



# Application form

PR1\_en\_210720

## Application for a Danish residence and work permit for agricultural, veterinary, forestry or horticultural interns

### Using this form

This form is to be used when applying for a Danish residence and work permit as an intern in one of the following areas:

- Agriculture
- Veterinary
- Forestry
- Horticulture

When applying for a residence and work permit in Denmark as an intern, the applicant and the place of internship are each required to fill out separate parts of the form. In addition, the applicant must provide the required documentation.

### How to apply

1. The place of internship **completes part 2** (sections 12-15) and **signs in section 17** (follow the instructions given in the form)
2. The place of internship attaches a copy of the approval of the place of internship
3. After completing part 2, the place of internship sends the form to the applicant (the intern)
4. The applicant **completes part 1** (sections 1-8 and 10) and **signs section 11** (follow the instructions given in the form)
5. The applicant encloses the required documentation
6. 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 can 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?

*The place of internship must submit the following document:*

- Copy of the approval of the place of internship. If applicable.
- Copy of signed employment contract, if applicable

*The intern (the applicant) must submit the following documents:*

- Documentation of paid fee
- Copy of all pages of his/her 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 education (copy of original document with authorised translation into German, English or Danish). If you are a **Ukrainian citizen**,

translated educational documents must be stamped by the educational institution that issued your original documents.

- Documentation of acceptance to a Danish agricultural programme of study (if applicable)

### Are other documents required when submitting the application?

The applicant must present his or her passport to the authorities for identification.

### Biometric features are 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 passport photos 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 SIRI.

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 a list of current fees.

If the application is submitted through an application centre, a separate service fee must be paid 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 the 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 the applicant checks the requirements on the website of the diplomatic mission before submitting his/her application.

### For more information

More information about the rules and regulations concerning Danish residence and work permits is available at [newtodenmark.dk/work](http://newtodenmark.dk/work). You can always contact SIRI if you have any questions. 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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\*) 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 of the application form.

PR1\_en\_210720

## Application for a Danish residence and work permit for agricultural, veterinary, forestry or horticultural interns

### PART 1 – to be filled out by the applicant (the intern)

#### 1. Information about fees

You will normally need to pay a fee if you submit an application for a residence permit 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 a residence and work permit for agricultural, veterinary, forestry or horticultural interns 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, during the processing of your case, you choose to withdraw your application. 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, 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 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 Danish diplomatic missions will allow you to pay the fee when you submit your application. You **cannot** pay the fee at SIRI's branch offices. Please **include documentation that you have paid the fee**, such as a receipt for payment by credit card, for transfer through a Danish internet bank or a receipt from a bank or post office.

#### As a Turkish citizen, you may be exempt from paying the fee

If you (the applicant) are a Turkish citizen and are applying for a residence and work permit for interns, you may be exempt from paying the fee. On [newtodenmark.dk/fee](http://newtodenmark.dk/fee) you can read more about who is exempt from paying the fee. If you are a Turkish citizen and believe that you are exempt from paying the fee, please tick the box next to "Applicant is exempt from paying the fee". If you do this you do not need to fill in the information required for refunding the fee. When you create a case order ID, please state that you are exempt from paying the fee. Please note: if the immigration authorities decide that you are in fact not exempt from paying the fee, your application will be rejected, which means that it will not be processed. However, if you have paid the fee and the immigration authorities decide that you are in fact exempt from paying the fee, the fee will be refunded.

#### 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

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 also need to provide the bank's address.

Please note that for a period of 180 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 180 days, your fee can be returned to the bank account specified by you below.

Account holder/recipient

Applicant

Other person/company: (name)

Danish NEM  
account

CPR number

Danish bank  
account

Name of bank

Reg. number

Account number

Foreign bank account

Account number

Name and address of account holder

Name and address of bank (incl. country)

BIC/SWIFT

IBAN

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

Date of birth (day, month, year)

CPR number (if applicable)

Personal ID (if applicable)



Country of birth

### 3. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender

Man  Woman

Do you have children?

Yes  No

Current marital status

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

Address in your home country (Street and number)

Post code, city and country

Telephone number

Email

If you are **currently in Denmark**, please state your date of entry, address, and contact information in Denmark.  
**Important:** Please inform SIRI of any change to address or other contact information.

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 three months** before the date of expiry of the passport.

Passport number

Date of expiry

Have you been to Denmark before?

Yes  No

If **yes**, please state where and when

### 5. Information about the duration of the stay

Please state how long, in months, you are applying for residence. Residence permits for internships are valid for a maximum of 18 months. If the internship is combined with studies at a Danish agricultural or technical institute, a



residence permit valid for 24 months can be issued.

Number of months that the residence permit should be valid

**18 months** from the issuing of the residence permit

Other. Please state the number of months the residence permit should be valid and the expected start date (remember to allow for a processing time of 2 months, when you state the start date)

Number of months: \_\_\_\_\_ Expected start date \_\_\_\_\_

**6. Information about acceptance at an agricultural school (if applicable)**

Are you combining your internship in Denmark with courses of study at a Danish agricultural school?

Yes  No

If **yes**, please **include documentation** of your acceptance (copy of an approved letter of acceptance)

**7. Information about the applicant's educational background and work experience**

**PLEASE COMPLETE IN CAPITAL LETTERS**

Are you currently enrolled in or have you completed an educational programme within the veterinary sciences, agriculture, forestry or horticulture which is relevant to the internship?

Yes  No

If **yes**, please state which education and when you completed it or when you expect to complete the programme.

Type \_\_\_\_\_

Completed /expected to be completed \_\_\_\_\_

Please **include documentation** (original document with authorised translation to German, English or Danish). If you are a **Ukrainian citizen**, translated educational documents must be stamped by the educational institution that issued them.

Do you have work experience with the veterinary sciences, agriculture, forestry or horticulture?

Yes  No

If **yes**, please state the employer's name and address, period and job tasks. Please **include documentation**.

The employer's name and address	Period of employment (from – to)	Brief job description
	—	
	—	
	—	

**8. Applicant's comments**

**PLEASE COMPLETE IN CAPITAL LETTERS**



## 9. Declarations and information – the applicant

### 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. Sworn declaration on job tasks and working hours

I solemnly swear that I will comply with the working hours stated in section 13 and only do job tasks, in accordance with the job tasks stated in section 14, which supplement my educational programme.

### C. 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.

### D. 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 by writing to the following address: The Danish Agency for International Recruitment and Integration (SIRI), Carl Jacobsens Vej 39, PO box 304, 2500 Valby or 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 writing to the aforementioned address (Att. Data protection officer) or 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.

**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.

Furthermore, data from SIRI's registers and the CPR register are shared with other relevant authorities or organisations via the Aliens Information Portal (Udlændingelinformationsportalen) 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 processes 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 II)
- 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.

**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.

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).

### E. Control

Your case may be selected for a control. The control 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.





10. 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 D "Information on how we process your data" in section 9 "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](http://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 or a third party to this greater extent in order to ease the processing of this application.**

11. The applicant's signature

**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 9, paragraph A-B.**

**I also confirm that I have made a decision regarding section 10 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

Did you remember everything?

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

It is therefore important that you make certain that part 1 of this form is filled out correctly and that you have included the necessary documents.

We recommend using the checklist below to verify that the application is complete and correct.

It is possible to send documents to us via our contact form at [newtodenmark.dk/SIRI-contactform](http://newtodenmark.dk/SIRI-contactform), if there are specific documents which you are unable to have ready when you submit the application. If you submit additional documents later, you must expect to wait longer before you will receive a decision.



## Checklist – part 1

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

- Documentation of paid fee, such as a receipt from a Danish internet bank or a receipt from a bank or post office
- Copy of all pages of your 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 education / training (copy of the original version with an authorised translation into German, English or Danish). In the case of **Ukrainian citizens**, translated educational documents must be stamped by the educational institution that issued your original documents
- Documentation of acceptance to a Danish agricultural programme of study (if applicable)

**It is important that you have**

- Answered all questions in part 1, (section 1-8 and section 10) and have
- signed and dated the application in section 11

## 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 passport photos. Upon arrival in Denmark, your biometric features (digital facial image and fingerprint) will be recorded.

If you send your application by post or fax 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 passport photos **within 14 days** of submitting your application. When you appear to have your biometric features recorded or to submit your passport photos, 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 or passport photos with the application. **Please note** that the processing of your application will not begin until your biometric features or passport photos are submitted.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded or when submitting your passport photos. 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. ([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 passport photos, 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 education (copy of original document with authorised translation into German, English or Danish)

Documentation of acceptance to a Danish agricultural programme of study

Other

Comments

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



## PART 2 - to be filled out by the place of internship.

12. Information about the place of internship		PLEASE COMPLETE IN CAPITAL LETTERS
The place of internship should note that the intern's average workweek may not exceed 37 hours.		
Name of company	CVR number	
Telephone number	Email address	
Main address (Street and number)	Post code and city	
Contact person	Contact person's direct phone number	
Production adress 1	Post code and city	
	P-no. (production address)	
Production adress 2	Post code and city	
	P-no. (production address)	
What is the place of internship's primary activity?		
Are there other interns working at the same location? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>yes</b> , please state the following:		
Intern 1		
Name		
Intern 2		
Name		
Intern 3		
Name		
Intern 4		
Name		
Intern 5		
Name		
Intern 6		



Name		
Intern 7		
Name		
Intern 8		
Name		
Intern 9		
Name		
Intern 10		
Name		
Has the place of internship applied to hire more interns? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>yes</b> , please state below name, date of birth and nationality of the interns:		
Name	Date of birth	Nationality
<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
Has the place of internship been approved to hire interns? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>yes</b> , please <b>include a copy of the approval</b> and provide the following information:		
Expiry date of the approval		

**13. Information about salary and terms of employment PLEASE COMPLETE IN CAPITAL LETTERS**

Length of internship (Please state the number of months the intern will be working in an internship at your place of internship)

What is the expected start date?



How is the intern's pay and work conditions to be regulated?

- The terms of employment are covered by a collective bargaining agreement between GLS-A and 3F (a collective bargaining agreement has been entered into)
- Usual salary and terms of employment conforming to current collective bargaining agreement between GLS-A and 3F (enclose signed employment contract)
- The terms of employment are covered by a collective bargaining agreement between KA and Det Faglige Hus (a collective bargaining agreement has been entered into)
- Other current collective bargaining agreement (state which agreement and enclose signed employment contract):  
\_\_\_\_\_

Will the intern be given food and / or lodging?

- Food:  Yes  No
- Lodging  Yes  No

How long is the average work week? (max. 37 hours)

## 14. Information about job tasks

The list of job tasks below is divided by trade and branch. The place of internship is asked to mark the primary job tasks the intern will be performing while working for the company.

The intern may only perform chores such as cleaning, sweeping, property maintenance, helping build new buildings, etc., if they are directly related to his / her internship, and they must make up only a small portion of the overall job responsibilities.

### Agriculture

Tasks:

- |   |  |
|---|--|
| <input type="checkbox"/> Tractor driving, Mounting and dismounting of implements on tractors    | <input type="checkbox"/> Milking, Operation of milking system, Cleaning the system |
| <input type="checkbox"/> Establishment of seed bed, Sowing, Field plans                         | <input type="checkbox"/> Reproduction, Cycle control, Mating, Insemination         |
| <input type="checkbox"/> Plant Protection, Assessment and operation of pesticides, Keep logbook | <input type="checkbox"/> Disease/health monitoring and treatment, Vaccination      |
| <input type="checkbox"/> Establishment, care and harvest of feed and sales crop                 | <input type="checkbox"/> Breeding, Follow breeding targets, Point out for breeding |
| <input type="checkbox"/> Use of electric tools, high pressure cleaner and welder                | <input type="checkbox"/> Control/production management                             |
| <input type="checkbox"/> Drilling and watering, Repairing and maintenance                       | <input type="checkbox"/> Hygiene, Clean, Disinfect, Prevention of infection        |
| <input type="checkbox"/> Feeding, Handle feed, Feeding strategy, Feeding facility               | <input type="checkbox"/> Production management, economics                          |
| <input type="checkbox"/> Assessment of feed quality, Feed samples, Structure and analyse        | <input type="checkbox"/> Other, please describe: _____                             |
| <input type="checkbox"/> Daily care, Follow work standards, Efficiency control, Data recording  | _____  |



## Outdoor horticulture / plant nursery

Tasks:

- |   |   |
|---|---|
| <input type="checkbox"/> Tractor driving with machinery               | <input type="checkbox"/> Sorting and packing of plants/crops            |
| <input type="checkbox"/> Maintenance of hand tools and instruments    | <input type="checkbox"/> Pruning of different types of plants           |
| <input type="checkbox"/> Mechanical/manual planting /potting          | <input type="checkbox"/> Crop harvest, mechanically/manually            |
| <input type="checkbox"/> Irrigation                                   | <input type="checkbox"/> Mechanical/manual planting of trees and bushes |
| <input type="checkbox"/> Mixing of nutrients / Fertiliser application | <input type="checkbox"/> Control/production management                  |
| <input type="checkbox"/> Mechanical/manual Sowing of seed             | <input type="checkbox"/> Storage and heeling in of plants               |
| <input type="checkbox"/> Propagation and establishment of plants      | <input type="checkbox"/> Storage and covering of plants in winter       |
| <input type="checkbox"/> Environment control                          | <input type="checkbox"/> Other, please describe: _____                  |
- \_\_\_\_\_

## Fruit and berry orchard

Tasks:

- |   |  |
|---|--|
| <input type="checkbox"/> Tractor driving with machinery                       | <input type="checkbox"/> Maintenance of hand tools and instruments |
| <input type="checkbox"/> Irrigation   | <input type="checkbox"/> Mechanical/manual control of weed         |
| <input type="checkbox"/> Mixing of nutrients / Fertiliser application         | <input type="checkbox"/> Grafting of fruit trees                   |
| <input type="checkbox"/> Planting of fruit trees and bushes                   | <input type="checkbox"/> Mechanical/manual fruit and berry harvest |
| <input type="checkbox"/> Fruit and berry harvest and picking                  | <input type="checkbox"/> Quality assessment of fruit and berries   |
| <input type="checkbox"/> Pruning, tying and tending of fruit trees and bushes | <input type="checkbox"/> Other, please describe: _____             |
| <input type="checkbox"/> Sorting, packing and storage of fruit and berries    |  |
- \_\_\_\_\_

## Forestry and landscape management

Tasks:

- |   |  |
|---|--|
| <input type="checkbox"/> Operation and maintenance of power chain<br>saws/strippers   | <input type="checkbox"/> Mechanical soil treatment             |
| <input type="checkbox"/> Cutting, sorting and stacking of greenery/Christmas<br>trees | <input type="checkbox"/> Mechanical/manual planting of trees   |
| <input type="checkbox"/> Loading of greenery and Christmas trees                      | <input type="checkbox"/> Use of mobile sawmill                 |
| <input type="checkbox"/> Hedge planting   | <input type="checkbox"/> Maintenance of streams and water hole |
| <input type="checkbox"/> Ditch cleaning   | <input type="checkbox"/> Prevention of forest fire             |
| <input type="checkbox"/> Felling of trees   | <input type="checkbox"/> Forest and nature management          |
|   | <input type="checkbox"/> Other, please describe: _____         |
- \_\_\_\_\_

**15. Comments' section****PLEASE COMPLETE IN CAPITAL LETTERS****16. Declarations and information– place of internship****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 information.

**B. Sworn declaration on job tasks and working hours**

I solemnly swear that the place of internship will comply with the applicant's working hours as stated in section 13 and that the applicant will only do job tasks in accordance with the job tasks stated in section 14.

**C. Information about the requirement that you provide the necessary information**

You can be required to provide the information necessary to decide whether the applicant can be granted a permit. If you do not provide this information, it may mean that the applicant will not be granted a permit.

**D. Information on how we process your personal data as the contact person**

SIRI is obliged to inform you how we process your data (if you are the contact person or own a one-person business) 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 by writing to the following address: The Danish Agency for International Recruitment and Integration (SIRI), Njalsgade 72 A, PO box 2000, 2300 Copenhagen S or through our contact form on [newtodenmark.dk/SIRI-contactform](http://newtodenmark.dk/SIRI-contactform).

**Data protection officer**

You can contact our data protection officer by writing to the aforementioned address (Att. Data protection officer) or by using our contact form at [newtodenmark.dk/SIRI-contactform](http://newtodenmark.dk/SIRI-contactform). You can read more about SIRI as data controller and about SIRI's data protection officer on [newtodenmark.dk/personaldata](http://newtodenmark.dk/personaldata).

**Purpose and legal basis**

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

- to process this 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 applicant's 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 the Danish Agency for International Recruitment and Integration 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 the 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 from the applicant to extend his or her residence permit or for a new residence and/or work permit in Denmark.

**We process the following types of data about you**

- General personal data, such as: information about your name, contact information and information about your position at the company

**We can pass on your data to the following recipients**

SIRI can pass on your information to others, and we for example pass on information to the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, the Immigration Appeals Board, the Ministry of Immigration and Integration, the Danish Immigration Service, the Danish Parliament and the Ministry of Foreign Affairs of Denmark.

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

**What is the origin of the information we process about you?**

The data that SIRI processes about you, have been provided by you in this application form. We will also process data you or the applicant may submit to the case later.

**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 the applicant's 'lifecycle' – i.e. his or her entire life.

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. Verification and spot-checks

The case may be selected for a control. The control aims to verify the following:

- The accuracy of the information given.
- Whether the conditions for a residence and/or work permit if such is granted, continue to be met.
- If a foreign national is being employed without the necessary work permit or in contradiction to the conditions pertaining to the work 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 the Danish Customs and Tax Administration.
- Contacting third parties, such as the foreign national.
- Turning up in person at the workplace.
- Using information registered by the employer about the foreign national's employment.

You may be asked to supply additional information as part of the verification and spot-check process.

## 17. Signature – the place of internship

**By signing below, I confirm on behalf of the place of internship that the information I have given in this form is correct and that I have read and that the place of internship has accepted the terms laid out in section 16, paragraph A-B.**

Date and place

Signature

## Did you remember everything?

If the application for a Danish residence permit is correctly filled out 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 – part 2

**Before the form is sent to the applicant, please ensure that you have enclosed**

- copy of the approval of the place of internship
- copy of employment contract signed by the place of internship and the intern, if applicable

**It is important that the you have**

- answered all questions in part 2 (section 12-15) and has
- signed and dated the application in section 17.