



# Application form

GR1\_en\_011115

## Application for residence and work permit under the Greencard scheme

### Uses

This form is to be used when applying for a residence and work permit in Denmark under the Greencard scheme.

Your application will be graded using a system that assigns points based on three criteria:

- Educational level and specialization
- language skills
- adaptability.

In order to qualify for a residence and work permit issued under the Greencard scheme, you must attain a minimum of 100 points. Read about the point system at [newtodenmark.dk/greencard](http://newtodenmark.dk/greencard).

Do not use this form if you are currently enrolled in a **higher educational program** in Denmark and would like to extend your residence permit in order to seek a job after graduation. You can find more information on job seeking for students who complete a higher educational program in Denmark and on the Establishment card on [newtodenmark.dk](http://newtodenmark.dk).

This form is for use by citizens of **non-EU/EEA countries**. Please refer to [newtodenmark.dk/eu](http://newtodenmark.dk/eu) for further information about the rules for citizens of EU countries.

### How to apply

1. Complete and sign this form (follow the instructions given in the form)
2. Enclose the required documentation (listed below)
3. Submit the application to a Danish diplomatic mission in the country in which you live. If you are a legal resident of Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done at the Citizen Centre of the Danish Agency for International Recruitment and Integration. If you live outside the Greater Copenhagen area, you can also submit the application at the local police station

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

### Required documents

Please enclose the following documents:

- Documentation of paid fee
- A copy of your passport (including the cover and all pages containing information)
- Documentation of all higher education from your bachelor onwards (diplomas and transcripts)
- Declaration from your educational institution confirming the authenticity of your educational documents (should not be enclosed if the education is Danish)
- Documentation of work experience in an EU/EEA country or Switzerland
- Documentation of passed recognized language tests

- Documentation that you can support yourself during your first year in Denmark. You can read more about the financial requirements on [newtodenmark.dk/greencard](http://newtodenmark.dk/greencard).

### Original documents must be shown to a Danish official

Colour copies of foreign educational documents (such as diplomas, transcripts and other statements issued by educational institutions) must be submitted with your application. The original documents must be presented at the Danish embassy, police or the Danish Agency for International Recruitment and Integration's main office when submitting your application, where they will be used to certify that the copies are authentic. When processing your application we may require you to send us your original educational documents.

**Please also** note that Pakistani educational documents must be stamped by the Higher Educational Commission.

### Rejection of your application

An application for a residence permit under the greencard scheme can be rejected if the application does not include the information or documentation necessary to process the case.

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

Yes, you must present your passport to the immigration authorities.

**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.

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

If you submit your application to a Danish diplomatic mission (embassy or consulate general) you will normally have to pay a fee. The fee can vary in price. The individual diplomatic mission can also make further demands such as extra passport photos or duplicate copies of the application. We recommend that you check with the requirements on the website of the diplomatic mission in your country before the application is submitted.

### 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](http://newtodenmark.dk). You can also contact the Danish Agency for International Recruitment and Integration in writing, by telephone, or in person at our office.



## **Biometric features required on residence cards**

If you reside in Denmark or a country where Denmark has a diplomatic mission, you must appear in person to have your biometric features (digital facial image and fingerprints) recorded for use in your residence card. Your biometric features must be recorded in connection with the application being submitted.

If you reside in a country where Denmark has a representation agreement with another country's diplomatic mission, you must appear in person and submit two facial images in connection with the application being submitted. Once you arrive in Denmark, your biometric features will be recorded.

Read more about biometric residence cards on the last page of this form and at [newtodenmark.dk/residencecard](https://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 0 of the application form.

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## Application for residence and work permit under the Greencard scheme

### 1. Information about fees

You will normally need to pay a fee if you submit an application for a residence permit, for an extension of a residence permit, or for a permanent residence permit in Denmark. The size of the fee depends on which type of application you submit. You can find the current fees on [newtodenmark.dk/fee](http://newtodenmark.dk/fee).

All persons who submit an application for residence and work permit under the Greencard scheme 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. **Please note:** Certain groups of applicants may be exempt from paying the fee. These groups must still create a case order ID.
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 (if applicable).

#### How do I pay the fee?

You can pay the fee in several ways, such as from 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 directly to the Citizen Centre of the Danish Agency for Labour Retention and International Recruitment or to the Danish police. Please **include documentation that you have paid the fee**, such as a receipt from 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 under the Greencard scheme, 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 (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)  CPR number (if applicable)

Alien identification number (if applicable)/Personal ID

Country of birth  Place of birth (city)



### 3. Information about the applicant PLEASE COMPLETE IN CAPITAL LETTERS

Gender <input type="checkbox"/> Man <input type="checkbox"/> Woman	Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Current marital status

Unmarried/single  
  Married  
  Divorced  
  Widow(er)  
  Registered partnership  
 Dissolved registered partnership

Your address abroad/in your home country (Street and number)	Post code, city and country
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Telephone number	Email address
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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.

If you submit your application while in Denmark, you must also attach documentation that you are staying legally in Denmark.

**Important:** Please inform the Danish Agency for International Recruitment and Integration of any changes in your address or other contact information.

Date of entry into Denmark

Address in Denmark (Street and number)	Post code and city
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c/o (name)	Telephone number
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Mobile phone number	Email address
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### 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
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Have you been to Denmark before?  Yes  No

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

\_\_\_\_\_



## 5. Information about higher education

PLEASE COMPLETE IN CAPITAL LETTERS

Do you have a higher education equivalent to at least a Bachelor's degree?  Yes  NoIf **yes**, please enclose the following documents:

- Documentation of higher education (diplomas and transcripts)
- Declaration from your educational institution confirming the authenticity of your educational documents (should not be enclosed if the education is Danish). **Please note:** The declaration should be signed and sealed by a higher authority at the educational institution. The name and contact information of the signing authority must be provided in type writing/print.

**Please note:** Your foreign educational documents (such as diplomas, transcripts and other statements issued by educational institutions) must be submitted in the form of **colour copies**. The original documents must be presented at the Danish embassy, police or our Citizen's Centre when submitting your application, where they will be used to certify that the copies are authentic.

Below you must provide the following information about your higher education programme(s):

**Higher education 1**

Name of educational institution

Address (Street and number)

Post code, city and country

Telephone number

Email address

Web address

Main fields of study (specialization)

Admission requirements

Name of diploma in original language with Latin letters

Started - Completed

\_\_\_\_ \_\_\_\_ (Month) \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ (Year) - \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ (Month) \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ (Year)

Nominal length of program (official length including obligatory periods of work practice)

\_\_\_\_ Years and \_\_\_\_ \_\_\_\_ Months

Academic title

Did the program include a thesis, dissertation or another large project?

 Yes  NoIf **yes**, please state the following:

Title

Number of pages

Nominal duration of the project

**Higher education 2**

Name of educational institution

Address (Street and number)

Post code, city and country

Telephone number

Email address

Web address

Main fields of study (specialization)

Admission requirements	
Name of diploma in original language with Latin letters	
Started – Completed ____ (Month) ____ (Year) - ____ (Month) ____ (Year)	
Nominal length of program (official length including obligatory periods of work practice) ____ Years and ____ Months	
Academic title	
Did the program include a thesis, dissertation or another large project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If <b>yes</b> , please state the following:	
Title	
Number of pages	Nominal duration of the project

## 6. QS World University Rankings Top 400

PLEASE COMPLETE IN CAPITAL LETTERS

Have you completed an educational programme at a QS World University Rankings top 400 educational institution?

 Yes  No

If yes, please state the name and country of the educational institution

Placement of the educational institution on the most recent QS World University Rankings top 400

## 7. Information about language skills

PLEASE COMPLETE IN CAPITAL LETTERS

Below we ask questions about recognised language tests in Danish, Swedish, Norwegian, English and German.

Please note that a language test can only be used to document your language skills if the test is less than two years old.

Not every language test can be used to document your language skills. You can see a list of recognised language tests including information about their corresponding level in Danish at [newtodenmark.dk/greencard](http://newtodenmark.dk/greencard).

Have you passed language exams in one or more of the following languages?

**A. Danish** Yes  NoIf **yes**, please state which and your score. You must **include documentation**. Test in Danish Language, Level 1 (Prøve i Dansk 1), score \_\_\_\_\_ Test in Danish Language, Level 2 (Prøve i Dansk 2), score \_\_\_\_\_ Test in Danish Language, Level 3 (Prøve i Dansk 3), score \_\_\_\_\_ Studieprøven, score \_\_\_\_\_



**B. Swedish**

Yes

No

If **yes**, please state which and your score. You must **include documentation**.

\_\_\_\_\_ score \_\_\_\_\_

**C. Norwegian**

Yes

No

If **yes**, please state which and your score. You must **include documentation**.

\_\_\_\_\_ score \_\_\_\_\_

**D. English**

Yes

No

If **yes**, please state which and your score. You must **include documentation**.

\_\_\_\_\_ score \_\_\_\_\_

**E. German**

Yes

No

If **yes**, please state which and your score. You must **include documentation**.

\_\_\_\_\_ score \_\_\_\_\_

## 8. Information about work experience in an EU/EEA country or Switzerland

**PLEASE COMPLETE IN CAPITAL LETTERS**

Below you must state whether you have been employed to a significant extent in an EU/EEA country or Switzerland.

Weekly working hours of a minimum of 30 hours are considered to be employment of a significant extent.

You must attach a declaration from your employer as documentation for each place of employment. The declaration must contain information about your job title, job description and tasks, weekly working hours and period of employment.

### Place of employment 1

Name of employer		Period of employment	
		From _____	To _____
Address (Street and number)		Post code, city and country	
Job description			Weekly working hours
Tasks			
Telephone number		Email address	

### Place of employment 2

Name of employer		Period of employment	
		From _____	To _____
Address (Street and number)		Post code, city and country	
Job description			Weekly working hours



Tasks	
Telephone number	Email address
<b>Place of employment 3</b>	
Name of employer	Period of employment From _____ To _____
Address (Street and number)	Post code, city and country
Job description	Weekly working hours
Tasks	
Telephone number	Email address

## 9. Documentation of legal residence

**PLEASE COMPLETE IN CAPITAL LETTERS**

If you have been residing and studying in an EU/EEA country, Switzerland or a country outside EU/EEA, you must document that you have been residing legally in that country. Likewise, if you have been residing and working in an EU/EEA country or Switzerland, you must provide documentation that you have been residing legally in that country.

Documentation of your legal residence must be in the form of a letter from the immigration authorities of that country, copies of your residence card or copies of residence permits in your passport. If you have been working in an EU/EEA country or Switzerland, the documentation must include information about to which extent you have had permission to work.

## 10. The applicant's comments

**PLEASE COMPLETE IN CAPITAL LETTERS**

## 11. Sworn declarations

### 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. 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.

### **D. 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.

### **E. 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.

### **F. 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.

## 12. 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 A-B.**

**I also 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 is correctly filled out and contains the required documents, the Danish Agency for International Recruitment and Integration can process the case faster.

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

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

## Checklist

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

- Documentation of paid fee, such as such as a receipt from a Danish internet bank or a receipt from a bank or post office
- A copy of your passport (including the cover and all pages containing information)
- Documentation of higher education (diplomas and transcripts)

**Please note: Your foreign educational documents (such as diplomas, transcripts and other statements issued by educational institutions) must be submitted in the form of colour copies. The original documents must be presented at the Danish embassy, police or our Citizen's Centre when submitting your application, where they will be used to certify that the copies are authentic.**

- Declaration from your educational institution confirming the authenticity of your educational documents (should not be enclosed if the education is Danish).

**Please note:** The declaration should be signed and sealed by a higher authority at the educational institution. The name and contact information of the signing authority must be provided in type writing/print

- Documentation of work experience in an EU/EEA country or Switzerland
- Documentation of passed recognized language tests
- Documentation that you can support yourself financially during your stay in Denmark.

**It is important that you have**

- answered all questions, and have
- signed and dated the application in section 12.

**Remember that you must bring your current passport when submitting the application.**



## 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 Labour Retention and International Recruitment. 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](http://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](http://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](http://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 work experience

Documentation of education

Documentation of passed language tests

Documentation of financial self-support

Other

**Please note:** Foreign educational documents must be submitted in the form of colour copies after the Danish representation, the police or our Citizen's Centre has verified/stamped that the original documents have been seen. Documents which are not in English, German, French, Norwegian, Swedish or Danish must be supplied with an authorized translation to Danish or English.

Comments

PLEASE REMEMBER TO COMPLETE 'FOR OFFICIAL USE ONLY' ON PAGE 3 OF THIS FORM