UNIVERSITY OF COPENHAGEN

Fact Sheet for Exchange Students 2018-2019



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 by 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.

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

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 must receive an online nomination from your home university.

Please note that nomination is not the same as admissiom.

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

AUTUMN SEMESTER: 1. MAY // SPRING SEMESTER: 1. OCTOBER

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 an submit it online

You will be guided through the application process while online. If you do not complete the application at once, you are able to save a draft and access it later to complete the application

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.

ABOUT THE REQUIRED DOCUMENTS

*Required documents

1. Transcript of records: all applicants
2. Proof of English proficiency for non-native English speakers - only necessary if you apply for the departments mentioned below:

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

Accepted language tests and minimum score

For studies in English/American Language and Culture:
Toefl Internet-based: minimum score: 80
Toefl Computer-based: minimum score: 213
Toefl Paper-based: minimum score: 550
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
Toefl Computer-based: minimum score: 213
Toefl Paper-based: minimum score: 550
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, Education, Rhetoric, 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:
IELTS test with a minimum score of 6.5
Cambridge CPE passed
Paper-based TOEFL test with a minimum score of 560
Internet based TOEFL test with a minimum score of 83

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 it provides/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 in English at bachelor's and master's level in our six faculties.



FIELDS OF STUDIES OPEN FOR EXCHANGE STUDENTS

Faculties open to exchange students

The 6 faculties at the University of Copenhagen:

Faculty of Health and Medical Sciences

Faculty of Humanities

Faculty of Law

Faculty of Science

Faculty of Social Sciences

Faculty of Theology

Restrictions for exchange students

The following areas of study are not open for exchange students:

- Cognition and Communication
- Global Development
- Security Risk Management
- Advanced Migration Studies
- Applied Cultural Analysis

The following areas are only open for exchange students if the partner university has a formal exchange agreement within the area:

- Dentistry
- Medicine

The Faculty of Law:
Students must have completed at least 3 semesters of study in Law at their home university to qualify for admission.

Fields not offered at the University of Copenhagen

Business, Accounting, Financing, Marketing, Management, Engineering, Design, Architectural Design. Please note that in Denmark, performing art programmes are typically offered by specialized colleges or academies.

KEEP AN EYE ON THE FOLLOWING FACTS 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 is not significant – your online application will be assessed at all selected departments on an individual basis.

You will be able to sign up for courses upon admission

Pre-semester Danish language course is optional and can be selected in the online application

Please note that this course is part of the period of study you select in the online application, e.g. "3-week Danish + autumn 2018". If you select the period "Autumn 2018", you will not be offered the pre-semester Danish language course.

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.
Complete application

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 from 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.

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/

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.

Department of Nordic Stiudies and Linguistics:
www.nors.ku.dk/english/education/danish_courses/courses/

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
- Danish language courses

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

Indicate if you wish to take one or more of these courses in the Study Description of the online application. Do not select a department to match such a course.

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. Students are expected to take on 30 ECTS credits per semester.

According to the agreements between the UCPH and our partner universities abroad, the number of ECTS credits per semester must not be exceeded by 30 ECTS credits.

TRANSCRIPT AND GRADING SCALE

Assessment

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.

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

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

ST1 form for residence permit

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 information.

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 the full amount reaches SIRI. For information on the current fee for "Study Permits", please visit www.nyidanmark.dk/en-us/coming_to_dk/fee_about_fees/overview-of-case-categories-and-fees.htm

The fee will be raised once a year, usually in 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 in Denmark 20 hours a week from September to May and 37 hours a week from June to August. Permit for this extent of work is granted automatically with the residence permit.

ST1 FORM - FOR RESIDENCE PERMIT

Non-EU/EEA citizens must apply for residence permit using a partially completed ST1-form received upon admission via KUmail (student mail account). You must use this particular form when applying for your residence permit . The ST1 form provides instructions on how to apply.

Please note that you will need to pay a fee in order to get the 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.

Further information about working in Denmark, please visit
www.studyindenmark.dk/live-in-denmark/working-in-denmark/hours-and-legalities

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

COPENHAGEN IS ON SEVERAL LISTS OF WORLD'S MOST EXPENSIVE CITIES

Living Costs

Housing (1), including utilities	DKK 7,000- 10,000/month
Food and daily expenses	DKK 3,000 - 4,000/month
Books and other study materials	DKK 1,500-2,000/semester
Local public transportation	DKK 380-1,000/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	

POSTAL ADDRESS:

University of Copenhagen
University Education Services
International Education and Grants
Noerregade 10
DK-1165 Copenhagen
Denmark

VISITING ADDRESS:

UCHP STUDENT CENTRE
FIOLSTRÆDE 1
DK-1171 COPENHAGEN K
DENMARK

OPENING HOURS: WWW.STUDIES.KU.DK/EXCHANGE/CONTACT

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WWW.STUDIES.KU.DK/EXCHANGE

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