

Checklist – Cross Border Commuters

☐ **1) Starting out**

Visit the ISM website ism.ku.dk to learn about important things such as the registration process in Denmark.

☐ **2) Residence and work permit**

Non-EU citizens must apply for a residence and work permit. ISM will help you with this.

☐ **3) Tax authorities**

Register with the tax authorities to get a special tax number. ISM can help with this process and if you are eligible for the researcher taxation scheme, ISM can apply on your behalf.

☐ **4) Bank account / MitID**

When you have received the special tax number, you can open a Danish bank account or set up an existing bank account as your NemKonto. You need either one to receive your salary. To get the MitID, please download the MitID app and activate by yourself if you have a chip and a phone that can scan your passport. You can learn more about getting help with the MitID here: [Get MitID with a foreign passport - MitID](#). If you cannot activate the MitID yourself, you can book an appointment at the local citizen center and they will help you with that.

☐ **5) Health Card**

When you have received your tax number (and if you are an EU citizen), you can apply for the special health card online.

☐ **6) Good to go!**

ISM events are a great opportunity to meet other international staff and to receive information about working and living in Denmark. Check ism.ku.dk/events.

