

STUDENT HALLS AND ACCOMMODATION FOR STUDENTS

Registering at the student housing organization *Kollegiernes Kontor i København (KKIK)*

Go to their website: <https://www.kollegierneskontor.dk/default.aspx?&lang=GB>

Take your time to read all the guidelines and information they offer in English.

When ready, go to the “application” portal and start your registration.

Please note that you can apply for housing via KKIK if you are under 30 years old. However some student halls allow for older applicants – please enquire directly at KKIK.

Registering for housing through the organization *Centralindstillingsudvalget (CIU)*

The CIU website does not yet offer guidelines in English for the registration procedure. Therefore, the International Accommodation Office at AAU CPH has prepared the following manual in order to help you getting started. You are very welcome to report corrections, changes, or send us updates so this the manual continually improves 😊

Please note that in principle you can only apply for housing through CIU, if you are between 18 and 35 years old. You have to be admitted at AAU CPH for a minimum of 1 year to be eligible for a room via the CIU.

1. Go to the website: <https://www.s.dk/studiebolig/> and scroll down.

Click on the link box on the right “OPRET BRUGER”.

- choose a user name
- Your e-mail
- Your first name
- Your last name
- Your password of choice
- Repeat password
- Tick the 2 boxes (google translate the terms and conditions)
- Click the “I’m not a robot” box
- Click “OPRET”

Opret bruger

Brugernavn

Påkrævet. Højest 150 tegn. Kun bogstaver og cifre samt @/./+/-/_

E-mail

Fornavn

Efternavn


Kodeord

Kodeord skal være mindst 8 tegn langt

Gentag kodeord

Jeg accepterer **vilkår og betingelser**.

Jeg giver samtykke til, at I bruger mine persondata
Her kan du læse mere om hvordan vi behandler dine personlige data.

Jeg er ikke en robot 
reCAPTCHA
Privatliv - Vilkår

2. A new page loads and you can see that your basic information is stored as “Basisoplysninger”. Now click on the box below “DETALJER”. A pop up box appears.

- Fill out your telephone number
- Fill out your birthdate
- Fill out if you have children (that you will live together with in Denmark)
- Fill out your income before taxes per year in Danish Kroner.
- “Bor hos forældre” = living at your parents’ house” is not relevant, so do not tick it (unless you live with your parents in Denmark).
- If you already live in Denmark but have a temporary rental contract, or, you received a notice from your property owner that you need to move out – then tick this box.
In principle, ticking this box can result in a better ranking on the waiting list.

Documentation is needed and you need to upload this under “DOKUMENTATION”

- Click this box if you need to find housing due to a current divorce.
Documentation is needed and you need to upload this under “DOKUMENTATION”
- Click “GEM” (safe)

3. Next, click on the box below “ADRESSE” and fill out your current address in Denmark or if you do not have an official address, your home address. Please note that the contract (when you are offered a room) will be sent to this address.

4. Click on the next box “UDDANNELSE”

- Fill out your program, for example: “MSC in Sound and Music Computing”
- Fill out the start date, for example: 01.09.2020
- Fill out the expected end date of your studies at AAU CPH, for example: 31.07.2022
- Fill out “Aalborg University Copenhagen”
- Fill out “2450”
- Fill out your estimated study hours per week, for example “40”
- Click “GEM”
- If you already know that you will continue with another study program in Copenhagen afterwards, click on “UDDANNELSE” again and fill out the details.

5. The next box “UDLANDSOPHOLD” is only relevant if you are going to study abroad. You can leave that empty for now.
6. The next box “DOKUMENTER” is important – you have to document that you are a coming student and accepted by the University.
 - Upload your admission letter as a proof that you are admitted to AAU CPH
 - Or, start with uploading official documentation that you have applied to start at AAU CPH and when you receive the admission letter, upload this document right away!
 - Upload the relevant documentation if you ticked one of the boxes above: “divorced”, “temporary contract” or “received a notice and I have to move out”.
 - You could also upload a short motivation statement (max. 10 lines), pointing out that you are a new arriving international student with no Danish network and will be studying at AAU CPH. We encourage you also to mention that you wish to become a tenant at the newly built KAB building “Teglholskvarteret” in Sydhavn, right next to AAU’s campus, in order to attain a good study-life balance.
 - Only upload other documentation if it is necessary and relevant.

READY!

NOW START ADDING ROOMS:

You should be able to start registering at the waiting lists for all the different properties in Copenhagen and surrounding areas. Please note, that the more areas you choose, the better is your chance to get a room quickly.

It is also important to keep an eye on the start page: <https://s.dk/studiebolig/> because in the box on the frontpage called “**Kortere ventetider på følgende ejendomme**” there are listed properties that currently have a shorter waiting time! Click on the links in this box and make sure to have read the description, google the location and understand the conditions (use google translate or ask for help from a Danish speaking student) so you know about the facilities, prices and/or requirements.

To add yourself to the waiting list of a property, you need to visit the property’s page:

- Click on the links below the title “Boliggrupper i denne ejendom” (at the bottom of the page).
- In the fold down menu, you can choose “Skriv dig op til denne bolig” (register for this accommodation). Click, add and done.
- Continue with the next one.

For any further questions about the procedure, conditions, regulations, etc. please contact CIU directly, telephone (+45) 3311 6444, <https://s.dk/studiebolig/>

Cheers from the International Accommodation Office AAU CPH!



AALBORG UNIVERSITY
COPENHAGEN

The International Accommodation Office | Shared Services CPH
Tel.: +45 2498 9040 | Email: accommodation@cph.aau.dk

AAU CPH | A.C. Meyers Vænge 15, building A, 4th floor | DK-2450 Copenhagen SV

Visit our website: <http://www.en.aau.dk/education/international-accomodation-office/>