



Application form

Application for residence and work permit under the Greencard scheme

Uses

This form is to be used when applying for a residence and work permit in Denmark under the Greencard scheme.

Your application will be graded using a system that assigns points based on five criteria:

- Educational level
- Language skills
- Work experience
- Adaptability
- Age

In order to qualify for a residence and work permit issued under the Greencard scheme, you must attain a minimum of 100 points. More information about the point system is available at www.newtodenmark.dk/greencard.

Do not use this form if you are currently enrolled in a **higher educational program** in Denmark and would like to extend your residence permit in order to apply for work after graduation. Please refer to www.newtodenmark.dk/study for more information about Greencards for students who complete a higher educational program in Denmark.

This form is for use by citizens of **non-EU/EEA countries**. Please refer to www.newtodenmark.dk/eu for further information about the rules for citizens of EU countries.

How to apply

1. Complete and sign this form (follow the instructions given in the form)
2. Enclose the required documentation (listed below)
3. Submit the application to a Danish diplomatic mission in the country in which you live. If you already reside legally in Denmark, the application can be submitted at the Service Centre of the Immigration Service. If you live outside the Greater Copenhagen area, you can also submit your application at your local police station

Required documents

Please enclose the following documents:

- A copy of your passport (including the cover and all pages with information)
- Two passport photos
- Documentation of all higher education (diplomas and transcripts)
- Declaration from your educational institution confirming the authenticity of your educational documents (should not be enclosed if the education is Danish)
- Documentation of work experience (declaration from previous employer)
- Documentation of language skills (diplomas, test results and/or declaration from previous employer)

- Documentation that you can support yourself during your first year in Denmark. You need to document that you have sufficient funds at your disposal to the equivalent of **Danish start aid (starthjælp) for one year**. The monthly start aid amount is (2009 level): DKK 5,079 for persons under 25 not living with their parents, DKK 6,124 for single persons over 24, DKK 5,079 for married/cohabiting persons over 24. Documentation can be e.g. a bank statement in your name.

Original documents must be shown to a Danish official

Colour copies of foreign educational documents (such as diplomas, transcripts and other statements issued by educational institutions) must be submitted with your application. The original documents must be presented at the Danish embassy, police or the Immigration Service's main office when submitting your application, where they will be used to certify that the copies are authentic. When processing your application we may require you to send us the original educational documents.

Please note that documents not written in Danish, English, German, Norwegian or Swedish must be submitted together with a certified translation in Danish or English.

Please also note that Pakistani educational documents must be stamped by the Higher Educational Commission.

Are other documents required when submitting an application?

Yes, you must present your passport to the immigration authorities.

Does it cost anything to submit an application?

Yes, if you submit your application to a Danish diplomatic mission (embassy or consulate general) you will normally have to pay a fee. The fee can vary in price. The individual diplomatic mission can also make further demands such as extra passport photos or duplicate copies of the application. We recommend that you check with the requirements on the website of the diplomatic mission in your country before you submit your application.

To get the quickest response

You can get the quickest possible response to your application if the application forms are completed correctly and the necessary documents are enclosed. Therefore, it is very important that you carefully complete the form and remember to enclose all the necessary documentation.

For more information

More information about the regulations for Danish residence and work permits and how to fill out the application is available at www.newtodenmark.dk. You can also contact the Immigration Service in writing, by telephone, or in person at our office. (See contact information at the bottom of this page.)



For official use only			
Date received	Received by (name stamp and signature)	Authority (stamp)	Udl.nr.

GR1_en_061109

Application for residence and work permit under the Greencard scheme

1. 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)	CPR number (if applicable)	
Alien identification number (if applicable)		
Country of birth	Place of birth (city)	

2. Information about the applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Gender	<input type="checkbox"/> Man <input type="checkbox"/> Woman	Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current marital status		
<input type="checkbox"/> Unmarried/single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widow(er) <input type="checkbox"/> Registered partnership <input type="checkbox"/> Dissolved registered partnership		
Your address abroad/in your home country (Street and number)	Post code, city and country	
Telephone number	Email address	
Earliest date from which the requested residence and work permit should be valid (day, month, year)		
If you are currently in Denmark, please provide the following information:		
Date of entry into Denmark		
Address in Denmark (Street and number)	Post code and city	
c/o (name)	Telephone number	
Mobile phone number	Email address	

For official use only	Points given for age



3. Information about the applicant's passport

PLEASE COMPLETE IN CAPITAL LETTERS

<input type="checkbox"/> National passport	<input type="checkbox"/> Other, please state
Passport number	Date of issue
Date of expiry	In which country was the passport issued?
Have you been to Denmark before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please state where and when _____	

4. Information about higher education

PLEASE COMPLETE IN CAPITAL LETTERS

Do you have a higher education equivalent to at least a Bachelor's degree? Yes NoIf **yes**, please enclose the following documents:

- Documentation of higher education (diplomas and transcripts)
- Declaration from your educational institution confirming the authenticity of your educational documents (should not be enclosed if the education is Danish). **Please note:** The declaration should be signed and sealed by a higher authority at the educational institution. The name and contact information of the signing authority must be provided in type writing/print.

And provide the following information about your higher education(s):

Higher education 1

Name of educational institution		
Address (Street and number)		Post code, city and country
Telephone number	Email address	Web address
Main fields of study (specialization)		
Admission requirements		
Name of diploma in original language with Latin letters		
Started – Completed ___ ___ (Month) ___ ___ ___ (Year) - ___ ___ (Month) ___ ___ ___ (Year)		
Nominal length of program (official length including obligatory periods of work practice) ___ Years and ___ ___ Months		
Academic title		
Did the program include a thesis, dissertation or another large project? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes , please state the following:		
Title		
Number of pages		Nominal duration of the project



Higher education 2

Name of educational institution		
Address (Street and number)		Post code, city and country
Telephone number	Email address	Web address
Main fields of study (specialization)		
Admission requirements		
Name of diploma in original language with Latin letters		
Started – Completed ____ ____ (Month) ____ ____ ____ (Year) - ____ ____ (Month) ____ ____ ____ (Year)		
Nominal length of program (official length including obligatory periods of work practice) ____ Years and ____ ____ Months		
Academic title		
Did the program include a thesis, dissertation or another large project? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes , please state the following:		
Title		
Number of pages		Nominal duration of the project
For official use only		Points given for educational level
		Points given for ranking



5. Information about language skills

PLEASE COMPLETE IN CAPITAL LETTERS

The following section contains questions about any language exams in Danish, Swedish, Norwegian, English and German you may have taken. Exam results are used as documentation of your language skills.

Not all language exams can be used as documentation of your language skills. Please see www.newtodenmark.dk/greencard, for a list of the applicable foreign language exams and their equivalents in Denmark.

Have you passed language exams in one or more of the following languages?

A. Danish Yes No

If **yes**, please state which and your score. You must **include documentation**.

Test in Danish Language, Level 1 (Prøve i Dansk 1), score _____

Test in Danish Language, Level 2 (Prøve i Dansk 2), score _____

Test in Danish Language, Level 3 (Prøve i Dansk 3), score _____

Studieprøven, score _____

Other exam, state which _____ score _____

B. Swedish Yes No

If **yes**, please state which and your score. You must **include documentation**.

_____ score _____

C. Norwegian Yes No

If **yes**, please state which and your score. You must **include documentation**.

_____ score _____

D. English Yes No

If **yes**, please state which and your score. You must **include documentation**.

_____ score _____

E. German Yes No

If **yes**, please state which and your score. You must **include documentation**.

_____ score _____

Have you completed **a full year** course, with final exam, in Danish, Swedish, Norwegian, English or German as part of a higher education? Yes No

If **yes**, please state which language and **enclose a transcript stating the results of your final exam**.

Danish Norwegian Swedish English German

Have you used Danish, Swedish, Norwegian, English or German as your professional working language for **at least one year**? Yes No

If **yes**, please state which language and **enclose a declaration from your employer** verifying that you have used the language on the job.

Danish Norwegian Swedish English German

For official use only

Points given for language ability



6. Information about work experience

PLEASE COMPLETE IN CAPITAL LETTERS

The following section contains questions about your work experience **within the last five years**. Please enclose a declaration from your employer as documentation. The declaration must contain information about period of employment, job description and tasks.

Place of employment 1	
Name of employer	Period of employment From _____ To _____
Address (Street and number)	Post code, city and country
Job description	
Tasks	
Telephone number	Email address
Place of employment 2	
Name of employer	Period of employment From _____ To _____
Address (Street and number)	Post code, city and country
Job description	
Tasks	
Telephone number	Email address
Place of employment 3	
Name of employer	Period of employment From _____ To _____
Address (Street and number)	Post code, city and country
Job description	
Tasks	
Telephone number	Email address
For official use only	Points given for work experience
	Points given for adaptability



7. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

8. Sworn declarations

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:

- 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.
- My residence permit can be revoked.

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

I consent to letting the relevant authorities 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:

- Previous criminal proceedings against me.
- My familial relations.
- Verification that the documents submitted with my application are genuine.

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

C. Notification that information can be passed on to Danish intelligence agencies and 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 (Aliens Act section 45 a and section 45 c). This process can be initiated by Danish immigration authorities, 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 Denmark or abroad, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

D. The immigration authorities will share your information to the Danish Ministry of Science, Technology, and Innovation

As part of the application review process, your information will be passed on to CIRIUS, an agency under the Ministry of Education responsible for evaluating your educational level and determining its Danish equivalent.

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

Danish immigration authorities are 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 is found to have expired.

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 passport will be registered in the Aliens Register. The same holds true for any information you give in conjunction with an application to extend your residence.

The Aliens Register is a computerized register maintained by the Danish Immigration Service.



If you receive a residence permit, it will be registered in the Central Person Register. The Central Person Register is a computerized register maintained by the Interior and Health Ministry.

The information in the Aliens Register and the Central Person 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 Ministry of Integration (reviewing complaints) will have access to the information about you contained in the Aliens Register and the Central Person Register.

Other authorities or organisations will receive information about you from the Aliens Register and the Central Person 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. Failure to provide the information can result in a fine or up to four months imprisonment, as well as placing your residence permit in jeopardy. You are entitled to right of access to the information about you in the Aliens Register and the Central Person Register. Enquiries about this can be addressed to the Danish Immigration Service, Ryesgade 53, DK-2100 Copenhagen Ø.

G. Information regarding possible verification by the authorities of the information you have supplied

The Integration Service or another Danish authority may seek to verify the accuracy of the information you gave in this application. This may happen while the application is being reviewed or after the applicant has received his / her extension. Verification may be conducted at random and is not necessarily an indication that the Immigration Service suspects you of providing false information.

Verification may involve the following:

- Checking public registers, such as the Central Person Register.
- 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.

You may be asked to supply additional information as part of the verification process.

H. Information about possible consequences if you apply for a residence permit while in Denmark on a visa (short term)

If you are staying in Denmark on a visa (short term) and you submit an application for a residence permit in this country, you need to be aware that it may have the following consequences:

- You can become ineligible for a visa for five-years (Aliens Act section 4 c).
- If someone in Denmark has posted a financial guarantee for your visa, it can be collected by the Immigration Service, which means the money will be forfeited to the state (Aliens Act section 4).

However, the abovementioned consequences do not apply in the following cases:

- If you are a child under 15 or a spouse applying for **family reunification**.
- If you apply for a residence permit in order to **study**.
- If you apply for a residence permit in order to participate in the **cities of refuge program**.
- If you apply for a residence permit on the grounds of **work**, and you **meet the requirements** to obtain a permit.
- If there are decisive **humanitarian reasons** for allowing you to remain eligible for a visa or the guarantee not to be forfeited.

These exceptions assume the reason for your application is genuine.

9. Signature

By signing below, I confirm that I have read, understood and accepted the terms laid out in section 8A-B, and that I have read and understood the terms laid out in section 8C-H

Date and place

Signature



Did you remember everything?

If your application is correctly filled out and contains the required documents, the Immigration Service can process the case faster.

It is therefore important that you make certain that the forms are 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.

Checklist

Before submitting the application, please ensure that you have included the following documents:

- A copy of your passport (including the cover and all pages with information)
- Two passport pictures
- Documentation of higher education (diplomas and transcripts)
- Declaration from your educational institution confirming the authenticity of your educational documents (should not be enclosed if the education is Danish). **Please note:** The declaration should be signed and sealed by a higher authority at the educational institution. The name and contact information of the signing authority must be provided in type writing/print
- Documentation of work experience (declaration from previous employer)
- Documentation of language skills (diplomas, test results and/or declaration from previous employer)
- Documentation that you can support yourself financially during your stay in Denmark. You need to document that you have sufficient funds at your disposal to the equivalent of Danish start aid (starthjælp) for one year. The monthly start aid amount is (2009 level): DKK 5,079 for persons under 25 not living with their parents, DKK 6,124 for single persons over 24, DKK 5,079 for married/cohabiting persons over 24. Documentation can be a bank statement.

It is important that you have

- answered all questions and have
- signed and dated the application in section 9.

Remember that you must bring your current passport when submitting the application.



For official use only

Passport photo
35 x 45 mm

Passport photo
35 x 45 mm

Comments and forwarding endorsements Names and passport information in compliance with shown documentation of identity

Enclosed:

 Copy of passport Documentation of work experience 2 passport photos Documentation of language skills Documentation of education Other

Please note: All foreign educational documents can be enclosed in original or copy. If enclosed in copy the Danish diplomatic mission, the police or the immigration service must confirm that they have seen the original document. However, certain foreign educational documents must be attached in original (see www.newtodenmark.dk/greencard). Documents which are not in English, German, French, Norwegian, Swedish or Danish must be supplied with an authorized translation to Danish or English.

CPR number issued on (date)

Comments

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