



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.**

We also recommend you to go through our video tutorial, which you will find on the following link:

<https://youtu.be/TtATONrW76o>

INTRODUCTION

The most important issues that you must consider will be in marked 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 "kollegium" (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 on their website and wait on a waiting list. In AKU-Aalborg system you will get a place on the waiting list for each apartment/house/room you apply for. For one apartment your place could be 23rd, and for another it could be 10th, depending on how many people are applying for the same apartment. In order to get an accommodation offer, you should wait until you are roughly among the first 15 places (even though that does not guarantee you an offer).

Your placement number depends on:

- your registration date on the website (the earlier, the better);
- your current status (if you don't have any accommodation upon arrival or not);
- whether you have children or not;

- whether you registered as a single accommodation seeker or together with someone;
- Amount of people applying for the apartment.

It is quite useful if you register together 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:

Jevgenijs Hiznaks – UCN Ambassador

housing@ucn.dk

FURNITURE

Most of the properties on 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 preinstalled kitchen with a fridge, stove and perhaps an oven and a dishwasher. There may be installed a wardrobe in some apartments as well. You will find all this information on the website, at each property description (“Ejendommens faciliteter” – property facilities). We will describe all the options, sections and menus further in this guide.

HOW TO CHOOSE THE PROPERTY CLOSEST TO YOUR UNIVERSITY ADDRESS

University College of Northern Denmark, Technology and Business has 2 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 Housing Guarantee is a guarantee that you as a student, who start your study in the Municipality of Aalborg (Aalborg Kommune), will get a temporary roof over your head, if you have not found housing by yourself.

The guarantee means that you will get an accommodation at *BBB in Aalborg, Cabins (a hostel)*, and you will receive a subsidy from the Municipality of Aalborg to help you pay the expenses.

To use the guarantee, you must meet and comply with all the conditions of: [Guidance, “Housing-guarantee” in Aalborg Kommune.](#)

You will find important information about the Housing Guarantee and the terms of accommodation in: [The Municipality of Aalborg's Housing Guarantee, Important information.](#)

It is your responsibility to familiarize yourself thoroughly with all the rules and conditions. The Housing Guarantee is valid three months from study start in mid-August, however, if you continuously meet and comply with all the conditions.

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 guarantee, no matter if you accept the offer from AKU-Aalborg or reject it. If you reject your final offer from AKU-Aalborg you will lose your right for "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 suspended.

REGISTRATION ON AKU-AALBORG

MAKING AN APPLICATION

Please go to the following link:

www.aku-aalborg.dk

1. Select the option "Opret dig som ansøger" as shown below;



The screenshot shows the AKU-Aalborg website interface. At the top left is the AKU-Aalborg logo with the text "Anvisning af Kollegie- & Ungdomsboliger i Aalborg". To the right is a navigation menu with buttons for "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 menu are two yellow alert boxes: "Vigtig info: Indskudslån - Hvad er det?" and "Vigtig info: Genansøgning: Er du ansøger hos os? Det er tid for genansøgning i øjeblikket." Below these is a section titled "Gode råd om SU og studieboliger" with a date of 22-08-2014. At the bottom of the page are three large buttons: "Ansøger" (black), "Lejer" (blue), and "Udlejer" (blue). A graphic of red house icons with a magnifying glass over one is also visible.

- 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 starts	*	01-09-2015	
Indmeldelsesdato / Date of registration	*	07-12-2014	
Boligforhold / Current accommodation		Boligløs / Have no accommodation	

1. Choose Other country option

2. Fill in you name, if it consists special symbols, just replace them with latin general ones. For example **uc** 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 Jevgenijs Hiznaks - housing@ucn.dk.

Oplysninger om medansøger / Information about fellow applicant

		<input type="button" value="Fjern / Delete"/>	
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	<input type="text"/>	
Samværsret / Right of contact	<input type="checkbox"/>	



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	<input type="text"/>	
Samværsret / Right of contact	<input type="checkbox"/>	
Gravid/venter barn / Pregnant/expecting a baby	<input type="checkbox"/>	



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

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.

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

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



ADDING APARTMENTS TO YOUR APPLICATION AND WAITING LIST

Please go to the following link and log in with the username and password you have already received on your e-mail:

<https://vl.aku-aalborg.dk/Login.aspx>

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 a district close to city center and is also suitable for all the programs below;
 - **The red area** stands for the city center and its surroundings. It is the district that is closest to Hobrovej business faculty, where the following business study programs reside:
 - AP degrees in Financial Management; Marketing Management; Hospitality, Service & Tourism Management;
 - Bachelor degree in International Sales and Marketing Management; Export and Technology Management; International Hospitality Management; Sport Management;
 - **The bright yellow and the brown areas next to it** stand for Aalborg South West and South East. This is where technology faculty – Sofiendalsvej – is situated. All the students studying on the following programs should apply for housing in this area, as well as red area (city center):
 - AP degree in Automation Engineering; Design, Technology & Business ; IT Network & Electronics Technology; Energy Technology; Multimedia Design & Communication;
 - Bachelor degree in Digital Concept Development; Software Development; Web

Development; Product Development & Integrative Technology; Architectural Technology and Construction Management;

- **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 pass if you live there to get to your faculty. A bus pass costs 378 DKK or approximately 50 euros per month for two zones. Once you have the card you can travel between those two zones as much as you would like to for as long as the card is valid;
- **All other areas** are suburbs of Aalborg and surrounding towns, from which you will also need to travel by bus or train;
- Now click on the preferred area.

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 is description of the building on the page, its exact distance to the city centre and important facilities. You can use Google Translate 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 apartment means that there is no separate bedroom (Living room is a bedroom). 2 room apartment means that there is a living room and a separate bedroom; 3 room apartment means one living room and two separate bedrooms, etc.

In the table you will also see:

- "Pris fra" (Price from), "Pris til" (Price to);
- "Areal fra" (Size from), "Areal til" (Size 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, the monthly rent in DKK, deposit you must pay at the beginning (usually equal to three-month 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.

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 for entertainment/shared room common area
Computerrum	Computer room
Mønttelefon	Pay phone
Fælles fryser	Shared freezer
Udendørsarealer	Outdoor area
Solarie	Solarium
TV stue	TV room
Altan	Balcony
Møbbling	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	Intercom
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 sends you an offer, you will receive it directly into your email, so remember to check your email and your spam folder regularly. On this page you will find some information about AKU-Aalborg in English:

<http://www.aku-aalborg.dk/eng/forside/>

This guide was made by Jevgenijs Hiznaks – Student Ambassador at University College Nordjylland. Send any questions regarding registration for accommodation with AKU-Aalborg to the following email address:

housing@ucn.dk