

Process for applying for “residence permit” to Denmark.

The following is the guideline for the Rotary exchange students to Denmark applying for residence permit for an exchange year in Denmark.

It is important that you read this guideline before proceeding, as it is otherwise very likely that you will miss something important – and worst case you may risk having to pay the fee twice!

If the exchange program in your home country (or Rotary district) supports the residency permit application for you (possibly via a travel agency), please be sure to share this information with them.

If you are going to Faeroe Islands, Greenland or have a European passport (to a Schengen country), please follow the guideline on the webpage: <https://www.rotary.dk/yep/application-residence-permit> - but make preparation of all needed documents as listed below.

IF YOU ONLY HAVE A NON-EUROPEAN PASSPORT and are going to mainland Denmark – please continue...

First, the application process is entirely ONLINE.

The Danish Rotary Youth Exchange (in this case the “educational institution”) will start the application process and inform you when you may start to fill in the application part 2 online. Do **not** start online application before you are informed to do so via the Danish Youth Exchange Program student registration database.

However, READ THIS GUIDELINE – and collect all needed digital documents as soon as possible.

The process can be started maximum two months before estimated arrival, but often more likely to 1 month – but it all depends if biometrics can be recorded in your home country or not.

Once the Rotary Multidistrict of Denmark has created the basis for your residence permit application, you will receive a Reference number and a password. This is shared with you in the above-mentioned database under “Correspondence”, and you must log-in to the database to retrieve it.

Log in at www.rotary.dk via the button “My Rotary” with your student number and password (see guideline here: <https://www.rotary.dk/access-yepdatabase>).

NOTE: You must login to the Danish Authority website within 14 days of receiving the login information otherwise it will be void! (and we must establish a new login – meaning extra work for the Rotary volunteers)

DO NOT CHANGE YOUR PASSWORD for the reference number! – if you forget it, it cannot be reset, and you must start over again (after you get a new reference number and password from Rotary).

Should you suddenly not be able to login any longer, please reach out to Rotary in Denmark for a new login (and you must start over with new login). It is therefore important to have all needed information saved outside of the application.

The process is illustrated at the last page of this document – with time limits mentioned.

Before starting the process - prepare all the needed documents:

NOTE:

- *If any of the required documents are not in English, German, Norwegian, Swedish, or Danish, you **must also submit certified translation** into English.*
- *Files must be scanned to pdf format – no image file formats (i.e., jpeg, tiff etc.)*
- *If the documents are not specifically requested in the online application, please upload under “other” documents.*

You need to ensure you have the following documents as digital files:

a. Page with sponsor guarantee form

Section E in the Rotary Long term Application Form - with your parents/ legal guardians and sponsor club signatures

Note: If only one legal guardian has signed the form, then you must also have documentation of sole custody for the signing legal guardian

This covers the following requirement in the application:

- i. Parental consent
- ii. Declaration from your parents that allows you to study in Denmark. The declaration must be signed by both your parents (if you are under 18)
- iii. Documentation that you are accepted in the Rotary Long-term Exchange Program (“letter from exchange organisation”)

b. Page with guarantee form from your host club in Denmark - signed

Rotary Long term Application Form Section F - Signed Guarantee Form page 2 supplied by host district and available for download in the database

This covers the following requirements in the application:

- i. Documentation that you can support yourself during your stay in Denmark (equivalent to a “scholarship” in the application (self-support)
- ii. 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.
- iii. Letter from exchange organisation

c. Document from the school accepting to help support you during your stay

This will also be collected by your Host club and will be available for download in the database.

d. All pages of your passport scanned into one file – including front and back cover sides

Note: This must be a compressed pdf as it otherwise is not possible to upload.

NOTE: Your passport MUST be valid for minimum 3 months after the exchanges ends; otherwise please get a new passport before applying (it is unlikely that the Danish agency will grant a dispensation!)

The following must be uploaded as “Other documentation” in the application:

e. **Your birth certificate with the names of both parents**

If this is not specifically requested, please upload under “other” documents in the online application.

f. **Identification page from passport of both parents** (if no passport available, then a National picture ID with full name will be accepted)

The Danish government will match this to the birth certificate and the guarantee form, so it is important that they match. If they do not, it is important to provide documentation (as requested under item a. above).

If this is not specifically requested, please upload under “other” documents in the online application.

g. **Power-of-attorney** – filled in and signed. This to allow Rotary in Denmark to do follow-up on your application for residency permit. Find this on the following webpage:

<https://www.rotary.dk/yep/application-residence-permit> (no direct link to file as they break)
Please upload under “other” documents in the online application.

i. **Fill in, print and sign the sworn declaration** (“declaration form”) which can be found on the following webpage: <https://www.rotary.dk/yep/application-residence-permit> (no direct link to file as they break)

Please upload under “other” documents in the online application.

Note:

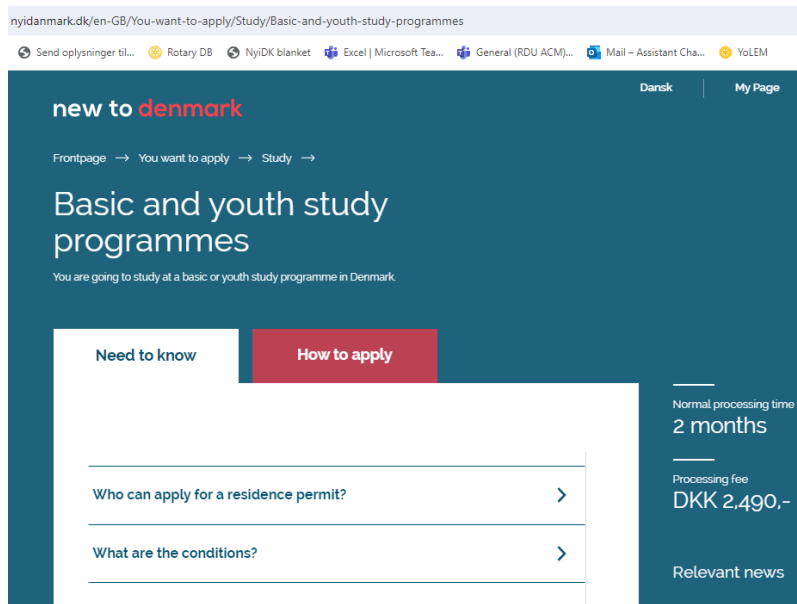
- all information must 100% match your passport.
- the whole document must be scanned and uploaded with the final application (not just the signature page)

YOU ARE NOW READY TO START THE ONLINE APPLICATION

- by following this LINK:

www.nyidanmark.dk/en-GB/YOU-want-to-apply/Study/Basic-and-youth-study-programmes

Choose “How To apply” and you will see this page:



Now you will have to follow the instructions step-by-step from 1 to 4.

It is VERY IMPORTANT THAT YOU DO NOT SUBMIT THE APPLICATION! This is because biometric features must be recorded no later than 14 days after you have submitted your application.

STEP 1 – CREATE CASE ORDER ID

- Fill in the needed information, click Create Case Order ID
 - a. Note: Be sure to inform Rotary Denmark of this ID – preferably by adding it to the database under “Correspondence”.

STEP 2 – PAY THE FEE

- Fill in Case Order ID, click on Payment status and pay the fee
 - **Remember to save documentation of the fee paid** (from the online receipt) as this is needed when you continue with Step 3, “Complete the application form”.

STEP 3 – GATHER DOCUMENTATION

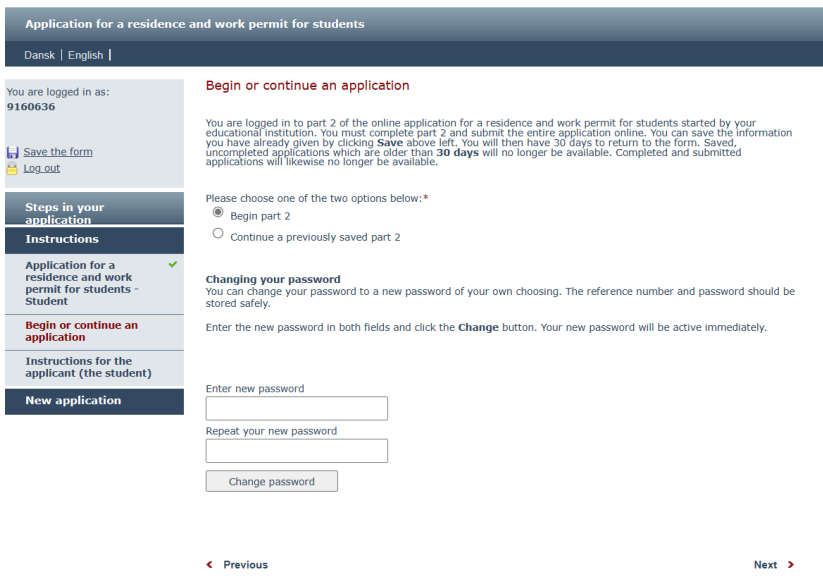
- As described above. You will also see a checklist on the website, but the above list is what is needed specifically for Rotary exchange students Inbound to Denmark.

STEP 4 COMPLETE THE APPLICATION FORM

- Carefully read the information when you have clicked on step 3.
- Click on the blue box “Use the online form ST1 – remember to save the screen receipt”.
- If needed, click again on “Use the online form ST1” and you are on website “New to Denmark”.
- Log-in by using the Reference-number and Password, which you will find under “Correspondence” in the database – and you will see the below website.

As mentioned before **do not change password!**

nyidanmark.dk



The screenshot shows a web interface for an application. At the top, it says "Application for a residence and work permit for students" with language options "Dansk | English". Below this, there's a sidebar with navigation links: "Steps in your application", "Instructions", "Application for a residence and work permit for students - Student" (with a green checkmark), "Begin or continue an application", "Instructions for the applicant (the student)", and "New application". The main content area is titled "Begin or continue an application" and contains a message: "You are logged in to part 2 of the online application for a residence and work permit for students started by your educational institution. You must complete part 2 and submit the entire application online. You can save the information you have already given by clicking **Save** above left. You will then have 30 days to return to the form. Saved, uncompleted applications which are older than 30 days will no longer be available. Completed and submitted applications will likewise no longer be available." Below this message, there are two radio button options: "Begin part 2" (selected) and "Continue a previously saved part 2". There is also a section for "Changing your password" with instructions and a "Change password" button. At the bottom, there are input fields for "Enter new password" and "Repeat your new password", followed by a "Change password" button. Navigation arrows for "Previous" and "Next" are at the very bottom.

- During the process you will see “part 1”, which is filled in by Rotary and you just follow instructions and fill in and upload needed information and files; be sure to upload all the files listed at the start of this document – even if they are not requested specifically.
- In the application, be sure to add a C/O address for yourself in Denmark – can be your Host Counsellor or first Host family (agree with Host Counsellor ahead of time); if the agency does not have a mailing address, then they cannot reach you in case of problems.
- **Remember** to upload all documents prepared – as “other” documents if no specific upload item for it.
- Note: There has been problems with the system not saving entered information, so it is recommended to have all information saved elsewhere as well – and fill all in and submit according to the schedule mentioned below.

STEP 5 - DO **NOT** “SUBMIT THE APPLICATION” BEFORE AGREED – SEE BELOW

STEP 6 – BIOMETRICS (and finalising the application)

There are two ways to finalise the application:

- I. You can get biometrics done at a Danish representation in your home country.
This is preferable, as you can then get the residency permit before arriving to Denmark (there is potentially up to 2 months of processing time at the Danish agency, so if at all possible, please get it done at home)

Book a time for biometrics at a local representation which offers this. Find information via

<https://nyidanmark.dk/en-GB/You-want-to-apply/Study/Basic-and-youth-study-programmes?anchor=howtoapply>

No more than 14 days before the booked time, you must finalise and submit the online application and including upload of prepared documents (do **not** submit earlier as you may lose the fee you have paid and must start over again).

Save a copy of the screen receipt, which is shown on the last page of both parts of the application form after signing and submitting. **Please share this with your Host Counsellor.**

OR

- II. If there is a **very long distance** to a Danish representation in your home country, or it is not possible to book at time for biometrics, this can be done in Denmark upon arrival.

Note: this is only an option if you come from a country where visa free travel to Denmark is allowed (see link below).

Together with your Host Counsellor, please get a booking made for biometrics, so you have an appointment for biometrics as soon as possible after you arrive in Denmark. It can be booked by using this link: <https://www.nyidanmark.dk/de-DE/Contact-us/Contact-SIRI/SIRI-branch-offices>. **Be sure, that it is agreed with your counsellor as someone needs to take you there.**

Just a few days before you leave your country, you must finalise and submit the online application. Do **not** submit earlier, as you may lose the fee you have paid and must start over again). Be sure

that there is less than 14 days to the appointment made for biometrics in Denmark (if appointment is more than 14 days after arrival to Denmark, information needs to be sent to the agency – please contact Host Counsellor on guidance – using the link below).

Save a copy of the screen receipt, which is shown on the last page of both parts of the application form after signing and submitting. **Please share this with your Host Counsellor.**

After submitting the application, it is recommended to inform the agency of the appointed time you will have your biometrics recorded. This way you can avoid having your application rejected. It can be done using the contact form her: <https://nyidanmark.dk/en-GB/Contact-us/Contact-SIRI/Contact-form> (choose the option: “I want to ask a question or send documentation related to a specific case”).

Now you just must wait the processing at the Danish Authority – it can take up to 2 months.

In case the Danish Authority have questions they will contact you, so please be sure to:

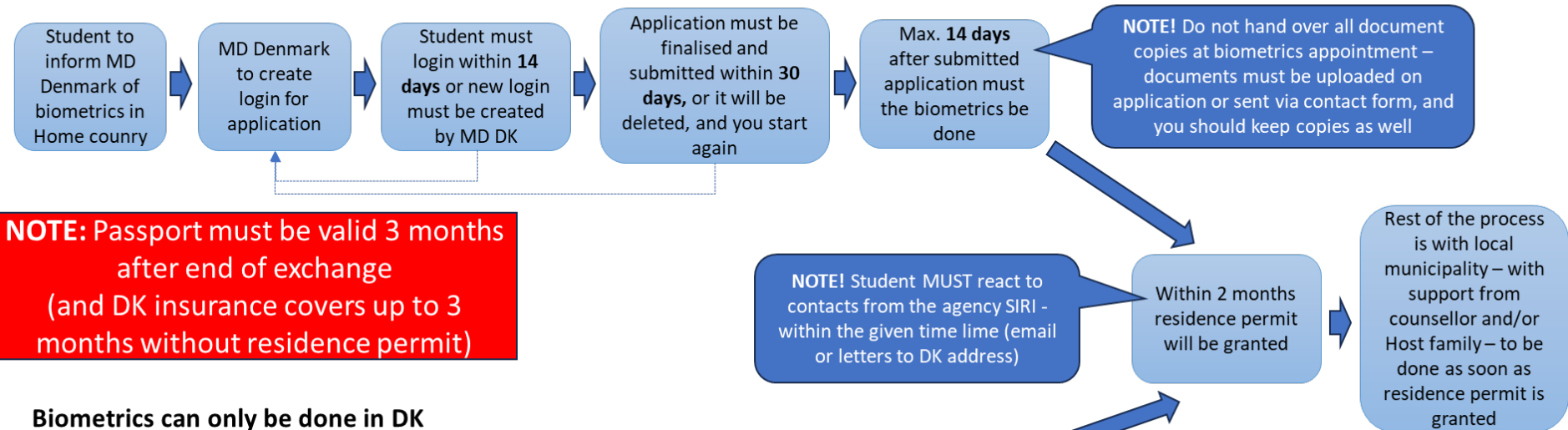
- check your email regularly and react to what they ask for (please reach out to Danish Rotarians for support)
- that your name is on the post box of your host family/Host club counsellor (the address which was given in the application) as the Danish Agency may be sending physical letters.

On next page see an illustration of overall process for application of residence permit to Denmark with time limits mentioned – as gone through in details above:

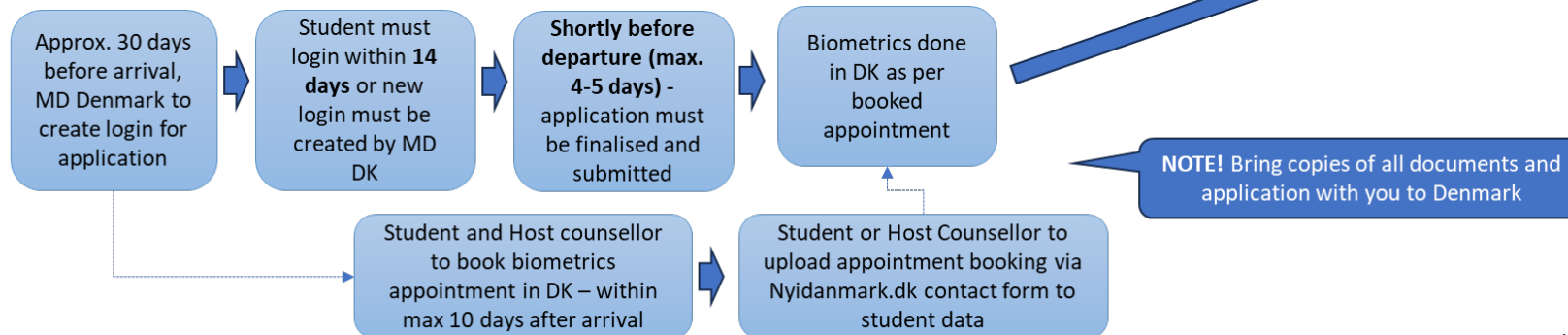
IMPORTANT PROCES TIMING WHEN APPLYING FOR RESIDENCE PERMIT TO DENMARK

IF you (also) have an EU passport then please inform MD Denmark, and travel to Denmark using that one (simpler process for residence)

Biometrics can be done in home country (best solution as it means permit can be ready by time of travel to DK)



Biometrics can only be done in DK



MD: Rotary Multi district of Denmark