



Application form

ST8_en_140125

Application for a residence and work permit based on educational attachment or change of education

What can you use this form for?

You can use this form to apply for a residence and work permit in Denmark based on educational attachment or change of education.

You can be granted a residence and work permit if you are a foreign national who is enrolled at a full-time education in Denmark that that may lead you to a job function that can form the basis for a residence permit under the Positive List for Skilled Work or the Positive List for People with a Higher Education.

How to apply

1. **Complete the application form** (section 1-9) and **sign in section 14** (follow the instructions in the form)
2. Attach the necessary documents
3. Submit the application in Denmark at one of SIRI's branch offices

On newtodenmark.dk you can find more information about who can submit an application in Denmark.

Which documents are required?

If you are to study at a **higher educational programme** or at a **vocational training**, you must attach the following documents:

- Documentation of paid fee
- Copy of all pages of your passport, including the empty pages and the front and back cover of the passport
- Documentation of enrolment at the place of education

Are other documents required when you submit the application?

Yes, when submitting your application in person, you must present your original passport to the authorities for identification.

Does it cost anything to submit an application?

Yes, you will normally need to pay a fee in order to get the application processed by the Danish Agency for International Recruitment and Integration (SIRI).

You can read more about the fees in section 1 of this form or on newtodenmark.dk/fee where you can also see a list of current fees.

For more information

You can find more information about the regulations for residence and work permits in Denmark on newtodenmark.dk.

If you have any questions, you can always contact SIRI. You can find our contact information on newtodenmark.dk/contact-SIRI.

Please note: If you are under the age of 18, you must include a declaration signed by both your parents showing that they allow your stay in Denmark. You must also attach documentation of who your custody holders are, e.g. by submitting a copy of your birth certificate along with a copy of the data page of your parents' passport. Furthermore, your place of education in Denmark must declare that it will ensure that you will have proper residence and study conditions in Denmark.

Please note that documents not written in Danish, English, German, Norwegian or Swedish must be submitted along with a certified translation in one of these languages.

Biometric features required on residence cards

You must have your biometric features recorded (digital facial image and fingerprints) when you submit your application. Your biometric features will be recorded with the purpose of storing them on a chip on your residence card.

You can have your biometric features recorded at one of SIRI's branch offices. You must have your biometric features recorded no later than 14 days after you have submitted your application for a residence and work permit.

You can find a list of SIRI's branch offices, as well as information on how to book an appointment for having your biometric features recorded on newtodenmark.dk/contact-siri.

You can read more about biometric features on residence cards on the last page of the form and on newtodenmark.dk/residencecard.



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 1.1 of the application form.

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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.

1.1 Case order ID

Please state your (the applicant's) **case order ID**. The case order ID you state below must be identical to the case order ID stated when paying the fee. Please include documentation that you have paid the fee. If you believe that you are exempt from paying the fee, please enter your case order ID and tick the box next to 'The applicant is exempt from paying the fee'.

Case order ID	<input type="checkbox"/> The applicant is exempt from paying the fee
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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 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, for instance, also need to provide the bank's address.

Please note that, if you originally paid the fee with Dankort or credit card, for a period of 365 days from the date of payment, the fee can only be refunded to that same Dankort or credit card. After this period, your fee can be returned to the bank account specified by you below.

Account holder/recipient

☐ Applicant

☐ Other person/company: (name)

☐ Danish NEM account (NEM-konto) 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

2. The applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Surname	Former surname (if applicable)	
Given name(s)		
Nationality	Former nationality (if applicable)	
Date of birth (day, month, year)	Danish CPR number (if applicable)	
Personal ID (if applicable)		
Country of birth		

3. Reason for application	PLEASE COMPLETE IN CAPITAL LETTERS
Which is the reason for your application?	
<input type="checkbox"/> I am applying for a residence permit based on educational attachment	
<input type="checkbox"/> I already have a residence permit based on educational attachment, but I am applying for a new residence permit based on change of education	

4. Information about the applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Current marital status <input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Registered partner <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/> Dissolved registered partnership		
Your current address (Street and number)	Postal code, city and country	
Telephone number	Email address	
Important: Please inform SIRI of any change that may happen to your address or other types of contact information.		


5. 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 (date, month, year)
Previous grounds for residence in Denmark:	
Grounds for residence	Validity period of grounds for residence (day, month, year)

6. Information about the applicant's educational background
PLEASE COMPLETE IN CAPITAL LETTERS

<input type="checkbox"/> Primary and lower secondary school	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Upper secondary school	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Higher education	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Knowledge of languages	Native language	Second language
	Other languages	

Other schooling, work experience, qualifications, skills, practical experience, etc.

Previous employment (please state employer's name and address)	Period of employment	Brief job description
	—	
	—	
	—	
	—	

7. Information about the educational institution
PLEASE COMPLETE IN CAPITAL LETTERS

Name of the educational institution	CVR number of the educational institution
The educational institution's address	

The contact person at the educational institution

8. Information about the educational programme

PLEASE COMPLETE IN CAPITAL LETTERS

Name of the educational programme

Level of the educational programme

Type of educational programme

☐ Vocational training ☐ Higher education ☐ PhD studies ☐ Other

During what period will you be enrolled at the educational programme?

From (day, month, year)

to (day, month, year)

Are there one or more mandatory internships at the educational programme?

☐ Yes ☐ No

If yes, please inform us of the full length of the internships (in number of weeks).

9. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

10. 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.

Data protection officer

You can contact our data protection officer by using our contact form at newtodenmark.dk/SIRI-contactform. You can read more about SIRI as data controller and about SIRI's data protection officer on 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 Return Agency, 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 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 Central Business Register (CVR), the Income Register (eIncome), the Buildings and Housing Register (BBR), the Central Crime Register (KR), the Central Passport Register and the Schengen Information System (SIS)
- other authorities, such as: municipal authorities, the Criminal Register (the police), 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 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.

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 Buildings and Housing 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.

11. Consent to let SIRI share information from my case with the educational institution

When necessary in order to process your application or as part of later verification and spot check procedures of your stay in Denmark, SIRI will, without your consent, share information about you with the educational institution you are enrolled at. 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 10 "Declarations and information".

However, it will sometimes ease the processing of your case if SIRI to a greater extent can share information about your personal circumstances with the educational institution (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with the educational institution, 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 the educational institution. 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.

(tick off)

☐ **I hereby consent to let the Danish Agency for International Recruitment and Integration (SIRI) share information about me with the educational institution to this greater extent in order to ease the processing of this application.**

12. 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 10, paragraph A.

I also confirm that I have made a decision regarding section 11 on consent to share information with the

educational institution.

I also confirm that I have made a decision regarding section 12 on consent to let SIRI collect information from the Criminal Register (the police).

Finally, I also confirm that I have made a decision regarding section 13 on the sworn declaration regarding the Criminal Code.

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

Did you remember everything?

If your application for a Danish residence permit is correctly filled out and contains the required documents, we can process your case faster.

It is therefore important that you make sure that the form is filled out correctly and that you have included the necessary documents before submitting your application.

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

It is possible to send documents through our contact form at newtodenmark.dk/SIRI-contactform, if there are specific documents which you are unable to have ready when you submit the application. It is important that you know that the service goal is calculated from the date when we have received all necessary documents. If you submit additional documents later, you must therefore expect to wait longer before you will receive a decision.

Checklist

Before submitting the application, please ensure that you have included the following documents (please tick the boxes):

- ☐ Documentation of paid fee, such as a receipt for payment with credit card, for transfer through a Danish internet bank or a receipt from a bank.
- ☐ Copy of all pages of your passport, including all empty pages and the passport's front and back cover
- ☐ Documentation of admission to an educational institution in Denmark.

If you are under the age of 18 and wish to study at a **higher education** or **vocational training**, you must also attach:

- ☐ Declaration from the school that it will ensure that you will have proper residence and study conditions in Denmark.
- ☐ Declaration from your parents allowing you to study in Denmark. The declaration must be signed by both of your parents
- ☐ Documentation of who has custody of you, e.g. a copy of the data page in your parents' passports.

It is also important that you have

- ☐ answered all questions in sections 1-9,
- ☐ signed and dated the application in section 14.

Biometric features required on residence cards

You must have your biometric features recorded (digital facial image and fingerprints) when you submit your application.



You can have your biometric features recorded at one of SIRI's branch offices. You can find a list of SIRI's branch offices, as well as information on how to book an appointment for having your biometric features recorded on newtodenmark.dk/contact-SIRI.

You must have your biometric features recorded **no later than 14 days** after you have submitted your application for a residence and work permit.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded. 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.

Please note that SIRI will not begin processing your application until your biometric features are submitted.

If you do not agree to have your biometric features recorded in connection with the application being submitted in Denmark, your application will be **rejected**. However, if you are not physically capable of providing fingerprints, you will not be required to do so.

You can read more about residence cards with biometric features at 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 admission to an educational institution in Denmark.

☐ If under 18: Declaration from the school, copy of the data page in the parents' passports and declaration of consent.

☐ Other

☐ Carried out interview with the applicant

Comments

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