

## Steps to apply for the accommodation

### Part I

1. Go to [www.studenthousingaarhus.com](http://www.studenthousingaarhus.com) homepage
2. Under 1. International student NOT following an exchange programme, choose "Submit Application"
3. Choose if you are searching the accommodation for 1 or 2 persons (the example is going to be done with 1 person)
4. Fill in the information about yourself. Under "Educational details" select your institution from the list, if it is not there, then choose "Other".
5. Enrolment and expected completion date should be filled in according to your study programme. If you do not know exact dates, then what you should know is the starting time and length of your programme, so you can fill these lines with approximate dates.
6. The time when you want to move in is up to you, but e.g. if your school starts on 1<sup>st</sup> of September 2011, then it would be a good idea to move in around 15<sup>th</sup> of August 2011.
7. When you have finished with your personal information, then on the next page comes two choices:
  - Accommodations where there is possible to borrow furniture
  - Accommodations with short waiting list

You can click add and make one of them or both of them to say yes. We recommend to change only first option to yes, because otherwise the list which will be chosen for you will be too long and gives too much extra work to delete the ones you are actually not interested because they are too expensive or too far from school. (Even if you are not interested in either of those, the system requires you to choose at least one).

8. On the next page, you have to agree with the general rules of application AFTER READING IT THROUGH CAREFULLY.
9. On the last page you get two numbers: archive number and password. **PS!** Remember to save those, because it is going to be shown there only one time.

### Part II

1. Go to <http://ungdomsboligaarhus.dk/> homepage. DO NOT CHANGE THE LANGUAGE TO ENGLISH! (Leave the address [www.studenthousingaarhus.com](http://www.studenthousingaarhus.com) opened next to the Danish version.)
2. In the top of the page choose "Login"
3. Type the numbers Archive number = Ansøgernr and password
4. The page that opens after that, has already some of the accommodations chosen for you (see Part I no. 7). You can delete those any time, if you do not want to apply to those places.
5. Choose "Add accommodation" and it gives you 2 options on the next page:
  - Område (in English: Area) – you can choose all of the areas or a specific area of Aarhus where you want to search for accommodation.

You can see the map of areas of Aarhus when you go to [www.studenthousingaarhus.com](http://www.studenthousingaarhus.com) then click “Our residences” from left side of the page. Then click “Accommodation overview” on the right side of the page and then click “Map” on the right side of the page. It is recommendable to apply as many places as possible. Check from the school webpage to see in which area of Aarhus the teaching of your programme is going to take place. You can use Google maps to understand the areas better.

- Only accommodations where it’s possible to borrow furniture – No/Yes. We recommend to leave there “No” because there are very few places in general where furniture is available.

**And click “Søg” = Search not “Tilbage” = Back**

6. On the next page comes a long list of apartments/rooms that you can apply for. To choose an apartment, click on the empty box under type of the accommodation and click “tilføj boliger” and it brings you back to the page where all of your choices are shown. (What to pay attention to when choosing the accommodation: see Part III). **PS! Remember to click “Submit” otherwise it is not going to save the chosen accommodations.**

**Part III**

1. After you have chosen the area and only accommodations where it’s possible to borrow furniture – No/Yes, you will end up with the long list of accommodations which can look like the picture below (this is just the beginning of the random list).

Afd. 42426: <b>Bavnebakken</b>							
Type	Antal	Vejledende ventetid	M <sup>2</sup>	Husleje	a/c udgifter	Leje pr. md.	
<input type="checkbox"/> 1 rum - 1-vær. lejlighed							
Type 10	6	B	28,3	1.557,00	199,00	1.756,00	
Type 11	14	B	29,5	1.576,00	216,00	1.792,00	
Afd. 42428: <b>Bøgeskovparken</b>							
Type	Antal	Vejledende ventetid	M <sup>2</sup>	Husleje	a/c udgifter	Leje pr. md.	
<input type="checkbox"/> 1 rum - 1-vær. lejlighed							
Type 10	10	C	29	1.700,00	176,00	1.876,00	
Afd. 21211: <b>Chr. X's Kollegium</b>							
Type	Antal	Vejledende ventetid	M <sup>2</sup>	Husleje	a/c udgifter	Leje pr. md.	
<input type="checkbox"/> 1 rum - 1-vær. lejlighed							
Type 10	18	A	40	2.960,00	443,00	3.403,00	
Type 11	60	A	40	3.567,00	474,00	4.041,00	
Type 12	12	A	40	3.677,00	474,00	4.151,00	
Type 13	12	A	46	3.787,00	490,00	4.277,00	
<input type="checkbox"/> 2 rum - 2-vær. lejlighed							
Type 40	2	B	44	4.701,00	842,00	5.543,00	
Type 41	2	B	48	5.253,00	867,00	6.120,00	

2. Following is the example with one specific accommodation.
3. On the picture above you can see the first accommodation named: Afd. 42426: **Bavnebakken**. Click on the name Bavnebakken.
4. On the new window should come the detailed description of the accommodation which should look like picture below.

**Bavnebakken 8361 Hasselager**

Bebyggelsen er beliggende i Kolt/Hasselager i den sydlige del af Århus. De 20 ungdomsboliger er en integreret del af en 2-etagers tæt/lav bebyggelse på i alt 150 boliger. Der er ca. 11 km. til Århus C, AMU-center og HTX ligger i nærheden samt mindre indkøbscenter.

**Bus nr.:** 15.  
**Bykort:** SYD2 - nr. 9 på kortet.  
**Husdyr:** Ikke tilladt

Boligbeskrivelse - Bavnebakken  
Flere billeder fra kollegiet  
Forklaring til udlejningstyperne

Type	Antal	Vejledende Ventetid	m <sup>2</sup>	Husleje	a/c udgifter	Leje pr. md.
<input type="checkbox"/> 1 rum - 1-vær, lejlighed						
Type 10	6	<b>B</b>	28,3	1.557,00	199,00	1.756,00
Type 11	14	<b>B</b>	29,5	1.576,00	216,00	1.792,00

**Øvrige udgifter:**  
El afregnes direkte med Østjysk Energi, Odder  
Varmen er a conto. Opkrævning følger kalenderåret og afregnes i april måned  
Der skal betales for et vaske (plastdort)

- Arealet er opgjort brutto.  
Indgangspart, trapper, gang o.lign. er medregnet.

- Since this point you will get a lot of help from Google maps and Google translate, because most of the information is in Danish.
- Bavnebakken 8361 Hasselager** – address of the accommodation
- Text under the address is a short description of the accommodation.
- Three things in bold under this text are: bus number (which you should not pay that much attention to because the bus system will change in the middle of 2011); the area of the accommodation and if any husdyr (in English: pets) are allowed or not.
- In green are written:
  - Boligbeskrivelse (in English: Accommodation description) which will open in the previous window when you click on it and it is in Danish as well (not so relevant to click on that)
  - Flere billeder fra kollegiet (in English: More pictures of the accommodation) – opens also in the previous window
  - Forklaring til udlejningstyperne (in English: Explanations of rent types) – not so relevant to pay attention to (also in Danish).
- Under type you can see that this specific accommodation is with 1 room (1 rum).
- When you click on the type you can see the plan of the accommodation.
- Vejledende Ventetid – waiting time. When you click on the letter B you can see the length of the period.
- Leje pr.md. – rent per month.
- Under the table with all the numbers is the description mostly about what is included and excluded in the rent.
- After reading all the information, it is recommendable not to click on “Søg lejligheder” because it will bring you back to the first page with the list of accommodations that you have already chosen, which requires you to start to go to back to the long list again and again and again. Therefore when you have read more about the specific accommodation and you would like to apply for it, then close the description of the specific accommodation and mark the box of this accommodation and when you have chosen all the places that you would like to apply for, click “tilføj boliger”.
- In the end remember to click “Submit”!!!

**PS! Remember to reapply your account at least once a month, otherwise it will be deleted. Also have in mind that you will be sent offers by e-mail and if you have refused three offers (no answer to the offer means also refusal), then you have to start to apply from the beginning.**

If this description seems too long and too difficult and you would prefer personal assistance with applying for accommodation then call us on Sykpe. Our skype name is **student.helper** and remember to book time in advance by sending an e-mail to Veneta Spirieva at [vesp@baaa.dk](mailto:vesp@baaa.dk).