

VISA / Residence permit APPLICATION

The application process is entirely **online**.

The Danish Rotary Youth Exchange (i.e. educational institution) will start the application process and inform you when you may start to fill in the application part 2 online.

The start is approximately two months before estimated arrival.

(For those students not needing a visa to enter Denmark, we will start the application only one month before estimated arrival.)

When the process is started you will need a **Reference number** and a **password**. This is stored in your data in the Youth Exchange Program database under Correspondence and you have to log into the database to retrieve it.

Log in at www.rotary.dk at MY ROTARY with your student number and password.

You will find the site to fill in the application at www.newtodenmark.dk.

Look for: Want to apply – Study – Basic and youth study.

In the following you will first need to create a case order ID to pay the fee. Remember to save the receipt.

PREPARE before you begin.

Be sure to have all the documents signed and scanned.

Start here

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 Print

Create a Case Order ID

1 Create case order ID



When submitting an application or appeal with a fee, you must first create a case order ID.

Case type:

Basic and youth study programmes

Fee:

DKK 1,900,-

Information about the applicant

Name(s)*

Surname*

Passport number

I hereby consent to allowing the immigration authorities to send the case order ID to the email address below

Email*

Are you exempt from paying the fee?

Yes

No

Pay the Fee using your Case order ID

2 Pay the fee



All fees are regulated every year on 1 January. Make sure to create your Case Order ID, pay the fee and submit your application in the same calendar year. If you pay the fee before 1 January and submit your application after 1 January, your application may be rejected.

If no case order ID is shown in the field below, please type your case order ID and click on View payment status.

Case Order ID*

Payment status

Complete the application form using Online applications

If you apply online, you must choose the application form ST1 online.

In the ST1 online form your educational institution must complete the first of the two parts of the form. When your educational institution has completed their part, a **reference number** and **password** will be shown, which the educational institution must pass on to you. You are then able to open the online application and complete your part.

Make sure you have all documents ready in digital form, in order to attach them as you complete the application form.

Use the online form ST1

It is a good idea to gather the necessary documents before you start to complete the application form. You can use the check list below.

If you submit documents not written in English, German, Norwegian, Swedish or Danish, you must also submit certified translations into Danish or English.

ALL the following documents are necessary:

- **Documentation of paid fee.** Attach receipt for your payment
- Copy of all pages of your **passport** - including all empty pages and the passport's front and back cover
- Declaration from your parents that allows you to study in Denmark. The declaration must be signed by both your parents. **This is the Application Form Section E.**
- Copy of your **birth certificate.**
- Declaration from the school that it will ensure that you will have proper residence and study conditions in Denmark. The declaration must be signed and stamped by the school. **This is the Application Form Section F. (Guarantee Form page 2 supplied by host district).**
- **Power of Attorney sent to you.**

Notice that you will have to sign the application with a scanned signature. This is done by opening a declaration which you print - sign - scan and attach to the application.

Submitting the application

You have applied online

If you have applied online, your application has already been submitted. Read more about having your biometrics recorded in the next step.

You are submitting the application in Denmark

If you are residing legally in Denmark, you are normally able to submit the application in Denmark. This is the case, if you:

- hold a valid visa
- is exempt from the visa requirement or
- already hold a valid residence permit.

[Read more about the legal residence requirement and submission of your application in Denmark.](#)

You can submit the application in SIRI's Citizen Centre in Copenhagen. If you live outside the Greater Copenhagen area, you can also submit the application at a local police station with facilities for recording biometrics.

[If you plan to submit your application at SIRI's Citizen Centre, you must remember to book an appointment.](#)

[See a list of local police stations, where you can submit your application.](#)

You can also send the application to SIRI.

Biometrics

When you apply for a residence permit, you must have your biometric features recorded. This means that you must have a facial photo taken and your fingerprints recorded. The facial photo and your fingerprints will be stored on a microchip embedded in the residence card, which will be issued to you if you are granted a permit.

If you do not agree to have your biometric features recorded, your application will be rejected. This means that your application will not be processed.

[Read more about biometrics here.](#)

You have applied online

If you have submitted an online application form, you must have your biometric features recorded no later than 14 days after you submitted your application.

(Rotary: For those students not needing a visa to enter Denmark, we will make a note on the application that biometrics will be done in Denmark immediately after arrival.)

Your biometric features can be recorded at a Danish diplomatic mission abroad, at a Danish local police station with facilities for recording biometrics or in SIRI's Citizen Centre.

If you are unable to have your biometric features recorded within the time limit of 14 days, because you are unable to book an appointment at a Danish diplomatic mission, you can inform us by email of the appointed time you will have your biometrics recorded. This way you can avoid having your application rejected.

[See the Ministry of Foreign Affairs' list of diplomatic missions or application centres where you can have your biometric features recorded.](#)

[See a list of local police stations, where you can have your biometrics recorded.](#)

Receive an answer

You have submitted your application successfully if you have:

- created a case order ID
- paid the fee
- submitted the application
- had your biometric features recorded

You can see the normal case processing time to the right on this page. When we make a decision in your case, you will receive an answer.

SIRI will contact you or your employer if we need further information to process your case.

[Read more about what you can expect while you are waiting for an answer.](#)

The information above refers to **www.newtodenmark.dk**. Information may be changed without notice, so be sure to read information online from the official website.

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CM-LT