



Guide for

# **Danida Fellows in Denmark**

January  
2019

# DENMARK



## Table of Contents

Foreword .....	4
Passport and visa .....	5
Travel to and arrival in Denmark .....	6
Danida Fellowship Centre .....	7
Paid employment in Denmark .....	8
Climate .....	8
Transport .....	8
Accommodation .....	9
Fellowship allowances as per January 1, 2019 .....	10
Visits and guest .....	11
Health .....	12
Illness .....	13
Insurance .....	13
Addresses .....	15



## Foreword

This guide contains general information and guidelines for holders of Danida fellowships accepted for studies in Denmark. Danida fellowships are offered to qualified candidates affiliated with Danida financed activities in countries that Denmark collaborate with in low income and emerging economies. The fellowships may be short or longer specialised studies and training, or degree and research studies.

Further information about the fellowships is obtainable from Danida Fellowship Centre (DFC), whose primary objective is to assist you in making the very best of your stay in Denmark.

Please also see:

**[www.dfcentre.com](http://www.dfcentre.com)**



## Passport and visa

A valid passport is required for entry into Denmark, **and the Immigration Authorities at the airport may ask you to present the 'Letter of Acceptance'/'Letter of Invitation'.**

A Schengen visa or a temporary residence permit for Denmark is required for citizens from most countries. The fee for Schengen visa/temporary residence permit for Denmark will be reimbursed by DFC. Please note that DFC will not cover travel/hotel cost related to obtaining the visa/residence permit. The processing of a temporary **residence permit** takes approx. 12 weeks and minimum 15 working days for a Schengen visa.

**It is your own responsibility to ensure that the visa/residence permit is valid for the full study period.** Please check your visa before travelling to Denmark to ensure that the duration of stay corresponds with the days you are in Denmark/the Schengen area. If the residence permit expires before the end of the study period in Denmark you should inform DFC as soon as possible and no later than one month prior to the expiration of the permit.

The temporary residence permit and the Schengen visa enable you to enter and transit through all Schengen countries<sup>1</sup>. The visa can be valid up to 90 days and it can be issued for one, two or multiple entries. It is not possible to extend a visa. The temporary residence permit can be valid for the full study period with the possibility of an extension. It is, however only valid while studying at the predetermined study place.

If you plan to visit other countries outside the Schengen area while in Denmark you must obtain visas, if applicable, before coming to Denmark. If you wish to change your return ticket please note that this is only possible in exceptional cases, and at your own expense.

You are required to carry your passport (or a photocopy) at all times during your stay in Denmark. DFC recommends that you carry a photocopy of your passport and a copy of your residence card/visa in order to avoid losing your passport. Therefore please remember to bring a photocopy. Should problems with the Danish authorities occur, please contact DFC. Outside office hours the officer on duty at the Ministry of Foreign Affairs, telephone +45 3392 0000, may be contacted.

---

1 Schengen countries: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden and Switzerland.



## Travel to and arrival in Denmark

DFC will arrange and pay for the return air ticket, economy class, to and from Denmark.

Please be aware of rules concerning liquids for hand (carry-on) luggage. For further details: <https://www.cph.dk/en/practical/Baggage/guide-to-rules-for-carry-on-baggage/>

Upon arrival at Copenhagen Airport (Kastrup) you are kindly requested to take a taxi to the address of your accommodation as informed in the information E-mail you received before departure to Denmark.

Fellows arriving at provincial airports/train stations will be met at Copenhagen airport by a representative from DFC, **if you have not received information from DFC saying otherwise**. If you arrive later than scheduled please contact the place of study or DFC.

**Please be aware that you should bring cash, equivalent to minimum 100 USD, to cover for taxi/transport from the airport and other expenses for your first days in Denmark. A transport allowance to cover the taxi will be paid to you after arrival.**

If your luggage is delayed or lost please ask the airline for a PIR (Property Irregularity Report) and inform DFC at the first coming workday.



## Danida Fellowship Centre

DFC is situated in Copenhagen at Hostrupsvej 22, 1950 Frederiksberg C. The Centre consists of two hostel wings housing 68 one-room self-contained flats, a secretariat for the staff, and common facilities for the fellows.

DFC is responsible for:

- the study programme and the fellows' stay in Denmark
- the issuing of Letters of Acceptance, visa/residence permits, air tickets
- the payment of fellowship allowances
- counselling
- accommodation
- insurance matters

DFC arranges social and cultural activities. Some of the arrangements will take place in the DFC café, which also has a lounge and a small library with access to computers.

DFC organises Introduction to Danish Family Life and Danish Democracy in the DFC café on Tuesday evenings on a regular basis.

### **Danida Alumni Network**

Danida Alumni Network is a digital platform for networking and collaborating with other alumni, Danish universities, companies and institutions. Get ready for your stay in Denmark, join now and expand your network.

You can join here: [www.alumni.dfcentre.com/register](http://www.alumni.dfcentre.com/register)



## **Paid employment in Denmark**

You are **not** allowed to take up paid employment and/or receive any other income while in Denmark. You will receive an allowance and are exempted from taxation.



## **Climate**

The average temperature in the warmest months (June and July) is 17°C. In the coldest months (January and February) the average temperature is 0°C. The maximum summer temperature is around 27°C, while winter temperatures may often drop to below 0°C.

As Denmark has a coastal climate the weather is often windy, rainy and cold. It is advisable to bring warm clothes and shoes/boots suitable for this climate.



## **Transport**

It is very normal to bicycle or to use public transport in Denmark. You should therefore be prepared to walk and spend time in public transport to and from the place of study and your accommodation. The journey can vary from fifteen minutes up to one hour.



## Accommodation

### **In the Copenhagen area:**

#### **DFC hostel**

Some of you will be accommodated in the DFC hostel.

Bedding and basic kitchen utensils will be provided. However, you are kindly asked to bring your own towels.

You are expected to carry out household chores such as cooking, cleaning, etc. yourself.

#### **Hotel**

Some of you (mostly fellows on short courses) will be accommodated in a hotel with a standard single room, in some cases sharing kitchen facilities with other Danida fellows.

During peak periods DFC sometimes has to use hotels, which do not provide for cooking or laundry facilities.

### **Outside Copenhagen:**

Most of you will be accommodated in hostels but some will follow residential courses, where full board and lodging are provided. at the place of study



## Fellowship allowances as per January 1, 2019

The allowances will be calculated as the number of days of the course period plus two additional days regardless of the actual arrival and departure dates.

### **Up to 14 days**

For stays in Denmark up to 14 days the allowance will be paid in cash, and will be paid the first weekday after arrival. **You are therefore advised to bring some foreign currency for the first days' spending.**

### **More than 14 days**

For stays in Denmark of more than 14 days you will receive a Mastercard at arrival or the first weekday after arrival. **You are therefore advised to bring foreign currency for the first day's spending.**

### **Fellows on further education activities in Denmark**

#### **1. Daily allowance DKK 235.-**

You will receive a personal allowance of DKK 235.- per full day. This correspond to 7,052.- for a full month. Accommodation, including heating, water and electricity, is paid by DFC. The allowance covers food, clothes, medicine, spectacles, dental visits, daily transport and pocket money.

#### **2. Extended daily allowance DKK 433.-**

If accommodation is provided in a hotel without kitchen facilities you will receive a daily allowance of DKK 433.-

#### **3. Reduced daily allowance DKK 127.-**

When following residential courses, where full board and lodging are provided, you will receive a daily allowance of DKK 127.-



## Visitors and guests

It is not permitted for anyone but you to live in the DFC provided place of accommodation but you are welcome to have visitors staying with you for a maximum of 1 week.

### Visits by spouse and close relatives from home

Fellows are welcome to invite his/her spouse or other close relatives to Denmark provided that he/she pays for and arranges everything in connection with the visit: **air ticket, insurance and accommodation** (if applicable, see below).

Please note that spouse/relative visits **cannot exceed one month** in the DFC provided place of accommodation and that you have to inform DFC about the visit.

The procedure is as follows:

DFC would like the fellow initially to arrive alone and after he/she has familiarized him-/herself with the conditions in Denmark, the fellow may invite the relative. The relative will have to apply directly at the Danish Embassy for a Schengen visa and the fellow will have to provide the relative with an invitation letter stating that he/she pays for all his/her expenses. This letter, proof of insurance cover, as well as air ticket (e-ticket) is required for issuing the visa.

### Hotels

It may be possible to make an arrangement with the hotel upon extra payment (Your own expense).

Please note that it is not possible for your child(ren) to be with you during your study stay in Denmark as there are no child care arrangements in the DFC programme.



## Health

As you have already declared in the information sheet, you do not have any illness that prevents you from undertaking the proposed course of study.

For research fellows, see the guidelines for 'DFC's Administration of Research Fellows from Developing Countries'.

If there is any significant change in your health conditions (e.g. pregnancy) between signing the information sheet and your departure for Denmark you must inform DFC immediately.

### Health Insurance

#### A. Fellows whose period of residence in Denmark is less than 90 days

You are covered by **Danida's TRYG Health Insurance in acute matters (illness)**. Please carry the Tryg Insurance Certificate while in Europe.

Medicine, spectacles and dental treatment are not covered by the insurance. If you use any medicine please remember to bring sufficient supply with you to Denmark. It is very expensive to purchase prescribed medicine in Denmark.

Contact the place of study or the DFC counsellor in case you need to see a doctor.

#### B. Fellows whose period of residence in Denmark is more than 90 days

If the period of residence in Denmark exceeds 90 days you are covered by the **Danish National Health Insurance Scheme**. Upon arrival you will be registered at the local office of the National Registration (Borgerservice) and a health insurance card (sundhedskort) will be issued to you shortly after arrival.

The physician indicated on the insurance card should be consulted in the event of illness and the card must be produced when consulting the physician, a dentist or a hospital. It is advisable to carry the health insurance card at all times.

The cost of prescribed medicine and dental treatment is **only partially** covered under the National Health Insurance Scheme. DFC does **not** cover the difference (please see Fellowship Allowances, page 11).



## Illness

### In case of illness

When you arrive in Denmark DFC or the place of study will provide you with telephone numbers and addresses for emergency physician, emergency room and ambulance.

### Serious Illness

In case of serious illness, accidents or similar, which may make you unable to complete the study programme, DFC in consultation with the place of study may decide to discontinue or suspend your study programme.



## Insurance

In addition to the health insurance schemes mentioned under HEALTH, section A and B, you are covered by Danida's insurance for accidents, third party liability, and theft of personal effects (not cash) during your stay in Denmark.

Travel insurance for trips outside Denmark for fellows whose period of residence is more than 90 days:

The Danish National Health Insurance Scheme covers Denmark only. If you travel privately outside Denmark it is your own responsibility to make sure you have the required documents like residence card or re-entry permit and insurance. You can take out a travel insurance at these companies: Europaiske and Tryg.

If your travel is a mandatory part of your study, DFC or the place of study will take out the travel insurance for you, unless it is in your country of residence.

DFC or the place of study will provide further information about insurance matters.



## Danida Fellowship Centre

Danida Fellowship Centre  
Hostrupsvej 22  
DK-1950 Frederiksberg C  
Denmark

Telephone +45 3536 1322  
Mail [dfc@dfcentre.dk](mailto:dfc@dfcentre.dk)

[www.dfcentre.com](http://www.dfcentre.com)