Fact Sheet for Exchange Students
2019-2020

UNIVERSITY OF COPENHAGEN

Are you planning to study abroad? Copenhagen is the place to go!

APPLICATION PROCEDURE

You must be nominated by your home university	To receive an invitation to apply to UCPH as an exchange student, International Education and Grants at UCPH must receive an online nomination from your home university. Please note that nomination is not the same as admission.
Upon nomination, you will receive an invitation to apply online by email	International Education and Grants will send an invitation to apply online to the email address provided by your home university. If you do not receive an invitation to apply online by email, please contact us immediately at int-admission@adm.ku.dk
DEADLINE FOR APPLICATION	SEMESTER START AUGUST/SEPTEMBER: MAY 1st SEMESTER START JANUARY/FEBRUARY: OCTOBER 1st
Login to the online application form	The invitation to apply online includes a pin code which you will need to access the online application.
Fill in the application form and submit it online	Information provided in the application form will guide you through the application process. If you do not complete your application, you can save it as a draft and access it later.
Remember to upload all the required documents	A complete online application must include all the requested documents. You will be able to upload the required supporting material online. Please note that if a document is damaged and cannot be opened, the application will not be considered complete. If we are not able to open a document, we will notify you by email. Please note that we do not accept hard copies sent by mail.
How we process your personal data	On the university's website you can find our privacy policy. Here, you can read more about your rights and our rules regarding data processing.

ADMISSION TO
THE UNIVERSITY OF COPENHAGEN

The University of Copenhagen has an online application system for international exchange and guest students. The online application form is easy to fill out and submit. Your application is assessed at the departments in which you wish to study, and you are able to monitor the status of your application online. You communicate directly by email with our admission officers who assist and inform you throughout the process.

Speak with the international office at your home university about the possibility of being nominated to go on exchange to the University of Copenhagen.

ABOUT THE REQUIRED DOCUMENTS

*Required documents

1. Transcript of records: all applicants
2. Proof of English proficiency for non-native English speakers or students who do not study in an English speaking country - only necessary if you apply for the study fields mentioned below:

- Studies in English/American Language and Culture
- Studies in Political Science
- Studies in Film & Media Studies
- Studies in Philosophy
- Studies in Library and Information Science (only required for non-EU/EEA students)
- Studies in Economics

Accepted language tests and minimum score

For studies in English/American Language and Culture:

TOEFL Internet-based: minimum score: 80
IELTS: minimum score: 6.0
Cambridge Advanced English (CAE): minimum score: B
Cambridge Proficiency in English (CPE): minimum score: C

For studies in Political Science:

Documentation for CEF level: B2
TOEFL Internet-based: minimum score: 80
IELTS: minimum score: 6.0
Cambridge Advanced English (CAE): minimum score: B
Cambridge Proficiency in English (CPE): minimum score: C

For studies in Film & Media Studies and Philosophy we require one of the above mentioned tests. However, the departments are also willing to consider institutional tests or statements regarding the students' English proficiency issued by the home university.

For studies in Library and Information Science:

TOEFL Internet-based test: minimum score of 83
IELTS: minimum score of 6.5
Cambridge Proficiency in English (CPE): passed

All other subjects
For all other subjects there is no requirement for proof of English language proficiency for exchange students.

Translation of documents

We accept documents in Danish, English, German, French, Spanish, Italian, Swedish and Norwegian.

However, in some instances an English translation will be required. In this case, we will notify you by email.

If a translation is required, it must be certified by your home university.

We accept unofficial copies of your transcript of records

We accept unofficial transcripts from the electronic registrar system of your home university if the document includes your name and the name of your home university.

STUDY IN ENGLISH

The native language in Denmark is Danish, but you do not need to speak Danish to study here! The University of Copenhagen offers an extensive number of courses taught in English at bachelor's and master's level in our six faculties.

RESTRICTIONS AND ACADEMIC REQUIREMENTS

The fields of study listed below have either restrictions or academic requirements. The list does not include all fields of study offered at the University of Copenhagen. You will be able to see the complete list of fields of study in the online application.

Faculty of Humanities

- **Advanced Migration Studies**: Only open for exchange students at master's level studying migration at universities participating in the EUMigs network
- **Applied Cultural Analysis**: not open for exchange students
- **Audiologopedics**: only offers courses taught in Danish
- **Classical Greek:** usually only offers courses taught in Danish, requires A-level in Greek and Latin
- **Cognition and Communication**: not open for exchange students
- **Communication and IT**: not open for exchange students
- **Comparative Literature:** occasionally offers courses taught in English
- **Danish Studies**: usually only offers courses taught in Danish, requires A-level in Danish
- **East European Studies:** not open for exchange students
- **Educational Studies**: only offers courses taught in Danish
- **Egyptology**: not open for exchange students
- **Film and Media studies**: requires the equivalent of 30 ECTS passed within film and media studies
- **French Language and Culture**: only offers courses taught in French for exchange students
- **German Language and Culture**: only offers courses taught in German for exchange students
- **Greenlandic and Arctic Studies:** not open for exchange students
- **International Business Communication**: not open for exchange students
- **IT and Cognition**: only offers the course Cognitive Science 1 (only autumn semester)
- **Italian Language and Culture**: only offers courses taught in Italian for exchange students
- **Latin Studies:** usually only offers courses taught in Danish, requires A-level In Latin
- **Linguistics**: only offers courses taught in Danish
- **Middle Eastern Language and Society**: not open for exchange students
- **Modern Culture**: only open for master's students and 4Cities students
- **Musicology**: only offers courses taught in Danish
- **Native American Languages and Culture**: not open for exchange students
- **Philosphy:** requires at least the equivalent to 30 ECTS passed within Philosophy
- **Portuguese and Brazilian Studies**: only offers courses taught in Portuguese for exchange students
- **Psychology of Language**: only offers courses taught in Danish
- **Rhetoric**: only offers courses taught in Danish
- **Spanish Language and Culture**: only offers courses taught in Spanish for exchange students
- **Theatre and Performance studies**: only offers courses taught in Danish

Faculty of Social Science

- **Economic:** requires an academic background within Micro Economics, Macro Economics and Mathematics.
- **Global Development**: not open for exchange students
- **Political Science**: requires an academic background in all Political Science subfields (Political Theory, International Relations, Comparative Politics, Public Policy, and Political Science Methodology) at introductory and intermediate level.
- **Psychology**: requires at least the equivalent to 30 ECTS credits in Psycholgy. To be accepted at masters level you must have passed the equivalent to 90 ECTS credits in Psychology
- **Security Risk Management**: not open for exchange students

Faculty of Science

Most science courses are open for international students with the right prerequisites. Most courses have specific requirements and usually require at least some academic background in natural sciences.

The majority of English-taught courses are Master's courses, but some departments do offer bachelor level courses in English as well. 3rd and 4th year bachelor students, who meet the requirements are allowed to register for 3rd and 4th semester courses.

~~The Faculty of Science offers only very few English-taught courses in sports science/physical~~ education.

Faculty of Health and Medical Sciences

- **Dentistry**: only open for dentistry students from a university with a specific exchange agreement within the area
- **Dental Hygiene Study**: only open for dental hygiene students from a university with a specific exchange agreement within the area
- **Global Health**: offers very few spots for exchange students. Global Health students from a university with a specific exchange agreement within the area are prioritised
- **Health Informatics:** offers very few courses taught in English
- **Human Biology**: only open for master's students
- **Immunology and Inflammation:** offers very few courses taught in English
- **Medicine**: only open for medical students from a university with a specific exchange agreement within the area
- **Veterinary Medicine**: only open for veterinary students from a university with a specific exchange agreement within the area

All other fields require a solid academic background within health sciences.

Faculty of Law

To be able to take a full course load at the Faculty of Law students must have completed at least 3 semesters of study in Law at their home university.

Faculty of Theology

- **African Studies**: open for master students or students who have passed more than 120 ECTS credits
- **Religious Roots of Europe**: not open for exchange students

Fields not offered at the University of Copenhagen

Business, Accounting, Financing, Marketing, Management, Engineering, Design and Architectural Design.

Information for exchange students at the different faculties of University of Copenhagen

- Health Science: https://healthsciences.ku.dk/education/exchange_guest_students/
- Social Science: https://socialsciences.ku.dk/education/exchange/
- Science: https://www.science.ku.dk/english/courses-and-programmes/exchange-studies/
- Humanities: https://humanities.ku.dk/education/welcome/exchange/
- Law: https://jura.ku.dk/english/education/exchangestudents/
- Theology: https://teol.ku.dk/english/internationalstudents/admission/

PLEASE BE AWARE OF THE FOLLOWING INFORMATION DURING THE APPLICATION PROCESS

Checking spam folder

Make sure to check your spam folder for the invitation to apply online and other important messages from UCPH.

Find out which department is in charge of the courses you are interested in

You can select up to 5 departments when applying online. Please note that the order of priority does not effect your chances for admission, since it will be assessed at all selected departments on an individual basis. We advise you to choose the study field in which you plan to attend the majority of your courses as your first priority.

You will be able to sign up for courses upon admission

Changing your 1st priority

For technical reasons, students cannot change the 1st priority department in the online application. Send an email to int-admission@adm.ku.dk

Dual citizenship

In case of dual citizenships including EU/EEA countries and Switzerland, please select the relevant European country in the box for citizenship.

Otherwise, you will receive residence permit papers you do not need.

Danish language courses

The University of Copenhagen offers a pre-semester Danish language course free of charge for exchange students in August or January. In addition, Danish language courses are offered during the semesters.

The pre-semester Danish language course is optional and can be selected in the online application.

If you wish to attend the pre-semester Danish language course you need to do two things.

First, choose the correct study period, depending on taking the course in August or January

Second, choose the correct course in the online application:

Danish Language Course, Pre Semester August
Danish Language Course, Pre Semester January

Read more about the course here: www.nors.ku.dk/english/education/danish_courses/courses/

Complete application

Your online application is complete when all sections are filled out and the documents are approved.

We will send you a confirmation by email.

Assessment of your application

Upon receipt, all complete applications will be forwarded to relevant departments for further assessment. The admission process will be finalized when the departments have made their assessments.

Electronic admission package

You will receive an electronic letter of admission by email. NON-EU/EEA students will also receive information on how to apply online for a residence permit (the ST1 application) within 10 days of receiving the letter of admission.

ABOUT COURSE SELECTION AND REGISTRATION

Signing up for courses

You must be admitted at UCPH in order to sign up for courses.
Course catalogue: www.kurser.ku.dk

Courses offered in English

Information on courses offered in English is available 2-3 months prior to semester start at www.studies.ku.dk/exchange/course-information/online-course-catalogue/

We advise you to make a full study load plan based on courses offered in previous semesters and adjust the plan later, if necessary.

You are most welcome to contact the academic advisors at the relevant departments at the University of Copenhagen for advice on course selection - please find information here:
www.studies.ku.dk/exchange/course-information/registration/

Courses designed particularly for international students across disciplines

The University of Copenhagen offers a range of courses that do not require academic assessment:

- Cross-discipline courses
- Danish culture courses

Read about cross-discipline courses here:
www.studies.ku.dk/exchange/course-information/cross-discipline/

Select the course 'Culture Course' in the online application.

COURSE LOAD AND CREDIT SYSTEM

Full study load

The European Credit Transfer System defines a full study load for one year as 60 ECTS credits.

30 ECTS per semester is the number of ECTS credits you can take as an international student.

However, the lower and upper limits are as follows

• Students who do NOT participate in the pre-semester Danish language course:

22.5 ECTS per semester is the absolute minimum you can take to be considered a full-time student. If you are a non-EU/EEA citizen this is also of importance for your residence permit, as you cannot be granted a residence permit for studies in Denmark unless you are a full-time student.
35 ECTS per semester is the upper limit.

• Students who DO participate in the pre-semester Danish language course:

22.5 ECTS per semester is the absolute minimum you can take to be considered a full-time student. If you are a non-EU/EEA citizen this is also of importance for your residence permit, as you cannot be granted a residence permit for studies in Denmark unless you are a full-time student.
42.5 ECTS per semester is the upper limit.

Assessment

TRANSCRIPT AND GRADING SCALE

Your exam will be assessed according to the 7-point scale (see below) or by Pass/Fail.
The required grade to pass is 02.

Pass grades cannot be changed to a numeric grade or vice versa. Therefore, it is important that you check with your home university if you can receive credits for courses for which only "pass" will be assigned.

Grading Scale

12:	For an excellent performance
10:	For a very good performance
7:	For a good performance
4:	For a fair performance
02:	For an adequate performance
00:	For an inadequate performance
-3:	For an unacceptable performance

Transcript of records

When your results have been registered by the departments at UCPH, International Education & Grants will send 3 hard copies of your transcript directly to the International Office at your home university no later than 8 weeks after the end date of your stay.

Only courses you have taken at the University of Copenhagen will appear on your transcript.

Mentor/buddy Programme

All exchange students will be invited to join one or more mentor/buddy programmes closer to the semester start. The purpose of the mentor/buddy programme is to create a social network for international students and UCPH students through different types of activities during the semester.

Please note that we cannot guarantee that a mentor/buddy will be assigned to you as there are a limited number of spots.

ST1 form for residence permit

RESIDENCE PERMIT FOR STUDIES IN DENMARK - NON-EU/EEA STUDENTS

Non-EU/EEA students need a residence permit to study in Denmark. If you are a non-EU/EEA student, you will receive information on how to apply for a residence permit (the ST1 procedure) along with your letter of admission from UCPH. You cannot apply for a residence permit until after you have received your letter of admission.

Detailed information on how to enter Denmark is available here:
www.studies.ku.dk/welcome/residence-permit/non-eu-eea

Processing time

The application process for a residence permit usually takes a considerable length of time (2-3 months). You should start the application process immediately upon receipt of your letter of admission and the ST1 application form.

Find the relevant embassy or general consulate:
www.um.dk/en/about-us/organisation/find-us-abroad

International Recruitment and Integration (SIRI), Copenhagen: www.nyidanmark.dk/en-US

Application fee

Prior to submitting an application for residence permit, you must create a case order ID online and pay a fee online according to the guidelines from the Danish Agency for International Recruitment and Integration (SIRI): www.nyidanmark.dk/en-us/coming_to_dk/fee/fee.htm

Please make sure that any possible bank fees in connection with the transfer are added to the amount and not deducted from it. If full payment is not received, the residence permit application will not be processed. It is therefore essential for the processing of the application that you ensure that SIRI receives the full amount. For information on the current fee for "Study Permits", please visit https://www.nyidanmark.dk/en-GB.

The processing fee is typically raised each year in the month of January. Therefore, we recommend that students from visa free countries pay the fee the same calendar year as they are applying for the ST1 procedure. Otherwise, they risk rejection by SIRI.

The embassy or consulate processing the application may require payment of additional fees. The embassy/general consulate is not responsible for checking the application and the enclosures.

Financial documentation

SIRI requires documentation of your ability to support yourself financially during the length of your stay. You must be prepared to provide documentation, for example from your bank, verifying that you have the equivalent of DKK 5,941 per month during your intended stay.

Biometric features

All non-EU/EEA citizens over the age of 18 applying for residence permits under the terms of the Aliens Act must have their biometric features recorded.

Further information on residence cards with biometric features:
www.nyidanmark.dk/en-us/coming_to_dk/residence_cards_biometric

Work permit

Non-EU/EEA students are allowed to work a maximum of 20 hours per week from September to May, and 37 hours per week from June to August while in Denmark. The work permit is granted automatically with the residence permit for studies.

ST1 FORM - FOR RESIDENCE PERMIT

Non-EU/EEA citizens are required to apply for a residence permit by filling out part 2 of the ST1-form. The University of Copenhagen fills out part 1 of the ST1-form and submits it to your KUmail (student e-mail) upon admission. You are required to use this form when applying for the residence permit. The ST1-form provides instructions on how to apply.

Please note that you are required to pay a fee in order to have your application processed.

RESIDENCE PERMIT FOR STUDIES IN DENMARK - EU/EEA AND SWISS STUDENTS

Registration certificate

If you are an EU/EEA or a Swiss citizen, you will need a residence permit (registration certificate), if you are staying in Denmark for more than three months.

Students will receive information on the dates and procedures prior to semester start from the University of Copenhagen.

Work permit

Students from EU member states will not need a work permit for regular student jobs.

For further information about working in Denmark, please visit
https://www.nyidanmark.dk/en-GB/You-want-to-apply/Work

RESIDENCE PERMIT FOR STUDIES IN DENMARK - NORDIC STUDENTS

Residence in Denmark without any restrictions

Citizens from the Nordic countries can take up residence in Denmark without any restrictions.

If you study in Denmark for more than 6 months you must register for a Danish CPR number. You will receive information on the dates and procedures for application prior to semester start from the University of Copenhagen.

For more information about moving within the Nordic countries, please visit the web site
www.norden.org/da

HOUSING

**The UCPH
Housing Foundation**

The UCPH Housing Foundation is an independent entity which assists international students coming to the University of Copenhagen in finding accommodation while in Copenhagen.

Students who complete their online application for the University of Copenhagen (UCPH) and select housing in the online application will receive an invitation to apply online for housing from the UCPH Housing Foundation: www.housingfoundation.ku.dk

All inquries concerning housing should be directed to the Housing Foundation at contact@housingfoundation.ku.dk

RIDE LIKE A LOCAL
COPENHAGEN IS ON SEVERAL LISTS OF THE WORLD'S BEST CYCLE CITIES

Living Costs

Housing (1), including utilities	DKK 5,000- 10,000/month
Food and daily expenses	DKK 2,000 - 4,000/month
Books and other study materials	DKK 1,500-2,000/semester
Local public transportation	DKK 380-500/month if you travel every day (2)
Leisure activities	DKK 2,000/month
1) Price for dorm or room in shared apartment 2) To save money, we recommend that you consider buying a used bicycle, which you can get for around DKK 800-1,500	