



South Gate

Creative Writing School

Student Handbook



Welcome to South Gate!

We are thrilled for you to join us, and can't wait to accompany you on your writing journey. This handbook will provide you with an introduction on what you need to know for your stay in Denmark. This includes, but is not limited to, information regarding obtaining Danish residency, student housing, navigating Denmark, general facts about the country we call home, and student must-knows before classes commence.

We ask that you review this booklet carefully so you don't miss out on any relevant information before you begin your semester at South Gate.

If there is any information this handbook does not cover, **feel free to ask your new instructors and classmates!** You can reach them in the South Gate Google Common Room and they are more than happy to help guide you. Not only will you get your questions answered, but it is a great way to meet your classmates and get some insider tips!

We hope you enjoy your stay in Denmark and wish you the best of luck as you continue to craft your story.



Introduction

A lot of preparation goes into making the decision to study abroad. While it is an invaluable experience, it can be challenging at times. Luckily, this handbook will help you get started!

Table of Contents

Getting Started	6
Danish Residency	6
Housing	7
Housing Assistance	7
Civil Personal Registration	8
Health Insurance	9
Setting Up A Bank Account	9
MitID	10
Transportation	10
Walking & Biking	10
Buses	11
Taxi	11
Helpful Information	12
Phones & Internet	12
Electricity	12
In Case of Emergency	13
Other Helpful Links	13

Table of Contents (continued)

South Gate School	14
South Gate Campus: Østerågade 25, 2tv, 9000	14
Class Overview	15
Required Materials	15
Denmark	16
One of the Happiest Countries in the World	16
About Denmark	16
Hygge	17
The Danish Language	17
Daily Phrases	18
Foods	19
Numbers & Places	20
Welcome to Denmark	21

Getting Started

The following section covers areas of Danish living that you will need to establish before and within the first 30 days of your arrival in Aalborg.

Danish Residency

If you have **dual citizenship** (citizen of two countries, one of them being Denmark) you already have / are entitled to Danish Residency.

If you are an **EU / EEA citizen**, you will have to apply for a Registration Certificate within 90 days.

You can submit your application through the Danish Agency for International Recruitment and Integration (SIRI). Please note that it may take up to 30 days to process your documentation.

If you **do not have citizenship with Denmark or any EU / EEA country**, it is your responsibility to apply for a Danish Residency permit.

The difference between a visa and a Danish Residency permit is that a visa is short-term stay of less than 90 days, whereas a Danish Residency permit allows for more than 90 days. If you try to apply for both a visa and permit at the same time, your visa will be turned down.

The Danish Residency permit will essentially allow you to obtain housing and other services during your stay. We encourage you to start this process upon acceptance or as soon as possible as it can take some time to receive your permit and is crucial for you to have upon entering the country. You can find more information on this application process and how it applies to you here:

Residence permits - for Higher Education Programmes

South Gate Creative Writing School cannot help you apply for your visa / passport

Housing

Traditionally, most universities in Denmark do not have student-housing facilities, so you will need to find your own accommodations. That said, there are several sites to obtain housing in Aalborg. Please note that most rental agreements include utilities to some extent.

The most popular among students seeking to live on their own is **AKU-Aalborg**. On this particular site, you will create a profile and look at the available housing in a designated area of your choice. From there, you will put yourself on a waiting list for apartment availability. This website is free to use.

There are also plenty of other portals. However, most require a fee to use or contact the landlord. Apartment rentals are also advertised on Facebook through specific Groups by using key words "apartment" and "Aalborg."

Housing Assistance

After securing housing, it is possible to apply for housing assistance. There are various support systems offered in Denmark, the biggest one being **Boligstøtte**. Essentially, once you have secured housing, you can apply for financial assistance in paying rent. You can visit the link to see how it applies to you and get the process started!

Another valuable financial resource to have is Aalborg's cost of living which you can find on the Numbeo website: **Cost of Living in Aalborg**.

It is also possible to find a roommate. The most popular method is through Facebook Groups (keywords "roommate" and "Aalborg").

Civil Personal Registration

The Danish Civil Registration System requires all Danish residents to use a personal-number identification system. This identification number, or **CPR number**, is used by the Danish government and authorities in regards to your identity and private information. It is also used to open up a bank account, get a danish phone number, health insurance, identification, etc.

CPR numbers are required for residents who plan to stay in the country for more than three months, so you will need to register for it.

Upon receiving your Danish Residency permit and finding housing, you will need to register for your own CPR number, as required by the Danish government. You can do this at the **Aalborg Borgerservice**, located at Rantzausgade 6, 9000 Aalborg.

There, you will need to provide copies of the following documentation:

- **Danish Residency permit**
- **Photo ID** e.g. your passport
- **Rental agreement**
- For Non-Danish students: **EU Residency Card**
- Bring a copy of your **South Gate acceptance letter**

Please note that if your documents are not in Danish, Norwegian, Swedish, English, or German, you must bring a certified translation of them.

By acquiring a CPR number, you will receive a **Sundhedskort**, or Yellow Card, which acts as your social security card and also allows you access to Danish healthcare.



Health Insurance

When you register for your CPR number, you will receive a **Sundhedskort**, or Yellow Card, which automatically entitles you to any form of Danish healthcare. In most cases, you will often be assigned to the doctor closest to your home address, but you are allowed to choose your own. The Sundhedskort will be delivered by mail, so be sure to **put your name on your mailbox and / or front door**.

For EU / EEA students, a blue insurance card will not suffice.

Non-EU / EEA students should be sure to check if the insurance of your native country extends to Denmark and contact them for further information.

You are also able to purchase private insurance in Denmark, such as Household Contents (indboforsikring), Accident (ulykkeforsikring), Liability (ansvarsforsikring), etc.

Setting Up A Bank Account

All residents in Denmark are required to have a bank account. Denmark houses several national and regional banks, as well as some smaller, local ones. If you'd like to open a bank account in Denmark, you must have a CPR number.

When opening your account, you must bring the following items:

- **Passport** and / or national ID card
- **South Gate acceptance letter**
- **Sundhedskort** or document from Borgerservice indicating your CPR number and address
- **Rental agreement**

Please be sure to consult with your native bank.

MitID

In the simplest of terms, a MitID is an app that acts as a secure log-in for banks, e-Boks, and other official personal and government information. It acts as an easy log-in tool that keeps your information secure.

In most cases, a MitID can be issued by the bank of your choice. You may also register for one via Borgerservice. You will need to bring your personal identification papers, such as your passport and CPR number.

Along with the MitID, you will need to register for Digital Post (e-Boks). The Digital Post is your online mailbox to receive mail from public authorities. You will log on using your MitID. You can find more information on it [here](#).

Transportation

As does all of Denmark, Aalborg has an outstanding public transportation system; getting to your destination has never been easier! Of course, if you have a driver's license, check out [Life in Denmark](#) to see how Denmark's rules apply to you.

Walking & Biking

There are nearly always both a walking and biking lane on all major roads. The most necessary stores and shops are usually within walking distance. If not, you are never too far from a bus stop.

Biking is the most popular mode of travel amongst Danes. There are bike shops all over Aalborg to purchase or tune up your bicycle. Bikes must obey the rules of traffic, but do have the right-of-way over vehicles. Here is a blog post about [Cycling Rules in Denmark](#).

Buses

Denmark is superior in its bus system. To help you get where you want to go, there is a nifty little website / app available for download called **Rejseplanen** that allows you to plan your trip (the website is also available in English!). While you can always pay your fare with kroner coins (most of the time the fare is 24 DKK but check otherwise with your Rejseplanen app), it is helpful to acquire a **Rejsekort**, or bus card.

Remember, you are never too far away from your destination; it's just a bus stop away!

Taxi

Of course, you can always take a taxi. Local company **Dantaxi** also has an app to make your trip more convenient. But please note: ride apps like Uber and Lyft are **illegal** in Denmark. We strongly recommend you only take authorised taxi services.

Helpful Information

Phones & Internet

If you so choose, it is very easy to acquire a Danish phone number. All you have to do is choose a provider (Denmark has plenty of them!) and purchase your plan. Depending on the provider, this plan may also allow you the opportunity to purchase an internet plan and router for your home. You must have a Danish bank account in order to complete this purchase.

Living in Denmark has an article regarding mobile operators in Denmark as well as details on how to acquire a mobile contract.

Keep in mind that you will need the following to apply:

- **CPR Number**
- **Rental Agreement**
- **Bank Account**

Electricity

Please be aware that Denmark, as does much of Europe, uses a 220 - 240 V electrical current. If your appliance requires a different wattage, you may want to consider bringing / buying a converter. If your appliance can convert its wattage, you will only need an adapter for the socket.

Denmark uses the C, E, and F type sockets.



In Case of Emergency

In the case of an immediate emergency, dial **112**.

To reach the police or report something, dial **114**.

If you suffer an injury, suddenly become ill, or require medical advice and are unable to make it to your general practitioner, dial the **Medical Helpline at 1813**.

This helpline is open 24 hours a day and it is advised to consult this line before showing up at an emergency room.

Here is another link to other well-to-know emergency lines: **The Capital Region of Denmark**

Other Helpful Links

Life in Denmark

Aalborg Kommune

South Gate School

This next section will go over all of the must-know information you'll need before your first day at South Gate Creative Writing School, including the Campus, Class Overview, Required Materials, and Other Helpful Tips.

Our Campus - Østerågade 25

South Gate Creative Writing School resides within **Østerågade 25, 2tv, 9000 Aalborg**, the historic home of Jørgen Olufsen.

This inspiring site is steps away from the Aalborg Castle, countless cafes, restaurants, shops, student hangouts and the fjord. Climb the steps and enter a little piece of Denmark's Renaissance past.

The 200 m2 space has a classroom, office, gaming room, canteen, kitchenette, multi-purpose rooms and spacious student lounge.



Class Overview

At South Gate Creative Writing School you will have five to six core courses with additional Workshops and Masterclasses offered each semester. You can find out more about your classes and the genre-oriented semesters on the [South Gate Creative Writing School Website](#).

Required Materials

So you can fully take part in South Gate curriculum, we ask that you have the following materials prepared for a cohesive study experience.

You will need the following materials before classes commence:

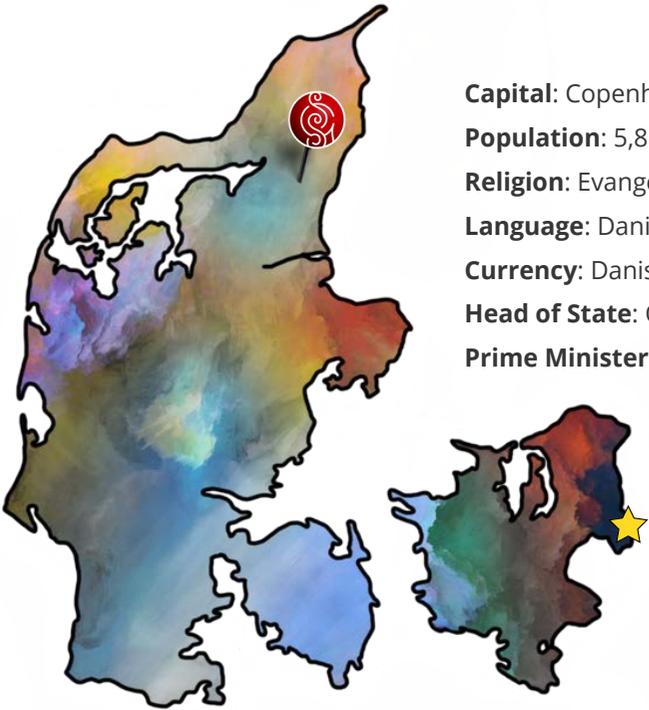
- **Laptop for Classroom**
 - A laptop is required to be brought to class and used in the classroom. While tablets can be useful, we cannot aid with off-shooting the various versions of operating systems found on tablets and iPads.
- **Microsoft Office** (Microsoft Word, Excel, & PowerPoint)
 - **Microsoft Office** is an industry standard and it is in our students' best interest to be comprehensive in the program's capabilities
 - Additionally, screenwriters will be using Final Draft
- **Grammarly**
 - **Grammarly** will be used to proof-read all of the materials you create at South Gate and a free account will do wonders for improving your writing
- **Google Account**
 - You will need a Google account to join South Gate's Google classroom.
- **Textbooks**
 - Students are required to procure their own textbooks.

Denmark

One of the Happiest Countries in the World

For several years, Denmark has ranked in the top five happiest countries in the world. But why are Danes so happy? Some might say it is the stable government, high-quality education and healthcare, low-levels of corruption, and general trust in one another. Others might say it is the Danish culture itself and its practices, such as *hygge* or *Janteloven*. Here are some of the must-know facts about the beautiful country we call home.

About Denmark



- Capital:** Copenhagen (København)
- Population:** 5,85 million (2021)
- Religion:** Evangelical Lutheran
- Language:** Danish
- Currency:** Danish Krone (DKK / Kr.)
- Head of State:** Queen Margrethe II (1972)
- Prime Minister:** Mette Frederiksen (2019)

Hygge

If you haven't heard of the Danes' practice of *hygge* yet, you are in for a life changing experience.

The word *hygge* originated in Old Norwegian, roughly translating to "well-being." *Hygge* first appeared in Danish texts sometime in the 18th century and has been practiced ever since—and is perhaps a reason why Danes are amongst the happiest people in the world!



Hygge, while impossible to translate, roughly correlates to a feeling of "coziness." Hygge is something that can be found all year long, but is essential to hold close during the rough winter months. The practice is meant to illuminate the soul and create a space of warmth and happiness that can be cherished by all.

The Danish Language

Like any student studying abroad, adapting to your new surroundings can be difficult, especially when you are now surrounded by a foreign language. Luckily, this handbook will provide you with some basic Danish phrases, words, locations, and their translations!

We hope this will come in handy as you begin to navigate your way around Aalborg (and conquer grocery shopping!). Again, you can always ask your new classmates for help. They've been in the same position you are in now and would be more than happy to help you along.



Daily Phrases

Godmorgen	Good morning
Goddag	Good day
Godaften	Good evening
Hvordan går det?	How are you?
Det går fint	It goes well (lit.)
Mit navn er ... / Jeg hedder ...	My name is ...
Hvor er ...	Where is ...
Hvad er klokken?	What time is it?
Klokken er ...	It's ... o'clock
Jeg kommer fra ...	I come from ...

Foods

brød	bread
mælk	milk
smør	butter
sukker	sugar
vand	water

grøntsager	vegetables
salat	lettuce / salad
kartofler	potatoes
agurker	cucumbers
tomater	tomatoes

frugt	fruit
æbler	apples
appelsiner	oranges
jordbær	strawberries
hindbær	raspberries

kød	meat
kylling	chicken
svinekød / grisekød	pork
oksekød / kalvekød	beef
fisk	fish

Numbers & Places

en / et	one
to	two
tre	three
fire	four
fem	five
seks	six

syv	seven
otte	eight
ni	nine
ti	ten
elleve	eleven
tolv	twelve

lejlighed	apartment
lufthavn	airport
tog	train
togstation	train station
hus	house
busstoppested	bus stop
skole	school

Welcome to Denmark!

That was a lot of information, but you made it! I hope that this handbook will help get you established in Aalborg.

For further information:

- Google Common Room: for general questions and conversations
- Student Representative: for school and personal concerns
- Student Counselor: for any stress related to studying at South Gate

I wish you the best of luck as you begin this next chapter in your life and can't wait for you to join us in the Fall!

Best wishes,



LeAnne Kline Christiansen
Director, CEO, Founder, Instructor,
Cindy Lou Who, BO\$\$, Intern Slayer,
Khaleesi, Mother of Dragons,
& "Gussy" Fring



Use Me!

Here is an assembled list of emergency numbers ready to be pasted to your refrigerator!

✂

In Case of Emergency:

In the case of an immediate emergency, dial **112**.
To reach the police or report something, dial **114**.

If you suffer an injury, suddenly become ill, or require medical advice, dial the Medical Helpline at **1813**. This helpline is open 24 hours a day and it is advised to consult this line before showing up at an emergency room.

Enter your General Practitioner's telephone number here:

(found in the upper right-hand corner of your Yellow Card)

For 24-hour taxi service from Dantaxi, dial **48 48 48 48**.

Additionally, if your phone battery dies and you need to call a taxi from the town centre, you can always go to Helnan Phønix Hotel located at **Vesterbro 77** and they will happily call one for you.



