

Instructions for online procedure

The EU regulation establishing the Single Digital Gateway (SDG) states that cross-border users from other EU countries must have access to information and self-service solutions on, among other things, unemployment.

This guide contains information on how to fill out the unemployment insurance funds' (*a-kassens*) online procedure to join an unemployment fund.

It is important that you answer the questions correctly. It may have consequences for your entitlement to unemployment benefits if you provide incorrect information or fail to disclose circumstances of importance to your entitlement to unemployment benefits. Information that is incorrect may lead to claims for reimbursement of unemployment benefits and loss of rights.

If you have trouble finding a specific question or word in the guide, you can use the search function in pdf/word.

Please contact the *a-kasse* if you have any questions or need help while completing the online procedure.

Join an unemployment insurance fund

While working in Denmark, you are subject to Danish social security legislation. It is therefore strongly advised to be insured against unemployment in Denmark.

The Danish unemployment insurance system is voluntary. This means that you are not automatically insured against unemployment while working in Denmark. If you want to be covered by unemployment insurance in Denmark, you must join a Danish unemployment insurance fund, also known as an *a-kasse*.

You can become a member of an unemployment insurance fund if you are at least 18 years old, have more than two years left before reaching your retirement age, and if you reside in Denmark or are a border worker.

You can find more information on the Danish unemployment insurance system and legislation here: [Life in Denmark](#)

When applying for membership, you will typically be asked if you would like to join the *a-kasse* as a student, as newly graduate or as an employee or self-employed.

You will also be asked to select either full-time insurance or part-time insurance. While full-time insurance costs more, you will receive higher unemployment benefits if you become unemployed.

Below you will find some phrases and questions that usually occur when applying for membership of an *a-kasse*. If you have any questions or need help with your membership application, please contact the *a-kasse*.

1. Generelt	1. General
A-kasse	Unemployment insurance fund
Fagforening	Trade union
indmeld.detfagligehus.dk	Join the <i>a-kasse</i> /become a member indmeld.detfagligehus.dk
Se priser og bliv medlem	View pricing and become a member of the unemployment fund.
Start med at vælge din situation	Select your membership
Lønmodtager eller ledig	Salaried employee or unemployed
Under uddannelse, elev eller lærling*	Student, trainee, or apprentice*
Selvstændig	Self-employed
Tjek om du kan blive fritaget for kontingent.	Find out if you are exempt from pay- ing membership fees.
Nu starter vi med at finde ud af, om du kan blive fritaget for at betale kontingent, mens du er under uddannelse.	Let's start by finding out if you are eligible for an exemption from membership fees while enrolled in an education programme. Free membership usually applies when you are enrolled in an education programme and under the age of 30.
Har du allerede afsluttet din uddannelse, eller afslutter du den inden for de næste 3 måneder?	Have you already completed your education, or will you be completing it within the next three months?
Oplys dit navn	Enter your name
Oplys dit CPR-nummer	Enter your CPR number
Oplys din adresse	Enter your address
Oplys dit tlf.nr.	Enter your phone number
Oplys din mailadresse	Enter your email
Skal vi flytte dig fra en anden fagforening?	Do you want us to transfer your membership from another trade union?
Hvilken fagforening skal du overflyttes fra?	Which trade union do you want to be transferred from?
Skal vi flytte dig fra en anden a-kasse?	Do you want us to transfer your membership from another unemployment insurance fund?
Hvilken a-kasse skal du overflyttes fra?	Which unemployment insurance fund do you want to be transferred from?
Får du udbetalt ydelser fra din nuværende a-kasse?	Are you receiving benefits from your current unemployment fund?
Har du tidligere været medlem i en a-kasse?	Have you previously been a member of an <i>a-kasse</i> ?
Hvilken a-kasse har du tidligere været medlem af?	Which <i>a-kasse</i> have you previously been a member of?
Er du ledig (arbejdsløs)?	Are you currently unemployed?
2. Har du afsluttet en uddannelse inden for de sidste 14 dage?	2. Did you complete an education programme within the last two weeks?
Hvilken uddannelse har du afsluttet?	Which education did you complete?
Hvornår startede du din uddannelse?	When did you start your education?
Havde du bopæl og ophold i Danmark lige inden uddannelsens start?	Were you living and residing in Denmark just before the start of the education programme?
Hvornår sluttede du din uddannelse?	End date (of the education)
Havde du bopæl og ophold i Danmark mindst 14 dage efter, du afsluttede din uddannelse?	Were you living and residing in Denmark at least 14 days after completing your education programme?

3. Hvad arbejder du med?	3. What is your current job?
Hvad er din ugentlige arbejdstid?	What are your weekly working hours?
Hvad var dit seneste job?	What was your last job?
Hvordan vil du forsikres i a-kassen?	Would you like full-time insurance or part-time insurance?
Fuldtid	Full-time insurance
Deltid	Part-time insurance You can select part-time insurance if you are working part-time.
Får din arbejdsgiver tilskud til din løn fra det offentlige?	Do you or your employer receive subsidy for your salary?
Er du i fleksjob? (hvis du har nedsat erhvervsevne)	Are you working a flex job? (reduced working capacity)
Får du førtidspension eller delpension?	Do you receive early retirement pension, supplementary disability pension, or partial pension?
4. Har du en lønsikring?	4. Do you have a salary insurance? Salary insurance This is a voluntary supplemental private insurance that you can use during periods of unemployment. With salary insurance, you can get as much as 90 per cent of your former salary, including unemployment benefits, etc.
Din månedsløn før skat	Your monthly salary before tax
Jobfunktion	Job function
Bopælskommune	Municipality of residence
Din alder	Your age
Karensperiode	Qualifying period
Dækningsperiode	Coverage period
5. Vil du omfattes af en heltidsulykkesforsikring?	5. Do you want to be covered by our full-time accident insurance?
Oplys evt. rabatkode	Enter promotion code if you have one
Har et medlem anbefalet dig at blive medlem?	Has another member recommended you to become a member?
Oplys navn på medlemmet	Enter the name of the other member
Medlemmets oplysninger	Enter the member's information
Hvor har du hørt om Det Faglige Hus?	Where did you learn about Det Faglige Hus?
Vælg betalingsmetode	Choose payment method
Betalingservice	Direct debit payment (automatic payments via your bank)
Girokort	Request of payment (sent to you in a letter and paid via online banking)
Hvor ofte vil du betale?	Which payment frequency do you prefer?
Hvad er dine betalingsoplysninger?	State your your payment details
Dit kontingent	Payment of membership fees
Persondatapolitik	Personal data policy
Læs mere om hvordan vi beskytter dine personoplysninger.	Read more about how we protect your personal data.
Du skal på tro og love erklære, at de oplysninger, du har givet, er korrekte, og at du er bekendt med vejledningen for a-kassen	You must declare in good faith and under the law that the information you have provided is true and complete, and that you are aware of the guidelines of the <i>a-kasse</i> .
Bliv ringet op	Would you like the <i>a-kasse</i> to call you?

6. Hvilken uddannelse er du i gang med?	6. Which education are you currently enrolled in?
Uddannelsesinstitution / skole	School/university/educational institution
Varer uddannelsen mindst 18 måneder?	Is the duration of the education at least 18 months?
Hvornår startede du din uddannelse?	When did you start your education?
Hvornår forventer du, at din uddannelse slutter?	When do you expect to finish the education?
Arbejder du mere end 15 timer om ugen i et fritidsjob ved siden af din uddannelse?	Do you work more than 15 hours a week at a part-time job alongside your education programme?
Får du SU eller skolepraktikydelse?	Are you currently receiving SU (Danish education support for students/ state education grant)?
Får du elevløn?	Do you receive a salary as a trainee/ apprentice/student employee?
Har du anden indkomst?	Do you have other income?
Har du lønnet fritidsjob?	Do you have a paid part-time job?
Er din samlede indkomst mere end ca. 19.000 kr. pr. måned i alt?	Is your total income more than approx. 19,000 DKK per month? Your total annual income, including state education grant (SU)
Har du anden indkomst via pension eller фонде?	Do you have other income via pension or funds?
Oplys hvilken pension eller fond	State which pension or fund
Får du udbetalt revalideringsydelse, syge- eller barselsdagpenge, kontanthjælp el.lign.?	Do you receive any other public support, such as rehabilitation benefits, sickness or maternity leave benefits, public unemployment support or similar?
Er du fyldt 30 år?	Are you 30 or older?
Er du voksenlærling?	Are you an adult trainee/apprentice?
Betaler du til efterlønsordningen?	Are you currently making payments to the early retirement scheme? Please note that – as a rule – you must be a member of an <i>a-kasse</i> and start paying into the scheme no later than the age of 30. To be eligible for early retirement, you must also have paid into the scheme for 30 years. Please contact the <i>a-kasse</i> for more information.