

MOVING TO COPENHAGEN BY FOUNDERS





TIP JUST FOR YOU

laws and rules for who can stay in Denmark and the official requirements of working visas are not a part of this guide. You can read about that [here](#).

New to Copenhagen? Welcome! We know taking on a new job, city, social circle and culture (not to mention weather system!) at once is a lot to juggle for employees relocating for work. To make settling in as simple as possible for expats, we've curated a guide to help you get set up as quickly as possible. It includes practical information, plus a bunch of quick hacks our Founders family has picked up recruiting people from 20+ countries over the past four years.

BEFORE YOU ARRIVE

Start familiarising yourself with housing sites and groups

The demand for housing is high in the city right now and it can take a while to find somewhere permanent. As a home address is required for most of your paperwork, we'd advise you to start browsing groups and rental sites as soon as possible. More on how below.

Get your documents together

Make sure you bring all your necessary documents with you: identity papers (passport, driver's licence etc), marriage certificate (/if applicable divorce certificate), residence and work permit (non EU/EEA citizens).

You'll probably need a passport photo too (which you can also get done in a booth at the [main train station in CPH](#)).

DANISH PAPERWORK

Once you're in Copenhagen, embrace the [paperwork](#). The sooner you have everything sorted, the easier life gets.

Your point of reference here will be the [International Citizens Service office](#), which acts as a portal for most of the authorities you'll need to talk to. They can help with: EU registration for EU citizens, tax cards, CPR (civil registration number), healthcare services, foreign driving licenses and residence permits for non-EU citizens.

In Copenhagen, the ICS sits at [International house](#). Here are the [opening times](#).

EU Registration Certificate (for EU citizens)

If you plan to stay in Denmark for more than three months you require this. You can get this from International House, but we recommend you get your EU paperwork direct from the office of the State Administration (which handles this) as it will be faster. They do come to International House but they are only there for a few hours each week and can handle only 30 applications in that time.

- The State Administration's main office is at Ellebjergvej 52, 2450, Copenhagen SV. [More infos](#).

Tip just for you

Get to the State Administration half an hour before it opens so you're at the front of the queue



CPR

It's a requirement for everybody who stays in Denmark for more than three months to get a social security and personal registration number at the International Citizens Service. We recommend you get this sorted **ASAP**. This is your key to 'the system', unlocking access to things including healthcare, a bank account, a housing contract and free Danish lessons. CPR numbers are handled by your local municipality or borgerservice.

- [What to bring](#)
- Registration in the Copenhagen municipality is handled at [International House](#)
- Tip: Arrive an hour before the ticket machines open (10am/11am depending on the day)

Don't be surprised if the numbers don't seem to go up as you'd expect - people are often referred to multiple administrations while they are there and get fast-tracked into different queues.

Tax card

Denmark is a welfare state and, while [taxes](#) are (famously) high, that enables the state to provide things like education, healthcare and childcare affordable for everyone.

- Once you start working you will need to pay taxes and to do this you will need a tax (SKAT) card.
- If you don't get a SKAT card you will automatically be landed in the highest tax band.
- You can get your tax card at the International Citizens Service as soon as you have your CPR, or you [can call skat](#) to get your tax card set up.
- SKAT has a great breakdown of all the different tax criteria, rates and specifications [here](#).
- [SKAT in English](#)

Bank account

After getting your CPR Number, you can set up a bank account. Your bank account will act as your '[Nemkonto](#)' - the bank account to which you assign all payments from public bodies in Denmark.

- Take the following to the bank of your choice: Identity papers with photo (driver's licence, passport or similar), address documentation (lease contract), (health insurance if relevant), employment contract.
- You can just show up on the day and get the paperwork done at the counter.
- Once the paperwork comes back in the post a week or so later you can go back and actually open the bank account.
- Your payment card will then arrive in the post after that
- Note: Danish post is slow and can take up to 10 days

Mobile Pay

- Once you have your payment card, you can sign up for Mobile Pay
- This is the mobile payments app widely used by Danes in restaurants, cafes, shops and clubs
- Simply [download](#) the app and follow the instructions

NemID

Once you have a bank account you can get a [NemID](#), which is a log-in to access all your government admin information online, plus Danish online banking. You get this automatically once you open a bank account and get access to online banking.

HOUSING

Like other growing tech hubs, demand for housing is rising fast in Copenhagen. Hunting for a place to live is rarely fun, of course, but here it can be complicated by ads and messages coming through in Danish. While it's good to familiarise yourself with sites and groups before you get here, it's usually best to wait until you're here to start applying for viewings.

There are no quick hacks here unfortunately, scouring sites and responding to adverts is a daily task you will need to stay on top of to catch a viewing slot and you'll need to be quick making a decision. There's scams out there (beware fake pictures from Google Street View) so see the place and meet the people first if possible before signing anything.

Also note, many places ask for up to three months' rent plus a security deposit up front so be prepared for this.

The core three ways to find a place are through Facebook groups, online rental sites (which you have to subscribe to) and networks/friends of friends/colleagues.

Rental sites

- [BoligPortal](#)
- [BoligSurf](#)
- [LejeBolig](#)
- Other options is www.dba.dk — Denmark's answer to e-Bay/GumTree and Findroomate.dk.





TIP JUST FOR YOU

Copenhagen is divided into different neighbourhoods, such as the City Centre and Christianshavn, Nørrebro, Østerbro, Vesterbro and Kongens Enghave ([full list](#)). It's helpful to know this when searching for flats and rooms. Here's a [good description](#) of the different neighbourhoods.

Facebook groups

- [Copenhagen startup flats and flatshares](#)
- [Room mates and flat finder](#)
- [Room mate in Copenhagen](#)

And some more:

- <https://www.facebook.com/groups/392100670895026/>
- <https://www.facebook.com/groups/lejeikobenhavn/>
- <https://www.facebook.com/groups/682227525150336/>
- <https://www.facebook.com/groups/161191280733961/>
- <https://www.facebook.com/groups/808390812537693/>
- <https://www.facebook.com/groups/46683458652/>

Network

Post on your Facebook wall, ask around at work - you never know who knows someone either looking to flatshare or rent out a room. Even if you're totally new to a city and still growing your network, help can come from the most unexpected places. Now is the time to hustle!

For short term stays there's [Airbnb](#), but this works out pretty expensive in the long run. Another option is [Couchsurfing](#).

GOOD TO KNOW

DBA

For buying and selling everything from bikes and furniture to apartments, check out www.dba.dk

Getting a phone

If you need a temporary number right away you can buy a sim card for Lebara in any 7/11 kiosk. When you have a CPR number and local bank account - you can register with a phone company. We suggest 3 (www.3.dk) to get a good deal on international calls and free roaming in several counties ([3likehome plan](#)).

Learning Danish

With a CPR number, you can learn Danish for free in the city. Check out dedanskesprogcentre.dk - the Danish Language Schools web portal where you can find all the schools which offer official Danish language exams. You will need these if you want to apply for a permanent residence permit or Danish citizenship.

All schools on the web portal offer free Danish language classes on all levels to adult foreigners.

We recommend this one: www.studieskolen.dk/dansk.

Public holidays

Read [this](#).

Legal help

<http://www.copenhagenlegalaid.com/front-page>



Healthcare

General Practitioner (GP)

Once you have a CPR number, you will be allocated a GP or laege and this will usually be handled as part of getting your paperwork done with the International Citizens Service.

- Where your GP is will depend on which 'commune' you live in in the city.
- Once you're registered, you'll get sent a health insurance card (yellow card)
- You'll need to apply for a European health card (which is blue) separately if you want one

Hospital

- If you need to visit a hospital or specialist for treatment, you'll need a referral from your GP/out of hours medical services [More information](#)
- [Numbers](#) for out of hours services
- Copenhagen's number is 1813

Emergencies

Call 112 for accidents, fire, serious crime

Call 114 (police) to report a crime

Vacation

Full-time employees accrue 2.08 vacation days per month, adding up to 25 days per year. The vacation is accrued during the calendar year (January-December), and can be used during the vacation year from 1st of May the following year - April. For example, the vacation earned during January -December 2016 can be used during May 2017 - April 2018.

All employees are entitled to 25 vacation days even if the employee hasn't earned them yet, but then the vacation days will be unpaid.

How to read your payslip

Check out this awesome annotated payslip to get you started ([full time](#) and [part time](#)).

GETTING AROUND

Bike

The most convenient way of getting around in Copenhagen is by bike. Here are some suggestions for where to pick one up when you first get here:

- www.bycyklen.dk rent from 70kr/month (includes a super-useful built-in tablet for navigating the city)
- Epo-cykler.dk rent from 80kr/month
- Baisikeli.dk rent & buy new and used
- www.dba.dk (e-bay equivalent) buy used

Public transportation

If you need to travel by bus, metro and train there various different tickets you can buy.

Bus - you can buy tickets on board (cash only)

Train - you can buy 24 hour tickets and single-trip tickets in train stations ([more info](#))

Metro - buy tickets in the station

[24/72 hour City Pass](#) (including transport from the airport) from 80DKK and 100DKK for adults

Rejsekort - a prepaid re-usable ticket you can top up at Rejsekort ATMs or online. Aimed primarily at residents of Denmark (you need a CPR number/to fill in paperwork and provide ID) there is also an [option](#) for short term stays ([more info](#)).

Here's some advice on how to use it from [University Post DK](#)



TIP JUST FOR YOU

[DOT Mobilperiodekort app](#) - for unlimited travel using public transport. All you need to decide is how many zones you need. To travel within most of Copenhagen city you need zone 1 & 2 ([download](#))

Visit the travel center at [Copenhagen Central Station](#) for more information. many zones you need.

YOUR COMMUNITY/SOCIAL

Moving to a new city is exciting but it can be lonely at times. Luckily there are plenty of meetups happening around the city for whatever you're into (especially, but not limited to, in the technology scene)

Check out:

- [Startup Guide Copenhagen](#) - Amazing overview of spaces, programs, startups, stats and more!
- [Women In Tech DK](#) - Community group doing great work here in Denmark
- [#CPHFTW](#) - non-profit organisation representing tech startups in Denmark and the Öresund Region
- [Meetup](#) - Attend / host your own interest group meetups in the city
- [Foo Cafe](#) - Runs a full programme of tech events in Copenhagen, Malmö and Stockholm
- [The Nordic Web](#) - Data-driven analyses and deep reporting on the Nordic startup and technology scene
- [Startup Digest](#) - Find out what's happening in the local startup scene

Facebook expat groups

- [Expats in Copenhagen](#)
- [Copenhagen Expats](#)

USEFUL READING

- [Life in Denmark](#) - by the International Citizen Service (aimed at people who are moving here to work)
- [International House](#) - aimed at welcoming (and retaining) international talent
- [Work in Denmark](#)
- [Aok.dk](#) - What's going on in the city

USEFUL APPS

Getting to grips with Danish

Google Translate - the photo setting is especially helpful!

Duolingo - get the basics before you start Danish school

Finance

TransferWise - Might need this for things like rent before you get a Danish bank account

Xe.com - work out what you're paying

Mobile Pay

House hunting

Boligportal (requires subscription)

Google Maps

WELCOME