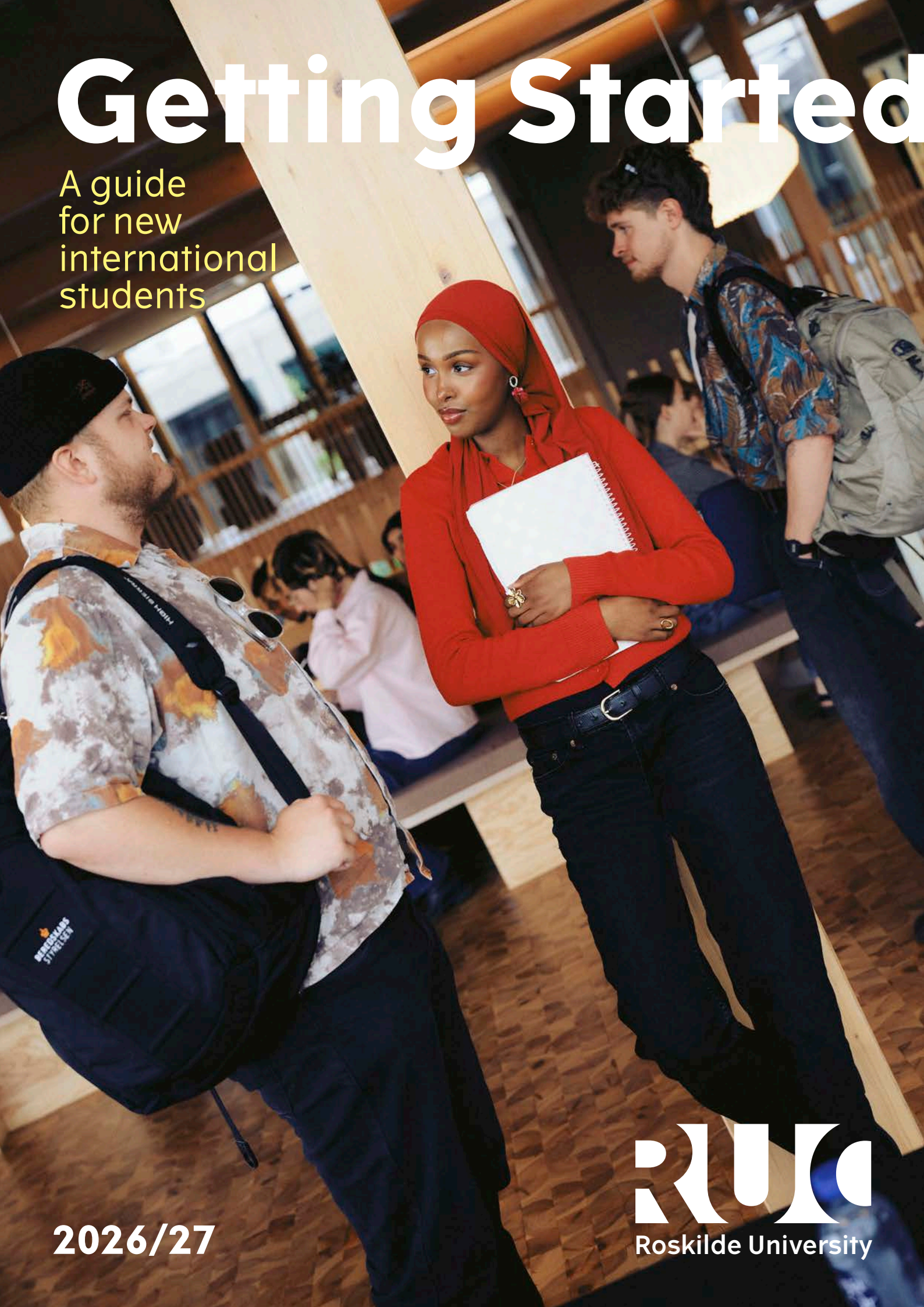
Getting Started

A guide for new international students



2026/27

Roskilde University

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Welcome to Roskilde University (RUC)

We are thrilled to welcome you as one of approximately 500 new international students joining us this year from over 50 countries around the world!

A Unique Location
RUC is located in beautiful green surroundings, near the historic city of Roskilde, and just 20 minutes by train from central Copenhagen. It's the perfect blend of nature, culture, and city life.

A Truly International Environment
With around 7600 students enrolled, one in four are international students.
At RUC, you'll be part of a diverse and dynamic academic community.

Innovative Learning Since 1972
Founded in 1972 as Roskilde University Centre (hence the abbreviation RUC), the university has always challenged traditional education. We focus on interdisciplinary learning, problem-oriented project work, and collaborative thinking.

Here to Support You
Our dedicated staff is here to help with any questions, whether related to your studies or practical matters. Don't hesitate to reach out!

Enjoy Your Time in Denmark
We hope you'll have a rewarding academic journey and a memorable experience living and studying in Denmark.

Wishing you all the best,

The International Education Team

A comprehensive guide for new international students

Getting Started

This handbook outlines the essential information you need to know as a new international student at RUC and when moving to Denmark. You should use it to help you plan your stay and while you settle in for your first semester.

Together with this handbook, check out also the online study start course *How to RUC*.



Apply for a residence permit/ residence document

Nordic citizens

If you are a citizen of Finland, Iceland, Norway or Sweden, you are free to reside, study and work in Denmark without a residence permit/residence document.

You must apply for an EU residence document within three months of your arrival to Denmark

EU/EEA/Swiss citizens

If you are an EU/EEA/Swiss citizen you must apply for an EU residence document if you plan to stay in Denmark for more than three months. An EU residence document is a certification of the rights you have as an EU citizen, if you meet the conditions for residence under EU rules. You have the right to reside, study and work in Denmark.

When to apply
You must apply for an EU residence document within three months from your arrival to Denmark. However, we strongly encourage you to apply as soon as possible after your arrival in Denmark. Processing times may vary, but applications are typically processed within 1-30 days.

How to apply
You apply for your EU residence document via the Danish Agency for International Recruitment and Integration (SIRI). You can either apply online or use the paper application form.

What you need to do
1. Gather documentation
2. Complete the application form: "OD1 - Application for EU residence document"
3. Book an appointment at SIRI
4. Meet in person for your appointment at SIRI. Remember to bring the required documents.

SIRI offers a number of special opening days specifically for students in the semester start period. If you wish to book the special opening days for students, please use the link provided in the online study start course *"How to RUC"*. You also have the option to book an appointment for the normal opening hours when completing your application.

For complete and updated information, please visit:

nyidanmark.dk

Apply for a residence permit/ residence document

You must have a residence permit before coming to Denmark

Non-EU/EEA citizens

If you are a non-EU/EEA citizen, you must obtain a residence permit to study in Denmark. You must have this permit before entering the country.

If you are no longer actively studying at Roskilde University (RUC), you cannot maintain your residence permit. RUC is obligated to inform the Danish Agency for International Recruitment and Integration (SIRI) if you are no longer study active.

When to apply
RUC completes part 1 of your online application for a study residence permit (ST1 form) and provides you with a reference number and access code. You should apply immediately after receiving this information to ensure timely processing. It may take up to 2 months for SIRI to process your application once they receive a fully completed application.

How to apply
You apply for your residence permit via the Danish Agency for International Recruitment and Integration (SIRI).

What you need to do

1. Create case order ID at SIRI's website
2. Pay the fee to SIRI
3. Gather documentation
4. Complete part 2 of the online application form: ST1
5. Have your biometric features (facial photo and fingerprints) recorded within 14 days after submission of your application. If you cannot book a biometric appointment within the 14-day limit, inform SIRI by email with your appointment details to avoid rejection of your application

For complete and updated information, please visit:

nyidanmark.dk

Apply for a residence permit/ residence document

You can apply for an extension up to three months before your original residence permit expires

Residence permit extensions for non-EU/EEA citizens

You can apply for an extension of your study residence permit, if you have been delayed in your studies, or if you were granted a shorter permit due to the expiry date of your passport. Your residence permit can be extended for up to 1 year beyond the prescribed period of study.

When to apply
It is crucial that you submit your application to SIRI before your original permit expires. If you apply after your original permit has expired, your application will be rejected because you will be residing illegally in Denmark. You will then have to leave the country and apply for a residence permit from your home country.

You can apply for an extension up to four months before your original residence permit expires.

It may take up to 3 months to process your application from the date that SIRI receives a fully completed application.

How to apply
You apply for an extension of your residence permit via SIRI.

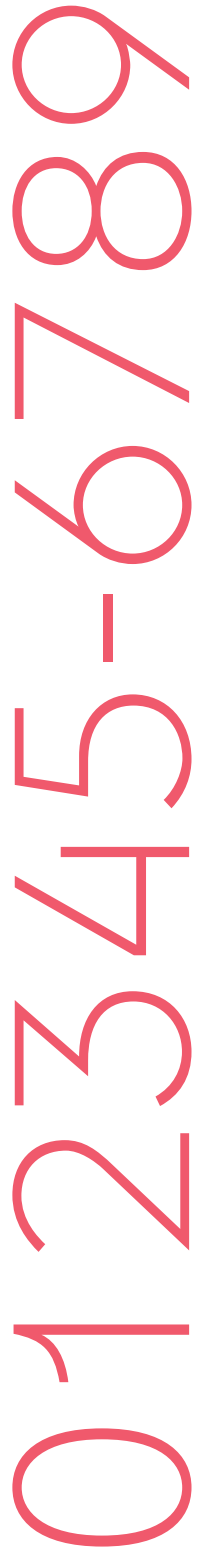
What you need to do

1. Inform RUC that you need to apply for an extension of your residence permit. If you are an exchange student, send an e-mail to incoming-exchange@ruc.dk. If you are taking a bachelor's or master's degree, send an e-mail to fulldegree@ruc.dk. RUC completes part 1 of your online application (ST3 form), and provides you with a reference number and access code. It usually takes up to a week for RUC to process your request.
2. Create case order ID at SIRI's website
3. Pay the fee to SIRI
4. Gather documentation
5. Complete part 2 of the online application form: ST3 form
6. Have your biometric features (facial photo and fingerprints) recorded within 14 days after submission of your application.

For complete and updated information, please visit:

nyidanmark.dk

Register for a civil registration number (CPR number)



CPR number

What is a CPR number?
In Denmark, every resident is assigned a Civil Personal Registration number, known as a CPR number. This unique ID is used in all interactions with Danish authorities and many private institutions.

Why you must register for a CPR number
You are required to register for a Danish CPR number when staying more than 90 days.

The CPR number is essential in relation to any contact with the Danish authorities, and ensures that you can:

- free public healthcare
- opening a bank account
- registering with the tax authorities
- using public libraries
- receiving salary payments and other benefits

When to apply
Before you can apply for a Danish CPR number, you must have a:

- residence permit (non-EU/EEA citizens) / an EU residence document (EU/EEA/Swiss citizens). Nordic citizens do not need a residence document
- place to live in Denmark

How to apply via International Citizen Service
If you live in Copenhagen or Roskilde Municipality, you apply via the International Citizen Service at International House Copenhagen.

What you need to do

1. Gather documentation
2. Complete the online application form
   NB: EU citizens may apply for CPR online before they receive their registration certificate, but must bring the document on the day of registration
3. Wait for your invitation e-mail
4. Go to International House Copenhagen during their opening hours for an ID check. If your application is approved, you will get your CPR number straight away

Please read the complete information on how to apply:

ihcph.kk.dk/artikel/apply-your-cpr-number-here

Register for a civil registration number (CPR number)

How to apply via your local citizen service
If the International Citizen Service does not cover your municipality, you must apply via your local citizen service. Contact your local citizen service for information on how to apply.

When moving or leaving Denmark
If you change your address in Denmark after being registered for a CPR number, you must report your move to your (new) municipality. Before leaving Denmark, you are required to report this to the municipality, where you are registered.



Health insurance card

You will receive a Danish health insurance card ('Sundhedskort') two to three weeks after registering for a CPR number. You should always carry this card with you, as you must present it at doctor's visits, hospitals, pharmacies when collecting prescription drugs etc.

Request MitID

MitID is a secure login to public websites in Denmark, which is used for online banking, changing your address, checking your tax, choosing a doctor or registering that you are leaving Denmark etc.

How to request MitID
If you have just arrived in Denmark, you can get MitID in 2 different ways:

1. By scanning your passport or ID card in the MitID app.
2. By contacting your local Citizen Service.

mitid.nu

International House Copenhagen

International House Copenhagen offers international citizens help with a number of practical matters, such as:

- MitID
- Tax card
- Job seeking in Denmark
- And other related services

Contact information
International House Copenhagen
Nyropsgade 1
1602 Copenhagen

ihcph.kk.dk

Accomodation



Korallen residence hall



Kolibrien residence hall



Rockwool residence hall

Campus accommodation for exchange students

RUC has secured a limited number of residence hall rooms for our exchange students. The residence halls are located on campus.

We do not give guarantees, but normally we are able to accommodate all exchange students who applied before the deadline for the spring semester, and most students for the autumn semester.

Information about the residence halls
RUC has secured rooms in the following three residence halls:

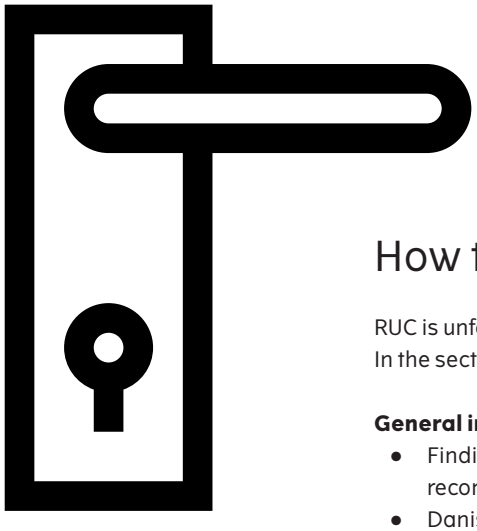
1. Korallen: 107 rooms in total. RUC has secured approximately 20 single rooms with own bathroom and kitchenette and shared common rooms/big kitchens.
2. Kolibrien: 59 rooms in total. RUC has secured approximately 35 single rooms with own bathroom and shared kitchen and common room, as well as 1 shared flat with 3 single rooms with 2 shared bathrooms and shared kitchen and common room.
3. Rockwool: 15 rooms in total. RUC has secured 3 shared flats with 4 single rooms, 2 bathrooms and shared kitchen/common room, as well as 2 single rooms with own kitchenette and shared bathroom for the 2 single rooms (no shared/common room).

The residence halls have kitchen and laundry facilities. All rooms are self-serviced. The rooms are equipped with basic furniture, the most necessary kitchen utensils, as well as a pillow and duvet. You have to provide sheets and towels.

How to apply
You will receive an e-mail with information on how to apply when you are accepted as an exchange student.

You need to put down a deposit of 11.000 DKK, and pay 4.144-5254 DKK per calendar month depending on the room.

Accomodation



How to find accommodation

RUC is unfortunately not able to assist our full degree students in finding accommodation. In the sections below, you can find information on how to find accommodation in Denmark.

General information about student housing in Denmark

- Finding accommodation for students in Denmark is generally quite challenging. We recommend that you secure your accommodation before arriving in Denmark.
- Danish students usually live in private or rented flats, rooms or in residence hall rooms.
- It is common to pay a deposit corresponding to three months' rent when signing a lease agreement. You will get the deposit back upon moving out - unless anything has been damaged. It is also common to have three months' notice for terminating a lease agreement.
- Apartments and rooms are usually rented out without furniture. However, you can apply specifically for rooms with furniture via different platforms – just note that there are significantly fewer furnished rentals and that they are more expensive.

Housing Anywhere

Roskilde University supports the global network Housing Anywhere. It is a peer-to-peer platform where people can rent out rooms to international students. If you log in via this page, you get a Roskilde University VIP profile:

housinganywhere.com/roskilde--Denmark/roskilde-university/sign-up

RUC's digital notice board

You can send an e-mail to markedsplads@ruc.dk, if you are looking for accommodation. It is a digital notice board. Many students and members of staff at RUC subscribe to this service. It is also useful, if you need to buy or sell a bicycle, furniture or other things.

Student housing agencies

You can apply for accommodation via student housing agencies:

RIU-Roskilde (Residence halls in Roskilde) and
CIU-Copenhagen (Residence halls in Copenhagen)
CIU/RIU
Jernbanegade 4, 4. sal
1608 København V
Phone: RIU: (+45) 4632 1000 / CIU (+45) 3311 6444
E-mail: RIU: info@riu-roskilde.dk / CIU: info@ciu.dk
Web: s.dk (only in Danish – use a browser with translation features)

Kollegiernes Kontor i København (Residence halls in Copenhagen)
Dahlerupsgade 3, st.
1603 København V
Phone: (+45) 3363 0500
E-mail: kkik@kollegierneskontor.dk
Web: kollegierneskontor.dk

Accomodation

Join Goin' groups for housing support
On the Goin' app, consider joining groups focused on finding accommodation. They're great for sharing tips, tricks, and helpful resources to make your housing search easier.

Your first days in Denmark
This could be an option for your first days in Denmark:

Danhostel Roskilde
Vindeboder 7
4000 Roskilde
Danmark
Phone: (+45) 7088 3427
Email: roskilde@danhostel.dk
Web: danhostelroskilde.dk



Danhostel Roskilde

Living in Denmark



Access Digital Post

Digital Post is a secure way to receive mail from public authorities in Denmark. This includes letters from hospitals, information about SU (student grants), and letters from the Danish Tax and Customs Administration (SKAT), etc.

How to access Digital Post
When you have your MitID, you can access your Digital Post via one of the following secure websites:

e-Boks.dk or
borger.dk

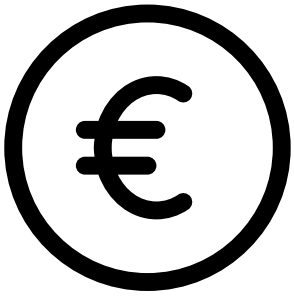
Bank account

How to open a bank account
If you want to open a Danish bank account, you need to obtain a Danish CPR-number first. To open a bank account, you usually need to submit a certified copy of your passport/national ID-card, admission letter from Roskilde University and your Danish health insurance card with your CPR number and Danish address. You can contact any Danish bank to set up an account.

Nemkonto
You need to register your Danish bank account as what is called a 'NemKonto' (i.e. an 'Easy Account'). This will allow Danish public authorities to make direct payments to you – like wages, tax rebates and the like.

For more information:

nemkonto.dk



Budget

In terms of living expenses, these will depend on your personal standards and requirements.

To give you an idea, here is an approximate average per month for selected expenses:

Housing: DKK 3,000-5,000 (€ 400-670)
Food: DKK 1,500-2,000 (€ 200-270)
Transportation: DKK 660 (€ 90)
Books: DKK 250-500 (€ 35-70)
Other personal expenses such as warm winter clothes: DKK 1000 (€ 140)

In total, you should expect to use approximately DKK 8,000 (€ 1,070) per month.

At Roskilde University, tuition fees for non-EU/EEA students range from €8,900 to €17,800 per year. If you are a student from outside the EU/EEA, remember to add the tuition fee when planning your monthly budget.

For money saving tips:

studyindenmark.dk



Coping with culture shock

When you first arrive in Denmark or begin your studies at RUC, it might take a while to feel settled and and to get used to your surroundings. We have put together a few resources to help you cope with culture shock and settle into Danish culture.

Time to Mind is a brochure that focuses on mental health and self-care when stepping out of your comfort zone. It covers the 6 stages of culture shock and provides 10 useful tips for coping with change.

The Erasmus Generation Blog has put together tips to avoid culture shock.

Climate and weather

Seasons
Denmark has four distinct seasons, where the spring months, April to May, tend to be the mildest, while the summer months of June, July and August are the warmest. Autumn, from September to November, tends to be quite rainy and more overcast. Winter, from December to March, is normally cold and you should expect to encounter frost and snow. It can at times be quite windy all year round.

Temperatures
Being located in the North Temperate Zone, Denmark has a mean temperature of 7.7˚C, with February the coldest month (mean 0.0˚C) and August the warmest (mean 15.7˚C).

Daylight and sunshine hours
As in other Scandinavian countries, daylight and sunshine hours vary greatly across the seasons. The longest day of the year is 17h 15mins long and the shortest day is 6h 44mins long. Sunshine hours range from 0h 36mins per day in December to 8h 10mins each day in May and June.

For more information:

visitdenmark.com

Free Danish Courses for international Students

While most Danes speak English well, learning Danish while studying in Denmark will benefit you at your place of study, in your social life, and when looking for a job in Denmark.

You will need to pay a deposit, which will be fully reimbursed upon completion of the exam. Read more and find contact information for Danish courses at RUC via UCplus:

ucplusdansk.dk/en/

Danish state educational grant (SU)

Danish citizens enrolled at a higher education programme are entitled to receive a monthly SU grant. Foreign citizens must fulfil specific conditions in order to be approved to receive SU.

For more information:

su.dk/english



Emergency services

Emergency number
Dial 112 in case of an emergency and ask for an ambulance, the police or fire department. There is no charge when you call this number.

Medical helpline
If you become ill outside your doctor's opening hours (during weekends, on a public holiday or after 16.00 on weekdays), you can call the medical helpline ('Lægevagten'). Have your Danish health insurance card ('sundhedskort') ready when calling.

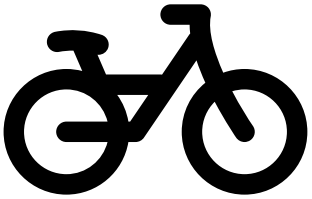
Phone
Copenhagen area: (+45) 1813
Region Zealand (including Roskilde area): 1818

Phone hours
Monday – Friday: 16.00-08.00.
Weekends and public holidays: On call day and night.

Police
Dial **114**, if you need to contact the police in cases that are not urgent.

Insurance
We strongly recommend that you take out adequate insurance while studying in Denmark. The following insurance is recommended:

- Third-party liability insurance ('Ansvarsforsikring') – covers expenses if you need to pay compensation to another person
- Accident insurance ('Ulykkesforsikring') – covers the financial consequences of an accident
- Home contents insurance ('Indboforsikring') – covers your personal belongings
- Car insurance ('Bilforsikring') – If you bring a car with you, make sure it is properly insured. If you decide to take out insurance in Denmark, try contacting one of the larger insurance companies. They have websites in English.



Transportation

Bicycle
Many people in Denmark use bicycles for their daily transportation.

Public transport
Use Journey Planner (Rejseplanen) when travelling by public transport:

journeyplanner.dk

This website provides you with the easiest and quickest way to get from one place to another by train, bus or metro in Denmark and outside of Denmark. Or you can install the "Rejseplanen" app on your mobile phone.

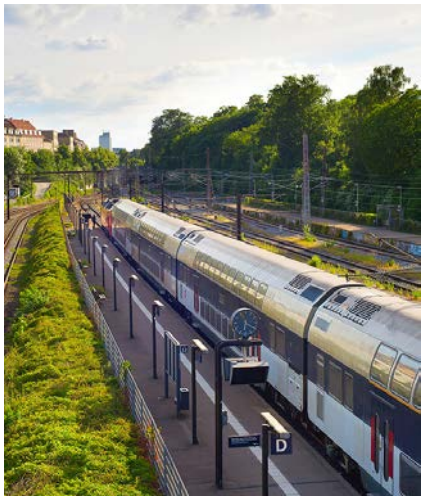
Other relevant websites:

Public transportation: dinoffentligetransport.dk/en
Train journeys: dsb.dk

Where to buy tickets
You can buy tickets or travel cards valid for buses, trains and the metro in the following ways:

- 'DOT Tickets' app
- "Rejseplanen" app
- Ticket machines at the metro or train station
- 7-eleven kiosks at the metro or train station
- Ticket office at Copenhagen Central Station.

Living in Denmark



Calculating Ticket Prices in Greater Copenhagen
The Greater Copenhagen area is divided into zones, which determine the price of your ticket for buses, trains, and the metro.

At stations and bus stops, you'll find coloured zone maps to help you calculate the fare for your journey.

- From Trekroner to Roskilde: Buy a 2-zone ticket
- From Trekroner to Copenhagen: Buy a 7-zone ticket

Taxis
Taxis are quite expensive in Denmark. They run by meter, so you cannot bargain.

Public transportation pass "Ungdomskort"
As a university student, you may be eligible for a public transportation pass called the Ungdomskort, provided you meet certain conditions. The Ungdomskort offers a daily discount on public transport between your residence and your place of study. In addition, it includes several other benefits. You can use the Ungdomskort on buses, trains, and the metro.

The Ungdomskort comes with specific eligibility requirements, which you can read about at:

ungdomskort.dk/english

Important information for non-EU/EEA students
Please be aware that if you are a non-EU student with a residence permit granted for studies in Denmark, you are not entitled to use an Ungdomskort, as it is considered public support from an authority and may violate the terms of your permit. For more information about residence permit rules, please visit:

nyidanmark.dk

Working while studying in Denmark

Student job

It can be challenging to enter the Danish labour market and find a relevant student job right away if you do not speak Danish. However, do not see this as an insurmountable barrier. Instead, use your intercultural background as an asset in your job search.

Most importantly: Take advantage of the opportunities available in your bachelor's or master's programme. Many students collaborate with companies on projects or take internships as a way to find a relevant student job.

In addition, relevant voluntary work can also help you gain qualifications that may make you eligible for a student job.

For more information and tips on finding a student job in Denmark:

karriere.ruc.dk and workindenmark.dk

SU and work

You are allowed to work while you receive SU, but there is a limit to the amount you are allowed to earn. In addition, if you have been granted SU, because you are working in Denmark, you must remain employed for a minimum of 10-12 hours a week.

For more information:

international.kk.dk and su.dk/english

Tax information

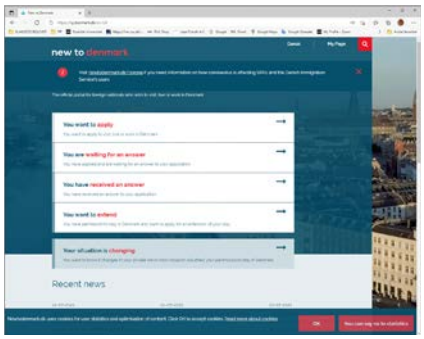
You must pay income tax if you work while studying in Denmark. The Danish Tax and Customs Administration (SKAT) can help you create a tax card and guide you on Danish tax matters.

For more information:

skat.dk

SKATTE STYRELSEN

Working while studying in Denmark



Work permit

Nordic/EU/EEA/Swiss citizens
If you are a Nordic, EU, EEA or Swiss citizen, you do not need a work permit.

Non-EU/EEA citizens
If you are a non EU/EEA citizen, you apply for a work permit as part of your residence permit as a student. This work permit entitles you to work for up to 20 hours a week during the semester, and full time during the months of June, July and August. The terms of your work permit are stated in the decision concerning your residence permit. Please make sure to comply with the stated terms.

For more information:

nyidanmark.dk

Establishment card scheme for non-EU/EEA citizens
If you are a non-EU/EEA citizen, you, may be granted a residence permit for up to 3 years for job seeking in Denmark, if you hold a residence permit as a student in a Danish professional bachelor, bachelor, master or PhD programme and you have completed your educational programme.

For more information:

nyidanmark.dk

An introduction to RUC

Understanding academic culture in Denmark

The academic culture in Denmark—and at RUC in particular—may be quite different from what you are used to. One of the most noticeable differences is the informal relationship between students and lecturers. You are not expected to use titles such as Dr or Professor, and addressing lecturers by their first name is completely normal.

You are encouraged to ask questions during and after class, and to engage in open dialogue. Lecturers will support your learning by offering guidance, references, and feedback, but they will not provide final answers or closely monitor your every step. Instead, you are expected to take responsibility for your own learning.

Active participation is a key part of your role as a student. Whether in class discussions, group projects, or meetings with your supervisor, your input matters. You are also expected to think critically, challenge ideas, and present well-reasoned arguments supported by evidence, rather than simply repeating what you've read or heard.



RUC's unique educational model

What sets RUC apart from other universities is its combination of traditional course teaching and problem-oriented project learning (PPL). This approach allows you to apply academic theories to real-world problems in a collaborative setting.

The 7 principles of problem-oriented project learning (PPL)
At RUC, PPL is based on seven core principles:

1. project work
2. problem orientation
3. interdisciplinarity
4. participant control
5. exemplarity
6. group work
7. international insight and vision

These principles are not just theoretical—they are actively applied in both your coursework and project work.

Balancing courses and project work

Your studies will be evenly split between courses and group-based project work. This balance gives you the opportunity to explore academic content in depth while developing practical skills such as teamwork, communication, and independent inquiry.

Practical study information



Academic year

Spring semester: 1 February to 30 June
Autumn semester: 1 September to 31 January

Danish grading system

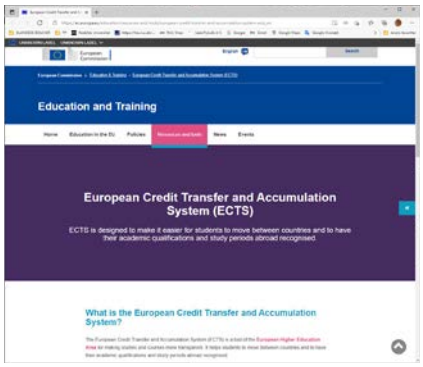
You will either receive a grade according to the 7-point grading scale or a pass/fail after your exam.

7-point grading scale

GRADE	DESCRIPTION	ECTS
12	For an excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.	A
10	For a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.	B
7	For a good performance displaying good command of the relevant material but also some weaknesses.	C
4	For a fair performance displaying some command of the relevant material but also some major weaknesses.	D
02	For a performance meeting only the minimum requirements for acceptance.	E
00	For a performance which does not meet the minimum requirements for acceptance.	Fx
-3	For a performance which is unacceptable in all respects.	F

Pass/fail
For exams evaluated using the pass/fail grading system, you will not receive a numerical grade. If you are an exchange student, please note that not all universities accept pass/fail assessments when transferring credits. Ask your home university about their credit transfer policy. If they do not accept pass/fail evaluations, make sure to choose courses at RUC that are graded using the 7-point scale.

Practical study information



ECTS

ECTS stands for European Credit Transfer System. It is a system used to refer to the amount of academic credits acquired for a specific course, project or programme. All higher education programmes in Denmark, and in most European countries, are described according to ECTS. One semester of full-time study corresponds to 30 ECTS. A three-year bachelor's programme at RUC equals 180 ECTS, and a two-year master's programme at RUC equals 120 ECTS.

For more information:

education.ec.europa.eu/ects

Guidance on examination cheating and plagiarism

The academic working methods at Roskilde University may be different from what you were used to at your high school or previous university. You should make sure that you are familiar with the rules concerning examination cheating and plagiarism in order to avoid being suspected of academic misconduct.

For more information:

How to avoid plagiarism:

stopplagiat.nu/en

How cases of suspected examination cheating are handled at RUC:

intra.ruc.dk/en/students/study-administration/everything-about-exam/avoid-cheating-at-exams

Practical matters when starting at RUC

Directions to RUC

RUC is easily accessed by train. You have to get off at Trekroner Station, from where it takes about 10 minutes to reach the university on foot.

Directions to RUC:

ruc.dk/en/directions-roskilde-university



E-mail account

All students need to have a RUC e-mail account. Please make sure to check your RUC e-mail regularly, as it is used to remind you to sign up for exams, renew your student card etc.

How to get your RUC e-mail account
Once you have received a message that you have been formally enrolled, you can get your username and password for your RUC e-mail account.

What you need to do:
If you do not have a Danish CPR-number and MitID:

- follow the instructions stated in the enrollment letter on how to receive your username and password

If you have a Danish CPR-number and MitID:

- log in to RUC's intranet to access your username and create your personal password here:

  ruc.dk/nytlogin

  The RUC username and password is your access to all digital platforms at RUC.

IT systems

Digital exam
'Digital Exam' is RUC's digital exam platform where examination assignments are released and where you submit your exam papers.

Digital exam:

eksamen.ruc.dk

Practical matters when starting at RUC

Moodle

When you are registered for your courses and projects, you can access 'Moodle': It is an e-learning system used for:

- Communication between the lecturer and students
- Access to course materials and syllabus
- Getting Information from the administration about exams etc.

moodle.ruc.dk

STADS Online Student Services
'STADS' is RUC's student registration system where you can:

- Register for courses and exams
- Find your exam results
- Print your transcript or confirmation of enrollment

stadssb.ruc.dk



Student card

Every student at RUC gets a student card. The card has several purposes. It serves to identify you as a student at RUC, and can also be used as a key card to get access to buildings and to the multi-function machines for printing, copying and scanning at RUC.

How to get your student card
Once you have received your username and password for your RUC e-mail account, you can order your student card.

What you need to do:

1. Get your photo taken in the photo booth in Building 03.1 or upload your own photo and order your student card at kortprint.ruc.dk/index.php
2. Pick up your student card at the Service Desk in Building 03.1. It is usually ready straight away. Although, close to semester start, you may need to wait about 30 minutes.
3. In order to use the card as a key card, the Service Desk also needs to activate it.

Practical matters when starting at RUC

Study activities

Find all relevant information about your study activities, such as your study start, courses and projects at

study.ruc.dk

In the description of the individual courses and projects, you can find information about:

- How to sign up for courses and projects
- When and where your courses will take place
- Group formation
- Course materials
- Examination details and much more



Administration and services

Study administration

Find answers to study related questions and our contact information (telephone numbers, phone hours and email addresses) at:

intra.ruc.dk/en/students/study-administration/



StudentHub

The Student Hub is where you can get answers to any questions you may have about your studies.

You can ask about:

- Admission and enrolment
- Exchange
- Registration for study activities and exams
- Student Grant (SU)
- Study and Career Guidance
- Or any other questions about study-related or practical matters

Contact information
Location: Building 01, opposite the canteen
Opening hours: Monday, Tuesday, and Thursday: 12:00–13:30

Special educational support (SPS) and support options

SPS is a support scheme enabling students with physical or mental disabilities to complete a higher education programme on equal terms with other students. Disabilities may be dyslexia, hearing impairment, reduced mobility, blindness, depression, anxiety etc. Apart from SPS, there are several other options for receiving help and support during your studies.

For more information:

intra.ruc.dk/en/students/study-administration/ (section: SPS and special support guidance)

Administration and services



Student Counselling Service

The Student Counselling Service offers free social and psychological support to students. They can help with psychological issues, but also more practical concerns such as maternity leave or illness.

Contact information
Location: Building 40, room 1-47 and building 41, room 1-02
E-mail: ruc@srg.dk
Phone: (+45) 7026 7500
Phone hours: Monday – Friday: 09.00-12.00

For more information:

srg.dk/english

University chaplain

You can contact the University Chaplain, Ulla Pierri Enevoldsen, for a confidential conversation if you need someone to talk to regardless of your religious beliefs. If you want to make sure that she is available, you should send an e-mail to book an appointment.

Contact information
Location: Building 26, room 26.124 (in the RUC library)
E-mail: pastor@ruc.dk.

For more information:

pastor.ruc.dk

How to Print, Copy and Scan

There are different types of multi-function machines at RUC, which can all print, copy and scan to e-mail. You use your student card to release your prints. RUC students have 700 free clicks per semester, which corresponds to the cost of 700 black-and-white A4 sheets.

For more information;

papercut.ruc.dk/

Facilities on campus

Sports facilities

RUCsport offers exercise and sports activities for students and employees at RUC. They run the gym and host a variety of activities. You are required to pay a membership fee to use the gym and dance studio.

Gym location: Building 45.1

For more information:

rucsport.dk



Student House, building 13

Student House

The Student House at RUC is a gathering place for all students at RUC. You can use the Student House for a number of things. Whether you need a place to study, have a group meeting or hang out with your fellow students. You can also visit RUCbar, which is a café and bar. Here you can grab a cup of coffee, a soda or beer with your fellow students. The Student House is run by students on a voluntary basis.

Location: Building 13

For information about opening hours for the café, opportunities to volunteer or use the house:

studenterhusetruc.dk

University Canteen

In the canteen, you can buy hot and cold drinks, homemade bread, cakes and other essentials. At least two hot meals are offered each day, one of which is vegetarian. There is also a salad bar, sandwiches and "smørrebrød" (Danish open sandwiches on rye bread).

Location: Building 01

Facilities on campus



Roskilde University Library

University Library

Roskilde University Library is designed to be a workspace for students and staff at Roskilde University. The facilities include reading rooms, group rooms, readers' seats, access to print, copy and scan, etc.

Location: Building 26.

For more information:

ruc.dk/en/roskilde-university-library

Wifi access

You can connect to the wireless network at RUC via eduroam. This network is also available at other Danish universities that offer this service.

For information on how to connect to eduroam and other services to students:

intra.ruc.dk/nc/en/students/services-to-students/

Campus life and student community at RUC

Meet your classmates on Goin'

Join the RUC Goin' app to connect with fellow students. Find classmates with similar interests, from your home country, or in the same programme. You can also search for housing, find roommates, and start planning student life together.

Just register via the invitation link sent to you, download the app, and start connecting.

RUCbar – student café & bar

RUCbar runs the café and bar in RUC's Student House (Building 13) and serves coffee, sodas, beers and drinks at very student-friendly prices. Several times a semester, they host some of the largest parties on campus, either in the Student House or in the canteen.

For more information:

rucbar.dk

International Community (IC)

IC is a student-run organization that hosts various events to create a social platform for both international and Danish students at RUC.

For more information:

facebook.com/InternationalcommunityRUC

Get involved with student organisations at Student House

Student House in Building 13 is proud to host a wide range of student-run organisations that help shape campus life at Roskilde University. Whether you're into politics, culture, sports, media, or social events, there's a place for you here.

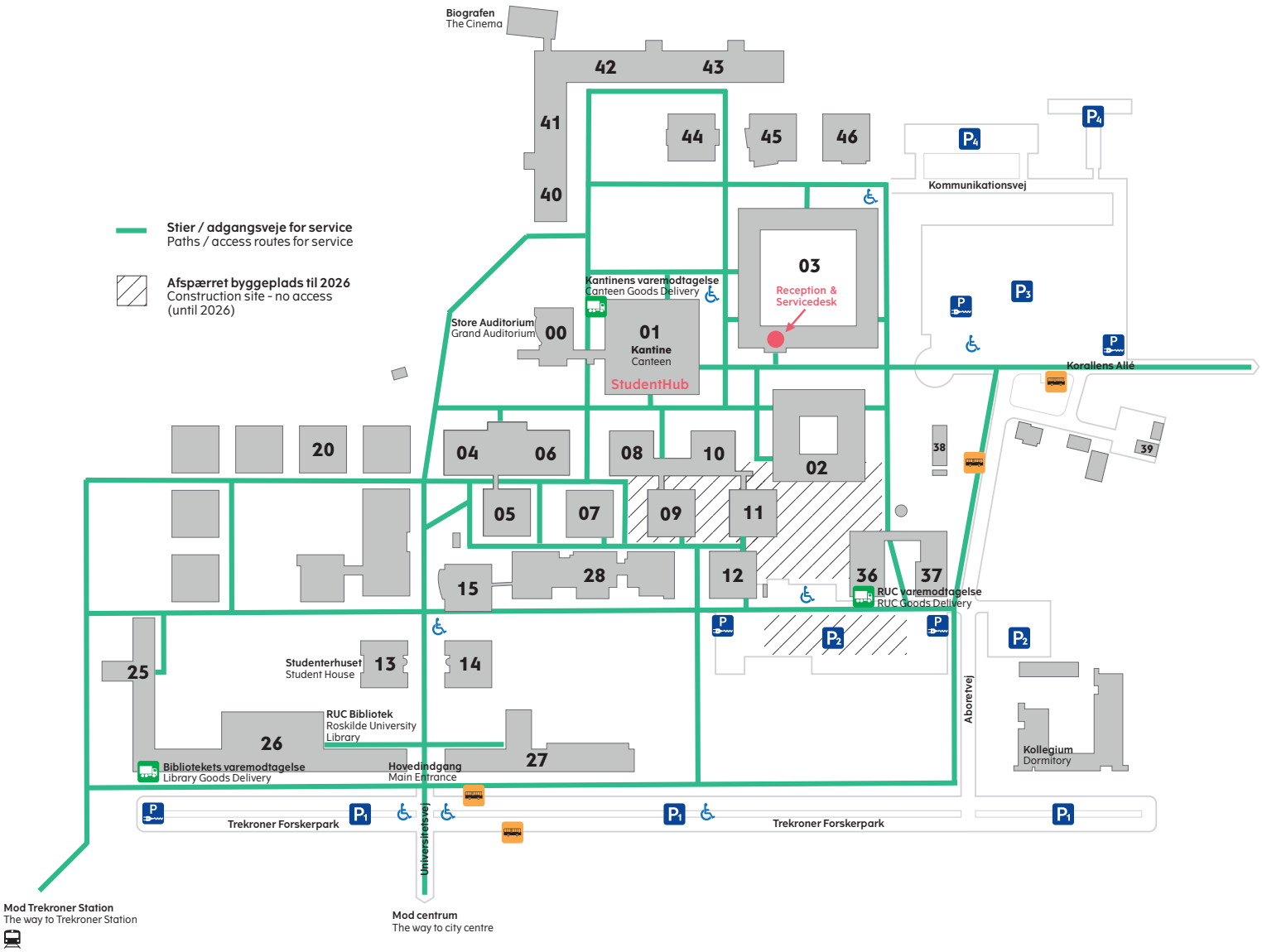
Here are just some of the organisations you can get involved with:

- Critical Edge Alliance / European Reform University Alliance
- EDUKitchen
- International Community (IC)
- Kamarillaen (Annual Party Committee)
- Queer Culture Club
- RUC Brewery
- The Board Game Club
- The Needle Craft Club
- The RUC Choir
- The Student Council at RUC

For more information:

studenterhusetruc.dk/

Directions to Roskilde University




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