

Application form

ST1_en_250115

Application for a residence and work permit for students

Uses

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

Residence and work permits can be issued to persons accepted at the following types of studies:

- Higher educational programmes
- Preparatory higher educational programme
- Basic and youth study programmes
- Folk high schools

Please note: If the applicant is a PhD student, form PHD1 is to be used.

When applying for a residence and work permit as a student, the Danish educational institution (the university/school) and the applicant (the student) are each required to fill out separate parts of the form. The applicant must also provide certain documentation.

How to apply

1. The educational institution **completes part 2** (sections 10-14) and **signs in section 15** (following the instructions given).
2. After completing part 2, the educational institution sends the form to the applicant (the student).
3. The applicant **completes part 1** (sections 0-7) and **signs in section 9** (following the instructions given).
4. The applicant includes the required documentation. (see below).
5. The applicant submits the application 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 the Citizen Centre of the Danish Agency for Labour Market and Recruitment. If the applicant lives outside the Greater Copenhagen area, he/she can also submit the application at the local police station.

On newtodenmark.dk you can find more information about who can submit an application in Denmark.

Which documents are required?

If the applicant is to study at a **higher educational programme** and is to pay tuition fees, *or* has been granted a Danish state scholarship (free tuition and covering of living expenses), the applicant must include:

- Documentation of paid fee
- Copy of passport (all pages including front page)

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.

If the applicant is to study at a **higher educational programme** and is **not** to pay tuition fees, and has **not** been granted a Danish state scholarship (free tuition and covering of living expenses), the applicant must include:

- Documentation of paid fee

- Copy of passport (all pages including the front page)
- Proof that the applicant can support him- or herself financially while in Denmark

If the applicant is to study at a **preparatory higher educational programme** or attend a **basic or youth study programme**, the applicant must include:

- Documentation of paid fee
- Copy of passport (all pages including front page)
- Proof that the applicant can support him- or herself financially while in Denmark

If you wish to study at a **secondary education** and the stay is **not** arranged by an exchange organization that has been approved by the EU, you must include **either**

- documentation that you have begun your secondary education in your home country and that your secondary education will be completed after your stay in Denmark. The documentation must be issued by your school in your home country and it must specify when you began your secondary education and when you are expected to complete it, **or**
- documentation that you will continue your secondary education in your home country. The documentation must be issued by a school in your home country and it must specify that you are guaranteed a place to continue your secondary education at this school after your stay in Denmark.

If you are under the age of 18, you must include a declaration signed by both your parents showing that they accept your stay in Denmark. If you are not staying at a boarding school, your parents must furthermore clearly state where and by whom you are living while in Denmark.

Please note that students at **folk high schools** do **not** need to include proof that they can support themselves during their stay, as food and lodging is normally included in the course fees.

Other documents required when submitting the application

The applicant must present his/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 Labour Market and Recruitment. You can read more about the fees in section 0 of this form, or on www.newtodenmark.dk/fee where you can also see the current fees.

If the applicant submits his/her application to a Danish diplomatic mission (embassy or consulate general)

he/she will normally have to pay a fee. The fee can vary in price. The individual diplomatic mission can also make further demands such as extra passport photos or duplicate copies of the application. We recommend that the applicant checks with the requirements on the website of the diplomatic mission in his/her country

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 facial images 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 www.newtodenmark.dk/residencecard

before the application is submitted.

For more information

More information about the regulations for Danish residence and work permits and how to fill out the application is available at www.newtodenmark.dk. You can also contact the Agency in writing, in person at the Citizen Centre or by calling the Study hotline on +45 35 30 87 50.

For official use only

Date received	Received by (name)	Authority (stamp)	Person ID / Alien id. no. (Udl.nr)	Case order ID*
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*) 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 0 of the application form.

ST1_en_250115

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

From 1 January 2011 onwards, you will normally need to pay a fee if you submit an application for a residence permit, for an extension of a residence permit, or for a permanent residence permit in Denmark. The size of the fee depends on which type of application you submit. You can find the current fees on www.newtodenmark.dk/fee.

All persons who submit an application for residence and work permit for students 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.
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 www.newtodenmark.dk/fee. You must clearly state the case order ID in the field below and when paying the fee.

How do I pay the fee?

You can pay the fee in several ways, such as from a Danish internet bank, in the bank or at the post office. On www.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 directly to the Citizen Centre of the Danish Agency for Labour Market and Recruitment or to the Danish police.

Please **include documentation that you have paid the fee**, such as a receipt from a Danish internet bank or a receipt from a bank or post office.

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	
<input type="checkbox"/> Applicant	
<input type="checkbox"/> Other person/company: (name)	
<input type="checkbox"/> Danish NEM account (NEM-konto)	CPR number
<input type="checkbox"/> Danish bank account	Name of bank
	Reg. number.
	Account number
<input type="checkbox"/> Foreign bank account	Account information (account number/BIC/SWIFT/IBAN)
	Additional information (bank address, account holder's address, etc.)
<input type="checkbox"/> Cash at Danish diplomatic mission (tick only if the fee was paid at the diplomatic mission)	State which Danish mission (city and country)

2. The applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Surname	Former surname (if applicable)	
Given name(s)		
Nationality	Former nationality (if applicable)	
Date of birth (day, month, year)	Danish CPR number (if applicable)	
Alien identification number / Personal ID (if applicable)		
Country of birth	Place of birth (city)	

3. Information about the applicant		PLEASE COMPLETE IN CAPITAL LETTERS
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Do you have children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current marital status	<input type="checkbox"/> Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Registered partner <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/> Dissolved registered partnership	

Your address in your home country (Street and number)	Postal code, city and country
Telephone number	Mobile phone number
Email address	
<p>If you are currently in Denmark, please state your date of entry, address, and contact information in Denmark. Please note: if you state an address in Denmark, and the immigration authorities verify your identity when you submit your application, the decision about whether your application has been approved will be sent to your Danish address. If you have stated an address in Denmark, but the immigration authorities have yet to verify your identity, you will be asked to appear at a police station or the Citizen Centre of the Danish Agency for Labour Market and Recruitment when a decision about your application is ready.</p> <p>Important: Please inform the Danish Agency for Labour Market and Recruitment of any change to address or other contact information.</p>	
Date of entry into Denmark	
Address in Denmark (Street and number)	Post code and city
C/o (name)	Telephone number
Mobile phone number	Email address

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? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please state where and when	

5. Information about the applicant's educational background

PLEASE COMPLETE IN CAPITAL LETTERS

<input type="checkbox"/> Primary and lower secondary school	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Upper secondary school	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Higher education	Number of years	Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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	Brief job description
1. _____	-	_____
2. _____	-	_____
3. _____	-	_____
4. _____	-	_____

6. Information about students (full-degree, exchange or guest students) at a **higher educational programme**

You should only fill out section 5 if you are to study at a **higher educational programme**. If not, go to section 6. If you are to study in a higher educational programme in Denmark and you are not to pay the tuition fee yourself and have not been granted a Danish state scholarship (free tuition and grant covering living expenses), you must be able to support yourself during your stay in Denmark. This means that you must provide documentation that you have an amount equivalent to the monthly Danish [state educational grant](#) for a student living away from home at your disposal per month. The documentation can be a bank statement in your name or documentation of a grant or scholarship. See www.newtodenmark/study for further information.

Are you to pay your study fee to the university/school in Denmark yourself? Yes No

If **yes**, go to section 7.

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

Have you been granted a Danish state scholarship (free tuition and covering of living expenses)? Yes No

If **yes**, go to section 7.

If **no**, please **include proof** that you can support yourself financially while in Denmark.

7. About students at a **preparatory higher educational programme** or a **basic or youth study programme**

If you are to study in a preparatory course for a higher educational programme you must include proof that you can support yourself financially while in Denmark. This means that you must provide documentation that you have an amount equivalent to the monthly Danish [state educational grant](#) for a student living away from home at your disposal per month. The documentation can be a bank statement in your name or documentation of a grant or scholarship.

Please note that students at **folk high schools** do **not** need to include proof that they can support themselves during their stay, as food and lodging is normally included in the course fees.

8. Applicant's comments

PLEASE COMPLETE IN CAPITAL LETTERS

9. Sworn declarations – 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 of consent to allow authorities to gather necessary information

I consent to letting the Danish Agency for Labour Market and Recruitment (STAR) obtain and pass on information about my private affairs for the purpose of enabling them to process my application. Information can be obtained from or passed on to other Danish and foreign public authorities, including the police authorities.

Such information includes:

- Verification that the documents submitted with my application are genuine.
- My family relations.
- Any previous criminal proceedings against me.

I also consent to giving authorities contacted by STAR while processing my application permission to gather information about my private affairs for use in responding to the enquiry.

C. Declaration that I consent to allowing information about me to be passed on to my reference

I hereby consent to allowing STAR to pass on information about me, including personal information, to my reference (e.g. employer, educational institution, au-pair host) or his/her representative, if necessary for processing this application. I also consent to allowing STAR to obtain information about me, including personal information, from my reference or his/her representative, if necessary for processing this application.

D. Notification that information can be passed on to Danish intelligence agencies and the Danish prosecuting authority

The information and documents that you submit with your application can be passed on to Danish intelligence agencies and the Danish public prosecuting authority. This process can be initiated by STAR, Danish intelligence agencies or the Danish public prosecutor.

The prosecuting authority will be able to use the information to evaluate whether there are grounds for prosecuting you for crimes committed in or outside Denmark, to identify victims of or witnesses to a specific crime, or to aid foreign law enforcement agencies.

E. Notification that some information will be passed on to local Danish authorities

STAR is permitted to give certain information to the municipality (kommune) in which you settle if you receive a residence permit.

Such information includes:

- The grounds for issuing you a residence permit.

The municipality will be informed if:

- Your residence permit is revoked or not extended.
- Your residence permit lapses at some point in the future.
- You are granted a permanent residence permit.

F. Notification that Danish authorities have registered information about you and your affairs

The information you supply or have supplied in connection with your application for a residence and work permit will be registered in STAR's registers. The same holds true for any information you give in conjunction with an application to extend your residence permit.

If you receive a residence permit and take up residence in Denmark, it will be registered in the Civil Registration System (CPR). The CPR Register is a computerised register maintained by the Ministry of Economic Affairs and the Interior.

The information in STAR's registers and the CPR register will be used to answer questions relating to your residence in Denmark. Public administration authorities (record keeping), the police (record keeping and verification) and the Immigration Appeals Board (reviewing complaints) will have access to the information about you contained in STAR's registers and the CPR register.

Other authorities or organisations will receive information about you from STAR's registers and the CPR register if they require the information to address questions relating to your residence in Denmark.

You are obligated to provide the information necessary for deciding whether you are eligible for a Danish residence permit. You are entitled to access information about yourself in STAR's registers, and you are entitled to object to any information which you believe to be incorrect. Contact the Danish Agency for Labour Market and Recruitment, Njalsgade 72A, PO box 2000, DK-2300 Copenhagen S, if we are to correct, delete or block information, which proves to be incorrect.

The fingerprints recorded for use on your residence card will be deleted from STAR's registers no later than 90 days after your residence card has been issued or your application has been turned down.

G. 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 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 CPR register
- Comparing information contained in STAR registries with records held by the Central Office of Civil Registration (CPR Office), the Buildings and Housing Registry (BBR) or the income registry
- 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 process.

10. Signature – the applicant

By signing below, I confirm that the information I have given in the form is correct and that I have read and accepted the terms laid out in section A-C.

I also understand that the information I have given or will be giving will be registered in the Danish Agency for Labour Market and Recruitment's registers and that the information contained in the registers of the Danish Agency for Labour Market and Recruitment and the Danish Immigration Service can be compared with records held by the Central Office of Civil Registration (CPR), the Buildings and Housing Registry (BBR) and the Income Registry (eIndkomst).

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 before submitting your application.

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

Checklist – part 1

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

- Documentation of paid fee, such as such as a receipt from a Danish internet bank or a receipt from a bank or post

office.

Copy of passport (all pages including the front page).

If you are to study at a **higher educational programme** and are **not** to pay tuition fees, and have **not** been granted Danish state scholarship (free tuition and covering of living expenses), **or** if you are to study at a **preparatory higher educational programme** or at a **basic or youth study programme**, you must also include:

Documentation that you can support yourself financially while in Denmark (e.g. 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 1-8),

signed and dated the application in section 10

If you have a spouse and/or children who need to apply for a Danish residence permit as accompanying family member, please use form FA8: "Application for residence permit for a family member of a foreign national who is to work or study in Denmark". See newtodenmark.dk/forms.

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 facial images. 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 facial images **within 14 days** of submitting your application. When you appear to have your biometric features recorded or to submit your facial images, 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 with the application. **Please note** that the processing of your application will not begin until your biometric features are submitted.

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

Biometric features can be recorded at the Citizen Centre of the Danish Agency for Labour Market and Recruitment. If you live outside Greater Copenhagen, your biometric features can also be recorded at some police stations. A list of the police stations capable of recording biometric features can be found at www.newtodenmark.dk/residencecard. 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).

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 facial images, 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.



For official use only – Comments and forwarding endorsements

Names and passport information in compliance with shown documentation of identity

Enclosed:

Copy of passport

Documentation that the applicant can support him-/herself financially

Other

Carried out interview with the applicant

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.	
Address (street and number)		Post 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 educational programme in Denmark

PLEASE COMPLETE IN CAPITAL LETTERS

Name of programme (course)	
Level of the programme (educational level)	
Nominal period of study (excluding introductory courses, re-examinations etc.) From (day, month, year) _____ to (day, month, year) _____	
Does the educational programme include one or more obligatory internships or periods of work practice? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please state the total length of the internships or periods of work practice (number of weeks).	
Has the educational programme been approved by a state authority? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, does the educational programme hold an advisory opinion from the Danish Evaluation Institute? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, state the validity period of the advisory opinion: From (day, month, year) _____ to (day, month, year) _____	
Type of education	
<input type="checkbox"/> Basic or youth study programme > Go to section 15	<input type="checkbox"/> Higher educational programme under Universities Denmark or under the Danish Ministry of Culture >Go to section 13
<input type="checkbox"/> Folk high school course > Go to section 14	<input type="checkbox"/> Other higher educational programmes >Go to section 13
<input type="checkbox"/> Preparatory higher educational programme > Go to section 15	

13. Information about students at a **higher educational** programme

Section 13 should only be filled out if the applicant is to study at a **higher educational programme**. If not, go to section 14.

The applicant will be admitted to the educational institution as a

- | | |
|--|--|
| <input type="checkbox"/> Non-fee-paying guest or exchange student
> Go to section 13.A | <input type="checkbox"/> Non-fee-paying full-degree student
> Go to section 13.A |
| <input type="checkbox"/> Fee-paying guest or exchange student
> Go to section 13.B | <input type="checkbox"/> Fee-paying full-degree student
> Go to section 13.B |
| <input type="checkbox"/> Student with a Danish state scholarship (free tuition and covering of living expenses)
> Go to section 15 | |

13.A

Will the student receive a grant from the educational institution in Denmark? Yes No

If **no**, go to section 14

If **yes**, please state the amount (DKK, EUR or USD) per six month period

_____ DKK EUR USD

> Go to section **15**

13.B

Tuition fees per semester to the education institution in Denmark (DKK, EUR or USD)

_____ DKK EUR USD

Have the tuition fees been paid (first semester as a minimum)? Yes No

Is the student wholly or partly exempt from paying the tuition fee? Yes No

If the student is wholly or partly exempt from paying the tuition fee, documentation of the exemption must be provided.

>Go to section **15**

14. Information about students at a **folk high school**

Section 14 should only be filled out if the applicant is to attend a course at a **folk high school or similar**. If not, go to section 15.

Has the course been paid for? Yes No

If **yes**, please state the amount (DKK, EUR or USD) _____ DKK EUR USD

Sworn declaration by the head of the school

The head of the school is asked to sign the declaration below by which he/she declares that the course will be held in such a way as to be eligible for state subsidies under the following Danish act: *Lov om folkehøjskoler, efterskoler, husholdningsskoler og håndarbejdsskoler (frie kostskoler)*.

I hereby solemnly swear that the course which the applicant is to attend will be held in such a way as to be eligible for state subsidies under the following Danish act: *Lov om folkehøjskoler, efterskoler, husholdningsskoler og håndarbejdsskoler (frie kostskoler)*.

By signing below, I confirm that I have read, understood and accepted the terms laid out in this declaration

Name of the head of the school (please complete in capital letters)

Date and place

Official stamp of the educational institution

Signature (head of the school)

15. The applicant (the student)

PLEASE COMPLETE IN CAPITAL LETTERS

Surname

Given name(s)

Date of birth (day, month, year)

Has the student been fully accepted in the educational programme?

Yes

No

In order for the applicant to be granted a residence permit as a student, he or she must have been fully accepted in the study programme. The application for a residence permit for students should not be submitted until this is the case.

16. Signature – the educational institution

Original signature by the official contact person. Facsimile stamps are not accepted.

Date and place

Official stamp of the educational institution

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 before forwarding it to the applicant.

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 11-15) and has

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signed and dated the application in section 16.

If the applicant is to attend a course at a folk high school or similar, it is also important that the head of the school has

signed the declaration in section 14.