

RESIDENCE PERMIT APPLICATION

How do I apply as a NON - EU Citizen staying
In Denmark for more than 3 months?

RESIDENCE PERMIT APPLICATION

As a NON-EU citizen, you will need to apply for a “Residence Permit” (Opholdstilladelse).

The processing fee is currently 2.490 DKK and is paid directly to the Immigration

RESIDENCE PERMIT APPLICATION

ASSE Danmark has started the first part of your residence permit application. Now you need to complete the second part

RESIDENCE PERMIT APPLICATION

Steps to complete your application:

- You have 30 days to complete and submit it.
- Submit your application online.
- After submission, you must record your biometrics within 14 days. Make sure to schedule this in time.

COLLECT THE FOLLOWING DOCUMENTS

- Passport: Copy all pages, including empty ones, front and back cover.
- Parental Consent: Signed by both legal guardians, allowing you to study in Denmark.
- Birth Certificate: A copy in English.
- Parents' Identification: Copies of your parents' passports or national ID cards in color.
- Payment Receipt: Proof of paid case processing fee to SIRI (attach the Case Order ID receipt after payment) – this will be available once you have paid the fee.

ASSE Danmark has already attached these documents to your application:

- Proof of Residence: Basis for staying as a student (ASSE exchange program).
- School Admission: From the Danish educational institution (ASSE School Letter).
- Placement Form: Information on your address in Denmark.

STEPS TO START THE APPLICATION

You will have received an e-mail with a reference number and a password. You will need these to fill out part 2 of the application

CREATE CASE ORDER ID AND PAY THE FEE

- Click the link in the email to access the application
- Open Tab 1 and create the Case Order ID as instructed.
 - Pay the fee and save the receipt to upload later.
- Check payment status by going to Tab 2, entering the Case Order ID, and pressing "Payment Status."

START THE ONLINE APPLICATION

- Make sure you have a printer with a scanner to print, sign, and re-upload your signed application at the end.
- Use the link, Reference Number, and Password from the email to access part 2 of the application.
- Fill out the required information (skip the section about employees).
- Upload all necessary documents listed in "box 1" of the application. (Use your Checklist).
- If needed, upload additional documents by clicking "add more."
- When done, press "sign without MitID," print, sign, and re-upload the required document.
- Print the confirmation page after submission as a receipt

***YOU HAVE NOW SUBMITTED YOUR
RESIDENCE PERMIT APPLICATION
TO SIRI AND MUST
NOW BOOK AN APPOINTMENT TO
RECORD YOUR BIOMETRICS***

STEPS TO RECORD YOUR BIOMETRICS:

- Submit your residence permit application online
- Book an appointment for biometrics recording within 14 days of submitting your application to avoid rejection

WHERE TO RECORD BIOMETRICS

Outside Denmark

Use the links to check where you can your biometrics recorded outside of Denmark

- <https://www.vfsglobal.com/en/individuals/index.html>
- <https://um.dk/en/about-us/organisation/find-us-abroad>

WHERE TO RECORD BIOMETRICS

In Denmark

1. Find a SIRI office:
https://scandic.cleverq.de/public/locations/siri_dk/index.html?lang=da
2. Select the office nearest to your host family and click "Book an appointment."
3. Choose "Applying under the Danish Aliens Act."
4. Select "Have your biometrics recorded (an application has already been submitted)." Continue to appointment selection.
5. Pick a date and time within 14 days of submitting your application and fill out your information

WHAT TO BRING?

- Your original passport.
- The receipt showing your application was submitted digitally

When you have been approved with the residence permit, you can book an appointment at the community service (Borgerservice) where you will get a CPR-number (Danish ID number) and a health card (Sygesikringskort/The Yellow Card)

IMPORTANT

- It's your responsibility to get your residence permit.
 - Contact us if you have any questions

Info@assedanmark.dk

+45 31 71 97 49