

# Application form

## Application for residence permit in Denmark on grounds of employment or PhD studies at ESS in Sweden

### Uses

This form is to be used when applying for a Danish residence permit on grounds of **employment at ESS**, including as a researcher, work under the **Pay Limit scheme or Positive List** or **participation i PhD studies at ESS**.

You can read more about the scheme on [newtodenmark.dk](http://newtodenmark.dk)

### How to apply

1. Complete the form (following the instructions) and sign in section 12.
2. Attach the required documentation (see below).
3. Submit the application at a Danish diplomatic mission in your country of residence. If you are a legal resident of Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done at one of SIRI's branch offices.

On [newtodenmark.dk](http://newtodenmark.dk) you can find more information about who can submit an application in Denmark.

### Which documents are required?

- Documentation of paid fee.
- Employment contracts or job offer which contains information about wage and terms of employment and a job description. If you are to participate in PhD studies, you must attach a letter of acceptance or similar.
- Copy of passport (all pages with information, including front page).
- Documentation that you can support yourself financially during your stay in Denmark. **Only** if you will be applying as an PhD student and does not receive a salary (see section 8.A).
- Swedish work permit or documentation of an ongoing case with the Swedish authorities.

### Do you need to bring other documents when submitting the application?

Yes. You must bring your original passport so the authorities can verify your identity and the validity of your passport.

### Biometric features required on residence cards

If you reside in Denmark or 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 in connection with 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 and submit two facial images in connection with the application being submitted. Once you arrive in Denmark, your biometric features will be recorded.

Read more about biometric residence cards on the last page of this form and at [newtodenmark.dk/residencecard](http://newtodenmark.dk/residencecard)

### 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. You can read more about the fees in section 1 of this form, or on [newtodenmark.dk/fee](http://newtodenmark.dk/fee) where you can also see the current fees.

If you submit your application to a Danish diplomatic mission (embassy or consulate general) you will normally have to pay an addition fee to the mission. 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 the requirements on the website of the diplomatic mission in your country before submitting the application.

### For more information

More information about the rules and regulations concerning Danish residence and work permits is available at [newtodenmark.dk](http://newtodenmark.dk). You can always contact SIRI if you have any general questions or question about the form. You can find our contact information on [newtodenmark.dk/contact-siri](http://newtodenmark.dk/contact-siri).

**For official use only**

Date received	Received by (name)	Authority (stamp)	Personal ID	Case order ID*
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ESS1\_en\_160125

**Application for residence permit in Denmark on grounds of employment or PhD studies at ESS in Sweden****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).

**1.1 Case order ID**

Please state your **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
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**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 or a foreign bank account. 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 also need to provide the bank's address.

Please note that for a period of 365 days, your fee cannot be returned to a bank account, if you originally paid the fee with Dankort or credit card. For that period of time the payment can only be returned to the same Dankort or credit card account. After 365 days, 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 information (account number/BIC/SWIFT/IBAN)		
	Additional information (bank address, account holder's address, etc.)		



## 3. Who completes the application?

PLEASE COMPLETE IN CAPITAL LETTERS

Who completes the application form?

☐ The applicant☐ Third party on behalf of the applicant (i.e. a relocation bureau). Remember power of attorney from the applicant to the third party

Third party CVR nr. (if applicable)

Name or company

Address

Postal code

Telephone number

Email address

## 4. 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)

## 5. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender

☐ Male☐ Female

Current marital status

☐ Unmarried ☐ Married ☐ Divorced ☐ Widow(er) ☐ Registered partner ☐ Dissolved registered partnership

Address in home country (Street and number)

Postal code, city and country

Telephone number

Email address

If you are **currently in Denmark**, please state your date of entry, address, and contact information in Denmark.**Important:** Please inform the Danish Agency for International Recruitment and Integration of any change to address or other contact information.

Date of entry into Denmark



Address in Denmark (Street and number)	Postal code and city
C/o (name)	Telephone number

**6. Information about the applicant's passport****PLEASE COMPLETE IN CAPITAL LETTERS**A residence permit can only be valid up to **three months before** the expiry date of your passport.

Passport number	Date of expiry
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**7. Information about your employment at ESS****PLEASE COMPLETE IN CAPITAL LETTERS**

Please note! You need only fill out section 7 if you will be employed at ESS. If you will be participating in PhD studies, please go to section 8

What position will you be holding?
What is the job description (main tasks and roles)?
Period of employment
From: _____ to: _____
Your working hours per week
Contact person (if applicable)
Total gross monthly salary from ESS
Please state gross monthly salary (including pension) _____ DKK per month

**8. Information about you PhD studies at ESS****PLEASE COMPLETE IN CAPITAL LETTERS**

Please note! You need only fill out section 8 if you will be a PhD student at ESS.

Name of PhD programme
What is the PhD position's description (main tasks and roles)?
Prescribed period of study (does not include defence of the PhD thesis)
From (date, month, year): _____ to (date, month, year): _____
Your working hours per week

Contact person (if applicable)

### 8.A. Information about your financial situation

You **only** need to complete section 8.A, if you will be a PhD student at ESS.

Below we ask some questions about your financial status during your stay in Denmark. If you do not receive a salary from ESS, you must **enclose documentation** that you are able to support yourself during your stay in Denmark (e.g. a bank statement in your own name, documentation for a grant or scholarship or pay slips from your home institution). Read more on [newtodenmark.dk/self-support](https://newtodenmark.dk/self-support) about supporting yourself.

Do you receive a salary from ESS or from a company connected to ESS during your PhD studies? ☐ Yes ☐ No

If **yes**, go to section 8.B'

If **no**, you must inform us how you will finance your PhD studies at ESS (check the relevant box below) and **enclose documentation** that you are able to support yourself during your stay in Denmark. You must also inform us of the amount available to you per month.

☐ Salary from home institution

☐ Grant, scholarship or research funds

☐ Other, including own funds:

\_\_\_\_\_

Amount available per month (DKK)

### 8.B Information about your salary

You only need to complete this section, if you receive a salary from ESS or a company connected to your PhD studies at ESS. Remember to enclose documentation (employment contract or employment offer).

Who pays your salary?

☐ ESS

☐ A company connected to your PhD studies at ESS

State your total gross monthly salary (including pension)

Salary from ESS or a company connected to your PhD studies at ESS

Total gross monthly salary (including pension) \_\_\_\_\_ DKK per month

## 9. Sworn declaration that I can support myself and any accompanying family members for a month prior to beginning work

You can be issued a residence permit valid for **one month** prior to your first day of work, if declare that you can support yourself and any accompanying family members for the entire month before you begin working.

By ticking the box below, you declare that you can support yourself and your family. If you do **not** tick the box, your residence permit will not be valid until 14 days before your first day of work.

(tick box)

☐ I hereby solemnly swear that I can support myself and any accompanying family members for a month prior to my first day of work.

I understand that if I or any accompanying family members receive public assistance under the terms of the Active Social Policy Act, my residence permit can be revoked.

I further understand that if my statement is later found to be untrue, I am subject to the following penalties:

- Fine or up to two years in prison.
- I can be required to repay the expenses incurred by the Danish state as a consequence of the false information.
- My residence permit as well as those held by any accompanying family members can be revoked.

## 10. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

## 11. Declarations and information

### A. Sworn declaration that I have given correct information

I solemnly swear that the information I have given in this application is correct. If the information is found to be false, 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 information.

### B. Information about your duty to provide the necessary information

It is your duty to provide the information necessary to decide whether you can be granted a permit. If you do not provide this information, it may mean that you will not be granted a permit.

### C. Information on how we process your personal data

SIRI is obliged to inform you how we process your data and to inform you of your rights in regard to how we process your data.

#### Data controller

SIRI is the data controller and responsible for processing the personal data given in this application form and the data provided about you during the processing of the case. You can contact the agency through our contact form on [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform).

#### Data protection officer

You can contact our data protection officer by using our contact form at [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform). You can read more about SIRI as data controller and about SIRI's data protection officer on [newtodenmark.dk/personaldata](https://newtodenmark.dk/personaldata).

#### Purpose and legal basis

The personal data you provide to SIRI is collected and used:

- to process your application for a residence and/or work permit in Denmark
- in any later application for an extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for your residence and/or work in Denmark

The legal basis for processing your personal data is:

- The Danish Aliens Act, in particular chapter 1 on the entry and residence of aliens in Denmark.
- The General Data Protection Regulation (GDPR), article 6.1 (c) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in SIRI by the Aliens Act).
- The General Data Protection Regulation (GDPR), article 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims).

- The Danish Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for tasks of that official authority).

The information you give or have given in connection with your application will be registered in the registers of Danish immigration authorities. The same holds true for any information you later give in connection with an application to extend your residence permit or for a new residence and/or work permit in Denmark.

Some of your data will be registered in the Civil Registration System (CPR). This will in some instances happen immediately when you are granted a permit. In other situations the registration will take place only when you take up residence in Denmark.

Some data, including biometric data, will be registered in the Schengen Information System (SIS) under certain circumstances. This applies if you have been given a time limit for departure in relation to your application or your residence in Denmark. It also applies if you have been banned from the Schengen area.

#### **We process the following categories of data about you:**

- General personal data, such as: information about your name, possible civil registration number (CPR-number), ; citizenship, occupation, education, marital status, financial information and whether you have committed any legally punishable offences
- Sensitive personal data, such as: health information and biometric data collected for the purpose of establishing your identity.

#### **We can disclose your data to the following recipients**

SIRI can pass on your data to your sponsor (e.g. your employer, place of study, host or family member), municipal authorities, the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish immigration Service, the Danish Agency for Labour Market and Recruitment, the Ministry of Foreign Affairs of Denmark and The Danish Parliament.

In isolated cases, SIRI also passes on your data to other public authorities, private sector organizations and foreign organizations and authorities when it is necessary to exercise our official authority.

Personal data will be shared with the relevant authorities in the other Schengen states, when SIRI is legally obliged to do so. These authorities will have access to the information registered in SIS by SIRI when it is relevant to their case processing.

Furthermore, data from SIRI's registers and the CPR register are shared with other relevant authorities or organisations via the Aliens Information Portal (Udlændingeinformationsportalen) if they need the data in order to process aspects of your stay in Denmark.

SIRI shares data when it is necessary in order to exercise our official authority, including when we are legally obliged to share information.

If you lose your residence permit, we will inform your current or previous employers, if any, that you no longer have the right to work. This will happen, if we issue a refusal to an application for a residence permit or to an extension of a residence permit. It will also happen if we revoke your residence permit or if we establish that your residence permit has lapsed. Employers who within the last three months have reported salary payments to you to the income register will be informed.

#### **What is the origin of the data we process about you?**

The personal data that SIRI process about you have been provided by you in this application form. We will also process data you may submit to your case later.

In addition, we will process data obtained from:

- any of your previous applications submitted to SIRI,
- searches in databases, such as: the Civil Registration System (CPR), the Income Register (eIncome), the Building and Dwelling Register (BBR), the Central Crime Register (KR), the Central Passport Register and the Schengen Information System (SIS)
- other authorities, such as: municipal authorities, the Regional State Administration, the Danish Immigration Service, the Immigration Appeals Board and the Refugee Appeals Board,
- third-parties or sponsors, such as: your au pair- or internship host, employer or educational institutions
- any person applying for a residence permit based on your grounds for residence in Denmark, and this person's previous cases with SIRI.

#### **Storage of data**

SIRI will store your personal data for as long as it is necessary in order to be able to carry out our tasks in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities at a later date. This means that the data can enter into the decision making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding

whether a permit has lapsed, in relation to applications for permanent residency and for naturalization and in cases concerning any family members.

In practice this means that SIRI will store your data for the period of your 'lifecycle' – i.e. your entire life. Basic data regarding your stay in Denmark, e.g. when and why you have been granted a residence permit and information on other decisions made by SIRI regarding your residence in Denmark will not be erased.

If you have your finger prints and facial photo taken for use with your residence card and for identification and identity control, your fingerprints and photo will be stored in the immigration authorities' database. If you are granted a residence permit, your fingerprints and photo will be stored for 10 years. If you are not granted a residence permit, your fingerprints and photo will be stored for 20 years. If you are granted Danish citizenship, your fingerprints and photo will be deleted.

Personal data registered in the Schengen Information System (SIS) in relation to a deadline for departure are normally stored in SIS until your exit from the Schengen area is registered. If the data are registered in relation to an entry ban to the Schengen area, these data will, as a rule, be stored until the entry ban has expired.

Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archives Act.

### Your rights

Under the GDPR you have a number of rights in relation to our processing of data about you:

#### *The right to know what kind of data we process about you*

You have the right to ask what kind of data we are processing about you and be granted access to these data. If you request access to your data, your application will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations which provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

#### *The right to rectification (data correction) and the right to have your data erased*

You have the right to request that corrections be made to personal data about you that you find inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased, if it is not necessary for processing your case as SIRI is obliged to record and register information in accordance with the Public Administration Act.

#### *The right to restriction of processing*

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, SIRI may thereafter, with the exception of storage, only process your data with your consent unless the purpose of the processing is to establish or defend a legal claim, to protect another person or for reasons of important public interest.

#### *The right to object*

In some situations, you have the right to object to otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Danish Data Protection Agency's guidelines about GDPR at [www.datatilsynet.dk](http://www.datatilsynet.dk). If you would like make use of your rights under the GDPR, contact SIRI.

### Complaints to the Data Protection Agency

You have the right to submit a complaint to the Data Protection Agency if you are dissatisfied with the way we process your personal data. Contact information for the Data Protection Agency is available at [www.datatilsynet.dk](http://www.datatilsynet.dk).

### D. Control

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/or 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 Civil Registration System (CPR)
- Comparing information contained in the registers of SIRI and the Danish Immigration Service with records held by the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the Income Register (E-income).
- 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 and spot-check process.

## 12. Consent to let SIRI share information from my case with my sponsor or potential third party

When necessary in order to process your application or as part of later verification and spot check procedures of your stay in Denmark, SIRI can, without your consent, share information about you with your sponsor. This can for example be in order to enable SIRI to verify the accuracy of the information you have provided in the application, or in order to check whether you continue to meet the conditions of your permit). Please note paragraph C "Information on how we process your data" in section 11 "Declaration and information – applicant"

However, it will sometimes ease the processing of your case if SIRI to a greater extent can share information about your personal circumstances with your sponsor or a potential third party (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with your sponsor or a third party, you must give your consent below.

If you do not wish to give your consent to let SIRI share information in these situations, we will instead get the information from you (the applicant) and abstain from sharing information with your sponsor or third party. This may result in a longer processing time for your application.

You can at any point in time withdraw your consent. If you wish to withdraw your consent you must inform us. You can find our contact information on [newtodenmark.dk/contact-siri](https://newtodenmark.dk/contact-siri).

☐ (tick off)

**I hereby consent to let the Danish Agency for International Recruitment and Integration (SIRI) share information about me with my sponsor, a third party or an employment agency to this greater extent in order to ease the processing of this application.**

## 13. Signature – the applicant

**By signing below, I confirm that the information I have given in this form is correct and that I have read and accepted the terms laid out in section 11, paragraph A.**

**I also confirm that I have made a decision regarding section 12 on consent to share information.**

**I also understand that the information I have given or will be giving will be registered in SIRI's registers and that the information contained in the registers of SIRI and the Danish Immigration Service can be compared with records held in the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the Income Register (eIncome).**

Date and place

Signature

## Have you remembered everything?

If your application is correctly filled out and contains the required documents, the Danish Agency for International Recruitment and Integration can process your application faster.

It is therefore important that you make certain 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.

## Checklist

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

- ☐ Documentation of paid fee, such as such as a receipt from a Danish internet bank.
- ☐ Employment contract or job offer which contains information about the wage and terms of employment and job description. If you are to participate in PhD studies at ESS, you must enclose a letter of acceptance or similar.
- ☐ Documentation that you can support yourself financially during your stay in Denmark. **Only** if you are to participate in PhD studies and will **not** receive a salary from ESS (see section 8.A)
- ☐ Copy of passport (all pages with information, including front page).
- ☐ Power of attorney for third party, if a third party has completed and signed the application form on your behalf.

**It is also important that you have**

- ☐ Answered all questions in the form
- ☐ signed and dated the application in section 13

## 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 via SIRI's contact form on [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform) 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.

If you are in Denmark, you can get your biometrics recorded in one of the Agency for International Recruitment and Integration's branch offices. 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/en](https://um.dk/en)).

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](https://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 of paid fee

☐ Employment contract or job offer and job descriptions

☐ Other

Comments

If the application is submitted at a Danish diplomatic mission but the decision needs to be sent to another diplomatic mission/address then we request the address to be given here.

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