

### Ministry of Immigration and Integration

Danish Agency for International Recruitment and Integration

#### THE APPLICATION PROCESS FROM A TO Z

Applying for a residence permit in Denmark as a student

#### Agenda

- The residence permit period and limited work permit
- Accompanying family members
- Extension of residence permit

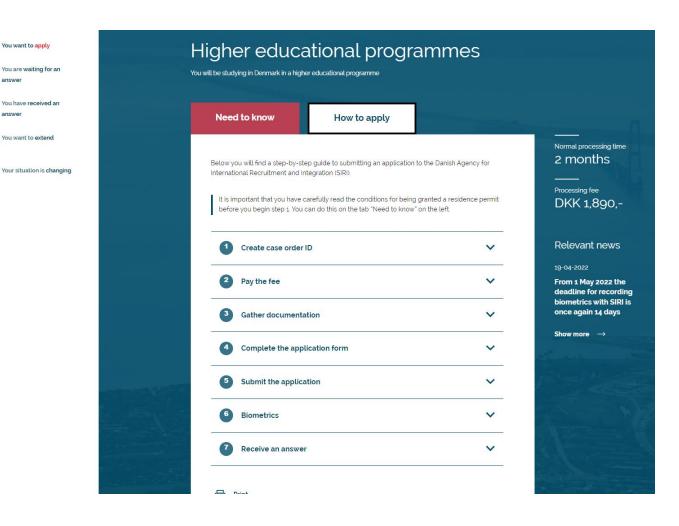


#### The application process – 7 Steps

You want to apply

You want to extend

answer



https://www.nyidanmark.dk/en-GB/You-want-toapply/Study/Highereducation?anchor=howtoapply



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#### Step 1: Creating the case order ID

- Once you have entered the information and pressed "Create case order ID" your case order ID will be listed below.
- ★ The case order ID is always two letters, four numbers, and two letters.



#### Step 2: Pay the application fee

- ★ The application fee can be paid by credit/debit card (Dankort, VISA or MasterCard), international bank transfer or Danish internet bank transfer.
  - Note: If you have created a case order ID with any other fee than DKK 2,490, you
    have created an incorrect case order ID and must create a new one.



#### Step 3: Gather documentation

- Prior to completing and submitting your application, you must gather the relevant supporting documentation.
  - Documentation of paid application fee.
  - Complete passport copy.
  - Documentation of enrolment in your home university if exchange/guest student.
  - Documentation that you can support yourself during your stay in Denmark depending on whether you have paid a tuition fee to the Danish university.



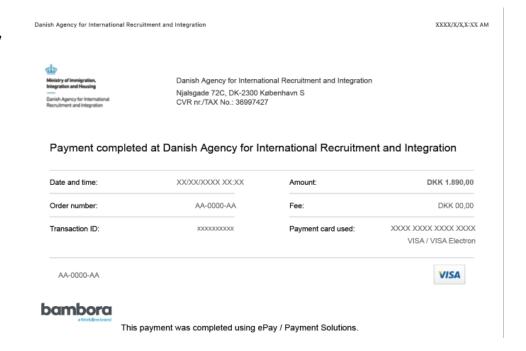
#### Documentation – accepted languages

- Any documentation not submitted in either Danish, English, Swedish, Norwegian or German must be officially translated into either Danish or English.
- "Home made" translations will not be accepted as documentation.



#### Documentation of paid application fee

- ♠ A copy of the credit card payment receipt or confirmation of bank transfer
- Example of a receipt for credit card payment:
- ★ You must download the receipt immediately after paying the fee. It cannot be recreated later.





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#### Complete passport copy

- ♠ An up to date copy of <u>ALL</u> the pages in your passport. Including the cover pages and empty pages.
- Start with the front cover page of your passport and copy all the pages until you have copied the back cover page.
- Make sure the copies are of a sufficient quality. Watch out for blurry scans and cropped pages.



## Documentation of enrollment in home university – if exchange/guest student

Documentation showing that your are enrolled at an educational institution in your home country

 ★ This is not required if you are enrolled as a full degree student.



# Documentation that you can support yourself during your stay in Denmark

- - 1 semester = DKK 34,100
  - 2 semesters = DKK 68,200
  - 12 or more months (full degree student) = DKK 81,840
- What documentation can you submit?
  - Bank statement
  - Documentation of student loan
  - Documentation of student grant/scholarship



#### The bank statement

- ★ The bank statement must show the following:
  - Date of the statement (maximum 30 days old at the time of submission of application)
  - Your full name (you must appear clearly as the account holder)
  - Balance
  - Currency
  - Information about which bank it originates from
- Bank statements from accounts belonging to parents, legal guardians etc. <u>cannot</u> serve as documentation
- Statements of financial support from parents, legal guardians etc. <u>cannot</u> serve as documentation.



#### Student grants and loans

- Documentation of student grants and loans must fulfill the following requirements:
  - Must be the official grant or loan document, offer letters will not be accepted
  - Your name must appear clearly as the recipient/loaner
  - The granted/loaned amount must appear clearly
  - When the funds were/will be made available to you must appear clearly



#### Step 4: Complete the application form

- The application form is filled out in collaboration with the Danish university.
- ★ Two parts: The Danish university completes their part first and then the applicant completes their part.
- Remember to fill out all sections in your part of the application form, including the section regarding educational and employment history
- Remember to sign the sworn declaration
  - Do not insert a photo of your signature.
  - Do not submit a copy of your signature on a blank piece of paper.



#### Step 5: Submit the application

- ★ The application can be submitted online or in person at a SIRI Citizen Centre in Denmark or to a Danish diplomatic mission or an application centre in the country where you are residing.
- In certain countries Denmark does not have a diplomatic mission or application centre. In these instances the list will refer you to one of the Norwegian missions with which Denmark has made an agreement or to the nearest Danish diplomatic mission or application centre in the region.
- See the link for information regarding your specific country: <a href="https://um.dk/en/travel-and-residence/where-to-apply/">https://um.dk/en/travel-and-residence/where-to-apply/</a>
- Whether you submit your application online or in person must be agreed with the Danish university, as the Danish university starts the process of completing the application form. If the Danish university starts an online process, you must complete the online process.



#### Step 6: Biometrics

Digital recording of facial photo, fingerprints and signature.

- Always bring your passport to a biometrics appointment!
- Must be recorded within 14 days of submitting your application.
  - If you are not able to record your biometrics within 14 days, you must contact SIRI and inform when you will be able to do so **and** send documentation for your booked appointment.
- Biometrics can be recorded at a SIRI Citizen Centre in Denmark, a Danish Embassy/Consulate or a Visa Center abroad. See the following link for information regarding your specific country: <a href="https://um.dk/en/travel-and-residence/where-to-apply/">https://um.dk/en/travel-and-residence/where-to-apply/</a>
- Applications are not processed until the biometric features have been submitted.



#### Step 6: Biometrics – Norwegian representations

- ★ Your application will be processed after you have been to your appointment at the Norwegian representation. If your are granted a residence permit, you must record your biometric features after entering Denmark.
- See the following link for information regarding your specific country: <a href="https://um.dk/en/travel-and-residence/where-to-apply/">https://um.dk/en/travel-and-residence/where-to-apply/</a>



#### Step 7: Receive an answer

- Normal processing time: 2 months.
  - This is not a guaranteed processing time, so applying as early as possible is always recommended.
- ★ Likewise, if we need further information or documentation from you, we will contact your through the local Danish/Norwegian embassy/consulate.
- ♠ Remember to provide your complete address(street name, number, floor, door etc.) It is also important that your name is written on your mail box.



#### The resident permit period

- ★ The length of your residence permit depends on which type of education you are pursuing.
- Guest student = 1 or 2 semesters
- Full degree student = Full Bachelor's or Master's degree.
- All residence permits are granted up to 1 month before the start of the semester.
- ➡ Full degree students get either a 6 month job seeking period or a 3 year job seeking period beyond the nominal period of study depending on their educational programme.



#### Job seeking residence period for 3 years or 6 months?



#### The resident permit period

- Be aware of the expiry date in your passport: Residence permits cannot be granted beyond the final 3 months of your passport's validity period.
- - You are granted a residence permit from 1 August 2024
  - Residence permit expires on 1 March 2025



#### The limited work permit

- When you are granted a residence permit in Denmark as a student, you are also granted a limited work permit.
- The limited work permit allows you to work 20 hours a week (87 hours a month) for the duration of your residence permit. You are allowed to work unlimited hours in June, July and August.



#### Accompanying family members

- As a student at a Danish university, you can apply for residence permit for accompanying family members.
- The following family members can qualify for a residence permit as accompanying family members to students:
  - Spouse,
  - registrered partner,
  - cohabitating partner and
  - Children under the age of 18.
- ➡ For all information on applying for residence permits for accompanying family members, kindly see the following information page: <a href="https://nyidanmark.dk/en-GB/Applying/Familie/Medfoelgende%20familie/Accompanying%20family%20-%20study%20and%20PhD">https://nyidanmark.dk/en-GB/Applying/Familie/Medfoelgende%20familie/Accompanying%20family%20-%20study%20and%20PhD</a>



#### Extension of your residence permit

- This is done in collaboration with the Danish university. For information regarding the extension of your residence permit, please see the following link: <a href="https://nyidanmark.dk/en-GB/You-want-to-extend/Study---extension/Higher-education">https://nyidanmark.dk/en-GB/You-want-to-extend/Study---extension/Higher-education</a>



#### Can I enter Denmark?

- Different rules apply depending on whether you are from a country with a visa requirement or you are from a visa-free country



## Can you enter Denmark before you have been granted a permit?

- - are a citizen of a country that allows you the opportunity to travel to Denmark without a visa,
  - are a citizen of a country from which a visa is necessary, but you have already been granted a visa for Denmark or another Schengen country, or
  - have a residence permit for another <u>Schengen country</u>.
- In any case, you must comply with the visa regulations in force. If you, for instance, have traveled to Denmark with or without a visa, and the period of time for which you are allowed to stay legally in Denmark expires before SIRI reaches a decision in your case, you must leave and await the decision abroad.



#### If you have applied while being in Denmark legally

- If you submitted the application while staying legally in Denmark, you can remain in Denmark and wait for an answer to your application, even though your visa or the period for which you are exempt for a visa expires while you wait. You are allowed to stay because you are granted the right to a <u>procedural stay</u>.
- - Please note that it is possible to apply for a re-entry permit if you rant to travel abroad and return to Denmark while your application for a residence permit is being processed: <a href="https://nyidanmark.dk/en-GB/Your-situation-is-changing/Work/Re-entry-permit">https://nyidanmark.dk/en-GB/Your-situation-is-changing/Work/Re-entry-permit</a>



#### Final piece of advice

### **№ READ THE ENTIRE RESIDENCE PERMIT DOCUMENT WHEN YOU ARE GRANTED A RESIDENCE PERMIT**



#### **Contacting SIRI**

- There are two ways of contacting SIRI
- Our contact form: <a href="https://nyidanmark.dk/en-GB/Contact-us/Contact-us/Contact-us/Kontaktformular">https://nyidanmark.dk/en-GB/Contact-us/Contact-us/Contact-us/Contact-us/Kontaktformular</a>
- Our Call Center: <a href="https://nyidanmark.dk/en-GB/Contact-us/Contact-SIRI/Call-SIRI">https://nyidanmark.dk/en-GB/Contact-us/Contact-SIRI/Call-SIRI</a>



#### Questions





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