

# Going abroad

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## *Before going abroad*

Below is a checklist with information about what to do before, during and after your stay abroad. The checklist is meant to be a help and an inspiration, but it is not exhaustive.

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## SDU's internal procedure

When your employment contract is being drafted you and your Department at SDU have the possibility to complete a supplemental form in connection to your stay abroad. This form is meant as a help for you and the Department at SDU in order to increase the chances of you having agreed upon the most important terms prior to your stationing abroad.

The form can be found [here](#).

After the form has been filled out, it must be sent to the Personnel Case Manager for your Faculty from the Human Resource Service (HR-service) at SDU. If you do not know, who the person is, you can send the form to: [iso@sdu.dk](mailto:iso@sdu.dk). The Personnel Case Manager will file your form on your personnel case for future use.

Whether you are going on an official work-related stay or a stationing abroad depend on the number of days, you are abroad:

- Official work-related stay abroad: Official work-related stay including overnight stay at the same place for maximum 27 days.
- Stationing abroad: Official work-related stay including overnight stay at the same place for at least 28 days.

These terms are stated in the Ministry of Finance's Agreement on Official Work-Related Trips ([Tjenesterejseaftalen](#), *only available in Danish*).

You can find more information about being stationed abroad here at SDU-net (only available in Danish):

- [Laws, rules and SDU's internal Travel Circular](#)
- [Detailed checklist for when you are going abroad](#)
- [Social security](#)

(Mangler links til tjekliste og social sikring, da jeg først skal have opdateret den engelske version)

Please contact the International Staff Office at the place, you are going to work and ask them, if there is anything you need to be aware of/do before you are going abroad.

## **Unemployment insurance fund (A-kasse)**

If you are a member of an unemployment insurance fund in Denmark you should contact it to clarify membership terms during your stay abroad, including the rules regarding payment of membership fees, cover etc.

### **Stationing within the EU/EEA**

If staying within the EU/EEA and remaining employed by the University of Southern Denmark you are generally covered by the Danish rules on social security during your stationing, and therefore you can uphold your unemployment insurance fund membership. You can also join a Danish unemployment insurance fund during your stationing abroad.

### **Stationing outside the EU/EEA**

If staying in a country outside the EU/EEA you can generally uphold your membership during your stationing abroad.

## **Bank account**

When you leave Denmark you can keep your Danish bank account, if you have at least 100 DKK deposited on the account. Special rules apply, if you move to the United States of America.

You must always inform your bank about your new address abroad regardless of where you are going.

## **Danish Embassy/consulate**

Prior to departure it is a good idea to check how to get in contact with the Danish Embassy or Consulate at your destination.

The Danish representation will be able to help with issuance of a new Danish Passport, legal assistance in case of arrest, contact to relatives in Denmark, information about risk areas in the country etc.

For further information please visit the [Ministry of Foreign Affairs of Denmark's website](#), where you can also find a list of Danish representations abroad.

## **Accommodation**

### **Owner-occupied home**

As a homeowner you are obligated to make sure that your home is inhabited and to notify the Municipality, where you reside, if your home is uninhabited for more than 6 weeks.

In certain cases the Municipality can deploy a tenant with help from the bailiff.

The 6-week time limit can be prolonged in the following situations:

- Extensive reconstruction,
- If an agreement has been made with a tenant moving in later than the 6 weeks,
- If you have a signed sale contract, or
- Under special circumstances

Practice regarding extension of the time limit differs in the Municipalities, so please contact your Municipality of residence and check your options for getting an extension of the time limit due to special circumstances during your stationing abroad.

If you want to rent out your apartment during your stationing, you can try to contact the Accommodation Office at SDU at: [bolig@sdu.dk](mailto:bolig@sdu.dk), who might be able to help find a tenant.

### **Rented home**

If you want to sublet your home during your stationing abroad you need to be aware that it can affect your tax conditions.

In this case the Accommodation Office ([bolig@sdu.dk](mailto:bolig@sdu.dk)) at SDU might also be able to help find a tenant.

### **Home and home contents insurance**

If you choose to rent out or sublet your home, you need to contact your insurance company to clarify, if you should terminate your insurances, and what kind of insurances the tenant needs.

Home and home contents insurances does not usually cover a home that has been vacated for a longer period of time, so you should contact your insurance company prior to departure to clarify the insurance conditions during your stationing abroad.

### **Accommodation abroad**

Some universities offer to help find accommodation abroad, so you can check the university website or contact the international office at your destination to know more about their services. However, in most cases you must find your own accommodation. You can use accommodation websites or hire a relocation firm to help with all the practicalities regarding your move.

## **Early retirement benefit**

If you are a member of a Danish unemployment insurance fund and pay a separate voluntary early retirement benefit contribution you may be able to continue making these contributions during your stationing abroad if you uphold your membership of the unemployment insurance fund.

If, on the other hand, you become a member of a foreign unemployment insurance fund, you cannot uphold your membership of the Danish unemployment insurance fund, and therefore not continue making early retirement benefit contributions while residing abroad.

The option has therefore been introduced of paying in your early retirement pension contributions for the period during which you have been staying abroad as a lump sum after your return, thereby retaining your right to take early retirement. Early retirement pension contributions are normally tax-deductible, but as the contributions relate to a period during which you have not been tax-liable in Denmark, you will not be able to offset them for this period.

Contact your unemployment insurance fund for more information.

## **National Registry Office**

Before leaving Denmark you have to notify the National Registry Office.

You can notify the National Registry Office of your leaving Denmark at [Borger.dk](https://borger.dk). You can also apply for inclusion on the parliamentary electoral register during stays abroad of less than two years' duration.

If you will be staying abroad for less than 6 months, and if you continue to have disposal of your home in Denmark, you do not have to notify the National Registry Office.

If subletting your home, you can continue to have disposal of your home in Denmark if retaining a right of access to at least one room in the flat or house during the term of the subletting arrangement, and provided that such right is stated in the subletting agreement.

If you will be staying abroad for more than 6 months, you can obtain permission to stay registered in Denmark if your family continues to live in Denmark in your joint residence, and if you regularly stay in Denmark.

## **Important information for non-EU/EEC citizens**

If you are going abroad for longer than 6 months and deregister with the

National Registry Office, your residence and work permit may lapse. Please read your permit letter carefully to be aware of what conditions your permit has been issued on.

## **Insurance**

During your stationing from SDU you will be covered in accordance with the Danish State's self-insurance agreement, which means that SDU carries the financial risk in cases of injury/damage, and therefore does not pay any premium. Europæiske Rejseforsikring A/S administers the scheme on behalf of the Danish State.

If you are stationed to a Non-EU/EEA country, and have deregistered from the National Registry Office, you will not be covered by Danish health insurance during vacations in Denmark, but if your stay in Denmark is work-related, you will be covered by the insurance for work-related travel.

More information about work-related travel insurance is available in [the circular issued by the Agency for the Modernisation of Public Administration under the Ministry of Finance](#) (in Danish).

You can read more about the rules regarding work-related travel and how to obtain an insurance card at [sdunet.dk](http://sdunet.dk) and in [the University of Southern Denmark's internal circular on work-related travel](#).

If you have questions about the insurance scheme, or if you need to contact Europæiske during your stationing, you can contact [Europæiske Rejseforsikrings hotline](#).

You can also call Europæiske Rejseforsikrings hotline for psychological counselling free of charge. The hotline is open 24 hours a day all year round on tel. (45) 70 250 275. The phone number is also written on the back of the insurance card. **(Spørg Laura, om hun kan finde oplysninger om dette)**

In some cases, a foreign host university, etc., may wish to receive a declaration stating that the traveler is covered by the work-related travel insurance scheme. This declaration is prepared by the [Travel Office](#).

You are not allowed to purchase bonus insurances or alternative insurances.

You also have to consider, if there are any (special) insurances you need for your stay abroad.



You can also consider contacting the Travel Office (Rejsekontoret) at SDU at [rejser@sdu.dk](mailto:rejser@sdu.dk) to get a clarification about, if you are covered by SDU's travel insurance during your stationing abroad.

### **Work-related injury**

You are only covered by the Worker's Compensation Act, if you are stationed abroad for less than 12 months. The National Board of Industrial Injuries ([Arbejdsskadestyrelsen](#)) can be contacted prior to departure to clarify the rules applying to your specific stationing abroad.

### **Travel companions**

Please note that the insurance for work-related travel only covers you as stationed abroad by SDU. If a partner/spouse/child chooses to come along they will not be covered by the insurance regardless of the duration of the stay abroad.

For this reason you have to make sure that all accompanying family members get their own insurances to cover them during the entire stay abroad. You have to pay for this expense yourselves, but it is possible to get a discount at Europæiske.

You can also take out an insurance policy for private vacations, if you need this in connection with your stationing abroad, and you can get a 15-20 % discount at Europæiske.

### **Credit cards and currency**

As credit cards are not as widely used in other countries, as they are in Denmark, it is important to check whether you can use your credit card(s) in the country of destination. Furthermore, it might be a good idea to bring a small sum of money in the local currency.

### **Flight tickets**

You have to order your flight tickets through the University of Southern Denmark's travel agency VIA Egencia.

Employees from the University of Southern Denmark have to buy the cheapest flight tickets available as early as possible.

As a main rule the employees from the University of Southern Denmark has to fly at the cheapest class (standard/economic).

You can read more about the rules for flight travels at [SDU-net](#).

## Driving license

Your ordinary driving license is valid in all EU/EEA countries.

If you are going to be stationed abroad outside the EU/EEA, you need an international driving license. The international driving license does not replace your Danish license and can only be issued, if you already have a valid Danish license.

You can have your international driving license issued at your local Citizen Service, if you show up in person bringing your valid Danish license (credit card type). If your Danish driving license is in the old version (paper), please bring your passport and a passport photo as well.

In some countries having an international driving license is not always sufficient. In this situation you can usually exchange your driving license for a local license by taking a new local driving test.

At the embassy or the consulate of the relevant country in Denmark you can get the necessary information about the rules that apply in the country of your destination. They can also inform you about whether a clean international criminal record is required to exchange your international driving license for a local one.

You can read more about the rules regarding driving license abroad including information about extension of an international driving license while living abroad at [Borger.dk](https://borger.dk) (in Danish only).

## Car

Depending on the duration of your stay abroad you can look into whether selling your car and buying a new one on border plates to take abroad would be advantageous. Please find more information about border plates at [skat.dk](https://skat.dk).

If you bring your Danish car abroad, you can apply for a reimbursement for exporting it. Read more at [skat.dk](https://skat.dk).

## Health issues

If you are ill at the time of departure or suffering from a chronic disease, you have to contact Europæiske prior to departure, and they may require a medical examination before your travel. The same applies if you have been treated for a non-chronic disease within the past 2 months, so you don't risk that the insurance doesn't cover treatments related to the illness, you were treated for within the past 2 months.

We recommend that you check whether it is possible to take out an extra insurance policy with your private insurance company or with Europæiske in case, Europæiske decides that the work-related travel insurance does not cover any treatments in connection with your current or chronic disease.

You can contact [Europæiske Rejseforsikring A/S](#) at +45 33 25 25 25.

Pregnancy is not covered by the work-related travel insurance as it is not considered an illness. Ordinary checkups and the birth are therefore not covered by the insurance, but any complications during the pregnancy will be considered acute illness, and treatment in this connection will be covered by the insurance.

Some countries require an AIDS-test before you enter the country. You can get tested at your General Practitioner, at various clinics for skin diseases or in departments of infectious diseases. The test is free, and you can expect the results within 1-2 weeks.

## **Illness**

If you become ill during your stationing abroad, you should always contact Europæiske using the phone number on your insurance card. They will be able to refer you to a doctor or a hospital and to give you some general medical advice. In some cases you might be referred to a local hospital, if your treatment demands specific expertise that the international hospitals don't have. Europæiske will provide assistance in this situation for e.g. a translator.

Europæiske has 10 offices abroad divided between 6 different continents. All offices have Scandinavian employees who speak the local language and know the hospital service and the legal system in the relevant country.

## **Medicine**

It can be necessary to bring your medicine from home as it is not certain that you can buy your usual medicine abroad. Purchases of prescription drugs and medicine for treating chronic diseases are subsidized in Denmark. When buying medicine abroad, no subsidy is available as subsidies in Denmark are disbursed based on the CTR register. Also, no refunds are available from the "danmark" insurance scheme for medicines purchased abroad. It may therefore be a good idea to buy any medicines in Denmark and take them with you. It is possible to obtain a permit for buying large quantities of medicine if intending to stay abroad for a long period of time.

Please find further information at [The Ministry of Foreign Affairs of Denmark's website](#).

## **Dentist**

A lot of people remain registered with their Danish dentist and have a thorough check-up prior to their departure and regular check-ups when visiting Denmark.

During a stay abroad, emergency dental treatment is often covered by any travel insurance policy taken out.

## **Vaccinations**

Vaccinations are often recommended before entering specific countries. See the official guidelines for the country of your destination at [the website](#) of Statens Serum Institut.

Please note that some vaccinations must be given well in advance of departure.

## **VAT and Customs**

If working outside the EU, you are entitled to refunds of VAT paid on purchases made in an EU-country. Please note that refunds are normally conditional upon a special declaration being issued by the shop. An office at the airport refunds Danish VAT upon you leaving Denmark.

Your final destination determines, if you can get your Danish VAT refunded. You can find further information on [the Danish Tax Agency's website](#).

## **Passport**

When going abroad you have to bring a valid passport.

Please note that some countries require passports valid for at least 6 months in addition to the duration of your stay in the specific country.

You can find the rules applying to a specific country at [the Ministry of Foreign Affairs of Denmark's website](#). Unfortunately the website is only in Danish.

A passport is required when travelling between Schengen-countries even though the border control has been lifted.

Passports can be obtained at the Citizen Service Center in the Municipality where you live.

## **Passports for children**

The general rule is that children must have their own passport.

If your child has been entered in your passport prior to 1 October 2004, he or she can still travel with you, but only to and from countries that still accept children travelling without their own passport.

Please note that unnamed children can pose a challenge.

As it may take up to two weeks for a passport to be issued, please make sure that you order your passport well in advance of your departure.

Please contact your local Municipality in order to get more information about passport for children.

## **Pension**

It is recommended that you contact your pension fund prior to departure to go through the conditions of your current pension savings in connection with your stationing abroad.

## **Travel advice**

It is a good idea to read the [travel advice of the Ministry of Foreign Affairs of Denmark](#) prior to your departure because it contains updated information about safety and current risks in the country of your destination including the current political situation. Unfortunately the website is only in Danish.

Furthermore the Danish Security and Intelligence Service has made a [guide](#) on how to avoid kidnapping abroad. Unfortunately the website is only in Danish.

## **Tax**

Before going abroad you need to contact your local tax authorities to clarify your fiscal situation during your stationing abroad.

When you pay taxes in Denmark you are either fully tax liable or partially tax liable. Full tax liability means that you pay taxes in Denmark of your entire income including salary from abroad.

When stationed by the Danish state you will continue to be fully tax liable in Denmark. As a rule you will also be tax liable in the country where you are stationed but this double taxation can often be solved through double taxation agreements between Denmark and the relevant country or by Danish rules about tax exemptions.

You can read more about leaving Denmark on [the Danish Tax Agency's website](#) where you also find [the form \(04.029\)](#) you need to submit when moving outside of Denmark.

You can contact [SKAT Udland](#) through the online form on the Danish Tax Agency's website, or you can call them at this no.: 7222 2780 to get a clarification of your tax situation while you are stationed abroad.

## **Social Security**

When planning to stay abroad for more than 6 months you need to deregister from the National Registry Office, and then you need to carefully consider your position regarding social security. The rules differ depending on whether you stay in an EU country or Non-EU country.

Social security is e.g. health insurance, sick pay, maternity or paternity leave, family benefits etc.

Contact Udbetaling Danmark to get a clarification of, where you are socially secured during your stationing abroad. Udbetaling Danmark's, International Social Security can be contacted at: [isos@atp.dk](mailto:isos@atp.dk) or 7012 8051, or you can contact the office for International Health Insurance at: 7012 8081.

### **EU/EEA**

If you will be working in another EU/EEA country for less than 2 years, you can retain your social rights in Denmark. As a general rule, employees at public institutions in Denmark who will be working abroad for this institution, do not need to apply to the Danish Pensions Agency (Udbetaling Danmark) to retain their right to be covered by Danish social security. They are covered by the Danish rules on social security regardless of where in the EU they work and/or live as long as they do not take up employment with other employers.

Should you nevertheless be asked for proof of Danish social security cover by the authorities in your country of residence, you must submit the questionnaire found at the website of [Udbetaling Danmark](#) for use in determining social security rights to the Danish Pensions Agency. Note! You only need to do so if asked specifically.

If you take another job abroad while you are employed at SDU, you need to contact the social security authorities in the country where you live and have them to issue a decision about where you are obligated to pay your social security contributions. As an employee you can only be covered by the rules about social security in one country.

You can apply to be covered by Danish social security when stationed abroad for more than 2 years but less than 3 years.

If your stationing abroad lasts longer than 3 years you will be covered by social security in the country where you work.

### **Outside the EU/EEA**

When working in a non-EU/EEA country, you do NOT automatically retain your social rights in Denmark. This means that you may be covered by social security in the country in which you are residing or working, and that you will have both rights and obligations in that country.

Denmark has entered into [social security agreements](#) with several countries outside the EU/EEA. All the agreements differ from each other, so you need to contact Udbetaling Danmark, if you wish to apply for documentation showing that you are covered by Danish social security during your stationing abroad in one of these countries.

If you have deregistered from the National Registry Office in Denmark, you are not covered by Danish Health Care during visits or vacations in Denmark. If you are in Denmark on a business trip, you are covered by SDU's work-related travel insurance.

### **Phone**

If you bring a Danish phone abroad you might receive some expensive bills. You could consider whether buying a new SIM card might be a good idea. With a prepaid phone card you would avoid expensive bills. In many countries, prepaid SIM cards can be bought in shops and supermarkets.

### **Post**

Please remember to inform [PostNord Danmark](#) about your change of address.

You can also cancel your subscriptions to newspapers/magazines etc., or get them redirected to your residence abroad.

### **Relocation of your personal belongings**

If you need to transport your personal belongings to another country, you can send them by post or have them shipped by a shipping firm or removals firm. Remember to send your things a couple of weeks in advance to make sure that they are there when you arrive. Booking early may be cheaper as the shipping/removals firm will be able to plan collections of the items more freely.

You can contact various firms in order to get an offer for your shipping.

If travelling abroad by airplane you can bring a certain amount of luggage and also pay for any additional luggage. Always check with the specific airline in advance. Usually it is cheaper to pay for an extra suitcase rather than paying for overweight on the flight.

## **The right to vote**

You and your accompanying spouse can retain your right to vote at parliamentary elections in Denmark, if you are regarded as residing in Denmark. (The same applies to your co-habiting partner, if you were living at the same address prior to departure).

People staying abroad are regarded as being resident in Denmark, if they intend to return to Denmark within two years of leaving the country. If you are employed by the Danish state (e.g. at the University of Southern Denmark) and stationed abroad, you are also regarded as being resident in Denmark. If you satisfy these requirements, you can apply for inclusion on the electoral register by sending an application to the local authorities in the municipality, where you are living.

If entered in the electoral register, you can then vote at the Danish parliamentary elections, referenda and European Parliamentary elections for up to two years, which is how long you are included on the electoral register. When entered on the electoral register, you will be notified by letter stating how long the registration is valid for and detailing how to possibly renew the registration.

You can read more at [Borger.dk](https://borger.dk).

## **Special equipment**

You need to apply for a research permit if you are going to do fieldwork abroad, if required.

Also you should investigate whether you have to pay customs on import/export of special equipment.



## **Pets**

Please note that you cannot bring pets freely across borders. You can check the rules governing travel with pets at the website of the [Danish Veterinary and Food Administration](#) prior to departure.

## **Spare time/leisure activities**

Please remember to inform your spare time activity clubs/associations/organizations etc. about your stay abroad.

## **Business cards**

In some countries, people use business cards a lot. You should therefore consider taking business cards with information in English and/or the local language.

## **Visa/residence and work permit**

Below is a brief outline of the general rules about applying for visa or residence and work permits in the countries to which most employees travel. The information applies to Danish citizens only.

### **Nordic countries**

Danish citizens do not need a visa or residence or work permit to study or work in another Nordic country. However, Danish citizens must register if staying in a Nordic country for more than three months.

### **EU/EEA**

If you intend to work or study in another EU country for more than three months, you must apply for a residence and/or work permit before arriving in the relevant country. The rules on how and where to apply for a residence and/or work permit vary from one country to the other, and you are therefore advised to contact the host country's embassy or consulate in Denmark for information about the exact rules.

### **Other countries**

When you are expatriated, you need a work permit and often a residence permit. You can find information about visa and residence and work permits on the website of the country of destination's Embassy or Consulate.

### **USA**

To work or study in the USA, you need a visa. A work visa gives you the right to work for the applying employer, and it is illegal to work for any other, with or without salary.

You can apply for a visa for your accompanying spouse and children under the age of 21 concurrently with your own visa application. Your accompanying spouse and children will then be entitled to enter the USA, but not to work there. Paperless partnerships – regardless of the duration of the relationship – cannot be cited as a basis for obtaining a 'spouse' visa for your partner. In cases of long-standing co-habitation, it will normally be possible to apply for a tourist visa for your partner which will be valid for the same period as your work permit.

At least 72 hours prior to entering the USA, you must apply for a so-called **ESTA** authorization on the web. The authorization replaces the green form which was previously handed out on the plane. Without an ESTA authorization, you cannot enter the USA. The registration is valid for 2 years, but must be updated upon reentry.

You can read more about the rules at the [Embassy of the United States website](#) in good time before your travel, and you can find further information at [the Danish Foreign Ministries website](#).

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## **Danes Worldwide**

Danes Worldwide is an organization that has existed since 1919, and who represents more than 250,000 Danes worldwide. Danes Worldwide helps global Danes regarding their stay and work outside the boundaries of Denmark and makes it easier for them to return to Denmark.

Danes Worldwide offers e.g.:

- Danish online courses abroad or a summer school in Denmark for children that can help the children to maintain the Danish language and preserve the memory of the Danish culture.
- Networking abroad where you can meet other Danes.
- Guidance and counselling about living abroad and returning to Denmark.

It costs 780 DKR for a family membership a year, which covers children living at home until they are 18 years old. You can save money by signing up for more years at a time.

You can read more at the website for Danes Worldwide at:  
<http://www.danes.dk>.

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## **With reservation**

This is not an exhaustive list of what you have to remember in connection with your stationing abroad. For more information please take a look at SDU-net [here](#). (Hvorfor kan der ikke linkes til den engelske side?)

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## ***During the stay abroad***

- Remember to stay in contact with family and friends in Denmark
- Remember to stay in contact with your professional network in Denmark
- Register with the local authorities in the country of residence
- Should you open up a foreign bank account?
- Remember to hand in your tax return (selvangivelse) in Denmark
- Find a doctor in the country of residence
- Find phone numbers for emergency calls in the country of residence
- Find activities in the country of residence (e.g. [Danes Worldwide](#) for support and networking)
- Do not be afraid to ask your new colleagues, a secretary from your Department or any other person, if you are having any doubts or questions along the way. Most people can fully understand that there is a lot to cope with, when you arrive in a new country, and that there are a lot of new things that you want/need to get familiar with.

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## ***Return to Denmark***

Please remember to let the Personnel Case Manager for your Faculty at the HR-service and your Department/Center at SDU know, if you return before or after, you are expected in Denmark from your stationing abroad.

### **Unemployment insurance fund**

If you have cancelled your unemployment insurance fund membership while abroad, you should think about whether to sign up after your return.

#### **Stay in EU/EEA for less than 5 years**

If you have been employed locally in another EU/EEA-country for less than five years, you are entitled to unemployment benefit upon your return to Denmark. However, you must satisfy the general conditions for receiving unemployment benefit and apply for membership of a Danish unemployment insurance fund within eight weeks of ceasing to be covered by unemployment insurance in the other EEA-country.

#### **Stay in EU/EEA for more than 5 years**

If you have been residing abroad for more than five years, you must find employment in Denmark within eight weeks of ceasing to be covered by unemployment insurance in another EEA-country in order to qualify for membership of a Danish unemployment insurance fund and have your insurance periods transferred from the other EEA-country.

#### **Stay in a non-EU/EEA country**

If you have been staying in a non-EU country, and you wish to become a member of a Danish unemployment insurance fund upon your return, you will join as a new member, which means that you will be entitled to unemployment benefit once you have been a member for at least one year, and once you have had the equivalent of at least one year of full-time work.

### **Car and driving license**

If bringing a car on foreign number plates into Denmark, you must present the car to the Danish Tax Agency, for assessment within 14 days. You will then have to pay Danish registration tax based on the assessed price, after which the car can be issued with Danish number plates.

If you hold a foreign driving license when moving back to Denmark, you may have to swap it for a Danish driving license. Please contact the municipal Citizens Service Center. See more at [Borger.dk](https://borger.dk).

## Childcare

If you have children, you can visit [borger.dk](http://borger.dk) to read about [childcare](#) and [schooling and the educational system](#). See more at [Borger.dk](http://Borger.dk).

You can also contact the municipal Citizens Service Center for further information about childcare institutions, schools etc. The Citizens Service Center will also be able to tell you about child benefit etc.

## Doctor

When registering with the National Registry Office, you must inform the Citizens Service Center about the family doctor you want to use; if you fail to do so, a family doctor will be allocated automatically. You can have a look at the list of family doctors who accept new patients in advance – see List of family doctors (including consultants) at [sundhed.dk](http://sundhed.dk).

Within two to three weeks of registering with the National Registry Office, you will receive a health card (formerly health insurance card). See more at [Borger.dk](http://Borger.dk).

## National Registry Office

If you have deregistered from the National Registry Office when you left Denmark, you must remember to register again upon your return.

To register, you must report in person to the Citizens Service Center in the municipality to which you are moving. There you must register with the National Registry Office, choose a family doctor etc. You must register within five days of moving back to Denmark.

You also need to find a new doctor in Denmark, if you deregistered at the [Danish National Population Register](#) (Folkeregistret) during your stay abroad.

## Residence

What about accommodation in Denmark? Have you got a residence to return to, or do you need to look for something new?

Please remember to subscribe for home- and content insurance, if you unsubscribed during your stay abroad.

You also need to order relocation of your personal belongings in due time before you are going back to Denmark.

## **Post**

Subscribe to the newspapers/magazines, you unsubscribed before going abroad, if you want to.

## **Residence permit for a foreign spouse**

The applicable family reunification rules depend on whether your spouse is an EU/EEA citizen (including citizens from the Nordic countries) or a non-EU/EEA citizen.

Read more at [Borger.dk](https://borger.dk) and at [www.newtodenmark.dk](http://www.newtodenmark.dk).

## **Pension from abroad**

You can read more about the different types of pension in Denmark, and about the rules for pension which is saved in another country [here](#). You can always contact [Udbetaling Danmark](https://udbetalingdanmark.dk), if you have questions regarding pension.

## **Tax**

It is a good idea always to contact the Danish Tax Agency, when you are moving back to Denmark to get your tax issues clarified. You can read more at [skat.dk](https://skat.dk).

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## **With reservation**

This is not an exhaustive list of what you have to remember in connection with your stationing abroad. For more information please take a look at SDU-net [here](#). (Hvorfor kan der ikke linkes til den engelske side?)

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