

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

March 2024

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Guest Researchers and Guest PhDs

The International Staff Office also handles the process for requesting work and residence permits or visa applications for SDU's guest researchers and PhDs.

It's important to distinguish between permits for guest researchers and guest PhDs. Therefore, please specify whether your guest is a researcher or a PhD student.

A guest PhD refers to someone who is a PhD student in their home country, and their stay at SDU is part of their PhD studies (e.g., an environmental change), even if they are not formally enrolled at SDU.

Personnel changes

As of March 19, we bid farewell to Hanne Oxvang, who has been the primary contact person for international employees in TEK, SAMF, and FÆLLES. Hanne has completed her fourth maternity leave substitute here at the ISO, this time covering for Katrine Lehmann.

This also means that on April 3, we welcome Katrine back from her maternity leave.

Information about TIN (Tax Identification Number)

ISO and the SDU salary administrations office (SDU Løn) continue to focus on TIN, which must be reported by all salary and pension recipients residing outside Denmark. You will now see TIN included in the information form used for employment requests for positions without public announcements ([stillingen uden opslag](#)). It is essential to use the latest form via the provided link.

We are working on integrating TIN into HCM and the ORC flow, but we recognize that other critical matters need prioritization currently. Therefore, this process will continue manually until further notice.

For more information about TIN, visit ISO's [website](#) or direct any questions to iso@sdu.dk.

Seminar on International Research Mobility

There are still a few available spots for the AEU seminar on international research mobility, which will be held right here in Odense on April 18-19 at ODEON. Please note that the seminar is held in Danish.

Brief overview of the Seminar:

“The primary audience for this seminar includes employees from Danish universities who regularly engage in tasks related to rules and procedures concerning international research mobility. This group encompasses staff members in “international staff” units as well as HR personnel from institutes, faculties, research centers, and Ph.D. schools. The seminar is relevant for both newly hired employees and those who have previously participated in the seminar.”

For more information, please visit the [official seminar page](#).

Since the registration deadline has passed, please contact [Chalotte S. Rasmussen](#) for registration details.