Copenhagen Business School

2018-19

A University of Richmond Exchange Program

http://www.cbs.dk/en/international-opportunities/international-students

*Most of the information in this booklet has been copied from the website listed above.
# Table of Contents

- CONTACT NAMES & IMPORTANT NUMBERS ............................................................... 3
- IMMIGRATION ........................................................................................................... 4
- ARRIVAL .................................................................................................................. 6
- HEALTH .................................................................................................................. 7
- SAFETY .................................................................................................................... 8
- TRANSPORTATION ................................................................................................. 10
- COSTS ..................................................................................................................... 10
- HOUSING ............................................................................................................... 13
- GYM MEMBERSHIPS .............................................................................................. 13
- FOOD ..................................................................................................................... 13
- BANKING ............................................................................................................... 14
- WORK IN DENMARK .............................................................................................. 15
- DATES OF TERM .................................................................................................... 15
- CLASSES & REGISTRATION .................................................................................. 16
- EXAMS AND PROCTORS ...................................................................................... 17
- COMPUTING SERVICES, EMAIL, & CELL PHONES ............................................. 17
- WEATHER/WHAT TO PACK .................................................................................. 18
- BOOKS, FILMS, & RECORDINGS ABOUT DENMARK ........................................... 19

---

**May 8, 2018**

*This document represents the most accurate information available at the time of publication. Statements contained herein are not contractual obligations, and verbal or other representations that are inconsistent with or not contained within the document are not binding. The University of Richmond reserves the right to change, without specific notice, programs and the conditions under which they are offered.*

*Students must be aware that not all circumstances are predictable and that one must take self-responsibility very seriously. The University, its agents, and employees cannot be held responsible for the actions of the host institution or of the student.*
CONTACT NAMES & IMPORTANT NUMBERS

Richmond

Amy Bergmann, Study Abroad Advisor
Work: (804) 289-8817 Home: (804) 233-7313 Fax: (804) 289-8904
E-mail: abergman@richmond.edu
Website: http://studyabroad.richmond.edu/

Dr. Tom Cosse, Associate Dean of International Business
Tel: 804-289-8572 Fax: 804-287-1924
Email: tcosse@richmond.edu

Copenhagen Business School
The International Office
Porcelaenshaven 18A
DK-2000 Frederiksberg
Denmark
rec.intoff@cbs.dk / rec.io@cbs.dk
Tel: 011-45-3815-3006 (Reception)
Fax: 011-45-3815-3825

Mr. Tom Dahl-Østergaard, Head of International Office
tda.intoff@cbs.dk

(Primary CBS contact for UR students)
Ms. Nina Iversen (while Ms. Anette Hove-Cox, our usual contact, is on leave)
E-mail: receipt.intoff@cbs.dk

NOTE: The office is physically located in the building at Porcelaenshaven 18A on the CBS campus in the Copenhagen suburb of Frederiksberg. The office assists both full time CBS degree students as well as all incoming exchange students from partner universities. Office hours are 9:30 am -12 pm and 1 pm – 3:00 pm, Monday-Friday. They are closed on public holidays. Appointments may be necessary.

Most of the information you need is available on the web at

CBS will also be mailing/emailing you information. Please read this and all information about your program carefully and share this with your parents.
IMMIGRATION

For the most up-to-date information, check the web pages linked below. Students should apply as early as they are able as it can take as long as 2 months to get the residence permit (note you may apply no earlier than 3 months in advance and must complete it no later than 30 days after CBS starts the process on your behalf).

Students must have a valid passport (if you are a U.S. student, directions for obtaining the passport are given in the Study Abroad Handbook on the OIE website, or go to http://travel.state.gov/content/passports/en/passports.html) and valid student permit (residence permit) in order to enter Denmark.

Instructions for the student permit may be found here: http://www.nyidanmark.dk/en-us/coming_to dk/studies/how_to_apply.htm and here: http://usa.um.dk/en/travel-and-residence/studying-in-denmark/. In addition to this information, UR students can read instructions from CBS in the CBS Anticipating Arrival Guide. It is important to read these materials carefully and to submit the application for the residence permit at least 2 or even 3 months prior to departure.

Application: CBS will start the process by filling out their portion of the ST1 form for a student permit, which they will email to you along with your acceptance letter. After you receive this, you may complete your student portion of the ST1 application (see link on this page: http://www.nyidanmark.dk/en-us/coming_to dk/studies/how_to_apply.htm). You will request a case order ID #, pay the fee (see below), and then submit the completed and signed application (with enclosures) detailed below.

All applications will be processed by the Danish Consulate General in New York. However, submission of biometrics (see below) has been outsourced to a company called VFS Global, which is operated by Travisa. There are outsourcing offices in Washington, D.C., New York, Chicago, Houston, and San Francisco. For more information, see here: http://usa.um.dk/en/travel-and-residence/visa/where-to-apply/.

Biometrics: In order to obtain a residence permit for Denmark, students must submit their “biometrics” (fingerprint scans, photos). Biometrics must be given in person. This can be done at the many VFS Global locations (New York, Chicago, Houston, San Francisco, or Washington, DC) by appointment only*. To schedule an appointment, go here: http://usa.um.dk/en/travel-and-residence/visa/where-to-apply/ and scroll down
to the relevant VFS Global location listing. You will see a line that reads, “Schedule an appointment here” with a link.


**Financial Documentation:** Part of the process includes providing proof that you can support yourself during your studies. Usually this is in the form of a financial aid/scholarship award letter, personal bank statement, or trust account statement in your own name only (no joint accounts allowed). Currently there is conflicting information online about the minimum requirement. One web page ([https://www.nyidanmark.dk/en-GB/You-want-to-apply/Study/Higher-education](https://www.nyidanmark.dk/en-GB/You-want-to-apply/Study/Higher-education)) shows it is **6,090 DKK/month**, which is approximately **$970 per month of study** (based on exchange rate from 5/8/2018). Another page ([http://usa.um.dk/en/travel-and-residence/studying-in-denmark/](http://usa.um.dk/en/travel-and-residence/studying-in-denmark/), the checklist) states a minimum of **$1,000/per month** of study must be shown (likely making an overestimate to accommodate the fluctuating exchange rate). OIE recommends showing the higher amount, to be safe. Be sure to multiply this by the number of months you will be in the country to get the total amount.

- One of the documents you will want to include as part of your proof of finances is the letter given to you by the OIE that shows you do not need to pay CBS tuition (since you are charged UR tuition). This way they should not ask you to show that you have paid CBS tuition, since UR pays this on your behalf.

- Students who receive financial aid *in excess of UR tuition* (for example, if you are expecting to receive aid to cover some of your room/board expenses abroad), then you will want to ask the Financial Aid Office ([finaid@richmond.edu](mailto:finaid@richmond.edu)) for a **Fund Certification Letter**. Please request this letter at minimum 1 week in advance.

**Other Submissions:** Students will also need to submit their valid, original passport and a color copy of all pages of the passport (even including the cover). Most students will submit this when they go to their biometrics appointment, but if you need to mail it in, please note that passports should only be sent via traceable mail courier service such as Federal Express or Express Mail (be sure to note any tracking numbers before you send the package). Read the instructions carefully to make note of any other documents that need to be submitted (such as receipt of fee payment, acceptance letter from CBS, etc.).

**Fees:** For a current listing of the permit application fee, see [http://www.nyidanmark.dk/en-us/coming_to_dk/fee/about_fees/overview-of-case-categories-and-fees.htm](http://www.nyidanmark.dk/en-us/coming_to_dk/fee/about_fees/overview-of-case-categories-and-fees.htm). Payment to Danish Immigration Service is to be paid online via credit/debit card or via bank wire transfer (no checks/no cash). If you pay by bank wire transfer, make sure to include enough funds for the wire transfer fee as well, so that the amount you send does not fall short, or your application may be rejected. Instructions for this are provided here: [https://www.nyidanmark.dk/en-](https://www.nyidanmark.dk/en-).
The amount is **DKK 2,110** (which converts to approximately **$336 USD** at time of printing; actual amount will vary per exchange rate at time of application). There is an additional **$33** fee that goes to VFS Global, assuming you use their service.

A **separate payment** must also be given to the New York Consulate General. The recommended form of payment is via a **money order** (they do not accept credit/debit card payments or personal checks). At time of printing this fee was **$241 USD**. See here: [http://usa.um.dk/en/travel-and-residence/fees/](http://usa.um.dk/en/travel-and-residence/fees/). There is an **additional $25 fee** to send the passport (with visa/permit enclosed) back to you via Federal Express if you cannot pick up your passport.

**Tip!** Remember that the fees to obtain a student residence permit can be reimbursed to you by the Office of International Education (application fees only; not the express mail fees, nor biometrics cost, nor cost of traveling to VFS Global, etc.). Be sure to submit receipts within 60 days. See Reimbursement section of OIE website: [http://international.richmond.edu/semester/finances/reimbursements/index.html](http://international.richmond.edu/semester/finances/reimbursements/index.html).

Once you receive your passport with residence permit back, do not pack these **items in your checked luggage, and do not enter the country as a tourist**. Carry your passport with you on your person or in your carry-on luggage. Make sure that the immigration officer properly stamps your passport upon entering Denmark.

**ARRIVAL**

CBS has a "Buddy System" in place, which means that UR students can register to be assigned a Danish student as a "buddy" to help you with the first few weeks in your new surroundings. The buddies are happy to help show you around your new campus, give you advice about where to shop, etc., but please keep in mind that they often hold jobs in addition to being full-time students, so please understand that they might have to limit the number of hours they can use on being a buddy. Fill out this form to make sure the buddy program has all of your information: [https://spreadsheets.google.com/viewform?hl=en_GB&formkey=dHRxdkw0Z0VDMGNWdldUnJfUjMg6MA](https://spreadsheets.google.com/viewform?hl=en_GB&formkey=dHRxdkw0Z0VDMGNWdldUnJfUjMg6MA). **The deadline to register for a buddy for fall 2018 is June 1.**

*Note that if you indicated you wanted a buddy on the CBS application, you should already be signed up for this program.*

In mid/end of July (fall) or mid/end December (spring), you will receive the name and contact information for your buddy. Your buddy will then meet you at the train station or airport when you arrive and will accompany you to the address where you are going to live during your stay at CBS. It will only be possible for your buddy to assist you if you inform CBS as soon as possible (ideally by August 5/January 5) when and where you will arrive, the number of your plane or train, and the time of your arrival. Please fill out
the *arrival form* when you have gathered this information. You should also email this information to your buddy directly when you get his/her contact information. If you have not been able to get in touch with your buddy one week prior to your scheduled date of departure, please contact the Buddy Coordinators at: buddy.intoff@cbs.dk. Consequently, if they do not receive any information from you about your travel arrangements, there will be no one to meet you at the train station or airport and you will have to find your lodgings yourself.

**IMPORTANT!** Even if you properly notified CBS of your arrival details, in case of any problems with your arrival (delayed or missed flights) or with the pickup (you cannot find your buddy), *you should also have the address of your lodging and directions or a city map with you upon arrival, in case you need to make your way on your own.* If you need assistance, please contact the International Office at (+45) 3815.3006 or (+45) 3815.3084. Please keep in mind that the International Office is only open during normal office hours, namely 9:30 am -12 pm and 1 pm – 3:00 pm, Monday-Friday (closed Saturdays and Sundays).

To learn more about the buddy program visit: [http://www.cbs.dk/en/international-outreach/international-students/guestexchange-student](http://www.cbs.dk/en/international-outreach/international-students/guestexchange-student). Scroll down to click on the “Cultural Immersion” tab and select “Buddy Programme.”

**HEALTH**

Check the following web page for the latest health updates concerning Denmark: [http://wwwnc.cdc.gov/travel/destinations/denmark.htm](http://wwwnc.cdc.gov/travel/destinations/denmark.htm). If you plan to travel, it is important to check the CDC’s webpage for information regarding health issues in other regions/countries as well: [http://wwwnc.cdc.gov/travel/destinations/list.htm](http://wwwnc.cdc.gov/travel/destinations/list.htm). Just select the relevant country from the map or drop-down list.

Students are automatically enrolled in AXA (ACE Travel) insurance, for which the costs are paid by UR (see [http://international.richmond.edu/semester/health-safety/insurance.html](http://international.richmond.edu/semester/health-safety/insurance.html) for exclusions and details).

**CPR number**

You will apply for a Danish CPR number after you are abroad. This is your Civil Registration Number (kind of like a Social Security Number). It is used in all aspects of life in Denmark, e.g. when in contact with the health authorities, libraries, banks, etc. You can only apply for it at CPR registration once you are in Denmark and have your proof of address, etc. Once you have your number, you must inform CBS about it, as the number is used for exams and transcripts, etc.
You can learn more information about the CPR card by reading this article http://international.kk.dk/artikel/how-do-i-get-cpr-number and the card is mentioned in the CBS Anticipating Arrival Guide.

SAFETY
Students should consult the U.S. Dept of State Consular Information Sheet for Denmark facts and important safety tips: https://travel.state.gov/content/passports/en/country/denmark.html. Safety is always a concern when visiting a new country. Fortunately, Denmark has comparatively low rates of crime (though urban areas do have higher rates than more rural areas). Despite this, you should not become complacent. Keeping safe and out of trouble requires common sense and awareness of your surroundings. Take the chance to talk to local students and take heed of any advice they can offer.

The UR Office of International Education also recommends that students register with the U.S. Embassy via the STEP (Smart Traveler Enrollment Program). This makes your presence and whereabouts known, in case it is necessary for a consular officer to contact you in an emergency. During a disaster overseas, American consular officers can assist in evacuation if that becomes necessary, but they cannot assist you if they do not know where you are. You can register with the nearest U.S. embassy or consulate through the State Department’s travel registration website: https://travel.state.gov/content/passports/en/go/step.html. In accordance with the Privacy Act, information on your welfare or whereabouts may not be released to inquirers without your expressed written authorization. Registration through the website is not considered proof of citizenship. Remember to leave a detailed itinerary and the numbers or copies of your passport or other citizenship documents with a friend or relative in the United States.

For other safety tips, remember that pickpockets may target tourists, so you should try and look as much like a local as possible to blend into your surroundings. For example, planning your travel routes in advance saves looking at maps and drawing attention to yourself. Always keep an eye on your belongings, especially in crowded places such as in market areas and on subways and buses. Make sure you are careful when withdrawing money from ATMs; it is always advisable not to withdraw large amounts of money and to make sure you have stored it away safely before leaving the machine. Students in all housing locations should also be sure to lock windows and doors even when they are inside to reduce the likelihood of burglary.

Denmark’s public transport system is considered relatively safe, although late at night you may feel more comfortable by traveling in groups. If at any time you feel uneasy about other passengers, consider moving to the next carriage at the next stop or to the front of the bus. If you are traveling very late at night you may want to consider taking a taxi. If you encounter poorly lit areas, it may be best to avoid them unless you are
very familiar with the area.

**Alcohol Use and Laws**
In Denmark, as in the United States, there are high rates of drinking among youth. While drinking alcohol carries connotations of pleasure and sociability in the minds of many, harmful consequences of its use are diverse and widespread. In particular, it should be noted that the effects of alcohol consumption do raise several safety issues. It is wise not to travel home alone when intoxicated, as you could become an easy target for thieves and you may become disoriented on the public transport systems; this is where common-sense plays a great part. Students are advised to leave clubs/bars/pubs before closing time since sometimes fights may ensue when such facilities close.

The lower legal age of drinking in Denmark means local students may be more used to drinking, so moderation for Richmond students, who have typically not been of legal age to drink, is encouraged. Remember, beer in Europe and Denmark has much higher alcohol content. Don’t feel pressured to drink to excess! Drunk-driving laws are also very strict so make sure you obey them and do not get in a vehicle with someone who has been drinking.

**Drug Use and Laws**
Drug use is a growing problem in Denmark, especially among adolescents and teenagers. From cocaine to marijuana to ecstasy, so-called “recreational drug use,” particularly among club-goers, is a problem. When clubs and night spots close, there are often problems with the resultant foot and vehicular traffic on the streets. Petty crimes (theft, robberies, etc.) may be committed by drug-users to support their habit. According to the World Factbook of Criminal Justice Systems, in Denmark the “…the mere possession of narcotic drugs is criminalized…[with] a special law on drugs containing the possibility of imprisonment for a period of up to two years. Serious cases of trafficking of drugs are punished with imprisonment within a range of one month to ten years according to the Criminal Code.” Do not turn your study abroad experience into a nightmare—do not participate in drug activity of any kind.

**Fire/Natural Gas**
Students need to be aware of safety in their residence. As one would do in the U.S., be sure to locate the nearest fire escape route and know the phone numbers of emergency services in case they are needed. It is a good idea to take a battery operated smoke detector with you abroad since many buildings are older and may not have smoke detectors or sprinkler systems in place. See this website to learn more about fire safety abroad: http://www.firesafetyfoundation.org/students-parents.

As in the U.S., natural gas may be used to provide heat as well as to provide hot water. Be aware of the heating situation provided by your host institution and host residence. For locations where carbon monoxide-producing appliances may be present - i.e., any appliance that burns fuel such as gas, oil, kerosene, wood, or charcoal – be sure to ask
for detailed information on usage of these appliances in order to prevent carbon monoxide poisoning. For further information, please visit the U.S. Environmental Protection Agency (EPA) website at http://www.epa.gov/iaq/co.html.

OTHER INFORMATION: To get emergency telephone numbers for police/fire/ambulance in Denmark requires that you dial 112. For more specific facts on Denmark, travelers may wish to visit the home page of the Danish Tourist Board in New York at http://www.visitdenmark.com/usa/en-us/menu/turist/turistforside.htm.

TRANSPORTATION
A very popular way of getting around Copenhagen is by using a bicycle. Most Danish students use the bike as their main mode of transportation. You can buy a cheap bike upon arrival at police auctions held every other week or from a student who is selling a used one. You can also buy used bikes at different bike shops in Copenhagen. Students can even rent a CityBike anywhere in Copenhagen within the inner city limits—when you return the bike you get your money back. For more about bikes and bicycle regulations, see http://www.fyidenmark.com/bicycling-in-Denmark.html.

You can easily hail a taxi on the street in Copenhagen. Look for the lighted "FRI" sign. However, taxis are seen as a luxury item in Denmark - they are fairly expensive and are more expensive at night (although this can be the safest way to get home after a night on the town).

Buses, S-trains, and the Metro operate as part of a common transportation system. A ticket bought for one train or bus can be used on another. In the Danish ticket system, you buy an hour's access to the system. The basic ticket costs approximately DKK 24, and it covers two zones. For the hour your ticket is valid, you can use any bus or train in the city system as many times as you want (depending on number of zones). You can go back and forth on the same ticket for example, switch from bus to train, change lines, etc. There are also monthly passes and other ticket saver options available. For more detail, see: http://www.visitcopenhagen.com/copenhagen/transportation/transport-and-around-copenhagen.

And for trip planning using public transportation use: http://www.rejseplanen.dk/bin/query.exe/en.

COSTS
Students pay to Richmond the current University of Richmond tuition.

Payment of these fees includes:
✓ Advising and orientation at Richmond
✓ Tuition fees at Copenhagen Business School, including the academic costs for the mandatory Danish “crash course”
✓ Application fees, if applicable
✓ $700 travel allowance
✓ Insurance plan through CHUBB/ AXA Travel Assistance
✓ Crash Course activities and Introduction Week activities at CBS (included in up to $500/semester for cultural/academic excursions)
✓ Gym membership reimbursement at campus or city gym facility (maximum of $200/semester)
✓ Passport and residence fee reimbursement (non-expedited application/processing fees only; not to include mailing fees or cost of passport photos, etc.)

Does not include:
✓ Housing, including deposits and utilities
✓ Food
✓ General start up costs for linen, kitchen utensils, telephone connection, and bills
✓ Books, school supplies
✓ Club fees
✓ Personal expenses
✓ Travel expenses (beyond travel allowance)
✓ Medical expenses beyond those covered by the insurance plan

For specific cost information and estimates, check the “Dates and Costs” pop-up at the bottom of the CBS brochure page on the Gateway Abroad website.

The estimated study abroad costs listed on the web are intended only as a guideline for the student, the student’s parent(s)/guardian(s), and, with regard to eligible students, the undergraduate financial aid counseling staff of the Office of Financial Aid. Aided students must not assume that their revised off-campus budgets will necessarily correspond exactly to the estimates provided on the web and should consult their assigned financial aid counselor to discuss their need and the expense categories covered by aid.
Personal travel

Expenses for personal travel and entertainment are not included in the cost estimates in this booklet. *Be aware that this is the single greatest discretionary expense for students on study abroad.* You should make deliberate decisions about where and how you will travel in your free time. Many students succumb to peer pressure and make a lot of short, impromptu, and superficial trips while on study abroad (“Come on, you have to hit Prague with us this weekend!”). People often come home saying they have been to 10 new countries, but have not really learned anything about any of them, and have incurred thousands of dollars in debt. OIE suggests that you take just a couple of well thought out, longer trips during your semester abroad…you will learn more and spend less.

Otherwise, the cost of a semester or full year of study abroad is chiefly affected by the individual student’s budgetary habits and the fluctuations of currency exchange rates against the dollar. Students have different life styles as well as different personal resources and must adapt their standards of living abroad accordingly. Therefore, the bottom line of each student’s actual expenditures abroad may be different, but all students should approach the prospect of living abroad with maturity and a sense of financial responsibility.

Cost estimates have been established on the basis of the most recent information available to the staff of the Office of International Education concerning the current cost of living in the program site. Where costs are listed in Danish currency, students may find current conversion rates on the following web site [http://www.xe.com/currencyconverter/](http://www.xe.com/currencyconverter/). Students and parents must bear in mind that the fluctuation of international exchange rates may at any time have an impact on the financial needs of a participant. In the event of unexpected hardship due to dramatic fluctuation in exchange rates, the Office of Financial Aid may be able to offer additional loan assistance to financially aided students upon direct written request. Such a request must include fairly accurate evidence of increased monthly expenses and a letter of support from the resident program director or officer of the host university attesting to the revised circumstances.

The estimates for listed expense categories should be considered as adequate to cover normal predictable expenses and not as bare minimums. Often, students can reduce costs by as much as 10-15% in some categories as they learn where to find local student-priced bargains. Pre-departure expenses for clothing, gear, etc. and expenses related to personal weekend or vacation travel are the responsibility of the student.

**Note:** Travel allowances, reimbursements, health insurance premiums, and other payments above tuition costs paid by Richmond on behalf of its semester/year abroad students are available only to Richmond degree-seeking students accepted to participate on UR-affiliated abroad programs.
HOUSING
CBS arranges accommodation either in a room with a private landlord, in a house/flat, in a residence hall (called a Kollegium), or in a shared flat. Applying as soon as the housing registration system opens improves your chances of securing the desired housing. Please note that because of acute lack of sufficient student housing in Copenhagen, CBS and UR cannot guarantee a particular type of housing nor location specific to certain CBS academic buildings. Applications received after the deadline will be processed, but we cannot guarantee that housing will be found. In the past few semesters, students who have been housed at Holger Danskes Vej, Kathrine Kollegiet, and Svanevej have given good reviews, but good things have also been said about other types of accommodation, including the fall semester only "Private Housing" option (please note, this is generally not a home stay, and the student is treated as an independent adult).

Living costs for Copenhagen vary greatly depending on individual life style. However, approximate costs for the semester will be between DKK 32,000 and 38,000 ($5,000-$6,000). There are kitchens in all kollegium facilities for student use. Students normally do their own cooking in the evenings, although the main cafeterias are open late and sell both sandwiches and hot meals.

For more information or to see housing options visit: http://www.cbs.dk/en/international-outreach/international-students/accommodation.

GYM MEMBERSHIPS
Most students will want to keep up with exercising while at CBS, and so the University of Richmond will reimburse up to $200/semester for gym memberships. If you wish to get a membership with Team Hyldahl, the CBS gym facility, or if you wish to get a membership to a gym facility in the city, either option is okay. You must submit receipts to the OIE within 60 days to receive reimbursement (following online guidelines).

The Team Hyldahl gym is located beneath the cafeterias at Solbjerg Plads and Porcelaenshavn 24, Bygn.62. The gym has a wide selection of effective exercise equipment and all members are offered a personalized training program. The fitness center is open 6 days a week, with hours posted at the facility.

FOOD
Students typically prepare their own meals (see above). You could do all right on approximately DKK 2,300-2,800 a month for food. A hot meal in the CBS cafeteria costs approx. DKK 30-40. If you plan to eat out in restaurants, then plan on spending much more for food.

Aside from the costs of room and board listed above, here are some miscellaneous costs in Copenhagen that may be of interest:
## Item/Train/Metro ticket - 1 trip (2 zones) | DKK 24 | $3.80
--- | --- | ---
10-time clip card (2 zones) for Bus/Train/Metro | DKK 150 | $23.75
10-time clip card (3 zones) for Bus/Train/Metro | DKK 200 | $31.60
Monthly pass 3 zones for Bus/Train/Metro | DKK 490 | $77.60
Cinema ticket | DKK 95 | $15.00
Tivoli entrance (excluding rides) | DKK 120 | $19.00
Dining out (not extravagantly) | DKK 200 | $31.60
Nightclub entrance | DKK 0 - 100 | $0-$15.83
Soda or beer in a pub | DKK 30 - 50 | $4.75-$7.91
Soda or beer bought at the supermarket | DKK 5-15 | $.79-$2.37
Coffee at a cafe | DKK 30 - 50 | $4.75-$7.91

**BANKING**
Most students find that using a combination of credit cards and ATM’s is the best way to spend money abroad.

Ask your bank about which options you can use for withdrawing money while you live and travel abroad. Inquire about fees associated with withdrawal because the charges can vary greatly from bank to bank. If you search around you may be able to find a bank that will allow you free international ATM withdrawals. Also, make sure to notify your bank when you will be out of the U.S. and which countries you will be in so that they don’t lock your card for suspected fraud.

You will find that major credit cards (such as Visa/MC) are honored in Denmark and that you will be able to use credit cards for payment in restaurants, cafes, and in most shops (usually with a 3% conversion fee). The exception is supermarkets, which sometimes do not accept foreign credit cards. **Note:** Most places in Denmark require a pin code to use a credit card, and the card itself must usually have a computerized chip in it. Call your credit card company before leaving and see if they can assign one if you don’t have a chip card yet. For most companies this isn’t a problem. Read more about the “Chip and PIN” system [here](#).

You might want to bring some Danish kroner with you when you arrive for immediate
expenses. Remember that if you are staying in private housing you must be prepared to pay your first 1½ months’ rent and 1 month’s deposit to your landlord/lady upon arrival. You can order Danish kroner from your bank in the U.S. for a small fee, but it could take 1-2 weeks to get the foreign currency.

If you plan to use Euro cheques or traveler’s cheques, please remember that every time you exchange money the bank charges as much as 30-60 DKK (USD $4.75-$9.50) in commission. These are now less frequently used due to the high fees.

In Denmark, as in many other countries, it is not a good idea to carry large sums of money. Therefore, some students may wish to open a bank account. You will receive information on how to open an account after your arrival, if you wish to do so.

If you use checks, please note that personal checks made out by foreign students in Denmark on a foreign account cannot be cashed in Denmark and even bankers’ drafts are not accepted by Danish banks for deposits. Please ask your bank at home for the best way to transfer money (this usually involves a foreign wire transfer, for which there is a fee as well).

WORK IN DENMARK
If you are not a citizen of an EEA country (European Economic Area: The countries of the European Union plus Norway, Iceland, and Liechtenstein), it is practically impossible to get a job in Denmark, especially if you do not speak Danish. Please budget accordingly so that you have enough money to get you through the semester.

PROGRAM DATES
The authoritative source for the dates of your program is the acceptance letter you receive from your host institution abroad and/or the website of your host institution’s international office. UR lists our best understanding of these dates under “Dates and Costs” on the page for your program on the study abroad website, www.studyabroad.richmond.edu.

The exact date by which your program ends, and by which you can plan to leave your program site, depends on your exam schedule. You will not know this until you have arrived on-site and finalized your schedule of classes for the semester. You must not plan to leave your program site until after you have finished your last exam. If you leave your program site without taking exams required for your classes, you will not earn any credit for those classes. Therefore, you should book the return flight for after the exam period. If you think you might want to change this after you learn your exam schedule, be sure to purchase a ticket with an inexpensive change rate in order to change tickets if necessary at a later date.
For updated information check: https://www.cbs.dk/files/cbs.dk/academic_calendar_2018_fall.pdf.

**CLASSES & REGISTRATION**

When selecting courses at CBS, students should be flexible since course registration is not finalized until arrival to Copenhagen. Course times are not available prior to this time, which may mean that a few courses that you have originally selected may conflict with one another. This problem may be exacerbated when students combine courses from various departments. Therefore, when selecting courses on the CBS form, it is imperative to indicate alternative course selections on your course registration form.

The course catalog is available here: www.cbs.dk/undergrad.

You will receive information about applying for your courses online in late April/early May (for fall) or October (for spring) and will finalize them upon arrival. If you have questions contact undergrad@cbs.dk.

Copenhagen Business School uses the ECTS system (European Credit Transfer System). Students must register for a full load at CBS, 30 ECTS credits. A typical course load would be comprised of 4 courses each consisting of 7.5 ECTS.

To determine the unit value of an individual CBS course, the following formula will be used by the UR Registrar’s Office: # of ECTS credits divided by 7 and rounded up to the nearest tenth of a unit.

A large number of classes are offered in English. The Danish “Crash Course,” an intensive Danish language short-course, is mandatory for exchange students through CBS (the class is held the week before the Introduction Week). Danish courses are also offered during the semester for interested students. Students will earn general elective credit for Danish (as long as the grade earned is the equivalent of a “C” or better; see below for more detail on grading).

CBS course assessments are often made on the basis of the final exam only. Exam dates vary greatly, although they are generally held in December/January and May/June. There are a number of classes that are only half a semester long that may have final exams mid-semester. Be careful not to book trips around the exam week break, as they may conflict with exams at this time. Exams are in English and may be oral and/or written.

**GRADE CONVERSION CHART**

<table>
<thead>
<tr>
<th>CBS GRADE</th>
<th>U.S. EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>A</td>
</tr>
</tbody>
</table>
Credit for a course with an earned grade below 02 will not transfer to the University of Richmond.

**EXAMS AND PROCTORED EXAMS**

Students must make every effort to sit (take) their exams in person while at CBS. Exchange students in the fall semester will typically need to select courses with exams in December, if at all possible, or speak with your faculty before the end of the add/drop period to make sure alternative assessment can be arranged (writing a paper instead of sitting the exam, for example). If you think this will be a problem, there is an application for a “special dispensation request” that must be filled out in advance (officially must be submitted at least two weeks prior to the study board meeting of your particular program. You can find dates of your program’s study board meetings on e-campus ([www.e-campus.dk](http://www.e-campus.dk)). This form may be used if you want to request extra time on an exam (due to disability, for example), if you have been sick (must be accompanied by a doctor’s note), or if you want to request a change to your hand-in deadline, to write a term paper instead of sitting for an exam, etc. Please note that this is an application, and may be refused.

Though the possibility of a proctored exam exists (for example, an exam re-sit that would be proctored at Richmond), please note this is not generally a viable option unless you can confirm in advance that the exam will be held at a time that is reasonable for University of Richmond staff. Due to the time change, and because CBS exams must be taken at the time the exam is held in Copenhagen, many exams would start at 3 am Richmond time. This is not a workable option.

**COMPUTING SERVICES, EMAIL, & CELL PHONES**

Exchange students have access to the CBS library and computer labs. The computer facilities are primarily used for the production of papers and group work. Generally you will not experience great problems in finding a PC to use. Even still, if you own a laptop it is strongly recommended that you bring it with you to CBS.

Students are automatically assigned an e-mail account at CBS. Each student account is allocated 25MB of space. All email sent out by CBS after your arrival will be sent to your CBS account only. All email sent from the Office of International Education at the University of Richmond will be sent to your Richmond account only. Therefore, you must forward one or the other or check both accounts regularly. Information on how to forward email from your Richmond account to your CBS or other web-based account
can be found on this web page (http://is.richmond.edu/email/index.html under “Email FAQ”) or inquired about at the UR Information Services Help Desk. Information about forwarding your CBS account to another account (UR or web-based account) can be obtained upon arrival.

You will find it almost impossible to do without a cell phone while in Denmark, and it is a great way to keep in touch with your new friends.

You have three options for getting a subscription while in Denmark:

- **Number one** is that you bring your own sim unlocked phone from your home country (one that works with GSM 900 and 1800 tri-band networks). Denmark has many different companies offering great deals that allow you to buy as many minutes as you need and pay for your subscription online. This is the option that most students choose.

- **Number two** is to buy a new (sim unlocked) phone in Denmark and then get the same kind of subscription as mentioned above. You can get a new phone for around 200 DKK (mobile phone) or 1000 DKK (smart phone).

- **The last option** is to get a new phone with a subscription included. This means that you have to sign up for a subscription, which is binding for 6 months. The cost of these subscriptions usually cost about 100 - 300 DKK per month. The 6 month subscriptions require a Danish CPR-number (which you are given after arrival).

Note: If you choose to bring your U.S. cell phone with you, it is NOT recommended that you use it abroad for calls or texts as they tend to be incredibly expensive. Some students do take U.S. data phones to use for email in addition to getting a local phone because international data packages from your U.S. phone company can sometimes be very affordable and it can be a nice way to stay in touch with people at home.

**WEATHER/WHAT TO PACK**
Average temperature ranges for Copenhagen are as follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>Centigrade</th>
<th>Fahrenheit</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>0-2.0</td>
<td>around 35.6</td>
</tr>
<tr>
<td>February</td>
<td>0-2.2</td>
<td>around 36.0</td>
</tr>
<tr>
<td>March</td>
<td>1-4.9</td>
<td>around 40.8</td>
</tr>
<tr>
<td>Month</td>
<td>Temperature Range</td>
<td>Average Temperature</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>April</td>
<td>6-9.6</td>
<td>around 49.3</td>
</tr>
<tr>
<td>May</td>
<td>11-15.0</td>
<td>around 59.0</td>
</tr>
<tr>
<td>June</td>
<td>15-18.7</td>
<td>around 65.7</td>
</tr>
<tr>
<td>July</td>
<td>17-19.8</td>
<td>around 67.6</td>
</tr>
<tr>
<td>August</td>
<td>17-20.0</td>
<td>around 68.0</td>
</tr>
<tr>
<td>September</td>
<td>13-16.4</td>
<td>around 61.5</td>
</tr>
<tr>
<td>October</td>
<td>9-12.1</td>
<td>around 53.8</td>
</tr>
<tr>
<td>November</td>
<td>4-7.0</td>
<td>around 44.6</td>
</tr>
<tr>
<td>December</td>
<td>1-3.7</td>
<td>around 38.7</td>
</tr>
</tbody>
</table>

Depending on when you might be going to Denmark, you should pack accordingly. Bring heavy boots, scarves, gloves, and warm clothes for the cold months like November, December, January, February, and March. Bring lighter spring and summer clothes for the rest of the year, plus a light jacket, and most importantly be prepared for rain year ’round. The above figures do not really take into account the wind factor so it might feel colder than the figures seem to indicate.

Some items should never be packed in your luggage: liquids, money, travelers’ checks, medicines, important papers (such as your passport), or anything else that is valuable, irreplaceable, or of sentimental value. Pack such things in your carry-on bag.

**Books, Films, and Recordings about Denmark**
(This section prepared by Dr. Henry I. Abrash, California State University Northridge, May 2000.)

You are about to spend a year in Denmark and want to enjoy and experience it as fully as possible, but you may not know much about what this small nation has to offer, and your time to learn about it is limited. The following suggested readings are probably too extensive for your available time, but they have been organized by areas of interest, so that you can concentrate on those subjects that interest you most. All of these readings are in English.

The best general source for orientation that I know of is a tourist guidebook, the *Insight Guides Denmark* (APA Publication Ltd), which should be available in the travel section of any major book store. In addition to giving a geographic orientation and listing of tourist attractions, it has informative thumb nail sketches on history, politics, social history, the arts, and many other aspects of Danish life. It has magnificent photographs.
If you want more details about Danish History, the most readable source is Palle Lauring’s *A History of the Kingdom of Denmark* (Høst, 1973). For early history mixed in with mythology, there is the classic work by Saxo Grammaticus (a 13th century monk), *The History of the Danes*, (Rowan and Littlefield, 1979). This includes the source for Shakespeare’s *Hamlet* (Amleth in Saxo). The most important feature of 20th century Danish history was the resistance to the German occupation in World War II and the rescue of the Danish Jews. To read about this, try *The Rescue of the Danish Jews: Moral Courage Under Stress*, (NYU Press, 1987).

I doubt if anyone will die from overexcitement studying Danish politics, but if you want to learn about Denmark’s parliamentary democracy and its political parties (there are many), you might read Fitzmaurice’s *Politics in Denmark*, (St. Martins Press, 1981). Denmark is both an intensely commercial nation and a welfare state. For insights into these issues, try Johansen’s *The Danish Economy in the 20th Century*, (St. Martins Press, 1987). Be warned that both these books are on the dry side.

The two most widely read (and translated) authors are Hans Christian Andersen and Isaak Dinesen (the pen name for Karen Blixen). You will have no trouble finding their nearly complete works in book stores and libraries, and just about anything they wrote will make worthwhile reading. I would recommend Dinesen’s *Seven Gothic Tales*, (Vintage Books, 1961).

Denmark has produced many other fine authors, but the vagaries of whether they are translated into English limits their readership. A good source for orientation into Danish literature is Billeskov-Jansen, F. S. and Mitchell, P. M. (eds.), *An Anthology of Danish Literature*, (Southern Illinois University Press, 1951). It presents the works in both Danish and English on alternate pages, a great help if you are trying to learn Danish. To my mind, Denmark’s greatest novelist is Herman Bang, but I know of only two translations, *Katinka*, (Fjord Press, 1990) and *Tina*, (Athlone Press, 1984). Running a very close second is Martin Andersen Nexø (many would rate him first), *Pelle the Conqueror, part 1*, (Fjord Press, 1989) and *Ditte*, (P. Smith, 1963). For a vitriolic left wing critique of Denmark, try any of the novels of Hans Scherfig published by Fjord Press. The best is *The Stolen Spring* followed by *The Missing Bureaucrat*. The Novels of Jens Peder Jacobsen (*Niels Lyhne* and *Maria Grubbe*) are also important. The most popular recent novel is Peter Høeg’s *Smilla’s Sense of Snow*, (Farrar, Strauss, and Giroux, 1993), a mystery that deals with Denmark’s ethnic minority, the Greenlanders (this was also made into a movie starring Julia Ormond).

Denmark’s greatest contributions to films have been the stark and intensely religious films of Carl Theodore Dreyer (*The Trial of Joan of Arc, Day of Wrath, Ordet, Vampire*). If you can’t find the tapes of these films, their screenplays are available in *Four Screenplays*, (Indiana University Press, 1970). Danish directors have had a recent impact with the *Dogme 95* movement, which tries to avoid all artificiality, including musical soundtracks, artificial lighting, and post-synced sound. Two of these films,
Thomas Winterborn’s *Celebration* and Søren Kragh-Jepsen’s *Mifune* have had recent theatrical releases. *Breaking the Wave* is a recent a film by Lars van Trier, a *Dogme 95* founder, but it doesn't follow *Dogme 95* principles, and it isn't about Denmark. Two fairly recent popular films are Gabriel Axel’s *Babette’s Feast* (based on a Karen Blixen story) and Bille August’s *Pelle the Conqueror*.

Although not household words, Danish painters have made important contributions. The following books provide example of Danish painting: Kasper Monrad, *Danish Painting in the Golden Age*, (The National Gallery, London); Kirk Varnadoes, *Northern Light, Nordic Art at the Turn of the Century*, (Yale University Press, 1988); Jean-Clarence Lambert, *COBRA*, (Abbeville Press, 1983). I particularly recommend the works of Christian Købke, Wilhelm Hammershøj, and Asger Jørn.

Denmark has produced one giant in philosophy, Søren Kierkegaard. Any of his works is worth reading, but you might start with *Either/Or* (abridged edition) (Harper and Row, 1986).

Music: any recordings of the works of Carl Nielsen, particularly his symphonies and songs. For performers, there are the recordings of the Wagnerian tenor, Laurids Melchior, and the art songs (Schubert and Nielsen) of Aksel Schiotz.


HAVE A GREAT ADVENTURE!