



# Application form

ST4\_en\_260623

## Application for a full time work permit for an internship as part of a study programme

### Uses

This form is to be used by students enrolled in a **higher educational programme** in Denmark who wish to apply for a full-time work permit for an internship as part of the study programme.

The internship must be part of the study programme or award you with ECTS credit points transferable to the study programme. It is also a requirement that the place of internship must be recognised by the educational institution.

The educational institution in Denmark and the applicant 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 educational institution **completes part 2** of the form and **signs in section 10** (following the instructions given)
2. The applicant **completes part 1** of the form and **signs in section 6** (following the instructions given)
3. The applicant encloses the required documentation (see below)
4. The applicant submits the application in one of SIRI's branch offices.

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

### Which documents are required?

- Copy of all pages of the applicant's passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required)
- Copy of internship contract signed by both the student (the applicant) and the place of internship. The contract must contain a description of the student's work tasks.

The work permit will be issued in the form of a letter. This letter serves as documentation that the student has been granted a full-time work permit for an internship as part of a study programme.

### Biometric data

It is not necessary to have your biometric features recorded since you will not receive a new residence card.

### Fee

There is no fee for submitting the application.

### For more information

More information about the regulations for Danish residence and work permits and how to fill out the application is available at [newtodenmark.dk/study](http://newtodenmark.dk/study). You can always contact SIRI if you have any questions in general or 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

#### Enclosed:

Copy of passport (all pages including front page. If the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required)

Other:

Internship contract

**Please note** that you do not need to have your biometric data recorded nor pay a fee. Therefore you do not need to create a case order id

Comments:



## Part 1 – to be filled out by the applicant (the student)

1. The applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Surname		
Given name(s)		
Nationality		
CPR-no. (or date of birth, date, month, year)	Personal ID	
Address in Denmark (street and number)	Postal code and city	
Phone number	Email	
<b>Important:</b> Please inform SIRI of any change to address or other contact information.		

2. Information about the applicant's passport		PLEASE COMPLETE IN CAPITAL LETTERS
Information about your passport		
Passport number	Date of expiry	

3. Applicant's comments		PLEASE COMPLETE IN CAPITAL LETTERS

4. Sworn declaration - applicant	
<p><b>A. Sworn declaration that I have given correct information</b> 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:</p> <ul style="list-style-type: none"> <li>• My residence permit can be revoked.</li> <li>• Fine or imprisonment of up to two years.</li> <li>• I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false information.</li> </ul>	
<p><b>B. Information about your duty to provide the necessary information</b> It is your duty to provide the information necessary to decide whether you can be granted a permit. If you do not</p>	

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 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.

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 (Udlændingeflytningssportalen) 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 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 fingerprints 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 [datatilsynet.dk](https://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 [datatilsynet.dk](https://datatilsynet.dk).

#### **D. Verification and spot-checks**

Your case may be selected for a spot-check. The spot-check aims to verify the following:

- The accuracy of the information you have given.
- Whether you meet the conditions for a residence and/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 (eIncome).
- 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 about employment registered by the employer (in a so-called digital logbook). The Danish Agency for International Recruitment and Integration, the Danish Tax Agency, The Danish Agency for Labour Market and Recruitment as well as municipal councils can impose the use of digital logbooks on employers.

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

## 5. Consent to let SIRI share information from my case with my sponsor

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 4 "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 (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with your sponsor, 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. 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 to this greater extent in order to ease the processing of this application.**

## 6. Signature - 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 4, paragraph A.**

**I also confirm that I have made a decision regarding section 5 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 Buildings and Housing Register (BBR), the Central Business Register (CVR) and the Income Register (eIncome).**

Date and place

Signature



## Part 2 – to be completed by the educational institution

### 7. Information about the educational institution in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name of the educational institution		Cvr.no.	
Name of department/institute			
Address (street and number)		Postal code and city	
Contact person (name)	Phone number	Email	

### 8. Information about the educational programme in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name of programme (course)			
Level of the programme (educational level)			
Period of internship:			
From (date, month, year)	_____	until (date, month, year)	_____
Is the internship an obligatory part of the study programme?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the internship be awarded with ECTS credit points transferable to the study programme?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the internship been approved by the educational institution?			<input type="checkbox"/> Yes <input type="checkbox"/> No

### 9. Information about the place of internship in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name of the place of internship		CVR.no.	
Address (street and number)		Postal code and city	
Phone number		Email	

**Please note:** A copy of the contract between the student and the place of internship including a description of the student's work tasks. The contract must be signed by both the student and the place of internship.

### 10. Declaration and information – educational institution

#### 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 statement by the employer regarding occupational health legislation if the employee is under 18**

I solemnly swear that I, as an employer, comply fully with occupational health legislation.

**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 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 give to SIRI is collected and used:

- to process this application for residence and/or work in Denmark.
- in any later applications from the applicant for extension or for a new residence and/or work permit in Denmark.
- for verification and spot checks regarding the applicants residence and or work.

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

You can be required to provide the information necessary to decide whether the applicant can be granted a Danish residence permit.

The information you give or have given in connection with the application will be registered in the registers of the 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 apply 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 job at the educational institution.

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

SIRI can pass on your information to others, and we can 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, and the Danish Agency for Labour Market and Recruitment (STAR).

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 and (if you are a one-man business) from the Central Business Register (CVR). 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 and when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization, and in cases concerning any potential family members of the applicant. In practice this means that, SIRI will store your data for the period of your 'lifecycle' – i.e. your entire life.

Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archive 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 request will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations that 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 are inaccurate. In specific situations, you have the right to have your data erased. As a rule, information can only be erased, if they are 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 [datatilsynet.dk](https://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 [datatilsynet.dk](https://datatilsynet.dk).

### **D. Verification and spot-checks**

The case may be selected for a spot-check. The spot-check 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 income register (eIncome).
- 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 (eIncome).
- Contacting other authorities, such as the Danish Customs and Tax Administration.
- Contacting third parties
- Contacting the foreign national.
- Turning up in person at the workplace.
- Using information about employment registered by the employer (in a so-called digital logbook). The Danish Agency for International Recruitment and Integration, the Danish Tax Agency, The Danish Agency for Labour Market and Recruitment as well as municipal councils can impose the use of digital logbooks on employers.

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

## 11. Signature – educational institution

**The official contact person at the educational institution must sign the application form.**

**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 10, paragraph A.**

Date and place

Educational institution's stamp

Signature