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

- SIRI – who are we?
- The application process – 7 steps
- The residence permit period and limited work permit
- Extension of residence permit
- Can I enter Denmark?
- Contacting SIRI
- Questions

The application process – 7 Steps

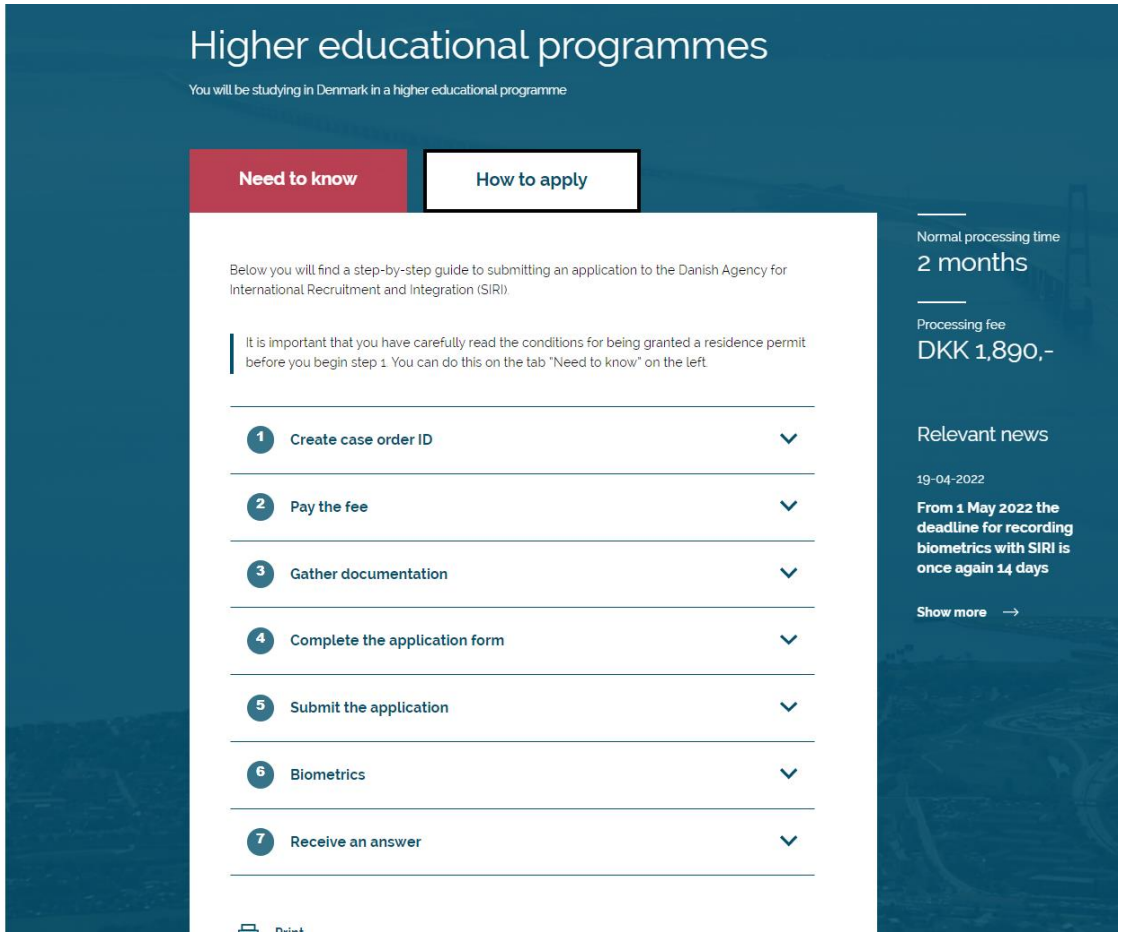
You want to apply

You are waiting for an answer

You have received an answer

You want to extend

Your situation is changing



https://www.nyidanmark.dk/en-GB/You-want-to-apply/Study/Higher-education?anchor=howtoapply

Step 1: Creating the case order ID

- Before submitting your application you must create a 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 2024 application fee is DKK 2,490.

- 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.*

- 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

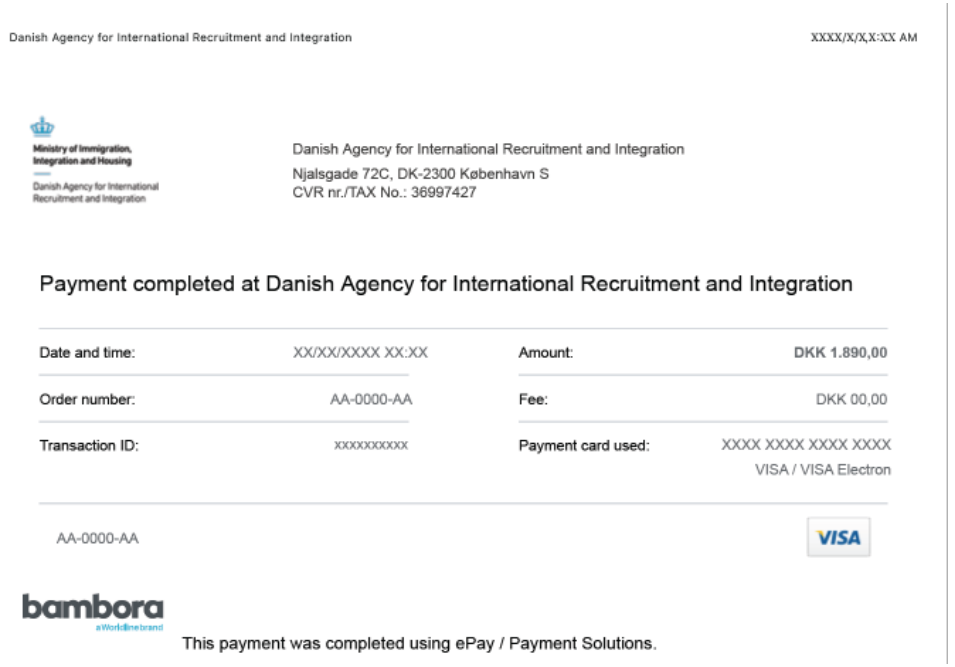
- Any documentation not submitted in either Danish, English, Swedish, Norwegian or German must be officially translated into either Danish or English.

- ”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 2,490. (+ 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,X:XX AM

Ministry of Immigration, Integration and Housing
Danish Agency for International Recruitment and Integration

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

VISA

bambora a Worldline brand

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

- 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

- 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.
- You have sufficient funds, if your disposable amount corresponds to DKK 6,820 (2024 level) per month you will be studying at a higher educational programme 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. **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.
- 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: 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.

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: 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, e.g. 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 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: https://um.dk/en/travel-and-residence/where-to-apply/

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.*

- 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 your 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 are granted 14 days beyond the end of the semester/semesters.
- Full degree students get either a 6 month job seeking period or a 1 year job seeking period beyond the nominal period of study depending on their educational programme.

Job seeking residence period for 1 year or 6 months?

- You will automatically be granted a residence permit for up to 1 year for job seeking in Denmark if you have **completed** a Danish education **approved by a state authority.**

- You will automatically be granted a residence permit for a 6 month job seeking period in Denmark if you have **completed** a Danish education which is **not approved** by a state authority but instead **have an advisory statement by the Danish Evaluation Institute (EVA).**

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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.
- Your residence permit will be shortened if your passport expires during your study period or job seeking period. You will be able to apply for an extension of your residence permit at a later time.
- Example: Bachelor's degree student who's passport expires on 1 June 2025
  - 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.

- 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.

Extension of your residence permit

- If you do not complete your education within the nominal time period for your study, 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 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

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
- If in doubt, you can find a list here: https://nyidanmark.dk/en-GB/Words%20and%20Concepts%20Front%20Page/US/Visum/Must_have_a_visa_countries_and_countries_with_visa_exemption

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

- If you are outside Denmark when you submit your application, you must normally have been granted a permit before you travel to Denmark.
- If you wish to travel to Denmark before SIRI has processed your application, you can only do so if you:
  - 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 Schengen country.
- 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 procedural stay.

- If you leave Denmark after having submitted an application in Denmark, the submission in Denmark will not grant you the right to re-enter Denmark again before a decision is made. Unless you can re-enter based on other grounds (e.g. a visa or if you are visa exempt), you must wait for our answer abroad
  - *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: https://nyidanmark.dk/en-GB/Your-situation-is-changing/Work/Re-entry-permit*

- Find more information on the following link: https://nyidanmark.dk/en-GB/Waiting/Study%20and%20PhD

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.

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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

Questions



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