

Application form

Application for a residence and work permit for PhD students

Using this form

This form is to be used when applying for a Danish residence and work permit as a PhD student.

A residence and work permit can be issued to a foreign national accepted as a PhD student by a Danish educational institution. In the form we distinguish between **PhD students who receive a salary** from the educational institution or a company affiliated to the PhD programme and **PhD students who do not receive a salary**.

When applying for a residence and work permit in Denmark as a PhD student, the Danish educational institution and the applicant are each required to fill out separate parts of the form. In addition, the applicant must provide the required documentation.

How to apply

1. The educational institution **completes part 2** (sections 11-15) and **signs in section 15** (follow the instructions given in the form).
2. After completing part 2, the educational institution sends the form to the applicant (the PhD student).
3. The applicant **completes part 1** (sections 1-8) and **signs section 10** (follow the instructions given in the form).
4. The applicant encloses the required documentation.
5. The applicant submits the application at a Danish diplomatic mission in his or her country of residence. If the applicant is residing legally in Denmark, the application can 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 you can find more information about who can submit an application in Denmark.

Which documents are required?

- Documentation of paid fee
- Copy of all pages of the applicant's passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required)
- Letter of admission from the educational institution
- Employment contract or offer of employment (only if the applicant will **receive a salary** from the educational institution or a company affiliated to the PhD programme)
- Documentation that the applicant can support him- or herself during the stay in Denmark (only if the applicant **does not receive a salary**)

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.

Are other documents required when submitting the application?

The applicant must present his or her passport to the authorities for identification.

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 for International Recruitment and Integration (SIRI).

You can read more about the fees in section 1 of this form, or on newtodenmark.dk/fee where you can also see a list of current fees.

If the applicant submits his/her application through an application centre, he/she must pay a separate service fee 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 in his/her country of residence before submitting his/her application.

For more information

More information about the rules and regulations concerning Danish residence and work permits is available at newtodenmark.dk. If you have any questions, you are always welcome to contact us and receive information about the rules and regulations or guidance on how to complete the application form (see contact information at the bottom of this page).

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 two passport photos 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.

For official use only

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

*) 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 1 of the application form.

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Application for a residence and work permit for PhD students**PART 1 – to be filled out by the applicant****1. Information about fees**

In order for your application to be processed, you must pay a case processing fee. The fee will cover the processing of your case and will not be refunded if your application is turned down, or if you withdraw your application. The fee must be paid by the time we receive your application.

The fee is regulated annually on 1 January. Please make sure to create your Case Order ID and pay the fee in the same calendar year that you submit your application. If you pay the fee one calendar year (before 1 January), but submit your application the following calendar year (after 1 January), you will have paid too little.

You can find further information about current fees, how to create a Case Order ID and how to pay the fee at newtodenmark.dk/fee.

To pay the fee you must:

1. Create a Case Order ID.
2. Pay the fee.

Please enter the Case Order ID in this form, and remember to attach documentation that the fee has been paid.

How do I pay the fee?

You can pay the fee in several ways, for example, using a Danish debit card (Dankort), credit card, a Danish internet bank or a foreign bank. You can choose how you wish to pay, and see which information is required when paying the fee at newtodenmark.dk/fee.

Please note: If you pay the fee using a Danish internet bank or foreign bank, make sure to submit the Case Order ID together with the payment. You cannot pay the fee in connection with submitting your application in person. However, at certain embassies this is possible. Find more information at newtodenmark.dk/feelist-embassies.

Who is exempt from paying the fee?

Certain case categories are exempt from paying the fee. There may also be specific instances where an application can be submitted without paying the fee even though a fee is normally required. You can read more about who is exempt from paying the fee newtodenmark.dk/fee. If you believe that you (the applicant) are exempt from paying the fee, please tick the box 'Applicant is exempt from paying the fee' in the field above. 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 we 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 we decide that you are in fact exempt from paying the fee, the fee will be refunded to you.

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	<input type="checkbox"/> The applicant is exempt from paying the fee
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1.2 Information required for refunding the fee (in case the fee is to be refunded)

Please enter the information required for refunding the fee below. 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 number

Name and address of account holder

Name and address of bank (incl. country)

BIC/SWIFT

IBAN

☐ 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)

Danish CPR number (if applicable)

Personal ID (if applicable)

Country of birth

3. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender

☐ Male

☐ Female

Do you have children?

☐ Yes

☐ No

Current marital status

☐ Unmarried ☐ Married ☐ Registered partner ☐ Widow(er) ☐ Divorced ☐ Dissolved registered partnership

Your address in your home country (Street and number)

Postal code, city and country

Telephone number

Email address

If you are **currently in Denmark**, please state your date of entry, address, and contact information in Denmark.
Important: Please inform SIRI of any change to address or other contact information.

Date of entry into Denmark

Address in Denmark (Street and number)

Postal code and city

C/o (name)

Telephone number

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

Have you been to Denmark before?

☐ Yes☐ NoIf **yes**, please state where and when

5. Information about the applicant's educational background

PLEASE COMPLETE IN CAPITAL LETTERS

☐ Higher education

Number of years

Completed?

☐ No☐ Yes

Academic title

Knowledge of
languages

Native language

Second language

Other languages

Other schooling, work experience, qualifications, skills, practical experience, etc.

Previous employment (please state employer's name and address)	Period of employment (from – until)	Brief job description
	—	
	—	
	—	

6. Information about the applicant financial status

Below we ask some questions about your financial status during your stay in Denmark. If you do not receive a salary from a Danish educational institution or a company affiliated to the PhD programme, you must **enclose documentation** that you are able to support yourself during your stay in Denmark (e.g. a bank statement in your own name, documentation for a grant or scholarship or pay slips from your home institution). Read more at newtodenmark.dk about supporting yourself.

Do you receive a salary from a Danish educational institution or a company affiliated to the the PhD programme during your stay in Denmark? ☐ Yes ☐ No

If **yes**, you must enclose an employment contract or offer of employment.

If **no**, you must inform us how you will finance your stay in Denmark (check the relevant box below) and **enclose documentation** that you are able to support yourself during your stay in Denmark. You must also inform us of the amount available to you per month.

☐ Salary from your home institution

☐ Grant, scholarship or research funds

☐ Other, including own funds _____

Amount available per month (DKK)

If you are to **pay a tuition fee** to the educational institution in Denmark and have paid the full amount for the first semester of your PhD programme, you do **not** need to enclose documentation that you are able to support yourself.

Are you to pay a tuition fee to the educational institution in Denmark yourself? ☐ Yes ☐ No

Has the tuition fee been paid in full (first semester as a minimum)? ☐ Yes ☐ No

7. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

8. Declaration 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. 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.

C. 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 through our contact form on newtodenmark.dk/SIRI-contactform.

Data protection officer

You can contact our data protection officer by using our contact form at newtodenmark.dk/SIRI-contactform. You can read more about SIRI as data controller and about SIRI's data protection officer on newtodenmark.dk/personaldata.

Purpose and legal basis

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

- to process your application for residence and/or work in Denmark
- in any later applications for 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

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 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.

Some data, including biometric data, will be registered in the Schengen Information System (SIS) under certain circumstances. This applies if you have been given a time limit for departure in relation to your application or your residence in Denmark. It also applies if you have been banned from the Schengen area.

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 disclose 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.

Personal data will be shared with the relevant authorities in the other Schengen states, when SIRI is legally obliged to do so. These authorities will have access to the information registered in SIS and the Entry/Exit System (EES) by SIRI when it is relevant to their case processing and law enforcement.

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 Central Business Register (CVR), the Income Register (eIncome), the Building and Housing Registry (BBR), the Schengen Information System (SIS), Entry/Exit System (EES)
- 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.

SIRI will rectify, supplement or erase relevant information that has been registered in the Entry/Exit System (EES) when this information is factually inaccurate or incomplete, or when information has been processed in the Entry/Exit System (EES) in breach of the EU regulation 2017/2226.

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.

Personal data registered in the Schengen Information System (SIS) in relation to a deadline for departure are normally stored in SIS until your exit from the Schengen area is registered. If the data are registered in relation to an entry ban to the Schengen area, these data will, as a rule, be stored until the entry ban has expired.

If there has been registered both an entry and an exit from the Schengen area, the personal data, fingerprints and facial images that have been registered in the Entry/Exit System (EES) will be stored for 3 years. If there has not been registered an exit from the Schengen area, the information registered in EES will instead be stored for 5 years. If you are granted a residence permit from SIRI, your information registered in EES will be erased.

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. If you would like make use of your rights under the GDPR, contact SIRI.

Read about your rights regarding the Entry/Exit System (EES), including in terms of processing and storage of information, [on newtodenmark.dk/EES-personaldata](https://newtodenmark.dk/EES-personaldata).

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.

D. Verification and spot-checks

Your case may 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/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.

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

SIRI can share information about you with your sponsor (e.g. 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) without your consent, when necessary in order to process your application or as part of later spot-checks. Please note paragraph [C] "Information on how we process your data" in section 8 "Declaration 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 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. Please find our contact information at newtodenmark.dk/contact-siri.

(tick off)

☐ **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.**

10. 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 8, paragraph A.

I also confirm that I have made a decision regarding section 9 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 Buildings and Housing Register (BBR), the Central Business Register (CVR) and the Income Register (eIncome)

Date and place

Signature

Did you remember everything?

If your application for a Danish residence permit is correctly filled out and contains the required documents, we can process your case faster.

It is therefore important that you make certain that part 1 of the forms is filled out correctly and that you have included the necessary documents.

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

It is possible to send documents to us via our contact form at newtodenmark.dk/contact-siri, if there are specific documents which you are unable to have ready when you submit the application. It is important that you know that the service goal is calculated from the date when we have received all necessary documents. If you submit additional documents later, you must therefore expect to wait longer before you will receive a decision.

Checklist – part 1

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

- ☐ Documentation of paid fee.
- ☐ Copy of all pages of your passport, including the cover (if the application is submitted in Denmark, only pages containing information, including the cover and any pages containing visas or stamps are required)
- ☐ Letter of admission from the educational institution.

If you **receive a salary** from a Danish educational institution or a company affiliated to the PhD programme, you must also include:

- ☐ Employment contract or offer of employment.

If you **do not receive a salary** from a Danish educational institution or a company affiliated to the PhD programme, you must also include:

- ☐ Documentation that you can support yourself financially while in Denmark (e.g. pay slips from your home institution, a bank statement in your own name or documentation for a grant or scholarship).

It is important that you have

- ☐ answered all questions in part 1 (sections 1-7),
- ☐ signed and dated the application in section 10.

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 passport photos. Upon arrival in Denmark, your biometric features (digital facial image and fingerprint) will be recorded.

If you send your application via SIRI's contact form on newtodenmark.dk/SIRI-contactform, 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 passport photos **within 14 days** of submitting your application. When you appear to have your biometric features recorded or to submit your passport photos, 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 photos. 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).

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 passport photos, 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.

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- ☐ Names and passport information in compliance with shown documentation of identity

Enclosed:

- ☐ employment contract or offer of employment



☐ Documentation of paid fee

☐ Copy of passport

☐ Letter of admission

☐ Documentation that the applicant can support him- or
herself financially

☐ Other

Comments

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

PART 2 - to be filled out by the educational institution**11. Information about the educational institution in Denmark****PLEASE COMPLETE IN CAPITAL LETTERS**

Name of the educational institution		Cvr.no.	
Name of department/institute			
Address (street and number)		Postal code and city	
Telephone number		Email address	
Contact person 1 (name)	Mobile or direct phone number	Email address	
Contact person 2 (name)	Mobile or direct phone number	Email address	
Contact person 3 (name)	Mobile or direct phone number	Email address	

12. Information about the PhD programme in Denmark**PLEASE COMPLETE IN CAPITAL LETTERS**

Name of PhD programme	
Prescribed period of study (does not include defence of the PhD thesis)	
From (day, month, year)	to (day, month, year)

13. Information about the applicant's relation to the educational institution

The applicant is admitted to the educational institution as

☐ PhD student, who receives a salary from the educational institution or a company affiliated to the PhD programme according to salary and employment terms which correspond to Danish standards (complete section 13.A)

☐ PhD student, who does not receive a salary (complete the section below and section. 13.B)
Only to be completed, if the applicant is a PhD student, who does not receive a salary.
☐ Non-fee-paying full-degree PhD student

☐ Non-fee-paying guest PhD student

☐ Fee-paying full-degree PhD student

☐ Fee-paying guest PhD student
If the applicant is a **fee-paying PhD student**, please inform us below whether the tuition fee for the first semester as a minimum has been paid.

The Danish educational institution's tuition fee per semester (DKK, EUR or USD)

☐ DKK ☐ EUR ☐ USD

Has the tuition fee been paid (first semester as a minimum)?

☐ Yes☐ No

13.A Information about the applicant's salary

Only to be completed, if the applicant is a PhD student, who receives a salary from the educational institution or a company affiliated to the PhD programme.

Who pays the applicant's salary?

- ☐ The educational institution
- ☐ A company affiliated to the PhD programme

Gross monthly salary (incl. pension)

Salary from the educational institution or a company affiliated to the PhD programme.

Gross monthly salary (incl. pension) _____ DKK per month

> Go to section 14

13.B Information about the applicant's financial status

Only to be completed, if the applicant is a PhD student, who does not receive a salary from the educational institution or a company affiliated to the PhD programme.

How will the applicant finance his or her stay in Denmark?

- ☐ Applicant's own funds
- ☐ Salary from home institution
- ☐ Grant, scholarship or research funds

Will the applicant receive a grant or scholarship from the educational institution in Denmark? ☐ Yes ☐ No

If **yes**, the educational institution must state the amount (DKK, EUR el. USD) per semester.

_____ ☐ DKK ☐ EUR ☐ USD

14. The applicant (the PhD student)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname

Given name(s)

Date of birth (day, month, year)

15. Declaration and information – educational institution

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 information.

B. 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.

C. 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 through our contact form on newtodenmark.dk/SIRI-contactform.

Data Protection Officer

You can contact our data protection officer by using our contact form at newtodenmark.dk/SIRI-contactform. You can read more about SIRI as data controller and about SIRI's data protection officer on newtodenmark.dk/personaldata.

Purpose and legal basis

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

- to process this application for residence and/or work in Denmark.
- in any later applications from the applicant for extension or for a new residence and/or work permit in Denmark.
- for verification and spot checks regarding the applicants residence and or work.

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 a 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 Data Protection Act section 8 (relating to the official authority only being allowed to process information about criminal offences if it is necessary for the 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 job at the educational institution.

We can disclose 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, 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, and the Danish Agency for Labour Market and Recruitment (STAR).

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. 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 and when deciding whether a permit has lapsed, in relation to applications for permanent residency and for naturalization, and in cases concerning any potential family members of the applicant. In practice this means that, SIRI will store your data for the period of your 'lifecycle' – i.e. your entire life.

Finally, it must be mentioned that data will be transferred to the Danish National Archives in accordance with the Danish Archive 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 request will be processed in accordance with the GDPR's regulations governing right of access. If there are other regulations that 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 are inaccurate. In specific situations, you 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. 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.

D. Verification and spot-checks

The case may be selected for a spot-check. The spot-check 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.

16. Signature – educational institution

The official contact person at the educational institution must sign the application form.

By signing below, I confirm on behalf of the above mentioned educational institution, that the information I have given in this form is correct and that I have read and accepted the terms laid out in section 15, paragraph A.

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	Educational institution's stamp
Signature	

Did you remember everything?

If the application for a Danish residence permit is correctly filled out and contains the required documents, we 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 to verify that the application is complete and correct.

Checklist – the educational institution

Before the form is sent to the applicant, please ensure that the educational institution has:

- ☐ Answered all questions in part 2 (sections 11-14) and has
- ☐ signed and dated the application in section 16.