

Application form

XG1_en_020113

Application for a residence and/or work permit for special groups of applicants

Applicant groups with targeted application forms

The Danish Agency for Labour Retention and International Recruitment has developed targeted application forms for specific applicant groups. If you belong to one of the groups listed below, please use the form developed for that group. You can find all application forms at www.newtodenmark.dk.

- **Green Card applicants** > form GR1
- **Students** > form ST1
- **Au pairs** > form AU1
- **Employees, researchers and PhD students** > form AR1
- **Self-employed persons** > form AR2
- **Working holiday applicants** > form WH1
- **Interns** > form PR1 or PR3
- **Accompanying family members** > form FA8

If in doubt about which form to use if you wish to apply for a residence and work permit, you can use the application form guide at www.newtodenmark.dk/forms

Please note: The best way to ensure that your application be processed as fast as possible is to use the correct application form.

Uses

You can use this application form (XG1) to apply for a residence and work permit if

- you are a medical doctor or a dentist applying for residence in Denmark with the intention to qualify for an authorization and function as a medical doctor/dentist
- you are a **volunteer** and are to carry out unpaid humanitarian or social work in Denmark,
- you have been accepted at a Danish educational institution and are to do an internship as part of the educational programme,
- you are employed as a PhD student, have had a residence permit according to section 9 a (2) (vi) of the Danish Aliens Act, and want to apply for a residence permit in Denmark from handing in your thesis until the presentation of your thesis, **or**
- you have other special reasons to apply and do **not** belong to one of the applicant groups with a targeted application form (cf. the above list).

Please note: You can apply for a residence permit using this form - not a work permit. To apply for a work permit, use the AR1 form.

How to apply

1. Complete and sign this form (following the instructions given)
2. Attach all required documents (see below)
3. Submit the application at a Danish diplomatic mission in your country of residence. If you are 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 Danish Agency for Labour Retention and International Recruitment. If you live outside the Greater Copenhagen area, you 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.

All applicants have to enclose a copy of his/her passport (all pages with information incl. front page).

If you are a doctor or a dentist, please enclose:

- Documentation from The National Board of Health stating that your basic medical qualifications are sufficient basis for you to obtain authorization
- Documentation that you are able to support yourself (and your family) during your first year in Denmark.

If you are a Ph.D. Student, please enclose:

- Documentation that your thesis has been handed in
- Documentation for the date of the presentation of your thesis
- Documentation that you are able to support yourself (and your family) during your stay in Denmark. You need to document that you have at your disposal DKK 4,200 per month and DKK 2,100 per month per family member.

If you are a volunteer, please enclose:

- Proof that you are covered by an industrial injury insurance and a liability insurance (third-party insurance) for the period of time you want your residence permit for (the organization/employer in Denmark is required by law to take out an industrial injury insurance)
- A description of the tasks you are going to do and the purpose. The description must be made of the organization/employer.
- An agreement between you and the organization/employer about what you receive from them (e.g. amount of pocket money, room and board)

Biometric features required on residence cards

If you reside in Denmark or a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded for use in your residence card. Your biometric features must be recorded in connection with the application being submitted. If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person and submit two facial images in connection with the application being submitted. Once you arrive in Denmark, your biometric features will be recorded. Read more about biometric residence cards on the last page of this form and at www.newtodenmark.dk/residencecard

Do I need other documents when submitting the application?

Yes. You must present your passport so the authorities can verify your identity.

Does it cost anything to submit an application?

The specific applicants this form is for (see 'uses' to the left) are exempt from paying fees.

If you submit the application to a Danish diplomatic mission (embassy or consulate general) you 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 you check

with the requirements on the website of the diplomatic mission in your 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 Agency in writing or in person at the Service Centre.

For official use only

Date received	Received by (name)	Authority (stamp)	Person ID / Alien id. no. (Udl.nr)	Case order ID*
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*) The case order ID will be created by the authorities in connection with the recording of biometric features.

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Application for a residence and/or work permit for special groups of applicants
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	

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, all correspondence regarding your application will be sent to your Danish address.

Important: Please inform the Danish Agency for Labour Retention and International Recruitment of any change to address or other contact information.

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. Grounds for application

PLEASE COMPLETE IN CAPITAL LETTERS

On which grounds do you wish to apply for a residence and work permit?

Please attach **relevant documentation** for the grounds on which you apply for a residence and work permit. If you are a medical doctor or a dentist, please include documentation from The National Board of Health for recognition of your basic medical qualifications.

4. Contact person in Denmark (if applicable)

PLEASE COMPLETE IN CAPITAL LETTERS

Name

Address in Denmark (Street and number)

Post code and city

Telephone number

Email address

5. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

If you are granted a residence permit, it can only be valid up to **three months before** your national passport expires, or six months before other types of travel documents expire. If you receive a new passport while your application is being processed, you will be asked to submit photocopies of all pages of the new passport.

☐ National passport

☐ 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?

☐ Yes

☐ No

If **yes**, please state where and when _____

6. Information about the applicant's economic basis for staying in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

How will you finance your stay in Denmark?

Personal income

☐ Yes

☐ No

If **yes**, please state amount _____

Personal property

☐ Yes ☐ No

If **yes**, please state amount _____

Other

☐ Yes ☐ No

If **yes**, please state how and amount _____

7. 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
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<input type="checkbox"/> Upper secondary school	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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<input type="checkbox"/> Higher education	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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

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8. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

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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

C. 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.

D. 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

The municipality will be informed if your residence permit is revoked or not extended or if your residence permit is found to have expired.

E. 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 Agency for Labour Retention and International Recruitment'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 Ministry of Economic Affairs and the Interior.

The information in the Danish Agency for Labour Retention and International Recruitment'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 Immigration Appeals Board (reviewing complaints) will have access to the information about you contained in the Danish Agency for Labour Retention and International Recruitment's registers and the Central Person Register.

Other authorities or organisations will receive information about you from the Danish Agency for Labour Retention and International Recruitment'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 Agency for Labour Retention and International Recruitment's registers and the Central Person Register. Enquiries about this can be addressed to the Danish Agency for Labour Retention and International Recruitment, Njalsgade 72C, PO box 2000, DK-2300 Copenhagen S.

The fingerprints recorded for use on your residence card will be deleted from the The Danish Agency for Labour Retention and International Recruitment's registers no later than 90 days after your residence card has been issued or your application has been turned down.

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

The Danish Agency for Labour Retention and International Recruitment 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 Danish Agency for Labour Retention and International Recruitment 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 Danish Agency for Labour Retention and International Recruitment 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 Danish Agency for Labour Retention and International Recruitment 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.

G. 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

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

Date and place

Signature

Did you remember everything?

It is important that you make certain that the form is filled out correctly and that you have included the relevant documents before submitting your application.

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

Checklist

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)
- ☐ Documentation for the grounds on which you apply for a residence and work permit
- ☐ Documentation for how you will support yourself during your stay

If you are a doctor or a dentist you must also include:

- ☐ Documentation that the Danish Health and Medicines Authority has assessed that your basic medical education qualifies for a Danish authorisation to work as a medical doctor/dentist

If you are a PhD student you must also include:

- ☐ Documentation that your thesis has been handed in
- ☐ Documentation for the date of the presentation of your thesis

It is important that you have

- ☐ answered all questions, and have
- ☐ signed and dated the application in section 10

Biometric features required on residence cards

If you submit your application in Denmark or in a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded.

If you submit your application at the diplomatic mission of a country with which Denmark has a representation agreement, you must appear in person to submit two facial images. Upon arrival in Denmark, your biometric features (digital facial image and fingerprint) will be recorded.

If you send your application by post or fax or if it is submitted by a third-party such as a lawyer, you must appear in person to have your biometric features recorded **within 14 days** of the application being submitted. If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person to submit two facial images **within 14 days** of submitting your application. When you appear to have your biometric features recorded or to submit your facial images, please remember to bring a photocopy of the first three pages of your completed application form. This will allow the immigration authorities to match your biometric features with the application. **Please note** that the processing of your application will not begin until your biometric features are submitted.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded or when submitting your facial images. In addition to your biometric features, your signature will also be recorded. Facial images and fingerprints are stored on a microchip embedded in the residence card.

Biometric features can be recorded at the Service Centre of the Danish Agency for Labour Retention and International Recruitment. If you live outside Greater Copenhagen, your biometric features can also be recorded at some police stations. A list of the police stations capable of recording biometric features can be found at www.newtodenmark.dk/residencecard. If you live abroad, the website of the Danish Ministry of Foreign Affairs contains a list of embassies and consulates, as well as Danish representation agreements with other countries' diplomatic missions (um.dk).

If you do not agree to have your biometric features recorded in connection with the application being submitted in Denmark or at a Danish diplomatic mission, your application will be **rejected**. If the application is submitted at another country's diplomatic mission with which Denmark has a representation agreement, and you do not submit two facial images, it will likewise be rejected. If you are not physically capable of providing fingerprints, you will not be required to do so.

Read more about residence cards and biometric features at www.newtodenmark.dk/residencecard.

For official use only – Comments and forwarding endorsements

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

Enclosed:

☐ Copy of passport

☐ Documentation for how the applicant will support him-/herself during the stay

☐ Documentation for the grounds for the application

☐ Other

CPR number issued on (date)

Comments

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