

# 3D Character Animation - Practical Information

Below, we have assembled some practical information regarding your travel to Viborg and your stay during the 3D Character Animation course.

## Registration and payment

### Formal registration

You will receive an acceptance letter when you are registered as a participant on the course.

### Payment of the course

You will receive an invoice for the entire course fee in February before the start of the course.

### VIA IT systems – registration required

You will receive an automatic email from VIA (Welcome to VIA IT systems) before the start of the course. The mail is in Danish at the top, but English at the bottom, and for instance you will need to upload your photo for the student card. After completing the registration, it will give you this link: <http://en.via.dk/programmes/new-student-information>

Some of the info on the page does not apply for this particular course. For instance, you do NOT need to bring your own computer. The classroom is fully equipped with workstations, and you will have your own dedicated PC for the duration of the course.

It is important that you complete the registration, so you can get the WIFI codes, student cards, and be on the student emailing list.

## Travel

### Airports

Airports close to Viborg are

- Midtjyllands lufthavn (KRP, a domestic airport, so you will have to fly to Copenhagen first). From KRP it's about a 30 minute drive to Viborg). From KRP to Viborg train station you can book a [Flexbus/teletaxi](#) to the cost of around 40 DKK (in cash).
- Billund. From here it's about a 1,5 hour drive to Viborg. It can be tricky to take public transportation from Billund to Viborg, since there is no direct bus to Viborg. You can have a look at the [travel planner](#) where you can type in your departure and arrival destination in Denmark. It will include both busses and trains. You can switch the language to English.
- Aalborg airport is located to the north of Viborg. A bus from Aalborg to Viborg will take around 1,5 hours.
- Finally you can take a plane to Copenhagen airport and change for Midtjyllands lufthavn OR take a train directly from Copenhagen airport to Viborg, OR take a bus. It's around a 4-4,5 hour journey.

If you fly from Copenhagen to Midtjyllands Lufthavn, you fly with [Danish Air Transport](#). If you want to take a train you can have a look at [DSB's website](#).

The bus company is called [Flixbus](#) and you can find more info on their website.



## Arrival

We will have somebody meet you at the school when you arrive to get you settled in your room. He/she will have your keys, keycards etc. So, before arriving in Viborg, you need to send an approximate arrival time to the course organizer, so we can plan for somebody to meet you.

## From the station to the school

From the train station to the school it's around a 10-15 minute walk depending on your luggage. There are normally taxis on standby outside the station, if not you can call one from Viborg Taxi +45 86 62 66 00. You can see the address of the school below.

## The school

### Classroom

You will – upon your arrival – receive a key card so you can access the school buildings at all hours, and you're welcome to use your personal classroom computers at all times for work/emailing/internet/etc. Open hours are week days from 8.30 to 17.00. Outside these hours, you must have your key card with you to enter the buildings. Class hours are normally 9:00 to 16:30.

### School library

There is a school library with DVDs and books, and you are free to borrow up to 3 items at the same time. Just fill out the form at the library, and you can borrow the items for a week.

### Sports/activities

At the school, the students run the "Soft Values Program". This is extra-curricular activities such as sports, guest lectures, life drawing, movie nights, etc. It's all free and you are very welcome to join. So, if you are into sports like badminton, basketball, football, tai chi or yoga, please remember to bring your sports clothes. The program is organized by students and it changes a bit from month to month.

## Housing

### The dorm room

Depending on availability, we normally house all our students in the nearby dorm Camp Logos (run by Sct. Jørgen). It is really only a 3-minute walk from the school. Depending on which room you prefer, your room will include a private bathroom and a kitchenette with two hotplates, a refrigerator and a small oven. There is basic furniture in all the rooms. There is a shared kitchen and common area as well. There are no kitchen utensils for the kitchenette in the room, so most people just buy some stuff at the second hands shops we have here in Viborg. The school will provide you with a duvet and pillow, so you would need to bring bed sheets and towels. Please note that The Animation Workshop cannot guarantee that you get the specific room type you have requested. In some cases we just have to accept what is currently available from the housing organization.

### Internet

If you are housed by the housing organization Sct. Jørgen, you have wireless internet in your room.



## Laundry

There are washing machines in the basement of the dorm, and you get a card for them that you have to use each time. The payment is then withdrawn over the monthly rent.

## Electricity

Electrical plugs: in Denmark we use a standard European 230 V. See [here](#) (you can use only the two parallel holes or all 3).

## Deposit/contract

The Animation Workshop has negotiated a reduced deposit with the housing organization. As a PRO course participant, you only have to pay a deposit of 2500 DKK (instead of 10.000 DKK).

## Moving in room check

The housing coordinator will assist in setting up an individual room check with the dorm building supervisor during the first few weeks, during which you spend 10 minutes going through your room for any flaws.

In preparation for this meeting, please just note down everything that is wrong with the room (like: scratches on the floor, holes in the mattress, broken mirror, whatever). If there is anything wrong with the room, and it has not been noted down by the janitor during the room check, you can potentially be held accountable for it.

## Other useful info

### First Day

The first day of the course starts on the Monday at 10:00. The course organizers will have some practical information for you, and you will get a tour of the school. We all have lunch together and in the afternoon you start out with the teacher.

### Lunch

There is the VIA cantina where you can get a sandwich for 28 DKK and a hot dish for around 25-45 DKK. Of course, there is also the possibility to go home for lunch, since you will be living so close to the school.

### Receiving mail

The easiest will be to have your mail and packages sent directly to the school, since the reception is manned during normal working hours. And then we bring your mail to the classroom. The address of the school is:

The Animation Workshop, VIA UC

Att: Your name

Kasernevej 5

8800 Viborg

Denmark

### Currency

We use Danish Crowns in Denmark (DKK), and it might be a good idea to have some cash in DKK when you arrive – especially if you plan to ride a bus. There are ATMs/cash points all over Viborg, and one close to the school.



## Insurance

You should get a social security insurance that is valid inside EU countries. Contact your national social security office to learn more. You have to register for a CPR number since the course is longer than 3 months. This will grant you access to free health insurance. Please have a look below.

## CPR Registration

Since the 3DCA course is longer than 3 months, as an international student you have to apply for a CPR number (Danish social registration number). The CPR number grants you access to free health insurance here in Denmark.

### CPR Registration For Nordic citizens (Sweden, Norway, Iceland, Finland)

If you are a citizen of Finland, Iceland, Norway or Sweden, you need not apply for a registration certificate because as a citizen of a Nordic country you have a right to reside in Denmark without permission.

To receive a CPR no. (civil registration number) and health card, go directly to:

#### Citizens Service/Borgerservice:

##### Borgerservice

Prinsens Alle 5

8800 Viborg

Mon-Wed – 9:30 – 15:30

Thu 9:30- 17:00

Fri 9:30 – 13:30

## EU residence permit

All international EU students should register for EU residence permit in Denmark.

We advise all international students to go for registration in Aarhus together. We can help organize common transport when you are here.

Address: The State Administration office in Aarhus, Lyseng Allé 1, 8270 Højbjerg. (Office hours on Thursdays 12:00 – 16:00)

More information here: <http://www.statsforvaltningen.dk/site.aspx?p=6028>

What to bring:

- Application form - **OD1**: [http://www.statsforvaltningen.dk/stats\\_resources/810.pdf](http://www.statsforvaltningen.dk/stats_resources/810.pdf)

- Passport/national id

- A clear copy of your passport or national ID card (a color copy is preferred)

- 1 passport photograph (2 if you are not an EU citizen)

- Student: Documentation for enrolment (a letter filled out by TAW)

- Sufficient resources declaration: Proof of sufficient resources to finance your stay, e.g. bank statement. If another person is willing to assume responsibility for your subsistence, we ask this person to fill out a declaration about support. You can find the form here:

[http://www.statsforvaltningen.dk/stats\\_resources/761.pdf](http://www.statsforvaltningen.dk/stats_resources/761.pdf)



After you have received EU residence permit by ordinary mail, you can go to Citizens Service in Viborg to receive the CPR number and health card:

**Citizens Service/Borgerservice:**

Prinsens Alle 5  
8800 Viborg  
Mon-Wed 9:30 – 15:30  
Thu 9:30- 17:00  
Fri 9:30 – 13:30

*We look forward to welcoming you to The Animation Workshop, VIA UC :)*

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