



Guide for

Danida Fellows in Denmark

January
2023

DENMARK



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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 collaborates 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



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'**. Please note that your passport should be valid at least 3 months beyond the date of departure from Denmark.

A Schengen visa or a temporary residence permit for Denmark is required for citizens from most countries. DFC will reimburse the fee for a Schengen visa/temporary residence permit. 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 for a Schengen visa, the processing time may vary from country to country.

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 countries¹. 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/luggage/rules-for-carry-on-luggage>

Upon arrival at Copenhagen Airport, you are kindly requested to take a taxi or the metro 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 DFC.

Please be aware that you should bring cash, equivalent to minimum 150 USD, to cover for taxi/transport from the airport and other expenses for your first days in Denmark. You will receive a transport allowance (fixed rate) as a supplement to your transport from the airport to your accommodation.

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

The DFC Hostel is situated in Copenhagen at Hostrupsvej 22, 1950 Frederiksberg C. The Centre consists of two hostel wings housing 68 one-room self-contained studios, as well as communal facilities for the fellows. The DFC reception is open on workdays from 9am to 3pm (Thursday until 6pm). The secretariat for the rest of the DFC staff is located at Tidemandsvvej 1, 4300 Holbæk (about 65 km from Copenhagen).

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 introductions to Danish values and traditions and Danish democracy in the DFC Café on Thursday evenings on a regular basis.

The DFC community

Learning is a life-long journey. At DFC, we provide a number of online learning and knowledge exchange activities in addition to our study stays. You will receive updates from Danida Fellowship Centre, news about the Danida Fellows Network and the activities you can be involved in in our newsletter. If you do not wish to receive news, kindly write to nextstepnetworking@dfcentre.dk

Follow us on our social media platforms: [Danida Fellowship Centre Facebook page](#), [Danida Fellows Network Facebook page](#), [LinkedIn](#), [Youtube](#), [DanidaFellowship \(@DFC Fellowship\) / Twitter](#), & [Danida Fellowship Centre Director @UllaNæsby /Twitter](#)



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 the 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 uses hotels, which do not provide for cooking or laundry facilities (please see Fellowship Allowances, page 10, to see changes in daily allowance).

Outside Copenhagen

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



Fellowship allowances as per January 1, 2023

During your stay in Denmark, you will receive an allowance payment to cover expenses for food, clothes, medicine, spectacles, dental visits, some transport and pocket money. 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.

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 261

You will receive a personal allowance of DKK 261 per full day. This corresponds to DKK 7,834 for a full month. DFC pays accommodation, including heating, water and electricity. The allowance covers food, clothes, medicine, spectacles, dental visits, daily transport and pocket money.

2. Extended daily allowance DKK 464

If accommodation is provided in a hotel without kitchen facilities, you will receive a daily allowance of DKK 464 free meals are deducted.

3. Reduced daily allowance DKK 137

When following residential courses, where full board and lodging is provided, you will receive a daily allowance of DKK 137

BESIDES THE ALLOWANCE PAYMENT, DFC COVERS THE FOLLOWING EXPENSES:

IN DENMARK

Course fees, and accommodation, including heating, water and electricity. Health and travel insurance and a travel pass to travel by public transport to and from the study place. DFC will also pay a flat rate amount of DKK 250 to pay for the taxi fare from the airport to the hostel/hotel. (Note that the return fare to the airport is **not** covered nor private transport for sightseeing etc.)

IN YOUR HOME COUNTRY

DFC will refund your visa fee of 80 EUR (if applicable). DFC will purchase your air ticket (economy class) to and from Denmark. Please note that all other expenses in your home country are **not** covered by DFC.

PAID EMPLOYMENT

You are **not** allowed to take up any paid employment while in Denmark.



Visitors and guests

It is not permitted for anyone but you to live at 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

DFC recommends that you initially arrive alone and familiarize yourself with the conditions in Denmark, before possible visitors arrive. DFC does not recommend you, as a participant on our shorter learning programs (less than 6 weeks), receive visits from abroad.

During longer stays in Denmark, visitors are welcome, provided that they pay for and arrange everything in connection with the visit: Air ticket, insurance, visa and accommodation.

Please note that it is not possible for your child(ren) below the age of 18 to be with you during your study stay in Denmark. The accommodation at the Danida Fellowship Centre Hostel is not well suited for young children, and there are no child-care arrangements in the Danida Fellowship Centre programme.

Also, please note that a partner/close relative visit cannot **exceed one month** in the Danida Fellowship Centre Hostel, and that you have to inform Danida Fellowship Centre about the visit.

Other visitors may stay with you for a maximum of one week at the Danida Fellowship Centre Hostel. Please note that this only applies for a single adult visitor, and not for children.

If you are staying at a hotel – you may be able to make an arrangement directly with the hotel upon extra payment. Note that this will be at your own expense.

In Copenhagen, the accommodation will either be at Danida Fellowship Centre's own hostel at Hostrupsvej (68 one-roomed self-contained flats), or at a hotel.

1. Danida Fellowship Centre Hostel – the rooms are one-room studios with a single bed/bedding. Danida Fellowship Centre **does not** provide extra bedding for visitors.
2. Hotels – you may be able to make an arrangement with the hotel upon extra payment. Note that this will be at your own expense and the agreement should be kept apart from the pre-arranged DFC agreement already made.

If you stay outside of Copenhagen, other types of accommodation may be made available to you.



Health

As you have already declared in the Fellowship Form, 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 fellowship form and your departure for Denmark you must inform DFC immediately at dfc@dfcentre.dk.

Health insurance

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

- You are covered by **Danida's Health Insurance (Europæiske ERV) in acute matters (illness)**.
- Please carry the Insurance Certificate while in Europe.
- If you use any medicine, please remember to bring a sufficient supply with you to Denmark. It is very expensive to purchase prescribed medicine in Denmark.
- Contact DFC in case you need to see a doctor.

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

- If the period of residence in Denmark exceeds 90 days, the Danish National Health Insurance Scheme covers you. Upon arrival you will be registered at the
- Citizen Centre at Frederiksberg municipality (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 presented 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 subsidized under the National Health Insurance Scheme. Neither DFC nor the insurance cover the difference (please see Fellowship Allowances, page 10).



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 Europæiske ERV insurance for accidents, third party liability, and theft of personal effects (not cash) during your stay in Denmark.

Travel insurance for trips outside of Denmark are also covered by your Europæiske ERV insurance, but only for the duration of the Danida funded course.

You should be aware that it is necessary to apply for a prior medical approval with Europæiske ERV if you have a chronic or existing illness, which has not been stable for 2 months up to departure.

To determine the definition of chronic / pre-existing condition, please find more information here:

[Prior medical approval | Europæiske ERV \(europaeiske.dk\)](#)

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

The public Danish National Health Insurance Scheme covers Denmark and other EU countries. If you travel privately outside Denmark, it is your own responsibility to make sure you have the required documents like residence card, blue social security card or re-entry permit and insurance. If needed, you can take out additional travel insurance at these companies: Europæiske 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

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