

# Process for foreign interns

EU/EEA OR SWISS CITIZENS

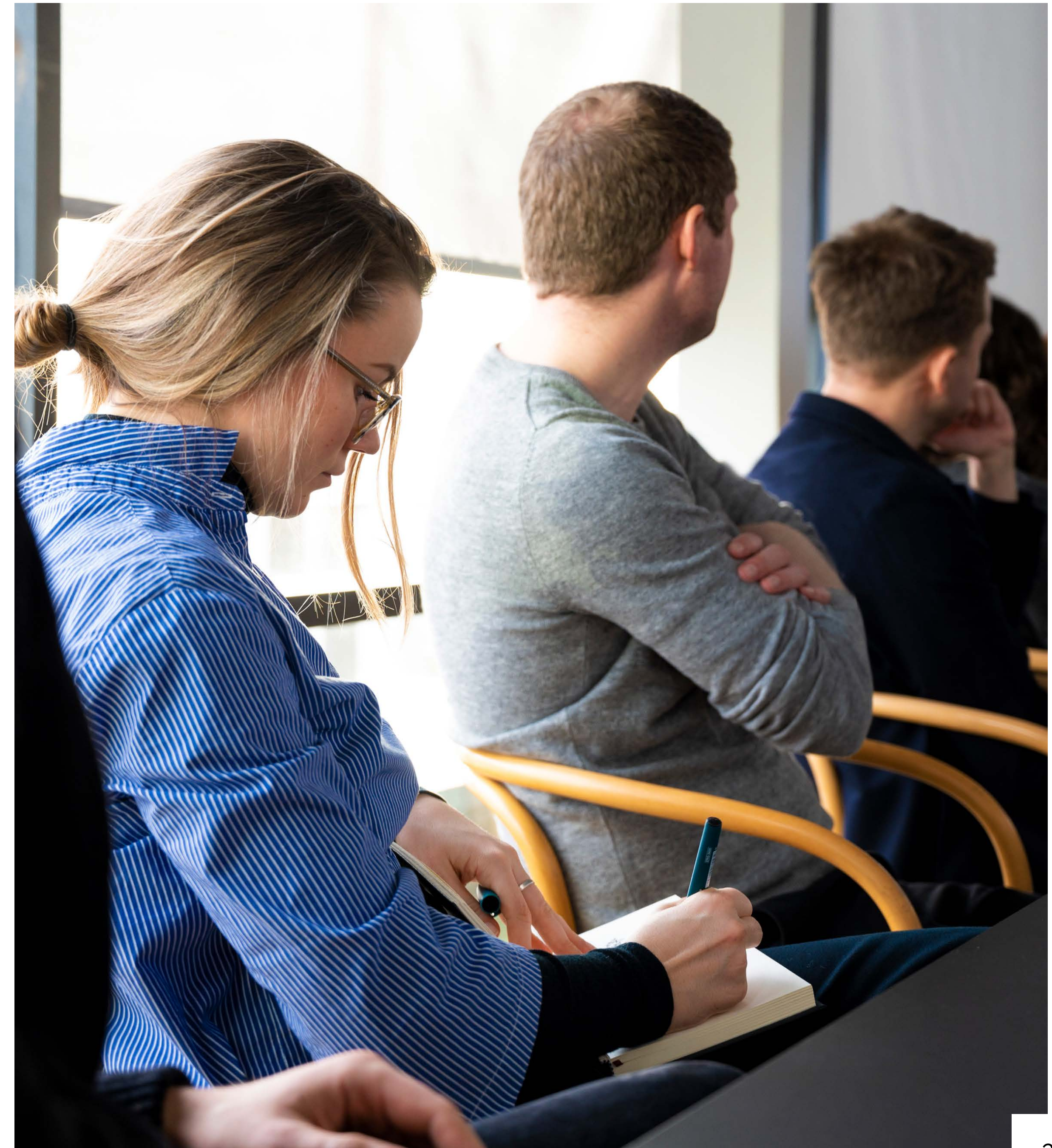


CF MØLLER  
ARCHITECTS

## **Process for foreign interns that are EU/EEA or Swiss citizens**

In this document you can find an overview of the process of coming to Denmark for an internship. You must be aware that the process you are about to start can be long. We recommend that you have some money available since the waiting and processing time might interfere with our possibility to pay you your salary in the beginning. You will of course receive your earned salary when you get your Danish Bank account (find more information in 2.4)

If you need guidance during the process, feel free to ask!



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# 01 What you can do from home

## 1.1 Find a place to live

We recommend that you start looking for a place to live as soon as possible! You need an address and a legit tendency agreement, to start the rest of the process, which can take a long time.

Make sure the contract you sign is a legit tendency agreement. Otherwise, it will not be accepted later in the process. It must look like this:

Tenancy Agreement >

In some cases, you will be asked for a housing confirmation instead of the tendency agreement. The housing confirmation is different for Aarhus and Copenhagen.

For Copenhagen >

For Aarhus:

You will get it automatically when you register your address later (see 2.2)



# 01 What you can do from home

## 1.1 Find a place to live

To find a place to live you can check out [www.boligportal.dk](http://www.boligportal.dk) or different Facebook-groups:

For Aarhus:

Aarhus Group 1 >

Aarhus Group 2 >

For Copenhagen:

CPH Group 1 >

CPH Group 2 >



# 01 What you can do from home

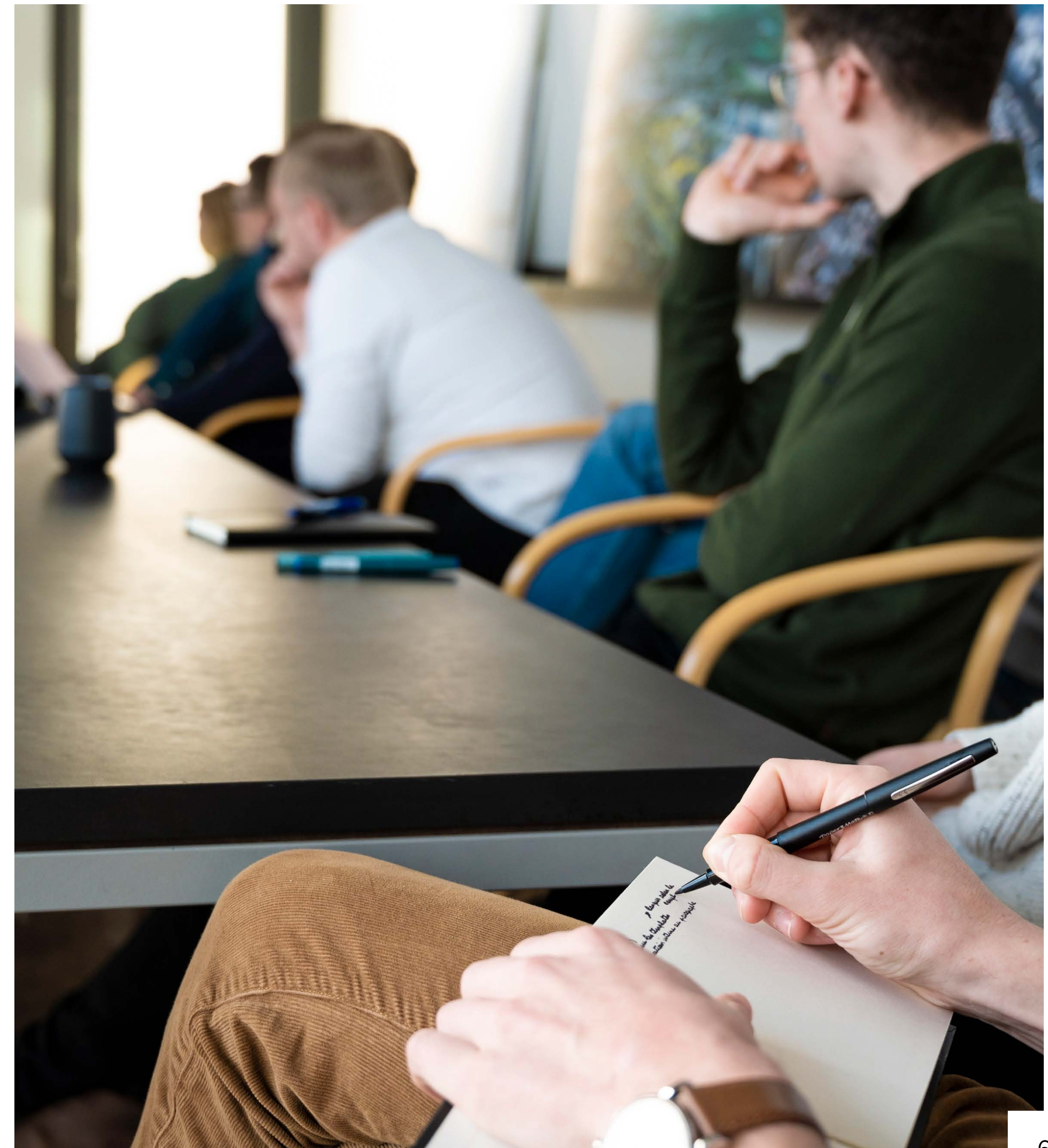
## 1.2 Danish tax deduction card

You need a Danish tax deduction card (skattekort) to get your salary. The tax deduction card is not a physical card, but an online “card” that register you in the Danish tax system. We recommend that you apply for this from home since the processing time can take up to 6 weeks. The earliest you can apply for your tax deduction card is 60 days before your first day of work – we recommend that you do it as soon as possible.

To apply for the tax deduction card, you need to have a place to live in Denmark, as this is part of the form you must fill out (you don't need to have registered your address, but you need to know your Danish address).

[Apply Here >](#)

The amount you must pay in taxes in Denmark depend on a various number of factors. You can see what you must pay when you receive your tax deduction card, in the confirmation letter or by logging in to skat.dk



# 01 What you can do from home

## 1.3 EU residence document part 1 - online

If you are an EU/EEA and Swiss citizen:

The EU residence document is a proof that you have the right to work in Denmark. It is issued by SIRI (The Danish Agency for International Recruitment and Integration).

You can apply online before you come to Denmark. To apply you need to have your 'Tendency agreement' and the 'Declaration by the employer'. You will receive the "Declaration by the employer" from us. We send you the document without a date since the declaration must be issued less than a month before you appear in person at SIRI (in Denmark). You need to fill in the date yourself right next to the C.F. Møller stamp in the left bottom corner.

[Apply Here >](#)

We encourage you to book the appointment for SIRI from home due to great demands for appointments.

Remember to issue the date on the 'Declaration by the employer' less than 30 days before the appointment. You can book the appointment here:

[Aarhus >](#)

[Copenhagen >](#)

If you are a citizen from the Nordic countries:

Citizens from Finland, Iceland, the Faeroe Islands, Norway or Sweden may enter Denmark without any restriction to work. You do not need a residence or work permit, but you can move on to the next step.



# 02 What you must do when you arrive in Denmark

## 2.1 EU resident document part 2 – in person

If you are an EU/EEA and Swiss citizen:

When you arrive in Denmark you must show up in person at SIRI at the time you have booked for submitting your application for the EU resident document.

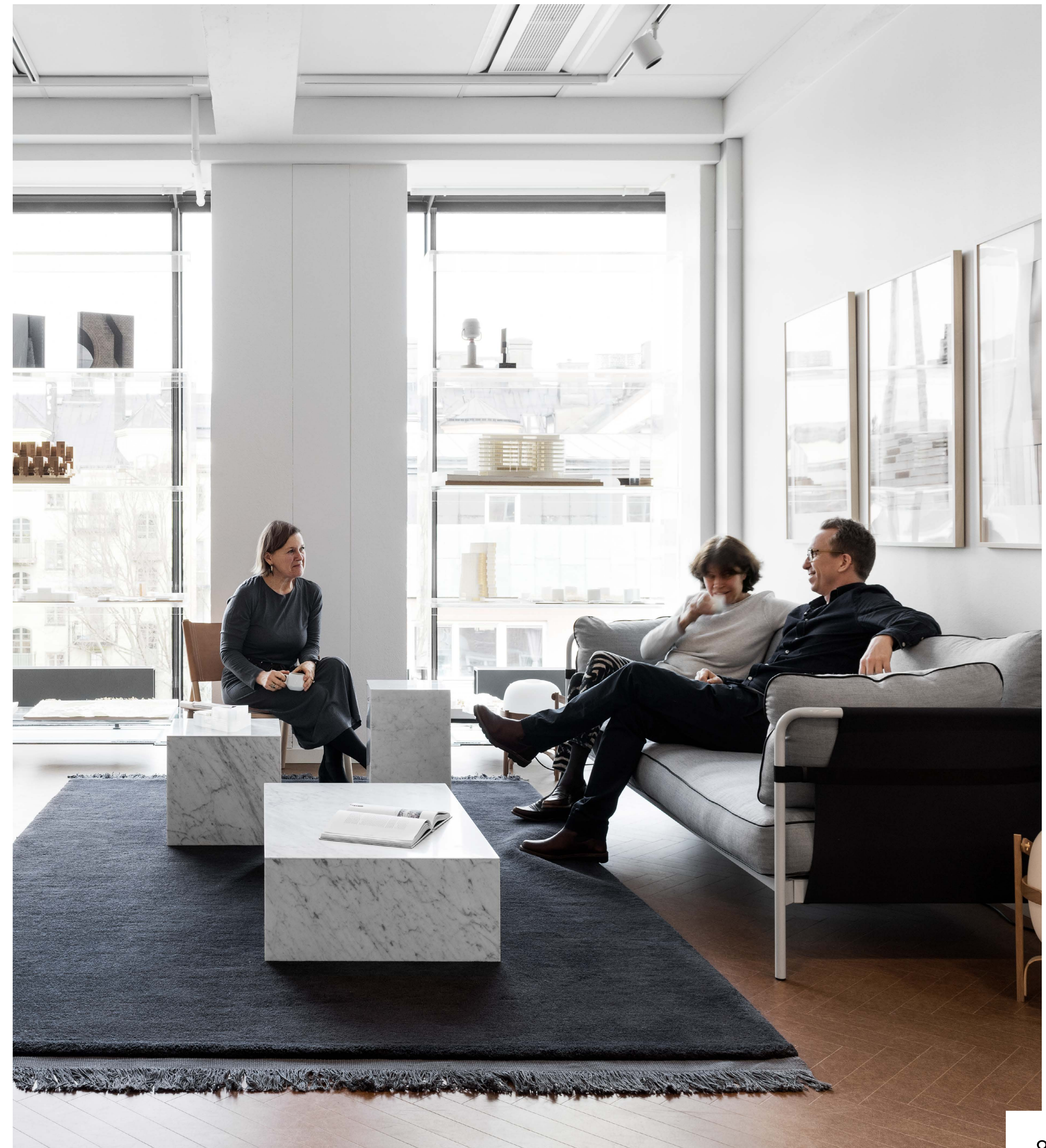
Remember to bring the following documents:

- Declaration by the employer
- Tendency agreement
- Passport or national ID with photo (must include your place of birth)

If you have not booked the appointment from home, you can book it when you arrive in Denmark. BUT know that available appointments can be a couple of months into the future.

[Book for Aarhus >](#)

[Book for Copenhagen >](#)



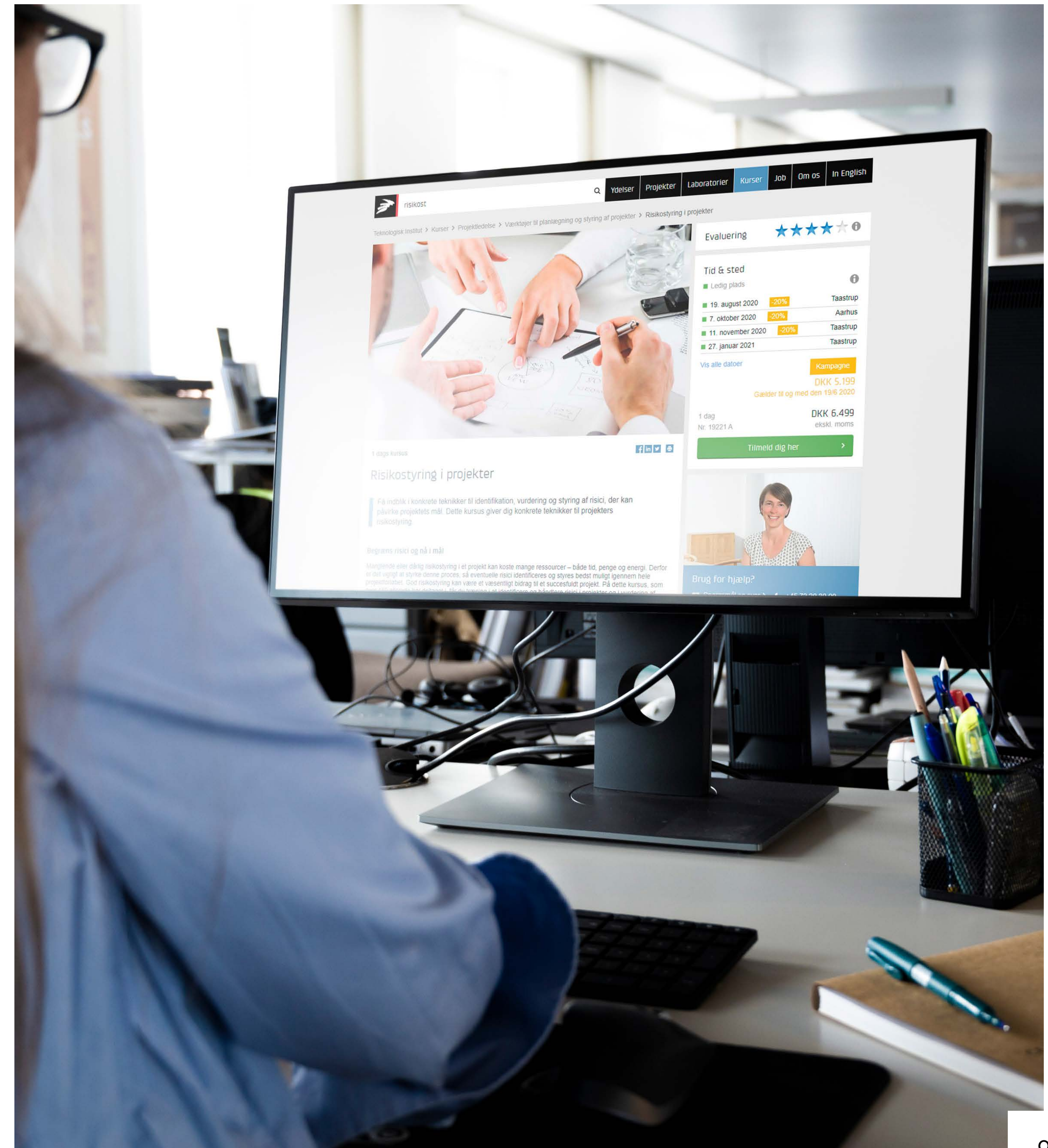


# 02 What you must do when you arrive in Denmark

## 2.2 Register your address

Once you have received your EU residence document you must register your address. If you are a citizen from the Nordic countries, you must register as well.

[Register Here >](#)



## 02 What you must do when you arrive in Denmark

### 2.3 CPR number and health insurance card

CPR number is widely used in Denmark when dealing with public authorities, health authorities, libraries, banks etc. The CPR-number is issued by the Citizen Service.

When attending the appointment at SIRI regarding the EU resident you will normally get transferred directly to another line to get your CPR number. If this is not the case (they might be too busy), you must apply for a CPR number online – the process of applying online is different for Aarhus and Copenhagen. Please see the difference on the next page.

Please have the following documents ready:

- EU residence document from SIRI or residence permit
- Passport or national ID with photo (must include your place of birth)
- Proof of your address in Denmark (e.g., a rental contract)
- Proof of your social security number from you home country (Nordic citizens)

You will receive a yellow health insurance card by post which carries your Danish CPR number. It usually takes 5-7 days for the insurance card to arrive by post. In the meantime, you get a temporary CPR number. You are advised to always carry your yellow health insurance card with you as you will need to use it when contacting your doctor, hospitals, and dentists.

You will be covered by the C.F. Møller liability insurance, and the C.F. Møller accident insurance will cover accidents during travel made for work purposes.



# 02 What you must do when you arrive in Denmark

## 2.3 CPR number and health insurance card

If you are a citizen from the Nordic countries:

Citizens from Finland, Iceland, the Faeroe Islands, Norway or Sweden must apply for a CPR number online – the process of applying online is different for Aarhus and Copenhagen. Please see the difference below. You need to have the documents ready listed above.

### Aarhus Employees

If you are moving to Aarhus, you must first apply for a CPR number online and thereafter show up in person at Citizen Service at Dokk1. Please bring the receipt you get from your registration online and the original documents mentioned above.

[Apply Here >](#)

### Copenhagen employees

If you are moving to Copenhagen, you can apply for a CPR number here:

[Apply Here >](#)

You will be called in for a final approval when the International Citizen Service has processed your application.



## 02 What you must do when you arrive in Denmark

### 2.3 Get MitID

We recommend that you get a MitID for your stay in Denmark. MITID is Denmark's common secure logon solution when using online public self-service, online banking etc.

When you have received your CPR number you can obtain MitID. When you attend the appointment at the Citizen Center for your CPR number, you will normally get transferred directly to another line to get your MitID.

If this is not the case (they might be too busy), you must apply for the MitID by either going to the Citizen Service Center or request MitID online here:

[Request Here >](#)

You can also obtain MitID at your (Danish) bank.

It usually takes 5-7 days for the code (you need to login) to come by post.



## 02 What you must do when you arrive in Denmark

### 2.4 Money and banking

It is not possible for us to pay your salary before you get a Danish bank account – be aware that this process might take a while! As soon as you get your Danish bank account please let us know.

We recommend that you become a customer at the Danish bank “Lunar” as the processing time might be less compared to other banks.

[Read more here](#) >

To be a customer you can download the Lunar app. Create your free account in the app in a few minutes by using your passport.

When you receive your debit card, please show it to Mette Knoblauch in Financial Dept., Aarhus [mkn@cfmoller.com](mailto:mkn@cfmoller.com) as soon as possible. She needs to know the registration and account number, which is both informed at the debit card.

In Denmark we have an app called MobilePay, which is widely used for payments in Denmark. You can use the app to pay with your credit card from your smartphone in supermarkets, different stores and among you and your friends. You need a Danish phone number to use the app.

