

Guidelines for registering at KKIK

KKIK

KKIK (Kollegiernes Kontor i København) is a Student- and Youth Accommodation Office Copenhagen. The members of KKIK are student- and youth accommodation organisations. KKIK has a nomination system, where students can sign up for accommodation with one or more of the members. It is possible to see the criteria by which the accommodation is assigned and check your position on the waiting list.

Go to www.kollegierneskontor.dk to read more about KKIK's policies and the accommodation you can sign up for.

If you wish to contact KKIK directly, go to 'Contact' on their webpage and fill in the web form.

Apply

Please note that you can only apply for housing via KKIK if you are under 30 years old. However, there is one exception to this, you may apply at the Hoffmanns Minde Kollegium even though you exceed the normal age limit.

You have to be able to document that you are a student; you are also able to apply as an Exchange student.

Before you fill in the application form, it is a good idea to read details about the residencies KKIK offers. You can see where they are situated, which facilities they have and what the rent is.

When choosing the residencies you wish to apply for, please remember that you should not only choose Copenhagen, but include the surrounding areas as well. Please note that the more places you choose, the better is your chance to get a room quickly.

The housing situation in central Copenhagen is difficult, and if you only choose rooms in the centre, the waiting time may be up to three years. The rooms further away from Copenhagen centre might be available after 2-3 months on the waiting list. Public transport around Copenhagen is good and you will be able to commute to the university easily. You can check travelling time at www.rejseplanen.dk.

Please note that you can become an active applicant no earlier than 4.5 months before your studies in Copenhagen begin. You are able to apply prior to these 4.5 months, but if you for example begin your studies in Copenhagen on the 1st of September, the application will not be active until the middle of April.

Note that you can be offered a room as late as a few weeks before your studies begin.

Filling in the application form

At www.kollegierneskontor.dk go to 'Application' and fill in the required fields, marked with an asterisk (*), in order to be registered as an applicant. Remember to state your correct address in your home country, as the contract will be sent to that address.

Instead of CPR-number you can just write your date of birth.

In information regarding education, description of education, choose 'Udvekslingsstuderende', meaning exchange student, if you are one.

Click on 'Submit' to continue and your application will be registered. You will get a username and password – remember to write them down, as you will need later on!

In case there are any mistakes in the application form, you will be asked to correct the fields coloured with red.

You will receive an e-mail from KKIK when your application is completed.

Now you have the option to apply for specific residencies – go to 'Housing list' or 'Housing wishes' to choose places to live. Click on the icon 'i' to get more information about the residencies. By clicking on the icon which shows a shopping cart, you add the residence to your application. Go to 'Show housing wishes' to see which rooms you have applied for. There you can also see your position on the waiting list. Please note that your position on the list depends on your current educational, social, financial and geographical conditions and the time you have been signed up. You must be aware that in periods your position can change both up and down the list.

You can always remove the rooms you no longer wish to apply for or add some new ones you are interested in.

It is also possible to apply for a couple and search for a 2-rooms apartment. Then the second person needs to be added as a co-applicant.

Please remember that all the information you provide in your application has to be up to date. Note that the applicant's current residence can only be changed within the first 24 hours, after which this is "locked" (non accessible).

NOTE: it is extremely important that you remember to renew your application every two months. Your application must always be updated, so that KKIK has your present address, e-mail and phone numbers.

Receiving an offer

When you receive a housing offer from KKIK it is important that you reply before the deadline. Otherwise you will be deleted from the waiting list.

All the conditions stated in the application form need to be proven on demand, when the rent-contract is signed. Points given for non-documented conditions will be lost.

When you log in to KKIK after you have registered, go to 'Application' and log in with your user name and password.

If you have any questions, please contact KKIK directly, as The International Office does not have anything to do with this application procedure.