



## Documents you must bring for CPR and Residence Certificate registration

Please bring all needed copies and prints *from home*, and make sure **all information** is visible on your copies. The International Centre is unfortunately **not** able to make copies for you.

If you do not bring the required documents, you will need to register on your own which will be more time-consuming and complicated.

### EU-CITIZENS (including Liechtenstein and Switzerland):

- ORIGINAL (VALID) PASSPORT / NATIONAL ID CARD
- 2 COPIES OF PASSPORT (photo page) / NATIONAL ID CARD (front and back)
- 1 PASSPORT PHOTO (**not** a copy)
- 1 COPY OF LETTER OF AU-ENROLLMENT (Downloaded and printed no more than 3 months before you apply. Below you can see where to access the AU-Enrollment Letter)
  - **Exchange Students (1 or 2 semesters):** mit.au.dk → log in → Exchange Application(in the left side) → download Letter of Enrollment
  - **Full Degree Students (2 or 3 years):** mit.au.dk → log in → Student Self-Service(STADS) → log in → Transcripts → Chose from the list → Confirmation of Enrollment
- 1 COPY OF THE BLUE EUROPEAN HEALTH INSURANCE CARD (front and back) /OR OTHER PRIVATE HEALTH INSURANCE
- 1 COPY OF DANISH HOUSING CONTRACT / HOUSING OFFER WITH DANISH ADDRESS AND YOUR NAME
- COMPLETED RESIDENCE CERTIFICATE APPLICATION (will be in arrival pack)
- COMPLETED APPLICATION FORM FOR CPR (will be in arrival pack)
- IF YOU MOVE TO DENMARK FROM ANOTHER NORDIC COUNTRY: DOCUMENTATION OF YOUR NORDIC SOCIAL SECURITY NUMBER
- EU RESIDENCE CERTIFICATE WHEN OBTAINED AT SIRI (This will be possible during the AU Intro Days)

### NON-EU CITIZENS:

- ORIGINAL (VALID) PASSPORT
- 1 COPY OF PASSPORT (photo page)
- 1 COPY OF RESIDENCE PERMIT LETTER
- 1 COPY OF DANISH HOUSING CONTRACT / HOUSING OFFER WITH DANISH ADDRESS AND YOUR NAME
- COMPLETED APPLICATION FORM FOR CPR (will be in arrival pack)
- IF YOU MOVE TO DENMARK FROM ANOTHER NORDIC COUNTRY: DOCUMENTATION OF YOUR NORDIC SOCIAL SECURITY NUMBER

### NORDIC CITIZENS (Finland, Iceland, Norway, Sweden):

- ORIGINAL (VALID) PASSPORT / NATIONAL ID CARD
- 1 COPY OF PASSPORT (photo page) / NATIONAL ID CARD (front and back)
- 1 COPY OF THE BLUE EUROPEAN HEALTH INSURANCE CARD (front and back)
- 1 COPY OF DANISH HOUSING CONTRACT / HOUSING OFFER WITH DANISH ADDRESS AND YOUR NAME
- DOCUMENTATION OF YOUR NORDIC SOCIAL SECURITY NUMBER
- COMPLETED APPLICATION FORM FOR CPR (will be in arrival pack)

**If you are married/divorced or if you move to Denmark with children**, please contact the citizen service at Dokk1 for further instructions.

PLEASE TURN THE PAGE



**If you have not brought passport photos you can have one taken at:**

Japan Photo – Storcenter Nord

Finlandsgade 17  
8200 Aarhus N

Mon-Fri: 10.00-19.00

Sat: 10.00-17.00

**Copies/prints of the required documents can be made at:**

Trøjborg Kopicenter

Tordenskjoldsgade 40  
8200 Aarhus N

Mon-Thurs: 9.30-17.30

Fri: 9.30-16.30

Sat-Sun: 10.00-12.00

Nemprint

Banegårdsgade 16  
8000 Aarhus C

Mon-Fri: 9.00-17.00

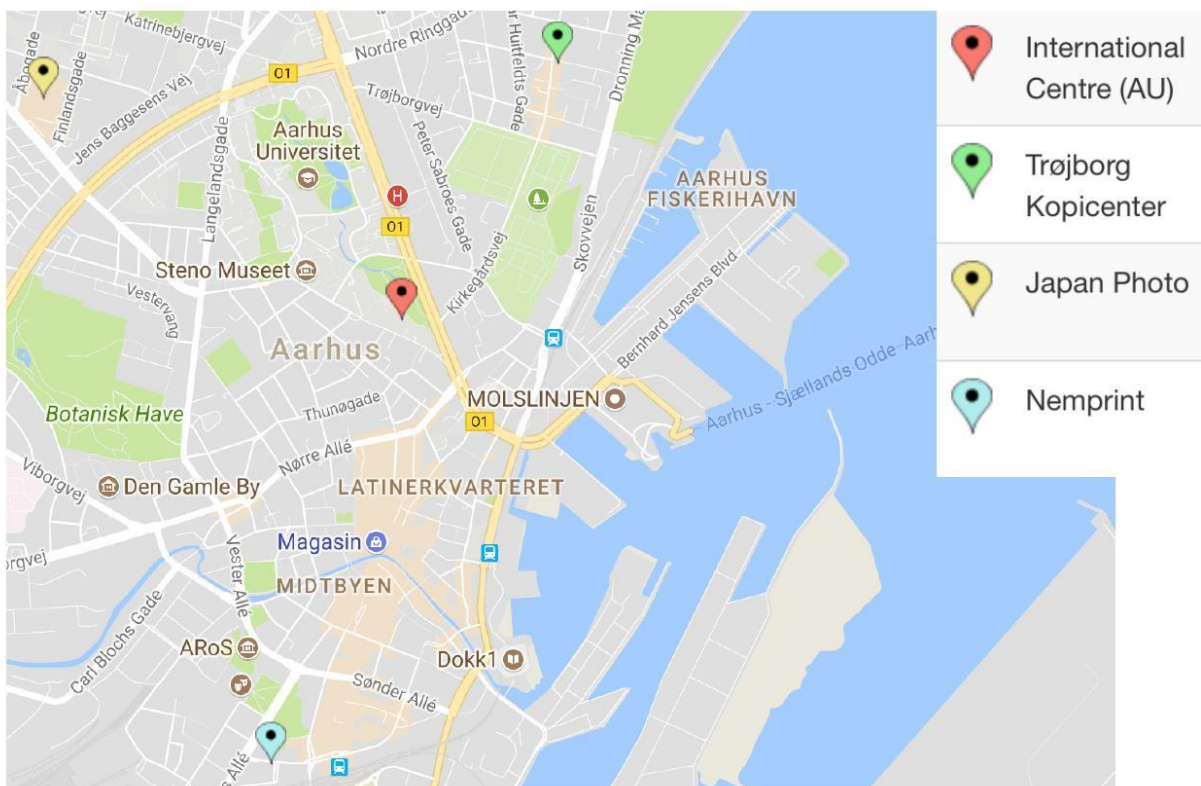
**Citizen Service at Dokk1**

Hack Kampmanns Plads 2  
8000 Aarhus C

Mon-Weds: 10.00-16.00

Thurs: 10.00-18.00

Fri: 9.30-16.30



**The Residence Certificate (only EU citizens) is obtained at SIRI in the city center, this can be done during the AU Intro Days.**

SIRI – New to Denmark

Åboulevarden 31, 1  
8000 Aarhus C

Opening hours:

Mon: 9.00-15.00

Weds: 9.00-15.00

Fri: 9.00-13.00

**During the AU Intro Days SIRI will have special opening hours. See the AU Intro Days Programme.**

