



# Application form

## Application for a residence and work permit for interns in the healthcare sector, natural sciences, technical fields, the pharmaceutical sector, architecture or other fields

### Use

This form is to be used for an application for a residence and work permit in Denmark as an intern in the following fields:

- Healthcare sector
- Natural sciences
- Technical fields
- Pharmaceutical sector
- Architecture
- Other fields

When applying for a residence and work permit in Denmark as an intern, the applicant and the place of internship are each required to fill out separate parts of the form and provide the required documentation.

### How to apply

1. **The place of internship completes part 2** (section 10-13) of this form and **signs** in section 15
2. The place of internship attaches the required documents (see checklist on page 15)
3. Once the place of internship has completed part 2, it forwards the whole form with the attached documentation to the applicant (the intern)
4. **The applicant (the intern) completes part 1** (section 1-8) of this form and **signs** in section 9
5. The applicant attaches the required documentation (see checklist on page 9)
6. The applicant submits the application at a Danish diplomatic mission in his/her country of residence. If the applicant is legally residing in Denmark, the application may normally be submitted in Denmark. If the application can be submitted in Denmark, this can be done at one of SIRI's branch offices.

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

### 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 SIRI.

You can read more about the fees on [newtodenmark.dk/fee](http://newtodenmark.dk/fee) where you can also see a list of the current fees.

If the application is submitted through an application centre, a separate service fee must be paid to the application centre.

Similarly, a fee must be paid to a Danish diplomatic mission (embassy or consulate general) or to a Norwegian diplomatic mission receiving the application on behalf of Denmark. The fees may vary.

The individual diplomatic mission can also make further requests such as additional passport photos or duplicate copies of the application. We recommend that the applicant checks the requirements on the website of the diplomatic mission before submitting the application.

### 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 a passport photo 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 page 9 and on [newtodenmark.dk/residencecard](http://newtodenmark.dk/residencecard).

### When can the intern begin working?

The applicant can begin working when the residence and work permit is received.

If a foreign national works without a valid residence and work permit, he or she risks deportation, and both the intern and the place of internship risk fine or imprisonment.

### Changing place of internship

If the intern changes to a new place of internship, he or she must apply for a new residence and work permit.

The applicant cannot begin work at the new place until he or she has received a new permit.

### For more information

More information about the rules and regulations concerning Danish residence and work permits is available on [newtodenmark.dk](http://newtodenmark.dk). You can always contact SIRI if you have any questions. You can find our contact information on [newtodenmark.dk/contact-siri](http://newtodenmark.dk/contact-siri).

## For official use only

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

\*) IMPORTANT: The case order ID will only be created 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.

**PART 1 – to be filled out by the applicant (the intern)****1. Information about fees**

You will normally need to pay a fee if you submit an application for a residence and work permit in Denmark. You can read more about fees and find the current fees on [newtodenmark.dk/fee](http://newtodenmark.dk/fee).

**As a Turkish citizen, you may be exempt from paying the fee**

If you are a Turkish citizen and receive salary from your place of internship, you are exempt from paying the fee. If you are a Turkish citizen and do not receive salary from your place of internship, you must pay 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.

Case order ID	<input type="checkbox"/> 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: (state name)

Danish NEM account

CPR/CVR number

Danish bank account

Name of bank

Reg. number

Account number

Foreign bank account

Account number



	Name and address of account holder
	Name and address of bank (incl. country)
	BIC/SWIFT
	IBAN
<input type="checkbox"/> 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	Date of birth (day, month, year)
Danish CPR number (if applicable)	Personal ID (if applicable)
Country of birth	

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

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current marital status <input type="checkbox"/> Unmarried/single <input type="checkbox"/> Cohabiting <input type="checkbox"/> Married <input type="checkbox"/> Registered partnership <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/> Dissolved registered partnership	
Address in country of residence (street and number)	Post code, city and country
Telephone number	Email address
If you are currently in Denmark, please state: Date of entry into Denmark	
Address in Denmark (street and number)	Post code, city and country



c/o (name)	Telephone number
<b>Important:</b> Please inform SIRI of any change to address or other contact information.	

4. Information about the applicant's passport	PLEASE COMPLETE IN CAPITAL LETTERS
A residence permit can only be granted for a period of <b>up to three months</b> before the date of expiry of the passport.	
Passport number	Date of expiry (day, month, year)
Have you been to Denmark before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If <b>yes</b> , please state when and the purpose:	

5. Information about the applicant's educational background and work experience	PLEASE COMPLETE IN CAPITAL LETTERS	
Are you currently following/have you completed an education, which is relevant to your internship?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>yes</b> , please state:		
Type of education:		
(Expected) date of completion:		
Please attach documentation of your education.		
Do you have relevant work experience in the field of your internship? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If <b>yes</b> , please state:		
Employer's name and address	Period of employment (from-to)	Brief description of job tasks
	—	
	—	
	—	
	—	

**6. Additional comments by the applicant****PLEASE COMPLETE IN CAPITAL LETTERS****7. Declarations and information – applicant****A. Sworn declaration that I have given correct information**

I solemnly swear that the information I have given in this application is correct. If the information is found to be false, 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 information.

**B. Sworn declaration on job tasks and working hours**

I solemnly swear that I will comply with the working hours stated in section 13 and only do job tasks, in accordance with the job tasks stated in section 13, which supplement my educational programme.

**C. Information about your duty to provide the necessary information**

It is your duty to provide the information necessary to decide whether you can be granted a permit. If you do not provide this information, it may mean that you will not be granted a permit.

**D. Information on how we process your personal data**

SIRI is obliged to inform you how we process your data and to inform you of your rights in regard to how we process your data.

**Data controller**

SIRI is the data controller and responsible for processing the personal data given in this application form and the data provided about you during the processing of the case. You can contact the agency by writing to the following address: The Danish Agency for International Recruitment and Integration (SIRI), Carl Jacobsens Vej 39, PO box 304, 2500 Valby or through our contact form on [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform).

**Data protection officer**

You can contact our data protection officer by writing to the aforementioned address (Att. Data protection officer) or by using our contact form at [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform). You can read more about SIRI as data controller and about SIRI's data protection officer on [newtodenmark.dk/personaldata](https://newtodenmark.dk/personaldata).

**Purpose and legal basis**

The personal data you provide to SIRI is collected and used:

- to process your application for a residence and/or work permit in Denmark
- in any later application for an extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for your residence and/or work in Denmark

The legal basis for processing your personal data is:

- The Danish Aliens Act, in particular chapter 1 on the entry and residence of aliens in Denmark.
- The General Data Protection Regulation (GDPR), article 6.1 (c) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in SIRI by the Aliens Act).
- The General Data Protection Regulation (GDPR), article 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Danish Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for tasks of that official authority).

The information you give or have given in connection with your application will be registered in the registers of Danish immigration authorities. The same holds true for any information you later give in connection with an application to extend your residence permit or for a new residence and/or work permit in Denmark.

Some of your data will be registered in the Civil Registration System (CPR). This will in some instances happen immediately when you are granted a permit. In other situations the registration will take place only when you take up residence in Denmark.

**We process the following categories of data about you:**

- General personal data, such as: information about your name, possible civil registration number (CPR-number), ; citizenship, occupation, education, marital status, financial information and whether you have committed any legally punishable offences
- Sensitive personal data, such as: health information and biometric data collected for the purpose of establishing your identity.

**We can pass on your data to the following recipients**

SIRI can pass on your data to your sponsor (e.g. your employer, place of study, host or family member), municipal authorities, the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, the Immigration Appeals Board, the Refugee Appeals Board, the Ministry of Immigration and Integration, the Danish immigration Service, the Danish Return Agency, the Danish Agency for Labour Market and Recruitment, the Ministry of Foreign Affairs of Denmark and The Danish Parliament.

In isolated cases, SIRI also passes on your data to other public authorities, private sector organizations and foreign organizations and authorities when it is necessary to exercise our official authority.

Furthermore, data from SIRI's registers and the CPR register are shared with other relevant authorities or organisations via the Aliens Information Portal (Udlændingeinformationsportalen) if they need the data in order to process aspects of your stay in Denmark.

SIRI shares data when it is necessary in order to exercise our official authority, including when we are legally obliged to share information.

If you lose your residence permit, we will inform your current or previous employers, if any, that you no longer have the right to work. This will happen, if we issue a refusal to an application for a residence permit or to an extension of a residence permit. It will also happen if we revoke your residence permit or if we establish that your residence permit has lapsed. Employers who within the last three months have reported salary payments to you to the income register will be informed.

**What is the origin of the data we process about you?**

The personal data that SIRI processes about you have been provided by you in this application form. We will also process data you may submit to your case later.

In addition, we will process data obtained from:

- any of your previous applications submitted to SIRI,
- searches in databases, such as: the Civil Registration System (CPR), the Income Register (eIncome), the Building and Housing Registry (BBR), the Central Crime Register (KR), the Central Passport Register and the Schengen Information System (SIS II)
- other authorities, such as: municipal authorities, the Regional State Administration, the Danish Immigration Service, the Immigration Appeals Board and the Refugee Appeals Board,
- third-parties or sponsors, such as: your au pair- or internship host, employer or educational institutions
- any person applying for a residence permit based on your grounds for residence in Denmark, and this person's previous cases with SIRI.

**Storage of data**

SIRI will store your personal data for as long as it is necessary in order to be able to carry out our tasks in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities at a later date. This means that the data can enter into the decision making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization and in cases concerning any family members.

In practice this means that SIRI will store your data for the period of your 'lifecycle' – i.e. your entire life. Basic data regarding your stay in Denmark, e.g. when and why you have been granted a residence permit and information on other decisions made by SIRI regarding your residence in Denmark will not be erased.

If you have your finger prints and facial photo taken for use with your residence card and for identification and identity control, your fingerprints and photo will be stored in the immigration authorities' database. If you are granted a residence permit, your fingerprints and photo will be stored for 10 years. If you are not granted a residence permit, your fingerprints and photo will be stored for 20 years. If you are granted Danish citizenship, your fingerprints and photo will be deleted.

Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archives Act.

### Your rights

Under the GDPR you have a number of rights in relation to our processing of data about you:

#### *The right to know what kind of data we process about you*

You have the right to ask what kind of data we are processing about you and be granted access to these data. If you request access to your data, your application will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations which provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

#### *The right to rectification (data correction) and the right to have your data erased*

You have the right to request corrections made to personal data about you that you find are inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased, if they are not necessary for processing your case as SIRI is obliged to record and register information in accordance with the Public Administration Act.

#### *The right to restriction of processing*

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, SIRI may thereafter, with the exception of storage, only process your data with your consent unless the purpose of the processing is to establish or defend a legal claim, to protect another person or for reasons of important public interest.

#### *The right to object*

In some situations, you have the right to object to otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Danish Data Protection Agency's guidelines about GDPR at [datatilsynet.dk](https://datatilsynet.dk). If you would like make use of your rights under the GDPR, contact SIRI.

### Complaints to the Data Protection Agency

You have the right to submit a complaint to the Data Protection Agency if you are dissatisfied with the way we process your personal data. Contact information for the Data Protection Agency is available at [datatilsynet.dk](https://datatilsynet.dk).

### E. Control

Your case may be selected for a control. The control aims to verify the following:

- The accuracy of the information you have given.
- Whether you meet the conditions for a residence and/or 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 Civil Registration System (CPR)
- Comparing information contained in the registers of SIRI and the Danish Immigration Service with records held by the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the Income Register (E-income).
- 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 about employment registered by the employer (in a so-called digital logbook). The Danish Agency for International Recruitment and Integration, the Danish Tax Agency, The Danish Agency for Labour Market and Recruitment as well as municipal councils can impose the use of digital logbooks on employers. You may be asked to supply additional information as part of the verification and spot-check process.

### F. Information about possible consequences if you apply for a residence permit while in Denmark on a visa (short term)

If you are staying in Denmark on a visa (short term) and you submit an application for a residence permit in this country, you need to be aware that it may result in you becoming ineligible for a visa for 5 years (Aliens Act section 4c).

However, a number of instances exists, in which you can submit an application for a residence permit while staying in Denmark with a visa (short term) without becoming eligible for a visa for 5 years. This is true for the following instances:

- If you are a spouse or a child under 15 applying for family reunification (Aliens Act 9(1) para.1) or 2)).
- If you apply for a residence permit on the grounds of special conditions (Aliens Act section 9c(1) on the grounds of such family ties mentioned in 9(1) para.1) or 2)).
- If you apply for a residence permit on the grounds of studies or PhD studies (Aliens Act section 9i(1) or (2)).



- If you apply for a residence permit on the grounds of the cities of refuge program (Aliens Act section 9c(4)).
- If you apply for a residence permit on the grounds of work (Aliens Act section 9a(2) paras. 1 – 11) or subsection (3).
- If you apply for a residence permit on the grounds of work according to Denmark’s international obligations (Aliens Act section 9p(1), the first sentence).
- If you apply for a residence permit as a retired employee of an international organisation etc. or as an accompanying family member to a retired employee of an international organisation etc. (Aliens Act Section 9q(1), (2) or (3)).
- If you, after you have submitted the application, leaves the Schengen States in accordance with the validity of your visa.
- If there are decisive humanitarian reasons for allowing you to remain eligible for a visa.

These exceptions only apply if the reason for your application is genuine.

### 8. Consent to let SIRI share information from my case with my sponsor or potential third party

When necessary in order to process your application or as part of later verification and spot check procedures of your stay in Denmark, SIRI can, without your consent, share information about you with your sponsor. This can for example be in order to enable SIRI to verify the accuracy of the information you have provided in the application, or in order to check whether you continue to meet the conditions of your permit). Please note paragraph D "Information on how we process your data" in section 7 "Declarations and information – applicant".

However, it will sometimes ease the processing of your case if SIRI to a greater extent can share information about your personal circumstances with your sponsor or a potential third party (e.g. if we cannot get in touch with you). If you would like SIRI to be able to share information with your sponsor or a third party, you must give your consent below.

If you do not wish to give your consent to let SIRI share information in these situations, we will instead get the information from you (the applicant) and abstain from sharing information with your sponsor or third party. This may result in a longer processing time for your application.

You can at any point in time withdraw your consent. If you wish to withdraw your consent you must inform us. You can find our contact information on [newtodenmark.dk/contact-siri](http://newtodenmark.dk/contact-siri).

(tick the box)

**I hereby consent to let the Danish Agency for International Recruitment and Integration (SIRI) share information about me with my sponsor or a third party to this greater extent in order to ease the processing of this application.**

### 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 7, paragraph A-B.**

**I also confirm that I have made a decision regarding section 8 on consent to share information.**

**I also understand that the information I have given or will be giving will be registered in SIRI's registers and that the information contained in the registers of SIRI and the Danish Immigration Service can be compared with records held in the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the Income Register (eIncome).**

Date and place

Signature



## Have you remembered everything?

If your application for a Danish residence permit is correctly filled out and contains the required documents, SIRI can process the case faster. It is therefore important that you make certain that part 1 of the form is filled out correctly and that you have included the necessary documents.

We recommend using the checklist below.

It is possible to send documents to us through our contact form at [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform), if there are specific documents which you are unable to have ready when you submit the application. If you submit additional documents later, you must therefore expect to wait longer before you will receive a decision.

## Checklist - the applicant (the intern)

**Before submitting the application, please ensure that you have enclosed 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
- Copy of all pages of your passport, including all empty pages and the passport's front and back cover
- Documentation of education including a list of subjects with authorised translation to Danish, Norwegian, Swedish, English or German
- Documentation of relevant work experience with authorised translation to Danish, Norwegian, Swedish, English or German (this does not apply to interns in architecture)

If you do **not receive a salary** during the internship, it is important the you have also enclosed:

- Proof that you can support yourself financially while in Denmark. Read more on [newtodenmark.dk/self-support](https://newtodenmark.dk/self-support)

If you are an intern in **architecture**, it is important that you have also enclosed:

- Standard internship agreement and guidelines provided by the Danish Association of Architectural Firms (Danske Ark) and the Union of Salaried Architects (Arkitektforbundet)

Remember to bring your **original passport** when you submit this application in person so that the authorities can verify your identity.

**It is also important that you have**

- answered all questions in part 1 (section 1-8)
- 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 a passport photos. 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 a passport photo **within 14 days** of submitting your application. When you appear to have your biometric features recorded or to submit your passport photo, 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 or passport photo with the application. **Please note** that the processing of your application will not begin until your biometric features or passport photos are submitted.

Please **bring your passport** or other form of travel documentation when having your biometric features recorded or when submitting your passport photo. 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.

If you are in Denmark, you can get your biometrics recorded in one of the Agency for International Recruitment and Integration's branch offices. 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/en](https://um.dk/en)).



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 passport photo, 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 on [newtodenmark.dk/residencecard](https://newtodenmark.dk/residencecard).

## For official use only

### Comments and forwarding endorsements

Names and passport information are in compliance with shown documentation of identity

Enclosed:

Documentation of paid fee

Copy of passport

Documentation of education

Documentation of work experience

Documentation of self-support

Other

Comments

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

**PART 2 - to be filled out by the place of internship in Denmark****10. Information about the place of internship in Denmark****PLEASE COMPLETE IN CAPITAL LETTERS**

Name of company		CVR number	
Address (street and number)		Post code and city	
Telephone number		Email address	
Contact person		Contact person's direct phone number	
Supervisor			
What is the place of internship's primary activity?			
Are there other interns working at the same location?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>yes</b> , please state how many			
Has the place of internship applied to hire more interns?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>yes</b> , please state how many			
Is the place of internship approved as a place of internship?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>yes</b> , please include a copy of the approval and state:			
Who approved the place of internship?			
How many students is the place of internship approved to host?			

**11. Information about the agency facilitating the internship (if applicable)****PLEASE COMPLETE IN CAPITAL LETTERS**

Name of agency		Telephone number	
Mobile phone number		Email address	

**12. Information about the internship****PLEASE COMPLETE IN CAPITAL LETTERS**

Length of the internship	
Number of months	
Expected start date	

How will the intern be paid?

- The intern will not receive salary
- The intern will receive salary

Please attach a copy of the employment contract.

**Please note:** that it is a condition that the salary is paid into a Danish bank account.

How long is the average work week (max. 37 hours)?

Please describe the intern's responsibilities and task

### 13. Additional comments by the place of internship

PLEASE COMPLETE IN CAPITAL LETTERS

### 14. Declarations and information – place of internship

#### 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 information.

#### B. Sworn declaration on job tasks and working hours

I solemnly swear that the place of internship will comply with the applicant's working hours as stated in section 13 and that the applicant will only do job tasks in accordance with the job tasks stated in section 13.

#### C. Information about the requirement that you provide the necessary information

You can be required to provide the information necessary to decide whether the applicant can be granted a permit. If you do not provide this information, it may mean that the applicant will not be granted a permit.

#### D. Information on how we process your personal data as the contact person

SIRI is obliged to inform you how we process your data (if you are the contact person or own a one-person business) and to inform you of your rights in regard to how we process your data.

#### Data controller

SIRI is the data controller and responsible for processing the personal data given in this application form and the data provided about you during the processing of the case. You can contact the agency by writing to the following address: The Danish Agency for International Recruitment and Integration (SIRI), Carl Jacobsens Vej 39, PO box 304, 2500 Valby or through our contact form on [newtodenmark.dk/SIRI-contactform](http://newtodenmark.dk/SIRI-contactform).

**Data protection officer**

You can contact our data protection officer by writing to the aforementioned address (Att. Data protection officer) or by using our contact form at [newtodenmark.dk/SIRI-contactform](https://newtodenmark.dk/SIRI-contactform). You can read more about SIRI as data controller and about SIRI's data protection officer on [newtodenmark.dk/personaldata](https://newtodenmark.dk/personaldata).

**Purpose and legal basis**

The personal data you provide to SIRI is collected and used:

- to process this application for a residence and/or work permit in Denmark
- in any later application for an extension or for a new residence and/or work permit in Denmark
- for verification and spot checks of the conditions for applicant's residence and/or work in Denmark

The legal basis for processing your personal data is:

- The Danish Aliens Act, in particular chapter 1 on the entry and residence of aliens in Denmark.
- The General Data Protection Regulation (GDPR), article 6.1 (c) (relating to the processing of data in order to comply with the legal obligation to which the controller is subject) and 6.1 (e) (relating to the exercise of official authority vested in the Danish Agency for International Recruitment and Integration by the Aliens Act).
- The General Data Protection Regulation (GDPR), article 9.2 (f) (relating to the necessity of processing in order to establish, exercise or defend legal claims).
- The Danish Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for tasks of that official authority).

The information you give or have given in connection with the application will be registered in the registers of Danish immigration authorities. The same holds true for any information you later give in connection with an application from the applicant to extend his or her residence permit or for a new residence and/or work permit in Denmark.

**We process the following types of data about you**

- General personal data, such as: information about your name, contact information and information about your position at the company

**We can pass on your data to the following recipients:**

SIRI can pass on your information to others, and we can for example pass on information to the police, the Danish Security and Intelligence Service and the Danish Defence Intelligence Service, the public prosecutor, IAESTE, AIESEC, the Immigration Appeals Board, the Ministry of Immigration and Integration, the Danish Immigration Service, the Danish Return Agency, the Danish Parliament and the Ministry of Foreign Affairs of Denmark.

SIRI shares data when it is necessary in order to exercise our official authority, including when we are legally obliged to share information.

**What is the origin of the information we process about you?**

The data that SIRI processes about you, have been provided by you in this application form and (if you are a one-man business) from the Central Business Register (CVR). We will also process data you or the applicant may submit to the case later.

**Storage of data**

SIRI will store your personal data for as long as it is necessary in order to be able to carry out our tasks in relation to establishing or defending a legal claim to residence.

Data submitted as part of an immigration related matter can be stored for use by the immigration authorities at a later date. This means that the data can enter into the decision making process regarding future applications for extension of a residence permit, when revoking a residence permit, for verification and spot checks, when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization and in cases concerning any family members. In practice this means that SIRI will store your data for the period of the applicant's 'lifecycle' – i.e. his or her entire life.

Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archives Act.

**Your rights**

Under the GDPR you have a number of rights in relation to our processing of data about you:

*The right to know what kind of data we process about you*

You have the right to ask what kind of data we are processing about you and be granted access to these data. If you request access to your data, your application will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations which provide you with greater access than the GDPR affords, your request for access will be processed in accordance with these regulations as well. These additional regulations may include those contained in the Public Administration Act that governs freedom of information requests.

*The right to rectification (data correction) and the right to have your data erased*

You have the right to request that corrections be made to personal data about you that you find inaccurate. In specific situations, you also have the right to have your data erased. As a rule, information can only be erased, if it is not necessary for processing your case as SIRI is obliged to record and register information in accordance with the Public Administration Act.

*The right to restriction of processing*

In some situations, you have the right to restrict the processing of your personal data. Where processing has been restricted, SIRI may thereafter, with the exception of storage, only process your data with your consent unless the purpose of the processing is to establish or defend a legal claim, to protect another person or for reasons of important public interest.

*The right to object*

In some situations, you have the right to object to otherwise legal processing of your personal data. This means that you can request that your data is erased, corrected or restricted.

You can read more about your rights in the Danish Data Protection Agency's guidelines about GDPR at [www.datatilsynet.dk](http://www.datatilsynet.dk). If you would like make use of your rights under the GDPR, contact SIRI.

**Complaints to the Data Protection Agency**

You have the right to submit a complaint to the Data Protection Agency if you are dissatisfied with the way we process your personal data. Contact information for the Data Protection Agency is available at [www.datatilsynet.dk](http://www.datatilsynet.dk).

**D. Verification and spot-checks**

The case may be selected for a control. The control aims to verify the following:

- The accuracy of the information given.
- Whether the conditions for a residence and/or 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 Civil Registration System (CPR)
- Comparing information contained in the registers of SIRI and the Danish Immigration Service with records held by the Civil Registration System (CPR), the Building and Dwelling Register (BBR), the Central Business Register (CVR) and the income register (E-income).
- Contacting other authorities, such as the Danish Customs and Tax Administration.
- Contacting third parties, such as the foreign national.
- Turning up in person at the workplace.
- Using information about employment registered by the employer (in a so-called digital logbook). The Danish Agency for International Recruitment and Integration, the Danish Tax Agency, The Danish Agency for Labour Market and Recruitment as well as municipal councils can impose the use of digital logbooks on employers.

You may be asked to supply additional information as part of the verification and spot-check process.

**15. Signature – place of internship**

**By signing below, I confirm on behalf of the place of internship that the information I have given in this form is correct and that the place of internship has accepted the terms laid out in section 14, paragraph A-B.**

Date and place

Signature

**Appendix 1: Erklæring afgivet af den ansvarlige person på praktikstedet (in Danish only)**

Bilag 1 skal kun udfyldes, hvis ansøger skal i praktik inden for sundhedsområdet. Erklæringen udfyldes af den ansvarlige læge, tandlæge, jordmoder, apoteker etc. på praktikstedet.

Ansvarlig læge, tandlæge, jordmoder, apoteker etc. på praktikstedet

Jeg erklærer på tro og love at ansættelsen af praktikanten er fagligt forsvarlig, og at praktikanten udfører sit arbejde under mit opsyn og ansvar.

Hvis erklæringen er urigtig, kan det have følgende konsekvenser:

- Jeg kan blive straffet med bøde eller fængsel i op til 2 år
- Jeg kan blive dømt til at erstatte de udgifter, som den danske stat har haft på grund af den urigtige erklæring

Dato

Underskrift

**Have you remembered everything?**

If the application for a Danish residence permit is correctly filled out and contains the required documents, SIRI can process the case faster. It is therefore important that you make certain that part 2 of the form is filled out correctly.

We recommend using the checklist below.

**Checklist – place of internship**

**Before the form is sent to the applicant, please ensure that the place of internship has enclosed the following:**

- Copy of approval of the place of internship by the relevant authority (this does not apply to interns in architecture or interns at Danish public hospitals)
- Copy of employment contract signed by the place of internship and the intern, if applicable
- Description of the applicant's responsibilities and educational plan

If the place of internship is in the **healthcare** sector, it is important that the place of internship has filled out and enclosed:

- Declaration that a supervising professional can vouch for the applicant's capabilities, and accepts responsibility for the supervision of the applicant and for the work he or she carries out during the internship (appendix 1)

**It is also important that the place of internship has**

- answered all questions in part 2 (sections 10-14) and has
- signed and dated the application in section 15