NEWCOMER SERVICE SØNDERBORG

Sønderborg
A world-class view

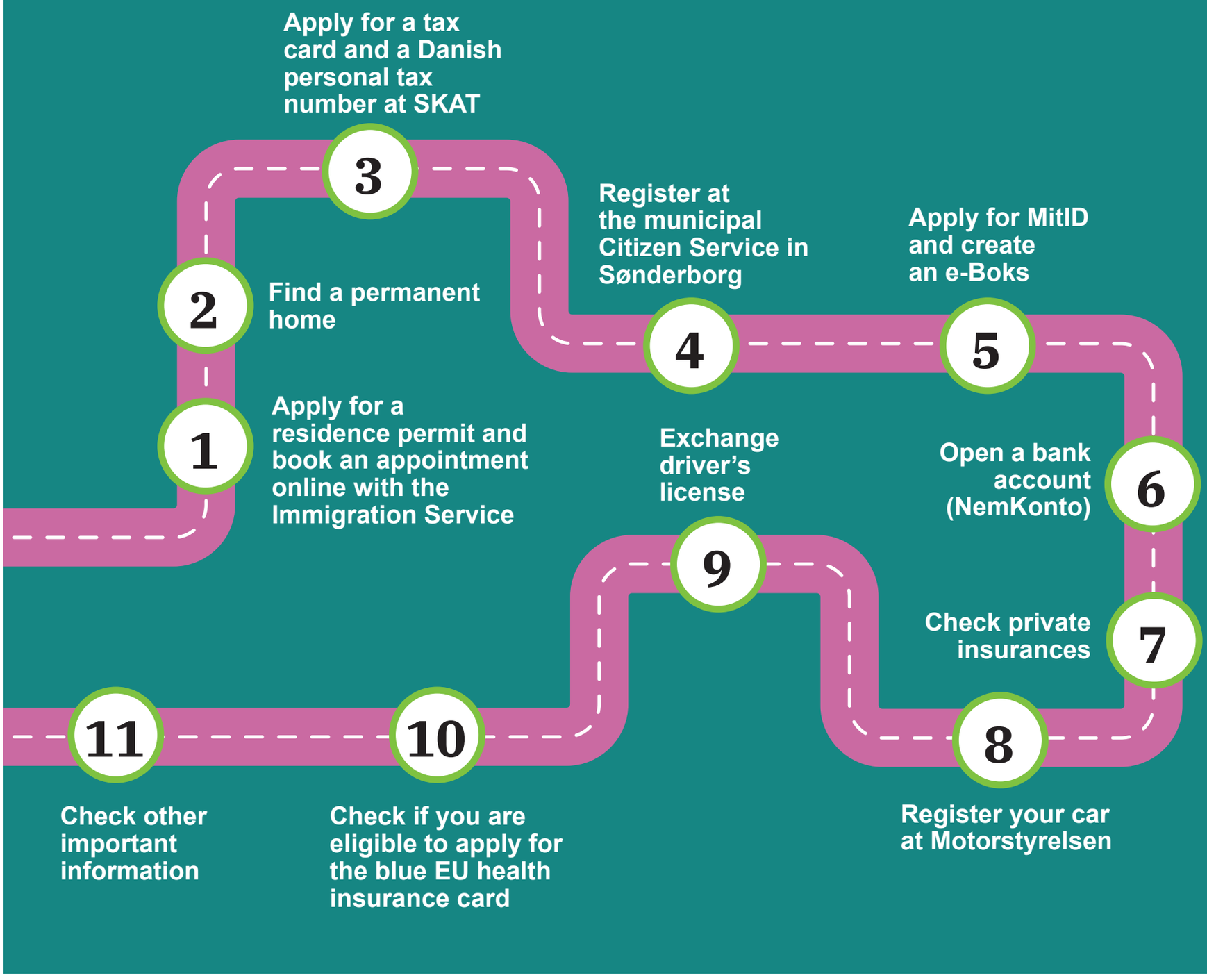


Step by step guide for non-EU citizens

For an easy relocation to Sønderborg Municipality

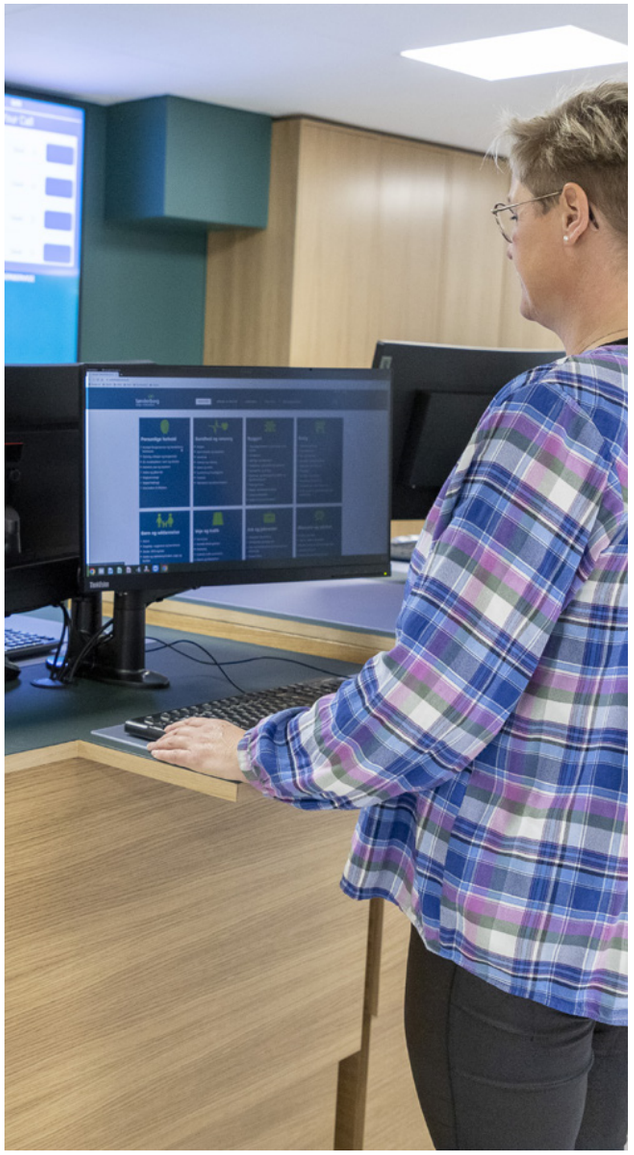
Step by step guide

11 steps before moving to Denmark



1

Apply for a residence permit and book an appointment with the Immigration Service



- Apply for a residence permit at **https://www.nyidanmark.dk/en-GB/You-want-to-apply**
  Be aware to choose the application that suits your situation.

- After you have completed the application, book an appointment online to finalize your residence permit at **https://nyidanmark.dk/en-GB/Contact-us/Contact-the-Danish-Immigration-Service/Citizen-Service**

If you have questions about residency, processing times or need guidance on the rules for residence and work permits in Denmark you can call the Immigration Service at +45 35 36 66 00.

2

Find a permanent home

At the Municipality of Sønderborg we have different kinds of houses and apartments which you can rent or buy.

If you would like to rent an apartment, you should contact one of our housing organizations (Danish: boligforeninger) and become a member of the housing organization. You will have to pay a small tuition in order to become a member.

You will find further information about rentals, purchasing real estate and other relevant housing issues here:
www.sonderborg.dk/en/accommodation



3

Apply for a tax card and a Danish personal tax number at SKAT



When you live in Denmark you need to have a tax card. SKAT is the Danish tax authority, where you can apply for a tax card and a Danish personal tax number.

You can apply for a tax card here: **https://lifeindenmark.borger.dk/money-and-tax**

In Denmark, there is a processing time for your inquiry. You can find out more about the processing time by contacting the authority of relevance. If you have questions you can call SKAT at +45 72 22 28 92.

4

Register at the local Citizen Service (Borgerservice)

When you have finalized the process with the Immigration Service, you will receive your residence permit and can register at Borgerservice in Sønderborg.

Read more about the registration process with Borgerservice: **www.sonderborgkommune.dk/en/indrejse**

When you have been registered at a residence in Sønderborg Municipality, Borgerservice will make sure that you receive the yellow health card (Danish: sundhedskort). This entitles you to healthcare services at a doctor, hospital, etc.

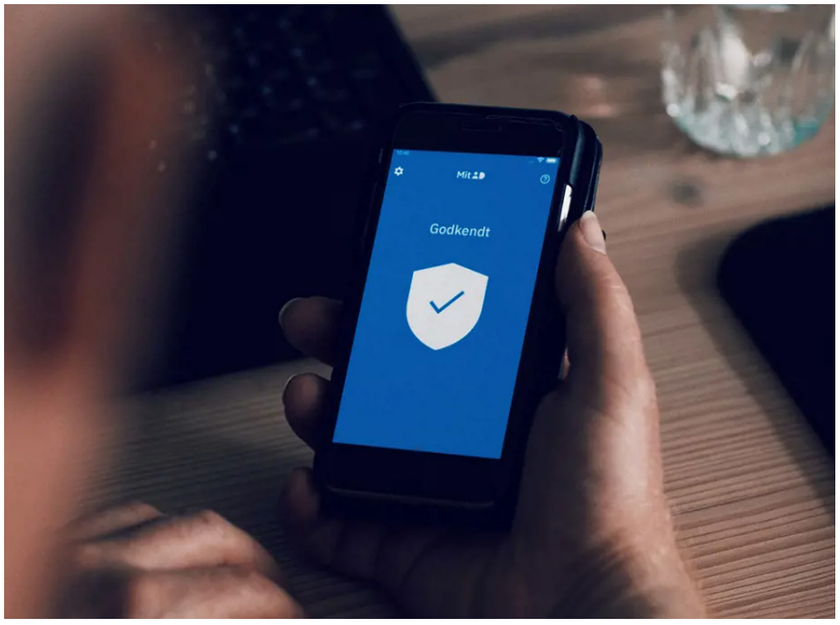
Read more here: **https://lifeindenmark.borger.dk/healthcare/health-insurance/health-insurance-card**

If you have questions regarding your residence permit, you can contact the Immigration Service at +45 35 36 66 00.

If you have questions regarding the registration proces and the yellow health insurance card, you can contact Borgerservice at + 45 88 72 40 06.

5

Apply for MitID and create an e-Boks



MitID is your personal digital ID and can be used for various purposes, including transferring money in online banking or logging into public self-service solutions like **www.skat.dk**, **www.borger.dk** and **www.sundhed.dk**

How to get MitID:
https://lifeindenmark.borger.dk/apps-and-digital-services/mitid

If you have any questions regarding MitID, you can contact Borgerservice at + 45 88 72 40 06.

Create an e-Boks

e-Boks is your digital mailbox on the web. In e-Boks you have all your important mail gathered in a safe place where you e.g. receive your pay check from your employer and letters from public institutions.

Register yourself as a user of e-Boks here: **https://private.e-boks.com/danmark/en**

If you have questions about e-Boks you can find more information here:
https://brugersupport.e-boks.dk/hc/en-us
or contact e-Boks at +45 82 30 32 30.

6

Open a bank account (NemKonto)

You need to open a bank account (NemKonto) in order for your employer to pay out your salary. Contact the bank you prefer concerning opening of a bank account.

Further information about opening a bank account (NemKonto):
https://lifeindenmark.borger.dk/money-and-tax/nemkonto-your-public-bank-account

In Denmark, there is a processing time for your inquiry. You can find out more about the processing time from the bank you are contacting.

7

Check private insurances

Check your insurances from your home country.

More about private insurances:
https://lifeindenmark.borger.dk/money-and-tax/Insurance



8

Register your car at Motorstyrelsen

If you take up residence in Denmark and bring a vehicle you must register your foreign registered vehicle within 30 days of arrival and you must pay a registration tax.

Further information here:
www.motorst.dk/en-us/individuals/importing-vehicles
or contact Motorstyrelsen at +45 72 22 28 71.

9

Driver's license

You can apply for an exchange of your current driving license, if you have normal residence in Denmark.

Further information here:
https://lifeindenmark.borger.dk/travel-and-transport/driving-licence/how-to-obtain-a-driving-license-in-denmark



10

Check if you are eligible to apply for the blue EU health insurance card

The blue EU health insurance card entitles the holder to treatment on the same terms as the citizens of the country they are traveling in.

The blue European health insurance card is normally available to EU/EEA, Swiss and UK citizens, and in special cases to cross-border workers, expats, stateless individuals, refugees or family members of a person covered by Danish health insurance.

If you are eligible, you must use the blue EU health insurance card when you travel to an EU country. You can order the card and read more here: **https://lifeindenmark.borger.dk/healthcare/health-insurance/blue-european-health-insurance-card**

If you are not eligible for the blue EU health insurance card, you must arrange your own private travel insurance.



11

Check other important information

Issue	Authority/Institution	Contact details
Housing benefits (only rentals) Before applying for housing benefits, you should check with the Immigration Service if the housing benefits affects your residence permit	Udbetaling Danmark	https://lifeindenmark.borger.dk/housing-and-moving/housing-benefits
Learning Danish for free when living in Sønderborg	UCplus	www.ucplusdansk.dk/en/danish-courses/danish-education/
Social networks for newcomers	Newcomer Service Sønderborg	www.sonderborg.dk/newcomer
Free job guidance for accompanying partners	Newcomer Service Sønderborg	partnerjob@sonderborg.dk
Kindergardens and schools in Sønderborg	Municipality of Sønderborg and private institutions	www.sonderborg.dk/family
Family benefits (if you have children)	Udbetaling Danmark	https://lifeindenmark.borger.dk/family-and-children
Local busses	Sydtrafik	www.sydtrafik.dk/en
Regional trains	DSB	www.rejseplanen.dk

Read more about moving to Denmark

Join our relocation fair.

Sign up at sonderborg.dk/relocation-fair

When leaving Denmark permanently

Newcomer Service Sønderborg
newcomer@sonderborg.dk
sonderborg.dk/en/newcomer