

FAQ

When applying for dispensation:

- **When do you need to apply for dispensation?**
 - You have to apply for dispensation if you are no longer an active student or if you are more than a year delayed with your studies. This is a rule for living at pks dorms.
 - You can also apply for dispensation to be moved further up on the waiting lists, if you have any special circumstances, that are relevant.
 - You can apply for dispensation if you are over 30 years old to be allowed to sign-up for the student housing. If you are applying Trørød Kollegiet, you only need dispensation if you are more than 35 years old.

- **How do you apply for dispensation?**
 - You apply for dispensation by filling out the forms “boende.docx”, if you are a resident or the document “ikke-boende.docx” if you are applying for dispensation to move up the waiting lists. These documents must be sent to the nomination committee (iup@pf.dk). The forms for dispensation can be found at <https://www.pf.dk/studieliv/bolig/indstillingsudvalget>.
 - When applying for dispensation as a resident it is important that you as a minimum attach your study confirmation with your dispensation. At DTU you can find your study confirmation on inside under Toolbox -> Grades -> PDF prints from STADS -> Study Confirmation.

- **What criterias do we already take into account?**
 - Our criterias already take into account how long you have been waiting for student housing and how far your adress within Denmark is from the campus. Applications for a single dorm are usually not approved, so be sure to apply for several different dorms.

- **What documents are needed if you are more than a year late with your studies?**
 - Typically if you will have to show some documentation for why you are late. Have you for example been sick, you would need a signed doctors note, from the periode you were sick.

- **Does an approved dispensation from my university also count for PKS?**
 - No, even though your dispensation from your university has been approved, you will need a seperate dispensation from us to keep living at your dorm.

During the study activity survey:

- **Who should I contact if I am experiencing issues?**

- You can contact PKS at 45 25 92 70 or us during our phone hours which can be seen at <https://www.pf.dk/studieliv/bolig/indstillingsudvalget>. Are you experiencing technical difficulties you should contact PKS. If you have questions regarding dispensation, you should contact us.
- **What should I upload?**
 - You must upload your study confirmation. This must contain full name, your education, when the education was started and when you are expected to finish, as well as a date for when you downloaded/printet the study confirmation. This date must not be any more than 14 days old when uploading it to the system at pks.dk. DTU students can find their study confirmation at Toolbox -> Grades -> PDF prints from STADS -> Study confirmation.
 - If you are in doubt about where to find it, you can ask your university. They are almost always able to help you.
 - If you have previously been granted dispensation, you should upload a picture of the mail you have gotten where your dispensation has been approved.
- **Can I upload my grades as my study confirmation?**
 - No, your grades does not count as your study confirmation. On most universities the study guidance can help you find your study confirmation if you are in doubt.
- **I am not studying at DTU and can only find a study confirmation without an expected finish date?**
 - Most universities can help you find your study confirmation with and end date on it. For some universities you will have to contact the study guidance to get this. It might take time for them, so remember to contact them in good time.
- **When is the study activity survey?**
 - The study activity survey is typically sent out in November with the deadline in January. In some case an extra study activity survey can occur during the year.
- **What is a valid study confirmation?**
 - A valid study confirmation must contain full name, your education, when the education was started and when you are expected to finish, as well as a date for when you downloaded/printet the study confirmation. This date must not be any more than 14 days old when uploading it to the system at pks.dk. DTU students can find their study confirmation at Toolbox -> Grades -> PDF prints from STADS -> Study confirmation.

Phone hours can be found at <https://www.pf.dk/studieliv/bolig/indstillingsudvalget>.