|  |  |  |
| --- | --- | --- |
| **Gæstemeddelelsen** | Please read the guidelines regarding price etc. on the next page carefully before filling out the form! | **Guest notification form** |
| Gæstens navn |  | Name of guest |
| Fødselsdato & køn |  | Date of birth & gender |
| Eventuel ledsagers navn |  | Name of possibly accompanying partner |
| Antal børn |  | Number of possibly accompanying children |
| Børns alder |  | Children’s age |
| Rygere | Ja |[ ]  Yes | Nej |[ ]  No | Smoker |
| Nationalitet |  | Nationality |
| Gæstens privatadresse |  | Home Address |
| Gæstens E-mail |  | Guest’s e-mail |
| Gæstens telefonnumre |  | Guest’s phone numbers |
| SDU Institut |  | Host department |
| SDU Ansættelsesforhold |  | Conditions of SDU employment |
| SDU kontaktperson |  | SDU contact person |
| Kontaktpersons E-mail |  | Contact’s e-mail |
| Kontaktpersons Telefonnumre |  | Contact’s phone numbers |
| Hvem betaler huslejen? | Gæst |[ ]  Guest | Who is paying the rent? |
|  | Institut |[ ]  Department |  |
|  | Ekstern fond |[ ]  External fund |  |
|  |  |  |
| Har du bil mens du er i Danmark? |  Ja [ ]  Yes Nej [ ]  No | Will you have a car while in Denmark? |
| Ansættelsesdato på SDU |  | Date of start of employment at SDU |
| Forventet ankomstdato |  | Date of expected arrival |
| Forventet afrejsedato |  | Date of expected departure |
| **Boligønske** |  | **Preferences for accommodation**  |
| Campus by |  Odense [ ]  Sønderborg [ ]  |  | Campus city |
| Maksimum husleje, inkl. forbrug |  | DKK | Maximum level of rent, including utilities |
| Bad | Eget |[ ]  Own | Delt |[ ]  Shared | Bath |
| Køkken | Eget |[ ]  Own | Delt |[ ]  Shared | Kitchen |
| Bolig størrelse |  | M2 | Size of accommodation |
| Antal værelser | [ ]  1 room [ ]  2 rooms[ ]  3 rooms [ ]  4 rooms |  | Number of rooms (including living room) |
| Type bolig | Enkeltværelse |[ ]  Single room | Type of accommodation |
|  | Dobbeltværelse |[ ]  Double room |  |
|  | Lejlighed |[ ]  Apartment |  |
|  | Hus |[ ]  House |  |
| Møbleret (vi har primært møblerede boliger) | Fuldt |[ ]  Completely | Furnished (we primarily have furnished accommodations) |
|  | Delvist |[ ]  Partly |  |
|  | Ikke |[ ]  Not |  |
| Andre ønsker eller kommentarer |  | Other wishes or comments |
| Skemaet udfyldes og sendes til SDUs Boligformidling (bolig@sdu.dk) senest 2 måneder før gæstens ankomst (for enlige, der kun behøver et værelse, dog senest én måned før ankomst). Vigtigt: Angiv ikke personfølsomme eller fortrolige oplysninger i dette skema. Såfremt denne information er relevant ift. din boligansøgning, så ring til Teknisk Service Boligformidling. Du kan finde kontaktoplysninger på næste side | The form, duly filled out, is to be sent to the Accommodation Office (bolig@sdu.dk) 2 months before the guest’s arrival date. (1 month for guests requiring only a single room). Important: Please do not write personal or sensitive information in this form. Provided that this information is relevant to your application for accommodation, please call the Accommodation Office. You can find the contact information on the next page. |

**Guidelines for Accommodation for Visiting Staff at the University of Southern Denmark.**

The department hosting the guest has the final responsibility of finding accommodation for the visiting staff.

On request, Technical Services in Odense assists in finding accommodation for visiting staff to the campus in Odense. But accommodation is not guaranteed.

Please note that you can only expect to receive one accommodation offer. The offer you will receive is the best we can offer you, given your preferences. Therefore, you cannot expect to receive multiple offers to choose between. We may not be able to offer you an accommodation with a lease-start on your arrival date. Sometimes, the offered accommodation will not be available untill 1-4 weeks before or after your arrival. In case the start date is after your arrival, we will try to find a temporary accommodation for you until you are able to move into the accommodation. This temporary accommodation may be a hotel room at a discounted rate, but it could also be an accommodation with a private landlord. In case the start date is before your arrival, you will have to pay rent from the start date, even if you arrive later.

Please note that the Accommodation Office merely facilitates contact between you and the landlord. The Accommodation Office is not responsible for the state of the accommodation or the legal contract between you and the landlord. However, we strive to quality check both the accommodation and landlord.

**Price Range:**

A furnished room with access to a shared kitchen and bath costs between DKK 3,500 – 4,500 DKK per month including utilities. The rent for apartments and houses varies between 6,000 – 12,000 DKK per month including utilities. Generally, accommodations in Odense M and Odense C are more expensive than accommodations in other places in Odense. Likewise, the rent increases according to the number of rooms, as well as how new the accommodation is.

**Location:**

We guarantee that the accommodation will not be located more than 10 km from the university. We cannot guarantee that it will be any closer to the university than this.

 **Furnished/Unfurnished:**

We mainly have furnished accommodations available. Furnished accommodations have standard furniture as well as kitchen utensils. If you wish to have an unfurnished accommodation, please request this in the form and we will attempt to find this for you.

**Length of stay:**

We primarily assist guests who are going to be here for at least one month. We will attempt to find accommodation that is available for your entire stay in Denmark. However, we may only be able to find accommodation for the initial period of your stay.

**Who gets assistance:**

We offer assistance to SDU employees and guests who have not yet arrived in Denmark. Employees who are currently living in Denmark will not be able to get assistance.

Guests who have been offered temporary accommodation will have to find new accommodation on their own when their rental period runs out.

**Important about rent and signing the contract:**

Please note that you are liable for rent when you have signed a contract. If you have signed a contract but are not able to come to SDU after all, you will be liable for rent for the accommodation for three months.

**How to contact the Accommodation Office:**

E-mail: bolig@sdu.dk

Søren Ulbjerg Sørensen: 6550 2053

Freja Line Molnit: 6550 2995

Address:

Accommodation Office, SDU, Campusvej 1, 5230 Odense M.

 **Terms and Conditions for your personal data**

These terms and conditions describe how your personal data is handled and used in the process involved in applying for housing.

Applicant hereby authorizes The Accommodation Office to store, disseminate and disclose the following information to the landlord prior to and during the rental period:

name, address, telephone number, email address, birthday, nationality, date of entry and date of leaving, study program.

The communication to the applicant will only be attachments relating to housing.

**How we process your information**

The University of Southern Denmark will treat the information confidentially in accordance with the Personal Data Processing Act, the Criminal Code and the Public Administration Act. The information will not be disclosed or transferred to unauthorized persons or otherwise used by unauthorized persons. Your personal information will only be available to employees at the University of Southern Denmark and the landlord.

**We keep your information safe**

As a data controller, the University of Southern Denmark has taken the necessary technical and organizational security measures against the destruction, loss or deterioration of the information, and the disclosure of information to the unauthorized person, misused or otherwise processed in violation of the Personal Data Act.

**If you want your information deleted**

The University of Southern Denmark will delete or anonymize the information when the purpose of storing the information is no longer present.

You are made aware that,

• you can always revoke your consent, in which case the University of Southern Denmark will ensure that all personal information about you will be deleted immediately,

• You are entitled to insight into the information processed about you,

• You have the right to request rectification or deletion of incorrect information, and

• You have the right to appeal to the Data Inspectorate regarding the processing of personal data about you.

If you have questions, you can contact us at bolig@sdu.dk

All information is stored in a secure database that can only be accessed by the staff in The Accommodation Office.

It will always be possible to withdraw consent by writing to bolig@sdu.dk.