



Accommodation Guide for AKU-Aalborg

Dear students,

This guide will provide you with essential information about finding accommodation through AKU-Aalborg (www.aku-aalborg.dk), even though it is not 100% certain that you will get an offer from them. AKU-Aalborg is an agency, which provides the ones of cheapest private apartments you could find in Aalborg. **Please note that there are some important steps you should not skip.**

Introduction

The most important issues that you must consider will be in **red**. AKU-Aalborg is a part of Aalborg municipality and they are an accommodation agency providing lodgment in Aalborg city and the surrounding cities for students without charging a fee. Mainly AKU works with so-called kollegiums (college/housing facilities) and other local agencies, which give them the rights to rent out apartments and houses.

Waiting lists

To find a place to live, AKU-Aalborg suggests that you make a registration in their website and wait on a waiting list. In this waiting list you will get a place on the waiting list for each apartment/house/room you apply for. For one flat/apartment your place could be 23rd and for another it could be 10th, depending on how many people are applying for the same flat. In order to get an accommodation offer, you should wait until you are among the first 15 places approx.. (even though that does not guarantee you an offer).

Your placement number depends on your registration date in the website (the earlier, the better), your current status (without any accommodation when you arrive is the best option), whether you have children or not, whether you have made a registration for yourself only or for you and a friend and also how many people are applying for the apartment. **It is quite useful if you register yourself with a friend or other students from the very beginning. Your chances of getting accommodation with a roommate will be double and triple higher than if you apply alone. If you do not know anyone to make your registration with, please contact the following person:**

Atanas Kovachev

UCN ambassador

E-mail: housing@ucn.dk

Mobile phones: 0045/ 23 86 38 28 / 72 69 13 53

Furniture

Most of the properties in AKU-Aalborg and apartments in Aalborg are not furnished, which means that you will need to take time to find furniture. Many students bring their air beds with them and find regular furniture afterwards. Most of the properties do however provide a bathroom and a fitted kitchen with a refrigerator, hotplates or a cooker and perhaps an oven and a dishwasher. In some of them you might be able to set up a closet as well. You will find all this information on the website, at each property description ("Ejendommens faciliteter" – which means property facilities). We will describe all the options, sections and menus below.

How to choose the property closest to your university address

University College of Northern Denmark, Technology and Business has 3 main campuses for international students and they are situated in different parts of the city. That is why it is important that you choose to live in the right part of the city, unless you do not mind travelling a long distance to school every day. We will provide a guide to selecting the best area of the city below. If you still have questions, please get in touch with contact person, listed below.

The “Roof over your head” guarantee

The local municipality provides a guarantee called „Roof over your head. This means that you will have a place to stay when you arrive in Aalborg as a student. If you are arriving from the middle of August or January (winter start) and you are registered in the AKU- Aalborg database without accommodation. This means that if you haven't found accommodation through AKU-Aalborg or private accommodation, then the municipality will provide you with temporary accommodation, until you get an offer from AKU-Aalborg or find a place on your own. A temporary accommodation could be a place at the local hostel.

It is EXTREMELY IMPORTANT that you apply for apartments through AKU-Aalborg that you will be able to afford. Once you get an offer from AKU-Aalborg you are no longer covered by this low cost guarantee, no matter if you accept the offer from AKU-Aalborg or reject it. So if you reject your final offer from AKU-Aalborg you will lose your right to the "Roof over your head" guarantee and you will not get discount for the temporary accommodation.

How many accommodation offers will I get from AKU- Aalborg?

The answer is: it depends on the housing association and the factors listed in the Waiting list section, some may get 1, 2 or 3 offers, others might not get any. It is important to accept the first offer because if you reject it, you will no longer be covered by the municipality guarantee. If you reject the offer, you can, however, wait for a second or a third offer. However, if you reject 3 offers, you **MUST** accept the 4th offer otherwise your AKU registration will be closed down.

Registration in AKU-Aalborg

Making an application

Please go to the following link:

www.aku-aalborg.dk

1. Select the option Opret dig som ansøger –shown below.

The screenshot shows the AKU-Aalborg website. The header includes the AKU-Aalborg logo and navigation links: Forside, Jeg er ansøger, Jeg er lejer, Jeg er udlejer, and Om AKU-Aalborg. A red circle highlights the 'Opret dig som ansøger' button in the top right corner. Below the navigation bar, there are two yellow banners with red exclamation marks and the word 'Vigtig' (Important). The first banner says 'Indskudslån - Hvad er det?' and the second says 'Genansøgning: Er du ansøger hos os? Det er tid for genansøgning i øjeblikket.' Below these banners, there is a section titled '"Gode råd om SU og studieboliger"' with a date of 22-08 2014 and a link to an article. To the right of this section is a large image of red house icons with a magnifying glass over one of them. Below the image, there are three blue buttons: 'Ansøger' (I am looking for a house...), 'Lejer' (I am already a tenant...), and 'Udlejer' (I am a private landlord...). Each button has a 'Klik her' (Click here) link. On the right side of the page, there is a Facebook widget for AKU-Aalborg, showing a 'Synes godt om' (Like) button and a count of 886 likes.

2. Fill in the form by following the example provided.

Opret ny ansøgning / Make an application

Felter markeret med * skal udfyldes. / Fields marked with * must be filled out.

Oplysninger om ansøger / Information about the applicant

Hvis I er et par, der ansøger, er det vigtigt, at det er den studerende, der oprettes som hovedansøger. / If you are a couple applying together, it is important that the person studying, is the one, who is the main applicant.

Land / Country	*	Andet land / Other country	
Fornavn / First name	*	Atanas	
Efternavn / Last name	*	Kovachev	
Adresse 1 / Address 1	*	Bulgaria, Plovdiv, 4000, Antim 1 str.	
Postnr. og by / Postal code and city	*	0009	
Nationalitet / Nationality	*	Bulgarian	
Fødselsdato / Date of birth	*	08-12-1991	
E-mail	*	housing@ucn.dk	
Telefon / Phone no.			
Mobiltelefon / Mobile phone			
Påmindelse via SMS		<input checked="" type="checkbox"/>	
Ønsket indflytningsdato / Desired date		01-09-2015	
Uddannelse påbegyndes / Education	*	01-09-2015	
Indmeldelsesdato / Date of registration	*	07-12-2014	
Boligforhold / Current accommodation	*	Boligløs / Have no accommodation	

Oplysninger om medansøger / Information about fellow

applicant

Land / Country	*	Andet land / Other country	
Fornavn / First name	*	Second student first name	
Efternavn / Last name	*	Second student second name	
Adresse 1 / Address 1	*	Slovakia, Kosice, 04001, street	
Postnr. og by / Postalcode and city	*	0009	
Nationalitet / Nationality	*	Slovakian	
Fødselsdato / Date of birth	*	01-01-1995	
Telefon / Phone no.			
Mobiltelefon / Mobile phone			

Børn / Children

Husk, at du skal indsende dokumentation vedrørende børn. / Remember to send in documentation regarding children.

Antal hjemmeboende børn / The number of children living at home

Samværsret / Right of contact ☐

Gravid/venter barn / Pregnant/expecting a baby ☐

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Opret ansøgning / Make an application

Når du har indtastet dine oplysninger, kan du trykke på 'Opret ansøgning'. Du vil herefter blive bedt om at bekræfte oplysningerne. / When you have stated your information, click on 'Make an application'. You will then have to confirm the information.

1. Choose Other country option

2. Fill in you name, if it consists special symbols, just replace them with latin general ones. For example **š** is replaced with **s**. If you need to fill some special symbols in the address, please do change the symbols to latin general one.

3. Please fill in the address by writing the country, city, postal code, street example.

4. On postal code type 0009 no matter of your postal code.

5. Type your birthday and email. Please NOTE, your email could be used only for 1 registration on the website.

6. Fill in the date you want to move in - always 1st or 15th date of the month by law. Fill in your education start date after that.

7. Add second student to your application by pressing the yellow button. If you do not know second student, please contact your agent or write an email to Atanas Kovachev - housing@ucn.dk.

Do not fill in this part unless you have your own children.

Finish the application by pressing the yellow button at the end.

3. To be sure everything is alright, you should get the following message:



Add apartments to your application and waiting list.

Please go here <https://vl.aku-aalborg.dk/Login.aspx> and log in with the username and password you have already received on your e-mail.

Once you are logged in, please go to the left menu and choose:

Boligoversigt / Accommodation survey

- Click on the map in order to choose in which area you wish to get an apartment.

*The bright orange area stands for Nørresundby, which is the northern part of the city. It is the district that is closest to Lindholm Brygge (one of our 3 buildings), where these study programmes reside: **AP degree in Hospitality, Service & Tourism Management and Bachelor degree in International Hospitality Management and Sport Management**. This makes Nørresundby the best suitable place for students on these programmes.

*The red area stands for the city center and its surroundings. It is the district that is closest to Porthusgade (another faculty), where these study programmes reside: **AP degrees in Financial Management, Marketing Management and Bachelor degrees in International Sales and Marketing Management, Export Sales and Technology Management**. This area is also suitable for the students from Lindholm Brygge and Sofiendalsvej however. The transportation within the whole city takes about half an hour by bike or about 45 or more by bus (depending on whether you have to change lines).

*The bright yellow and the brown area next to it stand for Aalborg South West and East. This is our third faculty – Sofiendalsvej – is situated. All the students, who are going to **study Bachelor degree in Architectural Technology and Construction Management, AP degree in Design & Technology, Computer Science, Energy Technology, IT Network & Electronics Technology, Multimedia Design and Bachelor degree in E-concept Development, Software Development and Web Development** should apply for housing in this area.

*The green/light blue area next to the red one stands for Aalborg East and there are no faculties there. Usually, you may need a bus card if you live there to get to your faculty. A bus card costs 338 DKK or approximately 40 euro per month for two zones. Once you have the card you can travel between those two zones as much as you like for as long as the card is valid.

* All other areas are not neighborhoods of Aalborg, they are surrounding towns, from which you will also need to travel by bus or train.

- Choose the desired apartment and then (the yellow box) ”Tilføj som boligønske” (“add to wishlist”)

- Now click on the area in which you wish to look for accommodation.

You will see a list of properties with photos and address on the left side of the screen. By clicking on the button - “Se flere oplysninger” (“More info”) you will be taken to the page of the building/apartment. There will be a description of the building, its exact distance to the city centre and important facilities. You can use Google Translator in order to translate this text into your own language. A little further down, you will find a table with the current available rooms – e.g. apartments with one, one and half, two, three, four rooms (“lejlighed med eget bad/toilet/køkken” means apartment with its own bathroom, toilet and kitchen.) “Værelse” means room. Please note that 1 room means that there is no separate bedroom. You will be sleeping in the living room. 2 rooms means that there is a living room and a separate bedroom. Similarly, 3 rooms means one living room and two separate bedrooms, etc.

In the table you will also see “Pris fra” (Price from), “Pris til” (“Price up to”), Areal fra (“size from” (in square metres), Areal til (“size up to”), Antal boliger (Number of this specific type of apartment available).

To apply for any of these apartments you have to choose one of the apartments in the table, click on it, and then you will be taken to another page for that specific apartment. There you can see some photos of the rooms, how much the monthly rent will be in DKK, how much deposit you must pay at the beginning (usually equal to three months rent. When you give notice that you want to move out of the apartment the last 3 months will EITHER be free (equaling the size of your deposit) OR you will get all or part of your deposit back depending on the condition of the apartment). If you are more than one person staying in the apartment you could split the deposit between you!

You may also come across the following words:

Ja	Yes
Nej	No
Ejendommens faciliteter	Property facilities
Betaling antenne	Payment for cable-TV
Betales separat	You have to pay it separate from the rent
Betaling vask	Payment for laundry
Magnetkort	Payment with magnetic stripe card (swipe card)
Betaling vand	Payment for water
Inkl. i huslejen	Included in the rent
Betaling varme	Payment for heat (central heating)
A'conto	Paid in advance. After one year, you will get a refund if you have paid too much, or you will have to pay extra if you have paid too little each month.
Betaling el	Payment for electricity
Opkræves separat	Charged separately from the rent
Cykelskur/kælder	Bicycle parking/ basement
Vaskeri	Laundry facilities

Festsal	Available room for entertainment/shared common area
Computerrum	Computer room
Mønttelefon	Pay phone
Fælles fryser	Shared freezer.
Udendørsarealer	Outdoor areas
Solarie	Solarium
TV stue	TV room
Altan	Balcony
Møblering	Furniture
Skabe	Closet
Pulterrum/depotrum	Storage room
Gulvbelægning	Flooring
Have og/eller terrasse	Garden and/or terrace
Komfur	Cooker
Ovn	Oven
Kogeplade	Hotplate
Køleskab	Fridge
Emhætte	Cooker hood
Fryser/fryseboks	Freezer
Porttelefon	Door phone system
Fælles Internetopkobling	Shared Internet connection
Telefonstik	Telephone socket
Elevator	Elevator
Husdyr tillad	Pets allowed
Parkering	Parking
Opsigelsesvarsel 6 uger	Notice of termination 6 weeks
Udlejning 1. eller 15.	Renting from 1 st or 15 th date of the month.

When you want to add a property to your waiting list, click the button “Tilføj” in the right side of the screen and then you will see it in the “Boligønsker” menu.

When AKU-Aalborg has an offer for you you will receive it directly to your e-mail, so remember to check your email and your spam filter regularly. On this page you will find much information about AKU in English: <http://aku.net.dynamicweb.dk/Default.aspx?ID=38>

This guide was made by Atanas Kovachev – Marketing, accommodation and events’ ambassador at University College Nordjylland. Send any questions regarding registration for accommodation with AKU-Aalborg to the following email address: housing@ucn.dk.