

Information from CBS to the student

Upon receipt and pre-registration of your nominations, we will first send your students a welcome e-mail and later an Information packet. Previously we sent the Information packet via post, but in order to cut down on processing and handling time, we're now sending the documents via e-mail to the students. The documents include information on the student's CBS e-mail account, application for residence permit, registration to CBS, and an official letter of acceptance.

Residence permit

- **Non-European students** must obtain their residence permit before entering Denmark. The Danish Agency for International Recruitment and Integration has a service goal of 2 months to reach a decision from the date they receive a **fully completed** application. I.e. if the student submits an incomplete application, the timer resets and the students should again expect 2 months before a decision is reached.

CBS has not any influence over Danish diplomatic missions or the Danish Agency for International Recruitment and Integration, and we cannot speed the process for any student that applies late. Therefore, it is extremely important that you advise your non-European students to **apply for their residence permits immediately** upon receipt of the application form that they will receive via e-mail.

- **EU / EEA / Swiss students** should apply for their residence permit upon arrival in Copenhagen.
- **Nordic students** do not need a residence permit.

English language proficiency

To ensure that all students can live up to the academic level at CBS, we put great emphasis on our requirements regarding English language proficiency. The student must provide us with valid proof of proficiency. Please read our [English proficiency FAQ](#) for a quick overview. Documentation for valid proof of English proficiency (or exemption thereof as according to our FAQ) must be uploaded during registration.

Registration to CBS

The registration deadline is April 27. Students must register online via a link that we will e-mail to their CBS account prior to the registration period of April 20- 27. During the process, the student must upload certain documents, which are: CV, most current grade transcript, copy of passport, and proof of English proficiency (if applicable). The student should make sure to have these documents prepared in English (or with a certified English translation) in color and in legible quality before beginning the registration process.

Our online registration system enables us to handle hundreds of registrations efficiently, but it also prevents us from being flexible toward students that register too late. Neither you nor the student should send us any documents via e-mail, fax, or in the post. All necessary documents must be uploaded to the online system by the student by the registration deadline April 27.

Courses

During registration period of April 20- 27, the student also applies for courses as part of the online registration process. Our course catalogs are available at cbs.dk/undergrad and cbs.dk/grad and will

be updated by mid-April at the latest. For legal reasons, all students must follow courses equivalent to 30 ECTS (usually 4 courses). Courses are not allocated on a first come, first served basis, so whether your students complete the registration early or late in the process will not affect their chances of being admitted to the courses they have. However, due to potential course cancellations and schedule clashes and limitations of room sizes, we ask that the student provide valid alternatives to each course choice. Please advise your students accordingly and help the student by pre-approving as many courses as possible.

Housing

Information about the CBS Housing Office, student residences, and application deadlines, etc. are available at cbs.dk/housing. Please direct all housing-related questions to housing.intoff@cbs.dk.

We hope to be able to welcome some of your students to Copenhagen.

Kind regards,

The Academic Advisors at the International Office

CBS INTERNATIONAL OFFICE

Inbound team

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