



# Application form

## Application for residence and work permit under the Greencard scheme

### Uses

This form is to be used when applying for a residence and work permit in Denmark under the Greencard scheme.

Your application will be graded using a system that assigns points based on five criteria:

- Educational level
- Language skills
- Work experience
- Adaptability
- Age

In order to qualify for a residence and work permit issued under the Greencard scheme, you must attain a minimum of 100 points. More information about the point system is available at [www.newtodenmark.dk/greencard](http://www.newtodenmark.dk/greencard).

Do not use this form if you are currently enrolled in a **higher educational program** in Denmark and would like to extend your residence permit in order to apply for work after graduation. Please refer to [www.newtodenmark.dk/study](http://www.newtodenmark.dk/study) for more information about Greencards for students who complete a higher educational program in Denmark.

This form is for use by citizens of **non-EU/EEA countries**. Please refer to [www.newtodenmark.dk/eu](http://www.newtodenmark.dk/eu) for further information about the rules for citizens of EU countries.

### How to apply

1. Complete and sign this form (follow the instructions given in the form)
2. Enclose the required documentation (listed below)
3. Submit the application to a Danish diplomatic mission in the country in which you live. 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 Immigration Service. If you live outside the Greater Copenhagen area, you can also submit the application at the local police station

On [newtodenmark.dk](http://newtodenmark.dk) you can find more information about who can submit an application in Denmark.

### Rejection of your application

An application for a residence permit under the greencard scheme can be rejected if the application does not include the information or documentation necessary to process the case.

### Required documents

Please enclose the following documents:

- Documentation of paid fee
- A copy of your passport (including the cover and all pages with information)
- 3 passport photos. Please affix one photo to the personal data card in Appendix 1.
- Documentation of all higher education (diplomas and transcripts)
- Declaration from your educational institution confirming the authenticity of your educational documents (should not be enclosed if the education is Danish)
- Documentation of work experience (declaration from previous employer)

- Documentation of language skills (diplomas, test results and/or declaration from previous employer)
- Documentation that you can support yourself during your first year in Denmark. You need to document that you have sufficient funds at your disposal to the equivalent of **Danish start aid (starthjælp) for one year**. The monthly start aid amount is (2010 level): DKK 5,267 for individuals under age 25 not living with their parents, DKK 6,351 for single individuals over age 25, DKK 5,267 for married/ cohabiting individuals over age 25. Documentation can be e.g. a bank statement in your name.

### Original documents must be shown to a Danish official

Colour copies of foreign educational documents (such as diplomas, transcripts and other statements issued by educational institutions) must be submitted with your application. The original documents must be presented at the Danish embassy, police or the Immigration Service's main office when submitting your application, where they will be used to certify that the copies are authentic. When processing your application we may require you to send us the original educational documents.

**Please note** that documents not written in Danish, English, German, Norwegian or Swedish must be submitted together with a certified translation in Danish or English.

**Please also** note that Pakistani educational documents must be stamped by the Higher Educational Commission.

### 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](http://www.newtodenmark.dk/fee) where you can also see the current fees.

If you submit your 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.

### Are other documents required when submitting an application?

Yes, you must present your passport to the immigration authorities.

### 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](http://www.newtodenmark.dk). You can also contact the Immigration Service in writing, by telephone, or in person at our office.

(See contact information at the bottom of this page.)

**For official use only**

Date received	Received by (name stamp and signature)	Authority (stamp)	Udl.nr./Personal ID
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**Application for residence and work permit under the Greencard scheme****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](http://www.newtodenmark.dk/fee).

All persons who submit an application for residence and work permit under the Greencard scheme 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. **Please note:** Certain groups of applicants may be exempt from paying the fee. These groups must still create a case order ID.
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](http://www.newtodenmark.dk/fee). You must clearly state the case order ID in the field below and when paying the fee (if applicable).

**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](http://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.

**As a Turkish citizen, you may be exempt from paying the fee**

If you (the applicant) are a Turkish citizen and are applying for a residence and work permit under the Greencard scheme, you may be exempt from paying the fee. On [www.newtodenmark.dk/fee](http://www.newtodenmark.dk/fee) you can read more about who is exempt from paying the fee. If you are a Turkish citizen and believe that you are exempt from paying the fee, please tick the box next to "Applicant is exempt from paying the fee". If you do this you do not need to fill in the information required for refunding the fee. When you create a case order ID, please state that you are exempt from paying the fee. Please note: if the immigration authorities decide that you are in fact not exempt from paying the fee, your application will be rejected, which means that it will not be processed. However, if you have paid the fee and the immigration authorities decide that you are in fact exempt from paying the fee, the fee will be refunded.

**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**☐ The applicant is exempt from paying the fee



## 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

☐ Applicant

☐ Other person/company: (name)

☐ Danish NEM account (NEM-konto)

CPR number

☐ Danish bank account

Name of bank

Reg. number.

Account number

☐ Foreign bank account

Account information (account number/BIC/SWIFT/IBAN)

Additional information (bank address, account holder's address, etc.)

☐ 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)

CPR number (if applicable)

Alien identification number (if applicable)/Personal ID

Country of birth

Place of birth (city)



## 2. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender ☐ Man ☐ Woman Do you have children? ☐ Yes ☐ No

Current marital status

☐ Unmarried/single ☐ Married ☐ Divorced ☐ Widow(er) ☐ Registered partnership  
☐ Dissolved registered partnership

Your address abroad/in your home country (Street and number)

Post code, city and country

Telephone 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, 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.

**Important:** Please inform the Immigration Service 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. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

☐ National passport ☐ Other, please state

Passport number

Date of issue

Date of expiry

In which country was the passport issued?

Have you been to Denmark before?

☐ Yes☐ NoIf **yes**, please state where and when \_\_\_\_\_

\_\_\_\_\_



## 4. Information about higher education

PLEASE COMPLETE IN CAPITAL LETTERS

Do you have a higher education equivalent to at least a Bachelor's degree?

☐ Yes☐ NoIf **yes**, please enclose the following documents:

- Documentation of higher education (diplomas and transcripts)
- Declaration from your educational institution confirming the authenticity of your educational documents (should not be enclosed if the education is Danish). **Please note:** The declaration should be signed and sealed by a higher authority at the educational institution. The name and contact information of the signing authority must be provided in type writing/print.

And provide the following information about your higher education(s):

## Higher education 1

Name of educational institution

Address (Street and number)

Post code, city and country

Telephone number

Email address

Web address

Main fields of study (specialization)

Admission requirements

Name of diploma in original language with Latin letters

Started – Completed

\_\_\_\_ (Month) \_\_\_\_ (Year) - \_\_\_\_ (Month) \_\_\_\_ (Year)

Nominal length of program (official length including obligatory periods of work practice)

\_\_\_\_ Years and \_\_\_\_ Months

Academic title

Did the program include a thesis, dissertation or another large project?

☐ Yes☐ NoIf **yes**, please state the following:

Title

Number of pages

Nominal duration of the project

## Higher education 2

Name of educational institution

Address (Street and number)

Post code, city and country

Telephone number

Email address

Web address

Main fields of study (specialization)

Admission requirements



Name of diploma in original language with Latin letters	
Started – Completed	
____ ____ (Month)    ____ ____ ____ (Year) -    ____ ____ (Month)    ____ ____ ____ (Year)	
Nominal length of program (official length including obligatory periods of work practice)	
____ Years and    ____ Months	
Academic title	
Did the program include a thesis, dissertation or another large project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If <b>yes</b> , please state the following:	
Title	
Number of pages	Nominal duration of the project

## 5. Information about language skills

PLEASE COMPLETE IN CAPITAL LETTERS

The following section contains questions about any language exams in Danish, Swedish, Norwegian, English and German you may have taken. Exam results are used as documentation of your language skills.

Not all language exams can be used as documentation of your language skills. Please see [www.newtodenmark.dk/greencard](http://www.newtodenmark.dk/greencard), for a list of the applicable foreign language exams and their equivalents in Denmark.

Have you passed language exams in one or more of the following languages?

**A. Danish** ☐ Yes    ☐ No

If **yes**, please state which and your score. You must **include documentation**.

☐ Test in Danish Language, Level 1 (Prøve i Dansk 1), score \_\_\_\_\_

☐ Test in Danish Language, Level 2 (Prøve i Dansk 2), score \_\_\_\_\_

☐ Test in Danish Language, Level 3 (Prøve i Dansk 3), score \_\_\_\_\_

☐ Studieprøven, score \_\_\_\_\_

☐ Other exam, state which \_\_\_\_\_ score \_\_\_\_\_

**B. Swedish** ☐ Yes    ☐ No

If **yes**, please state which and your score. You must **include documentation**.

\_\_\_\_\_ score \_\_\_\_\_

**C. Norwegian** ☐ Yes    ☐ No

If **yes**, please state which and your score. You must **include documentation**.

\_\_\_\_\_ score \_\_\_\_\_

**D. English** ☐ Yes    ☐ No

If **yes**, please state which and your score. You must **include documentation**.

\_\_\_\_\_ score \_\_\_\_\_

**E. German** ☐ Yes    ☐ No



If **yes**, please state which and your score. You must **include documentation**.

\_\_\_\_\_ score \_\_\_\_\_

Have you completed **a full year** course, with final exam, in Danish, Swedish, Norwegian, English or German as part of a higher education?

☐ Yes ☐ No

If **yes**, please state which language and **enclose a transcript stating the results of your final exam**.

☐ Danish ☐ Norwegian ☐ Swedish ☐ English ☐ German

Have you used Danish, Swedish, Norwegian, English or German as your professional working language for **at least one year**?

☐ Yes ☐ No

If **yes**, please state which language and **enclose a declaration from your employer** verifying that you have used the language on the job.

☐ Danish ☐ Norwegian ☐ Swedish ☐ English ☐ German

## 6. Information about work experience

**PLEASE COMPLETE IN CAPITAL LETTERS**

The following section contains questions about your work experience **within the last five years**. Please enclose a declaration from your employer as documentation. The declaration must contain information about period of employment, job description and tasks.

### Place of employment 1

Name of employer

Period of employment

From \_\_\_\_\_ To \_\_\_\_\_

Address (Street and number)

Post code, city and country

Job description

Tasks

Telephone number

Email address

### Place of employment 2

Name of employer

Period of employment

From \_\_\_\_\_ To \_\_\_\_\_

Address (Street and number)

Post code, city and country

Job description

Tasks

Telephone number

Email address



Place of employment 3	
Name of employer	Period of employment From _____ To _____
Address (Street and number)	Post code, city and country
Job description	
Tasks	
Telephone number	Email address

## 7. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

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## 8. Sworn declarations

### A. Sworn declaration of correctness

I solemnly swear that the information I have given in 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 repay 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 letting 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 giving 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. Notification that information can be passed on to Danish intelligence agencies and prosecuting authority

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. The immigration authorities will share your information to the Danish Ministry of Science, Technology, and Innovation**

As part of the application review process, your information will be passed on to CIRIUS, an agency under the Ministry of Education responsible for evaluating your educational level and determining its Danish equivalent.

#### **E. Notification that some information will be passed on to local Danish authorities**

Danish immigration authorities are permitted to give certain information to the municipality (kommune) 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.
- Your residence permit is found to have expired.

#### **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 and work 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.

## 9. Signature

**By signing below, I confirm that I have read, understood and accepted the terms laid out in section 8A-B, and that I have read and understood the terms laid out in section 8C-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](http://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 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 the forms are 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

### ***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
- ☐ A copy of your passport (including the cover and all pages with information)
- ☐ Three passport photos. Affix one to the personal data card in Appendix 1.
- ☐ Documentation of higher education (diplomas and transcripts)
- ☐ Declaration from your educational institution confirming the authenticity of your educational documents (should not be enclosed if the education is Danish). **Please note:** The declaration should be signed and sealed by a higher authority at the educational institution. The name and contact information of the signing authority must be provided in type writing/print
- ☐ Documentation of work experience (declaration from previous employer)
- ☐ Documentation of language skills (diplomas, test results and/or declaration from previous employer)
- ☐ Documentation that you can support yourself financially during your stay in Denmark. You need to document that you have sufficient funds at your disposal to the equivalent of Danish start aid (starthjælp) for one year. The monthly start aid amount is (2010 level): DKK 5,267 for individuals under age 25 not living with their parents, DKK 6,351 for single individuals over age 25, DKK 5,267 for married/cohabiting individuals over age 25. Documentation can be a bank statement.

### ***It is important that you have***

- ☐ answered all questions,
- ☐ signed and dated the application in section 9, and have
- ☐ Completed and signed the personal data card used for issuing residence cards in Appendix 1.

***Remember that you must bring your current passport when submitting the application.***



## For official use only

Passport photo  
35 x 45 mm

Passport photo  
35 x 45 mm

**Comments and forwarding endorsements**

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

## Enclosed:

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of passport  | <input type="checkbox"/> Documentation of work experience |
| <input type="checkbox"/> 3 passport photos (one affixed to personal data card in Appendix 1) | <input type="checkbox"/> Documentation of language skills |
| <input type="checkbox"/> Documentation of education  | <input type="checkbox"/> Other                            |

**Please note:** All foreign educational documents can be enclosed in original or copy. If enclosed in copy the Danish diplomatic mission, the police or the immigration service must confirm that they have seen the original document. However, certain foreign educational documents must be attached in original (see [www.newtodenmark.dk/greencard](http://www.newtodenmark.dk/greencard)). Documents which are not in English, German, French, Norwegian, Swedish or Danish must be supplied with an authorized translation to Danish or English.

CPR number issued on (date)

## Comments

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