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.

(b)	Go to www.lifeindenmark.dk/apply-housing-benefits
(key)	Log in using your MitID digital signature.
(>)	Click [Start].
(cursor)	Click on [Søg] (Apply) and then click on [Start].
(person)	State whether you are: o [Folkepensionist] (Old-age pensioner) o [Førtidspensionist før 2003] (On a disability pension, from before 2003) o [Førtidspensionist efter 2003] (On a disability pension, from after 2003) o [Ikke pensionist] (Not an old-age pensioner)
(edit)	State whether you are applying for housing benefits for a: o [Lejebolig] (Rented home) o [Et lejet værelse] (Rented room) o [Kollegium] (Dorm/student housing) o [Andelsbolig] (Shared ownership property) o [Ejerbolig] (A home that you own) o [Bofællesskab] (Co-housing) ** 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 'Rented home'.*

(!)	Please note that the following instructions are for applying for housing benefits if you live in a dorm/student housing.

(✎)	State whether you have your own kitchen or kitchenette:
	
	   o [Korrekt] (Correct)
	
	   o [Ikke korrekt] (False)

(✎)	If you answered 'Correct', you must state whether the address for which you are applying for housing benefits is or will become your permanent home. Choose between:
	
	   o [Korrekt] (Correct)
	
	   o [Ikke korrekt] (False)
	
	In order to receive housing benefits, you must have a permanent address in Denmark meaning you have to stay at the residence for more than half the time of your tenancy. If you live somewhere else for six months within a year (for example, abroad, in another home, or in prison) then you are not entitled to receive housing benefits. This applies from the date where your stay outside of the home begins.

(➤)	If you answered 'Correct', you must click [Ja, start ansøgning] (Yes, start application) to apply for housing benefits.

(✎)	Under 'Basisoplysninger' (Basic information), you can see the information that has been retrieved on your home.
	
	Under 'Har du boet i boligen mere end en måned?', you must state whether you have lived in the home for more than one month. Choose between:
	
	   o [Ja] (Yes)
	
	   o [Nej] (No)
	
	If your answer is no, then under 'Hvilken dato flytter/flyttede du ind?' you must state what date you are moving/moved in.
	
	Under 'Hvilken indflytningsdato står der i din lejekontrakt?', you must state what moving in date is listed in your rental contract.
	
	If your answer is yes, then under 'Ønsker du at søge boligstøtte fra en senere dato?' you must state whether you want to apply for housing benefits from a later date than the date listed in the field. Choose between:

	o [Ja] (Yes) o [Nej] (No) **If your answer is yes**, then you must state the date from which you want to apply for housing benefits under 'Hvornår vil du søge om boligstøtte fra?'.
	Under 'Hvad er dit telefonnummer?' you can write your phone number so that Udbetaling Danmark can contact you if they have questions regarding your application.
	Click [Næste] (Next).
	Under 'Beboere' (Residents), you must answer [Ja] (Yes) or [Nej] (No) to the following if it has not already been filled out: o 'Er du pensionist?' (Are you an old-age pensioner?) **If your answer is yes**, you must respond to 'Hvilken type pensionist er du? (What kind of pensioner are you?) o 'Modtager du døgnhjælp?' (Are you receiving 24-hour care?) o 'Bruger du pladskrævende hjælpemidler?' (Are you using aids that take up a lot of space?) **If your answer is yes**, you must respond to 'Bor du i en ældre- eller plejebolig?' (Are you living in a home reserved for the elderly or a nursing home)

👤	Under 'Hvem bor i boligen ud over dig?' (Who is living in the home besides yourself?) you must add the people, including children, who live in the home besides yourself.

If you add a person from the list, you must answer [Ja] (Yes) or [Nej] (No) to:

- o 'Modtager <personens navn> døgnhjælp?' (Is <the name of the person> receiving 24-hour care?)
- o 'Bruger <personens navn> pladskrævende hjælpemidler?' (Is <the name of the person> using aids that take up a lot of space?)
- o 'Har [personens navn] MitID?' (Does <the name of the person> have MitID?)

You must add the people who are not on the list yourself. You can do so by clicking [Tilføj ny person] (Add new person) and stating the person's:

- o 'Navn' (Name)
- o 'CPR-nummer' (Civil registration number)

In addition, you must state whether the person:

- o 'Bor sammen med mig' (Lives together with me) or
- o 'Lejer sig ind på et værelse' (Is renting a room) |
| ➤ | Click [Næste] (Next). |
| ✎ | Under 'Boligen' you must state the following if it has not already been stated:

- o 'Hvor stor er din bolig?' (How large is your home?)
- o 'Hvor mange værelser har boligen?' (How many rooms does the home have?)
- o 'Hvad betaler du i husleje om måneden uden forbrug?' (What is your monthly rent, excluding utilities?)
- o 'Er der varslet ændringer i din husleje?' (Have you been given notice of changes to your rent?) - answer [Ja] (Yes) or [Nej](No)

  If your answer is yes, you must respond to:

  'Hvor meget skal du betale i husleje efter ændringen?' (From what date does the new rent take effect?)

  'Hvilken dato gælder den nye husleje fra?' (From what date does the new rent take effect?) |

- 'Betaler du a conto varme til din udlejer?' (Are you paying on-account heating to your landlord?) - answer [Ja] (Yes) or [Nej] (No).

  If your answer is no, you must respond to:

  'Betaler du for varme direkte til et varmeselskab?' (Are you paying a utility company directly for heating?) - answer [Ja] (Yes) or [Nej] (No)

- 'Vedhæft din lejekontrakt' (Attach your rental contract)

  You do so by clicking [Tilføj billede eller dokument] (Add image or document) *

- 'Bruges en del af boligens værelser til erhverv?' (Are some of the rooms in the home used for commercial purposes?) - answer [Ja] (Yes) or [Nej] (No)

  If your answer is yes, you must respond to:

  'Hvor mange værelser bruges til erhverv?' (How many rooms are used for commercial purposes?)

* Please send us documentation for what you pay in rent. For example, this could be a copy of your rental contract. If you do not have a rental contract, it can be the latest statement from betalingsservice or a letter from your landlord clearly indicating what your rent is (excluding utilities). It must be stated which address you are paying rent for.

Click [Næste] (Next).

Under 'Indkomst' (Income), you must state what you expect your income to be in the future. If some of the fields are already filled in, this information has been retrieved from the Danish Tax Agency. Correct the figures if they do not match the income you are expecting to receive in the future.

Under 'Indkomst' (Income), you must state:

- 'Løn pr. måned. Før skat, efter AM-bidrag, inkl. feriepenge.' (Salary per month, before tax, after the AM contribution, including holiday pay.)

- 'Feriepenge pr. måned. Før skat.' (Holiday pay per month, before tax.)

- 'Dagpenge pr. måned. Før skat, efter ATP-bidrag.' (Unemployment

insurance per month, before tax, after ATP contributions.)

- o 'Kontanthjælp pr. måned. Før skat, efter ATP-bidrag.' (Social assistance per month, before tax, after ATP contributions.)

- o 'SU pr. måned. Før skat, inkl. andre legater.' (State study grant per month, before tax, including other scholarships.)

- o 'Folke- og førtidspension pr. måned. Før skat, efter ATP-bidrag, uden skattefrie tillæg.' (State pension and disability pension per month, before tax, after ATP contributions, without tax-free supplements.)

- o 'ATP som indkomst pr. måned. Før skat.' (ATP as income per month, before tax.)

- o 'Anden pension pr. måned. Før skat, efter ATP-bidrag.' (Other pensions per month, before tax, after ATP contributions.)

- o 'Efterløn pr. måned. Før skat, efter ATP-bidrag.' (Early retirement pension per month, before tax, after ATP contributions.)

- o 'DIS-indkomst pr. måned. Kun for ansatte på skibe. Efter skat, efter ATP-bidrag.' (DIS income per month, only for employees on ships. After tax, after ATP contributions.)

- o 'Skattepligtige engangsbeløb pr. måned. Før skat.' (Taxable lump sums per month, before tax.)

- o 'Skattefrie beløb pr. måned.' (Tax-free amounts per month)

- o 'Anden personlig indkomst pr. måned. Fx fri bil og telefon, bestyrelseshonorar mv. Før skat, efter ATP-bidrag.' (Other personal income per month. For example, free car and telephone, board member fees, etc. Before tax, after ATP contributions.)

- o 'Bidrag pr. år. Fx børnebidrag udover normalbidraget (barnets indkomst), ægtefællebidrag mv.' (Contributions per year. For example, child support beyond the normal contribution (child's income), spousal maintenance, etc.)

- o 'Indkomst for selvstændig virksomhed pr. år. Overskud eller underskud i virksomheden før skat.' (Income from self-employment per year. Profits or losses of the company before tax.)

- o 'Udenlandsk indkomst/pension pr. år. Udbetalt beløb.' (Foreign income/pension per year. The amount that was received by you.)

Under 'Fradrag' (Deductions), you must state:

- o 'Indbetaling til privat pension pr. år Kun til ratepension eller pension med løbende udbetaling. Skal være fradragsberettiget hos

SKAT.' (Payments made to private pensions per year - only for fixed-term annuity pensions or pensions with ongoing payments. Must be deductible according to SKAT.)

- o 'Andre fradrag pr. år. Fx indskud på iværksætterkonto, underskud i personlig indkomst fra tidligere år mv. før skat.' (Other deductions per year. For example, amounts added to entrepreneur accounts (iværksætterkonto), deficits in personal income from previous years, etc. before tax.)

- o 'Renteudgift til kapitalindkomst pr. år. Fx renter fra forbrugslån, realkreditlån eller andre former for lån.' (Interest expense for capital income per year. For example, interest on consumer loans, mortgages or other kinds of loans.)

Under 'Kapital- og aktieindkomst' (Income from capital and stocks) you must state:

- o 'Renteindtægt pr. år. Fx renteindtægter af penge i banken, fra obligationer og pantebreve.' (Interest revenue per year. For example, revenue from money in the bank, from bonds and mortgage deeds.)

- o 'Lejeindtægt pr. år. Efter skat.' (Income from rent per year. After tax.)

- o 'Anden kapitalindkomst pr. år. Fx gevinst eller tab på obligationer.' (Other capital income per year. For example, gains or losses from bonds.)

- o 'Aktieindkomst pr. år. Efter skat.'(Income from stocks per year. After tax.)

Under 'Formue og gæld' (Assets and debt) you must state:

- o 'Indestående i pengeinstitutter' (Deposits in banks, etc.)

- o 'Kursværdi for obligationer' (Market value of bonds)

- o 'Kursværdi for pantebreve' (Market value for mortgage deeds)

- o 'Kursværdi for aktier' (Market value for equities)

- o 'Ejendomsværdi' (Property values)

- o 'Restgæld på lån' (Remaining balances on loans)

- o 'Gæld på boligydelselån' (Debt on rent allowance loans)

- o 'Gæld på ejendomsskattelån' (Debt on property tax loans)

- o 'Kontanter. Fx en opsparing, der ikke står på en konto i en bank.' Cash. For example, savings that are not in a bank account.)

- o 'Private tilgodehavender. Herunder tilgodehavender i udlandet.'

	(Private receivables, including receivables from abroad.)
	o 'Fast ejendom i udlandet.' (Real estate abroad)
	o 'Værdipapirer. Fx gældsbreve i forbindelse med lån til børn.' (Securities. For example, debt instruments in connection with loans given to children.)
	o 'Værdien af biler.' (Market value of cars.)
	o 'Værdien af skibe og andre fartøjer' (Market value of ships and other vessels.)
	o 'Egenkapital i virksomheder' (Equity in companies)
	o 'Erstatning. Husk at vedhæfte dokumentation.' (Compensation for damages. Remember to attach documentation.)
	o 'Værdi af en andelsbolig' (Market value of shared ownership property)
	o 'Anden gæld. Fx privat gæld.' (Other debts. For example, private debt.)
	o 'Gæld på ejendomsskattelån' (Debt on property tax loans)
	If you live with others, you must state what the projected income is for those you live with. You do so by filling in the same fields under 'Hvad regner du med, at indkomsten for <personens navn> bliver fremover?' (What do you expect the income for <the name of the person>to be in the future?)
	Click [Næste] (Next).
	Under 'Tilføjelser' you must state if you wish to add anything else. Choose between [Ja] (Yes) or [Nej] (No). If your answer is yes, then under 'Vælg, hvad din kommentar handler om' you must select what your comment is about. Choose between: o [Boligen] (The home) o [Dokumentation] (Documentation) o [Formue] (Assets) o [Indkomst] (Income) o [Kontaktoplysninger] (Contact information) o [Personer i boligen] (People in the home)

	o [Årsag til ændring] (Reason for change) o [Andet] (Other) Under 'Skriv din kommentar her' you must write your comment. Under 'Vedhæft dokumentation' you can attach documentation. You do so by clicking [Tilføj billede eller dokument] (Add image or document).
	Click [Næste] (Next).
	Under 'Bekræft og send' (Confirm and send), you can see a summary of the information you have provided.
	Before you send, you must declare that the information you have provided is correct. At the same time, you consent to Udbetaling Danmark being allowed to retrieve and pass on information that is relevant to the case. You do this by ticking the box at the bottom of the page.
	Click [Send ansøgning] (Send application).

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.