

Housing Application Instructions for international PhDs, visiting PhDs and guest students

The following step-by-step guide will help you in applying for accommodation for international PhDs, visiting PhDs and guest students at Aarhus University. 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 you submit it.

If you have any problems with the application form you may call (0045) 8715 0220 (between 9-14 CET), or email us at 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 via 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 will work. Please select one of the following campuses: Aarhus, Herning 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 live 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.

MIT.AU.DK Dansk

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

Contact person in case of emergency

* First name

* Last/Family/Surname

* Relationship

* Email

* Street/number

* City

* Zip/postal code

State or province

* Country

Phone

* This field is required.

4. Studies at Aarhus University

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

MIT.AU.DK Dansk

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

Studies at Aarhus University

* Department

* This field is required.

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5. Housing

Please indicate your preferred housing period. Please be aware that the lease can only start on the 1st of the month (or in a few dorms also on the 15th of the month).

There are three types of housing offered by the International Centre (IC):

1. Rooms in student residences,
2. Rooms in shared facilities houses, and
3. Rooms to sublet from a private landlord

All rooms are furnished with basic furniture and are for one person only. You can find more detailed information about the different housing options on our [website](#).

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 requirements, 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. As we dispose of single room accommodation only, we will contact you regarding your housing options.

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

You are here: [AU](#) » [Self service](#) » [Applications](#) » [Housing application forms](#) » [PHD](#) » **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

Housing

* From: 01.08.2013

* To: 31.12.2013

My preferred type of accommodation is

* 1st priority: Shared-facility house

2nd priority: Single room in a dorm

* Do you smoke: Yes No

Please choose 1 of the following: private bathroom

low price, proximity to Campus, private bathroom

Remaining characters: 184

[Read about housing options here](#)

* I accept the [terms and conditions for housing](#)

* This field is required.

6. Contact person at Aarhus University

All applicants are required to get a confirmation of their affiliation 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 the 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 e-mail, 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. The left sidebar contains a navigation menu with 'Contact person at Aarhus University' selected. The main content area is titled 'Contact person at Aarhus University' and includes a 'Submit application' button. The 'Contact person at Aarhus University' section is expanded, showing a list of fields: Personal information, Contact person in case of emergency, Studies at Aarhus University, and Housing. The 'Contact person at Aarhus University' section is further expanded, showing a list of fields: Name of contact person, Position, Department, Phone, and Email. The 'Edit contact person' button is circled in red. Below the form, there is a 'Confirmation from AU contact person' section with a 'Submit request' button and a note: 'This will send an email to the contact person at your host department at AU requesting a confirmation of your affiliation to Aarhus University'.

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.

The screenshot shows the 'APPLICATION FORM FOR HOUSING FOR PH.D. STUDENTS' interface. The left sidebar contains a navigation menu with 'Contact person at Aarhus University' selected. The main content area is titled 'Contact person at Aarhus University' and includes a 'Submit application' button. The 'Contact person at Aarhus University' section is expanded, showing a list of fields: Personal information, Contact person in case of emergency, Studies at Aarhus University, and Housing. The 'Contact person at Aarhus University' section is further expanded, showing a list of fields: Name of contact person, Position, Department, Phone, and Email. The 'Submit request' button is circled in red. Below the form, there is a 'Confirmation from AU contact person' section with a 'Submit request' button and a note: '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 list of application categories, including 'Housing application forms' which is selected. 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, there are two columns. The left column, under the heading 'Application', contains a list of 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. Below this list is a 'Submit application' button, which is circled in red. The right column, under the heading 'Personal information', contains several input fields: 'Journal no.' (60424), 'Date of birth' (300970), 'First Name' (Jane), 'Last/Family/Surname' (Roberts), 'Gender' (Female), 'Citizenship' (Denmark), 'Email' (jane@roberts.com), 'Street/number' (45, Rodeo Drive), 'City' (Beverly Hills), 'Zip/postal code' (90210), 'State or province (if applicable)' (California), 'Country' (United States), and 'Phone' (+1 555 546 5846). A 'Save' button is located at the bottom right of the form. A small note at the bottom left of the form states '* This field is required.'

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 e-mail 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 e-mail is lost.