offers unique support. It is located at the Danish Technical University’s Rise Campus, with direct access to world-class test and demonstration facilities. This provides a unique support of the development of green entrepreneurs to make sure they develop into successful companies. The house opens September 2013.

Interested entrepreneurs and companies can contact Scion DTU at krg@sciondu.dk or at (+45) 51 71 77 76.

Working conditions
Most workplaces in Denmark are characterized by a horizontal structure and open dialogue between management and employees, often in an informal tone. Danish workplaces offer good working conditions for employees, modern facilities and high-quality technical equipment. Competence development is highly prioritized and most workplaces regularly offer continuing education to their employees.

A good work-life balance
Studies show that Danish employees have the highest job satisfaction ratings in Europe. One important factor is many work places’ emphasis on a good work-life balance. The general work conditions for permanent employment, among others, are:

- 37 hour work week
- Flexible working hours
- 5 + 1 weeks paid vacation pr. year [after one year of work in Denmark]
- Salary paid during illness
- Salary paid the first 2 days if you need to stay at home with your ill child

Flexicurity
The Danish labour market is based on the flexicurity model. The word flexicurity is blend of flexibility and security. The essence of the Danish flexicurity system is a flexible labour market, where a business can easily adjust its workforce to the current economic situation, and a social safety net with allowances for the unemployed.

Read more about working conditions in Denmark in Work In Denmark’s guide “Welcome – We appreciate your interest in Denmark” [ENG]
Trade unions

The Danish labour market is, to a great extent, regulated by the various players in the labour market themselves, as opposed to by legislation. Under the Danish model, employers and employees reach voluntary collective agreements on pay and working conditions. The trade unions play a pivotal role in the Danish labour market, and there is a high level of union membership among Danish workers.

Trade unions assist with cases regarding pay and working conditions and can help in connection with work-related injury cases, rehabilitation and much more. Some trade unions can also offer personal consultancy and career planning. Many workplaces have trade union representatives who represent the trade union in the workplace and employees interests.

Your choice of trade union depends on your position and workplace.

Tax

When you work in Denmark, you must pay tax on your income to the Danish state. These taxes pay for the Danish welfare system, including child care, education, elderly care, and access to doctors and hospitals. The Danish tax authority is called SKAT and means tax in Danish.

The Danish tax system incorporates many rules regarding how much to pay in taxes. At SKAT’s website [www.skat.dk](http://www.skat.dk) (ENG – and many other languages) you will find extensive information about how to get a tax card and how to manage your tax affairs, including how to check and report any changes or additions to your preliminary income assessment.

Using SKAT’s E-tax (TastSelv) service, you can manage your tax affairs when it is convenient for you.

Please note that SKAT has a special tax scheme for researchers and key employers recruited from abroad. You will find it at [www.skat.dk](http://www.skat.dk) (ENG).

If you need help or guidance in tax matters, you can get help from your local Citizens Service Center. You can also contact SKAT on (+45) 72 22 18 18.

Bank

When working in Denmark, it is necessary to have a bank account. You will need to receive your salary as well as other supplements from the municipality, such as child benefit or pensions.

All banks offer personal advice in the normal opening hours. Most banks are open from 9:30 am to 4 pm from Monday to Friday and until 6 pm on Thursdays.

When setting up an account, contact a bank in person, and bring with you:
- Passport or ID card
- Documentary proof of your address in Denmark

Your bank will issue a cash card for cash withdrawal and paying in shops. You will be sent a PIN code that you will need in order til use the card at cash point machines and shops. Some places will require a signature instead of a PIN code.

Netbank

Most Danes use netbank for payments. Most banks offer free access to an online netbank, and many banks offer this service in English.

With a netbank, you can also use the automatic electronic payment system “Betalingsservice”. Your regular bills will then automatically be paid on the payment day and the money will be drawn from your bank account automatically.. Ask your bank for further guidance.
NemKonto
NemKonto is the account where you receive your salary and payments from public institutions, including tax refunds and social security allowances. If you have more than one bank account, you must choose one account as NemKonto. Contact your bank for more information about making your bank account your NemKonto.

Read more about NemKonto at www.nemkonto.dk (ENG/GER) or call NemKonto Support at (+45) 44 60 63 68.

Digital Post
Digital Post is a free and secure electronic mailbox where you can receive digital post that you normally receive in the post from public authorities, such as the municipality. You will need NemID to log into Digital Post.

Create your Digital Post at www.borger.dk (DA). Ask your local Citizen Service Centre to help you get started.

E-Boks
E-Boks is a free and secure electronic mailbox where you can receive and store documents that you normally receive in the post from private organisations such as banks, pensions, insurance, energy and telecommunications companies. You will need NemID or your online banking info to log into your e-Boks.

More information at www.e-boks.dk (ENG).

Insurance

Compulsory car insurance
It is required by law that you have a liability insurance policy if you own a car. This insurance covers damages to other persons and their property. In addition, it is possible to obtain a comprehensive insurance policy that covers damages to your car and theft.

Optional insurances
It can be beneficial to acquire private insurance coverage to avoid unnecessary financial surprises in case of burglary, accidents etc. The most common insurance coverage policies are basic insurance and accident insurance.

Basic insurance
A basic insurance is normally a combination of a household contents insurance, a personal liability insurance and legal protection. This is also sometimes called a family insurance. It covers all family members living at the same address. It also provides coverage for children under 21 years old when they are living on their own.

Bicycles are seen as a household content in this matter, but they are only covered when locked with a lock approved by the Danish Institute for Informative Labelling or Tryg. In case of theft, you must present the lock certificate and the frame number of the bicycle.

SU
The Danish State Educational Support (SU) is generally only awarded to Danish students who are residents. There are some exceptions, however, when you as an international student are entitled to SU. In this case, you must apply for equal status in so far as the state educational support is concerned.

Read more about the special conditions at the Danish Education Support Agency’s website www.su.dk/english (ENG).
Public Health Service

When you register with the national register on arrival you are able to choose a general practitioner (GP) at the same time.

Access to the public health service is through your GP. Your GP can treat some health problems immediately. Others may require a referral for further examination or treatment by a specialist or treatment at a hospital.

You do not need a referral from your GP if you need to go and see a dentist or if you are in acute pain and need to go to hospital emergency or require immediate hospitalisation.

Visiting your GP is free, as is hospitalisation.

At the GP’s

If you need to see your GP, you must call and make an appointment in advance. Most GPs have office hours from 8 a.m. to 4 p.m. daily. If you are feeling very unwell, your GP will probably make room to see you the same day.

Your GP will examine you and decide on the next step. You may be given a medical prescription. Your GP can also refer you to further examination or treatment by a specialist, e.g., a dermatologist or a gynaecologist. Visits to a specialist are in many cases free, but your GP may also refer you to a form of treatment for which you are required to pay some of the costs. This might be treatment by a physiotherapist or a psychologist. Finally, your GP can arrange for you to be hospitalised if deemed necessary.

Your GP must ensure that you understand each other. If you do not speak the same language, your GP must call for an interpreter.

Your doctor must observe secrecy, so you are not at risk talking to him or her about your problems. Whatever you say will remain between you and will not be passed on to the authorities, unless you wish it.

Danish health card

The yellow health card (in Danish: Sundhedskort) is sent to you by your municipal authority and is your proof that you are entitled to public health treatment. The card states your name, address, personal identification number, and the name and address of your GP.

You must bring your yellow health card with you when you visit your GP, your dentist, at the hospital emergency or in the event of hospitalisation. You must also bring it with you when you travel outside Denmark.

You have to pay the costs of medicine, dental care and physiotherapy, for example. But you may also be eligible for a subsidy.

Medicine

Some types of medicine can only be bought with a medical prescription. Others can be bought without. Medicine requiring a GP’s prescription can only be bought at a pharmacy. Medicine for light headaches, a sore throat and products designed to help people stop smoking can also be bought in grocery stores and at some petrol stations.

The state can give a subsidy towards certain types of medicine. This will depend on the finances of the individual and the amount of medicine taken in one year. Consult your GP or pharmacist.
Children’s examinations and vaccinations

Examinations
From the age of five weeks to 15 years, your child will be given nine preventive health examinations by the GP. The first seven will take place before the child begins school the last two when the child begins and leaves school.

The examination follows a fixed programme. The purpose is to monitor your child’s well-being and development. In this way you and your GP can determine whether your child has any problems and take action where necessary.

You must make an appointment with your GP for the first seven examinations.

Free vaccinations
All children can be vaccinated against a number of diseases. The vaccinations are free. It is your GP who vaccinates your child. This may take place at the same time as your child receives a normal health examination. Ask your GP about the vaccination programme for children.

If you need special vaccinations in connection with travel abroad, you must pay for these yourself.

In case of emergency

Doctors on Call (Lægevagten)
Citizens of Roskilde Municipality can get in contact with Doctors on Call (+45) 70 15 07 00.

Only call the Doctors on Call when it is absolutely necessary, or if you are in doubt as to how sick you or your child may be.

Phone hours are Monday to Friday 4 pm to 8 am, Saturdays, Sundays and holidays 24 hour service.

Pharmacies

In Roskilde there are two pharmacies (in Danish: apotek)

Roskilde Dom Apotek (24 hour service)
Algade 52
4000 Roskilde
Tel: (+45) 46 32 32 77
dom@apoteket.dk

Normal opening hours: Monday to Friday 9 am – 6 pm, Saturdays 9.30 am – 3 pm. When using the out-of-hour service, you are to pay a smaller fee of 20,65 DKK.

Svane Apotek Roskilde
Skomagergade 12
4000 Roskilde
Tel: (+45) 46 32 23 00
roskilde@apotekeren.dk

Opening hours: Monday to Friday 9 am – 6 pm, Saturdays 9 am – 3 pm.

Smaller pharmacies can be found in the towns Trekroner, Vindinge, Svogerslev, Ågerup and Gundsømagle, as well as other locations in Roskilde city.
When calling Doctors on Call, you will speak directly to a doctor to explain your symptoms. The doctor will then decide whether they can give advice over the phone, whether you should visit your own doctor the next day, whether a doctor should visit you at home, or whether you should go to the emergency doctor service or go to hospital emergency.

Remember to have your CPR number ready when calling.

**Police**

If you need to get in contact with the police, call 114. You will be connected to the police station nearest you.

**In an emergency**

If someone suddenly collapses, can not breathe, suffers an accident or is attacked, you must call the emergency call centre immediately on 112.

At the emergency call centre you will be asked your name, address, and the phone number from which you are calling. The call centre will then make sure that an ambulance or the police or some other form of help is sent immediately.

If you have private health insurance, you can get extra financial assistance to pay for regular and special treatment or major dental operations.

You have to make an appointment and arrive at the appointed time. If you want to attend regular check-ups, your dentist will send you a reminder with an appointment for your next check-up.

**Outside normal dental hours**

If you suddenly experience severe toothache in weekends and holidays, you can visit a dental emergency service. For citizens in Roskilde Municipality, the closest dental emergency service is:

Region Sjællands Tandpleje
Æblehaven 2
4200 Slagelse

Tel: (+45) 29 60 01 11
Phone hours are Saturdays, Sundays and holidays 9.30 am – 11.30 am.

**Dental healthcare for children**

All children in Denmark are entitled to free dental health care from the age of 0 to 18. They attend regular dental check-ups. Here, they learn how to look after their teeth, and their teeth are treated and adjusted where necessary.

Roskilde Municipality have several municipal dental clinics that are affiliated to schools. Children are automatically registered at birth or when moving to the municipality.

It is a good idea for parents to accompany children to the dentist’s while the children are small. If the child requires major treatment, the parents will first be consulted.

More information at [www.tandplejen.roskilde.dk](http://www.tandplejen.roskilde.dk) (Google translated into English)

Den Kommunale Tandpleje
[tandplejen@roskilde.dk](mailto:tandplejen@roskilde.dk)
(+45) 46 31 71 00

**Dental healthcare**

Adults over 18 must find their own private dentist. You have to pay for check-ups and treatment, but the state pays part of the cost. This amount is automatically deducted from your bill.
Children’s and families’ well-being are highly prioritized in Roskilde Municipality. With many leisure and culture events, a high educational level from nursery to higher education as well as great health conditions for having children, Roskilde is the perfect place to live with your family.

For more information about leisure and culture activities for children and young people, see under the section Leisure and Culture.

**Childcare**

In Roskilde Municipality, you have several options as to how you want your child looked after during the day:

- **Day care (age 0-3):** Your child is taken care of together with a few other children by a childminder in his or her own home. In Danish: Dagleje.

- **Nursery (age 0-3):** Your child is taken care of by educated nursery teachers and nursery assistants. In Danish: Vuggestue.

- **Kindergarten (age 3-6):** Your child is taken care of by educated kindergarten teachers and kindergarten assistants. In Danish: Børnehave.

- **Day care centre (age 0-6):** Combined nursery and kindergarten. Your child is taken care of by educated nursery and kindergarten teachers and assistants. Most of the childcare institutions in Roskilde are day care centres. In Danish: Børnehus or integreret institution.

Roskilde Municipality also offers various options if you want your child to be cared for at home by yourself. Ask at your local Citizen Service Centre.

**Childcare guarantee**

Roskilde Municipality has a childcare guarantee. It means that you are secured a place at a childcare institution from the time your child is 26 weeks. The guarantee is valid for the entire territory of the municipality, which means that if you have a specific institution in mind for your child, you might have to wait longer.

**How to apply**

You must contact Roskilde Citizen’s Service Centre in order to enrol your child. The Citizen Service Centre must receive your application for a place within 8 weeks after the baby is born. If you are moving to Roskilde with your child, you will need to apply for a place within 3 months before you need it.

At the online service [www.roskilde.dk/daqtilbud](http://www.roskilde.dk/daqtilbud) (DA) you can also apply digitally and keep track of your child’s position on the waiting list. You will need NemID.

You are always welcome to visit several childcare institutions before deciding where you would like to enrol your child. Call and make an appointment so that you are sure that personnel have time to talk to you and give you a tour of the institution.
Payment
You must pay some of the cost of the child’s care in the institution. The cost is influenced on what type of childcare it is, and if meals are provided or not. Your local Citizen Service Centre can provide you with information about the current rates for the care of children and young people in Roskilde Municipality.

Private day care grant
If you wish to have your child in private day care or hire a private nanny, the Roskilde Municipality can offer you a grant. You can also get a grant if you wish to take care of your own child instead of enrolling your child in childcare. Please ask the Citizen Service Centre for more information.

Language development
If your child needs it, it can be given special help to learn Danish from the age of three. A special language expert will assess whether your child requires language stimulation.

Primary and lower secondary schools
Municipal primary and lower secondary schools in Denmark are free. Public primary and lower secondary schools comprise the public schooling option provided to all children from 6-16 years of age.

Private schools are an alternative to municipal primary and lower secondary schools. Private schools are financed through public subsidy and parent fees. To enrol at private schools parents must apply directly to the individual school.

Roskilde has both municipal and private school including an international school.

Enrolment
Children are entitled to enrolment in the school that is closest to your residence in the municipality where the family resides. It is often possible to select a different school in the municipality or a school in a neighbouring municipality.

To enrol your child, please contact the school administration at Roskilde Municipality at any time for help and advice regarding your options.

For children who need help with Danish as a second language, please see under the section Learning Danish.

Municipal School Department
Tel (+45) 46 31 41 14
vefaerd@roskilde.dk
Skt. Josef’s International School

Skt. Josef’s School in Roskilde has recently opened up an International Department. The teaching is based on the highly respected International Cambridge Curriculum, which is already used in more than 160 countries around the world. This offers international families the possibility to move around the world, whilst following the same school system, ensuring their children have continuity with their education.

Students at Sankt Josef’s International School are currently taught English, Mathematics and Science from the Cambridge Curriculum. The rest is a combined curriculum of P.E., Religious Education, Arts & Crafts and Social Studies. All lessons are taught in English, apart from Second Language lessons which are in Danish.

International parents are invited to a weekly Coffee Club to meet other parents and to discuss any issues they may have with the staff.

Skt. Josef’s School
International Department
Frederiksborgvej 10
4000 Roskilde
(+45) 53 39 42 45
line@sktjosef.dk
www.sktjosef.dk

After-school

When the school day is over, childcare is offered through an after-school care programme at the school or an after-school care centre. Other organised after-school activities are also offered for children. These are the after-school childcare possibilities:

- **SFO** (0-3rd grade): After-school program associated with the municipal or private schools. Offers a wide range of creative and social activities for children. Every child from kindergarten class to 3rd class are automatically offered enrolment.

- **Club** (4th-7th grade): A recreational club that offers varying activities, typically including music, theatre, film, computers, sports, nature and outdoor activities. It is a voluntary offer and opens after school ends, typically from 11.30 am - 5 pm.

- **Evening and youth club** (8th grade and up): A recreational club for young people age 13 to 17. It is free to attend the club, but you must pay when taking part in activities.

The Municipal School Department can provide information on the after-school programs for children, as well as on enrolment and prices.

Municipal School Department
Tel (+45) 46 31 41 14
velfaerd@roskilde.dk
Youth education
Once you have completed your basic school education in the 9th or 10th grade, you can apply for enrolment in a youth education program. Youth education programs are courses of preparatory study or professional qualification programs, usually lasting two to four years. These programs are free.

At the individual colleges and educational institutions, education counsellors can advise you as to which course best suits your needs.

Youth educational guidance
UU Roskilde is a youth educational guidance center where students from 7th klasse i grundskolen og unge op til 25 år kan få information og vejledning om ungdomsuddannelser og andre mulighedergrade

UU Roskilde
Astersvej 15D
4000 Roskilde
Tel (+45) 46 31 43 90
uurf@roskilde.dk

www.uu-roskilde.dk

Opening hours:
Monday – Wednesday: 9 am – 3 pm
Thursday: 9 am – 5 pm
Friday 9 am – 1 pm

Higher education
If you have completed upper secondary education, you can undertake a program of higher education in Roskilde or in another educational institution in Denmark.

Roskilde is home to three higher education institutions that have international programs:

- Roskilde University (RUC)
- Zealand Institute of Business and Technology (ZIBAT)
- University College Sjælland (UCSJ)

Most higher education in Denmark is free for students from the EU/EEA and for students participating in an exchange program. In other cases annual tuition range from 6,000 to 16,000 Euro. A number of scholarships and grants are available from the institutions and from public funded schemes.

Please note that special admission rules apply to applicants holding foreign qualification certificates. You can read more about these rules at www.fivu.dk/en (ENG).

For information about The Danish State Educational Support (SU) as an international student, please see under the section Work and economy.
Having a baby

Examinations
Pregnant women have the right to examinations at your GP and at a midwife. The first examination at your GP is when you have reached your ninth week of pregnancy. It is up to you to make this appointment. Your GP will refer you to a midwife.

When you have entered your 10-12th week of pregnancy, you can go for an examination that will show whether there is any risk of the child having mongolism or certain hereditary diseases. Your GP or midwife will talk to you about the examination. The purpose of examinations is to monitor how you and the baby are doing.

Birth preparations
You can go to antenatal courses and learn all about what happens to your body during pregnancy and the development of the baby. Ask your midwife about available courses.

Birth
In Denmark, most people give birth in a hospital maternity ward. You decide where and how you want to give birth. You can bring your husband or another person along to the birth. It is also possible to give birth at home. Consult your midwife.

Parental leave
All pregnant women have the right to a period of maternity leave both before and after birth. The child’s father can also take parental leave for a fixed period. The public authorities and certain private companies have accords or agreements that ensure employees receive salaried maternity leave.

Parents who do not receive a salaried maternity leave can receive maternity maintenance from their municipal authority. This also applies to self-employed people if they have had their business for a minimum of six months. Parents of small children are also entitled to parental leave. Ask at the Citizen Service Centre for conditions.

Parents have the right to a total of 52 weeks leave with maternity leave subsistence allowance in connection with pregnancy and birth. The mother is entitled to 4 weeks leave prior to giving birth and 14 weeks after. The father is entitled to two weeks in connection with the birth. The remaining 32 weeks can be divided between the parents according to their wishes and needs.

Health visitor
You have the right to be visited by a health visitor. You can have the first visit a week after the mother and child have come back from the hospital. After that, you agree on future visits. The job of the health visitor is to advise you as a family, so that you and the child get off to the best possible start.

Mother groups
The health visitor can organise women who have given birth around the same time into mother’s groups. The mothers meet at each other’s houses or in a place organised by the health visitor to talk and exchange experiences. Many Danes make use of mother’s groups. Ask your health visitor if there are any mother’s groups in which you can participate.

Child benefits
When working in Denmark, families with children are eligible for receiving child benefits. If your child does not live in Denmark, you have to apply for the benefit yourself.

You must have had an address or employment in Denmark for a minimum of 6 months in order to receive child benefits.

If you already receive child benefits from another country, this will be deducted in the benefit you receive from your municipality.

You can apply for the benefit by filling out a form. You get the form by contacting Udbetaling Danmark by phone +45 70 12 80 62
Roskilde offers a rich social and recreational life. It includes everything from music, theater, cinema, art, museums and sports as well as a range of associations and international networks.

Also, Roskilde is surrounded by a wide variety of natural scenery and provides many opportunities for enjoying nature and an active physical life.

The Library
Danish public libraries are both educational and for leisure. It is free to use and for all, regardless of residency or nationality. Membership is free and open to all, both families and children. At the library you will find highly qualified employees ready to help you in any matter. This is an overview of how you can use the library:

Materials
- Online resources, many professional databases in English
- Online access to more than 2200 newspapers from 97 countries
- Download possibilities of movies, music, e-books and audio books
- Large collection of Danish and English books, audio books, comics and more
- Materiels in many other languages
- English book club sets
- Easily read Danish books and audio books for adults

Events
- Expat dinners with English as common language
- English book club
- English book talks
- Lectures
- Concerts

Facilities
- Café
- Computers with internet access for free
- IT café with supervisor – fax, printing and copying of charge
- Free WiFi
- Study area

For children
- A children’s section with room to play and where adults with children can meet
- A large collection of Danish and English picture books, easily read novels for young people and a smaller collection of books in other languages
- Many events, such as children’s movies, children’s theatre and concerts in Roskilde’s parks
- A Study café in the children’s section (4.th – 7th grade)
Roskilde Library
Dronning Magrethes Vej 14, 4000 Roskilde
Phone (+45) 46 31 50 00
adm@roskildebib.dk
www.roskildebib.dk/english (ENG)

Opening hours: Monday to Friday: 10 am – 7 pm, Saturdays 10 am – 2 pm, Sundays (Sep. 15 – Apr. 15) 12 – 4 pm

Smaller libraries are found in Gadstrup, Gundsømagle, Jyllinge, Viby and Agerup.

To get a library membership, bring ID such as either the yellow health card, passport or driving license for adults, and the yellow health card for children. Please contact one of the employees at the information desk and ask for membership.

International networks and events
Both Roskilde and the rest of Denmark have several international networks for you to join and international events where you can meet other internationals and Danes.

International networks
- Internationals in Roskilde (Facebook group)
- www.roskilderotaryklub.dk (Google translated into English)
- DTU International Network (Facebook group)
- DTU Spouse Network (Facebook group)
- International Club at Roskilde University (Facebook group)
- www.wybra.com (ENG)

International Tuesdays
International Tuesdays is a Roskilde event that take place first Tuesday of every month, often at Gimle Café. Everyone is welcome. Join the Facebook group “Internationals in Roskilde” to see the next event coming up.

Expat dinners
Approximately every second month, Roskilde library invites to an expat dinner. Keep an eye out for invitations at www.roskildebib.dk (DA)

Sports, clubs and associations
Roskilde has many clubs and associations that offer all kinds of activities for you as a child or an adult to enjoy your spare time. As an active member of a club or association, you are able to meet new people with common interests, form friendships, and expand your network. Everyone living in Denmark can join a club or an association.

At www.kulturbasen.dk (Google translated into English) you can search for associations of your interest and contact them directly.

In addition, your local library or a leisure consultant at the Municipal Cultural and Leisure Department can provide you with a list of clubs and societies in your local area. Contact a municipal Cultural and Leisure consultant at (+45) 46 31 40 37 or at kulturogidraet@roskilde.dk.
INSP!
INSP! is a good entrance to Roskilde’s cultural and business life. With volunteering, sustainability and diversity as a starting point, INSP! offers creative activities for people of all ages that inspire and amuse.

See more at www.insp.dk (Google translated into English)

Activities for children and young people
In Roskilde, children and young people have a wide range of activities to choose from in their spare time such as sports, music or creative subjects. Participation in leisure activities may be a good way to meet new people.

Some activities for children are in connection with after-school centres, SFO’s or recreational clubs. More information about after-school offers, please see under the section Bringing your Family.

Roskilde Youth School
Roskilde Youth School [Roskilde Ungdomsskole] is a youth school for children aged 14 to 18. Youth schools are a way of supplementing school education in your free time. Enrolment is voluntary and tuition is free. Youth schools are open in the afternoon and evening, and here it is possible to take academic and creative subjects such as music, photography and ceramics, learn about IT and receive instruction on how to ride a moped. Many schools organise parties on Fridays.

More information at www.rusk.nu (Google translated into English)

Roskilde Musical School
Roskilde Musical School [Roskilde Musiske Skole] consists of a visual arts school and a school of music. Every child in the age of 0-24 living in Roskilde can be admitted to the Musical School under the condition that it can be done within the school’s economical framework.

Further information can be found at www.roskildemusiskeskole.dk (Google translated into English)
The blog “Børn i Roskilde”
Roskilde Municipality’s children’s cultural consultant is keeping the blog “Børn i Roskilde” (Children in Roskilde) about current cultural activities and other happenings for children in Roskilde: www.boerniroskilde.blogspot.dk (Google translated into English).

The blog “Ung i Roskilde”
Ung i Roskilde (Young in Roskilde) is a blog kept by several voluntary young bloggers who write, take photographs, draw and film about being young in Roskilde. www.ungiroskilde.dk (Google translated into English)

Gimle for børn
Gimle for børn (Gimle for children) is an association that every Sunday from September to May arranges children’s events such as concerts and creative events at the café Gimle. See more at www.gimle.dk (Google translated into English)

Playgrounds
At www.roskilde.dk you can find a list of all the playgrounds in Roskilde Municipality. You can also see a map over playgrounds in the Roskilde LIVE app.

Roskilde Wildparty
Roskilde Wildparty – or simply WP4000 – is a youth party for young people aged 14-17. The parties are arranged by a group of young people and the after-school clubs in Roskilde Municipality. Join the group ‘Roskilde Wildparty’ at Facebook for more information.

Swimming baths
Roskilde has five swimming baths:

- Roskilde Badet, primarily used for public bathing
- Maglegårdsbadet, primarily used by schools and associations
- Sct. Jørgensbadet, used by schools and associations
- Lysholmbadet, primarily used by schools, associations and for public use to order (therapy bath)
- Jyllinge Svømmehal, Used by schools, associations and for public use

At www.kulturbasen.dk you can find contact information on Roskilde’s swimming associations for lectures in swimming.
Nature

Roskilde is a city surrounded by one of Denmark’s most beautiful sceneries with the fjord, forests, gravel pits, and arable lands. The transition from open country to city is very abrupt in Roskilde.

The public has access to the farmland and nature areas, in some places by systems of paths. Roskilde Fjord is used for several kinds of sailing, and here you can also see original and reconstructed Viking ships at the Viking Ship Museum.

Roskilde offers numerous opportunities to explore the countryside. At your local Citizen’s Service centre, the library or at Roskilde Tourist Information you can get more information about natural areas, walking routes, biking routes, or outdoor fitness.

At www.roskilde.dk (ENG) you will find a map of municipal parks, athletic facilities and nature areas.

Friluftsguiden

With Friluftsguiden you can get an overview of the many possibilities of hiking and biking in Roskilde and all of Zealand. All local walking routes are registered, and you can also search for dog forests, overnight shelters or relics of the past.

Friluftsguiden is offered in Danish, English and German.

www.friluftsguiden.dk

Music

Roskilde is known as the city of music. Roskilde offers plenty of opportunities to spread your musical wings or experience quality music events.

Roskilde Festival

Roskilde Festival is the largest North European culture and music festival and has existed since 1971. Every summer Roskilde Festival attracts more than 100,000 guests with a large selection of performing bands from all over the world.

See more at www.roskilde-festival.dk (ENG)

Gimle

Gimle is Roskilde’s local venue, student centre and culture centre for young people and offers the citizens of Roskilde quality cultural events.

Gimle offers three stages each suited for different purposes and is known for presenting a broad selection of music both from Denmark and from abroad. At the café you can let yourself be entertained by intimate live concerts, lectures, debates, or stand-up, while enjoying food or drinks from the menu.

See more at www.gimle.dk (Google translated into English)
Cultural sites and museums

Roskilde is a city from the middle ages with squares and streets. Roskilde is also a city that embraces alternative thinking, creativity and innovative culture.

The following is a pick of some of Roskilde’s many cultural offers. For more information about Roskildes cultural offers, please visit Roskilde’s Tourist Information at Stændertorvet, take a look at their website www.visitroskilde.com, or download their extensive tourist guide (ENG) from the website.

Roskilde Cathedral
Roskilde Cathedral, landmark of the city and a royal burial place, is a UNESCO World Heritage Site.

Squares and marketplaces
Stændertorvet next to the Cathedral is the central square in Roskilde used for markets on Wednesdays and Saturdays and cultural events. Hestetorvet is the square by the station. Among other things, this square is used for markets.

Viking Ship Museum
The Viking Ship Museum by the harbor has a permanent exhibition of five Viking ships as well as changing temporary exhibitions. During the summer, you can step onboard for a sail on Roskilde Fjord.

Visit www.vikingeskibsmuseet.dk/en (ENG)

Musicon
At Musicon, you can experience PIXLPARK, an interactive area that combines digital media with exercise in a fun and innovative way. At Rabalderparken and Hall 12 you can do skateboarding, use trampolines or relax in one of the hammocks, or you can join one of the Friday’s bars, theme parties or concerts with up-and-coming bands.

For more information about Musicon’s many events, see www.musicon.dk (Google translated into English)

Roskilde Museum
At Roskilde Museum you can learn more about the local history of Roskilde.
Art
Roskilde offers many experiences within the artistic field of sculptures, paintings, pictures and craftsmanship.

Museum of Contemporary Art
The Museum of Contemporary Art at Roskilde Palace exhibits video, sound, performance, conceptual media and installation art in a fun and educational way.

Approximately every second week the museum shows documentaries and movies from all over the world with subtitles mostly in English. The events are called Doxnights or Global view.

www.mfsk.dk/en (ENG)

Roskilde’s digital art guide
Roskilde offers a digital art guide for the entire municipality. The art guide includes all art-works accessible for citizens and tourists. Among other things, the art guide allows you to search for specific artworks, artists or locations.

www.kunstiroskilde.dk (Google translated into ENG)

Theatre and dance
In Roskilde, you will have the opportunity to see professional actors and dancers and skilled armatures.

Røskilde Theatre Association
Røskilde Theatre Association offers modern and traditional theatre, dance, opera and performance for both children and adults.

Check the program and buy tickets at www.roskildeateater.dk (Google translated into English)

Åben Dans
Åben Dans is Roskilde’s regional theater. It is a dance company capable of changing style and expression from performance to performance. Åben Dans focuses on the body and uses it as tool to communicate with its audience.

Åben Dans prepares two performances every season, one for children and one for adults, and tours the rest of the country.

www.abendans.dk (ENG)
**Hedeland Opera**

Hedeland Opera offers opera in a scenic area. Audiences have the possibility of enjoying a remarkable opera experience every year in August.

Visiting Hedeland Opera is a great experience and you are free to enjoy your own food under the open sky before the show begins.

[www.operahegedeland.dk/english](http://www.operahegedeland.dk/english) (ENG)

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**Volunteer work**

In Roskilde Municipality you have many opportunities to engage in volunteer work. Volunteer work can be a great way to meet new people while playing an active part in the local community and doing good for others at the same time.

To join a volunteer association, go to [www.frivilligjob.dk](http://www.frivilligjob.dk) (Google translated into English). Here you can search with specific criteria, such as municipality and type of work.

You can also contact the Roskilde Volunteer Center (Frivilligcenter Roskilde). They are the platform and center of voluntary work in Roskilde, and they work strategically to create the best possible framework for voluntary initiatives. They can help provide contact between you and the right association.

**Roskilde Volunteer Centre**
Lammegade 36, st.tv
4000 Roskilde
Tel. [+45] 21 16 90 26
[frivilligcenter@roskilde.dk](mailto:frivilligcenter@roskilde.dk)

Office hours Monday – Thursday 10 am – 2 pm.

[www.frivilligcenter-roskilde.dk](http://www.frivilligcenter-roskilde.dk) (Google translated into English)
Keep informed

Kulturbasen
The Municipality Roskilde offers the cultural calendar Kulturbasen that provides an overview of its many cultural offers and activities. It covers the entire municipality of Roskilde which allows you to search for activities all over the area or in a specific postal code.

Roskilde LIVE app
Using the Roskilde LIVE app you can find cultural events and places all over Roskilde, share events with your friends on Facebook, take pictures of your favourite spots and share, and you can get direct notice about events relevant for you. You can download the Roskilde LIVE app from Appstore or from Android market.

KultuNaut
At www.kultunaut.dk you can find information about current cultural events throughout the country.

1001 Stories of Denmark
1001 Stories of Denmark is the Danish Agency for Culture’s website and app about Danish cultural heritage. Explore the sights, upload your own story or experience from a place, and listen to stories from all over Denmark, including Roskilde. You can download the 1001 Stories-app from Appstore or from Android market.
## Citizen Service in Roskilde Municipality

### Borgerservice Roskilde
Stændertorvet 1  
4000 Roskilde  

- **Monday:** 10 am – 3 pm  
- **Tuesday:** 10 am – 3 pm  
- **Thursday:** 10 am – 5 pm  
- **Friday:** 10 am – 1 pm  
- **Saturday:** 10 am – 1 pm  
  (first Saturday in the month)

### Borgerservice Jyllinge
Jyllinge CENTRET 43  
4040 Jyllinge  

- **Wednesday:** 10 am – 3 pm  
- **Thursday:** 10 am – 5 pm  

It is possible to book a time outside opening hours. Please call at [+45] 31 30 07, press 3

### Borgerservice Viby
Tothøjvej 11 (The Library)  
4130 Viby  

- **Monday:** 10 am – 3 pm  
- **Thursday:** 10 am – 5 pm  
  (not open during weeks 27-31)

It is possible to book a time outside opening hours. Please call at [+45] 31 30 07, press 3

### Phone hours
To contact Citizen Service by phone, please call at [+45] 46 31 30 00.

Phone hours are:  
- **Monday – Wednesday:** 8 am – 3 pm  
- **Thursday:** 10 am – 5 pm  
- **Friday:** 8 am – 2 pm.

### Citizen Service can assist you with the following:

- Health insurance and CPR number  
- Passport  
- NemID  
- Driving license  
- Housing benefit  
- Child benefit  
- Day care  
- School  
- Moving  
- Marriage
**International Citizen Service**
Gyldenløvesgade 11
1600 Copenhagen
Tel (+45) 33 66 66 06
east@icitizen.dk
www.icitizen.dk

Opening hours:
Wednesday: 1 pm – 5 pm
Thursday: 11 am – 3 pm

**Municipal School Department**
Skole og Klubber, Roskilde Municipality
Tel (+45) 46 31 41 14
veltaerd@roskilde.dk

**Language and employment**
Roskilde Jobcenter, Roskilde Municipality
Rådhusbuen 3
4000 Roskilde
Tel (+45) 46 31 78 00
jobcenter@roskilde.dk

Phone hours:
Monday to Wednesday: 8 am – 3 pm
Thursday: 10 am – 6 pm
Friday: 8 am – 1 pm

Opening hours:
Monday to Wednesday: 10 am – 3 pm
Thursday: 10 am – 5 pm
Friday: 10 am – 1 pm

**Clavis Sprog og Kompetence**
Maglehøj 6
4000 Roskilde
Tel. (+45) 41 73 81 00
kontakt@clavis.org
www.clavis.org

**Danish Immigration Service**
Udlændingestyrelsen
www.newtodenmark.dk
Tel: (+45) 35 36 66 00

Phone hours:
Monday: 8 am – 3 pm
Tuesday – Wednesday: 10 am – 3 pm
Thursday: 12 pm – 5 pm

**State Administration**
Statsforvaltningen, Copenhagen
Borups Allé 177
2400 Copenhagen NV

Statsforvaltningen, Ringsted
Nørregade 2
4100 Ringsted

Tel (+45) 72 56 70 00
www.statsforvaltningen.dk

**TAX**
SKAT
Tel: (+45) 72 22 18 18
www.skat.dk

Phone hours:
Monday: 9 am – 5 pm
Tuesday – Thursday: 9 am – 4 pm
Friday: 9 am – 2 pm

**Reception Classes**
Tosprogksulenten, Roskilde Municipality
Tel (+45) 46 31 41 30 or at tosprogksulent@roskilde.dk
Map of Roskilde Municipality

- Citizen Service Centre
- Roskilde Jobcenter
- Tourist Information
- Library
- Clavis Sprog og Kompetence
- Skt Josef’s International School
- Train station

Railway
Motorway

Municipality of Roskilde

Roskilde Historical Centre
**More information about being a foreigner in Denmark**

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WELCOME TO ROSKILDE
A practical guide for new citizens

This is your guide to Roskilde Municipality. It contains a wide range of practical information on settling as well as inspiration for a pleasant and enjoyable time in the Roskilde area.