

Housing Application Instructions for international postdocs

The following step-by-step guide will help you in applying for accommodation for international postdocs 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 you submit it.

If you have any problems with the application form you may call (0045) 8715 0220 (between 9-14 CET), or email 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. 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](#) » [Post Docs](#) » **Application**

APPLICATION FORM FOR HOUSING FOR POST DOCS

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. 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 is titled 'APPLICATION FORM FOR HOUSING FOR POST DOCS'. Below the title is a sidebar with checkboxes for 'Personal information', 'Contact person in case of emergency', 'Studies at Aarhus University', 'Housing', and 'Contact person at Aarhus University'. The 'Contact person in case of emergency' section is active and contains the following fields: First name (Bill), Last/Family/Surname (Roberts), Relationship (Father), Email (bill@roberts.com), Street/number (25, Hollywood Boulevard), City (Los Angeles), Zip/postal code (15487), State or province (California), and Country (United States). A phone number (+1 548 265 4887) is also present. A 'Save' button is at the bottom right of the form. A red asterisk indicates that the phone number 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 shows the same application form as above, but with the 'Studies at Aarhus University' section selected in the sidebar. The 'Department' dropdown menu is set to 'Department of Chemistry'. The 'Contact person in case of emergency' section is now greyed out. A red asterisk indicates that the department field is required. The 'Save' button is visible at the bottom right of the form.

5. Housing

Please indicate your preferred housing period. Please be aware that the lease can only start on the 1st of the month and end on the last day of the month (or in a few dorms also on the 15th 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. Single room in a dorm ([Teknolog or Vennelyst dorms](#))
2. Subletting a studio with private bathroom and kitchen (private landlord)
3. Subletting a flat with two or more rooms (private landlord)
4. Subletting a house (private landlord)
5. Other (please describe your needs, including size, number of rooms, location, price, etc.)

PLEASE NOTE: The only option available through the International Center is option 1 (single room in a dorm) since this is the only form of accommodation the International Housing Office has at its disposal for postdocs.

If you write any of the other options, 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.

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 or staff member at AU or not.

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

The screenshot shows the 'APPLICATION FORM FOR HOUSING FOR POST DOCS' on the AU website. The breadcrumb trail is: AU > Self service > Applications > Housing application forms > Post Docs > Application. The form is divided into several sections:

- Application**: A sidebar menu with options like 'Personal information', 'Contact person in case of emergency', 'Studies at Aarhus University', and 'Housing' (which is selected).
- Housing**: The main content area with the following fields:
 - From**: Date picker set to 01.08.2013.
 - To**: Date picker set to 14.02.2014.
 - Do you smoke**: Radio buttons for 'Yes' and 'No' (No is selected).
 - Please choose your preferences:** A list of five options:
 1. Single room dorm
 2. Subletted studio with private bathroom & kitchen
 3. Subletted flat/apartment with two or more rooms with private bathroom & kitchen
 4. Subletted house
 5. Others (Please describe your needs)
 - Read about housing options here**: A link.
 - Remaining characters**: A text input field showing 114 characters.
 - I accept the terms and conditions for housing**: A checked checkbox.
 - Submit application**: A button.
 - Save**: A button.

There is a red asterisk indicating a required field: '* 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 POSTDOCS' interface. The left sidebar contains a navigation menu with 'Housing application forms' selected. The main content area is titled 'APPLICATION FORM FOR HOUSING FOR POSTDOCS' and includes a breadcrumb trail: 'You are here: AU > Self service > Applications > Housing application forms > Postdocs > Application'. The form is divided into sections: 'Application', 'Personal information', 'Contact person in case of emergency', 'Department at Aarhus University', 'Housing', and 'Contact person at Aarhus University'. The 'Contact person at Aarhus University' section is expanded, showing fields for 'Name of contact person', 'Position', 'Department', 'Phone', and 'Email'. A red circle highlights the 'Edit contact person' button. Below this section, 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 POSTDOCS' interface, similar to the previous one. The 'Contact person at Aarhus University' section is now filled out with the following information: Name of contact person: John Smith, Position: Professor, Department: Business and Social Sciences, Phone: 12345678, Email: jsm@adm.eu.dk. A red circle highlights the 'Submit request' button in the 'Confirmation from AU contact person' section. The 'Edit contact person' button is also visible but not highlighted.

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 interface for submitting a housing application. On the left is a sidebar with a tree view of navigation options. The main content area is titled 'APPLICATION FORM FOR HOUSING FOR POST DOCS'. It features a 'Personal information' section with several fields and checkboxes, and a 'Permanent address' section with multiple input fields. A 'Submit application' button is highlighted with a red circle in the sidebar.

You are here: AU » Self service » Applications » Housing application forms » Post Docs » Application

APPLICATION FORM FOR HOUSING FOR POST DOCS

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.

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.