



Application form

PHD1_en_011115

Application for a residence and work permit for PhD students

Using this form

This form is to be used when applying for a Danish residence and work permit as a PhD student.

A residence and work permit can be issued to a foreign national accepted as a PhD student by a Danish educational institution. In the form we distinguish between **PhD students who receive a salary** from the educational institution or a company affiliated to the PhD programme and **PhD students who do not receive a salary**.

When applying for a residence and work permit in Denmark as a PhD student, the Danish educational institution 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** (sections 10-14) and **signs in section 15** (follow the instructions given in the form).
2. After completing part 2, the educational institution sends the form to the applicant (the PhD student).
3. The applicant **completes part 1** (sections 1-7) and **signs section 9** (follow the instructions given in the form).
4. The applicant encloses the required documentation.
5. 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 the Citizen Centre of the Danish Agency for International Recruitment and Integration. If the applicant lives outside the Greater Copenhagen area, he or she can also submit the application at a local police station.

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

Which documents are required?

- Documentation of paid fee
- Copy of passport (all pages including front page)
- Letter of admission from the educational institution
- Employment contract or offer of employment (only if the applicant will **receive a salary** from the educational institution or a company affiliated to the PhD programme)
- Documentation that the applicant can support him- or herself during the stay in Denmark (only if the applicant **does not receive a salary**)

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

Are other documents required when submitting the application?

The applicant must present his or her 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. 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 the current fees.

If the applicant submits his or her application to a Danish diplomatic mission (embassy or consulate general) he or she will normally have to pay an additional fee. The fee can vary in price. The individual diplomatic mission can also make further requests such as extra passport photos or duplicate copies of the application. We recommend that the applicant checks with the requirements on the website of the diplomatic mission in his or her country before the application is submitted.

For more information

More information about the rules and regulations concerning Danish residence and work permits is available at newtodenmark.dk. If you have any questions, you are always welcome to contact us and receive information about the rules and regulations or guidance on how to complete the application form (see contact information at the bottom of this page).

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 facial images in connection with the application being submitted. Once you arrive in Denmark, your biometric features will be recorded.

Read more about biometric residence cards on the last page of this form and at newtodenmark.dk/residencecard.



For official use only

Date received	Received by (name)	Authority (stamp)	Personal ID	Case order ID*

*) 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.

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Application for a residence and work permit for PhD students

PART 1 – to be filled out by the applicant

1. Information about fees

In order for your application to be processed, you must pay a case processing fee. The fee will cover the processing of your case and will not be refunded if your application is turned down, or if you withdraw your application. The fee must be paid by the time we receive your application.

The fee is regulated annually on 1 January. Please make sure to create your Case Order ID and pay the fee in the same calendar year that you submit your application. If you pay the fee one calendar year (before 1 January), but submit your application the following calendar year (after 1 January), you will have paid too little.

You can find further information about current fees, how to create a Case Order ID and how to pay the fee at newtodenmark.dk/fee.

To pay the fee you must:

1. Create a Case Order ID.
2. Pay the fee.

Please enter the Case Order ID in this form, and remember to attach documentation that the fee has been paid.

How do I pay the fee?

You can pay the fee in several ways, for example, using a Danish debit card (Dankort), credit card, a Danish internet bank or a foreign bank. You can choose how you wish to pay, and see which information is required when paying the fee at newtodenmark.dk/fee.

Please note: If you pay the fee using a Danish internet bank or foreign bank, make sure to submit the Case Order ID together with the payment. You cannot pay the fee in connection with submitting your application in person. However, at certain embassies this is possible. Find more information at nyidanmark.dk/en-us/coming_to_dk/fee/about_fees/list_of_places.htm.

Who is exempt from paying the fee?

Certain case categories are exempt from paying the fee. There may also be specific instances where an application can be submitted without paying the fee even though a fee is normally required. You can read more about who is exempt from paying the fee nyidanmark.dk/en-us/coming_to_dk/fee/about_fees/about_fees.htm. If you believe that you (the applicant) are exempt from paying the fee, please tick the box 'Applicant is exempt from paying the fee' in the field above. 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 we 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 we decide that you are in fact exempt from paying the fee, the fee will be refunded to you.

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 enter the information required for refunding the fee below. 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 (NEM-konto) CPR number

Danish bank account Name of bank Reg. number. Account number

Foreign bank account Account information (account number/BIC/SWIFT/IBAN)

Additional information (bank address, account holder's address, etc.)

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 Former nationality (if applicable)

Date of birth (day, month, year) Danish CPR number (if applicable)

Personal ID (if applicable)

Country of birth

3. Information about the applicant

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Gender Male Female Do you have children? Yes No

Current marital status

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

Your address in your home country (Street and number) Postal code, city and country



Telephone number	Mobile phone number
Email address	
<p>If you are currently in Denmark, please state your date of entry, address, and contact information in Denmark. Please note: if you state an address in Denmark, and the immigration authorities verify your identity when you submit your application, the decision about whether your application has been approved will be sent to your Danish address. If you have stated an address in Denmark, but the immigration authorities have yet to verify your identity, you will be asked to appear at a police station or the Citizen Centre of the Danish Agency for International Recruitment and Integration when a decision about your application is ready.</p> <p>Important: Please inform the Danish Agency for International Recruitment and Integration of any change to address or other contact information.</p>	
Date of entry into Denmark	
Address in Denmark (Street and number)	Post code and city
C/o (name)	Telephone number
Mobile phone number	Email address

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? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please state where and when _____ _____	

5. Information about the applicant's educational background

PLEASE COMPLETE IN CAPITAL LETTERS

<input type="checkbox"/> Higher education	Number of years	Completed? <input type="checkbox"/> No <input type="checkbox"/> Yes
Academic title		
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 (from – until)	Brief job description
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6. Information about the applicant financial status

Below we ask some questions about your financial status during your stay in Denmark. If you do not receive a salary from a Danish educational institution or a company affiliated to the PhD programme, you must **enclose documentation** that you are able to support yourself during your stay in Denmark (e.g. a bank statement in your own name, documentation for a grant or scholarship or pay slips from your home institution). Read more at newtodenmark.dk about supporting yourself.

Do you receive a salary from a Danish educational institution or a company affiliated to the the PhD programme during your stay in Denmark? Yes No

If **yes**, you must enclose an employment contract or offer of employment.

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

Salary from your home institution

Grant, scholarship or research funds

Other, including own funds _____

Amount available per month (DKK)

If you are to **pay a tuition fee** to the educational institution in Denmark and have paid the full amount for the first semester of your PhD programme, you do **not** need to enclose documentation that you are able to support yourself.

Are you to pay a tuition fee to the educational institution in Denmark yourself? Yes No

Has the tuition fee been paid in full (first semester as a minimum)? Yes No

7. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

8. Sworn declarations – applicant

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 or incomplete information.

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

I consent to letting the Danish Agency for International Recruitment and Integration (SIRI) obtain and pass on information about my private affairs for the purpose of enabling them to process my application. Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities.

Such information includes:

- Verification that the documents submitted with my application are genuine.
- My family relations.
- Any previous criminal proceedings against me.

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

C. Declaration that I consent to allowing information about me to be passed on to my reference

I hereby consent to allowing SIRI to pass on information about me, including personal information, to my reference (e.g. employer, educational institution, au-pair host) or his/her representative, if necessary for processing this application. I also consent to allowing SIRI to obtain information about me, including personal information, from my reference or his/her representative, if necessary for processing this application.

D. Notification that information can be passed on to Danish intelligence agencies and the Danish prosecuting authority

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority. This process can be initiated by SIRI, Danish intelligence agencies or the Danish public prosecutor.

The prosecuting authority will be able to use the information to evaluate whether there are grounds for prosecuting you for crimes committed in or outside Denmark, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

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

SIRI is permitted to give certain information to the municipality (kommune) in which you settle if you receive a residence permit.

Such information includes:

- The grounds for issuing you a residence permit.

The municipality will be informed if:

- Your residence permit is revoked or not extended.
- Your residence permit lapses at some point in the future.
- You are granted a permanent residence permit.

F. Notification that Danish authorities have registered information about you and your affairs

The information you supply or have supplied in connection with your application for a residence and work permit will be registered in SIRI's registers. The same holds true for any information you give in conjunction with an application to extend your residence permit.

If you receive a residence permit and take up residence in Denmark, it will be registered in the Civil Registration System (CPR). The CPR Register is a computerised register maintained by the Ministry of Economic Affairs and the Interior.

The information in SIRI's registers and the CPR register will be used to answer questions relating to your residence in Denmark. Public administration authorities (record keeping), the police (record keeping and verification) and the Immigration Appeals Board (reviewing complaints) will have access to the information about you contained in SIRI's registers and the CPR register.

Other authorities or organisations will receive information about you from SIRI's registers and the CPR register if they require the information to address questions relating to your residence in Denmark.

You are obligated to provide the information necessary for deciding whether you are eligible for a Danish residence permit. You are entitled to access information about yourself in SIRI's registers, and you are entitled to object to any information which you believe to be incorrect. Contact the Danish Agency for International Recruitment and Integration, Njalsgade 72A, PO box 2000, DK-2300 Copenhagen S, if we are to correct, delete or block information, which proves to be incorrect.

The fingerprints recorded for use on your residence card will be deleted from SIRI's registers no later than 90 days after your residence card has been issued or your application has been turned down.

G. Verification and spot-checks

Your case can 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 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 CPR register
- Comparing information contained in SIRI registries with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry
- 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 process.

9. 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 A-C.

I understand that the information I have given or will be giving will be registered in the Danish Agency for International Recruitment and Integration's registers and that the information contained in the registers of the Danish Agency for International Recruitment and Integration and the Danish Immigration Service can be compared with records held by the Central Office of Civil Registration (CPR), the Buildings and Housing Registry (BBR) and the Income Registry (eIndkomst).

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 certain that part 1 of the forms is filled out correctly and that you have included the necessary documents before submitting your application.

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

Checklist – part 1

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

- Documentation of paid fee.
- Copy of passport (all pages including the front page).
- Letter of admission from the educational institution.

If you **receive a salary** from a Danish educational institution or a company affiliated to the PhD programme, you must also include:

- Employment contract or offer of employment.

If you **do not receive a salary** from a Danish educational institution or a company affiliated to the PhD programme, you must also include:

- Documentation that you can support yourself financially while in Denmark (e.g. pay slips from your home institution, a bank statement in your own name or documentation for a grant or scholarship).

It is important that you have

- answered all questions in part 1 (sections 1-7),



signed and dated the application in section 9.

Biometric features required on residence cards

If you submit your application in Denmark or in a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded.

If you submit your application at the diplomatic mission of a country with which Denmark has a representation agreement, you must appear in person to submit two facial images. Upon arrival in Denmark, your biometric features (digital facial image and fingerprint) will be recorded.

If you send your application 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 facial images **within 14 days** of submitting your application. When you appear to have your biometric features recorded or to submit your facial images, please remember to bring a photocopy of the first three pages of your completed application form. This will allow the immigration authorities to match your biometric features with the application. **Please note** that the processing of your application will not begin until your biometric features are submitted.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded or when submitting your facial images. In addition to your biometric features, your signature will also be recorded. Facial images and fingerprints are stored on a microchip embedded in the residence card.

Biometric features can be recorded at the Citizen Centre of the Danish Agency for International Recruitment and Integration. If you live outside Greater Copenhagen, your biometric features can also be recorded at some police stations. A list of the police stations capable of recording biometric features can be found at newtodenmark.dk/residencecard. If you live abroad, the website of the Danish Ministry of Foreign Affairs contains a list of embassies and consulates, as well as Danish representation agreements with other countries' diplomatic missions (um.dk).

If you do not agree to have your biometric features recorded in connection with the application being submitted in Denmark or at a Danish diplomatic mission, your application will be **rejected**. If the application is submitted at another country's diplomatic mission with which Denmark has a representation agreement, and you do not submit two facial images, it will likewise be rejected. If you are not physically capable of providing fingerprints, you will not be required to do so.

Read more about residence cards and biometric features at newtodenmark.dk/residencecard.

For official use only – Comments and forwarding endorsements

Names and passport information in compliance with shown documentation of identity

Enclosed:

Documentation of paid fee

Copy of passport

Letter of admission

employment contract or offer of employment

Documentation that the applicant can support him- or herself financially

Other

Comments

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

PART 2 - to be filled out by the educational institution

10. 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)		Post code and city	
Telephone number		Email address	
Contact person 1 (name)	Mobile or direct phone number	Email address	
Contact person 2 (name)	Mobile or direct phone number	Email address	
Contact person 3 (name)	Mobile or direct phone number	Email address	

11. Information about the PhD programme in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name of PhD programme	
Prescribed period of study (does not include defence of the PhD thesis)	
From (day, month, year) _____	to (day, month, year) _____

12. Information about the applicant's relation to the educational institution

The applicant is admitted to the educational institution as

PhD student, who receives a salary from the educational institution or a company affiliated to the PhD programme according to salary and employment terms which correspond to Danish standards (complete section 12.A)

PhD student, who does not receive a salary (complete the section below and section. 12.B)

Only to be completed, if the applicant is a PhD student, who does not receive a salary.

Non-fee-paying full-degree PhD student

Non-fee-paying guest PhD student

Fee-paying full-degree PhD student

Fee-paying guest PhD student

If the applicant is a **fee-paying PhD student**, please inform us below whether the tuition fee for the first semester as a minimum has been paid.

The Danish educational institution's tuition fee per semester (DKK, EUR or USD)

_____ DKK EUR USD

Has the tuition fee been paid (first semester as a minimum)?

Yes

No

12.A Information about the applicant's salary

Only to be completed, if the applicant is a PhD student, who receives a salary from the educational institution or a company affiliated to the PhD programme.

Who pays the applicant's salary?

- The educational institution
- A company affiliated to the PhD programme

Gross monthly salary (incl. pension)

Salary from the educational institution or a company affiliated to the PhD programme.

Gross monthly salary (incl. pension) _____ DKK per month

> Go to section 13

12.B Information about the applicant's financial status

Only to be completed, if the applicant is a PhD student, who does not receive a salary from the educational institution or a company affiliated to the PhD programme.

How will the applicant finance his or her stay in Denmark?

- Applicant's own funds
- Salary from home institution
- Grant, scholarship or research funds

Will the applicant receive a grant or scholarship from the educational institution in Denmark? Yes No

If **yes**, the educational institution must state the amount (DKK, EUR el. USD) per semester.

_____ DKK EUR USD

13. The applicant (the PhD student)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname

Given name(s)

Date of birth (day, month, year)

14. Sworn declarations – when the educational institution is also the employer

A. Sworn declaration of correctness

I solemnly swear that the information I have given in this application is correct and complete. If the information is found to be false or incomplete, I am subject to the following penalties:

- Fine or imprisonment of up to two years.
- I can be required by law to repay the expenses incurred by the Danish state as a consequence of the false or incomplete information.

B. Verification and spot-checks

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

- The accuracy of the information given.
- If the conditions for the residence and 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 registry.
- Comparison of information contained in SIRI registries with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry.
- Contacting other authorities, such as the Danish Customs and Tax Administration (SKAT).
- Contacting a third party, e.g. the foreign national.
- Turning up in person at the workplace.
- Utilization of information registered by the employer about the foreign national's employment.

In connection with the spot check, you can be requested to provide further information.

15. Signature – the educational institution

By signing below, I confirm on behalf of the above mentioned company that the information I have given in this form is correct and that the company has accepted the terms laid out in section A.

Date and place

Official stamp of the educational institution

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 before forwarding it to the applicant.

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

Checklist – the educational institution

Before the form is sent to the applicant, please ensure that the educational institution has:

- Answered all questions in part 2 (sections 10-13) and has
- signed and dated the application in section 15.