

## Application for residence and work permit on grounds of salaried work

### Uses

This form is to be used when applying for a Danish residence and work permit on the grounds of **salaried work**, including jobs under one of the **Positive Lists**, the **Pay Limit scheme**, or if the applicant is to work as a **trainee**, a **researcher** or **guest researcher**.

Furthermore the form can be used if the applicant is a **commuter**, i.e. he/she is to work in Denmark but live outside Denmark, **or** if the applicant has a **firm attachment to the Danish labour market** but has lost his or her residence permit.

See [newtodenmark.dk/work](http://newtodenmark.dk/work) for more information about the different schemes.

When applying for a residence and work permit, both the employer (the company/research institute) and the applicant (the employee) must fill out separate parts of this form and attach the required documentation.

### How to apply

1. **The employer** completes **part 2** (section 15-23).
2. The employer attaches the required documentation.
3. Once the employer has completed part 2, the employer forwards **the whole form** (both Part 1 and Part 2) with the attached documentation to the applicant.
4. **The applicant** completes **part 1** (section 1-14).
5. The applicant attaches the required documentation.
6. The applicant submits the **whole application** (both Part 1 and 2 including required documents) at a Danish diplomatic mission in his/her country of residence. If the applicant is a legal resident of 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 who can submit an application in Denmark.

### Which documents are required?

*The applicant should attach the following documents:*

- Documentation of paid fee
- Employment contracts or job offer which contains information about wage and terms of employment and job description (not more than 30 days old). We recommend using standard contracts from the relevant industry.
- Documentation of education relevant to the offered job (copy in an authorized Danish or English translation).
- Copy of all pages of his or her 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).

- Documentation for authorization. **Only** relevant if the job requires **Danish authorization**. Read more about authorization at [newtodenmark.dk/positivelist](http://newtodenmark.dk/positivelist)
- Documentation that the applicant can support him- or herself financially during his or her stay in Denmark. **Only** relevant if the applicant is to work as a **guest researcher** (see section 6).

*The employer should attach the following documents:*

- Documentation for wage and terms of employment, which are not stated in the employment contract, e.g. paid rent or salaries paid abroad.
- Advance statement from athletic association. **Only** if the applicant is to work as a **professional athlete** or **coach**. The form can be downloaded at [newtodenmark.dk/advance-statement](http://newtodenmark.dk/advance-statement) (in Danish only).
- Documentation for trainee position. **Only** relevant if the applicant is to work as a **trainee**. Read more at [newtodenmark.dk/trainees](http://newtodenmark.dk/trainees)

### Does the applicant need other documents when submitting the application?

Yes. The applicant must present his or her passport so the authorities can verify his or her identity.

### 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](http://newtodenmark.dk/fee) where you can also see a list of current fees.

If the applicant submits his or her application through an application centre, he or 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 or her country of residence before submitting his or her application.



### For more information

More information about the regulations for Danish residence and work permits and how to fill out the application is available at [newtodenmark.dk/work](https://newtodenmark.dk/work). You can always contact SIRI if you have any questions in general or about the form. You can find our contact information on [newtodenmark.dk/contact-siri](https://newtodenmark.dk/contact-siri).

### Biometric features 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](https://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 1.1 of the application form.

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**Application for residence and work permit on the grounds of salaried work****PART 1 – to be filled out by the applicant (the employee)****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 find the current fees on [newtodenmark.dk/fee](http://newtodenmark.dk/fee).

All persons who submit an application for residence and work permit on the grounds of salaried work must do the following in the order below:

1. Create a case order ID. **Please note:** You must state the case order ID in the field below.
2. Pay the fee. **Please note:** Certain groups of applicants may be exempt from paying the fee. These groups must still create a case order ID.
3. Submit the application.

The fee covers the processing of your case. This means that the fee will not be refunded if your application is turned down. Furthermore, the fee will not be refunded if, during the processing of your case, you choose to withdraw your application. If you have not paid the fee your application will be rejected, which means that it will not be processed. If your application is rejected for any other reason, the fee will be refunded minus an administration fee.

**How do I create a case order ID?**

Anyone can create a case order ID on [newtodenmark.dk/fee](http://newtodenmark.dk/fee). You must clearly state the case order ID in the field below and when paying the fee (if applicable).

**How do I pay the fee?**

You can pay the fee in several ways, such as by credit card, through a Danish internet bank, in the bank or at the post office. On [newtodenmark.dk/fee](http://newtodenmark.dk/fee) you can choose how you wish to pay, and you can see which information is required when paying the fee. **Please note:** The fee must be paid no later than at the same time the application is submitted. In most cases, this means that the fee will need to be paid **before** the application is submitted. Only a few Danish diplomatic missions will allow you to pay the fee when you submit your application. You **cannot** pay the fee at SIRI's branch offices. Please **include documentation that you have paid the fee**, such as a receipt for payment by credit card, for transfer through a Danish internet bank or a receipt from a bank or post office.

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

If you (the applicant) are a Turkish citizen and are applying for a residence and work permit on the grounds of salaried work, you may be exempt from paying the fee. On [newtodenmark.dk/fee](http://newtodenmark.dk/fee) you can read more about who is exempt from paying 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. 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

 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: (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	
Place of birth (city)	Country of birth

### 3. Information about the applicant

PLEASE COMPLETE IN CAPITAL LETTERS

Gender		<input type="checkbox"/> Male	<input type="checkbox"/> Female
Current marital status			
<input type="checkbox"/> Unmarried	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widow(er)
<input type="checkbox"/> Registered partner	<input type="checkbox"/> Dissolved registered partnership		
Address in home country (Street and number)		Postal code, city and country	
Telephone number		Email address	
If you are <b>currently in Denmark</b> , please state your date of entry, address, and contact information in Denmark.			
<b>Important:</b> Please inform SIRI of any changes to your 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
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### 5. Information about authorization (if applicable)

PLEASE COMPLETE IN CAPITAL LETTERS

If the job offered requires a Danish authorization, you (the applicant) must normally have obtained a Danish authorization in order to be granted a residence and work permit. Read more about authorization at [newtodenmark.dk/positivelist](http://newtodenmark.dk/positivelist)

Does the job offered require a Danish authorization?  Yes  No

If **yes**, please **enclose documentation for authorization** and you do **not** need to complete section 7 'Information about the applicant's education and previous employment', since these requirements already are considered to be fulfilled.

### 6. Information about the applicant's financial situation if the applicant is to work as a **researcher** or **guest researcher** at a research institute in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS



You **only** need to complete section 6, if you are to work as a **researcher** or **guest researcher** at a research institute in Denmark.

Please indicate below whether you are employed by the research institute in Denmark and receive a salary from the research institute. If you are **not** employed by the research institute in Denmark and you do not receive a salary from the research institute, you will be considered by SIRI as a **guest researcher**, and you are asked to indicate how you will finance your stay in Denmark, the amount available per month and attach documentation. Furthermore you are asked to indicate whether you have completed a long cycle higher education (master's degree etc.). As a guest researcher you must have completed a higher education in order to be granted a residence and work permit.

Are you employed as a **researcher** at the research institute in Denmark and is the research institute paying your salary during your stay in Denmark?  Yes  No

If **yes**, go directly to **section 9**

If **no**, please answer the following questions:

How is your stay in Denmark as a guest researcher financed?

- Salary from the research institute in home country
- Grant or fellowship from the home country or in Denmark
- Other \_\_\_\_\_

Amount per month after tax, excl. cost of rent, electricity, heat, and similar overheads in Denmark

\_\_\_\_\_ DKK per month

Please **attach documentation** that you can support yourself financially during your stay in Denmark (e.g. bank statements, letter or pay slips from the research institute in home country).

Have you completed a long cycle higher education?  Yes  No

As a researcher or guest researcher you do not need to complete section 7 'Information about the applicant's education and previous employment', since these requirements already are considered to be fulfilled. Nor do you need to complete section 8.

> Go to section 9

## 7. Information about the applicant's education and previous employment

**PLEASE COMPLETE IN CAPITAL LETTERS**

In the section below, you will be asked to provide information about your educational background and previous employment. The information is required in order to determine whether your qualifications, work history or general commercial need are sufficient to qualify for a residence and work permit.

<input type="checkbox"/> Youth education (vocational or upper secondary education)	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Vocational education at skilled level	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Short cycle higher education (bachelor-, academy profession degree/program etc.)	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Long cycle higher education (master's degree etc.)	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Have you completed an educational program that is relevant to the position offered?  Yes  No

If **yes**, please state type of educational program and date of completion:

Type \_\_\_\_\_

Date of completion \_\_\_\_\_

Please also **enclose a copy of your diploma/degree certificate.**



Are you presently attending an educational program that is relevant to the position offered?  Yes  No

If **yes**, please give state type of educational program and expected date of completion:

Type \_\_\_\_\_

Date of completion \_\_\_\_\_

Please **enclose documentation that you are following an educational program.**

Have you had any previous employments that are relevant to the position offered?  Yes  No

If **yes**, please state the following:

#### Previous relevant employment A

Employer's name	Period	
	From date	To date

Address

Brief job description	Job title
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#### Previous relevant employment B

Employer's name	Period	
	From date	To date

Address

Brief job description	Title
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#### Previous relevant employment C

Employer's name	Period	
	From date	To date

Address

Brief job description	Job title
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Other qualifications, specialist skills or similar of relevance to the position offered:

## 8. Information about any employment at foreign company / department

PLEASE COMPLETE IN CAPITAL LETTERS

You **only** need to complete section 8, if you, during your stay in Denmark, will be employed by an employer (company) **not located in Denmark**. Such would be the case if you were to be **seconded** to Denmark by a foreign-based company. If not, go to section 9.

Company's name

Address (Street and number)	Postal code, city and country
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Telephone number	Mobile phone number
Email address	Company's / department's registration no.
Contact person (if applicable)	
Job title	

### 9. Declaration of consent to allow authorities to pass on information to a third party (e.g. an employment agency)

In section 18 in part 2 of this form, you can see if your employment has been facilitated by an employment agency.

If this is the case, and you wish to allow the immigration authorities to convey necessary information about you to the third party, and allow the authorities to obtain necessary information about you from the third party, please give your consent below.

If you do not allow the immigration authorities to convey necessary information about you to the third party, we will instead obtain necessary information from you (the applicant) and refrain to convey information to the third party. However, this can in some cases lead to a longer processing time.

(Tick the box)

**I hereby consent to allowing the immigration authorities to convey information about me, including personal information, to the employment agency, specified in section 18 in part 2 of this form, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about me, including personal information, from the employment agency, if necessary for processing this application.**

### 10. Sworn declaration that I can support myself and any accompanying family members for a month prior to beginning work

You can be issued a residence permit valid for **one month** prior to your first day of work, if declare that you can support yourself and any accompanying family members for the entire month before you begin working.

By ticking the box below, you declare that you can support yourself and your family. If you do **not** tick the box, your residence permit will not be valid until 14 days before your first day of work.

(Tick box)

I hereby solemnly swear that I can support myself and any accompanying family members for a month prior to my first day of work.

I understand that if I or any accompanying family members receive public assistance under the terms of the Active Social Policy Act, my residence permit can be revoked (Section 19 of the Aliens Act, cf. Section 9 a of the Aliens Act).

I further understand that if my statement is later found to be untrue, I am subject to the following penalties:

- Fine or up two years in prison (Section 161 of the Danish Criminal Code, cf. Section 40 of the Aliens Act).
- I can be required to repay the expenses incurred by the Danish state as a consequence of the false information (Section 40 of the Aliens Act).
- My residence permit as well as those held by any accompanying family members can be revoked (Section 19 of the Aliens Act).





## 11. The applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

## 12. Declaration and information - applicant

### 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 or incomplete information.

### B. Declaration that I agree to my employer's choice of scheme

I consent to have my application processed by SIRI according to the scheme chosen by my employer in part 2 of this application form under "Additional information about the terms of employment".

### 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](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](http://newtodenmark.dk/SIRI-contactform). You can read more about SIRI as data controller and about SIRI's data protection officer on [newtodenmark.dk/personaldata](http://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 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 Agency for Labour Market and Recruitment, the Regional Labour Market Councils, 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 Dwelling Register (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 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 [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. 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 (eIncome).
- 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 registered by your employer about your employment

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



### 13. 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 12 "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 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 (and to an employment agency, as mentioned in section 18 I part 2 of this form) to this greater extent in order to ease the processing of this application.**

### 14. 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 12, paragraph A-B.**

**I also confirm that I have made a decision regarding section 13 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

### Did you remember everything?

If your application is correctly filled out and contains the required documents, we can process the case faster.

It is therefore important that you make certain that this form is filled out correctly and that you have included the necessary documents.

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



## Checklist – the applicant

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

- Documentation of paid fee, such as a receipt from a Danish internet bank or a receipt from a bank or post office.
- Employment contract or job offer which contains information about the wage and terms of employment and job description (not more than 30 days old). We recommend that standard contracts from the relevant industry be used.
- Documentation for education relevant to the position offered (copy in an authorized Danish or English translation).
- 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).
- Documentation for authorization. **Only** if the job requires Danish authorization. Read more about authorization at [newtodenmark.dk/positivelist](http://newtodenmark.dk/positivelist)
- Documentation that you can support yourself financially during your stay in Denmark. **Only** if you are to work as a **guest researcher** (see section 6).

### It is also important that you have

- Answered all questions in part 1,
- signed and dated the application in section 14, and have

## 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 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 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 your 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 departments. 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](http://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](http://newtodenmark.dk/residencecard).



## For official use only – Comments and forwarding endorsements

Names and passport information in compliance with shown documentation of identity

Enclosed:

Copy of passport

Employment contract or job offer and job descriptions  
(not more than 30 days old)

Documentation for educational background (copy in  
an authorized Danish or English translation)

Documentation of paid fee

Other

Comments

If the application is submitted at a Danish diplomatic mission but the decision needs to be sent to another diplomatic mission/address then we request the address to be given here.

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


**PART 2**– to be filled out by the employer (company/research institute) in Denmark

**15. Information about the employer in Denmark**
**PLEASE COMPLETE IN CAPITAL LETTERS**

Name of employer (company/research institute)	CVR number
Name of department (if applicable)	
Address (Street and number)	Post code and city
Telephone number	Mobile phone number
Email address	
Contact person (if applicable)	
Is the employer a member of an employer organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , please state which one?	
_____	
If <b>no</b> , is the employer party to a collective bargaining agreement in any way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>yes</b> , please provide details:	
_____	

**16. Information about terms of employment**
**PLEASE COMPLETE IN CAPITAL LETTERS**

In the section below, information concerning the terms of employment in Denmark and working hours of the applicant (employee) is required. Normally, full-time employment (37 hours a week) is required.

What position will the applicant be holding in Denmark?

What is the job description (main tasks and roles)?

The applicant's academic title (if applicable)

Period of employment

From: \_\_\_\_\_ to: \_\_\_\_\_

Applicant's (employee's) working hours per week

 Are the terms of employment the result of a collective bargaining agreement?  Yes  No

If **yes**, the employer is requested to state which agreement:

### 16. A Additional information about the terms of employment

Depending on which scheme applies to the application, we may require some additional information from the employer about the terms of employment. You can read more about the different schemes at [newtodenmark.dk/work](http://newtodenmark.dk/work).

Below, please indicate which scheme applies to the application and fill in the additional information if necessary.

If the applicant does not meet the requirements for the selected scheme, on the basis of the information available we will assess whether the applicant meets the requirements of any of the other schemes. We may ask you for additional information.

Which scheme applies to the application?

- |  |   |
|--|---|
| <input type="checkbox"/> One of the Positive Lists<br>> Go to section <b>16.B</b>                | <input type="checkbox"/> Guest researcher<br>> Go to section <b>17</b>                        |
| <input type="checkbox"/> Salaried researcher<br>> Go to section <b>17</b>                        | <input type="checkbox"/> Special individual qualifications<br>> Go to section <b>17</b>       |
| <input type="checkbox"/> Trainee<br>> Go to section <b>17</b>                                    | <input type="checkbox"/> Herdsman or farm manager in agriculture<br>> Go to section <b>17</b> |
| <input type="checkbox"/> Employee on a moveable rig, drillship etc.<br>> Go to section <b>17</b> | <input type="checkbox"/> Labour Market Attachment<br>> Go to section <b>17</b>                |
| <input type="checkbox"/> Pay Limit scheme<br>> Go to section <b>17</b>                           |   |

### 16.B The Positive Lists

If the applicant (employee) is offered a job that is included on the **Positive List for the Highly Educated or the Positive List for Skilled Work**, you must state the professional field and identify the position's classification code (DISCO-08 code). You can read more about position classification (DISCO-08) code at Statistics Denmark's homepage ([dst.dk/en](http://dst.dk/en)).

In order to be granted a permit after the Positive List for the Highly Educated certain educational qualifications are required. This educational requirement does not apply to the Positive List for Skilled Work. For both Positive Lists the applicant's educational qualifications must be stated (in the applicant's part of this form). If you are applying based on the Positive List for the Highly Educated documentation in the form a diploma or similar must be enclosed.

Please note that it is not Statistics Denmark that decides if a certain profession is on the Positive List. Statistics Denmark can therefore not inform you whether you meet the requirements incl. the educational requirement for the Positive List.

Read more about the Positive List at [newtodenmark.dk/positivelist](http://newtodenmark.dk/positivelist)

Is the application for a residence and work permit submitted based on the Positive List for the Highly Educated or the Positive List for Skilled Work?

- Positive List for the Highly Educated       Positive List for Skilled Work

What is the position's classification code (DISCO-08 code)?

What is the professional field?

If you are applying for a permit based on the **Positive List for Skilled Work** it is a condition for granting a permit that the employer has met the educational target for apprentice training from Arbejdsgivernes Uddannelsesbidrag (AUB) for how many trainees they have to hire. The employer must not have been required to pay additional contribution (merbidrag).





As the employer, have you met the target for apprentice training from AUB and have therefore not been required to pay additional contribution (merbidrag)?

Yes  No

> Go to section 17

## 17. Information about salary

PLEASE COMPLETE IN CAPITAL LETTERS

In the section below, information concerning the salary of the applicant (the employee) is required. This information is needed in order to assess whether wage and main terms of employment correspond to Danish standards.

If the applicant is to work as a **researcher** or **guest researcher** at a research institute in Denmark, you only need to complete section 17.A.

For all other applicants it is of significance whether or not the applicant will be **seconded** to Denmark by a foreign-based company. Being seconded to Denmark by a foreign-based company should be understood to mean that the applicant will continue to be employed by the foreign company, division, etc. during his or her stay in Denmark. This will normally be the case, if the Danish and the foreign offices are part of the same international corporation or company.

If the applicant will **not** be seconded to Denmark by a foreign-based company, then you are requested to complete section 17.B.

If the applicant will be seconded to Denmark by a foreign-based company, then you are requested to complete section 17.C.

### 17.A Information about the applicant's financial situation if the applicant is to work as a researcher or guest researcher at a research institute in Denmark

You **only** need to complete section 16.A, if the applicant is to work as a **researcher** or **guest researcher** at a research institute in Denmark.

How is the applicant's stay in Denmark as a guest researcher financed?

- Salary from the research institute in Denmark  
Please state gross monthly salary (excluding pension) \_\_\_\_\_ DKK per month
- Employer paid labour market pension  
Please state monthly rate \_\_\_\_\_ DKK per month
- Salary from the research institute in home country
- Grant or fellowship from the home country or in Denmark
- Other \_\_\_\_\_

> Go to section 18

### 17.B Information about the applicant's salary when not seconded to Denmark by a foreign-based company

Section 17.B should only be completed if the applicant will **not be seconded** to Denmark by a foreign-based company. If the applicant will be seconded to Denmark, please complete section 17.C.

You (the employer) must provide the applicant's total salary information (including pension, any paid accommodation and other paid expenses) as a gross monthly salary converted to Danish kroner. It is important that the employment contract submitted with the application indicates the applicant's wage and terms of employment. This will enable us to process the application faster. You are asked to attach documentation for wage and terms of employment, which are not stated in the employment contract, e.g. paid rent or salaries paid abroad.

**If you submit under the Pay Limit scheme:**

**Please note that it is a requirement that your salary up to and including the minimum amount must be paid to a Danish bank account. Your salary up to and including the minimum amount can only consist of your basic salary, payments to labour market pension schemes (both the part paid by employer and the part paid by you as the employee) and paid holiday allowance. Salary above the pay limit amount can be**


**paid in another way or in a different country and can consist of other salary components.**

If we are in any doubt about whether the wage and terms of employment correspond to Danish standards, the application will be presented to the regional labour market council, a relevant branch organisation or another appropriate advising body.

The applicant's total gross monthly salary including pension, any paid accommodation and other paid expenses

DKK per month

**Of which:**

Employer-paid housing expenses

DKK per month

Other employer-paid expenses (please state which)

DKK per month

**Declaration from the company on payment of salary (complete only if submitted under the Pay Limit scheme)**

(Tick the box)

It is confirmed that salary up to and including the minimum amount will be paid to a Danish bank account

> Go to section 18

**17.C Information about the applicant's salary when seconded to Denmark by a foreign-based company**

This section should only be completed if the applicant will be **seconded** to Denmark by a foreign-based company. Please provide the gross amount of each component (i.e. the actual salary outlay). If the applicant's salary is variable (due to commission, bonuses or the like), there must be a minimum guaranteed salary. At least one of the fields below must be completed. **Please provide monthly salary figures, in Danish kroner (DKK).**

It is important that the employment contract submitted with the application indicates the applicant's wage and terms of employment. This will enable us to process the application faster. You are asked to attach documentation for wage and terms of employment, which are not stated in the employment contract, e.g. paid rent or salaries paid abroad.

**If you submit under the Pay Limit scheme:**

**Please note that it is a requirement that your salary up to and including the minimum amount must be paid to a Danish bank account. Your salary up to and including the minimum amount can only consist of your basic salary, payments to labour market pension schemes (both the part paid by employer and the part paid by you as the employee) and paid holiday allowance. Salary above the pay limit amount can be paid in another way or in a different country and can consist of other salary components.**

If we are in any doubt about whether the wage and terms of employment correspond to Danish standards, the application will be presented to the regional labour market council, a relevant branch organisation or another appropriate advising body.

**ACTUAL SALARY OUTLAY (complete only if submitted under the Pay Limit scheme)**

Base salary in home country (including pension and social security payments)

DKK per month

**Please note** that the base salary must be at least equivalent to the minimum amount

**Other salary components**

Additional salary paid in home country (compensation for foreign posting, etc)

DKK per month

Additional salary paid in Denmark (compensation for foreign posting, etc)

DKK per month

Per diem/living expenses paid in home country

DKK per month

Per diem/living expenses paid in Denmark

DKK per month

Employer-paid housing expenses

DKK per month

Other employer-paid expenses (please state which)



DKK per month
<b>Total gross monthly salary</b>
<b>DKK per month</b>
<b>Declaration from the company on payment of salary</b>
(Tick the box)
<input type="checkbox"/> It is confirmed that salary up to and including the minimum amount will be paid to a Danish bank account
> Go to section 18

<b>ACTUAL SALARY OUTLAY (complete only if not submitted under the Pay Limit scheme)</b>	
Base salary from foreign employment (incl pension and social security payments)	DKK per month
Additional salary paid in home country (compensation for foreign posting, etc)	DKK per month
Additional salary paid in Denmark (compensation for foreign posting, etc)	DKK per month
Per diem/living expenses paid in home country	DKK per month
Per diem/living expenses paid in Denmark	DKK per month
Employer-paid housing expenses	DKK per month
Other employer-paid expenses (please state which)	DKK per month
<b>Total gross monthly salary</b>	<b>DKK per month</b>
> Go to section 18	

<b>18. Information about third party (if applicable)</b>		<b>PLEASE COMPLETE IN CAPITAL LETTERS</b>
If the application procedure is handled by a third party (e.g. an employment agency), you must state the name and contact information of the third party.		
Third party's name		
Address (Street and number)		Post code and city
Contact person	Telephone number	
Mobile phone number	Email address	

<b>19. The applicant (employee)</b>		<b>PLEASE COMPLETE IN CAPITAL LETTERS</b>
You must state the applicants name, date of birth and nationality in order to facilitate the processing of the application.		
Surname	Given name(s)	
Date of birth (day, month, year)	Nationality	



## 20. Declaration of consent to allow authorities to pass on information to a third party, e.g. an employment agency (if applicable)

This section is only relevant if section 18 has been filled in.

(Tick the box)

I consent to allowing the immigration authorities to convey information about the company to the employment agency, specified in section 18, if necessary for processing this application. I also consent to allowing the immigration authorities to obtain information about the company from the employment agency, if necessary for processing this application

## 21. Employers comments

PLEASE COMPLETE IN CAPITAL LETTERS

## 22. Declaration and information – employer

### 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. Sworn statement by the employer regarding occupational health legislation if the employee is under 18

I solemnly swear that I, as an employer, comply fully with occupational health legislation.

### 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, 2300 Copenhagen S 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](http://newtodenmark.dk/SIRI-contactform). You can read more about SIRI as data controller and about SIRI's data protection officer on [newtodenmark.dk/personaldata](http://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 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 Regional Labour Market Councils, 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. 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 [datatilsynet.dk](http://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](http://datatilsynet.dk).

#### **E. 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 income register (eIncome).
- 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 (eIncome).
- Contacting other authorities, such as the Danish Customs and Tax Administration.
- Contacting third parties
- Contacting the foreign national.
- Turning up in person at the workplace.
- Using information registered by the employer about the foreign national's employment.

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

## 23. Signature – the employer

**By signing below on behalf of the above mentioned company, I confirm that the information I have given in this form is correct and that the company has accepted the terms laid out in section 22, paragraph A-B.**

Date and place

Signature

## Have you remembered 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 before forwarding it to the applicant.

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



## Checklist – employer

**Before the form is sent to the applicant, please ensure that you have (please tick the box)**

- answered all questions in part 2 (sections 15-21) and has
- signed and dated the application in section 23.

**It is also important that you have attached:**

- Documentation for wage and terms of employment, which are not stated in the employment contract, e.g. paid rent or salaries paid abroad
- Advance statement from athletic association. **Only** if the applicant is a **professional athlete** or **coach**. The form can be downloaded from [newtodenmark.dk/advance-statement](http://newtodenmark.dk/advance-statement) (in Danish only)
- Documentation for **trainee** position. Special documentation is required if the applicant's position in Denmark is a trainee position. Read more at [newtodenmark.dk/trainees](http://newtodenmark.dk/trainees)