# Table of Contents

**Foreword** 4

**Passport and Visa** 4

**Travel to and Arrival in Denmark** 5

**Danida Fellowship Centre** 7

**Paid Employment in Denmark** 8

**Receiving Mail while in Denmark** 8

**Climate** 8

**Accommodation** 9

**Fellowship Allowances as per January 1, 2011** 10

**Home Visits or Visits by Spouse** 12

**Health** 14

**Insurance** 16

**Addresses** 17
FOREWORD

This guide contains general information and guidelines for holders of fellowships accepted for studies under Denmark's Bilateral Development Assistance (Danida). Danida fellowships are offered to qualified candidates attached to Danida financed activities in developing countries. The fellowships may be short, specialised studies and training, or degree 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 VIS A

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, and it is issued by the Danish Embassy. Expenses for Schengen visa/temporary residence permit for Denmark will be paid by the Danish Embassy. Please note that the processing of a visa/temporary residence permit takes approx. 12 weeks.

It is the fellow’s own responsibility to ensure that the visa/residence permit is valid for the full study period. If the residence permit expires before the end of the study stay in Denmark the fellow should inform DFC as soon as possible and not 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

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¹ Schengen countries: Denmark, Finland, Iceland, Norway, Sweden, Belgium, France, Greece, The Netherlands, Italy, Luxembourg, Portugal, Spain, Germany, Austria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Switzerland and the Czech Republic.
an extension. But it is 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. The cost will be on your 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 in order to avoid losing it. Therefore remember to bring a photocopy. Should problems with the Danish authorities occur, please contact Danida Fellowship Centre. Outside office hours the officer on duty at the Ministry of Foreign Affairs, telephone +45 3392 0000, may be contacted.

TRAVEL TO AND ARRIVAL IN DENMARK

Danida Fellowship Centre (DFC) will arrange and pay for the return air ticket, economy class, to and from Denmark. The ticket/e-ticket will be forwarded through the Danish Embassy, and you will receive USD 50 or EUR 50 to compensate among others things for airport tax, foreign travel tax, expenses on excess luggage, and pocket money for travelling.


You will be met at Copenhagen Airport (Kastrup) by a representative from DFC, except in case of a domestic connection flight. If you do not meet the DFC representative, please contact the information desk in the arrival hall. If you are arriving later than scheduled and there is no one to meet you - or any other problem occurs – please take a taxi to:

Radisson SAS Falconer Hotel, Falkoner Allé 9, 2000 Frederiksberg, tel.: +45 3815 8001

The hotel will pay for the taxi, and DFC will reimburse the hotel for the taxi fare and the overnight stay (breakfast is included). Please contact Danida Fellowship Centre
on the first coming weekday.

Fellows arriving at provincial airports will also be met at the airport. If you are arriving later than scheduled, please contact the place of study or DFC.

The Danish currency unit is 1 krone = 100 øre. The international abbreviation for Danish currency is DKK.
**DANIDA FELLOWSHIP CENTRE**

Danida Fellowship Centre administers and implements the Danida supported Fellowship Programme. The Centre is situated in Copenhagen at Hostrupsvej 22, 1950 Frederiksberg C. The Centre consists of two hostel wings housing 68 one-roomed self-contained flats, secretariat for the staff, and common facilities for the fellows.

Danida Fellowship Centre is responsible for:

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

Danida Fellowship Centre arranges **social activities** and aims towards establishing cultural exchange between Danida fellows and Danes. The activities include excursions, debate evenings, food evenings etc. Some of the arrangements will take place in Danida Fellowship Centre's café, which also has a lounge and a reading room.

Danida Fellowship Centre organises ‘Introduction and Debate’ on Denmark in the Danida Fellowship Centre’s café on Tuesday evenings twice a month – Family Life and Democracy.

For ID and bus card please bring some small size photos.
PAID EMPLOYMENT IN DENMARK

You are not allowed to take up paid employment while in Denmark. You will receive an allowance and are exempted from taxation.

RECEIVING MAIL WHILE IN DENMARK

You will be informed of your official mailing address on arrival. If you study in Copenhagen any mail may be forwarded via the DFC address during the first couple of weeks.

You will most likely have access to Internet either provided by the place of study or at DFC. It is advisable to establish your own hotmail address for e-mail communication. Please note that DFC’s e-mail address is for official correspondence only.

CLIMATE

The average temperature in the warmest months (June and July) is 16°C. In the coldest months (January and February) the average temperature is 0°C. The maximum summer temperature is around 25°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.
ACCOMMODATION

In the Copenhagen area:

Some of you will be accommodated in the hostel situated at Danida Fellowship Centre. Others will be staying in student hostels also accommodating a large number of Danish students, in some cases sharing kitchen facilities with other students or Danida fellows and in some cases also sharing bathroom facilities.

Bedding and basic kitchen utensils will be provided. However, it is recommended to bring your own towels.

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

During peak periods DFC has to use hotels which normally do not provide 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.
FELLOWSHIP ALLOWANCES AS PER JANUARY 1, 2011

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

The allowance will be paid the first weekday after arrival. If you arrive during the weekend you are therefore advised to bring some foreign currency for the first days spending. USD or EUR can be exchanged for DKK in Copenhagen Airport.

Fellows whose period of residence in Denmark exceeds 2 months:

1. Monthly Allowance DKK 6,483.-

You will receive a personal allowance of DKK 6,483.- per full month. Additional days will be calculated at DKK 216.- per day. Accommodation, including heating, water and electricity, is paid by Danida Fellowship Centre. The allowance covers food, clothes, medicine, spectacles, dental visits, daily transport and pocket money.

2. Arrival Allowance DKK 2,432.-

On first arrival you will receive an allowance of DKK 2,432.- to cover all costs in connection with your move to Denmark, including clothing for the cold climate.

3. Departure Allowance DKK 2,432.-

On final departure from Denmark you will receive an allowance of DKK 2,432.- to cover packing and transport of excess luggage, customs clearance, handling, and other costs in the country of permanent residence.

4. Spouse Allowance DKK 2,315.- per Month (for fellows whose period of residence in Denmark lasts 12 consecutive months or more)

You will receive a spouse allowance of DKK 2,315.- per month if joined by your spouse for a short visit, as described on page 13. Additional days will be calculated at DKK 77.- per day.
Fellows whose period of residence is less than 2 months:

1. **Daily Allowance DKK 298.-**

   You will receive a daily allowance of DKK 298.-. Accommodation, including heating, water and electricity, is paid by Danida Fellowship Centre. The allowance covers food, clothes, medicine, spectacles, dental visits, daily transport and pocket money.

   **Please note:** Arrival and departure allowances are incorporated in the above mentioned allowances.

2. **Extended Daily Allowance DKK 387.-**

   If accommodation is provided in a hotel without kitchen facilities, Danida Fellowship Centre will pay for the hotel room (including breakfast) directly to the hotel, and you will receive a daily allowance of DKK 387.-.

3. **Reduced Daily Allowance DKK 113.-**

   When following residential courses, where full board and lodging are provided, you will receive a daily allowance of DKK 113.-.

**Fellows on Fieldwork in Developing Countries:**

During the fieldwork period you may receive an allowance which will be dependent on the cost of living in the respective country.
HOME VISITS OR VISITS BY SPOUSE

Fellows whose period of residence in Denmark is less than 12 months:

If your period of residence in Denmark is less than 12 months, it will not be possible for DFC to assist you in bringing your spouse or family to Denmark.

Fellows whose period of residence in Denmark lasts 12 consecutive months or more:

(Please note that the study programme and the period of residence in Denmark is not necessarily the same. The period of residence is defined as the actual stay in Denmark.)

If your period of residence in Denmark lasts 12 consecutive months or more, DFC will assist with one of the following options:

1. Home Visit

You may visit your home country. The time of the visit must be agreed upon with Danida Fellowship Centre and the place of study. The visit cannot exceed 1 month and must be of at least 14 days’ duration. It cannot take place after completion of the studies in Denmark.

Danida Fellowship Centre will pay the return air ticket and you will continue to receive the monthly allowance.

OR
2. **Visit by Spouse in Denmark**

Your spouse may visit Denmark, provided that it is possible to share your room. The visit cannot exceed 2 months and should be of at least 14 days’ duration. Danida Fellowship Centre should be notified at least 3 months prior to the proposed arrival. Danida Fellowship Centre will pay the return air ticket and - while in Denmark - a spouse allowance (see page 10, paragraph 4) and insurance. Danida Fellowship Centre will issue a ‘Letter of Invitation’ to your spouse as well as a Tryg Insurance Certificate.

Please note that the above option is for **spouses only.**

**Thus your children cannot accompany your spouse.**

For each 12 additional consecutive months exceeding the first year (included in one period of residence) one of the above options will be available.

Time and duration of home visit/spouse visit **must** be agreed upon with Danida Fellowship Centre and the place of study.
HEALTH

Declaration of Health

You must submit a Medical Report and a Report by an examining Medical Doctor/General Practitioner/Recognised Hospital. These forms are enclosed with the Letter of Acceptance and may also be downloaded from Danida Fellowship Centre’s web site. The forms must be forwarded to the Danish Embassy at least one month before departure, but not earlier than 4 months before departure. The grant is conditional upon submission of the Declaration of Health.

Any changes in your health conditions (e.g. pregnancy) after submission of the Declaration of Health must be fully reported by a Medical Doctor to Danida Fellowship Centre.

If the stay in Denmark is shorter than 2 weeks no Declaration of Health is necessary.

Health Insurance

A. Fellows whose period of residence in Denmark is less than 3 months

You are covered by Danida’s Health Insurance. Please carry the Tryg Insurance Certificate while in Europe.

B. Fellows whose period of residence in Denmark is more than 3 months

If the period of residence in Denmark exceeds 3 months, you are covered by the National Health Insurance Scheme. Upon arrival you will be registered at the local office of the National Registration (Folkeregisteret), and a health insurance card (sygesikringsbevis) will be issued 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 National Health Insurance Scheme covers medical treatment offered by the physician or hospital. However, the cost of prescribed medicine and dental treatment is only partially covered under the National Health Insurance Scheme. Danida Fellowship Centre does not cover the difference (please see Fellowship Allowances, page 9).

Specialists may be consulted if referred to by the National Health Insurance physician.

Costs of vaccination, physiotherapy and spectacles are not covered by the National Health Insurance and must be paid by you.

Emergencies

If a physician is needed outside opening hours:

1. Call the emergency physician (Lægevagten).
   Danida Fellowship Centre or the place of study will provide the telephone number of Lægevagten.

   or

2. Go to the Emergency Room (Skadestuen) of the nearest hospital.

Serious Illnesses

In case of serious illness, accidents or similar which may render you unable to complete the study programme, Danida Fellowship Centre 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 accident, third party liability, and theft of personal effects during your stay in Denmark.

Danida Fellowship Centre or the place of study will provide further information about insurance matters.
ADDRESSES

Ministry of Foreign Affairs
Danida (Danish International Development Assistance)

Address
Ministry of Foreign Affairs
2, Asiatisk Plads
DK-1448 Copenhagen K
Denmark

Telephone +45 3392 0000 - at all hours
Telefax +45 3254 0533
E-mail um@um.dk
Web site www.um.dk

Office hours
Weekdays: 9 a.m. - 5 p.m.
Saturday and Sunday: closed

Danida Fellowship Centre

Address
Danida Fellowship Centre
22, Hostrupsvej
DK-1950 Frederiksberg C
Denmark

Telephone +45 3536 1322
Telefax +45 3536 2095
E-mail dfc@dfcentre.dk (for official correspondence only)
Web site www.dfcentre.com

Office hours
Monday - Wednesday: 9 a.m. - 4 p.m.
Thursday: 9 a.m. - 6 p.m.
Friday: 9 a.m. - 3 p.m.
Saturday and Sunday: closed