



# Application form

ST1\_en\_210720

## 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 educational programmes:

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

**Please note:** If the applicant is a PhD student, form PHD1 is to be used.

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

### How to apply

1. The educational institution **completes part 2** (sections 12-16) and **signs in section 18** (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** of this form (sections 1-10) and **signs in section 11** (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 or her country of residence. If the applicant is residing legally in Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done at one of SIRI's branch offices.

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

### Which documents are required?

If you are to study at a **higher educational programme** and pay tuition fees, *or* have been granted a Danish state scholarship (free tuition and living expenses), you must include:

- Documentation of paid fee
- Copy of all pages of your passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover, data page and any pages containing visas or stamps are required)
- Documentation of enrolment in an educational institution in your home country (if you are a guest- or exchange student)

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

If you are to study at a **higher educational programme** and **not** pay tuition fees, and have **not** been granted a Danish state scholarship (free tuition and living expenses), you must include:

- Documentation of paid fee
- Copy of all pages of your passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover, data page and any pages containing visas or stamps are required)
- Documentation of enrolment in an educational institution in your home country (if you are a guest- or exchange student)
- Proof that you can support yourself financially while in Denmark

If you are to study at a **preparatory higher educational programme** or attend a **basic or youth study programme**, you must include:

- Documentation of paid fee
- Copy of all pages of your passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover, data page and any pages containing visas or stamps are required)
- Proof that you can support yourself financially while in Denmark

### Specific to students at a basic or youth study programme

If you wish to study at a **secondary education** and the stay is **not** arranged by an exchange organization that has been approved by the EU, you must include **either**

- documentation that you have begun your secondary education in your home country and that your secondary education will be completed at the end of your stay in Denmark. The documentation must be issued by your school in your home country and it must specify when you began your secondary education and when you are expected to complete it, **or**
- documentation that you will continue your secondary education in your home country. The documentation must be issued by a school in your home country and it must specify that you are guaranteed a place to continue your secondary education at this school after your stay in Denmark.

**Please note:** If you are under the age of 18, you must include a declaration signed by both your parents showing that they accept your stay in Denmark. If you are not staying at a boarding school, your parents must furthermore clearly state where and with whom you are living 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.



**Are other documents required when you submit the application?**

Yes, when submitting your application in person you must present your original 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 Danish Agency for International Recruitment and Integration (SIRI).

You can read more about the fees in section 1 of this form, or on [newtodenmark.dk/fee](http://newtodenmark.dk/fee) where you can also see a list of current fees.

If you submit your application through an application centre, you must pay a separate service fee to the application centre.

Similarly, a fee must be paid to a Danish diplomatic mission (embassy or consulate general) or to a Norwegian diplomatic mission receiving your application on behalf of Denmark. The fees may vary.

The individual diplomatic mission can also make further requests such as additional passport photos or duplicate copies of the application. We recommend that you check the requirements on the website of the diplomatic mission in your country of residence before submitting your application.

**For more information**

More information about the rules and regulations concerning Danish residence and work permits is available on [newtodenmark.dk/study](http://newtodenmark.dk/study). If you have any questions, you are always welcome to contact us and receive information about the rules and regulations or guidance on how to complete the application form (see contact information at the bottom of the frontpage).

**Biometric features required on residence cards**

If you reside 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 for use in your residence card.

Your biometric features must be recorded when you submit the application.

If you reside in a country where Denmark has a representation agreement with the diplomatic mission of another country, you must appear in person and submit two passport photos in connection with the submission of the application. Once you arrive in Denmark, your biometric features must be recorded.

Read more about biometric residence cards on the last page of this form and at [newtodenmark.dk/residencecard](http://newtodenmark.dk/residencecard)


**For official use only**

Date received	Received by (name)	Authority (stamp)	Personal ID	Case order ID*

\*) IMPORTANT: The case order ID will only be recorded by the authorities if the applicant has not created a case order ID. If the applicant has created a case order ID, this should be stated under section 1.1 of the application form.

ST1\_en\_210720

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

You will normally have to pay a fee if you submit an application for a residence and work permit in Denmark. You can find a list of the current fees on [newtodenmark.dk/fee](http://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 you choose to withdraw your application while it is being processed. 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 than lack of payment of the fee, 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 [newtodenmark.dk/fee](http://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 by credit card, through a Danish internet bank, in the bank or at the post office. On [newtodenmark.dk/fee](http://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 as 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 specific Danish diplomatic missions will allow you to pay the fee when you submit your application. You **cannot** pay the at SIRI's branch offices.

Please **include documentation that you have paid the fee**, such as a receipt for payment with credit card, for transfer through a Danish internet bank or a receipt from a bank or a post office.

**1.1 Case order ID**

Please state your (the applicant's) **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

**1.2 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, for instance, also need to provide the bank's address.

**Please note** that, if you originally paid the fee with Dankort or credit card, for a period of 180 days from the date of payment, the fee can only be refunded to that same Dankort or credit card. After this period, your fee can be returned to the bank account specified by you below.

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 number		
Name and address of account holder			
Name and address of bank (incl. country)			
BIC/SWIFT			
IBAN			
<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)	

## 2. 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)
Personal ID (if applicable)	
Country of birth	



3. 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 current address (Street and number)	Postal code, city and country		
Telephone number	Email address		
<p>If you are <b>currently in Denmark or you expect to enter Denmark before a decision has been reached in your case</b>, please state your date of entry, address, and contact information in Denmark below.</p> <p><b>Important:</b> Please inform the Danish Agency for International Recruitment and Integration of any change to address or other contact information.</p>			
Date of entry or expected date of entry into Denmark			
Address in Denmark (Street and number)		Post code and city	
C/o (name)		Telephone number	

4. Information about the applicant's passport		PLEASE COMPLETE IN CAPITAL LETTERS	
<p>A residence permit can only be granted for a period of up to <b>three months before</b> the date of expiry of the passport.</p>			
Passport number	Date of expiry (date, month, year)		
Have you been to Denmark before?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>yes</b> , please state where and when			

5. Information about the applicant's qualifications		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
	—	
	—	
	—	
	—	

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

You should only fill out section 6 if you are to study at a **higher educational programme**. If not, go to section 7.

If you are to study in a higher educational programme in Denmark and you are not to pay the tuition fee yourself and have not been granted a Danish state scholarship (free tuition and grant covering living expenses), you must be able to support yourself during your stay in Denmark. This means that you must provide documentation that you have an amount equivalent to the monthly Danish state educational grant for a student living away from home at your disposal per month. You can read more about financial self-support on [newtodenmark.dk/self-support](http://newtodenmark.dk/self-support).

The documentation can for instance be a bank statement, a print of your bank account holdings or documentation of a grant or scholarship.

If you attach documentation from your bank, this must be in your name and must be issued within the last 30 days. The documents must clearly state the currency of your holdings and that your holdings are cash funds.

See [newtodenmark.dk/study](http://newtodenmark.dk/study) for further information.

Are you to pay your tuition fee to the university/school in Denmark yourself?  Yes  No

If **yes**, go to section 8.

If **no**, please answer the following question:

Have you been granted a Danish state scholarship (free tuition and grant covering living expenses)?  Yes  No

If **yes**, go to section 8.

If **no**, please **include proof** that you can support yourself financially while in Denmark.

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

If you are to study in a **preparatory course** for a higher educational programme you must include proof that you can support yourself financially while in Denmark. This means that you must provide documentation that you have an amount equivalent to the monthly Danish state educational grant for a student living away from home at your disposal per month. The documentation can for instance be a bank statement or a print of bank account holdings in your name, or documentation of a grant or scholarship. You can read more about financial self-support on [newtodenmark.dk/self-support](http://newtodenmark.dk/self-support).

**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.



## 8. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

## 9. Sworn declarations – applicant

### A. Sworn declaration that I have given correct information

I solemnly swear that the information I have given in this application is correct. If the information is found to be false, I am subject to the following penalties:

- My residence permit can be revoked.
- 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 information.

### B. Information about your duty to provide the necessary information

It is your duty to provide the information necessary to decide whether you can be granted a permit. If you do not provide this information, it may mean that you will not be granted a permit.

### C. Information on how we process your personal data

SIRI is obliged to inform you how we process your data and to inform you of your rights in regard to how we process your data.

#### Data controller

SIRI is the data controller and responsible for processing the personal data given in this application form and the data provided about you during the processing of the case. You can contact the agency by writing to the following address: The Danish Agency for International Recruitment and Integration (SIRI), Carl Jacobsens Vej 39, PO box 304, 2500 Valby or through our contact form on [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform).

#### Data protection officer

You can contact our data protection officer by writing to the aforementioned address (Att. Data protection officer) or by using our contact form at [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform). You can read more about SIRI as data controller and about SIRI's data protection officer on [newtodenmark.dk/personaldata](https://newtodenmark.dk/personaldata).

#### Purpose and legal basis

The personal data you provide to SIRI is collected and used:

- to process your application for a residence and/or work permit in Denmark
- in any later application for an extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for your residence and/or work in Denmark

The legal basis for processing your personal data is:

- The Danish Aliens Act, in particular chapter 1 on the entry and residence of aliens in Denmark.
- The General Data Protection Regulation (GDPR), article 6.1 (c) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of

official authority vested in SIRI by the Aliens Act).

- The General Data Protection Regulation (GDPR), article 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Danish Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for tasks of that official authority).

The information you give or have given in connection with your application will be registered in the registers of Danish immigration authorities. The same holds true for any information you later give in connection with an application to extend your residence permit or for a new residence and/or work permit in Denmark.

Some of your data will be registered in the Civil Registration System (CPR). This will in some instances happen immediately when you are granted a permit. In other situations the registration will take place only when you take up residence in Denmark.

#### **We process the following categories of data about you:**

- General personal data, such as: information about your name, possible civil registration number (CPR-number), ; citizenship, occupation, education, marital status, financial information and whether you have committed any legally punishable offences
- Sensitive personal data, such as: health information and biometric data collected for the purpose of establishing your identity.

#### **We can disclose your data to the following recipients**

SIRI can pass on your data to your sponsor (e.g. your employer, place of study, host or family member), municipal authorities, the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish immigration Service, the Danish Agency for Labour Market and Recruitment, the Ministry of Foreign Affairs of Denmark and The Danish Parliament.

In isolated cases, SIRI also passes on your data to other public authorities, private sector organizations and foreign organizations and authorities when it is necessary to exercise our official authority.

Furthermore, data from SIRI's registers and the CPR register are shared with other relevant authorities or organisations via the Aliens Information Portal (Udlændingeinformationsportalen) if they need the data in order to process aspects of your stay in Denmark.

SIRI shares data when it is necessary in order to exercise our official authority, including when we are legally obliged to share information.

If you lose your residence permit, we will inform your current or previous employers, if any, that you no longer have the right to work. This will happen, if we issue a refusal to an application for a residence permit or to an extension of a residence permit. It will also happen if we revoke your residence permit or if we establish that your residence permit has lapsed. Employers who within the last three months have reported salary payments to you to the income register will be informed.

#### **What is the origin of the data we process about you?**

The personal data that SIRI processes about you have been provided by you in this application form. We will also process data you may submit to your case later.

In addition, we will process data obtained from:

- any of your previous applications submitted to SIRI,
- searches in databases, such as: the Civil Registration System (CPR), the Income Register (eIncome), the Building and Dwelling Register (BBR), the Central Crime Register (KR), the Central Passport Register and the Schengen Information System (SIS II)
- other authorities, such as: municipal authorities, the Regional State Administration, the Danish Immigration Service, the Immigration Appeals Board and the Refugee Appeals Board,
- third-parties or sponsors, such as: your au pair- or internship host, employer or educational institutions
- any person applying for a residence permit based on your grounds for residence in Denmark, and this person's previous cases with SIRI.

#### **Storage of data**

SIRI will store your personal data for as long as it is necessary in order to be able to carry out our tasks in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities at a later date. This means that the data can enter into the decision making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization and in cases



concerning any family members.

In practice this means that SIRI will store your data for the period of your 'lifecycle' – i.e. your entire life. Basic data regarding your stay in Denmark, e.g. when and why you have been granted a residence permit and information on other decisions made by SIRI regarding your residence in Denmark will not be erased.

If you have your finger prints and facial photo taken for use with your residence card and for identification and identity control, your fingerprints and photo will be stored in the immigration authorities' database. If you are granted a residence permit, your fingerprints and photo will be stored for 10 years. If you are not granted a residence permit, your fingerprints and photo will be stored for 20 years. If you are granted Danish citizenship, your fingerprints and photo will be deleted.

Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archives Act.

### **Your rights**

Under the GDPR you have a number of rights in relation to our processing of data about you:

#### *The right to know what kind of data we process about you*

You have the right to ask what kind of data we are processing about you and be granted access to these data. If you request access to your data, your application will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations which provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

#### *The right to rectification (data correction) and the right to have your data erased*

You have the right to request that corrections be made to personal data about you that you find inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased, if it is not necessary for processing your case as SIRI is obliged to record and register information in accordance with the Public Administration Act.

#### *The right to restriction of processing*

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, SIRI may thereafter, with the exception of storage, only process your data with your consent unless the purpose of the processing is to establish or defend a legal claim, to protect another person or for reasons of important public interest.

#### *The right to object*

In some situations, you have the right to object to otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Danish Data Protection Agency's guidelines about GDPR at [www.datatilsynet.dk](http://www.datatilsynet.dk). If you would like make use of your rights under the GDPR, contact SIRI.

### **Complaints to the Data Protection Agency**

You have the right to submit a complaint to the Data Protection Agency if you are dissatisfied with the way we process your personal data. Contact information for the Data Protection Agency is available at [www.datatilsynet.dk](http://www.datatilsynet.dk).

### **D. Verification and spot-checks**

Your case may be selected for a spot-check. The spot-check aims to verify the following:

- The accuracy of the information you have given.
- Whether you meet the conditions for a residence and/or work permit, if such is granted to you.
- Whether you are staying and/or working in Denmark without the necessary permit.

Verification may involve the following:

- Checking public registers, such as the Civil Registration System (CPR)
- Comparing information contained in the registers of SIRI and the Danish Immigration Service with records held by the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the Income Register (eIncome).
- 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
- Using information registered by your employer about your employment

You may be asked to supply additional information as part of the verification and spot-check process.

## 10. Consent to let SIRI share information from my case with my sponsor

When necessary in order to process your application or as part of later verification and spot check procedures of your stay in Denmark, SIRI can, without your consent, share information about you with your sponsor. This can for example be in order to enable SIRI to verify the accuracy of the information you have provided in the application, or in order to check whether you continue to meet the conditions of your permit). Please note paragraph C "Information on how we process your data" in section 9 "Declaration and information – applicant"

However, it will sometimes ease the processing of your case if SIRI to a greater extent can share information about your personal circumstances with your sponsor (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with your sponsor, you must give your consent below.

If you do not wish to give your consent to let SIRI share information in these situations, we will instead get the information from you (the applicant) and abstain from sharing information with your sponsor. This may result in a longer processing time for your application.

You can at any point in time withdraw your consent. If you wish to withdraw your consent you must inform us. You can find our contact information on [newtodenmark.dk/contact-siri](http://newtodenmark.dk/contact-siri).

(tick off)

**I hereby consent to let the Danish Agency for International Recruitment and Integration (SIRI) share information about me with my sponsor to this greater extent in order to ease the processing of this application.**

## 11. Signature – the applicant

**By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in section 9, paragraph A.**

**I also confirm that I have made a decision regarding section 10 on consent to share information.**

**I also understand that the information I have given or will be giving will be registered in SIRI's registers and that the information contained in the registers of SIRI and the Danish Immigration Service can be compared with records held in the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the Income Register (eIncome).**

Date and place

Signature

## Did you remember everything?

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

It is therefore important that you make certain that part 1 of the form 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.



It is possible to send documents through our contact form at [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform), if there are specific documents which you are unable to have ready when you submit the application. It is important that you know that the service goal is calculated from the date when we have received all necessary documents. If you submit additional documents later, you must therefore expect to wait longer before you will receive a decision.

## Checklist – part 1

**Before submitting the application, please ensure that you have included the following documents (please tick the boxes):**

- Documentation of paid fee, such as a receipt for payment with credit card, for transfer through a Danish internet bank or a receipt from a bank or a post office.
- Copy of all pages of the applicant's passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required).
- Documentation of enrolment in an educational institution in your home country (if applicant is a guest- or exchange student).

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:

- Documentation that you can support yourself financially while in Denmark (e.g. bank statement or documentation for a grant or scholarship. If you attach documentation from your bank, this documentation must be in your name and must be issued within the last 30 days. The documents must clearly state the currency of your holdings and that your holdings are cash funds).

**It is important that you have**

- answered all questions in part 1 (sections 1-10),
- signed and dated the application in section 11.

## 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 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.

If you are in Denmark, you can get your biometrics recorded in one of the Agency for International Recruitment and Integration's branch offices. ([um.dk/en](https://um.dk/en)).

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 [newtodenmark.dk/residencecard](https://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 that the applicant can support him-/herself financially

Documentation of enrolment in an educational institution in the applicant's home country (if applicant is a guest- or exchange student).

Other

Carried out interview with the applicant

Comments

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



## PART 2 - to be completed by the educational institution

### 12. Information about the educational institution in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name of the educational institution		Cvr.no.
Name of department or institute		
Address (street and number)		Post code and city
Telephone number		Email address
Contact person 1 (name)	Mobile/direct phone number	Email address
Contact person 2 (name)	Mobile/direct phone number	Email address
Contact person 3 (name)	Mobile/direct phone number	Email address

### 13. Information about the educational programme in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name of programme (course)	
Level of the programme (educational level)	
Nominal period of study (excluding introductory courses, re-examinations etc.) From (day, month, year) _____ to (day, month, year) _____	
Does the educational programme include one or more obligatory internships or periods of work practice? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please state the total length of the internships or periods of work practice (number of weeks).	
Has the educational programme been approved by a state authority? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, does the educational programme hold an advisory opinion from the Danish Evaluation Institute? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, state the validity period of the advisory opinion: From (day, month, year) _____ to (day, month, year) _____	
Type of education	
<input type="checkbox"/> Basic or youth study programme > Go to section <b>16</b>	<input type="checkbox"/> Higher educational programme under Universities Denmark or under the Danish Ministry of Culture >Go to section <b>14</b>
<input type="checkbox"/> Folk high school course > Go to section <b>15</b>	<input type="checkbox"/> Other higher educational programmes >Go to section <b>14</b>
<input type="checkbox"/> Preparatory higher educational programme > Go to section <b>16</b>	



## 14. Information about students at a **higher educational** programme

Section 14 should only be filled out if the applicant is to study at a **higher educational programme**. If not, go to section 15.

The applicant will be admitted to the educational institution as a

- |  |  |
|--|--|
| <input type="checkbox"/> Non-fee-paying guest or exchange student<br>> Go to section <b>14.A</b>   | <input type="checkbox"/> Non-fee-paying full-degree student<br>> Go to section <b>14.A</b> |
| <input type="checkbox"/> Fee-paying guest or exchange student<br>> Go to section <b>14.B</b>   | <input type="checkbox"/> Fee-paying full-degree student<br>> Go to section <b>14.B</b>     |
| <input type="checkbox"/> Student with a Danish state scholarship (free tuition and covering of living expenses)<br>> Go to section <b>16</b> |  |

### 14.A

Will the student receive a grant from the educational institution in Denmark?  Yes  No

If **no**, go to section 16

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

\_\_\_\_\_  DKK  EUR  USD

> Go to section **16**

### 14.B

Tuition fees per semester to the education institution in Denmark (DKK, EUR or USD)

\_\_\_\_\_  DKK  EUR  USD

Have the tuition fees been paid (first semester as a minimum)?  Yes  No

Is the student wholly or partly exempt from paying the tuition fee?  Yes  No

If the student is wholly or partly exempt from paying the tuition fee, documentation of the exemption must be provided.

>Go to section **16**

## 15. Information about students at a **folk high school**

Section 15 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 16.

Has the course been paid for?  Yes  No

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



### Sworn declaration by the head of the school

The head of the folk high school or similar is asked to sign the declaration below.

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

Name of the head of the school (please complete in capital letters)

Date and place

Official stamp of the educational institution

Signature (head of the school)

## 16. The applicant (the student)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname

Given name(s)

Date of birth (day, month, year)

Has the student been fully accepted in the educational programme?

Yes

No

In order for the applicant to be granted a residence permit as a student, he or she must have been fully accepted in the study programme. If the applicant has only been provisionally accepted, the application will be put on hold until we have received confirmation that the applicant has been fully accepted in the study programme.

## 17. Declaration and information – educational institution

### 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:

- My residence permit can be revoked.
- 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 information.

### B. Information about the requirement that you provide the necessary information

You can be required to provide the information necessary to decide whether the applicant can be granted a permit. If you do not provide this information, it may mean that the applicant will not be granted a permit.

### C. Information on how we process your personal data as the contact person

SIRI is obliged to inform you how we process your data and to inform you of your rights in regard to how we process your data.

**Data controller**

SIRI is the data controller and responsible for processing the personal data given in this application form and the data provided about you during the processing of the case. You can contact the agency by writing to the following address: The Danish Agency for International Recruitment and Integration (SIRI), Carl Jacobsens Vej 39, PO box 304, 2500 Valby or through our contact form on [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform).

**Data protection officer**

You can contact our data protection officer by writing to the aforementioned address (Att. Data protection officer) or by using our contact form at [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform). You can read more about SIRI as data controller and about SIRI's data protection officer on [newtodenmark.dk/personaldata](https://newtodenmark.dk/personaldata).

**Purpose and legal basis**

The personal data you provide to SIRI is collected and used:

- to process this application for a residence and/or work permit in Denmark
- in any later application for an extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for applicant's residence and/or work in Denmark

The legal basis for processing your personal data is:

- The Danish Aliens Act, in particular chapter 1 on the entry and residence of aliens in Denmark.
- The General Data Protection Regulation (GDPR), article 6.1 (c) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in the Danish Agency for International Recruitment and Integration by the Aliens Act).
- The General Data Protection Regulation (GDPR), article 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Danish Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for tasks of that official authority).

The information you give or have given in connection with the application will be registered in the registers of Danish immigration authorities. The same holds true for any information you later give in connection with an application from the applicant to extend his or her residence permit or for a new residence and/or work permit in Denmark.

**We process the following types of data about you**

- General personal data, such as: information about your name, contact information and information about your position at the company

**We can pass on your data to the following recipients**

SIRI can pass on your information to others, and we for example pass on information to the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, the Immigration Appeals Board, the Ministry of Immigration and Integration, the Danish Immigration Service, the Danish Parliament and the Ministry of Foreign Affairs of Denmark.

SIRI shares data when it is necessary in order to exercise our official authority, including when we are legally obliged to share information.

**What is the origin of the information we process about you?**

The data that SIRI processes about you, have been provided by you in this application form. We will also process data you or the applicant may submit to the case later.

**Storage of data**

SIRI will store your personal data for as long as it is necessary in order to be able to carry out our tasks in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities at a later date. This means that the data can enter into the decision making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization and in cases concerning any family members. In practice this means that SIRI will store your data for the period of the applicant's 'lifecyle' – i.e. his or her entire life.

Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archives Act.

**Your rights**

Under the GDPR you have a number of rights in relation to our processing of data about you:



*The right to know what kind of data we process about you*

You have the right to ask what kind of data we are processing about you and be granted access to these data. If you request access to your data, your application will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations which provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

*The right to rectification (data correction) and the right to have your data erased*

You have the right to request that corrections be made to personal data about you that you find inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased, if it is not necessary for processing your case as SIRI is obliged to record and register information in accordance with the Public Administration Act.

*The right to restriction of processing*

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, SIRI may thereafter, with the exception of storage, only process your data with your consent unless the purpose of the processing is to establish or defend a legal claim, to protect another person or for reasons of important public interest.

*The right to object*

In some situations, you have the right to object to otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Danish Data Protection Agency's guidelines about GDPR at [datatilsynet.dk](http://datatilsynet.dk). If you would like make use of your rights under the GDPR, contact SIRI.

**Complaints to the Data Protection Agency**

You have the right to submit a complaint to the Data Protection Agency if you are dissatisfied with the way we process your personal data. Contact information for the Data Protection Agency is available at [datatilsynet.dk](http://datatilsynet.dk).

**D. Verification and spot-checks**

The case may be selected for a spot-check. The spot-check aims to verify the following:

- The accuracy of the information given.
- Whether the conditions for a residence and/or work permit if such is granted, continue to be met.
- If a foreign national is being employed without the necessary work permit or in contradiction to the conditions pertaining to the work permit.

Verification may involve the following:

- Checking public registers, such as the income register (eIncome).
- Comparing information contained in the registers of SIRI and the Danish Immigration Service with records held by the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the income register (eIncome).
- Contacting other authorities, such as the Danish Customs and Tax Administration.
- Contacting third parties
- Contacting the foreign national.
- Turning up in person at the workplace.
- Using information registered by the employer about the foreign national's employment.

You may be asked to supply additional information as part of the verification and spot-check process.

**18. Signature – educational institution**

**The responsible contact person at the educational institution must sign the form.**

**By signing below, it is confirmed that the educational institution will ensure proper residence and study conditions if the applicant is under the age of 18.**

**By signing below, I confirm on behalf of the educational institution that the information I have given in**



**this form is correct and that the educational institution has accepted the terms laid out in section 17, paragraph A.**

Date and place

Educational institution's stamp

Signature

## Did you remember everything?

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

It is therefore important that you make certain that part 2 of the form is filled out correctly.

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 you have**

- answered all questions in part 2 (sections 12-16) and has
- signed and dated the application in section 18.

**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**

- signed the declaration in section 15.