

## Housing Application Instructions for international staff, visiting staff & others

The following step-by-step guide will help you in applying for accommodation for staff, visiting staff & others in a staff related position at Aarhus University. You can apply for a single room in a residence or for information about renting/subletting a flat/house. Please read about the [AU housing service and the Terms and Conditions](#) before filling in the housing application.

Please note that your application **must** be complete before submission.

If you have any problems with the application form you may call (0045) 8715 0220 (between 9-14 CET), or email [ic@au.dk](mailto:ic@au.dk).

We advise you to fill out the application using a computer (laptop/PC/Mac) instead of a tablet or smartphone, since you might need to have more windows open at once.

### Step 1: Create a Self-service account

Before you fill out your housing application you must create a self-service account at [mit.au.dk](http://mit.au.dk). You can find information on creating a self-service account [here](#). Click here to go to the [Self-service system](#).

After you have created a self-service account it is important that you start filling out your housing application **within 24 hours**. It is not necessary to complete the entire application at once. You can save what you have entered and exit the application form as required.

### Step 2: Filling out your housing application

On the following pages you can find information on how to fill out the different sections of your application (remember to save what you have entered in the different sections by pressing the 'save' button on each page):

1. Choosing your campus
2. Personal information
3. Contact person in case of emergency
4. Studies at Aarhus University
5. Housing
6. Contact person at Aarhus University
7. Finishing and submitting the application

## 1. Choosing your campus

The first step in the application form is to choose the campus where you are going to work. Please select one of the following campuses: Aarhus, Herring or Copenhagen

## 2. Personal Information

This section requires you to fill out your contact information. You can see an example of a completed page below.

You are here: AU » Self service » Applications » Housing application forms » Ph.D. » Application

### APPLICATION FORM FOR HOUSING FOR PH.D. STUDENTS

**Application**

- > Personal information
- Contact person in case of emergency
- Studies at Aarhus University
- Housing
- Contact person at Aarhus University

**Personal information**

Journal no.

Date of birth

\* First Name   
as stated in your passport.

\* Last/Family/Surname   
as stated in your passport.

Gender

\* Citizenship

\* Email

**Permanent address**

\* Street/number

\* City

\* Zip/postal code

State or province (if applicable)

\* Country

Phone

\* This field is required.

### 3. Contact person in case of emergency

The menu option *Contact person in case of emergency* requires you to fill out the contact information for a person who can be contacted in case something happens to you (accident or other event) while you are living in Denmark.

It is advised that you use a family member or close friend as this contact person. You can see an example of a completed page below.

The screenshot shows a web application interface for housing applications. The breadcrumb trail is: You are here: AU » Self service » Applications » Housing application forms » Ph.D. » Application. The page title is 'APPLICATION FORM FOR HOUSING FOR PH.D. STUDENTS'. On the left is a navigation menu with 'Housing application forms' selected. The main content area is divided into two sections: 'Application' and 'Contact person in case of emergency'. The 'Application' section has checkboxes for 'Personal information', 'Contact person in case of emergency', 'Studies at Aarhus University', 'Housing', and 'Contact person at Aarhus University', all of which are checked. A 'Submit application' button is at the bottom of this section. The 'Contact person in case of emergency' section contains several text input fields: First name (Bill), Last/Family/Surname (Roberts), Relationship (Father), Email (bill@roberts.com), Street/number (23, Hollywood Boulevard), City (Beverly Hills), Zip/postal code (90210), State or province (California), Country (United States), and Phone (+1 265 847 5649). A 'Save' button is at the bottom right of this section. A red asterisk indicates that the phone field is required.

### 4. Studies at Aarhus University

Please indicate which department you will be affiliated with during your stay at Aarhus University.

This screenshot is similar to the previous one, showing the same application form. The breadcrumb trail is: You are here: AU » Self service » Applications » Housing application forms » Ph.D. » Application. The page title is 'APPLICATION FORM FOR HOUSING FOR PH.D. STUDENTS'. The navigation menu on the left has 'Housing application forms' selected. In the 'Application' section, the 'Studies at Aarhus University' checkbox is checked. In the 'Contact person in case of emergency' section, the 'Department' dropdown menu is set to 'Department of Chemistry'. A 'Save' button is visible at the bottom right of this section. A red asterisk indicates that the department field is required.

## 5. Housing

Please indicate your preferred housing period. Please be aware that the lease can only start on the 1<sup>st</sup> of the month and end on the last day of the month (or in a few dorms also on the 15<sup>th</sup> of the month). Do you need housing before or after, you can make a reservation at one of the [AU guesthouses or at a hotel](#).

In this section you will be given five different housing options:

1. Rooms in student residences (single rooms in [Teknolog or Vennelyst dorms](#)),
2. Rooms in shared facilities houses and
3. Sub-letting/letting.

All rooms are furnished with basic furniture and are for **one** person only. You can find detailed information about the different housing options on our website.

([www.au.dk/en/internationalcentre/international-housing-office/](http://www.au.dk/en/internationalcentre/international-housing-office/))

**PLEASE NOTE: The only option available through the International Center is option 1 and 2 (single rooms in a dorm or in shared facilities houses) since this is the only form of accommodation the International Housing Office has at its disposal for staff, visiting staff and others.**

If you select the sub-letting/letting option, the International Housing Office will be happy to assist you in finding accommodation. Just be aware that this means you need to contact landlords and communicate directly with the landlord regarding the lease, contract, payment etc. yourself.

The IC is not able to promise you a specific location for your housing. You can indicate your preferences by specifying either low price, proximity to campus or private bathroom. Choose **one** option only. We will do our best to meet your requirement, but we can't promise anything.

You can indicate whether you have specific requirements due to handicaps or special needs that you would like us to pay attention to. If you want to live together with a friend, partner or family member, please write the name of him/her and indicate whether he/she is a student at AU or not.

Please make sure to read the '[Terms and Conditions for housing](#)' before proceeding.

Exchangestudents application list

- Application form for exchange students
- Housing application forms
  - Erasmus Mundus and MBA students
  - Herring Full Degree students
  - AU Summer University students
  - Ph.D.
  - Post Docs
  - Summer School Teachers
  - Others
  - AU Research Foundation application forms
  - godkendSLSAnvisninger

**Application**

Personal information

Contact person in case of emergency

Studies at Aarhus University

**> Housing**

Contact person at Aarhus University

Submit application

**Housing**

\* From: 01.08.2013

\* To: 31.01.2014

My preferred type of accommodation is

\* 1st priority: Shared-facility house

2nd priority: Sub-letting

\* Do you smoke:  Yes  No

Please choose 1 of the following: private bathroom

low price, proximity to Campus, private bathroom

Read about housing options here

Remaining characters: 184

\* I accept the terms and conditions for housing

Save

\* This field is required.

## 6. Contact person at Aarhus University

All applicants are required to get a confirmation of their affiliation to Aarhus University from their coordinator/supervisor at Aarhus University before they can *finish their housing application* completely. Please notice that you must have completed all other requested information in your application before filling out this last section and sending the request.

Please enter the information of your contact person/supervisor at Aarhus University.

*Please double check that the email address of your contact person is correct, before submitting your request.* It is also your own responsibility to follow up with your contact person if you have not received a confirmation from them after some time. If the contact person has not received the confirmation email, try resending it and ask your contact person to check their junk mail folder.

The following screenshot shows that you must click the 'Edit contact person' button in order to proceed. After clicking the 'Edit contact person' button, you will be able to fill out the required information.

The screenshot shows the 'APPLICATION FORM FOR HOUSING FOR PH.D. STUDENTS' interface. On the left is a navigation menu with categories like 'Supplementary subjects and Master's programmes', 'Stads Selfservice', and 'Housing application forms'. The main content area has a breadcrumb trail: 'You are here: AU > Self service > Applications > Housing application forms > PHD > Application'. Below this is the title 'APPLICATION FORM FOR HOUSING FOR PH.D. STUDENTS'. The 'Application' section is expanded to 'Contact person at Aarhus University'. It contains several sub-sections: 'Personal information', 'Contact person in case of emergency', 'Studies at Aarhus University', and 'Housing', each with a checkbox. The 'Contact person at Aarhus University' section is active and shows a list of fields: 'Name of contact person', 'Position', 'Department', 'Phone', and 'Email'. A red asterisk indicates that the 'Name of contact person' field is required. Below these fields is a 'Submit request' button, which is also circled in red. A note below the button states: 'This will send an email to the contact person at your host department at AU requesting a confirmation of your affiliation to Aarhus University'. There is also an 'Edit contact person' button, which is circled in red in the original image.

Once all of the information is completed, you should click 'save' and then the 'Submit request' button, as shown in the screenshot below. When you press the 'Submit request' button, the application form sends an email to the appointed contact person.

This screenshot shows the same application form as the previous one, but now the 'Contact person at Aarhus University' section is fully populated with text input fields. The fields are: 'Name of contact person' (Peter Storm), 'Position' (Professor), 'Department' (Chemistry), 'Phone' (+45 8715 2645), and 'Email' (peterstorm@au.dk). A red asterisk indicates that the 'Email' field is required. The 'Submit request' button is now circled in red. The 'Edit contact person' button is also visible below the input fields. The note below the button remains the same: 'This will send an email to the contact person at your host department at AU requesting a confirmation of your affiliation to Aarhus University'.

After having pressed 'Submit request', your application is automatically saved. You can now safely exit your housing application. You will not be able to click the 'Submit application' button, until your contact person has confirmed your affiliation electronically.

## 7. Finishing and submitting the application

You will receive an email when your contact person has confirmed your affiliation notifying you that your application is ready to be submitted. Once your contact person has confirmed your affiliation you can log in again, double check that all your details are correct and you will be able to click the 'Submit application' button, as seen in the screenshot below.

The screenshot shows a web application interface for housing applications. On the left is a sidebar with a tree view of navigation options. The main content area is titled 'APPLICATION FORM FOR HOUSING FOR PH.D. STUDENTS'. It features a breadcrumb trail at the top: 'You are here: AU > Self service > Applications > Housing application forms > Ph.D. > Application'. Below the title is a table of contents for the application form, with 'Submit application' circled in red. To the right is the form itself, divided into 'Personal information' and 'Permanent address' sections. The 'Personal information' section includes fields for Journal no., Date of birth, First Name, Last/Family/Surname, Gender, and Citizenship. The 'Permanent address' section includes fields for Street/number, City, Zip/postal code, State or province, Country, and Phone. A 'Save' button is located at the bottom right of the form. A note at the bottom left of the form states '\* This field is required.'.

| Application                         | Personal information   |
|-------------------------------------|--|
| > Personal information              | Journal no. 60424  |
| Contact person in case of emergency | Date of birth 300970   |
| Studies at Aarhus University        | * First Name Jane<br>as stated in your passport.             |
| Housing                             | * Last/Family/Surname Roberts<br>as stated in your passport. |
| Contact person at Aarhus University | Gender Female  |
| Submit application                  | * Citizenship Denmark  |
|                                     | * Email jane@roberts.com                                     |
|                                     | Permanent address  |
|                                     | * Street/number 45, Rodeo Drive                              |
|                                     | * City Beverly Hills   |
|                                     | * Zip/postal code 90210                                      |
|                                     | State or province (if applicable) California                 |
|                                     | * Country United States                                      |
|                                     | Phone +1 555 548 5846  |

Once you have submitted your application, you will receive a confirmation by email sent to your personal email address indicated in your application. You will later receive an email from the International Housing Office once we have processed your application.

### ***To cancel a request for contact person confirmation***

If an email submitted by the application form is lost, or the contact person you want a confirmation from, for some reason does not want to make that confirmation, you must cancel the request ('Cancel request' button) before you submit another request to a different contact person. This functionality offers you the possibility to go on with your application, even if an email is lost.