



**Ministry of Immigration
and Integration**

Danish Agency for International
Recruitment and Integration

Welcome to the Webinar

We are starting at 2 pm CEST



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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

👑 Consular fees

👑 The residence permit period and limited work permit

👑 Accompanying family members

👑 Extension of residence permit

👑 Can I enter Denmark?

👑 Contacting SIRI

👑 Questions



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Chat function and Question

 **No live chat during this session**

 **Please note:**

- We won't be answering questions in real time
- This is due to limited capacity

 **What to do instead:**

- Check the official SIRI/nyidanmark.dk website
- Contact SIRI directly after the session if needed



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The application process – 7 Steps

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 and declarations
- 4 Complete the application form
- 5 Find the application
- 6 Submit the application
- 7 Biometrics
- 8 Receive an answer

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



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Follow these steps to create your case order ID:

Step 1: Create your case order ID

Before you apply, you need to create a case order ID.

Follow these steps:

1. Enter your first name, surname, and email
2. Click **“Create case order ID”**
3. Your ID will appear below

Format:

AA-0000-AA



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Step 2: Pay the application fee


Before we can process your application, you must pay the fee.

Amount:
DKK 3060

How to pay:

- Credit/debit card (Dankort, Visa, MasterCard)
- International bank transfer
- Danish online banking

Important

 If you created a case order ID with a different fee than **DKK 3060**, it is incorrect.

You must create a new case order ID with the correct fee.

Processing

We will not process your application until the correct fee has been received.

Common mistake

Creating an **appeal case order ID** and paying **DKK 930** instead of the correct fee.



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Step 3: Gather documentation

Before you apply: get these ready

You'll need to upload the following documents:

- ✓ Proof you paid the application fee
- ✓ Full passport copy, including back and front cover
- ✓ Proof of enrolment (*if you're an exchange/guest student*)
- ✓ Proof you can support yourself in Denmark

💡 Depending on your situation, this may relate to whether you have paid tuition fees to a Danish university.



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Documents: Language requirements

Your documents must be in:

Danish, English, Swedish, Norwegian, or German

If not → you need an **official translation** into Danish or English.

 **This will not be accepted:**

- Translations you made yourself
- Explanations instead of actual documentation



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Proof of paid application fee

You must upload proof that you have paid the application fee.

Accepted documentation:

- Receipt from credit/debit card payment
- Confirmation of bank transfer

Important

- The amount may be slightly higher than **DKK 3060** due to bank fees (*+50–70 DKK is normal*)
- Make sure your receipt clearly shows the payment

Do not forget


Download your receipt **immediately after payment.**
It cannot be recreated later.



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


 Ministry of Immigration,
Integration and Housing
—
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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

You must upload a copy of **all pages** in your passport.

This includes:

- Front cover
- All pages (including empty pages)
- Back cover



How to do it

Scan or copy your passport from the **front cover to the back cover** without skipping any pages.



Quality matters

Make sure your copies are:

- Clear and readable
- Not blurry
- Not cut off



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Proof of enrolment – exchange/guest students

If you are an **exchange or guest student**, you must provide documentation showing that you are enrolled at an educational institution in your home country.

Required if:

- You are an exchange student
- You are a guest student

Not required if:

- You are enrolled as a **full degree student**



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Proof of financial self-support

You may need to show that you can support yourself during your stay in Denmark.

✓ **Not required if:** You've paid tuition (at least your first semester)

✓ **Required if:** You're not paying tuition

📁 **You meet the requirement if you have:** DKK 7.426,- per month (2026 level)

That equals:

- 5 months (1 Semester): DKK 37,130
- 10 Months (2 semesters): DKK 74.260
- 12+ months (full degree): DKK 89.112

📄 **Accepted documentation:**

- Bank statement
- Student loan approval
- Grant or scholarship documentation



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Bank statement requirements

Your bank statement must show the following:

-  **Required:**

Statement date (max. 30 days old when you apply)

- Your full name (clearly shown as account holder)
- Balance
- Currency
- Issuing bank (which bank it's from)

-  **Not accepted:**

- Statements from accounts owned by parents or legal guardians
- Financial support letters from parents or legal guardians
- Investment portfolio



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Student grants and loans

You must provide documentation that meets the following requirements:

 **Must include:**

- Official grant or loan document (offer letters are not accepted)
- Your name (clearly shown as recipient/borrower)
- Granted/loaned amount
- When the funds are/will be available to you



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Step 4: Complete the application form

You must complete the ST1 application form together with your Danish university.

How it works:

- The form has two parts
- The Danish university completes their part first
- You then complete your part

Make sure to:

- Fill in all sections in your part of the form
- Include education and employment history
- Sign the sworn declaration

Do not:

- Upload a photo of your signature
- Submit a scanned copy of your signature on blank paper



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Step 5: Submit the application

You can submit your application online or in person.

Where to submit:

- Online
- At a SIRI Citizen Centre in Denmark
- At a Danish diplomatic mission or application centre in your country

If there's no Danish mission in your country:

- You'll be referred to a Norwegian mission or the nearest Danish mission in the region

Find your location:

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

Important:

- You must agree with your university whether to submit online or in person
- The university starts the application process
- If they start it online, you must complete it online



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Step 6: Biometrics

You must record your biometrics (photo, fingerprints, and signature).

Before your appointment:

- Bring your passport

Deadline:

- Must be recorded within 14 days of submitting your application

If you can't make the deadline:

- Contact SIRI
- Inform them when you will record your biometrics
- Provide documentation for your booked appointment

Where to record biometrics:

- SIRI Citizen Centre in Denmark
- Danish Embassy or Consulate
- Visa Application Centre abroad

Find your location:

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

Important:

- Your application won't be processed until biometrics are submitted
- Missing the deadline = your application will be rejected and you must start over



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Step 6: Biometrics – Norwegian representations

In some countries, you don't submit biometrics. Instead, you must go through a Norwegian representation for identification.

Applies in some countries (e.g.):

- Brazil
- Chile
- South Korea
- Sri Lanka

What you need to do:

- Visit a Norwegian Embassy, Consulate, or Visa Application Centre
- Bring a passport photo to your appointment

What happens next:

- Your application is processed after your appointment at the Norwegian representation
- If you're granted a residence permit, you must record biometrics after arriving in Denmark



Find your location:

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

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Embassy Fees

Application fees:

- Residence and/or work permit:
 - EUR 252 / DKK 1,875

- Re-entry permit (sticker):
 - EUR 252 / DKK 1,875

More information:

- Full list of fees: <https://um.dk/en/travel-and-residence>



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Service Fees with vfs global

VFS Global fees:

- Courier fee may apply depending on location
- In some cases, documents are sent to another country for processing (e.g. Fiji → Sydney)

Norwegian representation:

- Norway handles applications on behalf of Denmark in some countries
- Amount depends on the type of residence/work permit



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Step 7: Receive an answer



Processing time:

- Approx. 2 months
- Not guaranteed—apply as early as possible



How you'll receive your decision:

- If you applied and recorded biometrics abroad, your decision is sent to the local Danish/Norwegian embassy or consulate
- They will contact you



Need more information?

- If we require additional documentation, you'll be contacted via the local embassy/consulate



Important if you're in Denmark:

- If you enter Denmark before receiving a decision, you must contact SIRI and provide your Danish address
- Do this here: <https://nyidanmark.dk/en-GB/Contact-us/Contact-SIRI/Kontaktformular>



Make sure we can reach you:

- Provide your full address (street, number, floor, door, etc.)
- Your name must be clearly visible on your mailbox



Important:

- If we cannot contact you, we cannot deliver your decision



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The resident permit period

Your permit length depends on your type of study.

Type of study:

- Guest student: 1–2 semesters
- Full degree student: full Bachelor's or Master's programme

When your permit starts:

- Granted up to 1 month before your programme begins

After your studies:

- Guest students: +14 days after the end of your semester(s)
- Full degree students:
 - 6-month job-seeking period **or**
 - Up to 3-year job-seeking period (depending on your programme)



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Job seeking residence period for 3 years?

Your job-seeking period depends on your education.

Up to 3 years:

- You completed a Danish education approved by a state authority

Special rule (non-state-approved programmes):

If your programme is **not state-approved** but has an advisory statement from EVA: If you applied **on or after 2 May 2025**, you do **not** get a work permit and cannot work.



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The resident permit period

Your residence permit depends on your passport's validity.

Important:

- A residence permit cannot be granted beyond the last 3 months of your passport's validity



If your passport expires early:

- Your permit will be shortened
- Applies during both your study period and job-seeking period
- You can apply for an extension later



Example:

- Passport expires: 1 June 2027
- Residence permit granted from: 1 August 2026
- Residence permit expires: 1 March 2027



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The limited work permit

As a full degree student studying at a state approved University in Denmark, you are also granted a limited work permit.

What you're allowed to do:

- Work up to 90 hours per month
- Work full-time in June, July, and August

Your responsibility:

- Do not exceed the allowed working hours

If you exceed the limit:

- You may receive a fine or imprisonment (up to 1 year)
- You risk deportation
- You may be banned from re-entering Denmark for a period



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Accompanying family members

As a student in Denmark, you can apply for residence permits for accompanying family members.



Who can apply:

- Spouse
- Registered partner
- Cohabiting partner
- Children under 18



Important (new rule):

- If you are enrolled in a **non-state-approved programme** and applied on or after **2 May 2025**:
– Your family members cannot get a residence permit



Learn more:

- <https://nyidanmark.dk/en-GB/Applying/Familie/Medfoelgende%20familie/Accompanying%20family%20to%20study%20and%20PhD>



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Extension of your residence permit

If you do not complete your education within the expected timeframe, you can apply for an extension.



What you can get:

- Up to 12 months extension of your residence permit



How it works:

- You apply in collaboration with your Danish university



Important deadline:

- You must apply **no earlier than 4 months before** your study programme ends and **no later than the day it ends**
- If you apply too late, your application may be rejected



Learn more:

- <https://nyidanmark.dk/en-GB/You-want-to-extend/Study---extension/Higher-education>



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Can I enter Denmark?

Entry rules depend on your nationality.



What it depends on:

- Whether your country requires a visa
- Or if you are visa-exempt



Not sure?

- Check the full list of visa-required and visa-exempt countries:

https://nyidanmark.dk/en-GB/Words%20and%20Concepts%20Front%20Page/US/Visum/Must_have_a_visa_countries_and_countries_with_visa_exemption



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

If you apply from outside Denmark, you must normally wait until your residence permit is granted before travelling.



You can travel before a decision only if:

- You are visa-free and allowed to enter Denmark without a visa
- You require a visa, but already have a valid visa for Denmark or another Schengen country
- You hold a residence permit for another Schengen country



Always follow visa rules:

- You must comply with the visa conditions that apply to you



Important:

- If your legal stay in Denmark expires before a decision is made, you must leave Denmark
- You must then wait for the decision outside the country



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If you have applied while being in Denmark legally

If you applied while staying legally in Denmark, you can stay and wait for a decision.

✓ You can stay if:

- You submitted your application while legally in Denmark
- Your visa or visa-free stay expires while waiting
- You are covered by a *procedural stay*

✈ If you leave Denmark:

- You do **not** have the right to re-enter just because you applied in Denmark
- You can only return if you meet other entry requirements (e.g. visa or visa-free access)
- Otherwise, you must wait for the decision outside Denmark

↺ Need to travel and return?

- You can apply for a re-entry permit:

<https://nyidanmark.dk/en-GB/Your-situation-is-changing/Work/Re-entry-permit>



🌐 Learn more:

- <https://nyidanmark.dk/en-GB/Waiting/Study%20and%20PhD>

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Final piece of advice

! Read your residence permit letter carefully



Why it matters:

- It contains all key information about your stay in Denmark
- Your right to work
- How to get your residence card
- When and how you can apply for an extension
- What could affect or end your right to stay



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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>



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Questions



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