



A CPR-number is important for your life in Denmark

CPR-number (civil registration number) – 4 important steps

How to obtain a Danish CPR-number and Health Insurance Card

- Once you receive your residence permit, please visit the Citizen Service Centre (in Danish: **Borgerservice**).
- At the Citizen Service Centre you apply for the Danish CPR-number. When your application is approved, you will receive a Health Insurance Card, where your CPR-number is stated.
- The Health Insurance Card will be sent to your private address (therefore; please mark your postbox with your name).

Remember to bring the following documents to the Citizen Service Centre when applying for a CPR-number

- Residence permit
- Your passport/ID card

Contact the Admissions Office at Aalborg University

- Once you have your Danish CPR-number, please provide the Admissions Office with the CPR-number. Email: masteradmission@aau.dk (Subject field: CPR-number)
- Information on the CPR-number is important so that you can receive personal documents from the university such as Academic transcript, Certificate (Guest students) and Diploma (Degree students).

When leaving Denmark

- Please unregister your address and CPR-number at the Citizen Service Centre – either in person at your local *Borgerservice* or online via www.borger.dk (using Nem ID)

Websites - Local Citizen Service Centres

Aalborg: <https://www.aalborg.dk/english/moving-to-aalborg/cpr-registration>

Esbjerg: <http://newinesbjerg.dk/en-gb/useful-information/citizen-service-centres>

Copenhagen: <https://international.kk.dk/>