



# Application form

ST1\_en\_300617

## 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 11-15) and **signs in section 16** (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 1-8) and **signs in section 10** (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 the Citizen Centre of the Danish Agency for International Recruitment and Integration (SIRI). If the applicant lives outside the Greater Copenhagen area, he or she can also submit the application at the local police station.

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)

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.



**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.

**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](https://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](https://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](https://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\_300617

**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 fee directly to the Citizen Centre of the Danish Agency for International Recruitment and Integration or to the Danish police.

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	<input type="checkbox"/> 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>Please note:</b> If you state an address in Denmark, and the immigration authorities have verified your identity when you submitted your application, the decision about whether your application has been approved will be sent by post to your Danish address. If you have stated an address in Denmark, but the immigration authorities have yet to verify your identity, you will be asked to appear at a police station or the Citizen Centre of the Danish Agency for International Recruitment and Integration when a decision about your application is ready.</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	
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.			
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.

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.

**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 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 or incomplete information.

### B. Declaration of consent to allow authorities to gather necessary information

I consent to letting the Danish Agency for International Recruitment and Integration (SIRI) obtain and pass on information about my private affairs for the purpose of enabling them to process my application. Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities. Such information includes:

- Verification that the documents submitted with my application are genuine.
- My family relations.
- Any previous criminal proceedings against me.

I also consent to giving authorities contacted by SIRI while processing my application permission to gather information about my private affairs for use in responding to the enquiry.

### C. Declaration that I consent to allowing information about me to be passed on to my reference

I hereby consent to allowing SIRI to pass on information about me, including personal information, to my reference (e.g. employer, educational institution, au-pair host) or his/her representative, if necessary for processing this application. I also consent to allowing SIRI to obtain information about me, including personal information, from my reference or his/her representative, if necessary for processing this application.

### D. Notification that information can be passed on to Danish intelligence agencies and the Danish prosecuting authority

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority. This process can be initiated by SIRI, Danish intelligence agencies or the Danish public prosecutor.

The prosecuting authority will be able to use the information to evaluate whether there are grounds for prosecuting you for crimes committed in or outside Denmark, to identify victims of or witnesses to a specific crime, or to aid

foreign law enforcement agencies.

#### **E. Notification that some information will be passed on to local Danish authorities**

SIRI is permitted to give certain information to the municipality (kommune) in which you settle if you receive a residence permit.

Such information includes:

- The grounds for issuing you a residence permit.

The municipality will be informed if:

- Your residence permit is revoked or not extended.
- Your residence permit lapses at some point in the future.
- You are granted a permanent residence permit.

#### **F. Notification that Danish authorities have registered information about you and your affairs**

The information you supply or have supplied in connection with your application for a residence and work permit will be registered in SIRI's registers. The same holds true for any information you give in conjunction with an application to extend your residence permit.

If you receive a residence permit and take up residence in Denmark, it will be registered in the Civil Registration System (CPR). The CPR Register is a computerised register maintained by the Ministry of Economic Affairs and the Interior.

The information in SIRI's registers and the CPR register will be used to answer questions relating to your residence in Denmark. Public administration authorities (record keeping), the police (record keeping and verification) and the Immigration Appeals Board (reviewing complaints) will have access to the information about you contained in SIRI's registers and the CPR register.

Other authorities or organisations will receive information about you from SIRI's registers and the CPR register if they require the information to address questions relating to your residence in Denmark.

You are obligated to provide the information necessary for deciding whether you are eligible for a Danish residence permit. You are entitled to access information about yourself in SIRI's registers, and you are entitled to object to any information which you believe to be incorrect. Contact the Danish Agency for International Recruitment and Integration, Njalsgade 72A, PO box 2000, DK-2300 Copenhagen S, if we are to correct, delete or block information, which proves to be incorrect.

The fingerprints and the facial image recorded for use on your residence card and for identification and identity verification will be registered in the Danish immigration authorities' registers. If you are granted a residence permit the fingerprints and the facial image will be stored for 10 years. If you are not granted a residence permit the fingerprints and the facial image will be stored for 20 years. If you become a Danish citizen the fingerprints and the facial image will be deleted.

#### **G. 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 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 CPR register
- Comparing information contained in SIRI registries with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) and the income registry (eIndkomst).
- 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 process.



## 10. Signature – the applicant

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

**I also understand that the information I have given or will be giving will be registered in the SIRI's registers and that the information contained in the registers of SIRI and the Danish Immigration Service can be compared with records held by the Central Office of Civil Registration (CPR), the Buildings and Housing Registry (BBR) and the Income Registry (eIndkomst).**

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 to [study@siri.dk](mailto:study@siri.dk), 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 1-8),
- signed and dated the application in section 10.



## 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.

Biometric features can be recorded at the Citizen Centre of the Danish Agency for International Recruitment and Integration. If you live outside Greater Copenhagen, your biometric features can also be recorded at some police stations. A list of the police stations capable of recording biometric features can be found at [newtodenmark.dk/residencecard](http://newtodenmark.dk/residencecard). If you live abroad, the website of the Danish Ministry of Foreign Affairs contains a list of embassies and consulates, as well as Danish representation agreements with other countries' diplomatic missions ([um.dk](http://um.dk)).

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](http://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

# ST1



**Ministry of Immigration  
and Integration**

Danish Agency for International  
Recruitment and Integration

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



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

### 11. 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

### 12. 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>15</b>	<input type="checkbox"/> Higher educational programme under Universities Denmark or under the Danish Ministry of Culture > Go to section <b>13</b>
<input type="checkbox"/> Folk high school course > Go to section <b>14</b>	<input type="checkbox"/> Other higher educational programmes > Go to section <b>13</b>
<input type="checkbox"/> Preparatory higher educational programme > Go to section <b>15</b>	



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

Section 13 should only be filled out if the applicant is to study at a **higher educational programme**. If not, go to section 14.

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>13.A</b>   | <input type="checkbox"/> Non-fee-paying full-degree student<br>> Go to section <b>13.A</b> |
| <input type="checkbox"/> Fee-paying guest or exchange student<br>> Go to section <b>13.B</b>   | <input type="checkbox"/> Fee-paying full-degree student<br>> Go to section <b>13.B</b>     |
| <input type="checkbox"/> Student with a Danish state scholarship (free tuition and covering of living expenses)<br>> Go to section <b>15</b> |  |

### 13.A

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

If **no**, go to section 15

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

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

> Go to section **15**

### 13.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 **15**

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

Section 14 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 15.

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)

### 15. 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.

### 16. Signature – the educational institution

Original signature by the official contact person.

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

Date and place

Official stamp of the educational institution

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 the educational institution has**

- answered all questions in part 2 (sections 11-15) and has
- signed and dated the application in section 16.

**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 14.