




















Apply for housing benefits if you live in a dorm/student housing (instructions)






Here you can find instructions in English for how to apply for housing benefits if you live in a dorm/student housing.






	Go to www.lifeindenmark.dk/apply-housing-benefits
	Please note that the following instructions are for applying for housing benefits if you live in a dorm/student housing.
	Click [Start].
	Log in using your MitID digital signature.
	Click on [Søg Boligstøtte] (Apply)
	<p>Do you live in the property? Or are you moving in soon?</p> <p>Are you more than 2 months away from moving in? If so, then you cannot send us your application yet.</p> <p>If you have less than 2 months until you move in</p> <p>Click on [Næste] (Next)</p>
	<p>Get off to a good start</p> <p>1. It typically takes fifteen minutes Applying for housing benefits takes about 15 minutes if you have everything ready. If everything is as it should be, it can take up to 7 weeks before you receive a response to your application.</p> <p>2. Have relevant documents ready It is a good idea to have relevant documents such as payslips, rental contracts and the like ready.</p> <p>3. You can save your application If you are prevented from completing your application, it will</p>





	<p>automatically be saved as a draft for 14 days. You can always pick up where you left off.</p> <p>Click on [Start din ansøgning] (Start your application).</p>
	<p>Your information</p> <p>Tick the box to consent to Udbetaling Danmark continuously collecting information about you for use in your housing benefits case.</p>
	<p>Click on [Indhent oplysninger] (Retrieve information)</p>
	<p>Get help with questions</p> <p>When we ask you questions, sometimes there is a small green circle with a question mark to the right of the question. Clicking on it will bring up a text that can help you with your application.</p> <p>Click on [Ok, forsæt] (Ok, continue)</p>
	<p>Select your new address</p> <p>Enter the postcode and the first letters of the street name you are applying for housing benefits for. Then click on the road name from the list that appears.</p> <p>[POSTNR.] – (POSTCODE.)</p> <p>[BY] - (CITY)</p> <p>[VEJ] – (STREET)</p> <p>[HUSNR.] – (HOUSE NO.)</p> <p>[ETAGE] – (FLOOR)</p> <p>[SIDE/LEJLEDNR.] – (SIDE/APARTMENT NO.)</p> <p>Once you have filled in the fields, tick the box.</p> <p>By ticking the box, you confirm that the address above is or will be your permanent residence (you live permanently in Denmark at the address and are registered at the address in the CPR registry)</p> <p>Click on [Næste] (Next)</p>
	<p>Select your property type</p> <p>Your housing benefits depends on the type of home you live in. <i>If you live in a home reserved for the elderly or another home that has been assigned to you by the municipality, you must select 'Lejebolig' (Rented home).</i></p> <p>If you or a person you live with owns the entire home or just a small part of the home, select 'Ejerbolig' (Owner-occupied home). This applies even if you have a rental contract, for example.</p>




	<p>[Lejebolig] (Rented home)</p> <p>[Et lejet værelse] (Rented room)</p> <p>[Kollegium] (Dorm/student housing)</p> <p>[Andelsbolig] (Shared ownership property)</p> <p>[Ejerbolig] (A home that you own)</p> <p>[Bofællesskab] (Co-housing)</p> <p>Click [Kollegium] (Dormitory) if you live in student accommodation</p> <p>Click on [Kollegium](Dormitory)</p> <p>Click on [Næste] (Next)</p>
	<p>Please note that the following instructions are for applying for housing benefits if you live in a dorm/student housing.</p>
	<p>Own kitchen</p> <p>For example, if you live in a room and share a kitchen with others, you cannot get housing benefits</p> <p><i>Do you have your own kitchen in your home?</i></p> <p>Yes</p> <p>No</p> <p><i>What does having your own kitchen mean?</i></p> <p>Your own kitchen means that your home has a kitchen with running water and proper drainage for waste water and that you do not share the kitchen with anyone who is not part of the household.</p> <p><i>No own kitchen</i></p> <p>To qualify for housing benefits, you must have your own kitchen or kitchenette. You cannot get housing benefits if you have a communal kitchen that you share with others. You are welcome to continue your application, but if you do not have your own kitchen or kitchenette at the address, you may not be eligible for housing benefits.</p>
	<p>Documentation for having your own kitchen</p> <p>You now need to add documents about your kitchen. You can optionally save your application by clicking 'Gem kladde' (Save draft) in the bar at the top. Then you can come back when you have found the documents.</p> <p>What you need to do</p> <p>Click on "Tilføj et billede eller dokument" (Add an image or document) below</p> <p>Find and choose to add the document on your computer or device.</p>





	<p>As a minimum, we need to see proof that you have your own kitchen in your home and do not share it with anyone.</p> <p>Click on [Næste] (Next).</p>
	<p>Moving in</p> <p>Select the date you moved in or plan to move in</p> <p>Click on [Næste] (Next)</p>
	<p>What is the move-in date specified in your rental contract?</p> <p>Select the date specified in your rental contract.</p> <p>Click on [Næste] (Next)</p>
	<p>Start date of your housing benefits</p> <p>Here you can see the earliest date for when you can start receiving housing benefits.</p> <p>If you want a later start date for housing benefits, Click on [Ja] (Yes) and [Næste] (Next)</p> <p>If you have not already done so, you must report your move to the national registration office via borger.dk.</p> <p>Click on [Næste] (Next)</p>
	<p>Utilisation of the accommodation</p> <p>Subletting is when you rent a room or part of the property from the person or persons already living in the property.</p> <p>If you rent the entire property, answer '[Nej]' (No) to the question below.</p> <p>Yes No</p> <p><i>What does subletting mean?</i> <i>When you sublet, you rent a room or part of the property that you take over the right to use for a period of time in exchange for rent. To qualify for housing benefits, you must not share a kitchen with the people you are subletting from.</i></p> <p>Click on [Næste] (Next)</p>

	<p>Your home</p> <p>The information below is taken from your housing company.</p> <p>NOTE: If the information is not correct, contact your housing company</p> <p>If the information is correct,</p> <p>click on [Næste] (Next).</p>
	<p>Necessary information about you</p> <p>Choose whether you are:</p> <p>[Ikke pensionist] (Not an old-age pensioner)</p> <p>[Folkepensionist] (Old-age pensioner)</p> <p>[Førtidspensionist før 2003] (On a disability pension, from before 2003)</p> <p>[Førtidspensionist efter 2003] (On a disability pension, from after 2003)</p> <p>[Seniorpensionist] (On a senior pension)</p> <p>[Udenlandsk førtidspensionist] (Receiving a foreign disability pension)</p> <p>[Udenlandsk folkepensionist] (Receiving a foreign old-age pension)</p> <p>[Tidlig pensionist – Arne pensionist] (Early retirement pension - 'Arne pension' pensioner)</p>
	<p>I receive a subsidy for citizen-controlled personal assistance, BPA. You only need to answer "[Ja]" (Yes) if you are subsidised for BPA.</p> <p><i>What does [Borgerstyret Personlig Assistance] (Citizen-controlled Personal Assistance) mean?</i></p> <p><i>Citizen-controlled personal assistance means that you or someone you live with has hired personal helpers and receives a subsidy from the municipality. Citizen-controlled personal assistance is not the same as 'hjemmehjælp' (municipal cleaning assistance), nor do you receive a subsidy for citizen-controlled personal assistance when you live in a nursing home.</i></p>
	<p>I am using aids that take up a lot of space. You must answer "No" if you only use a walker.</p> <p><i>What does [aids that take up a lot of space] mean?</i></p> <p><i>For example, a wheelchair, hoist or similar which is used if you are severely mobility impaired. In some cases, you can get more in housing benefits if you or someone else in your home uses aids that take up a lot of space. We will assess whether you fulfil the conditions after we have contacted your municipality.</i></p>
	<p>Once you have answered the questions, you need to:</p> <p>Click on [Næste] (Next)</p>

	<p>Your telephone number</p> <p>Please include your phone number so we can contact you if we have any questions about your application.</p> <p><i>What is your phone number?</i> [enter your phone number]</p> <p>Click on [Næste] (Next)</p>
	<p>Who lives in the property?</p> <p>Add the people who live in the property with you and are registered at the address in the CPR registry. If a child lives in the property, you only need to add the child if they are registered at the address in the CPR registry.</p> <p>[Beboere] (Residents) = [Lejere] (Renters) =</p>
	<p>Once you have filled out the form, you need to:</p> <p>Click on [Næste] (Next)</p>
	<p>You can save your application</p> <p>You can save your application and close the page at any time. To do this, click the “Gem kladde” (Save draft) button in the bar at the top. The draft is saved for 14 days and when you want to continue, simply log in to borger.dk and activate your saved draft. Then you can pick up where you left off.</p> <p>Click on [Ok, continue]</p>
	<p>If you have added a person over the age of 18, your housemates must sign</p> <p>To qualify for housing benefits, your housemates must inform us of their income and sign a declaration of joint and several liability.</p> <p>We will notify your housemates when you submit your application and we will guide them through the process of signing the declaration of joint and several liability.</p> <p>Click on [Næste] (Next)</p>

	<p>Your finances</p> <p>The next steps are about your income, deductions, savings, assets and debts. Remember that you can always save your application as a draft in the right-hand corner and return to it later.</p> <p>Tip: Have documents ready</p> <p>You may need</p> <ul style="list-style-type: none"> your latest payslip statement of your SU (student loans) pension securities investment overviews various other financial information <p>Tip: Use skat.dk</p> <p>You can log on to skat.dk to double-check your income and other financial information.</p> <p>Click on [Næste] (Next)</p>
	<p>Check your income</p> <p>The figures below are from your preliminary income assessment and tax assessment notice and from the Danish Tax Agency's income register.</p> <p>Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears.</p> <p>Also fill in other relevant fields, which you can see by clicking [Vis tomme felter] (Show empty fields).</p>
	<p>You only need to tick the box if you receive a different amount of DIS income than what appears in the 'Min DIS indkomst' (My DIS income) field above.</p>
	<p>Once you have filled out the form, you need to:</p> <p>Click on [Næste] (Next)</p>

	<p>Check your deductions</p> <p>The figures below are from your preliminary income assessment and tax assessment notice and from the Danish Tax Agency's income register.</p> <p>Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears.</p> <p>Also fill in other relevant fields, which you can see by clicking [Vis tomme felter] (Show empty fields).</p> <p>[Indbetaling til privat pension pr. År] (Private pension contributions per year) Only for fixed-term annuity pension or pension with regular payments. Must be deductible according to the Danish Tax Agency's rules.</p> <p>[Andre fradrag pr. år] (Other deductions per year) For example, amounts added to entrepreneur accounts ('iværksætterkonto'), deficits in personal income from previous years, etc. before tax.</p> <p>[Renteudgifter til kapitalindkomst pr. år] (Interest expense for capital income per year) For example, interest on consumer loans, mortgages or other kinds of loans.</p>
	<p>Once you have filled out the form, you need to:</p> <p>Click on [Næste] (Next)</p>
	<p>Check your capital and share income</p> <p>The figures below are from your preliminary income assessment and tax assessment notice.</p> <p>Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears.</p> <p>Fill in other relevant fields as well, which you can see by clicking 'Vis tomme felter' (Show empty fields).</p> <p>Interest income per year For example, interest income from money in the bank, from bonds and mortgage deeds.</p> <p>Rental income per year After tax.</p> <p>Other capital gains income per year. For example, gains or losses from bonds.</p> <p>Income from stocks per year Before tax.</p> <p>Share dividends per year</p>

	<p>Once you have filled out the form, you need to:</p> <p>Click on [Næste] (Next)</p>
	<p>Check your assets and debts</p> <p>The figures below are from your preliminary income assessment and tax assessment notice.</p> <p>Correct the numbers if they are not correct. To delete a number completely, type 0 in the field where the number appears.</p> <p>Fill in other relevant fields as well, which you can see by clicking 'Vis tomme felter' (Show empty fields).</p> <p>If you have assets or debts that match the fields below, please fill in the relevant fields. The fields are the items that we do not get from your preliminary income assessment and tax assessment notice.</p> <p>Other records about your assets and debts, such as bank deposits, value of equities, property value and outstanding debt on loans, are automatically retrieved. Therefore, you do not need to tell us about them.</p>
	<p>Once you have filled out the form, you need to:</p> <p>Click on [Næste] (Next)</p>
	<p>Summary</p> <p>Here we summarise all the information. It is important that you review and make corrections if something is incorrect or fill in information if something is missing.</p> <p>If everything looks correct, you can submit your application.</p> <p>To send your application, you need to:</p> <p>Click on [Submit your application] at the bottom of the page.</p>

You have now applied for housing benefits as a resident of a dorm/student housing.

More information

You can read more about housing benefits on www.lifeindenmark.dk/housing-benefits.