

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 regarding the declaration of unemployment and applying for unemployment benefits.

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.

Declaration of unemployment/applying for unemployment benefits

As newly unemployed, you have to inform your local municipality (jobnet.dk) about your status and apply for unemployment benefits from your unemployment insurance fund – your *a-kasse*.

You must register as a job seeker at jobnet.dk on the first day of unemployment. At jobnet.dk, you also have to create a personal CV prior to the CV meeting with your *a-kasse* and no later than two weeks after registering as unemployed.

To be eligible for benefits, you need to fill in and send a declaration of unemployment (declaration of unemployment or application for unemployment benefits) Link to *Ledighedserklæring DFH-351*: <https://mit.detfagligehus.dk/selvbetjening/blanketter/alle-blanketter/f351/>

You can apply for unemployment benefits if you are unemployed after a working period (as an employee or self-employed) or you can apply as a recent graduate.

If you apply for unemployment benefits after a working period, you must meet several conditions in order to be entitled to Danish unemployment benefits. If you apply for unemployment benefits as a recent graduate, there are other conditions that must be fulfilled. You can learn more about the conditions at [Life in Denmark's](#) website.

In order to approve your right to benefits, the *a-kasse* will receive information about your income and working hours from the Danish income register (indkomstregisteret).

Below you will find some phrases and questions that usually occur when applying for unemployment benefits from your *a-kasse*.

Please contact your *a-kasse* for more information if you have any questions or need help while filling in the form.

The purpose of the application for unemployment benefits (declaration of unemployment) is to provide the unemployment insurance fund with sufficient information to assess your entitlement to unemployment benefits. This means, among other things, that the unemployment insurance fund will ask you about the following:

- If and when you have registered with the municipality and whether you can take on work with one day's notice during normal working hours. This is because the right to unemployment benefits is conditional on being available for the labour market. While receiving unemployment benefits, you must be available for work. This means that you are obliged to make yourself available to take on work in the labour market. It also means that you are obliged to actively look for jobs that you can fulfil and to accept relevant jobs. You must accept jobs referred by the *a-kasse* or your municipality with one day's notice (General).



- The reason for your unemployment, i.e., cause of unemployment. You must state whether you have become unemployed after graduation, resignation, or dismissal, or you have become unemployed after a period of self-employment.
- Your recent employment. The place of employment, the duration of the employment, and the reason you stopped working there.
- The reason for the termination of work. Have you been terminated by your employer and, if so, why? Was it due to a fixed-term contract, restructuring, cutbacks, layoffs, etc.? If you quit your job of your own volition (resignation), you must state the reason behind this decision, e.g., commute issues, illness, childcare, etc.
- If you are applying for unemployment benefits as a recent graduate. In this case, you will be asked to provide information about your education. You must also inform the *a-kasse* of whether you were resident in Denmark before you started your education and after you completed it, and whether you fulfil the language requirements. The language requirement for graduates is that you must master Danish at a level equivalent to Danish 2. For instance, you meet the language requirement if you have completed a programme taught in Danish. If you do not fulfil the language requirement for graduates, you can fulfil the requirement by having at least 600 hours of employment within 12 months during the past 24 months.
- If you are applying for unemployment benefits after cessation of self-employment. Here you will be asked about the company's CVR number, whether you own part of the company, and how you closed the company.
- If you work part-time or have reduced your working hours. If you work part-time as an employee or self-employed, you can receive supplementary unemployment benefits for up to 30 weeks. If you are an employee covered by a notice period, you need to be able to show a release certificate.
- Information about income and activities. You must provide information about everything that may affect your entitlement to unemployment benefits. This involves, for instance, board work, unpaid work, self-employment as an activity on the side, asset management, and leisure activities.
- The status of your citizenship and work and residence permit. This is because you can only receive unemployment benefits if you have legal residence in Denmark and are allowed to work in Denmark.

1. Generelt	1. General questions
Ledighedserklæring	Declaration of unemployment
Første dag som ledig	First day of unemployment
2. Årsag til ledighed	2. Reason for unemployment
Hvad er årsagen til, at du melder dig ledig? • Jeg er ophørt i arbejde som lønmodtager. • Jeg har afsluttet en uddannelse. • Jeg er ophørt som selvstændig. • Jeg arbejder på nedsat tid som lønmodtager, eller er gået ned i tid og søger om supplerende dagpenge. • Jeg søger om supplerende dagpenge som selvstændig uden at have afhændet min virksomhed/min del af virksomheden. • Andre årsager – fx tilmelding efter sygdom, barsel, fri for egen regning mv. - Hvilken årsag?	What is the reason for your unemployment notice? • I stopped working as an employee. • I completed an education programme. • I am no longer self-employed. • I am working reduced hours/part-time as an employee or have reduced my hours and am applying for supplementary unemployment benefits. • I am self-employed and applying for supplementary unemployment benefits without having divested my company/my share of the company. • Other reasons - e.g., registration after illness, maternity leave, holiday/time off at own expense, etc. - Specify the reason.
3. Årsag til arbejdsophør	3. Reason for termination of employment
3a. Selv sagt op	3a. I have resigned from my employment
Har du selv sagt op?	Did you resign yourself?
Hvad er årsagen til, at du selv har sagt op: • Børnepasning - Beskriv, hvad du har gjort for at løse problemet, fx forsøg på ændrede arbejdstider/vilkår. - I hvilket tidsrum kan du arbejde med den børnepasning, du kan skaffe? • Flytning pga. ægtefælles jobskift - Dato for din ægtefælles jobstart - Dato for jeres flytning - Dato for din opsigelse - Hvad var din samlede daglige transporttid før flytningen? - Hvad er din samlede daglige transporttid efter flytningen? - Hvad var din ægtefælles/samlevers samlede daglige transporttid til det nye job før flytningen? - Hvad er din ægtefælles/samlevers samlede daglige transporttid til det nye job efter flytningen? • Fratrædelsesaftale • Sygdom - Har du forsøgt at få andet arbejde på arbejdspladsen? • Transport - Var din samlede daglige transporttid til og fra arbejde mere end 4 timer? • Andet - Beskriv årsagen.	Reason for your resignation: • Childcare - Describe what you have done to solve the problem, e.g., attempts to change your working hours/conditions. - During which hours can you work with the childcare you have access to? • Relocation due to spouse's/cohabitant's job change or new job. - Date of your spouse's/cohabitant's job start - Date of your move - Date of your resignation - What was your total daily commute time before the move? - What is your total daily commute time after the move? - What was your spouse's/ cohabitant's total daily commute time to the new job before the move? - What is your spouse's/cohabitant's total daily commute time to the new job after the move? • Severance agreement • Illness - Have you tried to find other work at the workplace? • Travel time/transport issues - Was your total daily commute to and from work more than four hours? • Other - Describe the reason.

Har du eller din arbejdsgiver modtaget tilskud til din løn?	Have you or your employer received a subsidy for your salary?
Andre arbejdsophør inden for de sidste 12 måneder	Other job terminations within the past 12 months
Har du modtaget offentlige ydelser – fx kontanthjælp eller sygedagpenge – inden for de sidste 12 måneder?	Have you received public benefits, such as public unemployment support or sickness benefits, within the past 12 months?
Perioder uden løn - Årsag - Arbejde – løn endnu ikke indberettet - Afspadsering - Barsel - Borgerligt ombud - Ferie - Fri for egen regning - SVU - Sygedage - Søgnehellidage - Tabt arbejdsfortjeneste - Uddannelse på SU - Virksomhedslukning pga. ferie - Ægtefælles udstationering - Fra og med - Til og med	Periods without pay - Reason - Work – salary not yet reported - Compensatory leave - Maternity or paternity leave - Civil representative - Holiday - Time off at own expense - SVU - Sick days - Public holidays - Loss of earnings - SU-supported education - Collective holiday time (company closed due to holiday) - Stationed spouse/cohabitant - Starting from and including - Up to and including
3b. Opsagt	3b. Dismissal from employment
Opsagt af arbejdsgiver	Dismissed by employer
Hvad er årsagen til at du er opsagt? - Arbejdsfordeling - Fratrædelsesaftale - Konkurs - Nedskæringer/arbejdsangel - Ophør af vikariat/tidsbegrænset ansættelse - Andet - Beskriv årsagen	Reason for dismissal: - Job sharing due to shortage of work (e.g., lack of orders, reduction in tasks, downsizing) - Severance agreement - Employer has declared bankruptcy - Layoffs due to downsizing or restructuring - Fixed-term employment, temporary employment, or project-based employment - Other reasons - Describe the reason
Har du fået det fulde opsigelsesvarsel i henhold til overenskomst/ funktionærlov/ ansættelseskontrakt	Have you been given the full notice period in accordance with your collective agreement, the Salaried Employees Act, or your employment contract? Your notice period is the period starting from the date of notice or dismissal by your employer, up to and including the date your employment ends and the company no longer has to pay you wages.
4. Oplysninger om uddannelse	4. Information about education
Afsluttet uddannelse	Completed education
Uddannelsen skal være af mindst 18 måneders varighed for, at du kan gøre brug af dine rettigheder som dimittend.	The duration of the programme must be at least 18 months in order for you to make use of your rights as a graduate.
Uddannelsens navn	Name of the study programme/ education

Hvornår har du startet din uddannelse?	When did you start your education?
Hvornår har du afsluttet din uddannelse?	When did you complete your education?
Havde du bopæl og ophold i Danmark, lige før du startede uddannelsen?	Were you living and residing in Denmark just before you started the programme?
Har du haft arbejde, efter du har afsluttet uddannelsen?	Have you had any work since completing your education?
Første dag med lønarbejde efter uddannelse/dimission.	First day of paid work after graduation.
Jeg har afsluttet en erhvervsmæssig uddannelse af mindst 18 måneders varighed, og jeg anmoder om nyoptagelse som dimittend og som fuldtidsforsikret, hvis dette kan give mig bedre rettigheder end mine nuværende.	I have completed an education that qualifies for a state education grant (SU) and the duration of the degree was at least 18 months and I am applying for full-time membership as a recent graduate if this can improve my rights compared to my current rights.
Har du gennemført 6. klasse i dansk folkeskole, privatskole, friskole eller bestået folkeskolens afsluttende prøver i 9. eller 10. klasse?	Have you completed 6th grade in a Danish public school, private school, or independent school, or passed the final exams in 9th or 10th grade?
Har du bestået mindst en af disse uddannelser? • Studentereksamen (STX), HF, HHX, HTX, EUX eller AVU. • En dansksproget videregående uddannelse på fx universiteter, professionsskoler, handelshøjskoler, sygeplejeskoler, seminarier m.v. • 'Prøve i Dansk 2' eller 'Prøve i Dansk 3'. • 'Danskprøve 3' fra Studieskolen i København. • International Baccalaureate (IB) med dansk på A- eller B-niveau. • Enkeltfag i dansk eller dansk som andetsprog på et af niveauerne G-A fra en af følgende uddannelser: STX, HF, HHX, HTX, EUX, EUD eller AVU. • FVU-læsning trin 2-4. • Ordblindeundervisning for voksne. • Grundskoleforløb i dansk på Færøerne og Grønland, eller på en dansk skole i Sydslesvig, samt tilsvarende forløb for børn i udstationerede familier.	Have you passed at least one of these programmes? • The General Certificate of Education (Studentereksamen) (STX), HF, HHX, HTX, EUX or AVU. • A higher education programme in Danish at e.g., universities, vocational schools, business schools, nursing schools, teachers' colleges, etc. • Prøve i Dansk 2 or Prøve i Dansk 3. • Danskprøve 3 from Studieskolen in Copenhagen. • International Baccalaureate (IB) with Danish at A or B level. • Single subject (enkeltfag) in Danish or Danish as second language at one of the levels G-A from one of the following programmes: STX, HF, HHX, HTX, EUX, EUD or AVU. • FVU reading levels 2-4. • Dyslexia training for adults. • Primary school programmes in Danish in the Faroe Islands or Greenland, or at a Danish school in South Schleswig, as well as similar programmes for children in stationed families.
Deltager du i, eller er du tilmeldt undervisning/uddannelse?	Are you currently attending or enrolled in a programme/education?
Uddannelsens navn	Name of the study programme/education
Uddannelsessted	Place of education (name of the educational institution)
Hvornår har du startet din uddannelse/på uddannelsen?	When did you start the programme/education?
Hvornår har du afsluttet din uddannelse/hvornår forventer du at afslutte uddannelsen?	When did you complete your education/when do you expect to complete your education?
Antal timers uddannelse pr. uge i gennemsnit.	Average number of programme/training hours per week.

5. Oplysninger om ansættelsesforhold/arbejdsforhold	5. Information about employment/working conditions
Ejer du eller har du ejet mindst 50% af, eller har du (haft) afgørende indflydelse på den virksomhed, du er blevet ledig fra, enten alene eller sammen med nærmeste familie?	Do you own, or have you owned, at least 50% of, or have you (had) decisive influence over, the company you have become unemployed from, either independently or with immediate family?
Ejer din ægtefælle alene eller sammen med nærmeste familie mindst 50% af den virksomhed, du bliver ledig fra?	Does your spouse, independently or with immediate family, own at least 50% of the company from which you have become unemployed?
Var du ansat i virksomheden med en lønftale efter kildeskattelovens § 25 a	Were you employed in the company with a salary agreement in accordance with § 25 a of the Danish Withholding Tax Act?
Seneste lønarbejde	Most recent employment
Oplys om alle dine job de seneste 3 måneder	List all your jobs in the past three months
Din stillingsbetegnelse i ansættelsen	Your job title during the employment
Din første arbejdsdag	Date of your first day of work/employment
Er du fortsat i arbejde?	Are you still working/employed?
Din sidste arbejdsdag/ansættelsesdag	Date of your last day of work/employment
Ugentlig arbejdstid	Weekly working hours
Har du eller din arbejdsgiver modtaget tilskud til din løn?	Have you or your employer received a subsidy for your salary?
Er din ugentlige arbejdstid ændret?	Have your weekly working hours changed?
Fra hvilken dato er den ugentlige arbejdstid ændret?	From what date did the weekly working hours change?
Hvad er årsagen til den ændrede arbejdstid?	Why did your working hours change?
6. Arbejder på nedsat tid/gået ned i tid	6. Working part-time/reduced working hours
Er du fortsat i arbejde?	Are you still working?
Ugentlig arbejdstid	Weekly working hours
7. Oplysninger om selvstændig virksomhed/ophørte selvstændige beskæftigelsesforhold	7. Information about self-employment/discontinued self-employment
Indtægter fra selvstændig virksomhed	Income from self-employment
Har du haft over- eller underskud af selvstændig virksomhed inden for de seneste 5 år?	Have you had profit or loss from self-employment within the past five years?
Har du selvangivet b-indkomst til Skat inden for de seneste 3 år?	Have you declared b-income to Skat (the tax authorities) within the past three years?
Er selvangivelsen sket efter skatte-reglerne for selvstændige?	Has the income tax return been filed according to the tax rules for self-employed?
Har du inden for de seneste 5 år haft arbejde i ægtefælles virksomhed uden en lønftale efter Kildeskattelovens § 25a?	Within the past five years, have you worked in your spouse's company without a salary agreement in accordance with § 25a of the Withholding Tax Act?
Har du inden for de seneste 5 år fået løn fra et selskab, som du eller din ægtefælle ejer alene eller sammen med nærmeste familie. Dog kun hvis ejerskab/indflydelse er eller har været mindst 50 %?	Within the past five years, have you received a salary from a company owned by you or your spouse alone or together with immediate family? Only applies if the ownership/influence is, or has been, at least 50%

Har du inden for de seneste 6 måneder fået udbetalt løn for mere end 80 timer i gennemsnit pr. måned (53 timer i gennemsnit hvis du er deltidsforsikret)?	Within the past six months, have you been paid for more than 80 hours on average per month (53 hours on average if you have part-time insurance)?
Arbejder du fortsat i virksomheden, efter du har meldt dig ledig?	Will you continue to work at the company after you have registered as unemployed?
Hvornår er du ophørt i virksomheden?	When did you resign from the company?
Planlægger du at angive over- eller underskud af selvstændig virksomhed på næste selvangivelse?	Are you planning to declare self-employment profits or losses on your next income tax return?
Virksomhedens CVR-nummer	CVR number of the company
Virksomhedens navn	Name of the company
Virksomheden er drevet som	The company is operated as
Hvornår er du indtrådt/ansat i virksomheden?	When did you join/become employed at the company?
Hvornår er virksomheden ophørt/du udtrådt?	When did the company cease operations/you resign?
Hvordan er ophøret sket? • Lukning • Salg eller overdragelse • Ophør på tro og love • Konkurs/tvangsauktion • Bortforpagtning/udlejning • Udtræden • Ændring til formueadministration	How did it come about? • Closure of the company • Sale or transfer • Termination on good faith • Bankruptcy/foreclosure • Lease/rental • Withdrawal from the company • Change to asset management
Lukning: Har du et ophørsbevis fra Erhvervsstyrelsen? Har du et ophørsbevis fra Skat?	Closure: Do you have a certificate of termination from the Danish Business Authority? Do you have a certificate of termination from Skat (the tax authorities)?
Salg eller overdragelse: Har du et ophørsbevis fra Erhvervsstyrelsen? Har du et ophørsbevis fra Skat? Er salget/overdragelsen sket til din ægtefælle, samlever, umyndige børn eller til et selskab, der (delvis) er ejet af disse personer?	Sale or transfer: Do you have a certificate of termination from the Danish Business Authority? Do you have a certificate of termination from Skat (the tax authorities)? Has the sale/transfer been made to your spouse, cohabitant, minor children, or to a company that is (partly) owned by any of these individuals?
Konkurs/tvangsauktion: Er virksomheden gået konkurs eller under tvangsauktion? Konkurs: Er der indgivet konkursbegæring til skifteretten? Er der afsagt konkursdekret af skifteretten? Tvangsauktion: Er der indgivet konkursbegæring om tvangsauktion?	Bankruptcy/foreclosure: Is the company bankrupt or in foreclosure? Bankruptcy: Has a bankruptcy petition been filed with the bankruptcy court? Has a bankruptcy order been issued by the bankruptcy court? Foreclosure: Has a bankruptcy petition for compulsory auction been filed?
Bortforpagtning/udleje: Omfatter bortforpagtningen/udlejningen hele virksomheden? Er bortforpagtningen/udlejningen sket til din ægtefælle, samlever, umyndige børn eller til et selskab, der (delvis) er ejet af disse personer?	Lease/rental: Does the lease/rental include the entire company? Are you leasing/renting to your spouse, cohabitant, minor children, or to a company that is (partly) owned by any of these individuals?

Udtræden: Fortsættes virksomheden af ægtefælle eller andre? Ægtefælle: Har du været registreret som medejer/medhæftende af virksomheden?	Withdrawal: Is the company being continued by your spouse or others? Spouse: Have you been registered as a co-owner/co-partner of the company?
8. Oplysninger om indtægter og aktiviteter	8. Information about income and activities
Har du andre indtægter eller aktiviteter?	Do you have other income or activities?
Ulønnet arbejde Ulønnet arbejde er arbejde, du ikke får løn for, men som kan udbydes som almindeligt lønarbejde Har du ulønnet arbejde?	Unpaid work Unpaid work refers to work for which you are not paid, but which can be offered as regular paid work. Do you have any unpaid work?
Bestyrelsesarbejde f.eks. skolebestyrelse, bestyrelse i aktieselskaber, pengeinstitutter mv., i bolig- og grundejerforeninger og i kulturelle foreninger Har du bestyrelsesarbejde?	Board duties This includes school boards, boards of holding companies, financial institutes, housing and landowners' associations or cultural associations. Do you have any board work that you receive payment for?
Hverv Har du et hverv? Det er uden betydning, om indtægten betegnes som diæt, mødediæt, vederlag, honorar, godtgørelse, rådighedsvederlag eller lignende.	Offices Do you hold private or public offices? Do you have an office for which you get paid? This is regardless of whether the income is described as per diems, meeting allowances, remuneration, fees, allowances, availability allowances or similar.
Fleksjob Har du fleksjob?	Flex job Do you have a flex job (reduced working capacity)?
Førtidspension Får du førtidspension efter lov om social pension, delpension eller tilsvarende udenlandske ydelser, eller har du søgt om ydelsen?	Early retirement pension Do you receive early retirement, supplementary disability pension, or partial pension, senior pension or equivalent foreign pension, or have you applied for any of the above?
Selvbygger eller medbygger Hvis du f.eks. deltager i at opføre eller ombygge egen bolig. Ikke hvis du blot vedligeholder din egen bolig. Er du selv- eller medbygger? Hvornår er byggeriet begyndt? Hvornår forventes byggeriet afsluttet? Kræver byggeriet byggetilladelse?	Builder or co-builder Are you participating in the construction or redevelopment of your own home or property? This does not apply to regular maintenance of your home. Are you the sole builder or co-builder? When did the construction start? What is the expected end date of the construction? Does the construction require a building permit?
Pension Får du udbetalt dansk eller udenlandsk pension?	Pension Do you receive payouts from a Danish or foreign pension?
Fritidsbeskæftigelse Fritidsbeskæftigelse er en erhvervmæssig aktivitet som hverken er selvstændig virksomhed eller formueforvaltning. Har du fritidsbeskæftigelse?	Leisure activities Leisure activities refers to a professional activity that is neither self-employment nor asset management. Do you have any leisure activities?

Formueforvaltning Du kan fortsætte med formueforvaltning i hele dagpengeperioden. Hvis du har arbejde med formueforvaltningen, må du ikke arbejde i mere end 5 timer om måneden. Driver du en virksomhed som formueforvaltning?	Asset management You may continue any asset management throughout the unemployment benefit period. Your asset management work must not exceed five hours per month. Do you run a company as asset management?
9. Supplerende oplysninger	9. Additional information
Periode uden løn Årsag til periode uden løn: • Arbejde – løn endnu ikke indberettet • Afspadsering • Barsel • Borgerligt ombud • Ferie • Fri for egen regning • SVU • Sygedage • Søgnehelligdage • Tabt arbejdsfortjeneste • Uddannelse på SU • Virksomhedslukning pga. ferie • Ægtefælles udstationering	Period without pay Reason for period without pay: • Work – wages not yet reported • Compensatory leave • Maternity leave • Civil representative • Holiday • Time off at own expense • SVU • Sick days • Public holidays • Loss of earnings • SU-supported education • Collective holiday time (company closed due to holiday) • Stationed spouse
10. Statsborgerskab og opholdstilladelse	10. Citizenship and residence permit
Er du dansk statsborger?	Are you a Danish citizen?
Er du borger i et EØS-land?	Are you a citizen of an EEA country?
Har du varig opholds- og arbejdstilladelse i Danmark?	Do you have a permanent residence and work permit in Denmark?
11. Erklæring	11. Declaration
Jeg erklærer på tro og love, at oplysningerne er rigtige, jf. § 86, stk. 1-2, og § 87, stk. 1-2, i lov om arbejdsløshedsforsikring	I declare in good faith and under the law that the information provided is correct, cf. § 86(1-2) and § 87(1-2) of the Unemployment Insurance Act
Urigtige oplysninger kan medføre krav om tilbagebetaling af dagpenge mv. og tab af rettigheder. Du kan også blive meldt til politiet.	Incorrect information may result in claims for repayment of unemployment benefits etc. as well as loss of rights. You may also be reported to the police.
Oplysningspligt – du har pligt at oplyse a-kassen om ændringer i dine forhold .	Duty of disclosure – you have a duty to inform the <i>a-kasse</i> about any changes in your situation or personal circumstances
Samtykke til at a-kassen indhenter oplysninger hos tidligere arbejdsgivere.	Consent to the <i>a-kasse</i> obtaining information from former employers.