



Udlændinge- og
Integrationsministeriet

Styrelsen for International
Rekruttering og Integration

THE APPLICATION PROCESS FROM A TO Z

Applying for a residence permit in Denmark as a student

Agenda

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Can I enter Denmark?

SIRI – who are we?

DK: Styrelsen for International Rekruttering og Integration

ENG: The Danish Agency for International Recruitment and Integration

Information on applying for a residence permit in Denmark through SIRI can be found here: www.newtodenmark.dk

The application process = 7 Steps

You want to **apply**

You are waiting for an answer

You have received an answer

You want to extend

Your situation is changing

Higher educational programmes

You will be studying in Denmark in a higher educational programme

Need to know | How to apply

Below you will find a step-by-step guide to submitting an application to the Danish Agency for International Recruitment and Integration (SIRI).

It is important that you have carefully read the conditions for being granted a residence permit before you begin step 1. You can do this on the tab "Need to know" on the left.

- 1 Create case order ID
- 2 Pay the fee
- 3 Gather documentation
- 4 Complete the application form
- 5 Submit the application
- 6 Biometrics
- 7 Receive an answer

Normal processing time
2 months

Processing fee
DKK 1,890,-

Relevant news

19-04-2022

From 1 May 2022 the deadline for recording biometrics with SIRI is once again 14 days

Show more →

<https://nyidanmark.dk/en-GB/Applying/Study/Higher%20education?anchor=howtoapply>

Step 1: Creating the case order ID

Before submitting your application you must create a case order ID.

In order to create your case order ID you must enter your first name, surname and e-mail address.

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.

Example: AA-0000-AA

Step 2: Pay the application fee

The 2023 application fee is DKK 1.890.

The application fee can be paid by credit/debit card, international bank transfer, Danish internet bank transfer or through an order payment form.

If you have created a case order ID with any other fee than DKK 1.890, you have created an incorrect case order ID and must create a new one.*

Your application will not be processed until the correct fee has been received by SIRI.

*Common mistake: Creating an appeal case order ID and paying the DKK 930 fee.

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.

Statements from the applicants as to the content of the documentation will not be accepted.

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:

Banking fees might cause the amount to be slightly higher than DKK 1.890,00. + 50-70 DKK is not uncommon.


You must download the receipt immediately after paying the fee. It cannot be recreated later.


Danish Agency for International Recruitment and Integration XXXX/X/X:XX AM

 Danish Agency for International Recruitment and Integration
Njalsgade 72C, DK-2300 København S
CVR nr./TAX No.: 36997427

Payment completed at Danish Agency for International Recruitment and Integration

Date and time:	XX/XX/XXXX XX:XX	Amount:	DKK 1.890,00
Order number:	AA-0000-AA	Fee:	DKK 00,00
Transaction ID:	xxxxxxxxxx	Payment card used:	XXXX XXXX XXXX XXXX VISA / VISA Electron

AA-0000-AA 

 **bambora**
aWorldlinebrand

This payment was completed using ePay / Payment Solutions.

Complete passport copy

An up to date copy of **ALL** 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

If you are an exchange/guest student in Denmark, you must submit documentation of enrolment in your home university.

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

Documentation that you can support yourself during your stay in Denmark

If you pay a tuition fee to the Danish university and have paid for the first semester, you are exempt from showing documentation of financial self support.

If you do not pay a tuition fee to the Danish university, you must submit documentation of financial self support. The amount depends on how long you will be studying in Denmark.

- 1 semester = DKK 32.945
- 2 semesters = DKK 65.890
- 12 or more months (full degree student) = DKK 79.068

SIRI accepts three forms of documentation:

- Bank statement
- Documentation of student loan
- Documentation of student grant

The bank statement

The bank statement must fulfill the following requirements:

- Must not be older than 30 days
- Your name must appear clearly as the account holder
- The currency must appear clearly
- The bank statement must contain information about which bank it originates from

- Bank statements from accounts belonging to parents, legal guardians etc. cannot serve as documentation
- Statements of financial support from parents, legal guardians etc. cannot 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

ST1 application form. The application form is filled out in collaboration with the Danish university. The application form is divided into 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.

Common mistakes:

- Not completing the section regarding educational and employment history
- Incorrect signature. The sworn declaration must be printed out, physically signed and then attached to the application. **Do not** sign the sworn declaration using Adobe, MS Paint or any other software. **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 at an Danish Embassy/Consulate or Visa Centre abroad*. See the link for information regarding your specific country: <https://um.dk/en/travel-and-residence/where-to-apply/>

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.

*in some countries applicants must visit a Norwegian Embassy/Consulate or Visa Center. Some examples are Brazil, Chile, South Korea and Sri Lanka.

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.

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: <https://um.dk/en/travel-and-residence/where-to-apply/>

Applications are not processed until the biometric features have been submitted.

If you do not record your biometrics in time, your application will be rejected and you must restart the entire application process.

Step 6: Biometrics – Norwegian representations

In some countries, applicants must visit a Norwegian Embassy/Consulate or Visa Center for identification instead of biometrics. Some examples are Brazil, Chile, South Korea and Sri Lanka.

If you need to visit a Norwegian Embassy/Consulate or Visa Center, you must bring a passport photo to your appointment.

Your application will be processed after you have been to your appointment at the Norwegian representation. If you are granted a residence permit, you must record your biometric features after entering Denmark.

See the following link for information regarding your specific country:
<https://um.dk/en/travel-and-residence/where-to-apply/>

Step 7: Receive an answer

We have a service target of 2 months. This is not a guaranteed processing time, so applying as early as possible is always recommended.

If you submitted your application and recorded your biometrics abroad, the decision will be sent to the local Danish/Norwegian embassy/consulate. The local Danish/Norwegian embassy/consulate will then contact you.

Likewise, if we need further information or documentation from you, we will contact you through the local Danish/Norwegian embassy/consulate.

If you enter Denmark prior to receiving our decision and wish to receive your decision in Denmark, you must contact SIRI and inform us of your Danish address. This can be done through our contact form: <https://nyidanmark.dk/en-GB/Contact-us/Contact-SIRI/Kontaktformular>

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. Guest students get 14 days beyond the end of the semester/semesters. Full degree students get a 3 years job-seeking period beyond the nominal educational period.

Example where the semester starts on 1 September 2023:

- You are granted a residence permit from 1 August 2023
- 1 semester: Residence permit valid until 14 February 2024
- 2 semesters: Residence permit valid until 14 July 2024
- Full Bachelor's degree: Residence permit valid until 30 June 2029
- Full Master's degree: Residence permit valid until 30 June 2028

The resident permit period

- Residence permits cannot be granted beyond the final 3 months of your passport's validity period. Therefore, your residence permit period will be shortened if your passport expires during your study period. You will be able to apply for an extension of your residence permit at a later time.

Example: Full degree student who's passport expires on 1 June 2025

- You are granted a residence permit from 1 August 2023
- Residence permit expires 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.

It is your responsibility to ensure that you do not work more than you are allowed to. If you work more than you are allowed to, you risk being subject to a fine or imprisonment for up to 1 year, and being deported from Denmark and banned from re-entering Denmark for a certain period of time.

Contacting SIRI

There are two ways of contacting SIRI

Our contact form: <https://nyidanmark.dk/en-GB/Contact-us/Contact-SIRI/Kontaktformular>

Our Call Center: <https://nyidanmark.dk/en-GB/Contact-us/Contact-SIRI/Call-SIRI>

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.

For all information on applying for residence permits for accompanying family members, kindly see the following information page: <https://nyidanmark.dk/en-GB/Applying/Familie/Medfoelgende%20familie/Accompanying%20family%20-%20study%20and%20PhD>

Extension of your residence permit

If you do not complete your education within the nominal time period, you can apply for an extension of your residence permit. You can be granted up to 12 months extension of your residence permit.

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

Final piece of advice

READ THE ENTIRE RESIDENCE PERMIT DOCUMENT WHEN YOU ARE GRANTED A RESIDENCE PERMIT

It contains all information regarding your right to stay in Denmark, right to work in Denmark, how you get your residence card, how you can lose your right to stay in Denmark, how and when you can apply for an extension of your residence permit etc.

Questions

