

## A GOOD START

We in Akademikernes A-kasse are here to help you in your quest to find a job. As part of this, you can meet with one of our career advisors or we can guide and help you with the many rules you need to know and follow.

In addition, we offer a series of workshops you can participate in, and you may also be among the members we match with job openings in one of the private or public companies we recruit for.

### Apply for unemployment benefits and continue to receive

You need to do these two things to be eligible for unemployment benefits and to continue to receive unemployment benefits throughout your period of unemployment:

1. **Send us a *Ledighedserklæring*** (a Declaration of Unemployment form) for either *nyuddannet* (new graduate) or *lønmodtager* (employee). This is your official application for unemployment benefits, and you can find it at **Mit AKA – Blanketter**. If you have registered on jobnet.dk because you are well again after a period of illness, you do not need to fill out a *Ledighedserklæring*.
2. **Update the Joblog** once a week with a least 1-2 jobs. You need to begin to update starting from your first week of unemployment. At **Jobloggen** you can read about the requirements.

### Introduction program at aka.dk

You need to go through a short introduction program, when you are logged on at aka.dk.

Please complete the following:

1. **Follow the guide ‘Understanding the Rules’**
2. **Fill out *Min jobprofil* (your jobprofile).**  
List and describe your skills as well as what types of jobs you are looking for.
3. **Book a *velkomstsamtale* (a meeting with one of our advisors).**  
You need to have completed this meeting no later than 14 days after you have registered as unemployed. To meet the 14 days deadline, you should book your appointment no later than SEE THE DANISH LETTER FOR THE DATE.

### How to get in touch with us

If you would like to meet with one of our advisors about job hunting, strategies, etc., you can book a career interview on aka.dk.

If you have questions about the unemployment benefits rules or related issues, please call us on 3395 0395 or contact us via Mit AKA or kontakt@aka.dk.

We look forward to seeing you at the introduction meeting.

Yours sincerely,  
Akademikernes A-kasse