



Application form

Application for a residence and work permit for students

Uses

This form is to be used when applying for a Danish residence and work permit as a student.

Residence and work permits can be issued to persons accepted at the following types of studies:

- Higher educational programmes
- Preparatory higher educational programme
- Basic and youth study programmes
- Folk high schools

When applying for a residence and work permit as a student, the Danish educational institution (the university/school) and the applicant (the student) are each required to fill out separate parts of the form. The applicant must also provide certain documentation.

How to apply

1. The educational institution **completes part 2** (sections 11-15) and **signs in section 16** (following the instructions given).
2. After completing part 2, the educational institution sends the form to the applicant (the student).
3. The applicant **completes part 1** (sections 0-8) and **signs in section 10** (following the instructions given).
4. The applicant includes the required documentation. (see below).
5. The applicant submits the application at a Danish diplomatic mission in his/her country of residence. If the applicant is a legal resident of Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done at the Service Centre of the Immigration Service. If the applicant lives outside the Greater Copenhagen area, he/she can also submit the application at the local police station.

On newtodenmark.dk you can find more information about who can submit an application in Denmark.

Which documents are required?

If the applicant is to study at a **higher educational programme** and is to pay tuition fees, or has been granted a Danish state scholarship (free tuition and covering of living expenses), the applicant must include:

- Documentation of paid fee
- Copy of passport (all pages including front page)
- Two passport photos. Please affix one photo to the personal data card in Appendix 1.

If the applicant is to study at a **higher educational programme** and is **not** to pay tuition fees, and has **not** been granted a Danish state scholarship (free tuition and covering of living expenses), the applicant must include:

- Documentation of paid fee
- Copy of passport (all pages including the front page)
- Two passport photos. Please affix one photo to the personal data card in Appendix 1.
- Proof (**original documents**) that the applicant can support him-/herself financially while in Denmark

If the applicant is to study at a **preparatory higher educational programme** or attend a **basic or youth study programme**, the applicant must include:

- Documentation of paid fee
- Copy of passport (all pages including front page)
- Two passport photos. Please affix one photo to the personal data card in Appendix 1.
- Proof (**original documents**) that the applicant can support him-/herself financially while in Denmark

Please note that students at **folk high schools** do **not** need to include proof that they can support themselves during their stay, as food and lodging is normally included in the course fees.

Other documents required when submitting the application

The applicant must present his/her passport to the authorities for identification.

Does it cost anything to submit an application?

Yes, you will normally need to pay a fee in order to get the application processed by the Immigration Service. You can read more about the fees in section 0 of this form, or on www.newtodenmark.dk/fee where you can also see the current fees.

If the applicant submits his/her application to a Danish diplomatic mission (embassy or consulate general) he/she will normally have to pay a fee. The fee can vary in price. The individual diplomatic mission can also make further demands such as extra passport photos or duplicate copies of the application. We recommend that the applicant checks with the requirements on the website of the diplomatic mission in his/her country before the application is submitted.

For more information

More information about the regulations for Danish residence and work permits and how to fill out the application is available at www.newtodenmark.dk. You can also contact the Immigration Service in writing, in person at the Service Centre or by calling the Study hotline on +45 35 30 87 50. (See contact information at the bottom of this page.)

**For official use only**

Udl.nr./Personal ID

Date received

Received by (stamp and name)

ST1_en_200511

Application for a residence and work permit for students**PART 1 – to be filled out by the applicant****0. Information about fees**

From 1 January 2011 onwards, you will normally need to pay a fee if you submit an application for a residence permit, for an extension of a residence permit, or for a permanent residence permit in Denmark. The size of the fee depends on which type of application you submit. You can find the current fees on www.newtodenmark.dk/fee.

All persons who submit an application for residence and work permit for students must do the following in the order below:

1. Create a case order ID. **Please note:** You must state the case order ID in the field below.
2. Pay the fee.
3. Submit the application.

The fee covers the processing of your case. This means that the fee will not be refunded if your application is turned down. Furthermore, the fee will not be refunded if, during the processing of your case, you choose to withdraw your application. If you have not paid the fee your application will be rejected, which means that it will not be processed. If your application is rejected for any other reason, the fee will be refunded minus an administration fee.

How do I create a case order ID?

Anyone can create a case order ID on www.newtodenmark.dk/fee. You must clearly state the case order ID in the field below and when paying the fee.

How do I pay the fee?

You can pay the fee in several ways, such as from a Danish internet bank, in the bank or at the post office. On www.newtodenmark.dk/fee you can choose how you wish to pay, and you can see which information is required when paying the fee. **Please note:** The fee must be paid no later than at the same time the application is submitted. In most cases, this means that the fee will need to be paid **before** the application is submitted. Only a few Danish diplomatic missions will allow you to pay the fee when you submit your application. You **cannot** pay the fee directly to the Service Centre of the Immigration Service or to the Danish police.

Please **include documentation that you have paid the fee**, such as a receipt from a Danish internet bank or a receipt from a bank or post office.

0.1 Case order ID

Please state your **case order ID**. The case order ID you state below must be identical to the case order ID stated when paying the fee. Please include documentation that you have paid the fee. If you believe that you are exempt from paying the fee, please enter your case order ID and tick the box next to 'The applicant is exempt from paying the fee'.

Case order ID**0.2 Information required for refunding the fee (in case the fee is to be refunded)**

Please give the information required for refunding the fee. The fee can be refunded by transfer to a Danish NEM account ('NEM-konto'), a Danish bank account, a foreign bank account, or in cash at a Danish diplomatic mission. Diplomatic missions can only repay fees in cash if the fee was originally paid there. Please state the name of the person to whom the refund should be paid (account holder/recipient), how you wish to receive the money, and any required information.

If the refund is to be paid to a foreign bank account, we recommend that you speak with your bank first to obtain the information necessary in order to receive a transfer from Denmark. In addition to the account information, you may also need to provide the bank's address.



Account holder/recipient			
<input type="checkbox"/> Applicant			
<input type="checkbox"/> Other person/company: (name)			
<input type="checkbox"/> Danish NEM account (NEM-konto)		CPR number	
<input type="checkbox"/> Danish bank account	Name of bank	Reg. number.	Account number
<input type="checkbox"/> Foreign bank account	Account information (account number/BIC/SWIFT/IBAN)		
	Additional information (bank address, account holder's address, etc.)		
<input type="checkbox"/> Cash at Danish diplomatic mission (tick only if the fee was paid at the diplomatic mission)		State which Danish mission (city and country)	

1. The applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Surname	Former surname (if applicable)	
Given name(s)		
Nationality	Former nationality (if applicable)	
Date of birth (day, month, year)	Danish CPR number (if applicable)	
Alien identification number / Personal ID (if applicable)		
Country of birth	Place of birth (city)	

2. Information about the applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current marital status		
<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Registered partner <input type="checkbox"/> Widow(er)		
<input type="checkbox"/> Divorced <input type="checkbox"/> Dissolved registered partnership		
Your address in your home country (Street and number)	Postal code, city and country	



Telephone number	Mobile phone number
Email address	
<p>If you are currently in Denmark, please state your date of entry, address, and contact information in Denmark. Please note: if you state an address in Denmark, and the immigration authorities verify your identity when you submit your application, the decision about whether your application has been approved will be sent to your Danish address. If you have stated an address in Denmark, but the immigration authorities have yet to verify your identity, you will be asked to appear at a police station or the Service Centre of the Immigration Service when a decision about your application is ready.</p> <p>Important: Please inform the Immigration Service of any change to address or other contact information.</p>	
Date of entry into Denmark	
Address in Denmark (Street and number)	Post code and city
C/o (name)	Telephone number
Mobile phone number	Email address

3. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

Be aware that your passport must be **valid for three months** beyond your planned stay in Denmark.

<input type="checkbox"/> National passport	<input type="checkbox"/> Other travel documents, please state
Passport number	Date of issue
Date of expiry	In which country was the passport issued?
Have you been to Denmark before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please state where and when _____	

4. Information about the applicant's educational background

PLEASE COMPLETE IN CAPITAL LETTERS

<input type="checkbox"/> Primary and lower secondary school	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Upper secondary school	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Higher education	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Knowledge of languages	Native language	Second language		
	Other languages			



Other schooling, work experience, qualifications, skills, practical experience, etc.

Previous employment (please state employer's name and address)

Period of employment

Brief job description

1. _____

2. _____

3. _____

4. _____

5. Information about students (full-degree, exchange or guest students) at a **higher educational programme**

You should only fill out section 5 if you are to study at a higher educational programme. If not, go to section 6.

If you are to study at a higher educational programme and are **not** to pay tuition fees, and have **not** been granted a Danish state scholarship (free tuition and covering of living expenses), you must be able to support yourself during your stay. This means that you must document that you dispose of DKK 4,200 per month by including e.g. a bank statement in your own name or documentation for a grant or scholarship. See www.newtodenmark.dk for further information about the use of bank statements as documentation.

Are you to pay your study fee yourself or have you been granted a Danish state scholarship (free tuition and covering of living expenses)

☐ Yes

☐ No

If **no**, please include proof (original document) that you can support yourself financially while in Denmark

If **yes**, go to section 7.

6. About students at a **preparatory higher educational programme** or a **basic or youth study programme**

If you are to study at a preparatory higher educational programme or at a basic or youth study programme, you must include proof (**original documents**) that you can support yourself financially while in Denmark. In practice, this means that you must document that you dispose of DKK 4,200 per month by including e.g. a bank statement in your own name or documentation for a grant or scholarship. See www.newtodenmark.dk for further information about the use of bank statements as documentation.

Please note that students at **folk high schools** do **not** need to include proof that they can support themselves during their stay, as food and lodging is normally included in the course fees.



7. Information about the applicant's family

PLEASE COMPLETE IN CAPITAL LETTERS

If you are granted a residence permit for a period of three years or more, then your immediate family (your spouse, registered partner or cohabiting partner, as well as your children under the age of 18) can be granted a residence permit of the same duration as yours.

Do you have a spouse/registered partner/cohabiting partner who also wishes to apply for a Danish residence permit?

☐ Yes

☐ No

If **yes**, please state your spouse's/registered partner's/cohabiting partner's name and date of birth. **Please note** that your spouse/registered partner/cohabiting partner must submit **his/her own application**. He/she should use application form FA8: *Application for a residence and work permit for family members of a foreign national who is to work or study in Denmark*. You can find the form on www.newtodenmark.dk.

Spouse's/partner's name

Spouse's/partner's date of birth

Do you have children who also wish to apply for a Danish residence permit?

☐ Yes

☐ No

If **yes**, please state your children's name and date of birth. **Please note** that additional information about the children is to be included in the application of your spouse/partner.

Child 1

Surname

Date of birth (day, month, year)

Given name(s)

Child 2

Surname

Date of birth (day, month, year)

Given name(s)

Child 3

Surname

Date of birth (day, month, year)

Given name(s)

Child 4

Surname

Date of birth (day, month, year)

Given name(s)

8. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS



9. Sworn declarations – applicant

A. Sworn declaration of correctness

I solemnly swear that the information I have given in part 1 (section 1-8) of this application is correct and complete.

If the information is found to be false or incomplete, I am subject to the following penalties:

- Fine or imprisonment of up to two years
- I can be required by law to pay back the expenses incurred by the Danish state as a consequence of the false or incomplete information
- My residence permit can be revoked

B. Declaration of consent to allow authorities to gather necessary information

I consent to allowing the relevant authorities obtain and pass on information about my private affairs for the purpose of enabling them to process my application. Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities.

Such information includes:

- Previous criminal proceedings against me
- My familial relations
- Verification that the documents submitted with my application are genuine

I also consent to allowing authorities contacted by the Danish Immigration Service while processing my application permission to gather information about my private affairs for use in responding to the Immigration Service's enquiry.

C. Declaration that I consent to allowing information about me to be passed on to the educational institution

I consent to allowing the immigration authorities to pass on information about me, including personal information, to the educational institution, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about me, including personal information, from the educational institution, if necessary for processing this application.

D. Notification that information can be passed on to Danish intelligence agencies and prosecuting authorities

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority (Aliens Act section 45 a and section 45 c). This process can be initiated by Danish immigration authorities, Danish intelligence agencies or the Danish public prosecutor.

The prosecuting authority will be able to use the information to evaluate whether there are grounds for prosecuting you for crimes committed in Denmark or abroad, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

E. Notification that relevant information will be passed on to local Danish authorities

Danish immigration authorities are permitted to give certain information to the municipality in which you settle if you receive a residence permit.

Such information includes:

- The grounds for issuing you a residence permit
- Exemptions to restrictions placed on your residence permit (if any)

The municipality will be informed if:

- Your residence permit is revoked or not extended
- Your residence permit is found to have expired
- Your residence permit is made permanent

F. Notification that Danish authorities have registered information about you and your affairs

The information you supply or have supplied in connection with your application for a residence permit will be registered in the Danish Immigration Service's registers. The same holds true for any information you give in conjunction with an application to extend your residence permit.

If you receive a residence permit, it will be registered in the Central Person Register. The Central Person Register is a computerised register maintained by the Danish Ministry of Social Affairs.

The information in the Danish Immigration Service's registers and the Central Person Register will be used to answer questions relating to your residence in Denmark. Public administration authorities (record keeping), the police (record keeping and verification) and the Ministry of Integration (reviewing complaints) will have access to the information about you contained in the Danish Immigration Service's registers and the Central Person Register.



Other authorities or organisations will receive information about you from the Danish Immigration Service's registers and the Central Person Register if they require the information to address questions relating to your residence in Denmark.

You are obligated to provide the information necessary for deciding whether you are eligible for a Danish residence permit. Failure to provide the information can result in a fine or up to four months of imprisonment, as well as placing your residence permit in jeopardy. You are entitled to access information about yourself in the Danish Immigration Service's registers and the Central Person Register. Enquiries about this can be addressed to the Danish Immigration Service, Ryesgade 53, DK-2100 Copenhagen Ø.

G. Information regarding possible verification by the authorities of the information you have supplied

The Integration Service may seek to verify the accuracy of the information you have given in this application. This may happen while the application is being processed or later, if you are granted a permit. If you are granted a permit and the Immigration Service finds that you no longer meet the requirements of your residence permit, your permit may be revoked. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information, or of not meeting the requirements of your residence permit.

Verification may involve the following:

- Checking public registers, such as the Central Person Register
- Comparison of information contained in the Aliens Register or other Immigration Service registries with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry
- Contacting other authorities, such as municipalities
- Contacting third parties, such as employers or places of study
- Turning up in person at your residence, place of study or workplace

You may be asked to supply additional information as part of the verification process.

H. Information about possible consequences if you apply for a residence permit while in Denmark on a visa (short term)

If you are staying in Denmark on a visa (short term) and you submit an application for a residence permit in this country, you need to be aware that it may have the following consequences:

- You can become ineligible for a visa for five-years (Aliens Act section 4 c).
- If someone in Denmark has posted a financial guarantee for your visa, it can be collected by the Immigration Service, which means the money will be forfeited to the state (Aliens Act section 4).

However, the abovementioned consequences do not apply in the following cases:

- If you are a child under 15 or a spouse applying for **family reunification**.
- If you apply for a residence permit in order to **study**.
- If you apply for a residence permit in order to participate in the **cities of refuge program**.
- If you apply for a residence permit on the grounds of **work**, and you **meet the requirements** to obtain a permit.
- If there are decisive **humanitarian reasons** for allowing you to remain eligible for a visa or the guarantee not to be forfeited.

These exceptions assume the reason for your application is genuine.

10. Signature – the applicant

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 9A-C, and that I have read and understood the terms laid out in section 9D-H

Date and place

Signature



Appendix 1: Personal data card used for issuing residence cards

Foreign nationals who are granted a Danish residence permit will normally be issued a residence card. The personal data card below is used to create the residence card and it is important that it be filled out according to the instructions below. Please submit the completed personal data card together with your application, placing it as the **first page** of the application.

Instructions:

- State your Alien Identification Number/personal ID (if applicable).
- State your full name and date of birth. Please write in capital letters.
- Sign the personal data card with a **black pen**, remaining **inside** the designated area.
- Affix a passport photo of yourself. A full list of passport photo requirements is available at www.politi.dk.

Personal data card

Alien Identification Number/personal ID (if applicable)

Name

--

Date of birth

--

Signature

Please note: Sign with a **black pen**. The signature must be kept **inside** the designated area.

Udlændingesservice

Ryesgade 53
2100 København Ø

Photo requirements:

1. Cut off any white frame
2. Photo size 35mm x 45mm
3. Head between 30-36mm from tip of chin to top of hair
4. You must be facing the camera squarely. The photo must be suitable for scanning.

For official use only

Personal ID:

Data card number:



Did you remember everything?

If your application for a Danish residence permit is correctly filled out and contains the required documents, the Immigration Service can process your case faster.

It is therefore important that you make certain that part 1 of the forms is filled out correctly and that you have included the necessary documents before submitting your application.

We recommend using the checklist below to verify that the application is complete and correct.

Checklist – part 1

Before submitting the application, please ensure that you have included the following documents:

- ☐ Documentation of paid fee, such as such as a receipt from a Danish internet bank or a receipt from a bank or post office.
- ☐ Copy of passport (all pages including the front page).
- ☐ Two passport photos. Affix one to the personal data card in Appendix 1.

If you are to study at a **higher educational programme** and are **not** to pay tuition fees, and have **not** been granted Danish state scholarship (free tuition and covering of living expenses), **or** if you are to study at a **preparatory higher educational programme** or at a **basic or youth study programme**, you must also include:

- ☐ Proof (**original documents**) that you can support yourself financially while in Denmark, this means that you must document that you dispose of DKK 4,200 per month by including e.g. a bank statement in your own name or documentation for a grant or scholarship. See www.newtodenmark.dk for further information about the use of bank statements as documentation.

It is important that you have

- ☐ answered all questions in part 1 (sections 0-8),
- ☐ signed and dated the application in section 10, and have
- ☐ completed and signed the personal data card used for issuing residence cards in Appendix 1.



For official use only

Passport photo
35 x 45 mm

A. Comments and forwarding endorsements

☐ Names and passport information in compliance with shown documentation of identity

Enclosed:

☐ Copy of passport

☐ Proof that the applicant can support him-/herself financially

☐ 2 passport photos (one attached to personal data card in Appendix 1)

☐ Other

CPR number issued on (date)

☐ Carried out interview with the applicant

Comments

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 2 OF THIS FORM

B. Decision regarding applications for a Danish residence permit as a student

This section is to be filled out by Danish diplomatic missions authorised to issue a residence and work permit without the involvement of the Immigration Service.

Alien identification number (Udl.nr.) /Personal ID

Residence permit (state sticker type) _____

at (state name of educational institution) _____

from (date) _____ to (date) _____

for a temporary residence permit under section 9c (1) under the Aliens Act.

Work permit (if applicable) (state sticker type) _____

from (date) _____ to (date) _____

Case worker (name)

**PART 2** - to be filled out by the educational institution**11. Information about the educational institution in Denmark****PLEASE COMPLETE IN CAPITAL LETTERS**

Name of the educational institution		
Name of the department		
Address (street and number)		Post code and city
Telephone number		Email address
Contact person 1 (name)	Mobile or direct phone number	Email address
Contact person 2 (name)	Mobile or direct phone number	Email address
Contact person 3 (name)	Mobile or direct phone number	Email address

12. Information about the educational programme in Denmark**PLEASE COMPLETE IN CAPITAL LETTERS**

Name of programme (course)	
Prescribed period of study	
From (day, month, year) _____ to (day, month, year) _____	
Has the educational programme been approved by a state authority? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of education	
<input type="checkbox"/> Basic or youth study programme > Go to section 15	<input type="checkbox"/> Higher educational programme under Universities Denmark or under the Danish Ministry of Culture > Go to section 13
<input type="checkbox"/> Folk high school course > Go to section 14	<input type="checkbox"/> Other higher educational programmes > Go to section 13
<input type="checkbox"/> Preparatory higher educational programme > Go to section 15	



13. Information about students at a higher educational programme

Section 13 should only be filled out if the applicant is to study at a **higher educational programme**. If not, go to section 14.

The applicant will be admitted to the educational institution as a

☐ Non-fee-paying guest or exchange student

> Go to section **13.A**

☐ Non-fee-paying full-degree student

> Go to section **13.A**

☐ Fee-paying guest or exchange student

> Go to section **13.B**

☐ Fee-paying full-degree student

> Go to section **13.B**

☐ Student with a Danish state scholarship (free tuition and covering of living expenses)

> Go to section **15**

13.A

Will the student receive a grant from the educational institution?

☐ Yes

☐ No

If **no**, go to section 15

If **yes**, please state the amount (DKK, EUR or USD) per six month period

_____ ☐ DKK ☐ EUR ☐ USD

> Go to section **15**

13.B

Tuition fees per semester (DKK, EUR or USD)

_____ ☐ DKK ☐ EUR ☐ USD

Have the tuition fees been paid (first semester as a minimum)?

☐ Yes

☐ No

> Go to section **15**

14. Information about students at a folk high school

Section 14 should only be filled out if the applicant is to attend a course at a **folk high school or similar**. If not, go to section 15.

Has the course been paid for?

☐ Yes

☐ No

If **yes**, please state the amount (DKK, EUR or USD)

_____ ☐ DKK ☐ EUR ☐ USD

15. The applicant (the student)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname

Given name(s)

Date of birth (day, month, year)

16. Signature – the educational institution

Original signature by the official contact person. Facsimile stamps are not accepted.

Date and place

Official stamp of the educational institution

Signature

**Appendix 2: Sworn declaration that the course will be held in such a way as to be eligible for state subsidies**

Appendix 2 should only be filled out if the applicant is to attend a course at a **folk high school or similar**. It must be filled out the head of the school.

By signing this attachment, the head of the school can declare that the course will be held in such a way as to be eligible for state subsidies under the following Danish act: *Lov om folkehøjskoler, efterskoler, husholdningsskoler og håndarbejdsskoler (frie kostskoler)*.

I hereby solemnly swear that the course which the applicant is to attend will be held in such a way as to be eligible for state subsidies under the following Danish act: *Lov om folkehøjskoler, efterskoler, husholdningsskoler og håndarbejdsskoler (frie kostskoler)*.

By signing below, I confirm that I have read, understood and accepted the terms laid out in this declaration

Date and place

Official stamp of the educational institution

Signature



Did you remember everything?

If the application for a Danish residence permit is correctly filled out and contains the required documents, the Immigration Service can process the case faster.

It is therefore important that you make certain that part 2 of the form is filled out correctly before forwarding it to the applicant.

We recommend using the checklist below to verify that the application is complete and correct.

Checklist – the educational institution

Before the form is sent to the applicant, please ensure that the educational institution has

- ☐ answered all questions in part 2 (sections 11-15) and has
- ☐ signed and dated the application in section 16.

If the applicant is to attend a course at a folk high school or similar, it is also important that the head of the school has

- ☐ filled out Appendix 2.