

News from SDU HR Staff, International Staff Office (ISO)

February 2026

Contents

Collaboration between International House Odense and ISO	1
Tax webinar for international researchers — 24 March 2026.....	2
Tax advisory services for new international employees	3
Workplace abroad	3
Guest researchers and guest PhD students	4
International PhD students and leave	5
Mark your calendar for June 4, 2026	5

Collaboration between International House Odense and ISO

International House Odense (IHO) opened in September 2025 in Borgernes Hus and serves as a central service for all international workers and students in Odense. IHO is a newly established unit replacing International Community Odense (ICO). For the past decade, this unit has been a close and valuable partner for ISO and SDU, especially in relation to events and activities for our international colleagues.

IHO supports all international workers in Odense.

They advise students, employees, and accompanying family members across both private and public workplaces. IHO therefore has a very broad target group, whereas ISO specifically advises SDU employees. For example, both IHO and ISO host tax seminars: IHO's version is general and open to all international citizens, while ISO's is specifically targeted at university employees and includes information about the researcher tax scheme.

ISO advises SDU employees

In addition to practical matters such as residence and work permits, CPR numbers, tax, and pensions, ISO also collaborates with SDU's Housing Office to support housing searches, provides help for accompanying family members, including information about daycare institutions and schools, as well as direct contact to a job consultant for accompanying partners.

We encourage departments to contact ISO directly regarding questions from or about international employees. If an inquiry is better handled by IHO, we will guide the employee further and establish contact with IHO.

International Night 2026: a joint event between IHO and ISO

IHO and ISO will host International Night on 13 March 2026 — a networking event for internationals in Odense.

Tickets (without dinner) are available until the day of the event.

Please share the [information](#) with international colleagues.

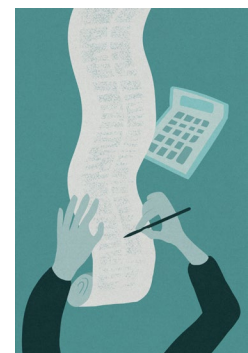


Tax webinar for international researchers — 24 March 2026

In collaboration with the Danish Tax Agency, Aarhus University hosts a tax webinar twice a year for international researchers and PhD students. Both the regular tax scheme and the researcher tax scheme will be presented. Participants will be able to ask questions during the webinar.

The next webinar will be held on 2 March 2026, 17:00–19:00.

Sign up via [link](#)



Tax advisory services for new international employees

At the beginning of 2025, SDU entered into an agreement with KPMG regarding tax advisory services for new international employees moving to Denmark.

We highlight this option again, as the announcement did not reach everyone in May 2025. The department covers the fee, and such advisory services must be approved by the head of department.

Read more about the agreement [here](#).

Workplace abroad

If an employee works from abroad, it affects tax, insurance, social security, and any residence and work permits, and may have financial consequences for both the department and the employee. Therefore, it must be stated in either the employment contract or as an addendum to the existing employment contract (e.g., in connection with secondments).

Why SDU HR must be informed:

- When requesting employment, if workplace abroad is agreed from the start
- When an employee changes to workplace abroad during the employment period

The information is required as documentation for both Danish and foreign authorities.

Inform SDU HR's functional mailboxes in the individual main areas:

Faculty	Mailbox	Email
SUND	SDU HR-SUND mailbox	sdu-hr-sund@sdu.dk
NAT	SDU HR NAT mailbox:	sdu-hr-nat@sdu.dk
TEK	SDU HR-TEK mailbox:	sdu-hr-tek@sdu.dk
SAMF	SDU HR-SAMF mailbox:	sdu-hr-samf@sdu.dk
HUM	SDU HR-HUM mailbox:	sdu-hr-hum@sdu.dk
FÆLLES	SDU HR-FÆL mailbox:	sdu-hr-fa@sdu.dk

We encourage all departments to reach out to [ISO](#) if you have any questions regarding the consequences of an employee working abroad.

Guest researchers and guest PhD students

ISO assists both employees and guests with residence and work permit applications, visas, referrals to SDU's Housing Office, and CPR registration. It is important that the department informs ISO as early as possible when a guest is expected or when the stay needs to be extended.

Important rules (especially for non-EU citizens):

- Guests may not study or work at SDU on a tourist visa.
- Permanent residence in another EU country does not grant the right to work or study in Denmark.
- A guest's citizenship determines whether a visa or residence permit is required.

The overview below provides a general description of the visa and/or residence and work permit requirements for different types of guests.

	Non-EU citizens	Inform ISO no later than	General information
Ph.d.-students	Must always hold a valid residence and work permit	2 months before the visit commences	Ph.d.-students with a non-EU citizenship must always hold a valid residence and work permit. Ph.d.-students that have valid Schengen-visas may participate in ph.d.-courses and workshops without a separate permit.
Guests – more than 90 days	Must always hold a valid residence and work permit	2 months before the visit commences	Guests with a non-EU citizenship must always hold a valid residence and work permit.
Guests – less than 90 days	Must hold a valid work visa, if their citizenship is from a country where an entry visa is required.	1 month before the visit commences	Guests from a visa-required country must always have a valid visa, if they are to perform work at SDU. Guests with a valid Schengen-visa may visit SDU without a separate permit if their stay in the Schengen area does not exceed 90 days within a 180-day period.

EU citizens may study and work in Denmark without special permits.

International PhD students and leave

PhD students with a residence and work permit are bound by SIRI regulations:

- They must be enrolled full-time and study full-time
- They cannot switch to part-time
- They cannot take leave (except parental leave)

Long-term illness may cause complications, as there is a risk of having the residence and work permit revoked. These rules apply to both employees and guest PhD students.

SDU (ISO) is obligated to report all types of leave to SIRI.

Mark your calendar for June 4, 2026

June 4, 2026, 12:30-2:30 PM, the ISO information meeting will take place. We are preparing an exciting program and can reveal we have invited KPMG for a presentation on social security when working abroad.

